

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

At 7:00 p.m. on Tuesday, October 20, 2015, 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 15, 2015

PRESENTATIONS:

- A. Presentation of the Draft Audit Report
- B. Guided Pathways

REPORTS

President; Chairman
News Articles

DISCUSSION AGENDA

- A. **ACADEMIC ITEMS**
 - New Program: Bachelor of Science in Nursing (BSN)
 - Articulation Agreement with William Paterson University (Public Health)
- B. **BUSINESS ITEMS**
 - 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**
 - Bachelor of Science in Nursing (BSN)
 - Articulation Agreement with William Paterson University (Public Health)
- B. **Business Items**
 - Purchases 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 Solari	X	
Akhter	X	
Blanco		X
Davis		X
DuHaime	X	
Esquiche	X	
Gardner	X	
Kebrdle		X
Moody	X	
Smith	X	
Tanis	X	
Nutter	X	

DATED: OCTOBER 20, 2015

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 15, 2015.

CALL TO ORDER

Prior to the meeting being called to order, the Oath of Allegiance for the two new trustees and the alumni representative to the board of trustees was administered by Mr. Michael A. Cerone, Jr., College Counsel. Once that was done, Chairman Nutter asked each trustee to introduce themselves, including their profession.

President Rose then 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 August 11, 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 K. Akhter
Robert Davis
Yolanda Esquiche
Jeffrey P. Gardner
Patricia Kebrdle

Alonzo Moody
Tyler Solari, Alumni Representative
Steven M. Rose, Secretary
Barbara Tanis, Vice Chairwoman
Harvey J. Nutter, Chairman

Absent
Aurora Blanco
Richard DuHaime
Sharon C. Smith

CONSIDERATION OF MINUTES – June 16, 2015

Chairman Nutter asked for a motion on Resolution #1 – Consideration of Minutes for July 21, 2015; moved by Trustee Davis; seconded by Trustee Kebrdle. Upon roll call, Resolution #1 passed with Trustees Akhter and Moody “abstaining,” and all other members present voting “yes.”

PRESENTATIONS

Strategic and Operational Priorities, and COL 103 – College Success Course

President Rose was the first presenter that evening and went through the College's Strategic (longer than one year) and Operational (one year) Priorities. He informed the Board that these priorities were developed over the summer and would now go through the governance process at the College. In a few months, he noted, they would come back in some form for the Board's approval. Some of the strategic topics mentioned were Guided Pathways, the Culinary Arts Program, and expansion at Passaic. A few of the operational priorities included communication, virtualization, and nurse education, which actually was also a strategic priority.

A brief question and answer period then took place on the current student enrollment in comparison to last year.

The next presentation was the College Success Course – COL 103, presented by Dr. Bassel Stassis, Senior Dean of Academic Affairs, assisted by Ms. Chae Sweet, Associate Dean of Development Education and English Language Studies.

In a joint presentation, Dr. Stassis gave a brief history of the current College Success Course, noting in the beginning it was referred to as "Freshman Orientation." Since that time to present, the concept of guided pathways helped engineer the course structure into what it was today. President Rose also noted that the change also included a statewide initiative entitled "15 to Finish," which tells the student that you are able to graduate in time if you take 15 credits per semester.

Dean Sweet gave the background on the national trend and the college experience noting that increasing the credits earned from one credit to three credits created a different approach to student learning, which was more inclusive, for student and faculty alike. The one course now has three different levels: college-level; developmental level; and English Language Studies level, and are taught by faculty and master-level administrators. Dean Sweet finished her presentation by emphasizing that sometimes things need to be seen differently in order to realize that change was good, especially in the classroom and creating a path that leads to completion.

REPORTS

President/Chairman: None

DISCUSSION AGENDA

The following items were approved for placement on the Action Items agenda. President Rose stated that he would gladly answer any questions raised.

A. Academic Items: The following grant awards:

- The Local Arts Program Grant

- Poetry Center General Project Support Grant
- Theater and Poetry Project (TAPP) General Project Support Grant
- General Operating Support Grant
- The submission of the Carl D. Perkins Career and Technical Education Grant (which requires Board approval of the proposed one-year spending plan to the New Jersey Department of Education)

B. Business Items

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

- Software Licensing, Hosting, and Maintenance for *Learn for Academic Content*
- Information Technology Hardware (Displays and Desktops)
- Information Technology Hardware (Notebook Computers, Printers, and Security Carts for CE/Memorial Hall Expansion)
- Software Licensing and Maintenance for Microsoft Products; Renewal FY-16
- Technical Support and Maintenance Services of Fire Training Equipment; Renewal FY-16
- Lease Payments for College Bookstore, July 2015 through September 2016
- Software Licensing for *Echo System*; Renewal FY-16
- Parking Lot Rental at 218 Van Houten – July 2015 through September 2016
- Northeast Resiliency Consortium – Software Licensing for Colleague *Self-Service Financial Aid*
- Northeast Resiliency Consortium – Software Development and Licensing for *Career Coach*
- Northeast Resiliency Consortium – Software Licensing – amendment for *Insight Early Alert System*

C. Personnel Items

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

D. Special Recognition

President Rose once again gave a warm welcome to the College's two new trustees, as well as acknowledging the two trustees they replaced. The first was Harry B. Gourley, who was a trustee since 2001; and Nitin Shukla. He acknowledged that both individuals played a role in the history of this College. A Resolution was currently being circulated for signature recognizing their efforts.

EXECUTIVE SESSION

Chairman Nutter asked for a motion to go into executive session at 8:14 p.m.; moved by Trustee Tanis; seconded by Trustee Kebrdle. 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 K. Akhter
Robert Davis
Yolanda Esquiche
Jeffrey P. Gardner
Patricia Kebrdle

Alonzo Moody
Tyler Solari, Alumni Representative
Steven M. Rose, Secretary
Barbara Tanis, Vice Chairwoman
Harvey J. Nutter, Chairman

Absent

Aurora Blanco
Richard DuHaime
Sharon C. Smith

Chairman Nutter called the meeting to order at 8:37 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

Trustee Tanis then moved Resolution #2-Consent Resolution Items A, B, C, and D; seconded by Trustee Davis. Upon roll call, Resolution #2, passed with Trustees Akhter and Moody "abstaining" and all other members present voting "yes."

A. ACADEMIC ITEMS

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

The Local Arts Program Grant for the period January 1, 2016 to December 31, 2016 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, 2015 to June 30, 2016 in the amount of \$17,612.

Theater and Poetry Project (TAPP) General Project Support Grant for the period July 1, 2015 to June 30, 2016 in the amount of \$7,810.

From the New Jersey Historical Commission/Department of State:

General Operating Support Grant for the period July 1, 2015 to June 30, 2016 in the amount of \$9,092 to the Passaic County Cultural & Heritage Council.

Carl D. Perkins Career and Technical Education Grant submission to the New Jersey Department of Education for its 2015-2016 one-year spending plan in the amount of \$661,738, for the period July 1, 2015 to June 30, 2016.

B. BUSINESS ITEMS

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 Administration certifies funding is available.

Software Licensing, Hosting and Maintenance for *Learn for Academic Content*; Renewal FY-16 (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Proprietary Software and Services) (Funding Source: College Operating Budget)

Blackboard, Inc. 650 Massachusetts Ave. NW Washington, DC 20001	\$122,952.25 (Recommended Award)
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Information Technology Hardware (Displays and Desktops) (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – State Contract Pricing) (Funding Source: College Capital Budget)

CDW- Government 75 Remittance Drive, Suite 1515 Chicago, IL 60675-1515	\$56,085.50 (Recommended Award)
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Information Technology Hardware (Notebook Computers, Printers and Security Carts for CE/Memorial Hall Expansion) (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – State Contract Pricing) (Funding Source: College Capital Budget)

CDW- Government 75 Remittance Drive, Suite 1515 Chicago, IL 60675-1515	\$43,191.30 (Recommended Award)
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Software Licensing and Maintenance for Microsoft Products; Renewal FY-16 (Joint Purchasing Agreement – NJEDge 7822573) (Funding Source: College Operating Budget)

LA Dell Marketing, LP 850 Asbury Drive Buffalo Grove, IL 60089	\$ 38,570.67 (Recommended Award)
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Technical Support and Maintenance Services of Fire Training Equipment; Renewal FY-16
(Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Proprietary Software and Services)
(Funding Source: College Operating Budget)

Kidde Fire Trainers, Inc. 17 Philips Parkway Montvale, NJ 07645	\$18,548.00 (Recommended Award)
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Lease Payments for College Bookstore, July 2015 through June 2016 (Public Bid Exception per NJSA 18A:64A-25.5 (b) – Contract with New Jersey Municipality) (Funding Source: College Operating Budget)

City of Paterson Parking Authority 125 Van Houten Street Paterson, NJ 07505	\$71,881.00 (Recommended Award)
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Per NJSA 19:44A-20.4 et seq., a Business Entity Disclosure Certification has been completed for the following sole source purchase.

Software Licensing for *EchoSystem*; Renewal FY-16 (Public Bid Exception per NJSA 18A:64A-25.5 a. (3) – Sole Source) (Funding Source: Title V Grant)

Echo 360 21000 Atlantic Blvd., Suite 600 Dulles, VA 20166-2499	\$22,500.00 (Recommended Award)
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Parking Lot Rental at 218 Van Houten – July 2015 through September 2016
(Funding Source: College Operating Budget)

South Main Auto Sales, Inc. \$21,629.08
548-550 Main Street (Recommended Award)
Paterson, NJ 07425

Northeast Resiliency Consortium - Software Licensing for Colleague *Self-Service Financial Aid* (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Proprietary Software and Services)
(Funding Source: Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant)

Ellucian \$16,776.00
4375 Fair Lakes Court (Recommended Award)
Fairfax, VA 22033

Northeast Resiliency Consortium - Software Development and Licensing for *Career Coach System* (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Proprietary Software and Services)
(Funding Source: Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant)

Emsi \$95,000.00
PO Box 9008 (Recommended Award)
Moscow, ID 83843

Northeast Resiliency Consortium - Software Licensing - amendment for *Insight Early Alert System* (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Proprietary Software and Services) (Funding Source: Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant)

Symplicity \$7,500.00
1560 Wilson Blvd, Suite 550 (Recommended Award)
Arlington, VA 22209

C. PERSONNEL ITEMS

- I. Separations: A: Venus Banks, College Bound Counselor/Coordinator
B: Susan Nadel, Program Counselor, NRC
C: Sharon Ibrahim, Coord, Workforce Development
D: Loren Kleinman, Director, Writing Center
E: Al Pecora, Coordinator, Dual Enrollment
F: Gricel Davila, Security Officer
- II. Appointments: A: Mary Dajnak, Art Faculty, Instructor
B: Joao Paulo Feitosa Rodrigues, CIS Faculty, Instructor
C: Lorren Whitaker, Disability Services/Student Dev Specialist
D: Toni Taylor, Educator/Advisor

E: Vanessa Velez, Educator/Advisor
F: Alexandra Shinert, Communications/Prog Asst, NRC
G: Ozlem Rozanitis, Program Officer, NRC
H: Lauren Kunkera, Coordinator, Student Accounts
I: Jeffrey Barrenechea, Asst Men's Soccer Coach
J: Antonio Puig, Custodian/Handyperson
K: Mark Meachum, Custodian/Handyperson
L: David Clark, Custodian/Handyperson
M: Wayne Geigges, Custodian/Handyperson
N: Nadine Daring, HIT Faculty, Instructor

- III. Grant Support Staff Salary FY2015-2016: A
- IV. Grant Administrators Salaries FY2015-2016: A and B
- V. Grant Administrator Reappointments FY2015-2016: A through G
- VI. Part-time / Temporary Appointments

D. SPECIAL RECOGNITION

For former Trustees Harry B. Gourley and Nitin Shukla for their dedication and service as a Trustee of the Passaic County Community College Board of Trustees.

REMARKS:

Public/Trustees: None

ADJOURNMENT

Chairman Nutter asked for a motion to adjourn the meeting at 8:39 p.m.; moved by Trustee Kebrdle; seconded by Trustee Esquiche. Upon roll call, the motion to adjourn the meeting passed unanimously with all members present voting "yes."

PASSAIC COUNTY COMMUNITY COLLEGE
Resolution #1 – CONSIDERATION OF MINUTES

Offered by TANIS Seconded by ESQUICHE

Board of Trustees	Yes	No	Abstain	Absent
Akhter	X			
Blanco				X
Davis				X
DuHaime	X			
Esquiche	X			
Gardner	X			
Kebrdle				X
Moody	X			
Smith	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 15, 2015 Board of Trustees meetings, as presented.

DATED: OCTOBER 20, 2015

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

Offered by TANIS Seconded by GARDNER

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

Bachelor of Science in Nursing

Bachelor of Science in Nursing, a one hundred twenty (120) credit degree program, with a mix of general education and upper level nursing courses. Graduates of any accredited associate degree in nursing may transfer up to sixty-eight (68) credits into the program.

Articulation Agreement with William Paterson University – Public Health Program

An Articulation Agreement with William Paterson University (WPU) for the Public Health program, wherein PCCC students who have earned the A.S. in Public Health degree will be able to transfer to WPU with third year (junior) status towards graduation with a B.S. in Public Health.

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

B. BUSINESS ITEMS

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 Administration certifies funding is available.

Information Technology Hardware (Zero Client Displays, LCD Displays and Printers for general hardware upgrades) (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – State Contract Pricing), (Funding Source: College Capital Budget)

CDW- Government	\$109,819.78
75 Remittance Drive, Suite 1515	(Recommended Award)
Chicago, IL 60675-1515	

External Evaluator – U.S. Department of Labor, Employment & Training Administration (ETA), RFQ 15-01 (Public Bid Exception per NJSA 18A:64A-25.5 a. (15) – Professional Consulting Services), (Funding Source: Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant)

Equal Measure (fka OMG)	\$110,255.00
1528 Walnut Street	(Recommended Award)
Philadelphia, PA 19102	

Internet Connectivity/Access Charges for Fiscal Year 2016 (Joint Purchasing Agreement – NJEDge 150510), (Funding Source: College Operating Budget)

NJEDge	\$110,208.00
P.O. Box 18110	(Recommended Award)
Newark, NJ 07191	

Additional Managed Hosting Storage (500GB) for *Learn for Academic Content* (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Proprietary Software and Services), (Funding Source: College Operating Budget)

Blackboard, Inc.	\$8,450.00
650 Massachusetts Ave. NW	(Recommended Award)
Washington, DC 20001	

PASSAIC COUNTY COMMUNITY COLLEGE

RESOLUTION #2-CONSENT AGENDA ITEMS A, B, and C

Furniture for Academic Affairs and Founders Hall 5th Floor Renovation (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – State Contract Pricing), (Funding Source: College Capital Budget)

Tanner North Jersey	\$33,114.55
1251 Lakewood-Farmingdale Road	(Recommended Award)
Howell, NJ 07731	

RFP 16-06 – Exterior and Interior Campus Signage and Wayfinding Program (Public Bid Exception per NJSA 18A:64A-25.5 a. (15) – Professional Consulting Services), (Funding Source: College Capital Budget)

Designer Systems	\$40,265.00
50 Broad Street	(Recommended Award)
Carlstadt, NJ 07072	

Local Area Network (LAN) Switches (Wanaque campus addition and Paterson campus general hardware upgrades) (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – State Contract Pricing), (Funding Source: College Capital Budget)

Aspire Technology Partners	\$96,233.22
100 Village Court Street	(Recommended Award)
Hazlet, NJ 07730	

C. PERSONNEL ITEMS

- I. Separations: A: Joseph Illeyne, Head Men's Basketball Coach
B: Reanin McRoberts, NRC Data/Finance Officer
C: Amie Whigman-Roberts, Science Faculty
- II. Appointments: A: Natasha Pagan, Security Officer
B: Jack Latona, Coordinator of Assessment
C: Michelle Baldino, Accountant
D: Dawn Norman, Student Dev Specialist/Special Projects
E: Erica Foote, Science Faculty
- III. Part-time / Temporary Appointments