



PASSAIC COUNTY COMMUNITY COLLEGE • 973 684-5900
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OFFICE OF THE PRESIDENT

PASSAIC COUNTY COMMUNITY COLLEGE

Attached are the Board resolutions passed at the March 16, 2021 Board of Trustees meeting. If you have any questions, please call me.

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

**BOARD OF TRUSTEES
PASSAIC COUNTY COMMUNITY COLLEGE
MARCH 16, 2021 - AGENDA
Page 1 of 2**

At 7:00 p.m. on Tuesday, March 16, 2021, the Board of Trustees of Passaic County Community College will hold a regular meeting online via the Zoom web-based meeting service, in accordance with the requirements of N.J.S.A. 10:4-9.3 and N.J.A.C. 5:39-1.1 et seq. Members of the public can observe and make public comment via audio and video using the Zoom web Link : <https://pccc.zoom.us/j/99333130041> ,or via telephone by calling +1 646 558 8656 and entering the Meeting ID: 993 3313 0041

If a member of the public wishes to place a public comment on the record, a member of the public may email their comments to publiccomment@pccc.edu or by written letter addressed to Passaic County Community College Board of Trustees, Attn: Board Secretary. Emails or letters must state your name, address and must be received by the Board Secretary no later than March 16, 2021 at Noon. All public comments submitted via email and written letter will be read into the public record subject to the Board Resolution establishing procedures for public comment for remote meetings.

PLEDGE OF ALLEGIANCE (All Stand)

CALL TO ORDER – ROLL CALL

CONSIDERATION OF MINUTES – January 19, 2021

PRESENTATION – (1) Passaic County Technical Institute (PCTI) and Passaic County Community College (PCCC) Proposed Partnership
(2) Federal COVID Funding Summary

REPORTS – President: Significant Activities
News Articles
Chairman

DISCUSSION AGENDA

- A. INSTRUCTIONAL ITEMS**
PALS Plus, Inc.
- B. BUSINESS ITEMS**
REVISED Chapter 12 Budget Request
Purchases of Goods and Services
- C. PERSONNEL ITEMS**

EXECUTIVE SESSION

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

(Continued....)

**BOARD OF TRUSTEES
PASSAIC COUNTY COMMUNITY COLLEGE
MARCH 16, 2021 - AGENDA
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ACTION ITEMS - Consent Resolution

- A. INSTRUCTIONAL ITEMS**
PALS PLUS, Inc.
- B. BUSINESS ITEMS**
REVISED Chapter 12 Budget Request
Purchases of Goods and Services
- C. PERSONNEL ITEMS**

REMARKS

PUBLIC
TRUSTEES

ADJOURNMENT

PASSAIC COUNTY COMMUNITY COLLEGE

ROLL CALL

BOARD OF TRUSTEES	PRESENT	ABSENT
Alumni Rep Ballem	X	
Drakeford	X	
Esquiche	X	
Glovin	X	
Moody	Arrived 7:09 pm	
Nutter		X
Pou	X	
Smith	X	
Trivedi	X	
Tanis	X	
Marco	X	

DATED: MARCH 16, 2021

PASSAIC COUNTY COMMUNITY COLLEGE
Resolution #1 – CONSIDERATION OF MINUTES

Offered by TANIS Seconded by POU

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

CONSIDERATION OF MINUTES

BE IT RESOLVED that the Board of Trustees of Passaic County Community College hereby approves the regular session meeting minutes, for the January 19, 2021 Board of Trustees meeting.

DATED: MARCH 16, 2021

The following are the minutes of the Board of Trustees of Passaic County Community College, held via an online Zoom web-based meeting service, on Tuesday, January 19, 2021.

CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

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

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

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

ROLL CALL

Kesha Drakeford
Yolanda Esquiche
Michael Glovin
Alonzo Moody
Taina Pou

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

Absent

Harvey J. Nutter

CONSIDERATION OF MINUTES – December 15, 2020

Chairman Marco asked if there were any corrections to the minutes for December 15, 2020. Hearing none, Trustee Glovin moved Resolution #1 – Consideration of Minutes for the December 15, 2020 board meeting; seconded by Trustee Pou. Upon roll call, Resolution #1 passed with all members present voting “yes.”

PRESENTATION – Proposed FY 2021-2022 Budget

President Rose outlined the steps taken to produce a proposed budget for the College during the pandemic, which created more uncertainty than was typical. He noted that the most significant variable was enrollment and the tuition revenue it generates. New students were down the most. Based on calculated assumptions, the fall enrollment was calculated at 15% lower than the current budget. The budget presented does not include an increase in tuition.

Some brighter news he noted was how the County stepped up with its largest increase ever of one million dollars! President Rose also noted the change in rules for the CARES funding that would now allow those monies to be used to offset a loss in revenue. The College was slated to receive approximately \$9.0 million dollars in additional institutional funding. That funding would definitely help with the current shortfall of \$884,453 without the need to take funds from the reserves.

A few questions were raised that pertained to the CARES funding and what exactly it would cover, student debt being one of them.

President Rose then turned his attention to the expense side of the operating budget noting that the College employs 265 full-time employees, and that 25 vacant positions were eliminated from the budget. In doing that, there were no layoffs proposed for the FY2022 budget.

President Rose then reviewed both the budget for Chapter 12, which included the Rifle Camp Observatory, and the regular capital items funded through the County of Passaic.

REPORTS

President/Chair: None

DISCUSSION AGENDA

The following items were approved for placement on the Action Items agenda, and President Rose stated he would be happy to answer any questions:

A. POLICY MATTERS- Second Readings: Board Policies

A102 - The President
A302 - Chain of Command
B108 - Title IX: Sex Discrimination, Sexual Harassment, and Sexual Misconduct
C207 - Information Security Policy

B. BUSINESS ITEMS

Proposed FY2021-2022 Budget, which was previously presented.

C. Purchases of Goods and Services

President Rose noted that a revised Purchasing memo was sent out the afternoon of the board meeting that included the ability for the College to work with a local vendor to administer the rapid COVID 19 test onsite. The option to engage that service would be very beneficial to the students and staff alike. President Rose also noted that testing by Passaic County has been taking place at the Wanaque Academic Center for some time now.

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

- Information Technology Hardware (Lenovo *ThinkPad* laptop computers and docking stations for College faculty and staff)
- Information Technology Hardware (Accessories for laptop computers for College faculty and staff)
- Information Technology Hardware (HP *EliteDisplay* monitors for College faculty and staff)
- Information Technology Hardware (Fujitsu *ScanSnap* document scanners for College faculty and staff)
- Information Technology Hardware (Lenovo *TCM270q* desktop computers for support of virtual teacher studio audio-visual equipment)
- Software Licensing and Maintenance (Subscriptions to virtual computer labs for academic use)
- Medical Testing (Covid-19 testing services for College students, faculty and staff)

D. PERSONNEL ITEMS

The personnel items included Reappointment of Grant Administrators, FY 2020-2021; Coach's Salary - Spring Semester, FY2020-21, and Part-time Temporary Appointments.

EXECUTIVE SESSION

Chairman Marco asked if there was a need for an executive session. Mr. Michael A. Cerone, Jr., College Counsel stated that an executive session was not needed.

ACTION ITEMS AGENDA - Consent Resolution

Chairman Marco asked for a motion on Resolution #3 - Consent Agenda Items A through D. Trustee Glovin moved Resolution #3; seconded by Trustee Pou. Upon roll call, Resolution #3 passed with all members present voting "yes."

A. POLICY MATTERS – SECOND READING, Board Policies:

A102 – The President

A302 – Chain of Command

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

C207 – Information Security Policy

B. BUSINESS ITEMS – Proposed FY2021-2022 Budget

BE IT RESOLVED that the Board of Trustees of Passaic County Community College, upon the recommendation of the President, hereby approves Passaic County Community College's Operating Budget in the amount of \$53,359,482; the Chapter 12 Funding in the amount of \$3,318,000; and the Capital Budget in the amount of \$791,332.

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

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

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

C. Purchases of Goods and Services

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

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

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

SHI International Corp.
290 Davidson Avenue
Somerset NJ 08873

\$119,900.00
(Recommended Award)

Information Technology Hardware (Below Public Bid Threshold)

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

Accessories for laptop computers for College faculty and staff.

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

\$24,921.45
(Recommended Award)

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

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

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

\$16,960.00
(Recommended Award)

Information Technology Hardware (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract pricing) (Funding Source: FY-2021 CARES Act Coronavirus Relief Grant Funds; \$20,000.00 Available)
Fujitsu *ScanSnap* document scanners for College faculty and staff. Vendor year-to-date spend exceeds Board review threshold. Fulfillment Agent for NJ State Contract 89972.

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

\$9,904.08
(Recommended Award)

Information Technology Hardware (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract pricing) (Funding Source: FY-2021 CARES Act Coronavirus Relief Grant Funds; \$359,699.72 Available)

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

SHI International Corp.
290 Davidson Avenue
Somerset NJ 08873

\$34,557.30
(Recommended Award)

Software Licensing and Maintenance (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or services for proprietary computer hardware, software, or systems) (Funding Source: FY-2021 CARES Act Coronavirus Relief Grant Funds; \$167,747.00 Available)

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

Apporto Corporation
261 Walter Hays Drive
Palo Alto, CA 94303

\$99,950.00
(Recommended Award)

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

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

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

\$200,000.00
(Recommended Award)

D. PERSONNEL ITEMS

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

REMARKS: Public/Trustees: None

ADJOURNMENT

Chairman Marco asked for a motion to adjourn the meeting at 7:35 pm; moved by Trustee Tanis; seconded by Trustee Pou. Upon voice vote, the motion to adjourn the meeting passed unanimously with all members present stating “yes.” Chairman Marco acknowledged that the meeting was now adjourned.

PASSAIC COUNTY COMMUNITY COLLEGE

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

Offered by TANIS Seconded by SMITH

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

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

A. INSTRUCTIONAL ITEMS

The appointment of Ms. Mibong La, Head Librarian as PCCC's Library representative to PALS Plus, Inc., and Mr. Ken Karol, Technical Resources Librarian, as PCCC's Library's alternate voting representative to PALS Plus.

B. BUSINESS ITEMS – Proposed FY2021-2022 Revised Chapter 12 Budget Request

BE IT RESOLVED that the Board of Trustees of Passaic County Community College, upon the recommendation of the President, hereby approve Passaic County Community College's revised Chapter 12 Funding in the amount of \$4,971,000; now, therefore be it

RESOLVED that the Board of Trustees of Passaic County Community College formally request that the Board of School Estimate of Passaic County Community College fix the amount of \$4,971,000, to be raised through the issuance of bonds for the attached Chapter 12 Funding (Attachment A), for the Fiscal year commencing July 1, 2021 and ending June 30, 2022.

PASSAIC COUNTY COMMUNITY COLLEGE

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

Purchase of Goods and Services

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

Janitorial Services (Public Bid Exception per NJSA 18A:64A-25.6 - Emergency Purchase)

(Funding Source: FY-2021 CARES Grant Funds; \$150,000.00 Available)

Emergency purchase of janitorial staffing services for disinfectant cleaning operations. Not-to-exceed amount.

Sunshine Investment Group Inc.
dba Stratus Building Solutions
208 Passaic Avenue
Fairfield, NJ 07004

\$150,000.00
(Recommended Award)

Security Services (Public Bid Exception per NJSA 18A:64A-25.6 - Emergency Purchase)

(Funding Source: FY-2021 CARES Grant Funds; \$150,000.00 Available)

Emergency purchase of security staffing services for access control requirements. Not-to-exceed amount.

Guard Ex Security, Inc.
26 Park Street, Suite 2021
Montclair, NJ 07042

\$150,000.00
(Recommended Award)

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

(Funding Source: FY-2022 College Operating Funds)

Print advertising; used across multiple College departments. Estimated amount for FY-2022. Business Entity and Political Contribution disclosures required.

North Jersey Media Group
150 River Street
Hackensack, NJ 07601

\$30,000.00
(Recommended Award)

Utility Services (Public Bid Exception per NJSA 18A:64A-25.5 b. – Purchase from Governmental Board, Body, Agency or Authority)

(Funding Source: FY-2021 College Operating Funds; \$25,000.00 Available)

Increase to estimated amount for sewer service FY-2021.

City of Paterson
155 Market Street
Paterson, NJ 07505

\$25,000.00
(New Total: \$45,000.00)
(Recommended Award)

PASSAIC COUNTY COMMUNITY COLLEGE

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

Academic Transfer Pathway Development (Public Bid Exception per NJSA 18A:64A-25.5 b.

– Purchase from governmental board, body, agency or authority)

(Funding Source: FY-2021 through FY-2025 Title V Grant Funds; \$109,200.00 Available in FY-2021)

3+1 Model Transfer Pathways development as part of PCCC PROSPER (Passaic-Ramapo Onramp to Student Persistence and Employment Readiness) program.

Ramapo College of New Jersey
505 Ramapo Valley Road
Mahwah, NJ 07430

\$94,200.00 (FY-2021)
\$101,400.00 (FY-2022)
\$105,400.00 (FY-2023)
\$105,400.00 (FY-2024)
\$105,400.00 (FY-2025)
(Recommended Award)

Bid 21-05 - Copier Maintenance

(Funding Source: FY-2021 through FY-2023 College Operating Funds)

Maintenance of College-owned copiers and multi-function devices. Estimated amount; pricing is cost-per-copy.

Premier Digital Imaging, LLC
dba United Business Systems
302 Route 46 East
Fairfield, NJ 07004

\$6,240.00 (FY-2021)
\$24,960.00 (FY-2022)
\$18,720.00 (FY-2023)
(Recommended Award)

C. PERSONNEL ITEMS

- I. Separations
 - A: Angel Rivera, Security Supervisor
 - B: Stephen Bryant, Counselor/Retention Specialist-EOF
 - C: Nancy O'Barr, Financial Aid Officer
 - D: Carmen Espinosa, Assistant Director, Child Dev Center
 - E: Daphne Chang, Student Development Specialist
 - F: Tatyana Crawford, Counselor/Coordinator, College Bound/GEAR UP
 - G: Leonardo Vargas, Systems Administrator, IT
 - H: Imilsí Munoz Alvarez, Secretary, Upward Bound
 - I: Clarence Wright, Director, Urban Consortium
- II. Appointments
 - A: Carolina Lopera-Oquendo, Assistant Director, IR
 - B: Michelle Baldino, Budget Manager
 - C: Victoria Gray, Coord-GEAR UP Program
 - D: Zuley Rigo, Financial Aid Officer

PASSAIC COUNTY COMMUNITY COLLEGE

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

- III. Professional Staff Reappointments, FY 2021-22
- IV. Reappointment of Grant Administrators, FY 2020-21
- V. Grant Administrator's Salary, FY 2020-2021
- VI. Part-Time Temporary Appointments

2021 Voting Representative and Alternate Resolution

WHEREAS, the Passaic County Community College Library is a Full or Partner Member of PALS Plus, Inc.; and

WHEREAS, the Bylaws of PALS Plus requires that Full and Partner Member Libraries designate representatives and alternate representatives to represent them at PALS Plus meetings.

"The board of governance or the appropriate administrative authority for each full and associate member shall annually designate a voting representative to PALS Plus and an alternate, who shall serve in the absence of the voting representative."
(Section 3.03 Voting)

Each member library will annually submit to the President of PALS Plus, prior to the December Executive Board Meeting, a Library Board of Trustees' Resolution naming a PALS Plus voting representative and alternate for the coming year.
(Section 1.5 Membership)

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Library that Mibong La is hereby appointed as the Library's representative to PALS Plus; **AND** Ken Karol is hereby appointed as the Library's alternate voting representative to PALS Plus; and it is further **RESOLVED**, that a copy of this resolution be transmitted to PALS Plus.

President

Secretary

ADOPTED:

PALS Plus, the Consortium of Passaic Area Libraries

www.palsplus.org

**PASSAIC COUNTY COMMUNITY COLLEGE
ADJOURNMENT**

Offered by GLOVIN Seconded by POU

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

DATED: MARCH 16, 2021