



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 October 18, 2016 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, October 18, 2016, 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 – September 20, 2016

PRESENTATION:

Draft Audit
Higher Education Trends

REPORTS

President: Significant Activities
 News Article
Chairman

DISCUSSION AGENDA

- A. **ACADEMIC ITEMS -**
 New Academic Offering – Certificate of Achievement in Information Technology Fundamentals
- B. **BUSINESS ITEMS**
 MOU between PCCC and United Way of Passaic County
 Purchases of Goods and Services
- C. **PERSONNEL ITEMS**

EXECUTIVE SESSION

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

ACTION ITEMS - Consent Resolution

- A. **Academic Items**
 Certificate of Achievement in Information Technology Fundamentals
- B. **Business Items**
 MOU between PCCC and United Way of Passaic County
 Purchases of Goods and Services
- C. **Personnel Items**
 Individual Resolution(s)

REMARKS: PUBLIC; TRUSTEES

ADJOURNMENT

PASSAIC COUNTY COMMUNITY COLLEGE

ROLL CALL

BOARD OF TRUSTEES	PRESENT	ABSENT
Akhter	X	
Davis	X	
DuHaime	X	
Esquiche	X	
Gardner	X	
Kebrdle		X
Moody	X	
Smith		X
Trivedi	X	
Tanis	X	
Nutter		X

DATED: OCTOBER 18, 2016

The following are the minutes of the Board of Trustees of Passaic County Community College, One College Boulevard, Paterson, New Jersey, held on Tuesday, September 20, 2016.

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 December 1, 2015.

Chairman Nutter stated that inasmuch as adequate notice of the meeting had been given, the meeting was called to order at 7:05 p.m. A copy of the agenda was reviewed and available for public inspection.

ROLL CALL

Assad R. Akhter
Richard A. DuHaime
Yolanda Esquiche
Jeffrey P. Gardner
Alonzo Moody

Ronak Trivedi
Miguel De Jesus, Alumni Representative
Steven M. Rose, Secretary
Barbara Tanis, Vice Chairwoman
Harvey J. Nutter, Chairman

Absent

Robert H. Davis
Patricia Kebrdle
Sharon C. Smith

CONSIDERATION OF MINUTES – July 19, 2016

Chairman Nutter asked for a motion on Resolution #1 – Consideration of Minutes for July 19, 2016; moved by Trustee Tanis; seconded by Trustee Esquiche. Upon roll call, Resolution #1 passed with all members present voting “yes.”

PRESENTATIONS

Advancing the PCCC Mission through Grant-funded Initiatives (2016)

President Rose introduced Mr. Todd Sorber, Executive Director of Institutional Advancement, and stated he was the best known grants writer in the State of New Jersey. He noted that through his efforts, the College has been able to fund initiatives that otherwise would not have taken place.

Mr. Sorber, through a Power Point and video presentation, provided a comprehensive summary of all the grant funded activities at the College. Those activities involve students both within and outside of the College that would not have been possible if it weren't for the grant funding the College has received. He also noted that the age of the students being serviced starts with middle school-aged children, continues into College level and even adulthood, especially in the area of workforce training.

Mr. Sorber highlighted some of the programs wherein they center on college preparedness, readiness, and completion; STEM education, mentoring, and health professions, to name a few. The grants below were those presented that evening and included the following:

From the U.S. Department of Higher Education:
College Bound/GEAR UP

From the U.S. Department of Education
Upward Bound
Passaic Partners for STEM Education
Student Support Services

From the U.S. Department of Labor, Employment, and Training Administration
Northeast Resiliency Consortium
New Jersey Pathways to Regional Excellence in Health Professions

From other sources so noted:
College Readiness Now II (New Jersey Council of County Colleges)
Bridges to the Baccalaureate Degree Program (National Science Foundation)
Paterson Home-School Literacy Link (Henry and Marilyn Taub Foundation)
Reducing Domestic Violence, Dating Violence, Sexual Assault & Stalking on Campus (U.S. Department of Justice)

Several members of the Board asked for further details on the grants presented, which Mr. Sorber provided responses to. In turn, Mr. Sorber was applauded for his efforts and thanked the Board as well for its continued support.

DISCUSSION AGENDA

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

A. Academic Items

Acceptance of Grant Award – Cultural Affairs

President Rose noted that the Cultural Affairs Department does a consistently excellent job in applying for and receiving grants. The following are the recently awarded grants:

From the New Jersey State Council on the Arts/Department of State:

The Local Arts Program Grant;
Poetry Center General Project Support Grant;
Theater and Poetry Project (TAPP) General Support Grant;

From the New Jersey Historical Commission/Department of State:

General Operating Support Grant

B. Business Items

REPEAL OF Responsible Contractor Resolution

Mr. Michael A. Cerone, Jr., College Counsel, presented the background information as it pertained to the inception and eventual approval of the Responsible Contractor's Resolution. He noted that based on recent advisories and experience, he advised the Board that a repeal was prudent. President Rose agreed.

Purchases of Goods and Services

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

- Information Technology Software Licensing – Licensing Cart for Microsoft Software products
- Information Technology Hardware – Virtual Desk Infrastructure
- Information Technology Software Licensing and Maintenance – *Blackboard Learn*
- Interpreter Services
- Program Development (Prior Learning Assessment)
- Radio Frequency Identification Tags (Student Parking Passes)
- Library Book Purchases
- Parking Lot Rental
- Sheriff's Office Services
- Food Service Equipment – College Cafeteria
- Bid 15-16 – Solid Waste Disposal
- Bid 16-09 – Copier Maintenance
- Bid 17-12 – Radiographic Equipment
- Bid 17-13 – Academic Hall New Courtyard Elevator
- Bid 17-15 – Music Studio Equipment
- Bid 17-16 – New Parking Lot – Passaic Campus (for REJECTION since bid received was significantly higher than cost estimate by the College's Architect)
- Change Order – Bid 17-06 – Gymnasium Floor Replacement (due to the removal of the original concrete poured 40 years ago, which revealed an unlevelled base that needed to be re-levelled in order to meet the specifications of the new floor).

Questions raised pertained to the food costs for the new Culinary Arts Program, the Shuttle bus to Wanaque and how that was working out, the Courtyard elevator, and the gym floor, to highlight a few. A discrepancy existed in the architect's recommendation wherein the recommendation was just for the base bid of \$568,000.00 without the alternates, which differed from the amount of \$646,000.00 that was being recommended in the packet.

A further discussion was then held to clarify the bidding process. Mr. Steven Hardy, Vice President for Finance and Administrative Services, informed the Board that he would return with the necessary information to answer the questions raised.

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 8:20 p.m.; moved by Trustee Gardner; seconded by Trustee Tanis. Chairman Nutter stated that the Board would meet in Executive Session about twenty minutes to discuss personnel, campus expansion, and matters protected by attorney-client privilege, and that no action would be taken. Upon roll call, the motion to go into executive session was approved by all members present voting "yes."

ROLL CALL

Assad R. Akhter
Richard A. DuHaime
Yolanda Esquiche
Jeffrey P. Gardner

Alonzo Moody
Ronak Trivedi
Steven M. Rose, Secretary
Barbara Tanis, Vice Chairwoman
Harvey J. Nutter, Chairman

Absent

Robert H. Davis
Patricia Kebrdle
Sharon C. Smith

Chairman Nutter called the meeting to order at 9:05 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.

ACTION ITEMS AGENDA

Consent Resolution

Chairman Nutter then asked for a motion on Resolution #2 – Consent Agenda Items A, B, and C. Trustee DuHaime moved Resolution #2 – Consent Resolution Items A through C excluding the following:

- ***REPEAL OF** Responsible Contractor Resolution; and
- *Grievance (Personnel Item V),

thereby moving them to the Board Agenda as Individual Resolutions; plus

- ***The correction of the dollar amount for Bid 17-13 – Academic Hall New Courtyard Elevator** under Purchases of Goods and Services, to reflect the correct amount of the architect's submitted recommendation which was \$568,000.00;

Seconded by Trustee Gardner. Upon roll call, Resolution #2 passed with the two aforementioned exclusions, the correction of the dollar amount for Bid 17-13 to read \$568,000.00, and with all members present voting "yes."

A. ACADEMIC ITEMS

From the New Jersey State Council on the Arts/Department of State, acceptance of the following grants:

The Local Arts Program Grant for the period January 1, 2017 to December 31, 2017 in the amount of \$97,977 to the Passaic County Cultural and Heritage Council (PCCHC) at PCCC.

Poetry Center General Project Support Grant for the period July 1, 2016 to June 30, 2017 in the amount of \$19,373.

Theater and Poetry Project (TAPP) General Project Support Grant for the period July 1, 2016 to June 30, 2017 in the amount of \$7,810.

From the New Jersey Historical Commission/Department of State, acceptance of the following grant:

General Operating Support Grant for the period January 1, 2017 to December 31, 2017 in the amount of \$14,540 to the Passaic County Cultural & Heritage Council. This amount will be re-granted to Passaic County non-profit organizations or units of municipal governments for local or New Jersey history projects.

B. BUSINESS ITEMS

~~REPEAL OF RESPONSIBLE CONTRACTOR RESOLUTION~~ Individual Resolution

Purchases of Goods and Services

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

Information Technology Software Licensing – Licensing Cost for Microsoft software products (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or Services for proprietary computer hardware, software, or systems) (Funding Source: FY 2017 College Operating Funds)

Dell Computer Corporation	\$39,225.24
One Dell Way	(Recommended Award)
Round Rock, TX 78682	

Information Technology Hardware – Virtual Desktop Infrastructure (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract Pricing) (Funding Source: FY 2017 College Capital Funds)

NJEDge Contract # 6882649	
PBG Networks	\$132,355.56
259-A E. Browning Road	(Recommended Award)
Bellmawr, NJ 08031	

Information Technology Software Licensing and Maintenance – Blackboard *Learn* (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or Services for proprietary computer hardware, software, or systems) (Funding Source: FY 2017 College Operating Funds)

Blackboard Inc.	\$157,018.61
PO Box 200957	(Recommended Award)
Pittsburgh, PA 15251	

Interpreter Services (Below Public Bid Threshold) (Funding Source: FY 2017 College Operating Funds)

FY-2017 Estimated Amount	
ASL Interpreter Referral Service, Inc.	\$34,000.00 (Estimated)
21 Clyde Road, Suite 103	(Recommended Award)
Somerset, NJ 08873	

Program Development (Prior Learning Assessment) (Public Bid Exception per NJSA 18A:64A-25.5 b. – Purchase from governmental board, body, agency, or authority) (Funding Source: Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant)

LaGuardia Community College CUNY
31-10 Thomson Ave
Long Island City, NY 11101

\$39,721.89
(Recommended Award)

Radio Frequency Identification Tags (Student Parking Passes) (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or Services for proprietary computer hardware, software, or systems) (Funding Source: FY 2017 College Operating Funds)

FY-2017 Estimated Amount
Amano McGann
140 Harrison Avenue
Roseland, NJ 07068

\$54,600.00 (Estimated)
(Recommended Award)

Library Book Purchases (Public Bid Exception per NJSA 18A:64A-25.5 a. (6) – Library Materials) (Funding Source: FY 2017 College Operating Funds)

FY-2017 Estimated Amount
YBP Library Services
PO Box 277991
Atlanta, GA 30384

\$60,000.00 (Estimated)
(Recommended Award)

Parking Lot Rental (Below Public Bid Threshold) (Funding Source: FY 2017 College Operating Funds)

South Main Auto Sales
548-550 Main Street
Paterson, NJ 07425

\$22,368.08
(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 2017 College Operating Funds)

FY-2017 Estimated Amount
Passaic County Sheriff's Office
77 Hamilton Street
Paterson, NJ 07505

\$30,000.00 (Estimated)
(Recommended Award)

Food Service Equipment – College Cafeteria (Below Public Bid Threshold) (Funding Source: FY 2016 College Capital Funds)

Chefs Depot, Inc.
2 Melnick Drive
Monsey, NY 10952

\$30,493.00
(Recommended Award)

Bid 15-16 – Solid Waste Disposal (Funding Source: FY 2017 College Operating Funds)

FY-2017 Estimated Amount (Year 3 of contract)	
Waste Management of New Jersey	\$22,250.46 (Estimated)
107 Silvia Street	(Recommended Award)
Ewing, NJ 08628	

Bid 16-09 – Copier Maintenance (Funding Source: FY 2017 College Operating Funds)

FY-2017 Estimated Amount (Year 2 of contract)	
United Business Systems	\$31,000.00 (Estimated)
302 Route 46 East	(Recommended Award)
Fairfield, NJ 07004	

Bid 17-12 – Radiographic Equipment (AmRad *Advantage* AA2 OTS Radiographic Imaging System) (Funding Source: FY 2017 College Capital Funds)

Jefferson Medical & Imaging, Inc.	\$98,051.93
5470 Berkshire Valley Road	(Recommended Award)
Oak Ridge, NJ 07438	

Bid 17-13 – Academic Hall New Courtyard Elevator (Funding Source: FY 2014 and 2017 College Capital Funds)

Accurate Construction Inc.	\$568,000.00
149 Alps Road	(Recommended Award)
Wayne, NJ 07470	

Bid 17-15 – Music Studio Equipment Re-Bid (Funding Source: FY 2016 College Capital Funds)

Sweetwater Sound Inc.	\$67,258.54
5501 US Highway 30 West	(Recommended Award)
Fort Wayne, IN 46818	

REJECTION: Bid 17-16 – New Parking Lot – Passaic Campus: Exceeds the estimate for the work prepared by the College's consulting architect. (Funding Source: FY 2017 College Capital Funds)

REJECT Bid Received from

Mike Fitzpatrick & Son, Inc.
18 Cozy Lake Road
Oak Ridge, NJ 07438

Change Order - Bid 17-06 – Gymnasium Floor Replacement (Funding Source: FY 2014 College Capital Funds)

Northeastern Hardwood Floors
447 Commerce Lane, Suite A
West Berlin, NJ 08091

\$56,658.00 Not to Exceed
(New Total \$194,046.00)
(Recommended Award)

C: PERSONNEL ITEMS

- I. Separations
 - A: Ruby Pernet, Teacher Assistant (10 months)
 - B: Jonathan Kull, Program Counselor, CE
 - C: Kenneth Pierce, Sociology Instructor
 - D: Michael Anderson, Security Officer
 - E: Angel Alston, Upward Bound Counselor/Coord
 - F: Wanda Najee-Ullah, College Counselor
 - G: Timothy Walsh, Mechanical Services
- II. Appointments
 - A: Maria Pilsbury, Dev Studies Faculty (Temp)
 - B: James O.T. Sanders, III, English Faculty (Public Speaking)
 - C: Luis Guzman, Criminal Justice Faculty
 - D: Ozlem Rozanitis, Grants/Project Specialist
 - E: Charise Balaam, EOF Counselor/Retention Specialist
 - F: Sarah Khouzam, Assistant Registrar
 - G: Daniela Colon, Staff Assistant/Enrollment Management
 - H: Samuel Nunez, Coordinator of IT Services
 - I: David Zambrano, Associate Director of Administrative Computing
 - J: Jonathan Reyes, Senior Institutional Research Analyst
 - K: Clarissa Rosario-Chilimintris, Staff Assistant/Enrollment Mgmt
 - L: Elizabeth Jimenez, Program Counselor, CE (Temp)

III. Grant Administrator Reappointments A through I

IV. Part-time / Temporary Appointments

~~V. Grievance Individual Resolution~~

INDIVIDUAL RESOLUTIONS

B: BUSINESS ITEMS – Resolution #2

REPEAL OF RESPONSIBLE CONTRACTOR RESOLUTION

Trustee Trivedi moved to accept the advice of College Counsel to rescind the Responsible Contractor Resolution, which would take effect immediately; seconded by Trustee Tanis. Upon roll call, the motion passed with Trustee Akhter voting “no,” and all other members voting “yes.”

C: PERSONNEL ITEM V: GRIEVANCE – Resolution #3

Trustee Tanis moved Personnel Item V: Grievance, stating that the Board of Trustees sustains the decision of the President on the matter of Augusto Penaranda on his formal grievance file for reasons expressed by the President; seconded by Trustee Moody. Upon roll call, the motion passed unanimously with all members present voting “yes.”

REMARKS:

Public/Trustees: None

ADJOURNMENT

Chairman Nutter asked for a motion to adjourn the meeting at 9:12 p.m.; moved by Trustee Akhter; seconded by Trustee Tanis. 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 AKHTER Seconded by GARDNER

Board of Trustees	Yes	No	Abstain	Absent
Akhter	X			
Davis	X			
DuHaime	X			
Esquiche	X			
Gardner	X			
Kebrdle				X
Moody	X			
Smith				X
Trivedi	X			
Tanis	X			
Nutter				X

CONSIDERATION OF MINUTES

BE IT RESOLVED that the Board of Trustees of Passaic County Community College hereby approves the minutes of the September 20, 2016 Board of Trustees meetings, as presented.

DATED: OCTOBER 18, 2016

PASSAIC COUNTY COMMUNITY COLLEGE
RESOLUTION #2-CONSENT AGENDA ITEMS A, B, and C

Offered by MOODY Seconded by GARDNER

Board of Trustees	Yes	No	Abstain	Absent
Akhter	X			
Davis	X			
DuHaime	X			
Esquiche	X			
Gardner	X			
Kebrdle				X
Moody	X			
Smith				X
Trivedi	X			
Tanis	X			
Nutter				X

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

A. ACADEMIC ITEMS

The Certificate of Achievement in Information Technology Fundamentals, a sixteen-seventeen (16-17) credit-offering which functions as the first step in a student earning stackable credentials in the Information Technology field.

B. BUSINESS ITEMS

Authorization for the College's Vice President of Finance and Administrative Services to sign the enclosed Memorandum of Understanding (MOU) with the United Way of Passaic County (UWPC), which outlines the continued partnership between the College and the UWPC with the purpose of creating a retail and customer-service training hub in the heart of Passaic County.

Purchases of Goods and Services

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

Continued.....

PASSAIC COUNTY COMMUNITY COLLEGE
RESOLUTION #2-CONSENT AGENDA ITEMS A, B, and C
Page 2 Dated October 18, 2016

Information Technology Software Licensing – Blackboard *Connect* Emergency and Outreach Messaging Service (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or Services for proprietary computer hardware, software, or systems) (Funding Source: FY 2017 College Operating Funds, \$10,498.00 Available)

Blackboard Inc. 650 Massachusetts Avenue, NW, 6 th Floor Washington, DC 20001	\$10,498.00 (Recommended Award)
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Information Technology Software Licensing – *Echo 360 Active Learning*, site subscription and 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 2017 Title V Grant, \$25,323 Available)

Echo 360, Inc. 21000 Atlantic Boulevard, Suite 600 Dulles, VA 20166	\$23,500.00 (Recommended Award)
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Information Technology Hardware – HP *ProBooks* (Laptops) (replacement/upgrade) (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract Pricing) Fulfillment Agent for State Contracts 27386 and 11537. Pricing per The Cooperative Purchasing Network (TCPN) contract # R160201. (Funding Source: FY 2017 College Capital Funds, \$363,361 Available)

CDW Government 75 Remittance Drive, Suite 1515 Chicago, IL 60675	\$9,427.40 (Recommended Award)
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Bid 17-17 – Academic Hall, Founders Hall & Gym/Theatre Roof Replacements Re-Bid
(Funding Source: Chapter 12, \$767,442; FEMA, \$80,000; College Reserve, \$91,558 Available)

Pravco, Inc. 245 Wescott Drive Rahway, NJ 07065	\$939,000.00 (Recommended Award)
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C: PERSONNEL ITEMS

- | | |
|----------------|--|
| I. Separations | A: Lynn Krikorian, Nursing Lab Assistant |
| | B: Augusto Penaranda, Counselor, Admissions |
| | C: Timothy Walsh, Mechanical Services (Deceased) |

PASSAIC COUNTY COMMUNITY COLLEGE
RESOLUTION #2-CONSENT AGENDA ITEMS A, B, and C
Page 2 Dated October 18, 2016

- II. Appointments A: Tonisha S. Taylor, Director, Developmental English
B: Theresa Slusser, Coord, Academic Progress/Special Projects
C: Manal Jabr, Student Accounts Specialist
- III. Part-time / Temporary Appointments

Memorandum of Understanding
Between
Passaic County Community College
And
United Way of Passaic County

Purpose

Passaic County Community College and the United Way of Passaic County (UWPC) are continuing this partnership agreement for the purpose of creating an innovative retail and service-industry training hub in the heart of Passaic County. This project is designed to enable Workfirst New Jersey clients who are currently receiving Temporary Assistance to Needy Families (TANF) and/or General Assistance (GA) an opportunity to explore hands-on career training in the retail and customer-service sector. This partnership will also launch a social enterprise in downtown Paterson, New Jersey.

Term

This agreement will be in effect from July 1, 2016 – June 30, 2017.

Roles & Responsibilities

Passaic County Community College (PCCC) will fulfill the following roles and responsibilities:

- PCCC is the contractor to Passaic County One Stop Career Center, responsible for providing workforce training services and placement referral to 60 participants during the term. PCCC will provide all required reports to Passaic County One Stop Career Center.
- PCCC will provide classroom training and preparation for retail certification to up to 60 participants.
- PCCC will support curriculum development and deployment, contextualization, career counseling, job development, and all of required paperwork for all participants and program implementation.
- PCCC will refer qualified students to the UWPC thrift store for experiential, hands-on training to prepare each participant to take full-time employment in the sector.
- PCCC will employ staff to train and coach participants in the classroom and onsite at training locations.
- PCCC will ensure that Individuals participate in work readiness and life skills training activities.
- PCCC will provide to the UWPC \$120,000 through its Workfirst New Jersey Direct Award to support the establishment of a thrift store/retail employment training facility.
- PCCC will disburse Workfirst NJ resources to the UWPC on a monthly basis.
- PCCC will provide information to trainee participants about their coverage and benefits as provided by Passaic County One Stop Career Center.

United Way of Passaic County (UWPC) will fulfill the following roles and responsibilities:

- UWPC will establish a retail thrift store in Passaic County, with funds provided by PCCC.
- UWPC will receive and place students referred by PCCC, into employment training positions at the store.
- UWPC will conduct screening of trainee candidates prior to placement in the store, in accordance with generally accepted employment practices in the retail sector. Candidates who cannot meet the screening requirements of the store will be referred to PCCC for corrective action.
- UWPC will provide daily supervision of the trainees, including providing task instruction, coaching and correction, scheduling, and on-site training. Trainees will be accountable to UWPC staff for the attendance and performance during their training period at the UWPC store.
- UWPC will refer trainees who need further support with job skills and /or life skills to PCCC program staff.
- UWPC will refer back to PCCC any trainee who cannot meet the minimum work requirements established by the program.
- UWPC will notify appropriate authorities if any trainee violates any local, state or federal law.
- UWPC will provide general management of the store and operations, including merchandising, accounting, advertising and promotions, warehousing, and staffing of paid employees.
- UWPC will provide all requested record-keeping regarding participation of trainees to PCCC.
- UWPC will maintain liability insurance to cover any claim for accidents or injuries that occur at the store location.
- UWPC will maintain workers' comp coverage to cover its own W2 employees and volunteers working at the store.

Steven Hardy, VP Finance & Administrative Services
Passaic County Community College

Date

United Way of Passaic County Signatory

Date

**PASSAIC COUNTY COMMUNITY COLLEGE
ADJOURNMENT**

Offered by DAVIS Seconded by ESQUICHE

BOARD OF TRUSTEES	YES	NO
Akhter	X	
Davis	X	
DuHaime	X	
Esquiche	X	
Gardner	X	
Kebrdle	Absent	
Moody	X	
Smith	Absent	
Tanis	X	
Trivedi	X	
Nutter	Absent	

DATED: OCTOBER 18, 2016