



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 January 16, 2018 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, January 16, 2018, 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 – December 19, 2017**

**PRESENTATIONS:**

- A. Presentation: Guided Pathways: A Demonstration of the Student Planning Module
- B. Proposed FY2018-2019 Budget

**REPORTS**

- President
- Significant Activities
- Chairman

**DISCUSSION AGENDA**

- A. **BUSINESS ITEMS**
  - Proposed FY 2018-2019 Budget
  - Request for Chapter 12 Funding
  - Purchases of Goods and Services
- B. **PERSONNEL ITEMS**
- C. **POLICY MATTERS**
  - F101-Outside Use of College Facilities (Second Reading)

**EXECUTIVE SESSION**

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

**PUBLIC HEARING**

Proposed FY2018-2019 Budget

**ACTION ITEMS**

**Consent Resolution**

- A. **BUSINESS ITEMS**
  - Proposed FY 2018-2019 Budget
  - Request for Chapter 12 Funding
  - Purchases of Goods and Services
- B. **PERSONNEL ITEMS**
- C. **POLICY MATTERS**
  - Board Policy F101-Outside Use of College Facilities (Second Reading)

**Individual Resolution(s)**

**REMARKS: PUBLIC; TRUSTEES**

**ADJOURNMENT**

PASSAIC COUNTY COMMUNITY COLLEGE

ROLL CALL

BOARD OF TRUSTEES	PRESENT	ABSENT
Alumni Rep Bloodsaw	X	
Ciambrone	X	
Davis		X
DuHaime	X	
Esquiche	X	
Kebrdle		X
Marco		X
Moody	Arrived 7:04 p.m.	
Smith	Arrived 7:11 p.m.	
Trivedi	X	
Tanis	X	
Nutter	X	

DATED: JANUARY 16, 2018

The following are the minutes of the Board of Trustees of Passaic County Community College, held at the Wanaque Academic Center, Room W125, 500 Union Avenue, Wanaque, New Jersey, Tuesday, December 19, 2017.

### **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 November 30, 2017.

Chairman Nutter stated that inasmuch as adequate notice of the meeting had been given, the meeting was called to order at 7:12 p.m. A copy of the agenda was reviewed and available for public inspection.

### **ROLL CALL**

Deborah E. Ciambrone  
Richard A. DuHaime\*  
Patricia Kebrdle\*  
Dennis F. Marco  
Alonzo Moody

Sharon C. Smith  
Ronak Trivedi  
Tabitha-Anne Bloodsaw, Alumni Representative  
Steven M. Rose, Secretary  
Barbara Tanis, Vice Chairwoman  
Harvey J. Nutter, Chairman

#### **Absent**

Robert Davis  
Yolanda Esquiche

\*Trustee DuHaime arrived at 7:15 p.m.; Trustee Kebrdle at 7:45 p.m.

### **CONSIDERATION OF MINUTES** – November 29, 2017

Chairman Nutter asked for a motion on Resolution #1 – Consideration of Minutes for November 29, 2017; moved by Trustee Trivedi; seconded by Trustee Ciambrone. Upon roll call, Resolution #1 passed with all members present voting “yes.”

### **PRESENTATIONS**

#### **Music Technology/Music Studies Programs**

President Rose informed the Board that when the Board meetings are held at the College’s other campuses, he likes to have the programs being offered there showcased, such as he did last year with the Culinary Arts Program, and this year, it would be the Music

Technology/Music Studies Programs. President Rose then introduced Professor Sam Ayala, Assistant Professor in the Fine and Performing Arts Department; and Mr. Forrest Lawson, Adjunct in the same program. Professor Ayala then took the opportunity to also introduce one of the programs first and recent graduates, Mr. Victor Rodriguez.

Trustee DuHaime arrived at 7:15 p.m.

In a joint PowerPoint presentation, the various offerings of these two programs were given, providing highlights along the way. Mr. Rodriguez acknowledged that he was originally a nursing student but that all changed once he walked into the Broadway Academic Center where the Music Program originally began before moving to the Wanaque Academic Center. President Rose stated that when he first approached Professor Ayala to move the music program to Wanaque, there was some reluctance (such as when the Nursing Program moved to Passaic), but that all changed when the reality of a real music program could be created.

A series of questions were raised about class size and offerings, the status of the degree programs being currently offered, and the outreach to the community in hopes to create an "Artist in Residence" for the student body.

Trustee Kebrdle arrived at 7:45 p.m.

#### Fire Science Program Review

President Rose then introduced John "Jack" Robb, III, an instructor in the Criminal Justice/Homeland Security Department, who also handles the Fire Science Program at the College. His presentation covered the recent Program Review of the Fire Science Program.

Professor Robb provided the board with a brief introduction about himself and his work history, noting that he worked as a Paterson Police Officer for 26 years, among other things. He then went on to give an overview of the program stating that the program has been successful but changes need to be made in order for it to expand and meet the fire service needs in the 21<sup>st</sup> century. Some of those changes were revising the course syllabi to meet the National Fire Academy Fire & Emergency Model Curriculum Associate's standards; add specific courses to the Associate Degree program; and revising the current textbooks being used to better align the program with the NJ State Civil Service test for fire officers and inspectors.

Professor Robb concluded his presentation by stating that he looks forward to some changes in the curriculum in the spring semester to better align the associate degree program with the State's standards, and the continued collaboration with the County College of Morris, whose students enroll in PCCC's Fire Science program.

## **REPORTS**

**President:** President Rose acknowledged Ms. Patricia Hardy, Vice President of the Wanaque Academic Center, for inviting the Board to her campus each year to hold its meeting.

**Chairman:** No oral report was given.

## **DISCUSSION AGENDA**

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

### **A. Academic Item**

#### **PALS Plus, Incorporated**

President Rose informed the Board that every year, the College needs to appoint representatives of the College to PALS Plus, Incorporated, in order to participate. As such, Ms. Mibong La, Head Librarian was recommended as the College's representative, along with Dr. Glen Bencivengo, Reference Librarian, as the alternate.

### **B. Business Items**

#### **Purchases of Goods and Services**

President Rose stated he would be happy to answer any questions the Board might have on the purchases of goods and services in the packet, but took a moment to point out one item of significance, and that was the continuing engagement of the law firm Cooley LLP. He provided a complete overview of the problem that has been ongoing for the past three years with the Federal Government and the administration of Financial Aid programs. He stated he has since assigned both Dr. Jacqueline Kineavy, Senior Vice President for Academic and Students Affairs, and Dr. Bassel Stassis, Senior Dean for Academic Affairs, to assist Mr. Steven Hardy, Vice President for Finance and Administrative Services, to address the situation. President Rose also stated that measures are being taken to address any deficiencies in the College's current process.

- Equipment Maintenance
- Middlesex Regional Educational Services Commission (MRESC) Bid #MRESC 15/16-69 – Information Technology Hardware
- Legal Services

#### **Rifle Camp Park Environmental Center: Memorandum of Agreement**

Mr. Michael Cerone, College Counsel, presented the Memorandum of Agreement with the Passaic County Board of Chosen Freeholders and the College for the development of the Rifle Camp Park Environmental Center. He stated that the funding for that project would come from Green Acres funding (County) and Chapter 12 Funding (the College). President Rose further emphasized that the College would benefit by the ability to offer more science courses at that site; there was a telescope already there; and the view from the Center enables one to see New York City clearly. Both noted that it was a win-win for both the County and the College.

**C. Personnel Items**

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

**D. Policy Matters**

**Board Policy F101: Outside Use of College Facilities (First Reading); External Facility Request Form; General Fees Structure for External Rental Space at PCCC**

President Rose informed the Board that he and Counsel Cerone reviewed the current practice of the College in its use of college facilities for outside community groups to hold their events at the College, and it was recommended that a more formalized process be engaged via board action. For its consideration, a revised Board Policy was presented (as a first reading), as well as the external facility request form and general fees structure. Counsel Cerone also stated that all documents are required, including a Certificate of Insurance and the Hold Harmless and Indemnification Certificate.

**EXECUTIVE SESSION**

Chairman Nutter asked for a motion to go into executive session at 8:25 p.m. to discuss personnel, contract negotiations, and matters protected by attorney-client privilege. Moved by Trustee Marco; seconded by Trustee Trivedi. Chairman Nutter stated that the Board would meet in Executive Session about twenty minutes and that no action would be taken in executive session. Upon roll call, the motion to go into executive session was approved by all members present voting "yes."

**ROLL CALL**

Deborah E. Ciambrone  
Richard A. DuHaime  
Patricia Kebrdle  
Dennis F. Marco  
Alonzo Moody

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

**Absent**

Robert Davis  
Yolanda Esquiche

Chairman Nutter called the meeting to order at 8:50 p.m., stating that the Board met in Executive Session to discuss personnel, contract negotiations, and matters protected by attorney-client privilege, and that no action was taken in executive session.

### **ACTION ITEMS AGENDA**

#### **Consent Resolution**

Chairman Nutter then asked for a motion on Resolution #2 - Consent Agenda Items A, B, C, and D. Trustee Tanis moved Resolution 2; seconded by Trustee Kebrdle. Upon roll call, Resolution #2 passed with all members present voting "yes".

#### **A. ACADEMIC ITEMS**

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 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 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-2018 College Operating Funds; \$28,784.65 Available)

Maintenance for fire training equipment located at the Public Safety Academy (PSA). FY-2019 and FY-2020 expenditures contingent upon future budget approvals. Business Entity and Political Contribution disclosures required.

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

**\$23,099.00 (FY-2018)**  
**\$23,099.00 (FY-2019)**  
**\$23,099.00 (FY-2020)**  
**(Recommended Award)**



**Middlesex Regional Educational Services Commission (MRESC) Bid # MRESC 15/16-69 - Information Technology Hardware** (Funding Source: FY-2018 College Capital Funds; \$37,717.00 Available; FY-2018 Carl D. Perkins Career and Technical Education Grant Funds; \$74,225.00 Available)

iMac desktop computers for use in Fine and Performing Arts curriculum. New Jersey State Approved Cooperative Pricing System. New Jersey Co-op #65MCESCCPS.

Apple Inc. **\$54,159.80**  
5505 W Parmer Lane, Bldg 7 **(Recommended Award)**  
Austin, TX 78727

**Legal Services** (Public Bid Exception per NJSA 18A:64A-25.5 a. (1) – Professional Services)  
(Funding Source: FY-2018 College Operating Funds; \$26,000.00 Available)

Estimated amount for FY-2018. Business Entity and Political Contribution disclosures required.

Cooley LLP **\$26,000.00**  
1299 Pennsylvania Avenue, NW, Suite 700 **(Recommended Award)**  
Washington, DC 20004

The Memorandum of Agreement between the Passaic County Board of Chosen Freeholders and the Passaic County Community College, as outlined in the attachment, for the development of the Rifle Camp Park Environmental Center.

**C. PERSONNEL ITEMS**

- I. Separation A: Dominic Gerardi, Manager-Plant Operations
- II. Appointments A: Rukshana Subhan, Database Specialist for Health Professions Consortiums  
B: Angelica Cepeda, Child Development Center-Teacher Asst
- III. Grant Administrators Reappointments FY 2017-2018:
  - A. Patricia Corcoran, Coord, Nurse Resource Center
  - B. Steve Levitt, Culinary Arts Operations Manager
  - C. Harold Damato, Pathway Coordinator, Career and Technology Education
- IV. Faculty Tenure Recommendations
  - Walter Behr, Communications
  - Joyet Belcher, Nurse Education
  - Linda Carter, Teacher Education
  - Jennifer Gasparino, Human Services
  - Catherine Nelms, Nurse Education
  - Marc Yeung, Mathematics

- V. Part-Time Temporary Appointments
- VI. Active Searches

**D. POLICY MATTERS**

1. Board Policy F101: Outside Use of College Facilities (**First Reading**);
2. External Facilities Request Form;
3. General Fees Structure for External Facilities Rental Space at Passaic County Community College

**REMARKS**

**Public:** Professor Merille Siegel, Chair of the Computer Information Sciences Department and Faculty Association President, thanked the board for approving the recommendation of the President to tenure the six faculty members in the packet that evening. She then thanked President Rose and Dr. Jacqueline Kineavy, Senior Vice President for Academic and Student Affairs for their support while noting Dr. Kineavy's ability to work so well with the entire faculty at the College. Professor Siegel also thanked Mr. Steven Hardy, Vice President of Finance and Administrative Services for his financial support.

President Rose emphasized the model system that the College uses for its faculty review process, noting that the group being presented that evening are the ones who made it out of the original thirteen faculty; one of the largest groups in a very long time. President Rose concluded by stating that PCCC was a College with high standards and only the best are able to make it through the process.

**Trustees:** President Rose wished everyone Happy Holidays and gave each member a box of cookies made by the students in the Food Services Preparation program.

**ADJOURNMENT**

Chairman Nutter asked for a motion to adjourn the meeting at 8:55 p.m.; moved by Trustee Tanis; seconded by Trustee Smith. 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 CIAMBRONE Seconded by ESQUICHE

Board of Trustees	Yes	No	Abstain	Absent
Ciambrone	X			
Davis				X
DuHaime	X			
Esquiche	X			
Kebrdle				X
Marco				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 December 19, 2017 Board of Trustees meetings, as presented.

**DATED: JANUARY 16, 2018**



PASSAIC COUNTY COMMUNITY COLLEGE

RESOLUTION #2-CONSENT RESOLUTION – ACTION ITEMS A, B, and C

Offered by TANIS Seconded by ESQUICHE

	Yes	No	Abstain	Absent
<b>Board of Trustees</b>				
Ciambrone	X			
Davis				X
DuHaime	X			
Esquiche	X			
Kebrdle				X
Marco				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, hereby approves the following actions:

**A. BUSINESS ITEMS**

**FY 2018-2019 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 \$52,968,884; the Chapter 12 Funding in the amount of \$6,400,000; and the Capital Budget in the amount of \$1,888,035, for the fiscal year commencing on July 1, 2018 and ending on June 30, 2019; 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 \$14,300,113 to be raised through tax levy for current operations for the Fiscal Year commencing July 1, 2018 and ending June 30, 2019; 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



PASSAIC COUNTY COMMUNITY COLLEGE

**RESOLUTION #2-CONSENT RESOLUTION – ACTION ITEMS A, B, and C**

\$6,400,000 to be raised through the issuance of bonds for the attached Chapter 12 Funding (Attachment A) for the Fiscal year commencing July 1, 2018 and ending June 30, 2019; 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 \$1,888,035 to be raised through the issuance of bonds for the attached capital equipment list (Attachment B) for the Fiscal year commencing July 1, 2018 and ending June 30, 2019.

**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 Administrative Services certifies funding is available.

**Information Technology Software Licensing** (Public Bid Exception per NJSA 18A:64A-25.5

a. (19) – Goods or Services for proprietary computer hardware, software, or systems)

(Funding Source: FY-2018 College Operating Funds; \$27,639.30 Available)

Licensing, maintenance and hosting for Blackboard *Connect* emergency and outreach messaging service.

Blackboard Inc.

3815 River Crossing Parkway, Suite 200

Indianapolis, IN 46240

**\$10,498.00**

**(Recommended Award)**

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

(Funding Source: FY-2018 College Operating Funds; \$99,500.00 Available)

Billboard advertisements. Increase to estimated amount for FY-2018. Business Entity and Political Contribution disclosures required.

Outfront Media LLC

405 Lexington Avenue

New York, NY 10174

**\$8,000.00 (Estimated)**

**(New Total: \$30,000.00)**

**(Recommended Award)**

**Request for Qualifications 18-06 – Environmental Engineer Consulting Services** (Public Bid Exception per NJSA 18A:64A-25.5 a. (1) – Professional Services)

(Funding Source: FY-2018 and FY-2019 College Capital Funds)

Qualification of Environmental Engineer to perform professional services as needed for FY-2018 and FY-2019.



**PASSAIC COUNTY COMMUNITY COLLEGE**

**RESOLUTION #2-CONSENT RESOLUTION – ACTION ITEMS A, B, and C**

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

**B. PERSONNEL ITEMS**

**I. Appointments**

- A: Phiara Moore, Nurse Education Faculty (Instructor Rank)
- B: Faraz Siddique, Chemistry Faculty (Instructor Rank)
- C: David Hernandez, STEM Associate, STEM III (Grant-funded)
- D: Michael Cerone, General Counsel

**II. Part-Time Temporary Appointments**

**III. Active Searches**

**C. POLICY MATTERS**

Board Policy F101: Outside Use of College Facilities (Second Reading)

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**F101 OUTSIDE USE OF COLLEGE FACILITIES**

~~Outside groups are encouraged to use college facilities on a space available basis. Not-for-profits organizations will be charged direct costs to the college. For other groups, the College will recover all direct costs plus an appropriate rental fee.~~

Passaic County Community College encourages the use of its facilities by outside organizations for their events on a space available basis. All groups renting college facilities will be charged a rental fee for the space and will be responsible for direct costs to the College. These fees will be periodically updated and submitted to the Board of Trustees for approval. The rental fee will be waived for nonprofit corporations that are tax exempt pursuant to IRC §501(c) (3) that do not charge a fee for the event and for governmental agencies. These groups will still be responsible for all direct costs incurred by the College. Nonprofit corporations will need to provide a current Certificate of Good Standing from the State of New Jersey (not older than 60 days), along with a letter from the Internal Revenue Service confirming that the corporation has qualified for 501(c) (3) tax exempt status to avoid paying a rental fee. Nonprofit corporations that charge a fee for an event will

PASSAIC COUNTY COMMUNITY COLLEGE

RESOLUTION #2-CONSENT RESOLUTION – ACTION ITEMS A, B, and C

be charged a rental fee along with all associated costs.

All groups renting facilities will be required to provide the following: A Certificate of Insurance naming PCCC as an additional insured and a Hold Harmless and Indemnification Agreement. These requirements cannot be waived.

Approved: 07/25/78  
Revised: 08/14/85  
Revised: 03/22/04  
Revised: 01/16/18