



PASSAIC COUNTY COMMUNITY COLLEGE

Attached are the Board resolutions passed at the February 16, 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, February 16, 2016, the Board of Trustees of Passaic County Community College will hold a regular meeting. The meeting will take place in The Paterson Room, Passaic County Community College, One College Boulevard, Paterson, 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 – January 19, 2016

PRESENTATION:

Nurse Education: A Student's Perspective

REPORTS

President

Significant Activities

Statement of Revenue and Expenditure Projections

News Articles

Chairman

DISCUSSION AGENDA

A. ACADEMIC ITEMS

Agreement with Sussex County Community College

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. Academic Items

Agreement with Sussex County Community College

B. Business Items

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, January 19, 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.

Chairman Nutter stated that inasmuch as adequate notice of the meeting had been given, the meeting was called to order at 7:01 p.m. A copy of the agenda was reviewed and available for public inspection.

ROLL CALL

Assad R. Akhter*
Robert Davis
Richard A. DuHaime
Yolanda Esquiche
Jeffrey P. Gardner
Patricia Kebrdle

Sharon C. Smith
Tyler Solari, Alumni Representative*
Steven M. Rose, Secretary
Barbara Tanis, Vice Chairwoman
Harvey J. Nutter, Chairman

Absent
Aurora Blanco
Alonzo Moody

*Alumni Rep Solari arrived at 7:03 p.m.; Trustee Akhter arrived at 7:05 pm

CONSIDERATION OF MINUTES – December 15, 2015

Chairman Nutter asked for a motion on Resolution #1 – Consideration of Minutes for December 15, 2015; moved by Trustee Tanis; seconded by Trustee Esquiche. Upon roll call, Resolution #1 passed with all members present voting “yes.”

PRESENTATIONS

Honors in Action Project

President Rose introduced Professor Jennifer Gasparino, Instructor in the Human Services Program, along with four members of the Alpha Eta Chi Chapter of Phi Theta Kappa (PTK) to present their “Honors in Action Project” and C4 video (the community college completion challenge).

Professor Gasparino introduced the PTK students, who were: Miguel de Jesus, Emerlita Bardzell, Doris Pagan, and Kristen Livera. In a collaborative presentation, the students began their *Borders and Boundaries Project*, which emphasized personal reflections through service and advocacy, overcoming challenges and obstacles, plus the motivation behind all these circumstances that helps each student succeed.

Mr. de Jesus summarized the “Honors in Action Project” by noting the importance to engage students in both scholarship and action. He also noted that the project presented that evening was a nationwide event, which also tied into the “The Game of Life” held in the fall at the College. Under the direction of Professor Gasparino, the student body engaged in real life scenarios wherein they each had to research within themselves and analyze a topic that affects a student. And through such, a completion challenge was presented, where students signed a pledge committing to complete their education at Passaic County Community College.

The Trustees applauded the students’ efforts and personal stories, with Trustees DuHaime and Smith standing in their honor, noting their passion and perseverance. Trustee Gardner also noted their bravery in sharing their life struggles.

Proposed FY2016-2017 Budget

President Rose asked Mr. Steven Hardy, Vice President of Finance and Administration, to join him in a joint presentation to the Board on the proposed FY 2016-2017 Budget.

Through a PowerPoint presentation, the breakdown of the funding sources was provided (tuition, county, state), along with highlights of the College’s revenue and expense streams. Included as well with the presentation was the reduction in course offerings to promote efficiency in course management and completion. The amount of square footage added to the College since 1970 was an additional slide added this year showing how much the College has grown.

A discussion on the Proposed Capital Budget being requested prompted a brief discussion on topics such as the expansion of Wanaque, a television control room in the basement of Founders’ Hall, and the addition of another elevator on the main campus to replace two aging ones that are in need of constant repair.

REPORTS

President: President Rose spoke briefly about the news article from “The Philadelphia Inquirer” entitled, *A community college bachelor’s degree? N.J. schools disagree*, which pertained to Passaic County Community College and Union County College seeking a recommendation from the New Jersey Presidents’ Council to offer a Bachelor of Science degree in Nursing. President Rose explained the process of seeking this request. On January 25th the New Jersey Presidents’ Council will debate the proposal and decide whether or not it will be

submitted to the New Jersey Secretary of Higher Education with an affirmative recommendation. The Secretary will hire an independent consultant to review the petition. Trustee Davis referenced an article in the Star Ledger that spoke about community colleges and completion. President Rose stated that that article would appear in the packet at the next Board meeting.

Chairman: None

DISCUSSION AGENDA

The following items were approved for placement on the Action Items agenda. President Rose stated that he would gladly answer any questions raised.

A. Academic Items

President Rose asked Dr. Jacqueline Kineavy, Senior Vice President for Academic and Student Affairs, to provide the background on each item being recommended.

Dr. Kineavy stated that the Certificate of Achievement for the Community Health Navigator consists of sixteen (16) credits, which would prepare students for a variety of entry-level healthcare navigation employment opportunities.

The Career Certificate in Applied Writing and Copy Editing, consisting of thirty (30) credits, would allow students earning this certificate to employment in writing-based academic support services and editing fields, as well as, earn credits towards an A.A. in English degree.

She also described the two Articulation Agreements with William Paterson University; the first offers PCCC graduates who earn an A.S. in Liberal Arts degree for the following options: Biology, Exercise Science, Mathematics, or Physical Science to transfer to WPU with third year (junior) status towards graduation with either a B.A. or a B.S. degree in a variety of science, math and computer science majors. And the second one allows PCCC students who earn an A.A degree in English, to transfer to WPU with third year (junior) year status to pursue a Bachelor of Arts in English degree.

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 et al. are so noted and recommended:

- Information Technology Hardware (Laptops, Zero Clients Displays and Accessories) for Northeast Resiliency Consortium Personnel

- Funding of Software Licensing and Maintenance for Hobson *Radius* for Northeast Resiliency Consortium Partner School
- Multimedia Equipment Furnishing and Installation for Library Classrooms
- Multimedia Hardware for Classroom Upgrade
- Extension of Existing Consulting Services due to Grant Extension
- Change Order 1 to PCCC WAC Expansion Contract (which would allow for the completion of two teaching kitchens with the current contractor)

Memorandum of Understanding between PCCC and Haier

The Memorandum of Understanding (MOU) between PCCC and Haier America Company, L.L.C., located in Wayne, NJ, has proposed the establishment between the College and Haier to develop a Technician Training Program located at the main campus in Paterson. In addition, President Rose stated that Haier America Company, L.L.C., recently acquired GE appliances and there was a need for trained technicians to service them. Once the program meets with final approval, it would be housed in the renovated Fire House (on Van Houten Street) once that renovation was completed.

C. Personnel Items

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

EXECUTIVE SESSION

Chairman Nutter asked for a motion to go into executive session at 8:20 p.m.; moved by Trustee Esquiche seconded by Trustee Kebrdle. Chairman Nutter 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 Davis
Richard A. DuHaime
Yolanda Esquiche
Jeffrey P. Gardner

Patricia Kebrdle
Sharon C. Smith
Steven M. Rose, Secretary
Barbara Tanis, Vice Chairwoman
Harvey J. Nutter, Chairman

Absent
Aurora Blanco
Alonzo Moody

Chairman Nutter called the meeting to order at 8:46p.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.

He then stated that the Proposed FY2016-2017 Budget, including tuition and fees for Passaic County Community College, was open for public comment.

Hearing none, he asked for a motion on Resolution #2 – Consent Agenda Items A, B, and C.

ACTION ITEMS AGENDA

Consent Resolution

Trustee Davis moved Resolution #2-Consent Resolution Items A, B, and C; seconded by Trustee Gardner. Upon roll call, Resolution #2 passed with all members present voting “yes.”

A. ACADEMIC ITEMS

Certificate of Achievement

The Certificate of Achievement for the Community Health Navigator consisting of sixteen (16) credits, which will prepare students for a variety of entry-level healthcare navigation employment opportunities.

Career Certificate

The Career Certificate in Applied Writing and Copy Editing, consisting of thirty (30) credits wherein students earning this certificate may seek employment in writing-based academic support services and editing fields, as well as, earn credits towards an A.A. in English degree.

Articulation Agreements

The Articulation Agreement with William Paterson University (WPU) enabling PCCC graduates who earn an A.S. in Liberal Arts degree for the following options: Biology, Exercise Science, Mathematics, or Physical Science to transfer to WPU with third year (junior) status towards graduation with either a B.A. or a B.S. degree in a variety of science, math and computer science majors.

The Articulation Agreement with William Paterson University (WPU) for PCCC students who earn an A.A degree in English, enabling them to transfer to WPU with third year (junior) year status to pursue a Bachelor of Arts in English degree.

B. BUSINESS ITEMS

FY 2016-2017 Budget

BE IT RESOLVED that the Board of Trustees of Passaic County Community College, upon the recommendation of the President, hereby approves Passaic County Community College's Operating Budget in the amount of \$53,375,280; the Chapter 12 Funding in the amount of \$3,000,000; and the Capital Budget in the amount of \$2,052,375, for the fiscal year commencing on July 1, 2016 and ending on June 30, 2017; and be it further

RESOLVED that the Board of Trustees of Passaic County Community College formally requests that the Board of School Estimate of Passaic County Community College fix the amount of \$13,677,775 to be raised through tax levy for current operations for the Fiscal Year commencing July 1, 2016 and ending June 30, 2017; and be it further

RESOLVED that the Board of Trustees of Passaic County Community College formally requests that the Board of School Estimate of Passaic County Community College fix the amount of \$3,000,000 to be raised through the issuance of bonds for the attached Chapter 12 Funding (Attachment A) for the Fiscal year commencing July 1, 2016 and ending June 30, 2017; and it be further

RESOLVED that the Board of Trustees of Passaic County Community College formally requests that the Board of School Estimate of Passaic County Community College fix the amount of \$2,052,375 to be raised through the issuance of bonds for the attached capital equipment list (Attachment B) for the Fiscal year commencing July 1, 2016 and ending June 30, 2017.

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-20.4et. seq. and NJSA 18A:64A-25 et al. are so noted and recommended. The Vice President for Finance and Administration certifies funding is available.

Information Technology Hardware (Laptops, Zero Client Displays and Accessories), for Northeast Resiliency Consortium Personnel (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – State Contract Pricing)

(Funding Source: Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant)

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

\$3,615.67
(Recommended Award)

Funding of Software Licensing and Maintenance for Hobson *Radius* for Northeast Resiliency Consortium Partner School (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Proprietary Software and Services)

(Funding Source: Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant)

Bunker Hill Community College	\$49,160.11
250 New Rutherford Avenue	(Recommended Award)
Boston, MA 02129	

Multimedia Equipment Furnishing and Installation for Library Classrooms (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – State Contract Pricing)

(Funding Source: Title V Grant)

Tele-measurements, Inc.	\$30,088.00
145 Main Ave	(Recommended Award)
Clifton, NJ 07014	

Multimedia Hardware for Library Classroom Upgrade (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Proprietary Software and Services)

(Funding Source: Title V Grant)

Echo 360	\$7,840.00
21000 Atlantic Blvd., Suite 600	(Recommended Award)
Dulles, VA 20166-2499	

Extension of Existing Consulting Services due to Grant Extension (Public Bid Exception per NJSA 18A:64A-25.5 a. (15) – Consulting Services)

(Funding Source: Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant)

Achieving the Dream	\$85,900.00
400 Silver Cedar Court	(Recommended Award)
Chapel Hill, NC 27514	

Change Order 1 to PCCC Wanaque Academic Center Expansion Contract (Bid 15-09) to fully outfit second Culinary Classroom

(Funding Source: College Capital – Chapter 12)

Brockwell & Carrington Contractors, Inc.	\$512,008.91
1 Como Court	(Recommended Award)
Towaco, NJ 07082	

Memorandum of Understanding between PCCC and Haier

A relationship with Haier America Company L.L.C. (Haier) through a Memorandum of Understanding (MOU), to develop a Technician Training Program located at the main campus in Paterson leading to possible employment opportunities for students who complete the program.

Contract for Sale of Real Estate and Sublease (pending Executive Session discussion)

The Contract for Sale of Real Estate and Sublease Agreement for property known as 218 Van Houten Street in the City of Paterson in the County of Passaic shown on the municipal tax map as lot 2 in block 4309, to Zohra, LLC, as outlined in the attachments.

C. PERSONNEL ITEMS

- I. Separations:
 - A: Elieser Viera, Director of Financial Aid
 - B: Michael Silvestro, Vice President for Human Resources, Planning, and Institutional Effectiveness
 - C: Robert Saunders, Assistant Registrar
- II. Appointments:
 - A: Gladys Farias, Data/Finance Officer, NRC
 - B: Cheryl Morgan-Duncan, Radiography Faculty
 - C: Albert Pecora, Coordinator of Dual Enrollment (Temporary)
 - D: Gonzalo Perez, Acting Executive Director of Human Resources
- III. Reappointment of Grant Administrators, FY 2015-2016: A through G
- IV. Part-time / Temporary Appointments

REMARKS:

Public/Trustees: None

ADJOURNMENT

Chairman Nutter asked for a motion to adjourn the meeting at 8:50 p.m.; moved by Trustee Tanis; 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 DAVIS Seconded by TANIS

Board of Trustees	Yes	No	Abstain	Absent
Akhter	X			
Blanco				X
Davis	X			
DuHaime				X
Esquiche				X
Gardner				X
Kebrdle				X
Moody			X	
Smith	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 January 19, 2016 Board of Trustees meetings, as presented.

DATED: FEBRUARY 16, 2016

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

Offered by SMITH Seconded by AKHTER

	Yes	No	Abstain	Absent
Board of Trustees				
Akhter	X			
Blanco				X
Davis	X			
DuHaime				X
Esquiche				X
Gardner				X
Kebrdle				X
Moody	X			
Smith	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 ITEMS

Nurse Education Program Agreement with Sussex County Community College

The Agreement with Sussex County Community College (“SCCC”) and Passaic County Community College (“PCCC”) enabling students of Sussex County Community College to pursue an Associate of Applied Science degree in Nurse Education. Students who enroll in the program option defined by this Contract will be permitted to complete the first and second year course requirements of PCCC’s Nurse Education Program by taking clinical courses offered by PCCC at SCCC, effective Spring 2016 through Fall 2017.

PASSAIC COUNTY COMMUNITY COLLEGE

RESOLUTION #2-CONSENT AGENDA ITEMS A, B, and C

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-20.4et. seq. and NJSA 18A:64A-25 et al. are so noted and recommended. The Vice President for Finance and Administration certifies funding is available.

Information Technology Hardware (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – State Contract Pricing)

Apple Computer, Inc. 1 Infinite Loop Cupertino, CA 95014	\$11,856.93 (Recommended Award)
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A. Desktop Computer for Information Technology Department (Funding Source: College Capital Budget), \$2,758.00

B. Laptop Computers and Accessories for Science Department Faculty (Funding Source: College Operating Budget), \$4,292.00

C. Laptop Computers and Accessories for Northeast Resiliency Consortium Staff
(Funding Source: Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant), \$3,194.89

D. Desktop Computers and Accessories for Public Safety Video Wall (Funding Source: Homeland Security Grant), \$1,612.04

College Bookstore Purchases (Educational Supplies and Textbooks) (Public Bid Exception per NJSA 18A:64A-25.5 a. (21) – Educational Supplies) (Revised estimate for FY2016) (Funding Source: \$88,000.00 Grant Funds; \$37,000 College Operating Funds)

Follett Higher Education Group Store #664 3146 Solution Center Chicago, IL 60677	\$125,000.00 (Recommended Award)
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Fitness Center Equipment for Wanaque (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – State Contract Pricing)
(Funding Source: College Capital Budget)

Fitness Lifestyles 614 Cookman Avenue Asbury Park, NJ 07712	\$77,923.80 (Recommended Award)
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PASSAIC COUNTY COMMUNITY COLLEGE
RESOLUTION #2-CONSENT AGENDA ITEMS A, B, and C

RFQ 16-03 Books and Multimedia Content (Public Bid Exception per NJSA 18A:64A-25.5 a.
(6) – Library Material) (Funding Source: College Capital Budget)

YBP Library Services, Inc.
999 Maple Street
Contoocook, NH 03229

\$60,000.00
(Recommended Award)

Sublease of Real Estate known as 218 Van Houten Street

The Sublease Agreement for property known as 218 Van Houten Street in the City of Paterson in the County of Passaic, which term begins on February 15, 2016 and terminates on December 31, 2020, at which time the College has the option to execute its purchase of the property and then sell it to Zohra, LLC.

C. PERSONNEL ITEMS

- I. Separations: A: Lynn D’Amario, Student Development Specialist/Special Populations
B: Lauren Kunkera, Coordinator of Student Accounts
- II. Appointments: A: Rasheena Williams, HR Technical Specialist (Temp, FT)
B: Cheryl Zhang, Acting Director of Financial Aid
- III. Part-time / Temporary Appointments