



PASSAIC COUNTY COMMUNITY COLLEGE

Attached are the Board resolutions passed at the June 21, 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, June 21, 2016, the Board of Trustees of Passaic County Community College will hold a regular meeting. The meeting will take place in The Paterson Room, Passaic County Community College, One College Boulevard, Paterson, New Jersey. The public is invited to attend, per the Open Public Meetings Act, N.J.S.A. 10:4-6. In addition, the Board will meet in executive session to discuss such issues as are allowed pursuant to NJSA 10:4-12. A copy of the agenda and packet are available for public inspection.

CALL TO ORDER

ROLL CALL

CONSIDERATION OF MINUTES – May 17, 2016

PRESENTATION:

Building a New Program with Stackable Credentials

REPORTS

President: Significant Activities
 News Articles
 Statement of Revenue and Expenditure Projections
Chairman

DISCUSSION AGENDA

A. ACADEMIC ITEMS -

Acceptance of Grant Award-National Endowment for the Arts
Advisory Councils' Members
New Academic Offerings:
 Career Certificate in Culinary Arts
 Articulation Agreement with William Paterson University

B. BUSINESS ITEMS

Proposed FY2016-2017 Tuition and Fees Schedule
Purchases of Goods and Services

C. PERSONNEL ITEMS

EXECUTIVE SESSION

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

Continued.....

**BOARD OF TRUSTEES
PASSAIC COUNTY COMMUNITY COLLEGE
AGENDA – Page 2**

PUBLIC HEARING

Proposed FY2016-2017 Tuition and Fees Schedule

ACTION ITEMS - Consent Resolution

A. Academic Items

Acceptance of Grant Award-National Endowment for the Arts
Advisory Councils' Members
Career Certificate in Culinary Arts
Articulation Agreement with William Paterson University

B. Business Items

Proposed FY2016-2017 Tuition and Fees Schedule
Purchases of Goods & Services

C. Personnel Items

Individual Resolution(s)

REMARKS: PUBLIC; TRUSTEES

ADJOURNMENT

The following are the minutes of the Board of Trustees of Passaic County Community College, One College Boulevard, Paterson, New Jersey, held in the Memorial Hall Conference Room, Room M332, on Tuesday, May 17, 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 7:05 p.m. A copy of the agenda was reviewed and available for public inspection.

ROLL CALL

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

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

Absent

Robert H. Davis
Tyler Solari, Alumni Representative

*Trustee Kebrdle arrived at 7:05 p.m.

PRESENTATIONS

Visions Student Newspaper

President Rose introduced Professor Christine Redman-Waldeyer, Assistant Professor from the English Department and Student Journalism Advisor. He noted that the student newspaper has been around for many years, and the improvement he has seen under Professor Redman-Waldyer's leadership, and the increased interests of the current students involved, was amazing.

Mr. Kevin A. Leiva, EMT, Editor-in-Chief of the Visions Student Newspaper, along with Mr. Thomas Feliciano and Mr. Marcos Salazar, provided an overview of their roles with the Literary Panther publication and the student newspaper, plus an exciting event they recently were able to cover. That event was the visit by former President Bill Clinton on May 13. Mr. Leiva

pointed out that a special-limited-version of the student newspaper was published with just that event being covered.

Through a visual display, the student staff of its newspaper showed the skills necessary, as well as, the commitment from students to create and maintain a document such as this one.

A brief discussion was held with the students and members of the Board over the current debate of having Visions Newspaper totally online or still having paper copies produced; all were applauded for their efforts.

Phi Theta Kappa

President Rose noted before the next presentation how each year, over 4,000 “nerds” across the nation attend a conference entitled “Nerd Nation.” And with that announcement, Professor Jennifer Gasparino, Instructor from the Human Services Department and Phi Theta Kappa (PTK) Advisor, along with Mr. Miguel De Jesus, President of PTK and his officers, literally laid out all the awards PCCC earned at that recent conference, which was held in Washington, D.C..

It was noted that 1,300 chapters of PTK exist, and for PCCC to have earned 10 awards was absolutely phenomenal. It was noted here as well that President Rose was one of those recipients being honored. A slide presentation was then shown displaying the awards being received by the students, as well as, being able to attend the trip in the first place. Each member thanked the Board and the President for its support noting those achievements could not have been done without it. All were applauded for their efforts and accomplishments.

REPORTS

President/Chairman:

President Rose took this opportunity to highlight a little more on the recent visit by former President Bill Clinton at the College for the purpose of rallying for his wife in her bid for President of the United States. He noted too that this was the first time a former President was at the College. President Rose did state that President Barack Obama was on our campus when he was Senator, when he was stomping for Mr. Jon Corzine who was running for Governor of the State of New Jersey.

The purpose to this dialogue was to show a two-minute video of President Clinton’s speech and the accolades he gave to community colleges, noting how government would run better if it ran like our community college.

Chairman Nutter left the room at 7:53 p.m.

DISCUSSION AGENDA

A. Academic Items

New Academic Offering: Career Certificate in Homeland Security

Dr. Jacqueline Kineavy, Senior Vice President for Academic and Student Affairs, gave a brief overview of the 30-credit Career Certificate in Homeland Security stating that it was the first part of a “stackable credential” leading up to a degree program in that field.

Chairman Nutter returned to the meeting at 7:55 p.m.

Professor Emeritus – Eileen Maloney

President Rose recommended that the title of Professor Emeritus be granted to Professor Eileen Maloney in grateful recognition of her 42 years of dedicated service and outstanding contributions to Passaic County Community College. He introduced Professor Parsha Hobson, Associate Professor and Chair of the Radiography Department, to provide an overview of Professor Maloney’s time at the College, in addition to her work both nationally and internationally.

Professor Hobson began by saying that she had the privilege of knowing Professor Maloney when she was a student in the Radiography Program, and Eileen was the one who was finally able to stabilize the program. Professor Hobson went through the many positions Professor Maloney held, such as the Chair of the Board of Licensing and Certification, and President for 26 years on the Radiography Examiners for the State of New Jersey, which was a Governor’s appointed position, to name a couple.

Other accolades come from area hospitals and attending physicians, proclaiming what a great program PCCC has under the leadership of Professor Maloney. In addition to her outside obligations, Professor Maloney was also the President of the Faculty Association and the Academic Council.

Trustee Gardner asked for clarification on the meaning of the title being bestowed. President Rose stated it was a high honor for a faculty member and not given out lightly. The designation means that the faculty member will continue to be listed in perpetuity as a member of the PCCC faculty and be invited to participate in future college events such as Commencement.

At this point, President Rose took this opportunity to introduce Mr. Jose A. Fernandez, Associate Vice President for Human Resources, whom the Board approved his appointment last month.

CONSIDERATION OF MINUTES – April 19, 2016

Chairman Nutter asked for a motion on Resolution #1 – Consideration of Minutes for April 19, 2016; moved by Trustee Tanis; seconded by Trustee Akhter. Upon roll call, Resolution #1 passed with Trustee Kebrdle “abstaining” and all other members present voting “yes.”

B. Business Items

Purchases of Goods and Services

President Rose stated that the purchases in the packet were for the College preparing for the new fiscal year. Trustee DuHaime questioned the process for selecting partners when a grant was being formulated, and who actually makes the decision on the participation of such. President Rose explained the process.

Trustee Akhter questioned the timeline in getting the gymnasium floor replacement and the bleacher replacement done in a six-week timeframe. President Rose informed Trustee Akhter that the bid outlines all the requirements that need to be met, along with specific guidelines for completion. Bid #17-02, Gymnasium Floor Replacement, was recommended to be rejected since it was over budget and only one bid was received.

C. Personnel Items

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

EXECUTIVE SESSION

Chairman Nutter asked for a motion to go into executive session at 8:10 p.m.; moved by Trustee Gardner; seconded by Trustee Tanis. 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
Richard A. DuHaime
Yolanda Esquiche
Jeffrey P. Gardner
Patricia Kebrdle

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

Absent

Robert H. Davis

Tyler Solari, Alumni Representative

Chairman Nutter called the meeting to order at 8:33 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.

ACTION ITEMS AGENDA

Consent Resolution

Trustee Kebrdle moved Resolution #2-Consent Resolution Items A through C; seconded by Trustee Gardner, with the following exception stipulated by Mr. Michael A. Cerone, Jr., College Counsel: "By consensus of the Board, the Memorandum of Understanding between Passaic County Community College and Strengthen our Sisters was pulled from the agenda for further review. All other recommendations listed in A through C are acceptable to move forward with tonight." Upon roll call, Resolution #2 – Consent Resolution Items A through C, exclusive of the Memorandum of Understanding cited above passed with all members present voting "yes."

A. ACADEMIC ITEMS

A Career Certificate in Homeland Security consisting of thirty (30) credits, allowing students to transition into PCCC's Associate in Science Degree in Homeland Security.

B. BUSINESS ITEMS

Purchases of Goods and Services

The following goods and services outlined below, which were obtained through a Fair and Open Process, in compliance with NJSA 19:44A-20.4et. seq. and NJSA 18A:64A-25 et al. are so noted and recommended. The Vice President for Finance and Administration certifies funding is available.

Fire Training Equipment Upgrade (Public Bid Exception per NJSA 18A:64A-25.5 a. (3) – Materials and Supplies only available from a single source) (Funding Source: FY2015 College Capital Funds)

KFT Fire Trainer LLC
17 Phillips Parkway
Montvale, NJ 07645

**\$405,400.00
(Recommended Award)**

Furniture for Academic Hall, Hamilton Hall and Wanaque Academic Center (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – State Contract Pricing), (Funding Source: FY2013 College Capital Funds)

Tanner North Jersey
1251 Lakewood-Farmingdale Road
Howell, NJ 07731

\$40,764.87
(Recommended Award)

Information Technology Software (Software Licensing and Maintenance for Student Assessment/Intervention Software) (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or Services for proprietary computer hardware, software, or systems) (Funding Source: Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant)

Edmentum
N.W. 7504, PO Box 1450
Minneapolis, MN 55485

\$22,875.00
(Recommended Award)

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

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

\$15,321.76
(Recommended Award)

Color Printer and Ink for Early Childhood
Education Instruction
(Funding Source: Perkins Grant)

\$523.83

Display Monitors for Health Information
Technology
(Funding Source: Perkins Grant)

\$2,111.44

Color Printers and Ink for
Photography Instruction
(Funding Source: FY 2016 College Capital Funds)

\$4,250.58

Printer Network Maintenance
(Funding Source: FY 2016 College Operating Funds)

\$285.88

Zero Client Displays
(Funding Source: College Bound Grant)

\$1,624.12

Laptop Computer
(Funding Source: Paterson Adult & Continuing Education Grant)

\$827.91

Backup Software Maintenance \$5,698.00
(Funding Source: FY 2017 College Operating Funds 2017A07259632)

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

GHA Technologies Inc. \$6,433.28
PO Box 29661 (Recommended Award)
Phoenix, AZ 85038

Network Scanner for Health Information \$1,457.00
Technology
(Funding Source: Perkins Grant)

Color and Black Ink Cartridges for \$4,976.28
Graphic Design Instruction
(Funding Source: Perkins Grant)

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

PKA Tech \$48,393.53
One Executive Boulevard (Recommended Award)
Suffern, NY 10901

Notebook Computers \$20,319.60
(Funding Source: Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant)

Large Format Printer and \$6,595.19
Accessories
(Funding Source: FY 2016 Student Government Funds)

Color Printer and \$1,483.74
Accessories
(Funding Source: FY 2016 Student Government Funds)

Notebook Computers for Upward Bound \$19,995.00
(Funding Source: FY 2017 College Capital Funds 2017A51159984)

Information Technology Software (Virtual Server/Virtual Desktop Infrastructure) (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 - 2019 College Operating Funds)

The FY 2018 and FY 2019 costs are at the College's option and contingent upon budget approval.

NJEDge 218 Central Ave Newark, NJ 07102	\$234,761.16 (Recommended Award)
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FY 2016 and 2017	\$76,709.85
FY 2018	\$75,262.53
FY 2019	\$82,788.78

Intercollegiate Sports Insurance Coverage (Term 8/1/16 through 7/31/17) (Public Bid Exception per NJSA 18A:64A-25.5 a. (11) – Insurance) (Funding Source: FY 2017 and FY 2018 College Operating Funds)

The FY 2018 portion of the cost is at College's option and contingent upon budget approval.

Markel Insurance 4521 Highwoods Parkway Glen Allen, VA 23060	\$19,338.00 (Recommended Award)
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Information Technology Hardware and Services (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or Services for proprietary computer hardware, software, or systems) (Funding Source: FY 2015 College Capital Funds)

Blackboard, Inc. 650 Massachusetts Ave NW Washington, DC 20001	\$10,281.66 (Recommended Award)
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Consulting Services	\$1,140.00
Hardware	\$3,324.76
Installation Services	\$591.90
Consulting Services	\$5,225.00

Educational Equipment (Patient Care Manikins) (Below Public Bid Threshold)

(Funding Source: Perkins Grant)

Laerdal
167 Myers Corners Road
Wappingers Falls, NY 12590

\$10,192.89
(Recommended Award)

Program Development (Psychological Trauma Prevention) (Public Bid Exception per NJSA 18A:64A-25.5 b. – Government Entity) (Funding Source: Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant)

LaGuardia Community College
31-10 Thomson Ave
Long Island City, NY 11101

\$47,681.00
(Recommended Award)

PULLED BY CONSENSUS OF THE BOARD: ~~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~~
~~563 Ringwood Avenue~~
~~Wanaque, NJ 07465~~

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

Passaic County Women's Center
925 Allwood Road
Clifton, NJ 07012

\$60,000.00
(Recommended Award)

Maintenance, Repairs and Operations (MRO) Purchases (Below Public Bid Threshold)

(Funding Source: FY 2016 College Operating Funds)

Grainger
PO Box 8086
Palatine, IL 60038

\$34,000
(Recommended Award)

Rejection of Request for Proposal 17-01 – Coffee and Sandwich Services (Public Bid Exception per NJSA 18A:64A-25.5 a. (7) – Food Supplies and Services; proposal received exceeds the College's estimate for the cost of the services.)

Request for Proposal 17-04 – Local Food Service Supplier (Public Bid Exception per NJSA 18A:64A-25.5 a. (7) – Food Supplies and Services) (Funding Source: College Bound, Gear-Up and Upward Bound Grants)

Packanack Food Corp. 1502 Route 23 North Wayne, NJ 07470	\$50,000.00 (estimated) (\$4.95 per box lunch) (Recommended Award)
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Request for Proposal 17-05 – Credit Card Processing (Public Bid Exception per NJSA 18A:64A-25.5 a. (14) – Collection of Funds) (Funding Source: FY 2017-18 College Operating Funds)

ACI Universal Payments 3520 Kraft Road Naples, FL 34105	\$298,900.00 (estimated) (2.45% fee) (Recommended Award)
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FY2017 Estimate	\$149,450
FY2018 Estimate	\$149,450

Rejection of Bid 17-02 – Gymnasium Floor Replacement - Bid received significantly exceeds the estimate for the cost of the work prepared by the architect for this project

Bid 17-03 – Bleacher Replacement (Funding Source: FY 2014 College Capital Funds)

Degler-Whiting, Inc. 531 W. Lancaster Ave. Frazer, PA 19355	\$115,000.00 (Recommended Award)
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Agreement to Join Joint Purchase Consortium (NJSA 18A:64A-25.10)

Agreement to join the Passaic County Regional Cooperative Pricing System; Passaic County, the lead agency, is preparing to issue a bid for natural gas supply service.

VALIC

Approval of the attached resolution authorizing Amendment and Restatement of Retirement Plan Via Adoption of VALIC Retirement Services Company Retirement Plan for Governmental Employers.

Disposal of Surplus Property

The attached list of college-owned assets that are no longer usable to the College and therefore have been deemed surplus; Passaic County Community College students will receive priority in purchasing assets included in the surplus sale.

C. PERSONNEL ITEMS

- I. Separations: A: David Wasmuth, Assistant Professor, ESL
B Cheryl Zhang, Acting Director of Financial Aid
C Eileen Maloney, Professor/Chair-Radiography
- II. Appointments: A: Jose Manual Gonzalez, Evening/Weekend Student Development Specialist
B: Johnnie Boggs, Security Officer
C: Henry Cabrera, Coordinator of Student Accounts
D: Joy Tucker, EOF Senior Counselor/Retention Specialist
E: Simiza Ishak, Domestic Violence Project Coord (Grant-funded)
F: Michael Grossi, Director of Cafeteria & Food Operations
- III. Part-time / Temporary Appointments

Professor Emeritus – Eileen Maloney

The designation of “Professor Emeritus” is granted to Professor Eileen Maloney in grateful recognition of her 42 years of dedicated service and outstanding contributions to Passaic County Community College.

REMARKS:

Public: None

Trustees: President Rose reminded the Board about the two Commencement Ceremonies on May 19, the first being at 11:00 a.m.; the second at 6:00 p.m. He hoped their schedules would permit them to attend.

Trustee DuHaime commented on the PCCC Foundation Gala and the wonderful remarks many had to say about the honoree, Chairman Harvey J. Nutter. President Rose stated that \$125,000 was realized from that event and this year, over one million dollars in scholarships would be given to students in need. He then publicly thanked Mr. Todd Sorber, Executive Director of Institutional Advancement, for all his hard work in organizing that event, as well as others, for the Foundation.

ADJOURNMENT

Chairman Nutter asked for a motion to adjourn the meeting at 8:40 p.m.; moved by Trustee Akhter; 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 AKHTER 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			
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 May 17, 2016 Board of Trustees meetings, as presented.

DATED: JUNE 21, 2016

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

Offered by TANIS Seconded by KEBRDLE

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

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

A. ACADEMIC ITEMS

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.

PASSAIC COUNTY COMMUNITY COLLEGE

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

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	

PASSAIC COUNTY COMMUNITY COLLEGE

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

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	\$4,986.44
2 Melnick Drive	(Recommended Award)
Monsey, NY 10952	

Webstaurant Store	\$35,485.19
2205 Old Philadelphia Pike	(Recommended Award)
Lancaster, PA 17602	

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	\$39,000.00
77 Hamilton Street	(Recommended Award)
Paterson, NJ 07505	

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	\$15,000.00
PO Box 11393	(FY 2016 Total \$85,000)
Newark, NJ 07101	(Recommended Award)

Dental Insurance (Public Bid Exception per NJSA 18A:64A-25.5 a. (11) – Insurance) (Funding Source: Funding Source: FY 2016 College Operating Funds)

PASSAIC COUNTY COMMUNITY COLLEGE

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

Increase to FY 2016 estimated amount.

Horizon Blue Cross Blue Shield

\$64,000.00

3 Penn Plaza East

(FY 2016 Total \$284,000)

Newark, NJ 07105

(Recommended Award)

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

\$65,000.00

150 River Street

(Recommended Award)

Hackensack, NJ 07601

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)

PASSAIC COUNTY COMMUNITY COLLEGE

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

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	16% Fee
840 S. Frontage Road	(Recommended Award)
Woodbridge, IL 60517	

AR Resources, Inc.	17% Fee
1777 Sentry Parkway West	(Recommended Award)
Blue Bell, PA 19422	

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

Sky Contracting LLC	\$33,800.00
1385 Valley Road, Suite K	(Recommended Award)
Wayne, NJ 07470	

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

David Etsey Piano Service	\$19,550.00
183 Monroe Street	(Recommended Award)
Passaic, NJ 07055	

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.

PASSAIC COUNTY COMMUNITY COLLEGE

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

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)
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Paterson Card & Paper Co. 730 Madison Ave Paterson, NJ 07501	\$10,000.00 (Estimated) (Cost per Product) (Recommended Award)
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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)
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Bid 17-07 – Spine Window Replacement (Funding Source: FY 2014 College Capital Funds)

SLS Construction 533 East Saddle River Road Upper Saddle River, NJ 07458	\$356,520.00 (Recommended Award)
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Bid 17-08 – Music Studio Equipment (Funding Source: FY 2016 College Capital Funds)

Soundtree 316 South Service Road Melville, NY 11747	\$77,612.57 (Recommended Award) (Partial Bid)
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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 97 Lackawana Avenue Totowa, NJ 07512	7% of Project Cost (Recommended Award)
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PASSAIC COUNTY COMMUNITY COLLEGE

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

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

**Academic and Student Affairs
AAS Departmental Advisory Councils
2016-2017**

- **American Sign Language**
- **Business/Accounting**
- **Computer Science**
- **Criminal Justice**
- **Early Childhood Education**
- **Engineering**
- **Fire Science**
- **Health Information Technology**
- **Human Services**
- **Nurses Education**
- **Radiography**

2016 – 2017 Academic Department Advisory Council Listing

American Sign Language

Kristy Lynch-Fuller, RID NIC, MA
Educational Interpreter/Teacher of American Sign Language

Kathy Basilotto, RID CI ,M.Ed.
Ocean County College

Russell Rosen, Ph.D.
Teachers College Columbia University

Martin Samelson
Lexington Center for the Deaf and Hard of Hearing

Business/Accounting

Brian Nafash, CPA
Massood & Company

Ron Gray, CPA
Lembo & Grey LLC

Lorna Mack, CPA
Private Practice

Dikesh B. Patel, CPA
Sankhya LLC

Al Fontanella, CPA
Private Practice

James Jimenez, CPA
Jimenez & Traier LLC

Computer & Information Science

James A. Boyce
Rutgers University

David Csuha
Computer Security Consultant

Dr. David Lubliner
New Jersey Institute of Technology

Roy Nagelhaut
Federal Reserve Bank of New York

George Poa
CuNet Corporation

Criminal Justice

Tony Rosato
Essex County Technical High School

Lieutenant Michael Campanello
Training Director, Paterson Police Department

Captain William LaRia (Retired)
Englewood Cliff's Police Department

Captain Charles Tucker (Retired)
Passaic County Sheriff Department

Chief William Fraher
Paterson Police Department

Deputy Warden Kevin Dickson
Passaic County Sheriff's Department

Deputy Chief Louis Guzman
Passaic Police Department

Maria R. Haberfeld, Ph.D.
Professor and Chair, Department of Law, Police Science and
Criminal Justice Administration

Angelo Tritini, Professor Emeritus
Passaic County Community College

Robert F. Vodde, Ph.D.
Fairleigh Dickinson University

Jerry Speziale, Police Director
Paterson Police Department

Early Childhood Education

Lisa Hill
P-3 Teacher

Passaic County Community College
Child Development Center

Margaret DeMaio
Representative from Passaic County Technical Institute

Karen Ector
Director - Arts for Kids, Inc

Dr. Linnea Wieland
Department of Early Childhood & Elementary /Education

William Paterson University

**Barice Williamson
Center for Pedagogy
Montclair University**

Engineering

**Leomar Almanzar, Transportation Engineer
New Jersey Meadowlands Commission**

**Bruce Alatary
Tetra Tech EC, Inc.**

**Gerald Aska
Essex Community College**

**William Barnes, PE
New Jersey Institute of Technology**

**Mohammad Behi, Special Lecturer
New Jersey Institute of Technology**

**Orlando Blanco
Passaic County Technical Institute**

**Daniel Brateris
Electrical Computer Engineering**

**Mark Cacace
Passaic County Technical Institute**

**Martin J. Devaney
Crestron Electronics**

**Dr. Thomas Devine, Dean
Thomas Edison State College**

**Hector Dominguez
Cardiovascular Manufacturing Technician**

**Nick Eng
Weiss-Aug Co, Inc**

**Sal Gambino
Passaic County Technical Institute**

**Andres Gomez
Rockwell Automation**

New York Sales

**Troy Gillette
Medical Equipment Logistics**

**Dr. Luigi Greco
ITT – Exelis**

**Alex Habib, PE
International Society of Automation**

**Thomas M. Kist, Associate Dean
DeVry University**

**Gary Lavieri
Allegheny Educational Systems**

**Bill Lynch
Crestron Electronics**

**Ravichandran Manimaran
Essex County College**

**Kurt Maley
Lab Volt**

**William Nitz
ITT-Exelis**

**Victor Osunfisan
Jacobs Engineering Groups**

**Chris Price
Turtle & Hughes, Inc.**

**Hana Saba
Lucent Technology**

**Dr. Howard Silver
Fairleigh Dickinson University**

**Steve Sucharski
Ho-Ho-Kus Inc.**

**Mark Weissenrieder
Weiss-Aug Co, Inc.**

Health Information Technology

Denise Bino, RHIT

Director of Medical Records
St. Joseph's Regional Medical Center

Jennifer Covino, RHIA, CHTS-TR
Implementation and Support Specialist
Barnabas Health

Michelle Fuchs, RHIA, MBA, CHP
Director, Health Information Management
The Valley Hospital

Debra Hall, RHIA, RHIA, CCS
Director, Health Information
Hackensack University Medical Center

Kathleen M. Kirk, MS, RHIA, CHC
Assistant Professor
Rutgers, The State University of New Jersey

Jeffrey Maisonet, RHIT
Coding Manager
The Valley Hospital

Barbara Manger, MPA, RHIA, CCS, FAHIMA
Program Director, HIM Programs
Rutgers, The State University of New Jersey

Barbra J. Parmese
President
NJPR Hospital and Medical Support Services
Norman Staffing Services

Jamie Pesci, RHIA
Director of Health Information Management and Privacy Officer
Christian Health Care Center

Jess C. Santiago, RHIT, CCS
Inpatient Coder III
Hackensack University Medical Center

Diana Severini, RHIT
Lead Health Information Specialist
Morristown Medical Center

Pamela Thomas, RHIA
Director, Health Information Management
Barnabas Health – Clara Maass Medical Center

Fire Science

**Mike Allora
Passaic Fire Captain
Passaic, New Jersey**

**Phil Cheski
Captain Clifton Fire Department
Clifton, New Jersey**

**Paul Kearns
Teaneck Fire Captain
Teaneck, New Jersey**

**Venny Fuentes, Fire Science Coordinator
County College of Morrison County**

**Lieutenant Richard Burchell
Teaneck Fire Department**

Human Services

**Suzan Alawi
Alumnus**

**Angela Broxton-Terry
Eva's Village**

**Robert Green
Eva's Village**

**Maretta Hodges
Director, EOF
Bloomfield College**

**Abel Jimenez
Passaic County Board of Social Services**

**Fatimah Littlejohn
Trenton State Psychiatric Hospital**

**Graciela Montero
Family Intervention Services
Paterson NJ**

**Antonio Rivera
Comprehensive Behavioral Healthcare Inc.**

Eva's Village

Halfway House for Women and Children

Jessica Vasquez
Department of Child Protection & Permanency

Linda Voogl
CBH Care

Nurse Education

Carnette Smith, MSN, RN
Clinical Educator
Chilton Hospital

Noreen Frodella
Passaic County Technical Institute
LPN Program

Martha Dudley
Alumnus

Rose Nagle-Girgenti, MA, RNC
St. Joseph's Regional Medical Center

Diane Friswell, BSN, RN
Advanced Care Center at Lakeview

Eloise J. Valencia
Alumnus

Radiography

Joanne Dechert RT
Supervisor, Radiology
Chilton Medical Center

Peter DeGraff, RT, CRA
Administrative Director
Department of Radiology
Holy Name Medical Center

Maureen Firth, MS,TR,(M), (QM)
Manager Quality and Regulatory
Department of Radiology and Imaging
Hospital for Special Surgery

John Hart
Administrative Director
Radiology Department
St. Joseph's Regional Medical Center

Maria LaChapel
Radiology Supervisor
St Joseph's Wayne Hospital

Shirley Tripp
Radiology Assistant Administrator Director
St. Joseph's Regional Medical Center

Tommy White, RT
Supervisor
Radiology Department
Palisades Medical Center

PROGRAM ANNOUNCEMENT

Date: 3/28 2016

Institution:	Passaic County Community College
New Program Title:	Career Certificate in Culinary Arts
Degree Designation:	Career Certificate
Programmatic Mission Level for the Institution (see appendix C in A/C manual)	Associate Degree
Degree Abbreviation:	Cert.CA
CIP Code and Nomenclature (if possible): If outside the classification indicate Not Applicable)	120503
Campus(es) where the program will be offered:	Wanaque
Date when program will begin (month and year):	Fall 2016
List the institutions with which articulation agreements will be arranged:	N/A

Is licensure required of program graduates to gain employment? ☐ Yes ☒ No

Will the institution seek accreditation for this program? ☐ Yes ☒ No

▪ If yes, list the accrediting organization:

Program Announcement Narrative

- | | |
|-----------------------|------------|
| ▪ Objectives | page(s): 2 |
| ▪ Need | page(s): 3 |
| ▪ Student enrollments | page(s): 4 |
| ▪ Program Resources | page(s): 4 |

OBJECTIVES

This Certificate is intended for those students who wish to enter the food industry as an entry level cook or chef, or enter a new career path in the culinary arts.

New Jersey is one of the most densely populated states in the Northeast. With a dense population and a busy metropolitan area, there is a strong need for cooks in restaurants and cafes to cater to the needs of its ever busy citizens who would rather eat out than cook.

Because of our location in the metropolitan area, we in Passaic County are in an ideal position to offer our residents a Culinary Arts Certificate program that will guarantee them full employment in the Hospitality industry. Opportunities for employment are found in restaurants, retail delis, butcher shops, catering venues,

PROGRAM OBJECTIVES

Graduates will be able to:

Perform basic technical baking skills required for industry employability

Demonstrate professional demeanor, behavior and attitudes in the classroom and in a professional kitchen

Analyze food costs and execute basic food ordering and kitchen management tasks

Apply theoretical knowledge in a simulated restaurant situation, and demonstrate an understanding of both front of house (service) issues and back of house (kitchen) tasks

Complete a Culinary externship at a food establishment based on receiving satisfactory scores on an evaluation checklist.

- 1) **OUTCOMES:** *[Briefly summarize the program and indicate its objectives, e.g., the nature and focus of the program, the knowledge and skills students will acquire, any cooperative arrangements with other institutions or external agencies in offering the program.]*

Program Intended Learning Outcomes: Upon successful completion of the program students will.....	Means of Program Assessment and Criteria for Success: Outcomes will be assessed by:
<p>a. Perform basic cooking technical skills required for industry employability</p> <p>b. Demonstrate professional demeanor, behavior and attitudes in the classroom and in a professional kitchen</p> <p>c. Analyze food costs and execute basic food ordering and kitchen management tasks</p> <p>d. Apply theoretical knowledge in a simulated restaurant situation, and demonstrate an understanding of both front of house (service) issues and back of house (kitchen) tasks</p> <p>e. Successfully complete a culinary externship at a restaurant or café.</p>	<p>a—d. The students will prepare a capstone project where 75% of the students will score a 70 or higher on the final project as graded by a standardized rubric"</p> <p>e. The students will successfully complete the required objectives stated in a checklist evaluated by the faculty and externship site supervisor.</p>

2) NEED

The restaurant industry is thriving. As one of the largest private-sector employers, the industry employs 12.9 million people (10% of our nation's workforce) according to a recent National Restaurant Association (NRA) Restaurant Industry Forecast. Also the NRA expects the restaurant industry to grow to 14.4 million by 2023. According to the U.S. Bureau of Labor Statistics 2012-2013 Occupational Outlook Handbook, the number of jobs for people in the food service industry is expected to increase by 9 percent by the year 2020.

The U.S. Department of Labor reports that there should be plenty of job openings for chefs, cooks and food preparation workers through 2019. Many current chefs and cooks are reaching retirement age or are leaving the workforce, causing a great need for talented employees. In addition to needing new chefs and cooks to replace retiring workers employment in the food service industry is expected to expand as more Americans spend their leisure time in restaurants rather than cooking themselves, and travel more, staying more nights in hotels. The growth of the Culinary Arts industry is closely tied to the continued growth in worldwide travel and tourism.

The New Jersey Department of Labor and Workforce Development projected through 2022 that Food Service Occupations will have a 34% increase in employment opportunities. It also projected that Passaic county will experience a 45 % increase in all New Jersey employment.

While restaurants serve as a stepping stone for many—one in three Americans got their first job experience in a restaurant. It is also an industry of tremendous opportunity, where individuals of all backgrounds are given the opportunity to move up the ladder and succeed, in fact, 80% of restaurant owners began their careers as hourly workers in the industry.

In 2014 the college's Institutional Research department surveyed all new students as to a preference in several new college programs. Over 50% of students polled selected the A.A.S. Degree in Culinary Arts as their preferred major. In 2009 the college hired a market research firm to identify potential areas of new program development for the institution among businesses in Passaic County. They found that occupations in the service industry are in high demand—especially those positions in which graduates can start their own businesses with the skills earned. The creation of entrepreneurs is a goal for the future development of Passaic County and the college. One of the new programs to be considered according to the survey was an AAS degrees and certificate programs in Culinary Arts.

- 1) **STUDENTS** *[Estimate anticipated enrollments from the program's inception until a steady state or optimum enrollment is reached.]*

Anticipated Enrollments			
Year 1	20	Year 3	60
Year 2	40	Year 4	120

- 2) **PROGRAM RESOURCES** *[Briefly describe the additional resources needed to implement and operate the program during the program's first five years, e.g., the number of full-time faculty, number of adjunct faculty, computer equipment, print and nonprint material.]*

Additional Resources Needed to Implement the Program	
Full-time Faculty	2
Adjunct Faculty	4
Computer Equipment	
Additional Materials	
Kitchen & Cooking Equipment	
New Construction	

CERTIFICATE REQUIREMENTS (Curriculum)

NAME: *Career Certificate in Culinary*

General Education Requirements: (All courses selected for this program must correspond to PCCC'S approved list of General Education courses. Students should meet with an advisor to select appropriate courses required by the transfer institution of choice.)			
Communication			
	ENG 101 English Comp I	3 credits	
Humanities Electives			
Mathematics/Science Electives			
	SC 103 Nutrition	4 credits	
Social Science			
Technology or Information Literacy Competency			
	CIS 101 Computer Concepts and Applications	3 credits	
Additional Credits from any Category not to exceed Category Maximums must be selected from PCCC'S approved list of General Education courses			
TOTAL GENERAL EDUCATION CREDITS		10 credits	

CERTIFICATE REQUIREMENTS (Curriculum)

NAME: Career Certificate in Culinary

<u>Major Requirements</u>	
CU 102 Introduction to Culinary Arts	2
CU 104 Culinary Fundamentals	3
CU 114 Baking Fundamentals	3
CU 106 Garde Manger	3
CU 108 Culinary Cooking Methods	3
CU 121 Sanitation & Safety in Food & Beverage Service	3
CU 122 Food & Beverage Cost Control	3
CU 202 Culinary Externship	4
TOTAL GENERAL EDUCATION CREDITS	10
TOTAL MAJOR CREDITS:	23
TOTAL CREDITS:	33

CERTIFICATE IN CULINARY ARTS PROGRAM REQUIREMENTS
33 credits

1. GENERAL EDUCATION COURSEWORK (10 credits)

COMMUNICATION

EN 101 Comp I (3 credits)

SCIENCE

SC 103 Nutrition (4 credits)

Technology

CIS 101 Computer Concepts and Applications (3 credits)

2. PROFESSIONAL CORE CREDITS (23 credits)

TOTAL LECTURE CLASSES (7 credits)

CU 102 Introduction to Culinary Arts (2 credits)

CU 121 Sanitation and Safety in Food and Beverage Service (2 credits)

CU 122 Food and Beverage Cost Control (3 credits)

LAB/LECTURE CLASSES (KITCHEN CLASSES) (16 credits)

CU 104 Culinary Fundamentals (3 credits)

CU 114 Baking Fundamentals (3 credits)

CU 106 Garde Manger (3 credits)

CU 108 Culinary Cooking Methods (3 credits)

CU 202 Culinary Externship (4 credits)

SUGGESTED SEQUENCE (33 credits)

First Semester

CU	102	Introduction to Culinary Arts	(2 Credit)
CU	121	Sanitation and Safety in Food and Beverage Service	(2 Credits)
CU	104	Culinary Fundamentals	(3 Credits)
CU	114	Baking Fundamentals	(3 Credits)
CIS	101	Computer Concepts and Applications	(3 Credits)
SC	103	Nutrition	(4 Credits)

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Second Semester

CU	106	Garde Manger	(3 Credits)
CU	108	Culinary Cooking Methods	(3 Credits)
CU	122	Food and Beverage Cost Control	(3 Credits)
EN	101	Composition I	(3 Credits)
CU	202	Culinary Externship	(4 Credits)

16

Total Credits for Degree 33

COURSE DESCRIPTIONS

CU 102 Introduction to Culinary Arts (2 Credits)

Semester Offered: Fall & Spring

This course introduces the student on how to achieve his or her goal in the Culinary Arts Program. A brief history of key figures and developments in culinary arts is also covered. Students will learn studying techniques, ethics, professionalism and image making. Students will develop marketability skills while learning what the industry requires of them and will begin to assemble their career portfolio, their certificates, and to build their resume.

Lecture Hours: 2

CU 104 Culinary Fundamentals (3 Credits)

Semester Offered: Fall & Spring

This course covers the essentials for entering the food industry as a working professional chef. The course serves as introduction to cooking terminology, techniques and theories, proper knife handling, measurement, cooking methods, food handling standards, seasoning and tasting, and production organization and timing skills. Open to all non-majoring students with permission from Culinary Program Director. Uniform and tools required.

Lecture Hours: 1 **Lab Hours:** 4

CU 106 Garde Manger (3 Credits)

Semester Offered: Fall & Spring

This course expands on the techniques introduced in CU 104 Culinary Fundamentals, and it prepares the student for an introductory level position in the food service industry in Prep/Garde Manger. Intermediate knife skills, food fabrication, kitchen sanitation, and classic techniques in making Soups, Salads, Charcuterie items, Sandwiches, Hors d'oeuvres, and Breakfast Cookery are accomplished. Recipe comprehension, organization, cooking methods and techniques will be stressed.

Lecture Hours: 1 **Lab Hours:** 4

CU 108 Culinary Cooking Methods (3 Credits)

Semester Offered: Fall & Spring

This course expands on the fundamentals introduced in CU 104 Culinary Fundamentals and prepares the student for an introductory level position in the food service industry in Prep/Line cook. Intermediate knife skills, food fabrication, kitchen sanitation, and classic, essential cooking methods such as sautéing, grilling, stewing, braising, frying and poaching are accomplished. Modern cooking techniques such as sous vide, will be introduced. Recipe comprehension, organization, cooking methods and technique will be stressed.

Lecture Hours: 1 **Lab Hours:** 4

CU 114 Baking Fundamentals (3 Credits)

Semester Offered: Fall & Spring

This course covers the essentials for entering the food industry as a working professional baker. The course serves as an introduction to baking terminology, techniques and theories, proper knife handling, measurement, cooking and baking methods, food handling standards, seasoning and tasting, and production organization and timing skills. Open to all non-majoring students with permission from the Culinary Program Director. Uniform and tools required.

Lecture Hours: 1 **Lab Hours:** 4

CU 121 Sanitation and Safety in Food and Beverage Service (2 credits)

Semester Offered: Fall & Spring

In this course the students develop an understanding of sanitation and safety concepts in the operation of a food and beverage service establishment. Focus is on current laws, food-borne illnesses, safe storage of food, food protection in receiving, preparation and serving, pest control, accident prevention and crisis management. Course also includes learning about alcohol law, the prevention of intoxication and handling issues that may arise in an establishment serving alcohol.

Prerequisites: College Level Placement

Lecture Hours: 1 Lab Hours: 2

CU 122 Food & Beverage Cost Control (3 credits)

Semester Offered: Fall & Spring

A one semester lecture designed for Culinary Arts majors for the study of the principles of food and beverage cost control. This course covers issues concerning the efficient cost management of a food and beverage operation, emphasizing the understanding of sales management and expense tracking and controls.

Prerequisites: BU 101 and BU 102

Lecture Hours: 3 Lab Hours: 0

CU 202 Culinary Externship (4 Credits)

Semester Offered: Fall & Spring

Designed to provide the student with an opportunity to practice culinary skills and knowledge learned in the classroom. Under the supervision of experienced chefs, students will assist with preparation, cooking and service of food. Development of paper and photographic portfolio are required for this course.

135-hour practicum plus weekly 50-minute seminar (supervision).

EN 101 Composition I (3 credits)

Focuses on the stages of the writing process and includes a formal MLA research paper. A variety of writing and reading assignments are designed to develop analytical and critical thinking skills.

3 hours lecture

Prerequisites: EN 004 or ENW 107 and ENR 107 with a minimum grade of "C" or test placement

SC 103 Nutrition (4 credits)

This course introduces students to the biochemical basis of nutrient action. Topics include the structure, function and metabolism of the three primary nutrients—carbohydrates, lipids and proteins, as well as the interaction of various enzymes, vitamins and hormones on food metabolism. Physiology of nutrient deficiencies and study in methods of research in nutrition will also be included. Laboratory experiments include chemical analysis of major nutrients, measurement of kilocalories, metric units and percentages of nutrients.

3 hours lecture; 3 hours laboratory

College Level Placement in EN, RD and MA

CIS 101 Computer Concepts and Applications (3 credits)

Introduces a variety of topics in computers and computing including history and evolution of computers, data representation, hardware systems and application programs, Windows and application software. Class time and open lab are used to complete Microsoft Office software projects. *For non-majors only.*

3 hours lecture; open laboratory

Cannot be used to fulfill CIS elective credit in IT major or Business major (IT option).

Corequisite: EN 101 or ENW 107

Similar Programs:

Yes, the following post-secondary institutions offer culinary arts training programs:

College Name	Program Type	City	State
Atlantic Cape Community College	A.A.S.	Mays Landing	NJ
Bergen Community College	Career Certificate;	Paramus	NJ
Brookdale Community College	Career Certificate; A.A.S	Middletown	NJ
Burlington County College	A.A.S.; A.S.	Pemberton	NJ
Camden County College	Certificate of Achievement;	Camden	NJ
County College of Morris	A.A.S.	Morristown	NJ
Cumberland County College	A.A.S.	Vineland	NJ
Hudson County Community College	Career Certificate; A.A.S.	Jersey City	NJ
Mercer County Community College	A.A.S.	West Windsor	NJ
Middlesex County College	Certificate of Achievement;	Edison	NJ

TRANSFER ARTICULATION AGREEMENT
BETWEEN THE
WILLIAM PATERSON UNIVERSITY
COLLEGE OF HUMANITIES AND SOCIAL SCIENCES
Bachelor of Arts in Sociology
AND
PASSAIC COUNTY COMMUNITY COLLEGE
Associate in Arts in Liberal Arts - Sociology Option

The intent of this articulation agreement is to define the procedures for a transfer articulation between **William Paterson University College of Humanities and Social Sciences** and **Passaic County Community College**. Both entities agree to mutual cooperation in establishing and maintaining articulation for their respective programs for the Associate in Arts in Liberal Arts-Sociology Option transferable to Bachelor of Arts degree in Sociology at the **William Paterson University College of Humanities and Social Sciences**. The principal beneficiaries of this agreement are students enrolled in the Associate in Arts in Liberal Arts-Sociology Option program at **Passaic County Community College**. Their progress toward their degrees is best assured when they are provided with current information about courses and programs and protected by firm arrangements between departments and institutions, thereby allowing them to plan a total baccalaureate degree through program to program agreement at the outset of their college education.

Students seeking to major in Sociology at **Passaic County Community College** will be subject to all the requirements of native candidates at **William Paterson University**. Students who complete their Associate in Arts in Liberal Arts-Sociology Option degree and meet the grade point average set forth by **William Paterson University College of Humanities and Social Sciences** will be guaranteed admission into the Sociology major with third year (junior) status. These students will be exempt from taking WPU University Core Curriculum course requirements. Students are required to take the foreign language requirement and any class required for the major at **William Paterson University** conditional upon meeting the prerequisites of the minimum requirements for admission to the College of Humanities and Social Sciences.

William Paterson University agrees to accept all the general education or university core credits included in this agreement. Per its transfer credit policy, **William Paterson University** agrees to accept up to half of the credits required for the major. Course equivalencies for Sociology prerequisites and major courses will also be accepted (see Appendix A for specific course requirements) and will serve as the basis for equivalencies.

This agreement will become effective immediately upon the signatures of both parties. Immediately thereafter, **William Paterson University** will provide information packets for transfer admission, special transfer days, and other recruitment services. In turn, **Passaic County Community College** will make available to its students all information, including the list of course equivalencies pertaining to this agreement. The agreement and equivalencies will be reviewed on a regular basis.

PRINCIPLES OF THE AGREEMENT

COMPLETION OF PROGRAMS

Passaic County Community College transfer students will be required to meet all graduation requirements as listed for **William Paterson University** students.

SPECIFIC REQUIREMENTS

The determination of major program requirements for a baccalaureate degree in the College of Humanities and Social Sciences shall be the responsibility of **William Paterson University**.

ELIGIBILITY

- A. Course equivalencies and/or area requirements. Specific courses required for admission to the Sociology programs have been included in Appendix A.

B. Students with an Associate in Arts in Liberal Arts-Sociology Option Degree

Students who earn an Associate in Arts in Liberal Arts-Sociology Option degree at **Passaic County Community College** are exempt from taking University Core Curriculum course requirements. However, they are required to take the foreign language requirement and any class required for the major at **William Paterson University** conditional upon meeting the prerequisites of the minimum requirements for admission to the College of Humanities and Social Sciences. Associate in Arts in Liberal Arts-Sociology Option degree students will be provided with individual evaluations of coursework based on course equivalencies articulated between **Passaic County Community College** and **William Paterson University** College of Humanities and Social Sciences.

FINANCIAL AID

College students transferring to **William Paterson University** will be treated the same as native **William Paterson University** students of equal class standing when applying for financial aid and in the award and distribution of funds.¹

AGREEMENT REVIEW AND UPDATE

William Paterson University and **Passaic County Community College** will assign a staff member to serve as a liaison to assure maintenance of communication between the two institutions. As necessary, **Passaic County Community College** and **William Paterson University** faculty shall meet to discuss academic programs, especially with regard to any changes being contemplated. **William Paterson University** and **Passaic County Community College** representatives will consult whenever changes in policy or curricula are articulated which will affect students transferring under the terms of this Agreement. Representatives from both institutions shall also facilitate support, consultation, and collaboration between their faculties in matters related to this Agreement, general education, degree requirements, education certification, and other academic matters.

¹ As stated in the NJ Statewide Transfer Agreement.

Appendix A

Passaic County Community College Associate in Arts in Liberal Arts-Sociology Option degree

to

**William Paterson University College of Humanities and Social Sciences
Bachelor of Arts degree in Sociology**

Accepted Major Courses from Passaic County Community College

WILLIAM PATERSON UNIVERSITY	PASSAIC COUNTY COMMUNITY COLLEGE
SOC1010 Principles of Sociology	SO101 Introduction to Sociology
SOC 1020 Social Problems	SO 105 Social Problems
SOC 3550 Sociology of Aging	SO 107 Sociology of Aging
SOC 2310 Sociology of the Family	SO 203 Marriage and the Family
SOC 3580 Sociology of Death and Grief	SO 205 Death and Dying
SOC 2710 Sexuality in Modern Life	SO 208 Human Sexuality
SOC 3650 Social Deviance	SO 210 Deviance and Social Control

Notes:

1. William Paterson University will accept all associate degree credits under this program-to-program articulation agreement, including up to half of the William Paterson University major required credits, from New Jersey community college students who enroll at William Paterson University Fall 2015 and beyond.

TRANSFER ARTICULATION AGREEMENT
BETWEEN THE
WILLIAM PATERSON UNIVERSITY
COLLEGE OF HUMANITIES AND SOCIAL SCIENCES
Bachelor of Arts in Sociology
AND
PASSAIC COUNTY COMMUNITY COLLEGE
Associate in Arts in Liberal Arts – Sociology Option

Date: _____

For Passaic County Community College

For William Paterson University

President

President

Senior Vice President for Academic and
Student Affairs

Provost and Senior Vice President for
Academic Affairs

Chair, Department of Humanities and Social
Sciences

Dean, College of Humanities and Social
Sciences

PASSAIC COUNTY COMMUNITY COLLEGE
PROPOSED SCHEDULE OF TUITION AND FEES
For the Academic Sessions of Fall 2016 through Summer 2017

	2015-2016		2016-2017	
TUITION (Per Credit)				
In-County Residents	\$	111.50	\$	114.00
Out-of-County Residents	\$	135.00	\$	143.00
Out-of-State Residents	\$	223.00	\$	228.00
Veteran Status	\$	111.50	\$	114.00
DUAL ENROLLMENT/HIGH SCHOOL STUDENTS^^				
All PCCC courses offered at high schools when taught by high school teachers/Per Course	\$	100.00	\$	100.00
All PCCC courses offered at high schools when taught by PCCC instructors/Per Course	\$	180.00	\$	200.00
All PCCC courses offered at PCCC campuses when taught by PCCC instructors/Per Credit	\$	111.50	\$	114.00
^^All other fees are waived for Dual Enrollment classes.				
GENERAL FEES (Charged Per Credit)				
General College/Per Credit (All Students)	\$	19.50	\$	23.00
Student Activity Fee/Per Credit (All Students)	\$	2.75	\$	2.75
Athletic Activity Fee/Per Credit	\$	2.50	\$	-
Technology Fee/Per Credit (All Students)	\$	10.75	\$	12.00
REGISTRATION, BURSAR & OTHER FEES*				
Immunization Fees:				
Measles, Mumps & Rubella (MMR) (per dose)	\$	50.00	\$	50.00
Hepatitis B (per dose)	\$	30.00	\$	30.00
Transcript Fee	\$	25.00	\$	25.00
Diploma Replacement	\$	55.00	\$	60.00
Non-Credit Certificate Replacement Fee	\$	15.00	\$	15.00
Non-Attendance Fee (per course)	\$	125.00	\$	125.00
Drop Course Fee (per course)	\$	-	\$	10.00
Testing Services Fee	\$	25.00	\$	30.00
Testing Services Transfer Fee (New for FY2015-2016)	\$	25.00	\$	30.00
Credit by Examination (per course)	\$	125.00	\$	125.00
Credit by Examination (NU 101)	\$	250.00	\$	250.00
Payment Plan Set-up Fee	\$	30.00	\$	40.00
Late Payment Fees:				
Late Payment Fee with Payment Plan	\$	55.00	\$	25.00
Late Payment without a Payment Plan	\$	55.00	\$	60.00
Return Check Fee	\$	50.00	\$	40.00
ID Card Replacement	\$	15.00	\$	15.00
Paterson Parking Garage Electronic Device	\$	40.00	\$	50.00
Replacement of a Decal	\$	5.00	\$	10.00
* Overnight mail charges are an additional \$25.00 per item.				
LIBRARY CHARGES~				
Photocopy (per page)	\$	0.10	\$	0.10
Overdue Circulation Materials (per day)	\$	0.25	\$	0.25
~ Computer bibliographic search, damage to library materials, interlibrary loan, and lost library materials are charged at cost.				

SCHEDULE OF TUITION AND FEES

		2015-2016	2016-2017
ACADEMIC COURSE FEES (Charged per course)**			
Accounting	AC 101, 102, 201, 205, 220 and 225	\$ 50.00	\$ 51.00
American Sign Language	ASL 104, 108, 201, 202, 215, 218 and 221	\$ 140.00	\$ 143.00
Art	AR 101, 102 and 108	\$ 50.00	\$ 51.00
Art	AR 110, 112, 113, 209, 210 and 211	\$ 140.00	\$ 143.00
Biology	BS 100, 101, 102, 103, 104, 111, 171, 201, 203, 204, 207 and 211	\$ 140.00	\$ 143.00
Chemistry	All CH courses	\$ 140.00	\$ 143.00
CIS	CIS 101, 104, 107, 108, 116, 122, 125, 126, 127, 180, 181, 165, 166, 170, 180, 202, 210, 240, 250, 260, 271, 273, 275, 281, 282, 283, 286, 289, 290 and 295	\$ 140.00	\$ 143.00
CIS	CIS 103, 106 and 294	\$ 50.00	\$ 51.00
College Success	COL 103	\$ 49.00	\$ 51.00
Communications	COM 104 and 105	\$ 140.00	\$ 143.00
Communications	COM 104, 105, 106 and 109	\$ -	\$ 87.00
Culinary Arts Courses	CU 104, 106, 108, 114, 200, 210 and 214	\$ 350.00	\$ 275.00
Developmental Courses	All 3 and 3.5 credit MA and DE courses beginning with 0	\$ 25.00	\$ 26.00
Developmental Courses	All SC courses beginning with 0	\$ 85.00	\$ 87.00
Developmental Courses	All 4, 5 and 7 credit MA and DE courses beginning with 0	\$ 85.00	\$ 87.00
Early Childhood Education	ECE 210	\$ 140.00	\$ 143.00
Electronic Engineering Technology	ET 101	\$ 50.00	\$ 51.00
Electronic Engineering Technology	ET 111, 112, 121, 204, 205, 206, 225, 228, 227, 228, 230, 235, and 290	\$ 495.00	\$ 500.00
ELS	ENR 020, ENR 030, ENR 040, ENW 020, ENW 030, ENW 040 and ENP 030	\$ 85.00	\$ 87.00
ELS	ENR 107 and ENW 107	\$ 55.00	\$ 56.00
Engineering Science	ES 105	\$ 140.00	\$ 143.00
Exercise Sciences	PE 114, 117 and 119	\$ 140.00	\$ 143.00
Fire Science	FS 207	\$ 240.00	\$ 245.00
Geographic Information Systems	GIS 101	\$ 140.00	\$ 143.00
Graphic Design and New Media	All GD courses	\$ 140.00	\$ 143.00
Health Information Technology	All HIT courses	\$ 140.00	\$ 143.00
Languages	Spanish 101 and All Arabic and French courses	\$ 85.00	\$ 87.00
Music	MU 102, 170 and 171	\$ 50.00	\$ 51.00
Music	MU 115, 132, 146, 148, 150, 152, 180, 181, 191, 270, 280, and 292	\$ 85.00	\$ 87.00
Music	MU 180, 192 and 280	\$ 240.00	\$ 245.00
Nurse Education	NUR 195	\$ 240.00	\$ 245.00
Nurse Education	NUR 101, 102 and 201	\$ 1,840.00	\$ 1,875.00
Nurse Education	NUR 202	\$ 1,800.00	\$ 1,840.00
Nurse Education	NUR 203	\$ 240.00	\$ 245.00
Photography	PT 101	\$ -	\$ 51.00
Physics	All PY courses	\$ 140.00	\$ 143.00
Plumbing	PLB 110 and 115	\$ 495.00	\$ 500.00
Plumbing	PLB 150	\$ 50.00	\$ 51.00
Public Health	PH 212	\$ 140.00	\$ 143.00
Radiography	RA 101, 102, 105, 106 and 202	\$ 220.00	\$ 225.00
Radiography	RA 103	\$ 820.00	\$ 835.00
Radiography	RA 108, 110, 203, 207 and 209	\$ 990.00	\$ 1,000.00
Science	SC 103, 104, 105, 106, 108, 109, 110, 112 and 202	\$ 140.00	\$ 143.00
Welding	WLD 110, 115 and 120	\$ 495.00	\$ 500.00

** These funds are used to fund the operating budget and a portion are used for personnel expenses.