



PASSAIC COUNTY COMMUNITY COLLEGE

Attached are the Board resolutions passed at the January 19, 2021 Board of Trustees meeting. If you have any questions, please call me.

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

**BOARD OF TRUSTEES
PASSAIC COUNTY COMMUNITY COLLEGE
JANUARY 19, 2021 - AGENDA
Page 1 of 2**

At 7:00 p.m. on Tuesday, January 19, 2021, the Board of Trustees of Passaic County Community College will hold a regular meeting online via the Zoom web-based meeting service, in accordance with the requirements of N.J.S.A. 10:4-9.3 and N.J.A.C. 5:39-1.1 et seq. Members of the public can observe and make public comment via audio and video using the Zoom web Link : <https://pccc.zoom.us/j/99333130041> ,or via telephone by calling +1 646 558 8656 and entering the Meeting ID: 993 3313 0041

If a member of the public wishes to place a public comment on the record, a member of the public may email their comments to publiccomment@pccc.edu or by written letter addressed to Passaic County Community College Board of Trustees, Attn: Board Secretary. Emails or letters must state your name, address and must be received by the Board Secretary no later than January 19, 2021 at Noon. All public comments submitted via email and written letter will be read into the public record subject to the Board Resolution establishing procedures for public comment for remote meetings.

PLEDGE OF ALLEGIANCE (All Stand)

CALL TO ORDER – ROLL CALL

CONSIDERATION OF MINUTES – December 15, 2020

PRESENTATION –Proposed FY 2021-2022 Budget

REPORTS – President: Significant Activities

Chairman

DISCUSSION AGENDA

- A. **POLICY MATTERS – SECOND 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**
 - Proposed FY2021-2022 Budget
 - Purchases of Goods and Services

- C. **PERSONNEL ITEMS**

EXECUTIVE SESSION

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

(Continued....)

**BOARD OF TRUSTEES
PASSAIC COUNTY COMMUNITY COLLEGE
JANUARY 19, 2021 - AGENDA
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PUBLIC HEARING

Proposed FY2021-2022 Budget

ACTION ITEMS - Consent Resolution

A. POLICY MATTERS – SECOND 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

Proposed FY2021-2022 Budget

Purchases of Goods and Services

C. PERSONNEL ITEMS

PUBLIC
TRUSTEES

ADJOURNMENT

PASSAIC COUNTY COMMUNITY COLLEGE
ROLL CALL

BOARD OF TRUSTEES	PRESENT	ABSENT
Alumni Rep Ballem	X	
Drakeford	X	
Esquiche	X	
Glovin	X	
Moody	X	
Nutter		X
Pou	X	
Smith	X	
Trivedi	X	
Tanis	X	
Marco	X	

DATED: JANUARY 19, 2021

PASSAIC COUNTY COMMUNITY COLLEGE
Resolution #1 – CONSIDERATION OF MINUTES

Offered by GLOVIN Seconded by POU

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

CONSIDERATION OF MINUTES

BE IT RESOLVED that the Board of Trustees of Passaic County Community College hereby approves the regular, and executive session meeting minutes, for the December 15, 2020 Board of Trustees meeting, as corrected with a notation.

DATED: JANUARY 19, 2021

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, December 15, 2020.

CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

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

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

If a member of the public becomes disruptive at any time during this meeting, including the time for public comment, the Chair shall direct 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. 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 public meeting, or removed from the meeting.

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

ROLL CALL

Kesha Drakeford*
Yolanda Esquiche
Michael Glovin
Alonzo Moody
Harvey J. Nutter**
Taina Pou

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

*Arrived 7:05 pm, **7:10 pm

CONSIDERATION OF MINUTES – November 17, 2020

Chairman Marco asked if there were any corrections to the minutes for November 17, 2020. Hearing one typographical error from Trustee Moody, motion on Resolution #1 – Consideration of Minutes for the November 17, 2020 board meeting was requested. Trustee Glovin moved Resolution #1; seconded by Trustee Pou. Upon roll call, Resolution #1 passed with all members present voting “yes.”

PRESENTATION – Donohue, Girona, Doria & Tompkins, LLC Audit Reports

Mr. Mauricio Canto, Partner in the firm of Donohue, Girona, Doria & Tompkins, LLC presented the audit for Passaic County Community College by prefacing that the pandemic presented many challenges in getting the audit done. In addition, the retirement of the Controller who was in his position for over 40 years also played a role in trying to get the audit done.

Mr. Canto went through the various categories in the audit. He was very pleased to report that the opinion was unqualified, which was what the College wanted.

Discussion was held about the requirements for CARES funding and what exactly it could be used for, which was clearly stated for students’ needs and valid expenses during the pandemic, such as hand sanitizers and PPE. The two pots of CARES funding totaled \$5.4 million dollars, with \$2.7 million split between the two items mentioned. President Rose emphasized that the rules keep changing constantly.

REMARKS:

Public:

Chairman Marco acknowledged a large number of the public present at the meeting and revised the agenda to have them speak at that time. President Rose stated that two people requested to speak at the public session, and they were Professors Merille Siegel and Lisa DeLiberto.

Professor Merille Siegel provided her home address and stated that she was the President of the Faculty Association and Chair of the Computer Information Sciences Department. She began her comments by stating that the faculty thank the Board for its support over the years, as well President Rose, Dr. Jacqueline Kineavy, Senior Vice President, Academic and Student Affairs, and Dr. Bassel Stassis, Senior Dean, Academic Affairs. She then spoke about Professor DeLiberto, a 25-year-tenured Faculty member in the Health Information Management Department, whose position was being recommended for non-renewal due to low enrollment. Professor Siegel cited the tenure laws in New Jersey and how they related to Professor DeLiberto's situation noting she could be moved to another department such as Information Technology.

Professor DeLiberto reiterated most of what Professor Siegel adding that she served on many technology committees and had a 100% pass rate with her students in that program. She too felt that she could be reassigned to another department with her breadth of knowledge with computers and various technology programs.

REPORTS

President

No discussion on the NJCCC Fact Book and Directory, or Significant Activities

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- First Readings: Board Policies

A102 - The President

A302 - Chain of Command

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

C207 - Information Security Policy

President Rose turned the meeting over to College Counsel, Mr. Michael A. Cerone, Jr., to present the proposed changes to the four Board Policies. Mr. Cerone noted that these four policies reflect certain changes that have taken place at the College. A102 needed to reflect the duties of a community college president and not the statute for a university president. A302 needed revision due to changes in the top administration. B108 reflects the changes the Federal

government made revising its procedures and definitions outlined in Title IX. Lastly, C207 was recommended by the new Vice President of Information Technology to provide safeguards for the protection of the College's information assets.

Trustee Smith questioned the need for changing A102 - The President, since the definition in NJSA 18A clearly defines the President's duties and has been in place for years. She also questioned the numbering for A302 - Chain of Command, in addition to asking how the order was determined. Mr. Cerone answered that the statute was inappropriate for a community college president compared to a four-year college.

Next, President Rose provided the answer for the Chain of Command noting that a Vice President with 25 years of employment at the College compared to a newly appointed Vice President would be the one chosen in the line of succession. In addition, he noted that the Vice President of Academic Affairs was always #3 in the Chain of Command after the (#1) Board of Trustees, and (#2) The President.

B. BUSINESS ITEMS

Purchases of Goods and Services

President Rose noted that the most significant purchase in the packet that evening, in addition to the Information Technology items, was the purchase of additional cameras for the thermal imaging camera system being purchased via CARES funding. The College had until December 31, 2020 to spend the \$1.3 million dollars it received since the option for what it could be used for was very restrictive. Now all entrances at the campuses would have that system in place.

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.

- Software Licensing and Maintenance (Adobe *Creative Cloud* licenses for academic use)
- Software Licensing and Maintenance (Blackboard *Learn* software system)
- Advertising (Print Material)
- Bergen County Bid #19-32 – Situational Awareness Equipment and Accessories (Additional cameras for thermal imaging camera system)

C. PERSONNEL ITEMS

The personnel items included Separations, Appointments, Exempt and Support Staff Salaries, FY 2020-2021; Grant Administrators and Support Staff Salaries FY2020-2021, Reappointment of Professional Staff, FY 2021-2022; Reappointment of Grant Administrators, FY 2020-2021; Faculty Tenure Recommendations, Extension of President's Contract; and Part-time Temporary Appointments.

D. SPECIAL RECOGNITIONS

President Rose cited the efforts of former Trustee Richard A. DuHaime as being instrumental in the development of the Wanaque Academic Center, and now Trustee Glovin has replaced him. A plaque dedicating the Wanaque Academic Center Learning Resources Center was being recommended in recognition of his loyal service to the College.

The second special recognition was for Mr. Anthony J. DeNova, III for receiving the County Administrator Lifetime Achievement Award from the New Jersey Association of Counties. A special Resolution would be presented to him in recognition of that honor.

PERSONNEL

President Rose stated that Professor DeLiberto has requested that her personnel action be discussed in public. The HIM program has external accreditation. The accreditor is now requiring that the program needs to have two full-time faculty in order to maintain accreditation. Unfortunately, enrollment in HIM programs are low everywhere, including PCCC. It would be impossible for the college to maintain the program with two faculty members. He confirmed that Professor DeLiberto built the HIM program over the 25 years she was at the College and did an outstanding job. The problems with the program are not the fault of Professor DeLiberto. There are a couple of students who are finishing the program, he noted.

President Rose stated he would review the tenure laws Professor Siegel mentioned. He noted, as did Professor Siegel, that the Faculty Association and the College Administration have a long history of working well together. He also mentioned that a new grant was awarded to the College that may be a fit for Professor DeLiberto, which Dr. Kineavy was looking into.

Several questions were raised including whether it was possible to move Professor DeLiberto to another department. President Rose answered that one must hold a master's degree in the discipline s/he would teach. He did not believe that Professor DeLiberto's degrees would qualify her to teach in another department.

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 needed. Trustee Moody moved Resolution #2 – Resolution to Meet in Executive Session at 7:57 p.m.; seconded by Trustee Pou. Upon roll call, Resolution #2 was approved by all members present voting “yes.” Chairman Marco stated that the board would meet in executive session for twenty minutes and that no action would be taken in executive session.

Chairman Marco resumed the public meeting at 8:24 p.m. He stated that the board met in executive session and that no action was taken in executive session.

ACTION ITEMS AGENDA - Consent Resolution

Chairman Marco asked for a motion on Resolution #3 - Consent Agenda Items A through D. Trustee Smith moved Resolution #3; seconded by Trustee Glovin. Upon roll call, Resolution #3 passed with all members present voting “yes” with Trustee Moody asking for the definition of an “interior fit” before casting his vote.

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

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.

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)
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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)
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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

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: None

Trustees: All were wished a happy holiday.

ADJOURNMENT

Chairman Marco asked for a motion to adjourn the meeting at 8:27 pm; moved by Trustee Glovin; seconded by Trustee Moody. Upon voice vote, the motion to adjourn the meeting passed unanimously with all members present stating "yes." Chairman Marco acknowledged that the meeting was now adjourned.

PASSAIC COUNTY COMMUNITY COLLEGE

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

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			

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 – SECOND 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 – Proposed FY2021-2022 Budget

FY2021-2022 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 \$53,359,482; the Chapter 12 Funding in the amount of \$3,318,000; and the Capital Budget in the amount of \$791,332.

PASSAIC COUNTY COMMUNITY COLLEGE

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

RESOLVED that the Board of Trustees of Passaic County Community College formally request that the Board of School Estimate of Passaic County Community College fix the amount of \$16,171,000 to be raised through tax levy for current operations for the Fiscal Year commencing July 1, 2021 and ending June 30, 2022; and be it further

RESOLVED that the Board of Trustees of Passaic County Community College formally request that the Board of School Estimate of Passaic County Community College fix the amount of \$3,318,000, to be raised through the issuance of bonds for the attached Chapter 12 Funding (Attachment A), for the Fiscal year commencing July 1, 2021 and ending June 30, 2022; and it be further

RESOLVED that the Board of Trustees of Passaic County Community College formally request that the Board of School Estimate of Passaic County Community College fix the amount of \$791,332, to be raised through the issuance of bonds for the attached capital equipment list (Attachment B), for the Fiscal year commencing July 1, 2021 and ending June 30, 2022.

C. 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.

Information Technology Hardware (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract pricing) (Funding Source: FY-2021 CARES Act Governor's Emergency Education Relief Grant Funds; \$628,203.00 Available)

Lenovo *ThinkPad* laptop computers and docking stations for College faculty and staff.
Fulfillment Agent for NJ State Contract 40121.

SHI International Corp.
290 Davidson Avenue
Somerset NJ 08873

\$119,900.00
(Recommended Award)

Information Technology Hardware (Below Public Bid Threshold)

(Funding Source: FY-2021 CARES Act Governor's Emergency Education Relief Grant Funds; \$628,203.00 Available)

Accessories for laptop computers for College faculty and staff.

GHA Technologies, Inc.
P.O. Box 29661
Phoenix, AZ 85038

\$24,921.45
(Recommended Award)

PASSAIC COUNTY COMMUNITY COLLEGE

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

Information Technology Hardware (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract pricing) (Funding Source: FY-2021 CARES Act Governor's Emergency Education Relief Grant Funds; \$628,203.00 Available)

HP *EliteDisplay* monitors for College faculty and staff. Vendor year-to-date spend exceeds Board review threshold. Fulfillment Agent for NJ State Contract 89974.

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

\$16,960.00
(Recommended Award)

Information Technology Hardware (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 Grant Funds; \$20,000.00 Available)

Fujitsu *ScanSnap* document scanners for College faculty and staff. Vendor year-to-date spend exceeds Board review threshold. Fulfillment Agent for NJ State Contract 89972.

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

\$9,904.08
(Recommended Award)

Information Technology Hardware (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 Grant Funds; \$359,699.72 Available)

Lenovo *TCM270q* desktop computers for support of virtual teacher studio audio-visual equipment. Fulfillment Agent for NJ State Contract 40121.

SHI International Corp.
290 Davidson Avenue
Somerset NJ 08873

\$34,557.30
(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 CARES Act Coronavirus Relief Grant Funds; \$167,747.00 Available)

Subscriptions to virtual computer labs for academic use. Business Entity and Political Contribution disclosures required.

Apporto Corporation
261 Walter Hays Drive
Palo Alto, CA 94303

\$99,950.00
(Recommended Award)

Medical Testing (Public Bid Exception per NJSA 18A:64A-25.5 a. (1) – Professional Services) (Funding Source: FY-2021 CARES Act Coronavirus Relief Grant Funds; \$350,000.00 Available)

Covid-19 testing services for College student, faculty and staff. Not-to-exceed amount. Business Entity and Political Contribution disclosures required.

PASSAIC COUNTY COMMUNITY COLLEGE

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

Balanced Well Medical LLC
26-01 Pellack Drive
Fair Lawn, NJ 07410

\$200,000.00
(Recommended Award)

D. PERSONNEL ITEMS

- I. Reappointment of Grant Administrators, FY 2020-21
- II. Coach's Salary – Spring Semester, FY 2020-2021
- III. Part-Time Temporary Appointments

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:

**PASSAIC COUNTY COMMUNITY COLLEGE
ADJOURNMENT**

Offered by TANIS Seconded by POU

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

DATED: JANUARY 19, 2021