



BOARD OF TRUSTEES
PUBLIC MEETING

Wednesday, November 1, 2017 – 5:00 p.m.

Paramus Campus – TECHNOLOGY BUILDING – 128 BC

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Roll Call
- IV. Pledge of Allegiance
- V. Reorganization

Public – (comments on Actions R1 through R5 only)

Action

- 1. Designation of Depositories – Authorized Signatures
- 2. Board Meeting Dates and Official Publications
- 3. Reaffirm the Credit Programs, Curricula and Courses Offered at Bergen Community College
- 4. Exempt from Bidding: Appointment General Counsel DeCotiis, FitzPatrick, Cole & Giblin, L.L.P.
- 5. Exempt from Bidding: Appointment Labor Negotiator Eric M. Bernstein and Associates, L.L.C.

- VI. Action on Reorganization Resolutions R1 through R5

VII. Reports

- A. Vice Chairman
- B. Secretary
- C. Treasurer
- D. President Presentation to Mr. Edward Kochakji and Ms. Camille Calupad.
- E. Committees
 - 1. Audit and Finance/Legal
 - 2. Education and Student Affairs
 - 3. Personnel
 - 4. Site and Facilities
 - 5. Strategic Planning and Issues
- F. Alumni Trustee
- G. Chairperson

- VIII. Unfinished Business/Board Members



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

Public Agenda
November 1, 2017
Page Two

- IX. New Business/Board Members
 - Appointment of Nominating Committee by Chairperson Otis, Subject to Confirmation by Board (XI. C1, below)
 - Appointment of Board of Trustees By-Laws Committee by Chairperson Otis, Subject to Confirmation by Board (XI. C2, below)
- X. Open to the Public
- XI. Actions
 - A. Approval of Minutes:
 - October 3, 2017
 - B. Consent Agenda – Wednesday, November 1, 2017
 - C1. Motion to approve Nominating Committee
 - C2. Motion to approve Board of Trustees By-Laws Committee
- XII. Executive Session, if required
(New Business/Open to the Public)
- XIII. Adjournment

CONSENT AGENDA

Wednesday, November 1, 2017 – Paramus Campus – 5:00 p.m.

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

APPROVAL OF MINUTES: October 3, 2017

REORGANIZATION (R)

1. Designation of Depositories – Authorized Signatures
2. Board Meeting Dates and Official Publications
3. Reaffirm the Credit Programs, Curricula and Courses Offered at Bergen Community College
4. Exempt from Bidding: Appointment General Counsel – DeCotiis, FitzPatrick, Cole & Giblin, L.L.P.
5. Exempt from Bidding: Appointment Labor Negotiator: Eric M. Bernstein & Associates, L.L.C.

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize payment for advertisements in North Jersey Media Group publications to promote registration, various events, and recruitment as requested by the Public Relations Department.
3. To authorize the renewal of CBORD software and hardware maintenance on electronic door locks and One Card ID printer software for Pitkin building, Meadowlands and Lyndhurst.
4. Approval of Labor Invoice – Eric M. Bernstein & Associates, L.L.C.
5. Approving a settlement agreement with Public Service Electric & Gas Company (PSEG) regarding recently billed back charges for electricity service to Lyndhurst Campus, 1280 Wall Street West.
6. Adopt the Board of Trustees Travel Policy and Amend Section C-CH Travel, Mileage, and other Reimbursable Expenses

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. To authorize acceptance of College Access Challenge Grant proposal to *College Readiness Now IV: A Partnership between New Jersey's Community Colleges and the Office of the NJ Secretary of Higher Education*, in the award amount of \$82,700, and to authorize President Michael Redmond, or his designee, to execute required documents.
2. To authorize acceptance of a 5-year Sub-Award Contract with New Jersey City University (NJCU) for support of the Robert Noyce Teacher Scholarship Program in the amount of \$16,830.00, and to authorize President Michael D. Redmond or his designee to execute required documents.

3. Authorize amendment of an existing agreement with each of the eleven Participating Organizations (Brookdale Community College, County College of Morris, Essex County College, Hudson County Community College, Middlesex County College, Ocean County College, Passaic County Community College, Sussex County Community College, and Union County College) in connection with the work to be performed under the **Trade Adjustment Assistance and Community College and Career Training Grant** awarded to the College by the U.S Department of Labor, Education and Training Administration, Grant # TC-26459-14-60-A-34 (the "Grant").
4. To authorize submission of an application for the Aspen Prize for Community College Excellence to the *Aspen Institute*, and to authorize President Michael D.Redmond, or his designee, to execute required documents.
5. To authorize submission of a grant proposal to the New Jersey Department of Labor and Workforce Development in the amount of \$1,300,000.00 for Bergen to serve as lead agency for a state-wide Certified Alcohol and Drug Counselors grant, and to authorize President Michael D. Redmond, or his designee, to execute required documents.
6. Appointment: Advisory Committee Members

PERSONNEL (P)

- P1. Appointments:
 - A. Confidential
 - B. Confidential
 - C. Appointment: Support Staff (These appointments are being made in accordance with the Bergen Community College Support Staff Association (BCCSSA) contract, Article XV, after successful completion of their probationary period.)
 - D. Professional Staff
 - E. Grant (Turning Point Program)
 - F. Student Affairs Athletic Program (Coaching Staff)
 - G. Support Staff
 - H. Faculty
- P2. Approving a monthly housing allowance for President Michael D. Redmond while serving in that position on an interim basis.
- P3. Approve: Special Purpose Leave of Absence/Faculty
- P4. Retirement: Professional Staff

SITE AND FACILITIES (S)

1. To award professional services to H & H Engineering for the design of a contamination control system for the Forensics Laboratory in Room A-229.
2. To authorize annual renewal of maintenance services with Simplex Grinnell for fire alarm/sprinkler, CCTV, and access control systems at BCC at the Meadowlands and Ciarco Learning Center.



BOARD OF TRUSTEES ACTION R 1
Approval Date: November 1, 2017

Resolution

Designation of Depositories – Authorized Signatures

Submitted By

Mr. Victor J. Anaya, Chief Financial Officer

Action Requested

To designate depositories and authorized signatures.

RESOLVED, that the attached list of banks (Exhibit R 1) shall be the official depositories of Bergen Community College funds; and further

RESOLVED, that the signature of one of the below listed College Officers or Trustees be placed on all College checks up to \$5,000.00, two signatures shall be required for checks in excess of \$5,000.00, and one signature for wire transfers:

Board of Trustees

1. Chairperson
2. Vice Chairperson
3. Treasurer

Administration

4. College President *
5. Executive Director of Finance (Chief Financial Officer)
6. Vice President of Academic Affairs

* Facsimile signature plate authorized

Bank of America
252 Rock Road
Glen Rock, NJ 07452

Bogota Savings Bank
819 Teaneck Road
Teaneck, NJ 07666

Columbia Savings Bank
14-01 River Road
Fair Lawn, NJ 07410

Connect One Bank
301 Sylvan Avenue
Englewood Cliffs, NJ 07632

Freedom Bank
550 Kinderkamack Road
Oradell, NJ 07649

Lakeland Bank
Administrative Center
256 Oak Ridge Road
Oak Ridge, NJ 07438-8906

M&T Bank
250 Pehle Avenue Suite 104
Saddle Brook, NJ 07663

Oritani Bank
370 Pascack Road
Township of Washington, NJ 07676

Peapack-Gladstone Bank
500 Hills Drive, Suite 300
Bedminster, NJ 07921

PNC Bank
710 Turnpike Road
East Brunswick, NJ 08816

Provident Bank
464 Eagle Rock Avenue
West Orange, NJ 07052

Sterling National Bank
61 South Paramus Road, Suite 116
Paramus, NJ 07652

Exhibit R1

November 1, 2017

TD Bank
1000 MacArthur Boulevard
Mahwah, NJ 07430

Valley National Bank
1460 Valley Road
Wayne, NJ 07470

Vision Federal Credit Union
100 Paragon Drive
Montvale, NJ 07645



BOARD OF TRUSTEES ACTION R 2
Approval Date: November 1, 2017

Resolution

Board Meeting Dates and Official Publications

Submitted By

Office of the President

Action Requested

The following dates are to be approved for regular meetings of the Board of Trustees for 2018.

2018 Meeting Dates

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location/Campus</u>
Tuesday	February 6	5:00 p.m.	TEC-128 BC●
Tuesday	March 6	5:00 p.m.	Ciarco Learning Center +
Tuesday	April 10	5:00 p.m.	TEC-128 BC●
Tuesday	May 8	5:00 p.m.	TEC-128 BC●
Tuesday	June 5	5:00 p.m.	TEC-128 BC●
Tuesday	July 10	5:00 p.m.	TEC-128 BC●
Tuesday	August 7	5:00 p.m.	TEC-128-BC●
Tuesday	September 4	5:00 p.m.	TEC-128 BC●
Tuesday	October 2	5:00 p.m.	BCC at the Meadowlands Δ
**Wednesday	November 7	5:00 p.m.	TEC-128 BC●
	(Reorganization Meeting)		
Tuesday	December 4	5:00 p.m.	TEC-128 BC●

**Reorganization Meeting

No meeting will be held in January.

Formal action may be taken at any of the meetings listed above. Portions of all meetings may be held in executive session to the extent allowed by law.

- 400 Paramus Road, Paramus, New Jersey
- + 355 Main Street, Hackensack, New Jersey
- Δ 1280 Wall Street West, Lyndhurst, New Jersey

Justification

To establish dates of the Board of Trustees Meetings in conformance with Policy A:AG-Board Meetings with Office Publications.

These dates will be published in the following newspapers:
The Record and the Ridgewood News.



BOARD OF TRUSTEES ACTION R 3
Approval Date: November 1, 2017

Resolution

Reaffirm the Credit Programs, Curricula and Courses Offered at Bergen Community College

Submitted By

Dr. Michael D. Redmond, President

Dr. William Mullaney, Vice President, Academic Affairs

Action Requested

Reaffirm the credit programs, curricula, and courses as published in the 2017-2018 Bergen Community College Catalog as the official curricula of the College and until such time as they are revised, amended, rescinded, or new programs are adopted through the appropriate College policies and processes.

Justification

Under the Higher Education Restructuring Act, Boards of Trustees have increased responsibility for curricula and programs. It has been recommended that the College Catalog listings of credit programs be reaffirmed at the annual reorganization meeting.



BOARD OF TRUSTEES ACTION R 4
Approval Date: November 1, 2017

Resolution

Exempt from Bidding: Appointment General Counsel – DeCotiis, FitzPatrick, Cole & Giblin, L.L.P.

Submitted By

Ms. Carol D. Otis, Chairperson, Board of Trustees

Action Requested

Subject to contract negotiations, the Board of Trustees will appoint the law firm of DeCotiis, FitzPatrick, Cole & Giblin, L.L.P., as general counsel for Bergen Community College for the year commencing January 1, 2018 and ending December 31, 2018, in accordance with the proposal dated October 2, 2017, which was submitted in response to the Request for Qualifications for Legal Services, issued by the College on September 22, 2017.

Justification

The Request for Qualifications was advertised on September 22, 2017 on the College website, in accordance with New Jersey P.L. 2004 Chapter 19 “Pay to Play” Law, and conforms to a “Fair and Open Process.” Legal services are exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (1).

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



BOARD OF TRUSTEES ACTION R 5
Approval Date: November 1, 2017

Resolution

Exempt from Bidding: Appointment Labor Negotiator: Eric M. Bernstein & Associates, L.L.C.

Submitted By

Ms. Carol D. Otis, Chairperson, Board of Trustees

Action Requested

Subject to contract negotiations, the Board of Trustees will appoint the law firm of Eric M. Bernstein & Associates, L.L.C., as labor counsel for Bergen Community College for the year commencing January 1, 2018 and ending December 31, 2018, in accordance with the proposal dated September 29, 2017, which was submitted in response to the Request for Qualifications for Legal Services, issued by the College on September 22, 2017.

Justification

The Request for Qualifications was advertised on September 22, 2017 on the College website, in accordance with New Jersey P.L. 2004 Chapter 19 "Pay to Play" Law, and conforms to a "Fair and Open Process." Legal services are exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (1).

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



BOARD OF TRUSTEES ACTION A/F 1
Approval Date: November 1, 2017

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:

August 1, 2017 to August 31, 2017 DeCotiis, FitzPatrick, Cole & Giblin. LLP. \$ 49,947.89

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: November 1, 2017

Resolution

To authorize payment for advertisements in North Jersey Media Group publications to promote registration, various events, and recruitment as requested by the Public Relations Department.

Submitted By

Mr. Victor Anaya, Chief Financial Officer
Mr. James R. Miller, Executive Director, Human Resources
Mr. Larry Hlavenka, Managing Director, Office of Public Relations
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to spend an estimated \$39,500.00 through June 30, 2018 with North Jersey Media Group for registration, theatre and human resource recruitment advertising.

Justification

For advertisements in North Jersey Media Group's various publications – including the Record, weekly newspapers and NorthJersey.com – and digital platforms – including social media, keyword and websites.

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

Three separate budgets are accounted for in this request: the College's main promotional advertising line (\$25,000), the Anna Maria Ciccone Theatre's promotional line (\$7,500) and the human resource recruitment line (\$7,000).

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

Charge to: College Operating Funds
Account Number: 10-01-148100-607572

Anticipated Ad Schedule*

Present-063018			
Placement Date(s)	Publication	Cost	Ad Topic
TBD - November	NJMG (Record)	\$1,000.00	Fall Open House
TBD - November	NJMG (Weeklies)	\$1,500.00	Fall Open House
TBD - November	NJMG (Digital)	\$3,250.00	Fall Open House
TBD - November	NJMG (Emails)	\$500.00	Fall Open House
TBD - December	NJMG (Record)	\$1,000.00	Winter/Spring Registration
TBD - December	NJMG (Weeklies)	\$1,500.00	Winter/Spring Registration
TBD - December	NJMG (Digital)	\$3,250.00	Winter/Spring Registration
TBD - December	NJMG (Emails)	\$500.00	Winter/Spring Registration
TBD - March	NJMG (Record)	\$1,000.00	Spring Open House
TBD - March	NJMG (Weeklies)	\$1,500.00	Spring Open House
TBD - March	NJMG (Digital)	\$3,250.00	Spring Open House
TBD - March	NJMG (Emails)	\$500.00	Spring Open House
TBD - April/May/June	NJMG (Record)	\$1,000.00	Summer/Fall Registration
TBD - April/May/June	NJMG (Weeklies)	\$1,500.00	Summer/Fall Registration
TBD - April/May/June	NJMG (Digital)	\$3,250.00	Summer/Fall Registration
TBD - April/May/June	NJMG (Emails)	\$500.00	Summer/Fall Registration
TBD	NJMG (Record)	\$7,500.00	Theatre Estimate
TBD	NJMG (Record)	\$7,000.00	HR Recruitment Estimate
		\$39,500.00	
PR	NJMG	\$25,000.00	10-01-148100-607572
Theatre	NJMG	\$7,500.00	10-01-145100-607750
HR	NJMG	\$7,000.00	10-01-126100-607757
		\$39,500.00	

*Subject to change based on conditions



BOARD OF TRUSTEES ACTION A/F 3
Approval Date: November 1, 2017

Resolution

To authorize the renewal of CBORD software and hardware maintenance on electronic door locks and One Card ID printer software for Pitkin building, Meadowlands and 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 for a one-year renewal of CBORD software and hardware maintenance on electronic door locks from 11/1/17 – 10/31/18 as well as a two-year renewal for the One Card ID printer software for Pitkin building, Meadowlands and Lyndhurst printers from 11/1/17 – 10/31/19 for a total of \$18,561.43.

Justification

This is our annual renewal of CBORD software and hardware maintenance on electronic door locks for Pitkin, Meadowland and Lyndhurst locations from 11/1/17 – 10/31/18 for a total of \$17,756.48 as well as a two-year renewal for the One Card ID printer software for Pitkin building, Meadowlands and Lyndhurst printers from 11/1/17 – 10/31/19 for a total of \$804.95.

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

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

Charge To: College Operating Funds
Account Number: 10-01-116100-607511 & 10-01-165100-607526



BOARD OF TRUSTEES ACTION A/F 4
Approval Date: November 1, 2017

Resolution:

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

Submitted By

Mr. Victor Anaya, Chief Financial Officer

Action Requested

Approval for payment of the following labor invoice.

September 18, 2017

September 25, 2017

September 30, 2017

Eric M. Bernstein & Associates, L.L.C.	\$ 401.76
--	-----------

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 5
Approval Date: November 1, 2017

Resolution

Approving a settlement agreement with Public Service Electric & Gas Company (PSEG) regarding recently billed back charges for electricity service to Lyndhurst Campus, 1280 Wall Street West.

Submitted By

Mr. Victor Anaya, Chief Financial Officer
Mr. William Corcoran, Vice President of Facilities

Action Requested

Approval of an agreement with PSEG to settle a \$1,256,915 claim by PSEG for electrical service charges covering Lyndhurst Campus, 1280 Wall Street West, from April 1, 2010 through May 31, 2017, which services were provided but not billed by PSEG, for the settlement amount of \$600,000, upon the following terms: \$200,000 up front payment, and \$400,000 payable over 5 years, without interest, in 60 equal monthly of installments of \$6,666.66.

Justification

On May 31, 2017, the College was provided with billings for electrical service charges covering 1280 Wall Street West for the period commencing April 1, 2010 through May 31, 2017. The College became the owner of 1280 Wall Street West on or about April 1, 2010, at which time PSEG was advised of the transfer of ownership. However, through some technical glitch on PSEG's end, one of the electrical meters servicing 1280 Wall Street West was never accounted for, and electrical charges during that period were never billed to the College or to the prior owner. Upon subsequent investigation, PSEG identified the College as the owner of the unaccounted for meter. Based on settlement discussions, PSEG agreed to settle the claim as set forth above.



BOARD OF TRUSTEES ACTION A/F 6
Approval Date: November 1, 2017

Resolution

Adopt the Board of Trustees Travel Policy and Amend Section C-CH Travel, Mileage, and other Reimbursable Expenses

Submitted By

Dr. Michael D. Redmond, President
Mr. Victor J. Anaya, Chief Financial Officer

Action Requested

To adopt the Board of Trustees Travel Policy and to amend Section C: Audit/Finance/Legal subsection CH: Travel, Mileage, and other Reimbursable Expenses of the College's Policy Manual, effective November 1, 2017. (Attached)

Justification

To articulate the College's policy on Board member travel expenses and reimbursement, and to update and supersede previous travel policies.

Bergen Community College
Board of Trustees
Section A Board of Trustees

Policy # A-111

Effective Date: November 1, 2017

Responsible Official: College
President

Board of Trustee Members Travel and Reimbursement Policy

Reason for Policy:

To articulate the College's policy on Board member travel expenses and reimbursements.

Entities Affected by this Policy:

Board of Trustee members

Policy Statement:

Bergen Community College benefits when trustees function as representatives, ambassadors and advocates for the College. Board members may be reimbursed for or have appropriate expenses paid in advance for travel related to official College business. Board member requests for travel that include expenses over \$100.00 require approval in advance from the president. College travel reimbursement rates will be in accordance with policies and procedures in place for faculty and staff. (See Policy on Travel, Mileage, and other Reimbursable Expenses for College Personnel.)

Eligible Allowances include, but are not limited to mileage, meals, hotels, gratuities, tolls, conference registration fees, taxi and parking, **with the exception that the president may approve additional expenses as appropriate.**

Procedures:

1. A board member seeking reimbursement for travel and other expenses needs to complete the Bergen Community College Travel Reimbursement Request form. Receipts or other documentation documenting the expenses must be attached.
2. Requests for reimbursements should be sent to the secretary to the Board of Trustees. S/he will get, if needed, necessary signatures and will file the requests with accounts payable.

Related Documents/Policies:

College Travel Reimbursement Policy for Faculty and Staff

Policy History: (adopted/amended)

Bergen Community College
Board of Trustees
Section (C) Audit/Finance/Legal

Policy # C-111

Effective Date: November 1, 2017

Responsible Official: Executive Director
of Finance

Travel, Mileage, and other Reimbursable Expenses for College
Personnel

Reason for Policy: To update and supersede all previous travel policies.

Entities Affected by this Policy: Faculty and Staff

Policy Statement:

This policy covers all College employees. Any person seeking reimbursement under this policy shall obtain from his/her supervisor, prior approval for any item or expense for which reimbursement is sought.

Travel requires approval from the appropriate Executive Team member in advance using the *Request for Travel Authorization* form whenever expenses over \$100.00 are incurred or the trip involves an overnight stay.

The President **must approve requests for and reimbursement of international travel.**

Travelers are expected to use the most economical mode of transportation where practical. Travel arrangements may be made through the College designated travel agent or by the employee him/herself. If there is a discrepancy in cost, the College will reimburse the employee for the lower cost of travel.

All Travel reimbursements must include a brief report explicitly stating the purpose, sessions attended or presented, any key lessons learned, information being brought back to the Institution and how this information might be shared.

Any employee of Bergen Community College who meets with any other individual related to the business activities of Bergen Community College and who wishes to be reimbursed by the College for any expenditures made by that employee for the meal of the person with whom the employee has met, must use prudence in such expenditure, otherwise, reimbursement may be denied.

No reimbursement shall be given for any expenditure by a College employee for any alcoholic beverage.

Expenses such as cleaning, pressing of clothing, laundry, etc., will not be reimbursed.

The cost of special activities associated with a conference, e.g., tours, recreation fees, etc., will not be reimbursed by the College.

The cost of viewing in-room movies will not be reimbursable.

A monthly travel expense report will be prepared for the Audit and Finance Committee of the Board of Trustees by the Accounting Department.

Reimbursement allowances are as follows:

- The mileage allowance is in accordance with the annual IRS rate, effective upon approval by the Board of Trustees.
- Mileage will be calculated from the College to the destination and back to the College.
- Mileage should be calculated from one's home to the destination and back if shorter than from the College.
- MapQuest or Google Maps is required for mileage verification.
- Meal allowance: \$80.00 per day, receipts required
- Hotel (per day maximum): \$175.00 or at the published conference rate (An itemized bill is required for reimbursement.)
- Gratuities (per trip for luggage handling, parking etc.): \$10.00
- Travel to and from public carrier: \$150.00 for the entire trip, receipt required
- Tolls: receipts or EZ Pass statement required

If shuttle service is available for round trip travel, the shuttle should be used.

Where the use of a personal vehicle is necessary for business travel, Bergen Community College will reimburse the employee at the mileage rates approved by the Board of Trustees at the time the employee travels. Reimbursable mileage refers to miles incurred for business purposes in

excess of the normal commuting miles from an employee's residence to their regular location at the College.

Insurance

- A. The automobile insurance liability policy of the employee using his/her personal vehicle on official College business will be the primary insurance in case of accident and resulting suits. If the suit exceeds the amount of the employee's automobile coverage, then the College and its insurance carrier will be responsible for such excess.
- B. Whenever an employee is on an official trip representing the College, he/she is considered an employee during the entire period of the trip and maintains the benefits afforded by the College insurance, including worker's compensation.

The following mileage schedule represents one-way distances between college sites and should be used when submitting travel documents for reimbursement:

Paramus to Lyndhurst	13.7 miles
Paramus to Hackensack	7.5 miles
Paramus to Fort Lee	12.1 miles
Paramus to Mahwah	13.8 miles
Paramus to Englewood	10.4 miles
Lyndhurst to Hackensack	7.8 miles
Lyndhurst to Fort Lee	12.6 miles
Lyndhurst to Mahwah	22.4 miles
Lyndhurst to Englewood	12.3 miles
Hackensack to Fort Lee	7.2 miles
Hackensack to Mahwah	17.2 miles
Hackensack to Englewood	4.9 miles
Fort Lee to Mahwah	21.0 miles
Fort Lee to Englewood	4.8 miles

Procedures:

1. The **Request for Travel Authorization** form (for expenses over \$100.00) must be submitted to Accounts Payable prior to any cost being incurred. Only one form is to be submitted for each trip. If multiple funding sources are used (e.g. Perkins, Department Operating Budget, Faculty Development) each budget code must be listed with the amount approved.
2. All requests for reimbursement related to travel and other reimbursable expenses, including those for travel between Bergen Community College locations, must be submitted to Accounting within 30 days of a return to campus. Original receipts must accompany the requests.

Related Documents/Policies:

Board of Trustees Travel Policy

Policy History: (adopted/amended)

Adopted: 2/1/95

Resolution: P15

Updated: 11/1/17

Amended: 4/5/06, 12/5/07, 2/6/08,

10.9.2017



BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: November 1, 2017

Resolution

To authorize acceptance of College Access Challenge Grant proposal to *College Readiness Now IV: A Partnership between New Jersey's Community Colleges and the Office of the NJ Secretary of Higher Education*, in the award amount of \$82,700, and to authorize President Michael 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. Waldon Hagan, Vice President of Student Affairs
Dr. Ursula Parrish Daniels, Executive Assistant to the President
Dr. William J. Yakowicz, Director, Grants Administration

JUSTIFICATION

The project addresses the requirements set forth by the NJ Council of County Colleges. The target population for participation is an anticipated 30 to 50 11th and 12th grade students from six of the College's primary feeder districts who have applied for admission as first-time degree seeking students, but who did not achieve college readiness scores in English/language arts and/or mathematics. The project involves students from partner high schools in districts of Teaneck, Hackensack, Bergenfield, Bogota, Englewood, and Garfield. The project is critically important to these students as they are among the more than eighty-three percent (>83%) of students from these six districts requiring developmental or remedial work. Just as seriously, the targeted participants are students who are living in families below the poverty threshold. Furthermore, most are from families that are underrepresented in college.

No college funds are required. The budget follows.

College Readiness Now IV: 2017-2018 Approved Budget

Budget Line	Description/Calculations (itemized)	Grant Award
Personnel	Professional Math Tutors - Summer College-Readiness Program - 2 BCC Professional Tutors will provide tutoring to students in the developmental math course. 2 tutors @ \$20/hour x 12 hours/week each x 6 weeks = \$2,880.00	\$ 2,880.00
Personnel	Professional English Tutors - Summer College-Readiness Program - 1 BCC Professional Tutor will provide tutoring to students in English skills. 1 tutor @ \$20/hour x 12 hours/week each x 6 weeks = \$1,440.00	\$ 1,440.00
Personnel	Peer Leaders - Summer College-Readiness Program - 7 BCC students will each receive a \$1,000 stipend to work with CRN IV students in transitioning to college. 7 students @ \$1,000 each = \$7,000	\$ 7,000.00
Fringe Benefits	Fringe Benefits for part time workers are calculated at 8.15% of salary and include FICA and Workers Compensation. \$11,320 x 8.15% = \$923.00	\$ 923.00
Consultants/Contractors	Consultant - Summer College-Readiness Program - Outside consultant to provide 3 workshops to students @ \$1,000 per workshop.	\$ 3,000.00
Travel	Bus Transportation - Bus transportation to and from Bergen Community College during the two-week Boot Camp sessions. Bus cost is \$250/bus x 2 trips x 1 bus x 10 days of Boot Camp = \$5000.00	\$ 5,000.00
Travel	Local travel by project director to attend technical assistance meetings or professional development opportunities. 102 miles @ \$0.535/mile	\$ 54.00
Materials and Supplies	Books and Supplies -Each Student will receive the following supplies: Student Success Course Book @ \$85.10 each; Strengthquest Book @ \$28.00 each; ALP Developmental Math Course Book @ \$105.00 each; Developmental English Course Book @ \$105.00 each; 1" 3-Ring Binder, \$3.50; 1 8-Tab Divider set, \$1.25; 1 3 Pk Mechanical Pencils, \$2.75; 8 Pens, 4 black 4 blue, \$3.00; Mini Stapler, \$3.50; 5 subject Spiral Notebook, \$11.00; 1 8 GB Flash Drive, \$6.00; 1 Backpack, \$30.00. Total per student cost: \$384.10 x 30 students	\$11,523.00
Materials and Supplies	Math Lab Software Licenses - Summer College-Readiness Program - 20 students @ \$80/student = \$1,600.00	\$ 1,600.00
Advertising and Marketing	Printing Costs - Summer College-Readiness Programs - Brochures and program materials. 750 16 Page informational brochure @ \$5.00 each = \$3,750.00.	\$ 3,750.00
Technology and Equipment (Unit Cost of \$2,000 or More)		\$ 0.00
Other (specify)	Tuition - Developmental English Course - Provide tuition and course fees for 10 students participating in the developmental English course. Students will take one 5-credit developmental English course (per Accuplacer scores) during the Summer College-Readiness Program of 2018. Tuition for a 5-credit course is \$710; fees are \$210 per student = \$920/student x 10 students = \$9,200.00	\$ 9,200.00

Other (specify)	Tuition - Developmental Math Course - Provide tuition and course fees for 20 students who will need a developmental math course. Students will take one 3-credit developmental math course (per Accuplacer scores) during the Summer College-Readiness Program of 2018. Tuition for a 3-credit course is \$426; fees are \$141 per student = \$567/student x 20 students = \$11,340.00	\$11,340.00
Other (specify)	Tuition - Student Success Course - Provide tuition and course fees for 30 students participating in the Summer College-Readiness Program. Each student will take the 3-credit IST College Success 101 Course during the College-Readiness Program of 2018. Cost includes \$426, for tuition and \$141 for fees = \$567/student x 30 students = \$17,010.00	\$17,010.00
Other (specify)	Food - Summer College-Readiness Program - Provide lunch for 40 students and staff participating in the Summer College-Readiness Program at a cost of approximately \$9.75/person per day. \$9.75 x 40 students and staff x 32 days = \$12,480.00	\$12,480.00
Total:		\$87,200.00



BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: November 1, 2017

Resolution

To authorize acceptance of a 5-year Sub-Award Contract with New Jersey City University (NJCU) for support of the Robert Noyce Teacher Scholarship Program in the amount of \$16,830.00, 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. Waldon J. Hagan, Vice President of Student Affairs
Dr. P.J. Ricatto, Dean of Math, Science and Technology
Dr. William J. Yakowicz, Director, Grants Administration

JUSTIFICATION

NJCU has been awarded a multi-year grant from the National Science Foundation to recruit and prepare STEM majors as secondary teachers for high-need school districts in New Jersey. Scholarship recipients are required to complete 2 years of service in a high-need district for every year of scholarship support received. Bergen Community College faculty will work with the NJCU Principle Investigator (PI) to distribute promotional materials, coordinate recruitment, schedule visits with the NJCU PI, identify potential Noyce scholars for summer internships and mentor students in various research and educational experiences at NJCU.

No college funds are required. The budget follows.

PERSONNEL	\$9,500.00
FRINGE BENEFITS (8.15% OF PERSONNEL COSTS)	\$775.00
SUPPLIES	\$0.00
INDIRECT COSTS (69% OF PERSONNEL COSTS)	\$6,555.00
TOTAL SUB-AWARD	\$16,830.00



BOARD OF TRUSTEES ACTION E/SA 3
Approval Date: November 1, 2017

Resolution

Authorize amendment of an existing agreement with each of the eleven Participating Organizations (Brookdale Community College, County College of Morris, Essex County College, Hudson County Community College, Middlesex County College, Ocean County College, Passaic County Community College, Sussex County Community College, and Union County College) in connection with the work to be performed under the **Trade Adjustment Assistance and Community College and Career Training Grant** awarded to the College by the U.S Department of Labor, Education and Training Administration, Grant # TC-26459-14-60-A-34 (the "Grant").

Submitted By

Dr. William P. Mullaney, Vice President of Academic Affairs
Mr. Victor Anaya, Executive Director of Finance
Dr. Yun K. Kim, Vice President of Institutional Effectiveness
Dr. Susan Barnard, Dean, Division of Health Professions
Dr. William J. Yakowicz, Director, Grants Administration

Action Requested

Approval by the Board of Trustees of an amendment to existing agreements between the College and Participating Organizations; the proposed amendment increases the funding at each of the Organizations pursuant to an approval from the USDOL allowing an increase in indirect and certain direct costs. The total amount of the Grant to the College remains the same. The College shall administer the Grant and make payment to the Participating Organizations only to the extent that those activities and payments are authorized, approved, and available from the U.S. Department of Labor, Education and Training Administration (USDOL-ETA).

Justification

On September 13, 2016 the Board authorized the College to renew its December 2014, initial agreements with each of the Participating Organizations thru September 30, 2018 ("the Agreement"). A Contract Modification to the initial Grant award to the College was approved by USDOL-ETA on June 9, 2017. This approval permits the College to realign its contract budget and reallocate cost savings among the College and Participating Organizations. These savings came about primarily from prudent purchasing, and utilization of multiple sources to fund TAACCCT activities. Each of the Participating Organizations will utilize these funds in their own way to advance the objectives of the Grant and to fund certain previously unreimbursed expenses.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF BERGEN COMMUNITY COLLEGE AS FOLLOWS:

Section 1. The Board of Trustees of Bergen Community College hereby approves the Amendment to the Agreement between the College and Participating Organizations.

Section 2. In accordance with Section 1 of this Resolution, the Board of Trustees of Bergen Community College authorizes the Chairman, President, or their designees, to execute any documents necessary to effectuate the consummation of the Amendment, without the need for further approval by the Board of Trustees.

Section 3. All resolutions, orders and other actions of the County College in conflict with the provisions of this Resolution, to the extent of such conflict, are hereby superseded, repealed or revoked.

Section 4. This Resolution shall take effect immediately.

Amounts to be included in "Addendum C"

Partner	Approved Contract	Additional Amount via this Amendment	Revised Contract Amount
Brookdale	\$611,423.32	\$80,130.00	\$691,553.32
Essex	\$453,650.61	\$97,456.75	\$551,107.36
Hudson	\$476,749.01	\$85,574.94	\$562,323.95
Mercer	\$601,638.00	\$72,233.37	\$673,871.37
Middlesex	\$502,858.71	\$43,770.00	\$546,628.71
Morris	\$573,919.04	\$53,170.00	\$627,089.04
Ocean	\$512,393.89	\$43,770.00	\$556,163.89
Passaic	\$541,914.02	\$92,770.00	\$634,684.02
Raritan	\$487,186.48	\$175,406.00	\$662,592.48
Sussex	\$391,261.46	\$101,165.47	\$492,426.93
Union	\$538,845.53	\$60,770.00	\$599,615.53

The Standard Amendment template for use with each of the Participating Organizations follows. .

**AMMENDMENT TO THE
AGREEMENT BETWEEN THE BCC AND THE COLLEGE
TO RENEW THE TAACCCT GRANT AGREEMENT**

WHEREAS, on the 16th day of December, 2014 the Parties, Bergen Community College (hereinafter “BCC”) and *Sub-Grantee Community College* (hereinafter “College”), entered into an Agreement for the New Jersey Health Professions Pathways to Regional Excellence Project (NJ-PREP) attached hereto as Exhibit A (hereinafter the “Agreement”) which enabled the Parties to identify individuals and facilitate training and employment opportunities in accordance with a the Trade Adjustment Assistance Community College and Careers Training grant received from the United States Department of Labor, Education and Training Administration, Grant Number TC-26459-14-60-A-34, and the Parties have determined to renew the Agreement, and

WHEREAS, on the 13th day of September, 2016 BCC authorized a Renewal of said agreement,

NOW THEREFORE, in consideration of the mutual promises and obligations contained herein, the College and BCC agree as follows:

1. The above recitals are incorporated herein and made a part hereof by reference.
2. The Renewal Agreement shall be amended as follows:
 - a) The total Budget for this Renewal Agreement shall be increased to an amount as set forth in the College Budget attached hereto as Addendum C, dated as of the Effective Date of this Amendment.
3. This Amendment may be executed in any number of counterparts with the same effect as if the signature and seals thereto and hereto were upon the same instrument. It is not necessary that all parties sign all or any one of the counterparts, but each party must sign at least one counterpart for the Agreement to be effective.
4. The Undersigned represent that they have the requisite authority to sign this Agreement on behalf of their respective parties.

The undersigned understand and agree to the terms set forth above.

By Authorized Official Bergen Community College:	By Authorized Official <i>Sub-Grantee Community College</i> :
_____	_____
Name/Title	Name/Title
_____	_____
Date	Date

Addendum C

**Budget for Participating College
Effective November X, 2017**

DRAFT



BOARD OF TRUSTEES ACTION E/SA 4

Approval Date: November 1, 2017

Resolution

To authorize submission of an application for the Aspen Prize for Community College Excellence to the *Aspen Institute*, 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. Waldon J. Hagan, Vice President of Student Affairs
Dr. Ursula Parrish Daniels, Executive Assistant to the President
Dr. William J. Yakowicz, Director, Grants Administration

JUSTIFICATION

The \$1 million [Aspen Prize for Community College Excellence](#) is a unique national effort to identify and honor public two-year colleges across the nation that achieve exceptional and rapidly improving levels of student success in four areas: completion/transfer, learning, equity, and labor market outcomes. Through expert analysis and extensive engagement with community colleges, the Aspen Prize aims to:

- *Identify and celebrate excellence:* In a sector of higher education that has historically been under-recognized, the Prize works to elevate outstanding institutions as models of excellence.
- *Coalesce around a clear definition of student success:* The comprehensive four-part Aspen Prize definition of student success aims to provide those within community colleges, as well as the public, examples of community colleges that are among the best at ensuring students – including the most underserved –learn, graduate, and secure good jobs.
- *Stimulate replication of exceptional practice:* By identifying outstanding community colleges across the nation, documenting their practices, and creating syntheses and tools for replication, Aspen uses the Prize to spread concrete college-wide strategies for improving student success.

No college funds are required.



BOARD OF TRUSTEES ACTION E/SA 5

Approval Date: November 1, 2017

Resolution

To authorize submission of a grant proposal to the New Jersey Department of Labor and Workforce Development in the amount of \$1,300,000.00 for Bergen to serve as lead agency for a state-wide Certified Alcohol and Drug Counselors grant, 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. Waldon J. Hagan, Vice President of Student Affairs
Ms. Christine Gillespie, Dean of Continuing Education
Dr. William J. Yakowicz, Director, Grants Administration

Justification

There is a critical need for alcohol and drug counselors that are qualified, trained and prepared to assist individuals who are suffering from drug addiction. According to the Bureau of Labor Statistics (BLS), employment of substance abuse and behavioral counselors is projected to grow 22% from 2014 to 2024. This growth is much faster than the average for all occupations. Trained counselors are a critical, front line element of a broader strategy to combat addiction.

To address this urgent and critical need for Certified Alcohol and Drug Counselors in our communities, Bergen Community College is collaborating with education, social service, faith-based and community partners across the state to propose a responsive, relevant, and comprehensive workforce development model. With grant support of \$1.3 Million in state funding, we propose to implement education, training and workplace learning experiences in an apprenticeship--like model to facilitate the preparation and licensing of the critically needed counseling resources to combat the current addictions escalation.

During the initial one- year grant period, the collaborative will train up to 200 incumbent and dislocated workers in New Jersey to prime the workforce pipeline. Bergen will lead this effort by providing administrative and financial leadership to the collaborative as well as leveraging the resources and best practices in workforce development launched through such previously funded projects in STEM, Health Professions, and Advanced Manufacturing.

College funds are not required. The \$1.3 million budget is in development and will be forthcoming.



BOARD OF TRUSTEES ACTION E/SA 6
Approval Date: November 1, 2017

Resolution

Appointment: Advisory Committee Members

Submitted By

Dr. William Mullaney, Vice President of Academic Affairs

Action Requested

To appoint of Advisory Committee members for a three-year term (unless otherwise specified), effective November 1, 2017.

Justification

The use of advisory committees is of inestimable value in providing assistance to the College in establishing and conducting educational programs, which have relevancy to Bergen County industry, business, government, labor and the community-at-large.

Advisory committees for New Jersey Community Colleges have been prescribed by Regulations and Standards for New Jersey Community Colleges, Section 670 of 1-600 (Educational Programs) and are required for all vocational curricula.

The list of proposed members for advisory committees is attached.

Academic Year 2017-2018 - NOMINEES FOR ADVISORY COMMITTEES

All new members to serve a three-year term, unless otherwise specified

First Name	Last Name	Company Affiliation	Term	Advisory Group
Roxanne	Velez	BCC Student Representative Class of 2018	1	Diagnostic Medical Sonography
First Name	Last Name	Company Affiliation	Term	Advisory Group
Luis	Cruz	Amsale Aberra, LLC	1	Fashion Design
Frank	Lord	Adjunct Instructor Fashion Law	1	Fashion Design
Joshue	Williams	Berkeley College	1	Fashion Design
First Name	Last Name	Company Affiliation	Term	Advisory Group
Pierina	Panebianco	Cliffside Park Public Library	3	Institute for Learning Retirement
First Name	Last Name	Company Affiliation	Term	Advisory Group
Daniel	Rivera	T-Fusion Steak House	3	Hotel Restaurant
Issac	Leizerson	The Hickory BBQ	3	Hotel Restaurant
First Name	Last Name	Company Affiliation	Term	Advisory Group
Miriam	Ascarelli	NJ Society of Professional Journalists	2	Media Advising
First Name	Last Name	Company Affiliation	Term	Advisory Group
Cindy	Dunn	CMA Oncology Department	3	Medical Office Assistant
Caroline	Solek	BCC Student Representative	3	Medical Office Assistant
Emily	Lorello	BCC Student Representative	3	Medical Office Assistant
First Name	Last Name	Company Affiliation	Term	Advisory Group
Marianne	Guerriero	Christian Health Care Center	2	Nursing
Myra	Pecchio	Care One	2	Nursing
First Name	Last Name	Company Affiliation	Term	Advisory Group
Deborah	Paglianite	St. Clare's Health System	2	Paramedic Science
Kevin	Pohlman	Holy Name Medical Center EMS	2	Paramedic Science
Rita	Polchin	TriCounty Foundation Member	2	Paramedic Science

Matthew	Streger	Keavney & Streger, LLC	2	Paramedic Science
First Name	Last Name	Company Affiliation	Term	Advisory Group
Shaquasia	Holmes	BCC Graduate Representative Class 2016-2017	1	Radiation Therapy Program
Stephen	Musialek	Chief Radiation Therapist Summit Medical Group	3	Radiation Therapy Program
Kevin	O'Shea	Radiation Therapy Program Clinical Supervisor	3	Radiation Therapy Program
Kathryn	Santoro	BCC Graduate Representative Class 2016-2017	1	Radiation Therapy Program
James	Zuzzolo	Radiation Therapy Program Clinical Coordinator	3	Radiation Therapy Program
First Name	Last Name	Company Affiliation	Term	Advisory Group
Laura	Germinario	Care Point Health	1	Radiography
First Name	Last Name	Company Affiliation	Term	Advisory Group
Jose	Calderon	Newark Beth Israel Medical Center	1	Respiratory Therapy
Peter	Hansen	Chilton Memorial Hospital	1	Respiratory Therapy
Shana	Strayhall	2017 Class Representative	1	Respiratory Therapy
Manami	Matsuzaki	2018 Class Representative	1	Respiratory Therapy
First Name	Last Name	Company Affiliation	Term	Advisory Group
Jeanne	Fall	Bergen Passaic Cataract Laser Center	2	Surgical Technology
Ashley	Severino	Former Student	2	Surgical Technology
Monica	Stricchiola	Overlook Hospital	2	Surgical Technology
First Name	Last Name	Company Affiliation	Term	Advisory Group
Janet	McConnell	Compassion First Pet Hospital	3	Veterinarian Technology

Updated October 5, 2017



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

BOARD OF TRUSTEES ACTION P1A
Approval Date: November 1, 2017

Resolution

Appointment: Confidential

Submitted By

Dr. Michael D. Redmond, President

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

Action Requested

To approve the additional appointment and monthly stipend for the following individual for assuming additional leadership responsibilities in the BCC Foundation.

<u>Name</u>	<u>Position/Division</u>	<u>Monthly Stipend</u>	<u>Effective Date</u>
Larry Hlavenka	Managing Director, Public Relations and Acting Managing Director, Foundation	\$2,500.00	11/01/17

Justification

To maintain his leadership role as the Managing Director of Public Relations while providing further administrative and oversight responsibilities for the Bergen Community College Foundation. This appointment and stipend replace the previously approved stipend from October 4, 2016 – Board Action P2.

Charge To:

Account Number:



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

BOARD OF TRUSTEES ACTION P1B
Approval Date: November 1, 2017

Resolution

Appointment – Confidential

Submitted By

Dr. Michael D. Redmond, President

Mr. Victor Anaya, Executive Director, Finance

Mr. James Miller, Executive Director, Human Resources

Action Requested

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

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Date</u>
Ivanna Amell	Executive Secretary/Finance	\$50,000.00 (pro-rated)	11/02/17

Justification

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



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

BOARD OF TRUSTEES ACTION P1C
Approval Date: November 1, 2017

Resolution

Appointment: Support Staff (These appointments are being made in accordance with the Bergen Community College Support Staff Association (BCCSSA) contract, Article XV, after successful completion of their probationary period.)

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 appointment of the following individuals to the positions and annual salaries indicated.

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Gregory Kieffer	Custodian/Buildings and Grounds	\$31,124.00 (pro-rated)	07/17/17 (retroactive)
Lucy Mistretta	Sr. Registration Assistant/Registration/ Student Affairs	\$30,000.00 (pro-rated)	07/31/17 (retroactive)
Robert Patino	Custodian/Buildings and Grounds	\$31,124.00 (pro-rated)	08/01/17 (retroactive)

Justification

To fill budgeted positions through a successful search process and completion of probationary period.

Charge to: College Operating Funds

Account Number:



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

BOARD OF TRUSTEES ACTION P1D
Approval Date: November 1, 2017

Resolution

Appointment: Professional Staff

Submitted By

Dr. Michael D. Redmond, President
Mr. Victor Anaya, Executive Director of Finance
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve the appointment of the following individual to the position and annual salary indicated.

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Taraiya Dodd	Senior Payroll Generalist	\$55,000.00 (pro-rated)	11/13/17

Justification

To fill a budgeted position through a successful search process.

Charge to: College Operating Funds
Account Number:



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

BOARD OF TRUSTEES ACTION P1E
Approval Date: November 1, 2017

Resolution

Appointment – Grant (Turning Point Program)

Submitted By

Dr. Michael D. Redmond, President

Dr. Waldon Hagan, Vice President, Student Affairs

Mr. James Miller, Executive Director, Human Resources

Action Requested

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

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Date</u>
Randy Dodd	Mentoring Coordinator/Office of Specialized Services/Student Affairs	\$55,000.00 (pro-rated)	11/13/17

Justification

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

Charge to: Grants Funded position



BOARD OF TRUSTEES ACTION P1F
Approval Date: November 1, 2017

Resolution

Appointment: Student Affairs Athletic Program (Coaching Staff)

Submitted By

Dr. Michael D. Redmond, President

Dr. Waldon Hagan, Vice President, Student Affairs

Mr. James Miller, Executive Director, Human Resources

Action Requested

To approve the appointment of the following individuals to part-time Assistant Coach positions at the stipends indicated:

<u>Name</u>	<u>Assistant Coach Position</u>	<u>Stipend</u>	<u>Effective Dates</u>
Charles Bell	Women's Softball	\$1,500.00	01/02/18 – 05/31/18
Heather Farley	Women's Softball	\$1,500.00	01/02/18 – 05/31/18

Justification

The above-mentioned stipends are seasonal.

Charge To:

Account Number:



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

BOARD OF TRUSTEES ACTION P1G
Approval Date: November 1, 2017

Resolution

Appointment: Support Staff

Submitted By

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

Action Requested

To approve the appointment of the following individual to the position and annual salary indicated.

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Maureen Mitchell	Executive Secretary/Humanities/ Math, Science & Technology	\$62,600.00 (pro-rated)	11/02/17

Justification

To fill a budgeted position through a successful internal search process.

Charge to: College Operating Funds

Account Number:



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

BOARD OF TRUSTEES ACTION P1H
Approval Date: November 1, 2017

Resolution

Appointment - Faculty

Submitted By

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

Action Requested

To appoint the following individual to the rank listed below:

<u>Name</u>	<u>Rank</u>	<u>Discipline/Division</u>	<u>Effective Date</u>
Lisa Picht	Instructor	Veterinary Technology/Health Professions	05/01/17 (retroactive)

Justification

To amend the rank from Associate Instructor to Instructor due to the attainment of her Masters degree as per the BCCFA contract, Article XIII, 7e.



BOARD OF TRUSTEES ACTION P2
Approval Date: November 1, 2017

Resolution

Approving a monthly housing allowance for President Michael D. Redmond while serving in that position on an interim basis.

Submitted By

James Demetrakis, Chair Personnel Committee

Action Requested

Approval of a housing allowance for President Michael D. Redmond, in an amount not to exceed \$ 2,500.00 per month. The housing allowance will commence as of November 1, 2017 and continue while President Redmond is serving in that position on an interim basis pending completion of a Presidential Search Process for selection of a new President.

Justification

The College has a significant interest in ensuring that President Redmond is accessible at all times, and has determined that providing a housing allowance to permit him to relocate locally on a temporary basis, while serving as President in an interim capacity, will facilitate his accessibility.



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

BOARD OF TRUSTEES ACTION P3
Approval Date: November 1, 2017

Resolution

Approve: Special Purpose Leave of Absence/Faculty

Submitted By

Dr. Michael D. Redmond, President

Dr. William Mullaney, Vice President, Academic Affairs

Mr. James Miller, Executive Director, Human Resources

Action Requested

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

<u>Name</u>	<u>Rank/Discipline/Division</u>	<u>Period</u>
Lisa Pavlik	Associate Professor/Social Sciences/ Business, Arts and Social Sciences	Spring 2018 semester

Justification

In accordance with Article XII, Item 4, of the BCCFA Contract



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

BOARD OF TRUSTEES ACTION P4
Approval Date: November 1, 2017

Resolution

Retirement: Professional Staff

Submitted By

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

Action Requested

To approve the retirement of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Christine Matthews	Coordinator of Service Learning & Career Services/ Student Support Services/Academic Affairs	11/01/17

Justification

Retirement



BOARD OF TRUSTEES ACTION S/F 1
Approval Date: November 1, 2017

Resolution

To award professional services to H & H Engineering for the design of a contamination control system for the Forensics Laboratory in Room A-229.

Submitted By

Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Mr. Victor Anaya, Chief Financial Officer
Ms. Barbara Golden, Director, Purchasing and Services
Mr. Norman Shapiro, Director, Environmental Safety and Health

Action Requested

Authorization for H & H Engineering to design and prepare plans and specifications for the installation of a contamination control system at a cost of \$5,500.00.

Justification

A contamination control system is required in the Forensics Laboratory in Room A-229 to contain and control the spread of powders used for finger print examination and to keep the concentration of these powders at safe limits. The work involves, but is not limited to, engineering and design of a ventilation system, pressure control system, and exhaust system.

A Request for Qualifications for Engineering Services was advertised in accordance with New Jersey P.L. 2004 Chapter 19 "Pay to Play" Law, and conforms to a "Fair and Open Process".

Charge to: College Funds

Account Number: 20-01-160100-604238



BOARD OF TRUSTEES ACTION S/F 2
Approval Date: November 1, 2017

Resolution

To authorize annual renewal of maintenance services with Simplex Grinnell for fire alarm/sprinkler, CCTV, and access control systems at BCC at the Meadowlands and Ciarco Learning Center.

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 for Simplex Grinnell to provide maintenance services for one-year beginning October 2017 at a cost of \$48,997.37 on NJ State Contract # 83717.

Justification

The College is required to inspect and test these systems to meet fire code and safety regulations, and to provide a safe environment for building occupants. Simplex hardware and software is proprietary in nature and only available through Simplex District Offices. Simplex Grinnell is the sole authorized service provider in the North Jersey Region.

Purchase through New Jersey State Contract is allowed in accordance with County College Contracts Law 18A:64A-25.9.

Charge To: College Operating Funds

Account Number: 10-06-610100-607550