



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 December 13, 2016 Board of Trustees meeting. If you have any questions, please call me.

STEVEN ROSE, Ed.D.  
SECRETARY  
BOARD OF TRUSTEES

**BOARD OF TRUSTEES  
PASSAIC COUNTY COMMUNITY COLLEGE  
AGENDA**

**At 7:00 p.m. on Tuesday, December 13, 2016, the Board of Trustees of Passaic County Community College will hold a regular meeting. The meeting will take place in the Main Conference Room, Passaic County Community College Wanaque Academic Center, 500 Union Avenue, Wanaque, New Jersey. The public is invited to attend, per the Open Public Meetings Act, N.J.S.A. 10:4-6. In addition, the Board will meet in executive session to discuss such issues as are allowed pursuant to NJSA 10:4-12. A copy of the agenda and packet are available for public inspection.**

**CALL TO ORDER**

**ROLL CALL**

**CONSIDERATION OF MINUTES – November 15, 2016**

**PRESENTATIONS**

1. Culinary Arts (Certificate and Degree Programs)
2. DRAFT Institutional Goals and Objectives

**REPORTS**

President  
Chairman

**DISCUSSION AGENDA**

- A. **ACADEMIC ITEMS**  
PALS Plus, Incorporated
- B. **BUSINESS ITEMS**  
Purchases of Goods and Services
- C. **PERSONNEL ITEMS**

**EXECUTIVE SESSION**

Discussion of personnel, contract negotiations, and matters protected by attorney-client privilege

**ACTION ITEMS**

**Consent Resolution**

- A. PALS Plus, Incorporated
- B. Purchases of Goods & Services
- C. Personnel Items

**Individual Resolution(s)**

**REMARKS**

PUBLIC  
TRUSTEES

**ADJOURNMENT**

The following are the minutes of the Board of Trustees of Passaic County Community College, One College Boulevard, Paterson, New Jersey, held on Tuesday, November 15, 2016.

### **CALL TO ORDER**

President Rose stated that notice of the meeting was mailed to the Herald News, the Record, the Office of the County Clerk, and posted on the bulletin board of the College Boulevard building on December 1, 2015.

Vice Chairwoman Tanis stated that inasmuch as adequate notice of the meeting had been given, the meeting was called to order at 7:09 p.m. A copy of the agenda was reviewed and available for public inspection.

### **ROLL CALL**

Assad R. Akhter  
Robert H. Davis  
Richard A. DuHaime  
Yolanda Esquiche

Patricia Kebrdle  
Miguel De Jesus, Alumni Representative  
Steven M. Rose, Secretary  
Barbara Tanis, Vice Chairwoman

#### **Absent**

Jeffrey P. Gardner  
Alonzo Moody  
Sharon C. Smith  
Ronak Trivedi  
Harvey J. Nutter, Chairman

### **ORGANIZATION OF THE BOARD**

Vice Chairwoman Tanis relinquished the gavel to Secretary Rose. Secretary Rose announced that State Statute requires the Board of Trustees to organize during the eleventh month. He then asked for nominations for Chairperson of the Board. Trustee DuHaime nominated Trustee Harvey J. Nutter as chairman of the board stating that he recommended that he continue in the position of Chairman of the Board again for the coming year. Trustee Kebrdle seconded the nomination. Secretary Rose asked for other nominations and hearing none, Trustee Davis moved to close the nominations; seconded by Trustee Kebrdle. Upon voice vote, the nomination to re-elect Trustee Harvey J. Nutter as Chairman of the PCCC Board of Trustees passed unanimously with all members present voting "yes."

Secretary Rose then asked for nominations for Vice Chair. Trustee Esquiche nominated Trustee Barbara Tanis; Trustee Akhter seconded the nomination. Secretary Rose asked for other nominations, and hearing none, Trustee Davis moved to close the nominations; seconded by

Trustee Kebrdle. Upon roll call, the nomination to reappoint Trustee Barbara Tanis as Vice Chairwoman of the PCCC Board of Trustees passed unanimously with all members present voting “yes.” Vice Chairwoman Tanis thanked the Board for nominating, as well as, affirming her role as vice chair of the PCCC Board of Trustees.

### **CONSIDERATION OF MINUTES – October 18, 2016**

Vice Chairwoman Tanis asked for a motion on Resolution #1 – Consideration of Minutes for October 18, 2016; moved by Trustee Davis; seconded by Trustee Akhter. Upon voice vote, Resolution #1 passed with Trustee Kebrdle “abstaining” and all other members present stating “aye.”

### **PRESENTATIONS**

#### **Summary of Assessment Activities**

President Rose prefaced the first presentation, which was on assessment, noting publicly how Dr. Jacqueline Kineavy, Senior Vice President of Academic and Student Affairs, was known as the “Queen of Assessment” and helps keep PCCC on the cutting edge. He noted too that she has been regularly called by the Middle States Commission on Higher Education to deal with Colleges that are in deep trouble. President Rose stated the importance of assessment because merely saying you were good was not good enough.

Dr. Kineavy began her presentation explain the concept of institutional effectiveness. The report being presented to the Board is a new format for presenting the assessment activities the College Community is engaged in.

Dr. Kineavy referred to several pages throughout the presentation explaining in detail what each meant, from in-class teaching to online teaching, from faculty departments to administrative departments; in essence, she said, all areas of the College are assessed to gauge its overall institutional effectiveness.

#### **PCCC Facilities Master Plan 2017-2021**

President Rose was pleased to present the updated PCCC Facilities Master Plan 2017-2021, which was put together by Mr. Steven Hardy, Vice President for Finance and Administrative Services, and Mr. Brian Egan, Associate Vice President for Facilities Planning and Management. President Rose noted that the College currently does not have any significant deferred maintenance. The plan presented will continue to keep the College current.

While presenting several of the planning capital renewal and restoration projects, President Rose may note that there were two future include completion of the third floor of

Memorial Hall (which would connect to Hamilton Hall), and the expansion to the Passaic Academic Center.

President Rose stated that expansion at the Wanaque Academic Center was done, and that a tour would be provided at the December Board meeting (which if approved that evening would be held in Wanaque), for those who were not able to make the Ribbon Cutting Ceremony recently held.

## **REPORTS**

President/Vice Chair: No oral report was given.

## **DISCUSSION AGENDA**

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

### **A. Policy Matters**

#### **Annual Notice of Meetings**

President Rose explained the issues surrounding the Board of Trustees meeting dates for December 2016 and November 2014, noting that these two months the Executive Committee of the Board felt meeting on the second Tuesday (December 13; November 14) would not cause any issues. It was also noted that if approved, the December 13, 2016 Board of Trustees meeting would be held at the Wanaque Academic Center.

### **B. Business Items**

#### **Purchase of Goods and Services**

The following 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.

- Information Technology Hardware (Blade Server and Components) to support new computing resources for Urban Consortium
- Information Technology Hardware (Color Printer) to support new computing resources for Urban Consortium
- Information Technology Hardware, Licensing and Services (College-wide telephony upgrade)
- Food Service Equipment (Walk-in Freezer)
- Air Conditioning Equipment Repair

- Information Technology Hardware (*Echo360 PRO* capture devices)
- Fire Training Equipment Maintenance
- RFP 17-13 – Security Officer Uniforms

**C. Personnel Items**

The personnel items were pending the outcome of the Executive Session discussion.

**EXECUTIVE SESSION**

Vice Chairwoman Tanis asked for a motion to go into executive session at 7:42 p.m.; moved by Trustee Davis; seconded by Trustee Akhter. Vice Chairwoman Tanis stated that the Board would meet in Executive Session about twenty minutes to discuss personnel, campus expansion, and matters protected by attorney-client privilege, and that no action would be taken. Upon roll call, the motion to go into executive session was approved by all members present voting “yes.”

**ROLL CALL**

Assad R. Akhter  
Robert H. Davis  
Richard A. DuHaime  
Yolanda Esquiche

Patricia Kebrdle  
Steven M. Rose, Secretary  
Barbara Tanis, Vice Chairwoman

Absent  
Jeffrey P. Gardner  
Alonzo Moody  
Sharon C. Smith  
Ronak Trivedi  
Harvey J. Nutter, Chairman

Vice Chairwoman Tanis called the meeting to order at 8:14 p.m., stating that the Board met in Executive Session to discuss personnel, campus expansion, and matters protected by attorney-client privilege, and that no action was taken.

## **ACTION ITEMS AGENDA**

### **Consent Resolution**

Vice Chairwoman Tanis then asked for a motion on Resolution #2 – Consent Agenda Items A, B, and C. Trustee Davis moved Resolution #2 – Consent Resolution Items A through C; seconded by Trustee Akhter. Upon roll call, Resolution #2 passed with all members present voting “yes.”

### **A. POLICY MATTERS – ANNUAL NOTICE OF MEETINGS**

This is to notify you that for the period beginning December 2016 and ending on November 2017, the Board of Trustees of Passaic County Community College plans to hold the following regular meetings at Passaic County Community College, Paterson Room, 1 College Boulevard (enter at Broadway and Memorial Drive), Paterson, New Jersey, except as noted.

<u>MONTH</u>	<u>BOARD MEETING</u>	<u>PUBLIC</u>	
DECEMBER	13	7:00 pm	(WAC)
JANUARY	17+	7:00 pm	
MARCH	21	7:00 pm	
APRIL	18	7:00 pm	
MAY	16	7:00 pm	
JUNE	20++	7:00 pm	
JULY	18***	7:00 pm	(PAC)
AUGUST	15^	7:00 pm	
SEPTEMBER	19	7:00 pm	
OCTOBER	17	7:00 pm	
NOVEMBER	14	7:00 pm	(Reorganization)

\*PCCC Wanaque Academic Center, 500 Union Avenue, Wanaque, NJ

+Public Hearing and Budget Approval

++Tuition and Fees Schedule Approval

\*\*\*PCCC Passaic Academic Center, 2 Paulison Avenue, Passaic, NJ

^If needed

Except as hereinafter provided, notice of changes or special meetings of the Board of Trustees shall be posted 48 hours in advance at the following locations:

A. Passaic County Clerk's Office  
401 Grand Street  
Paterson, NJ 07505

B. Passaic County Community College  
1 College Boulevard  
Paterson, NJ 07505

The following newspapers circulating in the County of Passaic are hereby designated the official newspapers for publishing all legal notices of the Board of Trustees:

A. HERALD NEWS

B. The Record

Any person may request in writing that a copy of the schedule of regular meetings or rescheduled meetings of the Board of Trustees be mailed to him/her. Upon prepayment of the applicable fee as outlined in the Public Records Access Request, such scheduled and/or advance notices shall be mailed to such person. All advance notices referred to in this resolution of regular, special, rescheduled meetings of the Board of Trustees, shall to the extent known include:

- a. The Agenda
- b. Those matters upon which formal action may be taken.

Copies of the meeting notice/agenda shall be available at each meeting for the benefit of those persons who attend the meeting.

**B. BUSINESS ITEMS**

The PCCC Facilities Master Plan 2017-2021, as presented.

**Purchases of Goods and Services**

The following 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, are so noted and recommended.

**Information Technology Hardware (Blade Server and Components) to support new computing resources for Urban Consortium** (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – At or below State Contract pricing) (Funding Source: FY 2017 College Capital Funds; \$13,014.72 Available)

Fulfillment Agent for NJ State Contract 89974.

PKA Tech  
One Executive Blvd, Suite 101  
Suffern, NY 10901

**\$10,502.43**  
**(Recommended Award)**

**Information Technology Hardware (Color Printer) to support new computing resources for Urban Consortium** (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – At or below State Contract pricing) (Funding Source: FY 2017 College Capital Funds; \$13,014.72 Available)

Fulfillment Agent for NJ State Contract 89974.

CDW Government  
75 Remittance Drive, Suite 1515  
Chicago, IL 60675

**\$2,409.23**  
**(Recommended Award)**



**Information Technology Hardware, Licensing and Services (College-wide telephony upgrade)** (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – At or below State Contract pricing) (Funding Source: FY 2017 College Capital Funds; \$330,988.49 Available)

Fulfillment Agent for NJ State Contract 87720.

ePlus Technology, Inc. 130 Futura Drive Pottstown, PA 19464	\$80,964.30 (Recommended Award)
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**Food Service Equipment (Walk-in Freezer)** (Public Bid Exception per NJSA 18A:64A-25.5 a. (7) – Food service supplies or services) (Funding Source: FY 2017 College Capital Funds; \$38,069.74 Available)

Total Environmental Controls, Inc. 163 East Main Street #300 Little Falls, NJ 07424	\$17,091.00 (Recommended Award)
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**Air Conditioning Equipment Repair** (Public Bid Exception per NJSA 18A:64A-25.6 – Emergency Purchase) (Funding Source: FY 2017 College Operating Funds; \$133,313.94 Available)

A & A Industrial Piping, Inc. 494 South Riverview Drive Totowa, NJ 07512	\$11,387.49 (Recommended Award)
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**Information Technology Hardware (*Echo 360 PRO* capture devices)** (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or services for proprietary computer hardware, software, or systems) (Funding Source: FY 2017 College Capital Funds; \$165,800.00 Available)

Echo 360, Inc. 11955 Freedom Drive, Suite 700 Reston, VA 20190	\$8,260.00 (Recommended Award)
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**Fire Training Equipment Maintenance** (Public Bid Exception per NJSA 18A:64A-25.5 a. (3) – Materials or supplies only available from a single source) (Funding Source: FY 2017 College Capital Funds; \$52,350.00 Available)

KFT Fire Trainer, LLC 17 Philips Parkway Montvale, NJ 07645	\$18,908.00 (Recommended Award)
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**RFP 17-13 – Security Officer Uniforms** (Funding Source: FY 2017 College Operating Funds; \$14,829.30 Available)

Red the Uniform Tailor, Inc.  
475 Oberlin Avenue South  
Lakewood, NJ 08701

\$9,727.25  
(Recommended Award)

**C. PERSONNEL ITEMS**

- I. Separations      A: Krista James, HPC Counselor/Student Services Coordinator  
                             B: Keith Hines, Assistant Men's Basketball Coach  
                             C: Elba R. Lantigua, Assistant to the Executive Director
- II. Appointments    A: Steve Levitt, Culinary Arts Operations Manager (Perkins)  
                             B: Chase Cottrell, NRC Program Officer  
                             C: Gonzalo Perez, Chief Innovations Officer
- III. Coach Salary for Remainder of FY2016-2017
- IV. Grant Administrator Salary FY2016-2017
- V. Reappointment of Exempt Administrators
- VI. Reappointment of Professional Staff
- VII. Adjunct Faculty, Fall 2016
- VIII. Part-Time Temporary Appointments

**REMARKS:**

Public: None

Trustees: The Trustees wished all present a very Happy Thanksgiving Holiday.

President Rose recognized three doctoral students in the audience that evening who were Ms. Charise Breeden-Balaam, Ms. Kate McGivern, and Ms. Annemarie Roscello.

He also informed the Board that a van would be available to transport any interested trustees to the Wanaque Academic Center for the December 13, 2016 Board meeting.

**ADJOURNMENT**

Vice Chairwoman Tanis asked for a motion to adjourn the meeting at 8:16 p.m.; moved by Trustee Kebrdle; seconded by Trustee Esquiche. Upon roll call, the motion to adjourn the meeting passed unanimously with all members present voting "yes."

**PASSAIC COUNTY COMMUNITY COLLEGE**  
**Resolution #1 – CONSIDERATION OF MINUTES**

Offered by KEBRDLE Seconded by MOODY

Board of Trustees	Yes	No	Abstain	Absent
Akhter				X
Davis				X
DuHaime	X			
Esquiche				X
Gardner			X	
Kebrdle	X			
Moody			X	
Smith			X	
Trivedi			X	
Tanis	X			
Nutter	X			

**CONSIDERATION OF MINUTES**

**BE IT RESOLVED** that the Board of Trustees of Passaic County Community College hereby approves the minutes of the November 15, 2016 Board of Trustees meetings, as presented.

**DATED: DECEMBER 13, 2016**



**PASSAIC COUNTY COMMUNITY COLLEGE  
RESOLUTION #2-CONSENT AGENDA ITEMS A, B, and C**

Offered by GARDNER Seconded by KEBRDLE

Board of Trustees	Yes	No	Abstain	Absent
Akhter	X			
Davis				X
DuHaime	X			
Esquiche				X
Gardner	X			
Kebrdle	X			
Moody			X	
Smith	X			
Trivedi	X			
Tanis	X			
Nutter	X			

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

**A. ACADEMIC ITEM**

The appointment of Mibong La, Head Librarian as PCCC's Library representative to PALS Plus, Inc., and Glen Bencivengo, Reference Librarian, as PCCC's Library's alternate voting representative to PALS Plus.

**B. BUSINESS ITEMS**

Purchases of Goods and Services

The following 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, are so noted and recommended.



**Information Technology Software Licensing (Software update and license upgrade)** (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or services for proprietary computer hardware, software, or systems) (Funding Source: FY 2017 College Operating Funds; \$53,887.00 Available)

Ellucian	\$53,887.00
4375 Fair Lakes Court	(Recommended Award)
Fairfax, VA 22033	

**Interpreter Services** (Public Bid Exception per NJSA 18A:64A-25.5 a. (1) – Professional services) (Funding Source: FY 2017 College Operating Funds; \$34,000.00 Available)  
Cost per service – increase to estimated spend for FY 2017.

ASL Interpreter Referral Service, Inc.	\$34,000.00
21 Clyde Road, Suite 103	(New Total \$68,000)
Somerset, NJ 08873	(Recommended Award)

**Construction Project Professional Services Appointments** (Public Bid Exception per NJSA 18A:64A-25.5 a. (1) – Professional services) (Funding Source: FY 2017 College Capital Funds; \$330,000.00 Available)

Appointment of Architect and Construction Manager for Institute for America's New and Emerging Workforce project.

<u>Architect</u> (RFQ 16-05)	
Comerro Coppa Architects	6.00% of construction cost
97 Lackawana Ave.	
Totowa, NJ 07512	

<u>Construction Manager</u> (RFQ 16-06)	
A & A Construction	5.00% of construction cost
6 Gardner Road	
Fairfield, NJ 07004	

**RFP 17-06 – Vending Services** (Public Bid Exception per NJSA 18A:64A-25.5 a. (7) – Food service supplies or services) (Funding Source: Not Applicable)

Compass Group USA, Inc.	
d/b/a Canteen Vending Services	28.5% Commission
2400 Yorkmont Road	\$26,000.00 Guaranteed
Charlotte, NC 28217	Minimum
	(Recommended Award)



**RFP 17-14 – Culinary Arts Equipment** (Below Public Bid threshold) (Funding Source: FY 2017 College Capital Funds; \$59,376.00 Available)

Penn Jersey Paper Company 9355 Blue Grass Road Philadelphia, PA 19114	\$14,240.38 (Recommended Award)
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**Bid 17-18 – Classroom and Office Furniture** (Funding Source: FY 2017 College Capital Funds; \$90,977.86 Available)

Tanner North Jersey 1251 Lakewood-Farmingdale Road Howell, NJ 07731	\$13,520.62 (Recommended Partial Award)
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Academy Furniture and Supplies 515 Dowd Ave. Elizabeth, NJ 07201	\$9,152.30 (Recommended Partial Award)
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W. B. Mason, Inc. 535 Secaucus Road Secaucus, NJ 07094	\$6,620.15 (Recommended Partial Award)
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United Supply Corp. 250 44 <sup>th</sup> Street Brooklyn, NY 11232	\$5,934.41 (Recommended Partial Award)
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**Bid 17-19 – Janitorial Supplies** (Funding Source: FY 2017 College Operating Funds; \$55,108.35 Available; FY 2018 College Operating Funds) \*FY 2018 award contingent on availability of funds

ATRA Janitorial Supplies Co., Inc. 220 West Parkway, Unit 6 and 7 Pompton Plains, NJ 07444	\$27,951.69 (FY 2017) \$55,903.37 (FY 2018)* (Recommended Partial Award)
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E.A. Morse & Co., Inc. 11-25 Harding Street Middletown, NY 10940	\$6,957.90 (FY 2017) \$13,915.80 (FY 2018)* (Recommended Partial Award)
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Interboro Packaging Corp. 114 Bracken Road Montgomery, NY 12549	\$3,860.50 (FY 2017) \$7,721.00 (FY 2018)* (Recommended Partial Award)
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Spruce Industries	\$1,244.73 (FY 2017)
759 East Lincoln Avenue	\$2,489.45 (FY 2018)*
Rahway, NJ 07065	(Recommended Partial Award)

Staples Contract and Commercial, Inc.	\$2,494.71 (FY 2017)
45 Cedar Lane	\$4,989.42 (FY 2018)*
Englewood, NJ 07631	(Recommended Partial Award)

United Sales USA Corp.	\$587.50 (FY 2017)
185 30 <sup>th</sup> Street	\$1,175.00 (FY 2018)*
Brooklyn, NY 11232	(Recommended Partial Award)

**Bid 17-20 – Multimedia Equipment** (Funding Source: FY 2017 College Capital Funds; \$165,800.00 Available)  
Base bid plus (3) classroom options

Tele-Measurements, Inc.	\$165,011.00
145 Main Avenue	(Recommended Award)
Clifton, NJ 07014	

**C. PERSONNEL ITEMS**

- I. Appointment A: Nicola Palmer, Upward Bound Counselor
- II. Reappointment of Grant Administrators, FY 2016-2017 A through C
- III. Grant Administrators' Salaries, FY 2016-2017 A and B
- IV. Faculty Tenure Recommendation: Martha A. Brozyna, Humanities
- V. Part-Time Temporary Appointments
- VI. United Adjunct Faculty Labor Contract FY2016-FY2019