



BOARD OF TRUSTEES
PUBLIC MEETING

Tuesday, March 6, 2018 – 5:00 p.m.

**Ciarco Learning Center
355 Main Street
Hackensack, New Jersey**

Conference Rooms 102 and 103

- 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's Report
 - Presentation: Budget Overview FY 2017-2019 – Mr. Victor Anaya
 - Presentation: Library Assessment Report – Professor Gail Fernandez
 - 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
- VIII. Open to the Public
- IX. Actions
 - A. Approval of Minutes:
 - February 6, 2018
 - B. Consent Agenda – Tuesday, March 6, 2018
- X. Executive Session, if required
(New Business/Open to the Public)
- XI. Adjournment

CONSENT AGENDA

Tuesday, March 6, 2018 – Ciarco Learning Center
355 Main Street, Hackensack
5:00 p.m. – Conference Rooms 102 and 103

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: February 6, 2018

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. Approve FY 2018 - 2019 Tuition Rate per Credit Increase.
3. Authorize request to change Chapter 12 Bond Scope of Work by the County of Bergen.
4. To authorize award of Public Bid P-2265 for fire protection equipment, maintenance and repairs at the Paramus Campus to United Fire Protection Corporation.
5. To authorize the purchase of approximately 540 print and e-books from YBP (Yankee Book Peddler) for the library to support career and technical programs. This is funded by Perkins Grant.
6. To authorize the purchase through SHI International Corp. for Symantec SymEd Renewal from March 2018 through March 2019.
7. To award Public Bid P-2260 to William J. Guarini, Inc. for Asphalt Repair, Concrete and Excavation Work.
8. To authorize the award of Public Bid P-2261 for On-Call HVAC Services to Kalas Heating & Cooling, Inc.
9. To authorize the purchase of one block of Nutanix HyperConverged Servers from Aspire Technology Partners, LLC to life cycle end of life servers and storage in Lyndhurst.
10. To authorize the purchase of an annual Microsoft Campus agreement for volume licensing of various Microsoft software from Dell Marketing L. P.
11. To authorize the purchase of approximately 193 e-books for the library to support career and various other programs from Gale, a Cengage Company. This is funded by Perkins Grant.
12. To authorize entering into an agreement with Ellucian Company L.P. to provide information technology management services.
13. To correct Resolution A/F6 dated February 6, 2018 to amend fiscal year to read as follows: Request funding from the County for the purpose of IT Lifecycle Replacements for FY2019.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. Authorize submission of a grant application to the Environmental Protection Agency's *Environmental Education Local Grants Program for Region 2* for \$100,000, and to authorize President Michael D. Redmond or his designee to execute required documents.
2. Authorize submission of a grant application to the *Lumina Fund for Racial Justice and Equity* for \$100,000, and to authorize President Michael D. Redmond or his designee to execute required documents.
3. To authorize renewal of award agreement for evaluation consulting services to Educational Policy Institute for year 2 of the Title V Developing Hispanic Serving Institutions (HSI) Grant awarded to the College by the U.S. Department of Education, Grant Award # P407A150069, and to authorize President Michael D. Redmond or his designee to execute required documents.
4. Authorize submission of a collaborative grant application to the United States Agency for International Development (USAID), and to authorize President Michael D. Redmond or his designee to execute required documents.

PERSONNEL (P)

1. Appointments:
 - A. Clinical Coordinator
 - B. Testing Coordinators
 - C. Lecturer, Spring 2018 Semester
2. Reappointment Faculty – Fourth Reappointment
3. Rescind: Clinical Coordinator
4. Rescind: Testing Coordinator
5. Rescind: Nursing Clinical Faculty Stipend
6. Resignation: Grant Staff
7. Resignation: Student Affairs Athletic Program (Coaching Staff)
8. Retirement: Faculty
9. Confer Professor Emeritus Status
10. Retirement: Confidential Staff
11. Approve: Leave of Absence/Support Staff
12. Termination: Professional Staff
13. Termination: Confidential

SITE AND FACILITIES (S)

1. To award professional services to Arcari & Iovino Architects for the preparation of plans and specifications for the removal and replacement of bleachers located in the Gymnasium.



BOARD OF TRUSTEES ACTION A/F 1
Approval Date: March 6, 2018

Resolution:

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

Submitted By

Mr. Victor Anaya, Chief Financial Officer

Action Requested

Approval for payment of the following legal vouchers:

December 1, 2017 to December 31, 2017 DeCotiis, FitzPatrick, Cole & Giblin. LLP. \$ 19,445.98

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: March 6, 2018

Resolution

Approve FY 2018 - 2019 Tuition Rate per Credit Increase

Submitted By

Mr. Victor Anaya, Chief Financial Officer

Action Requested

To implement the following increase to tuition for the 2019 fiscal year.

<u>Category</u>	<u>Current Rate</u>	<u>Proposed Rate</u>
Tuition-In County	\$142.00	\$144.25
Out-of-County	\$292.00	\$296.50
Out-of-State	\$307.50	\$312.00

Justification

The increase is made to the tuition rate per credit as required to fund the FY2018-2019 budget.

No increase in fees.

In-County Historical Tuition Increase –

FY10 8.0%
FY11 6.0%
FY12 5.5%
FY13 3.0%
FY14 1.5%
FY15 1.5%
FY16 1.9%
FY17 2.5%
FY18 2.5%
FY19 1.5%



BOARD OF TRUSTEES ACTION A/F 3
Approval Date: March 6, 2018

Resolution

Authorize request to change Chapter 12 Bond Scope of Work by the County of Bergen.

Submitted By

Mr. Victor Anaya, Chief Financial Officer

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

Action Requested

That the Board of Trustees approve a request to change the description on the bond as the scope of work has changed on the 2015 Chapter 12 bond with an available unspent balance totaling \$ 2,966,859. These funds will be used to accommodate the Applied Technology High School with renovations to Ender Hall. In addition, related renovations and upgrades within the Pitkin Education Center are needed. The original bond request was to construct a Wellness and Conference Center in Ender Hall. The college no longer plans to construct a Wellness and Conference Center in Ender Hall.

Justification

The renovation/expansion will enable the College to provide improved instructional/student space.



BOARD OF TRUSTEES ACTION A/F 4
Approval Date: March 6, 2018

Resolution

To authorize award of Public Bid P-2265 for fire protection equipment, maintenance and repairs at the Paramus Campus to United Fire Protection Corporation

Submitted By

Mr. Victor Anaya, Chief Financial Officer
Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Mr. Samuel John, Interim Managing Director, Physical Plant
Ms. Barbara Golden, Director, Purchasing & Services

Action Requested

Authorization to award Public Bid P-2265 Fire Protection Equipment Maintenance and Repairs, to United Fire Protection Corporation for the period March 20, 2018 through March 19, 2020, at an estimated two year cost of \$294,024.00.

Justification

This provides maintenance, repair, and testing services for fire alarms, sprinkler systems and special hazard systems at the Paramus Campus. Fire protection equipment maintenance and testing is required by state and local codes to conform to National Fire Protection Association standards.

A total of eleven companies registered for bid packages and one bid was received.

Charge To: College Operating Funds
Account Number: 10-06-610100-607550



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

Resolution

To authorize the purchase of approximately 540 print and e-books from YBP (Yankee Book Peddler) for the library to support career and technical programs. This is funded by Perkins Grant.

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Mr. Victor Anaya, Chief Financial Officer
Mr. David Marks, Dean, Library Services
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to purchase various print books and e-books for a total amount not to exceed \$44,500.00 from YBP.

Justification

Yankee Book Peddler specializes in academic content and offers the broadest publisher coverage (66,000 publishers) and the most extensive inventory (592,000 titles) when compared to other academic book vendors. YBP offers a discount of (5-13%) and free shipping. In addition, YBP provides an online ordering system that is customized to interface with the BCC library's new cataloging and acquisition system, WMS, thereby supporting a more streamlined workflow within the library. This seamless integration with YBP and WMS is unique in that only YBP, as a book vendor, integrates with WMS in this essential way. Cataloging and order records can be downloaded directly into the system and books can be received shelf ready.

The College has a need to procure the above library materials and services pursuant to a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. YBP has submitted a Stockholder Disclosure Certification, and a Business Entity Disclosure Certification, 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 Form, Stockholder Disclosure Certification, and Business Entity Disclosure Certificate shall be placed and maintained on file at the College.

Library materials and services are exempt from public bidding in accordance with New Jersey County College Contracts Law 18A:64A-25.5 (a) (6).

Charge To: Perkins Grant

Account Number: 50-02-591900-607504



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

Resolution

To authorize the purchase through SHI International Corp. for Symantec SymEd Renewal from March 2018 through March 2019.

Submitted By

Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Mr. Victor Anaya, Chief Financial Officer
Mr. Stephen Valkenburg, Executive Director, Information Technology
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to purchase Symantec SymEd Renewal from SHI International Corp. for the period of March 4, 2018 through March 5, 2019, at a cost of \$17,295.00 on NJ State Contract #89851.

Justification

Symantec SymEd subscription provides the college access to antivirus protection for all of the PC's on all of our campus as well as access to enterprise level desktop cloning tools. Additionally the subscription entitles the college to use of Symantec's Mobile Device management suite.

Quotes were received from vendors below:

SHI International Corp.	\$17,295.74
Insight Public Sector, Inc.	\$25,361.64
PCMG, Inc.	No quote
CDW Government, Inc.	No quote

Charge To: College Operating Funds
Account Number: 10-01-165100-607526



BOARD OF TRUSTEES ACTION A/F 7
Approval Date: March 6, 2018

Resolution

To award Public Bid P-2260 to William J. Guarini, Inc. for Asphalt Repair, Concrete and Excavation Work

Submitted By

Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Mr. Victor Anaya, Chief Financial Officer
Mr. Samuel John, Interim Managing Director, Physical Plant
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to award Public Bid P-2260 to William J. Guarini, Inc. for the estimated amount of \$374,618.00, from March 12, 2018 through March 11, 2020.

Justification

Asphalt Repairs, Concrete and Excavation Work are required to provide emergency work when needed, to repair potholes in the roadways and parking lots in order to prevent accidents, and to maintain the integrity of the paved surfaces, sidewalks and curbs. Fifteen companies registered for the bid, and eight bids were received. See list below for bids received.

William J. Guarini, Inc.	\$ 374,618.00	
J. Fletcher Creamer & Son, Inc.	\$ 478,750.00	
American Asphalt & Milling Services L	\$ 509,083.00	*
Your Way Construction, Inc.	\$ 517,546.00	
D & L Paving Contractors, Inc.	\$ 563,786.00	*
Murray Paving & Concrete LLC	\$ 567,846.00	*
Supreme Metro	\$ 637,451.00	*
Cifilli & Son General Construction Inc.	\$ 3,533,296.00	
* Corrected total due to mathematical error		

Charge To: College Operating Funds
Account Number: 10-06-610100-607550



BOARD OF TRUSTEES ACTION A/F 8
Approval Date: March 6, 2018

Resolution

To authorize the award of Public Bid P-2261 for On-Call HVAC Services to Kalas Heating & Cooling, Inc.

Submitted By

Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Mr. Victor Anaya, Chief Financial Officer
Mr. Samuel John, Interim Managing Director, Physical Plant
Ms. Barbara Golden, Director Purchasing and Services

Action Requested

Authorization to award Public Bid P-2261 to Kalas Heating & Cooling, Inc. for an estimated amount of \$679,744.00, for the period beginning March 12, 2018 through March 11, 2020.

Justification

The College needs an on-call HVAC contractor to provide routine and emergency repairs to the Heating, Ventilation and Air Conditioning systems in all the college buildings on all three campuses. Seventeen companies registered for bid packages, and six bids were received. See list below for bids received:

Kalas Heating & Cooling, Inc.	\$ 679,744.00	
Butensky Services Co., Inc.	\$ 982,744.00	
Ramas Climate and Refrigeration, LLC	\$ 1,027,000.00	*
Echelon Services, LLC	\$ 1,059,544.00	
Binsky & Snyder Services LLC	\$ 1,118,000.00	
Automated Building Controls, Inc.	\$ 1,302,000.00	
* Corrected total due to mathematical error		

Charge To: College Operating Funds
Account Number: 10-06-610100-607550



BOARD OF TRUSTEES ACTION A/F 9
Approval Date: March 6, 2018

Resolution

To authorize the purchase of one block of Nutanix HyperConverged Servers from Aspire Technology Partners, LLC to life cycle end of life servers and storage in Lyndhurst.

Submitted By

Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Mr. Victor Anaya, Chief Financial Officer
Mr. Stephen Valkenburg, Executive Director, Information Technology
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to purchase one block of Nutanix HyperConverged Servers from Aspire Technology Partners, LLC in the amount of \$280,724.43, through NJEDge consortium pricing.

Justification

The Current Dell Servers and NetApp Filer storage arrays in Lyndhurst have reached end of life and need to be replaced. By purchasing this block of Nutanix HyperConverged Servers the college will not only be replacing antiquated hardware, but simplifying the environment and making it consistent with the Primary Campus environment. Finally, by utilizing the Nutanix platform at the remote site the college will now be able to utilize the Lyndhurst Datacenter to meet some of its disaster recovery requirements.

Quotes were received from two companies

Aspire Technology Partners, LLC	\$280,724.43
SHI International Corp.	\$409,080.94
ePlus Technology Inc.	No quote

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

Charge to: County Bond

Account Number: 20-00-170100-604300



BOARD OF TRUSTEES ACTION A/F 10
Approval Date: March 6, 2018

Resolution

To authorize the purchase of an annual Microsoft Campus agreement for volume licensing of various Microsoft software from Dell Marketing L. P.

Submitted By

Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Mr. Victor Anaya, Chief Financial Officer
Mr. Stephen Valkenburg, Executive Director, Information Technology
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to purchase an annual Microsoft Campus Licensing agreement, for the period 4/1/18 – 3/31/19, from Dell Marketing L. P., at a cost of \$108,165.04, through NJEDge consortium pricing.

Justification

Microsoft Campus Licensing Agreement entitles the college to utilize Microsoft volume licensing for one year. Microsoft software includes: Microsoft Exchange (College email), Server (central server operating systems), Microsoft SQL, SharePoint, Office, and Office 365 for students as well as entitlement to Microsoft windows for all desktop computers on campus.

Quotes were received from the companies listed below.

Dell Marketing L. P.	\$108,165.04
PCMG Inc.	\$114,985.65
SHI International Corp.	\$115,171.00
CDW Government, Inc.	\$116,410.08
Insight Public Sector Inc.	NO QUOTE

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 11
Approval Date: March 6, 2018

Resolution

To authorize the purchase of approximately 193 e-books for the library to support career and various other programs from Gale, a Cengage Company. This is funded by Perkins Grant.

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Mr. Victor Anaya, Chief Financial Officer
Mr. David Marks, Dean, Library Services
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to purchase various e-books for a total amount not to exceed \$15,000.00 from Gale a Cengage Company.

Justification

Gale provides sole source e-books due to the unique titles and the electronic platform that houses these titles. The high quality Gale titles will be added to the existing Gale Virtual Reference Library and can be accessed via the library's catalog both on-campus and remotely. The robust platform that is used to house these e-books, enables the user to take full advantage of features such as cross-searching the full texts of multiple Gale e-books as well as other user-friendly navigation features unique to Gale products. The e-books to be purchased include titles in aviation, exercise science, hospitality, health professions and horticulture.

The College has a need to procure the above library materials and services pursuant to a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Gale has submitted a Stockholder Disclosure Certification, and a Business Entity Disclosure Certification, 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 Form, Stockholder Disclosure Certification, and Business Entity Disclosure Certificate shall be placed and maintained on file at the College.

Library materials and services are exempt from public bidding in accordance with New Jersey County College Contracts Law 18A:64A-25.5 (a) (6).

Charge To: Perkins Grant

Account Number: 50-02-591900-607504



BOARD OF TRUSTEES ACTION A/F 12
Approval Date: March 6, 2018

Resolution

To authorize entering into an agreement with Ellucian Company L.P. to provide information technology management services

Submitted By

Dr. Michael D. Redmond, President
Mr. Victor Anaya, Chief Financial Officer
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to enter into an agreement with Ellucian Company L.P. to provide information technology management services and staffing, for a period of five years beginning April 1, 2018 through March 31, 2023 in the amount of \$13,363,410.00.

Justification

The College requires the services of Ellucian to assist in managing its information technology resources. The College's enterprise resource planning (ERP) system, Colleague, is the proprietary software product of Ellucian who has unparalleled expertise in its implementation and support. Specifically, Ellucian's extensive Colleague expertise is of particular importance to the College as we continue to strive for Colleague optimization in pursuit of institutional effectiveness.

The College has a need to procure these services pursuant to a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Ellucian Company L.P. has submitted a Stockholder Disclosure Certification, and a Business Entity Disclosure Certification, 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 Form, Stockholder Disclosure Certification, and Business Entity Disclosure Certificate shall be placed and maintained on file at the College. A copy of the executed agreement will be maintained on file in the Purchasing Department office.

Services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development for the hardware is exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (19).

Charge to: College Operating Funds

Account: 10-01-159900-607838



BOARD OF TRUSTEES ACTION A/F 13
Approval Date: March 6, 2018

Resolution

To correct Resolution A/F6 dated February 6, 2018 to amend fiscal year to read as follows:

Request funding from the County for the purpose of IT Lifecycle Replacements for FY2019.

Submitted By

Mr. Victor Anaya, Chief Financial Officer

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

Mr. Stephen Valkenburg, Executive Director, Information Technology

Action Requested

Request for appropriation of \$1,500,000.00 from the County for Information Technology Lifecycle replacements for 2019.

Justification

To correct Resolution A/F6 to amend fiscal year from FY2018 to FY2019 and to ratify any actions taken with respect to A/F6 requesting funding from the County for the purpose of IT Lifecycle Replacements.

Our annual capital request for College IT lifecycle replacement and approval from the County of Bergen. The capital funding will allow Bergen Community College to replace Information Technology equipment that is at the end of useful life and no longer supported and to continue to provide improved services to our students and staff.

Account Number: To be allocated upon receipt of funds.



BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: March 6, 2018

Resolution

Authorize submission of a grant application to the Environmental Protection Agency's *Environmental Education Local Grants Program for Region 2* for \$100,000, and to authorize President Michael D. Redmond or his designee to execute required documents.

Submitted By

Mr. William M. Corcoran, Vice President of Facilities, Planning, Operations and Public Safety
Dr. William P. Mullaney, Vice President of Academic Affairs
Dr. William J. Yakowicz, Director of Grants Administration

Justification

Bergen Community College proposes to seek funding from the Environmental Protection Agency in order to increase environmental literacy on campus and in the Bergen County community. The purpose of the Environmental Education Local Grants Program in Region 2 is to support locally focused environmental education projects that increase public awareness and knowledge about environmental and conservation issues and provide the skills that participants in its funded projects need to make informed decisions and take responsible actions toward the environment.

A 25% in-kind college match is required.

The project summary and preliminary budget follows.

Project Summary

The purpose of the Environmental Education Local Grants Program in Region 2 grant is to support the College in achieving a more sustainable campus and community. The proposed program is grounded in the framework of the Association for Advancement of Sustainability in Higher Education's Sustainability Tracking, Assessment and Rating System (STARS) program, a framework for colleges and universities to measure their sustainability performance.

Led by Ms. Rachel Weiland (Developmental Mathematics) and Ms. Lisa Mayer (Criminal Justice), this program will build on the College's current sustainability efforts to inspire a culture of environmental awareness and responsibility.

BCC – Proposed Initiative	Grant Funds for BCC			BCC Contribution			
Preliminary Budget	Year 1	Year 2	Total	Year 1	Year 2	Total	TOTAL
1. DIRECT PERSONNEL (Full Time)							
1a. Research Assistant/Survey Development & Evaluation (10% FTE)	\$0	\$0	\$0	\$4,400	\$4,400	\$8,800	\$8,800
1b.	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1c.	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DIRECT PERSONNEL (Part Time, Faculty Release time)							
1d. 2 Student workers @ \$10/hr x 15 hrs per week x 40 weeks/year x 2 years	\$12,000	\$12,000	\$24,000	\$0	\$0	\$0	\$24,000
1e. Lisa and Rachel 3 credits release time per semester x 3 semesters/yr x 2 years @ adjunct replacement rate of \$767/cr	\$13,806	\$13,806	\$27,612	\$0	\$0	\$0	\$27,612
1f.	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL Direct Personnel	\$25,806	\$25,806	\$51,612	\$4,400	\$4,400	\$8,800	\$60,412

1a)

2. FRINGE BENEFITS (Description below)							
2a. Benefits / Full-time	\$0	\$0	\$0	\$1,320	\$1,320	\$2,640	\$9,840
2b. Benefits / Part-time	\$2,103	\$2,103	\$4,206	\$0	\$0	\$0	\$2,250
Subtotal - BENEFITS	\$2,103	\$2,103	\$4,206	\$1,320	\$1,320	\$2,640	\$12,090

2. Benefits for (a) full-time salaries are calculated at 30% ; and (b) at 8.15% for part-time salaries

3. TRAVEL (Description below)							
3a. 1 trip - 3 nights for 3 staff to present at education conference @ \$200/day lodge & per diem + \$600 airfare per person	\$0	\$3,820	\$3,820	\$0	\$0	\$0	\$3,820
3b. Local Travel	\$100	\$100	\$200	\$0	\$0	\$0	\$200
Subtotal - TRAVEL	\$100	\$3,920	\$4,020	\$0	\$0	\$0	\$4,020

3a)

4. EQUIPMENT							
4a.	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal - EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0

4a)

5. SUPPLIES (Description Below)							
5a. 100 compost kits @ \$100.00 each	\$10,000	\$0	\$10,000	\$0	\$0	\$0	\$10,000
5b.	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal - SUPPLIES	\$10,000	\$0	\$10,000	\$0	\$0	\$0	\$10,000

5a)

6. CONTRACTUAL (Description below)							
6a.	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal - CONTRACTUAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

6a)

7. CONSTRUCTION (Description below)							
7a.	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal - CONSTRUCTION	\$0	\$0	\$0	\$0	\$0	\$0	\$0

7a)

8. OTHER COSTS (Description below)							
8a. 5 sub-grants of \$5,000 each: 5 school districts in local area towards stipends for teacher workshops	\$25,000	\$0	\$25,000	\$0	\$0	\$0	\$25,000
Subtotal - OTHER COSTS	\$25,000	\$0	\$25,000	\$0	\$0	\$0	\$25,000

8a)

9. TOTAL DIRECT COSTS	\$63,009	\$31,829	\$94,838	\$5,720	\$5,720	\$11,440	\$106,278
10. INDIRECT COSTS (Description below)	\$2,581	\$2,581	\$5,161	\$10,947	\$10,947	\$21,893	\$27,054

10) Indirect cost rate: 10% of personnel is grant funded, 42% is in kind (ICD rate is 69% of personnel)

11. TOTAL OVERALL COSTS	\$65,590	\$34,410	\$100,000	\$16,667	\$16,667	\$33,333	\$133,333
-------------------------	----------	----------	-----------	----------	----------	----------	-----------



BOARD OF TRUSTEES ACTION E/SA 2

Approval Date: March 6, 2018

Resolution

Authorize submission of a grant application to the *Lumina Fund for Racial Justice and Equity* for \$100,000, and to authorize President Michael D. Redmond or his designee to execute required documents.

Submitted By

Dr. William P. Mullaney, Vice President of Academic Affairs
Dr. Ursula Parrish Daniels, Executive Assistant to the President
Dr. David Eichenholtz, College/High School Partnerships, Associate Dean
Dr. Carol Miele, Professor
Dr. William J. Yakowicz, Director of Grants Administration

Justification

The purpose of this Racial Justice and Equity grant is to help realize the vision of a college community characterized by equity and void of racial hierarchy. The vision is embedded in the Bergen Community College Strategic Plan and its broadly accepted statement on equity. The college's vision emerged from conversations with faculty, staff, and students across the campus. Initiated with Bergen's membership in Achieving the Dream, the issue was addressed in depth by Bergen's Faculty Development Coordinating Council. Equity then became the focus of two college-wide professional development days. This proposed project works toward attainment of this vision by building on a powerful foundation of wide ranging activities and initiatives coordinated over the years by the Office of Student Activities, The Center for the Study of Intercultural understanding, and, most recently, The Center for Peace, Justice, and Reconciliation.

No additional college funds are required.

The project summary and preliminary budget follows.

Project Summary

Bergen Community College proposes to seek funding from Lumina Fund for Racial Justice and Equity in order to more fully promote development of an equitable and just community climate that is void of racial hierarchy. Such a climate is envisioned in the Bergen Community College Strategic Plan and its statement on equity. Initiated with Bergen's membership in Achieving the Dream, the issue was addressed in depth by Bergen's Faculty Development Coordinating Council. The focus of college-wide professional development days, Bergen's equity initiative builds on work at ATD, Lumina, AAC&U and others. Bergen's statement on equity reads as follows: *Student access and success in higher education continue to be impacted by the effects of structural racism and systemic poverty. Bergen Community College believes that access to a high-quality education in an inclusive environment is the right of all individuals and imperative for the continued advancement of a strong democracy and workforce. Grounded in the principle of fairness, equity refers to ensuring that each student receives what she or he needs to be successful through the intentional design of the college experience.*

Toward this end, the proposed Bergen Community College project will function as an integral component of the college's Center for Peace, Justice, and Reconciliation. The Center is committed to:

1. A conceptual focus that underscores how employing binary narratives of "us" and "them" has all too often culminated in systematic discriminatory practices and acts of violence;
2. Advocating for and cultivating critical thinking skills students need to recognize, challenge, and dismantle binary narratives through ongoing and new campus-based initiatives, such as dialogues, leadership development opportunities, workshops, seminars, Ted-X presentations, artistic performances, and exhibitions; and
3. Empowered and challenged students who embrace their duties as local citizens and community leaders by drawing on a strong tradition of existing programs, such as service learning and internships, and on our broad based network of institutional partnerships throughout the campus community and across the state.

By addressing issues local and global, the project and well established CPJR will enhance BCC's understanding of civic engagement and pursue the above strategic vision by attaining key objectives: 1) expand our network of institutional relationships with local, national and global institutions. 2) to become a major resource center for matters related to racial justice and equity. 3) to expand racial justice and equity awareness events and activities throughout the college and its community. 4) to augment faculty grant and student scholarship programs. 5) to extend existing programming into annual events to raise awareness and to combat denial of discrimination, racism, genocide, and more. 6) to enhance project and Center visibility by engaging with local and national media outlets; and 7) enhance the virtual space of the Center and create an online museum/gallery of contemporary art.

Bergen Community College Racial Justice and Equity Proposal Budget Narrative

Personnel Expenses

Salaries* (list staff, title, salary, % of time)

Dr. Carol Miele, Professor, 20% time;

Dr. Lou Ethel Roliston, Professor, 20% time;

Dr. Maureen Ellis Davis, Professor, 20% time,

Dr. David Eichenholtz, Professor, Co-director, CPJR, 20% time

Mr. Ronald McKnight, Director, Office of Multicultural Affairs, 20% time;

Ms. Cristina Haedo, Personal Counselor, CPJR, 20% time;

Faculty members have 6 of their 30 regularly scheduled course credit load reassigned to the project. Faculty member's full salary is covered by the college, with one course released (3 credits) per semester. Grant funds will cover adjunct faculty instructional replacement at the cost of \$767 per credit. 6 Faculty/staff members X 6 credits for project activities X \$767 = \$27,612.

Stipends for 24 Faculty/Staff to participate in training @ \$150/session X 4 sessions = \$14,400

Stipends for 20 student leaders to participate in training and mentoring peers @ \$10/hour X 5 hours/week X 30 weeks = \$30,000

Benefits are 8.15% of \$72,012 in personnel costs = \$5,869

Other Direct Expenses

Materials and supplies: Cracking the Codes (\$150); *Courageous Conversations about Race* (\$25/copy x 40 copies = \$1,000). *Diversity and Motivation*, Culturally Responsive Teaching in College (\$31/copy X 40 copies = \$1240). \$2,390

College/Community Coalition monthly meetings @ 1 meeting per month X 14 members X \$5each, refreshments X 10 months = \$700

Two major College/Community events open to the county will convene one in Fall and one in Spring. 80 participants expected at each X \$15 (\$5 for materials, \$10 for refreshments) = \$1,200 X 2 events = \$2,400

Consultants* Train the Trainer for Healing Circles. Consultant TBD @ \$7,535

Indirect Cost @ 10% of direct costs will cover facilities, internal project management and other associated charges = \$9,091.

Section VI: Proposed Budget

**LUMINA FUND FOR RACIAL JUSTICE AND EQUITY
PROPOSAL BUDGET**

ORGANIZATION NAME: Bergen Community College

Date: February 23, 2018

SUGGESTED BUDGET CATEGORIES		REQUESTED LUMINA SUPPORT	TOTAL LUMINA SUPPORT	TOTAL NON-LUMINA SUPPORT (optional)		TOTAL PROJECT BUDGET
		Year 1		In-Kind	Other Funds	
1	Direct Project Costs					
	Personnel Expenses					
	Salaries* (list staff, title, salary, % of time) Dr. Carol Miele, Professor, 20% time; Dr. Lou Ethel Roliston, Professor, 20% time; Dr. Maureen Ellis Davis, Professor, 20% time; Mr. Ronald McKnight, Director, Office of Multicultural Affairs, 20% time; Ms. Cristina Haedo, Personal Counselor, CPJR; Dr. David Eichenholtz, Co-director, CPJR (\$767 X 6 credits X 6 faculty & Staff members = \$27,612)	\$27,612	\$27,612			\$27,612
	Stipends for 24 Faculty/Staff to attend training \$150/session X 4 sessions = \$10,000	\$14,400	\$14,400			\$14,400
	Stipends for 20 student leaders to mentor peers @ \$10/hour X 5 hours X 30 weeks = \$30,000	\$30,000	\$30,000			\$30,000
	Total Personnel Expenses	\$72,012	\$72,012			\$72,012
	Benefits (list % rate) 8.15 %	\$5,869	\$5,869			\$5,869
	SUBTOTAL: Personnel Expenses	\$77,881	\$77,881	\$0	\$0	\$77,881
	Other Direct Expenses					
	Materials and Supplies* Cracking the Codes (\$150); Courageous Conversations about Race (\$25/copy X 40 copies = \$1,000). Diversity and Motivation, Culturally Responsive Teaching in College (\$31/copy X 40 copies = \$1240)	\$2,390	\$2,390			\$2,390
	Equipment Rental/Purchase*		0			0
	Travel *		0			0
	Meetings/Conferences* College/Community Coalition meetings @ 1 meeting/month X 14 members X \$5 each for refreshments X 10 months	\$700	\$700			\$700
	Two College/Community events will convene in Spring and Fall. 80 participants expected at each X \$15 (materials, \$5/person; refreshments, \$10/person)	\$2,400	\$2,400			\$2,400
	Consultants* 1 Train the Trainer Session for Healing Circles. Consultant TBD @ \$7,535	\$7,535	\$7,535			\$7,535
	Evaluation*		0			0
	Communication*		0			0
	Subcontracts or subgrants		0			0
	Third-Party Grant Management		0			0
	SUBTOTAL: Other Direct Expenses	\$13,025	\$13,025	\$0	\$0	\$13,025
2	Indirect Costs (if requested)					
	Indirect Expenses ** 10% of direct costs	\$9,091	\$9,091			\$9,091
	SUBTOTAL: Indirect Expenses	\$9,091	\$9,091	0	0	\$9,091
3	GRAND TOTAL	\$100,000	\$100,000	0	0	\$100,000

NOTE: Please prepare your budget so that the total project budget is rounded to the nearest \$100.

*Please attach an itemized list of all anticipated direct project expenses. ** Refer to Section IV in the grant proposal form.



BOARD OF TRUSTEES ACTION E/SA 3

Approval Date: March 6, 2018

Resolution

To authorize renewal of award agreement for evaluation consulting services to Educational Policy Institute for year 2 of the Title V Developing Hispanic Serving Institutions (HSI) Grant awarded to the College by the U.S. Department of Education, Grant Award # P407A150069, and to authorize President Michael D. Redmond or his designee to execute required documents.

Submitted By

Mr. Victor Anaya, Executive Director of Finance
Dr. William P. Mullaney, Vice President of Academic Affairs
Dr. Yun Kim, Vice President of Institutional Effectiveness
Ms. Barbara Hamilton-Golden, Director of Purchasing and Services
Dr. William J. Yakowicz, Director, Grants Administration

Justification

The College, as authorized by Board action on February 7, 2017, entered into an initial agreement with the Educational Policy Institute to provide consulting and evaluation services in response to RFP-078 for the period ending September 30, 2017 with a possible extension through September 30, 2018. To ensure continuity and consistently high quality of required external evaluation services, this renewal agreement extends obligations and responsibilities established in the original agreement through September 30, 2018. This renewal of award agreement to Educational Policy Institute is for year 2 of the Title V HSI grant project. The performance period of this award shall be from October 1, 2017 through September 30, 2018. The award amount is \$41,900.00

No College Funds are required

Charge to: Title V Grant

Account #: 50-03-590600-607777

Bergen Community College **Evaluation Consultant for Title** **V Developing Hispanic-Serving** **Institutions Grant**

YEAR 2 — Statement of Work

Prepared by



Dr. Watson Scott Swail, President & CEO
Educational Policy Institute
PO Box 6225
Virginia Beach, VA 23456
(757) 513-8266
wswail@educationalpolicy.org

Bergen Community College
400 Paramus Road
Paramus, NJ 07652

January 24, 2018

www.educationalpolicy.org



January 24, 2018

Bergen Community College
400 Paramus Road, Room A-328A, Third Floor
Paramus, NY 07652

ATTENTION: BARBARA GOLDEN, Director of Purchasing & Services

Dear Ms. Golden,

This document is an update to our original proposal and designed for Year 2 of the Title V Developing Hispanic-Serving Institution's Grant, January 1, 2018 to December 31, 2018.

If you have any questions or comments, please contact me directly at wswail@educationalpolicy.org or (757) 513-8266.

Regards,

A handwritten signature in blue ink, consisting of a stylized 'W' followed by a large loop and a trailing line.

Watson Scott Swail, Ed.D.
President & CEO

Statement of Work and Plan

EPI will conduct both a formative and summative evaluation of the Title V project. The formative evaluation will focus on implementation and processes of the project, while the summative will focus on student outcomes and ability of the project to reach stated goals.

Formative Evaluation

The formative evaluation will utilize every type of data available to the EPI team to make a determination on the ability of the project to implement the program according to design (fidelity), to keep on time and on task, and ultimately give the project the best possible chance of success. EPI will focus primarily on the logic model and planning information, using a triangulation approach via interviews, onsite reviews, stakeholder surveys, and the ongoing review of memos and other documentation to determine process and fidelity.

Summative Evaluation

EPI will work with Bergen Community College to collect all necessary data to support an outcome evaluation. EPI will determine, via the appropriate data sources, whether the Title V intervention has a positive or negative impact on student success and behavior. This includes the retention of students from semester to semester, their academic improvement and condition, and the engagement of stakeholders, among other features.

Table 1. Data sources for research questions

Research Question	Admin Data	Student Surveys	Stakeholder Surveys	Onsite Reviews	Interviews	Document Review	Academic Data
Is PSP being delivered to the appropriate target individuals?	✓	✓	✓	✓	✓	✓	✓
Is PSP being administered with the appropriate effort and resources—e.g., personnel, equipment, and outreach?			✓	✓	✓	✓	
Is PSP being delivered according to intended specifications; e.g., appropriate type, amount, duration, and quality of services?			✓	✓	✓	✓	
Is PSP serving the stated number of individuals—120 students in Year 1, 220 students in Year 2, 320 students in Year 3, and 560 students in Year 4?	✓		✓	✓	✓	✓	
Is PSP offering the promised number of courses in each Pathway?					✓	✓	
Is PSP engaging the stated number of faculty/mentors/learning assistants/coaches?				✓	✓	✓	
Improvements in participants' academic performance—higher pass rates, longer retention in program, and declaration of major by third semester.	✓					✓	✓
Enhancement of soft skills—higher academic motivation, greater ease with technology, and better communication skills.		✓	✓		✓	✓	✓
Ease and success of participants transitioning to college-level coursework—increased sense of comfort with the college setting, heightened commitment to college success, improved coping skills, clarity about future plans and career choices, and stronger sense of community and belonging.		✓	✓	✓	✓	✓	✓
Enrichment of institutional commitment to student success and enhanced professional development of faculty involved in PSP.			✓	✓	✓		

Per the language in the RFP, EPI is prepared to do the following for Bergen Community College:

1. **A comprehensive evaluation plan, including measurable outcomes, utilizing internally and externally gathered qualitative and quantitative data and building upon previous years' evaluations.** During the first month of the project, EPI will meet with Bergen Community College to discuss the project and develop a detailed plan for the evaluation. This will include the development of a Project Logic Model if none already exists. This process will develop and refine the formative and summative evaluation components of the evaluation.
2. **Analysis of cohort group(s), tracking the performance of students in developmental as well as academic introductory courses and student supportive services, course results, use of academic and personal support services, enrollment in subsequent academic courses, and patterns of enrollment, persistence, completion, internships, and transfer.** EPI will develop, if one does not exist, a complex data collection and tracking system for processing data on a student unit-record level. EPI has developed systems for the US Department of Education and many federally-funded programs. Using the logic model, EPI will identify all data components and timelines for collection as well as detailed products for understanding student-based and other variables for consideration.
3. **Developing instruments for use in the evaluation and collection of data, including surveys, structured interview formats, and other related statistical data collection forms.** EPI has developed hundreds of web-based, tablet-based, and paper-based surveys for federally-funded and other evaluations over the past 15 years. In addition, EPI has similarly conducted hundreds of focus groups and interviews during this time.
4. **Preparation of formative and summative reports that include a description of significant achievements and accomplishments, any remedial action taken, a review and evaluation of program activities as they pertain to the stated goals and objectives of the grant.** EPI has written many formative and summative reports for a diverse group of stakeholders over the years, including the President of the United States to parents and other ground-level participants. EPI prides itself on working as a partner in evaluations and providing appropriate technical assistance to clients and preparing written memos and reports in either non-jargon formats or detailed technical and statistic information, based on the receiving stakeholders. EPI works on a continuous-improvement ethos and provides real-time, real-world solutions and advice to clients based on decades of work in the educational arena.
5. **Developing a plan of action to remediate any outstanding issues.** Based on the overall evaluation plan and the project logic model, EPI follows carefully the process of the evaluation and the program itself, noting when things are running ahead or behind schedule. Additionally, EPI will consistently look for outliers in the processes and note when unnatural or unexpected events and processes are occurring. Based on discussion with project leadership, EPI will provide its expert opinion on future strategies to ameliorate issues and conditions.
6. **Formatting the onsite review of the evaluation reports, including proposing the number of onsite visits required to collect essential data.** An important part of the evaluation is the determination of the level of onsite visits versus review from a distance. The electronic age provides more opportunity for engagement with clients via web-based systems, such as Skype and GoToMeeting, to name a few. However, there are often times needs to see firsthand the strategies as they take shape. A critical part of the process/formative evaluation is ensuring that the proposal accepted by the US Department of Education is implemented as planned, as well as to take notes on diversions from the original plan due to unforeseen and other changes on site.

7. **Assist in the preparation of the Interim Progress report for Year 2 due in Spring 2018.** EPI will prepare an interim progress report as requested. This typically occurs in two rounds, with a draft report followed by a final report. This allows review and feedback by the client.
8. **Interim reporting of data, findings, conclusions, and recommendations for preparation of annual performance and final program reports.** EPI will provide other interim reporting on an ad hoc and requested basis. EPI will have very clear reporting and communication with the client on at least a bi-weekly (every two weeks) basis as well as regular emailing and other discussion as required.

Project Tasks

TASK 1: Project Kick-Off Meeting. The EPI evaluation team will meet with the Title V Project Director, appropriate staff, and other key stakeholders to initiate the formative and summative evaluation process. This meeting will be important to the proposal and discuss the project and evaluation designs. As well, the team will discuss data collection, including survey development; aspects of data management and access; and the development of a checklist for collecting regular feedback on all program activities.

TASK 2: Preparation of Evaluation Design Document. EPI researchers will craft a comprehensive evaluation design that will include collecting and analyzing both qualitative and quantitative data to address the various facets of the project across the participating partners, including implementation fidelity, outputs, and short- and long-term outcomes. EPI will work with Bergen Community College Title V staff to establish data collection instruments, protocols, and management systems to ensure that high-quality process and impact data are collected that are fully responsive to federal compliance requirements and are representative of measures described by Bergen Community College in the federal proposal.

Most Title V process evaluations (i.e., service delivery) rely to a great extent on participation data collected at the school- and partner-level. EPI will compile and analyze a variety of data, ranging from student enrollment and academic records to event creation and attendance documents for supplemental Title V events and initiatives. EPI follows a general standard of quantitative data collection for evaluation projects. We incorporate qualitative elements to all data collection and analysis, including items contained in the yearly surveys for students and stakeholders. We frequently utilize the EPI-DAS online system to support the entry of program participation by Title V staff and partners through a web-based interface, although we will need to determine whether EPI-DAS is appropriate for us in this project. EPI-DAS allows for entry of student, parent, and administrator information by program component (or other criteria established in collaboration with the project director) and includes a feature to enter multiple students attending the same program event/service in a single entry. EPI will work closely with Bergen Community College staff to ensure that data collection methods are tailored to fit both program participants' and evaluator's purposes.

EPI uses descriptive statistics to obtain quantitative findings, and thematic coding and analysis methods to obtain qualitative findings for formal reports for the Title V project director and for the Federal APR regarding the effectiveness of local service provision based on progress toward meeting GPRA and project indicators.

TASK 3: Provide qualitative and quantitative evaluation of student achievement outcomes to measure progress toward meeting the objectives of the Title V project. As discussed in Task 2, EPI collects and analyzes quantitative and qualitative data to assess progress toward meeting GPRA and project indicators. In analyzing student achievement outcomes for Title V programs, EPI strongly

encourages a quasi-experimental design that compares the changes in Title V participating students to the changes in comparable students. Given that there is a pseudo-lottery design in place, we will be able to use the random choices for statistical strength. This is what we call a natural experiment. Data will be collected throughout the year and are analyzed and reported on mid- and end- of year schedules. Changes in Title V student outcome measures will be analyzed utilizing repeated measures t-tests. Multiple regressions will be used if necessary, although it may not be necessary considering the random trial.

TASK 4: Conduct process evaluation of project implementation and fidelity. EPI will review project documents and memos, conduct interviews, and review processes to determine the level of fidelity in the implementation of the project. EPI will utilize these materials to determine if the project strategies are implemented on time, conducted as expected, and are working appropriately. Based on this information, EPI will work with Bergen Community College to discuss issues related to the project, including potential changes in strategies and problems with implementation.

TASK 5: Conduct site visit at Bergen Community College. EPI will conduct a site visit to Bergen Community College in spring 2018. The purpose of the site visit is to determine the efficacy of program work, while also having a chance to talk first hand with students and program stakeholders, including the project director, Title V staff, and other personnel. EPI proposes to conduct structured interviews, focus groups, and other observations. EPI will also collect documents and program materials for review. The primary purpose for the site visits is to collect information from multiple stakeholders on:

Implementation, including the extent and fidelity of implementation of the Title V plan as originally described in the funding application to the US Department of Education, including curriculum and instruction; academic and social support; college and career counseling; extracurricular activities; and more.

Impact, including perceptions of the effectiveness of current Title V strategies to achieve the program goals.

TASK 6: Develop, administer, collect, and analyze project progress using various surveys to capture student and stakeholders opinions and feedback. EPI will develop both a student and a stakeholder survey for use in this evaluation. These include the required questions for federal reporting as well as qualitative issues. To ensure that survey instruments are psychometrically sound, EPI researchers will undertake a series of steps in test development (see below). Steps in instrument development typically include:

- Define the constructs to be measured, including researching the theoretical bases for the constructs.
- Define the target population.
- Review related instruments, including those that measure similar constructs, in order to generate ideas about test format and methods for establishing validity.
- Develop a prototype.
- Evaluate the prototype, including conducting a critical review of the prototype among EPI's research team, field-testing the prototype with a sample of the target population, and conducting an item analysis on the resulting data.
- Revise the instrument, followed by a second field-test if necessary.
- Collect data on instrument validity and reliability, including collecting evidence to support the reliability of test scores.

EPI will prepare all survey instruments in the agreed-upon format specifications and will assist with the local administration of the instruments. EPI utilizes Remark survey software, which enables us to produce paper instruments that can be scanned using OCR technology, as well as sophisticated online surveys. EPI utilizes the secure platform through Survey Monkey for web-based surveys, as it is the only computer-based survey platform that has been federally approved under Section 508 for disability access.

An annual survey schedule will need to be determined to ensure both high response rates and timeliness for APR reporting. EPI staff will discuss strategies with Title V staff to ensure strong response.

Survey data obtained from Bergen Community College using descriptive statistical techniques, including determining the means and standard deviations of aggregate responses to individual questions. Data from questions repeated on successive survey administrations (e.g., administration to same cohort over two or more years) will be analyzed using inferential statistical techniques, such as the t-test for repeated measures, to assess the significance of the change in response. The responses will be compared between Title V students and non-Title V students.

TASK 7: Provide written reports to assess overall project progress. Annually, EPI will provide data and technical assistance for the annual performance report, as is required by the federal government, as well as an annual formative report for the project. EPI will provide these narrative reports based on quantitative and qualitative analysis results assessing the overall Title V project implementation and impact.

Project Budget

The total budget for this evaluation is \$41,900, inclusive of travel costs. EPI will spend approximately 46 days of staff time on the project, including 29 days from the Principal Investigator, Dr. Swail.

	Swail	Landis	TOTAL
TASK 1: Project Kick-Off Meeting.	1	1	1,600
TASK 2: Preparation of Evaluation Design Document.	2	0	2,200
TASK 3: Provide qualitative and quantitative evaluation of student achievement outcomes to measure progress toward meeting the objectives of the Title V project.	7	4	9,700
TASK 4: Conduct process evaluation of project implementation and fidelity.	6	2	7,600
TASK 5: Conduct site visit at Bergen Community College.	4	4	6,400
TASK 6: Develop, administer, collect, and analyze project progress using various surveys to capture student and stakeholders opinions and feedback.	6	3	8,100
TASK 7: Provide written reports to assess overall project progress.	3	3	4,800
	29	17	40,400
Travel			1,500
TOTAL BUDGET			41,900



BOARD OF TRUSTEES ACTION E/SA 4
Approval Date: March 6, 2018

Resolution

Authorize submission of a collaborative grant application to the United States Agency for International Development (USAID), and to authorize President Michael D. Redmond or his designee to execute required documents.

Submitted By

Dr. William P. Mullaney, Vice President of Academic Affairs
Dr. Yun K. Kim, Vice President of Institutional Effectiveness
Dr. Victor Brown, Dean of Division of Business, Arts and Social Sciences
Dr. William J. Yakowicz, Director of Grants Administration

Justification

As a leader in preparing competent and knowledgeable professionals in the field of Hospitality/Restaurant Management (HRM), Bergen seeks to assist Caribbean countries, such as the Dominican Republic, Jamaica, and Haiti, to prepare a 21st century Hospitality Restaurant Management workforce for their outstanding tourism industry. The intent is to collaboratively provide students with a pathway for completing degree programs in HRM. Prospective students would be dually enrolled at Bergen where the opportunity exists for them to take college credits towards the general education requirements for the HRM program. The dually enrolled students will be afforded the option of taking courses towards their general education requirements completely online through Bergen or at any institution of higher learning in Jamaica. They will also have the opportunity to take HRM specialty courses on site at Bergen during summer months (with residence provided by project partner New Jersey City University). To carry out the project, Bergen is developing symbiotic partnerships with the Ministries of Tourism and Education, the Heart Trust/NTA, the Jamaica Hotels and Tourist Association (JHT A), and academic institutions that include high schools, the University of the West Indies, and the University of Technology.

A project summary follows below. The project budget is attached.

Project Summary

Bergen Community College proposes to seek funding from USAID in order to assist Caribbean countries, such as the Dominican Republic, Jamaica, and Haiti, to prepare a 21st century Hospitality Restaurant Management workforce for their outstanding tourism industry. Toward this end, Bergen intends to develop symbiotic partnerships with the Ministries of Tourism and Education, the Heart Trust/NTA, the Jamaica Hotels and Tourist Association (JHT A), and academic institutions including high schools, the University of the West Indies and the University of Technology. Specifically, Bergen is interested in partnering with local high schools and the Heart Trust/NT A to provide students with a pathway for completing degree programs in HRM. Prospective students would be dually enrolled at Bergen where the opportunity exists for them to take college credits towards the general education requirements for the HRM program. The dually enrolled students will be afforded the option of taking courses towards their general education requirements completely online through Bergen or at any institution of higher learning in Jamaica. Upon graduating high school or Heart Trust/NTA, students would enroll at Bergen to complete the core competency requirement of the accelerated HRM program.

The accelerated program will require three semesters for program completion, thus decreasing the time to degree. Additionally, Bergen is seeking to partner with JHT A to provide training and a pathway for currently employees in the tourism sector to earn a college degree. The College is amenable to investigate the possibility of awarding some college credits for job-related experience. Through the development of articulation agreements with 4-years institutions, Bergen will create opportunities for students who are interested in pursuing a Baccalaureate program in Hospitality/Restaurant Management or other related areas of studies. Alternatively, Bergen hopes to develop partnerships with the University of the West Indies and the University of Technology, which can be additional avenues for the students to pursue a Baccalaureate degree. The College will provide the students with the proper documentation that is required to secure student visas, which will allow them to study in the US. However, to prevent the exodus of educated and trained professionals, graduates will be encouraged to return to their country of origin so that they can assist with the development of the vitally crucial tourism sector.

Additional funding and resource support is also being sought from the Clinton Foundation and other private as well as public agencies.

Caribbean AAS HRM Project - Draft Budget Summary

Budget Line	Description/Calculations	Year 1	Year 2	Year 3	Total 3yr Request
Personnel					
Project Director (Academic Administrator)	.2 fte @ \$80,000 (Based on upper salary posted on Glass Door -GD)	\$16,000.00	\$16,320.00	\$16,646.40	\$48,966.40
International Student Counselor	1 FTE @ \$40,000 (Avg. salary for position posted on GD)	\$40,000.00	\$40,800.00	\$41,616.00	\$122,416.00
Project Coordinator	.5 FTE @ 54,000 (Avg. salary posted on GD)	\$27,000.00	\$27,540.00	\$28,090.80	\$82,630.80
College Readiness, Dual Enrollment Faculty	Stipend faculty members to provide instruction in general education and math courses (based on CR Budget)	\$20,000.00	\$20,400.00	\$20,808.00	\$61,208.00
Fringe Benefit	34%	\$12,240.00	\$12,484.80	\$12,734.50	\$37,459.30
Total Personnel		\$115,240.00	\$117,544.80	\$119,895.70	\$352,680.50
OTPS					
Tuition and texts for Core HRM Credits	36 students at \$3,000 each (Est. Bergen cost for core HRM Credits)	\$0.00	\$54,000.00	\$54,000.00	\$108,000.00
Tuition and texts for GE Credits in Jamaica	36 students at \$354 x 21 credits (Based on cost of per credit cost at West Indies University)	\$0.00	\$133,812.00	\$133,812.00	\$267,624.00
Room and Board at sponsor college	36 students at \$9,000 (Based on AC est. 8 week. Year 1 9th Grade Students at \$4,500, 4 week orientation)	\$81,000.00	\$162,000.00	\$162,000.00	\$405,000.00
Tuition for online courses and Certification training	40 incumbent workers at \$4,350 (Est. Average cost for completion of on-line certification courses)	\$52,200.00	\$56,550.00	\$65,250.00	\$174,000.00
Other					
Consultant	Cost of 12 days for 2 key partners (calculated at \$1,500 a day)	\$12,000.00	\$12,000.00	\$12,000.00	\$36,000.00

Staff Travel and accomodations	Est. Airfare at \$400, one trip per quarter, student counselor, 2 trips annually for project director. (\$400x6)	\$2,400.00	\$2,400.00	\$2,400.00	\$7,200.00
Meals and Lodging	based on Maximum Foreign Per Deim rates: Kingston, Jamaica: \$1,872 (\$312x6); Santo Domingo, DR: \$1,800 (\$300x6) and Port Au Prince, Haiti: \$1,596 (\$266x6)	\$3,672.00	\$3,672.00	\$5,268.00	\$12,612.00
Indirect cost rate	10%	\$11,524.00	\$11,754.48	\$11,989.57	\$35,268.05
Total		\$278,036.00	\$553,733.28	\$566,615.27	\$1,398,384.55

Note: Costs involving external partners are based on current estimations and may possibly be negotiated

Estimates for 9th Grade Summer orientation based on 4 weeks. However, not certain of visa requirements for 9th graders.



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

BOARD OF TRUSTEES ACTION P1A
Approval Date: March 6, 2018

Resolution

Appointment: Clinical Coordinator

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 individual listed below to the position of Clinical Coordinator at the stipend shown for the period January 1, 2018 – June 30, 2018.

<u>Name</u>	<u>Department/Division</u>	<u>Stipend</u>
<u>CLINICAL COORDINATOR</u> Irene Figliolina	Medical Office Assisting/Health Professions	\$2,375.00 (retroactive)

Justification

To appoint the Clinical Coordinator due to the retirement of the previous Clinical Coordinator.



BOARD OF TRUSTEES ACTION P1B
Approval Date: March 6, 2018

Resolution

Appointment: Testing Coordinators

Submitted By

Dr. Michael D. Redmond, President
Dr. William Mullaney, Vice President, Academic Affairs
Dr. Beatrice Bridglall, Dean of Humanities
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To appoint the individuals listed below to the position of Testing Coordinators at the stipends shown for the period January 16, 2018– June 30, 2018.

<u>Name</u>	<u>Department/Discipline</u>	<u>Annual Stipend</u>
Leah Carmona	ALP Level One/English	\$500.00
Olga Weston*	ALP Level Three/English	\$500.00

Justification

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

*replacement for Harold Kahn



BOARD OF TRUSTEES ACTION P1C

Approval Date: March 6, 2018

Resolution

Appointment: Lecturer, Spring 2018 Semester

Submitted By

Dr. Michael D. Redmond, President

Dr. William P. Mullaney, Vice President, Academic Affairs

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

Action Requested

To approve the appointment of the following individual as a Lecturer for the Spring 2018 semester at the salary indicated.

Name

*Lorraine Lago

Discipline/Division

Accounting/Business, Arts & Social Sciences

Salary

\$21,000.00

Justification

*Emergency lecturer appointment.



BOARD OF TRUSTEES ACTION P2
Approval Date: March 6, 2018

Resolution

Reappointment Faculty – Fourth Reappointment

Submitted By

Dr. Michael D. Redmond, President

Dr. William P. Mullaney, Vice President, Academic Affairs

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

Action Requested

To reappoint the following individuals for their fourth reappointment to the indicated division & rank for the period September 1, 2018 through June 30, 2019 unless otherwise noted:

4th REAPPOINTMENT

Geralyn Collins-Eisler	Associate Instructor	Diagnostic Medical Sonography/Health Professions
Carmen Torres	Assistant Professor	Nursing/Health Professions

Justification

In accordance with Article XIII of the BCCFA contract

Charge To:

Account Number:



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

BOARD OF TRUSTEES ACTION P3
Approval Date: March 6, 2018

Resolution

Rescind: Clinical Coordinator

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 rescind the appointment of the following individual as Clinical Coordinator.

<u>Name</u>	<u>Position</u>	<u>Discipline/Division</u>	<u>Effective Date</u>
Marie Andreozzi	Clinical Coordinator	Medical Office Assisting/ Health Professions	12/31/17 (retroactive)

Justification

Rescind appointment due to retirement.



BOARD OF TRUSTEES ACTION P4
Approval Date: March 6, 2018

Resolution

Rescind: Testing Coordinator

Submitted By

Dr. Michael D. Redmond, President
Dr. William Mullaney, Vice President, Academic Affairs
Dr. Beatrice Bridglall, Dean of Humanities
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To rescind the appointment of the following individual as Testing Coordinator.

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Effective Date</u>
Harold Kahn	Testing Coordinator	ALP Level Three/English	01/16/17 (retroactive)

Justification

Rescind appointment due to medical leave.



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

BOARD OF TRUSTEES ACTION P5
Approval Date: March 6, 2018

Resolution

Rescind: Nursing Clinical Faculty Stipend

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 rescind the payment of the Nursing Clinical Faculty stipend for the following individual.

<u>Name</u>	<u>Semester stipend amount</u>	<u>Effective Date</u>
Patricia Durante	\$2,400.00	Rescind P7, 02/06/18

Justification

Rescind stipend payment due to retirement.



BOARD OF TRUSTEES ACTION P6

Approval Date: March 6, 2018

Resolution

Resignation: Grant Staff

Submitted By

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

Action Requested

To approve the resignation of the following individual:

Name

Michelle Anders

Position/Division

Financial Literacy Coordinator/Finance

Effective Date

02/16/18
(retroactive)

Justification

Resignation



BOARD OF TRUSTEES ACTION P7
Approval Date: March 6, 2018

Resolution

Resignation: Student Affairs Athletic Program (Coaching 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 resignation of the following individual:

Name

Charles Bell

Assistant Coach Position

Women's Softball

Effective Date

01/05/18
(retroactive)

Justification

Resignation



400 Paramus Rd., Paramus, NJ 07652
(201) 447-7200 - www.bergen.edu

BOARD OF TRUSTEES ACTION P8
Approval Date: March 6, 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>
Andrew Baddish	Associate Professor/Communications/Humanities	02/01/18 (retroactive)

Justification

Retirement



BOARD OF TRUSTEES ACTION P9
Approval Date: March 6, 2018

Resolution

Confer Professor Emeritus Status

Submitted By

Dr. Michael D. Redmond, President

Dr. William Mullaney, Vice President of Academic Affairs

Action Requested

That the Board of Trustees confer Professor Emeritus status on the following individuals:

Dr. Judith Rae Davis

Dr. Bonnie MacDougall

Dr. Joan S. Tscherne

Justification

Recommended by the Professor Emeritus Committee and Vice President of Academic Affairs,
Dr. William Mullaney.



400 Paramus Rd., Paramus, NJ 07652
(201) 447-7200 - www.bergen.edu

BOARD OF TRUSTEES ACTION P10
Approval Date: March 6, 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. Yun Kim	Vice President, Institutional Effectiveness	09/01/18

Justification

Retirement



400 Paramus Rd., Paramus, NJ 07652
(201) 447-7200 - www.bergen.edu

BOARD OF TRUSTEES ACTION P11
Approval Date: March 6, 2018

Resolution

Approve: 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 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>
Marissa Drukker	Sr. Library Assistant/Library Services/ Academic Affairs	02/23/18 (retroactive)

Justification

Medical/Family Leave



400 Paramus Rd., Paramus, NJ 07652
(201) 447-7200 - www.bergen.edu

BOARD OF TRUSTEES ACTION P12
Approval Date: March 6, 2018

Resolution

Termination: Professional 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 the termination of the following individuals:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Moises DeLeon	Project Coordinator	05/04/18
Barbara Gallagher	Colleague ERP User Liaison	05/04/18
Melanie McKaba	Senior Programmer Analyst	05/04/18
Raquel Newell	Colleague ERP User Liaison	05/04/18
Michael Onwuka	Project Coordinator	05/04/18
Pamela Ricatto	Business Objects Developer/Report Writer	05/04/18
Kimberly Ritchie	Service Desk Manager	05/04/18

Justification

Position elimination due to realignment of technology functions with Ellucian.



400 Paramus Rd., Paramus, NJ 07652
(201) 447-7200 - www.bergen.edu

BOARD OF TRUSTEES ACTION P13
Approval Date: March 6, 2018

Resolution

Termination: Confidential

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 the termination of the following individuals:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Timothy Burger	Managing Director of Networks and Infrastructure	06/03/18
Lisa DiGaetano	Managing Director of User Support Services	06/03/18
Stephen Valkenburg	Executive Director of Information Technology	06/03/18

Justification

Position elimination due to realignment of technology functions with Ellucian.



BOARD OF TRUSTEES ACTION S/F 1
Approval Date: March 6, 2018

Resolution

To award professional services to Arcari & Iovino Architects for the preparation of plans and specifications for the removal and replacement of bleachers located in the Gymnasium.

Submitted By

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

Action Requested

Authorization to pay \$13,725.00 to Arcari & Iovino Architects for the preparation of plans and specifications for the removal and replacement of Gymnasium bleachers.

Justification

The existing gymnasium bleachers are beyond their useful life, and are not in compliance with current codes and handicap accessibility requirements and therefore, must be replaced.

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 listed below.

Arcari & Iovino Architects	\$13,725.00
RSC Architects	\$18,400.00
NK Architects	\$25,050.00

Charge To: County Bond
Account Number: TBD