

**BOARD OF TRUSTEES
BERGEN COMMUNITY COLLEGE
Minutes of the Wednesday, November 4, 2020
Virtual WEBEX PUBLIC MEETING OF THE BOARD OF TRUSTEES**

The Public Meeting of the Board of Trustees of Bergen Community College was held on Tuesday, **November 4, 2020**, as a Virtual WebEx Teleconference Meeting. Chairman Gerard L. Carroll called the meeting to order at 5:11 p.m. and the following announcement was made:

The Bergen Community College Board of Trustees meeting scheduled for today Wednesday, November 4, 2020 at 5:11 p.m. will take place remotely. No physical meeting will take place. Rather, and in light of the COVID-19 pandemic, the meeting will take place electronically through WebEx.

Instructions for the public to participate have been posted on the homepage of the Bergen Community College website, and in addition to the notice being posted on the website, an email was distributed to all BCC personnel and the information was uploaded to the electronic sign as you enter the Paramus Campus.

All members of the public, whether accessing via the web or telephone, will have the opportunity to offer comments during the public comment portion of the meeting.

The public agenda is available on the BCC website home page.

Go to bergen.edu

Once on the home page:

Go to About Us

Next, Board of Trustees

Followed by Meeting Agendas and Resolutions

Thank you.

"The notice requirements of the Open Public Meetings Act of the State of New Jersey have been satisfied by an annual notice, including the date, time, and place of this meeting posted in the first-floor main lobby of the Pitkin Education Center of Bergen Community College and mailed to The Record and The Herald News and filed with the Clerk of the County of Bergen, November 25, 2019."

ROLL CALL

Present

Mr. Joseph Barreto

Ms. Dorothy Blakeslee

Mr. Gerard L. Carroll

Mr. Louis DeLisio

Mr. Patrick J. Fletcher

Mrs. Krista Flinn

Mr. Mark Longo

Mrs. Ritzy Moralez-Diaz

Mr. Stephen F. Pellino, Esq.

Dr. Sheetal Ranjan

Mr. Adam Silverstein

Mr. Robert Krasowski

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Also Present

Dr. Anthony Ross, Interim President
Mrs. Judy Verrone, Esq., DeCotiis, FitzPatrick, Cole and Giblin, L.L.P.
Mrs. Arlene Q. Perez, Esq., DeCotiis, FitzPatrick, Cole and Giblin, L.L.P.
Mr. Tyler, Beebe, Managing Director of Systems Integration/Information Technology Services
Mr. Timothy Burger, Technical Director, Information Technology Services

Report from the Nominating Committee – Election of Officers for 2020 to 2021.

Trustee Patrick Fletcher, Chairman of the Nominating Committee, with Trustee Longo and Trustee Pellino of the Nominating Committee provided the following results:

Chairperson – Mrs. Dorothy Blakeslee
Vice Chairman – Mr. Adam Silverstein
Treasurer – Mr. Joseph Barreto
Secretary – Mr. Gerard L. Carroll

Chairman Carroll requested a motion on the slate of officers:

A motion was made by Trustee Fletcher, Chairman of the Nominating Committee and seconded by Trustee Moralez-Diaz.

Roll Call Vote for approval of the Slate of 2020 to 2021 Slate of Officers:

Mr. Joseph A. Barreto - Yes
Ms. Dorothy Blakeslee - Yes
Mr. Gerard L. Carroll – Yes
Mr. Louis DeLisio – Yes
Mr. Patrick J. Fletcher - Yes
Mrs. Krista J. Flinn – Yes
Mr. Mark Longo – Yes
Mrs. Ritzy Moralez-Diaz – Yes
Mr. Stephen F. Pellino, Esq. - Yes
Dr. Sheetal Ranjan – Yes
Mr. Adam Silverstein – Yes
Mr. Robert Krasowski - Yes

Votes – 12 Yes.

Motion passed for Slate of Officers.

Trustee Fletcher thanked the officers who served for the last year especially during the COVID-19 Pandemic and the Presidential Search. Congratulations to the election of officers.

Chairman Carroll thanked the Board of Trustees for service as Chairperson. Chairman Carroll was honored to pass the gavel to the new Chairperson, Dorothy Blakeslee.

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Chairperson Blakeslee thanked Chairman Carroll for his dedicated service to the Board of Trustees during this difficult pandemic and through the Presidential Search.

REPORTS

VICE CHAIRMAN'S REMARKS

Vice Chairman Silverstein thanked Chairman Carroll for his service as Board Chair and is looking forward to working with Chairperson Blakeslee.

SECRETARY'S REMARKS

Secretary Barreto thanked Trustee Carroll for his service to the board and for his dedicated leadership.

TREASURER'S REMARKS

Treasurer Blakeslee informed trustees that the Audit and Finance Committee had a virtual meeting on October 21, 2020. The committee reviewed the documents, resolutions and upcoming budget and recommends resolutions A/F1 to A/F10.

COMMITTEE REPORTS

EDUCATION AND STUDENT AFFAIRS

Chairman Barreto informed trustees that the Education and Student Affairs Committee meeting on October 22, 2020. The committee will recommend resolution E/SA1 for approval by the trustees.

PERSONNEL

Trustee Fletcher, Chair, of the Personnel Committee informed the board members that the Personnel Committee had a virtual meeting on October 22, 2020 and will be recommending the moving of resolutions P1 through P4 that appear on the agenda.

SITE AND FACILITIES

Trustee Longo, Chair, of the Site and Facilities Committee informed the board members that Site and Facilities Committee had a virtual meeting on October 21, 2020. At this time, the committee will not be recommending resolutions from the committee.

STRATEGIC PLANNING AND ISSUES

Chairman Ranjan reported that the Strategic Planning and Issues Committee did not meet regarding the extensive work with the reopening plan.

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ALUMNI TRUSTEE

Mr. Krasowski will be attending virtual NJCCC meetings regarding academic and workforce development. Robert thanked Chairman Carroll for his service and congratulated Chairwoman Blakeslee to her new position.

UNFINISHED BUSINESS/BOARD MEMBERS

No unfinished business was raised by the trustees. Chairwoman Blakeslee requested a motion to close the Unfinished Business portion for Board Members. A motion was made by Trustee Ranjan and seconded by Trustee Longo. All were in favor. The Unfinished Business portion of the meeting was closed.

NEW BUSINESS/BOARD MEMBERS

Chairwoman Blakeslee read the 2020-2021 Committee Assignments:

Audit, Finance and Legal Affairs

Mr. Patrick J. Fletcher, Chairman
Mr. Stephen F. Pellino, Vice Chairman
Mr. Mark Longo
Mr. Louis DeLisio
Legal Counsel

Staff

President
Mr. Wilton Thomas-Hooke
Mr. Ron Spaide

Board of School Estimate

Ms. Ritzy Morales-Diaz, Chairwoman
Mr. Joseph Barreto, Vice Chairman
Ms. Krista Flinn
Mr. Patrick J. Fletcher

Education and Student Affairs

Mr. Joseph Barreto, Chairman
Dr. Sheetal Ranjan, Vice Chairwoman
Ms. Krista Flinn
Mr. Robert Krasowski, Alumni Trustee

Staff

President
Dr. Brock Fisher
Dr. Christine Gillespie
Dr. William Yakowicz

Foundations, Grants and Endowments

Mr. Mark Longo, Liaison
Ms. Ritzy Morales-Diaz
Mr. Stephen F. Pellino
Mr. Patrick J. Fletcher

Staff

President

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Personnel Committee

Ms. Ritzy Morales-Diaz, Chairwoman
Mr. Stephen F. Pellino, Vice Chairman
Mr. Mark Longo
Mr. Joseph Barreto
Legal Counsel

Staff

President
Ms. Gwendolyn Haewood

Site and Facilities Committee

Mr. Mark Longo, Chairman
Mr. Gerard L. Carroll, Vice Chairman
Ms. Krista Flinn
Ms. Ritzy Morales-Diaz
Legal Counsel

Staff

President
Mr. William Corcoran
Mr. Robert Coane
Mr. Michael Hyjeck

Strategic Planning and Issues Committee

Dr. Sheetal Ranjan, Chairwoman
Ms. Krista Flinn, Vice Chairwoman
Mr. Joseph Barreto
Mr. Louis DeLisio

Staff

President
Dr. Brock Fisher

Board of Chosen Freeholders

Mr. Stephen F. Pellino, Alternate

New Jersey Council of County Colleges

Dr. Sheetal Ranjan, Liaison

**** The Chair and Vice Chair of the Board and the College President are ex-officio members of each committee.***

Chairwoman Blakeslee requested a motion to accept the committee assignments.
A motion was made by Trustee Longo and seconded by Trustee Pellino.
Motion passed.

NJCCC nominated Trustee Ranjan to the Campus Sexual Assault Commission at the state level representing community colleges. Dr. Ranjan received her official appointment letter from The Officer of the Governor.

OPEN TO THE PUBLIC

Dr. T. DeMarco, President of the Bergen Community College Faculty Association, thanked Trustee Gerard L. Carroll for his excellent and dedicated service as Chairman of the Board of Trustees. Trustee Carroll was the most active board member and a dedicated Board of Trustee Chairman. Dr. DeMarco congratulated the new officers:

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Chairwoman Blakeslee requested a motion to close the Open to the Public Session. A motion was made by Trustee Morales-Diaz and seconded by Trustee Longo. All were in favor. The Public Session was closed.

Chairwoman Blakeslee requested a motion to approve the October 6, 2020 board meeting minutes. A motion was made by Trustee Longo and seconded by Trustee Morales-Diaz.

Roll Call Vote for approval of the board meeting minutes dated Tuesday, October 6, 2020.

Mr. Joseph A. Barreto - Yes
Ms. Dorothy Blakeslee - Yes
Mr. Gerard L. Carroll – Yes
Mr. Louis DeLisio – Yes
Mr. Patrick J. Fletcher - Yes
Mrs. Krista J. Flinn – Yes
Mr. Mark Longo – Yes
Mrs. Ritzy Morales-Diaz – Yes
Mr. Stephen F. Pellino, Esq. - Yes
Dr. Sheetal Ranjan – Yes
Mr. Adam Silverstein – Yes
Mr. Robert Krasowski - Yes

Votes – 12 – Yes.

Motion passed for approval of the October 6, 2020 board meeting minutes.

Chairwoman Blakeslee requested a motion to approve the October 6, 2020 executive session minutes. A motion was made by Trustee Morales-Diaz and seconded by Trustee Barreto.

Roll Call Vote for approval of the executive session minutes dated Tuesday, October 6, 2020.

Mr. Joseph A. Barreto - Yes
Ms. Dorothy Blakeslee - Yes
Mr. Gerard L. Carroll – Yes
Mr. Louis DeLisio – Yes
Mr. Patrick J. Fletcher - Yes
Mrs. Krista J. Flinn – Yes
Mr. Mark Longo – Yes
Mrs. Ritzy Morales-Diaz – Yes
Mr. Stephen F. Pellino, Esq. - Yes
Dr. Sheetal Ranjan – Yes
Mr. Adam Silverstein – Yes
Mr. Robert Krasowski - Yes

Votes – 12 – Yes.

Motion passed for approval of the October 6, 2020 executive session minutes.

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Roll Call Vote for approval of the Consent Agenda dated November 4, 2020.

Mr. Joseph A. Barreto - Yes
Ms. Dorothy Blakeslee - Yes
Mr. Gerard L. Carroll – Yes
Mr. Louis DeLisio – Yes
Mr. Patrick J. Fletcher - Yes
Ms. Krista J. Flinn – Yes
Mr. Mark Longo – Yes

***Trustee Mark Longo abstained from voting on Resolution A/F1: Exempt from Bidding:
Appointment General Counsel – DeCotiis, FitzPatrick, Cole & Giblin, L.L.P.***

Ms. Ritzy Morales-Diaz - Yes
Mr. Stephen F. Pellino, Esq. - Yes
Dr. Sheetal Ranjan – Yes
Mr. Adam Silverstein – Yes
Mr. Robert Krasowski - Yes

Chairwoman Blakeslee requested a motion to approve the November 4, 2020 Consent Agenda. A motion was made by Trustee Barreto and seconded by Trustee Morales-Diaz. Resolutions were not submitted for Strategic Planning and Issues and Site and Facilities.

Votes:

R1 to R5.

A/F1 – 10 - Yes and 1 Abstention.

A/F2 to A/F5 – 12 Yes.

I-1.

ESA1 Yes.

P1 to P4 – 12 Yes.

Motion passed for Consent Agenda

At 5:55 p.m. Chairwoman Blakeslee requested a motion to enter into executive session regarding

Personnel Matter

Presidential Search

Tactics and techniques on Public Safety regarding COVID-19.

On behalf of Chairman Carroll, "Pursuant to section 12b of the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., the following matters will be discussed by the Board in closed session regarding anticipated litigation and discussion of tactics and techniques regarding Public Safety."

The discussion will become public when the need for confidentiality no longer exists."

A motion was made by Vice Chairman Silverstein and seconded by Trustee Longo.

All trustees were in favor. Motion passed.

Upon conclusion of the executive session the board will reconvene and do not anticipate formal action will be taken.

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Vice Chairman Silverstein requested a motion to reconvene the board meeting.
A motion was made by Trustee Fletcher and seconded by Trustee Flinn.

Approved Resolutions

Reorganization Resolutions:

R1 - Designation of Depositories – Authorized Signatures

Approval is hereby granted to designate depositories and authorized signatures.

R-2 - Board Meeting Dates and Official Publications

Approval is hereby granted for regular meetings of the Board of Trustees for 2021.

2021 Meeting Dates

<u>Day</u>	<u>Date</u>	<u>Time</u>	
Tuesday	January 5	5:00 p.m.	
Tuesday	February 2	5:00 p.m.	
Tuesday	March 2	5:00 p.m.	
Tuesday	April 6	5:00 p.m.	
Tuesday	May 4	5:00 p.m.	
Tuesday	June 1	5:00 p.m.	
Tuesday	July 6	5:00 p.m.	
Tuesday	August 3	5:00 p.m.	
Tuesday	September 7	5:00 p.m.	
Tuesday	October 5	5:00 p.m.	
Wednesday	November 3	5:00 p.m.	Reorganization Meeting
Tuesday	December 7	5:00 p.m.	

R-3 Reaffirm the Credit Programs, Curricula and Courses Offered at Bergen Community College

Approval is hereby granted to reaffirm the credit programs, curricula, and courses as published in the 2020 - 2021 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.

R-4 - Reaffirm Policies of the Board of Trustees

Approval is hereby granted to reaffirm the policies of the Board of Trustees, as published on the college website:

R-5 - Appointment of Legal Counsel: DeCotiis, FitzPatrick, Cole and Giblin, L.L.P.

Approval is hereby granted appointment of the law firm of DeCotiis, FitzPatrick, Cole and Giblin, L.L.P., as general counsel for Bergen Community College for the year commencing January 1, 2021 and ending December 31, 2021, in accordance with their proposal which was submitted in response to the Request for Qualifications for Legal Services, issued by the College on September 23, 2020.

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

Approval is hereby granted to approve the following invoice:

Invoices: August 1, 2020 – August 31, 2020 DeCotiis, FitzPatrick, Cole & Giblin. LLP. \$ 33,750.04

A/F2 - Authorization to award Public Bid P-2322 for the purchase of a Laparoscopic/Arthroscopic Equipment Cart for the Surgical Technology Department.

Approval is hereby granted to award Public Bid P-2322 for the purchase of a Laparoscopic/Arthroscopic Equipment Cart in the amount of \$44,283.50.

A/F3 - To notify the Board of Trustees of the emergency purchase of temperature scanners from Aspire.

Approval is hereby granted of emergency purchase of eight (8) temperature scanners, floor stands, software and one-day orientation, in the amount of \$32,848.00.

A/F4 - Authorization to award Public Bid P-2323 for On-Call Locksmith Services to Parent Door Hardware Sales & Service Inc. for a two year period.

Approval is hereby granted to award Public Bid P-2323 for On-Call Locksmith Services to Parent Door Hardware Sales & Service Inc. for an estimated amount of \$354,729.56 for the period November 4, 2020 through November 4, 2022. The bid amount also includes a fixed cost for four-bathroom automatic door units at a cost of \$3,334.56.

A/F5 – To award Public Bid P-2324 for Digital Dental Equipment to Patterson Dental Supply for the purchase of additional Digital X-Ray Sensors.

Approval is hereby granted to award Public Bid P-2324 Digital Dental Equipment to Patterson Dental Supply at a cost of \$59,580.00.

A/F6 - To renew the second component of the college's Ellucian software license and maintenance agreement with Ellucian Inc. for a term of one year in the amount of \$283,556.33.

Approval is hereby granted to renew licensing and maintenance for the finance, HR, reporting, app development environment and partner maintenance modules with Ellucian in the amount of \$283,556.33 for the term of 7/1/20 – 6/30/21.

A/F7 - To authorize payment to Johnstone Supply for the emergency purchase of filters for the HVAC systems.

Approval is hereby granted to authorize payment to Johnstone Supply in the amount of \$13,416.08 for the emergency purchase of replacement filters needed for the HVAC systems in all Bergen Community College campus buildings.

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A/F8 - To authorize the College to continue to purchase office supply products from W.B. Mason through the Somerset County cooperative bid.

Approval is hereby granted to purchase office supplies and equipment, printer toner and ink, and other miscellaneous items from W.B. Mason, through the Somerset County Cooperative Pricing System, Bid # CC-0001-20, until November 5, 2021.

A/F9 - To authorize the purchase of floor cleaning equipment from Bio-Shine.

Approval is hereby granted to purchase Tennant floor cleaning equipment including, burnishers, scrubbers, floor machines, vacuums and related accessories, from Bio-Shine, at a cost of \$239,636.55, through the ESCNJ Cooperative, Bid #18/19-35.

A/F10 - To authorize an Addendum to the Technology Management Services Agreement between Bergen Community College and Ellucian Company L.P.

Approval is hereby granted to execute an Addendum to the Technology Management Services Agreement with Ellucian Company L.P. to restructure the College's payment schedule for the remainder of the Agreement and retroactive to September 1, 2020.

E/SA1 - Accept a supplemental award of \$108,939.00 for the STEMatics Grant (Number P031C160154 - 20A) from the US Department of Education, and to authorize Interim President Anthony Ross, or his designee, to execute required documents.

Approval is hereby granted to accept a supplemental award of \$108,939.00 for the STEMatics Grant (Number P031C160154 - 20A) from the US Department of Education to increase total funding to \$5,440,993.00.

I-1 - Authorizing an Affiliation Agreement with Volvo Car USA LLC (Volvo) to Conduct the College's Culinary Program at Volvo's Corporate Dining Facilities in Mahwah, New Jersey

Approval is hereby granted for an Affiliation Agreement with Volvo to permit the College to conduct its Culinary Arts Program at Volvo's Mahwah site for a term of three (3) years.

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P1– Appointment Clinical Coordinators

Approval is hereby granted to appoint the individuals listed below to the position of Clinical Coordinators at the stipends shown for the period July 1, 2020 – June 30, 2021.

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

P2A - Approve stipend for Nursing Clinical Faculty for Fall 2020 semester

Approval is hereby granted for payment of stipend for the following individual in the Nursing Clinical Faculty in the amount indicated for the Fall 2020 semester.

<u>Name</u>	<u>Semester stipend amount</u>
<u>Adjunct</u> Mireille Juste**	\$1,200.00

** for ½ semester clinical only

P2B - Approve Stipend

Approval is hereby granted for a monthly stipend for assuming additional responsibilities to extract and organize data needed for analysis and reporting by our external evaluators on several US Department of Education projects to ensure data is available for the annual reports. These responsibilities were previously handled by the Research Assistant who resigned. The stipend is paid through grant funds.

<u>Name</u>	<u>Position/Division</u>	<u>Monthly Amount</u>	<u>Effective Dates</u>
Monica Rodriguez	Grant Writer/Grants Administration	\$500.00	09/01/20 – 12/31/20

P3A - Approve: Leave of Absence/Support Staff

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

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
John Onderdonk	Custodian/Buildings and Grounds	09/28/20 (retroactive)

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P3B - Approve: Return from Leave of Absence/Support Staff

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Minir Toska	Custodian/Buildings and Grounds	\$31,124.00 (pro-rated)	10/14/20 (retroactive)

P4A - Retirement: Faculty

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

<u>Name</u>	<u>Position/Rank/Department/Division</u>	<u>Effective Date</u>
Lillian Ostrander	Professor/Nursing/Health Professions/ Academic Affairs	02/01/21

P4B - Retirement: Support Staff

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

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Susan Williams	Executive Secretary/Community and Cultural Affairs/ Public Relations & Community and Cultural Affairs	01/01/21

P4C - Retirement: Confidential Staff

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

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Christopher Talmo	Director of Custodial Services/Buildings and Grounds	01/01/21

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

Trustee Barreto made a motion to adjourn the meeting, seconded by Trustee Moralez-Diaz.

All trustees were in favor.

The board meeting adjourned at 6:35 p.m.

Thank you,

Trustee Gerard L. Carroll, Secretary, Board of Trustees
Bergen Community College