



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 18, 2021 Board of Trustees meeting. If you have any questions, please call me.

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

**BOARD OF TRUSTEES  
PASSAIC COUNTY COMMUNITY COLLEGE  
MAY 18, 2021 - AGENDA  
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**At 7:00 p.m. on Tuesday, May 18, 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](mailto: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 May 18, 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** – April 20, 2021

**PRESENTATION** – (1) Phi Theta Kappa (PTK) A Year in Review for the Chapter

**REPORTS** – President: Significant Activities  
Statement of Revenue and Expenditures  
Chairman

**DISCUSSION AGENDA**

- A. INSTRUCTIONAL ITEM**  
New Partnership Agreement in Health Information Technology with Rowan College  
At Burlington County
- B. BUSINESS ITEMS**  
Purchases of Goods and Services
- C. POLICY MATTERS - SECOND READING: BOARD POLICIES:**  
**A906 DRUG FREE SCHOOL AND CAMPUS POLICY** (New Policy)  
**B109 DRUG FREE WORKPLACE** (Revision)  
**B201 CONTRACTS FOR PROFESSIONAL STAFF NOT HOLDING FACULTY**  
RANK (Revision)  
**E905 MENTAL HEALTH CRISIS INTERVENTION POLICY** (Revision)
- D. PERSONNEL ITEMS**

(Continued....)

**BOARD OF TRUSTEES  
PASSAIC COUNTY COMMUNITY COLLEGE  
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**EXECUTIVE SESSION**

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

**ACTION ITEMS - Consent Resolution**

**A. INSTRUCTIONAL ITEMS**

New Partnership Agreement in Health Information Technology with Rowan College  
At Burlington County

**B. BUSINESS ITEMS**

Purchases of Goods and Services

**C. POLICY MATTERS – SECOND READING: BOARD POLICIES:**

**A906** DRUG FREE SCHOOL AND CAMPUS POLICY (New Policy)

**B109** DRUG FREE WORKPLACE (Revision)

**B201** CONTRACTS FOR PROFESSIONAL STAFF NOT HOLDING FACULTY  
RANK (Revision)

**E905** MENTAL HEALTH CRISIS INTERVENTION POLICY (Revision)

**D. PERSONNEL ITEMS**

**REMARKS**

PUBLIC  
TRUSTEES

**ADJOURNMENT**

**PASSAIC COUNTY COMMUNITY COLLEGE**  
**ROLL CALL**

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

**DATED: MAY 18, 2021**

**PASSAIC COUNTY COMMUNITY COLLEGE**  
**Resolution #1 – CONSIDERATION OF MINUTES**

**Offered by NUTTER Seconded by TANIS**

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

**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 April 20, 2021 Board of Trustees meeting.

**DATED: MAY 18, 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, April 20, 2021.

### **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Chairman Marco called the meeting order at 7:01 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  
Harvey J. Nutter  
Taina Pou

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

\*Arrived at 7:15 pm; \*\*7:30 pm

### **CONSIDERATION OF MINUTES – March 16, 2021**

Chairman Marco asked if there were any corrections to the minutes for March 16, 2021. Hearing none, Trustee Glovin moved Resolution #1 – Consideration of Minutes for the March 16, 2021 board meeting; seconded by Trustee Pou. Upon roll call, Resolution #1 passed with all members present voting “yes.”

### **PRESENTATIONS**

#### **.Phi Theta Kappa (PTK) Food Insecurity and Financial Literacy Programs**

President Rose was pleased to express his excitement of the accomplishments of Phi Theta Kappa (PTK) this past year. He stated that the group had done so well that their presentations had to be split between two board meetings. He then turned his attention to Professor Jennifer Gasparino, Associate Professor, Human Services and PTK Advisor.

PTK Members present that evening for the presentation were Ravyn John, Issac Belgrave, Jay Marie Martinez, Bianca Osma, Edwin Lotero, Samantha Chang, Ashely Diaz, Jenny Garcia, and Andy Perales. The topics for their presentation centered on Food Insecurity and Financial Literacy programs, and through a PowerPoint presentation, each member of that group took turns explaining and presenting their process and planning for each program, the goals and objectives, as well as the impact these programs had on them personally. The group also engaged in training so they are able to train the next set of officers that would replace them when they graduate and move on with their careers.

A short question and answer period took place, and President Rose was pleased to announce that the Governor of New Jersey announced a new grant opportunity for \$100,000 to help fund food insecurity initiatives. Professor Gasparino commented as well stating that the current Title V grant was also very helpful in the students’ research and understanding of financial literacy, which was a hot topic at this time.

### **REPORTS**

President: No oral report given.

Chair: No oral report given.

### **DISCUSSION AGENDA**

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

**A. INSTRUCTIONAL ITEMS –**

Carl D. Perkins Career and Technical Education Grant

President Rose stated that the budget amendment was a requirement of the Carl D. Perkins Career and Technical Education Grant, which he recommended approving in order to use the entire allocation given to the College.

Articulation Agreement with Rutgers University – Newark

President Rose stated that the articulation agreement with Rutgers University provides graduates from Passaic County Community College who hold an Associate in Science degree in Business Administration to transfer to Rutgers University – Newark, School of Public Affairs and Administration (SPAA) to pursue a Bachelor of Arts degree in Public and Nonprofit Administration.

Career Certificate: Dialysis Technician

Dr. Jacqueline Kineavy, Senior Vice President, Academic and Student Affairs, described the 30-credit Career Certificate designed to give students theoretical and practical knowledge in hemodialysis and prepare them to meet the growing need for certified hemodialysis technicians. These technicians assist nurses with their patients with renal failure, for example.

At this time, Chairman Marco asked President Rose to return to the Statement of Revenue and Expenditures. President Rose stated that that report was informational to where the College stood financially at a certain period in time. President Rose stated that in this most unusual year, revenue is significantly down but expenses are as well. Due to the federal Cares Act support, at this point, the College has a sizeable fund balance. It is anticipated that the impact of the pandemic will be with us for several years and these funds should help get us through.

**B. BUSINESS ITEMS**

Purchase of Goods and Services

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. President Rose stated he would be happy to answer any questions.

- Audio-Visual Equipment - (Public Safety Operations)
- Software Licensing and Maintenance - (Online application module and Customer Relationship Management (CRM) software for FY2022.
- Online Tutoring Services - (Increase amount for online tutoring services for students)



- Insurance (Disability Insurance) – (Disability Insurance for full-time Administrative and Support Staff)
- Insurance (Cyber Liability Insurance) – (Renewal)
- Request for Proposal 21-01 – Facilis HUB 16 System – (Video editing storage server for Communications academic program)
- Request for Qualifications 21-01 – Environmental Engineer Consulting Services – (To perform professional services as needed for FY2021 and FY2022)
- Information Technology Hardware – (Wireless bridge hardware and installation)

**C. POLICY MATTERS – FIRST READING: BOARD POLICIES**

**A906 DRUG FREE SCHOOL AND CAMPUS POLICY (New Policy)**

**B109 DRUG FREE WORKPLACE (Revision)**

**B201 CONTRACTS FOR PROFESSIONAL STAFF NOT HOLDING FACULTY RANK (Revision)**

**E905 MENTAL HEALTH CRISIS INTERVENTION POLICY (Revision)**

Mr. Michael A. Cerone, Jr., College Counsel explained the changes to the various board policies presented that evening on First Reading. Many of the policies had outdated statutes and/or conflicting requirements that applied to different parts of the college community.

A906 was a new policy created that would cover the Drug Free Schools and Communities Act (DFSCA) and was separated from the current B109.

B109 was revised to implement a policy that just covers college employees under the Drug Free Workplace Act (DFWA).

B201 was revised to change an obsolete administrative code not renewed by the Secretary of Higher Education and renamed since multi-year contracts were never given to college employees since its existence.

E905 was revised to exclude the procedures outlined as part of the policy since that restricted the administration from effectively taken care of mental health crises as they arise.

**D. PERSONNEL ITEMS**

The personnel items included Separations, Appointments, Adjunct Faculty Appointments – Spring 2021, and Part-time Temporary Appointments.

At this time, President Rose asked Counsel Cerone to give an update on the flagpole controversy. Counsel Cerone gave a brief overview of the problem wherein the College, due to defective

installation, was holding monies owed to the firm that installed the three flagpoles on Broadway, and would not be paid until the matter was fully addressed. After a year or so of going back and forth to resolve that outstanding issue, the College agreed to the option for a credit of \$5,300 that was going to be given to the company from the manufacturer it used and passed that credit on to the outstanding balance owed to them by the College.

### **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 Trivedi moved Resolution #3; seconded by Trustee Glovin. Upon roll call, Resolution #3 passed with all members present voting "yes."

#### **A. INSTRUCTIONAL ITEMS**

##### **Carl D. Perkins Career and Technical Education Grant (NJDOE)**

Budget amendment for the *Carl D. Perkins Career and Technical Education Grant* (New Jersey Department of Education) to its approved 2020-2021 Perkins Career and Technical Education One-Year Spending Plan for a total of \$118,837, reallocated to purchase items including instructional equipment/supplies.

##### **Articulation Agreement with Rutgers University – Newark – School of Public Affairs and Administration (SPAA)**

An articulation agreement with Rutgers University, which provides graduates from Passaic County Community College who hold an Associate in Science degree in Business Administration to transfer to Rutgers University – Newark, School of Public Affairs and Administration (SPAA) to pursue a Bachelor of Arts degree in Public and Nonprofit Administration.

##### **Career Certificate: Dialysis Technician**

A 30-credit Career Certificate designed to give students theoretical and practical knowledge in hemodialysis that will prepare them to meet the growing need for certified hemodialysis technicians.

**B. BUSINESS ITEMS**

**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.

**Audio-Visual Equipment** (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 Fund; \$295,224.89 Available)

Audio-visual equipment for Public Safety operations center. Vendor year-to-date spend exceeds Board review threshold. NJ State Contract # 81123.

Tele-Measurements, Inc.  
145 Main Avenue  
Clifton, NJ 07014

**\$11,665.00**  
**(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-2022 College Operating Funds; \$30,000.00 Budgeted)

Renewal of licensing and maintenance for online application module and Customer Relationship Management (CRM) software for FY-2022. Business Entity and Political Contribution disclosures required.

Fire Engine RED, Inc.  
P.O. Box 1017  
Havertown, PA 19083

**\$18,000.00**  
**(Recommended Award)**

**Online Tutoring Services** (Public Bid Exception per NJSA 18A:64A- 25.5 a. (15) –

Professional Consulting Services) (Funding Source: FY-2021 College Operating Funds; \$180,459.68 Available)

Increase to not-to-exceed amount for online tutoring services for students. Fixed license fee and cost-per-service. Business Entity and Political Contribution disclosures required.

Tutor.com, Inc.  
110 East 42<sup>nd</sup> Street, 7<sup>th</sup> Floor  
New York, NY 10017

**\$80,600.00**  
**(New Total: \$244,100.00)**  
**(Recommended Award)**

**Insurance (Disability Insurance)** (Public Bid Exception per NJSA 18A:64A- 25.5 a. (11) – Insurance) (Funding Source: FY-2022 College Operating Funds; \$75,000.00 Budgeted)

Disability insurance for full-time Administrative and Support Staff. Estimated amount for FY-2022.

Unum Life Insurance Company of America  
2211 Congress Street  
Portland, ME 04102

**\$75,000.00**  
**(Recommended Amount)**

**Insurance (Cyber Liability Insurance)** (Public Bid Exception per NJSA 18A:64A- 25.5 a. (11) – Insurance) (Funding Source: FY-2021 College Operating Funds; \$65,915.41 Available)  
Renewal of Cyber Liability insurance policy.

Arthur J. Gallagher Risk Management Services  
200 Jefferson Park  
Whippany, NJ 07981

**\$29,750.00**  
**(Recommended Amount)**

**Request for Proposal 21-01 – Facilis HUB 16 System** (Below Public Bid threshold)  
(Funding Source: Carl D. Perkins Career and Technical Education Grant; \$34,996.10 Available)  
Video editing storage server system for Communications academic program.

Video Technologies Group  
21 Charles Street, Suite 116  
Westport, CT 06880

**\$34,310.00**  
**(Recommended Amount)**

**Request for Qualifications 21-01 – Environmental Engineer Consulting Services** (Public Bid Exception per NJSA 18A:64A-25.5 a. (1) – Professional Services) (Funding Source: FY-2021 and FY-2022 College Capital Funds)  
Qualification of Environmental Engineer to perform professional services as-needed for FY-2021 and FY-2022.

GZA Environmental, Inc.  
55 Lane Road, Suite 407  
Fairfield, NJ 07004

Brinkerhoff Environmental Services, Inc.  
1805 Atlantic Ave  
Manasquan, NJ 08736

Tectonic Engineering Consultants, Inc.  
70 Pleasant Hill Road  
Mountainville, NY 10953

**Information Technology Hardware** (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract pricing) (Funding Source: FY-2021 College Capital Funds; \$78,591.72 Available)  
Wireless bridge hardware and installation. Fulfillment Agent for NJ State Contract 89974.

PKA Technologies, Inc.  
3 Paragon Drive, Suite 205  
Montvale, NJ 07645

**\$78,591.72**  
**(Recommended Award)**

**C. POLICY MATTERS – FIRST READING: BOARD POLICIES**

**A906** DRUG FREE SCHOOL AND CAMPUS POLICY (New Policy)  
**B109** DRUG FREE WORKPLACE (Revision)  
**B201** CONTRACTS FOR PROFESSIONAL STAFF NOT HOLDING FACULTY  
RANK (Revision)  
**E905** MENTAL HEALTH CRISIS INTERVENTION POLICY (Revision)

**D. PERSONNEL ITEMS**

**I. Separations**

Alexandra Conte, Associate Director, HR  
Shirley McFarlene, Financial Aid Officer  
Lorraine Smith, Registrar  
David Zambrano, Director, IT Infrastructure

**II. Appointments**

James Wallace, Director, Enterprise Applications, Information Technology  
Giovanna Rodriguez, Applications Support Analyst, Information Technology  
Lilian Saldua, Senior Programmer/Analyst, Information Technology  
Lisa DeLiberto, Faculty Coach, Teacher Excellence Program  
Stephanie Velasquez, Director, Student Support Services – ELS

**III. Adjunct Faculty Appointments – Spring 2021**

**IV. Part-Time Temporary Appointments**

**REMARKS:** Public/Trustees: None

**ADJOURNMENT**

Chairman Marco asked for a motion to adjourn the meeting at 7:57 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**  
**STATEMENT OF REVENUE AND EXPENDITURE PROJECTIONS**  
**AS OF MARCH 31, 2021 FOR THE FISCAL YEAR ENDING JUNE 30, 2021**

**VERSION 1**

	<b><u>Budget</u></b> <b><u>FY 2021</u></b>	<b><u>Actual</u></b> <b><u>Year-to-Date</u></b>	<b><u>Full Year</u></b> <b><u>Forecast</u></b>	<b><u>March</u></b> <b><u>Variance</u></b>
<b><u>REVENUE</u></b>				
Tuition	\$ 23,654,123	\$ 18,759,634	\$ 22,351,512	\$ (1,302,611)
Tuition: Non-Credit	\$ 920,000	\$ 344,119	\$ 700,000	\$ (220,000)
Student Fees	\$ 4,141,614	\$ 3,488,716	\$ 3,763,539	\$ (378,075)
County Support	\$ 15,171,000	\$ 11,378,250	\$ 15,171,000	\$ -
State of New Jersey (Adjusted for CCOG)	\$ 6,114,273	\$ 4,585,705	\$ 5,269,478	\$ (844,795)
Workforce Consortium ROI	\$ 100,000	\$ 79,245	\$ 100,000	\$ -
From Fund Balance	\$ -	\$ -	\$ -	\$ -
Rental Income - Memorial Hall	\$ 1,182,000	\$ 764,085	\$ 1,182,000	\$ -
Other Revenue	\$ 930,000	\$ 1,347,029	\$ 930,000	\$ -
<b>TOTAL COLLEGE REVENUE</b>	<b>\$ 52,213,010</b>	<b>\$ 40,746,784</b>	<b>\$ 49,467,529</b>	<b>\$ (2,745,481)</b>
Auxiliary Services				
Food Service	\$ 350,000	\$ 89,010	\$ 170,000	\$ (180,000)
Child Care Service	\$ 1,850,000	\$ 1,162,387	\$ 1,850,000	\$ -
<b>Total Auxiliary Services</b>	<b>\$ 2,200,000</b>	<b>\$ 1,251,397</b>	<b>\$ 2,020,000</b>	<b>\$ (180,000)</b>
<b>TOTAL REVENUE</b>	<b>\$ 54,413,010</b>	<b>\$ 41,998,181</b>	<b>\$ 51,487,529</b>	<b>\$ (2,925,481)</b>
<b><u>EXPENDITURES</u></b>				
Salaries	\$ 32,697,764	\$ 19,666,570	\$ 30,635,213	\$ (2,062,551)
Fringe Benefits	\$ 9,255,000	\$ 5,331,737	\$ 8,536,486	\$ (718,514)
<b>Total Personnel</b>	<b>\$ 41,952,764</b>	<b>\$ 24,998,307</b>	<b>\$ 39,171,699</b>	<b>\$ (2,781,065)</b>
Travel, Meetings & Recruitment	\$ 259,750	\$ 14,306	\$ 50,000	\$ (209,750)
Communications:				
Telephone	\$ 52,600	\$ 49,469	\$ 52,200	\$ (400)
Postage	\$ 104,535	\$ 37,195	\$ 81,635	\$ (22,900)
Printing	\$ 139,395	\$ 12,483	\$ 79,825	\$ (59,570)
Books & Periodicals	\$ 366,700	\$ 172,458	\$ 366,700	\$ -
Memberships	\$ 220,675	\$ 157,609	\$ 210,675	\$ (10,000)
Advertising				
Personnel	\$ 20,000	\$ 2,250	\$ -	\$ (20,000)
Student Recruitment	\$ 215,725	\$ 161,502	\$ 218,025	\$ 2,300
<b>Total Communications</b>	<b>\$ 1,119,630</b>	<b>\$ 592,966</b>	<b>\$ 1,009,060</b>	<b>\$ (110,570)</b>
<b>Supplies</b>	<b>\$ 599,187</b>	<b>\$ 172,857</b>	<b>\$ 369,758</b>	<b>\$ (229,429)</b>
Maintenance &				
Contractual Services:				
Repairs & Maintenance Contracts	\$ 501,550	\$ 231,837	\$ 456,600	\$ (44,950)
Contracted Services	\$ 1,786,748	\$ 1,214,509	\$ 1,553,654	\$ (233,094)
Professional Services	\$ 292,350	\$ 128,973	\$ 267,400	\$ (24,950)
Paterson/Passaic Co. Police and Security Services	\$ 115,000	\$ 68,789	\$ 97,000	\$ (18,000)
Utilities	\$ 1,735,000	\$ 1,011,901	\$ 1,548,000	\$ (187,000)
Legal & Auditing	\$ 53,000	\$ 644	\$ 51,800	\$ (1,200)
Insurance	\$ 70,000	\$ 4,085	\$ 70,000	\$ -
Rental, Licenses & Internet	\$ 2,188,000	\$ 1,177,128	\$ 1,224,374	\$ (963,626)
<b>Total Maintenance and Contracted Services</b>	<b>\$ 6,741,648</b>	<b>\$ 3,837,866</b>	<b>\$ 5,268,828</b>	<b>\$ (1,472,820)</b>
Special Events and Programs	\$ 187,425	\$ 16,523	\$ 115,773	\$ (71,652)
Bad Debts		\$ 97,355		
Interest Expense, Financial Services Fees and Miscellaneous Items	\$ 1,352,606	\$ 484,378	\$ 1,252,752	\$ (99,854)
<b>TOTAL GENERAL &amp; EDUCATIONAL EXPENDITURES</b>	<b>\$ 52,213,010</b>	<b>\$ 30,214,558</b>	<b>\$ 47,237,870</b>	<b>\$ (4,975,140)</b>
Auxiliary Services				
Food Service	\$ 350,000	\$ 146,046	\$ 170,000	\$ (180,000)
Child Care Service	\$ 1,850,000	\$ 979,110	\$ 1,850,000	\$ -
<b>Total Auxiliary Services</b>	<b>\$ 2,200,000</b>	<b>\$ 1,125,156</b>	<b>\$ 2,020,000</b>	<b>\$ (180,000)</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 54,413,010</b>	<b>\$ 31,339,714</b>	<b>\$ 49,257,870</b>	<b>\$ (5,155,140)</b>
<b>SUBTOTAL SURPLUS/(DEFICIT)</b>		<b>\$ 10,658,467</b>	<b>\$ 2,229,659</b>	<b>\$ 2,229,659</b>

**PASSAIC COUNTY COMMUNITY COLLEGE**  
**RESOLUTION #2 – RESOLUTION TO MEET IN EXECUTIVE SESSION**

Offered by TANIS    Seconded by GLOVIN

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			

**Whereas**, the Board of Trustees of Passaic County Community College is subject to certain requirements of the *Open Public Meetings Act*, and

**Whereas**, the *Open Public Meetings Act*, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution, and

**Whereas**, it is necessary for the Board of Trustees of Passaic County Community College to discuss in a session not open to the public certain matters relating to the following items authorized by N.J.S.A. 10:4-12b and designated below:

\_\_\_\_\_ (1) *Matters Required by Law to be Confidential*: Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.

\_\_\_\_\_ (2) *Matters Where the Release of Information Would Impair the Right to Receive Funds*: Any matter in which the release of information would impair a right to receive funds from the Government of the United States.

\_\_\_\_(3) *Matters Involving Individual Privacy*: Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.

\_\_\_\_(4) *Matters Relating to Collective Bargaining Agreements*: Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.

\_\_\_\_(5) *Matters Relating to the Purchase, Lease or Acquisition of Real Property or the Investment of Public Funds*: Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.

\_\_\_\_(6) *Matters Relating to Public Safety and Property*: Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations of possible violations of the law.

\_\_\_\_(7) *Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege*: Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is require in order for the attorney to exercise his ethical duties as a lawyer.

  X  (8) *Matters Relating to the Employment Relationship*: Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

\_\_\_\_(9) *Matters Relating to the Potential Imposition of a Penalty*: Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party bears responsibility.



**Now, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Passaic County Community College that an Executive Session closed to the public shall be held on this date for the discussion of matters relating to the specific items designated above.

It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon the determination of the Board of Trustees that the public interest will no longer be served by such confidentiality.

The foregoing resolution was duly adopted by the Board of Trustees of Passaic County Community College on **MAY 18, 2021.**

A handwritten signature in black ink, appearing to read "Steven H. Rose". The signature is written in a cursive, flowing style. Below the signature is a horizontal line.

President/Secretary

**PASSAIC COUNTY COMMUNITY COLLEGE**  
**ROLL CALL – RETURN FROM EXECUTIVE SESSION**

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

**DATED: MAY 18, 2021**

**PASSAIC COUNTY COMMUNITY COLLEGE**

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

Offered by NUTTER Seconded by GLOVIN

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 ITEM**

**Partnership Agreement**

Passaic County Community College [PCCC] and Rowan College at Burlington County [RCBC] are entering into a partnership to deliver academic programming leading to an Associate in Applied Science in Health Information Technology. Students successfully completing the Partnership Program will be granted an Associate in Applied Science Degree by RCBC. The Partnership Program allows students to complete 29 credits at PCCC and subsequently apply for transfer to RCBC's fully online program to complete the additional 35 of 64 total credits required for graduation.

**B. BUSINESS ITEMS**

**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.

**PASSAIC COUNTY COMMUNITY COLLEGE**

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

**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-2022 College Operating Funds; \$493,440.00 Budgeted)  
Renewal of licensing and maintenance of Enterprise Resource Planning (ERP) software for FY-2022. Business Entity and Political Contribution Disclosures required.

Ellucian Company, LP  
62578 Collections Center Drive  
Chicago, IL 60693

**\$319,421.00**  
**(Recommended Award)**

**Clinical Education Products and Software** (Public Bid Exception per NJSA 18A:64A-25.5 a. (3) – Materials or supplies only available from a single source) (Funding Source: Carl D. Perkins Career and Technical Education Grant; \$46,083.27 Available)  
Clinical education products and associated hardware and software for use in the Nurse Education academic program. Business Entity and Political Contribution Disclosures required.

Laerdal Medical Corporation  
167 Myers Corners Road  
Wappingers Falls, NY 12590

**\$45,300.48**  
**(Recommended Award)**

**Employee Dental Insurance Program** (Public Bid Exception per NJSA 18A:64A-25.5 a. (11) – Insurance) (Funding Source: FY-2022 College Operating Funds; \$272,284.00 Budgeted)  
Employee dental insurance program. Estimated amount for FY-2022 for Administrative Fees.

Delta Dental of New Jersey  
P.O. Box 222  
Parsippany, NJ 07054

**\$33,346.00**  
**(Recommended Award))**

**Consulting Services** (Public Bid Exception per NJSA 18A:64A-25.5 a. (15) – Consulting Services) (Funding Source: FY-2021 Educational Opportunity Fund Title IV Grant Funds; \$10,431.39 Available)  
Database development consulting services for Educational Opportunity Fund program. Not-to-exceed amount. Vendor year-to-date spend exceeds Board review threshold. Business Entity and Political Contribution disclosures required.

Nichols Development LLC dba Markations  
668 Stony Hill Rd. #184  
Yardley, PA 19067

**\$10,000.00**  
**(Recommended Award)**

**Consulting Services** (Public Bid Exception per NJSA 18A:64A-25.5 a. (15) – Consulting Services) (Funding Source: FY-2021 and FY-2022 College Operating Funds; \$30,330.00 Available in FY-2021)  
Interim Registrar services. Business Entity and Political Contribution disclosures required.

CampusWorks, Inc.  
1767 Lakewood Ranch Boulevard, #305  
Bradenton, FL 34211

**\$90,990.00**  
**(Recommended Award)**

PASSAIC COUNTY COMMUNITY COLLEGE

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

**State of New Jersey RFP #17DPP00100 – Firefighter Protective Clothing and Equipment**

(Funding Source: FY-2021 College Capital Funds; \$22,904.56 Available)

Turnout gear for firefighter training programs. State of New Jersey Blanket Purchase Order #17-FLEET-00807.

Firefighter One  
34 Wilson Drive  
Sparta, NJ 07871

**\$22,904.56**  
**(Recommended Award)**

**C. POLICY MATTERS – SECOND READING: BOARD POLICIES**

**A906 DRUG FREE SCHOOL AND CAMPUS POLICY (New Policy)**

**B109 DRUG FREE WORKPLACE (Revision)**

**B201 CONTRACTS FOR PROFESSIONAL STAFF NOT HOLDING FACULTY  
RANK (Revision)**

**E905 MENTAL HEALTH CRISIS INTERVENTION POLICY (Revision)**

**D. PERSONNEL ITEMS**

**I. Separations**

Zuley Rigo, Counselor, Financial Aid  
Sherod Nicholas, Instructor, Nurse Education  
Cecily McKeown, Graphic Design  
Stanley Dabal, Painter/Handyperson, Facilities  
Robert Salvato, Director, Adult Education and Career Pathways, CE/WD  
Leo Kazan, Director, Adult Education, CE/WD

**II. Appointments**

Jihan Ahmed, Director, Student Support Services – STEM (Grant-funded)  
Rafael Diaz, Counselor/Coordinator, College Bound/GEAR UP (Grant-funded)  
Urban Consortium  
Dawn Brunson, Acting Director, Pre-College Programs, Urban Consortium

**III. Reappointment of Faculty – FY'2021-22**

**IV. Faculty Promotion**

Dr. Christine Redman-Waldeyer, English Department, Associate Professor to  
Full Professor

**V. Part-Time Temporary Appointments**

The Board of Trustees of Passaic County Community College duly adopted the foregoing resolution on May 18, 2021.



President/Secretary

# **MEMORANDUM OF UNDERSTANDING**

## **Partnership Degree in Health Information Technology**

AGREEMENT made and entered into on May 18, 2021 between Passaic County Community College, hereinafter referred to as PCCC and Rowan College at Burlington County (RCBC)

### **1. GENERAL DESCRIPTION OF THE PARTNERSHIP PROGRAM**

RCBC and PCCC agree to develop a partnership to deliver academic programming leading to an Associate in Applied Science in Health Information Technology. Students successfully completing the Partnership Program will be granted an Associate in Applied Science Degree by RCBC.

### **2. ACADEMIC PROGRAM & ADMINISTRATION**

- a. The degree will consist of 64 credits at the associate level. The Partnership Program will be comprised of general education and professional courses to provide a sound foundation for entry into the field of Health Information Management.
  - a. For new students to the partnership program, a core of 29 credits of general education and non-H.I.T. courses to be agreed upon by the parties shall be offered by PCCC. The Partnership Program will entail 35 credits of coursework offered by RCBC ("Career Phase") as detailed in Appendix A. This is known as the 1+1 A.A.S. degree in H.I.T. program.
  - b. Currently enrolled students at PCCC who seek transfer to RCBC by the Fall 2021 semester shall be granted transfer credits based on individual course evaluation by RCBC. This is known as the Pre- Existing PCCC Cohort.
- b. Admission to the Partnership Program shall be in accordance with criteria, policies and procedures established by the Partner Institutions. Prospective students shall apply to the Office of Admissions at PCCC. RCBC may require changes in course requirements due to changes in accreditation requirements. RCBC agrees to inform PCCC of any changes in degree requirements as soon as they are adopted.
- c. Newly admitted students admitted to the Partnership Program must complete all required courses at PCCC with a grade of C or better and have a cumulative GPA of 2.77 prior to the start of the Career Phase of the Partnership Program.
- d. Each student admitted to the Partnership Program shall register for all career courses at RCBC. Students will be responsible for meeting all RCBC requirements including health and immunization requirements, completion of a clear criminal background check prior to the Professional Practice experience offered by RCBC and all additional required enrollment forms and activities. Failure to attend or fulfill any of the RCBC requirements may preclude admission to classes.

- e. The standards of academic progress shall conform to the policies and procedures of the respective Partner Institutions in which the student is enrolled. The standards for graduation shall conform to the policies and procedures of RCBC.
- f. Tuition and fees for courses shall be charged in accordance with schedules as established from time to time by PCCC and RCBC respectively. Students of the Partnership Program who originate at PCCC shall pay the current in-county RCBC tuition and fees rates.
- g. Upon student's request, PCCC will submit an official transcript to RCBC of all student records. Enrollment and completion data will be shared by the partners institutions as needed.
- h. Students who wish to obtain financial aid shall apply to the Office of Financial Aid at the U.S Department of Education via the respective Partner Institution's Office of Financial Aid.
- i. Students enrolled in the Partnership Program shall be accorded full access to the applicable services, co/extra-curricular activities and facilities of both institutions.
- j. Academic advisement shall be provided by the respective Partner Institution. PCCC academic advisement shall ensure that students are made aware of all requirements for completion of the degree and are appropriately placed in general education in preparation for the Career Phase of the program.
- k. Students will comply with the rules and regulations governing academic performance and student behavior as established and published by the respective College.
- l. Any marketing materials prepared by PCCC promoting the "1+1" program will clearly state that the degree is given by RCBC.
- m. All courses in the program will be offered in an on-line or remote format.

### **3. ADMINISTRATIVE STRUCTURE**

- a. RCBC and PCCC shall designate a primary liaison for the Partnership.

### **4. FISCAL ARRANGEMENTS**

- a. Students shall remit all tuition and fee payments directly to the Partner Institution where they are enrolled.

### **5. OTHER CONSIDERATIONS**

It is understood and agreed that the parties to this Agreement may revise or modify this Agreement by written amendment when both parties agree to such amendment.



**7. TERM OF CONTRACT**

a. The term of this contract shall begin on the date first written above and continue unless one party hereto shall notify the other party in writing not less than six (6) months prior to the date of the termination of this Agreement that it wishes to terminate this Agreement.

To PCCC:

Jacqueline Kineavy, Ed.D.  
Senior Vice President for Academic Affairs  
Passaic County Community College  
One College Boulevard  
Paterson, NJ 07505

To RCBC:

David Spang, Ph.D., M.B.A.  
Senior Vice President/Provost  
Rowan College at Burlington County  
Mt. Laurel Campus  
900 College Circle  
Mt. Laurel, NJ 08054

b. In the event this Agreement is terminated by one or both parties, it is expressly agreed that the Partnership Program will continue in operation pursuant to this Agreement until all matriculated students have had an appropriate length of time to complete their studies.

**6. SIGNATURES**

PASSAIC COUNTY COMMUNITY  
COLLEGE

ROWAN UNIVERSITY at  
BURLINGTON COLLEGE

Recommended by:

Recommended by:

Jacqueline Kineavy, Ed.D.  
Senior Vice President for Academic  
And Student Affairs

David Spang, Ph.D  
Senior Vice President/Provost

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by:

Approved by:

Steven M. Rose, Ed.D  
President

Michael A. Cioce, Ed.D.  
President

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix A

PCCC	Credits	Gen Ed Credits
Year 1		
Semester 1		
BS 103 Anatomy & Physiology I	4	Y
CIS 101 Computer Concepts & Applications	3	Y
EN 101 English Composition I	3	Y
MA 103 Basic Statistics	3	Y
PS 101 Introduction to Psychology	3	Y
Semester Subtotal	16	
Semester 2		
BS 104 Anatomy & Physiology II	4	Y
BS 205 Physiology of Disease	3	Y
XX xxx Business & Professional Communication	3	
ENS 106 Public Speaking	3	Y
Semester Subtotal	13	
<i>PCCC Total</i>	29	
RCBC		
Semester 3 (summer-12 week)		
HIT 106 Medical Terminology	3	
HIT 118 Introduction to Coding	3	
Semester Subtotal	6	
Year 2		
Semester 4		
HIT 102 Introduction to Health Information	3	
HIT 103 Legal Aspects of Health Information	3	
HIT 117 Pharmacology	3	
HIT 205 HCPCS Coding (CPT-4)	3	
HIT 220 Management Concepts in Healthcare	3	
Semester Subtotal	15	
Semester 5		
HIT 209 ICD-10-CM Coding	3	
HIT 210 ICD-10-PCS Coding	3	
HIT 211 Reimbursement Methodologies	3	
HIT 212 Professional Practice Experience	2	
HIT 224 Healthcare Information Systems Or HIT 225 Mastering the Electronic Health Record	3	
Semester Subtotal	14	
<i>RCBC Total</i>	35	
<b>Degree Grand Total</b>	<b>64</b>	

# PASSAIC COUNTY COMMUNITY COLLEGE

## BOARD POLICY

### NEW BOARD POLICY (B109 Divided into two separate policies)

#### **A906 DRUG FREE SCHOOL AND CAMPUS POLICY**

In accordance with the Drug Free Schools and Communities Act, Passaic County Community College prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances and the unlawful and unauthorized possession and use of alcohol, marijuana and cannabis products on College property or as part of any of the College's sponsored activities.

The President or their designee(s) shall develop a program that implements this policy. The program shall contain the following elements:

- standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs, alcohol, marijuana and cannabis products by students and employees on College property or as part of any of the College's sponsored activities;
- a description of applicable legal sanctions under state, local, and federal law
- a description of health risks associated with the use of illicit drugs, alcohol, marijuana and cannabis products;
- a description of available counseling, treatment, rehabilitation, or re-entry programs; and
- the sanctions the College will impose for violation of standards of conduct and a description of the sanctions, which may include expulsion or termination of employment, referral for prosecution and/or a requirement that the offender complete an appropriate treatment program.

The College will annually distribute in writing to each student and each employee the elements of the Program. Students who enroll or employees who are hired after the annual distribution will be given the information upon enrollment/hire.

#### Program Evaluation

The College will conduct a biennial review of Drug Free School and Campus Policy and Programs to: (1) determine the effectiveness and implement changes to the program if they are needed; (2) determine the number of drug and alcohol-related violations and fatalities that occur on the College's campuses or as part of the College's sponsored activities and are reported to College officials; (3) determine the number and type of sanctions that are imposed; and (4) ensure that disciplinary standards are consistently enforced. The biennial review will be conducted in even-numbered years and will focus on the two preceding academic years.

The College will make available, upon request, to the United States Department of Education and to the public, the information distributed to students and employees and the results of the College's biennial review of this Policy.

First Reading 04/20/2021

Approved:

## **PASSAIC COUNTY COMMUNITY COLLEGE**

### **BOARD POLICY**

#### **PROPOSED CHANGES (Revised language from original policy B109)**

#### **B109 – DRUG-FREE WORKPLACE POLICY**

In accordance with the Drug Free Workplace Act of 1988, Passaic County Community College is committed to providing a safe work environment and to fostering the wellbeing and health of its employees. In order to comply with the requirements of the Act, the College, as a federal grant recipient, must provide a drug-free workplace. As such, the College will:

- Publish a statement prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs in the workplace and specify the actions that will be taken against employees for violations.
- Distribute a copy of the policy statement to each employee engaged in the performance of a federal grant or contract.
- Notify each employee that compliance with the policy is a condition of employment and that the employee must abide by the terms of the policy statement. The policy statement includes the requirement that the employee notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- Notify the granting or contracting agency within 10 days after learning of a criminal drug statute conviction.
- Impose a sanction as required under this act on any employee who is so convicted.
- Establish a program of drug-free awareness, informing employees about the College's policy of maintaining a drug-free workplace, the penalties that may be imposed upon employees for drug-abuse violations, the dangers of drug abuse in the workplace, and any available drug counseling, rehabilitation, and assistance programs.
- Make a good faith effort to continue to maintain a drug-free workplace through implementation of these requirements.

The intent of this policy is to offer help to those who need it, while sending a clear message that the illegal use of drugs is incompatible with employment at the College.

The College encourages employees who have a problem with the illegal use of controlled substances to seek professional advice and assistance. One source of assistance is the College's Employee Assistance Program (EAP). If job performance is adversely affected by abuse of controlled substances, an employee may be referred to the EAP. Participation in the EAP is

confidential and is encouraged by the College; however, it will not preclude normal disciplinary action or relieve an employee of responsibility for performing assigned duties.

The President or the President's designee shall be responsible for the implementation and enforcement of this policy.

Approved: 10/05/92

Revised:

**CURRENT POLICY (Original wording before divided into two separate policies)**

**B109 DRUG FREE WORKPLACE AND DRUG FREE SCHOOL AND CAMPUS POLICY**

In accordance with the Drug Free Workplace Act and the Drug Free Schools and Campuses Act, Passaic County Community College prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances and the unlawful and unauthorized possession and use of alcohol at the College. A statement has been given to students indicating that the use of illicit drugs and the unlawful and unauthorized possession and use of alcohol is wrong and harmful. Each employee is provided with a document indicating the specific actions that will be taken against them if they violate this policy.

Standards of conduct applicable to students and employees prohibit the unlawful possession, use or distribution of illicit drugs and the unlawful and unauthorized use and possession of alcohol by students and/or employees on school premises or as a part of any of the school activities. All students and employees are given a copy of these standards.

**Discipline**

A clear statement that disciplinary sanctions consistent with local, state and federal law up to and including expulsion and referral for prosecution in the case of students who violate the standards of conduct, is provided to each student. A statement that disciplinary sanctions consistent with local, state, and federal law up to and including termination of employment and referral for prosecution in the case of employees is provided to employees. A description of legal sanctions is also provided.

The College takes appropriate personnel actions against employees convicted of a criminal drug offense. These sanctions range from discharge to a requirement of satisfactory participation in a drug free assistance or rehabilitation program against workers who have been convicted of criminal workplace violations of drug laws.

Such sanctions will be imposed within 30 days of the date the College learns of a conviction.

### Counseling

The College provides information about drug and alcohol counseling, rehabilitation and reentry programs to students and employees.

The College has established a drug free awareness program that informs students and employees about the dangers of drug abuse and the College's intent to maintain a drug free workplace and school. The program also emphasizes the penalties that may be imposed upon employees and students who abuse drugs at the College.

### Reporting Requirements

Employees are informed that they are required not only to abide by the College's Drug Free Policy as a condition of employment, but also to report any criminal conviction or drug-related activity in the workplace. Employees must notify the College no later than 5 days after a conviction.

The College will notify any federal contracting or granting agency of any criminal conviction of employees for illegal drug activity in the workplace. The notice will be provided within 10 days of learning about a conviction.

### Program Evaluation

The College will conduct a biennial review of Drug Free Workplace and Schools Program to (1) determine the effectiveness and implement changes to the program if they are needed and (2) insure that disciplinary standards are consistently enforced.

The College makes a good faith effort to maintain a drug free workplace and school by complying with the legal requirements.

Approved: 10/5/92

## PASSAIC COUNTY COMMUNITY COLLEGE

### BOARD POLICY

#### PROPOSED CHANGES

#### **B201 CONTRACTS FOR PROFESSIONAL STAFF NOT HOLDING FACULTY RANK**

Professional staff not holding faculty rank may be appointed by the Board of Trustees for one-year terms. Professional staff serving under such initial one-year contracts who have not yet served five academic years shall be notified by the President of reappointment or non-reappointment to a succeeding one-year contract no later than May 1<sup>st</sup> or 45 days after the Board of School Estimate adopts the budget (whichever is later).

Professional staff who have served the college for 5 academic years shall be notified by the President, no later than December 31, of their reappointment or non-reappointment to a one-year contract starting at the beginning of the next academic year.

For the purposes of this policy, a member of the "professional staff" is defined as:

1. A full-time employee of Passaic County Community College, and
2. One who does not have concurrent academic rank, and
3. One who is serving in a full-time position at Passaic County Community College requiring the holding of at least a Bachelor's Degree or its equivalent and such requirement is stated in the applicable job description for the position, and
4. One whose salary is not derived in whole or in part from restricted sources such as Federal, State and private grants.

Professional staff whose initial employment begins after July 1, but before October 1, shall be considered as having been appointed for one full academic year of service for the purposes of this policy. For any professional staff employee whose initial appointment is after October 1, such appointment shall not be considered as a full academic year for the purposes of this policy.

Approved: 04/27/76  
Revised: 08/14/85  
Amended: 03/22/04 (title change)  
Revised:

## **CURRENT LANGUAGE**

### **PASSAIC COUNTY COMMUNITY COLLEGE**

#### **BOARD POLICY**

#### **B201 MULTI-YEAR CONTRACTS**

- A. The NJSA 18A: 60-14 and NJAC 9A: 7-4.3 A-328 (under Chapter 163 of the laws of 1973) shall be incorporated into this statement.
- B. The Guidelines pertaining to A-328 issued by the Commission on Higher Education shall be incorporated into this statement.
- C. For the purpose of the application of A-328, a member of the “professional staff” shall be:
  - 1. A full-time employee of Passaic County Community College, and
  - 2. One who does not have concurrent academic rank, and
  - 3. One who is serving in a full-time position at Passaic County Community College requiring the holding of at least a Bachelor’s Degree or its equivalent and such requirement is stated in the applicable job description for the position, and
  - 4. One who, as of October 1 of each year, is in his/her fifth year of such a “professional position” as defined herein, and
  - 5. One whose employment in such “professional position” has been consecutive, and
  - 6. One whose salary is not derived in whole or in part from restricted sources such as Federal, State and private grants.
- D. The Vice President for Finance and Administration shall elicit input as to those eligible to receive multi-year contracts.
- E. Once all input has been received, it shall be forwarded to the President for review. The President shall, by November 1 of each year, recommend to the Board those individuals to be offered multi-year contracts, the recommended length of said contracts and the reasons for the offering.
- F. The Board shall act at its meeting each December upon the offering of the multi-year contract and the length of said contract.

**PASSAIC COUNTY COMMUNITY COLLEGE**

**BOARD POLICY**

**B201 MULTI-YEAR CONTRACTS (Page 2)**

- G. The offer of the multi-year contract shall be by granting the individual a letter for the period in question. Such letter shall note it is being given pursuant to NJSA 18A:60-14
- H. All eligible professional staff shall be notified by the President, no later than December 15, in their fifth full consecutive year of service, of their reappointment or non-reappointment to a contract of from one to five years.
- I. At the sole discretion of the Board, professional staff otherwise not eligible for multi-year contracts, who do not hold concurrent academic rank, may be granted multi-year contracts.

The Board shall review and amend this Policy, as it deems necessary from time to time.

References (attached): NJAC 9A:7-4.3; NJSA 18A:60-14

Approved: 04/27/76  
Revised: 08/14/85  
Amended: 03/22/04 (title change)



## **PASSAIC COUNTY COMMUNITY COLLEGE**

### **BOARD POLICY**

#### **PROPOSED CHANGES**

##### **E905 MENTAL HEALTH CRISIS INTERVENTION POLICY**

Passaic County Community College acknowledges that the mental health of members of our campus community is an important concern. In accordance with the recommendations set forth in *The New Jersey Campus Security Task Force Report* (2007), the President or the President's designee shall formulate a Procedures Manual which shall contain protocols for responding to various mental health events, the establishment of a College Behavioral Intervention Team, as well as a process for students to take medical leave and return to the College. The objective of the Procedures Manual will be to minimize risk and ensure a student's safety and well-being in a crisis situation, as well as the safety and well-being of the larger community

Approved: 11/29/2010

Revised:

#### **CURRENT POLICY**

##### **E905 MENTAL HEALTH CRISIS INTERVENTION POLICY AND PROCEDURES**

In accordance with the *The Campus Security Task Force Report* (2007), it shall be the policy of Passaic County Community College to develop and distribute a Crisis Intervention Policy and Procedures Manual in order to minimize risk and ensure a student's safety and well-being in a crisis situation, as well as that of the larger community

The attached Crisis and Intervention Policy and Procedures plan for Passaic County Community College is in compliance with the mandate by the Governor of New Jersey, and will be amended from time-to-time as deemed appropriate and necessary to keep current with the latest legislation and campus programs.

Approved: 11/29/10

## **E905 MENTAL HEALTH CRISIS INTERVENTION POLICY AND PROCEDURES**

### **Passaic County Community College Mental Health Crisis Intervention Policy and Procedures**

#### **POLICY**

It shall be the policy of Passaic County Community College to initiate procedures in a crisis situation, to minimize risk and ensure a student's safety and well-being, as well as that of the larger community. In the event of a mental health and/or substance induced crisis of a student member of the college community, both the student involved and the entire campus community may experience varying degrees of disruption. Crisis situations must be handled in a sensitive manner, and timely intervention is of the utmost importance. Therefore, all media or press inquiries are to be directed to the President's Office.

#### **PURPOSE**

As a result of the recent events that have taken place on college campuses nationwide, the Governor of New Jersey created the Campus Security Task Force in an effort to deliver optimum services. The Campus Security Task Force recommended that colleges and universities establish campus crisis intervention teams. In response to the recommendations of the Governor's Task Force, Passaic County Community College (PCCC) created the Campus Behavioral Intervention Team (CBIT) to provide intervention services to "at risk" students.

#### **CAMPUS BEHAVIORAL INTERVENTION TEAM (CBIT)**

The PCCC Campus Behavioral Intervention Team (CBIT) is a multidisciplinary team and consists of the Dean of Student Affairs, the Dean for Evening Administration/Associate Dean for Academic Affairs, a member from the Office of Disabilities Services, the Director of Security, four (4) faculty members, two counselors and a representative from each campus. This team meets under the direction of the Dean of Student Affairs.

The CBIT serves as a communication link when crisis events occur, and when appropriate, responds to such events. Through on-going meetings, training and planning sessions, the CBIT's goal is to assist in prevention and early intervention of a crisis.

The CBIT has affiliated with appropriate community referral services in order to provide the most comprehensive services available to the PCCC college community setting.

#### **PROCEDURE**

##### **A. Prevention/Early Intervention**

The CBIT members, who are listed below, may be contacted at any time in order to express your concerns about a student or situation. You may also contact the Senior Vice President for Academic and Student Affairs at 973-684-6300. The information will be shared with the CBIT members to determine appropriate intervention, which may include contacting or convening members of the CBIT or affiliated community resources. This will be done on a “case-by-case” basis as needed. All information is strictly confidential.

## **TEAM MEMBERS INFORMATION**

- Dean of Student Affairs
- Dean for Evening Administration/Associate Dean for Academic Affairs
- Vice President/Passaic Academic Center (if case is on that site)
- Executive Director/Wanaque Academic Center (if case is on that site)
- Director of Operations/Public Safety Academy (if case is on that site)
- Director of Security
- Coordinator of EOF Support Services
- College Counselor
- Coordinator of Retention, Compliance and Special Projects (Student Affairs)
- Faculty Members (4)

## **B. Response**

If the crisis is accompanied by medical necessity, appropriate procedures in the case of a medical emergency should be followed (Contact College Security for medical service and/or police assistance). In all cases, please follow the same guidelines for each Level listed unless otherwise stated.

### **Protocol #1: Behavioral/Psychological Emergencies**

#### **LEVEL ONE - immediate harm/danger to self and others**

- Suicidal attempts or self-injurious behaviors.
- Hallucinations/Delusions (imagining things – out of the realm of reality).
- Possession of weapons, dangerous substance or objects
- Irrational behavior (shouting, cursing, flailing arms/hands – not making sense).
- Loss of self-control (not responding to verbal intervention).
- Violent, hostile, aggressive, homicidal, abusive behavior.

### **Procedures to be followed:**

1. Immediately contact College security as follows:

Main campus:	811 (internally) or 973-684-5403
Wanaque Academic Center:	973-248-3000
Passaic Academic Center:	973-341-1600
Public Safety Academy:	973-304-6020

2. Security will call 911 for emergency medical service and police assistance
3. The Highest Ranking Administrative Officer on Campus will be notified by Security
4. The Administrative Officer may request assistance by a CBIT member
5. The Dean of Student Affairs or a designee will make all necessary notification (family, next of kin, etc).
6. PANTHER Alert, the Campus communication system, may be activated if warranted.

**LEVEL TWO** - potential harm/danger to self or others written, verbal or observable

- Ideation (expressed, suggested).
- Experiencing serious distress (at a loss for what to do).
- Exhibiting signs of depression (appearing downcast, flushed, teary eyed).
- Expressing feelings of serious anxiety (afraid and doesn't know what to do).
- Involved in verbal confrontation (at college or at home – but is not an immediate threat to self or others.).

**LEVEL THREE** – at risk behaviors; i.e., homeless, eating disorders, emotional symptoms

- Self-reports feeling “down” (about death in family, separation/divorce, etc.).
- Shares that he/she is homeless, without clothes or money for meals.
- Faculty/staff member reports that student appears in need of services.
- Student in need of attention (i.e., matters of health and hygiene, eating disorders, lack of self-care, etc.).
- Shares that he/she has been abused (physical, sexual, emotional, and/or financial).

For **Level Two or Three** at the Main Campus, contact the Center for Student Success (CSS) 973-5524 or EOF office 973 684-5662 for counselor assistance or administrator on duty, for any other campus call the main office. The staff will call the Dean of Student Affairs and/or contact any CBIT member for assistance, if necessary. In the event the CSS or EOF office is closed, contact the Office of the Dean for Evening Administration/Associate Dean for Academic Affairs (973) 684-6309 or 5651.

**Protocol #2: Death of a Student due to Accident, Homicide, Suicide or Sudden Tragedy (on campus)**

The scene of the incident should not be disturbed until the local authorities arrive on site. The Passaic County Sheriff's Department has official jurisdiction and will consider the area where the deceased was discovered a “crime scene”. The person reporting the incident should remain on-site until Security has arrived.

**Additional Procedures to be followed on all campuses for internal incident:**

- Security will secure the scene where the deceased was discovered.
- The Dean of Student Affairs or designee will meet with college officials and Security at the scene and coordinate immediate and long-term outreach and support services for

individuals close to the victim and/or at the scene.

- Security will maintain order, and not allow unauthorized outsiders to gain access to the College facilities.
- An Incident Report will be filed by Security.

#### Next Day Follow-Up

- The Dean of Student Affairs will continue to coordinate support services and referrals to those closely involved or affected by the death.

#### Within One Week

- The President or the Senior Vice President for Academic and Student Affairs will convene a meeting of involved college officials to assess the response and aftermath of the tragedy.

#### **Off-Campus Location Incident**

When informed of the death of a student that has occurred off-campus, the Dean of Student Affairs will verify the information and officially inform the Senior Vice President for Academic and Student Affairs. The Dean will make an effort to obtain a copy of the death certificate. The death certificate will be sent to the Registrar's office in order for the student file to be flagged.

#### **Additional Procedures to be followed for an External Incident:**

- Security will alert the affected campus by calling its main office

#### Next Day Follow-Up

- The Dean of Student Affairs will continue to coordinate support services and referrals to those closely involved or affected by the death.

#### Within One Week

- The President or the Senior Vice President for Academic and Student Affairs will convene a meeting of involved college officials to assess the response and aftermath of the tragedy.

#### **Protocol #3: Sexual Assault** (procedures reiterated for emphasis)

Sexual assault, often referred to as rape, is legally defined differently in each state. In New Jersey, the law defines sexual assault as "the penetration, no matter how slight, in which physical force or coercion is used or in which the victim is physically or mentally incapacitated" (NJSA 2C:14-1). The law in New Jersey is gender neutral.

If a student reports sexual assault that has occurred off-campus, the student will be referred to the Center for Student Success or the EOF Office for referral services.

If an incident of sexual assault occurs on campus, the following procedures are to be followed:

1. Immediately contact College security as follows:

Main campus: 811 (internally) or 973-684-5403  
Wanaque Academic Center: 973-248-3000  
Passaic Academic Center: 973-341-1600  
Public Safety Academy: 973-304-6020

2. Secure the victim and crime scene.
3. Immediately notify Security internally (811) or 973-684-5403 and Security will contact the Police (911) and the Passaic County Sheriff's Department.
4. Security will contact the Highest Ranking Administrative Officer on Campus.
5. Student's need for medical attention will be evaluated. If the student refuses medical attention, referrals for community counseling services will be provided.
6. An incident report will be filed from all parties involved.

#### **Protocol #4: Substance Induced Behaviors and/or Substance Intoxication (drugs and alcohol)**

##### **Procedures to be followed:**

1. Immediately contact College security as follows:

Main campus: 811 (internally) or 973-684-5403  
Wanaque Academic Center: 973-248-3000  
Passaic Academic Center: 973-341-1600  
Public Safety Academy: 973-304-6020

2. Isolate student from others.
3. Dependent on current assessment – student will be referred to community services or Security will call for police and emergency medical services.
4. The student will not leave campus unescorted. The student's family, next of kin, friend, etc. will be contacted to arrange for the student to be escorted off campus.

#### **Medical Leave and Procedure for Re-Entry**

There are times when a PCCC student may experience psychological conditions or associated medical conditions that significantly impair their ability to function successfully or safely within the campus community. When this occurs, time away from the College for treatment and recovery can often restore the student's functioning to a level that will enable them to participate fully in academic coursework and the college community.

Medical leave may be voluntary or involuntary. A student may need to complete a Total Withdrawal form and she/he may still have a financial obligation to the College, which will be determined.

If a student has been on medical/psychological leave, the following procedure may need to be followed before the student will be considered for return to PCCC:

- Student must meet with the Dean of Student Affairs or Senior Vice President for Academic and Student Affairs or College Behavioral Intervention Team.
- Student must sign a Release of Information Form.
- Student may need to provide medical clearance from their health care provider which states she/he can return to school.
- Student shall provide any recommendations made by the health care provider regarding continued health treatment including medications and follow-up care.

Upon receipt and evaluation of the above information, the College Behavioral Intervention Team, Dean of Student Affairs or Senior Vice President for Academic and Student Affairs may require additional information. An additional meeting with the student may be requested before a final decision on his/her return is made. PCCC reserves the right to refer a student for an additional evaluation.

**PASSAIC COUNTY COMMUNITY COLLEGE  
ADJOURNMENT**

**Offered by TANIS Seconded by TRIVEDI**

<b>BOARD OF TRUSTEES</b>	<b>YES</b>	<b>NO</b>
Drakeford	<b>X</b>	
Esquiche	<b>X</b>	
Glovin	<b>X</b>	
Moody	<b>X</b>	
Nutter	<b>X</b>	
Pou	<b>X</b>	
Smith	<b>X</b>	
Trivedi	<b>X</b>	
Tanis	<b>X</b>	
Marco	<b>X</b>	

**DATED: MAY 18, 2021**