Bergen
COMMUNITY COLLEGE
400 Paramus Road, Paramus, New Jersey 07652
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BOARD OF TRUSTEES
PUBLIC MEETING

Tuesday, December 3, 2019 – 5:00 p.m.

Paramus Campus – TECHNOLOGY BUILDING 128 Conference rooms BC

I. Call to Order

II. Open Public Meetings Act Statement

III. Oath of Office – administered by Ms. Judy Verrone, Esq., DeCotiis, FitzPatrick, Cole and Giblin, L.L.P.

- ❖ Mr. Louis DeLisio

IV. Roll Call

V. Pledge of Allegiance

VI. Report from the Nominating Committee on Slate of Officers

Action: Election of Officers

Chair's Announcement of Committee Chairs and Committee Assignments

VII. Reports:
- A. Secretary
- B. Treasurer
- C. President
- D. Committees
  1. Audit, Finance and Legal Affairs
  2. Education and Student Affairs
  3. Personnel
  4. Site and Facilities
  5. Strategic Planning and Issues
- E. Alumni Trustee
- F. Chairperson

VIII. Unfinished Business/Board Members

IX. New Business/Board Members

X. Open to the Public

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XI. Actions:

A.	Approval of Minutes:	November 6, 2019
B.	Approval of Executive Session Minutes:	November 6, 2019
C.	Approval of Consent Agenda:	Tuesday, December 3, 2019

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

XIII. Adjournment

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CONSENT AGENDA

Tuesday, December 3, 2019

Technology Building – 128 Conference Rooms BC

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 and EXECUTIVE SESSION MINUTES: November 6, 2019

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize the annual renewal of licensing and support for scheduling software with Ad Astra.
3. To authorize renewal of system support with CDW-G for Nutanix hardware platform.
4. To authorize a 3-year renewal contract with Maxient LLC for student conduct management software used across multiple departments.
5. Authorization to renew annual subscription for Laserfiche electronic form solution software from Accelerated Information Systems, Inc.
6. To authorize renewal of agreement with Follett Higher Education Group, Inc. for management and operation of the college bookstore.
7. To authorize the purchase of 3-D handheld scanning systems and a 3-D printer system for the Fashion Design program.
8. To authorize the purchase of LED monitors and hard drives from CDW-G for use in the Visual Arts program.
9. To authorize the purchase of sheet metal equipment from A & M Industrial, Inc for use in the Manufacturing Technology program.
10. To authorize the purchase of ultrasound equipment from Philips Healthcare for use in the Diagnostic Medical Sonography program.
11. 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).
12. To authorize a contract with DeafLink Inc.to provide Sign Language Interpreters services for the fall 2019 semester.
13. Continuing Education: Authorization to Approve Payment to Career Development Institute.
14. Continuing Education: Authorization to Approve Payment to Susan Serradilla-Smarth, Smarth Enterprise, Inc., Continuing Education Instructor
15. Continuing Education: Authorization to Approve Payment to Black Rocket Productions to Provide Summer Digital Arts Programs for Children.
16. Continuing Education: Authorization to Approve Payment to Chef It Up 2 Go to provide cooking programs for children.
17. Continuing Education: Authorization to Approve Payment to Super Science Programs for Kids to Provide Science/STEM Programs for children.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. Authorize amendment of an existing agreement with Group i & i in connection with the evaluation services to be performed under year 4 of the Hispanic Serving Institution (HSI) Science, Engineering, Mathematics and Technology (STEM) STEMatics grant awarded to the College by the U.S. Department of Education, Grant Award #P031C160154.
2. To authorize a partnership with New Jersey Institute of Technology on its Growing Apprenticeship in Nontraditional Sectors (GAINS) grant proposal to the NJ Department of Labor and Workforce Development, and to authorize President Michael D. Redmond, or his designee, to execute required documents.

INSTITUTIONAL (I)

1. Approval of College Policy: Formulation, Issuance and Maintenance of College Policies.

PERSONNEL (P)

1. A. Appointment: Grant Funded Staff
   B. Appointment: Academic Chair/Faculty
   C. Appointment: Grant Funded Staff
   D. Appointment: Grant Funded Staff
   E. Appointment: Confidential Staff
2. Salary Increase: Project Personnel – Grants
3. Eliminate Stipend
4. Approve Stipend
5. Approve: Leave of Absence/Professional Staff
6. Approve: Return from Leave of Absence/Support Staff
7. Retirement: Faculty
8. Approve Sabbatical Leave of Absence
9. Termination – Professional Staff

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BOARD OF TRUSTEES ACTION A/F1
Approval Date: December 3, 2019

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

Submitted By
Dr. Michael D. Redmond, President
Mr. Wilton Thomas-Hooke, Managing Director of Finance

Action Requested
Approval for payment of the following legal vouchers:

October 1, 2019 to October 31, 2019	DeCotiis, FitzPatrick, Cole & Giblin. LLP.	$ 69,766.03.

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/F2
Approval Date: December 3, 2019

Resolution
To authorize the annual renewal of licensing and support for scheduling software with Ad Astra.

Submitted By
Dr. Michael D. Redmond, President
Mr. Ron Spaide, Chief Information Officer
Mr. Wilton Thomas-Hooke, Managing Director of Finance
Ms. Tracy Miceli, Managing Director, Scheduling and Event Planning
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization to renew Astra Schedule Evergreen License/Maintenance and Cloud Hosting from Ad Astra at a cost of $23,350.00 for a term of one year 12/31/19 – 12/30/20.

Justification
Ad Astra scheduling software is a cloud hosted solution used at all three campus locations for academic room scheduling as well as for meetings, and events on campus.

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. Ad Astra 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 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 Contributions Disclosure, the Stockholder Disclosure Certification, and Business Entity Disclosure will be maintained on file at the college.

This purchase is below the county college bid threshold and computer software and support are exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (19).

Charge to: College Operating Funds
Account Number: 10-01-165100-607526
Amount: $23,350.00

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BOARD OF TRUSTEES ACTION A/F3
Approval Date: December 3, 2019

Resolution
To authorize renewal of system support with CDW-G for Nutanix hardware platform.

Submitted By
Dr. Michael D. Redmond, President
Mr. Ron Spaide, Chief Information Officer
Mr. Wilton Thomas-Hooke, Managing Director of Finance
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization to renew Nutanix hardware support for one year with CDW-G in the amount of $99,416.84 through ESCNJ Cooperative Bid #18/19-03.

Justification
The Nutanix Hardware Platform hosts the majority of BCC's critical server and virtual desktop infrastructure. This hardware platform enables the ITS department to host the college's nearly 200 virtual servers and over 1000 virtual desktops. This renewal includes one year of support for our initial purchase of NX-3060-G4 nodes for the term of 12/31/19 – 12/30/20 as well as our four subsequent purchases of NX-3060-G5 nodes for the term of 3/2/20 – 12/30/20.

Quotations were received from the companies listed below.

CDW-G	$ 99,416.84
SHI	$ 101,207.43
PBG Networks	$ 102,823.50
Aspire	$ 103,625.17

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

Charge to: College Operating Funds
Account Number: 10-01-165100-607511
Amount: $99,416.84

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BOARD OF TRUSTEES ACTION A/F4
Approval Date: December 3, 2019

Resolution
To authorize a 3-year renewal contract with Maxient LLC for student conduct management software used across multiple departments.

Submitted By
Dr. Michael D. Redmond, President
Mr. Ron Spaide, Chief Information Officer
Mr. Wilton Thomas-Hooke; Managing Director of Finance
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization to renew conduct management software licensing from Maxient LLC at a cost of $8,000.00 for the first year, and $8,500.00 each year for years 2 and 3. The contract term is for the period of January 1, 2020 to December 31, 2022.

Justification
Since its adoption by the College in 2014, Maxient's uses have expanded from student conduct management, to also include: Behavioral Intervention Team (BIT) reports, academic early alert, student grievance reports, Dean's disciplinary request forms for transferring students, and background check requests from employers seeking to hire Bergen students. It has become an integral part of the daily functioning of the College across multiple departments that ensures thorough and timely case management to meet numerous best practices, federal compliance and accreditation standards.

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. Maxient 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 Disclosure Certification, and Business Entity Disclosure will be maintained on file at the College.

This renewal is below the county college bid threshold and software maintenance is exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.4 (a) (19).

Charge to:	College Operating Funds
Account Number:	10-01-165100-607526
Amount:	$25,000.00

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BOARD OF TRUSTEES ACTION A/F5
Approval Date: December 3, 2019

Resolution:
Authorization to renew annual subscription for Laserfiche electronic form solution software from Accelerated Information Systems, Inc.

Submitted By
Dr. Michael D. Redmond, President
Mr. Ron Spaide, Chief Information Officer
Mr. Wilton Thomas-Hooke, Managing Director of Finance
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization to renew our annual Laserfiche electronic form solution software subscription from Accelerated Information Systems, Inc. at a cost of $48,950.00 from 12/21/19 through 12/20/20.

Justification
This software is a comprehensive e-forms solution that fully integrates with our systems and serves as the official electronic records repository for the college.

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. Accelerated Information Systems, 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 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 Contributions Disclosure, the Stockholder Disclosure Certification, and Business Entity Disclosure will be maintained on file at the college.

These services are exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (19). (Computer Software).

Charge to:	College Operating Funds
Account Number:	10-01-165100-607526
Amount:	$48,950.00

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BOARD OF TRUSTEES ACTION A/F6
Approval Date: December 3, 2019

Resolution
To authorize renewal of agreement with Follett Higher Education Group, Inc. for management and operation of the college bookstore.

Submitted By
Dr. Michael D. Redmond, President
Dr. Drorit Beckman, Executive Assistant to the Executive Vice President
Mr. Wilton Thomas-Hooke, Managing Director of Finance
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization to execute Amendment #1, as per the renewal, which was part of the Agreement with Follett Higher Education Group, Inc. dated January 1, 2015, and Request for Proposal # R-058 issued by the College on September 24, 2014. The renewal for management and operation of the college bookstore will be for the period January 1, 2020 through December 31, 2024.

Justification
The College requires a qualified company to provide bookstore management and operation services. Both the College and Follett have agreed that renewal of the current Agreement will be mutually beneficial. Upon execution of the renewal option, Follett will make a $100,000 donation to the College as outlined in Section 4 (f) of the Agreement and will spend up to $100,000 to improve the campus store per Section 4 (d). All other terms and conditions of the existing Agreement remain the same.

These services are exempt from public bidding in accordance with County College Contracts Law 18A-64A-25.5 (a) (21).

Charge to:
Account Number:
Amount: $2,561,960.70 (approximate annual sales)

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BOARD OF TRUSTEES ACTION A/F7
Approval Date: December 3, 2019

Resolution:
To authorize the purchase of 3-D handheld scanning systems and a 3-D printer system for the Fashion Design program.

Submitted By
Dr. Michael D. Redmond, President
Mr. Ron Spaide, Chief Information Officer
Mr. Wilton Thomas-Hooke, Managing Director of Finance
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization to purchase two (2) Einscan handheld 3-D scanner systems and one (1) Ultimaker printer package, from Dynamism, at a cost of $18,361.85.

Justification
This system allows students to scan garments and patterns into a CAD PLM system or 3-D Modeling software which is used to create garments. Use of 3-D technology is becoming prevalent in the Fashion Industry and students need to learn how to use this equipment to prepare for employment in the industry. Additionally, this technology increases the quality of student work and allow students to make professional garments that they can be used during the show job interview process.

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. Dynamism, 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 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 Contributions Disclosure, the Stockholder Disclosure Certification, Business Entity Disclosure will be maintained on file at the college.

Quotations were received from the companies listed below.

Dynamism, Inc.	$18,361.85
3D Herndon	$19,569.00
Newark, An Avnet Company	$29,051.78

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

Charge to: Perkins Grant
Account Number: 20-02-593700-604206
Amount: $18,361.85

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BOARD OF TRUSTEES ACTION A/F8
Approval Date: December 3, 2019

Resolution:
To authorize the purchase of LED monitors and hard drives from CDW-G for use in the Visual Arts program.

Submitted By
Dr. Michael D. Redmond, President
Mr. Ron Spaide, Chief Information Officer
Mr. Wilton Thomas-Hooke, Managing Director of Finance
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization to purchase one (1) 75" NEC monitor, fifty (50) Dell UltraSharp curved monitors and twenty-five (25) Samsung hard drives, from CDW-G, through ESCNJ cooperative contract bid #18/19-03, at a cost of $43,154.76.

Justification
The NEC monitor is for the art gallery, and will be used to display student creative works as well as marketing for our programs. The Dell curved monitors will be used in the Animation and Gaming lab to replace 2 monitors for advanced applications. This is a new mode of working in these fields, and also enables us to explore larger resolutions. The hard drives will be used to provide speed and access for 2 AAS degree programs.

Quotations were received from the companies listed below.

CDW-G	$43,154.76
B&H Photo Video	$44,043.25
Adorama	$48,439.24
Howard Technology Solutions	$48,800.00

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

Charge to: Perkins Grant
Account Number: 20-02-593700-604209/604304
Amount: $43,154.76

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BOARD OF TRUSTEES ACTION A/F9
Approval Date: December 3, 2019

Resolution
To authorize the purchase of sheet metal equipment from A & M Industrial, Inc for use in the Manufacturing Technology program.

Submitted By
Dr. Michael D. Redmond, President
Dr. Brock Fisher, Vice President, Academic Affairs
Mr. Wilton Thomas-Hooke, Managing Director of Finance
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization to purchase a Baileigh sheet metal shear and finger break from A & M Industrial, Inc. at a cost of $29,606.74.

Justification
This equipment will allow further study of metal and plastic fabrication methods and processes in line with current curricula. By expanding the capability of the Manufacturing Laboratory, students will be motivated to pursue areas of manufacturing that were previously unknown to them. Sheet metal work is necessary for many areas of manufacturing such as HVAC, welding and general fabrication and repair. Possessing these skills leads directly to increased employment opportunities.

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. A & M Industrial, 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 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 Contributions Disclosure, the Stockholder Disclosure Certification, and Business Entity Disclosure will be maintained on file at the college.

Quotations were received from the companies listed below.

A & M Industrial, Inc.	$29,606.74
Zoro.com	$32,545.85
**JMC Equipment	$27,235.00
** Baileigh Industrial	$28,540.00

** These companies could not meet the inside delivery requirements of the college's specification.

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

Charge to: Perkins Grant
Account Number: 20-02-593700-604206
Amount: $29,606.74

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BOARD OF TRUSTEES ACTION A/F10
Approval Date: December 3, 2019

Resolution:
To authorize the purchase of ultrasound equipment from Philips Healthcare for use in the Diagnostic Medical Sonography program.

Submitted By
Dr. Michael D. Redmond, President
Dr. Brock Fisher, Vice President, Academic Affairs
Mr. Wilton Thomas-Hooke, Managing Director of Finance
Dr. Susan Barnard, Dean, Health Professions
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization to purchase three (3) Philips EPIQ Elite GI ultrasound machines from Philips Healthcare, at a total cost of $372,803.01.

Justification
This equipment will replace three end-of-life ultrasound machines for which repair parts are not available. The Philips ultrasound equipment was designated by the Program because its purchase will allow students to train on a brand of equipment that is used in many of our clinical sites. The requested Philips purchase will complement our existing three GE ultrasound machines and one Mindray portable machine. Mastery of this variety of equipment will ensure that students are competent in the use of machines that they will encounter in the field, and will prepare them for credentialing exams as well as increase graduate employment.

Philips Healthcare is the only authorized seller of Epiq Elite ultrasounds in the United States.

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. Philips Healthcare 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 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 Contributions Disclosure, the Stockholder Disclosure Certification, and Business Entity Disclosure will be maintained on file at the college.

This equipment is exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (3). (Sole source)

Charge to: GO Bond
Account Number: 20-00-115300-604212
Amount: $372,803.01

Bergen COMMUNITY COLLEGE
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BOARD OF TRUSTEES ACTION: A/F11
Approval Date: December 3, 2019

Resolution
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).

Submitted By
Dr. Michael D. Redmond, President
Dr. Brock Fisher, Vice President, Academic Affairs
Mr. Wilton Thomas-Hooke, Managing Director of Finance
Dr. Susan Barnard, Dean, Health Professions
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization to spend an amount not to exceed $73,810.00 during the fiscal year 2019-2020 for the Assessment Technologies Institute Program (ATI).

Justification
The ATI resources include Test-Taking Strategies Seminar, Content Mastery Series Assessments for 9 content areas (Proctored & Practice), Self-Assessment Inventory, Critical Thinking Entrance, & Exit Assessment, Comprehensive Predictor Practice and Proctored Assessments, Nurse Logic, Learning System RN, Pharmacology Made Easy 3.0, Dosage Calculation 2.0, Skills Modules, On-line Review Modules, Physical Review Modules, Guided Individualized Remediation, Pulse, Reporting and faculty support/training for ATI Resource Integration and Implementation. ATI provides standardized testing, additional student resources, some developmental learning (remediation), evaluation support and faculty support.

Our National Council Licensure Examination – Registered Nurse (NCLEX-RN) pass rate has increased to 93.26% since the inclusion of the ATI resources. The Test Taking Strategies Seminar for nursing students focuses on early intervention and is offered for all newly admitted students and at-risk students every semester.

As a result, we expect an increase in student retention and that each nursing student will be better prepared for the National Council Licensure Examination-Registered Nurse (NCLEX-RN) after graduation.

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. Assessment Technologies Institute 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 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 Contributions 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) (2) (Extraordinary and unspecifiable services).

Charge to:	College Operating Funds
Account Number:	10-03-352000-607620
Amount:	$73,810.00

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BOARD OF TRUSTEES A/F12
Approval Date: December 3, 2019

Resolution
To authorize a contract with DeafLink Inc.to provide Sign Language Interpreters services for the fall 2019 semester.

Submitted By
Dr. Michael D. Redmond, President
Dr. Anthony Ross, Interim, Vice President, Student Affairs
Mr. Wilton Thomas-Hooke, Managing Director of Finance

Action Requested
To authorize the College to enter into a one-time agreement with DeafLink Inc, to provide on-site sign language interpreting services at an estimated cost of $50,000.

Justification
Bergen Community College is committed to providing reasonable and appropriate accommodations and auxiliary aids and services in accordance with federal laws including Section 504 of the 1973 Rehabilitation Act, the 1990 Americans with Disabilities Act and the Amendments Act of 2008 to ensure effective communication for students, faculty and staff who are Deaf or hard of hearing. To meet the course scheduling needs of Deaf or hard of hearing students that could not be accommodated by existing staff, the college needed to contract for additional on-site interpreting services.

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. DeafLink 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 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 Contributions 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) (2). (Extraordinary unspecifiable services).

Charge to: College Operating Funds
Account Number: 10-02-230200-607550
Amount: $50,000 (Estimated)

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BOARD OF TRUSTEES ACTION A/F13
Approval Date: December 3, 2019

Resolution
Continuing Education: Authorization to Approve Payment to Career Development Institute.

Submitted By
Dr. Michael D. Redmond, President
Dr. Christine M. Gillespie, Executive Director, Continuing Education and Workforce Development
Ms. Cinzia D'Iorio, Dean, Continuing Education and Workforce Development
Mr. Wilton Thomas-Hooke, Managing Director of Finance

Action Requested
To authorize payment to Career Development Institute for Animal Control Officer (CD 072), Continuing Education Programs. This payment will not exceed $19,000.

Justification
The New Jersey Animal Control course are approved by the New Jersey Department of Health and meet the requirement of the N.J.A.C. 8:23-A-2 .2 statute of appointment by a New Jersey Municipality. Additionally, these are the only ACO Courses whose graduates receive a certification for Incident Command Systems 100.

The Career Development Institute (CDI) is contracted to provide instruction and certification preparation for Animal Control officer (CD 072) training. This organization is the only vendor known to the NJ Department of Health and Senior Services (NJDOHSS), and the NJ Police Training Commission to provide this training in the State of NJ. The NJ DOHSS approves all training programs and candidates for the animal control officer certifications. A state representative indicated that approximately two thirds of this programming across the state is provided by CDI. The remainder of approved programming is provided by other colleges themselves. Bergen Community College is the only training site in the Bergen County region. To date, twelve sections of CD 072 and six sections of CD 071 have run with a total of 344 students completing the training since October 2012. For the full year of 2019, we trained 31 students in Animal Control. For 2020 we anticipate training approximately 29 students which would yield a payment to CDI of approximately $19,000 with a revenue to Bergen Community College of $7,476.

Program	% Revenue CDI	% Revenue BCC Per student
Animal Control	72%	28%

The funds requested are to pay for curriculum and instructional services, as well as marketing, for these increasingly popular courses.

The following courses will be offered this year:

Animal Control Officer:

1. Fall 2019
2. Spring 2020
3. Fall 2020

The amount paid to Career Development Institute is dependent upon the number of students registered in the class. Based on enrollment from 2019, the payments to Career Development Institute will not exceed $19,000.

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. Career Development Institute 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 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 Contributions Disclosure, the Stockholder Disclosure Certification, and Business Entity Disclosure will be maintained on file at the college.

These services are below the county college bid threshold and are exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (2). (Extraordinary unspecifiable services).

Charge to: College Operating Funds
Account Number: 10-03-391006-607550
Account: $19,000.00

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BOARD OF TRUSTEES ACTION A/F14
Approval Date: December 3, 2019

Resolution
Continuing Education: Authorization to Approve Payment to Susan Serradilla-Smarth, Smarth Enterprise, Inc., Continuing Education Instructor

Submitted By
Dr. Michael D. Redmond, President
Dr. Christine M. Gillespie, Executive Director, Continuing Education and Workforce Development
Ms. Cinzia D'Iorio, Dean, Continuing Education and Workforce Development
Mr. Wilton Thomas-Hooke, Managing Director of Finance

Action Requested
To authorize payment to CE Instructor Susan Serradilla-Smarth, PMP, CSSBB, CSM Project Management and Certified Six Sigma Programs not to exceed $19,200.

Justification
The Department of Labor and Workforce Development has determined that Project Management and Certified Six Sigma credentialed programs are "In-Demand" and are approved on the State of New Jersey Eligibility Training Partnership List (ETPL). Students in our programs are both grant funded and private pay.

Project Management is a globally-recognized skill set and career path that is in high demand in a multitude of industries. Classes prepare our students for either the Project Management Professional (PMP)® or Certified Associate in Project Management (CAPM)® professional credential, which will enhance their job readiness on a career pathway. Process improvement professionals are currently in high demand. New companies are realizing the benefits of a structured continuous improvement program and new industries are realizing this skill is essential in all industries, including manufacturing.

The current courses offered in Project Management are:
Certificate in Project Management - 36 hours
Tuition per student = $1,999
Instructor cost = $1,800
PMP Bootcamp - 36 hours
Tuition per student = $1,999
Instructor cost = $1,800
120-Hour Certificate in Project Management and Exam Prep - 120 hours
Tuition per student = $4,000
Instructor cost = $6,000

On average, we offer each of these three courses two times per year. This would be a total payment to Smarth Enterprises, Inc. of $19,200. The revenue will depend on how many students attend each course. If each course has an average of 8 students per course the revenue would equal approximately $108,768.

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. Smarth Enterprises, 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 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 Contributions Disclosure, the Stockholder Disclosure Certification, and Business Entity Disclosure will be maintained on file at the college.

These services are below the county college bid threshold and are exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (2) (Extraordinary unspecifiable services).

Charge to: College Operating Funds
Account Number: 10-03-391002-607550
Amount: $19,200

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BOARD OF TRUSTEES ACTION A/F15
Approval Date: December 3, 2019

Resolution
Continuing Education: Authorization to Approve Payment to Black Rocket Productions to Provide Summer Digital Arts Programs for Children.

Submitted By
Dr. Michael D. Redmond, President
Dr. Christine M. Gillespie, Executive Director, Continuing Education and Workforce Development
Ms. Cinzia D'Iorio, Dean, Continuing Education and Workforce Development
Mr. Wilton Thomas-Hooke, Managing Director of Finance

Action Requested
Authorization to pay Black Rocket Productions an amount not to exceed $62,560 for providing up to 23 digital arts courses for children on campus at BCC.

Justification
Black Rocket Productions (BRP) is the vendor that Bergen Community College's Division of Continuing Education and Workforce Development, Kids and Teens Programming uses for children's digital arts programs. There will be eight weeks of summer classes beginning June 22, 2020 and ending August 14, 2020. Black Rocket Productions provides the instructors and software for these courses. Contract is to share the revenue (Black Rocket receives 57% and BCC receives 43%). Black Rocket charges Bergen Community College a rate of $128 or $144 per student, depending on the course. Bergen Community College charges our students $228 and $244, respectively. Each course can accommodate up to 20 students. Therefore, each class will cost Bergen Community College approximately $2,720. We plan to offer 23 sections of these courses which would equal a payment to BRP of approximately $62,560 with a revenue to Bergen Community College of $46,000. The anticipated payment to BRP is not to exceed $62,560.

See table below for examples of courses to be offered.

Black Rocket Course Offerings for Bergen Community College

Course Name
Minecraft Animators 8-11
Minecraft Animators 11-14
ROBLOX® Makers-Coders-Entrepreneurs! 8-11
ROBLOX® Makers-Coders-Entrepreneurs! 11-14

Creative Designs and Robotics 8 – 11
Advanced Robotics 11-14
Make Your First Video Game 8-11
Video Game Animation 11-14
Code Breakers 8-11
Code Breakers 11-14
Minecraft Designers 8-11
Minecraft Designers 11-14
App Attack 8-11
App Attack 11-14
Advanced 3D Video Game with Unity 8-11
Advanced 3D Video Game with Unity 11-14
Drone Adventures 8-11
Drone Adventures 11-14
Video Game Animation 8-11
Video Game Animation 11-14
Virtual Reality: The Future is Now 8-11
Virtual Reality: The Future is Now 11-14
Minecraft Modders 8-11
Minecraft Modders 11-14
Star Wars Stop Animation 8-11
Virtual Reality: The Future is Now 11-14
App.IO: Make Your First Multiplayer App! 8-11
App.IO: Make Your First Multiplayer App! 11-14

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. Black Rocket Productions 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 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 Contributions 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) (2). (Extraordinary unspecifiable services).

Charge to: College Operating Funds
Account Number: 10-03-391029-607550
Amount: $62,560

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BOARD OF TRUSTEES ACTION A/F16
Approval Date: December 3, 2019

Resolution
Continuing Education: Authorization to Approve Payment to Chef It Up 2 Go to provide cooking programs for children.

Submitted By
Dr. Michael D. Redmond, President
Dr. Christine M. Gillespie, Executive Director, Continuing Education and Workforce Development
Ms. Cinzia D'Iorio, Dean, Continuing Education and Workforce Development
Mr. Wilton Thomas-Hooke, Managing Director of Finance

Action Requested
Authorization to pay Chef It Up 2 Go an amount not to exceed $20,625 for providing up to 11 cooking courses for children on campus at Bergen Community College.

Justification
Chef It Up 2 Go is the vendor that Bergen Community College's Division of Continuing Education and Workforce Development, Kids & Teens Programming uses for children's cooking programs. There will be eight weeks of summer classes offered for these classes which will begin on June 22, 2020 and end on August 14, 2020. The demand of these classes was very high in Summer 2019, with the majority of classes running at full capacity. Chef It Up 2 Go provides the instructors and all materials for these courses. Contract is to share the revenue (Chef It Up 2 Go receives 45% and BCC receives 55%). Chef It Up to Go charges Bergen Community College $125 per student. Bergen Community College charges our students $275 per class. Each course can accommodate up to 15 students. Therefore, each class will cost Bergen Community College approximately $1,875. We plan to offer 11 sections of these courses which would equal a payment to Chef It Up of $20,625 with a revenue to Bergen Community College of $24,750. Therefore, the payment to Chef It Up is not to exceed $20,625.

See table below for examples of courses to be offered.

	Around the World in 5 Days	
	Cookies and Cupcake Decorating	
	Junior Chef Battle of the Week	
	Food Science	
	Happy Healthy Kids	
	What's for Lunch	
	What's for Dinner	
	Summer Snack Attack	
	Junior Chef Movie Time Cooking	

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. Chef it Up to Go 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 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 Contributions Disclosure, the Stockholder Disclosure Certification, and Business Entity Disclosure will be maintained on file at the college.

These services are below the county college bid threshold and are exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (2). (Extraordinary unspecifiable services).

Charge to: College Operating Funds
Account Number: 10-03-391029-607550
Amount: $20,625

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BOARD OF TRUSTEES ACTION A/F17
Approval Date: December 3, 2019

Resolution
Continuing Education: Authorization to Approve Payment to Super Science Programs for Kids to Provide Science/STEM Programs for children.

Submitted By
Dr. Michael D. Redmond, President
Dr. Christine M. Gillespie, Executive Director, Continuing Education and Workforce Development
Ms. Cinzia D'Iorio, Dean, Continuing Education and Workforce Development
Mr. Wilton Thomas-Hooke, Managing Director of Finance

Action Requested
Authorization to pay Super Science Programs for Kids an amount not to exceed $38,000 for providing up to 20 science courses for children on campus at Bergen Community College.

Justification
Super Science Programs for Kids is the vendor that Bergen Community College's Division of Continuing Education and Workforce Development, Kids & Teens Programming uses for children's science programs. There will be eight weeks of summer classes offered for these classes which will begin on June 22, 2020 and end on August 14, 2020. The demand of these classes was very high in Summer 2019, with the majority of classes running at full capacity with students requesting that we add additional classes. Super Science provides the instructors and all materials for these courses. Contract is to share the revenue (Super Science receives 43% and BCC receives 57%). Super Science charges Bergen Community College $95 per student. Bergen Community College charges our students $220 per class. Each course can accommodate up to 20 students. Therefore, each class will cost Bergen Community College approximately $1,900. We plan to offer 20 sections of these courses which would equal a payment to Super Science of $38,000 with a revenue to Bergen Community College of $50,000. The payment to Super Science is not to exceed $38,000.

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. Super Science Programs for Kids 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 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 Contributions 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) (2). (Extraordinary unspecifiable services).

Charge to: College Operating Funds
Account Number: 10-03-391029-607550
Amount: $38,000

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BOARD OF TRUSTEES ACTION E/SA1
Approval Date: December 3, 2019

Resolution

Authorize amendment of an existing agreement with Group i & i in connection with the evaluation services to be performed under year 4 of the Hispanic Serving Institution (HSI) Science, Engineering, Mathematics and Technology (STEM) STEMatics grant awarded to the College by the U.S. Department of Education, Grant Award #P031C160154.

Submitted By

Dr. Michael D. Redmond, President
Dr. Brock Fisher, Vice President, Academic Affairs
Mr. Wilton Thomas-Hooke, Managing Director of Finance
Ms. Emily Vandalovsky, Dean, Mathematics, Science, and Technology
Dr. William J. Yakowicz, Director, Grants Administration

Action Requested

Approval by the Board of Trustees of an amendment to the existing agreement approved October 1, 2019 under BOT action E/SA 4 between Bergen Community College and Group i & i. The amendment agreement increases the original funding amount by $4,500.00.

Justification

The amendment increases funding for the evaluation performed by Group i & i to better accommodate the STEMatics Team's data gathering needs thereby enabling Group i & i to deliver a more meaningful analysis of project outcomes. This additional evaluation requires Group i & i to invest an additional four months or 34 additional hours by principals and associates involved in the data gathering and analysis. The additional costs are grant funded.

No College funds are required.

An amendment and budget are forthcoming.

Amount: $4,500.00

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BOARD OF TRUSTEES ACTION E/SA2
Approval Date: December 3, 2019

Resolution:
To authorize a partnership with New Jersey Institute of Technology on its Growing Apprenticeship in Nontraditional Sectors (GAINS) grant proposal to the NJ Department of Labor and Workforce Development, and to authorize President Michael D. Redmond, or his designee, to execute required documents.

Submitted By
Dr. Michael D. Redmond, President
Dr. Brock Fisher, Vice President, Academic Affairs
Ms. Emily Vandalovsky, Dean, Mathematics, Science, and Technology
Professor Anita Verno, Information Technology
Dr. William J. Yakowicz, Director, Grants Administration

Action Requested
Authorize entering into a partnership with New Jersey Institute of Technology (lead agency) on their Growing Apprenticeship in Nontraditional Sectors (GAINS) grant proposal to the NJ Department of Labor and Workforce Development.

Justification
Bergen Community College's Information Technology and Computer Science programs offer several 2-year degrees, one-year certificates, and a certificate of achievement that include courses covering the pre-apprenticeship knowledge specified by one of the potential apprentice employers, Hudson Regional Hospital. Together, Bergen Community College, New Jersey Institute of Technology, and employers including Hudson Regional Hospital and St Joseph's Regional Medical Center, can provide employment opportunities as well as a 2-year degree that transfers to a 4-year degree. This combination will result in mature well-educated graduates possessing the skills needed to be immediately productive in the workforce. It is estimated that Bergen's portion of the budget will amount to approximately $23,000.00

The final plans and budget are in development.

No college funds are required.

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BOARD OF TRUSTEES ACTION: Institutional 1
Approval Date: December 3, 2019

Resolution
Approval of College Policy: Formulation, Issuance and Maintenance of College Policies.

Submitted By
Dr. Michael D. Redmond, President

Action Requested
To approve the College Policy: Formulation, Issuance and Maintenance of College Policies.

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

See attached policy.

BERGEN COMMUNITY COLLEGE POLICY

Policy Name:	Formulation, Issuance and Maintenance of College Policies					
Section #:	[TBD]	**Section Title:**	Administrative		**Former #:**	N/A
Approval Authority:	Board of Trustees		**Adopted:**	[date]	**Reviewed:**	[date]
Responsible Executive:	President		**Revised:**	N/A		
Responsible Office:	Office of the Executive Vice President		**Contact:**	policies@bergen.edu		

1. **Policy Statement**

Bergen Community College formally adopts, promulgates and maintains in a standard format, official college policies in its web-based policy library. Individuals responsible for formulating, implementing and maintaining college policies must comply with the requirements outlined in this document for drafting, vetting, endorsing and/or approving adoption, amendment or rescission of policies. Faculty, staff and students are required to follow policies that apply to their respective roles.

2. **Reason for Policy**

To outline the requirements and a process for the life cycle management of college policies, to assure compliance with policy objectives and to establish accountability of policy owners, relevant stakeholders and constituents affected by these policies.

3. **Who Should Read this Policy**

All members of the Bergen Community College community including faculty, staff, students, covered entities, contractors, non-employees, and agents of the College.

4. **Resources**

a. College policy template
b. Procedure for developing a new policy
c. Procedure for amending an existing policy
d. Procedure for rescinding an existing policy

5. **Definitions**

Approval Authority: This authority (Board of Trustees, President, or senior executive) is responsible for final approval of a new or revised policy (including rescission). In some cases, the "Approval Authority" will be the same as the "Responsible Executive" as described below.

Life Cycle Management of Policies: Managing the process encompassing the creation and adoption of new policies, review of existing policies to affirm appropriateness, revise them to address changes in requirements and rescind them when no longer relevant or effective.

Non-Substantive Policy Changes: All changes that are relatively minor; pertaining primarily to technical issues, position titles, definitions, corrections of language, etc. with no/minimal impact on the way the business is conducted in support of mission-critical operations.

Office of the Executive Vice President: This office works with the Responsible Office, Responsible Executive and Approval Authority in coordinating and facilitating the development, review, revision, approval and communication of College policies. This office also maintains a policy library to provide online access to most current policy information for the entire college community and maintains an archive of outdated policies.

Policy Library: It is an electronic repository of policies approved by the college's Board of Trustees, the President and executive officers. These policies have broad application throughout the college. The Office of the Executive Vice President manages and maintains the policy library website, http://policies.bergen.edu/.

Policy Portfolio: A collection of policies within the purview of specific Responsible Executive/"Owner".

Policy Template: A standard structure and format for organizing content for official college policies.

Procedures: Describes a step-by-step process for meeting the requirements of a specific policy provision. For example, how to propose a new policy or how to revise an existing policy.

Responsible Executive/"Owner": The President or Board of Trustees charges this individual with the responsibility to oversee the development of certain new college policies and the maintenance of existing policies as required in his or her area of jurisdiction and to ensure that appropriate stakeholders (e.g., senior executives, legal counsel, vice presidents, deans, administrators, etc...) are consulted during these processes. This executive also designates a responsible office as explained below.

Responsible Office/"Author": Under the direction of the Responsible Executive, the responsible office develops or updates a particular policy and will be accountable for the accuracy of its subject matter, its issuance, and timely review. This office is also responsible for ensuring that procedures necessary to carry out the policy are current and available as hyperlinks to the appropriate departmental web site.

Stakeholder: Individual or group, whose knowledge or college role relates to the subject matter of the policy and who, therefore, is consulted for comment on its draft or revision.

Substantive Policy Changes: those affecting/requiring:

- the legal, regulatory, financial and ethical obligations and responsibilities,
- the roles of the organizations and/or resource requirements,
- the actions required to remain in compliance with the policy provisions,
- Board of Trustee approval.

6. The Policy

College policies are official directives, with broad application throughout the college, which mandate requirements or constraints and establish boundaries for the conduct of members of the college community to:

- enhance missions and strategic goals;
- reduce institutional risks and enhance internal controls;
- establish delegation of authority and responsibility;
- promote compliance with federal, state, local, and other applicable laws and regulations; and
- promote operational alignment, consistency and efficiency

College policies are established by the President and senior executives under delegated authority and powers by the Board of Trustees to set forth courses of action, assign roles and responsibility, provide administrative direction, and promulgate processes which are applicable broadly, ranging from the entire College to multiple functional areas, divisions, departments and offices.

Policies pertaining to specific functional areas, divisions, departments and offices which are established by the respective senior executive to fulfill delegated responsibility and accountability for the areas within their individual purview do not meet the foregoing criteria for college level policies. While the scope of this document is limited to college policies, all other policies must be clearly written, communicated and maintained and also be consistent and not in conflict with college policies.

Policy Ownership/Policy Portfolio

a. Policies with locus of responsibility delegated primarily to a single functional area are owned by the senior executive responsible for that area.

b. Policies with locus of responsibility delegated to more than one functional area are jointly owned by the senior executive(s) responsible for the corresponding areas.

c. When a policy transcends multiple mission areas (e.g. education, community service), the President or senior vice president generally owns this policy.

d. The set of policies under the same ownership are collectively referred to as a "policy portfolio" for the specific "Owner".

7. Procedure

A. Life Cycle Management

a. All policies within the individual portfolio must be reviewed by the respective "Owner" or the designated "Author", every three years or earlier if warranted by a significant change in the underlying factors, to determine the need for new policies, or a potential revision or rescission of existing policies. Policies also need to be reviewed in accordance with any laws or regulations that dictate a policy review timetable.

b. Proposals for new policies qualifying for adoption must include:
   i. a draft document prepared using the Policy Template.
   ii. documentation attesting to the vetting/endorsement by the relevant stakeholders and final approval by the "Owner" and the Approval Authority.

c. Policies being considered for revision will remain in full effect as posted until the new version is officially adopted.

d. Proposals for "Substantive" revisions qualifying for acceptance must include:
   i. the current policy version showing the changes being proposed; strikeouts to indicate deletions and underlining and bolding to indicate additions.
   ii. documentation attesting to the vetting/endorsement by the relevant stakeholders and final approval by the "Owner" and the Approval Authority.

e. Proposals for "Non-substantive" revisions qualifying for acceptance must include:

i. the current policy version showing the changes being proposed; strikeouts to indicate deletions and underlining and bolding to indicate additions.
ii. documentation attesting to the final approval by the "Owner".

f. A policy that has outlived its usefulness or been superseded by another policy should be identified for rescission. Proposal for policy rescission must include final approval by the Approval Authority.

g. Proposals for changes in ownership of policies must be negotiated by the original "Owner" with the new "Owner".

B. Developing a New Policy

Responsible Executive:

a. Identifies a need for new policy and designates a Responsible Office.

Responsible Office:

b. Drafts the policy utilizing the policy template which can be downloaded from the website at: https://bergen.edu/about-us/college-policies/.
c. Coordinates Stakeholder review.
d. Refines draft and sends it to the Office of the Executive Vice President for a review of content for clarity, grammar, spelling and any formatting inconsistencies.
e. Obtains endorsement from Responsible Executive followed by approval from Approval Authority and sends the final draft accompanied by supporting documentation to the Office of the Executive Vice President.
f. If Approval Authority is Board of Trustees (BOT), works with the President to schedule and obtain endorsement by the appropriate committee and approval by the board.

Office of the Executive Vice President:

g. Provides consultation to Responsible Executive and Responsible Office at the outset and as needed during the entire development process.
h. Reviews policy draft, reflecting stakeholder inputs for clarity, spelling and corrects any formatting inconsistencies.
i. Sends draft with comments and suggestions back to Responsible Office for obtaining endorsement from and approval respectively from Responsible Executive and Approval Authority.
j. If Approval Authority is Board of Trustees (BOT), works with the President to schedule committee reviews as a prelude to obtaining approval of BOT.
k. Updates website and communicates to the College.
l. Notifies Responsible Executive and Responsible Office that the policy has been published.

Responsible Executive:

m. Ensures policy is maintained current by review/revision of content on a periodic and as needed basis.

C. Amending an Existing Policy

Responsible Executive:

a. Identifies a need for revision and designates a Responsible Office.

Responsible Office:

b. Obtains WORD version of the source document from the Office of the Executive Vice President by emailing policies@bergen.edu.
c. Edits the document using track changes.
d. Consults with the Office of the Executive Vice President to decide if the changes being proposed are "Substantive" or "Non-Substantive".
e. If changes are "Non-Substantive" then proceeds to obtain the Responsible Executive approval. Sends approval along with two versions of the policy, a "track changes" version (with strikeouts and additions) and a "clean" version (without strikeouts) to the Office of the Executive Vice President for posting on the policy library website.
f. If changes are "Substantive":
    - Coordinates Stakeholder Review.
    - Refines draft and sends it to the Office of the Executive Vice President for a review of content for clarity, grammar, spelling, and any formatting inconsistencies.
    - Obtains endorsement from the Responsible Executive followed by an approval from Approval Authority.
    - Sends Office of the Executive Vice President approval along with two versions of policy, one with "track changes" and a "clean" version (without track changes.)
    - If Approval Authority is Board of Trustees (BOT), works with the President to schedule and obtain endorsement by the appropriate committee and approval by the board.

Office of the Executive Vice President:

g. Provides consultation to Responsible Executive and Responsible Office at the outset and as needed during the entire revision process.
h. Reviews all policy proposals for clarity, spelling, and any formatting inconsistencies.
i. Sends draft with comments and suggestions back to Responsible Office for obtaining endorsement and approval respectively from Responsible Executive and Approval Authority.
j. If Approval Authority is Board of Trustees (BOT), works with the President to schedule committee reviews as a prelude to obtaining approval of BOT.
k. Updates policy library website and communicates to the College.
l. Notifies Responsible Executive and Responsible Office that the policy has been published.

Responsible Executive:

m. Ensures policy is maintained current by review/revision of content on a periodic and as needed basis.

D. Rescinding an Existing Policy

Responsible Executive:

a. Identifies a need for deleting a policy and designates a Responsible Office.

Responsible Office:

b. Prepares a rationale and justification for a decision to delete the policy.
c. Coordinates Stakeholder review responding to any questions or concerns.
d. Obtains endorsement from Responsible Executive followed by an approval from Approval Authority.
e. Sends the approved request to delete policy accompanied by supporting documentation to the Office of the Executive Vice President.
f. If Approval Authority is Board of Trustees (BOT), works with the President to schedule and obtain endorsement by the appropriate committee and approval by the board.

Office of the Executive Vice President:

g. Provides consultation to Responsible Executive and Responsible Office at the outset and as needed during the entire process.
h. If Approval Authority is Board of Trustees (BOT), works with the President to schedule committee reviews as a prelude to obtaining approval of BOT.
i. Updates Policy Library website and communicates to the College.
j. Notifies Responsible Executive and Responsible Office that the policy has been deleted.

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BOARD OF TRUSTEES P1A
Approval Date: December 3, 2019

Resolution
Appointment: Grant Funded Staff

Submitted By
Dr. Michael D. Redmond, President
Dr. Anthony Ross, Interim Vice President, Student Affairs
Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

Action Requested
To approve the appointment of the following individuals to the positions and annual salaries indicated.

Name	Position/Division	Salary	Effective Date
Matthew Greene	STEMatics Academic Counselor/ Counseling Center/Student Affairs	$50,000.00 (pro-rated)	12/04/19
Jacqueline Stoddard	STEMatics Academic Counselor/ Counseling Center/Student Affairs	$50,000.00 (pro-rated)	12/04/19

Justification
To fill budgeted positions through a successful search process pending successful completion of background checks and references.

Charge to: Grant funds
Account Number:

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BOARD OF TRUSTEES ACTION P1B
Approval Date: December 3, 2019

Resolution
Appointment: Academic Chair/Faculty

Submitted By
Dr. Michael D Redmond, President
Dr. Brock L. Fisher, Vice President, Academic Affairs
Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

Action Requested
To amend the appointment of the following individual listed below P8-October 1, 2019 to change the release time for the period September 11, 2019 – June 30, 2020.

ACADEMIC CHAIR Name	Departments//Division	Annual Stipend	Release Time
Matthew King	Computer Science, Information & Engineering Technology//Mathematics, Science and Technology	$3,000.00	8.5 credit hours*

*Release Time has been pro-rated to reflect the period of September 11, 2019 – June 30, 2020.

Justification
To amend the release time in accordance with the terms of the Agreement between Bergen Community College and the Bergen Community College Faculty Association.

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BOARD OF TRUSTEES P1C
Approval Date: December 3, 2019

Resolution
Appointment: Grant Funded Staff

Submitted By
Dr. Michael D. Redmond, President
Dr. Brock Fisher, Vice President, Academic Affairs
Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

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

Name	Position/Division	Salary	Effective Date
Iqra Shabbir	Supplemental Instruction STEM Coordinator/Cerullo Learning Assistance Center/Academic Affairs	$50,000.00 (pro-rated)	12/04/19

Justification
To fill a budgeted position through a successful search process pending successful completion of background checks and references.

Charge to: STEMatics Grant
Account Number: 50-03-590700-601110

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BOARD OF TRUSTEES P1D
Approval Date: December 3, 2019

Resolution
Appointment: Grant Funded Staff

Submitted By
Dr. Michael D. Redmond, President
Dr. Christine Gillespie, Executive Director of Continuing Education and Workforce Development
Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

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

Name	Position/Division	Salary	Effective Date
Betty Robinson	Business Liaison – Northern Region (New Jersey Healthworks Grant)/ Continuing Education and Workforce Development	$68,500.00 (pro-rated)	12/10/19

Justification
To fill a budgeted position through a successful search process pending successful completion of background checks and references.

Charge to: NJ Healthworks Grant
Account Number:

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BOARD OF TRUSTEES P1E
Approval Date: December 3, 2019

Resolution
Appointment: Confidential Staff

Submitted By
Dr. Michael D. Redmond, President
Mr. Ronald Spaide, Chief Information Officer
Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

Action Requested
To approve the appointment of the following individuals to the positions and annual salaries indicated.

Name	Position/Division	Salary	Effective Date
Tyler Beebe	Managing Director of Systems Integrations/ Information Technology	$95,976.00 (pro-rated)	12/01/19 (retroactive)
Nishika Gupta	Managing Director of Records and Information Management/Information Technology	$106,756.00 (pro-rated)	12/01/19 (retroactive)

Justification
To appoint these individuals to new positions and titles as part of the changing scope and level of confidentiality and responsibilities. These positions were approved at the November 6, 2019 Board of Trustees Meeting. These positions are at-will.

Charge to: College Operating Funds
Account Number:

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BOARD OF TRUSTEES ACTION P2
Approval Date: December 3, 2019

Resolution
Salary Increase: Project Personnel – Grants

Submitted By
Dr. Michael D. Redmond, President
Dr. William J. Yakowicz, Director, Grants Administration
Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

Action Requested
That the salaries for the grant personnel listed below be increased by 2.0% retroactive to July 1, 2018.

Name	Position	New Salary
Barbara Abolafia	Summer Explorations Coordinator (Title V)	$51,000.00
Reyniel Afuang	Program Assistant (First in the World)	$40,800.00
Aida Castro-Henix	EOF Counselor	$54,387.00
Luis DeAbreu	STEMatics Grant Program Director (STEMatics)	$78,413.00
Randy Dodd	Mentoring Coordinator (TPSID 2)	$56,100.00
Lauren Fowler	Professional Success Coach/Academic Counselor (Title V)	$51,000.00
Laura Frazer	Sr. Grant Manager/Compliance Officer – Grants Administration (Title V, STEM, Perkins, TPSID, IDC)	$76,500.00
Elizabeth Gisecke DeFeo	CLC Project Director/Adult Basic Education/ Continuing Education and Community Outreach	$53,120.00
Randi Greene	Financial Literacy Specialist/Buyer (STEMatics/ Grants Administration)	$51,000.00
Erica James	Professional Success Coach/Academic Counselor (Title V)	$51,000.00
Laura Madera	Peer Mentor Coordinator/Coach (Title V)	$52,275.00
Alan Manzueta	Professional Success Coach (Title V)	$54,387.00
Erin Meccia	Professional Success Coach (TPSID 2)	$54,366.00
Majeda Sultana	STEMatics Academic Counselor (STEMatics)	$51,000.00
Colleen Tedesco	Success Coach (TPSID 2)	$51,000.00

Justification
The salary adjustment for grant-funded positions has been approved by the respective funding agencies consistent with grant award budgets. There are no college funds required. These are at-will positions.

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BOARD OF TRUSTEES ACTION P3
Approval Date: December 3, 2019

Resolution
Eliminate stipend

Submitted By
Dr. Michael D. Redmond, President
Dr. Brian D. Agnew, Executive Vice President
Dr. Anthony Ross, Interim Vice President, Student Affairs
Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

Action Requested
To eliminate the monthly stipend for the following individual as indicated:

Name	Position/Division	Monthly Amount	Effective Dates
Jeannette Dones	Sr. Financial Aid Specialist/ Financial Aid/Finance	$500.00	10/16/19 (retroactive)

Justification
To eliminate the grant-funded stipend for additional responsiblities as the designated college contact person related to the Community College Opportunity Grant.

Charge To: Grant Funds
Account Number:

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BOARD OF TRUSTEES ACTION P4
Approval Date: December 3, 2019

Resolution
Approve Stipend

Submitted By
Dr. Michael D. Redmond, President
Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

Action Requested
To approve a monthly stipend for the following individual for assuming additional responsibilities in the Human Resources Department:

Name	Position/Division	Monthly Amount	Effective Date
Janet Doyle	Human Resources Generalist/ Human Resources and Employee Relations	$750.00	11/01/19 (retroactive)

Justification
To provide a monthly stipend for assuming additional benefits-related activities until the successful completion of the College search process for the Benefits Administrator position.

Charge To: College Operating Funds
Account Number:

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BOARD OF TRUSTEES ACTION P5
Approval Date: December 3, 2019

Resolution
Approve: Leave of Absence/Professional Staff

Submitted By
Dr. Michael D. Redmond, President
Mr. Ronald Spaide, Chief Information Officer
Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

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

Name	Position/Division	Effective Dates
Arooj Javed	Technical Support Specialist I/Documents and Records/Information Technology	10/18/19 (retroactive)

Justification
Maternity Leave

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BOARD OF TRUSTEES ACTION P6
Approval Date: December 3, 2019

Resolution
Approve: Return from Leave of Absence/Support Staff

Submitted By
Dr. Michael D. Redmond, President
Mr. William Corcoran, Vice President, Facilities Planning, Operations, and Public Safety
Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

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

Name	Position/Division	Salary	Effective Date
Alfred Savastano	Custodian/Buildings & Grounds	$44,090.00 (pro-rated)	09/23/19 (retroactive)

Justification
Return from Medical Leave

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BOARD OF TRUSTEES ACTION P7
Approval Date: December 3, 2019

Resolution
Retirement: Faculty

Submitted By
Dr. Michael D. Redmond, President
Dr. Brock Fisher, Vice President, Academic Affairs
Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

Action Requested
To approve the retirement of the following individual:

Name	Position/Rank/Department/Division	Effective Date
Margaret Hayes	Associate Professor/Nursing/ Health Professions/Academic Affairs	02/01/20

Justification
Retirement

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BOARD OF TRUSTEES ACTION P8
Approval Date: December 3, 2019

Resolution
Approve Sabbatical Leave of Absence

Submitted By
Mr. Gerard Carroll, Chairperson, Board of Trustees
Mr. Patrick Fletcher, Chairperson, Personnel Committee

Action Requested
That the following Sabbatical Leave of Absence with pay for the period indicated be granted to the faculty member listed below:

Name	Period
Dr. Michael D. Redmond	Spring 2020

Justification
Dr. Redmond has submitted his resignation as President effective December 31, 2019. The purpose of the sabbatical granted hereunder is to permit Dr. Redmond to provide assistance and guidance to the Board of Trustees in its search for a new president of the College during a time of transition.

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BOARD OF TRUSTEES ACTION P9
Approval Date: December 3, 2019

Resolution
Termination – Professional Staff

Submitted By
Dr. Michael D. Redmond, President
Dr. Lawrence Hlavenka, Executive Director, Public Relations and Community & Cultural Affairs
Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

Action Requested
To approve the termination of the following individual:

Name	Position	Effective Date
Robyn Bland	Public Information Assistant/ Public Relations and Community and Cultural Affairs	11/11//19 (retroactive)

Justification
Termination