



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 November 19, 2019 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, November 19, 2019, 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 – October 15, 2019

ORGANIZATION OF THE BOARD – Election of Officers

PRESENTATION – (1) Career and Transfer Services

REPORTS – President: Significant Activities
 Statement of Revenue and Expenditure Projections
Chairman

DISCUSSION AGENDA

A. POLICY MATTERS

Annual Notice of Meetings

Second Reading: Board Policy A101 – Passaic County Community
College Board of Trustees Bylaws

B. BUSINESS ITEMS

Purchases of Goods and Services

C. PERSONNEL ITEMS

EXECUTIVE SESSION

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

ACTION ITEMS - Consent Resolution

A. Policy Matters

Annual Notice of Meetings

Second Reading – Board Policy A101 – Passaic County
Community College Board of Trustees Bylaws

B. Business Items

Purchase of Goods & Services

C. Personnel Items

Individual Resolution(s)

REMARKS

PUBLIC

TRUSTEES

ADJOURNMENT

PASSAIC COUNTY COMMUNITY COLLEGE

ROLL CALL

BOARD OF TRUSTEES	PRESENT	ABSENT
Alumni Rep Greco	X	
DuHaime	X	
Esquiche	X	
Marco	X	
Moody	X	
Pou		X
Rodriguez	X	
Smith	X ARRIVED 7:06 PM	
Trivedi		X
Tanis	X	
Nutter		X

DATED: NOVEMBER 19, 2019

The following are the minutes of the Board of Trustees of Passaic County Community College, One College Boulevard, Paterson, New Jersey, held on Tuesday, October 15, 2019.

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 14, 2018.

Chairman Nutter stated that inasmuch as adequate notice of the meeting had been given, the meeting was called to order at 7:02 p.m. A copy of the agenda was reviewed and available for public inspection.

ROLL CALL

Richard A. DuHaime
Yolanda Esquiche
Dennis F. Marco
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

Absent
Al Moody

CONSIDERATION OF MINUTES – September 17, 2019

Chairman Nutter asked for a motion on Resolution #1 – Consideration of Minutes for September 17, 2019; moved by Trustee Marco; seconded by Trustee Smith. Upon roll call, Resolution #1 passed with Trustee Trivedi “abstaining” and all other members present voting “yes.”

PRESENTATIONS

The agenda was revised to accommodate the auditors to present the FY2019 Draft Audit Reports first, then the presentation by the NASA students would take place.

FY2019 Draft Audit Reports

Mr. Sandor Levit, Controller, introduced Mr. Mauricio Canto, Partner, and Ms. Debbie Coiro, Audit Manager, both from the firm of Donohue, Giordano, Doria, & Tomkins, LLC, to present the College's FY2019 Draft Audits, and noted that the firm has been performing the College's audit the past several years.

Mr. Canto began his presentation by noting that prior to the Board meeting, he and Ms. Coiro met with the Audit Committee of the board where there was a complete discussion of the financial statements. He also thanked Mr. Sandor Levit, Controller, and Mr. Steven Hardy, Vice President of Finance and Administrative Services, along with their staff, for the preparation of the financial statements and their cooperation.

Trustee DuHaime arrived at 7:05 p.m.

Mr. Canto proceeded to review the various financial statements. Mr. Canto then gave highlights on the Income Statement as it pertained to Revenue versus Expenditures. He noted that the audit was only in draft form due to the fact that they have yet to receive an accounting of pension liability from the state. He also noted that College financial reserves have declined due to enrollment challenges.

President Rose stated he was pleased with the results of the draft audit and the loss of enrollment all points to the current immigration policy that was in place. He then thanked the Audit Team for its presentation.

NASA Students

Dr. Donna Stankiewicz, Associate Dean of Nurse Education and Sciences, was pleased to introduce eight of the nine students who were fortunate enough to attend a summer program at the NASA Goddard Space Center. She was pleased to note that PCCC had nine students chosen to intern while other colleges had only one or two chosen. She then had each student introduce themselves plus provide a brief bio on their current status and their role at NASA.

Dr. Stankiewicz did announce that the professors involved who provided oversight with the students and grant were project director Dr. Ali Saleh, Assistant Professor, Biological Sciences; and Lead Faculty Professor Michael Grinberg, Instructor, Engineering; and Professor Hisam Dada, Assistant Professor, Engineering.

The following are the names of the students who were chosen for the paid internship, inclusive of their specific project they each worked on while at NASA.

- Jeffrey Calixto worked on Graphical User Interface Development for an Attitude Control System Design;
- Basheer Mahnoud worked on SmallSat Reaction Wheel;
- Jeban Salabi worked on Spacecraft Standard Component Specifications;

- Michelle Ramos worked on satellites and GMSEC Services Suite (GSS) Software Development;
- Jazhil Cepedes attended several events while there plus worked on Graphical User Interface Development for an Attitude Control System Design
- Brenda Noriega and Daniel Mirman worked on Prototypes for Flight Software Platform
- Hussan Qaqish worked on SCan: Cybersecurity Risk Identification and Communication;
- Roberto Saenz worked on Spacecraft Configuration Analysis and Documentation.

Each student also highlighted the skills they learned while being at NASA, which included Critical thinking, adaptation, and working with others, such as the Airforce. Each student could not say enough about all the help they received while stationed there.

President Rose closed the presentation by informing the Board that as part of the grant, a full flight simulator was now at the College, which the Board approved previously.

REPORTS

President/Chairman: No oral report was given.

DISCUSSION AGENDA

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

A. Business Items

Purchases of Goods and Services

President Rose stated that the purchases were the standard items and he would be happy to answer any questions the Board may have.

- Access Control Equipment, Software and Services
- Telephone Hardware
- Sheriff's Office Services
- Insurance (Disability Insurance)
- Student Transfer Services
- Request for Proposal 20-02 – Coaching and Training Consulting Services

B. Policy Matters

First Reading: Board Policy A101 – PCCC Board of Trustees Bylaws

Mr. Michael A. Cerone, Jr.; College Counsel, gave the reasoning behind revising the Bylaws of the Board of Trustees. The major changes were eliminating the second reading for a board policy to become effective; removing the “standard” agenda; and allowing for the use of technology such as teleconferencing.

Second Reading: Board Policy F103 – Children on Campus Policy

Mr. Cerone reviewed Board Policy F103 that was approved on First Reading in September and how Dr. Sharon Goldstein, Dean of Student Affairs and Services, approached him with the issue of children on campus, especially students who bring their children into the classroom or leave unattended in the cafeteria or library. He informed the Board that once the Board Policy was approved on second reading, it becomes effective. A brief question and answer discussion then took place.

C. Personnel Items

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

EXECUTIVE SESSION

Chairman Nutter asked for a motion to go into executive session at 7:55 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 negotiations 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.”

ROLL CALL

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

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

Absent
Al Moody

Chairman Nutter called the meeting to order at 8:15 p.m., stating that the Board met in Executive Session to discuss personnel, campus expansion, and matters protected by attorney-client privilege, and that no action was taken in executive session.

ACTION ITEMS AGENDA

Consent Resolution

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

A. BUSINESS ITEMS

Access Control Equipment, Software and Services (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or services for proprietary computer hardware, software, or systems) (Funding Source: FY-2018 College Capital Funds, \$170,666.43 Available)
Access control hardware and associated software and services.

Transact Campus, Inc.
111 19th Street NW, 9th Floor
Washington, DC 20036

\$20,492.00
(Recommended Award)

Telephone Hardware (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract pricing) (Funding Source: FY-2018 College Capital Funds; \$8,250.00 Available)
Phones and hardware for Voice over Internet Protocol (VoIP) telephone system. Vendor year-to-date spend exceeds Board review threshold. Fulfillment Agent for NJ State Contract # 89966.

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

\$5,090.05
(Recommended Award)

Sheriff's Office Services (Public Bid Exception per NJSA 18A:64A-25.5 b. – Purchase from governmental board, body, agency, or authority) (Funding Source: FY-2020 College Operating Funds; \$30,000.00 Available)
Cost for Sheriff's officers for various events. Estimated amount for FY-2020.

Passaic County Sheriff's Office
77 Hamilton Street
Paterson, NJ 07505

\$27,700.00 (Estimated)
(Recommended Award)

Insurance (Disability Insurance) (Public Bid Exception per NJSA 18A:64A- 25.5 a. (11) – Insurance) (Funding Source: FY-2020 College Operating Funds; \$75,000.00 Available)
Disability insurance for full-time Administrative and Support Staff. Estimated amount for FY-2020. Business Entity and Political Contribution disclosures required.

Unum Life Insurance Company of America 2211 Congress Street Portland, ME 04102	\$72,000.00 (Estimated) (Recommended Amount)
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Student Transfer Services (Public Bid Exception per NJSA 18A:64A-25.5 b. – Purchase from governmental board, body, agency, or authority) (Funding Source: FY-2020-2024 U.S. Department of Education Title V Grant Funds; \$239,000.00 Budgeted)
Student transfer services for Pathways to Teacher Certification program, not-to-exceed amount.

William Paterson University 300 Pompton Road Wayne, NJ 07470	\$239,000.00 (Recommended Award)
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Request for Proposal 20-02 – Coaching and Training Consulting Services (Public Bid Exception per NJSA 18A:64A-25.5 a. (15) – Consulting Services) (Funding Source: FY-2020-2024 U.S. Department of Education Title V Grant Funds; \$86,200.00 Budgeted)
Training of select College staff in coaching and training methodologies for Pathways to Teacher Certification program.

Inside Track, Inc. 121 SW Salmon Street, Suite 800 Portland, OR 97204	\$71,200.00 (Recommended Award)
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B. POLICY MATTERS

Board Policy F103 – Children on Campus Policy, as a **Second** Reading.

Board Policy A101 – Passaic County Community College Board of Trustees Bylaws, as a **First** Reading.

C. PERSONNEL ITEMS

I. Separation: A: Mary Grace Aladeselu, Nurse Education

- II. Appointments: A: Tonya Anderson, Dean, Enrollment Management
B: Lloyd Cutkelvin, Educational Specialist, Pathways to Teacher
Certification (Grant-funded)
C: Bradley Morton, Vice President, Information Technology
- III. Part-time/Temporary Appointments

REMARKS

Public/Trustees: None

ADJOURNMENT

Chairman Nutter asked for a motion to adjourn the meeting at 8:17 p.m.; moved by Trustee Trivedi; seconded by Trustee Marco. 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 MARCO Seconded by ESQUICHE

Board of Trustees	Yes	No	Abstain	Absent
DuHaime	X			
Esquiche	X			
Marco	X			
Moody			X	
Pou				X
Rodriguez	X			
Smith				ARRIVED 7:06 PM
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 October 15, 2019 Board of Trustees meetings, as presented.

DATED: NOVEMBER 19, 2019

**PASSAIC COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
ANNUAL NOTICE OF MEETINGS**

This is to notify you that for the period beginning December 2019 and ending on November 2020, the Board of Trustees of Passaic County Community College plans to hold the following regular meetings at Passaic County Community College, Paterson Room, 1 College Boulevard (enter at Broadway and Memorial Drive), Paterson, New Jersey, except as noted.

<u>MONTH</u>	<u>BOARD MEETING</u>	<u>PUBLIC</u>	
DECEMBER	17*	7:00 pm	(PAC)
JANUARY	21+	7:00 pm	
MARCH	17	7:00 pm	
APRIL	21	7:00 pm	
MAY	19	7:00 pm	
JUNE	16++	7:00 pm	
JULY	21***	7:00 pm	(WAC)
AUGUST	18^	7:00 pm	
SEPTEMBER	15	7:00 pm	
OCTOBER	20	7:00 pm	
NOVEMBER	17	7:00 pm	(Reorganization)

*PCCC Passaic Academic Center, 2 Paulison Avenue, Passaic, NJ

+Public Hearing and Budget Approval

++Tuition and Fees Schedule Approval

***PCCC Wanaque Academic Center, 500 Union Avenue, Wanaque, NJ

^If needed

Except as hereinafter provided, notice of changes or special meetings of the Board of Trustees shall be posted 48 hours in advance at the following locations:

A. Passaic County Clerk's Office
401 Grand Street
Paterson, NJ 07505

B. Passaic County Community College
1 College Boulevard
Paterson, NJ 07505

The following newspapers circulating in the County of Passaic are hereby designated the official newspapers for publishing all legal notices of the Board of Trustees:

A. HERALD NEWS

B. The Record

Any person may request in writing that a copy of the schedule of regular meetings or rescheduled meetings of the Board of Trustees be mailed to him/her. Upon prepayment of the applicable fee as outlined in the Public Records Access Request, such scheduled and/or advance notices shall be mailed to such person. All advance notices referred to in this resolution of regular, special, rescheduled meetings of the Board of Trustees, shall to the extent known include:

a. The Agenda

b. Those matters upon which formal action may be taken.

Copies of the meeting notice/agenda shall be available at each meeting for the benefit of those persons who attend the meeting.

DATED: _____

Steven M. Rose, Ed.D, President, Secretary/Board of Trustees

PASSAIC COUNTY COMMUNITY COLLEGE
EXECUTIVE SESSION

Offered by MARCO Seconded by ESQUICHE

BOARD OF TRUSTEES	PRESENT	ABSENT
DuHaime	X	
Esquiche	X	
Marco	X	
Moody	X	
Pou		X
Rodriguez	X	
Smith	X	
Trivedi		X
Tanis	X	
Nutter		X

The material for Executive Session will be provided under separate cover.

DATED: NOVEMBER 19, 2019

PASSAIC COUNTY COMMUNITY COLLEGE

RESOLUTION #2-CONSENT RESOLUTION – ACTION ITEMS A through C

Offered by MOODY Seconded by ESQUICHE

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. POLICY MATTERS - ANNUAL NOTICE OF MEETINGS

This is to notify you that for the period beginning December 2019 and ending on November 2020, the Board of Trustees of Passaic County Community College plans to hold the following regular meetings at Passaic County Community College, Paterson Room, 1 College Boulevard (enter at Broadway and Memorial Drive), Paterson, New Jersey, except as noted.

<u>MONTH</u>	<u>BOARD MEETING</u>	<u>PUBLIC</u>	
DECEMBER	17*	7:00 pm	(PAC)
JANUARY	21+	7:00 pm	
MARCH	17	7:00 pm	
APRIL	21	7:00 pm	
MAY	19	7:00 pm	
JUNE	16++	7:00 pm	
JULY	21***	7:00 pm	(WAC)
AUGUST	18^	7:00 pm	
SEPTEMBER	15	7:00 pm	
OCTOBER	20	7:00 pm	
NOVEMBER	17	7:00 pm	(Organization)

*PCCC Passaic Academic Center, 2 Paulison Avenue, Passaic, NJ

+Public Hearing and Budget Approval

PASSAIC COUNTY COMMUNITY COLLEGE

RESOLUTION #2-CONSENT RESOLUTION – ACTION ITEMS A through C

++Tuition and Fees Schedule Approval

***PCCC Wanaque Academic Center, 500 Union Avenue, Wanaque, NJ

^If needed

Except as hereinafter provided, notice of changes or special meetings of the Board of Trustees shall be posted 48 hours in advance at the following locations:

A. Passaic County Clerk's Office
401 Grand Street
Paterson, NJ 07505

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1 College Boulevard
Paterson, NJ 07505

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- a. The Agenda
- b. Those matters upon which formal action may be taken.

Copies of the meeting notice/agenda shall be available at each meeting for the benefit of those persons who attend the meeting.

PULLED**Board Policy Second Reading:**

~~Board Policy A101—Passaic County Community College Board of Trustees
Bylaws, as a Second Reading.~~

B. BUSINESS ITEMS

Information Technology Hardware (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract pricing) (Funding Source: FY-2020 Workforce Innovation and Opportunity Act Youth Program Grant; \$20,000.00 Available)

Laptop computers, printer and charging cart for student use. Vendor year-to-date spend exceeds Board review threshold. Fulfillment Agent for NJ State Contract # 89974.

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

\$18,606.00
(Recommended Award)

PASSAIC COUNTY COMMUNITY COLLEGE

RESOLUTION #2-CONSENT RESOLUTION – ACTION ITEMS A through C

Information Technology Hardware (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract pricing) (Funding Source: FY-2020 WorkFirst New Jersey Grant; \$30,000.00 Available)

Laptop computers and charging cart for student use. Vendor year-to-date spend exceeds Board review threshold. Fulfillment Agent for NJ State Contract # 89974.

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

\$23,371.87
(Recommended Award)

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-2020 College Operating Funds; \$56,627.70 Available)

Services provided by Blackboard via NJEdge. Fixed amount for a set number of calls and a cost-per-call for overage. Increase to cost for services for FY-2020 due to anticipated call volume overage.

NJEdge
218 Central Avenue, Suite 3420
Newark, NJ 07102

\$52,040.00
(New Total: \$117,040)
(Recommended Award)

Audio-Visual Equipment (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract pricing) (Funding Source: FY-2019 College Capital Funds; \$350,646.08 Available)

Audio-visual equipment for Paterson campus gym for use at commencement and other College events. NJ State Contract # 81123 and NJ State Master PO # 01DPP00111.

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

\$48,942.80
(Recommended Award)

Request for Proposal 20-03 – Engine Replacement (Below Public Bid Threshold)
(Funding Source: FY-2018 College Capital funds; \$86,418.00 Available)

Replacement of engine for New Holland model L225 Skid Steer.

Modern Equipment & Supply
75 New Street
Edison, NJ 08837

\$26,390.79
(Recommended Award)

Request for Proposal 20-04 – Vending Services (Public Bid Exception per NJSA 18A:64A-25.5 a. (7) – Food Supplies and Services) (Funding Source: Not Applicable)

PASSAIC COUNTY COMMUNITY COLLEGE

RESOLUTION #2-CONSENT RESOLUTION – ACTION ITEMS A through C

Vending machine services for all College campuses. College is paid a commission on sales with a guaranteed annual minimum.

Sodexo
373 Route 46 West, Building D, Suite 155
Fairfield, NJ 07004

Request for Proposal 20-05 – Food Service Equipment (Public Bid Exception per NJSA 18A:64A-25.5 a. (7) – Food Supplies and Services) (Funding Source: FY-2019 College Capital funds; \$41,508.00 Available)

Replacement/upgrade of ovens and other existing Food Service equipment.

Culinary Depot
2 Melnick Drive
Monsey, NY 10952

\$24,424.73
(Recommended Award)

C. PERSONNEL ITEMS

- I. Separations
 - A: Ian Hall, Network Virtualization Engineer
 - B: Katherine Schneider, Academic Specialist, DE
 - C: Lucy Rivera, Secretary – Enrollment Management
 - D: Andrew Macezek, Director, Academic Computing
 - E: Kiminie Coley, Lead Instructor, Youth Ed. Program
 - F: Francisco Hernandez, Coord, WAC Food Services
- II. Appointments
 - A: Damaza Poventud, Teacher (10 months) CDC
 - B: Anthony Dicks, Asst Manager, Custodial Services
 - C: Kaushiki Kapoor, Instructor, Nurse Education
- III. Reappointment of Exempt Administrators, FY 2020-21
- IV. Reappointment of Professional Staff, FY 2020-21
- V. Exempt Administrators and Support Staff Salaries, FY 2019-2020
- VI. Adjunct Faculty Appointments, Fall 2019
- VII. Part-time/Temporary Appointments

**PASSAIC COUNTY COMMUNITY COLLEGE
ADJOURNMENT**

Offered by MARCO Seconded by ESQUICHE

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

DATED: NOVEMBER 19, 2019