

BOARD OF TRUSTEES
PUBLIC MEETING

Tuesday, June 5, 2018 – 5:00 p.m.

Paramus Campus – TECHNOLOGY BUILDING – Conference rooms BC

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Roll Call
- IV. Pledge of Allegiance
- V. Reports
 - A. Vice Chairman
 - B. Secretary
 - C. Treasurer
 - D. President
 - ❖ Follett, Discover – Mr. Victor Anaya
 - ❖ Study Abroad, Gilman Scholarships – Professor Amparo Coddling
 - E. Committees
 - 1. Audit, Finance and Legal Affairs
 - 2. Education and Student Affairs
 - 3. Personnel
 - 4. Site and Facilities
 - 5. Strategic Planning and Issues
 - F. Alumni Trustee
 - G. Chairperson
- VI. Unfinished Business/Board Members
- VII. New Business/Board Members
 - ACCT Board Retreat – Friday, June 29, 2018
- VIII. Open to the Public
- IX. Actions
 - A. Approval of Minutes:
 - May 8, 2018
 - B. Consent Agenda – Tuesday, June 5, 2018
- X. Executive Session, if required
(New Business/Open to the Public)
- XI. Adjournment



CONSENT AGENDA

Tuesday, June 5, 2018

Technology Building – Conference Rooms BC

5:00 p.m.

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

APPROVAL OF MINUTES: May 8, 2018

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. Approval of Labor Invoice – Eric M. Bernstein & Associates, L.L.C.
3. Exempt from Bidding: Authorization to reimburse the Property Insurance Coverage; Excess Worker's Compensation Coverage; Liability Claim Fund; Worker's Compensation Fund; Educator's Legal Liability, and Third Party Claim Administration Fee as when due.
4. To authorize the renewal of Kofax maintenance and support for a one-year period with KeyMark Inc. This software is used for scanning student records in accordance with various federal, state and local regulations.
5. To authorize the renewal of VMWare licensing with NJEdge.Net for our virtual server host machines for one year.
6. To authorize update of the existing software licensing terms and conditions for Ellucian software by entering into a new Master Terms and Conditions license agreement.
7. Authorization to purchase a Pulse Volume Recorder for the Health Professions Program. This is funded by the GO Bond.
8. To authorize a purchase from Aspire Technology Partners, LLC of an additional 4 blocks of Nutanix Servers for expanding Virtual Desktop Infrastructure (VDI) in the Pitkin building.
9. To purchase 700 additional VMWare Horizon and Citrix licenses to support the virtual desktop units being purchased to lifecycle desktop computers that are at end of life.
10. To authorize a one-year subscription renewal of SolidWorks 3D design software with Educational STEM Solutions, L.L.C.
11. To accept donation of a Vapotherm Precision Pro Plus from the Vapotherm company, 100 Domain Drive, Exeter, NH 03833.
12. To authorize SHI International Corp. to provide a wireless site survey to identify areas that need additional coverage.
13. To authorize the annual renewal of college broadband internet services through NJEdge technology consortium.
14. To amend Board Action A/F 2, dated November 1, 2017 to increase the amount authorized for promotional advertising by \$5,000.00.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. To authorize submission of a grant proposal in the amount of \$375,000 for the U.S. Department of Health and Human Services (HHS), Substance Abuse and Mental Health Services Administration (SAMHSA) FY 2018 Mental Health Awareness Training (MHAT) Program, and to authorize President Michael D. Redmond, or his designee, to execute required documents.
2. 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 2019 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.

PERSONNEL (P)

1.
 - A. Appointment: Academic Chairs and Program Coordinators/Faculty
 - B. Appointment: Faculty (Eleventh Month)
 - C. Appointment: Clinical Coordinators
 - D. Appointment – Grant (Title V)
 - E. Appointment – Grant (STEMatics)
 - F. Appointment – Professional Staff
2. Reappointment: Directors/Administrators
3. Reappointment: Professional Staff
4. Reappointment: Part-Time Personnel
5. Approve stipend for the Center for Institutional Effectiveness and Research Fellows
6. Approve: Leave of Absence/Support Staff
7. Approve: Return from Leave of Absence/Support Staff
8. Resignation: Support Staff
9. Resignation: Grants
10. Retirement: Faculty
11. Retirement: Confidential Staff
12. Elimination of Position Title
13. Reappointment: Personnel
14. Reappointment: Project Personnel - Grants

SITE AND FACILITIES (S/F)

1. To award professional services to NK Architects for the updating of the 2010-2020 Master Plan, and the creation of the 2021-2031 Master Plan.
2. To authorize repair of the Technology Building canopy/roof by Practical L.L.C.

STRATEGIC PLANNING (S/P)

1. Approve 2018-2023 Strategic Plan: *Reimagine Bergen*



BOARD OF TRUSTEES ACTION A/F 1
Approval Date: June 5, 2018

Resolution:

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

Submitted By

Mr. Victor Anaya, Executive Director, Finance

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

Action Requested

Approval for payment of the following legal vouchers:

April 1, 2018 to April 30, 2018 DeCotiis, FitzPatrick, Cole & Giblin. LLP. \$ 18,840.25

Legal bills are available on the College's web site under the Board of Trustees at the following address:

<http://www.bergen.edu/about-us/board-of-trustees/legal-bills>

Charge to: College Operating Funds
Account Number: 10-01-186100-607566



BOARD OF TRUSTEES ACTION A/F 2
Approval Date: June 5, 2018

Resolution:

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

Submitted By

Mr. Victor Anaya, Executive Director, Finance

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

Action Requested

Approval for payment of the following labor invoices

\$ 990.00

Invoices: 53038, 53039, 53040, 53041, 53042 and 53043.

Legal bills are available on the College's web site under the Board of Trustees at the following address:

<http://www.bergen.edu/about-us/board-of-trustees/legal-bills>

Charge to: College Operating Funds
Account Number: 10-01-186100-607566



BOARD OF TRUSTEES ACTION A/F 3
Approval Date: June 5, 2018

Resolution

Exempt from Bidding: Authorization to reimburse the Property Insurance Coverage; Excess Worker's Compensation Coverage; Liability Claim Fund; Worker's Compensation Fund; Educator's Legal Liability, and Third Party Claim Administration Fee as when due.

Submitted By

Mr. Victor Anaya, Chief Financial Officer

Action Requested

- Authorization to reimburse the County of Bergen for Property Insurance Coverage; Excess Worker's Compensation Coverage; Liability Claim Fund; Worker's Compensation Fund; Educator's Legal Liability insurances for the coverage period July 1, 2018 through June 30, 2019, at an estimated cost of \$1,018,500.00.

Justification

These is a yearly reimbursement for renewal of insurances.

Charge To: Account Number: 10-01-188100-607590
10-01-188100-607591



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

Resolution:

To authorize the renewal of Kofax maintenance and support for a one-year period with KeyMark Inc. This software is used for scanning student records in accordance with various federal, state and local regulations.

Submitted By

Mr. Victor Anaya, Executive Director, Finance
Mr. Bo Vieweg, Chief Information Officer
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to purchase a one-year renewal agreement with KeyMark Inc. for Kofax software as well as onsite upgrade services for the period of 7/1/18 – 6/30/19 at a cost of \$17,906.35.

Justification

This is the annual renewal of the document management system support and maintenance. This system is used for scanning the college's records in accordance with various federal, state and local regulations.

Quotes were received from vendors listed below:

Keymark, Inc.	\$17,906.35
Carahsoft Technology Corp.	\$18,011.34
Verbella CMG, LLC	no quote
MetaSource	no quote
Solutions Simplified	no quote

The college has a need to award this procurement as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. KeyMark, Inc. has submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contributions Disclosure, the Stockholder Disclosure Certification, Business Entity Disclosure will be maintained on file at the college.

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

Charge To: College Operating Funds

Account Number: 10-01-165100-607526



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

Resolution

To authorize the renewal of VMWare licensing with NJEDge.Net for our virtual server host machines for one year.

Submitted By

Mr. Victor Anaya, Executive Director, Finance
Mr. Bo Vieweg, Chief Information Officer
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to renew the VMWare Academic Licensing Agreement for one year July 1, 2018 – June 30, 2019 in the amount of \$37,270.50. This subscription includes (2) vCenter Servers, and (54) vSphere Enterprise Plus licenses purchased through the NJEDge.Net Consortium pricing contract number 37179.0-65779.

Justification

VMWare Licensing entitles the college to utilize the virtualization software that runs the vast majority of the college's server environment. By utilizing VMWare the college is able to reduce the number of physical servers required to support the college's core business, thereby decreasing the amount of power utilized and the amount of manpower required to support the servers. Additionally, by virtualizing servers the college positions its systems and services to be portable in the event of a natural disaster and the college's backups can be used to quickly and reliably restore service at an alternate location.

NJEDge.Net is a non-profit organization and is exempt from Pay-To-Play.

Consortium purchases are allowed in accordance with County College Contracts Law 18A-64A-25.10.

Charge to: College Operating Funds

Account: 10-01-165100-607526



BOARD OF TRUSTEES ACTION A/F 6
Approval Date: June 5, 2018

Resolution

To authorize update of the existing software licensing terms and conditions for Ellucian software by entering into a new Master Terms and Conditions license agreement.

Submitted By

Dr. Michael Redmond, President
Mr. Victor Anaya, Executive Director, Finance
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization for the College President or his designee to execute a new license agreement with Ellucian Company L.P. which will cover the terms and conditions of licensing and support for Ellucian software currently used by the College, and future software purchases. The term of this agreement will be for five years.

Justification

This will replace an existing license agreement that is several years old.

Charge to:

Account:



BOARD OF TRUSTEES ACTION A/F 7
Approval Date: June 5, 2018

Resolution

Authorization to purchase a Pulse Volume Recorder for the Health Professions Program. This is funded by the GO Bond.

Submitted By

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

Action Requested

Authorization to purchase a new Pulse Volume Recorder and associated medical accessories for the Health Professions Program at a cost of \$30,765.00, from Parks Medical Electronics, Inc. based on a Request for Proposals issued by the College. The proposal also includes delivery, installation, on-site training, and an extended two-year on-site manufacturer's warranty.

Justification

The purchase of a PVR machine for the diagnostic medical sonography will provide an integral piece of equipment that will positively affect our program by increasing students' knowledge of hemodynamics, increase retention and increase job placement. Performing PVR testing enhances student's understanding of hemodynamics, which is crucial to all specialty areas of ultrasound. This skill will also prepare students for clinical rotations and facilitate them to gain competency in a modality that will enrich their resumes.

Student graduate and resource surveys that are required by our credentialing agency, CAAHEP, Commission on Accreditation of Allied Health Education Programs, reflect students' overwhelmingly positive feelings regarding their education at Bergen Community College, but the lack of PVR experience is a recurrent issue that students cite on their surveys. In conclusion, the purchase of a PVR for the diagnostic medical sonography program will increase student's academic success, increase retention and positively impact job placement.

The college has a need to procure this equipment through a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Parks Medical Electronics has completed and submitted, a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution Disclosure, the Stockholder Disclosure Certification and Business Entity Disclosure will be maintained on file at the College.

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

Seven vendors were solicited, and two proposals were received. See list below for proposals received.

Parks Medical Electronics, Inc.	\$30,765.00
Unetix Vascular	\$33,592.70

Charge To: GO Bond

Account Number: 20-00-115300-604217



BOARD OF TRUSTEES ACTION A/F 8
Approval Date: June 5, 2018

Resolution

To authorize a purchase from Aspire Technology Partners, LLC of an additional 4 blocks of Nutanix Servers for expanding Virtual Desktop Infrastructure (VDI) in the Pitkin building.

Submitted By

Mr. Victor Anaya, Executive Director, Finance
Mr. Bo Vieweg, Chief Information Officer
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to purchase an additional block of 4 Nutanix Servers at a cost of \$325,413.06 from Aspire Technology Partners, LLC on through NJEDge consortium pricing.

Justification

The additional 4 nodes will allow us to expand our Virtual Desktop environment to additional departments within Pitkin and allow users to segregate their sensitive information and job tasks in a secure and compartmentalized fashion. Additionally, by virtualizing the desktop environment we will be ensuring that critical job functions are highly available and can be accessed and completed at anytime from anywhere.

Quotations were received from the companies listed below.

Aspire Technology Partners, LLC	\$325,413.06
DynTek Services, Inc.	\$421,134.82
IPM Computer Systems	\$432,180.18

Consortium purchases are allowed in accordance with County College Contracts Law 18A-64A-25.10.

Charge to: College Operating Funds
Account: 20-01-165100-604300



BOARD OF TRUSTEES ACTION A/F 9
Approval Date: June 5, 2018

Resolution

To purchase 700 additional VMWare Horizon and Citrix licenses to support the virtual desktop units being purchased to lifecycle desktop computers that are at end of life.

Submitted By

Mr. Victor Anaya, Executive Director, Finance
 Mr. Bo Vieweg, Interim Chief Information Officer
 Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to purchase 700 licenses of VMware Horizon from Aspire Technology at a cost of \$192,212.37, and 700 Citrix licenses from Dell Marketing at a cost of \$45,241.00 on NJ State Contract 89850.

Justification

VMWare licensing will support the Wyse ThinClient virtual desktop units being purchased to lifecycle desktop computers that are at end of life. VDI technology allows access to the virtual desktop from any device anywhere as if the person were on campus. Citrix is the software that allows the management and creation of the image, or "layers", for the Virtual Desktop Infrastructure (VDI).

Quotes were received from the companies listed below.

VENDOR	QUOTED VMWARE	QUOTED CITRIX	QUOTED BOTH (3 YR)
SHI International Corp.	\$ 200,756.43	\$ 46,032.00	\$ 246,788.42
Dell Marketing L.P.	\$ 201,552.26	\$ 45,241.00	\$ 246,793.26
Howard Technology	\$ 225,365.00	\$ 77,700.00	\$ 303,065.00
Aspire Technology Partners, LLC	\$ 192,212.37	no quote	
Pascack Data Services, Inc.	\$ 209,143.27	no quote	
CDI Computer Design & Integration	\$ 174,315.19	no quote	ONLY TWO YEARS
Innovative Network Solutions Corp	no quote	\$ 49,511.00	
Citrix	no quote	\$ 63,000.00	

The college has a need to award this procurement as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. Aspire Technology Partners, LLC has submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable

contributions through the term of the contract. The Political Contributions Disclosure, the Stockholder Disclosure Certification, Business Entity Disclosure will be maintained on file at the college.

Purchase through NJ State Contract is allowed in accordance with County College Contracts Law 18A-64A-25.19. Software peripherals are exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (19).

Charge to: College Operating Funds
Account: 10-01-165100-607526



BOARD OF TRUSTEES ACTION A/F 10
Approval Date: June 5, 2018

Resolution

To authorize a one year subscription renewal of SolidWorks 3D design software with Educational STEM Solutions, LLC.

Submitted By

Mr. Victor Anaya, Executive Director, Finance
Mr. Bo Vieweg, Chief Information Officer
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to renew SolidWorks Education Edition subscription services for one year July 1, 2018 – June 30, 2019 in the amount of \$2,585.00 with Educational STEM Solutions, LLC. Also included is (1) additional stand-alone license subscription renewal for a one-year term 11/1/18 – 10/31/19.

Justification

The Industrial Design Technology program utilizes Solid Works Education Edition which is a powerful, engaging, hands-on software for students to understand the real-world mechanics of science, technology, engineering, art and math (STEM/STEAM). With SOLIDWORKS Education Edition, educators and students have access to the same 3D development tools used by countless engineering and design professionals around the world, so they can focus on what's really important—fostering new ideas, solving problems, teamwork, and innovation.

Quotes were received from vendors listed below

Educational STEM Solutions, LLC	\$2,585.00
Allegheny Educational Systems, Inc.	\$2,600.00
CADimensions Inc.	\$2,600.00

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

Charge to: College Operating Funds

Account: 10-01-165100-607526



BOARD OF TRUSTEES ACTION A/F 11
Approval Date: June 5, 2018

Resolution

To accept donation of a Vapotherm Precision Pro Plus from the Vapotherm company, 100 Domain Drive, Exeter, NH 03833.

Submitted By

Dr. William Mullaney, Vice-President, Academic Affairs
Dr. Susan Barnard, Dean, Health Professions
Dr. Amy Ceconi, Program Director, Respiratory Care
Mr. Victor Anaya, Executive Director, Finance

Action Requested

Accept donation of Vapotherm Precision Pro Plus from Vapotherm company for use by students in the Respiratory Care program. The fair market value of this device is \$4,000.00.

Justification

The Vapotherm Precision Pro Plus is a medical device that provides control of oxygen, flow, and humidification to premature infants in the NICU. This item is currently being utilized at The Valley Hospital in Ridgewood, NJ which is one of the Respiratory Care program's premier clinical sites. Students need to be trained in the laboratory setting on the same equipment that is being utilized in the local clinical sites.

Charge To: College Operating Funds

Account Number: 10-06-610100-607843



BOARD OF TRUSTEES ACTION A/F 12
Approval Date: June 5, 2018

Resolution:

To authorize SHI International Corp. to provide a wireless site survey to identify areas that need additional coverage.

Submitted By

Mr. Victor Anaya, Executive Director, Finance
Mr. Bo Vieweg, Chief Information Officer
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization for SHI International Corp. to provide a wireless site survey at a cost of \$13,439.00.

Justification

In order to ensure a consistent and reliable wireless experience to our constituents and to validate the current WiFi coverage areas and highlight those areas in need of coverage improvement, the ITS department is requesting this comprehensive survey of WiFi coverage on campus.

Quotes were received from the companies listed below

SHI International Corp.	\$13,439.00
Continental Resources, Inc.	\$21,500.00
Aspire Technology Partners, LLC	\$22,500.00

The college has a need to award this procurement as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. SHI International Corp. has submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contributions Disclosure, the Stockholder Disclosure Certification, Business Entity Disclosure will be maintained on file at the college.

This is below the County College bid threshold and is not required to be bid.

Charge To: College Operating Funds
Account Number: 10-01-165100-607550



BOARD OF TRUSTEES ACTION A/F 13

Approval Date: June 5, 2018

Resolution

To authorize the annual renewal of college broadband internet services through NJEdge technology consortium.

Submitted By

Mr. Victor Anaya, Executive Director, Finance
Mr. Bo Vieweg, Chief Information Officer
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to renew internet services for fiscal year 2019 through NJEdge at a cost of \$212,424.00.

Justification

This is the annual renewal of Broadband Internet services for the college.

Consortium purchases are allowed in accordance with County College Contracts Law 18A:-64A-25.10.

NJEdge is a not for profit technology consortium and is exempt from Pay-to-Play.

Charge To: College Operating Funds

Account Number: 10-01-165100-607645



BOARD OF TRUSTEES ACTION A/F 14
Approval Date: June 5, 2018

Resolution

To amend Board Action A/F 2, dated November 1, 2017 to increase the amount authorized for promotional advertising by \$5,000.

Submitted By

Mr. Victor Anaya, Executive Director, Finance

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

Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Increase the amount previously authorized for advertising in North Jersey Media Group publications from \$39,500 to \$44,500 until June 30, 2018.

Justification

Authorization to spend \$5,000 through June 30, 2018 with North Jersey Media Group for summer/fall registration advertising in various publications (the Record, weekly newspapers and NorthJersey.com) and digital platforms (social media, keyword and websites).

The College's promotional advertising expense with NJMG remains complementary to a diverse placement schedule that also includes venues such as billboards, restaurants, web/mobile media and non-NJMG print media. As the county's major media source – owning a large portfolio of resources that includes a daily newspaper and most of the county's weekly newspapers – NJMG reaches a significant number of Bergen residents.

Charge to: College Operating Funds

Account Number: 10-01-148100-607572



BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: June 5, 2018

Resolution

To authorize submission of a grant proposal in the amount of \$375,000 for the U.S. Department of Health and Human Services (HHS), Substance Abuse and Mental Health Services Administration (SAMHSA) FY 2018 Mental Health Awareness Training (MHAT) Program, and to authorize President Michael D. Redmond, or his designee, to execute required documents.

Submitted By

Dr. Yun K. Kim, Vice-President of Institutional Effectiveness
Dr. William P. Mullaney, Vice President of Academic Affairs
Dr. Susan Barnard, Dean of Health Professions
Professor Kathleen Pignatelli, Director of Wellness Center
Dr. William Yakowicz, Director of Grants Administration

Justification

Bergen Community College Wellness Center successfully competed for and conducted a SAMHSA funded \$300,000 Garrett Lee Smith Suicide Prevention Grant with partner Care Plus from 2012 to 2015. The successful initiative was sustained for the past three years, 2015 through 2018. Project outcomes were significant and far reaching, with nearly 2,000 students, faculty, staff, and community members participating in Mental Health First Aid training. This proposed project will build on the foundation developed in the previous SAMHSA Campus grant project. Modeled after Bergen's current MHFA training and community Wellness Center services, the project will prepare and train the college community on how to appropriately and safely respond to individuals with mental disorders, particularly individuals with severe mental illness (SMI) and/or severe emotional distress (SED), with an emphasis on suicide prevention as well as opioid awareness and prevention.

The proposal and budget are in development and will be forthcoming.

A project summary follows on the next page.

No college match is required.

Charge To: Grants Administration

Account Number:

SAMHSA FY 2018 Mental Health Awareness Training (MHAT) Grant

The purpose of the proposed grant initiative is to:

- 1) Train individuals (e.g., students, faculty, staff, and other college personnel, emergency first responders, law enforcement, veterans, armed services members and their families) to recognize the signs and symptoms of mental disorders, particularly serious mental illness (SMI) and/or serious emotional disturbance (SED);
- 2) Establish linkages with school- and/or community-based MH agencies to refer individuals with the signs or symptoms of mental illness to appropriate services;
- 3) Train emergency services personnel, veterans, law enforcement, fire department personnel, and others to identify persons with a mental disorder and employ crisis de-escalation techniques; and
- 4) Educate individuals about resources that are available in the community for individuals with a mental disorder.

Training delivered by Bergen Community College MHFA certified instructors over the past few years helped nearly 2,000 participants learn to recognize the signs and symptoms of suicide ideation, mental illness, on how to safely and appropriately respond, and where to refer individuals for assistance in dealing with their difficulties.

Bergen's certified instructors and their programs all received participant feedback that has been highly positive. The project has, to a great extent, been institutionalized, producing a powerful foundation for increasing the number of certified trainers and substantially growing the availability of Mental Health First Aiders throughout the college and community.



BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: June 5, 2018

Resolution

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 2019 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.

Submitted By

Dr. Yun K. Kim, Vice-President of Institutional Effectiveness
Dr. William P. Mullaney, Vice President of Academic Affairs
Ms. Linda Emr, Dean, of Off Campus Sites
Dr. William Yakowicz, Director of Grants Administration

Justification

The New Jersey Department of Labor and Workforce Development will award one Adult Basic Education grant to each county. Bergen Community College, Bergen County Technical Schools (Lead Agency), and Greater Bergen Community Action propose to continue their consortium partnership agreement that 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 partnership agreement will enable the consortium to implement the Consolidated ABE & IELCE Grant Program in FY19, from July 1, 2018 through June 30, 2019. The Bergen Community College portion of the grant proposal to provide instructional services will be approximately \$349,000 to serve 349 students (allocation is tentative and subject to final federal allocations).

Grant Applications require a 25% financial match contribution provided either in cash or in kind. Bergen Community College's financial match contribution is all in-kind and derived from room usage fees as well as a small portion of administrative salary for oversight. We have not covered match with cash.

A copy of the agreement and budget are attached.

Charge To: Grants Administration

Account Number:



BERGEN COUNTY TECHNICAL SCHOOLS/SPECIAL SERVICES

District Administrative Office
540 Farview Avenue, Paramus, New Jersey 07652-4897 • Tel. (201) 343-6000

MEMORANDUM OF AGREEMENT
UNDER THE
CONSOLIDATED ADULT BASIC SKILLS AND
INTEGRATED ENGLISH LITERACY & CIVICS EDUCATION
GRANT PROGRAM – FY 2019

This Agreement is made on this 9th day of May 2018, between the BOARD OF EDUCATION OF THE BERGEN COUNTY TECHNICAL SCHOOLS DISTRICT (BCTS), organized and existing pursuant to N.J.S.A. 18A:54-1 et seq., with its principal office located at 540 Farview Avenue, Paramus, New Jersey 07652 and BERGEN COMMUNITY COLLEGE (BCC), a county college organized and existing pursuant to N.J.S.A 18A:64 et seq. of the laws of the State of New Jersey, with principal offices located at 400 Paramus Road, Paramus, New Jersey-07652 ("College").

RECITALS

WHEREAS, BCTS has applied for a grant formally known as the Consolidated Adult Basic Skills and Integrated English Literacy & Civics Education Grant Program (Adult Basic Skills Grant Program) from the New Jersey Department of Labor and Workforce Development (NJDLWD) and made possible under the federal Workforce Investment Opportunity Act (WIOA) of 2014 (P.L. 113-128), Title II, the Adult Education and Family Literacy Act (AEFLA) in the amount of approximately One Million One Hundred Seventy Four Thousand Four Hundred and Sixty Dollars (\$1,174,460) for the period beginning July 1, 2018, and ending June 30, 2019; and

WHEREAS, the New Jersey Adult Basic Skills Grant Program supports eligible providers in the development, implementation and improvement of adult education and literacy programs providing the adult basic education (ABE), English-as-a-Second Language (ESL), and Integrated English Literacy and Civics Education (IELCE) needed for adults to acquire those fundamental educational skills necessary for the literate functioning that leads to productive employment and enabling adults to continue their education to at least the level of completion of a secondary school diploma; and

WHEREAS, the above-named parties are desirous of working collaboratively to improve the literacy and employability of Bergen County low literacy and limited English proficient adults;

NOW THEREFORE, in consideration of the terms and conditions hereinafter set forth, the parties agree as follows:

SECTION ONE
DURATION

This Agreement shall be effective for a period of one (1) year beginning on July 1, 2018, and terminating on June 30, 2019.

SECTION TWO
SCOPE AND ADMINISTRATION OF PROGRAM

1. Administration of Program

The Adult Basic Skills Grant Program will operate on an annual basis, commencing on July 1 and ending on the following June 30. Each consortium partner will deliver instruction in accordance with a set schedule of days and hours of operation for each delivery site operated by that partner with the support of ABS grant funds.

Instruction will be delivered in compliance with NJDLWD requirements with regard to state and federal WIOA and AEFLA program requirements, including:

- Agencies are required to meet 95 percent of their contracted level of service. Agencies not meeting 95% enrollment requirement that have been reimbursed funds will be required to refund to the LWD the cost-per-participant amount received for each participant in each level in the appropriate component in which they were contracted for services.
- Partners will not change any AEFLA participant fees. There are no exceptions to this policy.
- Participant functioning level in reading and math must be assessed within the first 12 hours of participation. All participants will be retested based upon test publisher guidelines, or in limited and rare exceptions, as determined by the instructor after a minimum of 30 instructional hours, if the participants has indicated a desire to exit and the instructor believes there has been a measurable skill gain.
- Class enrollment must use a managed enrollment system, where a student may enter the instructional program only during specific enrollment periods, attend a class for the duration of the class term, continue in the same class only if re-enrolled. Managed enrollment systems include intake (orientation, assessment and goal setting) and counseling to transition participants to other education, training or employment.
- Partners will not simultaneously enroll participants in other ELA, Evening School for the Foreign-Born, ILECE or state programs funded by the NJDLWD during the contract period.
- A maximum of 25% of the total ABE/ESl and 25% of the total IELCE adults served can have a high school diploma, if they test below 8.9 grade level on tests approved for this purpose by the

NJ Assessment policy and require improvement in order to pursue postsecondary training, education or employment.

- A minimum of four class terms in the fiscal year are provided that enable a participant to attend a minimum of 60 hours of instruction within a 10 week span.
- Each partner will deliver instruction that is based upon a comprehensive, written curriculum that utilizes the College & Career Readiness Standards (CCRS).
- Each partner agrees to participant as connection sites for the New Jersey Career Connections digital platform and agrees to register, create and/or post a resume on this website for each participant entered into the Entered Employment cohort.
- Each partner will develop and/or provide at least one Integrated Education and Training (IET) Program and each IET will be in a different career area.
- Grant funded program activities will be developed in consultation with with the Bergen Workforce Development Board and co-joined, whenever possible, with the Bergen County One Stop Career System.

In addition to meeting the above program requirements, each partner will provide program space at their primary site and/or at satellite sites within the community that include appropriate classroom, staff and counseling space, and access to educational technology (including computers and the Internet where available) for using during and/or in support of instruction. The primary instructional sites for each partner are as follows:

- BCTS, 200 Hackensack Avenue, Hackensack, New Jersey 07601;
- BCC, The Ciarco Learning Center, 355 Main Street, Hackensack, New Jersey 07601.

2. Program Personnel Staffing

In accordance with the grant criteria BCTS and BCC have agreed to undertake the following activities:

- Actively participate in the Adult Basic Skills Grant Program and attend regularly scheduled meetings of the collaborative;
- Provide and oversee all grant funded adult literacy and IELCE instruction (on and off their agency/school site) as well as supervise and monitor all adult literacy personnel;
- Recruit, intake and screen prospective students (as detailed in the attached grant application);
- Pre-test (using state approved instruments) all students to be served through Adult Basic Skills Grant Program funds within the first 12 hours of participation. All pre-testing should be completed in accordance with the guidelines stated in the NJDLWD issued document FY 201 NGO, Program Requirements and the New Jersey Assessment Policy;

- Post-test (using state approved instruments) all students to be served through Adult Basic Skills Grant Program funds after sixty (60) hours of instruction (in accordance with publisher guidelines) or in limited and rare exceptions, as determined by the instructor after a minimum of 30 instructional hours, if the participants has indicated a desire to exit and the instructor believes there has been a measurable skill gain;
- Enroll the targeted number of students in accordance with targeted literacy level (as detailed in the attached grant application and in the Financial/Payment Terms section of this MOA). All partners understand that, to be counted as enrolled, students must complete a minimum of twelve (12) hours of instruction;
- Integrate "Career and College Readiness Standards" and methods in all instruction supported by Adult Basic Skills Grant Program funds;
- Monitor student progress during enrollment and conduct follow-up of students after program exit in accordance with NJDLWD requirements;
- At minimum, meet all state-established benchmarks as detailed in the grant application; and
- Collect data that is relevant to the above activities and which contributes to the evaluation of the impact of said activities on the targeted population.

To undertake the above activities, BCC and BCTS agree to deploy the number of staff as may be appropriate and as detailed in the grant application. Each partner agrees that all personnel will have the training and qualifications necessary to adequately perform job responsibilities as stated in the NJDLWD issued document entitled "Program Requirements".

Nothing in this Agreement shall be construed, interpreted or deemed to create any employer/employee relationship between BCTS and BCC or between any party and the other's faculty, staff, and/or personnel. BCTS and BCC shall each remain solely responsible for the payment of all salaries of personnel employed by their respective agencies who are assigned to work or otherwise participate in the Program. Each agency shall be solely responsible to withhold applicable payroll taxes from the wages of its staff (such as, but not limited to, state/federal withholdings, FICA, Medicare, Social Security), and shall be responsible for any payroll tax liabilities as the "employer" with respect to its faculty, staff, and/or personnel. Each agency shall also remain solely responsible for the hiring, evaluation, payment of all benefits, and insurance coverage and other responsibilities and liabilities for all personnel hired by their agency who are assigned to work or otherwise participate in the Adult Basic Skills Grant Program initiative. Each agency shall indemnify and hold the other agency harmless against any and all claims brought against the agency by an individual or a federal/state agency seeking payment of federal or state income taxes, payroll tax, withholdings and the like, including interest, fines and/or penalties with regard to their respective staff members.

3. Recordkeeping and Reporting

It shall be the responsibility of each partner to collect, maintain, and contribute information and statistical data to be included in progress reports relative to the activities for which it has responsibility under this agreement, such information being required to meet the grantor's reporting requirements.

It shall also be the responsibility of each partner to maintain and submit expenditure reports and appropriate supporting documentation relative to the activities for which it has responsibility under this agreement, such information being required to meet the grantor's reporting requirements.

To this end, BCTS and BCC agree to comply with the following reporting guidelines:

- BCTS, as lead agency, will compile and submit reports (both qualitative and quantitative) for the partnership in accordance with NJDLWD requirements and meet grant deadlines. Copies of submitted reports will be distributed to the partner agencies.
- BCTS, as the lead agency, will provide all partners with information about changes in NJDLWD reporting requirements as they may occur and for setting local reporting deadlines and procedures.
- BCTS and BCC are each responsible for entering their individual student data into a data base in accordance with deadlines and procedures established by the lead agency and the NJDLWD.

BCTS and BCC are each responsible for providing data and narrative progress reports as follows. Each partner will:

- Enter data into the LACES system on a bi-weekly schedule, as specified in the NJDLWD issued document entitled "Program Requirements";
- Maintain and provide a log of professional development hours for their agency staff, as stated in the NJDLWD issued documents entitled "Program Requirements";
- Provide all fiscal reports and supporting documentation to the Lead Agency on a monthly basis no later than the 1st of the following month in which the report is due. All partners understand that fiscal reports shall include data and documentation pertaining to both agency expenditures and agency match.
- Submit final expenditure reports to the Lead Agency on or before July 22, 2019.
- Cooperate with any monitoring, evaluation and/or audit conducted by the NJDLWD or their designees and authorized agents.
- Maintain records and accounts in a manner that is compatible with Generally Accepted Accounting Principals (GAAP) and readily accessible for review in the auditing process.

- Provide a list of clients by program area (ABE, ESL and IELCE) and reason the individual can not be accommodated in the program on a quarterly basis as follows: October 1, 2018; January 4, 2019; April 1, 2019; and July 2, 2019.
- Submit interim narrative report data to the Lead Agency no later than December 31, 2018 and final program narrative report data to the Lead Agency on or before September 1, 2019.

5. Financial and Payment Terms

BCTS shall pay BCC on a monthly basis upon receipt of appropriate documentation and their respective invoices. Payment is contingent upon the timely submission of fiscal and program reports as detailed above and upon the achievement of partner-specific student enrollment goals as detailed below.

BCTS shall pay BCC a sum not to exceed Three Hundred Eighty Eight Thousand and 00/100 Dollars (\$388,000.00). Payment is contingent upon receipt of the grant award. The rate scale established by the NJDLWD and published in the NGO is detailed in the table below.

Level of Instruction	NJDLWD Approved Pay Rate Per Student	Number of Students to be Enrolled & Served	Payment for Service
Level I: ABE Beginning Literacy	\$1000	1	\$1000
Level I: ABE Beginning Basic Education	\$1000	10	\$10000
Level II: ABE Low Intermediate	\$1000	18	\$18000
Level II: ABE High Intermediate	\$1000	14	\$14000
Level III: Adult Secondary Low	\$1000	0	0
Level I: ESL Beginning Literacy	\$1000	64	\$64000
Level I: ESL Beginning Low	\$1000	30	\$30000
Level I: ESL Beginning High	\$1000	47	\$47000
Level II: ESL Intermediate Low	\$1000	46	\$46000
Level II: ESL Intermediate High	\$1000	33	\$33000
Level III: ESL Advanced	\$1000	29	\$29000
Level I: ESL Beginning Literacy, IELCE	\$1000	39	\$39000
Level I: ESL Beginning Low IELCE	\$1000	17	\$17000
Level I: ESL Beginning High IELCE	\$1000	10	\$10000
Level II: ESL Intermediate Low, IELCE	\$1000	8	\$8000
Level II: ESL Intermediate High, IELCE	\$1000	7	\$7000
Level III: ESL Advanced, IELCE	\$1000	15	\$15000
TOTALS		388	\$388000.00

Partners understand that payment is based on a per student enrollment at the above designated levels of instruction. Furthermore, each partner also understands that funds initially designated to it may be reallocated to another partner in the event that such partner fails to serve the number of clients targeted in each level of instruction identified in this MOA. Each partner agrees to document the expenditure of matching funds to a total of at least twenty-five percent (25%) as consistent with the NGO and detailed in the approved budget detail and summary forms.

Finally, all partners understand that ***"All budget modification requests must be completed and approved by LWD no later than December 31, 2018 and upon approval all budget adjustments must be made and finalized no later than January 31, 2019."***

SECTION THREE
ADDITIONAL TERMS

Assignment. No party shall have the right to assign this Agreement.

Cancellation. This Agreement may be cancelled by any named party upon the cancelling party's provision of two (2) months written notice to the other parties of its intent to terminate the Agreement.

Indemnification. The parties shall mutually agree to indemnify, defend and save harmless each other, its officers, agents, servants and employees and each of them, from and against, any and all lawsuits, claims, demands, damages, liabilities, losses and expenses, including court costs and attorneys' fees to the extent caused by the Parties negligent acts, errors, intentional acts or omissions in the performance of their services and responsibilities under this Agreement.

Insurance. Each party shall provide insurance coverage as set forth immediately herein below. Each party shall furnish to the Board a Certificate of such insurance coverage containing a thirty (30) day advance cancellation clause; and which said coverage shall name each agency as an additional insured:

a. All agencies' personnel shall be fully and properly insured for Worker's Compensation coverage as required by the laws of the State of New Jersey.

b. Comprehensive General Liability Insurance coverage in the amount of \$1,000,000.00 per occurrence/\$ 2,000,000.00 aggregate for combined bodily injury and property damage, including personal liability covering the risk of false arrest, false imprisonment, and malicious prosecution, defamation of character, libel and slander.

c. Umbrella Liability Insurance coverage in the amount of \$ 1,000,000.00 per occurrence/\$ 1,000,000 aggregate for combined bodily injury and property damage, including personal liability covering the risk of false arrest, false imprisonment, and malicious prosecution, defamation of character, libel and slander.

d. Automobile Liability insurance with coverage limits of \$1,000,000.00 combined single limit for losses resulting from operation of vehicle of owned or leased by the agency and used in providing services to be rendered under this Agreement.

Notices. All notices under this Agreement shall be in writing and delivered by mail or courier to the addresses set forth below:

**Bergen County Technical Schools
Office of the Superintendent of Schools
540 Farview Avenue
Paramus, New Jersey 07652**

For the Bergen Community College
Office of the President
400 Paramus Road
Paramus, NJ 07652

Merger. This Agreement merges and supersedes all prior negotiations, representations and/or agreements between the parties relating to the subject matter of this Agreement and constitutes the entire Agreement between the parties.

No Construction against Draftsperson. This Agreement shall be deemed to have been drafted jointly by counsel for their respective parties hereto, and there shall be no inference drawn against any party as a result of their participation in the drafting of this Agreement.

Governing Law. This Agreement shall be governed, construed and interpreted in accordance with the law of the State of New Jersey as it applies to contracts made and performed in New Jersey. The Superior Court of the State of New Jersey, in the County of Bergen, shall have jurisdiction to hear and determine any claim or disputes pertaining directly or indirectly to the Agreement or to any matter arising therefrom. Each of the parties hereby expressly submits and consents in advance to such jurisdiction in any action or proceeding commenced by the other in such court.

Severability. In the event that any provision of this Agreement shall, for any reason, be determined to be invalid, illegal, or unenforceable in any respect, the Parties hereto shall negotiate in good faith and agree to such amendments, modifications, or supplements of, or to this Agreement, or such other appropriate actions as shall, to the maximum extent practicable in light of such determination, implement and give effect to the intentions of the parties as reflected herein. All other provisions of the Agreement shall remain in full force and effect.

Non-Waiver. It is understood and agreed that nothing which is contained in this Shared Services Agreement shall be construed as a waiver on the part of the Parties, or of any right which is not explicitly waived in this Agreement. A party's waiver of a breach of any term of this Agreement shall not constitute a waiver of any subsequent breach of the same or another terms contained in this Agreement. A party's subsequent acceptance of performance by the other party shall not be construed as a waiver of a preceding breach of this Agreement other than failure to perform the particular duties so accepted.

Entire Agreement. This Agreement sets forth the entire understanding of the Parties hereto with respect to the transactions contemplated herein. No change or modification of this Agreement shall be valid unless the same is in writing, duly authorized and signed by all the Parties hereto. Notwithstanding anything contained herein, and without prejudice to the right and ability of the parties to enter into any other shared services agreements with other public, non-profit or private entities or school districts, in the event any party enters into any such other shared services, or other agreement(s) during the term of this Agreement, the terms and conditions provided in this Agreement shall not be amended, altered or affected in any way except by mutual written agreement of the Parties.

Headings. The paragraph headings in this Agreement are included herein for convenience of reference only and are not intended to define or limit the scope of any provision of this Agreement.

Counterparts. This Agreement may be executed in any number of counterparts, which taken together, shall constitute but one instrument. It is not necessary that all parties sign all or any one of the counterparts, but each party must sign at least one counterpart for the Agreement to be effective.

Authority to Bind. The Undersigned represent that they have the requisite authority to sign this Agreement on behalf of their respective parties.

Miscellaneous. The Parties represent, warrant and covenant to each other as follows:

a. Each is duly qualified and has the power, authority and legal right to enter into and perform its obligations set forth in this Agreement and has secured any and all necessary approvals for same.

b. The execution, delivery and performance of this Agreement (1) has been approved by each Parties' Board, (2) does not require any consent, approval or referendum of voters, and (3) will not violate any judgment, order, law or regulation applicable to the party or any provisions of the Parties' resolutions.

c. The execution of this Agreement, and the performance of all obligations set forth herein, do not conflict with, and will not, nor with the passage of time or the giving of notice, constitute a breach of or event of default under any charter, ordinances or resolutions of the party or any agreement, indenture, contract, instrument or applicable laws to which the party is a party or by which it is bound, to the best of the Parties' knowledge.

d. This Agreement has been duly executed and delivered and, as of the Contract Date, constitutes a legal, valid and binding obligation of the party, enforceable in accordance with its terms, except to the extent that the enforcement thereof is limited by any applicable insolvency, reorganization, moratorium or other Laws relating to or limiting creditor's rights generally and the application of general principles of equity.

e. To the best knowledge of the Parties (after reasonable inquiry), there is no action, suit or proceeding, at law or in equity, before or by any court or Governmental Authority, pending or threatened against it, wherein an unfavorable decision, ruling or finding would materially adversely affect the performance by the party of its obligations hereunder, or which, in any way, would adversely affect the validity or enforceability of this Agreement.

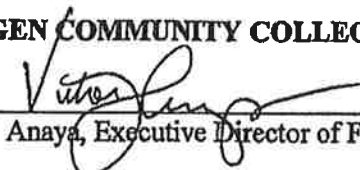
f. The Parties will take all actions necessary to effectuate the terms of this Agreement, and they shall perform their obligations under the terms of this Agreement.

g. The Parties shall refrain from taking any actions that would adversely affect or be inconsistent with the rights and/or obligations of the other Party under the terms of this Agreement.

The parties executed this Agreement on this Ninth day of May 2018

By:

BERGEN COMMUNITY COLLEGE


Victor Anaya, Executive Director of Finance

 5/2/18
 5/18/18
5/2/18
Date

By:

BERGEN COUNTY TECHNICAL SCHOOLS DISTRICT


Dr. Howard Lerner, Superintendent of Schools

5/4/18
Date

SCHEDULE A - FULL TIME PERSONNEL JUSTIFICATION

Position Title		Admin (Y/N)	Justification (Include a cost basis)			
			F/T Salary	% of time	Total Cost	
1	Project Director	No	\$ 53,380.00	100%	\$ 53,380	Provides overall direction of all program activities. Ensures program staff are qualified and program standards are met. This is a full-time 35-hour/week position.
2				100%	\$ -	
3				100%	\$ -	
4				100%	\$ -	
5				100%	\$ -	
6				100%	\$ -	
7				100%	\$ -	
8				100%	\$ -	
9				100%	\$ -	
10				100%	\$ -	
11				100%	\$ -	
12				100%	\$ -	
13				100%	\$ -	
14				100%	\$ -	
15				100%	\$ -	
16				100%	\$ -	
17				100%	\$ -	
18				100%	\$ -	
			Total		\$ 53,380	

SCHEDULE A - PART TIME PERSONNEL JUSTIFICATION

Total personnel costs for this page	\$ 224,912	\$ -	\$ 86,953	\$ -	\$ 28,119	\$ -	\$ 8,987	\$ -	\$ 308,100	\$ -	\$ 333,210
											\$ 386,590

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Position Title		Admin (Y/N)	Justification (Include a cost basis)			
			P/T Salary	% of time	Total Cost	
1	Senior Coordinator	No	\$ 36,000	100%	\$ 36,000	Plans schedule, supports students, instructors and director, verifies instructional timesheets: \$30/hr. x 50 wks. x 24 hrs./wk.
2	Assessment Coordinator	No	\$ 24,700	100%	\$ 24,700	Intake assessment activities at off-site locations: LACES data entry, monitoring and oversight: \$26/hr. x 50 wks. x 19 hrs./wk.
3	Asst. Assessment Coordinator	No	\$ 24,700	100%	\$ 24,700	Intake Assessment assistant activities include: marketing programs and assisting with intake at all evening locations: \$26/hr, 50 wks, 19hrs/wk
4	Program Assistants	No	\$ 38,000	100%	\$ 38,000	LACES data entry, general on-site and off-site support: 2 people @ \$20/hr, 50 wks, 19hrs/wk
5	ABE/ESL Instructors	No	\$ 95,990	100%	\$ 95,990	Classroom instruction, administer post-tests, responsible for learning goals. 3200 inst hrs @ \$30/hour
6	IELCE Instructors	No	\$ 95,780	100%	\$ 95,780	Classroom instruction, administer post-tests, responsible for learning goals. 3193 inst hrs @ \$30/hour
7				\$ 191,770	\$ -	
8					\$ -	
9					\$ -	
10					\$ -	
11					\$ -	
12					\$ -	
13					\$ -	
14					\$ -	
15					\$ -	
16					\$ -	
17					\$ -	
18					\$ -	
Total					\$ 315,170	

SCHEDULE B - NON-PERSONNEL COSTS

Name:

Bergen Community College

Date:

5/18/2018

Non-Personnel Cost Categories	Justification for Cost (include cost basis calculation)			Grant Funds Requested				Match	Total Funds Needed
				Levels I & II		Level III			
	# to purchase	Cost	Total Cost	ABE/ESL	IELCE	ABE/ESL	IELCE		
Supplies-Office			\$ -						
								\$ -	\$ -
Postage			\$ -						
								\$ -	\$ -
Telephone			\$ -						
Other:								\$ -	\$ -
Trave-Staff	189	\$ 0.31	\$ 59.00	\$ 45.00	\$ 2.00	\$ 12.00			\$ 59.00
Other:									
Consultants			\$ -						
Other:								\$ -	\$ -
Equipment-Office			\$ -						
Other:								\$ -	\$ -
Computer			\$ -						
Other:								\$ -	\$ -
Computer Software			\$ -						
Other:								\$ -	\$ -
Rental-Leases			\$ -						
Other:								\$ -	\$ -
Rental-Other			\$ -						
Other:								\$ -	\$ -
Totals			\$ 59.00	\$ 45.00	\$ 2.00	\$ 12.00	\$ -	\$ -	\$ 59.00

SCHEDULE C - DIRECT STUDENT SERVICES

Name: Bergen Community College

Date: 5/18/2018

Direct Student Services Categories	Justification for Cost (include cost basis calculation)			Grant Funds Requested				Match	Total Funds Needed
				Levels I & II		Level III			
	# to purchase	Cost	Total Cost	ABE/ESL	IELCE	ABE/ESL	IELCE		
Books	57	\$ 15.00	\$ 855	\$ 375	\$ 45	\$ 435	\$ -		\$ 855
Other:									
Supplies-Classroom	142	\$ 3.50	\$ 496	\$ 49	\$ -	\$ 434	\$ 13		\$ 496
Other:Per person cost for supplies:									
Travel-Field Trips			\$ -						\$ -
Equipment-Classroom			\$ -						\$ -
Other:									
Computer			\$ -						\$ -
Computer Software			\$ -						\$ -
Other:									
Rental-Leases	3792	\$ 22.50	\$ 85,320					\$ 85,320	\$ -
Other:									
Rental-Other			\$ -						\$ -
Other:									
Other			\$ -						\$ -
Other:									
			\$ -						\$ -
Other:									
Totals			\$ 86,671	\$ 424	\$ 45	\$ 869	\$ 13	\$ 85,320	\$ 1,351



400 Paramus Road, Paramus, New Jersey 07652
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BOARD OF TRUSTEES ACTION P 1A

Approval Date: June 5, 2018

Resolution

Appointment: Academic Chairs and Program Coordinators/Faculty

Submitted By

Dr. Michael D. Redmond, President

Dr. William Mullaney, Vice President, Academic Affairs

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

Action Requested

To appoint the individuals listed below to the position of Academic Chairs, and Program Coordinators/Directors at the stipends and release time shown for the period July 1, 2018 – June 30, 2019.

<u>Name</u>	<u>Departments//Division</u>	<u>Annual Stipend</u>	<u>Annual Release Time</u>
<u>ACADEMIC CHAIRS</u>			
Jacqueline Behn [Dr.]	Social Sciences//Business, Arts and Social Sciences	\$6,000.00	22 credit hours
Lynda Box [Dr.]	Physical Sciences//Mathematics, Science and Technology	\$6,000.00	20 credit hours
Keith Chu	History//Humanities	\$3,000.00	11 credit hours
Deborah Cook	Dental Hygiene//Health Professions	\$3,000.00	11 credit hours
Peter Dlugos [Dr.]	Philosophy & Religion//Humanities	\$3,000.00	11 credit hours
Randolph Forsstrom [Dr.]	Mathematics//Mathematics, Science and Technology	\$6,400.00	23 credit hours
Danielle Coppola-Oliveri	Wellness and Exercise Science//Health Professions	\$3,000.00	11 credit hours
Robert Highley	Biology and Horticulture//Mathematics, Science and Technology	\$6,000.00	20 credit hours
William Jiang [Dr.]	English as a Second Language and World Languages//Humanities	\$6,400.00	22 credit hours
Richard Kuiters	Criminal Justice and Legal Studies//Business, Arts and Social Sciences	\$3,000.00	13 credit hours
Pierre Laguerre [Dr.]	Business and Hotel and Restaurant Management//Business, Arts and Social Sciences	\$6,000.00	22 credit hours
Joseph Mamat	Health Professions	\$3,000.00	11 credit hours
Lou Ethel Roliston [Dr.]	Composition, Literature and English Basic Skills//Humanities	\$6,400.00	23 credit hours
Kathleen Williams	Communications//Humanities	\$3,000.00	11 credit hours
Daniel Sheehan	Visual and Performing Arts/ Business, Arts and Social Sciences	\$6,000.00	20 credit hours
Emily Vandalovsky	Technology//Mathematics, Science and Technology	\$3,000.00	11 credit hours

PROGRAM COORDINATORS/DIRECTORS

<u>Name</u>	<u>Department/Division</u>	<u>Annual Release Time</u>
Kelly Alexis Birdsall Griffiths	World Languages//ESL and World Languages	11 credit hours
Amy Ceconi [Dr.]	Respiratory Care//Health Professions	10 credit hours
Carol Chovanec	Radiation Therapy Technology//Health Professions	10 credit hours
Geralyn Collins-Eisler	Diagnostic Medical Sonography//Health Professions	10 credit hours
Melanie Walker	Developmental Math// Mathematics, Science and Technology	12 credit hours
Seamus Gibbons	Composition & Literature//Humanities	12 credit hours
Lawrence Joel [Dr.]	Legal Studies//Business, Arts and Social Sciences	11 credit hours
Eileen Fitzgerald	English Basic Skills//Humanities	12 credit hours
Lenore Lerer	College Math// Mathematics, Science and Technology	12 credit hours
Joseph Mamatz	Radiography//Health Professions	10 credit hours
Jennifer McCarthy	Paramedic Science//Health Professions	10 credit hours
Francis Schmidt	Visual and Performing Arts/Business, Arts and Social Sciences	11 credit hours
Mary Senor	Surgical Technology//Health Professions	10 credit hours
Lisa Picht	Veterinary Technology//Health Professions	10 credit hours
Tomer Zilkha	Hotel and Restaurant Management/Business, Arts and Social Sciences	11 credit hours
Steven Toth	Medical Office Assistant//Health Professions	11 credit hours

PROGRAM LIAISON

<u>Name</u>	<u>Department/Division</u>	<u>Annual Release Time</u>
David Wang	Computer Science// Science, Math and Technology	4 credit hours

Justification

To appoint Academic Department Chairs, Program Coordinators/Directors and Program Liaison.

Charge To:

Account Number:



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

BOARD OF TRUSTEES ACTION P 1B
Approval Date: June 5, 2018

Resolution

Appointment: Faculty (Eleventh Month)

Submitted By

Dr. Michael Redmond, President

Dr. William Mullaney, Vice President, Academic Affairs

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

Action Requested

That the following faculty members be appointed to an eleventh month contract effective July 1, 2018 through June 30, 2019. The faculty members indicated will receive 10% of their July 1, 2018, base salary as compensation for working the eleventh month:

<u>Name</u>	<u>Position/Division</u>
Timothy Foote	Associate Professor/Counseling/Academic Affairs
Fred Golub	Professor/Counseling/Academic Affairs

Justification

To provide coverage in Student Affairs and Counseling.

Charge To:

Account Number:



BOARD OF TRUSTEES ACTION P 1C
Approval Date: June 5, 2018

Resolution

Appointment: Clinical Coordinators

Submitted By

Dr. Michael D. Redmond, President

Dr. William Mullaney, Vice President, Academic Affairs

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

Action Requested

To appoint the individuals listed below to the position of Clinical Coordinators at the stipends shown for the period July 1, 2018 – June 30, 2019.

<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
Joanne Piccininni	Paramedic Science/Health Professions	\$4,750.00
Nicole Humphries	Veterinary Technology/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

Justification

In accordance with the terms of the Agreement between Bergen Community College and the Bergen Community College Faculty Association.



BOARD OF TRUSTEES ACTION P 1D
Approval Date: June 5, 2018

Resolution

Appointment – Grant (Title V)

Submitted By

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

Action Requested

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

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Dates</u>
Lauren Fowler	Professional Success Coach/Academic Advisor/Academic Affairs/Title V	\$50,000.00 (pro-rated)	06/18/18-09/30/18
Erica James	Professional Success Coach/Academic Advisor/Academic Affairs/Title V	\$50,000.00 (pro-rated)	06/25/18-09/30/18

Justification

To fill grant-funded budgeted positions through a successful search process. These positions are at will.



BOARD OF TRUSTEES ACTION P 1E
Approval Date: June 5, 2018

Resolution

Appointment – Grant (STEMatics)

Submitted By

Dr. Michael D. Redmond, President

Dr. William Mullaney, Vice President, Academic Affairs

Mr. James Miller, Executive Director, Human Resources

Action Requested

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

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Dates</u>
Christina Sgambellone	STEMatics Academic Counselor/ Counseling Center/Academic Affairs	\$50,938.00 (pro-rated)	07/01/18–09/30/18

Justification

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

BOARD OF TRUSTEES ACTION P 1F
Approval Date: June 5, 2018

Resolution

Appointment – Professional Staff

Submitted By

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

Action Requested

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

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Dates</u>
Lisa DiGaetano	Enrollment Services Coordinator/ Enrollment Management/ Student Affairs	\$70,000.00 (pro-rated)	06/06/18 – 06/30/19

Justification

To fill a budgeted position as a result of the Ellucian initiative.



BOARD OF TRUSTEES ACTION P 2
Approval Date: June 5, 2018

Resolution

Reappointment: Directors/Administrators

Submitted By

Dr. Michael D. Redmond, President
Mr. Victor Anaya, Executive Director, Finance
Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Dr. Yun Kim, Vice President, Institutional Effectiveness
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

That the following personnel be reappointed to the position indicated for the period commencing July 1, 2018 through June 30, 2020:

<u>Name</u>	<u>Position/Division</u>
Robert Coane	Director of Campus Planning & Improvements
Barbara L. Hamilton-Golden	Director of Purchasing & Services
Peter A. LeDonne	Director of Community & Cultural Affairs
Norman Shapiro	Director of Environmental Health and Safety
William Yakowicz	Director of Grants Administration

To confirm the following individual was appointed to the position indicated for the period commencing July 1, 2017 through June 30, 2019 for a two-year appointment approved by the Board of Trustees Board Action P2C on June 6, 2017:

<u>Name</u>	<u>Position/Division</u>
Sally E. Dionisio	Director of the Child Development Center

Justification

Reappointment per Article VIII, Section 7 of the Administrator Association Collective Bargaining Agreement.



BOARD OF TRUSTEES ACTION P 3
Approval Date: June 5, 2018

Resolution

Reappointment: Professional Staff

Submitted By

Dr. Michael D. Redmond, President
Mr. Victor Anaya, Executive Director, Finance
Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Dr. Ursula Daniels, Executive Assistant to the President
Dr. Yun Kim, Vice President, Institutional Effectiveness
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

That the following personnel be reappointed to the positions indicated for the period commencing July 1, 2018 through June 30, 2019.

<u>Name</u>	<u>Position</u>
Patricia Aguilar	Office Supervisor
Corey Atkinson	Manager of Testing Center
Drorit Beckman (Dr.)	Sr. Grant Development Officer
Tyler Beebe	Technical Systems Manager
Marlon Blair	Technical Support Specialist II
Robyn Bland	Public Information Assistant
Maria Bohn	Sr. Resource Accommodation Specialist – Assistive Technology
Kevin Bonomolo	Resource Accommodation Specialist
Damian Brito	Technical Support Specialist I
Matthew Calamari	Technical Support Specialist I
Gail Cannarozzi	Accountant
Gloria Cevallos	Scheduling & Facilities Planner
Francesco Cicero	Technical Support Specialist II
Aisha Dawson-Hill	Sr. Financial Aid Specialist
Deana Dedovitch	Coordinator of Athletics and Equipment Manager
Moises DeLeon	Technical Support Specialist II
Thomas DePrenda	Manager, New Media Services
Cinzia D'Iorio	Manager of Business Development
Christopher DiSanto	Testing Assistant
Taraiya Dodd	Sr. Payroll Generalist
Eunice Dominguez	Testing Assistant
Jeannette Dones	Sr. Financial Aid Specialist
Paulina Drabik	Technical Support Specialist II

Board of Trustees Action P 3
June 5, 2018
Page 2

<u>Name</u>	<u>Position</u>
Fernando Encarnacion	Evening Math Lab Coordinator
Rogério Faria	Network System Administrator II
Anthony Florio	Accountant – Fixed Assets & Financial Analysis
Jennifer Flynn-Sansevere	Coordinator of the Office of Specialized Services
Rosanne Franco	Office Services Supervisor
Frank Hablawi	Web Developer
April Harrison	Coordinator, Summer Intensive Program
Brian Hemstreet	Manager, Media Technologies
Christopher Houle	Technical Support Specialist II
Dania Huie-Pasigan	Head College Nurse
Jesse Jacondin	Research Analyst
Ted Jaronsinski	Technical Coordinator – Media Technologies
Arooj Javed	Technical Support Specialist – Documents & Records
Samuel John	Manager, Facilities Projects/Buildings and Grounds/ Administrative Services and Acting, Director, Physical Plant
Michelle Johnston	Assistant Director - Accounting
Kristen Ko	Manager of Access Services
Gabriela Kosek	Testing Assistant
Catherine Krostek	Enrollment Services Coordinator
C. Michael Lapone	Manager of Facility Operations – Lyndhurst
Judith Lopez-Hungreder	Coordinator of Evening and Weekend Services
Edwin Lopez-Rodriguez	Custodial Supervisor
Elena Luddy	Sr. Financial Accountant
Christopher Maccarrone	Sharepoint/SQL Server Administrator I
Beverly Margolies	Academic Web Designer and Content Manager
Ronald McKnight	Manager of Multicultural Affairs
Aretha McMillan	Coordinator, Educational Outreach
Kim Meekins	Office Services Supervisor - Meadowlands
John Methner	Network Administrator II
Deborah Michels	Technical Support Specialist II / APPLE
Mark Molisani	Grant Writer
Giselle Pacheco	Sr. Financial Aid Specialist
Maria Shirley Pachon	Business Accelerator Coordinator
Patricia Pappas-Juliano	Assistant Director, Financial Aid
Nilda Pardo	Jr. Accountant
Evelin Perez	Accountant-Financial Analysis
Kirsten Perino	Office Manager
Nadine Phillips	Assistant Director of Records & Registration and One Stop Supervisor
Joseph Pitre	Math Lab Supervisor
Kevin Porro	Sr. Payroll Generalist
Annette Rakowski	Instructional Technology Specialist
Mary Randazzo	Sr. Financial Analyst/Payroll

Board of Trustees Action P 3
June 5, 2018
Page 3

<u>Name</u>	<u>Position</u>
Gregory Reilly	Enrollment Services Coordinator at the Meadowlands
Kaca Res	Financial Aid Specialist
Johanna Reyes	Financial Aid Specialist
Annette Riser	Manager of Payroll
Kimberly Ritchie	Service Desk Manager
John Rude	Network Systems Administrator I
Robert Sangster	Technical Support Specialist II
Andrea Schaffel	Continuing Education Program Supervisor
William Smith	Academic Lab Supervisor
Wioletta Surdyka	Coordinator of Veterans and Military Affairs
Madeline Trimble	Sr. Research Associate
Maira Urena	Accountant - CE
Ian Wolf	Coordinator of Student Conduct and Information
Saikheen Wong	System Administrator II
Saiming Wong	System Administrator II
Kenny Xheraj	Custodial Supervisor
Edward Zingg	Public Safety Lieutenant

Action Requested

That the personnel listed below be reappointed to the positions indicated for the period July 1, 2018 through June 30, 2020 (Two-year contract):

<u>Name</u>	<u>Position</u>
Wilson Aguilar	Supervisor, Graphics Services
John Bruno	Testing Assistant
Hosea DeShields	Coordinator Printing & Copying Services
Cristina Grisales	Graphic & Web Designer – Public Relations
Hugh G. Knowlton	Grounds Supervisor
Michael G. Lapointe	Senior Theatre Technician
Kimberly A. Makoe	Senior Scheduling and Facilities Planner
Charlmaine McKinney	Financial Aid Specialist
Hyacinthe Nkurunziza	Coordinator of Student Success and Completion
Bonnie Rodriguez	Financial Aid Specialist
Sonia Latimer Rose	Manager, Accounts Payable
Rong Wang	Assistant Director LLRC

Justification

Reappointment per Article XII, Section 6 of the Professional Staff Collective Bargaining Agreement



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

Resolution

Reappointment: Part-Time Personnel

Submitted By

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

Action Requested

To approve the reappointment of the following individuals to the indicated part time positions at the salaries and effective dates as noted:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Hours per Week/ Hourly Rate</u>	<u>Effective Dates</u>
Nicole Babington	Part-Time Secretary/ Student Life/Student Affairs	Twenty hours/ \$ 29.02	07/01/18 – 06/30/19
Dale Egan	Assistant Supervisor/ Cerullo Learning Assistance Center/Academic Affairs	Nineteen hours \$ 23.52	07/01/18 – 06/30/19

Justification

Reappointments to budgeted positions.



BOARD OF TRUSTEES ACTION P 5
Approval Date: June 5, 2018

Resolution

Approve stipend for the Center for Institutional Effectiveness and Research Fellows.

Submitted By

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

Action Requested

To approve a monthly stipend for the following individuals who will assume responsibilities as Fellows in the Center for Institutional Effectiveness and Research effective July 1, 2018.

<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	07/01/18 – 06/30/19
Dr. Ilene Kleinman	Associate Dean of Curriculum/Academic Affairs	\$250.00	07/01/18 – 06/30/19
Jill Rivera	Associate Dean of Student Success/Student Affairs	\$250.00	07/01/18– 06/30/19

Justification

Additional responsibilities which include consulting with campus constituents in the administrative and support areas on their annual assessment initiatives.

Charge To:
Account Number:



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BOARD OF TRUSTEES ACTION P6
Approval Date: June 5, 2018

Resolution

Approve: Leave of Absence/Support Staff

Submitted By

Dr. Michael D. Redmond, President

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

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

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Effective Dates</u>
Franchot Campbell	Public Safety Officer/Public Safety	04/26/18 (retroactive)

Justification

Medical Leave



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BOARD OF TRUSTEES ACTION P 7
Approval Date: June 5, 2018

Resolution

Approve: Return from Leave of Absence/Support Staff

Submitted By

Dr. Michael D. Redmond, President

Dr. William Mullaney, Vice President, Academic Affairs

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

Action Requested

To approve the 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>
Marissa Drukker	Sr. Library Assistant/Library Services/ Academic Affairs	\$37,820.00	05/21/18 (retroactive)

Justification

Return from unpaid leave of absence.



BOARD OF TRUSTEES ACTION P 8
Approval Date: June 5, 2018

Resolution

Resignation: Support Staff

Submitted By

Dr. Michael D. Redmond, President

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

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

Action Requested

To accept the resignation of the following individual:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Nderim Dalipi	Custodian/Buildings and Grounds	05/15/18 (retroactive)

Justification

Resignation



BOARD OF TRUSTEES ACTION P 9
Approval Date: June 5, 2018

Resolution

Resignation: Grants

Submitted By

Dr. Michael D. Redmond, President

Dr. William Mullaney, Vice President, Academic Affairs

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

Action Requested

To accept the resignation of the following individual:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Scott Putorti	Site Coordinator, First in the World/ Academic Affairs	05/25/18 (retroactive)

Justification

Resignation



BOARD OF TRUSTEES ACTION P 10
Approval Date: June 5, 2018

Resolution

Retirement: Faculty

Submitted By

Dr. Michael D. Redmond, President

Dr. William Mullaney, Vice President, Academic Affairs

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

Action Requested

To approve the retirement of the following individual:

<u>Name</u>	<u>Rank/Department/Division</u>	<u>Effective Date</u>
Franciska (Kaat) Higham	Associate Professor/Mathematics/ Mathematics, Science and Technology/ Academic Affairs	07/01/18
Robert Saldarini	Professor/Business/Business, Arts and Social Sciences/Academic Affairs	07/01/18

Justification

Retirement



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BOARD OF TRUSTEES ACTION P 11
Approval Date: June 5, 2018

Resolution

Retirement: Confidential Staff

Submitted By

Dr. Michael D. Redmond, President

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

Action Requested

To approve the retirement of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Dr. Ursula Parrish Daniels	Executive Assistant to the President	08/01/18

Justification

Retirement



BOARD OF TRUSTEES ACTION P 12
Approval Date: June 5, 2018

Resolution

Elimination of Position Title

Submitted By

Dr. Michael D. Redmond, President

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

Action Requested

To eliminate the following position title effective August 1, 2018.

Position

Executive Assistant to the President

Justification

To eliminate the position title of Executive Assistant to the President.



BOARD OF TRUSTEES ACTION P13
Approval Date: June 5, 2018

Resolution:

Reappointment: Personnel

Submitted By

Dr. Michael D. Redmond, President

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

Action Requested

That the following individuals be reappointed to the positions indicated for the period not to exceed one year commencing July 1, 2018, or until further action of the Board of Trustees.

<u>Name</u>	<u>Position</u>
Susan Callahan Barnard (Dr.)	Dean, Division of Health Professions
Gail Fernandez	Interim Dean of Assessment
Ursula Daniels (Dr.) *	Executive Assistant to the President
Pascal J. Ricatto (Dr.)	Dean, Division of Science, Math, and Technology

Justification

Reappointment pursuant to N.J.A.C. 9A:7-4.2(d). These administrative positions are at will and the reappointed individuals serve at the pleasure of the Board for a term not to exceed one year or until further action of the Board of Trustees.

*Dr. Ursula Daniels is retiring effective August 1, 2018, as referenced on board resolution P11, dated June 5, 2018.



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BOARD OF TRUSTEES ACTION P 14

Approval Date: June 5, 2018

Resolution

Reappointment: Project Personnel – Grants

Submitted By

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

Action Requested

That the grant personnel listed below be reappointed to the positions indicated for the period commencing July 1, 2018 through June 30, 2019, except where noted.

<u>Name</u>	<u>Position</u>
Barbara Abolafia*	Summer Explorations Coordinator/Title V
Ellen Aramini*	Director of Career Placement/TAACCCT/CE
Linda Araya*	Supplemental Instruction (SI) Coordinator/STEM HSI/Cerullo Learning Assistance Center
Aida Castro-Henix	EOF Counselor
Vincent Cheng**	Data Manager/TAACCCT
Luis DeAbreu*	STEMatics Grant Program Director/STEM HSI
Kristen DeGraff*	STEMatics Academic Counselor/STEMatics
Randy Dodd*	Mentoring Coordinator/TPSID 2
Justin Doheny**	Consortium Director/TAACCCT
Lisa Duddy**	Academic Director/TAACCCT
Laura Frazer	Consortium Grant Manager/Grants Administration/TAACCCT
Elizabeth Gisecke DeFeo	CLC Project Director/Adult Basic Education/ Continuing Education and Community Outreach
Randi Greene*	STEMatics Financial Literacy Specialist/Buyer/Grants/STEMatics/ Grants Administration
Laura Madera*	Peer Mentor Coordinator/Title V
Alan Manzueta*	Professional Success Coach/Title V
Erin Meccia*	Success Coach/TPSIDII
Monica Rodriguez	Research Assistant/Grants Administration/Title V/STEMatics/FITW
Marilyn Simpson	Sr. Manager of Grants/Grants Administration/Perkins/TPSIDII/OVW/IDC
Majeda Sultana*	STEMatics Academic Counselor/STEMatics

*Funded through current grants which expire 9/30/18; therefore the effective dates are 07/01/18 – 9/30/18.

**Funded through current grants which expire 12/31/18; therefore the effective dates are 07/01/18 – 12/31/18

Justification

Reappointment of grant-funded positions. These positions are at will.



BOARD OF TRUSTEES ACTION S/F 1
Approval Date: June 5, 2018

Resolution

To award professional services to NK Architects for the updating of the 2010-2020 Master Plan, and the creation of the 2021-2031 Master Plan.

Submitted By

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

Action Requested

Authorization to pay \$206,000.00 (Base Fee - \$196,000.00, Direct Costs - \$10,000.00) to NK Architects for the update of the 2010-2020 Master Plan, and the creation of the 2021-2031 Master Plan.

Justification

The Master Plan is typically required to be submitted as part of funding request packages for Chapter 12 yearly funding, as well as other potential funding sources that are made available to College. The current Master Plan covers the time period 2010 – 2020, and needs to be updated to reflect changes. Additionally, the College needs to generate a new Master Plan to cover the time period 2021 – 2031.

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

Proposals were received from the companies below.

Company	Base Fee	Reimbursable Costs
NK Architects	\$196,000.00	\$10,000.00
RSC Architects	\$198,000.00	\$12,000.00
Arcari & Iovino	No Quote	No Quote

Charge To: College Operating Funds
Account Number: 10-06-610100-607843



BOARD OF TRUSTEES ACTION S/F 2
Approval Date: June 5, 2018

Resolution

To authorize repair of the Technology Building canopy/roof by Practical LLC.

Submitted By

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

Action Requested

Authorize Practical LLC to repair damage to the Technology Building canopy/roof, at a cost of \$18,900.00.

Justification

On the evening of May 15, 2018 severe thunderstorms rolled through the tri-state area. As a result of these storms, the aluminum canopy panels, soffit, fascia, and roof coping were damaged and blown onto the roof of the Technology Building. It was deemed by the Building & Grounds personnel that the main entrance to the Technology Building posed an unsafe condition and entrance/egress through the building should not be allowed through these doors until repairs to the canopy are made. Currently, the south entrance is being utilized by students and staff to enter/exit the building.

The college has a need to procure this service through a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Practical LLC has completed and submitted, a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution Disclosure, the Stockholder Disclosure Certification and Business Entity Disclosure will be maintained on file at the College.

Quotations were obtained from the companies listed below.

Practical LLC	\$18,900.00
Grove Contracting, LLC	\$33,600.00

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

Charge To: College funds

Account Number: 10-01-610100-607551



BOARD OF TRUSTEES ACTION S/P 1
Approval Date: June 5, 2018

Resolution:

Approve 2018-2023 Strategic Plan: *Reimagine Bergen*

Submitted By

Dr. Michael D. Redmond, President

Dr. Yun Kim, Vice-President, Institutional Effectiveness

Action Requested

To adopt the new 2018-2023 Strategic Plan, Reimagine Bergen.

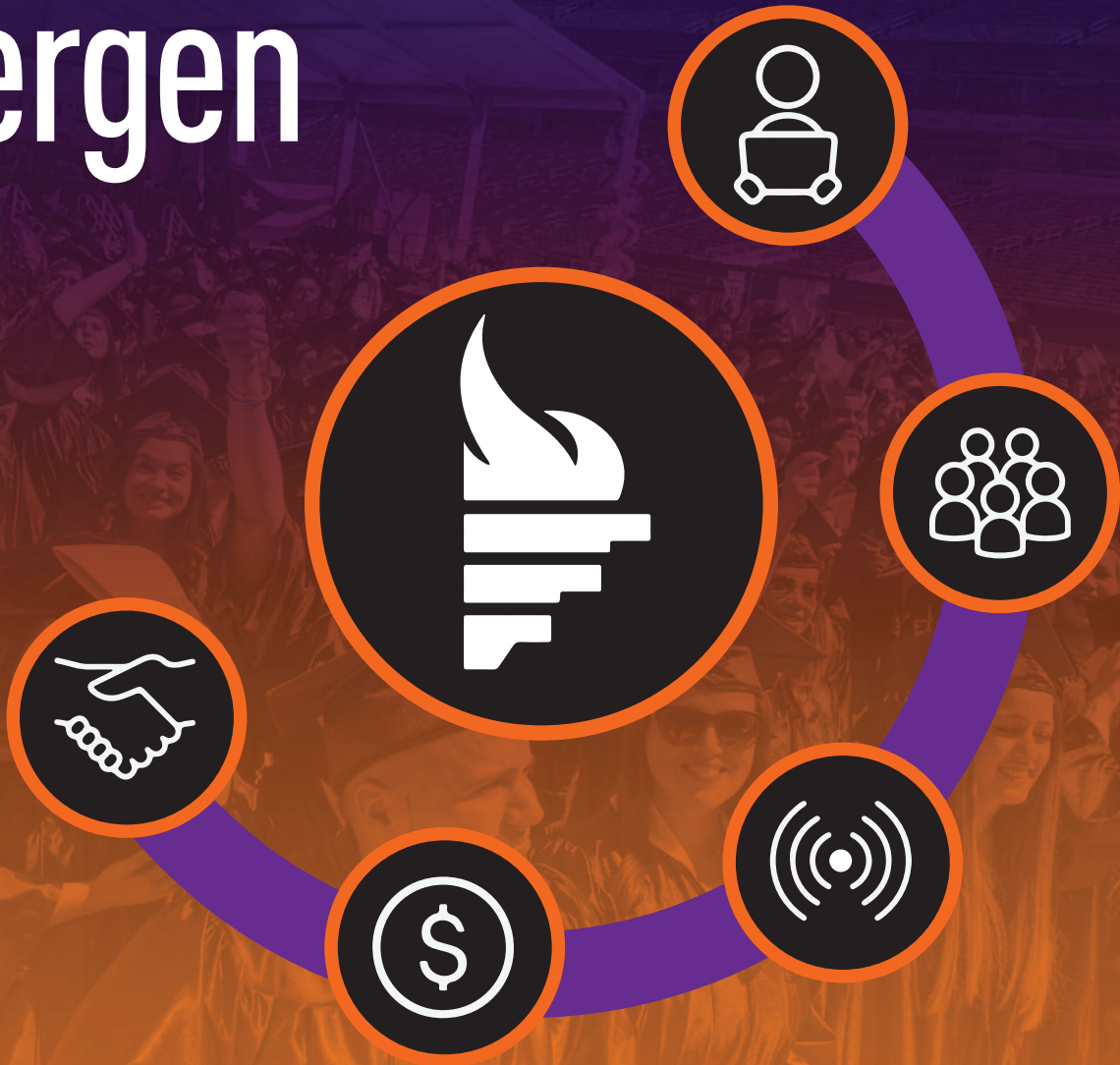
Justification

The College's new Strategic Plan has been finalized and is ready for implementation 2018-2023 pending approval by the Board of Trustees. See attached Exhibit.

STRATEGIC PLAN

2018 - 2023

Reimagine Bergen



Letter from the President



"A people without the knowledge of their past history, origin and culture is like a tree without roots."

-Marcus Garvey

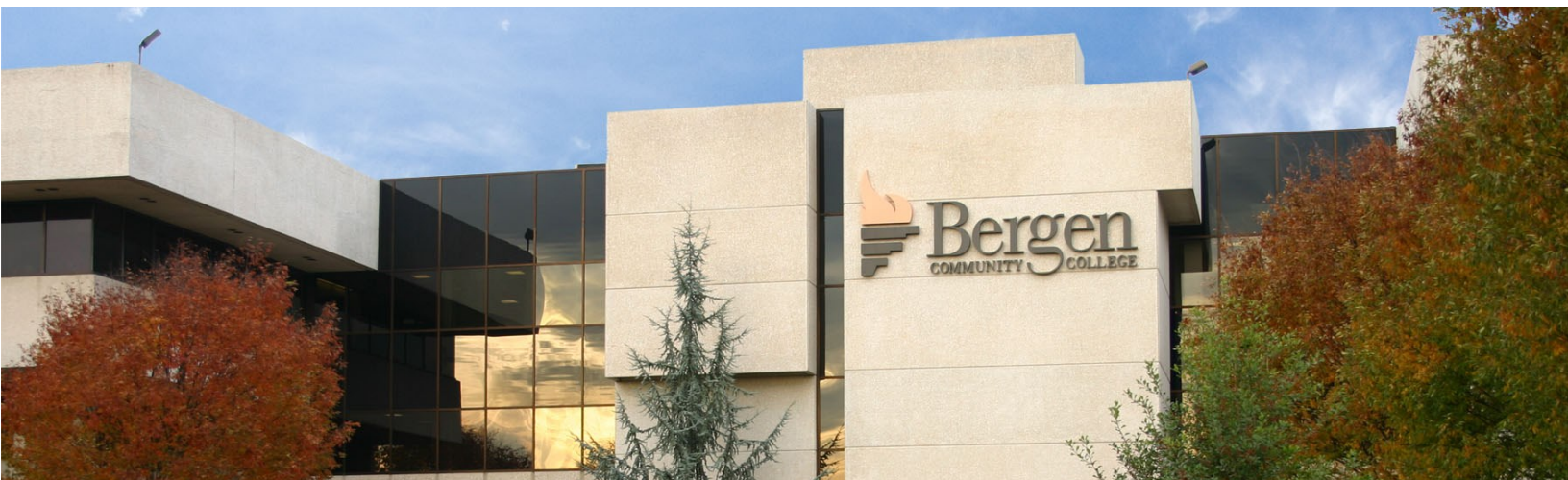
As Bergen celebrates its 50-year tradition of excellence, the College is reminded of its original mission. Founded to serve the educational and workforce needs of Bergen County, the College has continually stood as an exemplary higher education institution for the region - and country, for that matter.

The needs of Bergen's students today differ greatly from the needs of their counterparts in the 1960s, but the College's dedication to innovation has allowed it to adapt to its ever-changing role. In doing so, Bergen continues to be a place for people to change the future trajectory of their lives. Bergen's faculty and staff are ready to embrace the next 50 years much like they did the previous 50: to meet the demands of tomorrow.

All that is left is to set a path. This strategic plan, "Reimagine Bergen" is that path. It is built on the successes of the past and keeps an eye toward the future. It holds fast to tradition and provides a guiding light for the continued success of our institution.

"Reimagine Bergen", our five-year strategic plan, is the result of broad engagement of our board of trustees, faculty, staff and students. Over 280 faculty, staff and students have been directly involved with the planning process through numerous town hall sessions, focus groups, deep-dives into internal and external environmental data, and writing/editing sessions. I'm pleased to say that as the College conducted this work, the New Jersey Council of County Colleges completed similar goal-setting for its own 2018-2022 strategic plan, which helped affirm that our plan aligned with statewide objectives.

Still, several overarching national and regional forces significantly impact the operation, priorities, and future direction of Bergen. These include:



Letter from the President, contd.



- The national agenda for improving degree completion at community colleges will continue.
- A declining high school population means fewer 17-19 years old, the typical college-going student.
- The out-migration of Bergen County residents (and state-wide) to surrounding areas. Recent immigrants and low-income families are significantly represented in the in-migration population. These students require more intensive, holistic support.
- An improved national economy with significant job growth. Historically, community college enrollment goes up during economic downturns and enrollment goes down during economic up-swings.

These external forces were considered as the strategic planning group proceeded. In addition, three big questions guided the development of this new strategic plan.

- *What does a 21st century college look like?* This question helped us to develop our collective aspirations for the college.
- *How is Bergen already prepared to become a 21st century college?* This question facilitated an assessment of what we do well and what we need to improve upon.
- *What must we do to accomplish our collective aspirations?* This question helped the group to identify priority areas the college needs to address in the near future to carry out the College's mission and to ensure its continued success.

This new strategic plan, "Reimagine Bergen" is the culmination of much hard work, and I am pleased to present it here.

Michael D. Redmond, Ph.D.
President





Vision

Bergen Community College will be a dynamic partner by bridging potential with opportunities for educational, professional and personal growth.

Mission

To inspire our community to realize a better future.

Values

To fulfill the vision and mission of Bergen Community College, these core values will guide our daily endeavors:

- Learning
- Excellence
- Integrity
- Respect
- Creativity

STRATEGIC THEMES 2018-2023

Reimagine Student Experiences

Bergen Community College offers a comprehensive learning environment with individualized services dedicated to guiding students and developing them as independent learners on their unique paths to success.

Reimagine Human Talent and Internal Culture

Bergen Community College will invest in its employees through enhanced professional engagement and development opportunities that will prepare them to fulfill the College's vision, mission, values, and strategic initiatives.

Reimagine Technology

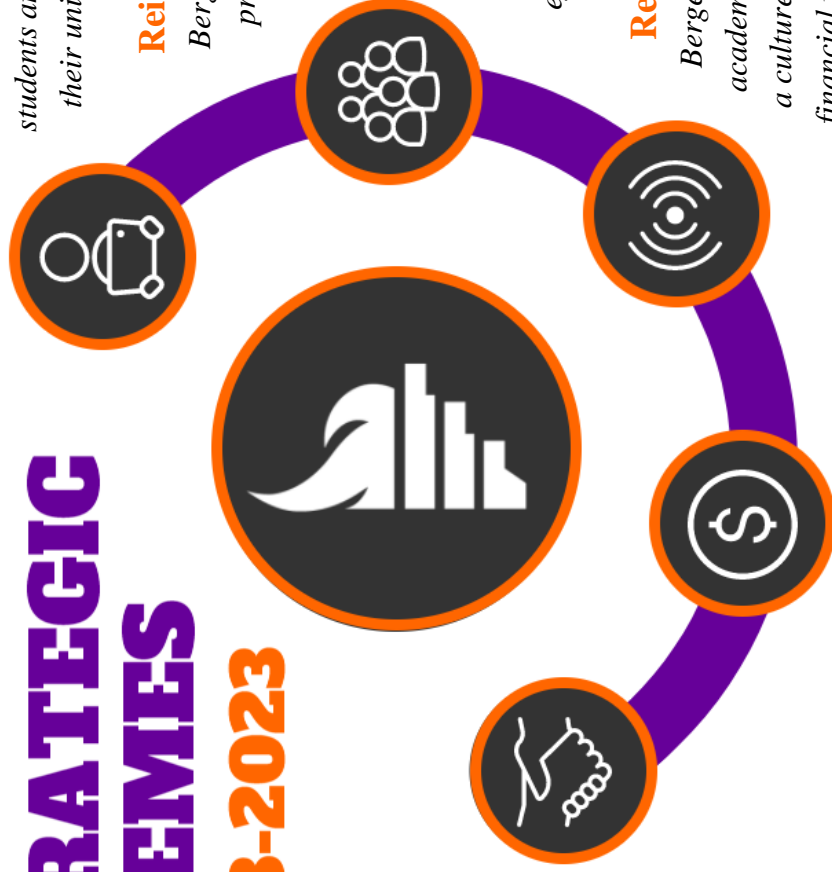
Bergen Community College will invest in and support technology that is secure and reliable. Information technology will continue to enhance efficiency and access while ensuring a user-friendly experience.

Reimagine Financial Resources

Bergen Community College will secure robust resources to deliver excellent academic and co-curricular programming. The College will continue to foster a culture of transparency where all stakeholders are responsible for the financial viability of the College.

Reimagine Relationships and Partnerships

Bergen Community College will strengthen and expand relationships with education, industry and community partners to support a continuum of lifelong and global learning.



Reimagine Student Experiences



Bergen Community College offers a comprehensive learning environment with individualized services dedicated to guiding students and developing them as independent learners on their unique paths to success.

1. Promote practices that support students in accomplishing their educational goals.

- a. Revamp onboarding processes including new student orientation, testing, financial aid, registration, and academic advising to significantly improve the matriculation and retention of students.
- b. Reexamine course scheduling across the three Bergen campuses to improve alignment between students' personal obligations and pursuit of their education.
- c. Foster greater engagement of faculty and staff in our students' educational journeys by increasing involvement in the College's wraparound programs and services.
- d. Continue to increase course completion, retention, transfer and graduation rates and reduce achievement gaps.

2. Enable students to take ownership of their learning and personal growth.

- a. Guide students in the development of their own educational plan by utilizing resources such as Student Planning and faculty advising.
- b. Increase the number of program-level articulation agreements with four-year universities to facilitate smooth transfer.
- c. Engage students in career planning, allowing them to explore potential career options and to evaluate their employment preparedness.

3. Evaluate emerging curricular practices that promote equity, deep learning, student engagement and personal growth.

- a. Support faculty in the development of high impact instructional practices that meet the learning needs of a diverse student population.
- b. Cultivate a learning experience that integrates general education and co-curricular activities with program requirements.
- c. Critically examine academic and non-academic programs to enhance learning and to avoid programmatic duplications.
- d. Monitor and improve facilities and technologies to ensure that Bergen continues to have a vibrant learning and teaching environment.



Reimagine Human Talent and Internal Culture



Bergen Community College will invest in its employees through enhanced professional engagement and development opportunities that will prepare them to fulfill the College's vision, mission, values, and strategic initiatives.

1. Foster a collaborative culture that values and respects all Bergen members.

- a. Implement a communication plan to share relevant information consistently and openly.
- b. Provide cross-training opportunities for faculty and staff.
- c. Increase professional development opportunity for all faculty, staff and student workers to better serve students and each other.

2. Develop internal talent to lead and serve the College community.

- a. Create and promote pathways for faculty and staff to assume leadership roles.
- b. Reinstitute the employee recognition award for outstanding contributions in support of the College's mission.
- c. Establish ongoing professional development that is responsive to the innovations and challenges facing community colleges.
- d. Implement comprehensive new employee onboarding training.

3. Delineate and communicate College policies and procedures to promote transparency and cohesion.

- a. Institute clearly articulated procedures for reviewing, implementing, and communicating College policies and procedures.
- b. Align and communicate core business policies and procedures with appropriate personnel and functions.
- c. Ensure accountability for policy implementation, documentation, and overall institutional operations.



Reimagine Technology



Bergen Community College will invest in and support technology that is secure and reliable. Information technology will continue to enhance efficiency and access while ensuring a user-friendly experience.

1. Enhance information technology to support student learning and the educational experience.

- a. Assure all students have equal access to technology tools that impact their learning and success.
- b. Maximize the mobility, user-friendliness and relevancy of technology.
- c. Utilize the student hub as a centralized communication and learning management gateway.

2. Anticipate, plan and support long-term changes in information technology.

- a. Invest in scalable technology solutions that enhance student and employee success.
- b. Create a campus-wide technology council to regularly conduct comprehensive IT assessments to assure that applications are relevant, functional, and user-friendly.
- c. Strengthen the IT infrastructure to support technological advances for the engagement of all members of the College community.
- d. Designate parties responsible for assuring the integrity and implementation of the College's Technology Plan.

3. Implement integrated information technology solutions to improve efficiency of core business processes.

- a. Review core business practices to identify how technology can improve processes.
- b. Provide ongoing, targeted training for faculty, staff, and students.
- c. Establish a data standards council to develop data governance policies to ensure data integrity.
- d. Overhaul the College's virtual campus environment to significantly improve student learning, retention and success.



Reimagine Financial Resources



Bergen Community College will secure robust resources to deliver excellent academic and co-curricular programming. The College will continue to foster a culture of transparency where all stakeholders are responsible for the financial viability of the College.

1. Support student success initiatives and the Completion Agenda.

- a. Streamline the financial aid process to effectively serve the needs of students.
- b. Explore banded tuition and other value-added tuition and fee structures.
- c. Provide workshops on financial literacy to faculty, staff and students.

2. Foster a culture where faculty and staff are responsible for the financial viability of the College.

- a. Develop and implement an inclusive and transparent budgeting process to ensure appropriate allocation of resources.
- b. Conduct a formal annual assessment of budget expenditures and allocations in order to adequately support core department functions.
- c. Establish a budget committee to institute budget principles, review the integrity of allocations, and ensure policies are followed consistently across the College.
- d. Formalize linkages between financial allocations and the College's strategic goals.
- e. Provide training on budget development and management practices.
- f. Regularly conduct trend analyses and financial forecasts to anticipate shifts in the financial landscape.

3. Develop a cohesive alternative revenue stream to supplement the existing funding structure.

- a. Continue to support and increase grant development initiatives.
- b. Pursue funding opportunities from appropriate external agencies.
- c. Create targeted giving opportunities for faculty, staff, and key community stakeholders.



Reimagine Relationships and Partnerships



Bergen Community College will strengthen and expand relationships with education, industry and community partners to support a continuum of lifelong and global learning.

1. Strengthen and broaden relationships with PreK-12 schools and four-year institutions.

- a. Develop additional partnerships with PreK-12 across the county.
- b. Increase early college and dual enrollment opportunities for all county high school students.
- c. Investigate the feasibility of automatic college admission for all Bergen County high school students upon their graduation.
- d. Expand value-added partnerships, such as dual admission, with four-year colleges around the region.

2. Partner with community leaders and alumni to advocate for the College.

- a. Join with local, state and regional agencies to secure resources to support student success.
- b. Connect alumni with local advisory boards to strengthen the connection between the community and the College.
- c. Position the College as a community center that meets the needs of residents near each campus.
- d. Explore stackable credentials from The Division of Continuing Education to the attainment of an associate degree.

3. Strengthen connections with regional industries.

- a. Engage local industries as partners in the development and maintenance of academic and co-curricular programs.
- b. Utilize industry partners to align curriculum with current industry standards and connect students with paid internships, work-based learning, and credentials.
- c. Increase academic programming and workforce training at the Hackensack and Meadowlands campuses, reflecting the unique nature of each neighborhood.

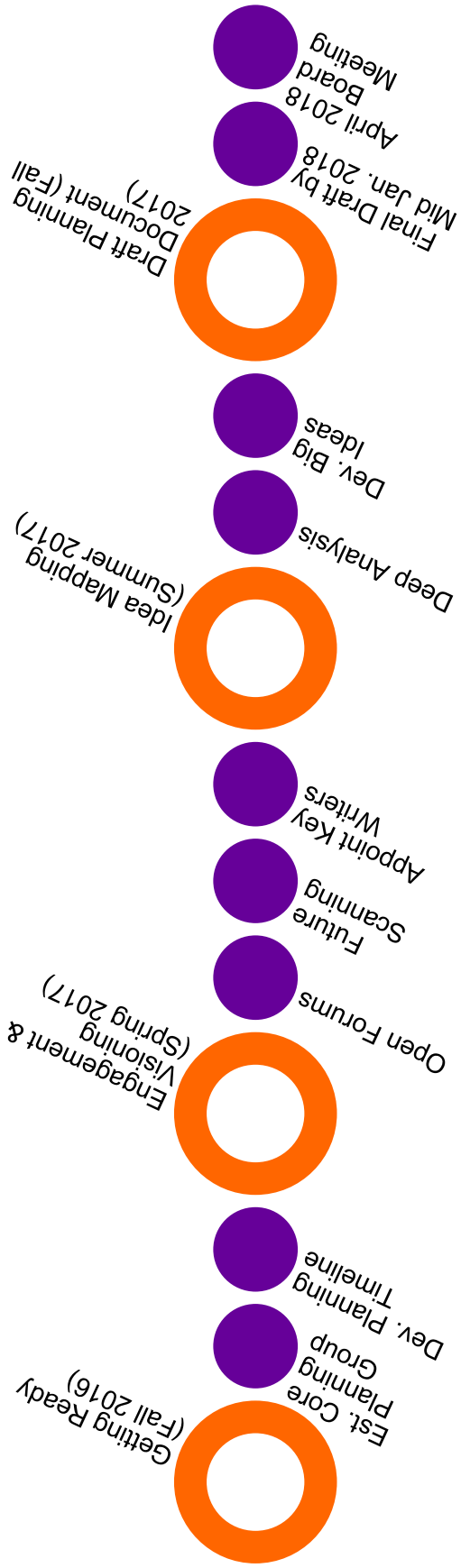


Planning and Implementation Processes

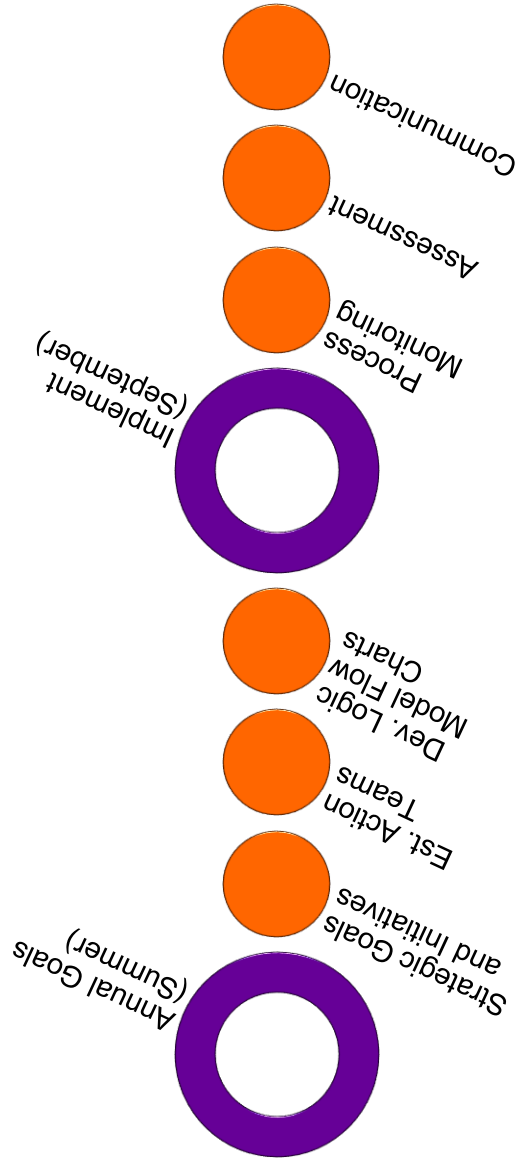
Our Goals for the Planning Process at Bergen...

- Will strengthen a spirit of collaboration
- Will deepen institutional trust
- Will reflect collective aspirations for the future
- Will push us to explore new opportunities
- Will help us to embrace & prepare for change

Strategic Plan 2018 – 2023 – The Process



Post Strategic Plan Implementation Support



Annual Strategic Plan Implementation

Figure 1. Continuous Strategic Plan Implementation Cycle



1. Establish Annual Goals

- The Board of Trustees, in consultation with the President, establishes a set of broad annual goals for the College aligned with the College's strategic plan.

2. Link Annual Goals and Strategic Plan

- The President and the Executive Team identify related strategic goals and initiatives supporting the broad annual goals established by the Board.
- During the first year of implementation, the President and the Executive Team identify 3-5 high level success outcomes and targets, and an Institutional Dashboard to track outcomes over the next five years.

3. Establish Annual Success Matrix

- The Executive Team establishes annual success outcomes and targets with assistance from the Management Leadership Team.
- The President approves the Annual Success Matrix, and appoints an Executive Team member to lead the management of the Success Matrix.
- If appropriate, additional resources are identified for carrying out specific strategic initiatives to accomplish the success targets.

4. Implement

- The President assigns specific strategic goals and initiatives to each Executive Team member for implementation.
- Each Executive Team member leads the annual implementation and integrates the goals and initiatives into the normal operation of the College.
- Implementation of the annual strategic goals and initiatives are incorporated into appropriate academic and AES outcomes assessment and program reviews with significant input from faculty and staff.
- The strategic plan implementation and the outcome targets accomplished are part of the annual performance evaluation of the Executive Team members.

5. Evaluate and Communicate

- The Annual Success Matrix and Institutional Dashboard are updated and widely communicated to the Bergen community.
- Executive Team members lead the college-wide presentation of notable accomplishments and barriers during the annual Professional Day of Development or a similar college-wide event.
- The President gives an implementation status report to the Board at its June meeting.

Bergen's Institutional Dashboard*

Academic Progress	
Retention Rate	First-time, full-time, fall cohort from the prior year that re-enrolled in the following fall (one-year return rate).
Graduation Rate	Completion within 150% normal time of a cohort of first-time, full-time, associate degree/certificate-seeking students.
Transfer Rate	Transfer-out rate of first-time, full-time degree or certificate-seeking students within 150% normal time.
Financial Health	
Receivable/Tuition + Fees	Measures how effective an institution is in extending credits to students and their effectiveness of collecting on these debts.
Viability Ratio	Measures the basic financial health – the availability of expendable net assets to cover debt to settle obligations as of the balance sheet date.
Return on Net Assets Ratio	Determines whether the institution is financially better off than in previous years by measuring total economic return.

Source: *Annual Institutional Update Data Dictionary, Middle States Commission on Higher Education, 2018.*

- * These KPIs could change to accommodate unexpected internal and external developments. In addition, Annual Success Metrics will accompany the Institutional Dashboard.

Strategic Plan 2018-2023 Working Group Member List

Name	Title
Denise Avrutik	Faculty – Dental Hygiene
Mary Bays	Faculty – Fashion Design
Drorit Beckman*	Senior Grants Administrator
Joanna Campbell*	Faculty – Dental Hygiene
Ralph Choonoo	Executive Assistant to the Vice President of Student Affairs
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Maureen Ellis-Davis*	Faculty – Social Sciences
Linda Emr	Dean - Philip Ciarco Learning Center
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John Findura*	Tutorial Supervisor – Cerullo Learning Assistance Center
Christine Gillespie*	Dean - Continuing Education
Jaymee Griffin	Director - Achieving the Dream
Frank Hablawi	Web Developer - Information Technologies Services
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**Individuals who served as the Facilitation Core Team

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This Strategic Plan document was designed by Wilson Aguilar, Public Relations and Jesse Jacondin, Center for Institutional Effectiveness.



Approved by the Board of Trustees June 5, 2018

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