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

BOARD OF TRUSTEES
PUBLIC MEETING

Tuesday, July 12, 2016 - 5:00 p.m.

TEC 128 BC

I. Call to Order

II. Open Public Meetings Act Statement

III. Oath of Office: Mr. Isaac Alejo-Reyes, Alumni Trustee

IV. Roll Call

V. Pledge of Allegiance

VI. Reports
- A. Vice Chairman
- B. Secretary
- C. Treasurer
- D. President
- E. Committees
  1. Audit and Finance/Legal
  2. Board of School Estimate
  3. Education and Student Affairs
  4. Foundation/Grants/Endowments
  5. Personnel
  6. Site and Facilities
  7. Strategic Planning and Issues
- F. Liaison to New Jersey Council of County Colleges
- G. Alumni Trustee
- H. Chairman

VII. Unfinished Business

VIII. New Business/Open to the Public

IX. Actions
- A. Approval of Minutes – June 7, 2016
- B. Consent Agenda – July 12, 2016

X. Executive Session

XI. New Business/Open to the Public

XII. Adjournment

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CONSENT AGENDA

Tuesday, July 12, 2016

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: **June 7, 2016**

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. Approval of changes in the General Fees for Paramus Campus, Ciarco Learning Center in Hackensack, and Bergen Community College in the Meadowlands in Lyndhurst.
4. Authorization to enter into an agreement with Innovative App Solutions for Virtual Information Security Officer (VISO) consulting services for a term of one year commencing on July 1, 2016 through June 30, 2017.
5. Approval of travel expenses for CampusWorks, Inc., for May 2016 totaling $6,893.94.
6. To authorize renewal of software support for the college's network Intrusion Detection and Prevention Systems with Software House International.
7. To authorize the lease of a Canon C800 color copier for the Copy Center, as a Lifecycle Replacement for the outdated Xerox 700 color copier whose lease expired in December 2015.
8. To authorize the lease of a Canon IR Advance C5240G color copier for the Foundation Office as a Lifecycle Replacement to replace the existing Xerox color copier whose lease has expired.
9. To authorize annual renewal of College broadband internet services, and subscription to NJVID digital media repository and streaming services through NJEDge.Net technology consortium.
10. To authorize the purchase of periodical titles and online subscription services that contain over 680 journals from EBSCO Information Services for the Library for the period January 1, 2017 through December 30, 2017.
11. To authorize payment to NJEDge.Net fiduciary agent for the VALE (Virtual Academic Library) Consortium, for the College Library's share of the cost of electronic periodical databases for the academic year 2016-2017.
12. To authorize the renewal to purchase library materials and services from OCLC, Inc. (Online Computer Library Center, Inc.), which is a global cooperative library network designed to enhance web-based discovery of library resources. OCLC, Inc. will provide cataloging services and management of library records for print and electronic resources, for the period July 1, 2016 through June 30, 2017.
13. To renew the Library's annual subscription with Westchester Academic Library Directors Organization (WALDO) for sixteen full-text electronic databases, for the academic year 2016-2017.
14. To authorize the purchase of approximately 1,200 print and e-books from YBP (Yankee Book Peddler) library services for the period July 1, 2016 through June 30, 2017.

15. To authorize the purchase of library materials consisting of over 100 titles of print book subscriptions, many of which come with monthly updated material throughout the year, and online resources through Westlaw database which are required for the Legal Studies program from West Publishing Corporation, dba Thompson West, Thomson Reuters – West, for the period July 1, 2016 through June 30, 2017.
16. To authorize annual renewal of third party vendor software licenses with Ellucian.
17. Authorization to award Public Bid #P-2210 for miscellaneous Science Supplies used in Biology, Chemistry, Physics and Earth Science Laboratories for fiscal year 2016-2017.
18. Authorization to award Public Bid #P-2217 for Miscellaneous Dental Hygiene Supplies used in the Dental Hygiene Program for the Fall 2016 and Spring 2017 semesters as per the attached list.
19. To authorize the purchase of a Portable Ultrasound System as per Public Bid P-2218 from _____ at cost of $_____
20. To authorize the purchase of a 2017 Chevrolet Express twelve passenger van for Athletics.
21. To authorize the purchase of hospital furniture for Nursing Labs HP 207, HP 210 in accordance with Public Bid P-2216 from _____. This is funded by the Go Bond.
22. Exempt from Bidding: Authorization to purchase Student Athletic Insurance from Bollinger, Inc. Insurance, including the purchase of insurance coverage and consulting services, is exempt from bidding pursuant to N.J.S.A. 18A:64A-25.5(11), which exemption shall be in accordance with the requirements for extraordinary unspecifiable services. In that regard, quotations were requested from Bollinger, Inc. and Otterstedt Agency. Otterstedt was unable to get quotations in a timely manner, but would explore getting them in the future; so that Bollinger was the only quotation available.
23. Authorization to Continue Participation in the Insurance Fund of the County of Bergen ("County Insurance Fund"), for a term of three (3) years in accordance with N.J.S.A. 18A:64A-25.40 et seq., and to make annual payments to the County for Property Insurance Coverage; Excess Workers' Compensation Coverage; Liability Claim Fund; Worker's Compensation Fund; Educator's Legal Liability and Third Party Claim Administration Fee as and when due.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. Continuing Education: Authorization to Approve Payment to Career Development Institute.
2. Authorize a two-year membership in "the NROC Project" sponsored by the Monterey Institute for Technology and Education, in the amount of $24,000. This expense is fully funded by our US Department of Labor TAACCCT grant.
3. To authorize submission of the Perkins FY 2017 spending plan in the amount of $520,856.00 to the State of New Jersey Department of Education, and to authorize President B. Kaye Walter, or her designee, to execute required documents.
4. Update the College's Withdrawal Policy.
5. Authorize submission of a grant proposal to the New Jersey Council on Humanities in the amount of $25,000 ($5,000.00 for Phase I and $20,000 for Phase II), and to authorize President B. Kaye Walter, or her designee, to execute required documents.
6. Authorize submission of a grant proposal to the National Endowment for the Humanities in the amount of $100,000.00, and to authorize President B. Kaye Walter, or her designee, to execute required documents.
7. Update the current Professor Emeritus program as described below
8. Approve the move of the Eagle High School Academy from Dwight Morrow High School in Englewood to the Paramus campus of Bergen Community College.
9. The establishment of a weekend college at Bergen Community College at the Meadowlands.
10. Authorize submission of a grant proposal in the amount of $20,000 to the New Jersey Council of County Colleges in partnership with The Prudential Foundation to support high quality dual enrollment programming, and to authorize President B. Kaye Walter, or her designee, to execute required documents.

PERSONNEL (P)

1. Approval of New Position: Honors Program Coordinator/Confidential
2. Appointment Interim Dean of Assessment
3. Appointment: Executive Secretary/Confidential
4. Appointment: IT Project Coordinator/Professional Staff
5. Appointment: Support Staff
6. Approve Stipend for the Center for Institutional Effectiveness and Research Fellows
7. Approve: Return from Leave of Absence/Professional Staff
8. Resignation: Faculty
9. Retirement: Faculty

SITE AND FACILITIES (S/F)

1. To reject a bid received for the replacement of underground gas piping.
2. Change Order: Benjamin R. Harvey Company, Inc. - Health Professions Building

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BOARD OF TRUSTEES ACTION A/F 1
Approval Date: July 12, 2016

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

Submitted By
Mr. Victor Anaya, Chief Financial Officer

Action Requested
Approval for payment of the following legal vouchers:

May 1, 2016 to May 31, 2016	DeCotiis, FitzPatrick & Cole, LLP.	$ 15,004.40

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: July 12, 2016

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:

May 1, 2016 to May 31, 2016 – Invoice 42660

Cleary Giacobbe Alfieri Jacobs $ 705.00

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: July 12, 2016

Resolution
Approval of changes in the General Fees for Paramus Campus, Ciarco Learning Center in Hackensack, and Bergen Community College in the Meadowlands in Lyndhurst.

Submitted By
Ms. Tracy Miceli, Managing Director of Event Planning
Mr. James R. Miller, Executive Director, Human Resources

Action Requested
Approval the following fees:

Lecture Halls/Meeting Rooms/Classrooms priced per room:
$450.00 for the first three hours and $100.00 per hour thereafter
Computer Labs:
$600.00 for the first three hours and $200.00 per hour thereafter
Student Cafeteria:
$450.00 for the first three hours and $100.00 per hour thereafter
Outdoor Athletic Areas (baseball fields, tennis courts, etc.):
$350.00 per game or $700.00 per day
Gymnasium:
$800.00 for the first two hours and $200.00 per hour thereafter
Grounds/Parking Lots (when College is not in session):
$600.00 per single use
Dry Lease Simulator Facility:
Frasca Helicopter Simulator Facility Rental $95.00 per logged hour
Frasca Fixed Wing Simulator Facility Rental $65.00 per logged hour

Conference Center Rental Packages:

Amenities include**:**
Media Set-up: screen, podium, projection and sound, laptop computer, internet access, CD/DVD player, and on call media technical support
Room Set-up: theater, classroom, boardroom, banquet, or dais
Hallway use for registration
Security/Public
Wheelchair accessibility
Fees include one hour of client set-up time prior to the event

Moses Meeting and Training Center:
Four Hour Rental Full Center: $1,500.00
Four Hour Rental Divided Rooms (BC, D, EF): $500.00
Eight Hour Rental Full Center: $2,500.00
Eight Hour Rental Divided Rooms (BC, D, EF): $850.00

Meadowlands Fifth Floor Conference Center:
Four Hour Rental Full Center: $1,500.00
Four Hour Rental Half Center: $500.00
Eight Hour Rental Full Center: $2,500.00
Eight Hour Rental Half Center: $850.00
Capacities in Conferences Centers vary with seating styles and individual set-up needs.
The Moses Meeting and Training Center has a maximum capacity of 360 people seated theater style.
The Meadowlands Fifth Floor Conference Center has a maximum capacity of 225 seated theater style.
Ciccone Theater: audience capacity 300
Performance Day Package $6, 120.00
Amenities include**:**
Ciccone Theater
Lighting Package
Sound Package
Projection Package
Spot Operators (up to 2)
Technical Staff
On Call Staff (up to 5)
Ciccone Theater Full Day Rental of Theater $3,000.00
Amenities include**:**
Onsite Bergen Community College representative
Use of green room and dressing rooms
Use of on-stage soft goods: main curtain, 6 sets of Valor legs and borders, Cyclorama, and two travelers

Gallery Bergen:
Due to the valuable and delicate nature of art which often requires that it be maintained in a controlled environment the cost to exhibit in Gallery Bergen is determined on an exhibit by exhibit basis.
Additional fees in conjunction with all rentals above:
Public Safety: $72.00 per hour/3 hour minimum
Custodial Services: $72.00 per hour/3 hour minimum
Grounds: $72.00 per hour/3 hour minimum
Media Technician: $83.00 per hour/3 hour minimum
IT Technician: $83.00 per hour/3 hour minimum
Onsite Administrator: $83.00 per hour/3 hour minimum
Not Included:
Food and beverage service
Audiotaping, Videotaping, and Teleconferencing

Justification
Due to increases in certain operating expenses we respectfully submit the fee proposal above for consideration to take effect July 13, 2016.

Charge To:
Account Number:

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BOARD OF TRUSTEES ACTION A/F 4
Approval Date: July 12, 2016

Resolution
Authorization to enter into an agreement with Innovative App Solutions for Virtual Information Security Officer (VISO) consulting services for a term of one year commencing on July 1, 2016 through June 30, 2017.

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

Action Requested
Authorizing an agreement for virtual information security officer consulting services for a term of one year commencing July 1, 2016 and ending on June 30, 2017 at a cost of $13,950 per month, for a total contract amount of $167,400.

Justification
With the absence of a full time information security officer we are in need of continuing the consulting services provided by Innovative App Solutions. The services to be provided include: Review of IT Policies and Procedures, 24x7 monitoring for Intrusion Detection and Prevention, Integration into Incident Response procedures and team, Active Directory Access management, Annual External Vulnerability or Penetration testing, Annual Managed Compliance testing, Deep detection trip and Phishing testing, and Regular Compliance and governance reporting.

This Agreement is awarded through a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Innovative App Solutions 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.

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

Charge to: College Operating Funds
Account: 10-01-192100-607550

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BOARD OF TRUSTEES ACTION A/F 5
Approval Date: July 12, 2016

Resolution:
Approval of travel expenses for CampusWorks, Inc., for May 2016 totaling $6,893.94.

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
Approval of travel expenses for May 2016 in the amount of $6,893.94 for CampusWorks, Inc. personnel.

Justification
Expenses for lodging, meals, automobile rentals, mileage, parking, train fare, airfare and taxi fare for CampusWorks, Inc. personnel as per the contract approved by the Board of Trustees Action AF18, dated September 10, 2013.

Charge To: College Operating Funds
Account Number: 10-01-165100-607779

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BOARD OF TRUSTEES ACTION A/F 6
Approval Date: July 12, 2016

Resolution
To authorize renewal of software support for the college's network Intrusion Detection and Prevention Systems with Software House International.

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 1 year support for TippingPoint IDS/IPS, at a cost of $44,780.89 from Software House International on State Contract number 89851.

Justification
The colleges IDS/IPS system needs yearly support renewals. This system does security monitoring and inspection of all traffic in and out of the college's network. The support contract will ensure that we continue receiving updates to digital threat definitions as well providing support in the event of an incident or failure.

Quotations were requested from companies listed below.

SHI International	$44,780.89
CDW Government	no quote
ZONE, INC.	no quote

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

Charge to: College Operating Funds
Account: 10-01-165100-607511

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BOARD OF TRUSTEES ACTION A/F 7
Approval Date: July 12, 2016

Resolution
To authorize the lease of a Canon C800 color copier for the Copy Center, as a Lifecycle Replacement for the outdated Xerox 700 color copier whose lease expired in December 2015.

Submitted By
Mr. Victor Anaya, Chief Financial Officer
Ms. Jianhua Falcone, Managing Director, Financial Administration
Ms. Barbara Golden, Director Purchasing and Services

Action Requested
Authorization to lease a Canon C800 color copier for 60 months from Canon Solutions America, on NJ State Contract A51144, at a monthly cost of $1,348.24. Black and white copies will be billed at $0.0082 each, and color copies at $0.0358 each. Cost includes delivery, installation, training, maintenance and supplies. See list below for comparative pricing from three copier manufacturers on NJ State Contract.

MODEL	MONTHLY LEASE
Canon C800	$1,348.24
Xerox V80B	$1,396.39
Ricoh C7100SX	$1,912.20

Justification
The existing Xerox unit is five and a half years old with over 1.4 million copies, and is starting experience major problems. The new copier will enhance productivity by streamlining the work flow in the Copy Center. The Canon C800 has the capability to print carbonless stock, a built-in GBC hole punch which will improve book production, and a large capacity paper tray for oversized stock.

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

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BOARD OF TRUSTEES ACTION A/F 8
Approval Date: July 12, 2016

Resolution
To authorize the lease of a Canon IR Advance C5240G color copier for the Foundation Office as a Lifecycle Replacement to replace the existing Xerox color copier whose lease has expired.

Submitted By
Mr. Victor Anaya, Chief Financial Officer
Ms. Lindsay Maurer, Executive Director, Bergen Community College Foundation
Ms. Barbara Golden, Director Purchasing and Services

Action Requested
Authorization of a Canon IR Advance C5240G color copier on a 48 month lease, as per NJ State Contract A51144, at a monthly lease cost of $212.83 per month. Black and white copies will be billed at $0.0086 each and color copies at $0.0470 each. Price includes delivery, installation, scanning and printing capability, supplies, and on-site training.

Vendor	**Lease Cost per Month**
Superior Office Systems	$212.83
Canon Solutions America	$263.79

Justification
The lease on the current Xerox copier has expired, and the copier has been utilized on a month to month basis since that time. The current machine is approximately seven years old, and continues to produce paper jams and breakdowns on a regular basis. This copier is relied on by the BCC Foundation Office to deal with the public and conduct fundraising activities..

Charge To: College Foundation
Account Number: 10-01-196100-607508

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BOARD OF TRUSTEES ACTION A/F 9
Approval Date: July 12, 2016

Resolution
To authorize annual renewal of College broadband internet services, and subscription to NJVID digital media repository and streaming services through NJEDge.Net technology consortium.

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

Action Requested
Authorization to renew internet and NJVID services for fiscal year 2017 through NJEDge.Net at a cost not to exceed $242,034.00.

Justification
This is the annual renewal of Broadband Internet services for the College, and NJVID which is a digital video repository service for streaming and preservation of academic and research videos for higher education. NJVID also hosts a collection of cataloged commercial educational digital videos that relate to a diverse array of fields, allowing the Sidney Silverman Library that have licensed this content to easily add these videos to their video collection for streaming.

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

NJEDge is a not for profit technology consortium and is exempt from Pay-to-Play.

Charge To: College Operating Funds
Account Number: 10-01-165100-607645

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BOARD OF TRUSTEES ACTION A/F 10
Approval Date: July 12, 2016

Resolution
To authorize the purchase of periodical titles and online subscription services that contain over 680 journals from EBSCO Information Services for the Library for the period January 1, 2017 through December 30, 2017.

Submitted By
Dr. William Mullaney, Vice President, Academic Affairs
Mr. Victor Anaya, Chief Financial Officer
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization to purchase periodicals for the Library for the period January 1, 2017 through December 30, 2017; from EBSCO Information Services at a cost not to exceed $70,000.00.

Justification
EBSCO Industries, Inc. is the preferred subscription service for periodicals for academic libraries. Small vendors are still in the marketplace but they deal with limited titles on limited subjects and service primarily K-12. EBSCO provides us with a robust system which allows online ordering, billing, renewals, reports, training, claiming, and individual customer service for over 500 periodical titles in our current print collection. EBSCO has been our subscription service for scholarly journals and magazines since the mid 1990's. EBSCO is also the provider of online subscription services, including *Philosopher's Index* –a database that contains over 680 journals. EBSCO provides value added electronic services which are compatible with the college's integrated library management system.

There exists a need for the College to procure periodicals for the library pursuant to a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. EBSCO Information Services has completed and submitted a Political Contribution Disclosure Form in accordance with N.J.S.A. 19:44A-20.26, a Stockholder Disclosure Certification, and a Business Entity Disclosure Certification, 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 Form, Stockholder Disclosure Certification, and Business Entity Disclosure Certificate shall be placed and maintained on file at the College.

Library materials and services are exempt from Public Bidding in accordance with New Jersey County College Contracts Law 18A:64A-25.5 (a) (6).

Charge To: 10-04-490000-607537 and 10-04-490000-607765
Account Number: College Operating Funds

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BOARD OF TRUSTEES ACTION A/F 11
Approval Date: July 12, 2016

Resolution
To authorize payment to NJEDge.Net fiduciary agent for the VALE (Virtual Academic Library) Consortium, for the College Library's share of the cost of electronic periodical databases for the academic year 2016-2017.

Submitted By
Dr. William Mullaney, Vice President, Academic Affairs
Mr. Victor Anaya, Chief Financial Officer
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization to pay the amount of $85,000.00 to NJEDge.Net, for the VALE Consortium, for the College's share of the cost of electronic periodical databases for the academic year 2016-2017.

Justification
VALE is the cooperative purchasing consortium for NJ academic Libraries which allows substantial discounts for annual subscriptions to full-text electronic databases which are available 24/7 to off-campus and on-campus users. The organization currently has fifty-two active member institutions. We subscribe to ten (10) databases offered through the consortium's discount program. See attachment for list of databases.

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 Number: 10-04-490000-607765

VALE Databases

ABI Inform Global

Academic Universe--LexisNexis

Chronicle of Higher Education

CINAHL (Full-Text)

Criminal Justice Periodical Index

Historical New York Times

Literature Resource Center

Nature/Scientific American

Oxford Music Online

PsycARTICLES

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BOARD OF TRUSTEES ACTION A/F 12
Approval Date: July 12, 2016

Resolution
To authorize the renewal to purchase library materials and services from OCLC, Inc. (Online Computer Library Center, Inc.), which is a global cooperative library network designed to enhance web-based discovery of library resources. OCLC, Inc. will provide cataloging services and management of library records for print and electronic resources, for the period July 1, 2016 through June 30, 2017.

Submitted By
Dr. William Mullaney, Vice President, Academic Affairs
Mr. Victor Anaya, Chief Financial Officer
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization to spend an amount not to exceed $35,000.00, for the purchase of library materials and services, from OCLC, Inc., (Online Computer Library Center, Inc.), for the period July 1, 2016 through June 30, 2017.

Justification
OCLC, Inc. is the sole provider of shared cataloging services and a cooperative purchasing program for Library supplies and cataloging services. This is for library materials and services for July 1, 2016 through June 30, 2017.

OCLC, Inc. is a non-profit library utility and is exempt from Pay-to-Play.

Library materials and services are exempt from public bidding in accordance with College Contracts Law 18A:64A-25.5 (a) (6).

Charge To: College Operating Funds
Account Number: 10-04-490000-607763

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BOARD OF TRUSTEES ACTION A/F 13
Approval Date: July 12, 2016

Resolution
To renew the Library's annual subscription with Westchester Academic Library Directors Organization (WALDO) for sixteen full-text electronic databases, for the academic year 2016-2017.

Submitted By
Dr. William Mullaney, Vice President, Academic Affairs
Mr. Victor Anaya, Chief Financial Officer
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization to pay the amount of $80,000.00 to Westchester Academic Library Directors Organization (WALDO), to provide discounted annual subscriptions of full-text electronic databases, which are available 24/7; for the academic year 2016-2017.

Justification
The Westchester Academic Library Directors Organization (WALDO) is a membership organization supporting the procurement and administration of electronic information services for libraries since 1982. They provide discounts to annual subscriptions of full-text electronic databases, which are available 24/7. Waldo serves 580 academic libraries in the greater New York metropolitan area. This is for academic year 2016-2017. See attachment for list of databases.

Library materials are exempt from public bidding in accordance with 18A:64A-25.5 (a) (6).
WALDO is a non-profit organization and is exempt from Pay-to-Play.

Charge To: College Operating Funds
Account Number: 10-04-490000-607765
and 10-04-490000-607749

WALDO Databases

Access Science
Biography in Context
D&B Hoovers Academic
Encyclopedia of Astronomy & Astrophysics
Humanities Ebooks - ACLS
JSTOR--2 collections (Ecology & Botany; Language & Literature)
Music Online --2 collections (Listening & Reference)
Opposing Viewpoints
ProQuest Research Companion
ProQuest Research Library
Safari Ebooks Online - 2 collections (Business & Technology)
Statista
Testing & Education Reference Center
VAST Video Collection
World Religions
Serials Solutions 360 Link

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BOARD OF TRUSTEES ACTION A/F 14
Approval Date: July 12, 2016

Resolution
To authorize the purchase of approximately 1,200 print and e-books from YBP (Yankee Book Peddler) library services for the period July 1, 2016 through June 30, 2017.

Submitted By
Dr. William Mullaney, Vice President, Academic Affairs
Mr. Victor Anaya, Chief Financial Officer
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization to purchase library materials and services for the period July 1, 2016 through June 30, 2017 from YBP at an amount not to exceed $80,000.00.

Justification
Yankee Book Peddler specializes in academic content and offers the broadest publisher coverage (66,000 publishers) and the most extensive inventory (592,000 titles) when compared to other academic book vendors. YBP offers a comparable discount to other vendors and, in addition, offers free shipping and an online ordering system compatible with the Library's cataloging and ordering system. Yankee Book Peddler is the preferred book vendor for approximately 40 academic libraries in New Jersey. The college will be purchasing approximately 1,200 print and e-books, supporting all subjects / courses.

The College has a need to procure the above library materials and services pursuant to a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. YBP has submitted a Stockholder Disclosure Certification, and a Business Entity Disclosure Certification, 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 Form, Stockholder Disclosure Certification, and Business Entity Disclosure Certificate shall be placed and maintained on file at the College. Library materials and services are exempt from Public Bidding in accordance with New Jersey County College Contracts Law 18A:64A-25.5 (a) (6).

Charge To: College Operating Funds
Account Number: 10-04-490000-607530

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BOARD OF TRUSTEES ACTION A/F 15
Approval Date: July 12, 2016

Resolution
To authorize the purchase of library materials consisting of over 100 titles of print book subscriptions, many of which come with monthly updated material throughout the year, and online resources through Westlaw database which are required for the Legal Studies program from West Publishing Corporation, dba Thompson West, Thomson Reuters – West, for the period July 1, 2016 through June 30, 2017.

Submitted By
Dr. William Mullaney, Vice President, Academic Affairs
Mr. Victor Anaya, Chief Financial Officer
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization to purchase library materials and services for the period July 1, 2016 through June 30, 2017 from West Publishing Corporation, dba Thompson West, Thomson Reuters – West, for an amount not to exceed $105,000.00.

Justification
West is the publisher and sole provider for print materials and an online resource required for the Legal Studies program, including over 100 titles like, *New Jersey Court Reporters; New Jersey Practice; and New Jersey Digest*. Approximately $75,000 is spent on print materials and $30,000 for the online resource Westlaw. All of these resources are essential for accreditation as well as the success of our students in their chosen field.

The College has a need to procure the above library materials and services pursuant to a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. West Group has submitted a Stockholder Disclosure Certification, and a Business Entity Disclosure Certification, 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 Form, Stockholder Disclosure Certification, and Business Entity Disclosure Certificate shall be placed and maintained on file at the College. Library materials and services are exempt from Public Bidding in accordance with New Jersey County College Contracts Law 18A:64A-25.5 (a) (6).

Charge To: College Operating Funds
Account Number: 10-04-490000-607535 and 10-04-490000-607765

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BOARD OF TRUSTEES ACTION A/F 16
Approval Date: July 12, 2016

Resolution
To authorize annual renewal of third party vendor software licenses with Ellucian.

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 Partner Maintenance and Licenses for fiscal year 2016 with Ellucian Inc. at a cost of $55,015.00.

Justification
Licenses for third party vendor software that interfaces with the Ellucian/Colleague system.

The college has a need to purchase these software licenses 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 purchase is exempt from bidding in accordance with County College Contracts Law, N.J.S.A. 18A:64A-25.5 (a) (19) (software)

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

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DRAFT

Bid is opening June 17

BOARD OF TRUSTEES ACTION A/F 17
Approval Date: July 12, 2016

Resolution
Authorization to award Public Bid #P-2210 for miscellaneous Science Supplies used in Biology, Chemistry, Physics and Earth Science Laboratories for fiscal year 2016-2017.

Submitted By
Dr. William Mullaney, Vice President, Academic Affairs
Mr. Victor Anaya, Chief Financial Officer
Ms. Barbara Golden, Director Purchasing and Services

Action Requested
Authorization to award Public Bid #P-2210, Supplies for Science Department, to various vendors as listed below, based on prices submitted in the bid and estimated quantities.

Justification
The purchase of necessary bulk consumables is required to support over a hundred sections of Biology, Chemistry, Physics and Earth Science Laboratories for Fiscal Year 2016-2017. This bid included 281 items. The award is based on the lowest responsible bid for each item._____companies registered for bid packages and ____bids were received.

VENDOR	#ITEMS	ESTIMATED AMOUNT

Charge To: College Operating Funds
Account Number: 10-03-351002-607509, 10-03-351903-607509

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DRAFT

Bid is opening June 17

BOARD OF TRUSTEES ACTION A/F 18
Approval Date: July 12, 2016

Resolution
Authorization to award Public Bid #P-2217 for Miscellaneous Dental Hygiene Supplies used in the Dental Hygiene Program for the Fall 2016 and Spring 2017 semesters as per the attached list.

Submitted By
Mr. Victor Anaya, Chief Financial Officer
Dr. William Mullaney, Vice President, Academic Affairs
Ms. Barbara Golden, Director Purchasing and Services

Action Requested
To authorize the purchase of Dental Hygiene Supplies for Fall 2016 and Spring 2017, in accordance with Public Bid P-2217 awarded per item based on the lowest responsible bid:

VENDOR	ITEMS	TOTAL ESTIMATED AMOUNT

Justification
Institutional estimated need for Dental Hygiene supplies for the Fall 2016 and Spring 2017 semesters. A total of _____companies registered for the bid and _____bids were received.

See attachment for a list of items.

Charge To:
Account Number: 10-03-354002-607509

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DRAFT
Bid Opens June 21, 2016

BOARD OF TRUSTEES ACTION A/F 19
Approval Date: July 12, 2016

Resolution
To authorize the purchase of a Portable Ultrasound System as per Public Bid P-2218 from _____ at cost of $_____

Submitted By
Mr. Victor Anaya, Chief Financial Officer
Dr. William Mullaney, Vice President, Academic Affairs
Dr. Susan Barnard, Dean, Health Professions
Ms. Barbara Golden, Director Purchasing and Services

Action Requested
Authorization to purchase a Portable Ultrasound System from _____ at a cost of $_____ as per Public Bid P-2218.

Justification
The portable ultrasound unit will be used in the ultrasound, teaching lab as well as the interdisciplinary simulation center with Sim Mom/Sono Sim. It provides a wide array of experience in the multiple specialties of diagnostic medical sonography including vascular, OB, transvaginal, echo, abdominal and 3D. This provides opportunities for establishing competence in clinical techniques essential for graduates to enter the workforce.

Charge To: TAACCT Grant
Account Number: 20-03-587500-604212

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BOARD OF TRUSTEES ACTION A/F 20
Approval Date: July 12, 2016

Resolution
To authorize the purchase of a 2017 Chevrolet Express twelve passenger van for Athletics.

Submitted By
Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Mr. Victor Anaya, Chief Financial Officer
Mr. Jorge Hernandez, Managing Director, Athletics
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization to purchase a 2017 Chevrolet Express twelve passenger van from Mall Chevrolet, as per N.J. State Contract A88229, for an estimated cost of $25,722.30.

Justification
Athletics needs a passenger van in order to transport College teams to and from athletic events throughout New Jersey, as well as to other states for Regional and National competitions. The current vans are aging with high mileage, and need to be replaced through lifecycle replacement to avoid the high cost of repairs and maintenance in the future.

Charge To: College Operating Funds
Account Number: 20-09-910000-604205

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DRAFT
Bid Opens July 6, 2016

BOARD OF TRUSTEES ACTION A/F 21
Approval Date: July 12, 2016

Resolution
To authorize the purchase of hospital furniture for Nursing Labs HP 207, HP 210 in accordance with Public Bid P-2216 from _____. This is funded by the Go Bond.

Submitted By
Mr. Victor Anaya, Chief Financial Officer
Dr. William Mullaney, Vice President, Academic Affairs
Dr. Susan Barnard, Dean, Health Professions
Ms. Barbara Golden, Director Purchasing and Services

Action Requested
Authorization to purchase a hospital furniture including 10 reconditioned beds, 10 over bed tables, 10 bedside cabinets and 10 exam tables with reconditioned base from _____ at a cost of $_____ as per Public Bid P-2216.

Justification
The Nursing program will have two separate laboratories in the new Health Professions Teaching Center. The first will be the traditional lab with hospital beds to prepare students to practice in both the acute and subacute health delivery systems. The second lab will be a Health Assessment lab to prepare students to practice in the growing area of ambulatory care. The furnishings will equip the laboratory spaces to have students meet competence in nursing clinical care skills that are essential for entering the nursing workforce.

Charge To: Go Bond
Account Number: 20-00-115300-604212

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BOARD OF TRUSTEES ACTION A/F 22
Approval Date: July 12, 2016

Resolution
Exempt from Bidding: Authorization to purchase Student Athletic Insurance from Bollinger, Inc. Insurance, including the purchase of insurance coverage and consulting services, is exempt from bidding pursuant to N.J.S.A. 18A:64A-25.5(11), which exemption shall be in accordance with the requirements for extraordinary unspecifiable services. In that regard, quotations were requested from Bollinger, Inc. and Otterstedt Agency. Otterstedt was unable to get quotations in a timely manner, but would explore getting them in the future; so that Bollinger was the only quotation available.

Submitted By
Mr. Victor Anaya, Chief Financial Officer
Dr. Naydeen Gonzalez-De Jesús, Vice President, Student Affairs

Action Requested
Authorization to purchase student athletic insurance for the coverage period August 1, 2016 through August 1, 2017, from Bollinger. Inc., at a cost of $57,406.00.

Justification
Insurance coverage for student athletes participating in intercollegiate sport

The college has a need to procure this service as a non-fair and open contract pursuant to the provisions of N.J.S.A 19:44A-20.4. Bollinger, 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, Business Entity Disclosure will be maintained on file at the College. **This is a renewal of insurance.**

Insurance is exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (11).

Charge To: Student fees Account Number: 60-09-910000-607801

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BOARD OF TRUSTEES ACTION A/F 23
Approval Date: July 12, 2016

Resolution
Authorization to Continue Participation in the Insurance Fund of the County of Bergen ("County Insurance Fund"), for a term of three (3) years in accordance with N.J.S.A. 18A:64A-25.40 *et seq.,* and to make annual payments to the County for Property Insurance Coverage; Excess Workers' Compensation Coverage; Liability Claim Fund; Worker's Compensation Fund; Educator's Legal Liability and Third Party Claim Administration Fee as and when due.

Submitted By
Mr. Victor Anaya, Chief Financial Officer

Action Requested
Authorizing an Agreement with the County of Bergen to continue participation in the County Insurance Fund for a term of three (3) years, and authorizing payment to the County of Bergen in the amount of $1,011,500 for Property, General Liability, Workers' Compensation and Employee Practices Liability Insurance policies through the County Insurance Fund for the coverage period July 1, 2016 through June 30, 2017.

Justification
The College first joined the County Insurance Fund commencing on July 1, 2002 via parallel resolutions adopted by the College on June 5, 2002 (Resolution A/F 6) and by the Bergen County Board of Chosen Freeholders on June 19, 2002 (Resolution 1098). The County places its insurance policies, including the College's coverages under the County Insurance Fund, through Otterstedt Insurance Agency. The College is authorized to enter into a contract to participate in the County Insurance Fund pursuant to N.J.S.A. 18A:64A-25.40. Further, the College is authorized, pursuant to N.J.S.A. 18A:64A-25.10, to enter into a joint purchasing agreement with the County for, among other things, the purchase of insurance and insurance consulting services, which are exempt from bidding in accordance with the County College Contract Law, specifically N.J.S.A. 18A:64A-25.5(a)(11).

Charge To: Account Number: 10-01-188100-607590
10-01-188100-607591

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BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: July 12, 2016

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

Submitted By
Dr. William Mullaney, Vice President, Academic Affairs
Ms. Christine Gillespie, Dean of Continuing Education
Mr. Paul F. Ragusa, Managing Director of Continuing Education

Action Requested
To authorize payment to Career Development Institute for Animal Control Officer and Animal Cruelty Courses Wildlife Rehabilitators, and Certified First Aid, CPR & Emergency Preparedness for Your Pets Continuing Education Programs.

Justification

The New Jersey Animal Control courses 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 & National Incident Management 700, by the National Wildlife Fire Coordinating Group, as well as Pet First Aid. The Wildlife Rehabilitators Course is approved by the New Jersey Department of Environmental Protection.

The Career Development Institute (CDI) is contracted to provide instruction and certification preparation for animal control officer (CD 072) and animal cruelty investigator (CD 071) 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 and animal cruelty investigator 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, and will be the only training site in the state for the Wildlife Rehabilitators and Pet First Aid/CPR/Emergency Preparedness programs..

The financial breakdown is as follows:

Program	% Revenue CDI	% Revenue BCC Per student
Animal Control	72%	28%
Animal Cruelty	72%	28%
Wildlife Rehab	73%	27%
Pet 1st Aid/CPR	64%	36%

The funds are to pay for curriculum and instructional services, as well as marketing, for these increasingly popular courses, which surpassed enrollment estimates last year. A total of $144,156 revenue has been collected since October 2012 with $103,792 being paid to CDI and Bergen retaining net revenue of $40,364 thus far.

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. Career Development Institute 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. (www.cditraininq.org)

These services are exempt from 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

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BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: July 12, 2016

Resolution
Authorize a two-year membership in "the NROC Project" sponsored by the Monterey Institute for Technology and Education, in the amount of $24,000. This expense is fully funded by our US Department of Labor TAACCCT grant.

Submitted By
Dr. William P. Mullaney, Vice President of Academic Affairs
Dr. Susan Barnard, Dean, Division of Health Professions
Ms. Christine Gillespie, Dean, Division of Continuing Education, Corporate & Public Sector Training
Dr. William J. Yakowicz, Director, Grants Administration

Action Requested
Authorization to enter into a 2 year subscription agreement with Monterey Institute for Technology and Education and its NROC Project, to provide student access to EdReady and its suite of digital learning aids. This subscription is fully funded through the US Department of Labor TAACCCT grant.

Justification
Originally begun as the National Repository of Online Courses (NROC), it is a community of educators, administrators, technologists, and designers working together to develop high-quality, sharable online resources. As part of membership, faculty, students, staff and administrators throughout Bergen Community College will be granted unlimited access to digital learning resources and web-based tools supported by the NROC. This will include NROC Math & Media Collections, NROC English—Integrated Reading and Writing Program, and EdReady College Readiness System.

EdReady is a web-based math readiness system providing personalized learning paths and resources to help prepare students for college-level courses. EdReady will help Bergen Community College drive program completion, improve retention, and generate data to impact student success. Initial applications for EdReady will be focused in the Division of Continuing Education, Corporate & Public Sector Training.

Provision of EdReady and similar academic technology is a contracted deliverable under the terms of our US Department of Labor TAACCCT grant (TC-26459-14-60-A-34) awarded in September 2014.

Charge To: TAACCCT Grant
Account Number: 50-03-587500

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BOARD OF TRUSTEES ACTION E/SA 3
Approval Date: July 12, 2016

Resolution
To authorize submission of the Perkins FY 2017 spending plan in the amount of $520,856.00 to the State of New Jersey Department of Education, and to authorize President B. Kaye Walter, or her designee, to execute required documents.

Submitted By
Mr. Victor Anaya, Chief Financial Officer
Dr. William P. Mullaney, Vice President of Academic Affairs
Dr. Yun K. Kim, Vice President of Institutional Development
Ms. Barbara Golden, Director, Purchasing and Services
Dr. William J. Yakowicz, Director, Grants Administration

Justification
The State of New Jersey Department of Education allocation of Perkins Funds for Bergen Community College is $520,856.00 for Fiscal Year 2017 (July 1, 2016 through June 30, 2017). Perkins planning committee priorities for FY 2017 Career and Technical Education (CTE) were determined on the basis of feedback from CTE program advisory committees, departmental need assessments, and program performance outcome measures. Specific CTE program support requests include:

- Conference attendance and travel as well as on-site professional development and training especially in nontraditional student recruitment, enrollment, retention, and completion for Career and Technical Education (CTE) program faculty and staff.
- Laboratory equipment and supplies for Criminal Justice Forensic Science Laboratory (Fingerprint workstations, Air Filters, Alternate Light System, supplies, Digital Cameras)
- Equipment upgrades for Computer Science and Information Technology Departments.
- Equipment and instructional supplies (Rower, Training Bar, Heart Rate Monitors, Impedance Analyzer, Skeleton Model, Blood Pressure Cuffs, Dumbbell Sets and Free Weights, Treadmill and Elliptical Trainer, Upright Bike, Leg Press, Recumbent Bike) for Exercise Science.
- Equipment and instructional supplies (Digital Audio Interface, DJ Hardware, Controllers, Recording Console) for Music Technology/Musical Theater program.
- Hardness tester and 3-D printer for Manufacturing Design Program.

Total costs of $520,856.00 include $421,344.00 for equipment and supplies, $71,460 for Travel and Professional Development, $2,010.00 for faculty release time for curriculum development, and $26,042.00 for Administrative Costs.

No college funds are required.

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BOARD OF TRUSTEES ACTION E/SA 4
Approval Date: July 12, 2016

Resolution
Update the College's Withdrawal Policy.

Submitted By
Dr. Naydeen Gonzalez-De Jesus, Vice President of Student Affairs
Dr. William Mullaney, Vice President of Academic Affairs

Action Requested
To authorize acceptance of updates made to the College's Withdrawal Policy.

Justification
The current Withdrawal Policy was reviewed and recommended for Board approval by the Faculty Senate May 2016.

- The current policy states the following:

  "Student withdrawals from courses will be allowed up to but not later than the Thursday at or after which a course would be 80% completed."

- The revised policy is as follows:

  "Student withdrawals from courses will be allowed up to but not later than the date at which 80% of the classes have been completed. If this date falls on a Saturday or a Sunday, the withdrawal date will take place on the next business day."

- This revision has undergone the appropriate channels of shared governance.

- The newly revised policy shall apply to all Fall, Spring, and Summer terms.

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BOARD OF TRUSTEES ACTION E/SA 5
Approval Date: July 12, 2016

Resolution

Authorize submission of a grant proposal to the New Jersey Council on Humanities in the amount of $25,000 ($5,000.00 for Phase I and $20,000 for Phase II), and to authorize President B. Kaye Walter, or her designee, to execute required documents.

Submitted By

Dr. William P. Mullaney, Vice President of Academic Affairs
Ms. Sandra Sroka, Dean, Ciarco Adult Learning Center
Dr. William J. Yakowicz, Director, Grants Administration

Justification

Bergen Community College proposes an oral history and storytelling project in which adults share essays, journal entries, letters, and artifacts they have saved from their experiences learning a foreign language. **In Translation: Oral Histories and Stories from Language Learners** focuses on the English as a Second Language (ESL) adult student community at Bergen Community College Hackensack, but is open to anyone who has lived, worked, or studied abroad, whether they have struggled with or triumphed over a new language. **In Translation** will celebrate the wonderfully unique things that people create in their second language, in order to reveal stories about their lives. During the Phase I incubation period, a partnership will form with the Bergen County Historical Society and among three divisions at the College: the Ciarco Learning Center (CLC), the Center for Peace, Justice and Reconciliation (CPJR), and the Humanities Department. Faculty and students in American Ethnic Literature (a Humanities class) will mentor adult English language learners from the CLC to develop communication skills and prepare for the first of a series of live public storytelling events hosted by CPJR at the CLC in fall 2016. Phase II will expand the initiative; Audiences at the CLC will have an opportunity to view curated exhibits of significant objects and photographs that figured prominently in students' language learning experience. The community at large will have a range of opportunities to hear participant stories, view video presentations, and access a wide range of resources documenting learner experiences.

No college funds are required; although a 100% in-kind college match is needed. This is comprised of administrative and facility costs, project oversight, production support, and staff time as included in the budget.

The abstract is attached along with the preliminary budget; the final budget is in preparation.

Abstract
In Translation: Oral Histories and Stories from Language

Overview

Bergen Community College (BCC) proposes an oral history and storytelling project in which adults share essays, journal entries, letters, and artifacts they have saved from their experiences learning a foreign language. **In Translation: Oral Histories and Stories from Language Learners** focuses on the English as a Second Language (ESL) adult student community at Bergen Community College Hackensack, but is open to anyone who has lived, worked, or studied abroad, whether they have struggled with or triumphed over a new language. **In Translation** will celebrate the wonderfully unique things that people create in their second language, in order to reveal stories about their lives. During the incubation period, a partnership will form among three divisions at the College: the Ciarco Learning Center (CLC), the Center for Peace, Justice and Reconciliation (CPJR), and the Humanities Department. Faculty and students in American Ethnic Literature (a Humanities class) will mentor adult English language learners from the CLC to develop communication skills and prepare for the first of a series of live public storytelling events hosted by CPJR at the CLC in fall 2016. Audiences at the CLC will have an opportunity to view a curated exhibit of significant objects and photographs that figured prominently in students' language learning experience. Stories will be printed in a program booklet distributed to all attendees, captured on video and edited for broadcast on BCC's TV station. Finally, **In Translation's** project team will evaluate results and plan deeper oral history documentation leading to a Phase II series of storytelling events and exhibits in 2017.

In Translation aims both to encourage further understanding of language as a key component of cultural identity and to celebrate English language learners' interpretations of their own experiences. In Translation is needed to build knowledge about the experience of learning a language, from the perspective of diverse people. We are committed to generating knowledge from different cultural perspectives, on topics that would be meaningful to English language learners. Two key staff will implement the initiative. Ellen Feig has been conducting ethnic identity research around Canadian refugees for many years and became interested in how people perceive themselves in connection to their language. Marion Jacobson is a cultural studies scholar who is charged with marketing the CLC to the growing population of Bergen County residents desiring to improve their English and transfer to college and employment. **In Translation** is a natural offshoot of BCC's mission to make the CLC a vitally welcoming presence in the community.

A review of academic literature suggests this is an underexplored topic. Oral history is best suited to address proposed goals because language acquisition is a process, not an event. Oral history has been recognized by scholars as a way to increase accessibility to historical knowledge and increase motivation in pursuit of that knowledge (Olmedo, 1997). ESL instructors also recognize the value of oral histories as a method of not only making American history more relevant and inclusive to newcomers, but also increasing linguistic competence. Performance has real benefits for ESL learners as well as traditional college students who employ reading, speaking, listening, and writing skills as they hone their stories.

Olmedio, I.M. (1993). Junior historians: Doing oral history with ESL and bilingual students. *TESOL Journal,* 2(4), 7-10.

PRELIMINARY

NJCH Incubation Grant **BUDGET**

Organization: Bergen Community College

Project title: In Translation

	Method of computation	NJCH request	Cost share: Cash	Cost share: In-Kind	Total	Notes
PROJECT PERSONNEL						*(please note if this person is internal staff or a project consultant)*
Lead Humanities Scholar	Release time (3 cr * 5 semesters)	$6,700.00	$0.00	$3,350.00	$10,050.00	Ellen Feig (Internal Faculty)
Project Director	100 h @ $33/hour/semester *5 semesters	$0.00	$0.00	$16,500.00	$16,500.00	Marion Jacobson (Internal Staff)
ESL Instructor	40 h $30/hr/semester*5 semesters	$6,700.00	$0.00	$3,350.00	$10,050.00	Internal Staff
TRAVEL & LODGING						
Travel		$0.00	$0.00	$0.00	$0.00	
Lodging		$0.00	$0.00	$0.00	$0.00	
SUPPLIES & SERVICES						
graphic design, printing & Copying for program booklets		$2,000.00	$0.00	$0.00	$2,000.00	
Promotional materials		$2,250.00	$0.00	$0.00	$2,250.00	
Paper & Supplies		$1,150.00	$0.00	$0.00	$1,150.00	
Production & Sound Services, Video recording & editing		$3,700.00	$0.00	$1,800.00	$5,500.00	Campus Media Services
Equip. moving, transport & setup		$2,500.00	$0.00	$0.00	$2,500.00	
TOTALS		$25,000.00	$0.00	$25,000.00	$50,000.00	
	PROJECT TOTAL				**$50,000.00**	

Total cost share (cash & in-kind) must match the total grant request by at least 100%

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BOARD OF TRUSTEES ACTION E/SA 6
Approval Date: July 12, 2016

Resolution

Authorize submission of a grant proposal to the National Endowment for the Humanities in the amount of $100,000.00, and to authorize President B. Kaye Walter, or her designee, to execute required documents.

Submitted By

Dr. William P. Mullaney, Vice President of Academic Affairs
Dr. Naydeen Gonzalez-De Jesus, Vice President of Student Affairs
Professor Thomas La Pointe, Center for Peace, Justice and Reconciliation
Mr. John Giaimo, Academic and Personal Counselor, Veterans' Center
Dr. William J. Yakowicz, Director, Grants Administration

Justification

This project, ***No Man's Land: Dialogues on the Experience of War,*** intends to explore the intersection of World War I and the ongoing war in Iraq and, now, Syria. The focus on these wars will enable our program to address interests of our community, including a significant population of veterans from the Iraq war, a growing population of displaced Syrians, some of whom are now enrolled in Bergen Community College, and an Armenian diaspora concerned with raising awareness of genocide (ironically, many Armenian Syrians today have been displaced from the very spaces in Syria to which they were banished during World War I).

Most of the participants in our discussion groups will be military veterans, but seats will be open to interested members of the public, including non-combatants affected by war, military families and Bergen Community College students. A preparatory program will be conducted in the fall of 2017 and the first discussion group will launch during the spring semester, 2018. Our goal is to enhance the program and launch more discussion groups in fall, 2018 and spring 2019, for a total of five discussions. We believe that this number will lay the foundation for a sustainable, long-term program that can be expanded beyond the terms of the grant. Guest lectures, film screenings, art and photography exhibits will augment discussions. Many programs are already taking place as part of the ongoing initiatives conducted by the Center for Peace, Justice and Reconciliation and the Veterans' Center at Bergen Community College.

No college funds are required. The abstract is attached. The budget will follow.

Abstract

No Man's Land: Dialogues on the Experience of War

The proposed dialogue project will explore the intersection of World War I and the ongoing war in Iraq and, now, Syria. This focus addresses interests of the college community, including students who are veterans of Iraq and Afghan wars, a growing population of displaced Syrians, and an Armenian diaspora concerned with raising awareness of genocide (ironically, many Armenian Syrians today have been displaced from the very spaces in Syria to which they were banished during World War I).

The dialogue is augmented with literature: short fiction, poetry, and novels; visual art: film, photography, painting, installation and performance art, along with memoirs of war, and non-fiction discussions of trauma. These genres provide a mechanism for exploring how trauma often resists traditional notions of representation; that is, coming to terms with trauma often requires a process of imagining that gives rise to unique forms of expression. For example, discussions may explore how the emergence of the modern notion of trauma in World War I is also a trauma that occurred in the realm of literature and visual art, as traditional forms of expression gave way to modernism.

As the title of the proposal suggests, discussions will revolve around the sense of displacement occasioned by the trauma of violent conflict, for both non-combatants in conflict zones and combat veterans. Discussions will explore the challenges veterans and non-veterans with experience of war face in the aftermath of such conflict.

Our focus on World War I and on the war in Iraq and Syria provides an opportunity to explore how earlier wars condition and determine contemporary conflict. We will explore how traditional notions of patriotism, heroism, and glory gave way to the modern concept of trauma during World War I, and what this means for today's veterans and non-combatants as they struggle to express their own experience of war. Each of the five discussions will revolve around a unique set of sources drawn from different media. For each dialogue, we will select sources that encourage participants to make connections that are thematic, structural, personal, and historical.

To ensure that participants will engage with the discussion materials, we propose to use brief, targeted readings, along with concise renderings of visual art and film, for each dialogue. To meet the interests of our community, source material will focus heavily on American cultural expressions of the experience of war. Here is an example of what the content of one discussion might look like:

Phil Klay	"After Action Report" (short story)
Ernest Hemingway	"Big Two hearted River I" (short story)
Edward Kienholtz	*Portable War Memorial* (installation)
Lewis Milestone	*All Quiet on the Western Front* (film)
Leon Golub	*Mercenaries* (paintings)
Joe Sacco	*The Great War* (graphic novel)
Siegfried Sassoon	*A Night Attack* (poem
Sebastian Junger	*The Hurt Locker* (film)
Max Beckmann	*Night* (painting)
John Singer Sargent	*Gassed* (painting)

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BOARD OF TRUSTEES ACTION E/SA 7
Approval Date: July 12, 2016

Resolution:
Update the current Professor Emeritus program as described below

Submitted By:
Dr. William Mullaney, Vice President, Academic Affairs
Ms. Lindsay Maurer, Executive Director, BCC Foundation

Action Requested

Establish the following Eligibility Criteria, Selection, Benefits for the Professor Emeritus program:

A. Eligibility criteria.

1. Judged to have made outstanding contributions to the College
2. Have served a minimum of fifteen (15) years of service at the College
3. Have achieved the rank for full professor for a minimum of five (5) years or a combined 10 years at the rank of full professor and associate professor.
4. Awarded posthumously if deceased within the last three years and met 1, 2, and 3.

B. Method of Selection

1. Faculty members may be nominated by department or division or by petition of 10% of the tenured faculty members.
2. Individual faculty members may not be nominated by a division or by petition more than two times.
3. The Vice President of Academic Affairs with the approval of the President shall appoint a special screening committee to consider faculty nominations. This committee will recommend to the president those faculty deemed to be qualified for the designation of "Professor Emeritus."
4. The Vice President of Academic Affairs and the screening committee may make recommendations of individuals for the title of "Professor Emeritus." Exceptional individuals who do not meet all the criteria listed herein or have been nominated more than two times may also be considered by the Chief Academic Officer and the screening committee for recommendation to the president and subsequently to the Board of Trustees.
5. Recommendations, submitted to the personnel committee for the designation of Professor Emeritus shall be approved by the full Board of Trustees.

C. Benefits

Individuals awarded the title of Professor Emeritus may enjoy the following benefits:

1. Listing in the College catalog, including photo and year during which status was granted.
2. Inclusion on the mailing list for all academic occasions, including events sponsored by the BCC Foundation
3. Available meeting space, computer support and staff support, as needed, through the BCC Foundation with prior approval from the Executive Director
4. The opportunity to retain their bergen.edu email address
5. Invitation to participate in public ceremonies, such as graduation
6. Provision of a faculty identification card for free use of the library and physical education facilities.
7. Provision of a faculty parking decal
8. Conferral of a Professor Emeritus scroll from the Board of Trustees
9. The opportunity to teach one course per semester/session up to five contact hours at the established professor emeritus rate ($850/credit as of the date of the approval this resolution)
10. The opportunity to mentor new faculty members under the direction of the Vice President of Academic Affairs and respective dean

Justification

The last times changes were made to the Professor Emeritus program was in 1987. The above changes better reflect the current status of Bergen's retiring faculty members, and the revised benefits add additional prestige to the program.

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BOARD OF TRUSTEES ACTION E/SA 8
Approval Date: July 12, 2016

Resolution:
Approve the move of the Eagle High School Academy from Dwight Morrow High School in Englewood to the Paramus campus of Bergen Community College

Submitted By:
Dr. Ursula Parrish Daniels, Executive Assistant to the President
Dr. William Mullaney, Vice President, Academic Affairs

Action Requested
Approve the attached Memorandum of Agreement between Bergen Community College and the Board of Education of the City of Englewood

Justification
Bergen Community College and the Englewood Board of Education have a long history of collaborating for the benefit of the students in the Englewood School District and the residents of the City of Englewood. The establishment of the Eagle Academy at Bergen would represent a new chapter in that partnership and a unique opportunity for the College to carry out its mission.

This new partnership would follow the model of the Applied Technology High School that was successfully launched at Bergen in the fall 2015 as a means to provide for a four (4) year, full-time, educational program that offers high-school level students a blend of academic high school curriculum, college classes and hands-on technical training. This new partnership would provide a similar blend of high school and college curricula that allow students to graduate from high school with a number of earned college credits, as well as experience in a number of professional fields through Continuing Education courses.

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BOARD OF TRUSTEES ACTION E/SA 9
Approval Date: July 12, 2016

Resolution:
The establishment of a weekend college at Bergen Community College at the Meadowlands

Submitted By:
Dr. William Mullaney, Vice President, Academic Affairs
Dr. Naydeen Gonzalez-DeJesus, Vice President, Student Affairs
William Corcoran, Vice President of Facilities Planning, Operations & Public Safety

Action Requested
To approve the attached proposal that outlines the College's plans for the establishment of the Weekend College at the Meadowlands (WC@TM).

Justification
The Weekend College at the Meadowlands (WC@TM) is Bergen Community College's proposed program specifically designed for working students that enables them to earn a college degree in two years by completing classes only on weekends and via online learning. It is designed to appeal to a student population that the College has had difficulty reaching in the past. The short-term classes and cohort scheduling have been specifically designed to accommodate these students' schedules and facilitate their success. At the end of two years, the students will have earned an Associate's Degree in Professional Studies (AS.PS.GEN).

The details of the program, including its costs, are attached.

Weekend College at the Meadowlands

Weekend College at the Meadowlands (WC@TM) is Bergen Community College's program specifically designed for working students that enables them to earn a college degree in two years by completing classes only on weekends and via online learning.

WC@TM is for students who are self-motivated and able to handle the demands of an accelerated program with a combination of online, hybrid and face-to-face classes. By enrolling in WC@TM, students become part of a cohort that provides them with the support they need to succeed academically. Because the program only requires students to come to campus on Saturdays and Sundays, it allows them to balance their work and family responsibilities with their education.

Each semester WC@TM students are able to enroll in five classes, one of which will be fully online. The other four classes are offered consecutively over three weekends (with a weekend off between classes) using a combination of face-face and hybrid formats. These classes run from 9:00am-3:30pm on Saturdays and Sundays at our beautiful Lyndhurst campus. WC@TM students also have a designated advisor at the Meadowlands to provide them with academic support, as well as tutoring support available online and in-person.

Inaugural Program 2016-2017: Associate of Science in Professional Students (AS.PS.GEN)

Semester 1/Fall 2016		**Semester 2/Spring 2017**	
COM100	9/10-11, 9/17-18, 9/24-25	PSY101	1/21-22, 1/28-29, 2/4-5
BIO130	10/8-9, 10/15-16, 10/22-23	PHY111	2/18-19,2/25-26, 3/3-4
MAT130 or 150	11/5-6, 11/12-13, 11/19-20	INF101	3/25-26, 4/1-2, 4/8-9
WRT101	12/3-4, 12/10-11, 12/17-18	SOC101	4/22-23, 4/29-30, 5/6-7
Online General Elective: IST123 recommended (15 weeks)		Online Humanities Class: ART101, MUS101 or CIN101 recommended (15 weeks)	
Semester 3/Fall 2017		**Semester 4/Spring 2018**	
PHR101	9/9-10, 9/16-17, 9/23-24	LIT202	1/20-21, 1/27-28, 2/3-4
PSY201	10/7-8, 10/14-15, 10/21-22	GEO101	2/17-18, 2/24-25, 3/3-4
HIS101	11/4-5, 11/11-12, 11/18-19	SOC222	3/24-25, 3/31-4/1, 4/7-8
WRT201	12/2-3, 12/9-10, 12/16-17	COM102	4/21-/22, 4/28-29, 5/5-6
Online Humanities Class: ART101, MUS101 or CIN101 recommended (15 weeks)		Online Humanities Class: ART101, MUS101 or CIN101 recommended (15 weeks)	

Professional Studies AS – General Curriculum Degree (**Code: AS.PS.GEN)**

The General Curriculum degree provides students with a broad and multidisciplinary course of study rather than some of the more specific programs the College offers. The General Curriculum degree prepares students to think critically and analytically across a wide range of disciplines or fields of study. In addition to their General Education requirements, students take courses in a variety of disciplines in the humanities, arts and social sciences.

Program Learning Outcomes

- Demonstrate the ability to think critically and creatively.
- Apply analytical reasoning across academic disciplines.
- Demonstrate proficiency in oral and written communication.
- Demonstrate information literacy and technological competency.
- Recognize and appreciate diversity, historical viewpoints, and the global perspective.
- Cultivate ethical values, personal wellness, and personal learning strategies.

Weekend College at the Meadowlands Team

- Academic Affairs: Dr. William Mullaney, Dean Linda Emr, Dr. PJ Ricatto, Dr. Susan Barnard, Dean Adam Goodell and Dr. Laura Ochoa
- Student Affairs: Dr. Naydeen Gonzales-DeJesus, Dean Michael DiBartolomeo and Director of Advising Dianna O'Connor
- Public Relations: Larry Hlavenka
- Institutional Research: Tonia McKoy
- Facilities: Chief William Corcoran

WC@TM Cost Analysis Per Semester

	Instruction	Coordinator	IT	Public Safety	Custodial
Current	$0.00	$0.00	$0.00	$5,868.80	$0.00
Per Semester (16 Weeks)	$11,400.00	$350.00	$6,784.00	$7,337.60	$11,706.29
Total Cost	$50,799.01				

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BOARD OF TRUSTEES ACTION E/SA 10
Approval Date: July 12, 2016

Resolution

Authorize submission of a grant proposal in the amount of $20,000 to the New Jersey Council of County Colleges in partnership with The Prudential Foundation to support high quality dual enrollment programming, and to authorize President B. Kaye Walter, or her designee, to execute required documents.

Submitted By

Dr. William P. Mullaney, Vice President of Academic Affairs
Dr. David Eichenholtz, Associate Dean of College/High School Partnerships
Dr. William J. Yakowicz, Director, Grants Administration

Justification

The purpose of the "College Credit Now" program is to provide low-income 11th and 12th grade students with the opportunity to take college-level courses while still in high school. Priority will be given to low-income students. Those students on free or reduced school lunch meet the financial requirement. The project will enable Bergen Community College to enhance and expand its current Dual Enrollment program. Economically eligible 11th and 12th students who have achieved college ready status, as determined by the ACCUPLACER placement exam, the PARCC exam, or another method or instrument of the college's choosing will be qualified to participate. Approximately twenty financially eligible college ready students from partner high schools will gain access to a college credit course relevant to their personal and academic strengths, at no cost to them. Grant funded project activities and expenditures must be concluded and accounted for by December 31, 2016.

No college funds are required.

The project abstract and final budget are in preparation.

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BOARD OF TRUSTEES ACTION P1
Approval Date: July 12, 2016

Resolution
Approval of New Position – Honors Program Coordinator/Confidential

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

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

Honors Program Coordinator

Justification
To approve the newly created position of Honors Program Coordinator to provide leadership for the Honors Program. There is no additional headcount. This position is at will.

Charge To: College Operating Funds
Account Number:

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BOARD OF TRUSTEES ACTION P2
Approval Date: July 12, 2016

Resolution
Appointment: Interim Dean of Assessment

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

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

Name	Position	Salary	Effective Date
Gail Fernandez	Interim Dean of Assessment	$105,000.00 (pro-rated)	07/05/16 (retroactive)

Justification
To fill an interim leadership position in Institutional Effectiveness until the successful completion of the search process.

Charge To:
Account Number:

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BOARD OF TRUSTEES ACTION P3
Approval Date: July 12, 2016

Resolution
Appointment: Executive Secretary/Confidential

Submitted By
Dr. William Mullaney, Vice President, Academic Affairs
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	Annual Salary	Effective Dates
Christine Silvestri	Executive Secretary/Academic Affairs	$52,000.00 (pro-rated)	07/18/16 – 06/30/17

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

Charge To:
Account Number:

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BOARD OF TRUSTEES ACTION P4
Approval Date: July 12, 2016

Resolution
Appointment: IT Project Coordinator/Professional Staff

Submitted By
Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Mr. Stephen Valkenburg, Executive Director, Information Technology
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	Annual Salary	Effective Dates
Moises DeLeon	IT Project Coordinator/Information Technology	$48,000.00 (pro-rated)	07/13/16 – 06/30/17

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

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Account Number:

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BOARD OF TRUSTEES ACTION P5
Approval Date: July 12, 2016

Resolution
Appointment: 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 appointment of the following individual to the position and annual salary indicated.

Name	Position/Division	Salary	Effective Date
Bart Haverty	Public Safety Officer/Public Safety	$30,000.00 (pro-rated)	03/21/16 (retroactive)

Justification
To fill budgeted positions through a successful search process and completion of probationary period.

Charge to: College Operating Funds
Account Number:

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BOARD OF TRUSTEES ACTION P6
Approval Date: July 12, 2016

Resolution
Approve Stipend for the Center for Institutional Effectiveness and Research Fellows

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

Action Requested
To approve a monthly stipend for the following individuals who will assume responsibilities as Fellows in the Center for Institutional Effectiveness and Research effective July 1, 2016.

Name	Position/Division	Monthly Stipend	Effective Dates
Dr. Amarjit Kaur	Managing Director/Center for Innovation in Learning and Teaching/Academic Affairs	$250.00	07/01/16 – 06/30/17 (retroactive)
Dr. Ilene Kleinman	Associate Dean of Curriculum/ Academic Affairs	$250.00	07/01/16 – 06/30/17 (retroactive)
Jill Rivera	Associate Dean of Student Success/ Student Affairs	$250.00	07/01/16 – 06/30/17 (retroactive)

Justification
Additional responsibilities which include consulting with campus constituents in the Administrative and Support areas on their annual assessment initiatives.

Charge To:
Account Number:

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BOARD OF TRUSTEES ACTION P7
Approval Date: July 12, 2016

Resolution
Approve: Return from Leave of Absence/Professional Staff

Submitted By
Dr. Naydeen Gonzalez-DeJesus, Vice President, Student Affairs
Mr. James R. Miller, Executive Director, Human Resources

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

Name	Position/Division	Annual Salary	Effective Date
Rita Blanco	Financial Aid Data Specialist/Financial Aid/ Student Affairs	$70,448.00	06/27/16 (retroactive)

Justification
Return from unpaid leave of absence at the same position and salary as the commencement of the leave.

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BOARD OF TRUSTEES ACTION P8
Approval Date: July 12, 2016

Resolution
Resignation: Faculty

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

Action Requested
To approve the resignation of the following individual.

Name	Position/Division	Effective Date
Jennifer Lyden	Assistant Professor/Philosophy & Religion/Humanities/ Academic Affairs	06/30/16

Justification
Resignation

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BOARD OF TRUSTEES ACTION P9
Approval Date: July 12, 2016

Resolution
Retirement: Faculty

Submitted By
Dr. Naydeen Gonzalez-DeJesus, Vice President, Student Affairs
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested
To approve the retirement of the following individuals.

Name	Position/Division	Effective Date
Judith Fitzpatrick	Assistant Professor/Biology & Horticulture/ Mathematics, Science and Technology/ Academic Affairs	07/01/16
John Georgiades (Dr.)	Professor/Counseling Center/Student Affairs	07/01/16

Justification
Retirement

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BOARD OF TRUSTEES ACTION S/F 1
Approval Date: July 12, 2016

Resolution
To reject a bid received for the replacement of underground gas piping.

Submitted By
Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Mr. Victor Anaya, Chief Financial Officer
Mr. Norman Shapiro, Director, Environmental Health & Safety
Ms. Barbara Golden, Director, Purchasing & Services

Action Requested
Authorization to reject the only bid received in response to public bid P-2213 Underground Gas Piping Replacement and to re-bid at a future date.

Justification
The only bid received which was from HC Constructors, Inc. exceeds the estimate for the project and there is ambiguity between the Base Bid price and Alternate 1. Therefore, it is in the best interest of the College that the bid be rejected and that the bid specifications be reviewed and modified for rebidding at a future date.

Charge To:
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BOARD OF TRUSTEES ACTION S/F 2
Approval Date: July 12, 2016

Resolution
Change Order: Benjamin R. Harvey Company, Inc. - Health Professions Building

Submitted By
Mr. Victor Anaya, Chief Financial Officer
Mr. William Corcoran, Vice President of
Ms. Barbara Golden, Director, Purchasing and Services
Mr. Robert P. Coane Director of Campus Planning and Improvements

Action Requested
Authorization to issue Change Order #3, $186,311.00 to Benjamin R. Harvey Company, Inc. - Health Professions Building/Utility Relocation

Original Contract Amount	-	$16,295,000.00
Change Order #1	-	$ 221,356.00
Change Order #2	-	$ 230,394.66
Change Order #3	-	$ 185,891.00
Revised Contract Amount	-	$16,932,641.66

Percentage Increase over Original Contract Amount - 3.9%

Justification
The above change order was approved by the Board of Trustees Site and Facilities Committee at their June 23, 2016 meeting. See schedule below for detailed description of the approved change order.

Item #1 - Not-to Exceed $7,459.00 (COR #39) to provide and install blocking in completed wall required for existing Dental X-Ray Machine being relocated from the existing Pitkin Education Center.

Item #2 - Not-to-Exceed $70,000.00 (COR #40) to construct a dumpster enclosure adjacent to the New Health Professions Building as requested by the College.

Item #3 - Not-to-Exceed $43,754.00 (COR #41) to remove existing walkway, raise existing grade, and replace with new walkway

Item #4 - Not-to-Exceed $9,849.00 (COR #42) to provide and install trench drain at west side of Health Professions Building to address an low spot that is accumulating a significant amount of water at the edge existing Student Center concrete terrace.

Item #5 - Not-to-Exceed $17,533.00 (COR #43) to provide and install aluminum closure panels to address various field conditions were opening exist between the window wall and finished floor.

Item #6 - Not-to-Exceed $17,553.00 (COR #44) to provide and install additional data outlets in HP-210, HP-220, HP-311, HP-319, and HP-327 to accommodate additional computers being installed in these rooms by Health Professions and IT.

Item #7 - Not-to-Exceed $2,462.00 (COR #47) to Re-stripping of Existing Parking Lot to Provide Fire Lane and Fire Truck Access as Requested by Borough of Paramus Fire Marshall

Item #8 - Not-to-Exceed $2,301.00 (COR #48) to Reverse Swing of two Doors as Requested by College

Item #9 - Not-to-Exceed $15,000.00 (COR #52) to provide and install oxygen and medical air zone valve box, and relief valve piping for the existing Medical Gas Manifold that was relocated to the new Health Professions Building as required by current code as per Medical Gas System Certification Report.

Change Order Classification - COC-6
Charge To: Go Bond Account Number: 20-00-115300-604238