

**BOARD OF TRUSTEES  
BERGEN COMMUNITY COLLEGE  
Tuesday, September 12, 2017  
PUBLIC MEETING OF THE BOARD OF TRUSTEES**

The Public Meeting of the Board of Trustees of Bergen Community College was held on **Tuesday, September 12, 2017**, in the Technology Building 128 BC at Bergen Community College, 400 Paramus Road, Paramus, New Jersey. Chairperson Carol Otis called the meeting to order at 5:03 p.m. and the following announcement was made:

"The notice requirements of the Open Public Meetings Act of the State of New Jersey have been satisfied by 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 Ridgewood News, and filed with the Clerk of the County of Bergen, November 4, 2016 and was amended February, 2017."

**ROLL CALL**

Present

Mr. Joseph A. Barreto  
Mr. Gerard L. Carroll  
Mr. Patrick J. Fletcher  
Mr. Mark Longo  
Ms. Carol Otis  
Ms. Irene Oujo  
Ms. Norah Peck  
Dr. Sheetal Ranjan  
Mr. Peter Zalokostas – Alumni Trustee

Also Present

Dr. Michael D. Redmond, Interim President  
Ms. Judy A. Verrone, Esq.

Regrets

Mr. James Demetrakis  
Ms. Irene Oujo

**PLEDGE OF ALLEGIANCE**

Chairperson Carol Otis led those present in the Pledge of Allegiance to the Flag of the United States of America.

**VICE-CHAIRMAN'S REPORT**

No report from Vice-Chairman Fletcher.

**SECRETARY**

Secretary Gerard L. Carroll recommended approval of the minutes of June 27, 2017 and July 11, 2017 and the Consent Agenda September 12, 2017.

**Treasurer's Report – Audit and Finance Committee/Legal**

Treasurer Dorothy Blakeslee informed the board members that the Audit and Finance Committee met and reviewed the financial position of the college and recommends resolutions AF1 to AF11.

**President's Report**

Dr. Michael D. Redmond announced that the New Jersey Education Association and Bergen Community College will be jointly sponsoring the Fall Kick-Off at Seasons Restaurant on Wednesday, October 11, 2017, 6:00 p.m., and extended an invitation to the board members. An invitation will also be distributed to the Foundation board members.

Topic: Information regarding fall registration:

Late June the college was down 7% and currently the college is -0.45%. However there is concern regarding fall 2 and 3 enrollment numbers. These numbers will be forthcoming.

Topic: Campus Technology Assessment

The campus wide technology assessment will be led by Ellucian, our technology partner, comprised of a team of nine individuals. Interviews are being conducted with our stakeholders who will assist in identifying our strengths, weaknesses and items that need to be addressed. Ellucian will conduct an audit of the Colleague system, a scan of the SQL database and in the future a possible partnership. In October or November, Dr. Redmond will provide a detailed report regarding the outcomes of the assessment.

Dr. Redmond thanked Ms. Kirsten Perino, Office Manager, Information Technology Services for arranging the interviews and coordinating the schedule for the Ellucian team.

Topic: BCC Public Relations Office

Dr. Redmond congratulated the Bergen Community College Public Relations Office for winning two awards from the National Council for Excellence in Marketing and Public Relations at community colleges. Congratulations to Larry Hlavenka and the Public Relations team.

Topic: BCC 50<sup>th</sup> Anniversary Celebration

Mr. Hlavenka presented a slideshow of 50<sup>th</sup> anniversary memories of staff and students. The Steering Committee for the 50<sup>th</sup> Anniversary Celebration includes the following individuals/groups: County Executive James Tedesco; Freeholder Chair, Tracy Zur; Honoring Co-Chairs, Ms. Virginia Laughlin, Professor Emeritus; and Mr. Larry Hlavanka, Co-Chairs, Ms. Germaine Ortiz, Freeholder; Ms. Carol Otis, Chairperson, Board of Trustees; along with Bergen Community staff and faculty. The college will celebrate the 50<sup>th</sup> Anniversary with several events, commencement and external public events.

**COMMITTEES**

**AUDIT AND FINANCE**

Treasurer Dorothy Blakeslee recommended approval of Audit and Finance Resolutions A/F 1 to A/F 11.

**BOARD OF SCHOOL ESTIMATE**

No meeting scheduled with the Board of School Estimate.

**EDUCATION AND STUDENT AFFAIRS**

Trustee Gerard L. Carroll recommended approval of Education and Student Affairs Resolution E/SA 1.

**PERSONNEL**

Vice-Chairman Fletcher reported that the Personnel Committee met and recommends resolutions P1 thru P15.

**SITE AND FACILITIES**

Trustee Mark Longo informed the board members that Site and Facilities Committee met and recommends resolutions SF1 and SF2.

**ALUMNI TRUSTEE**

Mr. Peter Zalokostas reported that he wanted to encourage students to attend board meetings and to be more active in governance. One possibility that he discussed with Professor Pierce Wilkinson is to offer students enrolled in political science courses the opportunity to complete an extra credit assignment by writing a report on a board meeting.

**CHAIRPERSON'S COMMENTS**

Chairperson Otis attended the Faculty Conference and was gratified to see the faculty; respond to Dr. Redmond's address.

Trustee Sheetal Ranjan was appointed to the Strategic Planning Committee. All trustees voted in favor.

**UNFINISHED BUSINESS/BOARD MEMBERS**

None.

**NEW BUSINESS/OPEN TO THE PUBLIC**

A summer board retreat was held on Wednesday, August 16, 2017, eight trustees participated with three facilitators:

Mr. Jim Davy, Facilitator and Executive Management Consultant; Mr. Edward Yaw, retired President from Morris Community College and Mr. Bakari Lee, Esq. a trustee from Hudson Community College and Chair of the Board of Trustees for the Association of Community Colleges.

The Executive Staff Members provided presentations of their areas, and Dr. Alan Kaufman, Chair of the Faculty Senate, joined the retreat and participated in the presentations. The day concluded with campus tours and the outcome of the meetings were provided to the Strategic Planning Committee. Board members who attended reported that the retreat was valuable. The facilitators recommended that the Board hold an annual retreat.

**OPEN TO THE PUBLIC**

Professor Tobyn DeMarco, President, Faculty Association

Dr. DeMarco invited all to the Fall Kick-Off event on October 11<sup>th</sup>, 2017, at 6:00 p.m. Season's Restaurant.

Richard Comerford, Professor of Economics

Professor Comerford requested that he would like to work together with the board members regarding equity for the Support Staff secretaries.

**ADOPTION OF MINUTES**

Chairperson Otis requested a motion to approve the minutes as submitted of June 27, 2017 and July 11, 2017. Secretary Gerard L. Carroll approved the minutes and the motion was seconded by Trustee Barreto. All were in agreement.

**CONSENT AGENDA**

Chairperson Otis recommended the Tuesday, September 12, 2017, Consent Agenda for approval.

A motion was made by Secretary Gerard L. Carroll and seconded by Trustee Barreto. All were in favor

Vice-Chairman Fletcher, Superintendent River Dell Regional School District  
Although, Trustee Fletcher supports the Accuplacer resolution he requests that the use of the test itself be reviewed by the appropriate board committee.

***Trustee Mark Longo will abstain voting on Resolution A/F 1***  
***Approval of Legal Voucher – DeCotiis, FitzPatrick, Cole, and Giblin, LLP.***

Audit and Finance 1 - 11  
Education and Student Affairs 1.  
Personnel P1 - P15.  
Site and Facilities 1 and 2.

At 5:45 p.m., Chairperson Otis stated, "There were items on the agenda involving matters which may be included from the public portion of the meeting pursuant to the exceptions set forth in the Open Public Meetings Act NJSA 10:4-12 b. The items that may come before the Board for discussion during the Executive Session will pertain to personnel matters and contract negotiations."

Chairperson Otis requested a motion for Executive Session.  
A motion was made by Trustee Blakeslee and seconded by Trustee Longo.

**A/F1 - Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.**

Approval is hereby granted for payment of the following legal invoices.

May 1, 2017 to May 31, 2017	DeCotiis, FitzPatrick, Cole & Giblin. LLP.	\$ 37,460.29
June 1, 2017 to June 30, 2017	DeCotiis, FitzPatrick, Cole & Giblin. LLP.	\$ 61,856.03

**A/F2 - To authorize the purchase of student and faculty support resources from Assessment Technologies Institute (ATI) nursing education to increase retention and student outcomes on the National Council Licensure Examination-Registered Nurse (NCLEX-RN).**

Approval is hereby granted to spend an amount not to exceed \$61,000.00 during the fiscal year 2017-2018 for the Assessment Technologies Institute Program (ATI).

**A/F3 - Approving an amendment to the May 2016 Food Management Services Agreement with Gourmet Dining, LLC.**

Approval is hereby granted of an amendment to the May 2016 Food Management Services Agreement with Gourmet, LLC and authorizing execution of the amendment, entitled "First Amendment to Contract for Food Management Services by and Between Bergen Community College and Gourmet Dining, LLC."

**A/F4 - To purchase a synthetic human anatomy model with service plan, installation and training, from SynDaver for use in biology labs.**

Approval is hereby granted to purchase SynDaver synthetic human anatomy model, installation, training, and 1 year service plan from SynDaver Labs at a cost of \$64,600.00.

**A/F5 - To purchase Accuplacer placement exam units from The College Board for the Office of Testing Services.**

Approval is hereby granted to purchase approximately 15,384 Accuplacer placement exam units for the Office of Testing Services, at an estimated total cost of \$29,998.80 from The College Board. The cost per unit is \$1.95.

**A/F6 - Authorization to purchase maintenance and custodial supplies as needed through discounted catalog pricing on NJ State Contract M-0002.**

Approval is hereby granted to purchase various maintenance and custodial supplies as needed from the three authorized NJ State Contract vendors through competitive catalog pricing for the period September 15, 2017 through June 30, 2018, at an estimated cost of \$75,000.00. See list below for the vendor numbers and names of the three authorized suppliers on the State Contract:

A79873 Fastenal  
A79874 MSC Industrial Supply  
A79875 W. W. Grainger

**A/F7 - Purchase of a new vehicle for the President to replace the current leased vehicle which will expire in November 2017.**

Approval is hereby granted to purchase a new 2017 Chevrolet Impala 2LZ Sedan from Paramus Chevrolet at a cost of \$35,300.00 for use by the College President as per the President's employment contract approved by the Board of Trustees.

**A/F8 - To award Public Bid #P-2248 for miscellaneous science supplies used in Biology, Physics and Earth Science Laboratories for academic year 2017-2018.**

Approval is hereby granted to award Public Bid #P-2248, Supplies for Science Department, to various vendors as listed below, based on prices submitted in the bid and estimated quantities.

**A/F9 - To renew our annual subscription with Turnitin for web based plagiarism detection system through the New Jersey Council of County Colleges Joint Purchasing Consortium.**

Approval is hereby granted to renew Turnitin plagiarism detection subscription for the period of 10/1/17 through 9/30/18 at an estimated cost of \$27,535.42 in accordance with the Request for Proposals issued by Cumberland County College on behalf of the New Jersey Council of County College Joint Purchasing Consortium.

**A/F10 - Exempt from bidding: Authorization to extend Ellucian Application Management Services for a term of only 6 months at a cost of \$100,000 to accommodate Ellucian's BCC campus evaluation in September and their report of their findings.**

Approval is hereby granted to authorize Ellucian, Inc. to provide Application Management Services (AMS) providing remote application management for our Colleague environment for a six-month term commencing on 8/1/17 through 1/31/18 at a cost of \$100,000.00.

**A/F11 - Authorization to enter into a one year agreement with Gartner, Inc. for research, analysis and advisory services related to Information Technology.**

Approval is hereby granted to enter into a one-year agreement beginning October 1, 2017 with Gartner, Inc. for IT research, analysis and advisory services at a cost of \$38,200.00. Gartner is an authorized New Jersey State Contract vendor pursuant to State Contract No. 89002.

**E/SA1 - To authorize submission of a College Access Challenge Grant proposal to College Readiness Now: A Partnership between New Jersey's Community Colleges and the Office of the NJ Secretary of Higher Education, in the anticipated amount of \$82,700, and to authorize Interim President Michael D. Redmond, or his designee, to execute required documents.**

Approval is hereby granted as the New Jersey community colleges are encouraged to develop programs that integrate students approaching college ready status with college ready students using evidence-based approaches. This CRN IV RFP focuses on college readiness but allows for a college credit component. There are two primary approaches that will be supported by the grant:

1. Traditional College Ready Programs. This includes the Summer Intensive Program which will run for 9 weeks from June 18, 2018 through August 16, 2018.
2. Accelerated Learning Program (ALP). Students who are not yet college ready enroll in a college credit-bearing course while also being provided with additional supports. In some cases, it may be advantageous to also include college ready students in the course. General Education courses will be offered to these students on the Bergen Community College campus from 9/1/17 – 4/21/18.

**P1 - Approve: Compensation for Interim President of Bergen Community College**

Approval is hereby granted by board members for monthly payments made to Dr. Michael D. Redmond for the months of July and August, 2017, and to approve a monthly stipend commencing September 2017 through June 2018, or until the successful completion of the Presidential search process, for assuming the position of Interim President of Bergen Community College, as set forth below.

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Monthly Payment</u></b>	<b><u>Effective Dates</u></b>
Dr. Michael D. Redmond	Interim President	\$20,000	07/01/17-08/31/17 (retroactive)
Dr. Michael D. Redmond	Interim President	\$5,000	09/01/17 (retroactive)

**P2 - Appointment: Assistant Dean of Adjunct Administration/Confidential**

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

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Date</u>
Christopher Cruz Cullari	Assistant Dean of Adjunct Administration/ Academic Affairs	\$80,000.00 (pro-rated)	10/16/17

**P3 - Appointment: Professional Staff**

Approval is hereby granted to approve the appointment of the following individuals to the positions and annual salaries indicated.

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Dates</u>
Kevin Bonomolo	Resource Accommodation Specialist/ Office of Specialized Services/	\$50,000.00 (prorated)	10/16/17 – 06/30/18
Paulina Drabik	IT Technical Support Specialist II/ Information Technology	\$45,000.00 (pro-rated)	09/13/17– 06/30/18
Kevin Porro	Sr. Payroll Generalist/Payroll/Finance	\$59,500.00 (pro-rated)	09/13/17 - 06/30/18
Kaca Res	Financial Aid Specialist/Financial Aid	\$47,000.00 (pro-rated)	10/16/17 - 06/30/18
Johanna Reyes	Financial Aid Specialist/Financial Aid	\$48,000.00 (pro-rated)	10/02/17 - 06/30/18

**P4 - Appointment: Lecturers, Fall 2017 Semester**

Approval is hereby granted for the appointment of the following individuals as Lecturers for the Fall 2017 semester at the salaries indicated.

<u>Name</u>	<u>Discipline/Division</u>	<u>Salary</u>
Christopher Bors	Art/Business, Arts & Social Sciences	\$21,000.00
Yusui Chen [Dr.]	Physics/Math, Science and Technology	\$21,000.00
Kevin Olbrys [Dr.]	Philosophy/Humanities	\$21,000.00
Julie Seda	Wellness and Exercise Science/Health Professions	\$21,000.00

**P5 - Appointment: Tenure Track Faculty**

Approval is hereby granted for the appointment of the following individuals to the positions and annual salaries indicated.

<u>Name</u>	<u>Rank/Discipline/Division</u>	<u>Salary</u>	<u>Effective Dates</u>
Alex Luy	Assistant Professor/Computer Science/ Mathematics, Science & Technology	\$58,500.00	09/01/17 – 06/30/18 (retroactive)
Jessica Peacock	Assistant Professor/Center for Student Success/Academic Affairs	\$57,577.00	10/02/17 – 06/30/18 (retroactive)
Jaclyn Rose	Associate Instructor/Diagnostic Medical Sonography/Health Professions	\$50,113.00	09/01/17 – 06/30/18 (retroactive)
Meryl Sole [Dr.]	Assistant Professor/Music/Business Arts and Social Sciences	\$58,500.00	09/01/17 – 06/30/18 (retroactive)

**P6 - Appointment: Testing Coordinators**

Approval is hereby granted to appoint the individuals listed below to the position of Testing Coordinators at the stipends shown for the period September 1, 2017 – June 30, 2018, except where noted.

<u>Name</u>	<u>Department/Discipline</u>	<u>Annual Stipend</u>
Leah Carmona*	ALP Level One/English	\$ 500.00
Robert Freud	ALP Level Two/English	\$1,000.00
Peter A. Helff	EBS/English	\$1,000.00
Harold Kahn	ALP Level Three/English	\$1,000.00
Susana Lansangan	ALP Foundations/English	\$1,000.00
Heidi Lieb	ALP Speech/English	\$ 500.00

\*Period from September 1, 2017 – December 21, 2017.

**P7 - Amend: Salary for Grant Personnel**

Approval is hereby granted to amend the following Board Resolution (P7 dated July 11, 2017) retroactive to July 1, 2017 as follows:

<u>Name</u>	<u>Position</u>	<u>New Salary</u>
Aida Castro-Henix	EOF Counselor	\$53,321.00



**Board of Trustees Minutes**  
**September 12, 2017**  
**Page 9**

**P8 - Reappointment: Project Personnel – Grants**

Approval is hereby granted that the grant personnel listed below be reappointed to the positions indicated for the period commencing October 1, 2017 through June 30, 2018.

<u>Name</u>	<u>Position</u>	<u>Salary*</u>
Linda Araya	Supplemental Instruction (SI) Coordinator/ STEM HSI/Cerullo Learning Assistance Center	\$51,250.00
Luis DeAbreu	STEMatics Grant Program Director/STEM HSI	\$76,875.00
Elizabeth Gisecke DeFeo	CLC Project Director/Adult Basic Education/ Continuing Education and Community Outreach	\$48,579.00
Laura Madera	Peer Mentor Coordinator/Title V	\$51,250.00
Alan Manzueta	Professional Success Coach/Title V	\$53,321.00
Erin Meccia	Success Coach/TPSID	\$53,300.00
Dorothy Wright	Grant Coordinator/STEM HSI/B2B	\$40,523.00

\*Salary retroactive to 07/01/17

**P9 - Resignation: Faculty**

Approval is granted for the resignation of the following individual:

<u>Name</u>	<u>Rank/Department/Division</u>	<u>Effective Date</u>
Rubil Morales	Professor/History and Geography/Humanities/ Academic Affairs	09/01/17 (retroactive)

**P10 - Resignation: Project Personnel - Grants**

Approval is granted for the resignation of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Amanda Vaughan	Grants Assistant/TAACCCT/Health Professions/ Academic Affairs	09/06/17 (retroactive)

**P11 - Resignation: Professional Staff**

Approval is granted for the resignation of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Reginald Grant	Sr. Payroll Generalist/Payroll/Finance	08/15/17 (retroactive)

**P12 - Retirement: Faculty**

Approval is granted for the retirement of the following individual:

<u>Name</u>	<u>Rank/Department/Division</u>	<u>Effective Date</u>
Arthur Tolve	Professor/Hotel Restaurant Management/ Business, Arts and Social Sciences/Academic Affairs	09/01/17 (retroactive)

**P13 - Retirement: Technical/Professional Assistant - Faculty**

Approval is granted for the retirement of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Maria Cleary	Technical Assistant II/Library Services/Academic Affairs	10/01/17

**P14 - End of Interim Assignment: Interim Assistant Dean, Adjunct Administration**

Approval is granted to approve the end of the interim assignment for the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Christopher Priore	Interim Assistant Dean/Adjunct Administration/ Academic Affairs	10/13/17

**P15 - Termination: Support Staff**

Approval is granted to terminate the following individual from the position indicated:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Kyran Guerra	Custodian/Buildings and Grounds	07/12/17 (retroactive)

**S/F1 - Authorization for Acceptance of the Revised Institutional Emergency Operations Plan (EOP).**

Approval is hereby granted to accept the newly revised Institutional Emergency Operations Plan (EOP) as required by the Secretary of Higher Education.

**S/F2 - To award professional services to RSC Architects for the preparation of plans and specifications related to the relocation/expansion of the Culinary Program from the Paramus Campus to the Ciarco Learning Center in Hackensack.**

Approval is hereby granted for RSC Architects to prepare plans and specifications for relocation/expansion of the Culinary Program and facilities to Ciarco Learning Center in Hackensack for a cost not to exceed \$620,245.00

Executive session concluded at 6:40 pm.

**ADJOURNMENT**

As no further business was brought before the Board of Trustees, Chairperson Carol Otis requested a motion to adjourn the board meeting. A motion was presented by Vice-Chairman Fletcher and seconded by Trustee Longo. The meeting adjourned at 6:41 p.m.

Thank you,

Trustee, Gerard L. Carroll,  
Secretary, Board of Trustees