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

BOARD OF TRUSTEES
PUBLIC MEETING

Tuesday, April 4, 2017 - 5:00 p.m.

Technology Building 128 – Conference Room BC

I. Call to Order

II. Open Public Meetings Act Statement

III. Roll Call

IV. Pledge of Allegiance

V. Reports
- A. Vice Chairman
- B. Secretary
- C. Treasurer
- D. President

❖ Presentation – Workforce Development

- E. Committees
  1. Audit and Finance/Legal
  2. Board of School Estimate
  3. Education and Student Affairs
  4. Personnel
  5. Site and Facilities
- F. Alumni Trustee
- G. Chairperson

VI. Unfinished Business

VII. New Business/Open to the Public

VIII. Actions
- A. Approval of Minutes – March 7, 2017
- B. Consent Agenda – Tuesday, April 4, 2017
- C. Other

IX. Executive Session

X. New Business/Open to the Public

XI. Adjournment

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CONSENT AGENDA

Tuesday, April 4, 2017 – Paramus Campus

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

APPROVAL OF MINUTES: **March 7, 2017**

AUDIT AND FINANCE (A/F)

1. Approval of Legal Voucher – DeCotiis, FitzPatrick & Cole, LLP.
2. Approval of Labor Voucher – Cleary, Giacobbe, Alfieri, Jacobs (Negotiations)
3. To authorize the purchase through CDW Government LLC of annual Microsoft Campus agreement for volume licensing of various Microsoft software.
4. To authorize the renewal of VMWare licensing with NJEDge.Net for our virtual server host machines for one year.
5. To authorize the purchase of a new Cisco 3850 switch, power supplies, and stacking cables from Continental Resources, Inc. for the L-Wing IDF (Intermediate Distribution Frame) Closet located on the first floor of the Pitkin Building.
6. To authorize the purchase of a new Cisco 3850 switch and power supply from Continental Resources, Inc. for the new security camera initiative at Ciarco Learning Center.
7. To award Public Bid P-2233 for On-Call Chiller Repair to Trane U.S., Inc.
8. To award Public Bid P-2234 for Electrical Supplies as needed for the Buildings and Grounds Department.
9. To award Public Bid P-2232 to Edart Global Trade International, Inc. dba Edart GTI, Inc., for audio and video equipment upgrades in Room A-104, the small theatre located in the Student Center.
10. To purchase through Perkins Grant a Stratasys 3D Printer, software, services, and accessories from Allegheny Educational Systems. This printer will be used in Drafting & Design, Manufacturing Technology and STEM Programs and will replace an existing 3D printer which is obsolete.
11. To authorize Ellucian to provide assistance in reformatting the ERP System for financial aid compliance for the 2017-2018 academic year set-up as required by changes in the federal and state financial aid regulations.
12. To authorize the purchase from Dell Marketing L.P. of 10 additional VMWare Vsphere ESXi licenses to support servers in the Paramus Datacenter.
13. To authorize Ellucian, Inc. to provide services to perform a Colleague System Review. The System Review will look at the setup and configuration of Colleague, the college's Student Information System (SIS) to ensure it is optimized for the SQL environment. Upon Conclusion, the System Review will provide a detailed assessment report of changes, improvements, additions, modifications and repairs that are recommended for the SIS to perform optimally.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. Authorize acceptance of a contract with the New Jersey Council on the Humanities (NJCH) Incubation grant program in the amount of $5,000 for "Main Ingredients: Community Foodways and Food Culture in Hackensack," and to authorize President B. Kaye Walter or her designee to execute required documents.
2. Authorize submission of a proposal to the US Department of Education Math and Science Upward Bound Program in the amount of $1,250,000.00 for a 5 year project, and authorize President B. Kaye Walter, or her designee, to execute required documents.

PERSONNEL (P)

1. Appointment: Managing Director of Financial Aid/Confidential
2. Approval of Upgrading of Existing Positon – Professional
3. Appointment: Professional
4. Appointment: Labor Negotiator: Cleary, Giacobbe, Alfieri, Jacobs, L.L.C.
5. Appointment: Project Personnel - Grants
6. Reappointment Faculty – First Reappointment
7. Promotion: Faculty
8. Approve stipends for Nursing Clinical Faculty for spring 2017 semester
9. Retirement: Faculty
10. Retirement: Support Staff
11. Termination: Coaching Staff

SITE AND FACILITIES (S/F)

1. To award Public Bid P-2237 to _____ for renovations to make three outdated lecture rooms (S-132, S-134, S-138) ADA Compliant.
2. To award Public Bid P-2238 to _____ for construction of a nurse's office in Ender Hall that houses the collaborative program between Bergen Community College and Bergen County Technical High School.

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

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

Submitted By
Mr. Victor Anaya, Chief Financial Officer

Action Requested
Approval for payment of the following legal vouchers:

February 1, 2017 to February 28, 2017	DeCotiis, FitzPatrick, Cole & Giblin. LLP.	$ 19,023.06

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

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

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

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BOARD OF TRUSTEES ACTION A/F 2
Approval Date: April 4, 2017

Resolution:
Approval of Labor Voucher – Cleary Giacobbe Alfieri Jacobs (Negotiations)

Submitted By
Mr. Victor Anaya, Chief Financial Officer

Action Requested
Approval for payment of the following labor voucher:

February 1, 2017 to February 28, 2017 Invoice number: 49545

Cleary Giacobbe Alfieri Jacobs $ 1,215.00

Labor bills are available on the College's web site under the Board of Trustees at the following address:

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

Charge To: College Operating Funds
Account Number: 10-01-186100-607216

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BOARD OF TRUSTEES ACTION A/F 3
Approval Date: April 4, 2017

Resolution
To authorize the purchase through CDW Government LLC of annual Microsoft Campus agreement for volume licensing of various Microsoft software.

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

Action Requested
Authorization to purchase an annual Microsoft Campus Licensing agreement, for the period 4/1/17 – 3/31/18, through CDW Government LLC, at a cost of $$83,926.27 on NJ State Contract # 89849.

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

Quotations were requested from the companies listed below.

CDW Government, Inc.	$83,926.27
PCMG, Inc.	$87,389.55
Dell Marketing L.P.	$108,875.04
SHI International	$115,171.00
Insight Public Sector, Inc.	No Quote

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

Charge to: College Operating Funds
Account: 10-01-165100-607526

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

Resolution
To authorize the renewal of VMWare licensing with NJEDge.Net for our virtual server host machines for one year.

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

Action Requested
Authorization to renew the VMWare Academic Licensing Agreement for one year, June 30 2017 – June 29, 2018, in the amount of $37,270.50. This subscription includes (2) vCenter Servers, (54) vSphere Enterprise Plus purchased through the NJEDge.Net Consortium pricing contact number 37179.0-65779.

Justification
VMWare Licensing entitles the college to utilize the virtualization software that runs the vast majority of the college's server environment. By utilizing VMWare the college is able to reduce the number of physical servers required to support the college's core business, thereby decreasing the amount of power utilized and the amount of manpower required to support the servers. Additionally, by virtualizing servers the college positions its systems and services to be portable in the event of a natural disaster and the college's backups can be used to quickly and reliably restore service at an alternate location.

Quotations were requested from the companies listed below.

NJEDge.Net	$ 37,270.50
Pascack Data Services, Inc.	no quote
Presidio Network Solutions Group, LLC	no quote

NJEDge.net is a non-profit organization and is exempt from Pay-to-Play.

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

Charge to: College Operating Funds
Account: 10-01-165100-607526

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BOARD OF TRUSTEES ACTION A/F 5
Approval Date: April 4, 2017

Resolution
To authorize the purchase of a new Cisco 3850 switch, power supplies, and stacking cables from Continental Resources, Inc. for the L-Wing IDF (Intermediate Distribution Frame) Closet located on the first floor of the Pitkin Building.

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

Action Requested
Authorization to purchase a new Cisco 3850 switch, power supplies, and stacking cables from Continental Resources, Inc. at a cost of $14,542.20 on NJ State Contract 87720 for the L-Wing IDF Closet.

Justification
The new Cisco 3850 switch, power supplies, and stacking cables will support new network drops that are needed in the L-Wing to connect devices in the student center, Bursar and Helpdesk areas. The new switch is needed because there are currently no available ports to connect additional devices.

Quotations were received from the companies listed below.

Continental Resources, Inc.	$14,542.20
Dyntek, Inc.	$15,622.25
ePlus Technology, Inc.	$16,406.32

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

Charge To: College Operating Funds
Account Number: 20-01-165100-604300

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BOARD OF TRUSTEES ACTION A/F 6
Approval Date: April 4, 2017

Resolution
To authorize the purchase of a new Cisco 3850 switch and power supply from Continental Resources, Inc. for the new security camera initiative at Ciarco Learning Center.

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

Action Requested
Authorization to purchase a new Cisco 3850 switch and power supply from Continental Resources, Inc. at a cost of $9,453.30 on NJ State Contract 87720 for the Ciarco Learning Center.

Justification
The new Cisco 3850 switch and power supply will support the new security camera initiative at Ciarco Learning Center. There are currently no available ports to connect additional devices. There are currently no available ports to connect additional devices.

Quotations were received from the companies listed below.

Continental Resources, Inc.	$9,453.30
Dyntek, Inc.	$10,201.75
ePlus Technology, Inc.	$11,105.62

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

Charge To: College Operating Funds
Account Number: 20-01-192100-604300

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BOARD OF TRUSTEES ACTION A/F 7
Approval Date: April 4, 2017

Resolution
To award Public Bid P-2233 for On-Call Chiller Repair to Trane U.S., Inc.

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

Action Requested
Authorization to award Public Bid P-2233 for On-Call Chiller Repair to Trane U.S., Inc. for the estimated amount of $255, 347.00, which includes scheduled routine maintenance, for the period April 15, 2017 through April 14, 2019.

Justification
Repairs to the chiller equipment will be required as necessary to keep the equipment functioning, and provide a safe and comfortable environment in the College buildings. The HVAC chiller equipment also requires routine maintenance and replacement of worn parts to ensure their safe and efficient operation. Six (6) bidders registered and one (1) bid was received.

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

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BOARD OF TRUSTEES ACTION A/F 8
Approval Date: April 4, 2017

Resolution
To award Public Bid P-2234 for Electrical Supplies as needed for the Buildings and Grounds Department

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

Action Requested
Authorization to purchase various electrical supplies from Cooper Electric Supply Co. as per Public Bid P-2234, at an estimated cost of $307,652.00, for the period April 15, 2017 through April 14, 2019.

Justification
Electrical supplies are needed to support plant and facilities operations. These electrical supplies will be used for the repair and maintenance of buildings, outdoor lighting on the campuses, and minor renovation of offices and classrooms. Seven (7) companies registered for the bid, and one (1) bid was received.

Charge To: College Operating Funds
Account Number: 10-06-610100-607552

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BOARD OF TRUSTEES ACTION A/F 9
Approval Date: April 4, 2017

Resolution
To award Public Bid P-2232 to Edart Global Trade International, Inc. dba Edart GTI, Inc., for audio and video equipment upgrades in Room A-104, the small theatre located in the Student Center.

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

Action Requested
Authorization to award Public Bid P-2232 Audio and Video Equipment Upgrades to Room A-104, to Edart Global Trade International, Inc. dba Edart GTI, Inc., at a cost of $32,602.00.

Justification
A-104 is an extremely flexible multimedia room used by staff, faculty and students. The existing AV equipment in this room is out of date, is no longer supported, and therefore, needs to be updated.
A total of companies eighteen (18) registered for bid packages and four (4) bids were received.
See table below for bids received.

Edart Global Trade International, Inc., dba Edart GTI, Inc.	$32,602.00
Tele-Measurements, Inc.	$38,083.00
Total Video Products, Inc.	$43,414.00
Reid Sound, Inc.	$47,262.63

Charge To: County Bond
Account Number: 20-00-116600-604209

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BOARD OF TRUSTEES ACTION A/F 10
Approval Date: April 4, 2017

Resolution
To purchase through Perkins Grant a Stratasys 3D Printer, software, services, and accessories from Allegheny Educational Systems. This printer will be used in Drafting & Design, Manufacturing Technology and STEM Programs and will replace an existing 3D printer which is obsolete.

Submitted By
Mr. William Mullaney, Vice President, Academic Affairs
Mr. Victor Anaya, Chief Financial Officer
Mr. Stephen Valkenburg, Executive Director, Information Technology
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization to purchase a Stratasys F270 3D Printer with accessories, including an Educational Bundle with software, stand, start-up supplies, setup, training and 1 year warranty from Allegheny Educational Systems at a cost of $45,080.00.

Justification
3D printing has become a popular and vital part of the 3D modeling and design curriculum. The ability to print your designs to create a physical model is an incredible learning experience for students. This learning capability can cross over to the many programs offered at the college; Drafting & Design/CAD, Manufacturing Technology, Electronics, Engineering Sciences, STEM, and Dental Hygiene.

The Stratasys F270 represents the latest technology and features available in today's market that completely meets the needs of our programs. This unique product is promoted and geared for educational purposes. Most of the competition's offering is for the hobbyist or consumer grade and does not offer a comprehensive and inclusive turn-key program.

This printer has improved all of the shortcomings of the first-generation printers. It is faster, gives the ability for a variety of plastic materials and surface quality to print, the software interface is user friendly, it has an on board internal camera for viewing the progress of the part as it is being printed – even over the internet.

Allegheny is the sole source authorized education distributor for this printer and consumables for the State of New Jersey.

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. Allegheny Educational Systems 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 procurement is exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (3). (Sole Source)

Charge To: Perkins Grant
Account Number: 20-02-590400-604302

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BOARD OF TRUSTEES ACTION A/F 11
Approval Date: April 4, 2017

Resolution
To authorize Ellucian to provide assistance in reformatting the ERP System for financial aid compliance for the 2017-2018 academic year set-up as required by changes in the federal and state financial aid regulations.

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

Action Requested
Authorization to pay Ellucian for services to the Financial Aid Department not to exceed an estimated 80 hours for a total amount of $ 17,040.

Justification
Financial Aid is in need of assistance to set-up the fiscal 2017-2018 academic year due to be in compliance with federal and financial regulation changes.

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. Ellucian 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.

Charge to: College Operating Funds
Account: 10-01-165100-607656

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BOARD OF TRUSTEES ACTION A/F 12
Approval Date: April 4, 2017

Resolution
To authorize the purchase from Dell Marketing L.P. of 10 additional VMWare Vsphere ESXi licenses to support servers in the Paramus Datacenter.

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

Action Requested
Authorization to purchase 10 VMWare Vsphere ESXi licenses with the corresponding support for a term of one year at a cost not to exceed $23,468.10 from Dell Marketing L.P. on NJ State Contract 89850.

Justification
The additional licenses for VMWare Vsphere ESXi will allow for new growth and modernization in the college's Paramus Campus Datacenter. These licenses allow the college to run multiple virtual servers on a single hardware device, providing increased efficiency, flexibility and scalability.

Quotations were received from the companies listed below.

Dell Marketing L.P.	$23,468.10
Promedia-New Era	$25,690.30
Continental Resources, Inc.	$27,164.10

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

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

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BOARD OF TRUSTEES ACTION A/F13
Approval Date: April 4, 2017

Resolution
To authorize Ellucian, Inc. to provide services to perform a Colleague System Review. The System Review will look at the setup and configuration of Colleague, the college's Student Information System (SIS) to ensure it is optimized for the SQL environment. Upon Conclusion, the System Review will provide a detailed assessment report of changes, improvements, additions, modifications and repairs that are recommended for the SIS to perform optimally.

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

Action Requested
Authorization for Ellucian, Inc. to provide 72 hours of services to be utilized to perform a Colleague System Review. The cost of services is $15,336. An additional Travel expense of not to exceed $3,500 may be required in the performance of this review.

Justification
The Colleague System Review will look at server processing capacity, memory utilization and licenses, and will provide environmental data that will show the current level system performance, and provide an indicator of the best performance that could be expected in the SQL environment. The System Review will also audit system usage and recommend improvements and best practices to follow. The System Review will additionally provide an inventory of Business Rules, Computed Columns and Custom Code.

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

This procurement is exempt from bidding in accordance with County College Contracts Law 18A-64A:25.5 (a) (19) (Support for proprietary computer software)
Charge To: College Operating Funds
Account Number: 10-01-165100-607656

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BOARD OF TRUSTEES ACTION E/SA1
Approval Date: April 4, 2017

Resolution

Authorize acceptance of a contract with the New Jersey Council on the Humanities (NJCH) Incubation grant program in the amount of $5,000 for "Main Ingredients: Community Foodways and Food Culture in Hackensack," and to authorize President B. Kaye Walter or her designee to execute required documents.

Submitted By

Dr. William Mullaney, Vice President of Academic Affairs
Dr. Yun K. Kim, Vice President of Institutional Effectiveness
Ms. Linda Emr, Dean of the Philip J. Ciarco, Jr. Learning Center
Dr. William J. Yakowicz, Director of Grants Administration

Justification

The proposed project supports archival and oral history and documentation highlighting historical and contemporary aspects of Hackensack's multicultural "culinary corridor" on Main Street. Approximately 100 local chefs, home cooks, food purveyors and restaurant owners will be interviewed initially. Of these, approximately twelve would be selected to participate in a series of *"Friday Night Foodways"* lecture-demonstrations focusing on food traditions that cross cultures. The program will culminate in a *Taste of Main Street Food Tour*. Plans include collaboration with the Upper Main Alliance. The project team will create a foodways and material culture exhibit and recipe book with stories, to be available at the Center and online. The grant will help spotlight the college's hospitality program, which will be moving to the Ciarco Learning Center.

No college funds are required, however, the NJCH grant requires a match that will be comprised of in-kind costs to include facility usage fees, administrative oversight, supplies, marketing & promotion, and food costs. The Project Team will seek additional support from the Upper Main Alliance and from local restaurateurs and merchants.

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BOARD OF TRUSTEES ACTION E/SA2
Approval Date: April 4, 2017

Resolution
Authorize submission of a proposal to the US Department of Education Math and Science Upward Bound Program in the amount of $1,250,000.00 for a 5 year project, and authorize President B. Kaye Walter, or her designee, to execute required documents.

Submitted By
Dr. William Mullaney, Vice President of Academic Affairs
Dr. Yun K. Kim, Vice President of Institutional Effectiveness
Dr PJ Ricatto, Dean of Mathematics, Science, and Technology
Dr. Jennifer Migliorino-Reyes, Dean of Student Support Services
Dr. William J. Yakowicz, Director of Grants Administration

Justification
The proposed project intends to expand articulation agreements with and academic/career pathways from Title 1 secondary schools with which Bergen already has strong working relationships for Dual Credit and College Readiness Now initiatives. The college will deliver intrusive advisement and counseling as well as an array academic and student support services that will strengthen motivation and skills economically disadvantaged and other underrepresented students need to successfully complete high school (or its equivalency) and transition to Bergen Community College and other postsecondary education. The proposed project is similar to the previously submitted Upward Bound initiative, with a substantially heavier emphasis on mathematics and science preparation.

The project summary follows.

The Budget is in development and will be forthcoming.

No additional college funds are required.

Project Summary

Upward Bound Math Science is a federally funded program designed for promoting postsecondary collaboration with secondary schools in order to strengthen the motivation and skill development economically disadvantaged students require for successfully completing high school, enrolling in college, and completing postsecondary education. In addition to economically disadvantaged students, the project targets limited English proficient, traditionally underrepresented in postsecondary education, individuals with disabilities, homeless children and youths and those who are aging out of foster care, and other disconnected participants.

The proposed Bergen Community College project is designed to support student development of the knowledge, skills, attitude, and motivation needed for academic success in their high school program of study as well as at the postsecondary education level. Bergen's Upward Bound initiative will deliver an array of essential activities and supportive services, including: (1) academic tutoring; (2) advisement and assistance in secondary and postsecondary course selection; (3) preparation for college entrance exams; (4) information on and assistance with federal student financial aid programs (Federal Pell grant awards, loan forgiveness, scholarships); (5) education or counseling services to improve financial and economic literacy of students or the student's parent; and (6) as may be needed, guidance on and assistance in secondary school reentry (including alternative education programs for secondary school students) and enrollment in postsecondary education. An intensive summer bridge program is also included. The program will provide instruction in mathematics through pre-calculus, laboratory science, foreign language, composition, and literature, and more.

400 Paramus Rd., Paramus, NJ 07652
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BOARD OF TRUSTEES ACTION P 1
Approval Date: April 4, 2017

Resolution
Appointment: Managing Director of Financial Aid/Confidential

Submitted By
Mr. Victor Anaya, Executive Director, Finance
Mr. James R. Miller, Executive Director, Human Resources

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

Name	Position/Division	Salary	Effective Dates
Frank Cuozzo	Managing Director, Financial Aid/ Financial Aid	$105,000.00 (pro-rated)	05/01/17 – 06/30/17

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

Charge to: College Operating Funds
Account Number:

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BOARD OF TRUSTEES ACTION P 2
Approval Date: April 4, 2017

Resolution
Approval of Upgrading of Existing Position – Professional

Submitted By
Dr. Yun Kim, Vice President, Institutional Effectiveness
Mr. James R. Miller, Executive Director, Human Resources

Action Requested
To approve the following position to be added to the approved position listing.

Research Analyst

Justification
To approve the upgrading of an existing position to reflect additional responsibilities in the Institutional Research area. There is no additional headcount.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Research Analyst, Institutional Research

DEPARTMENT: Center for Institutional Effectiveness

FUNCTION: Supports the operation of the Institutional Effectiveness function in developing and implementing a systematic institutional research program to provide critical information to College decision makers and outside agencies. Assists faculty and staff in developing and implementing the technical and administrative aspects of research projects and activities related to assessment, planning, and grants development and evaluation.

REPORTS TO: Managing Director of Institutional Effectiveness and occasionally to the Senior Research Associate when assigned to multi-faceted projects

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Extracts, synthesizes and presents data (into text, tabular or graphical form) from multiple sources, including the College's Student Information System, i.e., Ellucian's Colleague.
2. Prepares data for analysis including cleaning, interpreting, and transforming data.
3. Conducts both quantitative and qualitative data analysis, including the development of research, planning, outcomes assessment and evaluation studies.
4. Assists with the design and implementation of research studies to support institutional decision-making and to respond to external requests and mandates.
5. Designs appropriate research instruments, surveys, questionnaires, schedules, etc. for the collection of data.
6. Develops and administers institutional surveys for the Center for Institutional Effectiveness.
7. Communicates survey and research findings both written and orally to a wide variety of audiences.
8. Responds to ad-hoc data requests from administrators, faculty and staff at the college.
9. Provides guidance and research support to faculty, staff and institutional decision-makers.
10. Maintains and updates formal reports and publications about the College, such as, fact books, dashboards, data briefs, and webpages.
11. Performs additional tasks or duties as assigned by the Managing Director of Institutional Research, the Vice President of Institutional Effectiveness, or other designated management personnel.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Possess working knowledge of statistics and research methodology; demonstrated skills in research design and data analysis. Demonstrated advanced proficiency in the full use of the Microsoft Office suite and in database and statistical software (such as SPSS). Possess demonstrated ability to write queries (like SQL queries) and high tolerance for details. Must be able to manage multiple priorities and projects simultaneously.
Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Bachelor's Degree in Education Psychology, Psychology, Sociology, Economics, Political Science or related field.

Experience: Minimum of 3 years of experience in social science research, including research design, statistics, data analysis, and report preparation.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Member

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE

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BOARD OF TRUSTEES ACTION P 3
Approval Date: April 4, 2017

Resolution
Appointment: Professional

Submitted By
Dr. Yun Kim, Vice President, Institutional Effectiveness
James R. Miller, Executive Director, Human Resources

Action Requested
To approve the appointment of the following individual to the position indicated.

Name	Position	Salary	Effective Dates
Jesse Jacondin	Research Analyst/Institutional Research/ Institutional Effectiveness	$52,000.00 (pro-rated)	04/05/17 – 06/30/17

Justification
To approve the appointment of the individual referenced above due to the assumption of increased responsibilities in the Institutional Research area.

Charge To: College Operating Funds

Account Number: 10-01-189100-601110

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BOARD OF TRUSTEES ACTION P 4
Approval Date: April 4, 2017

Resolution
Appointment Labor Negotiator: Cleary, Giacobbe, Alfieri, Jacobs, L.L.C.

Submitted By
Trustee James Demetrakis, Chairman, Personnel Committee

Action Requested
Subject to contract negotiations, the Board of Trustees will appoint the law firm of Cleary, Giacobbe, Alfieri, Jacobs, L.L.C., as labor counsel for Bergen Community College for the year commencing January 1, 2017 and ending December 31, 2017, in accordance with the proposal dated February 23, 2017 which was submitted in response to the Request for Qualifications for Legal Services for Labor Negotiations, issued by the College on February 13, 2017

Justification
The Request for Qualifications was advertised on February 13 2017, on the College website, in accordance with New Jersey P.L. 2004 Chapter 19 “Pay to Play” Law, and conforms to a “Fair and Open Process.” Legal services are exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (1).

Charge To: College Operating Funds

Account Number: 10-01-186100-607566

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BOARD OF TRUSTEES ACTION P 5
Approval Date: April 4, 2017

Resolution
Appointment: Project Personnel - Grants

Submitted By
Dr. William Mullaney, Vice President, Academic Affairs
Dr. Yun Kim, Vice President, Institutional Effectiveness
Mr. James R. Miller, Executive Director, Human Resources

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

Name	Position/Division	Salary	Effective Dates
Dennis Kruk	Director, Health Professions Center for Simulation/TAACCCT/Academic Affairs	$70,000.00 (pro-rated)	04/24/17 – 06/30/17

Justification
To fill a grant-funded leadership position through a successful search process. This position is at-will.

Charge to: Grant Funds
Account Number:

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BOARD OF TRUSTEES ACTION P 6
Approval Date: April 4, 2017

Resolution
Reappointment Faculty – First Reappointment

Submitted By
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested
To reappoint the following individuals for their first reappointment to the indicated division & rank for the period September 1, 2017 through June 30, 2018 unless otherwise noted:

1st[h] REAPPOINTMENT

NAME	RANK	DISCIPLINE/DIVISION
Jean Acken	Assistant Professor	Chemistry/Mathematics, Science & Technology
John Bandman	Assistant Professor	Hotel Restaurant Management/Business, Arts & Social Sciences
Mary Bays	Assistant Professor	Fashion Apparel Design/ Business, Arts & Social Sciences
Nicole Cerussi	Instructor	Nursing/Health Professions
Ara Kahyaoglu	Associate Professor	Chemistry/Mathematics, Science & Technology
Megan Mendez	Instructor	Nursing/Health Professions
Joanne Piccininni	Assistant Professor	Paramedic Science/Health Professions
Mary Senor	Associate Instructor	Surgical Technology /Health Professions
Tomer Zilkha	Associate Instructor	Hotel Restaurant Management/Business, Arts & Social Sciences

Justification
In accordance with Article XIII of the BCCFA contract

Charge To: College Operating Funds
Account Number:

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BOARD OF TRUSTEES ACTION P 7
Approval Date: April 7, 2017

Resolution
Promotion: Faculty

Submitted By
Dr. William P. Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested
That the individuals listed below be promoted effective September 1, 2017 to the ranks indicated with salary adjustments in accordance with the Agreement between the Board of Trustees and the BCCFA.

Associate Professor	Discipline	Division
Mi Ah (Dr.)	Psychology	Business, Arts and Social Sciences
Keith Chu	History	Humanities
Kim Smokowski*	Counseling	Student Support Services
Richard Kuiters	Criminal Justice	Business, Arts and Social Sciences
Anita Verno	Information Technology	Math, Science and Technology

*Effective July 1, 2017 (12-month employee)

Full Professor	Discipline	Division
Denise Avrutik	Dental Hygiene	Health Professions
Danielle Coppola-Oliveri	Wellness & Exercise Science	Health Professions
Christine Eubank (Dr.)	History	Humanities
Takvor Mutafoglu (Dr.)	Economics	Business, Arts and Social Sciences
Yun David Wang	Computer Science	Math, Science and Technology

Justification
As per the BCCFA contract

Charge to: College Operating Funds

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BOARD OF TRUSTEES ACTION P 8
Approval Date: April 4, 2017

Resolution
Approve stipends for Nursing Clinical Faculty for Spring 2017 semester

Submitted By
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James Miller, Executive Director, Human Resources

Action Requested
To approve payment of stipends for the following individuals in the Nursing Clinical Faculty in the amounts indicated for the Spring 2017 semester.

Name	**Semester stipend amount**
Full time	
Carmen Torres*	$3,600.00 (adjustment from previously approved P9-02/07/17)
Adjuncts	
Kenneth Brereton**	$1,200.00
Elizabeth Vaccarino**	$1,200.00

***** for additional ½ semester clinical
** for ½ semester clinical only

Justification
Payment of Nursing Clinical Faculty stipends for the hiring and retention of skilled clinical instructors as per the negotiated agreement with the BCCFA.

Charge To: Nursing: Stipends
Account Number: 10-03-352000-601153

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BOARD OF TRUSTEES ACTION P 9
Approval Date: April 4, 2017

Resolution
Retirement: Faculty

Submitted By
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested
To approve the retirement of the following individual:

Name	Position/Department/Division	Effective Date
Joan Tscherne	Professor/Physical Science/Mathematics, Science & Technology/Academic Affairs	07/01/17

Justification
Retirement

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BOARD OF TRUSTEES ACTION P 10
Approval Date: April 4, 2017

Resolution
Retirement: Support Staff

Submitted By
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 (P11B – February 7, 2017) of the following individual to change the retirement date:

Name	Position/Department/Division	Effective Date
William White	Senior Custodian/Buildings and Grounds	03/01/17 (retroactive)

Justification
Retirement date change

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BOARD OF TRUSTEES ACTION P 11
Approval Date: April 4, 2017

Resolution
Termination: Coaching Staff

Submitted By
Dr. Yun Kim, Vice President, Institutional Effectiveness
Mr. James Miller, Executive Director, Human Resources

Action Requested
To terminate the following individuals from the positions indicated.

Name	Position/Sport	Effective Date
Mallorie Gilbride	Head Coach/Women's Softball	03/10/17 (retroactive)
Jolynn DiLenno	Assistant Coach/Women's Softball	03/10/17 (retroactive)

Justification
Termination

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BOARD OF TRUSTEES ACTION S/F1
Approval Date: April 4, 2017

DRAFT BIDS WILL BE OPENED ON MARCH 29

Resolution
To award Public Bid P-2237 to _____ for renovations to make three outdated lecture rooms (S-132, S-134, S-138) ADA Compliant.

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

Action Requested
Authorization to award public bid P-2237 Lecture Halls Alterations to ____ in the amount of _____.

Justification
These rooms were originally completed in 1972 and are in need of major renovations to bring them up to state of the art collaborative and ADA compliant classrooms.

A total of ___ companies registered for bid packages and ___bids were received.
See table below for bids received.

Charge To: County Capital
Account Number: TBD

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BOARD OF TRUSTEES ACTION S/F2
Approval Date: April 4, 2017

DRAFT BIDS WILL BE OPENED ON MARCH 28

Resolution
To award Public Bid P-2238 to _____ for construction of a nurse's office in Ender Hall that houses the collaborative program between Bergen Community College and Bergen County Technical High School.

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

Action Requested
Authorization to award public bid P-2238 Ender Hall Renovation of Nurse's Office in the amount of _____ to _____.

Justification
Due to the relocation of Bergen County Technical School from the Pitkin Education Center to Ender Hall, a nurse's office needs to be provided to meet the requirements of the State of New Jersey. This project will convert 3 offices (E-120, E-122, E-124) into a nurse's office.

A total of ___ companies registered for bid packages and ___bids were received.
See table below for bids received.

Charge To: County Capital
Account Number: TBD