



PASSAIC COUNTY COMMUNITY COLLEGE

Attached are the Board resolutions passed at the December 15, 2020 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
DECEMBER 15, 2020 - AGENDA
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At 7:00 p.m. on Tuesday, December 15, 2020, 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 December 14, 2020 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 – November 17, 2020

PRESENTATION – Donohue, Gironda, Doria, & Tomkins, LLC Audit Reports

REPORTS – President: New Jersey Council of County Colleges Fact Book and Directory
Significant Activities
Chairman

DISCUSSION AGENDA

- A. POLICY MATTERS – FIRST READING, Board Policies:**
 - A102 – The President
 - A302 – Chain of Command
 - B108 – Title IX: Sex Discrimination, Sexual Harassment, and Sexual Misconduct
 - C207 – Information Security Policy
- B. BUSINESS ITEMS**
 - Purchases of Goods and Services
- C. PERSONNEL ITEMS**
- D. SPECIAL RECOGNITIONS**
 - Dedication of the Wanaque Academic Center Learning Resource Center to former
Trustee Richard A. DuHaime
 - County Administrator Lifetime Achievement Award for Anthony J. DeNova, III,
Passaic County Administrator from the New Jersey Association of Counties

(Continued....)

**BOARD OF TRUSTEES
PASSAIC COUNTY COMMUNITY COLLEGE
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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. POLICY MATTERS – FIRST READING, Board Policies:

A102 – The President

A302 – Chain of Command

B108 – Title IX: Sex Discrimination, Sexual Harassment, and Sexual Misconduct

C207 – Information Security Policy

B. BUSINESS ITEMS

Purchases of Goods and Services

C. PERSONNEL ITEMS

D. SPECIAL RECOGNITIONS

Dedication of the Wanaque Academic Center Learning Resource Center to former
Trustee Richard A. DuHaime

County Administrator Lifetime Achievement Award for Anthony J. DeNova, III,
Passaic County Administrator from the New Jersey Association of Counties

REMARKS

PUBLIC
TRUSTEES

ADJOURNMENT

PASSAIC COUNTY COMMUNITY COLLEGE
ROLL CALL

BOARD OF TRUSTEES	PRESENT	ABSENT
Alumni Rep Ballem	X	
Drakeford	X (7:02 pm)	
Esquiche	X	
Glovin	X	
Moody	X	
Nutter	X(7:10 pm)	
Pou	X	
Smith	X	
Trivedi	X	
Tanis	X	
Marco	X	

DATED: DECEMBER 15, 2020

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 meeting minutes for the November 17, 2020 Board of Trustees meeting, as corrected with a notation.

DATED: DECEMBER 15, 2020

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, November 17, 2020.

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chairman Nutter called the meeting order at 7:00 p.m., and then asked everyone to join him in the Pledge of Allegiance.

President Rose stated notice of the meeting 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 10, 2020.

ROLL CALL

Yolanda Esquiche
Michael Glovin
Dennis F. Marco
Taina Pou
Alonzo Moody

Sharon C. Smith*
Ronak Trivedi
Sony Ballem, Alumni Representative
Steven M. Rose, Secretary
Barbara Tanis, Vice Chairwoman
Harvey J. Nutter, Chairman

*Arrived 7:02 pm

CONSIDERATION OF MINUTES – October 20, 2020

Chairman Nutter asked if there were any corrections to the minutes for the October 20, 2020. Hearing none, he then asked for a motion on Resolution #1 – Consideration of Minutes for the October 20, 2020 board meeting. Trustee Tanis moved Resolution #1; seconded by Trustee Marco. Upon roll call, Resolution #1 passed with Trustee Glovin “abstaining,” and all other members present voting “yes.”

ORGANIZATION OF THE BOARD

Election of Officers

Chairman Nutter 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 of Trustees. Trustee Tanis stated that before she made her nomination public, she wanted to thank Trustee Harvey Nutter for all his years of service, having served since 1996. She stated that he has worked very hard for the College and it was where it was today because of his dedication and hard work.

Trustee Tanis then nominated Trustee Dennis Marco as Chairman of the Board. Trustee Pou seconded the nomination. There being no other nominations, Secretary Rose asked for a motion to close nominations. Trustee Nutter moved to close the nominations, seconded by Trustee Trivedi. Upon voice vote, with all members present voting in favor, approved the nomination to elect Trustee Dennis Marco as Chairman of the PCCC Board of Trustees.

Chairman Marco then asked for nominations for Vice Chair. Trustee Esquiche nominated Trustee Barbara Tanis. Trustee Pou seconded the nomination. There being no other nominations, Chairman Marco asked for a motion to close nominations. Trustee Nutter moved to close nominations; seconded by Trustee Pou. Upon voice vote, with all members present voting in favor, approved the nomination to re-elect Trustee Barbara Tanis as Vice Chair of the PCCC Board of Trustees.

PRESENTATION – Student Government Association (SGA)

President Rose stated that the Student Government Association (SGA) would usually attend a board meeting in person, along with various other events they could not do this year (monthly meetings with the President, their annual picnic, etc.) due to COVID-19 restrictions.

Before the joint PowerPoint presentation began, President Rose asked the two SGA Senators to introduce themselves. Mr. Edwin Nava stated that his major was Theater and that he resides in Passaic. Ms. Jaileen Torres stated her major was Criminal Justice and she resides in Paterson. Both thanked the Board for the opportunity to present before them that evening.

In a brief overview, the two senators provided details of their various obligations under the Student Government Association that included the 2020 SGA Leadership Academy; their goal of updating the structure and content of the existing SGA Blackboard page; and continuing to research and investigate the history of the SGA.

From there, they shared their 2020 accomplishments, one of which was supporting students through a virtual environment. Another accomplishment was hosting the first Virtual Involvement Fair, and hosting and presenting Student Leadership Workshops to current and potential club/organization leaders. The presentation ended with lessons learned and ways to continue these plans for the future. Trustee Glovin asked how the students were handling the remote learning process; how was student morale. He was answered that the students were fast learners; they handle change quite well; and the SGA makes sure that they are not alone during this time – they all take one-step at a time.

REPORTS

President

President Rose began his update by providing a status as to the current registration numbers and how the College had to reinvent itself during the COVID-19 crisis. PCCC was down by 15% in enrollment overall for the fall semester. A significant part of the decline was with new students. This was especially true of students from urban areas. One new initiative for spring is to assign 25 administrators with 200 students teach to provide maximum support to our students.

President Rose then turned their attention to the Variance Report, which displayed the loss in revenue by \$5.1 million dollars mostly due to enrollment decline. He did report, however, that with the leadership of Mr. Steven Hardy, Vice President of Finance and Administrative Services, the deficit has been significantly reduced. Federal funds called CARES has helped along with numerous cost savings initiatives and tight budget management.

President Rose then completed his report by stating that the Audit was customarily presented in November, but the current situation has produced delays. He stated that the Audit would now be presented at the December meeting.

Chair: None

DISCUSSION AGENDA

The following items were approved for placement on the Action Items agenda and President Rose stated he would be happy to answer any questions:

A. Policy Matters

Resolution Establishing Protocols for Remote Meetings

Mr. Michael A. Cerone, Jr., College Counsel, provided the background on the changes to the Open Public Meetings Act, specifically in dealing with remote meetings. The established protocol, once approved, would stay in place in the event the Governor of the State of New Jersey declared a health or local disaster emergency to allow the Board of Trustees to meet remotely by electronic means. Staff at the College has been working with Mr. Cerone to set this in place. Trustee Glovin questioned the “emergency” declaration. Mr. Cerone responded that in the event an emergency does happen in the future, the protocols for meeting remotely are in place. He also noted that the Bylaws of the Board of Trustees were revised last year to include such a provision pertaining to meeting remotely.

Schedule of Annual Board of Trustees Meetings 2020-2021

The Schedule of annual board of trustees meetings for 2020-2021 was presented later on in the meeting.

B. Instructional Items

PALS Plus

President Rose stated that PALS Plus was a cooperative association of Passaic and Essex County libraries, which shares resources to better serve the information needs to the College communities. He noted that he was surprised at the amount of interlibrary loans with the local library were actually taking place.

Acceptance of Grant Awards – Cultural Affairs

President Rose was pleased to announce the acceptance of grant awards being presented to the Cultural Affairs department noting that two of the grants were being awarded for the 41st time.

C. Business Items

Purchases of Goods and Services

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.

- Equipment Maintenance (Audio-Visual for classrooms and teaching studios)
- Bid 21-01 – On-Call Heating, Ventilation, and Air Conditioning (HVAC) Maintenance
- Bid 21-02 – Paper-Copier, Fine
- Bid 20-03 – Interior Fit-Up for 113-119 College Boulevard (**REJECTION**)

President Rose provided the background information about Bid 20-03, Interior Fit-Up for 113-119 College Boulevard, a.k.a. the Fire House, noting that two of three stages were already completed. Stage 1 was the demolition, and stage 2 was the exterior renovation. Stage 3 was the interior fit-up, but was over budget by all bidders. He stated It was a sign of the times with the restrictions placed on many businesses due to the COVID-19 virus and the limitations placed on many businesses. Mr. Steven Coppa, Architect, recommended making certain modifications to the plans in order for it to go out for bid again, therefore rejecting the current bid. That structure will house the Welding program offered by the College once the project was fully completed.

D. Personnel Items

The personnel items included Separations, Appointments, Reappointment of Exempt Administrators, FY 2021-2022; Grant Administrator Reappointments FY2020-2021, Adjunct Faculty Reappointments, Fall 2020; 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.

ACTION ITEMS AGENDA - Consent Resolution

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

A. POLICY MATTERS

PROTOCOL FOR EMERGENCY REMOTE PUBLIC MEETINGS: PROCEDURES AND REQUIREMENTS

WHEREAS, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.), the Board of Trustees has the discretion to permit, prohibit, or regulate the active participation of the public at any meeting of the Board; and

WHEREAS, the Board of Trustees of Passaic County Community College sets aside time on the agenda of its monthly meetings for public comment; and

WHEREAS, whenever a public health emergency, pursuant to the "Emergency Health Powers Act," P.L.2005, c.222 (N.J.S.A. 26:13-1 et seq.), or a state of emergency, pursuant to P.L.1942, c.251 (N.J.S.A. App.A.9-33 et seq.), or both, or a state of local disaster emergency has been declared by the Governor and is in effect, pursuant to section 1 of P.L.2020 c.11 (N.J.S.A. 10:4-9.3) a public body may conduct a public meeting remotely by electronic means provided that provision is made for reasonable public notice of the meeting and for public input at the meeting; and

WHEREAS, on March 9, 2020, through Executive Order No. 103, Governor Murphy declared that a Public Health Emergency existed due to the public health hazard created by Coronavirus disease 2019 (COVID-19); and

WHEREAS, the Governor has extended the Public Health Emergency in subsequent Executive Orders, the most recent of which was issued on October 24, 2020 (Executive Order No. 191); and

WHEREAS, due to the Public Health Emergency declared by Governor Murphy, the Board of Trustees has been meeting remotely in conformance with section 1 of P.L.2020 c.11 (N.J.S.A. 10:4-9.3); and

WHEREAS, pursuant to section 8 of P.L.2020 c.34, on October 19, 2020 the Director of the Division of Local Government Services published notice in the New Jersey Register (52 N.J.R. 1943(a)) of the emergency adoption and concurrently proposed rules to implement the requirements of section 1 of P.L.2020 c.11; and

WHEREAS, the emergency and proposed rules establishing the protocol for emergency remote meetings for local public bodies are codified at N.J.A.C. 5:39-1.1 et seq.; and

WHEREAS, N.J.A.C. 5:39-1.4 (h) requires that local public bodies adopt by resolution standard procedures and requirements for public comment made during a remote public meeting as well as for public comment submitted in writing ahead of the remote public meeting.; and

WHEREAS, the Board of Trustees desires to implement protocols as required by N.J.A.C. 5:39-1.4(h).

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Passaic County Community College hereby adopts the following procedures and requirements for public comment made during or submitted prior to a remote public meeting:

1. The procedures and requirements for making public comment, along with an explanation of the audio muting function of the electronic communications platform being used, shall be announced at the beginning of the remote public meeting.
2. Persons making public comment during a remote meeting shall begin their comments by stating their name and address. Commenters are limited to speaking once during a particular public comment period for a maximum of five (5) minutes.
3. Persons making public comment may not yield their time to another speaker.
4. Public comments may be submitted before the remote public meeting through electronic mail or by written letter. Comments submitted by email or written letter must be received by the Board Secretary by Noon on the day of the meeting. Any such email or written letter shall contain the name and address of the commenter. Such comments shall be read aloud and addressed during the remote public meeting in a manner audible to all meeting participants and the public. The time limit for public comment shall apply to comments received via electronic mail or by written letter. Such comments shall 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.
5. If a member of the public becomes disruptive during a remote public meeting, including the time for public comment, the Chair shall direct appropriate staff to mute the disruptive member of the public and warn that continued disruption may result in their being prevented from speaking at the meeting or being removed from the meeting.

6. If a member of the public continues to act in a disruptive manner after receiving an initial warning, they may be muted while other members of the public are allowed to proceed with their questions or comments. If time permits, the disruptive individual shall be allowed to speak after all other members of the public have been given the opportunity to make comment. Should the person remain disruptive, the individual may be muted or kept on mute for the remainder of the remote public meeting, or removed from the remote public meeting.
7. Disruptive behavior includes sustained inappropriate behavior such as, but not necessarily limited to, shouting, interrupting a speaker and using profanity.
8. The electronic communications technology used for a remote public meeting shall include all of the requirements set forth in N.J.A.C. 5:39-1.4.
9. All questions and comments shall be made through the Chairman of the Board of Trustees or other Presiding Officer.
10. The Trustees, Secretary to the Board and College employees reserve the right to answer questions and respond to comments.
11. A copy of this Resolution shall be posted on the College's website and on the College Bulletin Board.

SCHEDULE OF ANNUAL MEETINGS 2020-2021

In accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., the Board of Trustees of Passaic County Community College will meet at 7:00 pm in the Paterson Room, Passaic County Community College, One College Boulevard, Paterson, NJ (entrance at the corner of Memorial Drive and Broadway) on the following dates:

DECEMBER 15, 2020
JANUARY 19, 2021
MARCH 16, 2021
APRIL 20, 2021
MAY 18, 2021
JUNE 15, 2021
JULY 20, 2021
AUGUST 17, 2021 (Only if needed)
SEPTEMBER 21, 2021
OCTOBER 19, 2021
NOVEMBER 16, 2021 (Organization Meeting)

At each meeting, official action will be taken and an Executive Session may be held.

During any Public Health Emergency, State of Emergency or State of Local Disaster Emergency that has been declared by the Governor, meetings will be held on-line 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 will be allowed to make public comment via audio and video, via telephone by calling: <https://pccc.zoom.us/j/99333130041>,

Dial by your location +1 646 558 8656 US (New York), Meeting ID: 993 3313 0041

In addition, 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 Noon of the day prior to the date of the meeting. 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.

B. INSTRUCTIONAL ITEMS

PALS PLUS SHARED SERVICES AGREEMENT

WHEREAS, Passaic County Community College has been a full member of PALS Plus, a consortium of Passaic area libraries since 1999; and

WHEREAS, the extension of the Shared Services Agreement covering the PALS Plus organization is expiring on March 31, 2020, and a new agreement must be entered into; and

WHEREAS, the new Shared Services Agreement is in accord with the *Uniform Shared Services and Consolidation Act*, L.2007, c.63 eff. April 3, 2007, 1 through 35 (N.J.S.A. 40A:65-1 through 40A:65-35), and

WHEREAS, the new Shared Services Agreement including the Bylaws of PALS Plus reflects current and future needs of its members; and

WHEREAS, the Shared Services Agreement has been reviewed by members of the PALS Plus Executive Board;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Passaic County Community College shall enter into a new PALS Plus Shared Services Agreement; and it is further

RESOLVED that the President and Secretary of the Board of Trustees are hereby authorized to execute said agreement, in the form reviewed by the Board of Trustees at its meeting of November 17, 2020.

ACCEPTANCE OF GRANT AWARDS – CULTURAL AFFAIRS

From the New Jersey State Council on the Arts/Department of State:

Co-sponsored Project Grant for the period October 1, 2020 – June 30, 2021 in the amount of \$55,000 (general folklife and folk arts in education), plus a \$7,340 re-grant from the Folklife Center at Tuckerton Seaport (folk arts for homebound).

The Local Arts Program Grant for the period January 1, 2021 to December 31, 2021 in the amount of \$107,875. The Passaic County Cultural and Heritage Council will administer these funds by re-granting them to non-profit and government organizations presenting arts and cultural programs in Passaic County.

Poetry Center General Project Support Grant for the period October 1, 2020 to June 30, 2021 in the amount of \$19,373. The Poetry Center will administer these funds for a variety of programs, including poetry workshops, readings, publications, and contests/awards.

From the New Jersey Historical Commission/Department of State:

County Historic Partnership Program Grant for the period January 1, 2021 to December 31, 2021 in the amount of \$28,450. The PCCHC will administer these funds by re-granting them to non-profit and government organizations producing local or New Jersey history projects.

From the National Endowment for the Arts:

ArtWorks Grant for the period January 1 - December 31, 2021 in the amount of \$20,000. The Passaic County Cultural & Heritage Council will administer these funds for social justice themed arts programming, including poetry in the prisons and dance performances at local high schools and colleges.

C. BUSINESS ITEMS – Purchases 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.

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-2021 through FY-2023 College Operating Funds; \$36,013.20 Available in FY-2021)

Maintenance for fire training equipment located at the Public Safety Academy (PSA). FY-2022 and FY-2023 expenditures contingent upon future budget approvals. Business Entity and Political Contribution disclosures required.

KFT Fire Trainer, LLC
17 Philips Parkway
Montvale, NJ 07645

\$23,705.00 (FY-2021)
\$23,705.00 (FY-2022)
\$23,705.00 (FY-2023)
(Recommended Award)

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; \$662,800.28 Available)
Audio-visual equipment for classrooms and teaching studios to enable the use of a Hybrid-Flexible instruction format. NJ State Contract # 81123.

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

\$662,800.28
(Recommended Award)

Bid 21-01 – On-Call Heating, Ventilation and Air Conditioning (HVAC) Maintenance

(Funding Source: FY-2021 and FY-2022 College Operating and Capital Funds)

On-call HVAC maintenance and project work. Estimated amounts. FY-2022 expenditures contingent upon future budget approvals.

McCloskey Mechanical Contractors, Inc.
445 Lower Landing Road
Blackwood, NJ 08012

\$75,000.00 (FY-2021)
\$75,000.00 (FY-2022)
(Recommended Award)

A&A Industrial Piping, Inc.
6 Gardner Road
Fairfield, NJ 07004

\$75,000.00 (FY-2021)
\$75,000.00 (FY-2022)
(Recommended Award)

Bid 21-02 - Paper-Copier, Fine

(Funding Source: FY-2021 College Operating Funds)

Various paper stock for College Copy Center. Estimated amount for FY-2021. Pricing is cost-per-product.

Paper Mart, Inc.
151 Ridgedale Avenue
East Hanover, NJ 07936

\$63,529.51
(Recommended Award)

Bid 20-03 – Interior Fit-Up for 113-119 College Boulevard REJECTION

Interior renovations for 113-119 College Boulevard. **Rejection of all bids is recommended.**
All bids received exceed the College's budget for this project.

Bids Received

Billy Contracting and Restoration, Inc. 67 Danforth Avenue Paterson, NJ 07501	\$3,595,000.00
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H&S Construction and Mechanical, Inc.	\$3,770,000.00
721 Bayway Ave	
Elizabeth, NJ 07202	

GPC, Inc.	\$4,149,000.00
20 East Willow Street	
Millburn, NJ 07401	

Pal-Pro Builders, LLC	\$4,580,000.00
302 Lanza Avenue, Floor 2	
Garfield, NJ 07026	

Molba Construction	\$4,916,750.00
392 Liberty Street	
Little Ferry, NJ 08643	

D. PERSONNEL ITEMS

- | | | |
|------|--|---|
| I. | Separations | A: Johnnie Boggs, Security Officer
B: Angel Rivera, Security Supervisor |
| II. | Appointments | A: Mica Sher, Project Director, Domestic Violence (grant-funded)
B: Tanya DaSilva, Program Coordinator, Teacher Excellence (grant-funded)
C: Carolina Lopera-Quendo, Interim Asst Dir, Institutional Research
D: Giovanna Rendon Rodriguez, Staff Assistant, CE (additional duties assignment) |
| III. | Reappointment of Exempt Administrators, FY 2021-2022 | |
| IV. | Reappointment of Grant Administrators, FY2020-2021 | |
| V. | Adjunct Faculty Reappointments, Fall 2020 | |
| VI. | Part-Time Temporary Appointment | |

REMARKS:

Public: None

Trustees: Trustee Smith gave a warm welcome to Trustee Glovin, who provided a brief background of himself. He also acknowledged former Trustee Richard DuHaime, whom he replaced on the board, and all the hard work he put in to see that the College had a presence in the upcounty region, which was the Wanaque Academic Center.

Trustee Nutter thanked the entire board during his time as chairman, not realizing how long he had been in that position. He publicly stated his full support to Chairman Marco, as well as to all the other trustees, vowing to make PCCC even greater as they all continued to work together.

ADJOURNMENT

Chairman Marco asked for a motion to adjourn the meeting at 7:51 pm; moved by Trustee Nutter; seconded by Trustee Trivedi. Upon roll call, the motion to adjourn the meeting passed unanimously with all members present voting "yes." Chairman Marco acknowledged that the meeting was now adjourned.

PASSAIC COUNTY COMMUNITY COLLEGE
RESOLUTION #2 – RESOLUTION TO MEET IN EXECUTIVE SESSION

Offered by MOODY 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			

Whereas, the Board of Trustees of Passaic County Community College is subject to certain requirements of the *Open Public Meetings Act*, and

Whereas, the *Open Public Meetings Act*, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution, and

Whereas, it is necessary for the Board of Trustees of Passaic County Community College to discuss in a session not open to the public certain matters relating to the following items authorized by N.J.S.A. 10:4-12b and designated below:

____(1) *Matters Required by Law to be Confidential*: Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.

____(2) *Matters Where the Release of Information Would Impair the Right to Receive Funds*: Any matter in which the release of information would impair a right to receive funds from the Government of the United States.

____(3) *Matters Involving Individual Privacy*: Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.

____(4) *Matters Relating to Collective Bargaining Agreements*: Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.

____(5) *Matters Relating to the Purchase, Lease or Acquisition of Real Property or the Investment of Public Funds*: Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.

____(6) *Matters Relating to Public Safety and Property*: Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations of possible violations of the law.

____(7) *Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege*: Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is require in order for the attorney to exercise his ethical duties as a lawyer.

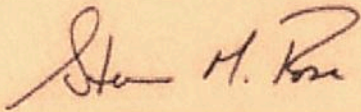
X____(8) *Matters Relating to the Employment Relationship*: Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

____(9) *Matters Relating to the Potential Imposition of a Penalty*: Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party bears responsibility.

Now, THEREFORE, BE IT RESOLVED by the Board of Trustees of Passaic County Community College that an Executive Session closed to the public shall be held on this date for the discussion of matters relating to the specific items designated above.

It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon the determination of the Board of Trustees that the public interest will no longer be served by such confidentiality.

The foregoing resolution was duly adopted by the Board of Trustees of Passaic County Community College on DECEMBER 15, 2020.

A handwritten signature in dark ink, appearing to read "Stan H. Rose". The signature is fluid and cursive, with the first name "Stan" being more prominent than the last name "Rose".

President/Secretary

PASSAIC COUNTY COMMUNITY COLLEGE

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

Offered by SMITH 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. POLICY MATTERS – FIRST READING, Board Policies (Attached):

A102 – The President

A302 – Chain of Command

B108 – Title IX: Sex Discrimination, Sexual Harassment, and Sexual Misconduct

C207 – Information Security Policy

B. BUSINESS ITEMS – Purchases 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.

PASSAIC COUNTY COMMUNITY COLLEGE

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

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: Carl D. Perkins Career and Technical Education Grant; \$19,494.75 Available)

Adobe *Creative Cloud* licenses for academic use. Business Entity and Political Contribution disclosures required.

JourneyEd.com, Inc.
80 East McDermott Drive
Allen, TX 75002

\$19,494.75
(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-2021 through FY-2023 College Operating Funds; \$257,313.50 Available in FY-2021)

Licensing and maintenance for Blackboard *Learn* software system. Renewal and migration from Managed Hosting to Software as a Service (SaaS). FY-2022 through FY-2024 expenditures contingent upon future budget approvals. Business Entity and Political Contribution disclosures required.

Blackboard, Inc.
11720 Plaza America Drive
Reston, VA 20190

\$153,151.87 (FY-2021)
\$138,000.00 (FY-2022)
\$138,000.00 (FY-2023)
(Recommended Award)

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

Advertising) (Funding Source: FY-2021 College Operating Funds; \$ 43,534.33 Available)

Estimated amount for FY-2021. Business Entity and Political Contribution disclosures required.

HighRoad Press, LLC
220 Anderson Avenue
Moonachie, NJ 07074

\$30,000.00
(Recommended Award)

Bergen County Bid #19-32 – Situational Awareness Equipment and Accessories

(Funding Source: FY-2021 CARES Grant Funds; \$375,000.00 Available)

Additional cameras for thermal imaging camera system. Bergen County cooperative contract purchasing system #11-BeCCP CK04.

Packetalk Corporation
163 Stuyvesant Avenue
Lyndhurst, NJ 07071

\$355,000.00
(Recommended Award)

PASSAIC COUNTY COMMUNITY COLLEGE

BOARD POLICY

A102 THE PRESIDENT

CURRENT POLICY

The duties of the Passaic County Community College President shall be those stated in Title 18A of the Education Act, 18A: 64-8 "President: Powers and Duties. The President of a state college shall be responsible to its board of trustees and shall have such powers as shall be requisite: for the executive management and conduct of the college in all departments, branches and divisions, and for the execution and enforcement of the bylaws, rules, regulations and order governing the management, conduct and administration of the college." And, the Board of Trustees designates the President as Chief Executive Officer.

PROPOSED LANGUAGE

The President of Passaic County Community College shall be the Chief Executive Officer and shall be responsible to the Board of Trustees and shall have such powers as shall be requisite for the executive management and conduct of the College in all departments, branches and divisions, and for the execution and enforcement of the bylaws, rules, regulations and order governing the management, conduct and administration of the college

Approved: 02/17/70
Revised: 08/14/85
Revised: 12/17/13

PASSAIC COUNTY COMMUNITY COLLEGE

BOARD POLICY

A302 CHAIN OF COMMAND

The following constitutes the chain of command for the administration of the College:

CURRENT POLICY

1. Board of Trustees
2. President
3. Senior Vice President for Academic and Student Affairs
4. Vice President for Human Resources, Planning and Institutional Effectiveness
5. Vice President for Finance and Administration
6. Vice President for Information Technology

PROPOSED CHANGES

1. Board of Trustees
2. President
3. Senior Vice President for Academic and Student Affairs
4. Vice President for Finance and Administrative Services
5. Vice President for Institutional Advancement
6. Vice President for Information Technology
7. Senior Dean for Academic Affairs

Approved: 08/14/85
Revised: 09/28/87
Revised: 04/30/90
Revised: 03/22/04
Revised: 05/10/10
Amended: 12/17/13 (title change)

PASSAIC COUNTY COMMUNITY COLLEGE

BOARD POLICY

B108 TITLE IX: SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL MISCONDUCT

CURRENT POLICY

Passaic County Community College affirms its commitment to ensuring an environment for all students and employees that is fair, humane, and respectful. Every person is entitled to learn and work in an environment free from sex discrimination, sexual harassment, and sexual misconduct. It is the policy of Passaic County Community College that sexual discrimination, sexual harassment, and sexual misconduct in any form will not be tolerated. Charges of sex discrimination, sexual harassment, and sexual misconduct will be treated seriously and pursued in accordance with established College procedures.

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex against any person in education programs and activities receiving federal funding.

Inquiries concerning the application of the above mentioned Title IX statement to any policy, program, or other activity at Passaic County Community College may be referred to the Title IX Coordinator, who has been especially designated by the College to oversee the continued application of the Title IX and nondiscriminatory policies.

Inquiries, concerns, or complaints may also be referred to the Director of the Office for Civil Rights, U.S. Department of Health and Human Services.

Approved: 7/21/2015

RECOMMENDED LANGUAGE

Passaic County Community College affirms its commitment to ensuring an environment for all students and employees that is fair, humane, and respectful. Every person is entitled to learn and work in an environment free from sex discrimination, sexual harassment, and sexual misconduct. It is the policy of Passaic County Community College that sexual discrimination, sexual harassment, and sexual misconduct in any form will not be tolerated. Charges of sex discrimination, sexual harassment, and sexual

PASSAIC COUNTY COMMUNITY COLLEGE

BOARD POLICY

B108 TITLE IX: SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL MISCONDUCT (Page 2)

misconduct will be treated seriously and pursued in accordance with established College procedures.

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex against any person in education programs and activities offered by schools and colleges receiving federal funding.

The Associate Vice President for Human Resources shall serve as Title IX coordinator and will be responsible for compliance with this policy and the statutory and regulatory requirements of Title IX. The Dean of Student Affairs shall serve as the Deputy Title IX coordinator who shall act when the Title IX coordinator has a conflict or is otherwise absent. The Title IX Coordinator and the Deputy Title IX coordinator, upon consultation with College Counsel, shall be responsible for drafting and implementing the grievance procedures required by Title IX regulations.

Inquiries concerning the application of this policy to any program or activity at Passaic County Community College may be referred to the Title IX Coordinator.

Inquiries, concerns, or complaints may also be referred to the Office for Civil Rights, U.S. Department of Education.

Approved: 7/21/2015

PASSAIC COUNTY COMMUNITY COLLEGE

BOARD POLICY

C207 INFORMATION SECURITY POLICY

Passaic County Community College is committed to collecting, handling, storing and using critical information and data properly and securely. The use of any Passaic County Community College data or information, in any format, for any purpose other than conducting College business is strictly forbidden. This Policy directs the establishment of an Information Security Program to create administrative, technical and physical safeguards for the protection of the College's information assets including those covered by applicable federal and state regulations. This Program must comply with The Financial Services Modernization Act of 1999 (also known as Gramm Leach Bliley) 15 U.S.C. §6801 and the regulations thereunder at 16 C.F.R. Part 314 which Program shall:

1. Identify reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of the College's information assets that could result in the unauthorized disclosure, misuse, alteration, destruction, or other compromise of such information; it must then assess the sufficiency of any safeguards in place to control these risks. At a minimum, such a risk assessment should include consideration of risks in each relevant area of the College's operations, including
 - a. employee training and management;
 - b. information systems, including network and software design, information processing, storage, transmission, and disposal; and
 - c. detection and prevention of and response to attacks, intrusions, or other systems failures.
2. Design and implement information safeguards to control the risks that the College identifies through risk assessment and regularly test or otherwise monitor the effectiveness of the safeguards' key controls, systems, and procedures
3. Oversee service providers by:
 - a. taking reasonable steps to select and retain service providers that are capable of maintaining appropriate safeguards for the College's information assets at issue, and
 - b. requiring that service providers, by contract, implement and maintain such safeguards.
4. Evaluate and adjust the College's Information Security Program in light of the results of the testing and monitoring required by law; of any material changes to the College's operations or business arrangements; or of any other circumstances that the College knows (or has reason to know) may materially impact the Information Security Program.

PASSAIC COUNTY COMMUNITY COLLEGE

BOARD POLICY

C207 INFORMATION SECURITY POLICY (Page 2)

In addition, the Program shall:

1. Reduce the risk of cyber incidents through proactive improvements in personnel, processes, and technology;
2. Implement measures to identify cyber incidents quickly when they do occur to minimize exposure;
3. Fix issues efficiently and effectively to minimize financial and operational impacts;
4. Advance the program to improve iteratively, keeping up with emerging threats and vulnerabilities;
5. Ensure that the Program is updated periodically to reflect changes in risks to the College.

The Vice President for Information Technology (VP-IT) shall be responsible for developing, maintaining, disseminating, implementing, updating and measuring the compliance of the Information Security Program. The VP-IT shall cause those College faculty, staff, part-time and temporary workers who have access to the College's information assets to receive appropriate training in the Program.

Primary accountability for protecting the institution's information assets rests with the academic and administrative owners of the information assets.

The College will take appropriate action in response to misuse of College information assets. Any violation of this policy may result in legal action and/or College disciplinary action under applicable College and administrative policies and procedures up to and including termination.

After the end of every academic year, the VP-IT shall review the Program and submit a written report on the status of the Program to the President of the College.

The Board of Trustees will provide support to the Information Security Program and guidance for the ongoing direction of the program.

First Reading: December 15, 2020

Approved:

RESOLUTION OF THE BOARD OF TRUSTEES
OF PASSAIC COUNTY COMMUNITY COLLEGE

Richard A. DuHaime, Trustee

WHEREAS, Richard A. DuHaime has served on the Passaic County Community College Board of Trustees since 2011; and

WHEREAS, Richard A. DuHaime was instrumental in the development of the Passaic County Community College Wanaque Academic Center in Wanaque, New Jersey; and

WHEREAS, Richard A. DuHaime has earned the admiration and respect of all his colleagues at Passaic County Community College for his dedication and leadership to Passaic County Community College and to the citizens of Passaic County; now therefore be it

RESOLVED by The Board of Trustees of Passaic County Community College takes great pleasure in recognizing the invaluable contributions of former Trustee Richard A. DuHaime and hereby dedicates the Wanaque Academic Center Learning Resources Center for his loyal service to the College.

Approved: December 15, 2020

RESOLUTION OF THE BOARD OF TRUSTEES
OF PASSAIC COUNTY COMMUNITY COLLEGE

Anthony J. DeNova, III
Passaic County Administrator

WHEREAS, Anthony J. DeNova, III, Passaic County Administrator has served Passaic County for the last seventeen years; and

WHEREAS, Anthony J. DeNova, III has earned the admiration and respect of all his constituents both within the State and the County; and

WHEREAS, the Passaic County Community College Board of Trustees recognizes Anthony J. DeNova, III for his dedication and leadership both in the County and statewide; and

WHEREAS, the New Jersey Association of Counties bestowed upon him the *County Administrator Lifetime Achievement Award* at its ceremony on December 11, 2020; now, therefore be it

RESOLVED by The Board of Trustees of Passaic County Community College takes great pleasure in recognizing the invaluable contributions of Anthony J. DeNova, III, Passaic County Administrator, and congratulates him on receiving the *County Administrator Lifetime Achievement Award* by the New Jersey Association of Counties.

Approved: December 15, 2020

PASSAIC COUNTY COMMUNITY COLLEGE

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

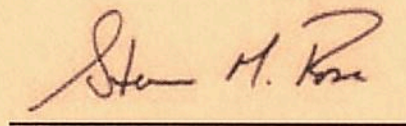
C. PERSONNEL ITEMS

- I. Separations:
James Hornes, Director, Food Service Education & Training
Lisa DeLiberto, Associate Professor, Health Information Technology
- II. Appointments:
Lydia Soto, Assistant to Associate Dean, Nurse Education and Sciences
Tatyana Crawford, Counselor/Coordinator, College Bound/ GEAR UP
- III. Exempt Administrators and Support Staff Salaries FY 2020-21
- IV. Grant Administrators and Support Staff Salaries, FY 2020-21
- V. Reappointment of Professional Staff, FY 2020-21
- VI. Reappointment of Grant Administrators, FY 2020-21
- VII. Faculty Tenure Recommendations:
Marissa Cruise, Nurse Education
Daniela Kitanska, Mathematics
- VIII. Extension of President's Contract
- IX. Part-Time Temporary Appointments

D. SPECIAL RECOGNITIONS (Attached)

Dedication of the Wanaque Academic Center Learning Resource Center to former
Trustee Richard A. DuHaime
County Administrator Lifetime Achievement Award for Anthony J. DeNova, III,
Passaic County Administrator from the New Jersey Association of Counties

The foregoing resolution was duly adopted by the Board of Trustees of Passaic County Community College on DECEMBER 15, 2020.



**PASSAIC COUNTY COMMUNITY COLLEGE
ADJOURNMENT**

Offered by GLOVIN Seconded by MOODY

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: DECEMBER 15, 2020