

**BOARD OF TRUSTEES**  
**PUBLIC MEETING**

**Wednesday, November 7, 2018 – 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. Report from Nominating Committee on Slate of Officers  
Action by Trustees on Slate of Officers
- VI. Reorganization  
Open to Public – (Comments on Actions R1 through R6 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. Reaffirm Policies of the Board of Trustees
  - 5. Exempt from Bidding: Appointment General Counsel DeCotiis, FitzPatrick, Cole & Giblin, L.L.P.
  - 6. Exempt from Bidding: Appointment Labor Negotiator Eric M. Bernstein and Associates, L.L.C.
- VII. Action on Reorganization Resolutions R1 through R6
- VIII. Reports
  - A. Vice Chairman
  - B. Secretary
  - C. Treasurer
  - D. President
    - ❖ Presentation - Community College Opportunity Grant Recognition  
Dr. Victor Anaya, Executive Director, Finance
    - ❖ Presentation – Dr. Lynn Tincher-Ladner, President and Chief  
Operating Officer of Phi Theta Kappa  
Dr. William Mullaney, Vice-President, Academic Affairs



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Public Agenda  
November 7, 2018  
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- 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

IX. Unfinished Business/Board Members

X. New Business/Board Members

XI. Open to the Public

XII. Actions

A. Approval of Board Minutes:

October 2, 2018  
October 17, 2018

B. Approval of Executive Session Minutes:

October 2, 2018

C. Consent Agenda – Wednesday, November 7, 2018

XIII. Executive Session, if required  
(New Business/Open to the Public)

XIV. Adjournment

## **CONSENT AGENDA**

**Wednesday, November 7, 2018 – Paramus Campus – Technology Building 128 – 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 BOARD MINUTES:**

**October 2, 2018  
October 17, 2018**

### **APPROVAL OF EXECUTIVE SESSION MINUTES:**

**October 2, 2018**

### **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. Reaffirm Policies of the Board of Trustees
5. Exempt from Bidding: Appointment General Counsel – DeCotiis, FitzPatrick, Cole & Giblin, L.L.P.
6. 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. Approval of Labor Invoices – Eric M. Bernstein & Associates, L.L.C.
3. To award Public Bid P-2279 to Phillips Sport, LLC for the purchase of track and field equipment.
4. To authorize a purchase from Aspire Technology Partners, LLC for a 3-year subscription to Cisco's Umbrella Cloud Security for Education Product.
5. To renew CBORD software and hardware maintenance on electronic door locks for Pitkin, Meadowlands, Lyndhurst, Scoskie Hall and the Health Professions Building for a total of \$45,026.53 covering the period of 5/1/18 – 10/31/19.
6. To reject all bids received for Public Bid P2286 Electric Deck Bread Oven.
7. Authorization to award Public Bid P-2285 for Snow Plowing Services for the Paramus, Hackensack and Meadowlands Campuses.
8. To award Public Bid P-2283 for Elevator Maintenance Service to Standard Elevator Corporation.
9. To authorize the purchase of two portable cardiac monitor/defibrillators from Zoll Medical Corporation for the Paramedic Science program. This is funded by Perkins Grant.
10. To authorize the annual renewal of support services of our Blackboard Analytics perpetual licensing as well as the annual managed hosting and maintenance services to support Blackboard Intelligence customizations for the Student Management Suit with Blackboard Inc. at a cost of \$58,949.42.
11. To authorize the life cycle replacement of the large high-speed copier in the Copy Center.
12. Authorization to purchase maintenance and custodial supplies as needed through discounted catalog pricing on NJ State Contract M-0002.
13. To authorize services provided by Ajilon and Accounting Principals which are Divisions of Adecco, for the provision of temporary staffing for the Financial Aid and Payroll departments.

**EDUCATION AND STUDENT AFFAIRS (E/SA)**

1. Authorize submission of an application for the Humanities Connections Planning Grant in the amount of \$35,000.00 from the National Endowment for the Humanities, and to authorize President Michael D. Redmond, or his designee, to execute required documents.
2. Authorize submission of an application for the Baked in Bergen, Bergen County History and Culture Grant program in the amount of \$2,000 from Bergen County, and to authorize President Michael D. Redmond, or his designee, to execute required documents.
3. Authorize submission of an application for Metallica's Scholars Initiative in the amount of \$100,000 from the American Association of Community Colleges and Metallica's All Within My Hands Foundation, and to authorize President Michael D. Redmond, or his designee, to execute required documents.
4. Appointment: Advisory Committee Members
5. To accept Community College Opportunity Planning Grant in an amount of \$250,000, and to authorize President Michael D. Redmond, or his designee, to execute required documents.

**INSTITUTIONAL (I)**

1. Abolishment of Policy and Procedure
2. Approval of the Bergen Community College Policy: Student Organization Guest Speaker.
3. Approval of the Bergen Community College Board of Trustees Board Meetings and Official Publications Policy.

**PERSONNEL (P)**

1. Appointment: Dean, Continuing Education & Workforce Development/Confidential
2. Appointment: Professional Staff
3. Appointment: Student Affairs Athletic Program (Coaching Staff)
4. Resignation: Professional Staff
5. Resignation: Support Staff
6. Retirement: Administrators
7. Termination: Support Staff

**SITE AND FACILITIES (S)**

1. To authorize professional services with RSC Architects for the preparation of plans and specifications for the construction of a Culinary Building and Parking Deck in Hackensack.
2. Exempt from Bidding: Authorization to Award Environmental Consulting Services to Hillmann Environmental Group, LLC.



**BOARD OF TRUSTEES ACTION Reorganization 1**  
**Approval Date: November 7, 2018**

**Resolution**

Designation of Depositories – Authorized Signatures

**Submitted By**

Mr. Victor J. Anaya, Executive Director, Finance

**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
6. Vice President of Academic Affairs

\* Facsimile signature plate authorized

**Exhibit 1  
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November 7, 2018**

**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  
1 Passaic Street  
Rochelle Park, NJ 07662**

**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**

**TD Bank  
1000 MacArthur Boulevard  
Mahwah, NJ 07430**

**Valley National Bank  
1460 Valley Road  
Wayne, NJ 07470**



**BOARD OF TRUSTEES ACTION Reorganization 2**  
**Approval Date: November 7, 2018**

**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 2019.

**2019 Meeting Dates**

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location/Campus</u>
Tuesday	February 5	5:00 p.m.	TEC-128 BC●
Tuesday	March 5	5:00 p.m.	Ciarco Learning Center +
Tuesday	April 2	5:00 p.m.	TEC-128 BC●
Tuesday	May 7	5:00 p.m.	TEC-128 BC●
Tuesday	June 4	5:00 p.m.	TEC-128 BC●
Tuesday	July 9	5:00 p.m.	TEC-128 BC●
Tuesday	August 6	5:00 p.m.	TEC-128-BC●
Tuesday	September 3	5:00 p.m.	TEC-128 BC●
Tuesday	October 1	5:00 p.m.	BCC at the Meadowlands Δ
** Wednesday	November 6	5:00 p.m.	TEC-128 BC●
	(Reorganization Meeting)		
Tuesday	December 3	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 004-002:2018 Board Meetings with Official Publications.

These dates will be published in the following newspapers:

The Record and The Herald News.



**BOARD OF TRUSTEES ACTION Reorganization 3**  
**Approval Date: November 7, 2018**

**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 2018-2019 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.





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**BOARD OF TRUSTEES ACTION Reorganization 4**  
**Approval Date: November 7, 2018**

**Resolution**

Reaffirm Policies of the Board of Trustees

**Submitted By**

Dr. Michael D. Redmond, President

**Action Requested**

Reaffirm the policies of the Board of Trustees, as published on the college website:

<https://bergen.edu/about-us/college-policies/>



**BOARD OF TRUSTEES ACTION Reorganization 5**  
**Approval Date: November 7, 2018**

**Resolution**

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

**Submitted By**

The Personnel Committee

**Action Requested**

Subject to contract negotiations, the Board of Trustees will appoint 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, 2019 and ending December 31, 2019, in accordance with the proposal dated October 15, 2018, which was submitted in response to the Request for Qualifications for Legal Services, issued by the College on September 28, 2018.

**Justification**

The Request for Qualifications was advertised on September 28, 2018 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 Reorganization 6**  
**Approval Date: November 7, 2018**

**Resolution**

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

**Submitted By**

The Personnel Committee

**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, 2019 and ending December 31, 2019, in accordance with the proposal dated October 9, 2018, which was submitted in response to the Request for Qualifications for Legal Services, issued by the College on September 28, 2018.

**Justification**

The Request for Qualifications was advertised on September 28, 2018 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 7, 2018**

**Resolution:**

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

**Submitted By**

Mr. Victor Anaya, Executive Director, Finance

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

**Action Requested**

Approval for payment of the following legal vouchers:

September 1, 2018 to September 30, 2018 DeCotiis, FitzPatrick, Cole & Giblin, LLP. \$ 36,615.51

Legal bills are available on the College's website 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 7, 2018**

**Resolution:**

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

**Submitted By**

Mr. Victor Anaya, Executive Director, Finance

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

**Action Requested**

Approval for payment of the following labor invoice

\$ 1,230.00

Invoice for September, 2018.

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

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

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



**BOARD OF TRUSTEES ACTION A/F 3**  
**Approval Date: November 7, 2018**

**Resolution**

To award Public Bid P-2279 to Phillips Sport, LLC for the purchase of track and field equipment.

**Submitted By**

Dr. William Mullaney, Vice President, Academic Affairs  
Mr. Victor Anaya, Executive Director, Finance  
Mr. Jorge Hernandez, Managing Director, Athletics  
Ms. Barbara Golden, Director, Purchasing and Services

**Action Requested**

Award Public Bid P-2279 Track and Field Equipment which includes pole vault and high jump landing areas and related items, in the amount of \$50,146.00, to Phillips Sport, LLC.

**Justification**

This equipment will replace existing equipment that is damaged and is no longer safe for use.

Each of the ostensible three lowest bidders had material defects in their bids that preclude the College from awarding any of the three a contract for the equipment. All three either had no business registration certificate at the time the bid was submitted or the certificate was no longer valid according to the Department of Treasury website. Each of the three also had other material deviations from the bid specifications that would disqualify them from being awarded a contract. The lowest, complying and responsible bidder is Phillips Sport, LLC, who met all of the requirements of the bid specifications and submitted all of the required documents including a valid business registration certificate.

Eleven companies registered for the bid package and 5 bids were received. See table below for bids received.

*Sportsfield Specialties, Inc.	\$37,691.76
**Gill Athletics	\$38,720.85
Palos Sports	\$40,910.50
Phillips Sport, LLC	\$50,146.00
BSN Sports	\$52,579.99

\* Incomplete pricing

\*\* Conflicting pricing in bid submittal

**Charge To:** College Funds

**Account Number:** 20-09-910000-604217



**BOARD OF TRUSTEES ACTION A/F 4**  
**Approval Date: November 7, 2018**

**Resolution**

To authorize a purchase from Aspire Technology Partners, LLC for a 3-year subscription to Cisco's Umbrella Cloud Security for Education Product.

**Submitted By**

Mr. Victor Anaya, Executive Director, Finance  
Mr. Ronald Spaide, CIO, Information Technology  
Ms. Barbara Golden, Director, Purchasing and Services

**Action Requested**

Authorization to purchase a 3 year subscription to Cisco's Umbrella Cloud Security for Education at a cost not to exceed \$62,928.15 with Aspire Technology Partners, LLC on NJ State Contract 87720.

**Justification**

Adding Umbrella to our portfolio of security tools will allow us to close a significant gap in our attack surface area. Umbrella will enable us to reduce our vulnerability to phishing emails and websites and provide a high level of control and visibility into our internet utilization.

Quotes were received from the companies listed below.

Aspire Technology Partners, LLC	\$62,928.15
Dimension Data NA, Inc.	\$69,547.68
Carousel Industries	\$69,888.60
Continental Resources, Inc.	\$70,911.36

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

**Charge to:** College Operating Funds  
**Account:** 10-01-165100-607652



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

**Resolution**

To renew CBORD software and hardware maintenance on electronic door locks for Pitkin, Meadowlands, Lyndhurst, Scoskie Hall and the Health Professions Building for a total of \$45,026.53 covering the period of 5/1/18 – 10/31/19.

**Submitted By**

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

**Action Requested**

To authorize the prorated 2<sup>nd</sup> year annual renewal of hardware maintenance on electronic door locks for Scoskie Hall and the Health Professions Building from 5/1/18 – 10/31/18 in the amount of \$7,620.50.

To authorize the annual renewal of CBORD software and hardware maintenance on electronic door locks from 11/1/18 – 10/31/19 for Pitkin building, Meadowlands, Lyndhurst, Scoskie Hall & Health Professions Building from 11/1/17 – 10/31/19 for a total of \$37,406.03.

**Justification**

This includes our prorated 5 month renewal for newly added Scoskie Hall & HPB electronic locks from 5/1/18 – 10/31/18 for a total of \$7,620.50 and our annual renewal of CBORD software and hardware maintenance on electronic door locks for all locations (Pitkin, Meadowland, Lyndhurst, Scoskie Hall & HPB) from 11/1/18 – 10/31/19 for a total of \$37,406.03.

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.

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





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

**Resolution**

To reject all bids received for Public Bid P-2286 Electric Deck Bread Oven.

**Submitted By**

Mr. Victor Anaya, Executive Director, Finance  
Dr. William Mullaney, Vice President, Academic Affairs  
Dr. Victor Brown, Dean, Division of Business, Arts and Social Sciences  
Ms. Barbara Golden, Director, Purchasing and Services

**Action Requested**

Reject all bids received in response to Public Bid P-2286 and to rebid.

**Justification**

The college received five bids in response to Public Bid P-2286. Each of the bids either had material deviations from the bid specifications and/or were missing documents that would preclude an award. Therefore, the bids must be rejected.

**Charge To:** Perkins Grant

**Account Number:** 20-02-592800-604212



**BOARD OF TRUSTEES ACTION A/F 7**  
**Approval Date: November 7, 2018**

**Resolution**

Authorization to award Public Bid P-2285 for Snow Plowing Services for the Paramus, Hackensack and Meadowlands Campuses.

**Submitted By**

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

**Action Requested**

Authorization to award Public Bid P-2285 for Snow Plowing Services to Downes Tree Service Co., Inc., for the estimated amount of \$1,672,200.00, for the period November 15, 2018 through April 30, 2021.

**Justification**

Snow Plowing Services are required to insure that the roads and parking lots on all three campuses are safe to drive on for students, faculty and staff during winter storms. Fourteen bidders registered, and two bids were received. See list below for bids received.

Downes Tree Service Co., Inc.	\$1,672,200.00
J. Fletcher Creamer & Son, Inc.	\$2,016,100.00

**Charge To: College Operating Funds**  
**Account Number: 10-06-630100-607555**



**BOARD OF TRUSTEES ACTION A/F 8**  
**Approval Date: November 7, 2018**

**Resolution**

To award Public Bid P-2283 for Elevator Maintenance Service to Standard Elevator Corporation.

**Submitted By**

Mr. Victor Anaya, Executive Director, Finance

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

Ms. Barbara Golden, Director Purchasing and Services

**Action Requested**

Authorization to award Public Bid P-2283 for Elevator Maintenance Service to Standard Elevator Corporation for the period November 15, 2018 through November 14, 2020, for an estimated amount of \$320,992.00.

**Justification**

The elevator service contract is required to maintain twenty-one elevators located on the Paramus, Hackensack and Lyndhurst campuses. Monthly preventive maintenance and inspections are routinely needed, and emergency repairs are done as required. Seven companies registered for the bid, and one bid was received.

**Charge To: College Operating Funds**

**Account Number: 10-06-610100-607550**



**BOARD OF TRUSTEES ACTION A/F 9**  
**Approval Date: November 7, 2018**

**Resolution**

To authorize the purchase of two portable cardiac monitor/defibrillators from Zoll Medical Corporation for the Paramedic Science program. This is funded by Perkins Grant.

**Submitted By**

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

**Action Requested**

Authorization to purchase two X Series portable cardiac monitor/defibrillators, and related accessories, from Zoll Medical Corporation, at a cost of \$49,945.92, plus estimated shipping of \$125.00.

**Justification**

The Bergen Paramedic Science students rotate through ten clinical affiliates in which they interface with essential equipment that is key to efficient and proficient patient care. One of these pieces of equipment is the defibrillator/monitor. The Zoll brand X-series is designed for use in the EMS environment, and it was designated by the program because it is the brand used by one of the College's most active clinical affiliates, Hackensack Meridian Health-JFK Medical Center. Students must be trained and show competence in the operation of the specific equipment that they will encounter in the live patient environment.

The X Series monitor/defibrillators are only available through Zoll Medical Corporation.

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

This purchase is exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (3). (Materials or supplies which are not available from more than one potential bidder).

**Charge To:** Perkins Grant

**Account Number:** 20-02-592800-604212



**BOARD OF TRUSTEES ACTION A/F 10**  
**Approval Date: November 7, 2018**

**Resolution**

To authorize the annual renewal of support services of our Blackboard Analytics perpetual licensing as well as the annual managed hosting and maintenance services to support Blackboard Intelligence customizations for the Student Management Suit with Blackboard Inc. at a cost of \$58,949.42.

**Submitted By**

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

**Action Requested**

Authorization to renew our annual support of Blackboard Analytics licensing and managed hosting and maintenance services with Blackboard Inc at a cost of \$58,949.42.

**Justification**

Blackboard Analytics is used to support a more efficient, accurate, consistent and comprehensive strategy for extracting, analyzing and reporting on data from all critical business systems with special emphasis on the Colleague ERP system currently in use for Student Administration, Financial Aid, Human Resources and Finance Management.

Blackboard Analytics transforms the disparate and unanalyzed data from the ERP into a structured and reportable system to produce compliance reports and other strategic and critical output. It provides easy and convenient reporting and dashboards, as well as data warehousing for long term and longitudinal study. BB Analytics has a certified partner relationship with Ellucian and delivers pre-built reports and dashboards that work out of the box against the data warehouse.

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. Blackboard Inc. has completed and submitted a Political Contribution Disclosure form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution Disclosure, the Stockholder Certification, and Business Entity Disclosure will be maintained on file at the College.

This purchase is exempt from bidding in accordance with County College Contracts Law, N.J.S.A. 18A:64A-25.5 (a) (19) which exempts software use from public bidding.

**Charge To:** College Operational Funds

**Account Number:** 10-01-165100-607526



**BOARD OF TRUSTEES ACTION A/F 11**  
**Approval Date: November 7, 2018**

**Resolution**

To authorize the life cycle replacement of the large high-speed copier in the Copy Center.

**Submitted By**

Mr. Victor Anaya, Executive Director, Finance

Ms. Barbara Golden, Director Purchasing and Services

**Action Requested**

Authorization to lease a Canon VarioPRINT DP 130 Digital Press from Canon USA as per NJ State Contract A40462, at a monthly lease cost of \$602.00 for the term of 60 months. In addition, each copy is charged at the rate of \$0.0033 each. Cost includes installation, delivery, training, toner supplies, and all parts and labor required for repairs and regular maintenance. See list below for total monthly cost from several authorized NJ State Contract vendors with comparable high speed copiers:

Vendor	60 Month Lease Cost	Monthly Copy Charges	Total Monthly Cost
Canon Solutions	\$688.00	\$462.00	\$1,064.00
UBS Office Systems	\$845.00	\$525.00	\$1,370.00
Ricoh USA	\$848.69	\$560.00	\$1,408.69
Xerox	\$1,231.97	\$490.00	\$1,721.97

**Justification**

Since the current high-speed copier is five years old with approximately 10 million copies printed, it is starting to have some mechanical problems based on the heavy usage, and is out of service for periods of time. The new copier can enhance our productivity in the Copy Center by streamlining the work with a built-in GBC punch, and also has the capability for wire-binding in the future which would improve our book production. The Canon VarioPrint DP 130 is also slightly faster per copy than our current machine. It can also print on various paper stock including thick paper, and has a large capacity tray for oversized stock.

**Charge To: College Operating Funds**  
**Account Number: 10-01-182100-607511**



**BOARD OF TRUSTEES ACTION A/F 12**  
**Approval Date: November 7, 2018**

**Resolution**

Authorization to purchase maintenance and custodial supplies as needed through discounted catalog pricing on NJ State Contract M-0002.

**Submitted By**

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

**Action Requested**

Authorization to purchase various maintenance and custodial supplies as needed from the two authorized NJ State Contract vendors through competitive catalog pricing for the period October 15, 2018 through June 30, 2019, at an estimated cost of \$55,000.00. See list below for the vendor names and numbers for the two authorized suppliers on the NJ State Contract:

A79873 Fastenal  
A79875 W. W. Grainger

**Justification**

The College requires the purchase of maintenance supplies for the repair of the buildings and equipment at the College. The NJ State Contract provides access to two discounted maintenance and custodial supply catalogs, which will allow Buildings and Grounds Department to access the vendor catalogs online and order supplies through comparison shopping. The contract also provides direct shipping of parts from the warehouse, and the option of local pickup of parts for emergency repairs. The supply categories include HVAC, Electrical, Paint, Plumbing, Tools, Fasteners, Bulbs, Air Filters, Safety and Custodial Products.

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

**Charge To: College Operating Funds**

**Account Numbers: 10-06-610100-607552**  
**10-06-620100-607557**





**BOARD OF TRUSTEES ACTION A/F 13**  
**Approval Date: November 7, 2018**

**Resolution**

To authorize services provided by Ajilon and Accounting Principals which are Divisions of Adecco, for the provision of temporary staffing for the Financial Aid and Payroll departments.

**Submitted By**

Mr. Victor Anaya, Executive Director, Finance  
Mr. Frank Cuozzo, Managing Director, Financial Aid  
Ms. Barbara Golden, Director, Purchasing and Services

**Action Requested**

Authorization to spend an amount not to exceed \$40,000.00 with Ajilon and Accounting Principals, Divisions of Adecco, for the provision of temporary employees.

**Justification**

Immediate temporary staffing is needed in the Financial Aid department for the implementation of the CCOG grant, and in the Payroll department to fill an open position due to a resignation. Ajilon will provide services for the Financial Aid employee and Accounting Principals will provide the service for Payroll.

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. Ajilon and Accounting Principals, Divisions of Adecco have completed and submitted, a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution Disclosure, the Stockholder Disclosure Certification and Business Entity Disclosure will be maintained on file at the College.

These services are exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (15). (Professional Consulting Services)

**Charge to:** CCOG and College Operating Funds  
**Account Number:** 10-02-243100-607550



**BOARD OF TRUSTEES ACTION E/SA 1**  
**Approval Date: November 7, 2018**

**Resolution:**

Authorize submission of an application for the Humanities Connections Planning Grant in the amount of \$35,000.00 from the National Endowment for the Humanities, and to authorize President Michael D. Redmond, or his designee, to execute required documents.

**Submitted By**

Dr. William Mullaney, Vice President of Academic Affairs  
Mr. Victor Anaya, Executive Director, Finance  
Mr. Adam Goodell, Dean, Humanities  
Dr. Victor Brown, Dean, Business, Arts, & Social Sciences  
Ms. Eileen Fitzgerald, Coordinator, Developmental English  
Mr. Richard Kuiters, Chair, Criminal Justice & Legal Studies  
Dr. William J. Yakowicz, Director of Grants Administration

**Action Requested**

Authorize submission of Humanities Connections Planning Grant in the amount of \$35,000.00. The purpose of this project is to support innovative curricular approaches that foster productive partnerships among humanities faculty and their counterparts in Criminal Justice in order to encourage and develop new integrative learning opportunities for students. This award will give Bergen the opportunity to create a firm foundation for implementing the program. Through the creation of learning communities and contextualized courses integrating the humanities and criminal justice requirements and themes, this project will foster future law enforcement personnel with greater understanding of the narratives of the communities they will serve and with stronger critical thinking, communication, and problem-solving skills.

Project summary and preliminary budget are attached.

No college funds are required.

## **Project Summary**

*Prof. Eileen Fitzgerald*

Next year marks the 60<sup>th</sup> anniversary of C. P. Snow's notable essay "Two Cultures," in which he laments the divide between *vita activa* and *vita contemplativa*, the active life of a scientist and the contemplative life of a humanist. Despite the decades of innovation and enlightenment that have since passed, a chasm remains between the humanities and technical, skill-based subject matters that, in union, would be more powerful than the sum of their parts. The Division of Humanities at Bergen Community College seeks to accomplish what Snow, a novelist and physicist, and so many others have advocated: to advance society by bridging *activa* and *contemplativa*. Through the creation of learning communities and contextualized courses integrating the humanities and criminal justice requirements and themes, we hope to foster future law enforcement personnel with greater understanding of the narratives of the communities they will serve and with stronger critical thinking, communication, and problem-solving skills.

Nowhere is this tension between the academic and the vocational more apparent than in the Community College, a uniquely American institution. While we serve almost thirty-five percent of the nearly twenty million students who attend American colleges and universities, many of our students do not share the same goals as their university counterparts. Many of our students enroll to attain the pre-professional training that will enable them to secure specific jobs. For these career-driven students, required courses in the humanities are often just that: requirements that must be completed rather than opportunities to explore the varied narratives of human existence that form the core of the humanities. Bergen Community College seeks to enrich the undergraduate experience of all of our students by providing humanities offerings that are rich in depth and breadth and clearly relevant to their educational and pre-professional interests.

The humanities faculty is confident that our criminal justice students, the most highly enrolled major at the college, and by extension, our criminal justice system and our society as a whole, would benefit greatly if our students participated in humanities courses that are both rigorous and relevant. Building upon a foundation of collaboration between the Developmental English and Criminal Justice & Legal Studies programs and following the Learning Communities process already established at BCC, instructors from the departments of Art, History, Literature, Philosophy, and Religion will collaborate with instructors from Criminal Justice and Legal Studies to design learning communities and contextualized courses that integrate concepts, readings, assignments, and competencies from all programs while supporting students as they achieve their educational and professional goals.

This project has several layered goals that we hope will ripple into each other. The immediate goal of this project is to allow students to develop a richer understanding of the development and current challenges of the American Criminal Justice System through the exploration of historical, literary, philosophical, and artistic texts, pieces, and ideas. Learning Communities and contextualized courses will encourage students to complete a greater variety of humanities courses, which we hope will whet their intellectual appetites so that they will consider exploring the Humanities in greater depth by completing the associate degree curriculum and transferring to bachelor degree programs in higher numbers. As a result of this greater exposure to the richness of the humanities, we hope that our future law enforcement professionals will acquire a deeper understanding of and empathy for the communities they will serve as well as develop the critical thinking, problem solving, and communication skills so vital in their future rolls. Finally, we hope that these humanistically-educated

officers will work to transform the criminal justice system in the United States to meet the needs of our ever more diverse yet fractured society.

Our project seeks not only to unite the *activa* and *contemplativa* but also to serve the various constituencies of Bergen Community College by designing a richer education for our students, encouraging intellectual collaboration among our faculty, and building a stronger justice system for our community.



NATIONAL ENDOWMENT FOR THE  
**Humanities**

# Budget Form

OMB No 3136-0134  
Expires 6/30/2021

Applicant Institution: *Name*

Project Director: *Name*

[click for Budget Instructions](#)

Project Grant Period: *mo/day/year through mo/day/year*

	Computational Details/Notes	(notes)	Year 1 05/01/2019- 04/30/2020	(notes)	Year 2 01/01/20__ - 12/31/20__	(notes)	Year 3 01/01/20__ - 12/31/20__	Project Total
<b>1. Salaries &amp; Wages</b>								
Project Co-Director - Eileen Fitzgerald	3 cr adjunct	%	\$6,903	%		%		\$6,903
Project Co-Director - Rich Kuiters		%	\$3,835	%		%		\$3,835
Kevin Olbrys		%	\$2,301	%		%		\$2,301
Clemens Reinke		%	\$2,301	%		%		\$2,301
WRT 101 release		%	\$2,301	%		%		\$2,301
WRT 201 release			\$2,301					\$2,301
Grant Manager	5% FTE		\$3,500					\$3,500
Carol Miele - Professional Dev		%	\$2,301	%		%		\$2,301
<b>2. Fringe Benefits</b>								
Full time			\$1,225.00					\$1,225
Part time			\$1,812.80					\$1,813
<b>3. Consultant Fees</b>								
John Jay			\$500					\$500
County Sherrif			\$1,000					\$1,000
Kingsborough - Learning Communities			\$500					\$500
<b>4. Travel</b>								
Conference	Crime Innovations - registration is free; 4 attendees		\$800					\$800
<b>5. Supplies &amp; Materials</b>								
books and materials			\$237					\$237
<b>6. Subawards</b>								
								\$0
<b>7. Other Costs</b>								
								\$0
<b>8. Total Direct Costs</b>	<b>Per Year</b>		<b>\$31,818</b>		<b>\$0</b>		<b>\$0</b>	<b>\$31,818</b>
<b>9. Total Indirect Costs</b>								
<b>a. Rate:</b> de minimus 10% of modified total								
<b>b. Federal Agency:</b>	<b>Per Year</b>		<b>\$3,182</b>		<b>\$0</b>		<b>\$0</b>	<b>\$3,182</b>
<b>Effective Period:</b> mm/dd/yy- mm/dd/yy								
<b>10. Total Project Costs</b>	(Direct and Indirect costs for entire project)							<b>\$35,000</b>



**BOARD OF TRUSTEES ACTION E/SA 2**  
**Approval Date: November 7, 2018**

**Resolution:**

Authorize submission of an application for the *Baked in Bergen*, Bergen County History and Culture Grant program in the amount of \$2,000 from Bergen County, and to authorize President Michael D. Redmond, or his designee, to execute required documents.

**Submitted By**

Dr. William Mullaney, Vice President of Academic Affairs  
Mr. Victor Anaya, Executive Director, Finance  
Dr. Victor Brown, Dean, Business, Arts, & Social Sciences  
Ms. Linda Emr, Dean of the Philip J. Ciarco, Jr. Learning Center  
Dr. William J. Yakowicz, Director of Grants Administration

**Action Requested**

Authorize submission of Baked in Bergen, Bergen County History and Culture Grant program in the amount of \$2,000. The purpose of this project is to explore generational baking traditions and family-owned bakeries in Bergen County and the surrounding area through historical and ethnographic documentation, research and public programming. This pilot project would showcase biographies of bakers, stories, and recipes drawn from interviews, paired with large-format color portraits of the bakers, their stores and their products.

Project summary and preliminary budget are attached.

A 100% match is required.

## **Project Summary**

*Dr. Marion Jacobson*

The focus on family-owned bakeries will celebrate the lives and struggles of a diverse array of people whose lives have centered on baking and retailing, and who themselves have been a central part of community and family celebrations such as birthdays, baptisms, weddings, and religious holidays. Through on-location interviews with bakery owners and workers, the project will document various baking traditions (i.e., Turkish sweets, Mexican Three Kings Cake, Italian pastry, and Jamaican rum cakes) that are part of everyday life in different cultures, and explores what it means to become an immigrant entrepreneur and grow a business amidst a changing cultural and economic landscape. This program will help raise the profile of our Hotel and Restaurant Management program in the community, while providing a pathway to future collaborations between HRM and the Ciarco Learning Center in Hackensack that will enable us to apply for larger grants from the NJ Council on the Humanities and the NEH.

Photos resulting from the program (and possibly archival materials and artifacts) will be mounted and displayed at in the Ciarco Center Lobby. Selected bakers would be invited to participate in two panel discussion/demonstrations on baking (one focusing Breads and another on Cakes), presented to the public and organized in conjunction with HRM. Both programs would feature dialogs between a guest chef and a member of our culinary faculty, and interaction with the audience through hands-on demonstrations and tastings.

Baked in Bergen project possibly to include owners and chefs from these establishments:

Djerdan Burek (Armenian bakery in S. Hackensack)

Kook Hwa Korean Bakery (Paramus)

Banas Polish Bakery (Wallington)

Clemente Bakery (Italian bakery in S. Hackensack)

Varellmann's (German bakery in Rutherford)

Mr. Tod's Pie Factory (Southern/soul food desserts, Englewood)

Athens Bakery (Greek pastries, Teaneck)

Butterflake Bakery (Jewish bakery, Teaneck)

Panaderia La Sultana (Colombian breads and sweets, Teaneck)

**Preliminary Budget**

Item	Grant Funding	College Match	Total
Honoraria for guest bakers	\$1,750		\$1,750
Photography Supplies	\$250		\$250
Project Director		\$1,000	\$1,000
Photography Student		\$500	\$500
Baking Ingredients		\$500	\$500
Total	\$2,000	\$2,000	\$4,000





**BOARD OF TRUSTEES ACTION E/SA 3**  
**Approval Date: November 7, 2018**

**Resolution:**

Authorize submission of an application for Metallica's Scholars Initiative in the amount of \$100,000 from the American Association of Community Colleges and Metallica's All Within My Hands Foundation, and to authorize President Michael D. Redmond, or his designee, to execute required documents.

**Submitted By**

Dr. William Mullaney, Vice President of Academic Affairs  
Mr. Victor Anaya, Executive Director, Finance  
Ms. Christine Gillespie, Executive Director, Continuing Education & Workforce Development  
Mr. Mark Balzarette, Supervisor, Manufacturing Technology Laboratory  
Dr. William J. Yakowicz, Director of Grants Administration

**Action Requested**

Authorize submission of Metallica's Scholars Initiative in the amount of \$100,000. Bergen Community College will maximize these funds to expand current strategic offerings in welding and soldering skills. A recent EMSI report commissioned by the College as well as documented inquiries from employers, identify specific welding skills as a potential program growth area based on projected regional employer needs. Through the purchase of updated and additional training equipment and materials, and continued recognition through the American Welding Society (AWS) as a certified testing center, Bergen students will have access to work-place-like equipment in industry-relevant raw materials with the opportunity to earn valued stackable credentials.

Project summary is attached; preliminary budget is forthcoming.

No college funds are required.

## **Project Summary**

Mark Balzarette, *Supervisor*, Manufacturing Technology Laboratory

The Welding Technology program at BCC takes many forms including a Certificate of Achievement in Welding Technology, integration into the A.A.S., Manufacturing Technology degree and work force development, as well as training in certification for American Welding Society (AWS) S.E.N.S.E. Program for welding and National Institute of Metal Working Standards (NIMS) for machining. Due to budget constraints, funding is not available to adequately expand the ever increasing demand for our Welding Technology courses. Welding Technology courses at BCC have seen tremendous growth and increasing popularity since 2008. Class sizes and the number of sections has increased steadily since the inception of welding courses at BCC. This has placed a tremendous strain on our limited equipment, supplies and personnel. Our current equipment and resources cannot sustain any growth. To increase the growth of our Welding Technology program, the following equipment and resources will be necessary:

1. A minimum of 5 additional multi-process welding power sources such as our current Miller XMT 350 CC/CV welders.
2. Accessory equipment for these welders including 8 wire feeders and coolant pumps for GMAW (MIG) welding.
3. Additional accessory equipment for these welding power sources to perform GTAW (TIG) welding which includes torches, cables, hoses, connectors and high frequency generators.
4. 6 additional welding fume extractors to provide clean, safe air for everyone working in the shop.
5. Additional work tables, clamps and welding curtains to facilitate a safe and productive work environment.
6. A tubing and material bender for the training of students doing metal fabrication.
7. A sheet metal shear and bending brake to support students in welding and HVAC fields.
8. Funding for a Teacher's Assistant for classroom and open lab hours to assist in instruction and maintain a safe working environment.
9. A test bender for destructive testing of student welding coupons, necessary to conform to AWS testing standards for welding trainees.
10. Funding for an adequate supply of material and supplies for student practice and assigned projects.

Welding Technology programs at BCC have been a success at Bergen Community College and remain a bright spot in the reputation and desirability to attend BCC. We hope that we can continue to support our students, the college and our community by expanding and improving our Welding Technology programs. – Mark Balzarette, Supervisor, Manufacturing Technology Laboratory, Bergen Community College.



**BOARD OF TRUSTEES ACTION E/SA 4**  
**Approval Date: November 7, 2018**

**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 7, 2018.

**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.

### **NOMINEES FOR ADVISORY COMMITTEES**

**All new members to serve a three-year term, unless otherwise specified  
Academic Year 2018-2019**

<b>First Name</b>	<b>Last Name</b>	<b>Company Affiliation</b>	<b>Term</b>	<b>Advisory Group</b>
Cornelia	Haarmann	BCC Student Representative	3	Medical Office Assistant
Annlynette	Tadeo	BCC Student Representative	3	Medical Office Assistant
<b>First Name</b>	<b>Last Name</b>	<b>Company Affiliation</b>	<b>Term</b>	<b>Advisory Group</b>
Caitlyn	Gonzalez	BCC Student Representative	1	Surgical Technology
John	Poole	Holy Name Medical Center	3	Surgical Technology
Marisa	Mickiewicz	Holy Name Medical Center & BCC	3	Surgical Technology
Dennis	Kruk	BCC Center for Interdisciplinary Simulation	3	Surgical Technology
<b>First Name</b>	<b>Last Name</b>	<b>Company Affiliation</b>	<b>Term</b>	<b>Advisory Group</b>
Ashley	Rogalsky	Registered Dental Hygienist	2	Dental Hygiene
<b>First Name</b>	<b>Last Name</b>	<b>Company Affiliation</b>	<b>Term</b>	<b>Advisory Group</b>
Matthew	Orlando	St. Joseph's University Medical Center	2	Respiratory Therapy
Lisa	Laurita	Englewood Hospital	1	Respiratory Therapy
Fernando	Echeverria	At Home Medical	3	Respiratory Therapy
Sabina	Thomas	BCC Student Representative	1	Respiratory Therapy
<b>First Name</b>	<b>Last Name</b>	<b>Company Affiliation</b>	<b>Term</b>	<b>Advisory Group</b>
Sharon	Rozenthal	Bergen Community College	3	Hotel and Restaurant Management
Angela	Logan	Mortgage Apple Cake Bakery and Café	3	Hotel and Restaurant Management
Pascal	Beric	Bergen Community College	3	Hotel and Restaurant Management
Aaron	Morrissey	Pier 115 Bar and Grill	3	Hotel and Restaurant Management
Lloyd	Leon	Bergen Community College	3	Hotel and Restaurant Management
Sandra	Bleckman	Retail, Hospitality, & Tourism Talent Network	3	Hotel and Restaurant Management
Tony	Marziano	Culinart	3	Hotel and Restaurant Management
<b>First Name</b>	<b>Last Name</b>	<b>Company Affiliation</b>	<b>Term</b>	<b>Advisory Group</b>
Richard	Sposa	Englewood Hospital and Medical Center	1	Paramedic Science
Donna	Burrell	JFK Health Systems	1	Paramedic Science
James	Fox	Holy Name Medical Center	1	Paramedic Science
Stephanie	Niemiec	Bergen Community College		Paramedic Science

<b>First Name</b>	<b>Last Name</b>	<b>Company Affiliation</b>	<b>Term</b>	<b>Advisory Group</b>
Jenna	Davis	Nyack Hospital	3	Diagnostic Medical Sonography
Jaida	McKinney	BCC Student Representative	2	Diagnostic Medical Sonography
<b>First Name</b>	<b>Last Name</b>	<b>Company Affiliation</b>	<b>Term</b>	<b>Advisory Group</b>
Michael	Miceli	Bergen Applied Technical High School	3	Radiography



**BOARD OF TRUSTEES ACTION E/SA 5**  
**Approval Date: November 7, 2018**

**Resolution:**

To accept Community College Opportunity Planning Grant in an amount of \$250,000, and to authorize President Michael D. Redmond, or his designee, to execute required documents.

**Submitted By**

Dr. Michael Redmond, President  
Dr. William P. Mullaney, Vice President of Academic Affairs  
Dr. Waldon Hagan, Vice President of Student Affairs  
Mr. Victor Anaya, Executive Director, Finance  
Mr. Larry Hlavenka Jr., Executive Director - Public Relations, Community and Cultural Affairs  
Dr. William J. Yakowicz, Director, Grants Administration

**Action Requested**

Authorize acceptance of the Community College Opportunity Pilot Program planning grant in the amount of \$250,000.00. Bergen Community College was one of the colleges selected to receive approximately \$2 Million in funds to support the Community College Opportunity Grant program, the state's free community college initiative that will provide last dollar awards to New Jersey community college students with adjusted gross income (AGI) under \$45,000. This \$250,000 planning grant will enable Bergen to build capacity for implementing the "last dollar" pilot. A brief summary is attached.

No college funds are required.

The budget and Memorandum of Understanding follow.

## **Program Summary**

In preparing to implement the “last dollar” tuition initiative, Bergen will create a single point-of-contact system for tuition-free information, assessment, registration, and support, including a Community College Opportunity Grant designated hotline. It will leverage the expertise of counselors, advisors, tutors, peer mentors, and faculty, working in conjunction with Pilot Program Coordinators, to streamline the experience for new and continuing students. Bergen’s Center for Financial Literacy will support the project. Financial Aid specialists already work there to assist new students in timely completion of the FAFSA and additional verification documents.

BCC will conduct extensive outreach to raise awareness of the tuition-and-fee-free program to encourage new enrollment, engaging both the community and faculty and staff. Social media and the College’s website will be used as the primary and fastest outreach for these groups. BCC’s president will send a letter of introduction and encouragement to the faculty and staff at the College to provide insight and address any questions over this initiative. Versions of this letter will also be sent to BCC students, employers, 4-year colleges with which we have articulation agreements, and other community partners to inform them of the program and their possible roles in promoting the pilot effort and encouraging student involvement. To extend awareness of this program to the broader county community, BCC will utilize all accessible electronic and print media to publicize the launch of the pilot program – from social media, direct mail and posters to advertising on BCC shuttle and New Jersey Transit buses.



**BOARD OF TRUSTEES ACTION: Institutional 1**  
**Approval Date: November 7, 2018**

**Resolution:**

Abolishment of Policy and Procedure

**Submitted By**

Dr. Michael D. Redmond, President

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

Professor Gail Fernandez, Interim Dean of Assessment

**Action Requested**

To abolish the following policy:

1. Section: B:BL – Human Resources - Support Staff (Reserved)

**Justification:**

This policy was either obsolete or has been superseded by other policy.





**BOARD OF TRUSTEES ACTION: Institutional 2**  
**Approval Date: November 7, 2018**

**Resolution**

Approval of the Bergen Community College Policy: Student Organization Guest Speaker.

**Submitted By**

Dr. Michael D. Redmond, President

Dr. Waldon Hagan, Vice President, Student Affairs

Professor Gail Fernandez, Interim Dean of Assessment

Ms. Rachel Lerner-Colucci, Dean of Student Life & Conduct, Deputy Title IX Coordinator for Students

**Action Requested**

To approve the Bergen Community College Board of Trustees Policy for Student Organization Guest Speaker.

**Justification**

This policy was created as part of the college's on-going review of college policies.

See attached policy.

# Bergen Community College

## Board of Trustees

### Section ( )

Policy #

Effective Date

Responsible Official

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## Student Organization Guest Speaker Policy

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### Reason for Policy

To establish consistency and guidance in assuring that the mission of Bergen Community College is taken into consideration for the context and purpose of proposed events.

### Entities Affected by this Policy

Faculty, Staff, and Students

### Policy Statement

Bergen Community College is committed to creating an environment of academic and social inquiry by providing opportunities for educational, professional, and social growth. In this context, the College encourages registered student clubs and organizations to contribute to the life of the College as a forum for learning outside the classroom by offering social and cultural programs to enhance the open exchange of ideas. All outside speakers to campus must be sponsored by a registered club or organization (If an individual desires to invite a speaker, the individual must seek sponsorship from a registered club/organization).

No attempt is made to regulate the selection of speakers. Additional considerations in approving speakers sponsored by student organizations shall include the appropriate use of the College's name and facilities and the potential for interference or disruption to College operations that may result from such sponsorship. The College has final discretion in decisions regarding the sponsorship of visiting speakers and public events.

Student organizations are encouraged to invite students, faculty, and staff to hear speakers.

### Procedures

When hosting a non-College guest speaker on campus, registered student organizations must submit an Event Request Form to the Office of Student Life at least (3) three weeks prior to the event date. The registered student organization shall follow the established processes for room

reservations, contract agreements, advertising, and funding. Student clubs and organizations that are not registered and recognized by the College may not invite non-College speakers to campus.

The sponsoring student organization is responsible for including the statement below in its advertisement, announcements, and news releases. If deemed appropriate, the College administration may also require the statement below to be read at the beginning of the event.

*“The presence of a guest speaker on the campus of Bergen Community College does not imply approval or endorsement by the College of the views expressed by the guest speaker, or by anyone else present at the event.”*

The College reserves the right to meet with the student organization and advisor to discuss the event and the information submitted with the [Event Request Form](#). In order to facilitate an environment committed to welcoming diverse viewpoints and in the spirit of academic inquiry, a faculty/staff advisor is required to be present at the event.

In the rare occurrence where a speaker or individual might create a public safety concern, the College reserves the right to reschedule, relocate, or modify the event. Any invitation to a non-College speaker extended by a registered student organization may be rescinded by the College administration if it is determined that hosting the proposed speaker will constitute a clear and present disruption to the orderly operation or peaceful conduct of campus activities.

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## Related Documents/Policies

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## Policy History (adopted/amended)



**BOARD OF TRUSTEES ACTION: Institutional 3**  
**Approval Date: November 7, 2018**

**Resolution**

Approval of the Bergen Community College Board of Trustees Board Meetings and Official Publications Policy.

**Submitted By**

Dr. Michael D. Redmond, President

**Action Requested**

To approve the revised Board of Trustees Board Meetings and Official Publications Policy.

**Justification**

This policy was revised as part of the college's on-going review of college policies.

See attached policy.

# **Bergen Community College**

## **Board of Trustees**

### **Section ( )**

**Policy # BOT 004-002:2018**

**Effective Date May 8, 2018**

**Responsible Official**

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## **Policy Board of Trustees – Board Meetings and Official Publications**

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### **Reason for Policy**

To approve the Board Meetings and Official Publications

### **Entities Affected by this Policy**

College personnel and the general public

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### **Policy Statement**

The Board of Trustees hereby designates the first Tuesday of each month as the date of its regular meeting and, unless otherwise modified by action of this Board, such meetings shall commence at 5:00 P.M. and be held at the campus designated in the annual notice.

In accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. (OPMA), at its annual Organization Meeting, the Board shall adopt its annual notice of regular meetings for the subsequent year, setting forth the location, date and time thereof, and within seven (7) days of the Organization Meeting, the annual notice shall be:

1. Posted and maintained posted throughout the year in a prominent place reserved for such or similar announcements at each college campus;
2. Mailed to the College's two official newspapers, identified below; AND
3. Filed with the Bergen County Clerk.

Written notice giving the time, date, location and, to the extent known, the agenda of all special or rescheduled meetings shall, at least 48 hours prior to the meeting, be:

1. Posted in at least one prominent place reserved for such or similar announcement;
2. Mailed, telegraphed, or hand-delivered to the College's two official newspapers, identified below; and
3. Filed with the Bergen County Clerk.

Additionally, a copy of the annual notice shall be mailed to any person who requests a schedule of regular meetings and/or advance written notice of regular, special or rescheduled meetings of the Board of Trustees, subject to fees covering costs of mailing. All requests made pursuant to this paragraph shall terminate at midnight, December 31 of each year, but may be renewed. Notice requested by news media shall be mailed to one representative of such media free of charge. The following newspapers, circulating in Bergen County, are designated official newspapers for the transmittal of all legal notices of the Board of Trustees:

*THE RECORD* and *THE HERALD NEWS*

Upon the affirmative vote of three-quarters of the Trustees present, the Board of Trustees may hold a meeting notwithstanding the failure to provide the aforesaid notice in compliance with the OPMA, if (i) such meeting is required to deal with matters of such urgency and importance that delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest; (ii) the meeting is limited to discussion of and acting with respect to such matters of urgency and importance; (iii) notice of such meeting is provided as soon as possible following the calling of such meeting by posting written notice of same in the public place reserved for such notice and also by notifying the College's two official newspapers, identified above, by telephone, or hand-delivery; and (iv) either (a) the College could not reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided; or (b) although the College could have reasonably foreseen the need for such meeting at a time when adequate notice could have been provided, it nevertheless failed to do so.

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## Related Documents/Policies

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## Policy History (adopted/amended)



400 Paramus Road, Paramus, New Jersey 07652  
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**BOARD OF TRUSTEES ACTION P 1**  
**Approval Date: November 7, 2018**

**Resolution**

Appointment: Dean, Continuing Education & Workforce Development/Confidential

**Submitted By**

Dr. Michael D. Redmond, President

Ms. Christine Gillespie, Executive Director, Continuing Education & Workforce Development

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

**Action Requested**

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

<u>Name</u>	<u>Rank/Discipline/Division</u>	<u>Salary</u>	<u>Effective Dates</u>
Cinzia D'Iorio	Dean, Continuing Education & Workforce Development/Continuing Education Corporate & Public Sector Training	\$95,000	11/8/18

**Justification**

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

**Charge To:** College Operating Funds

**Account Number:**



**BOARD OF TRUSTEES ACTION P 2**  
**Approval Date: November 7, 2018**

**Resolution**

Appointment – Professional 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 individual to the position and salary listed below:

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Dates</u>
Hilda Castillo	New Student Enrollment Specialist/ Enrollment Services/Student Affairs	\$42,000.00 (pro-rated)	10/22/18 (retroactive)

**Justification**

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

Charge to: College Operating Funds

Account Number:





## **BOARD OF TRUSTEES ACTION P 3**

**Approval Date: November 7, 2018**

### **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:

<b><u>Name</u></b>	<b><u>Assistant Coach Position</u></b>	<b><u>Stipend</u></b>	<b><u>Effective Dates</u></b>
Kenya Carruthers	Basketball (M)	\$3,500.00	10/01/18 – 03/31/19 (retroactive)
Jaden Pinkett	Basketball (M)	\$3,500.00	10/01/18 – 03/31/19 (retroactive)

### **Justification**

The above-mentioned stipends are seasonal.

Charge To:

Account Number:



**BOARD OF TRUSTEES ACTION P 4**  
**Approval Date: November 7, 2018**

**Resolution**

Resignation: Professional Staff

**Submitted By**

Dr. Michael D. Redmond, President

Mr. Victor Anaya, Executive Director, Finance

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

**Action Requested**

To accept the resignation of the following individual:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Annette Riser	Manager of Payroll/Finance	11/02/18 (retroactive)

**Justification**

Resignation



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

**Resolution**

Resignation: 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 accept the resignation of the following individual:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Marissa Drukker	Sr. Library Associate/Library Services/ Academic Affairs	10/19/18 (retroactive)

**Justification**

Resignation



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**BOARD OF TRUSTEES ACTION P 6**  
**Approval Date: November 7, 2018**

**Resolution**

Retirement: Administrators

**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 amended retirement (P16 – September 4, 2018) of the following individual to change the retirement date:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Norman Shapiro	Director of Environmental Health and Safety	01/01/19

**Justification**

Retirement date change



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**BOARD OF TRUSTEES ACTION P 7**  
**Approval Date: November 7, 2018**

**Resolution**

Termination: Support Staff

**Submitted By**

Dr. Michael Redmond, President

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

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

**Action Requested**

To terminate the following individual from the position indicated:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Bernice McNeill	Custodian/Buildings and Grounds	10/09/18 (retroactive)

**Justification**

Termination due to NJ First Act. This law requires individuals to be residents of New Jersey in order to hold certain public employee positions and individuals must establish a principal residence in the State of New Jersey within 365 days from the effective date of hire.



**BOARD OF TRUSTEES ACTION S/F 1**  
**Approval Date: November 7, 2018**

**Resolution**

To authorize professional services with RSC Architects for the preparation of plans and specifications for the construction of a Culinary Building and Parking Deck in Hackensack.

**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 \$789,999.00, plus Alternate 1 in the amount of \$77,000.00, to RSC Architects for the preparation of plans and specifications for the Culinary Building and Parking Deck project located at the Cairco Learning Center in Hackensack.

**Justification**

Due to the significant growth of the hospitality industry, the Hotel, Restaurant & Hospitality facilities located at the Paramus Campus need to be upgraded and expanded in order to meet current and future demand. The present location is insufficient and affords no opportunity for updating and expansion. This project will relocate the program to a new building at the Ciarco Learning Center which will provide the required space for expansion and the construction of state of the art facilities, as well as provide a location where it will better serve students and the surrounding community. In addition to a new building for the Culinary Program, a two level parking deck will be constructed adjacent to the proposed building. This which will address current parking issues at the Ciarco Learning Center and provide additional parking needed for the new Culinary Building.

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".

Quotations were received from the companies listed below.

<b>Firm</b>	<b>Architect and Engineering Fee</b>	<b>Alternate 1 (Exterior Street Elevations Redesign)</b>	<b>Direct Costs</b>	<b>Alternate #1 Direct Costs</b>
RSC Architects	\$789,999.00	\$77,000.00	\$0.00	\$0.00
Arcari & Iovino Architects PC	\$879,450.00	\$46,200.00	\$9,000.00	\$5,000.00
Poskanzer Skott Architects	\$1,093,829.00	\$69,300.00	\$18,000.00	\$1,800.00

**Charge To:** Chapter 12, County Bond  
**Account Number:** 20-00-170000-604226



**BOARD OF TRUSTEES ACTION S/F 2**  
**Approval Date: November 7, 2018**

**Resolution**

Exempt From Bidding: Authorization to Award Environmental Consulting Services to Hillmann Environmental Group, LLC.

**Submitted By**

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

**Action Requested**

Authorization to award environmental consulting services to Hillmann Environmental Group, LLC. to provide air monitoring for the asbestos abatement portion of Stem Student Research Center Project. The fee for these services will not exceed \$ 17,671.00.

**Justification**

Professional services are required to ensure that asbestos abatement work is performed and monitored in accordance with all applicable regulations.

Hillmann Environmental Group, LLC. has completed and submitted a Political Contribution Disclosure form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution Disclosure, the Stockholder Certification, and Business Entity Disclosure will be maintained on file at the College.

This procurement is exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (1).

**Charge to:** County Bond

**Account Number:** 20-01-1601-00-604248