



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 July 19, 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, July 19, 2016, the Board of Trustees of Passaic County Community College will hold a regular meeting. The meeting will take place in The Main Conference Room, Passaic County Community College, Passaic Academic Center located at 2 Paulison Avenue, Passaic, 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 – June 21, 2016

PRESENTATION:

Standards for Prior Learning Assessment

REPORTS

President: Significant Activities
 News Articles
 PCCC Fact Book

Chairman

DISCUSSION AGENDA

- A. **ACADEMIC ITEMS**
 Carl D. Perkins Career and Technical Education Grant Application
 Passaic County Community College Standards for Prior Learning Assessment

- B. **BUSINESS ITEMS**
 Purchases of Goods and Services
 Property Donation - Block 4404, Lot 9, 27 Church Street, Paterson, NJ

- C. **PERSONNEL ITEMS**

- D. **SPECIAL RECOGNITION**

EXECUTIVE SESSION

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

Continued... ..

**BOARD OF TRUSTEES
PASSAIC COUNTY COMMUNITY COLLEGE
AGENDA – JULY 19, 2016**

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ACTION ITEMS - Consent Resolution

- A. **Academic Items**
Carl D. Perkins Career and Technical Education Grant Application
Passaic County Community College Standards for Prior Learning Assessment
- B. **Business Items**
Purchases of Goods & Services
Property Donation - Block 4404, Lot 9, 27 Church Street, Paterson, NJ
- C. **Personnel Items**
- D. **Special Recognition**
Individual Resolution

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, June 21, 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 7:04 p.m. A copy of the agenda was reviewed and available for public inspection.

ROLL CALL

Assad R. Akhter
Yolanda Esquiche
Jeffrey P. Gardner
Patricia Kebrdle*
Alonzo Moody

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

Absent
Robert H. Davis
Richard A. DuHaime

*Trustee Kebrdle arrived at 7:10 p.m.

CONSIDERATION OF MINUTES – May 17, 2016

Chairman Nutter asked for a motion on Resolution #1 – Consideration of Minutes for May 17, 2016; moved by Trustee Akhter; seconded by Trustee Esquiche. Upon roll call, Resolution #1 passed with all members present voting “yes.”

PRESENTATIONS

Building a New Program with Stackable Credentials

Mr. Walter Behr, Instructor and Coordinator of the Communications Department, gave an overview of the communications option in his program that lays out the foundation of building a new program with stackable credentials.

Through a PowerPoint presentation, Professor Behr went through the stages of his program wherein a student could begin with a Certificate of Achievement (12-15 credits), and then move forward to a Career Certificate (30 credits), which would then lead to a complete Associate in Science degree in Digital Video Production and Distribution. Some of the highlights for these stackable credentials were courses in video production, professional editing, and web design tools, to name a few.

A brief question and answer period then took place, and Professor Behr was thanked for his time.

REPORTS

President/Chairman: No oral report was given.

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

Acceptance of the Grant Award from the National Endowment for the Arts for FY2016 ArtWorks/Imagine Your Parks Grant for the period ending June 30, 2017. This grant supports a Centennial Art in the Park Showcase to be held at the Paterson Great Falls National Historical Park on Friday, August 26, 2016.

The appointment of the Advisory Councils' Members, which President Rose reminded the Board that each year he asks them if they know anyone who would be interested in serving on one of these Boards to please let him know. Professor Merille Siegel, Chair of the CIS Department, provided background information about her Advisory Boards and the invaluable knowledge gained from such membership.

Approval of a Career Certificate in Culinary, which consists of 33 credits and leads into the existing A.A.S. degree in Culinary Arts, as presented by Dr. Jacqueline Kineavy, Senior Vice President for Academic and Student Affairs.

The new Transfer Articulation Agreement with William Paterson University for students taking the Associate in Arts degree with an option in Sociology. A brief discussion took place on the topic of the Reverse Transfer Agreement, which President Rose stated William Paterson University has embraced, but the Federal Government sees as a failure.

B. Business Items

Proposed FY2016-2017 Tuition and Fees Schedule

President Rose explained the minor changes, noting that PCCC has had the lowest increase in its tuition at 2.24%. Several of the fees were discussed as well, such as the Athletic Fee and no Application Fee, in addition to the new Drop Fee. The Drop Fee was added to encourage students to choose their courses carefully.

President Rose concluded by stating that an updated Operating Budget may be presented at the July Board meeting, but that was only dependent on what happens when the budget for the State has been presented then approved (or rejected).

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 and Software (Hardware and Software Licensing/Maintenance for Network Devices)
- Information Technology Hardware (Notebook Computers for Continuing Education)
- Information Technology Software Licensing and Maintenance (Mobile Application)
- Audio/Visual Hardware Support
- Radio Frequency Identification Tags (Student Parking Passes)
- Culinary Small Goods (Culinary Program Set-up)
- Sheriff's Office Services
- Water Services
- Dental Insurance
- Print Advertising
- Electronic Media Advertising
- Information Technology Hardware (Minor Purchases)
- Request for Proposal 17-03 Bus Transportation
- Request for Proposal 17-08 Printing and Direct Mail Services
- Request for Proposal 17-10 Debt Collection
- Request for Proposal 17-11 Gym Floor Removal/Mercury Remediation (President Rose explained that this needed to be done in order to get the gym floor done due to two different specialties involved; one bid was not working)
- Request for Proposal 17-12 Refurbished Piano for Music

- The REJECTION of Bid 17-01 for Academic Hall, Founders Hall, and Gym Theater Roof Replacements due to the lack of qualified bidders, and the one bid received exceeded the estimate for the cost of the work prepared by the architect.
- Bid 17-05 Paper (Copy Paper and Various Printing Stocks)
- Bid 17-06 Gymnasium Floor Re-bid
- Bid 17-07 Spine Window Replacement
- Bid 17-08 Music Studio Equipment
- Appointment of Architectural/Engineering Firm

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 7:53 p.m.; moved by Trustee Tanis seconded by Trustee Gardner. 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
Yolanda Esquiche
Jeffrey P. Gardner
Patricia Kebrdle
Alonzo Moody

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

Absent

Robert H. Davis
Richard A. DuHaime

Chairman Nutter called the meeting to order at 8:40 p.m., stating that the Board met in Executive Session to discuss personnel, campus expansion, and matters protected by attorney-client privilege, and that no action was taken.

He then stated that the Proposed FY2016-2017 Tuition and Fees Schedule 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 Tanis moved Resolution #2-Consent Resolution Items A, B, and C; seconded by Trustee Kebrdle. Upon roll call, Resolution #2 passed with all members present voting “yes.”

A. ACADEMIC ITEMS

FY16 ArtWorks/Imagine Your Parks Grant for the period ending June 30, 2017 in the amount of \$20,000 in support of a Centennial Art in the Park Showcase to be held at the Paterson Great Falls National Historical Park on Friday, August 26, 2016 from 5 – 8 p.m.

Appointment of Advisory Councils’ Members for the 2016-2017 as presented in the attachment.

A Career Certificate in Culinary Arts consisting of thirty (30) credits, allowing students to transition into PCCC’s Associate in Applied Science Degree in Culinary Arts, as presented in the attachment.

The Transfer Articulation Agreement with William Paterson University (WPU), which will allow for seamless transfer by PCCC graduates who earned an Associate in Arts degree with an option in Sociology to transfer to WPU with third year (junior) status towards graduation with a Bachelor of Arts in Sociology.

B. BUSINESS ITEMS

The Proposed Tuition and Fees Schedule for Fiscal Year 2017 as presented per the attachment.

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 Hardware and Software (Hardware and Software Licensing/Maintenance for Network Devices) (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or Services for proprietary computer hardware, software, or systems) (Funding Source: FY 2017 College Operating Funds)

Aspire	\$50,606.87
100 Village Court, Suite 300	(Recommended Award)
Hazlet, NJ 07730	

Information Technology Hardware (Notebook Computers for Continuing Education) (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – State Contract Pricing) (Funding Source: Northern New Jersey Health Professions Consortium Grant)

PKA Tech	\$18,485.40
One Executive Boulevard, Suite 101	(Recommended Award)
Suffern, NY 10901	

Information Technology Software Licensing and Maintenance (Mobile Application) (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or Services for proprietary computer hardware, software, or systems) (Funding Source: FY 2017 College Operating Funds)

Ellucian	\$26,741.00
4375 Fair Lakes Court	(Recommended Award)
Fairfax, VA 22033	

Audio/Visual Hardware Support (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – State Contract Pricing) (Funding Source: FY 2016 College Operating Funds)

NJEdge.Net	\$10,294.26
218 Central Ave, Suite 3902	(Recommended Award)
Newark, NJ 07102	

Radio Frequency Identification Tags (Student Parking Passes) (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or Services for proprietary computer hardware, software, or systems) (Funding Source: FY 2016 College Operating Funds)

Amano McGann	\$13,725.00
140 Harrison Avenue	(Recommended Award)
Roseland, NJ 07068	

Culinary Small Goods (Culinary Program Set-up) (Public Bid Exception per NJSA 18A:64A-25.5 c. (i) – Multiple Bid Advertisements without Responses) (Funding Source: FY 2016 College Operating Funds)

Culinary Depot 2 Melnick Drive Monsey, NY 10952	\$4,986.44 (Recommended Award)
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Webstaurant Store 2205 Old Philadelphia Pike Lancaster, PA 17602	\$35,485.19 (Recommended Award)
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Sheriff's Office Services (Public Bid Exception per NJSA 18A:64A-25.5 b. – Governmental Agency) (Funding Source: FY 2016 College Operating Funds)

FY 2016 estimated amount. Passaic County Sheriff's Office 77 Hamilton Street Paterson, NJ 07505	\$39,000.00 (Recommended Award)
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Water Services (Public Bid Exception per NJSA 18A:64A-25.5 a. (8) – Public Utility) (Funding Source: FY 2016 College Operating Funds)

Increase to FY 2016 estimated amount. Passaic Valley Water PO Box 11393 Newark, NJ 07101	\$15,000.00 (FY 2016 Total \$85,000) (Recommended Award)
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Dental Insurance (Public Bid Exception per NJSA 18A:64A-25.5 a. (11) – Insurance) (Funding Source: FY 2016 College Operating Funds)

Increase to FY 2016 estimated amount. Horizon Blue Cross Blue Shield 3 Penn Plaza East Newark, NJ 07105	\$64,000.00 (FY 2016 Total \$284,000) (Recommended Award)
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Print Advertising (Public Bid Exception per NJSA 18A:64A-25.5 a. (20) – Advertising) (Funding Source: FY 2017 College Operating Funds)

FY 2017 estimated amount. North Jersey Media Group 150 River Street Hackensack, NJ 07601	\$65,000.00 (Recommended Award)
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Electronic Media Advertising (Public Bid Exception per NJSA 18A:64A-25.5 a. (20) – Advertising)) (Funding Source: FY 2017 College Operating Funds)

FY 2017 estimated amount.

Cablevision Media Sales	\$40,000
570 Polaris Parkway	(Recommended Award)
Westerville, OH 43082	

Information Technology Hardware (Minor Purchases) (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – State Contract Pricing) (Funding Source: FY 2017 College Capital and Operating Funds)

FY 2017 estimated amounts.

PKA Tech	\$20,000.00
One Executive Boulevard, Suite 101	(Recommended Award)
Suffern, NY 10901	

CDW-G	\$20,000.00
75 Remittance Drive	(Recommended Award)
Chicago, IL 60675	

GHA Technologies Inc.	\$20,000.00
PO Box 29661	(Recommended Award)
Phoenix, AZ 85038	

Request for Proposal 17-03 – Bus Transportation (Public Bid Exception per NJSA 18A:64A-25.5 a. (23) – Travel) (Funding Source: FY 2017 College Operating Funds and Grant Funds)

Panorama Tours	\$65,000.00 (estimated)
45 Somerset Place	(Cost per Service)
Clifton, NJ 07012	(Recommended Award)

Request for Proposal 17-08 – Printing and Direct Mail Services (Public Bid Exception per NJSA 18A:64A-25.5 a. (18) – Printing) (Funding Source: FY 2017 College Operating Funds)

Lont & Overkamp	\$35,000.00 (estimated)
175 US Highway 46 West	(Cost per Service)
Fairfield, NJ 07004	(Recommended Award)

Request for Proposal 17-10 – Debt Collection (Public Bid Exception per NJSA 18A:64A-25.5 a. (14) – Collection of Funds) (Funding Source: FY 2017 College Operating Funds)

Enterprise Recovery Systems
840 S. Frontage Road
Woodbridge, IL 60517

16% Fee
(Recommended Award)

AR Resources, Inc.
1777 Sentry Parkway West
Blue Bell, PA 19422

17% Fee
(Recommended Award)

Request for Proposal 17-11 – Gymnasium Floor Removal/Mercury Remediation
(Funding Source: FY 2014 College Capital Funds)

Sky Contracting LLC
1385 Valley Road, Suite K
Wayne, NJ 07470

\$33,800.00
(Recommended Award)

Request for Proposal 17-12 – Refurbished Pianos for Music Department (Below Bid Threshold) (Funding Source: FY 2016 College Capital Funds)

David Etsey Piano Service
183 Monroe Street
Passaic, NJ 07055

\$19,550.00
(Recommended Award)

REJECTION OF Bid 17-01 – Academic Hall, Founders Hall and Gym/Theatre Roof Replacements – ESTIMATES EXCEED THE COST OF WORK PREPARED BY THE ARCHITECT FOR THIS PROJECT.

Bid 17-05 – Paper (Copy Paper and various Printing Stocks) (Funding Source: FY 2017 College Operating Funds)

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

\$60,000.00 (Estimated)
(Cost per Product)
(Recommended Award)

Paterson Card & Paper Co.
730 Madison Ave
Paterson, NJ 07501

\$10,000.00 (Estimated)
(Cost per Product)
(Recommended Award)

Bid 17-06 – Gymnasium Floor Replacement Re-Bid (Funding Source: FY 2014 College Capital Funds)

Northeastern Hardwood Floors
447 Commerce Lane, Suite A
West Berlin, NJ 08091

\$137,388.00
(Recommended Award)

Bid 17-07 – Spine Window Replacement (Funding Source: FY 2014 College Capital Funds)

SLS Construction	\$356,520.00
533 East Saddle River Road	(Recommended Award)
Upper Saddle River, NJ 07458	

Bid 17-08 – Music Studio Equipment (Funding Source: FY 2016 College Capital Funds)

Soundtree	\$77,612.57
316 South Service Road	(Recommended Award)
Melville, NY 11747	(Partial Bid)

Appointment of Architectural/Engineering Firm (RFQ 16-05; Public Bid Exception per NJSA 18A:64A-25.5 a. (1) – Professional Services) (Funding Source: FY 2016 College Capital Funds)
Public Safety Academy Expansion project

Comerro Coppa Architects	7% of Project Cost
97 Lackawana Avenue	(Recommended Award)
Totowa, NJ 07512	

C. PERSONNEL ITEMS

- I. Separations
 - A: Doreen Pierce, Coordinator of Learning Support
 - B: Beatriz Ahumada, Records Clerk II
 - C: David Clark, Custodian/Handyperson
 - D: Rachel Kahn, Assistant Director, IR
 - E: Vincentina Ribauda, Family Worker (11 months)
- II. Appointments
 - A: Rasheena T. Williams, Human Resources Technical Specialist
 - B: Nakita T. Stephen, Radiography Laboratory Coordinator
 - C: Erica L. Foote, Science Faculty
 - D: Khloud Kourani, Business Faculty
 - E: Thomas Moore, Coord of Career and Professional Readiness
 - F: Elizabeth Pachella, Instructional Designer
- III. Grant Support Staff Reappointments FY 2016-2017
- IV. Grant Support Staff Salaries FY 2016-2017
- V. Exempt Support Staff Salaries FY 2016-2017
- VI. Exempt Administrators' Salaries FY 2016-2017
- VII. Grant Administrators' Salaries FY 2016-2017
- VIII. Grant Administrator Reappointments FY 2016-2017

- IX. Appointment of Child Development Center Grant Employees FY 2016-2017
- X. Faculty Promotions: The following faculty were promoted to the rank of Associate Professor:
 - Kelly Bender
 - Lisa DeLiberto
 - Yon Kim
 - Edwin Pagan
 - Dr. Christine Redman-Waldeyer
- XI. Reappointment of College Counsel
- XII. Supportive Staff Association Labor Contract
- XIII. Adjunct Faculty Spring 2016
- XIV. Part-time / Temporary Appointments

REMARKS:

Public: None

Trustees: President Rose informed the Board that next month's meeting would be held in Passaic, and that a van would be provided to bring the trustees over. He asked if they were interested to give his office a call.

Mr. Tyler Solari, Alumni Representative, brought up the topic of Hinchcliffe Stadium and the possible use of it by the College. President Rose stated that while that idea was noteworthy, the implications of using that stadium and field would cost the College money in both renovation and use.

President Rose also noted that this meeting was Tyler's last as the Alumni Representative to the Board and noted publicly that he had the best attendance of all that have served. Mr. Solari thanked everyone for the knowledge that he gained through this experience and getting to know each and every one a little better. The Board in turn thanked him for his service.

ADJOURNMENT

Chairman Nutter asked for a motion to adjourn the meeting at 8:45 p.m.; moved by Trustee Akhter; seconded by Trustee Gardner. 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 TANIS Seconded by ESQUICHE

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

CONSIDERATION OF MINUTES

BE IT RESOLVED that the Board of Trustees of Passaic County Community College hereby approves the minutes of the June 21, 2016 Board of Trustees meetings, as presented.

DATED: JULY 19, 2016

PASSAIC COUNTY COMMUNITY COLLEGE

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

Offered by SMITH Seconded by ESQUICHE

Board of Trustees	Yes	No	Abstain	Absent
Akhter				X
Davis				X
DuHaime	X to all but Training Services, Attachment G			
Esquiche	X			
Gardner				X
Kebrdle	X			
Moody	X			
Smith	X			
Trivedi	X			
Tanis	X			
Nutter	X			

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

A. ACADEMIC ITEMS

Approval to submit the Carl D. Perkins Career and Technical Education Grant Application to the New Jersey Department of Education for the 2016-2017 one-year spending plan in the amount of \$655,360; effective from July 1, 2016 to June 30, 2017.

Passaic County Community College Standards for Prior Learning Assessment, as recommended by the Northeast Resiliency Consortium (09-02, 2015) and per the attachment.

B. BUSINESS ITEMS

The following goods and services, which were obtained through a Fair and Open Process, in compliance with NJSA 19:44A-20.4 et seq. and NJSA 18A:64A-25, are so noted and recommended.

PASSAIC COUNTY COMMUNITY COLLEGE

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

Access Control Hardware and Installation Services (Door Controllers and Associated Hardware and Installation) (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or Services for proprietary computer hardware, software, or systems) (Funding Source: FY 2017 College Capital Funds)

Blackboard Transact	\$46,843.29
PO Box 200154	(Recommended Award)
Pittsburgh, PA 15251	

Plumbing Services (Water Main Leak Repair) (Below Bid Threshold; Purchase made in accordance with NJSA 18A:64A-25.6 Emergency Purchases)
(Funding Source: FY 2015 College Capital Funds)

Mike Fitzpatrick & Son, Inc.	\$26,353.62
18 Cozy Lake Road	(Recommended Award)
Oak Ridge, NJ 07438	

Information Technology 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 2017 College Operating Funds)

Ellucian	\$352,696.00
4375 Fair Lakes Court	(Recommended Award)
Fairfax, VA 22033	

<i>Enterprise Resource Planning Software</i>	\$242,587.00
Note: The College is in the process of securing a five year agreement with Ellucian for the above service in order to control future increases.	

<i>Helpdesk Incident Management Software and Services</i>	\$110,109.00
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Information Technology Hardware (Network Upgrades for Passaic Academic Center) (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract Pricing)
(Funding Source: FY 2017 College Capital Funds) Fulfillment Agent for State Contract 87720

Aspire	\$186,610.16
100 Village Court, Suite 300	(Recommended Award)
Hazlet, NJ 07730	

Information Technology Hardware (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract Pricing) (Funding Source: FY 2017 College Capital Funds) Fulfillment Agent for State Contracts 27386 and 11537

PASSAIC COUNTY COMMUNITY COLLEGE

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

CDW-G	\$166,525.61
75 Remittance Drive, Suite 1515	(Recommended Award)
Chicago, IL 60675	

Zero Client Monitors and Keyboards	\$102,022.50
Printers, Laptops and Scanners	\$ 43,394.35
Server Racks and Uninterruptable Power Source	\$ 21,108.76

Information Technology Services (Internet Circuits) (Public Bid Exception per NJSA 18A:64A-25.5 b. – Purchase from governmental board, body, agency or authority)
(Funding Source: FY 2017 College Operating Funds)

NJEDge.Net	\$61,888.00
PO Box 18110	(Recommended Award)
Newark, NJ 07191	

Attachment G: Training Services (Violence Prevention) (Public Bid Exception per NJSA 18A:64A-25.5 a. (2) – Extraordinary Services) (Funding Source: Violence Prevention and Education Grant)

Strengthen Our Sisters	\$30,000.00
563 Ringwood Avenue	(Recommended Award)
Wanaque, NJ 07465	

Information Technology Software Licensing and Maintenance (Payroll and Time Management Systems) (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or Services for proprietary computer hardware, software, or systems) (Funding Source: FY 2017 College Operating Funds) FY 2017 Estimated Amount

Automatic Data Processing	\$222,000.00
PO Box 9001006	(Recommended Award)
Louisville, KY 40290	

PASSAIC COUNTY COMMUNITY COLLEGE

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

Textbooks (Grant Funded, College Success, *et al.*) (Public Bid Exception per NJSA 18A:64A-25.5 a. (6) – Textbooks) (Funding Source: Grants and FY 2017 College Operating Funds) FY 2017 estimated amount.

Follett Higher Education Group	\$200,000.00 (Estimated)
3146 Solution Center	(Recommended Award)
Chicago, IL 60677	

Office Supplies (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract Pricing) (Funding Source: Grants and FY 2017 College Operating Funds) FY 2017 estimated amount. Price match against State Contract 88839

Staples Advantage	\$55,000.00 (Estimated)
163 Madison Avenue	(Recommended Award)
Morristown, NJ 07960	

Maintenance, Repairs and Operations (MRO) Consumable Supplies (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract Pricing) (Funding Source: FY 2017 College Operating Funds) FY 2017 estimated amounts. State Contracts 79873, 79874 and 79875.

Grainger	\$30,000.00 (Estimated)
PO Box 8086	(Recommended Award)
Palatine, IL 60038	

MSC Industrial Supply	\$30,000.00 (Estimated)
75 Maxess Road	(Recommended Award)
Melville, NY 11747	

Fastenal	\$30,000.00 (Estimated)
2001 Theurer Boulevard	(Recommended Award)
Winona, MN 55987	

Science Lab Supplies (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract Pricing) (Funding Source: FY 2017 College Operating Funds) FY 2017 estimated amount. State Contract 75819.

J&H Berge	\$40,000.00 (Estimated)
4111 S Clinton Avenue	(Recommended Award)
South Plainfield, NJ 07080	

PASSAIC COUNTY COMMUNITY COLLEGE

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

Postage (Public Bid Exception per NJSA 18A:64A-25.5 b. – Purchase from governmental board, body, agency or authority) (Funding Source: FY 2017 College Operating Funds) FY 2017 estimated amount.

United States Postal Service	\$150,000.00 (Estimated)
PO Box 7274	(Recommended Award)
Philadelphia, PA 19170	

Food Supplies (Cafeteria) (Public Bid Exception per NJSA 18A:64A-25.5 a. (7) – Food Supplies and Services) (Funding Source: FY 2017 College Operating Funds) FY 2017 estimated amounts.

Driscoll Foods	\$120,000.00 (Estimated)
174 Delawanna Avenue	(Recommended Award)
Clifton, NJ 07014	

AFI Food Service Distributors	\$145,000.00 (Estimated)
1 Ikea Drive	(Recommended Award)
Melville, NY 11747	

Coca-Cola	\$ 55,000.00 (Estimated)
118 Moonachie Ave	(Recommended Award)
Carlstadt, NJ 07072	

JPC Enterprises	\$ 25,000.00 (Estimated)
47 Brunswick Avenue	(Recommended Award)
Edison, NJ 08817	

Utility Services (Public Bid Exception per NJSA 18A:64A-25.5 a. (8) – Public Utility)
(Funding Source: FY 2017 College Operating Funds) FY 2017 estimated amounts

Gas and Electric Service	\$1,457,000.00 (Estimated)
<u>Service Providers</u>	(Recommended Award)

Constellation Energy	\$582,000.00 (Estimated)
Direct Energy	\$262,260.00 (Estimated)
Jersey Central Power and Light	\$116,560.00 (Estimated)
Public Service Electric & Gas	\$495,380.00 (Estimated)

Water Service	\$128,000.00 (Estimated)
<u>Service Providers</u>	(Recommended Award)

Borough of Wanaque	\$ 53,000.00 (Estimated)
Passaic Valley Water Commission	\$ 75,000.00 (Estimated)

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

\$35,000.00 (Estimated)
(Recommended Award)

Employee Health Insurance (Public Bid Exception per NJSA 18A:64A-25.5 b. – Purchase from governmental board, body, agency or authority) (Funding Source: FY 2017 College Operating Funds)
FY 2017 estimated amount.

New Jersey Division of Pension and Benefits	\$5,060,000.00 (Estimated)
Health Insurance	

Property Rental (College Bookstore) (Public Bid Exception per NJSA 18A:64A-25.5 b. – Purchase from governmental board, body, agency or authority) (Funding Source: FY 2017 College Operating Funds)

City of Paterson Parking Authority	\$74,037.84
125 Van Houten Street	(Recommended Award)
Paterson, NJ 07505	

Vehicle Purchase (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract Pricing) (Funding Source: FY 2017 College Capital Funds)

2017 Ford E-350 XL EXT Wagon, 15 Passenger. State Contract 82889

Hertrich Fleet Services, Inc.	\$30,000.00 (Estimated)
1427 Bay Road	(Not to exceed)
Milford, DE 19963	(Recommended Award)

RFP 17-07 Disability Insurance (Public Bid Exception per NJSA 18A:64A-25.5 a. (11) – Insurance) (Funding Source: FY 2017 College Operating Funds) FY 2017 estimated amount.

Unum Group	\$64,484.88 (Estimated)
PO Box 100158	(Recommended Award)
Columbia, SC 29202	

PASSAIC COUNTY COMMUNITY COLLEGE

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Bid 17-09 – On-Call Licensed Electrician (Funding Source: FY 2017 College Capital Funds) FY 2017

Estimated Amount

TSUJ	\$325,000.00 (Estimated)
48 Brush Hill Road	(Recommended Award)
Kinnelon, NJ 07405	

Bid 17-10 – On-Call Licensed Plumber (Funding Source: FY 2017 College Capital Funds) FY 2017 Estimated Amount

Craig's Plumbing and Heating	\$150,000.00 (Estimated)
275 New Brunswick Avenue	(Recommended Award)
Fords, NJ 08863	

Bid 17-11 – On-Call General Contractor (Funding Source: FY 2017 College Capital Funds) FY 2017 Estimated Amount

MBT Contracting	\$450,000.00 (Estimated)
63 Beaver Brook Road	(Recommended Award)
Lincoln Park, NJ 07035	

Property Donation to Passaic County Community College by Mr. and Mrs. David H. Zendell, for the building and property located at Block 4404, Lot 9, 27 Church Street, Paterson, NJ to PCCC.

C. PERSONNEL

- I. Separations A: Dolores Molinaro, Assistant Director of Human Resources
B: Melissa Henry, EOF Counselor/Retention Specialist
- II. Appointments A: Marcella C. Avery, HIT Faculty, Instructor
B: Marissa Cruise, Nursing Faculty, Instructor
C: Erica R. Williams, Nursing Faculty, Instructor
D: Daniela Kitanska, Math Faculty, Instructor
E: Michael W. Whelpley, Coordinator of Learning Support
F: Glenn L. Brown, Director of Security
G: Ingrid Noesi-Jackson, Assistant Registrar
- III. Coach Salaries/Stipends FY 2016-2017
- IV. Part-time / Temporary Appointments

PASSAIC COUNTY COMMUNITY COLLEGE

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

D. SPECIAL RECOGNITION

Resolution commending Mr. Tyler Solari, Alumni Representative to the Board of Trustees, in appreciation for his dedication and service, July 2015 to June 30, 2016.

Passaic County Community College Standards for Prior Learning Assessment

(As recommended by the Northeast Resiliency Consortium (09-02, 2015)*)

Preamble

Prior Learning Assessment (PLA) is an academic assessment process through which individuals document verifiable college-level learning acquired outside of the traditional learning environment for academic credit. This is an academic process and the procedures must maintain the same quality, integrity and equity as any other academic program at the institution in order to award equivalent credit.

Many people have achieved college-level learning gained through work experiences and training, serving in the military, taking non-credit course work, engaging in community service and volunteer activities, and studying independently such as through open educational resources and the internet. Some of this learning has been documented through formal certificates, licenses and other types of credentials, or through standardized examinations. Many sources, such as the American Council on Education (ACE) or the National College Credit Recommendation Services (NCCRS), have evaluated this learning using rigorous assessment methods pulling on the expertise of faculty across the country. Individual institutions have also developed processes, such as challenge exams and portfolio assessment, to evaluate learning acquired outside of their traditional classrooms.

Standard 1: The Colleges' philosophy and mission support the award of PLA credits toward program requirements. The basic principles of the college regarding credit for prior learning are clear and communicated to all constituents.

Standard 2: Each College has a policy in place to support the award of PLA credits toward program requirements. The policy includes, but is not limited to:

- The methods by which prior learning can be evaluated and the level and amount of credit available by evaluation.
- The ways in which the credits can be applied to program requirements based on the college's curricula and standards.
- Definition of college-level learning.

Standard 3: Policies, procedures and criteria applied to PLA activities, fee structure, any pertaining financial aid practices, and provision for appeal, should be fully disclosed and prominently available to prospective and enrolled students, as well as faculty and staff involved in the assessment process, and be included in academic catalogs and college websites.

Institutional Support

Institutional support must be sufficient to ensure the quality and integrity of the PLA programs. Institutional support includes the financial structure and business model, institutional buy-in, marketing, and technology.

Standard 4: Designated person or personnel at each college will be assigned to coordinate PLA activities, either as a primary or secondary responsibility. This role will be responsible for:

- Communicating clear and accurate information concerning PLA options, policies and procedures to students, faculty, and staff;
- Ensuring evaluation activities are conducted with integrity and equity;
- Maintaining accurate records of PLA activities; and
- Providing and/or organizing professional development opportunities across the college.

Standard 5: Fees charged for assessment should be based on the services performed in the PLA process and not determined by the amount of final credit awarded.

Program Parameters

Prior learning can be identified and assessed in a variety of methods to determine if academic credit should be awarded towards program credentials. Common methods include, but are not limited to, standardized examinations, evaluated military and professional learning credits by the American Council on Education (ACE), the National College Credit Recommendation Service (NCCRS) and regionally accredited institutions, individualized prior learning portfolio assessments, and institutional challenge exams. The program parameters include the types of PLA accepted, the ways in which those credits can be applied to the academic program, and the policies and practices that insure the PLA process is of quality, has integrity and is equitable across students.

Standard 6: PLA credit is granted for verifiable college-level learning, but not only for the experience itself. This means that the learning acquired through the experience is what is evaluated for credit, not just participation in the experience.

Standard 7: The assessment process should be treated as an integral part of learning, not separate from it, and should be based on an understanding of learning processes.

Standard 8: Credit or other credentialing should be appropriate to the context in which it is awarded and accepted. Each college will determine which types of PLA credits are appropriate to and accepted toward degree, certificate and designated grant programs. Institutions should minimally consider the types of PLA credits awarded through:

- Military credits credit recommendations evaluated by ACE
- Standardized examination, such as CLEP, ACT, and DANTES

Passaic County Community College Standards for Prior Learning Assessment

(As recommended by the Northeast Resiliency Consortium (09-02, 2015)* Page 3 of 4

- Use of portfolio-based assessments to capture competency acquisition through work-based experience or non-credit courses offered.
- Institutional challenge examinations developed and administered by individual member colleges

Standard 9: Each institution will determine ways in which the PLA assessment outcomes (e.g., recommended credits) can be applied to the designated degree, certificate and grant programs that are in accordance with institutional, system, state and accreditation regulations and made public to students, faculty and staff.

Standard 10: The evaluation of PLA credits earned and/or outcomes applied to program requirements should be based on the same criteria used to evaluate student outcomes expected for all credit and non-credit bearing academic courses. When PLA awards are for credit, the assessment must be at the level of acceptable college-level learning. Criteria need to be clear, explicit and at the appropriate level for its application that are both agreed upon and made public to students, faculty and staff.

Standard 11: The evaluation of PLA outcomes must be conducted by the faculty or equivalent subject matter experts, whose competencies have been reviewed by procedures parallel to those employed by the college for full-time, part-time, and/or adjunct faculty

Standard 12: Each institution must indicate under whose academic authority (faculty and academic administration) PLA credits are awarded and make explicit the procedures for this award.

Standard 13: When PLA awards are for credit, transcript entries should clearly describe what learning is being recognized, similarly to all other transfer and institutional credits. Because of the nature of PLA, care should be given in the award of credit to avoid giving credit twice for the same learning.

Standard 14: Matriculated students enrolled in identified grant programs should: Receive early advising on PLA opportunities. Although an individual may request evaluation of their verifiable learning at any time, PLA should be considered early enough to ensure maximizing its benefits toward the desired program.

- Be allowed to use PLA awards toward identified requirements as indicated by the program.

Professional Development

The role of professional development across all constituents involved in prior learning assessment (PLA) is essential. The constituents involve a large array of individuals who are involved with PLA at some level.

Standard 15: All personnel involved in the assessment of prior learning must be adequately trained for the role that each contributes to the PLA process. Those involved in the assessment procedures need professional development on evaluating learning acquired external to the traditional academic environment. All PLA personnel need to pursue continuing professional development for the functions they perform.

Program Evaluation

The evaluation of PLA programs is often overlooked, yet it is as important as any other academic program. The PLA program is an academic process and needs to be held to the same standards of excellence and undergo similar evaluation processes as expected of all academic programs (credit or non-credit).

Standard 16: Institutions need to monitor, review, evaluate, and revise PLA programs regularly in accordance to campus policies for all standard academic program reviews.

Standard 17: Institutions need to collect and analyze data pertaining to students meeting the expected outcomes of the PLA process.

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