



**PASSAIC COUNTY COMMUNITY COLLEGE**

Attached are the Board resolutions passed at the October 20, 2020 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  
AGENDA**

**At 7:00 p.m. on Tuesday, October 20, 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](mailto:publiccomment@pccc.edu) stating your name, address, and matter to be addressed by the Board by no later than October 20, 2020 at 6:00 pm. 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 September 15, 2020 Board Meeting**

**PRESENTATIONS:**

1. Update on Fall Operations
2. Information Technology and Finance and Administrative Services

**REPORTS**

President: Significant Activities  
Chairman

**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 & Services
- B. **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>	
DuHaime	<b>X</b>	
Esquiche	Arrived 7:06 pm	
Marco	<b>X</b>	
Moody	<b>X</b>	
Pou	<b>X</b>	
Smith	<b>X</b>	
Trivedi	<b>X</b>	
Tanis	<b>X</b>	
Nutter	<b>X</b>	

**DATED: OCTOBER 20, 2020**



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

(Noted correction)

Offered by MARCO Seconded by TANIS

Board of Trustees	Yes	No	Abstain	Absent
DuHaime			X	
Esquiche				X
Marco	X			
Moody			X	
Pou	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 regular meeting minutes for the September 15, 2020 Board of Trustees meeting as corrected with a notation.

**DATED: OCTOBER 20, 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, September 15, 2020.

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

Chairman Nutter called the meeting order at 7:21 p.m., and then asked everyone to join him in the Pledge of Allegiance.

President Rose stated 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 September 8, 2020.

### **ROLL CALL**

Dennis F. Marco  
Taina Pou  
Sharon C. Smith  
Ronak Trivedi

Sony Ballem, Alumni Representative  
Steven M. Rose, Secretary  
Barbara Tanis, Vice Chairwoman  
Harvey J. Nutter, Chairman

#### **Absent**

Richard A. DuHaime  
Yolanda Esquiche  
Alonzo Moody

Notation (Trustees Esquiche and Moody were available prior to technology issues, but unable to reconnect.)

### **CONSIDERATION OF MINUTES – August 18, 2020**

Chairman Nutter asked if there were any corrections to the minutes for August 18, 2020. Hearing none, Chairman Nutter then asked for motion on Resolution #1 – Consideration of Minutes for the August 18, 2020 board meeting. Trustee Marco moved Resolution #1; seconded by Trustee Tanis. Upon roll call, Resolution #1 passed with all members present voting “yes.”

### **PRESENTATION – Update on Fall Restart Plan**

Prior to the President presenting his update on the Fall Restart Plan, he had the pleasure of introducing Ms. Sony Ballem, the new Alumni Representative to the Board of Trustees, who was

voted in by the recent graduating class of 2020. President Rose noted that Ms. Ballem was no stranger to the College due to the various roles she has held.

Ms. Ballem then provided a brief overview of her accomplishments, which included graduating this past May with in Associate's Degree in Information Technology, and how she was currently enrolled at NJIT to continue her studies. She noted too that she was taking courses at PCCC as a member of the Alumni Association.

President Rose began his presentation by stating how nice it was to see students back on campus. While enrollment was still down (particularly ELS population and new students), he was very pleased that a majority of returning students came back. In addition to the current 15-week semester, a 12-week semester would begin on September 30. He noted that having that additional semester would possibly help enrollment to increase.

President Rose also stated that our commitment was to not let the current situation affect the College in moving forward. With that said, two vice presidents would present their respective annual goals for the upcoming year, and in October, the other two vice presidents would present their respective divisions' goals.

#### Academic Affairs and Institutional Advancement Annual Plans

The following annual plans were presented by Dr. Jacqueline Kineavy (Vice President, Academic and Student Affairs), and Mr. Todd Sorber (Vice President, Institutional Advancement) via PowerPoint presentations. Both presentations displayed the synergy between the two departments with the goal of student success its main component and aligned with the Strategic Plan for Passaic County Community College. Highlights of each plan are as follows:

Dr. Kineavy began with a review of the course schedule with needed revisions by a consultant, as well as revisions to the current registration/advisement process, which includes the Student Planning Module, expanded course delivery, and prior learning assessment. In addition to those revisions, new program development and implementation was being researched. Those new programs include an Ultrasound Technology degree, Hemodialysis Technician Certificate, and Welding; Occupational Therapy Assistant and Physical Therapy Assistant were also being looked into.

Dr. Kineavy then presented the partnership that PCCC has with Ramapo College of New Jersey and its 3 + 1 Program, which currently involves Criminal Justice, Humanities, and Psychology, and proposes next to offer Biology and Data Science. The 2 + 2 program with Ramapo allows students who earn an A.S. in Human Services to continue their studies at Ramapo in order to earn their B.S.W. (implementation January 2021). Additional future collaborations are with Cold Spring Harbor for a DNA Learning Center; and, to expand early college initiatives with the Passaic Preparatory Academy and Passaic High School.



Vice President Sorber stated that his updates centered on three divisions in his area which were grants, the PCCC Foundation, and Marketing. He noted too that the new grants awarded all align with the Strategic Goals for the College, and consisted of the following. Before he began his presentation, President Rose noted the invaluable help of Congressman Bill Pascrell, Jr. in securing these grants for the College stating that the College has three Title V grants, which was unheard of!

The newly funded grants for 2020-2021 were for Student Support Services (SSS), which serves low-income, first generation college students; and Developing Hispanic Servicing Institutions (DHSI), which serves to expand educational opportunities for, and improve the educational attainment of, Hispanic and low-income students. Both of these awards are from the U.S. Department of Education. It is worthy to note that these two grants have increased in serving size to 420 students in the areas of ESL and SSS STEM/Health Science, as well as expanding on the model partnership with Ramapo College.

Vice President Sorber then elaborated on PCCC's new fundraising campaign entitled, "500 Stories of Hope Scholarship Campaign" which entails establishing 500 new scholarship opportunities for the 2020-2021 academic year. So far, \$105,000 has been raised. In addition, along with that new initiative, he asked all to view the newly updated College website and noted the extraordinary partnership between Marketing and Information Technology.

Vice President Sorber thanked all those involved in all the various divisions for their invaluable contributions. At this time, Trustee Trivedi committed to creating a new scholarship for \$500 from him and his wife; Trustee Smith committed to \$300. President Rose thanked Vice President Sorber for all his hard work and dedication and that no other college has what he has. He noted too that PCCC was the only college that has three SSS grants, and once a college was awarded such, the likelihood of continuation was most positive!!

## **REPORTS**

President/Chair: None

## **DISCUSSION AGENDA**

The following items were approved for placement on the Action Items agenda and President Rose stated he would be happy to answer any questions:

### **A. Business Items**

### Purchases of Goods and Services

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.

- Software Licensing and Maintenance (Proprietary Computer hardware and software systems)
- Software Licensing and Maintenance (CRM Software)
- Library Materials
- Banking Services
- NJEdge RFP269EMCPS-19-001 Microsoft Licensing Solutions Providers, and Services (Renewal – Microsoft Software Products)

### **B. Personnel Items**

The personnel items included a Separation, Appointments, Grant Administrator Reappointments FY2020-21, Coach's Salary FY2020-21, and Part-time Temporary Appointments.

### **C. Special Recognition**

Trustee Carlos Rodriguez

Alumni Representative to the Board, Jennifer Greco

## **EXECUTIVE SESSION**

Chairman Nutter 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 and would present the issue in public.

Mr. Cerone gave the background on an RFP for three new large flagpoles on Broadway, and other smaller ones on the Paterson campus. The three large flagpoles were discolored from the start and Mr. Cerone stated he contacted the vendor several times to fix the problem but to no avail. The vendor actually told him to have the College pay him the balance and he would then come and fix the problem. A letter recently received from Nebraska was demanding payment for the overdue invoice with a 1.5% interest charge. Mr. Cerone had to inform that lawyer from Nebraska that they have no jurisdiction in New Jersey, and that the original RFP did not state what she was referencing. He currently was waiting to hear back.

## **ACTION ITEMS AGENDA - Consent Resolution**



Chairman Nutter asked for a motion on Resolution #3 - Consent Agenda Items A through C. Trustee Tanis moved Resolution #3; seconded by Trustee Pou. Upon roll call, Resolution #3 passed with all members present voting "yes."

**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.

**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-2021 through FY-2025 College Operating Funds; \$44,449.00 Available for FY-2021)

Renewal of licensing and maintenance for *Transact* Access Control System. Future Fiscal Year expenditures contingent upon future budget approvals. Business Entity and Political Contribution disclosures required.

Transact Campus, Inc.  
22601 N 19th Ave #130  
Phoenix, AZ 85027

**\$44,449.00 (FY-2021)**  
**\$45,782.00 (FY-2022)**  
**\$47,156.00 (FY-2023)**  
**\$48,571.00 (FY-2024)**  
**\$50,028.00 (FY-2025)**  
**(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-2021 College Operating Funds; \$18,000.00 Available)

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

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

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

**Library Materials** (Public Bid Exception per NJSA 18A:64A-25.5 b. – Purchase from Governmental Board, Body, Agency or Authority) (Funding Source: FY-2021 College Operating Funds; \$61,763.60 Available)

Annual subscriptions for various library periodicals. Estimated amount.

VALE/NJEDge

**\$40,000.00**

625 Broad Street, Suite 260  
Newark, NJ 07102

**(Recommended Award)**

**Banking Services** (Public Bid Exception per NJSA 18A:64A-25.5 a. (1) – Professional Services)  
(Funding Source: Not applicable)

Banking services for FY-2021 and FY-2022. Costs are offset by interest and rebates.

PNC Bank  
Two Tower Center Boulevard  
East Brunswick, NJ 08816

**NJEdge RFP 269EMCPS-19-001 - Microsoft Licensing Solution Providers and Services**

(Funding Source: FY-2021 College Operating Funds; \$97,471.00 Available)

Renewal of licensing and maintenance for Microsoft software products.

SHI International Corporation  
290 Davidson Avenue  
Somerset, NJ 08873

**\$39,334.60**

**(Recommended Award)**

**B. PERSONNEL ITEMS**

- I. Separation A: Maribel Escudero, Teacher –Child Development Center
- II. Appointments A: Karen Ector, Service Learning Specialist; Pathways to  
Teacher Education (Grant-funded)  
B: Yanirys Rodriguez, Director, Office of Payroll Services
- III. Grant Administrators Reappointments, FY 2020-2021
- IV. Coach's Salary
- V. Part-Time Temporary Appointment

**C. SPECIAL RECOGNITION**

Trustee Carlos Rodriguez  
Alumni Representative to the Board, Jennifer Greco

**REMARKS:**

Public: None

Trustees:

**ADJOURNMENT**

Chairman Nutter asked for a motion to adjourn the meeting at 8:10 pm; moved by Trustee Tanis; seconded by Trustee Pou. 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 #3-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	MUTED			
Pou	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 approve 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** (Below Bid Threshold) (Funding Source: FY-2021 CARES Grant Funds; \$14,839.44 Available)

Kemp LM-X3 *LoadMaster* load balancers and associated service and maintenance. Vendor year-to-date spend exceeds Board review threshold.

SHI International Corp.  
290 Davidson Avenue  
Somerset, NJ 08873

**\$14,839.44**  
**(Recommended Award)**



**PASSAIC COUNTY COMMUNITY COLLEGE**

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

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

(Funding Source: FY-2021 CARES Grant Funds; \$105,984.00 Available)

Emergency purchase of janitorial staffing services for disinfectant cleaning operations. Not-to-exceed amount.

Sunshine Investment Group Inc.  
dba Stratus Building Solutions  
208 Passaic Avenue  
Fairfield, NJ 07004

**\$105,984.00**  
**(Recommended Award)**

**Security Services** (Public Bid Exception per NJSA 18A:64A-25.5.6 - Emergency Purchase)

(Funding Source: FY-2021 CARES Grant Funds; \$115,791.20 Available)

Emergency purchase of security staffing services for access control requirements. Not-to-exceed amount.

Guard Ex Security, Inc.  
26 Park Street, Suite 2021  
Montclair, NJ 07042

**\$115,791.20**  
**(Recommended Award)**

**Insurance (Disability Insurance)** (Public Bid Exception per NJSA 18A:64A- 25.5 a. (11) –

Insurance) (Funding Source: FY-2021 College Operating Funds; \$72,000.00 Available)

Disability insurance for full-time Administrative and Support Staff. Estimated amount for FY-2021.

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

**\$72,000.00**  
**(Recommended Amount)**

**Bid 20-07 – Life Safety-Security Monitoring Services**

(Funding Source: FY-2021 through FY-2023 College Operating Funds; \$85,111.00 Available for FY-2021)

Life safety systems monitoring, inspection, testing and maintenance. FY-2022 and FY-2023 expenditures contingent on future budget approvals.

United Fire Protection Corporation  
1 Mark Road  
Kenilworth, NJ 07033

**\$85,111.00 (FY-2021)**  
**\$87,799.00 (FY-2022)**  
**\$90,607.00 (FY-2023)**  
**(Recommended Award)**



**PASSAIC COUNTY COMMUNITY COLLEGE**

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

**Bid 20-08 – Solid Waste Disposal Services**

(Funding Source: FY-2021 through FY-2023 College Operating Funds; \$33,250.00 Available for FY-2021)

Solid waste disposal services. FY-2022 and FY-2023 expenditures contingent on future budget approvals.

Interstate Waste Services of New Jersey, Inc.  
375 Route 1 & 9 South  
Jersey City, NJ 07306

**\$14,378.28 (FY-2021)**  
**\$27,485.64 (FY-2022)**  
**\$28,848.18 (FY-2023)**  
**(Recommended Award)**

**B. PERSONNEL ITEMS**

- I. Separation      A: Jeanette Lim, Assistant Director, Institutional Research
- II. Appointments      A: Lia De Bellis-Kuglin, Teacher-Child Development Center  
                                 B: Gayatri Nehrusingh-Pajerowski, Assistant Director,  
                                 Educational Opportunity Fund (EOF)  
                                 C: Theophilus O. Rowe, Controller
- III. Grant Administrator Reappointments FY2020-2021
- IV. Part-Time Temporary Appointment



**PASSAIC COUNTY COMMUNITY COLLEGE  
ADJOURNMENT**

Offered by MARCO Seconded by POU

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

**DATED: OCTOBER 20, 2020**