



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 May 15, 2018 Board of Trustees meeting. If you have any questions, please call me.

STEVEN ROSE, Ed.D.
SECRETARY
BOARD OF TRUSTEES

**BOARD OF TRUSTEES
PASSAIC COUNTY COMMUNITY COLLEGE
AGENDA**

At 7:00 p.m. on Tuesday, May 15, 2018, the Board of Trustees of Passaic County Community College will hold a regular meeting. The meeting will take place in The Paterson Room, Passaic County Community College, One College Boulevard, Paterson, New Jersey. The public is invited to attend, per the Open Public Meetings Act, N.J.S.A. 10:4-6. In addition, the Board will meet in executive session to discuss such issues as are allowed pursuant to NJSA 10:4-12. A copy of the agenda and packet are available for public inspection.

CALL TO ORDER; ROLL CALL

CONSIDERATION OF MINUTES – April 17, 2018

PRESENTATION:

Presentations: 1. Phi Theta Kappa Year in Review

REPORTS

President
 Significant Activities
 Statement of Revenue and Expenditure
Chairman

DISCUSSION AGENDA

- A. BUSINESS ITEMS**
 - Purchases of Goods and Services
- B. PERSONNEL ITEMS**

EXECUTIVE SESSION

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

ACTION ITEMS

Consent Resolution

- A. BUSINESS ITEMS**
 - Purchases of Goods and Services
- B. PERSONNEL ITEMS**

Individual Resolution(s)

REMARKS: PUBLIC; TRUSTEES

ADJOURNMENT

**PASSAIC COUNTY COMMUNITY COLLEGE
ROLL CALL**

BOARD OF TRUSTEES	PRESENT	ABSENT
Alumni Rep Bloodsaw	X	
Ciambrone	X	
DuHaime	X	
Esquiche	X	
Irving		X
Kebrdle		X
Marco	X arrived 7:03 pm	
Moody	X	
Smith	X	
Trivedi	X	
Tanis		X
Nutter	X	

DATED: MAY 15, 2018

The following are the minutes of the Board of Trustees of Passaic County Community College, One College Boulevard, Paterson, New Jersey, held on Tuesday, April 17, 2018.

CALL TO ORDER

President Rose stated that notice of the meeting was mailed to the Herald News, the Record, the Office of the County Clerk, and posted on the bulletin board of the College Boulevard building on November 20, 2017.

Chairman Nutter stated that inasmuch as adequate notice of the meeting had been given, the meeting was called to order at 7:03 p.m. A copy of the agenda was reviewed and available for public inspection.

ROLL CALL

Richard A. DuHaime
Yolanda Esquiche
Dennis F. Marco
Alonzo Moody
Sharon C. Smith*

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

*Arrived 7:20 p.m.

Absent

Deborah E. Ciambrone
Christopher Irving
Patricia Kebrdle

CONSIDERATION OF MINUTES – March 13, 2018

Chairman Nutter asked for a motion on Resolution #1 – Consideration of Minutes for March 13, 2018; moved by Trustee Moody; seconded by Trustee Tanis. Upon roll call, Resolution #1 passed with all members present voting “yes.”

PRESENTATIONS

Men of Color Success Initiative

The *Men of Color Success Initiative*, as presented by Mr. William Morrison, Associate Dean of Academic Affairs; and Professor James T. Sanders, III, Instructor in the English/Public Speaking Department, centered on male students who are at risk. In a joint PowerPoint presentation, the areas covered by both professionals included academic support, critical mentoring, life changing experiences, career advice, financial literacy, health and wellness activities, and engaging with good role models from similar backgrounds.

The Core Group for this initiative was comprised of both faculty and administrators on campus, with meetings being held every Thursday for one hour. Three students were able to share their observations that evening with the Board, as well as the positive experience each has received so far. The students presenting that evening were Mr. Tyrell Wright, Mr. Marvin Espana, and Mr. Andrew Brier. Professor Sanders noted that the mentors involved with the program explain to the students the value in becoming responsible, professional men.

A brief question and answer session then took place.

Middle States PTK Regional President

Professor Jennifer Gasparino, Instructor in the Human Services Department and PTK Advisor, spoke briefly on Phi Theta Kappa (PTK), the chapters and the divisions. She explained the College was in the Middle States division and was so excited to announce that Ms. Jennifer Greco, a member of PTK, was recently elected as the new Middle States Regional President, who would serve as president for the 2018/2019 academic year. Professor Gasparino noted that the College has never had representation like that in the 36 years of the chapter's existence, and that the competition was fierce with two other challengers.

Ms. Greco explained the process and the support the College provides, thanking the PCCC Foundation, Ms. Meredith Behrens and Mr. Page Saunders from the Office of Institutional Advancement, for their marketing efforts and vision. She also thanked Professor Alex Della Ferra for sitting with her and going over drafts of her speech, which had to stay to three minutes. (Ms. Greco's speech finished at two minutes fifty-nine seconds.) She then thanked Professor James Sanders, emphasizing how he worked with her on how to speak with others, set responsibilities, and to have goals. She then presented him with the t-shirt worn at the convention. Professor Gasparino informed everyone that the speech could not be about why they wanted to be president; it had to be on an honor study topic requiring research.

Ms. Greco stated her topic was about transformation, acknowledging, effecting and achieving change, and played the video of her speech, as well as her receiving the honor of being elected as the new Middle States Regional President.

REPORTS

President:

New Jersey Council of County Colleges Fact Book

President Rose spoke about the annual Fact Book provided by the New Jersey Council of County Colleges, which provides demographic and other data on various community colleges in the state.

Significant Activities

President Rose reminded everyone about two important events that were coming up, with the first being the Salem Biz Breakfast on April 19, 2018 at the Wanaque Academic Center. Trustee DuHaime noted that AM970 enjoyed doing its radio show at Wanaque in October that they wanted to come back again. Along with Mr. Joe Piscopo, the lineup for panel discussion included Mr. Bernie Kerik and Assemblyman John Bramnick, to name a few. Mr. Steve Adubato would once again be the moderator.

The second event was the PCCC Foundation's Annual 26th Gala on April 26, 2018, being held at the Hamilton Club building. The honoree this year was Mr. David Daly of PSE&G, along with the first-time outstanding Alumni, Ms. Olga Y. Garcia.

President Rose stated that he hoped everyone would be able to attend one, if not both, events.

DISCUSSION AGENDA

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

A. Academic Items

PCCC DRAFT Strategic Plan (2018-2021)

President Rose stated that the DRAFT Strategic Plan has been discussed over the last two years with several drafts being reviewed and refined. He stated that the final draft was now being presented for the Board's review and approval.

Carl D. Perkins Career and Technical Education Grant

President Rose stated that the New Jersey Department of Education requires Board action on any changes and/or amendments to its original budget submission, with the latest amendment of \$39,584 being reallocated in order to spend the entire allocation given to the College.

Grant Application – Cultural Affairs

The grant application presented was to the New Jersey State Council on the Arts for the Local Arts Program for the period January 1 to December 31, 2019, with this being the first of a three-year grant.

Associate in Applied Science Degree: Pastry and Baking Arts; Associate in Science Degree: Human Services, Pre-Social and Counseling Option; Career Certificate: Medical Assistant; Nomenclature Change: Health Information Technology

Dr. Jacqueline Kineavy, Senior Vice President for Academic and Student Affairs, provided both background information and reasoning for the following new academic items being presented for approval:

- A.A.S Degree: Pastry and Baking Arts (provides pastry and baking skills for entry-level career positions in the hospitality fields);
- A.S. Degree in Human Services: Pre-Social Work and Counseling Option (prepares students to work in social service agencies);
- Career Certificate: Medical Assistant (enhances offerings in the health professions field for both small practices, as well as, large healthcare facilities);
- Nomenclature Change: A.A.S. Health Information Technology to A.A.S. Health Information Management (which more accurately reflects program outcomes).

Business Items

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 Services
- Rejection of RFP 19-01 Help Desk and Call Center Services (Rejection based on pricing submitted to be unclear, and all other proposals received exceed the College's budget for this service)
- Help Desk and Call Center Services
- RFQ 17-03 Bus Transportation
- RFP 19-06 Independent Auditor
- Bid 18-01 Solid Waste Disposal
- Consulting Services

B. 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 8:02 p.m.; moved by Trustee Tanis; seconded by Trustee Marco. Chairman Nutter stated that the Board would meet in Executive Session about twenty minutes to discuss personnel, contract matters, and matters protected by attorney-client privilege, and that no action would be taken in executive session. Upon roll call, the motion to go into executive session was approved by all members present voting "yes." *Trustee Trivedi left the room prior to Roll Call at 8:01 p.m.

ROLL CALL

Richard A. DuHaime
Yolanda Esquiche
Dennis F. Marco
Alonzo Moody

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

Absent

Deborah E. Ciambrone
Christopher Irving
Patricia Kebrdle

Chairman Nutter called the meeting to order at 8:26 p.m., stating that the Board met in Executive Session to discuss personnel, contract negotiations and matters protected by attorney-client privilege, and that no action was taken.

ACTION ITEMS AGENDA

Consent Resolution

Trustee Tanis moved Resolution #2-Consent Resolution Items A through C; seconded by Trustee Marco. Upon roll call, Resolution #2, passed with all members present voting “yes”.

ACADEMIC ITEMS

PCCC Draft Strategic Plan (2018-2021)

The DRAFT of Passaic County Community College’s Strategic Plan (2018-2021), as outlined in the attachment.

Carl D. Perkins Career and Technical Education Grant Amendment (New Jersey Department of Education) in the amount of \$39,584, which was reallocated to purchase items including equipment, instructional, and non-instructional supplies.

Grant Application – Cultural Affairs

Application to the New Jersey States Council on the Arts for the Local Arts Program, for the period January 1 to December 31, 2019; the first year of a three-year grant.

New Degree: A.A.S. Degree: Pastry and Baking Arts

The Associate in Applied Science Degree in Pastry and Baking Arts, a sixty (60) credit degree, enables students to gain advanced pastry and baking skills and techniques as they prepare

for entry level career positions in the hospitality industry. This degree subsumes credits from the PCCC Career Certificate in Baking as a stackable credential.

New Degree Option: A.S. Degree in Human Services: Pre-Social Work and Counseling Option

A new Associate in Science Degree in Human Services, Pre-Social Work and Counseling Option, a twelve (12) credit option that prepares students to work in social service agencies.

New Career Certificate: Medical Assistant

A thirty-one (31) credit Medical Assistant Career Certificate that enhances our existing offerings in the health professions field.

Nomenclature Change

There is one change in nomenclature which more accurately reflect program outcomes.

Current Degree Designation

New Degree Designation

A.A.S. Health Information Technology to A.A.S. Health Information Management

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.

Information Technology Hardware and Services (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract pricing) (Funding Source: FY-2018 Capital Funds; \$125,953.86 Available)
Network switches and associated services. NJ State contract # 87720.

Aspire Technology Partners
25 James Way
Eatontown, NJ 07724

\$53,291.00
(Recommended Award)

REJECTION OF RFP 19-01 - Help Desk and Call Center 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-2019 and FY-2020 College Operating Funds; \$295,000.00 Budgeted for FY-2019)

Help Desk and Call Center Services (Public Bid Exception per NJSA 18A:64A-25.5 b. – Purchase from governmental board, body, agency or authority) (Funding Source: FY-2019 and FY-2020 College Operating Funds; \$295,000.00 Budgeted for FY-2019)

NJEdge
218 Central Avenue, Suite 3420
Newark, NJ 07102

\$71,600.00 (FY-2019)
\$65,000.00 (FY-2020)
(Recommended Award)

RFQ 18-05 - Magazine & Journal Subscriptions (Public Bid Exception per NJSA 18A:64A-25.5 a. (6) – Library Materials and Services) (Funding Source: FY-2019 College Operating Funds; \$104,000.00 Budgeted) Estimated amount for FY-2019. Year two of two year agreement.

EBSCO Industries, Inc.
1163 Shrewsbury Ave., Suite E
Shrewsbury, NJ 07702

\$35,000.00
(Recommended Award)

RFP 17-03 – Bus Transportation (Public Bid Exception per NJSA 18A:64A-25.5 a. (23) – Travel) (Funding Source: FY-2018 College Operating Funds; \$15,000.00 Available)

Panorama Tours
45 Somerset Place
Clifton, NJ 07012

\$15,000.00
(New Total: \$53,550.00)
(Recommended Award)

RFP 19-06 – Independent Auditor (Public Bid Exception per NJSA 18A:64A-25.5 a. (1) – Professional Services) (Funding Source: FY-2019 and FY-2020 College Operating Funds; \$48,000.00 Budgeted for FY-2019) Estimated amounts (not-to-exceed) for FY-2019 and FY-2020. Expenditures contingent on future budget approvals.

Donohue, Girona, Doria & Tomkins, LLC
310 Broadway
Bayonne, NJ 07002

\$48,000.00 (FY-2019)
\$49,000.00 (FY-2019)
(Recommended Award)

Bid 18-01 – Solid Waste Disposal
(Funding Source: FY-2019 College Operating Funds; \$57,500 Budgeted)

Year two of three year agreement. Expenditures contingent on future budget approvals.

Interstate Waste Services of NJ, Inc.
375 Route 1 & 9 South
Jersey City, NJ 07306

\$20,414.40
(Recommended Award)

Consulting Services (Public Bid Exception per NJSA 18A:64A-25.5 a. (15) – Consulting Services) (Funding Source: FY-2018 College Operating Funds; \$32,500 Available)

CampusWorks, Inc. **\$32,500.00**
1767 Lakewood Ranch Boulevard, #305 **(Recommended Award)**
Bradenton, FL 34211

PERSONNEL ITEMS

- I. Separations A: Shanna King, Staff Asst, Enrollment Management
B: Linda Siegrist, Faculty, Nurse Education
C: Howard Schwartzberg, Coord, Dev Math Tutoring
D: Norma Cameron, Staff Asst, Educational Services
- II. Appointments A: Marcos Arteaga, Financial Aid Officer
B: Esther Eisenmenger, Nursing Lab/Simulation Coord.
- III. Child Development Center Grant Employee's Salary Adjustment:
FY2017-2018
- IV. Adjunct Faculty Appointments – Spring 2018
- V. Part-time Temporary Appointments

REMARKS:

Public: Professor Merille Siegel, Chair of the Computer Information Sciences Department (CIS), shared a story with the Board stating that two CIS students stopped by to see her thanking the PCCC Foundation for the \$500 scholarship they received. They both noted that if it was not for those funds, they would not have been able to complete their coursework.

Trustees: None

ADJOURNMENT

Chairman Nutter asked for a motion to adjourn the meeting at 8:29 p.m.; moved by Trustee Marco; seconded by Trustee Esquiche. 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 TRIVEDI Seconded by ESQUICHE

Board of Trustees	Yes	No	Abstain	Absent
Ciambrone			X	
DuHaime	X			
Esquiche	X			
Irving				X
Kebrdle				X
Marco	X			
Moody	X			
Smith	X			
Trivedi	X			
Tanis				X
Nutter	X			

CONSIDERATION OF MINUTES

BE IT RESOLVED that the Board of Trustees of Passaic County Community College hereby approves the minutes of the April 17, 2018 Board of Trustees meetings, as presented.

DATED: MAY 15, 2018

PASSAIC COUNTY COMMUNITY COLLEGE

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

Offered by TRIVEDI Seconded by MARCO

Board of Trustees	Yes	No	Abstain	Absent
Ciambrone	X			
DuHaime	X			
Esquiche	X			
Irving				X
Kebrdle				X
Marco	X			
Moody	X			
Smith	X			
Trivedi	X			
Tanis				X
Nutter	X			

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

A. BUSINESS ITEMS

Advertising (Billboard Advertisements) (Public Bid Exception per NJSA 18A:64A-25.5 a. (20) – Advertising) (Funding Source: FY-2019 College Operating Funds; \$193,000.00 Budgeted)
 Estimated amount for FY-2019. Business Entity and Political Contribution disclosures required.

Outfront Media LLC 405 Lexington Avenue New York, NY 10174	\$38,000.00 (Recommended Award)
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Advertising (Electronic Media Advertisements) (Public Bid Exception per NJSA 18A:64A-25.5 a. (20) – Advertising) (Funding Source: FY-2019 College Operating Funds; \$193,000.00 Budgeted)
 Estimated amount for FY-2019. Business Entity and Political Contribution disclosures required.

Cross Device Media Group 16 South Street Morristown, NJ 07960	\$55,000.00 (Recommended Award)
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PASSAIC COUNTY COMMUNITY COLLEGE

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

Information Technology Hardware (Below Public Bid Threshold) (Funding Source: FY-2018 Pathways to STEM Grant; \$52,108.11 Available)

Virtual Reality hardware, software and accessories for STEM Maker Space. Cumulative vendor spend for FY-2018 exceeds Board Review threshold. Fulfillment Agent for NJ State Contract 89974.

PKA Technology, Inc.
1 Executive Boulevard, Suite 101
Suffern, NY 10901

\$11,844.71
(Recommended Award)

Music Equipment Accessories (Below Public Bid Threshold) (Funding Source: FY-2018 Carl D. Perkins Career and Technical Education Grant; \$11,841.71 Available)

Accessories for music equipment for use in Music Technology academic program. Cumulative vendor spend for FY-2018 exceeds Board Review threshold.

Sweetwater Sound Inc.
5501 US Highway 30 West
Fort Wayne, IN 46818

\$3,910.98
(Recommended Award)

Request for Proposal 19-03 – Local Food Service Supplier (Public Bid Exception per NJSA 18A:64A-25.5 a. (7) – Food Supplies and Services) (Funding Source: FY-2019, FY-2020 and FY-2021 College Bound, GEAR-UP, and Upward Bound Grant Funds; \$55,000.00 Budgeted for FY-2019)

Estimated amounts. Boxed lunches for students for various events. Costs proposed are unit prices. Expenditures contingent on future budget approvals.

41876 Broadway LLC
515 Irvine Turner Boulevard
Newark, NJ 07108

\$54,600.00 (FY-2019)
\$54,600.00 (FY-2020)
\$57,330.00 (FY-2021)
(Recommended Award)

Request for Proposal 19-07 – Debt Collection (Public Bid Exception per NJSA 18A:64A-25.5 a. (14) – Collection of Funds) (Funding Source: Not Applicable) The fee proposed is a percentage of collected amounts.

Allied Account Services, Inc.
422 Bedford Avenue
Bellmore, NY 11710

15% Fee (FY-2019)
15% Fee (FY-2020)
(Recommended Award)

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

16% Fee (FY-2019)
16% Fee (FY-2020)
(Recommended Award)

PASSAIC COUNTY COMMUNITY COLLEGE

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

Collection Bureau of Hudson Valley, Inc.
155 North Plank Road
Newburgh, NY 12550

14% Fee (FY-2019)
14% Fee (FY-2020)
(Recommended Award)

Request for Proposal 19-08 – Credit Card Processing (Public Bid Exception per NJSA 18A:64A-25.5 a. (14) – Collection of Funds) (Funding Source: FY-2019 and FY-2020 College Operating Funds; \$240,000.00 Budgeted for FY-2019) Estimated amounts. The cost proposed is a percentage of each credit card transaction. Expenditures contingent on future budget approvals.

Official Payments Corporation
6060 Coventry Drive
Elkhorn, NE 68022

\$238,700.00 (FY-2019)
\$238,700.00 (FY-2020)
(Recommended Award)

Bid 19-05 – On-Call Heating, Ventilation and Air Conditioning (HVAC) Maintenance
(Funding Source: FY-2019 and FY-2020 College Operating Funds; FY-2019 College Capital Funds; \$225,000.00 Budgeted for FY-2019) Estimated amounts for on-call maintenance and project work. Partial awards to the three lowest bidders. The costs competed in the bid consisted of hourly labor rates and material mark-up. The basis of comparison was a sample project which was distributed with the bids. Expenditures contingent on future budget approvals.

PCC HVAC LLC
d/b/a Professional Climate Control
8E Great Meadow Lane
East Hanover, NJ 07936

\$75,000.00 (FY-2019)
\$75,000.00 (FY-2020)
(Recommended Award)

A&A Industrial Piping, Inc.
6 Gardner Road
Fairfield, NJ 07004

\$75,000.00 (FY-2019)
\$75,000.00 (FY-2020)
(Recommended Award)

Ramas Climate & Refrigeration, LLC
208 East Cedar Street
Livingston, NJ 07039

\$75,000.00 (FY-2019)
\$75,000.00 (FY-2020)
(Recommended Award)

Bid 19-07 – Chiller Maintenance

(Funding Source: FY-2019, FY-2020 and FY-2021 College Operating Funds; \$60,000.00 Budgeted for FY-2019)

Comprehensive maintenance for chiller located at main campus. Three year agreement. Expenditures contingent on future budget approvals.

Unitemp, Inc.
26 Worlds Fair Drive, Suite C
Somerset, NJ 08873

\$30,345.00 (FY-2019)
\$30,952.00 (FY-2020)
\$31,571.00 (FY-2021)
(Recommended Award)

PASSAIC COUNTY COMMUNITY COLLEGE

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

B. PERSONNEL ITEMS

- I. Separations A: Samuel Nunez, Coordinator, IT Services
 - B: Vanessa Velez, Educator/Advisor, Dev English
 - C: Latreyanda Lynch, Student Dev Specialist, PAC
 - D: Glen Bencivengo, Librarian
 - E: Adra Spector, Graphic Design Faculty
 - F: Geoffrey Kenmuir, English Faculty
 - G: Emel Demirel, Mathematics Faculty
 - H: Erica Williams-Woodley, Nurse Education Faculty
 - I: Shailendra Chainani, Bio and Physical Sciences Faculty

- II. Appointments
 - A: Arthur Goon, Dean, Enrollment Management
 - B: Elizabeth Marinace, Dean, Academic Initiatives and Policy Management
 - C: John Robb, III, Criminal Justice Faculty
 - D: Steve Levitt, Manager, Culinary Arts Operations
 - E: Stephen Ernst, Mechanical Services HVAC Technician
 - F: George Flores, Mechanical Services HVAC Technician
 - G: Thomas J. Gaveglio, Assistant Manager, Plant Operations

- III. Child Development Center Grant Employee's Salary Adjustment – FY 2017-2018
- IV. Reappointment of Faculty - 2018-2019
- V. Non-Reappointment of Faculty
- VI. Part-Time Temporary Appointments