



PASSAIC COUNTY COMMUNITY COLLEGE • 973 684-5900
ONE COLLEGE BOULEVARD, PATERSON, N.J. 07505-1179

OFFICE OF THE PRESIDENT

PASSAIC COUNTY COMMUNITY COLLEGE

Attached are the Board resolutions passed at the April 20, 2021 Board of Trustees meeting. If you have any questions, please call me.

STEVEN M. ROSE, Ed.D.
PRESIDENT/SECRETARY
BOARD OF TRUSTEES

**BOARD OF TRUSTEES
PASSAIC COUNTY COMMUNITY COLLEGE
APRIL 20, 2021 - AGENDA
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At 7:00 p.m. on Tuesday, April 20, 2021, the Board of Trustees of Passaic County Community College will hold a regular meeting online via the Zoom web-based meeting service, in accordance with the requirements of N.J.S.A. 10:4-9.3 and N.J.A.C. 5:39-1.1 et seq. Members of the public can observe and make public comment via audio and video using the Zoom web Link : <https://pccc.zoom.us/j/99333130041> ,or via telephone by calling +1 646 558 8656 and entering the Meeting ID: 993 3313 0041

If a member of the public wishes to place a public comment on the record, a member of the public may email their comments to publiccomment@pccc.edu or by written letter addressed to Passaic County Community College Board of Trustees, Attn: Board Secretary. Emails or letters must state your name, address and must be received by the Board Secretary no later than April 20, 2021 at Noon. All public comments submitted via email and written letter will be read into the public record subject to the Board Resolution establishing procedures for public comment for remote meetings.

PLEDGE OF ALLEGIANCE (All Stand)

CALL TO ORDER – ROLL CALL

CONSIDERATION OF MINUTES – March 16, 2021

PRESENTATION – (1) Phi Theta Kappa (PTK) Food Insecurity and Financial Literacy Programs

REPORTS – President: Significant Activities
Statement of Revenue and Expenditures
Chairman

DISCUSSION AGENDA

A. INSTRUCTIONAL ITEMS

Carl D. Perkins Career and Technical Grant
Articulation Agreement with Rutgers University – Newark
Career Certificate: Dialysis Technician

B. BUSINESS ITEMS

Purchases of Goods and Services

C. POLICY MATTERS - FIRST READING: BOARD POLICIES:

A906 DRUG FREE SCHOOL AND CAMPUS POLICY (New Policy)

B109 DRUG FREE WORKPLACE (Revision)

**B201 CONTRACTS FOR PROFESSIONAL STAFF NOT HOLDING FACULTY
RANK** (Revision)

E905 MENTAL HEALTH CRISIS INTERVENTION POLICY (Revision)

(Continued....)

**BOARD OF TRUSTEES
PASSAIC COUNTY COMMUNITY COLLEGE
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D. PERSONNEL ITEMS

EXECUTIVE SESSION

Resolution #2 - Resolution to meet in Executive Session - Discussion of personnel, contract negotiations, and matters protected by attorney-client privilege.

ACTION ITEMS - Consent Resolution

A. INSTRUCTIONAL ITEMS

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B. BUSINESS ITEMS

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C. POLICY MATTERS - FIRST READING: BOARD POLICIES:

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B201 CONTRACTS FOR PROFESSIONAL STAFF NOT HOLDING FACULTY
RANK (Revision)
E905 MENTAL HEALTH CRISIS INTERVENTION POLICY (Revision)

D. PERSONNEL ITEMS

REMARKS

PUBLIC
TRUSTEES

ADJOURNMENT

PASSAIC COUNTY COMMUNITY COLLEGE
ROLL CALL

BOARD OF TRUSTEES	PRESENT	ABSENT	
Alumni Rep Ballem	X		
Drakeford	X 7:15 pm		
Esquiche	X 7:31 pm		
Glovin	X		
Moody	x		
Nutter	X		
Pou	X		
Smith	X		
Trivedi	X		
Tanis	X		
Marco	X		

DATED: APRIL 20, 2021

PASSAIC COUNTY COMMUNITY COLLEGE
Resolution #1 – CONSIDERATION OF MINUTES

Offered by GLOVIN Seconded by POU

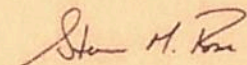
Board of Trustees	Yes	No	Abstain	Absent
Drakeford				X
Esquiche				X
Glovin	X			
Moody	X			
Nutter	X			
Pou	X			
Smith	X			
Trivedi	X			
Tanis	X			
Marco	X			

CONSIDERATION OF MINUTES

BE IT RESOLVED that the Board of Trustees of Passaic County Community College hereby approves the regular session meeting minutes, for the March 16, 2021 Board of Trustees meeting.

DATED: APRIL 20, 2021

The Board of Trustees of Passaic County Community College duly adopted the foregoing resolution on April 20, 2021.



President/Secretary

The following are the minutes of the Board of Trustees of Passaic County Community College, held via an online Zoom web-based meeting service, on Tuesday, March 16, 2021.

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chairman Marco called the meeting order at 7:01 p.m., and then asked everyone to join him in the Pledge of Allegiance.

President Rose stated Pursuant to the Open Public Meetings Act, notice of this meeting was given in the annual meeting notice, which was emailed to the Herald News, The Record, the Office of the County Clerk, the college community, and posted on the PCCC Website and bulletin boards on November 19, 2020.

The public may participate in this meeting only during the public portion, which takes place near the end of the meeting. To be recognized to speak, members of the public who are attending on Zoom via the web should use the raise hand function. Upon recognition by the chair, you will unmute your microphone/video. Members of the public who are attending the meeting via phone call must hit *9 on their phone keypad to raise their hand to be recognized. Upon recognition by the Chair, they can unmute/mute their audio by using *6 on their phone keypad. Individuals addressing the board must give their name and address in an audible tone and will have five (5) minutes to make their statement.

Comments from the public which are provided by email or written letter will be read aloud during the meeting in a manner audible to all meeting participants and the public. The time limit for public comment shall apply to comments received via email or by written letter. Such comments will be read from the beginning until the time limit is reached. The Board may pass over duplicate written and emailed comments; however, each duplicate comment shall be noted for the record with the content summarized.

ROLL CALL

Kesha Drakeford
Yolanda Esquiche
Michael Glovin
Alonzo Moody*
Taina Pou

Absent

Harvey J. Nutter

Sharon C. Smith
Ronak Trivedi
Sony Ballem, Alumni Representative
Steven M. Rose, Secretary
Barbara Tanis, Vice Chairwoman
Dennis F. Marco, Chairman

*Arrived at 7:09 pm

CONSIDERATION OF MINUTES – December 15, 2020

Chairman Marco asked if there were any corrections to the minutes for January 19, 2021. Hearing none, Trustee Tanis moved Resolution #1 – Consideration of Minutes for the January 19, 2021 board meeting; seconded by Trustee Pou. Upon roll call, Resolution #1 passed with all members present voting “yes.”

PRESENTATIONS

Passaic County Technical Institute (PCTI) and Passaic County Community College Proposed Partnership

Mr. Todd Sorber, Vice President, Institutional Advancement, presented the proposed partnership between Passaic County Technical Institute (PCTI) and Passaic County Community College (PCCC) for the *Securing Our Children's Future Bond Act*. He noted that the purpose of the grant was to increase capacity in county vocational school districts through the expansion of career and technical education, with the partnerships being between vocational school districts and county colleges.

He then went on to present, via a PowerPoint presentation, the Biotech Innovation Center, situated on a property connecting PCTI with the PCCC Public Safety Academy, with both institutions using the facility. One of the project partnerships mentioned was Cold Spring Harbor Laboratory DNA Learning Centers (DNLC). In closing, he presented the timeline for the project with March 1, 2021 being the deadline for applications with a notification date (if successful) as the summer of 2021.

There was a discussion about enrollments for both institutions. Trustee Drakeford explained the financial impact on the districts that send their students to PCTI. President Rose noted the potential for enrollment growth at both institutions.

Federal COVID Funding Summary

President Rose began his update on the Federal COVID Funding by stating that, like most colleges, PCCC has seen a significant drop in enrollment. Unfortunately, the outlook for fall 2021 is not positive. While this has had a dramatic impact on the college's financial position, fortunately the federal government in three separate actions, has authorized funding for both the college and aid to students. The institutional money approved can be used to cover revenue losses and to cover pandemic costs. Student support is aimed for childcare, rent, and technology, to name a few. In addition, he noted, under Vice President Sorber's leadership, the College applied to the New Jersey Pandemic Relief Fund, which would provide support for undocumented students.

REPORTS

President: President Rose was pleased to announce that the Governor, in his budget presentation the previous month, proposed an increase for community colleges by five million dollars divided between the eighteen community colleges. This was the first time in thirteen years that this has been done and that it was very exciting. He also stated that the CCOG, known as the Community College Opportunity Grant, was now permanent for those individuals earning under \$65,000 a year can attend college free!

Chair: Chairman Marco noted President Rose's appointment to the Middle States Commission on Higher Education and all congratulated him on such an accomplishment.

DISCUSSION AGENDA

The following items were approved for placement on the Action Items agenda:

A. INSTRUCTIONAL ITEMS – PALS Plus Incorporated

President Rose stated that annually the appointment of two librarians from the College needs the Board's approval to serve on PALS Plus, a cooperative association of Passaic and Essex County libraries. He noted that over 100 books are borrowed from our library through this association. He recommended the appointment of Ms. Mibong La, Head Librarian, and Mr. Ken Karol, Technical Resource Specialist, as representatives for the College.

B. BUSINESS ITEMS

Chapter 12 Program – Additional Funding

President Rose informed the Board that after the January board meeting the College was notified by the State Treasurer that additional funding was available in FY2022 in the Chapter 12 program. The new amount was \$4,971,000, and an additional project was to renovate the front portion of the library. He noted that libraries have been changing over the years from a collection of books to digital resources, with the current book stacks replaced by workstations.

Purchase of Goods and Services

The following purchase of Goods and Services, which were obtained through a Fair and Open Process, in compliance with NJSA 19:44A-20.4 et seq and NJSA: 18A:64A-25 et al. are so noted and recommended. President Rose stated he would be happy to answer any questions.

- Janitorial Services – (Emergency purchase of janitorial staffing services for disinfectant cleaning operations)
- Security Services – (Emergency purchase of security staffing services for access control requirements)
- Print Advertising – (Print advertising used across multiple College departments)
- Utility Services – (Increase to estimated amount for FY2021)
- Academic Transfer Pathway Development – (3+1 Model Transfer Pathways)
- Bid 21-05 – Copier Maintenance

C. PERSONNEL ITEMS

The personnel items included Separations, Appointments, Professional Staff Reappointments FY2021-22; Reappointment of Grant Administrators, FY 2020-2021; Grant Administrator Salary, FY2020-21, and Part-time Temporary Appointments.

EXECUTIVE SESSION

Chairman Marco asked if there was a need for an executive session. Mr. Michael A. Cerone, Jr., College Counsel stated that an executive session was not needed.

CHANGE IN AGENDA

At this time, Vice Chairwoman Tanis asked for a change in the agenda so she could introduce Mr. Michael Stracco, Chair of the Hawthorne Pride Alliance. Chairman Marco granted her the request.

Mr. Stracco, along with his Communication Coordinator, Ms. Erica Prinzo, also of the Hawthorne Pride Alliance, to officially acknowledge during Women's History Month two women who have affected the lives of so many others, and in particular their respective students, wherein insight and guidance helps lead to acceptance and equality for all. Those two women were Ms. Evelyn DeFeis, Director of Board Affairs/Assistant to the President; and Ms. Barbara Tanis, Vice Chairwoman of the PCCC Board of Trustees and former educator of JFK High School. Both were congratulated for this recognition and thanked Hawthorne Pride Alliance for such a distinct honor.

ACTION ITEMS AGENDA - Consent Resolution

Chairman Marco asked for a motion on Resolution #3 - Consent Agenda Items A through C. Trustee Tanis moved Resolution #3; seconded by Trustee Smith. Upon roll call, Resolution #3 passed with all members present voting "yes."

A. INSTRUCTIONAL ITEMS

The appointment of Ms. Mibong La, Head Librarian as PCCC's Library representative to PALS Plus, Inc., and Mr. Ken Karol, Technical Resources Librarian, as PCCC's Library's alternate voting representative to PALS Plus.

B. BUSINESS ITEMS – Proposed FY2021-2022 Revised Chapter 12 Budget Request

BE IT RESOLVED that the Board of Trustees of Passaic County Community College, upon the recommendation of the President, hereby approve Passaic County Community College's revised Chapter 12 Funding in the amount of \$4,971,000; now, therefore be it

RESOLVED that the Board of Trustees of Passaic County Community College formally request that the Board of School Estimate of Passaic County Community College fix the amount of \$4,971,000, to be raised through the issuance of bonds for the attached Chapter 12 Funding (Attachment A), for the Fiscal year commencing July 1, 2021 and ending June 30, 2022.

Purchase of Goods and Services

The following goods and services outlined below, which were obtained through a Fair and Open Process, in compliance with NJSA 19:44A-20.4 et. seq. and NJSA 18A:64A-25 et al. are so noted and recommended. The Vice President for Finance and Administrative Services certifies funding is available.

Janitorial Services (Public Bid Exception per NJSA 18A:64A-25.6 - Emergency Purchase)

(Funding Source: FY-2021 CARES Grant Funds; \$150,000.00 Available)

Emergency purchase of janitorial staffing services for disinfectant cleaning operations. Not-to-exceed amount.

Sunshine Investment Group Inc.
dba Stratus Building Solutions
208 Passaic Avenue
Fairfield, NJ 07004

\$150,000.00
(Recommended Award)

Security Services (Public Bid Exception per NJSA 18A:64A-25.6 - Emergency Purchase)

(Funding Source: FY-2021 CARES Grant Funds; \$150,000.00 Available)

Emergency purchase of security staffing services for access control requirements. Not-to-exceed amount.

Guard Ex Security, Inc.
26 Park Street, Suite 201
Montclair, NJ 07042

\$150,000.00
(Recommended Award)

Print Advertising (Public Bid Exception per NJSA 18A:64A-25.5 a. (20) – Advertising)

(Funding Source: FY-2022 College Operating Funds)

Print advertising; used across multiple College departments. Estimated amount for FY-2022.
Business Entity and Political Contribution disclosures required.

North Jersey Media Group
150 River Street
Hackensack, NJ 07601

\$30,000.00
(Recommended Award)

Utility Services (Public Bid Exception per NJSA 18A:64A-25.5 b. – Purchase from
Governmental Board, Body, Agency or Authority)

(Funding Source: FY-2021 College Operating Funds; \$25,000.00 Available)

Increase to estimated amount for sewer service FY-2021.

City of Paterson
155 Market Street
Paterson, NJ 07505

\$25,000.00
(New Total: \$45,000.00)
(Recommended Award)

Academic Transfer Pathway Development (Public Bid Exception per NJSA 18A:64A-25.5 b.
– Purchase from governmental board, body, agency or authority)

(Funding Source: FY-2021 through FY-2025 Title V Grant Funds; \$109,200.00 Available in FY-2021)

3+1 Model Transfer Pathways development as part of PCCC PROSPER (Passaic-Ramapo
Onramp to Student Persistence and Employment Readiness) program.

Ramapo College of New Jersey
505 Ramapo Valley Road
Mahwah, NJ 07430

\$94,200.00 (FY-2021)
\$101,400.00 (FY-2022)
\$105,400.00 (FY-2023)
\$105,400.00 (FY-2024)
\$105,400.00 (FY-2025)
(Recommended Award)

Bid 21-05 - Copier Maintenance

(Funding Source: FY-2021 through FY-2023 College Operating Funds)

Maintenance of College-owned copiers and multi-function devices. Estimated amount; pricing is
cost-per-copy.

Premier Digital Imaging, LLC
dba United Business Systems
302 Route 46 East
Fairfield, NJ 07004

\$6,240.00 (FY-2021)
\$24,960.00 (FY-2022)
\$18,720.00 (FY-2023)
(Recommended Award)

C. PERSONNEL ITEMS

- I. Separations
 - A: Angel Rivera, Security Supervisor
 - B: Stephen Bryant, Counselor/Retention Specialist-EOF
 - C: Nancy O'Barr, Financial Aid Officer
 - D: Carmen Espinosa, Assistant Director, Child Dev Center
 - E: Daphne Chang, Student Development Specialist
 - F: Tatyana Crawford, Counselor/Coordinator, College Bound/GEAR UP
 - G: Leonardo Vargas, Systems Administrator, IT
 - H: Imilsí Munoz Alvarez, Secretary, Upward Bound
 - I: Clarence Wright, Director, Urban Consortium
- II. Appointments
 - A: Carolina Lopera-Oquendo, Assistant Director, IR
 - B: Michelle Baldino, Budget Manager
 - C: Victoria Gray, Coord-GEAR UP Program
 - D: Zuley Rigo, Financial Aid Officer
- III. Professional Staff Reappointments, FY 2021-22
- IV. Reappointment of Grant Administrators, FY 2020-21
- V. Grant Administrator's Salary, FY 2020-2021
- VI. Part-Time Temporary Appointments

REMARKS: Public: None

Trustees: Trustee Smith publicly provided an early "blessing" to Trustee Moody in preparation of the naming of the Market Street Great Falls Academy, formerly known as School #11, after him. Trustee Moody thanked Trustee Smith and stated that it was "time to pass the torch on" to the younger adults.

ADJOURNMENT

Chairman Marco asked for a motion to adjourn the meeting at 7:50 pm; moved by Trustee Glovin; seconded by Trustee Pou. Upon voice vote, the motion to adjourn the meeting passed unanimously with all members present stating "yes." Chairman Marco acknowledged that the meeting was now adjourned.

Admission Agreement
School of Public Affairs and Administration (SPAA)
&
Passaic County Community College

Purpose

The purpose of this agreement is to enable students who graduate from Passaic County Community College (PCCC) with an Associate of Science (A.S.) degree in Business Administration to continue their education and obtain a B.A. degree from Rutgers University – Newark, School of Public Affairs and Administration (SPAA).

Admission Criteria to SPAA B.A. Degree for PCCC A.S Degree in Business Administration Holders

Individuals meeting the following conditions will be eligible for admission to Rutgers University-Newark SPAA degree program:

- Completion of an A.S. degree in Business Administration from PCCC earned within the last 7 years;
- C grade or better in English 101 and Math 103 or higher;
- Completion of all courses in the PCCC Degree Completion Plan (Attachment A);
- SPAA recommends a 3.0 or higher for admission.

SPAA B.A. Degree Requirements

SPAA B.A. Degree requires a minimum of 120 credits, including 35 credits in Public and Nonprofit Administration and 18 credits of a second concentration. See attached SPAA Degree Completion Plan (Attachment B).

Transfer of PCCC A.S. Degree in Business Administration to SPAA B.A. Degree

PCCC A.S. in Business Administration degree holders may transfer 62-65 credits towards a B.A. in Public and Nonprofit Administration from SPAA subject to the following conditions:

- No individual PCCC course will transfer to the SPAA transcript, provide specific degree credit, or be able to be used to satisfy Rutgers course prerequisites unless a "C" or better has been earned in that course.
- Intro to Nonprofit Administration (____) transfers as Intro to Nonprofit Administration (40:834:203). In the event students are unable enroll in Intro to Nonprofit Administration, Principles of Management (BU222) will substitute for Leadership for Service Professionals. Students are limited to one of the course substitutions.
- Students having completed an PCCC A.S. degree in Business Administration that is compliant with the Comprehensive Statewide Transfer Agreement will be treated as having satisfied all lower-level Core Curriculum requirements for Rutgers University-Newark (see Attachment B), as stipulated by the Comprehensive Statewide Transfer Agreement (see Attachment A).

Special Conditions

- Under the policies of the cooperative agreement, PCCC is responsible for providing 100- and 200-level courses and Rutgers University-Newark is responsible for providing the 300- and 400-level courses.
- All students are required to complete their last 30 credits through courses offered by Rutgers University – Newark. The Rutgers University-Newark residency requirement may be satisfied by taking Rutgers University-Newark courses offered by other Rutgers units at the off-campus location. Courses taken as exchange registration do not apply to the residency requirement.

This admission agreement is intended to serve as a guide for students who want to transfer from PCCC to SPAA. As each student is unique, SPAA will provide students with guidance and information about their individual transfer situation.

Any change in the curriculum of PCCC or SPAA program will require a review of this agreement by both programs.

Approval of Agreement

This agreement shall be effective for five years, from July 1, _____ to June 30, _____. To ensure continuity and maintenance of this agreement, it shall be reviewed and updated every five years, or as needed when either party makes curricular changes.

Rutgers University-Newark

Passaic County Community College

Nancy Cantor
Chancellor
Rutgers University – Newark

President,
Passaic County Community College

Date

Date

Charles Menifield
Dean
School of Public Affairs and Administration

Vice President of Academic Affairs
Passaic County Community College

Date

Date

Passaic County Community College Degree Completion Plan (Attachment A)

FIRST SEMESTER	CREDIT HOURS
AC 101 Financial Accounting I	3.0
BU 101 Introduction to Business	3.0
EC 101 Economics I	3.0
EN 101 Composition I	3.0
ENS 106 Public Speaking	3.0
Total	15.0
SECOND SEMESTER	
AC 102 Financial Accounting II	3.0
BU 203 Principles of Marketing	3.0
CIS 125 Microcomputer Software I	3.0
EC 102 Economics II	3.0
EN 102 Composition II	3.0
Total	15.0
THIRD SEMESTER	
AC 205 Managerial Accounting	3.0
BU 208 Business Ethics	3.0
MA 103 or higher	3.0 - 4.0
Laboratory Science Elective	4.0
PS 101 Introduction to Psychology OR SO 101 Introduction to Sociology	3.0
Total	16.0 - 17.0
FOURTH SEMESTER	
BU 206 Business Statistics	4.0
BU 222 Principles of Management*	3.0
EN 103 Business Writing	1.0
Humanities Course	3.0
Business Elective Course* (Introduction to Nonprofit Administration)	3.0
Total	14.0
Total Credit Hours	60-61

* Intro to Nonprofit Administration (BU228) transfers as Intro to Nonprofit Administration (40:834:203). Principles of Management (BU222) will substitute for Leadership for Service Professionals. Students are limited to one of the course substitutions.

SPAA Public and Nonprofit Administration Degree Completion Plan (Attachment B)

Core Curriculum* Courses in each of these areas must be chosen from a list of approved courses.				Public and Nonprofit Administration: Major (35 credits) Note: Grades of "C" or better are required. (* denotes courses recommended for first-year students)			
Writing Intensive (denoted by "Q" in the section number)		6 cr.		Core Courses		Cr.	
				Introduction to Public Administration *	40:834:200		3
				Introduction to Nonprofit Administration	40:834:203		3
				Ethical Business Administration (WI)	40:834:301		3
				Business Administration Organizations	40:834:406		3
				Leadership for the Service Professionals	40:834:408		3
Second Concentration: Minor/Other				Service-Learning Courses (Must complete core courses)		5	
	Accelerated MPA Curriculum			Career Exploration in Business Administration	40:834:429		1
	Introduction to Public Administration	20:834:501	3	* Service-learning Internship I	40:834:430		4
	Administrative Ethics	20:834:515	3				
	Managing Public Organizations	20:834:522	3				
	Human Resource Administration	20:834:523	3				
	Public Policy Process	20:834:524	3	Elective Courses (Must complete 5 courses)		15	
	Economic Issues in Public Administration	20:834:541	3	Business Administration as Responsible Citizenship	40:834:201		3
				US and Global Urban Experience *	40:834:302		3
				Technology and Business Administration	40:834:304		3
	MPA Course		3	Grant Writing for Organizations (WI)	40:834:306		
	Elective		3	The Arts and Culture of Business Administration	40:834:402		3
	Elective		3	Philanthropy: Volunteerism, Community Engagement and Fundraising	40:834:404		3
				Democratic Foundations of Business Administration	40:834:409		3
				Research in Public Administration	40:834:410		3
				Special Topics Course	40:827:430		3
				Business Administration Independent Study	40:827:431		3

*Core Curriculum requirements are waived for Associate Degree holders as per the New Jersey Statewide Articulation Agreement.



PROGRAM ANNOUNCEMENT

Date: March 31, 2021

Institution:	Passaic County Community College		
New Program Title:	Dialysis Technician Career Certificate		
Degree Designation:	Career Certificate		
Programmatic Mission Level for the Institution	Associate		
Degree Abbreviation:	CERT.DIALYSIS .TECH		
CIP Code and Nomenclature	51.1011		
Campus(es) where the program will be offered: (check all that apply)	<input type="checkbox"/> Paterson <input checked="" type="checkbox"/> Passaic <input type="checkbox"/> Wanaque <input type="checkbox"/> Wayne		
Date when program will begin (month and year):	September 2021		
List the institutions with which articulation agreements will be arranged:	N/A		

Is licensure required of program graduates to gain employment? **No**

☐ Yes ☐ No

Will the institution seek accreditation for this program? **No**

☐ Yes ☐ No

[INSTRUCTION: Answer "yes" ONLY IF the program needs accreditation in addition to MSCHE accreditation.]

If yes, list the accrediting organization:

Program Announcement Narrative

▪ Program Goals and Objectives	page(s)	<u>2</u>
▪ Evaluation and Learning Outcomes Assessment Plan	page(s)	<u>3-5</u>
▪ Need	page(s)	<u>5</u>
▪ Student Enrollments	page(s)	<u>6</u>
▪ Program Resources	page(s)	<u>6</u>

I. Program Description, Goals and Objectives:

Renal disease requiring renal dialysis is a growing national health problem. Consequently, there is an increasing need for well trained staff. Historically, hemodialysis technicians have been trained on the job but the increasing complexities of patient centered health care is requiring a more comprehensive educational background to the role of the hemodialysis technician. The hemodialysis technician is an integral member of the healthcare team in providing care during dialysis with a specific set of skills and body of knowledge.

Employers are seeking hemodialysis technicians who are well versed in the knowledge and skills of their responsibilities. Employment opportunities are available in dialysis centers, outpatient clinics, and hospital environments.

The hemodialysis technician is responsible for the set up and operation of the hemodialysis machine; mixing the dialysate according to the doctor prescription; priming the dialyzer circuit; monitoring the operation of the machine through pressures, conductivity and temperature readings as per safety standards; and monitoring for equipment malfunctioning.

The technician's responsibilities regarding the patient include obtaining pre/post vital signs and weights. The technician prepares the patients and starts the dialysis procedure. This includes programming the dialysis machine to the patient's settings, and connecting the dialysis tubing to the vascular access, collecting lab specimens, and monitoring the patient for adverse reactions. In addition, the hemodialysis technician is responsible for maintaining a clean, aseptic environment for each patient.

All of the above skills are covered in this curriculum, in addition to the fundamental knowledge of renal disease, the physiologic process of dialysis, dialysis and chronic health diseases, nutrition, emergency planning/response, and professionalism in healthcare.

The objectives of the program are to prepare students who will:

1. Integrate the characteristics of effective teamwork and professional behaviors as a member of the health care team.
2. Communicate in an effective manner with patients, patient's families, and other members of the healthcare team.
3. Demonstrate competency in the safe administration of dialysis.
4. Apply the principles of infection control in the care of patients.
5. Implement knowledge of safety and emergency preparedness procedures in the care of patents.
6. Practice the role of the Hemodialysis Technician according to regulatory guidelines.

In addition, through an affiliation agreement with the college, students will participate in an arranged practicum at local Dialysis Centers.

2. Evaluation and Learning Outcomes Assessment Plan:

Oversight of assessment and evaluation is multi-layered at the college with heavy emphasis on faculty-leadership process. It starts at the department level with faculty oversight of course assessment and progresses to program assessment oversight at both the department level with support and guidance from academic administration, including a dedicated assessment administrator. Collection, analysis and use of assessment results occurs in a similar multi-layered fashion as assessment oversight. A faculty-led assessment committee conducts periodic reviews of assessment plans, providing guidance and analysis as needed. Assessment results are used in the development of, modification to and sometimes termination of programs as well as curriculum modification, budget proposal and allocation, and development of strategic goals and initiatives included in the college's planning document(s).

The college has developed an extensive sustainable assessment plan based on best practices adopted from regional and benchmark institutions, encompassing both academic and administrative activities at the college. The college has adopted a predictable assessment cycle for administrative, educational and student support units. Programs that seek content-specific accreditation follow an additional assessment and reporting calendar to maintain said accreditation status. Faculty committees support each other in the development and refinement of assessment activity. Assessment activity is reported to the college community on an annual basis.

The proposed program aligns with the college's mission, and specifically institutional goal #1, "to offer high quality programs through flexible and innovative instructional formats that respond to changing community needs". PCCC is a single college institution governed by a single strategic plan and process which ensures coordination of program offerings to avoid duplicability.

Assessment of the Hemodialysis Technician Program Learning Outcomes will be conducted in accordance with the College's overall assessment plan which evaluates achievement of program outcomes every 3rd year. In the initial years of program implementation, data on learning outcomes will be collected and evaluated in the aggregate at the 3rd year mark. Competency based methodology will be used to assess the program learning outcomes for this practice based program.

Assessment of individual course learning outcomes will be conducted when program assessment indicates established benchmarks for corresponding program learning outcomes were not met. The assessment process is shown in the following tables.

Program Learning Outcomes and Means of Assessment

Program Learning Outcomes: Upon successful completion of the program students will be able to....	Assessment of Learning Outcomes		
	Course*	Course Learning Outcomes	Means of Program Assessment and Criteria for Success: Outcomes will be assessed by:
1. Integrate the characteristics of effective teamwork and professional behaviors as a member of the health care team.	HD-202	Model professional behavior required as member of the healthcare team.	80% of students will score 85% or better using a rating scale of 0-100% on a competency-based rubric.
2. Communicate in an effective manner with patients, patient's families, and other members of the healthcare team.	HD- 201	Utilize effective communication skills as provider of care and healthcare team member.	80% of students will score 75% or better on embedded questions on the final exam.
3. Demonstrate competency in the safe administration of dialysis.	HD -202	Demonstrate competency in the setup and programming of the dialysis machine.	80% of students will score 85% or better using a rating scale of 0-100% on a competency-based rubric.
	HD-202	Demonstrate competency in performing vascular access using the principles of asepsis.	80% of students will score 85% or better using a rating scale of 0-100% on a competency-based rubric.
4. Apply the principles of infection control in the care of patients.	HD-101	Identify the principles of infection control in the care of the patient in the dialysis setting.	80% of students will score 75% or better on embedded questions on the final exam.
	HD- 102	Demonstrate set up of the extracorporeal circuit with aseptic technique.	80% of students will score 85% or better using a rating scale of 0-100% on a competency-based rubric.
5. Implement knowledge of safety and emergency preparedness procedures in the care of patients.	HD-202	Demonstrate the steps in the procedures of emergency preparedness in the dialysis setting.	80% of students will score 85% or better using a rating scale of 0-100% on a competency-based rubric.
6. Practice the role of the Hemodialysis Technician according to regulatory guidelines.	HD- 202	Discuss the role of the Hemodialysis Technician related to regulatory requirements in the dialysis unit.	80% of students will score 75% or better on embedded questions on the final exam.

*The content listed here represents a cross section of courses where this outcome can be assessed within the program. A fuller representation of the multiple places where this outcome is assessed follows on the program's Curriculum Map.

Program Curriculum Map*:

Program Learning Outcomes	HD-100 Professionalism in Healthcare	HD-101 Introduction to Hemodialysis	HD-201 Principles of Hemodialysis	HD-202 Clinical Principles & Practice of Hemodialysis
1. Integrate the characteristics of effective teamwork and professional behaviors as a member of the health care team.	1	2	2	3
2. Communicate in an effective manner with patients, patient's families, and other members of the healthcare team.	1	2	2	3
3. Demonstrate competency in the safe administration of dialysis.		1	2	3
4. Apply the principles of infection control in the care of patients.		1	2	3
5. Implement knowledge of safety and emergency preparedness procedures in the care of patients.		1	2	3
6. Practice the role of the Hemodialysis Technician according to regulatory guidelines.	1	2	2	3

MASTERY KEY: 1 = Introductory; 2 = Intermediate; 3 = Level appropriate to mastery.

** This table shows program outcomes that are mastered across multiple courses given the learning objectives to be achieved.

3. Relationship of the program to the institutional strategic plan and its effect in other programs at the same institution:

The proposed program aligns with the college's mission, and specifically institutional goal #1, "to provide high quality programs through flexible and innovative formats that respond to changing community needs." PCCC is a single college institution governed by a single strategic plan and process which ensures coordination of program offerings to avoid duplicability.

4. Need:

The National Kidney Foundation estimates 26 million adult Americans have chronic kidney disease and millions more are at risk. Dialysis technicians provide the majority of direct patient care to kidney patients across the United States. As the number of people with chronic kidney disease and renal failure increases, the need for certified hemodialysis technicians also

rises, according to the Mayo Clinic. Hemodialysis technician job opportunities are expected to grow as the population ages and more people require dialysis.

While the Bureau of Labor Statistics (BLS) does not provide growth and salary information specifically for dialysis technicians, it does offer data on health technologists/technicians as a group. The Bureau of Labor Statistics (BLS) predicted an 11% increase in medical and clinical laboratory technician occupations between 2018 and 2028 (www.bls.gov).

As of Jan 5, 2021, the average annual pay for a Hemodialysis Technician in New Jersey is \$49,212 a year as reported by Zip Recruiter.

Salary.com reports that the average Hemodialysis Technician salary in New Jersey is \$45,404 as of December 28, 2020, but the range typically falls between \$40,175 and \$51,462. Salary ranges can vary widely depending on the city and many other important factors, including education, certifications, additional skills, and the number of years you have spent in your profession.

Various job titles for this position include: Certified Dialysis Technician, Dialysis Patient Care Technician, Certified Hemodialysis Technician, Hemodialysis Technician, and Dialysis Technician.

The following community colleges offer a Career Certificate Hemodialysis Technician Program according to the program inventory for the State of New Jersey.

College Name and Location	Program Type (including CIP Code)
None	

5. Student Enrollment:

Anticipated Enrollments			
Year 1	5	Year 3	10
Year 2	8	Year 4	12

6. Program Resources:

Additional Resources Needed to Implement the Program	
Full-time Faculty	
Adjunct Faculty	2
Computer Equipment	2 Laptops & printer
Additional Materials	Dialysis machine and related clinical supplies, patient recliner

DEGREE REQUIREMENTS (Curriculum)

NAME: Career Certificate Hemodialysis Technician

	Credits
Communications	
EN-101 Composition I	3
Science	
BS- 100 Human Biology	4
TOTAL GENERAL EDUCATION REQUIREMENTS	7
MAJOR REQUIREMENTS	
HIM 104 Health Care Terminology	3
HD 100 Professionalism in Healthcare	3
HD 101 Introduction to Hemodialysis	3
SC 201 Pharmacology	1
MAE 115 Phlebotomy	3
HD 201 Principles of Hemodialysis	4
HD 202 Clinical Principles & Practice of Hemodialysis	6
TOTAL MAJOR CREDITS	23
TOTAL DEGREE CREDITS	30

Guided Pathway Academic Map (Suggested Sequence)

	Credits
First Semester	
EN- 101 Composition I	3
BS -100 Human Biology	4
HIM -104 Health Care Terminology	3
HD -100 Professionalism in Healthcare	3
HD- 101 Introduction to Hemodialysis	3
Semester total credits	16
Second Semester	
SC -201 Pharmacology	1
MAE- 115 Phlebotomy	3
HD- 201 Principles of Hemodialysis	3
HD- 202 Clinical Principles & Practice of Hemodialysis	6
Semester total credits	13
TOTAL CREDITS	30

Course Descriptions:

HD 100 Professionalism in Healthcare

3 credits (3:0:0)

This course introduces the student to the qualities and attributes of professional character and its importance in the role of a healthcare provider. The attributes and behaviors of professionalism and their impact on the patient-caregiver relationship are discussed in depth. The role of the healthcare provider, interpersonal communication skills, and protecting patient dignity are the foundational topics discussed. In addition, teamwork, time management and patient centered care are emphasized throughout the course.

HD 101 Introduction to Hemodialysis

3 credits (2:2:0)

This course introduces the student to the role of the hemodialysis technician in the hemodialysis unit. Renal pathology and the history and evolution of dialysis along with federal and state regulations will be presented. The role and responsibilities of the Hemodialysis Technician are introduced and discussed with emphasis on the role of provider of care. The student will perform vital signs, weight measurement and patient monitoring as they relate to maintaining a hemodynamic state for patients receiving hemodialysis. The principles of infection control and providing a safe environment for patients and staff are emphasized. Additional topics and concepts are chronic kidney failure, professionalism, patient education and helping patients adjust to dialysis. Students are encouraged to think critically as they prepare themselves for the practice of hemodialysis in the role of Hemodialysis Technician.

HD 201 Principles of Hemodialysis

3 credits (2:2:0)

This course continues the preparation of the student for the role of Hemodialysis Technician in the hemodialysis unit. Within the simulation lab, the student will practice the setup of the dialysis machine including programming ordered parameters, testing alarms and preparing the dialysate and water delivery to ensure a safe dialysis treatment. Responsibilities with predialysis, intradialysis, and post dialysis patient and process monitoring is emphasized along with water quality, dialysate testing and machine testing parameters.

HD 202 Clinical Principles & Practice of Hemodialysis

6 credits (3:6:0)

This course focuses on application of the clinical principles and skills required of the Hemodialysis Technician in the care of the patient receiving dialysis. Within the simulation lab, the student will work to develop competency in the skills of dialysis administration. Additional content includes dialyzer reprocessing, measuring the effectiveness of dialysis, and care of the dialysis patient with diabetes. The importance of administration of medications and heparinization during dialysis is covered. Regulatory requirements and emergency preparedness in the hemodialysis unit are discussed.

PASSAIC COUNTY COMMUNITY COLLEGE

BOARD POLICY

NEW BOARD POLICY (B109 Divided into two separate policies)

A906 DRUG FREE SCHOOL AND CAMPUS POLICY

In accordance with the Drug Free Schools and Communities Act, Passaic County Community College prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances and the unlawful and unauthorized possession and use of alcohol, marijuana and cannabis products on College property or as part of any of the College's sponsored activities.

The President or their designee(s) shall develop a program that implements this policy. The program shall contain the following elements:

- standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs, alcohol, marijuana and cannabis products by students and employees on College property or as part of any of the College's sponsored activities;
- a description of applicable legal sanctions under state, local, and federal law
- a description of health risks associated with the use of illicit drugs, alcohol, marijuana and cannabis products;
- a description of available counseling, treatment, rehabilitation, or re-entry programs; and
- the sanctions the College will impose for violation of standards of conduct and a description of the sanctions, which may include expulsion or termination of employment, referral for prosecution and/or a requirement that the offender complete an appropriate treatment program.

The College will annually distribute in writing to each student and each employee the elements of the Program. Students who enroll or employees who are hired after the annual distribution will be given the information upon enrollment/hire.

Program Evaluation

The College will conduct a biennial review of Drug Free School and Campus Policy and Programs to: (1) determine the effectiveness and implement changes to the program if they are needed; (2) determine the number of drug and alcohol-related violations and fatalities that occur on the College's campuses or as part of the College's sponsored activities and are reported to College officials; (3) determine the number and type of sanctions that are imposed; and (4) ensure that disciplinary standards are consistently enforced. The biennial review will be conducted in even-numbered years and will focus on the two preceding academic years.

The College will make available, upon request, to the United States Department of Education and to the public, the information distributed to students and employees and the results of the College's biennial review of this Policy.

PASSAIC COUNTY COMMUNITY COLLEGE

BOARD POLICY

PROPOSED CHANGES (Revised language from original policy B109)

B109 – DRUG-FREE WORKPLACE POLICY

In accordance with the Drug Free Workplace Act of 1988, Passaic County Community College is committed to providing a safe work environment and to fostering the wellbeing and health of its employees. In order to comply with the requirements of the Act, the College, as a federal grant recipient, must provide a drug-free workplace. As such, the College will:

- Publish a statement prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs in the workplace and specify the actions that will be taken against employees for violations.
- Distribute a copy of the policy statement to each employee engaged in the performance of a federal grant or contract.
- Notify each employee that compliance with the policy is a condition of employment and that the employee must abide by the terms of the policy statement. The policy statement includes the requirement that the employee notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- Notify the granting or contracting agency within 10 days after learning of a criminal drug statute conviction.
- Impose a sanction as required under this act on any employee who is so convicted.
- Establish a program of drug-free awareness, informing employees about the College's policy of maintaining a drug-free workplace, the penalties that may be imposed upon employees for drug-abuse violations, the dangers of drug abuse in the workplace, and any available drug counseling, rehabilitation, and assistance programs.
- Make a good faith effort to continue to maintain a drug-free workplace through implementation of these requirements.

The intent of this policy is to offer help to those who need it, while sending a clear message that the illegal use of drugs is incompatible with employment at the College.

The College encourages employees who have a problem with the illegal use of controlled substances to seek professional advice and assistance. One source of assistance is the College's Employee Assistance Program (EAP). If job performance is adversely affected by abuse of controlled substances, an employee may be referred to the EAP. Participation in the EAP is

confidential and is encouraged by the College; however, it will not preclude normal disciplinary action or relieve an employee of responsibility for performing assigned duties.

The President or the President's designee shall be responsible for the implementation and enforcement of this policy.

Approved: 10/05/92

Revised:

CURRENT POLICY (Original wording before divided into two separate policies)

B109 DRUG FREE WORKPLACE AND DRUG FREE SCHOOL AND CAMPUS POLICY

In accordance with the Drug Free Workplace Act and the Drug Free Schools and Campuses Act, Passaic County Community College prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances and the unlawful and unauthorized possession and use of alcohol at the College. A statement has been given to students indicating that the use of illicit drugs and the unlawful and unauthorized possession and use of alcohol is wrong and harmful. Each employee is provided with a document indicating the specific actions that will be taken against them if they violate this policy.

Standards of conduct applicable to students and employees prohibit the unlawful possession, use or distribution of illicit drugs and the unlawful and unauthorized use and possession of alcohol by students and/or employees on school premises or as a part of any of the school activities. All students and employees are given a copy of these standards.

Discipline

A clear statement that disciplinary sanctions consistent with local, state and federal law up to and including expulsion and referral for prosecution in the case of students who violate the standards of conduct, is provided to each student. A statement that disciplinary sanctions consistent with local, state, and federal law up to and including termination of employment and referral for prosecution in the case of employees is provided to employees. A description of legal sanctions is also provided.

The College takes appropriate personnel actions against employees convicted of a criminal drug offense. These sanctions range from discharge to a requirement of satisfactory participation in a drug free assistance or rehabilitation program against workers who have been convicted of criminal workplace violations of drug laws.

Such sanctions will be imposed within 30 days of the date the College learns of a conviction.

Counseling

The College provides information about drug and alcohol counseling, rehabilitation and reentry programs to students and employees.

The College has established a drug free awareness program that informs students and employees about the dangers of drug abuse and the College's intent to maintain a drug free workplace and school. The program also emphasizes the penalties that may be imposed upon employees and students who abuse drugs at the College.

Reporting Requirements

Employees are informed that they are required not only to abide by the College's Drug Free Policy as a condition of employment, but also to report any criminal conviction or drug-related activity in the workplace. Employees must notify the College no later than 5 days after a conviction.

The College will notify any federal contracting or granting agency of any criminal conviction of employees for illegal drug activity in the workplace. The notice will be provided within 10 days of learning about a conviction.

Program Evaluation

The College will conduct a biennial review of Drug Free Workplace and Schools Program to (1) determine the effectiveness and implement changes to the program if they are needed and (2) insure that disciplinary standards are consistently enforced.

The College makes a good faith effort to maintain a drug free workplace and school by complying with the legal requirements.

Approved: 10/5/92

PASSAIC COUNTY COMMUNITY COLLEGE

BOARD POLICY

PROPOSED CHANGES

B201 CONTRACTS FOR PROFESSIONAL STAFF NOT HOLDING FACULTY RANK

Professional staff not holding faculty rank may be appointed by the Board of Trustees for one-year terms. Professional staff serving under such initial one-year contracts who have not yet served five academic years shall be notified by the President of reappointment or non-reappointment to a succeeding one-year contract no later than May 1st or 45 days after the Board of School Estimate adopts the budget (whichever is later).

Professional staff who have served the college for 5 academic years shall be notified by the President, no later than December 31, of their reappointment or non-reappointment to a one-year contract starting at the beginning of the next academic year.

For the purposes of this policy, a member of the "professional staff" is defined as:

1. A full-time employee of Passaic County Community College, and
2. One who does not have concurrent academic rank, and
3. One who is serving in a full-time position at Passaic County Community College requiring the holding of at least a Bachelor's Degree or its equivalent and such requirement is stated in the applicable job description for the position, and
4. One whose salary is not derived in whole or in part from restricted sources such as Federal, State and private grants.

Professional staff whose initial employment begins after July 1, but before October 1, shall be considered as having been appointed for one full academic year of service for the purposes of this policy. For any professional staff employee whose initial appointment is after October 1, such appointment shall not be considered as a full academic year for the purposes of this policy.

Approved: 04/27/76
Revised: 08/14/85
Amended: 03/22/04 (title change)
Revised:

CURRENT LANGUAGE

PASSAIC COUNTY COMMUNITY COLLEGE

BOARD POLICY

B201 MULTI-YEAR CONTRACTS

- A. The NJSA 18A: 60-14 and NJAC 9A: 7-4.3 A-328 (under Chapter 163 of the laws of 1973) shall be incorporated into this statement.
- B. The Guidelines pertaining to A-328 issued by the Commission on Higher Education shall be incorporated into this statement.
- C. For the purpose of the application of A-328, a member of the "professional staff" shall be:
 - 1. A full-time employee of Passaic County Community College, and
 - 2. One who does not have concurrent academic rank, and
 - 3. One who is serving in a full-time position at Passaic County Community College requiring the holding of at least a Bachelor's Degree or its equivalent and such requirement is stated in the applicable job description for the position, and
 - 4. One who, as of October 1 of each year, is in his/her fifth year of such a "professional position" as defined herein, and
 - 5. One whose employment in such "professional position" has been consecutive, and
 - 6. One whose salary is not derived in whole or in part from restricted sources such as Federal, State and private grants.
- D. The Vice President for Finance and Administration shall elicit input as to those eligible to receive multi-year contracts.
- E. Once all input has been received, it shall be forwarded to the President for review. The President shall, by November 1 of each year, recommend to the Board those individuals to be offered multi-year contracts, the recommended length of said contracts and the reasons for the offering.
- F. The Board shall act at its meeting each December upon the offering of the multi-year contract and the length of said contract.

PASSAIC COUNTY COMMUNITY COLLEGE

BOARD POLICY

B201 MULTI-YEAR CONTRACTS (Page 2)

- G. The offer of the multi-year contract shall be by granting the individual a letter for the period in question. Such letter shall note it is being given pursuant to NJSA 18A:60-14
- H. All eligible professional staff shall be notified by the President, no later than December 15, in their fifth full consecutive year of service, of their reappointment or non-reappointment to a contract of from one to five years.
- I. At the sole discretion of the Board, professional staff otherwise not eligible for multi-year contracts, who do not hold concurrent academic rank, may be granted multi-year contracts.

The Board shall review and amend this Policy, as it deems necessary from time to time.

References (attached): NJAC 9A:7-4.3; NJSA 18A:60-14

Approved: 04/27/76
Revised: 08/14/85
Amended: 03/22/04 (title change)

PASSAIC COUNTY COMMUNITY COLLEGE

BOARD POLICY

PROPOSED CHANGES

E905 MENTAL HEALTH CRISIS INTERVENTION POLICY

Passaic County Community College acknowledges that the mental health of members of our campus community is an important concern. In accordance with the recommendations set forth in *The New Jersey Campus Security Task Force Report* (2007), the President or the President's designee shall formulate a Procedures Manual which shall contain protocols for responding to various mental health events, the establishment of a College Behavioral Intervention Team, as well as a process for students to take medical leave and return to the College. The objective of the Procedures Manual will be to minimize risk and ensure a student's safety and well-being in a crisis situation, as well as the safety and well-being of the larger community

Approved: 11/29/2010

Revised:

CURRENT POLICY

E905 MENTAL HEALTH CRISIS INTERVENTION POLICY AND PROCEDURES

In accordance with the *The Campus Security Task Force Report* (2007), it shall be the policy of Passaic County Community College to develop and distribute a Crisis Intervention Policy and Procedures Manual in order to minimize risk and ensure a student's safety and well-being in a crisis situation, as well as that of the larger community

The attached Crisis and Intervention Policy and Procedures plan for Passaic County Community College is in compliance with the mandate by the Governor of New Jersey, and will be amended from time-to-time as deemed appropriate and necessary to keep current with the latest legislation and campus programs.

Approved: 11/29/10

**Passaic County Community College
Mental Health Crisis Intervention Policy and Procedures**

POLICY

It shall be the policy of Passaic County Community College to initiate procedures in a crisis situation, to minimize risk and ensure a student's safety and well-being, as well as that of the larger community. In the event of a mental health and/or substance induced crisis of a student member of the college community, both the student involved and the entire campus community may experience varying degrees of disruption. Crisis situations must be handled in a sensitive manner, and timely intervention is of the utmost importance. Therefore, all media or press inquiries are to be directed to the President's Office.

PURPOSE

As a result of the recent events that have taken place on college campuses nationwide, the Governor of New Jersey created the Campus Security Task Force in an effort to deliver optimum services. The Campus Security Task Force recommended that colleges and universities establish campus crisis intervention teams. In response to the recommendations of the Governor's Task Force, Passaic County Community College (PCCC) created the Campus Behavioral Intervention Team (CBIT) to provide intervention services to "at risk" students.

CAMPUS BEHAVIORAL INTERVENTION TEAM (CBIT)

The PCCC Campus Behavioral Intervention Team (CBIT) is a multidisciplinary team and consists of the Dean of Student Affairs, the Dean for Evening Administration/Associate Dean for Academic Affairs, a member from the Office of Disabilities Services, the Director of Security, four (4) faculty members, two counselors and a representative from each campus. This team meets under the direction of the Dean of Student Affairs.

The CBIT serves as a communication link when crisis events occur, and when appropriate, responds to such events. Through on-going meetings, training and planning sessions, the CBIT's goal is to assist in prevention and early intervention of a crisis.

The CBIT has affiliated with appropriate community referral services in order to provide the most comprehensive services available to the PCCC college community setting.

PROCEDURE

A. Prevention/Early Intervention

The CBIT members, who are listed below, may be contacted at any time in order to express your concerns about a student or situation. You may also contact the Senior Vice President for Academic and Student Affairs at 973-684-6300. The information will be shared with the CBIT members to determine appropriate intervention, which may include contacting or convening members of the CBIT or affiliated community resources. This will be done on a “case-by-case” basis as needed. All information is strictly confidential.

TEAM MEMBERS INFORMATION

- Dean of Student Affairs
- Dean for Evening Administration/Associate Dean for Academic Affairs
- Vice President/Passaic Academic Center (if case is on that site)
- Executive Director/Wanaque Academic Center (if case is on that site)
- Director of Operations/Public Safety Academy (if case is on that site)
- Director of Security
- Coordinator of EOF Support Services
- College Counselor
- Coordinator of Retention, Compliance and Special Projects (Student Affairs)
- Faculty Members (4)

B. Response

If the crisis is accompanied by medical necessity, appropriate procedures in the case of a medical emergency should be followed (Contact College Security for medical service and/or police assistance). In all cases, please follow the same guidelines for each Level listed unless otherwise stated.

Protocol #1: Behavioral/Psychological Emergencies

LEVEL ONE - immediate harm/danger to self and others

- Suicidal attempts or self-injurious behaviors.
- Hallucinations/Delusions (imagining things – out of the realm of reality).
- Possession of weapons, dangerous substance or objects
- Irrational behavior (shouting, cursing, flailing arms/hands – not making sense).
- Loss of self-control (not responding to verbal intervention).
- Violent, hostile, aggressive, homicidal, abusive behavior.

Procedures to be followed:

1. Immediately contact College security as follows:

Main campus:	811 (internally) or 973-684-5403
Wanaque Academic Center:	973-248-3000
Passaic Academic Center:	973-341-1600
Public Safety Academy:	973-304-6020

2. Security will call 911 for emergency medical service and police assistance
3. The Highest Ranking Administrative Officer on Campus will be notified by Security
4. The Administrative Officer may request assistance by a CBIT member
5. The Dean of Student Affairs or a designee will make all necessary notification (family, next of kin, etc).
6. PANTHER Alert, the Campus communication system, may be activated if warranted.

LEVEL TWO - potential harm/danger to self or others written, verbal or observable

- Ideation (expressed, suggested).
- Experiencing serious distress (at a loss for what to do).
- Exhibiting signs of depression (appearing downcast, flushed, teary eyed).
- Expressing feelings of serious anxiety (afraid and doesn't know what to do).
- Involved in verbal confrontation (at college or at home – but is not an immediate threat to self or others.).

LEVEL THREE – at risk behaviors; i.e., homeless, eating disorders, emotional symptoms

- Self-reports feeling “down” (about death in family, separation/divorce, etc.).
- Shares that he/she is homeless, without clothes or money for meals.
- Faculty/staff member reports that student appears in need of services.
- Student in need of attention (i.e., matters of health and hygiene, eating disorders, lack of self-care, etc.).
- Shares that he/she has been abused (physical, sexual, emotional, and/or financial).

For **Level Two or Three** at the Main Campus, contact the Center for Student Success (CSS) 973-5524 or EOF office 973 684-5662 for counselor assistance or administrator on duty, for any other campus call the main office. The staff will call the Dean of Student Affairs and/or contact any CBIT member for assistance, if necessary. In the event the CSS or EOF office is closed, contact the Office of the Dean for Evening Administration/Associate Dean for Academic Affairs (973) 684-6309 or 5651.

Protocol #2: Death of a Student due to Accident, Homicide, Suicide or Sudden Tragedy (on campus)

The scene of the incident should not be disturbed until the local authorities arrive on site. The Passaic County Sheriff's Department has official jurisdiction and will consider the area where the deceased was discovered a “crime scene”. The person reporting the incident should remain on-site until Security has arrived.

Additional Procedures to be followed on all campuses for internal incident:

- Security will secure the scene where the deceased was discovered.
- The Dean of Student Affairs or designee will meet with college officials and Security at the scene and coordinate immediate and long-term outreach and support services for

individuals close to the victim and/or at the scene.

- Security will maintain order, and not allow unauthorized outsiders to gain access to the College facilities.
- An Incident Report will be filed by Security.

Next Day Follow-Up

- The Dean of Student Affairs will continue to coordinate support services and referrals to those closely involved or affected by the death.

Within One Week

- The President or the Senior Vice President for Academic and Student Affairs will convene a meeting of involved college officials to assess the response and aftermath of the tragedy.

Off-Campus Location Incident

When informed of the death of a student that has occurred off-campus, the Dean of Student Affairs will verify the information and officially inform the Senior Vice President for Academic and Student Affairs. The Dean will make an effort to obtain a copy of the death certificate. The death certificate will be sent to the Registrar's office in order for the student file to be flagged.

Additional Procedures to be followed for an External Incident:

- Security will alert the affected campus by calling its main office

Next Day Follow-Up

- The Dean of Student Affairs will continue to coordinate support services and referrals to those closely involved or affected by the death.

Within One Week

- The President or the Senior Vice President for Academic and Student Affairs will convene a meeting of involved college officials to assess the response and aftermath of the tragedy.

Protocol #3: Sexual Assault (procedures reiterated for emphasis)

Sexual assault, often referred to as rape, is legally defined differently in each state. In New Jersey, the law defines sexual assault as "the penetration, no matter how slight, in which physical force or coercion is used or in which the victim is physically or mentally incapacitated" (NJSA 2C:14-1). The law in New Jersey is gender neutral.

If a student reports sexual assault that has occurred off-campus, the student will be referred to the Center for Student Success or the EOF Office for referral services.

If an incident of sexual assault occurs on campus, the following procedures are to be followed:

1. Immediately contact College security as follows:

Main campus: 811 (internally) or 973-684-5403
Wanaque Academic Center: 973-248-3000
Passaic Academic Center: 973-341-1600
Public Safety Academy: 973-304-6020

2. Secure the victim and crime scene.
3. Immediately notify Security internally (811) or 973-684-5403 and Security will contact the Police (911) and the Passaic County Sheriff's Department.
4. Security will contact the Highest Ranking Administrative Officer on Campus.
5. Student's need for medical attention will be evaluated. If the student refuses medical attention, referrals for community counseling services will be provided.
6. An incident report will be filed from all parties involved.

Protocol #4: Substance Induced Behaviors and/or Substance Intoxication (drugs and alcohol)

Procedures to be followed:

1. Immediately contact College security as follows:

Main campus: 811 (internally) or 973-684-5403
Wanaque Academic Center: 973-248-3000
Passaic Academic Center: 973-341-1600
Public Safety Academy: 973-304-6020

2. Isolate student from others.
3. Dependent on current assessment – student will be referred to community services or Security will call for police and emergency medical services.
4. The student will not leave campus unescorted. The student's family, next of kin, friend, etc. will be contacted to arrange for the student to be escorted off campus.

Medical Leave and Procedure for Re-Entry

There are times when a PCCC student may experience psychological conditions or associated medical conditions that significantly impair their ability to function successfully or safely within the campus community. When this occurs, time away from the College for treatment and recovery can often restore the student's functioning to a level that will enable them to participate fully in academic coursework and the college community.

Medical leave may be voluntary or involuntary. A student may need to complete a Total Withdrawal form and she/he may still have a financial obligation to the College, which will be determined.

If a student has been on medical/psychological leave, the following procedure may need to be followed before the student will be considered for return to PCCC:

- Student must meet with the Dean of Student Affairs or Senior Vice President for Academic and Student Affairs or College Behavioral Intervention Team.
- Student must sign a Release of Information Form.
- Student may need to provide medical clearance from their health care provider which states she/he can return to school.
- Student shall provide any recommendations made by the health care provider regarding continued health treatment including medications and follow-up care.

Upon receipt and evaluation of the above information, the College Behavioral Intervention Team, Dean of Student Affairs or Senior Vice President for Academic and Student Affairs may require additional information. An additional meeting with the student may be requested before a final decision on his/her return is made. PCCC reserves the right to refer a student for an additional evaluation.

PASSAIC COUNTY COMMUNITY COLLEGE

RESOLUTION #3-CONSENT RESOLUTION – ACTION ITEMS A, B, C, and D

Offered by TRIVEDI Seconded by GLOVIN

Board of Trustees	Yes	No	Abstain	Absent
Drakeford	X			
Esquiche	X			
Glovin	X			
Moody	X			
Nutter	X			
Pou	X			
Smith	X			
Trivedi	X			
Tanis	X			
Marco	X			

BE IT RESOLVED that the Board of Trustees of Passaic County Community College, upon the recommendation of the President, hereby approve the following actions:

A. INSTRUCTIONAL ITEMS

Carl D. Perkins Career and Technical Education Grant (NJDOE)

Budget amendment for the ***Carl D. Perkins Career and Technical Education Grant*** (New Jersey Department of Education) to its approved 2020-2021 Perkins Career and Technical Education One-Year Spending Plan for a total of \$118,837, reallocated to purchase items including instructional equipment/supplies.

Articulation Agreement with Rutgers University – Newark – School of Public Affairs and Administration (SPAA)

An articulation agreement with Rutgers University, which provides graduates from Passaic County Community College who hold an Associate in Science degree in Business Administration to transfer to Rutgers University – Newark, School of Public Affairs and Administration (SPAA) to pursue a Bachelor of Arts degree in Public and Nonprofit Administration.

PASSAIC COUNTY COMMUNITY COLLEGE

RESOLUTION #3-CONSENT RESOLUTION – ACTION ITEMS A, B, C, and D

Career Certificate: Dialysis Technician

A 30-credit Career Certificate designed to give students theoretical and practical knowledge in hemodialysis that will prepare them to meet the growing need for certified hemodialysis technicians.

B. BUSINESS ITEMS

Purchase of Goods and Services

The following goods and services outlined below, which were obtained through a Fair and Open Process, in compliance with NJSA 19:44A-20.4 et. seq. and NJSA 18A:64A-25 et al. are so noted and recommended. The Vice President for Finance and Administrative Services certifies funding is available.

Audio-Visual Equipment (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract pricing)

(Funding Source: FY-2021 CARES Act Coronavirus Relief Fund; \$295,224.89 Available)

Audio-visual equipment for Public Safety operations center. Vendor year-to-date spend exceeds Board review threshold. NJ State Contract # 81123.

Tele-Measurements, Inc.
145 Main Avenue
Clifton, NJ 07014

\$11,665.00
(Recommended Award)

Software Licensing and Maintenance (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or Services for proprietary computer hardware, software, or systems)

(Funding Source: FY-2022 College Operating Funds; \$30,000.00 Budgeted)

Renewal of licensing and maintenance for online application module and Customer Relationship Management (CRM) software for FY-2022. Business Entity and Political Contribution disclosures required.

Fire Engine RED, Inc.
P.O. Box 1017
Havertown, PA 19083

\$18,000.00
(Recommended Award)

Online Tutoring Services (Public Bid Exception per NJSA 18A:64A- 25.5 a. (15) – Professional Consulting Services)

(Funding Source: FY-2021 College Operating Funds; \$180,459.68 Available)

Increase to not-to-exceed amount for online tutoring services for students. Fixed license fee and cost-per-service. Business Entity and Political Contribution disclosures required.

Tutor.com, Inc.
110 East 42nd Street, 7th Floor
New York, NY 10017

\$80,600.00
(New Total: \$244,100.00)
(Recommended Award)

PASSAIC COUNTY COMMUNITY COLLEGE

RESOLUTION #3-CONSENT RESOLUTION – ACTION ITEMS A, B, C, and D

Insurance (Disability Insurance) (Public Bid Exception per NJSA 18A:64A- 25.5 a. (11) – Insurance) (Funding Source: FY-2022 College Operating Funds; \$75,000.00 Budgeted)
Disability insurance for full-time Administrative and Support Staff. Estimated amount for FY-2022.

Unum Life Insurance Company of America
2211 Congress Street
Portland, ME 04102
\$75,000.00
(Recommended Amount)

Insurance (Cyber Liability Insurance) (Public Bid Exception per NJSA 18A:64A- 25.5 a. (11) – Insurance) (Funding Source: FY-2021 College Operating Funds; \$65,915.41 Available)
Renewal of Cyber Liability insurance policy.

Arthur J. Gallagher Risk Management Services
200 Jefferson Park
Whippany, NJ 07981
\$29,750.00
(Recommended Amount)

Request for Proposal 21-01 – Facilis HUB 16 System (Below Public Bid threshold)
(Funding Source: Carl D. Perkins Career and Technical Education Grant; \$34,996.10 Available)
Video editing storage server system for Communications academic program.

Video Technologies Group
21 Charles Street, Suite 116
Westport, CT 06880
\$34,310.00
(Recommended Amount)

Request for Qualifications 21-01 – Environmental Engineer Consulting Services (Public Bid Exception per NJSA 18A:64A-25.5 a. (1) – Professional Services) (Funding Source: FY-2021 and FY-2022 College Capital Funds)
Qualification of Environmental Engineer to perform professional services as-needed for FY-2021 and FY-2022.

GZA Environmental, Inc.
55 Lane Road, Suite 407
Fairfield, NJ 07004

Brinkerhoff Environmental Services, Inc.
1805 Atlantic Ave
Manasquan, NJ 08736

Tectonic Engineering Consultants, Inc.
70 Pleasant Hill Road
Mountainville, NY 10953

PASSAIC COUNTY COMMUNITY COLLEGE

RESOLUTION #3-CONSENT RESOLUTION – ACTION ITEMS A, B, C, and D

Information Technology Hardware (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract pricing) (Funding Source: FY-2021 College Capital Funds; \$78,591.72 Available)
Wireless bridge hardware and installation. Fulfillment Agent for NJ State Contract 89974.

PKA Technologies, Inc.
3 Paragon Drive, Suite 205
Montvale, NJ 07645

\$78,591.72
(Recommended Award)

C. POLICY MATTERS – FIRST READING: BOARD POLICIES

A906 DRUG FREE SCHOOL AND CAMPUS POLICY (New Policy)

B109 DRUG FREE WORKPLACE (Revision)

B201 CONTRACTS FOR PROFESSIONAL STAFF NOT HOLDING FACULTY
RANK (Revision)

E905 MENTAL HEALTH CRISIS INTERVENTION POLICY (Revision)

D. PERSONNEL ITEMS

I. Separations

Alexandra Conte, Associate Director, HR
Shirley McFarlene, Financial Aid Officer
Lorraine Smith, Registrar
David Zambrano, Director, IT Infrastructure

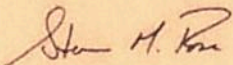
II. Appointments

James Wallace, Director, Enterprise Applications, Information Technology
Giovanna Rodriguez, Applications Support Analyst, Information Technology
Lilian Saldua, Senior Programmer/Analyst, Information Technology
Lisa DeLiberto, Faculty Coach, Teacher Excellence Program
Stephanie Velasquez, Director, Student Support Services – ELS

III. Adjunct Faculty Appointments – Spring 2021

IV. Part-Time Temporary Appointments

The Board of Trustees of Passaic County Community College duly adopted the foregoing resolution on April 20, 2021.



President/Secretary

**PASSAIC COUNTY COMMUNITY COLLEGE
ADJOURNMENT**

Offered by TANIS Seconded by POU

BOARD OF TRUSTEES	YES	NO
Drakeford	X	
Esquiche	X	
Glovin	X	
Moody	X	
Nutter	X	
Pou	X	
Smith	X	
Trivedi	X	
Tanis	X	
Marco	X	

DATED: APRIL 20, 2021