



PASSAIC COUNTY COMMUNITY COLLEGE

Office of the President

PASSAIC COUNTY COMMUNITY COLLEGE

Attached are the Board resolutions passed at the May 19, 2020 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
May 19, 2020 - AGENDA

At 7:00 p.m. on Tuesday, May 19, 2020, the Board of Trustees of Passaic County Community College will hold a regular meeting online via the Zoom web-based meeting service, as authorized by P.L.2020 c.11. Members of the public may watch the meeting on the College's YouTube channel <https://newweb.pccc.edu/board-of-trustees-meeting/>. If a member of the public wishes to place a public comment on the record, please email publiccomment@pccc.edu stating your name, address, and matter to be addressed by the Board by no later than May 19, 2020 at 6:00pm. In addition, the Board may meet in executive session to discuss such issues as are allowed pursuant to NJSA 10:4-12.

PLEDGE OF ALLEGIANCE (All Stand)

CALL TO ORDER - ROLL CALL

CONSIDERATION OF MINUTES – Resolution #1 – Minutes of the April 21, 2020 Board Meeting

PRESENTATION – Phi Theta Kappa (PTK) Year-in-Review

REPORTS - President - Significant Activities
Chairman Statement of Revenue and Expenditures

DISCUSSION AGENDA

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

EXECUTIVE SESSION (if necessary)

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

CALL TO ORDER AFTER EXECUTIVE SESSION - ROLL CALL

REMARKS: PUBLIC; TRUSTEES

ADJOURNMENT – Resolution to adjourn the meeting.

ROLL CALL

PASSAIC COUNTY COMMUNITY COLLEGE
Resolution #1 – CONSIDERATION OF MINUTES

Offered by MARCO Seconded by POU

Board of Trustees	Yes	No	Abstain	Absent
DuHaime	X			
Esquiche	X			
Marco	X			
Moody	X			
Pou	X			
Rodriguez				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 21, 2020 Board of Trustees meeting.

DATED: MAY 19, 2020

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 21, 2020.

CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

President Rose stated that notice of the meeting was emailed to the Herald News, the Record, the Office of the County Clerk, the college community, and posted on the PCCC website on April 6, 2020.

ROLL CALL

Richard A. DuHaime
Yolanda Esquiche
Dennis F. Marco
Alonzo Moody
Taina Pou
Carlos Rodriguez

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

*Arrived at 7:08 pm

CONSIDERATION OF MINUTES – March 17, 2020

Chairman Nutter asked if there were any corrections to the minutes for March 17, 2020. Trustee Moody stated that the wording for executive session was confusing and did not make sense. Mr. Michael A. Cerone, Jr., College Counsel, read the statement out loud and agreed. The minutes were corrected to read, "*since there were no matters involving personnel that needed to be discussed.*" Chairman Nutter then asked if there were any objections to the correction, and hearing none, he asked for motion on Resolution #1 – Consideration of Minutes for the March 17, 2020. Trustee Tanis moved Resolution #1; seconded by Trustee Moody.

Upon roll call, Resolution #1 passed with Trustee DuHaime "abstaining" and all other members present voting "yes."

PRESENTATION – COVID19 UPDATE

President Rose began his presentation noting it was not normal times in the world then briefed the Board on the many steps that have taken. Both instruction, student support, and business operations had to be converted to a remote environment. Everyone at the College pulled together to get this done. He reported that all instruction was now being delivered online or remotely.

He noted that it was a gargantuan task with almost 1,000 course sections to convert. Both our full-time and adjunct faculty have been outstanding.

Other updates provided by President Rose centered on extending the spring semester by an additional week, postponing commencement, the possibility of summer sessions taught remotely and online, the various restrictions imposed by the State, the cut in State funding of \$600,000 along with the State extending its fiscal year to September, and the unknown when normal operations would resume.

President Rose also discussed the CARES Act that was recently approved with PCCC to receive \$5.4 million dollars (\$2.7 million for students; \$2.7 million for the College). Guidelines on how that money was to be utilized were still being drafted. In addition to that funding, the PCCC Foundation was working on several scenarios to help students continue their studies. Mr. Todd Sorber, Vice President of Institutional Advancement, was leading that charge.

One final report President Rose gave was how the College was able to assist the county by supplying PPE through its nursing and EMS programs. Calls also were coming in from St. Mary's Hospital in Passaic to see if the hospital could utilize the Passaic Academic Center's Nursing Laboratories to retrain their operating room nurses to become ICU nurses.

REPORTS

President/Chair: None

DISCUSSION AGENDA

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

A. Instructional Items – Perkins Budget Amendment

President Rose stated that Board approval was needed for the Perkins program in order for money to be moved around since travel did not happen for the spring semester. He stated that there was money available in that grant that could be re-purposed. The reallocated funding would be used for instructional and non-instructional equipment and supplies.

B. Business Items

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 highlighted one of the purchases, which was the purchase of *Chromebooks* for the students. He stated that Vice President Sorber was able to repurpose some finding in order to

move that purchase forward. Mr. Brad Morton, Vice President of Information Technology, has been working with his staff to ensure every student who requests a laptop would receive one, and that purchase would help with that project.

- Software Licensing (Echo 360)
- Software Licensing (Adobe Creative Cloud)
- Public Safety Supplies (Contactless card blanks)
- Information Technology Hardware (Tablet computers, Engineering program)
- Information Technology Hardware (Tablet computers, Business Administration and Accounting curriculum)
- Janitorial Supplies
- RFP 20-09 Independent Auditor
- Bid 20-03 On-Call Licensed Electrician
- Bid 19-03 On-Call Licensed Plumber
- Information Technology Hardware (Chromebooks for remote instruction)

C. Personnel Items

The personnel items included separations, an appointment, Adjunct Faculty for Spring 2020, and Part-time Temporary employees.

EXECUTIVE SESSION

There was no executive session called.

ACTION ITEMS AGENDA - Consent Resolution

Chairman Nutter asked for a motion on Resolution #2 - Consent Agenda Items A through C. Trustee Tanis moved Resolution #2; seconded by Trustee Trivedi. Upon roll call, Resolution #2 passed with all members present voting "yes."

A. INSTRUCTIONAL ITEMS

Carl D. Perkins Career and Technical Education Grant (New Jersey Department of Education) budget amendment to the College's approved 2019-2020 Perkins Career and Technical Education One-Year Spending Plan in the amount of \$80,065 to purchase items including instructional and non-instructional equipment/supplies.

B. BUSINESS ITEMS

Purchases of Goods and Services

The following goods and services outlined below, which were obtained through a Fair and Open Process, in compliance with NJSA 19:44A-20.4 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.

Software Licensing (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or Services for proprietary computer hardware, software, or systems) (Funding Source: FY-2020 College Operating Funds; \$1,500.00 Available)

Increase to usage for Echo 360 *Active Learning* software. Vendor year-to-date spend exceeds Board review threshold.

Echo 360
11921 Freedom Drive, Suite 910
Reston, VA 20190

\$1,500.00
(Recommended Award)

Software Licensing (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or services for proprietary computer hardware, software, or systems) (Funding Source: Carl D. Perkins Career and Technical Education Grant; \$5,236.05 Available)

Additional Adobe *Creative Cloud* licenses for academic use. Vendor year-to-date spend exceeds Board review threshold.

JourneyEd.com, Inc.
80 East McDermott Drive
Allen, TX 75002

\$5,236.05
(Recommended Award)

Public Safety Supplies (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or services for proprietary computer hardware, software, or systems) (Funding Source: FY-2020 College Operating Funds, \$10,660.00 Available)

Contactless card blanks for use in generating College identification cards. Vendor year-to-date spend exceeds Board review threshold.

Transact Campus, Inc.
P.O. Box 392770
Pittsburgh, PA 15250

\$10,660.00
(Recommended Award)

Information Technology Hardware (Below Bid Threshold)
(Funding Source: FY-2019 College Capital Funds, \$6,657.63 Available)

Tablet computers and accessories for academic use in the Engineering curriculum. Vendor year-to-date spend exceeds Board review threshold.

Adorama
42 West 18th Street
New York, NY 10011

\$5,596.96
(Recommended Award)

Information Technology Hardware (Below Bid Threshold)

(Funding Source: U.S. Department of Education Title V Grant Funds; \$34,800.00 Available)

Tablet computers and accessories for academic use in the Business Administration and Accounting curriculum. Vendor year-to-date spend exceeds Board review threshold.

Adorama
42 West 18th Street
New York, NY 10011

\$4,794.20
(Recommended Award)

Janitorial Supplies (Public Bid Exception per NJSA 18A:64A-25.5.6 - Emergency Purchase)

(Funding Source: FY-2020 College Operating Funds; \$20,447.00 Available)

Emergency purchase of janitorial supplies for disinfectant cleaning operations.

ATRA Janitorial Supply Company
P.O. Box 385
Pompton Plains, NJ 07444

\$20,447.00
(Recommended Award)

RFP 20-09 – Independent Auditor (Public Bid Exception per NJSA 18A:64A-25.5 a. (1) – Professional Services) (Funding Source: FY-2021 and FY-2022 College Operating Funds; \$58,000.00 Budgeted for FY-2021) Comprehensive audit of the financial condition of the College and College Foundation. Audits of Fiscal Year 2020 (to take place in FY-2021) and Fiscal Year 2021 (to take place in FY-2022). Expenditures contingent on future budget approvals.

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

\$58,000.00 (FY-2021)
\$59,000.00 (FY-2022)
(Recommended Award)

Bid 20-03 – On-Call Licensed Electrician

(Funding Source: FY-2021 and FY-2022 College Capital Funds; \$325,000.00 Budgeted for FY-2019)

FY-2021 and FY-2022 estimated amounts. Expenditures contingent on future budget approvals.

TSUJ
PO Box 4621
Wayne, NJ 07474

\$325,000.00 (FY-2021)
\$325,000.00 (FY-2022)
(Recommended Award)

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 bid.

Qualified Bids Received (sample project basis of comparison)

TSUJ	\$11,404.00
PO Box 4621	
Wayne, NJ 07474	

Bid 19-03 – On-Call Licensed Plumber

(Funding Source: FY-2021 and FY-2022 College Capital Funds; \$150,000.00 Budgeted for FY-2021)

FY-2021 and FY-2022 estimated amounts. Expenditures contingent on future budget approvals.

Magic Touch Construction	\$150,000.00 (FY-2021)
59 West Front Street	\$150,000.00 (FY-2022)
Keyport, NJ 07735	(Recommended Award)

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 bid.

Qualified Bids Received (sample project basis of comparison)

Magic Touch Construction	\$9,763.04
59 West Front Street	
Keyport, NJ 07735	

Information Technology Hardware (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract pricing) (Funding Source: STEM Pathways Grant Funds and other Grant Funds; \$129,293.56 Available)
Hewlett-Packard *Chromebooks* for student use in remote instruction across multiple academic programs. Fulfillment Agent for NJ State Contract 89974.

PKA Technologies, Inc.	\$129,293.56
1 Executive Boulevard, Suite 101	(Recommended Award)
Suffern, NY 10901	

C. PERSONNEL ITEMS

- I. Separations A: Michelle Softley, Director, Educational Opportunity Fund
(Adjustment to prior retirement date of 6/30/20)
B: Heather Mayer, Budget Manager
- II. Appointment A: Leonardo Vargas, Systems Administrator, Information Technology

- III. Adjunct Faculty Reappointments – Spring 2020
- IV. Part-Time Temporary Appointment

REMARKS:

Public: Mr. Michael A Cerone, Jr., College Counsel, reported that there were no comments received electronically from the Public.

Trustees: President Rose informed the Board that he would keep them updated between board meetings if any new information became available.

ADJOURNMENT

Chairman Nutter asked for a motion to adjourn the meeting at 7:40 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;” Chairman Nutter acknowledged that the meeting was now adjourned.

PASSAIC COUNTY COMMUNITY COLLEGE

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

Offered by TANIS Seconded by POU

Board of Trustees	Yes	No	Abstain	Absent
DuHaime	X			
Esquiche	X			
Marco	X			
Moody	X			
Pou	X			
Rodriguez				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

Purchases of Goods and Services

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

Information Technology Hardware (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract pricing) (Funding Source: Workforce Innovation and Opportunity Act Grant Funds; \$7,209.37 Available)

Hewlett-Packard *Probooks* for use in Continuing Education programs. Fulfillment Agent for NJ State Contract 89974.

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

\$7,209.37
(Recommended Award)

PASSAIC COUNTY COMMUNITY COLLEGE

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

Magazine and Journal Subscriptions (Public Bid Exception per NJSA 18A:64A-25.5 a. (6) – Library Materials and Services) (Funding Source: FY-2021 College Operating Funds; \$35,000.00 Budgeted)
Estimated amount for FY-2021. Expenditures contingent on future budget approvals. Business Entity and Political Contribution disclosures required.

EBSCO Industries, Inc.
d/b/a EBSCO Information Services
P.O. Box 2543
Birmingham, AL 35202

\$35,000.00
(Recommended Award)

Food Supplies (Cafeteria/Food Service) (Public Bid Exception per NJSA 18A:64A-25.5 a. (7) – Food Supplies and Services) (Funding Source: FY-2021 College Operating Funds; \$183,000.00 Budgeted)
Estimated amounts for FY-2021. Expenditures contingent on future budget approvals. Business Entity and Political Contribution disclosures required.

Imperial Bag & Paper Co. LLC
255 Route 1 and 9
Jersey City, NJ 07306

\$26,000.00
(Recommended Award)

Performance Food Group, Inc.
d/b/a Performance Foodservice – Metro NY
1 Ikea Drive, CN 6070
Elizabeth, NJ 07207

\$132,000.00
(Recommended Award)

Cardinal Foods LLC
505B Jefferson Ave.
Secaucus, NJ 07094

\$25,000.00
(Recommended Award)

Hunterdon County Educational Services Commission (HCESC) Bid # 196 – Office Supplies
(Funding Source: FY-2021 College Operating Funds; \$86,000.00 Budgeted)
Office supplies and related materials. Estimated amount for FY-2021. Expenditures contingent on future budget approvals. New Jersey State Approved Cooperative Pricing System. New Jersey Co-op #34HUNCCP.

Staples Advantage
163 Madison Avenue
Morristown, NJ 07960

\$86,000.00
(Recommended Award)

PASSAIC COUNTY COMMUNITY COLLEGE

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

Bid 20-05 – On-Call General Contractor

(Funding Source: FY-2021 and FY-2022 College Capital Funds; \$450,000.00 Budgeted for FY-2021)

Estimated amounts for FY-2021 and FY-2022. Expenditures contingent on future budget approvals.

Goksu Construction LLC
P.O. Box 1533
Sparta, NJ 07871

\$450,000.00 (FY-2021)
\$450,000.00 (FY-2022)
(Recommended Award)

B. PERSONNEL ITEMS

- I. Separations: A: James O.T. Sanders, III, Instructor-English
B: Candida Rodriguez, Associate Professor, ELS
C: Sandor Levit, Controller
D: Michelle Softley, Director-EOF (revised separation date)
E: Heather Mayer, Budget Manager (revised separation date)
- II. Appointments A: Dawn Brunson, Asst Dir, College Bound/GEAR UP (Grant-Funded)
B: Lucius Baldwin, Counselor/Retention Specialist-EOF (Grant-Funded)
C: James O.T. Sanders, Coordinator, New Student Experience/Admissions Counselor
- III. Faculty Reappointments – FY 2020-2021

Fifth Year Faculty

Marisa Cruise	Nurse Education
Daniela Kitanska	Mathematics

Fourth Year Faculty

Phiara Moore	Nurse Education
John Robb	Criminal Justice/Homeland Sec.
Amy Sailer	Nurse Education

Third Year Faculty

Patricia Aprile	Nurse Education
Rosalee Cain-Francis	Nurse Education
Andrea Gloetzer	Mathematics
Joshua Sabatini	Chemistry

PASSAIC COUNTY COMMUNITY COLLEGE

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

Katherine Thurman
Wayne Warrick

Sociology
Physics

Second Year Faculty

Kaushiki Kapoor
Cecily McKeown
Sherod Nicholas

Nurse Education
Graphic Design
Nurse Education

IV. Part-Time Temporary Appointment

**PASSAIC COUNTY COMMUNITY COLLEGE
ADJOURNMENT**

Offered by TRIVEDI Seconded by POU

BOARD OF TRUSTEES	YES	NO
DuHaime	X	
Esquiche	X	
Marco	X	
Moody	X	
Pou	X	
Rodriguez	Absent	
Smith	X	
Trivedi	X	
Tanis	X	
Nutter	X	

DATED: MAY 19, 2020