

BOARD OF TRUSTEES
PUBLIC MEETING

Tuesday, March 5, 2019 – 5:00 p.m.

Ciarco Learning Center - Hackensack Campus - Conference Rooms 102 and 103

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Roll Call
- IV. Pledge of Allegiance
- V. Reports
 - A. Vice Chair
 - B. Secretary
 - C. Treasurer
 - D. President

Presentations:

- ❖ Budget FY2020 – Dr. Victor Anaya, Executive Director, Finance
- ❖ Opportunity Grant Committee – Dr. Larry Hlavenka, Jr.
Executive Director, Public Relations, Community and Cultural Affairs

- E. Committees
 - 1. Audit, Finance and Legal Affairs
 - 2. Education and Student Affairs
 - 3. Personnel
 - 4. Site and Facilities
 - 5. Strategic Planning and Issues
- F. Alumni Trustee
- G. Chair

VI. Unfinished Business/Board Members

VII. New Business/Board Members

VIII. Open to the Public

IX. Actions

- A. Approval of Minutes February 5, 2019
- B. Consent Agenda March 5, 2019

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

XI. Adjournment

CONSENT AGENDA

Tuesday, March 5, 2019 – Ciarco Learning Center
355 Main Street, Hackensack
5:00 p.m. – Conference Rooms 102 and 103

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: February 5, 2019

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. Approval of Labor Invoices – Eric M. Bernstein & Associates, L.L.C.
3. Authorize request for Chapter 12 allocation for FY2020.
4. Request funding from the County for the purpose of IT Lifecycle Initiatives and General Construction on the Paramus Campus for FY2020.
5. Approve FY 2019 - 2020 Tuition Rate per Credit Increase
6. Approve FY 2019 - 2020 Fee Rate Increase
7. Approve discontinuance of Add/Drop and Application Fees
8. To continue coverage of Property Insurance Policy for 1280 Wall Street, Lyndhurst, NJ, by purchasing from Chubb/ACE American Insurance through Otterstedt Insurance Agency.
9. To continue coverage of Cyber, Privacy, & Security Liability insurance by purchasing from Chubb/ACE American Insurance through Otterstedt Insurance Agency.
10. To amend professional services agreement, awarded on October 17, 2018, to Cooley, L.L.P. to increase the contract to an amount not to exceed \$150,000.
11. Authorization to institute a waiver for full time employees of the New Bridge Medical Center.
12. Authorization for the Division of Continuing Education, Corporate & Public Sector Training to enter into an agreement with Career Development Institute to provide courses for Animal Control Officer.
13. Authorization to purchase medical simulation manikins from Laerdal Medical Corporation for use in health professions programs. This is funded through GO Bond.
14. Authorization to award Public Bid P- 2289 for restaurant equipment for the Hospitality Restaurant Management program to _____. This is funded by Perkins Grant.'
15. To authorize the renewal of hardware support for 1 block of Nutanix G4 nodes and 1 block of Nutanix G5 nodes from Aspire Technology Partners, LLC.
16. To authorize the purchase of annual Microsoft Campus agreement for volume licensing of various Microsoft software from SHI International Corp.
17. To authorize the renewal of NetApp Support for SAN (storage area network) appliances from Continental Resources, Inc., at the Paramus Campus, for the period of April 1, 2019 through March 31, 2020.
18. To authorize the renewal of Veritas Netbackup licensing from SHI International Corp. for our Server Backup system for the period of March 31, 2019 through March 30, 2020.
19. To authorize the purchase of Symantec SymEd licensing renewal from SHI International Corp. for the period of March 15, 2019 through March 14, 2020.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. Serve as lead agency with consortium partners Hudson County Community College and Sussex County Community College, submit a grant for \$550,000 to the Office of Violence Against Women (OVW), and to authorize President Michael D. Redmond, or his designee, to execute required documents.
2. Authorize amendment of an existing agreement with Rutgers, The State University, through its School of Management and Labor Relations ("Rutgers") in connection with the work to be performed under the **First in the World Grant** awarded to the College by the U.S. Department of Education, Fund for the Improvement of Postsecondary Education (USDOE-FIPSE), Grant # P116F150138 (the "Grant"), and to authorize President Michael D. Redmond, or his designee, to execute required documents.
3. Authorize amendment of an existing agreement with Union County College ("Union") in connection with the work to be performed under the **First in the World Grant** awarded to the College by the U.S. Department of Education, Fund for the Improvement of Postsecondary Education (USDOE-FIPSE), Grant # P116F150138 (the "Grant"), and to authorize President Michael D. Redmond, or his designee, to execute required documents.
4. Authorize a 12-month no-cost extension of the First in the World grant awarded to the College by the U.S. Department of Education, Fund for the Improvement of Postsecondary Education (USDOE-FIPSE), Grant # P116F150138 (the "Grant"), and to authorize President Michael D. Redmond, or his designee, to execute required documents.
5. To authorize submission of a grant proposal to the National Science Foundation (NSF) in the amount of \$650,000 for the *Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM)* grant program, and to authorize President Michael D. Redmond, or his designee, to execute required documents.
6. Authorize submission of a grant in the amount of \$1.5 million to the Substance Abuse and Mental Health Services Administration (SAMHSA) competition for "2019 Strategic Prevention Framework - Partnerships for Success," and to authorize President Michael D. Redmond or his designee to execute required documents.
7. To authorize submission of a Perkins FY 2019 spending plan budget modification to the State of New Jersey Department of Education, and to authorize President Michael D. Redmond, or his designee, to execute required documents.

INSTITUTIONAL (I)

1. Approval of the Drug-Free Schools and Communities Act, A Bergen Community College Board of Trustees Policy.

PERSONNEL (P)

1. Appointments:
 - A. Lecturers, Spring 2019 Semester
 - B. Professional Staff
 - C. Appointment: Grant (Turning Point Program)
 - D. Appointment: Student Affairs Athletic Program (Coaching Staff)
 - E. Placeholder – Professional Staff
2. Reappointment Faculty – Third Reappointment
3. Eliminate Stipend
4. WHEREAS the Bergen Community College (“College”) and the Bergen Community College Faculty Association (“BCCFA”) agree to recommend the terms for a successor collective bargaining agreement subject to Board approval.
5. Approve: Leave of Absence:
 - A. Professional Staff
 - B. Support Staff
6. Retirement: Faculty
7. Placeholder: Confer Professor Emeritus Status
8. Resignation: Faculty
9. Resignation: Grants

SITE AND FACILITIES (S)

1. Change Order: GPC, Inc. – STEM Student Research Center



BOARD OF TRUSTEES ACTION A/F 1
Approval Date: March 5, 2019

Resolution:

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

Submitted By

Dr. Victor Anaya, Executive Director, Finance

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

Action Requested

Approval for payment of the following legal vouchers:

January 1, 2019 to January 31, 2019 DeCotiis, FitzPatrick, Cole & Giblin. LLP. \$ 33,890.90

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



BOARD OF TRUSTEES ACTION A/F 2
Approval Date: March 5, 2019

Resolution:

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

Submitted By

Dr. Victor Anaya, Executive Director, Finance

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

Action Requested

Approval for payment of the following labor invoices:

January, 2019:

Invoices: 57340, 57302, 57341, and 57304

\$ 4,875.00

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



BOARD OF TRUSTEES ACTION A/F 3
Approval Date: March 5, 2019

Resolution

Authorize request for Chapter 12 allocation for FY2020.

Submitted By

Dr. Victor Anaya, Executive Director of Finance

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

Action Requested

That the Board of Trustees approves a request to the Bergen County Board of School Estimate for Chapter 12 funds for FY2020 not to exceed \$ 4,100,000.00.

Part of these funds will be used for renovation of the Ciarco Learning Center campus in Hackensack, to accommodate the growth and relocation of our Culinary Arts Program from Ender Hall and the Pitkin Education Center to the Hackensack campus. The expansion of this program to the Hackensack campus would offer a contained location for the Culinary Arts Program.

In addition, these funds will be used for various general renovations to campus facilities.

Justification

NJ State Public Law 1971, Chapter 12, provides a self-renewing capital program for Community Colleges funded 50% by the State and 50% by the local County.

The renovation/expansion will enable the College to provide improved instructional/student space.



BOARD OF TRUSTEES ACTION A/F 4

Approval Date: March 5, 2019

Resolution

Request funding from the County for the purpose of IT Lifecycle Initiatives and General Construction on the Paramus Campus for FY2020.

Submitted By

Dr. Victor Anaya, Executive Director of Finance
Mr. William Corcoran, Vice-President Facilities Planning, Operations and Public Safety
Mr. Ron Spade, Chief Information Officer

Action Requested

Request for appropriation of a total \$1,500,000.00. Comprising of \$750,000.00 for Information Technology Lifecycle initiatives; VMWare License, Media Tech and Smart Classrooms Upgrades. The remaining \$750,000.00 will be used for general construction on the Paramus Campus.

Justification

Our annual capital request for College IT Lifecycle Replacement and General Construction approval from the County of Bergen. Both IT Lifecycle Replacements and Construction will enable the College to continue to provide improved services.

Account Number: To be allocated upon receipt of funds.



BOARD OF TRUSTEES ACTION A/F 5
Approval Date: March 5, 2019

Resolution

Approve FY 2019 - 2020 Tuition Rate per Credit Increase

Submitted By

Dr. Victor Anaya, Executive Director of Finance

Action Requested

To implement a 1.5% increase to tuition for the 2020 fiscal year.

<u>Category</u>	<u>Current Rate</u>	<u>Proposed Rate</u>
Tuition-In County	\$144.25	\$146.50
Out-of-County	\$296.50	\$301.00
Out-of-State	\$312.00	\$316.75

Justification

The increase is made to the tuition rate per credit as required to fund the FY2019-2020 budget.

In-County Historical Tuition

Increase –

FY10	8.0%
FY11	6.0%
FY12	5.5%
FY13	3.0%
FY14	1.5%
FY15	1.5%
FY16	1.9%
FY17	2.5%
FY18	2.5%
FY19	1.5%
FY20	1.5%



BOARD OF TRUSTEES ACTION A/F 6
Approval Date: March 5, 2019

Resolution

Approve FY 2019 – 2020 Fee Rate Increase

Submitted By

Dr. Victor Anaya, Executive Director of Finance

Action Requested

To implement the following increases to fees for the 2019 - 2020 fiscal year.

<u>Category</u>	<u>Current Rate</u>	<u>Proposed Rate</u>
Course Fee (excess contact hours)	75.00	85.00
UG General Fee	26.00	26.50
UG Registration Fee	15.00	15.25
UG F-1 Student Fee	85.00	86.50
UG Technology Fee	14.00	14.25
UG Applied Music Fee	175.00	178.00
Nursing Fee	600.00	610.00
Nursing Fee	300.00	305.00
Farm Animal Course	700.00	710.00
Animation Tech Fee	50.00	51.00
Biology Consumables Fee	55.00	56.00
Chemistry Consumables Fee	36.00	36.50
Dental Hygiene Program Fee	100.00	102.00
Drafting Design Tech Fee	50.00	51.00
Early Child. Ed Program Fee	75.00	76.00
Food Service Program Fee	100.00	102.00
Horticulture Program Tech Fee	45.00	46.00
Music Equip Fee	50.00	51.00
Medical Office Assistant Program Fee	50.00	51.00
Music Tech Fee	50.00	51.00
Physics Consumables Fee	25.00	25.50
Radiography Program Fee	100.00	102.00
Radiation Therapy Program Fee	50.00	51.00
Respiratory Therapy Program Fee	100.00	102.00

Surgical Tech Program Fee	50.00	51.00
Sonography Vascular Program Fee	100.00	102.00
Veterinary Tech Program Fee	50.00	51.00
Traffic Violation Fee Code Nos: (9-17)	30.00	30.50
Traffic Violation Fee - smoking Code No: (16)	25.00	25.50
Traffic Violation Fee - smoking Code No: (16) 2nd offense	50.00	51.00
Traffic Violation Fee - smoking Code No: (16) 3rd offense	100.00	102.00
Smoking Violation Fee (1st) offense	25.00	25.50
Smoking Violation Fee (2nd) offense	50.00	51.00
Smoking Violation Fee (3rd) offense	100.00	102.00
(CDC) : CDC Registration	50.00	51.00
Dental Clinic X-Rays Fee	15.00	15.25
Proficiency Test Fee	30.00	30.50

Justification

The increases proposed to the fee rates are required to fund the FY2019-2020 budget. The average increase is 1.5% for all except for the excess contact hours course fee. The course fee was increased by \$10.00. This fee has a maximum of 7 excess contact hours or \$595.00. The course fee was last increased in April 2012.



BOARD OF TRUSTEES ACTION A/F 7
Approval Date: March 5, 2019

Resolution

Approve discontinuance of Add/Drop and Application Fees

Submitted By

Dr. Victor Anaya, Executive Director of Finance

Action Requested

To discontinue effective Fall 2019 semester the following fees:

<u>Category</u>	<u>Current Rate</u>	<u>Proposed Rate</u>
Add/Drop Fee	\$10.00	\$0.0
Reinstatement Fee	\$25.00	\$0.0

Justification

The Add/Drop Fee is currently charged during the “change of registration” period. As a student changes his/her registration the fee is charged each time of occurrence.

The Application Fee is charged upon reinstatement after a student has been on probation, dropped or released. The advising team would have the student complete the reinstatement form and pay the Application Fee.

These fees are a hindrance to students as the College’s goal is to streamline the enrollment and registration process. Eliminating these fees will be beneficial to students.



BOARD OF TRUSTEES ACTION A/F 8
Approval Date: March 5, 2019

Resolution

To continue coverage of Property Insurance Policy for 1280 Wall Street, Lyndhurst, NJ, by purchasing from Chubb/ACE American Insurance through Otterstedt Insurance Agency.

Submitted By

Dr. Victor Anaya, Executive Director of Finance

Action Requested

Authorization to renew property insurance coverage for 1280 Wall Street, Lyndhurst, NJ, for 1-year from Chubb/ACE American Insurance through Otterstedt Insurance Agency.

- March 31, 2019 through March 31, 2020
Property Policy at a cost of \$20,687.38

Justification

The insurance consultant, Otterstedt Insurance Agency, recommends purchasing this insurance from Chubb/ACE American Insurance. While Selective and FMI are slightly lower in premium than Chubb, they cannot provide \$1,100,000 in business income that is necessary on this policy. Chubb has been able to keep the renewal pricing relatively flat since inception, while increasing the building limit to bring into current replacement cost.

Quotes were received from the companies listed below:

Chubb:	\$20,687.38
Selective:	\$19,600.00
FMI:	\$19,453.00

This is below the County College bid threshold. Insurance is exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5(11).

Charge To: 10-01-188100-607590



BOARD OF TRUSTEES ACTION A/F 9
Approval Date: March 5, 2019

Resolution

To continue coverage of Cyber, Privacy, & Security Liability insurance by purchasing from Chubb/ACE American Insurance through Otterstedt Insurance Agency.

Submitted By

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

Action Requested

Authorization to purchase Cyber, Privacy, & Security Liability insurance coverage for 1-year from Chubb/ACE American Insurance through Otterstedt Insurance Agency at a cost of \$32,996.80 including 10 % commission, plus 0.6% NJ Property-Liability Insurance Guaranty Association surcharge.

Justification

The insurance consultant, Otterstedt Insurance Agency, recommends purchasing this insurance from Chubb/ACE American Insurance due to the comprehensive coverage and coverage amounts offered. Coverage provides notifications and credit monitoring, forensics and crisis management, privacy, network security and internet media liability, business interruption, and network extortion.

Quotations were received by companies listed below.

1. Chubb/ACE American Insurance: \$32,996.80
2. Beazley: \$31,964.68. However, Beazley is considered a non-admitted carrier and does not have the financial coverage through NJ Property-Liability Insurance Guaranty Association.
3. Philadelphia: Application submitted and declined to quote

The college has a need to procure this insurance through a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Otterstedt Insurance Agency 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.

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

Charge to: College Operating Funds
Account: 10-01-188100-607888



BOARD OF TRUSTEES ACTION A/F 10

Approval Date: March 5, 2019

Resolution

To amend professional services agreement, awarded on October 17, 2018, to Cooley, L.L.P. to increase the contract to an amount not to exceed \$150,000.

Submitted By

Dr. Victor Anaya, Executive Director, Finance

Action Requested

Authorizing an additional \$50,000 not to exceed \$150,000, for professional services with the Cooley Law Firm for continued assistance to the College in responding to a U. S. Department of Education's Federal Program Review.

Justification

The College requires the assistance of the Cooley Law Firm, who is experienced in assisting institutions of higher education in responding to financial aid program reviews conducted by the U. S. Department of Education.

The college has a need to procure these services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. Cooley LLP 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.

These are professional services that are exempt from public bidding pursuant to N.J.S.A. 18A:64A-25.5a(1).

Charge to: College Funds

Account Number: 10-02-243100-607566



BOARD OF TRUSTEES ACTION A/F 11
Approval Date: March 5, 2019

Resolution

Authorization to institute a waiver for full time employees of the New Bridge Medical Center.

Submitted By

Dr. Victor Anaya, Executive Director of Finance

Action Requested

To approve the following fee structure for full time employees of the New Bridge Medical Center for the 2019 -2020 academic year.

New Bridge Medical Center full time employees agree to pay 50% tuition and the full amount of all related college/course fees for the semester in which the classes are taught based on availability. Payment must be received by BCC on or before the due dates determined by the Registration Office for that semester.

Employees are responsible for bearing the cost of books and supplies.

Justification

New Bridge Medical Center has shown interest in partnering with the College in order to offer their full time employees an opportunity to attend College at a lower tuition rate.



BOARD OF TRUSTEES ACTION A/F 12
Approval Date: March 5, 2019

Resolution

Authorization for the Division of Continuing Education, Corporate & Public Sector Training to enter into an agreement with Career Development Institute to provide courses for Animal Control Officer.

Submitted By

Dr. Victor Anaya, Executive Director, Finance

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

Ms. Cinzia D'Iorio, Dean, Division of Continuing Education Corporate & Public Sector Training

Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

To authorize payment to Career Development Institute for Animal Control Officer (CD 072), Continuing Education Programs in an amount not to exceed \$19,000.00.

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.

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, nine sections of CD 072 and six sections of CD 071 have run with a total of 308 students completing the training since October 2012.

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, which surpassed enrollment estimates last year. A total of \$270,732 revenue has been collected since October 2012 with \$185,272 being paid to CDI and Bergen retaining net revenue of \$92,542 thus far.

The following courses will be offered this year:

Animal Control Officer:

1. March 30 – May 18, 2019
2. October 5 – November 16, 2019

The amount paid to Career Development Institute is dependent upon the number of students registered in the class. Based on enrollment from 2018, the payments to Career Development Institute will not exceed \$19,000.

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.cditraining.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



BOARD OF TRUSTEES ACTION A/F 13
Approval Date: March 5, 2019

Resolution

Authorization to purchase medical simulation manikins from Laerdal Medical Corporation for use in health professions programs. This is funded through GO Bond.

Submitted By

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

Action Requested

Authorization to purchase a SimBaby and SimJunior, with software licenses, accessories, extended warranty and training, at a cost of \$85,780.55 from Laerdal Medical Corporation.

Justification

Medical simulation has become a fundamental part of the health professions education learning environment.

With serving over 1200 students last semester, often having 20-30 students waiting to access our one pediatric and one infant manikin, we have identified a critical need for additional manikins to better serve our students. Allowing our students the opportunity to fully engage with these life simulators provides an unparalleled educational experience and provides for the highest standard in patient safety.

The Laerdal SimBaby and SimJunior are only available through Laerdal Medical Corporation.

The college has a need to award the procurement as a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Laerdal Medical Corporation has submitted a Political Contribution Disclosure form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20-26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20-8, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution Disclosure, the Stockholder Disclosure Certification and Business Entity Disclosure will be maintained on file at the College.

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

Charge To: GO Bond

Account Number: 20-00-115300-604212



DRAFT
Bids are being reviewed

BOARD OF TRUSTEES ACTION A/F 14
Approval Date: March 5, 2019

Resolution

Authorization to award Public Bid P- 2289 for restaurant equipment for the Hospitality Restaurant Management program to _____. This is funded by Perkins Grant.

Submitted By

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

Action Requested

Authorization to purchase restaurant equipment described below. The award is made by line item to the companies listed.

Justification

The new equipment will be used to strengthen our facilities and teaching abilities in order to maintain the high industry standards and provide classroom/lab instruction to a wide number of students.

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

Charge To: Perkins Grant

Account Number: 20-02-592800-604212



BOARD OF TRUSTEES ACTION A/F 15
Approval Date: March 5, 2019

Resolution

To authorize the renewal of hardware support for 1 block of Nutanix G4 nodes and 1 block of Nutanix G5 nodes from Aspire Technology Partners, LLC.

Submitted By

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

Action Requested

Authorization to renew and co-terminate our Nutanix hardware support for one year from Aspire Technology Partners, LLC in the amount of \$37,574.25, through NJEDge consortium pricing. This renewal includes 1 year of support for our initial purchase of NX-3060-G4 as well as co-termed support of 6 months for our second purchase of NX-3060-G5.

Justification

The Nutanix Hardware Platform hosts nearly the entirety of BCC's critical server and virtual desktop infrastructure. This hardware platform enables the ITS department to host our nearly 200 virtual servers and over 1000 virtual desktops.

Quotations were requested from the companies listed below.

Aspire Technology	\$37,574.25
SHI International Corp.	\$39,173.27
Presidio	no quote
IPM	no response

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: 10-01-165100-607511



BOARD OF TRUSTEES ACTION A/F 16
Approval Date: March 5, 2019

Resolution

To authorize the purchase of annual Microsoft Campus agreement for volume licensing of various Microsoft software from SHI International Corp.

Submitted By

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

Action Requested

Authorization to purchase an annual Microsoft Campus Licensing agreement, for the period 6/1/19 – 5/31/20, from SHI International Corp. in the amount of \$125,339.55 through NJEdge consortium pricing.

Justification

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

Quotations were requested from the companies listed below.

SHI International Corp.	\$125,339.55
Dell Marketing L. P.	\$128,656.44
CDW Government	no quote
Insight Public Sector	no response
PCMG, Inc.	no response

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: 10-01-165100-607526



BOARD OF TRUSTEES ACTION A/F 17
Approval Date: March 5, 2019

Resolution

To authorize the renewal of NetApp Support for SAN (storage area network) appliances from Continental Resources, Inc., at the Paramus Campus, for the period of April 1, 2019 through March 31, 2020.

Submitted By

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

Action Requested

Authorization to renew our NetApp support for SAN (storage area network) appliances, at the Paramus Campus, for the period of April 1, 2019 through March 31, 2020, from Continental Resources, Inc. in the amount of \$39,281.05 on NJ State Contract 89977.

Justification

This is our annual renewal of support and maintenance on the SAN appliances in use at Paramus, for the term of 4/1/19 – 3/31/20.

Quotes were requested from the companies listed below.

Continental Resources, Inc.	\$39,281.05
CDW Government LLC	no response
Eplus Technology, Inc.	no response
SHI International Corp.	no quote
NWN Corporation	no response

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

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



BOARD OF TRUSTEES ACTION A/F 18
Approval Date: March 5, 2019

Resolution

To authorize the renewal of Veritas Netbackup licensing from SHI International Corp. for our Server Backup system for the period of March 31, 2019 through March 30, 2020.

Submitted By

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

Action Requested

Authorization to renew our Veritas Netbackup Licensing from SHI International Corp. in the amount of \$46,753.89 for the period of March 31, 2019 through March 30, 2020 on NJ State Contract 89851.

Justification

Veritas NetBackup provides the ability for IT to perform daily backups of all of the College's critical information systems including; Exchange Email, Colleague, File Shares and all of the miscellaneous servers that support the mission of the college.

Quotation were requested from the companies listed below.

SHI International Corp.	\$46,753.89
CDW Government, Inc.	no quote
Dell Marketing L.P.	no quote
Insight Public Sector, Inc.	no response
PCMG, Inc.	no response

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

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



BOARD OF TRUSTEES ACTION A/F 19
Approval Date: March 5, 2019

Resolution

To authorize the purchase of Symantec SymEd licensing renewal from SHI International Corp. for the period of March 15, 2019 through March 14, 2020.

Submitted By

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

Action Requested

Authorization to purchase Symantec SymEd licensing renewal for the period of March 15, 2019 through March 14, 2020, from SHI International Corp. in the amount of \$17,284.49 on NJ State Contract 89851.

Justification

Symantec SymEd subscription provides the college access to antivirus protection for all of the PC's on all of our campus as well as access to enterprise level desktop cloning tools. Additionally, the subscription entitles the college to use of Symantec's Mobile Device management suite.

Quotes were requested from the companies listed below.

SHI International Corp.	\$17,284.49
PCMG, Inc.	\$17,602.04
CDW Government, Inc.	NO RESPONSE
Insight Public Sector, Inc.	NO RESPONSE
Dell Marketing L.P.	\$20,726.30
Continental Resource	\$21,012.18

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

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



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BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: March 5, 2019

Resolution

Serve as lead agency with consortium partners Hudson County Community College and Sussex County Community College, submit a grant for \$550,000 to the Office of Violence Against Women (OVW), and to authorize President Michael D. Redmond, or his designee, to execute required documents.

Submitted By

Dr. Brian D. Agnew, Executive Vice President
Dr. William P. Mullaney, Vice President of Academic Affairs
Dr. Victor Brown, Dean of Business, Arts, and Social Sciences
Mr. Richard Kuiters, Department Chair, Criminal Justice and Legal Studies
Dr. William J. Yakowicz, Director of Grants Administration

Action Requested

Serving as lead agency for a consortium with partners Hudson County Community College (HCCC) and Sussex County Community College (SCCC) to submit an application in the amount of \$550,000 for a three-year OVW Grant to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus. The proposed project supports the development, provision and expansion services or activities to enhance the safety of students at each of the partner colleges.

No College funds are required.

A draft summary is attached. The budget, in development, is forthcoming.

Project Summary

The Bergen Community College, HCCC, SCCC Consortium Project supports:

1. Personnel, training, technical assistance, data collection, and other equipment with respect to the increased apprehension, investigation, and adjudication of persons committing domestic violence, dating violence, sexual assault, and stalking on campus.
2. Developing, strengthening, and implementing campus policies, protocols, and services, including the use of technology to commit these crimes, and to train campus administrators, campus security personnel, and personnel serving on campus disciplinary or judicial boards on such policies, protocols, and services.
3. Conducting education programs for the prevention of domestic violence, dating violence, sexual assault, and stalking.
4. Developing, enlarging, or strengthening victim services programs on campus whether the services are provided by the institution or in coordination with community victim service providers.
5. Providing assistance and information about victims' options on and off campus to bring disciplinary or other legal action, including assistance to victims in immigration matters.
6. Developing data collection and communication systems linking campus security to the local law enforcement.
7. Supporting improved coordination among campus administrators, campus security personnel, and local law enforcement to reduce domestic violence, dating violence, sexual assault, and stalking on campus.
8. Providing developmental, culturally appropriate, and linguistically accessible print or electronic materials to address both prevention and intervention in domestic violence, dating violence, sexual violence, and stalking.
9. Developing or adapting population specific strategies and projects for victims of domestic violence, dating violence, sexual assault, and stalking from underserved populations on campus.

OVW Priority Areas

1. Reduce violent crime against women and promote victim safety.
2. Increase efforts to combat stalking.
3. Develop a policy that reflects the unique needs of stalking victims
4. Provide on-going trainings on the misuse of technology and stalking for all campus personnel; and
5. Create primary prevention programming on stalking, including cyberstalking.

Key Program Requirements

1. Participation on coordinated community response (CCR).
2. On-going training for all campus law enforcement to respond effectively to sexual assault, domestic violence, dating violence, and stalking.
3. Training of all participants in the disciplinary process, including members of campus disciplinary boards and investigators, to respond effectively to situations involving sexual assault, domestic violence, dating violence, and stalking.
4. Develop new project activities beyond the mandatory program requirements in one of the following areas: improving effectiveness of CCR teams; reducing sexual assault, domestic violence, dating violence, and stalking, and enhancing campus responses for victims.



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BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: March 5, 2019

Resolution

Authorize amendment of an existing agreement with Rutgers, The State University, through its School of Management and Labor Relations (“Rutgers”) in connection with the work to be performed under the **First in the World Grant** awarded to the College by the U.S. Department of Education, Fund for the Improvement of Postsecondary Education (USDOE-FIPSE), Grant # P116F150138 (the “Grant”), and to authorize President Michael D. Redmond, or his designee, to execute required documents.

Submitted By

Dr. Brian D. Agnew, Executive Vice President
Dr. William P. Mullaney, Vice President of Academic Affairs
Dr. PJ Ricatto, Dean, Division of Mathematics, Science and Technology
Ms. Barbara Golden, Director, Purchasing and Services
Dr. William J. Yakowicz, Director of Grants Administration

Action Requested

Approval by the Board of Trustees of an amendment to existing agreements between the College and Rutgers; the proposed amendment increases the funding for the evaluation performed by Rutgers pursuant to an approval from the USDOE allowing an expansion of the grant program to include a STEM-specific cohort sub-study. The additional evaluation cost and associated indirect costs will be moved from Union County College’s budget to Bergen Community College’s budget, as the contract exists between Rutgers and Bergen. The College shall administer the Grant and make payment to Rutgers only to the extent that those activities and payments are authorized, approved, and available from the U.S. Department of Education, Fund for the Improvement of Postsecondary Education.

No College funds are required.
An amendment and budget are forthcoming.



BOARD OF TRUSTEES ACTION E/SA 3
Approval Date: March 5, 2019

Resolution

Authorize amendment of an existing agreement with Union County College ("Union") in connection with the work to be performed under the **First in the World Grant** awarded to the College by the U.S. Department of Education, Fund for the Improvement of Postsecondary Education (USDOE-FIPSE), Grant # P116F150138 (the "Grant"), and to authorize President Michael D. Redmond, or his designee, to execute required documents.

Submitted By

Dr. Brian D. Agnew, Executive Vice President
Dr. William P. Mullaney, Vice President of Academic Affairs
Dr. PJ Ricatto, Dean, Division of Mathematics, Science and Technology
Ms. Barbara Golden, Director, Purchasing and Services
Dr. William J. Yakowicz, Director of Grants Administration

Action Requested

Approval by the Board of Trustees of an amendment to existing agreements between the College and Union; the proposed amendment increases the funding for the evaluation performed by Rutgers pursuant to an approval from the USDOE allowing an expansion of the grant program to include a STEM-specific cohort sub-study. The additional evaluation cost and associated indirect costs will be moved from Union County College's budget to Bergen Community College's budget, as the contract for evaluation exists between Rutgers and Bergen. The College shall administer the Grant and make payment to Union only to the extent that those activities and payments are authorized, approved, and available from the U.S. Department of Education, Fund for the Improvement of Postsecondary Education.

No College funds are required.
An amendment and budget are forthcoming.



BOARD OF TRUSTEES ACTION E/SA 4
Approval Date: March 5, 2019

Resolution

Authorize a 12-month no-cost extension of the First in the World grant awarded to the College by the U.S. Department of Education, Fund for the Improvement of Postsecondary Education (USDOE-FIPSE), Grant # P116F150138 (the "Grant"), and to authorize President Michael D. Redmond, or his designee, to execute required documents.

Submitted By

Dr. Brian D. Agnew, Executive Vice President
Dr. William P. Mullaney, Vice President of Academic Affairs
Dr. PJ Ricatto, Dean, Division of Mathematics, Science and Technology
Dr. William J. Yakowicz, Director of Grants Administration

Action Requested

Authorize a 12-month no-cost extension for the First in the World grant. The award period for the grant is 10/1/15 – 9/30/19. A 12-month extension will give Bergen Community College and its partner, Union County College, sufficient time to complete all goals proposed. The additional year will allow the colleges to:

1. Allow for recruitment of an additional cohort – adding to the numbers for both institutions and bolstering the statistical power of the study
2. Improve the statistical power of longer-term outcomes, including fall-to-fall retention and 3-year graduation rates.
3. With the replacement of the original Accuplacer Exam with Accuplacer 2.0, the additional cohort will allow us to establish an equivalence between the two exams so that we might understand how these mediate the treatment effects observed thus far.
4. Test the intervention specifically on STEM majors alone (at Union CC ONLY)

No College funds are required.
A summary and budget are forthcoming.



BOARD OF TRUSTEES ACTION E/SA 5
Approval Date: March 5, 2019

Resolution

To authorize submission of a grant proposal to the National Science Foundation (NSF) in the amount of \$650,000 for the *Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM)* grant program, and to authorize President Michael D. Redmond, or his designee, to execute required documents.

Submitted By

Dr. Brian D. Agnew, Executive Vice President
Dr. William P. Mullaney, Vice President of Academic Affairs
Dr. P.J. Ricatto, Dean of Mathematics, Science, and Technology
Dr. William J. Yakowicz, Director of Grants Administration

Action Requested

This scholarship program is intended to encourage and enable academically talented but financially needy students to complete degree programs and enter the workforce upon completion of the degree. The S-STEM program is designed to recruit students into science and engineering programs, mentor students, support students through degree completion, and partner with other institutions of higher education and with employers to facilitate student development and career placement in the STEM workforce. As the College's central location for scholarship management, the BCC Foundation would be responsible for selecting scholarship recipients, reporting demographic information about student scholars, and managing the S-STEM project.

No additional college funds are required.



BOARD OF TRUSTEES ACTION E/SA 6
Approval Date: March 5, 2019

Resolution:

Authorize submission of a grant in the amount of \$1.5 million to the Substance Abuse and Mental Health Services Administration (SAMHSA) competition for "2019 Strategic Prevention Framework - Partnerships for Success," and to authorize President Michael D. Redmond or his designee to execute required documents.

Submitted By

Dr. Brian D. Agnew, Executive Vice President
Mr. Victor Anaya, Executive Director, Finance
Dr. William P. Mullaney, Vice President of Academic Affairs
Dr. Waldon J. Hagan, Vice President of Student Affairs
Dr. Susan Callahan Barnard, Dean, Health Professions
Ms. Rachel B. Lerner Colucci, Dean of Student Life & Conduct
Ms. Jennifer Migliorino-Reyes, Dean of Student Support Services
Dr. William J. Yakowicz, Director of Grants Administration

Action Requested

Authorize submission of a five-year grant in the amount of \$300,000 annually (\$1.5 million total) to SAMHSA for a 2019 Strategic Prevention Framework - Partnerships for Success program. The purpose of this grant program is to prevent the onset and reduce the progression of substance abuse and its related problems while strengthening prevention capacity and infrastructure at the community level. The program is intended to address one of the nation's top substance abuse prevention priorities - underage drinking among persons aged 9 to 20. At their discretion, recipients may also use grant funds to target up to two additional, data-driven substance abuse prevention priorities, such as the use of marijuana, cocaine, opioids, or methamphetamine, etc. by individuals ages 9 and above.

Annual continuation awards will depend on the availability of funds, recipient progress in meeting project goals and objectives, timely submission of required data and reports, and compliance with all terms and conditions of award.

A summary is attached. The budget is in development and will follow.

No college funds are required.

2019 Strategic Prevention Framework - Partnerships for Success (SPF-PFS) Program Summary

The proposed project intends to meet the goals of the SPF-PFS grant program by capitalizing on SAMHSA's Strategic Prevention framework process, utilizing a data-driven approach to identify communities of high need and at-risk populations.

Key Personnel for this grant program will be the Project Director and the Lead Epidemiologist, both of which need to be identified. All positions require prior review of credentials and job descriptions for approval by SAMHSA.

Required Activities

SPF-PFS grant funds must be used primarily to support infrastructure development, including the following types of activities:

- Use the SPF to identify and select comprehensive, data-driven substance abuse prevention strategies to continue to accomplish the following goals:
 - 1) preventing the onset and reducing the progression of substance abuse;
 - 2) reducing substance abuse-related problems;
 - 3) strengthening prevention capacity/infrastructure at the community level;
 - 4) leveraging other funding streams and resources for prevention;
 - 5) implementing a comprehensive prevention approach, including a mix of evidence-based programs, policies, and/or practices that best address the selected prevention priority(ies); and
 - 6) identifying TA and training needs and the development of responsive activities.
- Build capacity to address underage drinking among persons aged 9 to 20 and up to two additional, data-driven substance abuse prevention priorities in the community.
- Collect and report community-level data to determine progress toward addressing SPF-PFS prevention priority(ies).
- Utilize community coalition building strategies to advance substance abuse prevention efforts across the community.
- Develop prevention messaging and other prevention strategies and ensure dissemination of these messages and strategies.
- Utilize and share effective resources with the Prevention Technology Transfer Centers (PTTCs) to enhance the wide dissemination and adoption of best practices in substance abuse prevention

Allowable Activities:

SAMHSA's SPF-PFS grants may also support the following types of activities:

- Coordinate to identify entities serving the selected communities and at-risk populations, such as substance abuse treatment providers, emergency medical services agencies, departments of justice, child protective agencies, mental health agencies and organizations serving at-risk youth.



BOARD OF TRUSTEES ACTION E/SA 7
Approval Date: March 5, 2019

Resolution:

To authorize submission of a Perkins FY 2019 spending plan budget modification to the State of New Jersey Department of Education, and to authorize President Michael D. Redmond, or his designee, to execute required documents.

Submitted By

Dr. Brian D. Agnew, Executive Vice President
Dr. William P. Mullaney, Vice President of Academic Affairs
Mr. Victor Anaya, Executive Director, Finance
Ms. Barbara Golden, Director, Purchasing and Services
Dr. William J. Yakowicz, Director of Grants Administration

Action Requested

Authorize submission of an amended Perkins FY19 spending plan to (1) increase the amount of Perkins funding by \$5,543 (for a new total of \$604,045) added by the NJ Department of Education in January 2019, and (2) reallocate funds of approximately \$53,000 realized from savings in equipment and supplies purchases. An overview is provided below. The specific adjustments and budget modification will follow.

Modified FY 2019 CTE program support requests include:

- HRM training/workshop attendance and travel for professional development. This is to be covered by the \$5,543 in added funding.
- Impervious countertops for animal examinations and upgraded cabinets for the Veterinary Technician training laboratory instructional supplies. These and related items are required for the Veterinary Technician program to comply with its accreditation agency, the American Veterinary Medical Association (AVMA). The proposed Veterinary Technology expenditures are to be covered through savings realized by our purchasing department and by changes in previously approved plans.

No college funds are required.



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BOARD OF TRUSTEES ACTION: Institutional 1
Approval Date: March 5, 2019

Resolution

Approval of the Drug-Free Schools and Communities Act, A Bergen Community College Board of Trustees Policy.

Submitted By

Dr. Michael D. Redmond, President
Dr. Brian D. Agnew, Executive Vice-President
Dr. Waldon Hagan, Vice-President, Student Affairs
Ms. Rachel Lerner Colucci, Dean of Student Life and Conduct
Mr. Frank Cuzzo, Director of Financial Aid

Action Requested

To approve the policy and procedures for complying with the requirements of the Drug-Free Schools and Communities Act.

Justification

The United States Department of Education requires institutions of higher education that receive federal funding to publish policies and procedures for complying with the requirements of the Drug-Free Schools and Communities Act, including development, implementation, and distribution of the *Drug and Alcohol Abuse Prevention Program* (DAAPP) and *Biennial Review* report.

See attached policy.

Bergen Community College
Board of Trustees
Section (STU)

Policy #

Effective Date:

**Responsible Official: Vice
President for Student Affairs**

Drug-Free Schools and Communities Act

Reason for Policy

To establish guidance and procedures for institutional compliance with the Drug Free Schools and Communities Act, including development, implementation, and distribution of the Drug and Alcohol Abuse Prevention Program (DAAPP) and Biennial Report.

Affected by this Policy

Students, Faculty, Staff

Policy Statement

It is the policy of Bergen Community College to comply with the *Drug-Free Schools and Communities (Campuses) Act of 1989*, as articulated in the *Education Department General Administrative Regulations (EDGAR) Part 86*.

In accordance with our mission, Bergen Community College is committed to protecting the safety, health, and well-being of all students, employees, and members of our community. As a pillar of the Bergen community, the College has made a strong commitment to ensure the campus is free of alcohol and illegal drugs. Recognizing that alcohol abuse and illegal drug use pose a threat to our educational mission, the College has established policies and programs that balance respect for the individual and concern for the community.

The Drug-Free Schools and Communities Act (DFSCA) requires an institution of higher education to certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

Procedures

Compliance with the Federal Drug-Free Schools and Communities Act of 1989

Pursuant to the Drug Free Schools and Communities Act, Bergen Community College will:

- A. Adopt and implement a drug and alcohol abuse prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on school premises or as part of any of its activities;
- B. Provide a written certification that it has adopted and implemented the drug prevention program;
- C. Annually distribute in writing to each employee and to each student who is taking one or more classes for any type of academic credit, regardless of the length of the student's program of study:
 - 1. standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
 - 2. a description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
 - 3. a description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
 - 4. a description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
 - 5. a clear statement that the campus will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

Annual distribution of the DAAPP shall occur via e-mail to all faculty, staff and students at the start of each term. Paper copies of the DAAPP shall be available to all faculty, staff, and students upon request. A copy of the email template used to distribute the DAAPP is included as Appendix A.

The full DAAPP will also be posted on the College website.

- D. Conduct a Biennial Review by October 1 of even number years of its program to:
 - 1. ascertain its effectiveness and implement changes to the program if they are needed; and
 - 2. ensure disciplinary sanctions are consistently enforced:
 - a. A committee composed of representatives from Student Life and Conduct, the Center for Student Success, the Center for Health, Wellness and Personal Counseling, Human Resources, Athletics, Public Safety and the Bergen County Sheriff's Department shall meet semi-annually to conduct the Biennial Review process and issue a report summarizing the findings. Representatives to the Biennial Review Committee shall be selected by the Vice President for Student Affairs.

E. Retain records pertaining to its programs for at least three years following the fiscal year in which they are produced. A copy of these records shall be made available, upon request, to the U.S. Secretary of the Department of Education, and the public. Such records shall include at minimum:

1. the items described in section (C) of this policy;
2. any other records reasonably related to the College's compliance with the drug prevention program certification;
3. if any litigation, claim, negotiation, audit, review, or other action involving the records has been started before expiration of the three-year period, the College shall retain the records until completion of the action and resolution of all issues that arise from it, or until the end of the regular three-year period, whichever is later.
4. the text of the information distributed annually in compliance with the Drug Free School and Communities Act;
5. a record of the scope and method of the annual dissemination of this information;
6. personnel disciplinary records pertaining to violations of the drug and alcohol policy;
7. student disciplinary records pertaining to violation of the drug and alcohol policy, consistent with the Family Educational Rights and Privacy Act;
8. a record of the results of the biennial review of the program; and
9. a certification of the biennial review.

These records will be maintained by the Office of the Vice President for Student Affairs.

Related Documents/Policies

Student Code of Conduct

Employee Code of Conduct

Biennial Review

Employee Drug and Alcohol Policy

Student Drug and Alcohol Policy

Policy History: (adopted/amended)

Adopted in part from the U.S. Department of Education reference material, *Complying with the Drug-Free Schools and Campuses Regulations EDGAR Part 86: A Guide for University and College Administrators*.

Appendix A

Email notice of the availability of the DAAPP.

Dear Students, Faculty and Staff:

As we begin a new academic term, I write to remind you of important policies and resources available to you at Bergen Community College related to drug and alcohol abuse prevention.

Bergen Community College complies with the Drug-Free Schools and Campuses Regulations by notifying annually all community members of the College's Drug and Alcohol Prevention Program (DAAPP.) The DAAPP includes Bergen's policies regarding the use of alcohol and other drugs, resources for drug and alcohol abuse prevention, important information about state and federal laws pertaining to the use of drugs and alcohol, and Bergen's most recent Biennial Review. Each member of the community is expected to be familiar and comply with Bergen's policies. All college policies can be found online at <https://bergen.edu/about-us/college-policies/>.

I hope you find these resources helpful and I look forward to a healthy and safe year together. You can request a hard copy of the DAAPP by contacting the Office of Student Life and Conduct and/or the Office of Human Resources. You can also print copies from the webpage above.

Sincerely,



BOARD OF TRUSTEES ACTION P 1A
Approval Date: March 5, 2019

Resolution

Appointment: Lecturers, Spring 2019 Semester

Submitted By

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Dr. William P. Mullaney, Vice President, Academic Affairs

Action Requested

To approve the appointment of the following individual as a Lecturer retroactively for the Spring 2019 semester at the salary indicated.

<u>Name</u>	<u>Discipline/Division</u>	<u>Salary</u>
Richard Laird	Social Sciences/Business, Arts and Social Sciences	\$ 21,000.00

Justification

Emergency Lecturer appointment to cover full time class load due to an unexpected faculty medical leave.



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BOARD OF TRUSTEES P 1B
Approval Date: March 5, 2019

Resolution

Appointment: Professional Staff

Submitted By

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

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

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Tamara Vaughan	Manager, Business Development	\$75,000.00	3/11/19

Justification

To fill a budgeted position through a successful search process.

Charge to: College Operating Funds

Account Number:



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BOARD OF TRUSTEES ACTION P 1C

Approval Date: March 5, 2019

Resolution

Appointment: Grant (Turning Point Program)

Submitted By

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Dr. William Mullaney, Vice President, Academic Affairs

Action Requested

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

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Dates</u>
Colleen Tedesco	Success Coach/Office of Specialized Services/ Student Affairs	\$50,000.00 (pro-rated)	3/25/19 – 9/30/19 (retroactive)

Justification

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

Charge To: Grant Funds

Account Number:



BOARD OF TRUSTEES ACTION P 1D

Approval Date: March 5, 2019

Resolution

Appointment: Student Affairs Athletic Program (Coaching Staff)

Submitted By

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Dr. Waldon Hagan, Vice President, Student Affairs

Action Requested

To approve the appointment of the following individual to a part-time Assistant Coach position at the salary indicated:

<u>Name</u>	<u>Assistant Coach Position</u>	<u>Stipend</u>	<u>Effective Dates</u>
Junior Lewis	Softball Coach	\$3,500.00	02/22/18 – 06/01/19 (retroactive)

Justification

The above-mentioned position is seasonal.

Charge To:

Account Number:



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PLACEHOLDER

BOARD OF TRUSTEES ACTION P 1E

Approval Date: March 5, 2019

Resolution

Appointment: Professional Staff

Submitted By

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

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

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
TBD	Program Supervisor/Continuing Education & Workforce Development	\$ TBD	TBD

Justification

To fill a budgeted position through a successful search process.

Charge to: College Operating Funds

Account Number:



BOARD OF TRUSTEES ACTION P 2
Approval Date: March 5, 2019

Resolution

Reappointment Faculty – Third Reappointment

Submitted By

Dr. Michael D. Redmond, President
Dr. Brian D. Agnew, Executive Vice President
Dr. William Mullaney, Vice President, Academic Affairs

Action Requested

To reappoint the following individuals for their third reappointment to the indicated division & rank for the period September 1, 2019 through June 30, 2020 unless otherwise noted:

3rd REAPPOINTMENT

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

Justification

In accordance with Article XIII of the BCCFA contract.

Charge to: College Operating Funds

Account Number:



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BOARD OF TRUSTEES ACTION P 3
Approval Date: March 5, 2019

Resolution

Eliminate stipend.

Submitted By

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

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

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

Action Requested

To eliminate a monthly stipend for the following individual as indicated:

<u>Name</u>	<u>Position/Division</u>	<u>Monthly Amount</u>	<u>Effective Date</u>
Christopher Talmo	Director, Custodial Services/ Buildings and Grounds	\$750.00	03/01/19 (retroactive)

Justification

To eliminate stipend due to the successful completion of the College search process for the Managing Director of the Physical Plant and Grounds.

Charge to: Grant Funds

Account Number:



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BOARD OF TRUSTEES ACTION P 4
Approval Date: March 5, 2019

Resolution

WHEREAS the Bergen Community College ("College") and the Bergen Community College Faculty Association ("BCCFA") agree to recommend the terms for a successor collective bargaining agreement subject to Board approval.

Submitted By

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President



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BOARD OF TRUSTEES ACTION P 5A
Approval Date: March 5, 2019

Resolution

Approve: Leave of Absence/Professional Staff

Submitted By

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Dr. Larry Hlavenka, Executive Director, Public Relations & Community and Cultural Affairs

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Effective Dates</u>
Robyn Bland	Public Information Assistant/ Public Relations	01/24/19 (retroactive)

Justification

Medical Leave



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BOARD OF TRUSTEES ACTION P 5B
Approval Date: March 5, 2019

Resolution

Approve: Leave of Absence/Support Staff

Submitted By

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

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

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Effective Dates</u>
Alfred Savastano	Custodian/Buildings & Grounds	02/16/19 (retroactive)

Justification

Medical Leave



BOARD OF TRUSTEES ACTION P 6
Approval Date: March 5, 2019

Resolution

Retirement: Faculty

Submitted By

Dr. Michael D. Redmond, President
Dr. Brian D. Agnew, Executive Vice President
Dr. William Mullaney, Vice President, Academic Affairs

Action Requested

To approve the retirement of the following individual:

<u>Name</u>	<u>Rank/Department/Division</u>	<u>Effective Date</u>
Karen Comai-Fuerherm	Associate Professor/Physical Sciences/ Math, Science and Technology	02/01/19 (retroactive)

Justification

Retirement



PLACEHOLDER

BOARD OF TRUSTEES ACTION P 7 **Approval Date: March 5, 2019**

Resolution

Confer Professor Emeritus Status

Submitted By

Dr. Michael D. Redmond, President
Dr. Brian D. Agnew, Executive Vice President
Dr. William Mullaney, Vice President of Academic Affairs

Action Requested

That the Board of Trustees confer Professor Emeritus status on the following individual(s):

TBD

Justification

Recommended by the Professor Emeritus Committee and Vice President of Academic Affairs,
Dr. William Mullaney.



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BOARD OF TRUSTEES ACTION P 8
Approval Date: March 5, 2019

Resolution

Resignation – Faculty

Submitted By

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Dr. William Mullaney, Vice President, Academic Affairs

Action Requested

To approve the resignation of the following individual:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Megan Mendez	Instructor/Nursing/Health Professions	06/30/19

Justification

Resignation



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BOARD OF TRUSTEES ACTION P 9
Approval Date: March 5, 2019

Resolution

Resignation: Grants

Submitted By

Dr. Michael D. Redmond, President
Dr. Brian D. Agnew, Executive Vice President
Dr. William Mullaney, Vice President, Academic Affairs

Action Requested

To accept the resignation of the following individual:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Linda Araya	Supplemental Instruction (SI) Coordinator/ Cerullo Learning Assistance Center/ Academic Affairs	03/15/18

Justification

Resignation



BOARD OF TRUSTEES ACTION S/F 1
Approval Date: March 5, 2019

Resolution

Change Order: GPC, Inc. – STEM Student Research Center

Submitted By

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

Action Requested

Authorization to issue Change Order #1, \$30,240.64 to GPC, Inc. – STEM Student Research Center

Original Contract Amount	-	\$ 740,000.00
Change Order #1	-	\$ 30,240.64

Revised Contract Amount - \$ 770,240.64

Percentage Increase over Original Contract Amount - 4.1%

Justification

The above change order was approved by the Board of Trustees Site and Facilities Committee at their February 18, 2019 meeting. See schedule below for detailed description of the approved change order.

- Item #1 - Not-to Exceed \$3,215.29 (COR #1) to provide new sprinklers in S-327A, S-327B, S-327C and S-327E, which are currently unsprinklered, and are required to be sprinklered.
- Item #2 - Not-to Exceed \$8,546.43 (COR #2) to Remove seven ACM containing knee walls originally scheduled to remain, but were structurally unsound.
- Item #3 - Not-to-Exceed \$4,716.61 (COR #3) to Replace seven knee walls originally scheduled to remain, but were structurally unsound and needed to be replaced with structurally sound knee walls.
- Item #4 - Not-to-Exceed \$4,734.45 (COR #6) to Furnish and install 112 lf of drywall at existing exterior wall above existing windows to enclose exposed rigid insulation located above new cloud suspended ceiling
- Item #5 - Not-to-Exceed \$4,549.69 (COR #7) to dispose of lead containing masonry as hazardous waste, which could not be separated from masonry.

Item #6 - Not-to-Exceed \$4,478.17 (COR #8) Relocate and reinstall 17 Existing smoke detectors with new wiring.

Charge to: Institutional Funds

Account Number: 20-01-160100-604238