

**BOARD OF TRUSTEES
BERGEN COMMUNITY COLLEGE
March 1, 2016
PUBLIC MEETING OF THE BOARD OF TRUSTEES**

The Public Meeting of the Board of Trustees of Bergen Community College was held on **March 1, 2016**, in TEC-128BC at Bergen Community College, 400 Paramus Road, Paramus, New Jersey. Mr. E. Carter Corrison, Chairman, called the meeting to order at 5:02 p.m. and the following announcement was made:

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

ROLL CALL

Present

Ms. Dorothy Blakeslee
Mr. Philip J. Ciarco, III
Mr. E. Carter Corrison
Ms. Lorraine Derwin – Alumni Trustee
Dr. Jo-Anne Mecca
Mr. Michael Neglia
Ms. Germaine Ortiz
Ms. Irene Oujo

Also Present

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

Regrets

Mr. James Demetrakis
Mr. Anthony Miller
Mr. James Napolitano
Ms. Norah Peck

PLEDGE OF ALLEGIANCE

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

REPORTS

Vice-Chairman's Report

Vice-Chairman Ciarco reported that Dr. Ken Ender and the Middle States Team were on campus for the accreditation evaluation. On Monday, February 29, 2016, Dotty Blakeslee, Michael Neglia and Germaine Ortiz joined Vice-Chairman Ciarco at a lunch meeting with Dr. Ken Ender. In the evening, Trustee Ciarco, President Walter and the Steering Committee hosted the visiting team at Biagio's Restaurant. This afforded the opportunity to answer any questions that they had, great discussion and learn about the institutions that they represent.

Secretary's Report

No report, secretary absent.

Treasurer's Report – Audit and Finance Committee/Legal

Treasurer Dorothy Blakeslee informed the board members that the Audit and Finance Committee met on February 16, 2016, and reviewed the college's financial position. We recommend approval for the following resolutions, A/F 1 to A/F 11.

President's Report

President Walter thanked everyone who visited with the Middle States Team. Dr. Walter heard positive comments and expressions of appreciation for the faculty, staff, student's and board members who spent time sharing the great work and achievements that all have accomplished at the college. On Tuesday, March 1, 2016, at 9:00 a.m. a meeting will be held at the Technology building to review the exit report. All are invited to attend this gathering to hear the great report.

Dr. William Mullaney introduced Professor Florence McGovern, CPA, to present her assessment report on Accounting Programs. See attached slides, at the end of the minutes.

FOUNDATION REPORT

Ms. Lindsay Maurer, Executive Director of the Foundation Office reported on the upcoming event, "Club Monte Carlo" to be held on Wednesday, March 30, 2016, at the Venetian, Garfield, N.J. We'll be bringing folks back to a time of 1940s/50s by presenting an evening at a supper club with gaming, Fred and Ginger floor show and high spirits. The proceeds from this event will be given to the Turning Points program and funding for scholarships. Please contact the foundation office to purchase tickets. Please help to support this event.

COMMITTEES

AUDIT AND FINANCE

Treasurer Blakeslee recommended approval of resolutions A/F 1 and A/F 11.

PERSONNEL

Vice-Chairman Ciarco noted that the Personnel Committee met and recommends approval of the Personnel Resolutions P1 through P10.

BOARD OF SCHOOL ESTIMATE

No report.

EDUCATION AND STUDENT AFFAIRS

Chairman Mecca recommended approval of resolutions E/SA 1 to E/SA 4.

SITE AND FACILITIES

Chairman Neglia informed the board that Site and Facilities Committee met and offers S/F1 and SF2.

Foundation Report

Vice-Chairman Ciarco invited all to attend the Monte Carlo event. It will be a fun evening without many speeches. As part of the event, a super 50/50 drawing will be held. Currently the Foundation Office has approximately \$ 50,000.00 committed in support of the evening and this is only the beginning.

The spring scholarship application process has received 800 applicants. This is the highest amount for applications received for scholarships. The committee will begin reviewing the applications and recipients will be chosen by the end of the month.

STRATEGIC PLANNING COMMITTEE

Vice-Chairman Ciarco reported that Dr. Ken Ender and his entire team have been on campus. The team has been diligent in their investigations and evaluations. The Bergen Community College team is very eager to hear the outcome of the inspection.

Liaison to New Jersey Council of Community Colleges

No report.

ALUMNI TRUSTEE REPORT

Lorraine Derwin reported that the new printing procedure team met and moving forward. However, this initiative has raised an additional concern regarding the cost of textbooks. The committee is discussing and working on a solution for this problem.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS/OPEN TO THE PUBLIC

Brant Chapman, Professor of Chemistry.

Professor Chapman apologized to the board, audience, and faculty for the statement he made at the February 2, 2016, board meeting.

Chairman Corrison accepted Professor Chapman's apology.

Chairman Corrison requested a motion to close to the public portion of the meeting.

A motion was made by Vice-Chairman Ciarco and seconded by Trustee Ortiz.

ADOPTION OF MINUTES

Chairman Corrison approved the minutes as submitted of February 2, 2016, and seconded by Vice-Chairman Ciarco. All were in agreement of the minutes.

CONSENT AGENDA

Chairman E. Carter Corriston recommended the March 1, 2016, Consent Agenda for approval.

Audit and Finance 1 to 11.

Education and Student Affairs 1 to 4

Personnel 1 to 10.

Site and Facilities 1 and 2.

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

Chairman Corrison stated that an Executive Session was not required.

Chairman Corriston re-opened the meeting to the public for further comments. A motion was made by Trustee Neglia and seconded by Vice-Chairman Ciarco.

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

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

January 1, 2016 to January 31, 2016	DeCotiis, FitzPatrick & Cole, LLP.	\$ 13,068.10
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A/F2 – Approval of Labor Voucher – Cleary, Giacobbe, Alfieri, Jacobs

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

January 4, 2016 to January 31, 2016 - Invoice 40323

Cleary Jacobbe Alfieri Jacobs	\$ 3,585.00
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A/F3 – Approval of travel expenses for CampusWorks, Inc., for December of 2015 totaling \$5,851.68.

Approval is granted for travel expenses for December, 2015 in the amount of \$5,851.68 CampusWorks, Inc. personnel.

A/F4 – Authorization to purchase Simulation Manikins, including, SimMom, SimJunior and SimNewB from Laerdal Medical Corporation for use in Nursing and other health professions programs. This is funded through Perkins Grant. The Laerdal SimMom, SimJunior and SimNewB Simulation Manikins are specifically designed for multiple scenario based teaching and is only available through Laerdal Medical Corporation.

Approval is granted to purchase SimMom, SimJunior and SimNewB Simulation Manikins, software and licenses, at a cost of \$106,154.49 from Laerdal Medical Corporation.

A/F5 – Authorize Payment to New Jersey City University (NJCU) for New Pathways to Teaching teacher preparation program. This program is a partnership between Bergen Community College and New Jersey City University and it provides an alternate route for persons with bachelor's degrees to obtain a Certificate of Eligibility to become licensed teachers.

Approval is granted to pay an amount not to exceed \$92,000., to New Jersey City University for Stage I June 2015, Stage I April 2015, Stage I September 2015, Stage II Fall 2015 and Stage I and II Spring 2016 for the New Pathways to Teaching Program.

A/F6 – Authorization to renew VMWare licensing for our virtual server host machines for one year with Pascack Data Services, Inc.

Approval is granted to renew our VMWare Academic Licensing Agreement for one year in the amount of \$16,928.00 through Pascack Data Services, Inc. This subscription includes (20) vSphere Enterprise licenses.

A/F7 - To authorize the purchase through college funds of Smart Classroom equipment for the CAD Labs (TEC 102/104) from Valient National AV Supply. This will replace existing outdated and semi-functional equipment currently in use in these rooms.

Approval is granted to purchase Smart Classroom equipment including projectors, speakesr, tech desks. document cameras, digital presentation systems, disc players and related accessories from Valient National AV Supply at a cost of \$20,447.65.

A/F8 - Authorization to purchase furniture for the Health Professions building from Krueger c/o Saveon Stationary T/A Maco Office and funded by the Go Bond.

Approval is granted to purchase furniture for the Health Professions building at a cost of \$ 716,697.20 from Krueger c/o Saveon Stationary T/A Maco Office on State Contract No. 81720.

A/F9 - Authorization to extend part time Virtual Information Security Officer (ISO) services from March 31, 2016 through June 30, 2016 with Innovative App Solutions.

Approval is granted for the extension of part time virtual information security officer services through June 30, 2016 in the amount of \$17,700.00.

A/F10 – To authorize, through the GO Bond, College Operating funds and County funds the purchase of 500 Dell thin clients and 100 Dell monitors from Dell Marketing L.P. The thin clients will be used in the Health Professions Building and Library in place of desktop computers and will utilize the infrastructure that was purchased by the College in support of Virtual Desktop Technology. The monitors will be used as secondary monitors in the Health Professions Building and by the IT Department.

Approval is granted to purchase (500) Dell Wyse thin clients and (100) Dell UltraSharp 23 Lync monitors at an estimated cost of \$289,734.00 from Dell Marketing L.P., on NJ State Contract #89967.

A/F11 - To authorize Beazley Insurance Company to provide a complete privacy breach management and information security insurance solution, which will allow Bergen Community College to respond to an actual or suspected data breach incident effectively, efficiently and in compliance with law.

Approval is granted for the purchase of a complete privacy breach management and information security insurance solution with coverage of \$5 million offered by Beazley Insurance Company, which includes Beazley Breach Response that provides additional coverage for notification expenses, credit monitoring and crisis management expenses above the policy limit.

The College's insurance consultant, The Insurance Exchange, Inc/ARC Excess & Surplus, LLC ("Consultant") obtained quotations from the following companies:

AIG:	\$36,977.00 + .90% NJ Surcharge
ACE:	\$44,805.00 + .90% NJ Surcharge
Beazley:	\$50,061.00 + .90% NJ Surcharge

E/SA1 - To approve the curriculum for the Associate of Science Degree, Sport Management (AS.PS.SPORT.MGMT)

Approval is granted for the curriculum for the Associate of Science Degree, Sport Management.

E/SA2 – To authorize submission of a grant proposal to the US Education Department Office of Postsecondary Education in the amount of approximately \$2.8 million, and to authorize President B. Kaye Walter, or her designee, to execute required documents.

The purpose of the Hispanic-Serving Institutions - Science, Technology, Engineering, or Mathematics (HSI STEM) and Articulation Programs is to: (1) increase the number of Hispanic and other low-income students attaining degrees in the fields of science, technology, engineering, or mathematics; and (2) to develop model transfer and articulation agreements between two-year and four-year institutions in such fields. Over the past five years, the STEM GPS Project at Bergen Community College made progress in attaining these statutory purposes. The percentage of students enrolled in STEM transfer programs in the natural sciences, math and engineering increased from 7.1% of the student population to 9.7%, while the percentage of BCC STEM transfer students graduating with degrees in the natural sciences, engineering, and mathematics increased from 6.6% to 9.2%. The STEM GPS Project also significantly improved the delivery of support services to students with the Math and Science Walk-In Center, improved STEM student utilization of the Cerullo Learning Assistance Center and the Supplemental Instruction program. This proposed project is a second phase of Bergen's HSI STEM effort. It is designed to build upon the successful foundation and substantially grow the numbers of low income and minority students attaining degrees in STEM related programs and to increase articulation agreements as well as successful student transfers to baccalaureate and higher degree granting institutions.

Programmatic and budgetary specifics are in development and will be forthcoming. No college funds are required.

E/SA3 – To authorize acceptance of the Perkins FY 2016 grant award in the amount of \$525,926.00 from the State of New Jersey Department of Education, and to authorize President B. Kaye Walter, or her designee, to execute required documents.

Approval is granted by the Board of Trustees authorized submission of the Perkins application at their October 6, 2015 meeting. The State of New Jersey Department of Education accepted that application and has now awarded Perkins Funds for Bergen Community College in the amount of \$525,926.00 for Fiscal Year 2016 (July 1, 2015 through June 30, 2016). Perkins planning committee priorities for FY 2016 Career and Technical Education (CTE) were determined on the basis of feedback from CTE program advisory committees, departmental need assessments, and program performance outcome measures. The grant award is to be implemented as planned, to include:

- Equipment, supplies, conference attendance and travel, on-site professional development and simulation training for Integrated Health Professions program faculty.
- Equipment upgrades for the Computer Science Program.
- Equipment for Hotel, Restaurant Management and Culinary Programs.
- Manikins, Ventilator and Panoramic X-Ray Machine for Health Professions Program.
- Workstations for Manufacturing Design Program.
- Portable Ultrasound Machine for Vet Tech Program
- Professional Development, especially in nontraditional student recruitment, enrollment, retention, and completion for CTE program faculty and staff.

Total costs include \$440,085 for equipment and supplies, \$59,550 for Travel and Professional Development, and \$26,291 for Administrative Costs.

No college funds are required.

E/SA4 - Ratify the December 16, 2015 action of the Chairman authorizing award of a contract to Thomas Edison State University, for evaluation of non-credit credentials for purposes of awarding academic credit. This contract fulfills a deliverable required of Bergen Community College under the terms of the TAACCCT Grant awarded by the U.S. Department of Labor, Employment and Training Administration.

Approval is granted to ratify the Chairman's action authorizing execution of an agreement with Thomas Edison State University in the amount of \$68,000, to complete Academic Program Reviews on 6 non-credit credentials for purposes of assessing the appropriateness and extent of academic credit that can be awarded for credential attainment.

P1 – Approval of New Position - Confidential

Approval is granted for the following position to be added to the approved position listing.
Dean of Assessment

P2 – Approval of New Position - Confidential

Approval is granted for the following position to be added to the approved position listing.
Director of Administration

P3A - Appointment: Confidential/Executive Director of Information Technology

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

<u>Name</u>	<u>Position</u>	<u>Current Salary</u>	<u>New Salary</u>	<u>Effective Date</u>
Stephen Valkenburg	Executive Director of Information Technology	\$90,882.00	\$115,000.00 (pro-rated)	03/01/16

P3B - Appointment: Confidential/Director of Administration

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

<u>Name</u>	<u>Position</u>	<u>Current Salary</u>	<u>New Salary</u>	<u>Effective Date</u>
Michelle Roche	Director of Administration	\$44,243.00	\$70,000.00 (pro-rated)	01/01/2016 (retroactive)

P3C - Appointment: Grant (Turning Point Program)

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Dates</u>
Alaina Magrini	Mentoring Coordinator/Office of Specialized Services/Student Affairs	\$55,000.00 (pro-rated)	04/04/16 – 06/30/16 (retroactive)

P4 – Salary Increase: Project Personnel - Grants

Approval is granted that the salaries for the grant personnel listed below be increased by 2.0% effective retroactively to January 1, 2016.

<u>Name</u>	<u>Position</u>	<u>Current Salary</u>	<u>New Salary</u>
Ellen Aramini	Director of Career Placement	\$68,500.00	\$69,870.00
Linda Araya	STEM Tutorial Supervisor	\$40,000.00	\$40,800.00
Natalie Brown	Grant Counselor	\$50,000.00	\$51,000.00
Aida Castro-Henix	EOF Counselor	\$50,000.00	\$51,000.00
Vincent Cheng	Data Manager	\$60,000.00	\$61,200.00
Donna Collins	Program Assistant - TPSID	\$35,000.00	\$35,700.00
Elizabeth Gisecke DeFeo	CLC Project Director/Adult Basic Education/ Continuing Education and Community Outreach	\$45,778.00	\$46,465.00
Justin Doheny	Consortium Director	\$98,000.00	\$99,960.00
Luis DeAbreu	Grants Coordinator	\$56,500.00	\$57,630.00
Karen Kozlowski	Grants Coordinator	\$45,675.00	\$46,589.00
Alan Manzueta	Grants Counselor	\$50,000.00	\$51,000.00
Salwa Muhammad	Site Coordinator	\$58,360.00	\$59,527.00
Marilyn Simpson	Sr. Manager of Grants	\$62,000.00	\$63,240.00
Amanda Vaughan	Grants Assistant	\$40,000.00	\$40,800.00
Kelly Verkem	Consortium Grant Manager	\$62,000.00	\$63,240.00
Vincent Vicari	Director, Small Business Development	\$85,000.00	\$86,700.00
Dorothy Wright	STEM Grants Manager	\$38,000.00	\$38,760.00

P5 – Approve: Leave of Absence/Professional Staff

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

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Rita Blanco	Financial Aid Data Specialist/Financial Aid/ Student Affairs	02/02/16 (retroactive)

P6 – Approve: Leave of Absence/Support Staff

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

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
John Busam	Senior Custodian/Buildings and Grounds	02/24/16 (retroactive)

P7 - Retirement: Faculty

Approval is granted for the retirement of the following individual.

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Natalie Timme	Professor/Nursing/Health Professions/Academic Affairs	07/01/16

P8 – Retirement: Support Staff

Approval is granted for the retirement of the following individual:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Robin Harvison	Administrative Assistant/Buildings and Grounds/ Facilities Planning, Operations and Public Safety	04/01/16

P9 – Termination: Support Staff

Approval is granted for the termination of the following individual:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Faith Demboski	Child Care Assistant/Child Development Center/ Business, Arts & Social Sciences/Academic Affairs	02/09/16

P10 – Confer Professor Emeritus Status

Approval is granted by the Board of Trustees confer Professor Emeritus status on the following individuals:

Dr. Roger Opstbaum
Dr. Susan Klarreich

S/F 1 - Authorization to approve the attached list of Engineers that submitted the required documents for the re-opened 2016 Request for Qualifications for Engineering Services dated January 13, 2016.

Approval is granted of the attached list of Professional Engineers for 2016 that submitted all the required documents in response to a Request for Qualifications.

ENGINEERING FIRMS

Partner Engineering and Science, Inc.
Shine Engineering, P.A.
Christopher P. Statile, P.A.
The Musial Group Architecture
Bohler Engineering
LAN Associates, Engineering, Planning, Architecture, Surveying, Inc.
CP Engineers LLC
Sam Schwartz Consulting, L.L.C.
Becht Engineering BT, Inc.
Suburban Consulting Engineers, Inc.
Consulting Engineers Collaborative, Inc.
Linwood Engineering Associates, P.A.
Maser Consulting P.A.
Caroll Engineering
SUPERSTRUCTURES Engineering + Architecture, PLLC
Edward J. Osoliniec, Professional Engineer

S/F 2 - To authorize a Change Order to Arcari & Iovino Architects, P.C. to provide additional scope of work to design new Boiler and hot water system that will allow the Gym to be isolated from the existing Pitkin Education Center heating and hot water loop, and allow it to operate independently in an emergency.

Approval is granted to issue Change Order #1, not to exceed \$14,000.00 to Arcari & Iovino Architects, P.C.s – HMGP Gymnasium Emergency Generator Project.

ADJOURNMENT

As no further business was brought before the Board of Trustees, Chairman Corrison requested a motion to adjourn the meeting at 5:23 p.m. A motion was made by Trustee Michael Neglia and seconded by Trustee Germaine Ortiz. All were in favor. No one opposed.

Thank you,
Philip J. Ciarco, III
Vice-Chairman, Board of Trustees



ACCOUNTING PROGRAMS

Presented by:
Prof. Florence McGovern

I) AAS ACCOUNTING

●Purpose:

To prepare students for related entry level positions in industry, public accounting and other organizations

I) AAS ACCOUNTING

- Job Demand:

-Per the NY-Newark-PA 2014 Metropolitan Statistical data analyses there are more regional openings than program completions.

Annual Regional Openings = 7,122
Regional Program Completions = 1,341

-Trend analysis for 2015-2025 shows that demand in the target occupations is increasing.



II) A.S. BUSINESS ADMINISTRATION- ACCOUNTING

- Purpose:

To provide students with a quality program of curriculum and faculty to develop proficiency at the two-year level of college and prepare them for transfer to a 4 year institution



II) A.S. BUSINESS ADMINISTRATION - ACCOUNTING

- In Fall 2015, there are 314 majors in the A.S. program and 111 majors in the AAS-Accounting major.
- In Fall 2015, there are 660 A.S.- Business majors that all take the Financial and Managerial Accounting courses.

Assessment-both programs

- Program Learning Outcomes:
 - There are 5 Program Learning Outcomes for the A.A.S. Accounting program and 7 Program Learning Outcomes for the A.S. Business Administration-Accounting Program. For this cycle we decided to select and test one of the Program Learning Outcomes in common to both programs:

Students will be able to prepare financial statements in accordance with generally accepted accounting principles

Assessment-cont'd.

- Means of Assessment:
Prepare a statement of cash flows in Intermediate Accounting which students in both programs take in their last semester
- Assessment Tool:
The accounting faculty met, reviewed and selected a statement of cash flows problem to test our Program Learning Outcome. We selected a problem from the Wiley Plus software that accompanies the textbook and assigned it to students in all 3 sections of the course during the fifth week of the semester.
- Desired Results:
The faculty wanted at least 75% of the students to achieve a grade of 70 or higher.

Assessment: cont'd.

- Results:

1. 46 students were registered in the course when the problem was assigned
2. 39 of the students did the problem on time and received an average grade of 88.79

Assessment – cont'd.

3. Three students did the problem late and incurred a 90% grade penalty bringing the overall average down to 82.98
4. Four students didn't do the problem and received a 0, bringing the overall average down to 75.76

Assessment-cont'd.

- Conclusion:

- The faculty reviewed the results and concluded that the average score of 75.76 for 100% of the students (including 4 incompletes) more than meets our desired outcome.

-Another Program Learning Outcome will be selected for testing in the next cycle.