



BOARD OF TRUSTEES
PUBLIC MEETING

Tuesday, October 3, 2017 - 5:00 p.m.

**Meadowlands Campus
1280 Wall Street West
Lyndhurst, New Jersey**

Conference Rooms – 504 and 505 – 5th floor

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Roll Call
- IV. Pledge of Allegiance
- V. Reports
 - A. Vice Chairman
 - B. Secretary
 - C. Treasurer
 - D. President Presentation: Exemplary Assessment Reports – G. Fernandez
 - E. Committees
 - 1. Audit and Finance/Legal
 - 2. Education and Student Affairs
 - 3. Personnel
 - 4. Site and Facilities
 - F. Alumni Trustee
 - G. Chairperson
- VI. Unfinished Business/Board Members
- VII. New Business/Board Members
- VIII. Open to the Public
- IX. Actions
 - A. Approval of Minutes:
 - September 12, 2017
 - B. Consent Agenda – Tuesday, October 3, 2017
 - C. Other
- X. Executive Session, if required
(New Business/Open to the Public)
- XI. Adjournment

CONSENT AGENDA

Tuesday, October 3, 2017 – Meadowlands Campus – 5:00 p.m.

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

APPROVAL OF MINUTES: September 12, 2017

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize the purchase of computer hardware from State Contract vendors in an estimated amount of \$500,000 through June 30, 2018. These purchases include but are not limited to personal computers, thin clients, laptops, scanners, printers, wireless keyboards, speakers, webcam, external hard drives and other miscellaneous equipment for lifecycle replacements and other miscellaneous projects.
3. To authorize the purchase of miscellaneous Apple products through the Educational Services Commission of New Jersey cooperative until June 30, 2018. These purchases include but are not limited to iMac 21.5, iMac 27, MacPro for lifecycle replacements and other miscellaneous products.
4. Authorization to pay annual E-Commerce Volume Fee to Ellucian. The E-Commerce fee is a small percentage fee charged per dollar to the college for all online financial transactions which funnel through PayPal.
5. To authorize the purchase of carpet, tile materials, and carpet cleaning services from Commercial Interiors through the Educational Services Commission of New Jersey (ESCNJ) cooperative.
6. To award Public Bid P-2249 for digital imaging panel systems to Jefferson Medical & Imaging, Inc. This equipment will be used in the radiography program and is funded by the GO Bond.
7. To amend board action A/F5 dated September 12, 2017 to purchase additional Accuplacer placement exams.
8. Authorization to contract with Ellucian, Inc. to provide their cloud based SaaS (Software as a Service) Elevate product for three (3) years, planning workshop and implementation services. Ellucian Elevate has been developed specifically for college Continuing Education and Workforce Development departments. The cost of Ellucian Elevate is \$58,500 a year for three (3) years. Additional services – planning workshop, implementation and payment processing setup – in the first year of the contract, at a not to exceed cost of \$80,513, will be required to implement Ellucian Elevate.
9. Authorize Payment to New Jersey City University (NJCU) for New Pathways to Teaching teacher preparation program. This program is a partnership between Bergen Community College and New Jersey City University and it provides an alternate route for persons with bachelor's degrees to obtain a Certificate of Eligibility to become licensed teachers.
10. Approval of Labor Invoice – Eric M. Bernstein & Associates, L.L.C.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. To authorize acceptance of the Perkins FY 2018 grant award in the amount of \$556,329.00 from the State of New Jersey Department of Education, and to authorize Interim President Michael D. Redmond, or his designee, to execute required documents.
2. Authorize acceptance of the FY18 Workforce Learning Link contract 17-6007 for \$120,000 from the Bergen County Workforce Development Board, and to authorize Interim President Michael D. Redmond, or his designee, to execute required documents.
3. Accept year 3 of a five-year grant (# P407A150069) from the U. S. Department of Education (DOE) in the amount of \$498,234.00 for the Transition Program for Students with Intellectual Disabilities into Higher Education grant, and to authorize Interim President Michael D. Redmond, or his designee, to execute required documents.
4. Authorize acceptance of a grant award (# P031C160154) for the Hispanic Serving Institution (HSI) Science, Engineering, Mathematics, and Technology (STEM) *STEMatics* grant project from the US Department of Education in the amount of \$1,194,101.00 for year 2 of a 5 year project, and authorize Interim President Michael D. Redmond, or his designee, to execute required documents.
5. Authorize acceptance of a grant award (# P031S160134) for Year 2 of the 5 year Title V project from the US Department of Education in the amount of \$524,899.00, and authorize Interim President Michael D. Redmond, or his designee, to execute required documents.
6. Authorization for Professional Transition Services for the Turning Point Program. Resolution of the Board of Trustees of Bergen Community College, (the "College") authorizing the execution of an agreement with Bergen County Special Services, (BCSS) in connection with work and/or transition services to be performed for the Turning Point Program. BCSS has consistently provided services to the students enrolled in the Turning Point Program since 2012. The cost for these services is being paid using tuition monies raised specifically for this Program.
7. To delete the curriculum for the Associate of Applied Science, Hotel/Restaurant/Hospitality General Degree (AAS.BT.HR.GEN)
8. To delete the curriculum for the Associate of Applied Science, Catering and Banquet Management Option (AAS.BT.HR.CATER)
9. To delete the curriculum for the Associate of Applied Science, Event Planning and Management Option (AAS.BT.HR.EVENT)
10. To delete the curriculum for the Associate of Applied Science, Culinary Entrepreneurship Option (AAS.BT.HR.CUL.EPR)
11. To delete the curriculum for the Associate of Applied Science, Avionics Option (AAS.IDT.AVIONICS)
12. To authorize renewal of award agreement for evaluation consulting services to Group i & i Consultancy, LLC for year 3 of the Transition Program for Students with Intellectual Disabilities (TPSID) Grant awarded to the College by the U.S. Department of Education, Grant Award # P407A150069.

PERSONNEL (P)

- P1. Apointments:
 - A. Lecturers, Fall 2017 Semester
 - B. Professional Staff
 - C. Support Staff (These appointments are being made in accordance with the Bergen Community College Support Staff Association (BCCSSA) contract, Article XV, after successful completion of their probationary period.)
 - D. Student Affairs Athletic Program (Coaching Staff)
 - E. Program Coordinator/Faculty
- P2. Salary Adjustment – Grant Personnel
- P3. Approve stipends for Nursing Clinical Faculty for Fall 2017 Semester
- P4. Retirement:
 - A. Faculty
 - B. Support Staff
- P5. Approve: Leave of Absence/Faculty



BOARD OF TRUSTEES ACTION A/F 1
Approval Date: October 3, 2017

Resolution:

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

Submitted By

Mr. Victor Anaya, Chief Financial Officer

Action Requested

Approval for payment of the following legal vouchers:

July 1, 2017 to July 31, 2017 DeCotiis, FitzPatrick, Cole & Giblin. LLP. \$ 36,629.05

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: October 3, 2017

Resolution

To authorize the purchase of computer hardware from State Contract vendors in an estimated amount of \$500,000 through June 30, 2018. These purchases include but are not limited to personal computers, thin clients, laptops, scanners, printers, wireless keyboards, speakers, webcam, external hard drives and other miscellaneous equipment for lifecycle replacements and other miscellaneous projects.

Submitted By

Mr. William Corcoran, Vice President Vice President of 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 lifecycle equipment and day to day operational equipment needs estimated at \$500,000 by utilizing New Jersey State Contract Vendors on State Contract number M-0483.

Justification

This equipment is needed to replace existing hardware that is out of warranty and require lifecycle replacement or the day to day operational equipment needs the College.

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

Charge to: 20-00-170100-604301

Account:



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

Resolution

To authorize the purchase of miscellaneous Apple products through the Educational Services Commission of New Jersey cooperative until June 30, 2018. These purchases include but are not limited to iMac 21.5, iMac 27, MacPro for lifecycle replacements and other miscellaneous products.

Submitted By

Mr. William Corcoran, Vice President Vice President of 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 spend an estimated \$50,000.00 with Apple for purchases of their products through the Educational Services Commission of New Jersey cooperative.

Justification

This equipment will replace existing Apple computers that have been out of warranty and require lifecycle replacement.

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

Charge to: 20-00-170100-604301

Account:



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

Resolution

Authorization to pay annual E-Commerce Volume Fee to Ellucian. The E-Commerce fee is a small percentage fee charged per dollar to the college for all online financial transactions which funnel through PayPal.

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 to pay an estimated amount of \$30,398.51 to Ellucian to cover E-Commerce volume fees for the period of July 1, 2017 through June 30, 2018.

Justification

This is the estimated volume fee for the processing of E-Commerce transactions. FY 18 usage estimate is \$33,700. A credit of \$3,301.49 is applied for FY 17 over-estimation. Balance due for FY 18 usage estimation is \$30,398.51.

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) which exempts software use from public bidding.

Charge to: College Operating Funds

Account: 10-01-165100-607656



BOARD OF TRUSTEES ACTION A/F 5
Approval Date: October 3, 2017

Resolution

To authorize the purchase of carpet, tile materials, and carpet cleaning services from Commercial Interiors through the Educational Services Commission of New Jersey (ESCNJ) cooperative.

Submitted By

Mr. William Corcoran, Vice President Vice President of Facilities, Planning, Operations and Public Safety
Mr. Victor Anaya, Chief Financial Officer
Mr. Chris Talmo, Director, Custodial Operations
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to spend an estimated \$42,000.00 during FY18 for miscellaneous purchases of carpet, tile and carpet cleaning services from Commercial Interiors through the ESCNJ cooperative.

Justification

To replace flooring materials and to clean carpeting on an as needed basis in areas of the College where flooring is worn, broken or stained.

Purchase through cooperatives are allowed in accordance with County College Contracts Law 18A:64A-25.10.

Charge to: College Funds

Account: 20-06-610100-604201: \$30,000.00 (carpet and tile replacements)

10-06-620100-607550: \$12,000.00 (carpet cleaning services)



BOARD OF TRUSTEES ACTION A/F 6
Approval Date: October 3, 2017

Resolution

To award Public Bid P-2249 for digital imaging panel systems to Jefferson Medical & Imaging, Inc. This equipment will be used in the radiography program and is funded by the GO Bond.

Submitted By

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

Action Requested

Authorization to award Public Bid P-2249 Digital Radiography Gadox Panel Systems Alto DR to Jefferson Medical & Imaging, Inc. at a cost of \$64,000.00.

Justification

The Alto DR is the newest digital imaging technology that is used in most hospitals and imaging centers. The system will help to create a seamless transition into the workforce.

As of 2018, it is a requirement that imaging procedures are performed using digital radiography systems only. Alto DR Technology is currently only used by one other program with the students. The Bergen Community College radiography students will have the leading edge for employment with the experience that this system offers.

The images from this system can be projected on the computers in the laboratory enabling students the ability to label anatomy on the images and perform image evaluations which is a crucial component of the radiography educational process. Image evaluation is a critical skill set for the students to acquire. The Alto DR will enable the laboratory instructors to teach the art and science of evaluation of images under simulated conditions.

A total of six bids were received. The four lowest bids must be rejected because the bids include material deviations from the bid specifications and/or conditions/ambiguities. The bid received from Jefferson Medical & Imaging is a complying bid and is therefore the lowest responsible bidder.

Ten companies registered for bid packages. See table for bids received.

First Source Inc	\$44,900.00
A Walsh Imaging Inc	\$52,400.00
New York Imaging Service, Inc.	\$53,000.00
Alpha Medical Equipment of New York	\$57,900.00
Jefferson Medical & Imaging, Inc	\$64,000.00
MedServ Plus, Inc.	\$84,500.00

Charge To: GO Bond

Account Number: 20-00-115300-604212



BOARD OF TRUSTEES ACTION A/F 7
Approval Date: October 3, 2017

Resolution

To amend board action A/F5 dated September 12, 2017 to purchase additional Accuplacer placement exams.

Submitted By

Mr. Victor Anaya, Chief Financial Officer
Dr. William Mullaney, Vice President, Academic Affairs
Ms. Khairia Fazal, Managing Director, Learning Assistance Services
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to increase the amount of Accuplacer units from 15,384 to 30,769 at a total estimated cost not to exceed \$60,000.00.

Justification

Original resolution requested the funds to purchase 15,384 units, which is not a sufficient amount for the current school year. Testing Office currently has less than 3,000 units remaining. See grid below for usage history:

2013-14: 39,852 units @ a rate of \$1.85 and the total cost = \$73,726.20

2014-15: 39,932 units @ a rate of \$1.95 and the total cost = \$77,867.40

2015-16: 38,285 units @ a rate of \$1.95 and the total cost = \$74,655.75

2016-17: 37,293 units @ a rate of \$1.95 and the total cost = \$72,721.35

Pricing is in accordance with the NJ Council of County Colleges Joint Purchasing Consortium bid # FY17 01 06.

Charge To: College Operating Funds

Account Number: 10-03-383000-607620



BOARD OF TRUSTEES ACTION A/F 8
Approval Date: October 3, 2017

Resolution

Authorization to contract with Ellucian, Inc. to provide their cloud based SaaS (Software as a Service) Elevate product for three (3) years, planning workshop and implementation services. Ellucian Elevate has been developed specifically for college Continuing Education and Workforce Development departments. The cost of Ellucian Elevate is \$58,500 a year for three (3) years. Additional services – planning workshop, implementation and payment processing setup – in the first year of the contract, at a not to exceed cost of \$80,513, will be required to implement Ellucian Elevate.

Submitted By

Mr. William Corcoran, Vice President of 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 from Ellucian, Inc. their Elevate product and implementation services. Ellucian Elevate has been developed specifically college Continuing Education and Workforce Development departments. The cost of Ellucian Elevate is \$58,500 a year for three (3) years. Additional services – planning workshop, implementation and payment processing setup – in the first year of the contract, at a not to exceed cost of \$80,513, will be required to implement Ellucian Elevate.

Justification

The utilization of Ellucian Elevate across all three Bergen locations will substantially improve student and participant experiences by providing a “shopping cart” “search and purchase” experience which has become the industry standard. Ellucian Elevate is delivered with built in integration to the college’s Student Information System (Colleague) which will reduce the manual effort required to register students. Currently, no less than five manual registration and payment methods are required to process over 8000 registrations per year in continuing education, corporate training, summer and grant-funded programs as well as for various other Bergen events and conferences.

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

This 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



BOARD OF TRUSTEES ACTION A/F 9
Approval Date: October 3, 2017

Resolution

Authorize Payment to New Jersey City University (NJCU) for New Pathways to Teaching teacher preparation program. This program is a partnership between Bergen Community College and New Jersey City University and it provides an alternate route for persons with bachelor's degrees to obtain a Certificate of Eligibility to become licensed teachers.

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Mr. Victor Anaya, Chief Financial Officer
Ms. Christine Gillespie, Dean, Continuing Education
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to pay an amount not to exceed \$92,000, to New Jersey City University for Semester I September 2017, January 2018, and Semester II January 2018 for the New Pathways to Teaching Program.

Justification

New Pathways to Teaching is a partnership between New Jersey City University and New Jersey Community Colleges. The program provides both credit and non-credit alternate route teacher preparation courses which are offered at participating Community Colleges. In FY 2017, Bergen received net revenues of \$100,000 from this partnership. Enrollment is anticipated to continue its trend upward.

This procurement is exempt from bidding in accordance with County College Contracts Law, N.J.S.A. 18A:64A-25.5 (b) and is exempt from Pay-to-Play.

Charge To: College Operating Funds

Account Number: 10-03-391014-607550



BOARD OF TRUSTEES ACTION A/F 10
Approval Date: October 3, 2017

Resolution:

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

Submitted By

Mr. Victor Anaya, Chief Financial Officer

Action Requested

Approval for payment of the following labor invoice.

August 18, 2017	Eric M. Bernstein & Associates, L.L.C.	\$ 180.00
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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 E/SA 1

Approval Date: October 3, 2017

Resolution

To authorize acceptance of the Perkins FY 2018 grant award in the amount of \$556,329.00 from the State of New Jersey Department of Education, and to authorize Interim President Michael D. Redmond, or his designee, to execute required documents.

Submitted By

Dr. William P. Mullaney, Vice President of Academic Affairs
Mr. Victor Anaya, Chief Financial Officer
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 Board of Trustees authorized submission of the Perkins application at their July 11, 2017 meeting. The State of New Jersey Department of Education accepted that application and has now awarded Perkins Funds for Bergen Community College in the amount of \$556,329.00 for Fiscal Year 2018 (July 1, 2017 through June 30, 2018). Perkins planning committee priorities for FY 2018 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. The grant award is to be implemented as planned, to include:

- Conference, seminar, and workshop attendance and travel as well as on-site professional development and training especially in: nontraditional student recruitment, enrollment, retention, and completion for CTE program faculty and staff.
- Industrial sewing machines, professional grade steam irons, ironing boards, cutting tables, mannequins, dress forms, fashion data base, and instructional materials and resources for the Fashion Design Program.
- Spiral mixer, reversible dough sheeter, and associated instructional materials and supplies for Hotel Restaurant Management and Culinary Arts program.
- Equipment and instructional supplies (Multimedia computer workstations with monitors and related software) for Music Technology/Musical Theater program.
- Milling machines, electrical circuits, belt grinder, and instructional resources for the Manufacturing Design Program.
- Additional equipment, supply, and resource options are also expected to be included.

No college funds are required.



BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: October 3, 2017

Resolution

Authorize acceptance of the FY18 Workforce Learning Link contract 17-6007 for \$120,000 from the Bergen County Workforce Development Board, and to authorize Interim President Michael D. Redmond, or his designee, to execute required documents.

Submitted By

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

ACTION REQUESTED

To accept a Workforce Learning Link contract with the Bergen County Workforce Development Board/Bergen County One-Stop Career Center for \$120,000 for the period July 1, 2017 – June 30, 2018, and to authorize Interim President Michael Redmond, or his designee, to execute required documents.

JUSTIFICATION

This contract continues the Workforce Learning Link project started at the Ciarco Learning Center on May 1, 2003. The Learning Link is a computerized learning lab that assists Bergen County participants to secure employment or improve employment prospects, attain a level of self-sufficiency, and enrich their lives through career advancement and life-long learning. The Level of Service expectation for the grant period is 120 clients.

No college funds are required.



BOARD OF TRUSTEES ACTION E/SA 3
Approval Date: October 3, 2017

Resolution

Accept year 3 of a five-year grant (# P407A150069) from the U. S. Department of Education (DOE) in the amount of \$498,234.00 for the Transition Program for Students with Intellectual Disabilities into Higher Education grant, and to authorize Interim President Michael D. Redmond, or his designee, to execute required documents.

Submitted By

Dr. William Mullaney, Vice President for Academic Service
Dr. Yun K. Kim, Vice President of Institutional Effectiveness
Ms. Tracy Rand, Managing Director, Office of Specialized Services
Dr. William Yakowicz, Director of Grants Administration

Justification

Bergen Community College leads a partnership that includes The College of New Jersey, NJ Department of Labor and Workforce Development Division of Vocational Rehabilitation; Bergen County Division of Special Services, secondary school districts, and employers. The primary goal of the five year grant totaling \$2,421,935.00 is to provide students with Intellectual Disabilities (ID) a strong foundation of essential skills and competencies needed to secure and retain jobs and to advance along career pathways, as well as an opportunity to attend a 4-year college. The program aligns industry specific skills with stackable credentials and nationally recognized certificates, including Certified Nurse Assistant, Child Development Assistant, Certified Production Assistant, Culinary Certification, as well as other industry demand-driven credentials, as appropriate to individual student career interests. Fifteen students will be enrolled and successfully complete the program in each of five years, for a total of seventy-five. Program capacity will strengthen over the grant funded period to allow for self-sustained continued growth following federal support.

Required matching funds of 25% consist of administrative oversight costs for Bergen and web site support for The College of New Jersey.

The project abstract is attached.

Abstract

TPSID 2 - New Jersey Pathways to Independence

The Bergen Community College TPSID 2 project is a model comprehensive transition and postsecondary education program conducted in collaboration with the College of New Jersey. It will help students maximize potential to achieve personal and financial independence by integrating academic and social skills with vocational training options leading to gainful employment. A person-centered approach will help students to identify their personal academic and career goals, develop benchmarks for monitoring their own progress, and earn meaningful (i.e., national or industry recognized) credentials that can aid in attainment of gainful employment. The initiative integrates hands-on involvement from a range of supportive service agencies, employers, peer mentors, college faculty and advisors, and students themselves to help participants achieve individual development goals, continue their education, and obtain paid internships, apprenticeships, and jobs.

This program builds upon the highly successful TPSID Turning Points project implemented by Bergen and its partners over the past five years. **TPSID 2-Pathways to Independence** extends that previous effort and builds a comprehensive transition model by attaining four key goals: 1) to provide students with ID a strong foundation of essential (including literacy, high school equivalence, and work readiness) skills and competencies needed to secure and retain jobs in high demand occupational areas within New Jersey; 2) to assist ID students in earning meaningful credentials to help advancement along a career Pathway towards higher-skill, higher-wage opportunities in areas of high demand industry sectors; 3) to engage employer partners, supportive services and families in collaborating with consortium members to identify occupational knowledge/skill/ability needs and address critical workforce shortages by actively supporting the initiative and hiring ID student participants; and 4) to develop a formal network of post-secondary and college programs within the tri-state region for the purposes of sharing information, conducting research in new practices, problem-solving issues of implementation, and synergistically expanding resources.

The project's blended training program integrates intrusive student support services, incorporates "essential skills (academic, social, and workforce readiness) and aligns industry specific skills programming needed for employment in high growth industry sectors identified by the State of New Jersey Department of Labor and Workforce Development. Key student outcomes are stackable credentials and nationally recognized certificates, including Certified Nurse Assistant, Child Development Assistant, Certified Production Assistant, Culinary Certification, as well as other industry demand-driven emerging fields, as appropriate to individual student career interests.

The partnership includes Bergen Community College as lead agency, The College of New Jersey, NJ Department of Labor and Workforce Development Division of Vocational Rehabilitation; Bergen County Special Services, Bergen County Division of Special Services, secondary school districts, and employers.

Fifteen students will be enrolled and successfully complete the program for each of five years, for a total of 75. Program capacity will strengthen over the grant funded period to allow for self-sustained continued growth following federal support.



BOARD OF TRUSTEES ACTION E/SA 4

Approval Date: October 3, 2017

Resolution

Authorize acceptance of a grant award (# P031C160154) for the Hispanic Serving Institution (HSI) Science, Engineering, Mathematics, and Technology (STEM) *STEMatics* grant project from the US Department of Education in the amount of \$1,194,101.00 for year 2 of a 5 year project, and authorize Interim President Michael D. Redmond, or his designee, to execute required documents.

Submitted By

Dr. William Mullaney, Vice President for Academic Service
Dr. Waldon Joseph Hagan, Vice President for Student Services
Dr. Yun K. Kim, Vice President of Institutional Effectiveness
Dr. PJ Ricatto, Dean of Science, Mathematics, and Technology
Dr. William J. Yakowicz, Director of Grants Administration

Justification

This second HSI STEM project, “STEMatics,” is building on the substantial success of the first *STEM Graduation Pathway to Success* project initiative to further strengthen STEM student enrollment, retention, graduation, and transfer rates. The total award for the five-year grant period from October 1, 2016 through September 30, 2021 is \$5,332,054.00, with a Federal FY18 of \$1,194,101.00.

The project abstract follows.

No additional college funds are required. However, in-kind contributions of administrative time, facilities, and related resources are expected to promote project sustainability.

ABSTRACT

Organization: Bergen Community College, 400 Paramus Road, Paramus, NJ 07652

Contact Person (PI): Dr. PJ Ricatto, Dean of Science, Math & Technology. Telephone: 201-879-3572. Email = pjricatto@bergen.edu.

Project Title: *STEMatics* **Target Audience:** 2,500+ STEM students annually; 20% or 2,000 first-time full-time degree seeking STEM students, particularly at-risk, low-income and/or Hispanic students (30% or 600) during the five year grant period.

Articulating Institutions of Higher Education: William Paterson University, Ramapo College, Montclair State University, Vaughn College, NJ Institute of Technology, New Jersey City University, Stevens Institute of Technology, Rutgers University

Industry Partners for internships and employment: Triangle Manufacturing, Stryker Manufacturing, United Parcel, Orange & Rockland Utilities, Public Service Electric & Gas Building on success of Bergen's HSI *STEM GPS* project, this proposed effort integrates multiple supportive strategies to improve academic success and college completion for high-need Hispanic and low-income students. The previous HSI project increased STEM student enrollment by 67%. However, only 27% graduate and 8% transfer within 3 years. Furthermore, withdrawal and failure rates in college-level gateway courses still range upward to 50%. *STEMatics* will alleviate barriers to success by using the *City University of New York ASAP* model¹ that meets the moderate evidence of effectiveness standard, as indicated by the below citation. *STEMatics* will also conduct a randomized controlled trial to assess causal validity of learning and completion impacts associated with Supplemental Instruction in gatekeeper courses. The overarching purpose is to implement and permanently integrate proven student academic and support service practices. Bergen proposes to do so by attaining three goals.

Goal 1: *Strengthen the Learning Engagement of 3,500+ STEM students, particularly among the 30% or 440 (annual cohort) at-risk, first time full time degree seeking low-income and/or Hispanic students.*

Outcomes: *(1) Improved Academic Performance (Decrease failure rates by 30% in gateway courses, (2) Enhance Academic Skills & Motivation, (3) Raise Faculty/Staff Sensitivities & Involvement.*

Goal 2: *Broaden the role of 20 partners from four-year colleges, industry and government agencies, to become joint stewards of student success. Outcome: Strengthened and expanded engagement of academic, industry and government partners in promoting student success, (2) increased student access to barrier free pathways for internships, employment, further education.*

Goal 3: *Equip STEM students with the financial tools necessary to persist through degree completion.*

Outcomes: *(1) Heightened commitment to and capacity for academic success, (2) increased resources and ability to overcome financial challenges to college completion. External assessment will support this initiative.*

¹ Scrivener, S., Weiss, M. J., Ratledge, A., Rudd, T., Sommo, C., & Fresques, H. (2015). Doubling Graduation Rates: Three-Year Effects of CUNY's Accelerated Study in Associate Programs (ASAP) for Developmental Education Students. Scrivener, Susan, Michael J. Weiss, Alyssa Ratledge, Timothy Rudd, Colleen Sommo, and Hannah Fresques.



BOARD OF TRUSTEES ACTION E/SA 5

Approval Date: October 3, 2017

Resolution

Authorize acceptance of a grant award (# P031S160134) for Year 2 of the 5 year Title V project from the US Department of Education in the amount of \$524,899.00, and authorize Interim President Michael D. Redmond, or his designee, to execute required documents.

Submitted By

Dr. William Mullaney, Vice President for Academic Service
Dr. Waldon Joseph Hagan, Vice President for Student Services
Dr. Yun K. Kim, Vice President of Institutional Effectiveness
Dr. William J. Yakowicz, Director of Grants Administration

Justification

Year 2 of this second Title V project campaign builds on the substantial success of the first 1,2,3 Connect Title V initiative as well as the success of Year 1 of Title V Phase II to further strengthen institution's capacity to provide support services for students as they embark on their academic careers at Bergen. The total award for the five-year grant period from October 1, 2016 through September 30, 2021 is \$2,509,973.00, with \$524,899.00 allocated for Federal FY18.

The project abstract is attached.

No additional college funds are required.

ABSTRACT

Building on the success of the initial Title V grant Phase 1 of 1-2-3 Connect, this proposed effort will uniquely integrate multiple supportive innovations strategically targeted to help improve the academic success of high-need Hispanic and low-income students during their transition from developmental to college-level courses. While the initial Title V initiative succeeded to improve third semester retention rates to 66%, only 44% return to the College for a fifth semester. Furthermore, withdrawal and failure rates in college-level gateway courses range up to 30.8%. The Pathway Scholars Program will address these barriers to graduation.

The Campaign will expand support services and energize students' academic experience during three transition semesters from developmental to college-level coursework through three primary goals: (1) deepen the learning engagement of 3,500+ students, nearly 30% of whom are Hispanic/Latino, (2) energize the overall college experience for those students, and (3) broaden the role of staff and 50 gateway instructors as stewards of success in the transition from developmental to college-level coursework. Over five years, student return rates for a fifth semester are projected to improve to 62% from a baseline of 48%.

Beyond numbers, the spirit of the Program lies in strengthening student engagement inside and outside the classroom in order to improve academic performance and increase their sense of confidence and comfort with the college setting. Active faculty and staff involvement will enable success during this critical transition. Four academic pathways will be used as a vehicle to drive sustainable reform, expanded learning assistance, and invigorating learning experiences both inside and beyond the classroom. A proactive coaching and advising intervention system, faculty professional development and training, enhanced facilities and student resources, and external assessment will support this initiative.

The College designed this Program with the aim of incorporating permanent improvements in academic support services to students during this critical phase of their college education beyond Title V funding.



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BOARD OF TRUSTEES ACTION E/SA 6
Approval Date: October 3, 2017

Resolution

Authorization for Professional Transition Services for the Turning Point Program.

Resolution of the Board of Trustees of Bergen Community College, (the "College") authorizing the execution of an agreement with Bergen County Special Services, (BCSS) in connection with work and/or transition services to be performed for the Turning Point Program. BCSS has consistently provided services to the students enrolled in the Turning Point Program since 2012. The cost for these services is being paid using tuition monies raised specifically for this Program.

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs

Ms. Tracy Rand, Managing Director, Office of Specialized Services, Student Affairs.

Action Requested

Authorize compensation to Bergen County Special Services Educational Enterprises Department totaling \$34,404.00 to provide professional transition counseling and job coaching support to 16 students enrolled in the Turning Point Program for the period October 1, 2017 through May 30, 2018. Scope of Work and Budget are attached.

Justification

To provide transitional services to students with intellectual disabilities attending the Turning Point Program who would otherwise have limited access to postsecondary education and employment. With the College, BCSS will focus on transitioning individuals from post-secondary education into the community and employment with job development, vocational/job coaching and personal skills components as part of a program that will be customized around the needs of each individual student to maximize success. The services provided to the Program are needed to continue the goals and objectives outlined in the original TPSID grant received by the college in 2010 with the cost of services now being paid through tuition generated by the Turning Point Program. This agreement between the BC SS and the College is authorized pursuant to the County College Contracts Law; specifically N.J.S.A. 18A:64A-25.5(b).

Approval by the Board of Trustees of an agreement between the College and the BCSS; this agreement will authorize the scope of services and budget for the work and/or services to be performed by the BCSS in connection with the Turning Point Program.

Charge To:

Account Number: 70-00-7050000-6011161

BERGEN COMMUNITY COLLEGE PROPOSAL SERVICE DESCRIPTION
November 1, 2017 – June 30, 2018

Bergen County Special Services will provide services to each individual utilizing a person-centered approach by identifying their interests, preferences and skills.

Job Coaching services may include but are not limited to:

- Student meetings
- On site job coaching and continued support (averaging .75 hours per week/student)
- Support and preparation for internship interviews
- Assistance in skills training, social skills, self-advocacy and integrating individuals into the community
- Assessing support needs and developing a fading plan for students to gain independence in the community.
- Assess and provide accommodations
- Mentor training and the development of natural supports
- Liaison to employer
- Travel Training, as needed, for students to travel independently to work sites in the community.
- Stranger testing
- Increase knowledge and skills for personal safety
- Assistance with linkages to adult support services
- Meetings on an as needed basis regarding student progress/status

Job Coaching and documentation:

- Monthly progress reports, bi-monthly job coach reports, travel and safety assessments when applicable, situational assessments, employer evaluations
- Emails and communication with student/BCC staff

Job Development:

- Develop and secure internship sites for a limited number of students using person centered approach and consideration to transportation. Not all students will require job development.

Consultation and Coordination by Transition Coordinator:

- Consultation with BCC program staff
- Generate and facilitate partnership between BCC and BCSS
- Coordination of contract and ongoing support for BCC program and BCSS
- Contract coordination and monitoring



BERGEN COUNTY TECHNICAL SCHOOLS / SPECIAL SERVICES

Educational Enterprises

6 Forest Avenue, 1st Floor, Paramus, NJ 07652 • Tel. (201) 343-6000 ext. 6530 / 6501 • Fax (201) 291-0492 • www.bergen.org/EE

Grisel Espinosa
Supervisor

**PROPOSAL –BERGEN COMMUNITY COLLEGE
October 1, 2017 – May 30, 2018**

Contract for Transition Services provided by Bergen County Special Services, Educational Enterprises Department, to include:

Semester 1 (Fall 2017) and Semester 2 (Spring 2018):

Services to be provided October 2017 through May 2018

Job Coaching – Direct student support for 15 students averaging .75 hours per week

Total number of job coaching hours- 335 hours \$26,800.00

Orientation to work for students held on campus \$ 320.00
(One class)

Report writing, emails, communication -. \$ 4,800.00
.5 hr/student/month

Job Development for CDA students \$ 1,104.00

Consultation and Coordination by Transition Coordinator \$ 1,380.00

TOTAL AMOUNT OF CONTRACT \$34,404.00

**This amount to be paid monthly based on seven months
(October 2017 through April 2018)**

- Total per month \$ 4,914.85



BOARD OF TRUSTEES ACTION E/SA 7
Approval Date: October 3, 2017

Resolution

To delete the curriculum for the Associate of Applied Science, Hotel/Restaurant/Hospitality General Degree (AAS.BT.HR.GEN)

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Dr. Victor Brown, Dean, Business, Social Sciences and Arts

Action Requested

To delete the curriculum for the Associate of Applied Science, Hotel/Restaurant/Hospitality General Degree.

Justification

Per the New Jersey Presidents Council's Academic Issues Committee Manual, Board approval is required whenever the college deletes a program.

The college has consolidated the AAS degree program/program options in Hotel/Restaurant Management. Under the new "pathway" structure, there is one Hospitality Management program with three specialization tracks. Students may choose a specialization track after they take a series of introductory courses.

Due to a program consolidation decision, deletion of this program is requested.



BOARD OF TRUSTEES ACTION E/SA 8
Approval Date: October 3, 2017

Resolution

To delete the curriculum for the Associate of Applied Science, Catering and Banquet Management Option (AAS.BT.HR.CATER)

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Dr. Victor Brown, Dean, Business, Social Sciences and Arts

Action Requested

To delete the curriculum for the Associate of Applied Science, Catering and Banquet Management Option.

Justification

Per the New Jersey Presidents Council's Academic Issues Committee Manual, Board approval is required whenever the college deletes a program.

The college has consolidated the AAS degree program and four program options in Hotel/Restaurant Management. Under the new "pathway" structure, there is one Hospitality Management program with three specialization tracks. Students may choose a specialization track after they take a series of introductory courses. Catering and banquet management is now one of three specialization tracks.

Due to a program consolidation decision, deletion of this option is requested.



BOARD OF TRUSTEES ACTION E/SA 9

Approval Date: October 3, 2017

Resolution

To delete the curriculum for the Associate of Applied Science, Event Planning and Management Option (AAS.BT.HR.EVENT)

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs

Dr. Victor Brown, Dean, Business, Social Sciences and Arts

Action Requested

To delete the curriculum for the Associate of Applied Science, Event Planning and Management Option.

Justification

Per the New Jersey Presidents Council's Academic Issues Committee Manual, Board approval is required whenever the college deletes a program.

The college has consolidated the AAS degree program and four degree program options in Hotel/Restaurant Management. Under the new "pathway" structure, there is one Hospitality Management program with three specialization tracks. Students may choose a specialization track after they take a series of introductory courses. Event planning and management is now one of three specialization tracks.

Due to a program consolidation decision, deletion of this option is requested.



BOARD OF TRUSTEES ACTION E/SA 10

Approval Date: October 3, 2017

Resolution

To delete the curriculum for the Associate of Applied Science, Culinary Entrepreneurship Option (AAS.BT.HR.CUL.EPR)

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs

Dr. Victor Brown, Dean, Business, Social Sciences and Arts

Action Requested

To delete the curriculum for the Associate of Applied Science, Culinary Entrepreneurship Option.

Justification

Per the New Jersey Presidents Council's Academic Issues Committee Manual, Board approval is required whenever the college deletes a program.

The college has consolidated the AAS degree program and four degree program options in Hotel/Restaurant Management. Under the new "pathway" structure, there is one Hospitality Management program with three specialization tracks. Students may choose a specialization track after they take a series of introductory courses. Culinary entrepreneurship is now one of three specialization tracks.

Due to a program consolidation decision, deletion of this option is requested.



BOARD OF TRUSTEES ACTION E/SA 11

Approval Date: October 3, 2017

Resolution

To delete the curriculum for the Associate of Applied Science, Avionics Option (AAS.IDT.AVIONICS)

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs

Dr. PJ Ricatto, Dean, Mathematics, Science and Technology

Action Requested

To delete the curriculum for the Associate of Applied Science, Avionics Option.

Justification

Per the New Jersey Presidents Council's Academic Issues Committee Manual, Board approval is required whenever the college deletes a program.

Since this program's inception a few years ago, we have had very low enrollment in this program. In five years only three students have enrolled in the program and there have been no graduates. Currently enrolled students will be allowed to complete the program; new students interested in avionics will be encouraged to enroll in the two-year Aviation Operations Option (AS.NSM.AVT.OPR) program.

Due to lack of enrollment, deletion of this certificate is requested.



BOARD OF TRUSTEES ACTION E/SA 12

Approval Date: October 3, 2017

Resolution

To authorize renewal of award agreement for evaluation consulting services to Group i & i Consultancy, LLC for year 3 of the Transition Program for Students with Intellectual Disabilities (TPSID) Grant awarded to the College by the U.S. Department of Education, Grant Award # P407A150069.

Submitted By

Dr. Yun Kim, Vice President of Institutional Effectiveness
Dr. William P. Mullaney, Vice President of Academic Affairs
Ms. Tracy Rand, TPSID Grant Project Director
Ms. Barbara Hamilton-Golden, Director of Purchasing and Services
Dr. William J. Yakowicz, Director, Grants Administration

Action Requested

Authorize renewal of award agreement to Group i & i Consultancy, LLC for year 3 of the TPSID grant project. The performance period of this award shall be from October 1, 2017 through September 30, 2018. The award amount is \$32,450.00.

Justification

The College, as authorized by Board action in June, 2016, entered into an initial agreement with Group i & i to provide consulting and evaluation services in response to RFQ 075 for the period ending September 30, 2016 with an option to renew for year 2 of the grant ending September 30, 2017. To ensure continuity and consistently high quality of required external evaluation services, this renewal agreement extends the obligations and responsibilities established in the original agreement through September 30, 2018.

The college has a need to award this procurement as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. Group i & i. 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 is below the county college bid threshold and is not required to be bid.

Scope of work follows

No College Funds are required

Charge to: TPSID Grant

Account #: 50-03-589100-607777



Date	September 15, 2017
Project	Transition Program for Students with Intellectual Disabilities Grant, Phases I and II
Term of RFP	October 1, 2017 – September 30, 2018
Project Contact	Dr. William Yakowicz, Director of Grants Administration Ms. Tracy Rand, Project Director & Director of the Office of Specialized Services
On behalf of Group i&i	Toufic Hakim, Ph.D., Senior Managing Principal Group i&i Consultancy, 626 Chestnut Street, Union, NJ 07083 T 908.258.0043 Email Toufic@Groupi-i.com

October 1, 2017

To Directors Rand & Yakowicz,

We will be pleased to continue serving as the external evaluators for the College's U.S.-Education-funded TPSID grant project for Year 3.

We bring the evaluation experience, advanced knowledge of Bergen CC and the various aspects of TPSID, and have built the data systems and processes that we'll expand into Year 3, and received the IRB approval from the College to conduct the evaluation.

On behalf of the firm and our evaluation team, I thank you for keeping us engaged.

Toufic Hakim, Senior Managing Principal

Our evaluation of this TPSID grant will be consistent with our standard approach, operational review and tracking of outputs based on the grant's submitted annual reports, with a special focus on proposed outcomes and larger questions of employment, transfer to TCNJ (as applicable), self-determination and financial independence of students served.

Proposed Method

We will use a mixed-method evaluation model, capturing both quantitative (academic performance from project staff) and qualitative data (from interviews, surveys, observations) to assess the extent to which ***success indicators*** have been met.

1. In-depth individual conversations, onsite or by video, with the management team at each of site (Bergen CC and The College of New Jersey).
2. Review of Summit and portal materials, and articulation agreement with TCNJ.
3. A snapshot of available data across the sites as applicable: student enrollment, certificate completion, and employment.
4. Select conversations with parents, instructors, and employers of TPSID students, to the extent they are able to participate during the identified summer months.
5. Focus groups with students at both sites, as applicable, with expanded IRB approval if deemed appropriate.

As is common with our work, we offer your project leadership: (1) high rigor, critical to achieving usable results; (2) willingness to explore the “why not” questions in addition to the why questions, learning the extent to which observed outcomes can be attributed to tasks performed; and (3) constructive critical review and honest suggestions for enhancement.

Reporting

We will offer the leadership strategic counsel and input along the way and one final annual report by September 30, 2018, and be available to address any issues for which our input as evaluators is needed.

General Representations

Administrative Oversight. We will administer the evaluation in a collaborative fashion among our team member, building on our competencies and working as a unit. The Team's Co-leaders, Toufic Hakim and Kathy Wiener, will direct the evaluation and liaise with BCC leadership.

Communication. The TPSID Management Team will be kept abreast of the evaluation progress, receiving updates on the status of data collection, and responding promptly to requests for counsel/decision regarding issues that may require immediate attention and consideration.

Assumptions & Expectations. The success of our effort will intimately depend on close communication and responsiveness of the management teams at both Bergen CC and TCNJ to our requests for data, scheduling of conversations, and access to students.

Key Personnel: The assigned team for this evaluation will be the same as the membership of the team for Year 2. consist of two Senior Co-Leaders, one Data Analyst, one Project Coordinator, and an Advisor. The following seasoned professionals will be involved:

- ❖ **Toufic Hakim, PhD**, who led the earlier TPSID evaluation, will serve as Evaluation Team Co-Leader with **Kathy Wiener, MPA**. They will oversee the evaluation and communicate with the project leadership at both colleges and participate in on-site reviews.
- ❖ **Eve Wenger, MBA**, who will coordinate with the site leadership regarding all aspects of the evaluation and provide report review and analysis support and participate in on-site reviews.
- ❖ **Sara Spikes, PhD**, who will be responsible for developing all data instruments and analysis.
- ❖ **Nicolette Salerno, EdD**, who will serve as evaluation advisor.
- ❖ **Patti Pierson, MSc**, will serve as the Overall Evaluation Manager.

Engagement: The evaluation activity will include: (1) planning (materials review, finalizing of study design); (2) data gathering (design/implementation of surveys and structured interviews) and analysis, as applicable; and (4) report preparation and presentation. Administrative support will be necessary for scheduling and document review.

Applicable expertise: Our Evaluation Team Co-Leaders have effectively led and made essential contributions to projects similar in nature and scope to TPSID—including evaluating the first three years of TPSID. Among these projects are initiatives funded by the U.S. Departments of Education (Title III, Title V, TPSID, HSI-STEM, GEAR UP); Labor (ETA); and Health and Human Services (HPOG and Head Start). Additional information will be provided upon request.

Team Standards. The Evaluation Team will honor Group i&i's commitment to professional standards of excellence, integrity, confidentiality, and responsiveness in client service.

Proposed Fees. The budget we propose for completing the required work is based on the projected number of hours for each Team member in his/her area of responsibility. The total fee requested for conducting the evaluation amounts to \$32,450.

The hourly rates for Group i&i Associates range from \$95 for Research & Analysis Associates to \$175 for Evaluation Co-Leaders. This effort will require 25 hours of administrative support, for which Group i&i's rate is \$50/hour. The effective average rate for content review stands at \$130/hr. [These rates are deemed competitive by national surveys, among them: the Bruner Foundation's "Evaluative Thinking," American Evaluation Association's 2007 Survey,

American Statistical Association's 2006 Survey, and the Denver Foundation's evaluation budgeting primer.]

Estimated hours are based on tasks identified for stages of the review, consistent with estimated hours per team member. We will work with the BCC Management Team and Purchasing Department to arrange for a mutually agreed-upon monthly payment plan upon invoice.

BUDGET DETAILS (Special offer incorporated)	Total Hours*	Labor Costs
Planning (<i>Review of Documents & Team Collaborations</i>)	40	\$5,200
Data Gathering (<i>Operational Review, Surveys & Site Visits</i>)	70	\$9,100
Data Analysis & Reporting	130	\$16,900
Administrative Support (across all areas)	23	\$1,924
Total	265	\$32,450

We thank you for your consideration and interest in the work of Group i&i Consultancy.



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BOARD OF TRUSTEES ACTION P1A
Approval Date: October 3, 2017

Resolution

Appointment: Lecturers, Fall 2017 Semester

Submitted By

Dr. Michael D. Redmond, Interim President
Dr. William P. Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve the appointment of the following individual as a Lecturer for the Fall 2017 semester at the salary indicated.

<u>Name</u>	<u>Discipline/Division</u>	<u>Salary</u>
Teri Mates	English/Humanities	\$21,000
David Scalcione	Mathematics/Mathematics, Science & Technology	\$21,000



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BOARD OF TRUSTEES ACTION P1B
Approval Date: October 3, 2017

Resolution

Appointment: Professional Staff

Submitted By

Dr. Michael D. Redmond, Interim President

Mr. Victor Anaya, Executive Director of Finance

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 individuals to the positions and annual salaries indicated.

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Dates</u>
Matthew Calamari	IT Technical Support Specialist I/ Information Technology	\$35,000.00 (pro-rated)	10/04/17– 06/30/18
Anthony Florio	Accountant-Fixed Assets and Financial Analysis/Finance	\$50,000.00 (pro-rated)	10/04/17– 06/30/18
Evelin Perez	Accountant-Financial Analysis/Finance	\$50,000.00 (pro-rated)	10/04/17– 06/30/18

Justification

To fill positions through successful search processes.

Charge to: College Operating Funds

Account Number:



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BOARD OF TRUSTEES ACTION P1C
Approval Date: October 3, 2017

Resolution

Appointment: Support Staff (These appointments are being made in accordance with the Bergen Community College Support Staff Association (BCCSSA) contract, Article XV, after successful completion of their probationary period.)

Submitted By

Dr. Michael D. Redmond, Interim President
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 individuals to the positions and annual salaries indicated.

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Kierra Plummer	Public Safety Officer/Public Safety	\$33,500.00 (pro-rated)	06/12/17 (retroactive)
Michael Zullo	Public Safety Officer/Public Safety	\$33,500.00 (pro-rated)	06/19/17 (retroactive)

Justification

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

Charge to: College Operating Funds
Account Number:

BOARD OF TRUSTEES ACTION P1D

Approval Date: October 3, 2017

Resolution

Appointment: Student Affairs Athletic Program (Coaching Staff)

Submitted By

Dr. Michael D. Redmond, Interim President
Dr. Waldon Hagan, Vice President, Student Affairs
Mr. James Miller, Executive Director, Human Resources

Action Requested

To approve the appointment of the following individuals to part-time Head Coach and Assistant Coach positions at the stipends indicated:

<u>Name</u>	<u>Head Coach Position</u>	<u>Stipend</u>	<u>Effective Dates</u>
Erika Czujko-Wood	Track & Field (M&W)	\$5,865.00	12/01/17 – 05/31/18
Deana Dedovitch	Cross Country (M&W)	\$5,750.00	08/01/17 – 11/30/17 (retroactive)
Christopher DiSanto	Wrestling	\$5,433.00	09/01/17 – 03/15/18 (retroactive)
Tracy Green	Women's Basketball	\$8,481.00	10/01/17 – 03/31/18 (retroactive)
Steven Mimms	Baseball	\$7,475.00	08/01/17 – 05/31/18 (retroactive)
Donald Osbourne	Men's Basketball	\$6,500.00	10/01/17 – 03/31/18 (retroactive)
Samantha Reed	Women's Volleyball	\$5,433.00	08/01/17 – 11/30/17 (retroactive)
Giovanni Soto	Men's Soccer	\$5,500.00	08/01/17 – 11/30/17 (retroactive)
Michael Vivino	Women's Soccer	\$5,500.00	08/01/17 – 11/30/17 (retroactive)
Christine Zaggia	Women's Softball	\$5,500.00	08/01/17 – 05/31/18 (retroactive)

<u>Name</u>	<u>Assistant Coach Position</u>	<u>Stipend</u>	<u>Effective Dates</u>
Edgar Aguilar	Cross Country (M & W)	\$1,500.00	08/01/17 – 11/30/17 (retroactive)
Christian Casal	Men's Soccer	\$1,000.00	08/01/17 – 11/30/17 (retroactive)
Deana Dedovitch	Track & Field (M&W)	\$2,861.00	12/01/17 – 05/31/18
Caitlin Dombkowski	Women's Volleyball	\$2,500.00	08/01/17 – 11/30/17 (retroactive)
Michael Fenner	Wrestling	\$3,300.00	10/15/17 – 03/15/18
Toni DiFranco	Women's Soccer	\$2,750.00	08/01/17 – 11/30/17 (retroactive)

Board Action P1D
October 3, 2017
Page 2

<u>Name</u>	<u>Assistant Coach Position</u>	<u>Stipend</u>	<u>Effective Dates</u>
Garrett Luna	Men's Baseball	\$1,000.00	08/01/17 – 05/31/18 (retroactive)
Alvin Pratt	Men's Basketball	\$1,500.00	10/01/17 – 03/31/18 (retroactive)
Matthew Van Riper	Men's Baseball	\$1,000.00	08/01/17 – 05/31/18 (retroactive)
Kasey Woetzel	Women's Basketball	\$3,300.00	10/01/17 – 03/31/18 (retroactive)
Raymond Wright	Men's Basketball	\$1,500.00	10/01/17 – 03/31/18 (retroactive)

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Dates</u>
Michael Morton	Athletic Trainer	\$30.00/hour	08/01/17 – 05/31/18 (retroactive)
Samantha Pletsch	Athletic Trainer	\$28.00/hour	08/01/17 – 05/31/18 (retroactive)
Megan Smith	Athletic Trainer	\$28.00/hour	08/01/17 – 06/30/18 (retroactive)

Justification

The above-mentioned stipends are seasonal.

Charge To:

Account Number:



BOARD OF TRUSTEES ACTION P1E
Approval Date: October 3, 2017

Resolution

Appointment: Program Coordinator/Faculty

Submitted By

Dr. Michael D. Redmond, Interim President
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To appoint the individual listed below to the position of Program Coordinator at the stipends and release time shown for the period September 1, 2017 – June 30, 2018.

PROGRAM COORDINATORS

<u>Name</u>	<u>Department/Division</u>	<u>Annual Release Time*</u>
Tomer Zilkha	Hotel and Restaurant Management/Business, Arts and Social Sciences	7 credit hours

*Release time has been pro-rated to reflect the period of September 1, 2017 – June 30, 2018.

Justification

To appoint the Program Coordinator due to the retirement of the former Program Coordinator.

Charge To:

Account Number:



BOARD OF TRUSTEES ACTION P2
Approval Date: October 3, 2017

Resolution

Salary Adjustment – Grant Personnel

Submitted By

Dr. Michael D. Redmond, Interim President
Dr. Yun Kim, Vice President, Institutional Effectiveness
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve a salary adjustment for the following individual as indicated.

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Date</u>
Elizabeth Gisecke DeFeo	CLC Project Director/Adult Basic Education/Continuing Education and Community Outreach	\$52,078.00	10/01/17 (retroactive)

Justification

To provide a salary adjustment based upon the assumption of additional responsibilities within the grant administration. There are no college funds required. This position is at-will.

Charge To: Grant Funds
Account Number:



BOARD OF TRUSTEES ACTION P3
Approval Date: October 3, 2017

Resolution

Approve stipends for Nursing Clinical Faculty for Fall 2017 semester

Submitted By

Dr. Michael D. Redmond, Interim President
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James Miller, Executive Director, Human Resources

Action Requested

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

<u>Name</u>	<u>Semester stipend amount</u>
<u>Full time</u>	
Maryanne Baudo	\$2,400.00
Nicole Cerussi	\$2,400.00
Joanne Diamantidis*	\$3,600.00
Patricia Durante	\$2,400.00
Maria Fressola	\$2,400.00
Marie Griffo	\$2,400.00
Margaret Hayes*	\$3,600.00
Joan McManus	\$2,400.00
Lillian Ostrander	\$2,400.00
Carrie Polnyj	\$2,400.00
Carmen Torres	\$2,400.00
Toni Tortorella-Genova	\$2,400.00
Sharon Zaucha	\$2,400.00

Adjuncts

Barbara (Schweiger) Albanese**	\$1,200.00
Nancy Bonard	\$2,400.00
Jessica Brown**	\$1,200.00
Peggy Ensslin**	\$1,200.00
Giuseppina Finnerty	\$2,400.00
Diana Hernandez Casianos**	\$1,200.00
Maureen Imbrogno	\$2,400.00
Rhonda Joseph	\$2,400.00
Jim Keogh	\$2,400.00

Board of Trustees Action P3
October 3, 2017
Page 2

<u>Name</u>	<u>Stipend amount</u>
Michael Lang	\$2,400.00
Easter Grace Mana-ay Rio**	\$1,200.00
Teresa Meyer	\$2,400.00
Gail Okoniewski	\$2,400.00
Pam Pascarelli**	\$1,200.00
Nicole Rengifo**	\$1,200.00
Kristina Rioux**	\$1,200.00
Josephine Rodriguez	\$2,400.00
Athena Serrano Torres**	\$1,200.00
Cheryl Sfikas	\$2,400.00
Najah Thompson	\$2,400.00
Elizabeth Vaccarino	\$2,400.00

* for additional ½ semester clinical

** for ½ semester clinical only

Justification

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

Charge To: Nursing: Stipends

Account Number: 10-03-352000-601153



400 Paramus Rd., Paramus, NJ 07652
(201) 447-7200 - www.bergen.edu

BOARD OF TRUSTEES ACTION P4A
Approval Date: September 12, 2017

Resolution

Retirement: Faculty

Submitted By

Dr. Michael D. Redmond, Interim President
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve the retirement of the following individual:

<u>Name</u>	<u>Rank/Department/Division</u>	<u>Effective Date</u>
Patricia Durante	Associate Professor/Nursing/Health Professions/ Academic Affairs	02/01/17

Justification

Retirement



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BOARD OF TRUSTEES ACTION P4B
Approval Date: July 11, 2017

Resolution

Retirement: Support Staff

Submitted By

Dr. Michael D. Redmond, Interim President

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

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

Action Requested

To approve the retirement of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Joseph Galvin	Senior Custodian/Buildings and Grounds	12/01/17

Justification

Retirement



BOARD OF TRUSTEES ACTION P5
Approval Date: October 3, 2017

Resolution

Approve: Leave of Absence/Faculty

Submitted By

Dr. Michael D. Redmond, Interim President
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
William Huisking	Associate Professor/Business/ Business, Arts and Social Sciences/ Academic Affairs	Fall 2017 semester

Justification

Medical Leave