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BOARD OF TRUSTEES
PUBLIC MEETING

Tuesday, February 6, 2018 – 5:00 p.m.

Paramus Campus – TECHNOLOGY BUILDING – 128 BC

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Roll Call
- IV. Pledge of Allegiance
- V. Chairperson Otis – Presentation to Ms. Norah Peck
- VI. Reports
 - A. Vice Chairman
 - B. Secretary
 - C. Treasurer
 - D. President Presentation:
Financial Literacy – Mr. Victor Anaya, Chief Financial Officer
 - E. Committees
 1. Audit, Finance and Legal Affairs
 2. Education and Student Affairs
 3. Personnel
 4. Site and Facilities
 5. Strategic Planning and Issues
 - F. Alumni Trustee
 - G. Chairperson
- VII. Unfinished Business/Board Members
- VIII. New Business/Board Members
- IX. Open to the Public
- X. Actions
 - A. Approval of Minutes:
 - December 5, 2017
 - B. Consent Agenda – Tuesday, February 6, 2018
- XI. Executive Session, if required
(New Business/Open to the Public)
- XII. Adjournment

CONSENT AGENDA

Tuesday, February 6, 2018 – Paramus Campus – 5:00 p.m.

Actions to be considered by the Board of Trustees. Additional actions may be added to this list and may be considered by the Board. Any actions herein listed may be removed from the Agenda by the Board prior to passage.

APPROVAL OF MINUTES: December 5, 2017

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. Approval of Labor Invoice – Eric M. Bernstein & Associates, L.L.C.
3. Approval of Labor Voucher – Cleary Giacobbe Alfieri Jacobs (Negotiations)
4. Authorization to institute a funding model for high schools that enter into an agreement with the College for Early College Programs.
5. Authorize request for Chapter 12 allocation for FY2019
6. Request funding from the County for the purpose of IT Lifecycle Replacements for FY2018.
7. To continue coverage of Cyber, Privacy, & Security Liability insurance by purchasing from Chubb/ACE American Insurance through Otterstedt Insurance Agency.
8. Authorize request to repurpose County and Chapter 12 Bonds by the County of Bergen.
9. Authorization for the Division of Continuing Education, Corporate & Public Sector Training to enter into an agreement with Black Rocket Productions to provide summer digital arts programs for children.
10. Authorization for the Division of Continuing Education, Corporate & Public Sector Training to enter into an agreement with Career Development Institute to provide courses for Animal Control Officer, Animal Cruelty Investigator and Keeping Safe in Today's World.
11. Authorization for the Division of Continuing Education, Corporate & Public Sector Training to enter into an agreement with Super Science to provide summer STEM and science programs for children.
12. Authorization for CBORD to provide and install additional electronic access card lock systems on the doors of 21 IDF closets in the Pitkin Building. This will complete the Network Security Project. The HETI (Higher Education Technology Infrastructure Fund) grant will fund most of the cost of this project.
13. To authorize award of Public Bid P-2256 to purchase three (3) milling machines and a belt grinder for the Manufacturing Technology program awarded by section to Reinen Machine Sales, Inc. and Boro Supply Co., Inc. This is funded by Perkins Grant.
14. To authorize the renewal of Veritas Netbackup licensing for our Server Backup system for the period of February 27, 2018 through March 30, 2019, with SHI International Corp.
15. To authorize the renewal of NetApp Support for SAN (storage area network) appliances for Paramus, CLC and Lyndhurst, for the period of April 1, 2018 through March 31, 2019 with Continental Resources Inc.

Consent Agenda
February 6, 2018
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16. To authorize the renewal of the Cisco SmartNet maintenance agreement covering Cisco network infrastructure hardware and software with Aspire Technology Partners, LLC for the period of February 1, 2018- January 31, 2019 providing anytime access to Cisco engineers, hardware replacement options, operating system updates and proactive diagnostics on devices reducing risk and downtime to the college.
17. To authorize award of Public Bid P-2255 to Media Dimensions, LLC for high performance computers, maintenance and support for the Visual Arts program. This is funded by Perkins Grant.
18. To Award Public Bid #P-2258 for new equipment for the Culinary and Hospitality Department to be used in Ender Hall and room C209. This is funded by Perkins Grant
19. Authorization to purchase a 2018 Ford F350 with snow plow for Grounds from Cherry Hill Winner Ford on NJ State Contract A88728.
20. Approval of updated College Policy on facility use.

PERSONNEL (P)

1. Appointment: Support Staff
2. Appointment: Support Staff (These appointments are being made in accordance with the Bergen Community College Support Staff Association (BCCSSA) contract, Article XV, after successful completion of their probationary period.)
3. Appointment: Lecturers, Spring 2018 Semester
4. Appointment: Custodian/Support Staff
5. Reappointment Faculty – Fifth Reappointment [with tenure]
6. Approve Sabbatical Leaves of Absence
7. Approve stipends for Nursing Clinical Faculty for Spring 2018 semester
8. Approve: Return from Leave of Absence/Support Staff
9. Approve: Leave of Absence/Faculty
10. Approve: Leave of Absence/Faculty
11. Approve: Leave of Absence/Support Staff
12. Resignation: Professional Staff
13. Resignation: Student Affairs Athletic Program (Coaching Staff)
14. Retirement: Faculty
15. Whereas the Bergen Community College (“College”) and the Bergen Community College Faculty Association (“BCCFA”), the Bergen Community College Professional Staff Association (“BCCPSA”) and the Bergen Community College Administrators Association (“BCCAA”) agree that these documents represent the current collective negotiation agreements for each representative association.
16. To approve the appointment of up to five members of the Board of Trustees to be selected by the Chairperson of the Board of Trustees in conjunction with the College President to the Foundation Board of Directors.

SITE AND FACILITIES (S)

1. To authorize Change Order #1 to RSC Architects for additional Scope of Work to provide required contract documents for the repair of damage caused by freeze/thaw to existing upper deck Staff entry/exit pre-cast concrete T's.
2. To authorize Change Order #3 to RSC Architects to provide additional Scope of Work to revise contract documents for renovation of existing lecture rooms (S-132, S-134, and S-138) to reflect design changes requested by the College to address Faculty/Staff concerns/issues.



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BOARD OF TRUSTEES ACTION A/F 1
Approval Date: February 6, 2018

Resolution:

Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.

Submitted By

Mr. Victor Anaya, Chief Financial Officer

Action Requested

Approval for payment of the following legal vouchers:

October 1, 2017 to October 31, 2017	DeCotiis, FitzPatrick, Cole & Giblin. LLP.	\$ 35,917.16
November 1, 2017 to November 30, 2017	DeCotiis, FitzPatrick, Cole & Giblin, LLP.	\$ 26,691.74

Legal bills are available on the College's web site under the Board of Trustees at the following address:

<http://www.bergen.edu/about-us/board-of-trustees/legal-bills>

Charge to: College Operating Funds
Account Number: 10-01-186100-607566



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BOARD OF TRUSTEES ACTION A/F 2
Approval Date: February 6, 2018

Resolution:

Approval of Labor Invoice – Eric M. Bernstein & Associates, L.L.C.

Submitted By

Mr. Victor Anaya, Chief Financial Officer

Action Requested

Approval for payment of the following labor invoice number: 50703

Eric M. Bernstein & Associates, L.L.C.	\$ 45.00
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Legal bills are available on the College's web site under the Board of Trustees at the following address:

<http://www.bergen.edu/about-us/board-of-trustees/legal-bills>

Charge to: College Operating Funds
Account Number: 10-01-186100-607566



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BOARD OF TRUSTEES ACTION A/F 3
Approval Date: February 6, 2018

Resolution:

Approval of Labor Voucher – Cleary Giacobbe Alfieri Jacobs (Negotiations)

Submitted By

Mr. Victor Anaya, Chief Financial Officer

Action Requested

Approval for payment of the following labor voucher:

June 7, 2017 – Invoice 51634

Cleary Giacobbe Alfieri Jacobs \$ 135.00

Labor bills are available on the College's web site under the Board of Trustees at the following address:

<http://www.bergen.edu/about-us/board-of-trustees/legal-bills>

Charge to: College Operating Funds
Account Number: 10-01-186100-607216



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BOARD OF TRUSTEES ACTION A/F 4
Approval Date: February 6, 2018

Resolution

Authorization to institute a funding model for high schools that enter into an agreement with the College for Early College Programs.

Submitted By

Dr. William Mullaney, Vice-President, Academic Affairs

Action Requested

Approve the following pay structure for high schools that wish to enter into an agreement with the College for Early College Programs:

The high school agrees to pay all tuition at the current dual enrollment rate (1/2 the current per credit rate) and pay the full amount of all related college/course fees for the semester in which the classes are taught. This amount will be received by BCC on or before the due dates determined by the Registration Office for that semester.

Additionally, the college is not responsible for bearing the cost of books and supplies.

Justification

Area high schools are showing an increased interest in partnering with the College to offer Early College Programs to their students. Early College Programs allow students to earn college credits and, in some cases, an associate degree, by attending college classes on a college campus while still in high school. The College has two successful Early College programs already running, and this resolution is designed to codify a sustainable pay structure and to alleviate the need to negotiate the funding with any additional high schools with whom it may enter into any future agreements.



BOARD OF TRUSTEES ACTION A/F 5
Approval Date: February 6, 2018

Resolution

Authorize request for Chapter 12 allocation for FY2019

Submitted By

Mr. Victor Anaya, Chief Financial Officer

Mr. William Corcoran, Vice-President Facilities Planning, Operations and Public Safety

Action Requested

That the Board of Trustees approves a request to the Bergen County Board of School Estimate for Chapter 12 funds for FY2019 not to exceed \$ 8,100,000.00.

These funds will be used for renovation of the Ciarco Learning Center campus in Hackensack, to accommodate the growth and relocation of our Culinary Arts Program from Ender Hall and the Pitkin Education Center to the Hackensack campus. The expansion of this program to the Hackensack campus would offer a contained location for the Culinary Arts Program.

In addition, these funds will be used for renovation of the Advising, Registration, Counseling, Financial Aid and One Stop Areas, and C-Wing Renovations within the Pitkin Education Center.

Justification

NJ State Public Law 1971, Chapter 12, provides a self-renewing capital program for Community Colleges funded 50% by the State and 50% by the local County.

The renovation/expansion will enable the College to provide improved instructional/student space.



BOARD OF TRUSTEES ACTION A/F 6
Approval Date: February 6, 2018

Resolution

Request funding from the County for the purpose of IT Lifecycle Replacements for FY2018.

Submitted By

Mr. Victor Anaya, Chief Financial Officer

Mr. William Corcoran, Vice-President Facilities Planning, Operations and Public Safety

Mr. Stephen Valkenburg, Executive Director, Information Technology

Action Requested

Request for appropriation of \$1,500,000.00 for Information Technology Lifecycle replacements.

Justification

Our annual capital request for College IT lifecycle replacement and approval from the County of Bergen. The capital funding will allow Bergen Community College to replace Information Technology equipment that is at the end of useful life and no longer supported and to continue to provide improved services to our students and staff.

Account Number: To be allocated upon receipt of funds.



BOARD OF TRUSTEES ACTION A/F 7
Approval Date: February 6, 2018

Resolution

To continue coverage of Cyber, Privacy, & Security Liability insurance by purchasing from Chubb/ACE American Insurance through Otterstedt Insurance Agency.

Submitted By

Mr. William Corcoran, Vice-President Facilities Planning, Operations and Public Safety
Mr. Victor Anaya, Chief Financial Officer
Mr. Stephen Valkenburg, Executive Director, Information Technology
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to purchase Cyber, Privacy, & Security Liability insurance coverage for 1-year from Chubb/ACE American Insurance through Otterstedt Insurance Agency at a cost of \$37,838.00, including 10 % commission, plus 0.6% NJ Property-Liability Insurance Guaranty Association surcharge.

Justification

The insurance consultant, Otterstedt Insurance Agency, recommends purchasing this insurance from Chubb/ACE American Insurance due to the comprehensive coverage and coverage amounts offered. Coverage provides notifications and credit monitoring, forensics and crisis management, privacy, network security and internet media liability, business interruption, and network extortion.

Quotations were received by companies listed below.

1. Chubb/ACE American Insurance \$37,838.00, plus 0.6% NJ surcharge (Estimate obtained by Otterstedt)
2. Lloyd's of London \$27,010.00, see Gaps in coverage listed below:
 - Lloyd's is offering a \$5,000,000 limit but they also apply a sublimit to first party coverage's whereas Chubb does not.
 - Lloyd's defense is inside the policy limit – this means in the event of a claim the costs to defend that claim could erode the limit and potentially exhaust the limit leaving the College exposed to liability.

- Lloyd's is not offering Professional Services which is the access to a Data Breach Coach – therefore, the College would incur the cost of a Cyber expert to assist navigating the procedures of the claim.

3. Travelers \$43,100.00 plus 0.6% NJ surcharge (Quotation obtained by Otterstedt)

The college has a need to procure this insurance through a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Otterstedt Insurance Agency. has completed and submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution disclosure, the Stockholder Disclosure Certification and Business Entity Disclosure will be maintained on file at the college.

Purchase of insurance is exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (11).

Charge to: College Operating Funds

Account: 10-01-188100-607888



BOARD OF TRUSTEES ACTION A/F 8
Approval Date: February 6, 2018

Resolution

Authorize request to repurpose County and Chapter 12 Bonds by the County of Bergen.

Submitted By

Mr. Victor Anaya, Chief Financial Officer

Mr. William Corcoran, Vice-President Facilities Planning, Operations and Public Safety

Action Requested

That the Board of Trustees approve a request to repurpose bonds from 2006 and later with available unspent balances totaling \$ 5,048,472 by the County of Bergen to assist the college with renovating and upgrading areas within the college. These funds will be used to renovate the gym floors and bleachers; C-wing renovations; and renovation of the Advising, Registration, Counseling, Financial Aid and One Stop Areas within the Pitkin Education Center.

Justification

The renovation/expansion will enable the College to provide improved instructional/student space.



Around the Corner, Ahead of the Curve

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BOARD OF TRUSTEES ACTION A/F 9
Approval Date: February 6, 2018

Resolution

Authorization for the Division of Continuing Education, Corporate & Public Sector Training to enter into an agreement with Black Rocket Productions to provide summer digital arts programs for children

Submitted By

Dr. William P. Mullaney, Vice President, Academic Affairs

Mr. Victor Anaya, Chief Financial Officer

Ms. Christine Gillespie, Dean of Continuing Ed., Corporate & Public Sector Training

Mr. Paul Ragusa-Schweitzer, Managing Director, Continuing Ed., Corporate & Public Sector Training.

Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to enter into an agreement with Black Rocket Productions and to pay an amount not to exceed **\$82,968** for providing 28 summer digital arts courses for children on campus at BCC.

Justification

Black Rocket Productions (BRP) is the vendor that Bergen Community College's School of Continuing Education, Corporate and Public Sector Training, uses for children's digital arts programs. There will be seven weeks of summer classes beginning June 25, 2018 and ending August 10, 2018. Some of these classes are full to capacity with students requesting that we add additional sections. Black Rocket Productions provides the instructors and software for these courses. Contract is to share the revenue (Black Rocket gets 60.98% and BCC gets 39.02%). Black Rocket provides over 20 cutting edge STEAM courses and conducts an annual analysis of our program to ensure the selection of the proper offerings for Bergen Kids and Teens. Continuing Education has attempted to solicit proposals from the local community and has been unable to find anyone who can provide not only instruction, but innovative software, technology and equipment at the level of sophistication and quality provided by Black Rocket. The anticipated revenue for these programs for Summer 2018 is approximately \$ 135,000 with the payment to BRP not to exceed \$ 82,968.00

See table attached for examples of courses to be offered.

The college has a need to award this procurement as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. Black Rocket Productions has submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution Disclosure, the Stockholder Disclosure Certification, Business Entity Disclosure will be maintained on file at the College.

These services are exempt from bidding in accordance with County College Contracts law 18A:64A-25.5 (a) (2). (Extraordinary unspecifiable services).

Charge To: College Operating Funds
Account Number: 10-03-391012-607550

Black Rocket Productions: Rich Ginn

Dates	Course Name	Payment based on maximum enrollment of 24
6/25-6/29/18	Minecraft Animators 8-11	\$3000 (5 days)
6/25-6/29/18	Minecraft Animators 11-14	\$3000 (5 days)
6/25-6/29/18	ROBLOX® Makers-Coders-Entrepreneurs! 8-11	\$3000 (5 days)
6/25-6/29/18	ROBLOX® Makers-Coders-Entrepreneurs! 11-14	\$3000 (5 days)
7/2-7/6/18	Creative Designs and Robotics 8 - 11	\$2400 (4 days)
7/2-7/6/18	Advanced Robotics 11-14	\$2400 (4 days)
7/2-7/6/18	Make Your First Video Game 8-11	\$2400 (4 days)
7/2-7/6/18	Video Game Animation 11-14	\$2400 (4 days)
7/9-7/13/18	Code Breakers 8-11	\$3000 (5 days)
7/9-7/13/18	Code Breakers 11-14	\$3000 (5 days)
7/9-7/13/18	Minecraft Designers 8-11	\$3000 (5 days)
7/9-7/13/18	Minecraft Designers 11-14	\$3000 (5 days)
7/16-7/20/18	App Attack 8-11	\$3000 (5 days)
7/16-7/20/18	App Attack 11-14	\$3000 (5 days)
7/16-7/20/18	Advanced 3D Video Game with Unity 8-11	\$3000 (5 days)
7/16-7/20/18	Advanced 3D Video Game with Unity 11-14	\$3000 (5 days)
7/23-7/27/18	Drone Adventures 8-11	\$3000 (5 days)
7/23-7/27/18	Drone Adventures 11-14	\$3000 (5 days)
7/23-7/27/18	Video Game Animation 8-11	\$3000 (5 days)
7/23-7/27/18	Video Game Animation 11-14	\$3000 (5 days)
7/30-8/3/18	Virtual Reality: The Future is Now 8-11	\$3456 (5 days)*
7/30-8/3/18	Virtual Reality: The Future is Now 11-14	\$3456 (5 days)*
7/30-8/3/18	Minecraft Modders 8-11	\$3000 (5 days)
7/30-8/3/18	Minecraft Modders 11-14	\$3000 (5 days)
8/6-8/10/18	Star Wars Stop Animation 8-11	\$3000 (5 days)
8/6-8/10/18	Virtual Reality: The Future is Now 11-14	\$3456 (5 days)*
8/6-8/10/18	App.IO: Make Your First Multiplayer App! 8-11	\$3000 (5 days)
8/6-8/10/18	App.IO: Make Your First Multiplayer App! 11-14	\$3000 (5 days)

* Includes \$19 materials cost per student

Total: \$82,968



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BOARD OF TRUSTEES ACTION A/F 10
Approval Date: February 6, 2018

Resolution

Authorization for the Division of Continuing Education, Corporate & Public Sector Training to enter into an agreement with Career Development Institute to provide courses for Animal Control Officer, Animal Cruelty Investigator and Keeping Safe in Today's World

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Mr. Victor Anaya, Chief Financial Officer
Ms. Christine Gillespie, Dean of Continuing Education
Mr. Paul Ragusa-Schweitzer, Managing Director, Continuing Ed., Corporate and Public Sector Training
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to enter into an agreement and to pay Career Development Institute an estimated amount of \$67,545.00 for Animal Control Officer and Animal Cruelty Investigator Courses (CD 072 and CD 071), and (CE 391) Keeping Safe in Today's World: Traveling and Living in an Age of Terrorism.

Justification

The New Jersey Animal Control courses are approved by the New Jersey Department of Health and meet the requirement of the N.J.A.C. 8:23-A-2.2 statute of appointment by a New Jersey Municipality. Additionally, these are the only ACO Courses whose graduates receive a certification for Incident Command Systems 100 & National Incident Management 700, by the National Wildlife Fire Coordinating Group, as well as Pet First Aid.

The Career Development Institute (CDI) is contracted to provide instruction and certification preparation for Animal Control officer (CD 072) and Animal Cruelty Investigator (CD 071) training. This organization is the only vendor known to the NJ Department of Health and Senior Services (NJDOHSS), and the NJ Police Training Commission to provide this training in the State of NJ. The NJ DOHSS approves all training programs and candidates for the animal control officer and animal cruelty investigator certifications. A state representative indicated that approximately two thirds of this programming across the state is provided by CDI. The remainder of approved programming is provided by other colleges themselves. Bergen Community College is the only training site in the Bergen County region.

To date, seven sections of CD 072 and five sections of CD 071 have run with a total of 266 students completing the training since October 2012. The first section of CE 391 (Keeping Safe...) will be offered in Spring 2018. The financial breakdown is below:

Program	% Revenue CDI	% Revenue BCC Per student
Animal Control	72%	28%
Animal Cruelty	72%	28%
Keeping Safe in Today's World	66%	34%

The funds are to pay for curriculum and instructional services, as well as marketing, for these increasingly popular courses, which surpassed enrollment estimates last year. A total of \$233,814 revenue has been collected since October 2012 with \$168,172 being paid to CDI and Bergen retaining net revenue of \$65,642 thus far.

The college has a need to procure these services through a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Career Development Institute has completed and submitted, a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution Disclosure, the Stockholder Disclosure Certification and Business Entity Disclosure will be maintained on file at the College. (www.cditraining.org)

These services are exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (2). (Extraordinary unspecifiable services).

Charge to: College Operating Funds
Account Number: 10-03-391006-607550



BOARD OF TRUSTEES ACTION A/F 11
Approval Date: February 6, 2018

Resolution

Authorization for the Division of Continuing Education, Corporate & Public Sector Training to enter into an agreement with Super Science to provide summer STEM and science programs for children

Submitted By

Dr. William P. Mullaney, Vice President, Academic Affairs

Mr. Victor Anaya, Chief Financial Officer

Ms. Christine Gillespie, Dean, Continuing Ed., Corporate & Public Sector Training

Mr. Paul Ragusa-Schweitzer, Managing Director, Continuing Ed., Corporate & Public Sector Training

Ms. Barbara Hamilton-Golden, Director, Purchasing and Services

Action Requested

Authorization to enter into an agreement and to pay Super Science an amount not to exceed \$37,000.00 for providing 20 summer STEM and Science classes for children on campus at BCC.

Justification

Super Science is the vendor that Bergen Community College's Division of Continuing Education, Corporate and Public Sector Training, uses for children's STEM and science programs. There will be seven weeks of summer classes beginning June 25, 2018 and ending August 10, 2018. In the past, many of these classes have been full to capacity with students requesting that we add additional sections. Super Science provides the instructors and software for these courses. Contract is to share the revenue (Super Science gets 44.5% and BCC gets 55.5%). Continuing Education has attempted to solicit proposals from the local community and has been unable to find anyone who can provide not only instruction, but innovative science curricula, equipment and materials at the level of sophistication and quality provided by Super Science. Super Science is able to provide a full array of scientific education projects and activities, along with all that is needed to successfully conduct them. Anticipated maximum gross revenue is \$83,000.00. The anticipated payment to Super Science is not to exceed \$37,000.00. The College will net a maximum of \$46,000.00 in revenue.

See table below for examples of courses to be offered.

The college has a need to award this procurement as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. Super Science has submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution Disclosure, the Stockholder Disclosure Certification, Business Entity Disclosure will be maintained on file at the College.

These services are exempt from bidding in accordance with County College Contracts law 18A:64A-25.5 (a) (2).

Charge To: College Operating Funds

Account Number: 10-03-391012-607550

Super Science: Dan Weissman

Dates	Course names	Payment based on maximum enrollment of 20
6/25 – 6/29	<ul style="list-style-type: none"> STEM Inventions with Little-Bits Ages 7 - 12 (9 am – 12 pm) Junior Physicians - Discovering the Human Body Ages 7 - 12 (1 pm – 4 pm) 	\$3800 (2 classes for 5 days each)
7/2 – 7/6 (no class 7/4)	<ul style="list-style-type: none"> Super Science STEM Challenges Ages 7 - 12 (9 am – 12 pm) Introduction to LEGO and VEX IQ Robotics Ages 9 – 14 (1 pm – 4 pm) 	\$3040 (2 classes for 4 days each)
7/9 – 7/13	<ul style="list-style-type: none"> Chemical Wizardry Ages 7-12 (9 am – 12 pm) CSI Science Ages 7-12 (1 – 4 pm) Chemical Wizardry Ages 7-12 (9 am – 12 pm) CSI Science Ages 7-12 (1 – 4 pm) 	\$7200 (4 classes for 5 days each)
7/16 – 7/21	<ul style="list-style-type: none"> Architecture and Engineering Challenges Ages 7-12 (9 am – 12 pm) Diggin' for Dinosaurs, Rockin' Rocks, & Crystal Creations Ages 7-10 (9 am – 12 pm) Robotic Fun Ages 7-12 (1 – 4 pm) Super Science STEM Challenges Ages 7 - 12 (1 – 4 pm) 	\$7200 (4 classes for 5 days each)
7/23 – 7/27	<ul style="list-style-type: none"> Chemical Wizardry Ages 7-12 (9 am – 12 pm) CSI Science Ages 7-12 (1 – 4 pm) Diggin' for Dinosaurs, Rockin' Rocks, & Crystal Creations Ages 7-10 (9 am – 12 pm) Introduction to LEGO and VEX IQ Robotics Ages 9 – 14 (1 pm – 4 pm) 	\$7200 (4 classes for 5 days each)
7/30 – 8/3	<ul style="list-style-type: none"> STEM Inventions with Little-Bits Ages 7 - 12 (9 am – 12 pm) Robotic Fun Ages 7-12 (1 – 4 pm) 	\$3800 (2 classes for 5 days each)
8/6 – 8/10	<ul style="list-style-type: none"> Junior Physicians - Discovering the Human Body Ages 7-12 (9 am – 12 pm) Architecture and Engineering Challenges Ages 7-12 (1 – 4 pm) 	\$3800 (2 classes for 5 days each)

Total = \$36,040



Around the Corner, Ahead of the Curve

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BOARD OF TRUSTEES ACTION A/F 12
Approval Date: February 6, 2018

Resolution

Authorization for CBORD to provide and install additional electronic access card lock systems on the doors of 21 IDF closets in the Pitkin Building. This will complete the Network Security Project. The HETI (Higher Education Technology Infrastructure Fund) grant will fund most of the cost of this project.

Submitted By

Mr. William Corcoran, Vice President of Facilities, Planning, Operations and Public Safety
Mr. Victor Anaya, Chief Financial Officer
Mr. Stephen Valkenburg, Executive Director, Information Technology
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Amend Board Action A/F 10, dated October 7, 2014 to expand the existing access card system to include electronic locks (hardware, software licensing, and installation services) on all IDF closet doors for the final phase of HETI Grant sub-project #5: Network Security at a cost of \$115,425.00.

Justification

The Network Security Upgrade objectives outlined in the HETI Grant sub-project #5 provide for a secure, manageable, threat-monitoring and intrusion-detecting network environment. In this final phase of the project, the electronic lock installation for all 21 IDF closet doors in the Pitkin building will interface with the existing One-Card system (initial phase of project) and allow for remote monitoring and management of access control on all IDF closet doors.

The college has a need to procure these services through a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. The CBORD Group, Inc. has complete and submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution disclosure, the Stockholder Disclosure Certification and Business Entity Disclosure will be maintained on file at the college.

This is exempt from public bidding in accordance with 18A:64A-25.5 (a) (19). (Computer hardware and software)

Charge to: HETI Grant: \$104,171.00
College Operating Funds: \$11,625.00

Account: 20-01-115700-604217
20-01-165100-604217



Around the Corner, Ahead of the Curve

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BOARD OF TRUSTEES ACTION A/F 13
Approval Date: February 6, 2018

Resolution

To authorize award of Public Bid P-2256 to purchase three (3) milling machines and a belt grinder for the Manufacturing Technology program awarded by section to Reinen Machine Sales, Inc. and Boro Supply Co., Inc. This is funded by Perkins Grant.

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Mr. Victor Anaya, Chief Financial Officer
Ms. Barbara Golden, Director, Purchasing & Services

Action Requested

Authorization to award Public Bid P-2256 for three (3) milling machines, including delivery, rigging, placement and re-arrangement of existing equipment and one (1) belt grinder, awarded by section as follows:

Milling machines	Reinen Machine Sales, Inc.	\$37,946.00
Belt Grinder	Boro Supply Co., Inc.	\$3,384.00

Justification

The proposed milling machines are essential to improve the currently unbalance student to machine ratio. The Manufacturing Technology program is growing. The maximum class size of 15 and there are currently three aging milling machines. The current machines are manufactured overseas and when they need repair, it is difficult and time consuming to acquire repair parts. The down time caused by this situation prevents students from obtaining the necessary hands-on time to develop even the most fundamental skills required by employers.

The belt grinder is a typical tool used in industry to remove metal burrs and sand the part smooth. This equipment will give students safe hands-on experience.

The apparent low bid for the belt grinder was for the wrong item number and does not meet the requirements of the bid specifications and therefore, must be rejected.

A total of nine companies registered for bid packages and three bids were received. See table for bids received.

Vendor	Milling Machines	Belt Grinder
	Section 1	Section 2
Reinan Machine Sales, Inc.	\$37,946.00	No Bid
American Machinery Liquidators	\$40,973.00	\$2,545.00
Boro Supply Co., Inc.	\$66,332.39	\$3,384.00

Charge To: Perkins Grant
Account Number: 20-02-591900-604212



BOARD OF TRUSTEES ACTION A/F 14
Approval Date: February 6, 2018

Resolution

To authorize the renewal of Veritas Netbackup licensing for our Server Backup system for the period of February 27, 2018 through March 30, 2019, with SHI International Corp.

Submitted By

Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Mr. Victor Anaya, Chief Financial Officer
Mr. Stephen Valkenburg, Executive Director, Information Technology
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to renew Veritas Netbackup Licensing with SHI International Corp. for \$46,560.35 from February 27, 2018 through March 30, 2019, on NJ State Contract 89851.

Justification

Veritas NetBackup provides the ability for IT to perform daily backups of all of the college's critical information systems including; Exchange Email, Colleague, File Shares and all of the miscellaneous servers that support the mission of the college.

Quotes were received from the companies listed below.

SHI International Corp.	\$46,560.35
CDW Government, Inc.	\$48,103.36
Insight Public Sector, Inc.	\$48,376.85
Dell Marketing L.P.	\$49,294.30

Purchase through NJ State Contract is allowed in accordance with County College Contracts Law 18A-64A-25.9.

Charge to: College Operating Funds
Account: 10-01-165100-607526



BOARD OF TRUSTEES ACTION A/F 15
Approval Date: February 6, 2018

Resolution

To authorize the renewal of NetApp Support for SAN (storage area network) appliances for Paramus, CLC and Lyndhurst, for the period of April 1, 2018 through March 31, 2019 with Continental Resources Inc.

Submitted By

Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Mr. Victor Anaya, Chief Financial Officer
Mr. Stephen Valkenburg, Executive Director, Information Technology
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to renew NetApp support for SAN (storage area network) appliances for Paramus, CLC and Lyndhurst, with Continental Resources Inc. for \$66,674.82 from April 1, 2018 through March 31, 2019, on NJ State Contract 89977.

Justification

This is our annual renewal of support and maintenance on the SAN appliances in use at Paramus, Ciarco and Lyndhurst for the term of 4/1/18 – 3/31/19.

Quotes were received from the companies listed below.

Continental Resources Inc.	\$66,674.82
SHI International Corp.	\$77,199.20
CDW Government	\$79,576.80

Purchase through NJ State Contract is allowed in accordance with County College Contracts Law 18A-64A-25.9.

Charge to: College Operating Funds
Account: 10-01-165100-607511



BOARD OF TRUSTEES ACTION A/F 16
Approval Date: February 6, 2018

Resolution

To authorize the renewal of the Cisco SmartNet maintenance agreement covering Cisco network infrastructure hardware and software with Aspire Technology Partners, LLC for the period of February 1, 2018- January 31, 2019 providing anytime access to Cisco engineers, hardware replacement options, operating system updates and proactive diagnostics on devices reducing risk and downtime to the college.

Submitted By

Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
 Mr. Victor Anaya, Chief Financial Officer
 Mr. Stephen Valkenburg, Executive Director, Information Technology
 Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to purchase Cisco SmartNet maintenance from Aspire Technology Partners, LLC in the amount of \$129,796.89 on State Contract 87720.

Justification

Smartnet maintenance coverage for critical Cisco network and server infrastructure equipment including Cisco network switches, Cisco Call manager with Unity voicemail, Cisco telephones, Cisco UCS (server host hardware for virtual server environment) Cisco firewalls, Cisco Wireless network. The coverage also provides the information technology department access to technical support, software upgrades, and hardware replacement for the Cisco equipment that is central to providing a technology infrastructure to the school.

Quotes were received from the companies listed below.

Aspire Technology Partners, LLC	\$ 129,796.89
CDW Government LLC	\$ 130,041.89
SHI International Corp	\$ 140,484.05
Continental Resources, Inc.	\$ 147,203.12

Purchase through NJ State Contract is allowed in accordance with County College Contracts Law 18A-64A-25.9.

Charge to: College Operating Funds
Account: 10-01-165100-607511



BOARD OF TRUSTEES ACTION A/F 17
Approval Date: February 6, 2018

Resolution

To authorize award of Public Bid P-2255 to Media Dimensions, LLC for high performance computers, maintenance and support for the Visual Arts program. This is funded by Perkins Grant.

Submitted By

Mr. William Corcoran, Vice President of Facilities, Planning, Operations and Public Safety
Dr. William P. Mullaney, Vice President of Academic Affairs
Mr. Victor Anaya, Chief Financial Officer
Mr. Stephen Valkenburg, Executive Director, Information Technology
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to award Public Bid P-2255 to Media Dimensions, LLC for twenty (20) high performance computers, maintenance and support for one year at a cost of \$68,250.00.

Justification

These machines are needed to support new virtual and augmented reality hardware in our multimedia lab. New pedagogy and career opportunities exist for those trained in it. This hardware will aid students in at least 6 majors across 3 disciplines and 2 divisions. All of our 3D animation, 2D animation and gaming classes, as well as several in Graphic Design, will benefit. There is also cross over with Music classes, which will be able to develop soundscapes for virtual environments.

The apparent low bid from Computer Upgrade King, LLC was unclear because the company was providing substitutions which were not disclosed in their bid submission as required by the bid specifications. Substitutions are not allowed after bids are opened. Therefore, the bid must be rejected.

A total of 19 companies registered for bid packages and 3 bids were received.
See table below for bids received.

VENDOR NAME	BID AMOUNT
Computer Upgrade King, LLC (Rejected)	\$ 40,992.60
Media Dimensions, LLC	\$ 68,250.00
SHI International Corp.	\$ 107,540.00

Charge To: Perkins Grant

Account Number: 20-02-591900-604301



BOARD OF TRUSTEES ACTION A/F 18
Approval Date: February 6, 2018

Resolution

To Award Public Bid #P-2258 for new equipment for the Culinary and Hospitality Department to be used in Ender Hall and room C209. This is funded by Perkins Grant

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Mr. Victor Anaya, Chief Financial Officer
Ms. Barbara Golden, Director Purchasing and Services

Action Requested

Authorization to award Public Bid P-2258 for miscellaneous culinary equipment and supplies. The award is by line item to the vendors listed below.

Singer NY LLC (M. Tucker)	\$23,160.17	15 Items
Johnson's Restaurant Equip.	\$4,893.56	9 Items
Sam Tell and Son, Inc.	\$215.96	2 Items

Justification

The equipment requested is intended to improve the learning outcomes of our students at the growing HRM program. The classes that will be significantly affected by this new equipment are HRM-110, HRM-220, HRM-205, HRM-206 and HRM-202. All of which are culinary, baking or dining room lab. In addition, this equipment is portable and will be used at our future home of HRM at The Ciarco Learning center in Hackensack.

At total of 13 companies registered for bid packages and 3 bids were received. See attached table for a listing of items and pricing.

Charge To: Perkins Grant

Account Number: 20-02-591900-604212 and 50-02-591900-607509

Item No.	Description	Johnson's Restaurant Equip.	Sam Tell and Son Inc.	Singer NY, LLC (M.Tucker)	Quantity	Total
1	Spiral Mixer	\$7,550.00	\$9,129.40	\$5,645.69	1	\$5,645.69
2	Food Processor	\$1,575.00	\$1,499.40	\$1,417.58	10	\$14,175.80
3	* Countertop Mixer	\$600.00	\$606.25	\$875.09	10	REJECTED
4	Victorinox gloves-Large	14.88	15.40	12.57	6	75.42
5	Mandolin	55.00	44.28	23.66	2	47.32
6	Electric meat grinder	746.35	671.72	645.89	1	645.89
7	Metal pate mold	32.50	23.54	21.84	6	131.04
8	Pate mold	120.00	133.40	130.27	6	720.00
9	Slicer knife	17.25	21.25	22.14	3	51.75
10	Victorinox gloves-small	14.88	15.40	12.57	4	50.28
11	Victorinox gloves-med.	14.88	15.40	12.57	4	50.28
12	Half size sheet pans	3.87	4.19	4.16	24	92.88
13	Full size sheet pans	6.25	5.87	6.32	24	140.88
14	Fry pans 8"	20.52	10.42	9.58	6	57.48
15	Triangular mold	69.00	59.90	58.25	4	233.00
16	Bowls	88.00	75.08	81.16	1	75.08
17	Service bowls	11.60	12.47	14.72	6	69.60
18	Pocket thermometer	16.00	18.00	19.31	12	192.00
19	Espresso machine	3,200.00	3,867.04	3,787.69	1	3,200.00
20	Installation for espresso	475.00	474.16	460.35	1	475.00
21	Candy thermometer	14.00	15.19	14.37	6	84.00
22	Cast Iron Griddle	120.00	79.99	72.39	2	144.78
23	Sheet/bun racks	179.00	255.65	174.84	2	349.68
24	Electric Juice Extractor	1,050.00	1,834.73	876.60	1	876.60
25	Mini Espresso Grinder	no bid	715.63	626.63	1	626.63
26	Espresso knock box	8.33	12.73	11.01	1	8.33
27	Victorinox gloves XL	14.88	15.40	12.57	4	50.28
						28,269.69

* Bids were based on substitute products that did not meet the specifications.



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BOARD OF TRUSTEES ACTION A/F 19
Approval Date: February 6, 2018

Resolution:

Authorization to purchase a 2018 Ford F350 with snow plow for Grounds from Cherry Hill Winner Ford on NJ State Contract A88728.

Submitted By

Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Mr. Victor Anaya, Chief Financial Officer
Ms. Barbara Golden, Director Purchasing and Services

Action Requested

Authorization to purchase a 2018 Ford F350 with snow plow on NJ State Contract A88728, from Cherry Hill Winner Ford at an estimated cost of \$ 35,109.00.

Justification

A new vehicle is needed by Grounds in order to replace a 2002 F350 with major repairs needed. Repair costs exceed the value of the vehicle. The F350 is used for plowing and salting campus roadways.

Charge to: College Capital Funds
Account Number: 20-06-630100-604205



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BOARD OF TRUSTEES ACTION A/F 20
Approval Date: February 6, 2018

Resolution:

Approval of updated College Policy on facility use.

Submitted By

Ms. Tracy Miceli, Managing Director, Event Planning

Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To adopt the updated College Policy on facility use.

Justification

To further and support the College's community engagement.

**Bergen Community College
Board of Trustees
Section ()**

Policy #
Effective Date:
Responsible Official: Event Planning

Community Use of College Facilities

Reason for Policy:

To state clearly the College policy on facility use.

Entities Affected by this Policy:

Event Planning, Scheduling Facilities, Public Relations, Bergen Community College Foundation and external community partners.

Policy Statement:

As part of its community service function, the College will make available, for occasional use, its facilities to community organizations and agencies for educational, cultural, social, civic and recreational purposes.

General Rules

1. Organizations, incorporated on a for-profit or non-profit basis, public or private, may apply for the use of the facilities of Bergen Community College at a reduced rate through *"Friends of Bergen Gift-in Kind"* (See – Appendix Item F) provided they are non-discriminatory and their purposes are consistent with the mission of the College and the public interest. As determined by the date, time, and nature of the event, and the College's review of facility and staff availability, this application may be considered. Such organizations may include educational institutions and organizations, civic groups, charitable organizations, government agencies, youth groups, fraternal organizations, service clubs, and others. The College reserves the right to determine if an organization's and their event's purposes are consistent with its own and if the use of College facilities is appropriate. If, in the judgment of the College, this is not so, the College further reserves the right not to extend use of its facilities.
2. No organization or event will be accommodated if the College has instructional, administrative, personnel, or other needs that will be compromised should the event take place. All College activities will take precedence over all other requests.
3. All College rules and regulations must be adhered to.
 - a. Conduct and Compliance regulations for the West Hall Gallery Area must be adhered to. (See – Appendix Item C)

- b. Conduct and Compliance regulations for the Gymnasium and Pool Areas must be adhered to.
(See – *Appendix Item D*)
- c. Conduct and Compliance regulations for the Simulator facility must be adhered to.
(See – *Appendix Item E*)

Disposition of Application

1. After consideration of the nature of the organization or event; its consistency with the College's mission, adherence to established rules and guidelines as defined by the Community Use of Facilities Policy, the College's ability to accommodate the event, and circumstances or conditions affecting the request. It shall be within the discretion of the responsible officer, acting on behalf of the College, to reject an application.
2. The responsible officer shall be authorized to suspend the permission of the application at any time it appears that the regulations agreed upon are not followed. Reinstatement may be made only after a review of the application by the President or the Board of Trustees.

Facilities Regulations

1. A building shall not be opened prior to 7:00 a.m. nor remain open after 11:00 p.m.
2. The number of College custodial, public safety, technical staff and other personnel will be determined by the College.

Payment for Use

1. All payments for use of facilities shall be made by check, payable to Bergen Community College and sent to:

Bergen Community College
400 Paramus Road
Managing Director of Events Planning
Office A-223
Paramus, NJ 07652

2. Invoices are due upon receipt.

Conduct and Compliance

1. Outside groups may not post any advertising on College property, outside or within buildings. Only approved directional signage will be permitted in designated areas.
2. Use of decorations must be pre-approved and must be removed at the conclusion of the program. Organizations will be responsible for any damage caused as a result of installation or removal of decorations.

3. No concession for private profit by an individual may be operated on College property. Vendors affiliated with an event must be pre-approved.
4. No other activity, solicitation, or promotion may take place in connection with the event, other than the activity described on the application form.
5. Organizations sponsoring events at the College shall not indicate or infer endorsement, sponsorship, or affiliation by the College and may not use the College name other than to indicate location. Organizations interested in co-sponsorship or other formal involvement by the College should indicate this to the responsible officer at the time of the initial inquiry.
6. Smoking is prohibited everywhere on campus inside and outside.
7. Use of alcoholic beverages is prohibited on campus except in designated areas with prior specific written approval.
8. Use of illegal or controlled substances, disorderly conduct, and willful destruction of property are forbidden. Violators will be prosecuted in accordance with the law. Failure on the part of any group to enforce these regulations shall be considered sufficient cause by the College authorities to refuse further use of any College facilities.
9. Organizations using College facilities will be responsible for adhering to all regulations.
10. Any misuse of facilities, destruction of property, etc., shall be indicated by the appropriate College employee in an itemized report submitted to the Public Safety Office. Charges for repairs or replacements may be forwarded to the user as determined by the College.

Custodial Services

1. As required, custodial staff shall be assigned to fulfill tasks required for the event. This custodian shall be a regular College employee assigned by the Director of Custodial Operations.
2. Custodial services to groups shall include only unlocking and locking the building, operation of lights, setting up seating and room arrangements, and normal clean up. It is not the duty of the custodian to supervise groups or to maintain order or to setup, remove or transport personal equipment and supplies.

Public Safety Services

1. In any event involving more than one hundred spectators or participants, Public Safety services must be provided. Only College Public Safety Officers may be engaged, and the number of officers assigned will be at the discretion of the College.
2. Public Safety Officers will monitor events and insure that College policies are being adhered to. The officers will not assist in the running of an event, or the admission or regulating of activities or participants unless behavior is contrary to the College's rules and regulations.

Technology Services

1. Media technology staff shall be assigned to fulfill tasks required for the event.

Food Services

1. Unless otherwise approved any food and/or beverage service must be provided by the College's contracted vendor only, with outside, direct billing. Menus and price lists are available for review please request. *(See – Appendix Item G)*

Use Fees

1. We base the rental fees for events on the date, time, hours of use, number and type of College services and facilities required, impact on College operations and availability of, staffing. Only College staff may be engaged to provide services and the College reserves the right to determine the number of staff required.
2. Payment of invoices are due upon receipt.
3. Multi-Use Event: a single flat fee may be charged in lieu of separate rental rates for multiple sites.
4. Contingent compensation arrangements may be agreed upon at the College's discretion.
5. In the event of extenuating circumstances, such as cases of extreme hardship, the College may consider waiving all or part of the rental fees.
6. All fees listed in this application are subject to change.

General Fees for Paramus Campus, Ciarco Learning Center in Hackensack, and BCC in the Meadowlands in Lyndhurst

- **Lecture Halls/Meeting Rooms/Classrooms priced per room:**
\$450.00 for the first three hours and \$100.00 per hour thereafter
- **Computer Labs:**
\$600.00 for the first three hours and \$200.00 per hour thereafter
- **Student Cafeteria:**
\$450.00 for the first three hours and \$100.00 per hour thereafter
- **Outdoor Athletic Areas (baseball fields, tennis courts, etc.):**
\$350.00 per game or \$700.00 per day
- **Gymnasium:**
\$800.00 for the first two hours and \$200.00 per hour thereafter
- **Grounds/Parking Lots (when College is not in session):**
\$600.00 per single use

- **Dry Lease Simulator Facility:**
Frasca Helicopter Simulator Facility Rental \$95.00 per logged hour
Frasca Fixed Wing Simulator Facility Rental \$65.00 per logged hour
- **Pool:**
\$150.00 per hour

Conference Center Rental Packages: (Fees include one hour of client set-up time prior to the event)

Media Set-up:

Screen, podium, projection and sound, laptop computer, internet access, CD/DVD player, and on call media technical support

- Room Set-up: theater, classroom, boardroom, banquet, or dais
- Hallway use for registration
- Public Safety services as described
- Wheelchair accessibility

Moses Meeting and Training Center:

- Four Hour Rental Full Center: \$1,500.00
- Four Hour Rental Divided Rooms (BC, D, EF): \$500.00
- Eight Hour Rental Full Center: \$2,500.00
- Eight Hour Rental Divided Rooms (BC, D, EF): \$850.00

Meadowlands Fifth Floor Conference Center:

- Four Hour Rental Full Center: \$1,500.00
- Four Hour Rental Half Center: \$500.00
- Eight Hour Rental Full Center: \$2,500.00
- Eight-Hour Rental Half Center: \$850.00

Capacities in Conferences Centers vary with seating styles and individual set-up needs.

The Moses Meeting and Training Center has a maximum capacity of 360 people seated theater style.

The Meadowlands Fifth Floor Conference Center has a maximum capacity of 225 seated theater style.

Cicccone Theater: audience capacity: 300

Performance Day Package: \$6, 120.00

Amenities include:

- Cicccone Theater
- Lighting Package
- Sound Package
- Projection Package
- Spot Operators (up to 2)
- Technical Staff
- On Call Staff (up to 5)

Cicccone Theater Full Day Rental of Theater \$3,000.00

Amenities include:

- Onsite Bergen Community College representative
- Use of green room and dressing rooms
- Use of on-stage soft goods: main curtain, 6 sets of Valor legs and borders, Cyclorama, and two travelers

Gallery Bergen:

Due to the valuable and delicate nature of art, which often requires that it be maintained in a controlled environment, the cost to exhibit in Gallery Bergen is determined on an exhibit-by-exhibit basis.

Additional fees in conjunction with all rentals above:

- Public Safety: \$72.00 per hour/3 hour minimum
- Custodial Services: \$72.00 per hour/3 hour minimum
- Grounds: \$72.00 per hour/3 hour minimum
- Media Technician: \$83.00 per hour/3 hour minimum
- IT Technician: \$83.00 per hour/3 hour minimum
- Onsite Administrator: \$83.00 per hour/3 hour minimum

Not Included:

- Food and beverage service
- Audiotaping, Videotaping, and Teleconferencing

Procedures:

1. The completed application should be submitted to the Managing Director of Events Planning at least sixty calendar days in advance of the date of the proposed use. If necessary, the College President shall be contacted before the approval is given, and at the President's discretion, the request may be presented to the Board of Trustees. (See Application Form – *Appendix Item A*)
2. For groups using facilities for an event that extends beyond a single day, one application shall be sufficient, provided that all dates and facilities to be used are included on the form.
3. No application will be officially considered until the Application Form, Hold Harmless Agreement, and Insurance Certificate and/or Insurance Rider are received. In addition, the College may require additional printed information, such as brochures, pamphlets or fliers describing the organization or the event. (See Insurance Forms – *Appendix Items B, F, and G*)
4. Requests for a reduction of fees by a Non-Profit must be accompanied by a copy of 501(c) (3) Certification.
5. A non-refundable fee of \$100 shall be required with the application.
6. A notice of anticipated fees, exclusive of catering, will be furnished to the client a minimum of 15 days prior to the event.
7. Five (5) business days prior to the event, a down payment of 50% of the anticipated fee shall be paid.
8. An invoice inclusive of the balance for all fees for goods and services, excluding catering fees, will be furnished to the client within 60 days after the event.
9. The College requires five business days' notice in the event the applicant wishes to cancel its use of a college facility. The College reserves the right to charge the organization for any costs incurred up to that point, or for other costs incurred as a result of insufficient notice.

10. The College reserves the right to delay opening or close in the event of inclement weather or other unexpected emergency. Clients can access relevant information via:

Bergen Community College Emergency Closing Information

- Bergen Community College Web site: www.bergen.edu
- Bergen Community College main telephone number: (201) 447-7100
- Bergen Community College Facebook page:
www.facebook.com/bergencommunitycollege

See appendix for related documents.

Related Documents/Policies:

Policy History: (adopted/amended)

Amended:

Written 2.7.07

Amended 6.13

General Fee Schedule: 7.12.16

Appendix Item A
 Bergen Community College • 400 Paramus Road, Paramus, New Jersey 07652
APPLICATION FOR COMMUNITY USE OF COLLEGE FACILITIES

→ Please complete **ALL** items and return with \$100 non-refundable deposit to
Managing Director of Events Planning, Bergen Community College

Application is hereby made for use of college facilities as stated below. My signature hereon indicates that I am familiar with the regulations and policy (copy attached) of the Board of Trustees and that my organization agrees to observe said regulations and policy.

Specific Facility	Date	Day	Time From – To	# of persons	Brief description of event

Will there be a **fee/admission** charge? ___Yes ___ No Fee: \$_____ For what purpose will this revenue be used?

Will media and/or technical support services be required? ___Yes ___No *If yes, please describe:*

Please briefly describe **room set-up(s)** required

Additional comments: _____

Will **food/beverage service** be required? ___Yes ___No *[A suggested College caterer must be used and should be contacted directly by client please see Appendix Items G and H] If Yes, briefly describe.*

Is the organization incorporated on a **non-profit** basis? ___Yes ___No *[Include 501 (c) (3) Certificate*

Does the organization have a written policy attesting to **non-discriminatory practices** in all aspects of its operation? ___Yes ___ No

Name of Organization

Name of Applicant (print)

Street Address of Organization

Signature of Applicant

City

State

Zip

Telephone of Applicant

Telephone of Organization (Required)

→ _____
Emergency/Cell Phone of Applicant

Email of Applicant _____ **Date of Application** _____

Appendix Item B
Board of Trustees of Bergen Community College
400 Paramus Road, Paramus, New Jersey 07652

HOLD HARMLESS AGREEMENT AND INSURANCE CERTIFICATE APPLICATION

→ **Complete three copies: One copy to the Managing Director, Events Planning, Bergen Community College, one copy to Lessee, and one copy to Lessee's insurance agent.**

For and in consideration of the renting of _____ at Bergen Community College on

_____ the _____
(month) (day) (year) (name of organization or individual)

covenants and agrees to defend, indemnify and hold harmless the Board of Trustees of Bergen Community College of Paramus, New Jersey, its agents, servants, and administrators from any and all liability, including reasonable attorney's fees, with respect to bodily injury, death, and property damage, arising out of the use of said premises or property.

_____ acknowledges and understands that it is using the
(name of organization or individual)
aforementioned facility located at Bergen Community College as a result of (his/her/its) request, and

accordingly _____ recognizes and acknowledges
(name of organization or individual)

that (he/she/it) assumes the responsibility for any and all liability, including reasonable attorneys' fees with respect to bodily injury, death and property damage arising out of the use of said premises or property.

Name: _____
(print or type)

Title: _____

Organization: _____

Address: _____

Signature: _____
(Organization Officer)

Date: _____

Insurance Agent: _____

The use of Bergen Community College facilities by the aforementioned organization is contingent on a Certificate of Insurance on file with the Managing Director, Events Planning: Bergen Community College, 400 Paramus Road, Paramus, NJ 07652 PRIOR TO the date of use.

The Certificate of insurance must indicate the following:

Commercial General Liability coverage of not less than \$ 1,000,000 Per Occurrence, with Bergen Community College named as an Additional Insured.

Appendix Item C

Bergen Community College • 400 Paramus Road, Paramus, New Jersey 07652

APPLICATION FOR COMMUNITY USE OF COLLEGE FACILITIES

Conduct and Compliance for the Gallery Area (West Hall):

1. All requests for use of the Art Display Area must be submitted to the Managing Director, Events Planning for approval.
2. Hanging materials must be supplied by the applicant.
3. Applicant is required to use the services of a professional gallery hanger for installation and removal of an exhibit.
4. Cocktail parties and banquets may be held in the art gallery area in connection with an exhibit with prior specific written approval.
5. All exhibits must be monitored by gallery watchers (can be students).
6. A rider to the College's insurance policy must be added to cover the value of significant or original artwork.

Name of Organization _____

Signature of Applicant _____

Date _____

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Appendix Item D

Bergen Community College • 400 Paramus Road, Paramus, New Jersey 07652

APPLICATION FOR COMMUNITY USE OF COLLEGE FACILITIES

Conduct and Compliance for the *Gymnasium and Pool Areas:*

1. All requests for use of the gymnasium and pool areas must be submitted to the Managing Director, Events Planning for approval.
2. Applications for use must be accompanied by current certificate of insurance, updated copies of Lifeguard and CPR/First Aid certifications, and all other required paperwork. No event will be permitted to take place unless all required documentation is on file with both the Managing Director, Events Planning and the responsible Athletic Faculty Member. The College recognizes the following certification agencies: The American Red Cross, The American Heart Association, and the YMCA.
3. All requests from groups (high schools, swim clubs, the YMCA, New Jersey Red Wave, etc...) that use the gymnasium or pool areas on an ongoing regularly scheduled basis, during the fall/spring and or summer, must submit two copies of their schedule, in a monthly calendar format, to the Managing Director, Events Planning and to the responsible Athletic Faculty Member by September 1st of each year. Calendar submission does not equate to approval of facility use. Once approved you will receive a written confirmation.
4. Fees may be charged for a Certified Pool Operator, HVAC, Custodial and other services specific to the use of the gymnasium or pool areas.
5. All groups must supply their own first aid kit and have a Certified CPR/First Aid Person present at the event.
6. Groups are responsible to provide emergency services when required and should have access to a cell phone for emergencies.
7. The College Nurse is not authorized to provide medical service for non-students.
8. Groups using the pool are responsible for providing an adequate number of lifeguards. (1 guard to 20 children)
9. Swimmers are required to have street clothing available in the pool area so that swimmers can go directly outside in case of emergency.
10. No driving of children from the parking lot to the gym doors is permitted.
11. Adult supervision of children must be provided by the group using the facility at all times. This includes, but is not limited to the pool area, hallways, lobby areas, locker rooms and outside areas.
12. The group must notify Public Safety at extension #6 or 201-447-9200 or 201-447-7116 when the pool is to be vacated. A group representative must wait for Public Safety to lock the pool doors before leaving.
13. No food or beverages are permitted in the gymnasium or pool area.
14. Groups are to dispose of all trash before leaving the area.
15. Swimmers using the pool are to use the pool restroom/locker room, not the hall restrooms.
16. Children are not to sit or climb on Mylar rolls in hall lobby areas.

Name of Organization _____

Signature of Applicant _____

Date _____

Appendix Item E

Bergen Community College • 400 Paramus Road, Paramus, New Jersey 07652

APPLICATION FOR COMMUNITY USE OF COLLEGE FACILITIES

Conduct and Compliance for Dry Lease of Simulator Facility:

1. Application for Use:

- a. The Simulator Facility will only be dry leased to Certified Flight Instructors (Lessee) who have been approved by a Bergen Community College approved instructor or its authorized agents.
- b. Lessee is required to complete simulator specific training by a Bergen Community College authorized instructor or its authorized agent as a pre-condition to use these facilities.
- c. Lessee agrees to follow all operating procedures and checklists including, but not limited to, proper system start-up and shut down, appropriate use of simulator computing resources, and simulator logbook requirements.
- d. To learn how to become a qualified Lessee of the Simulator Facility contact the Managing Director, Events Planning 201-689-7629 or The Division of Continuing Education 201-447-7488.
- e. No application for dry lease will be officially considered until the Lessee is approved by Bergen Community College and/or its authorized agents.
- f. Lessee is required to provide a valid Photo ID that is either a valid current US Driver's License or a valid current US Passport to be on file.

2. Disposition of Dry Lease and/or Dry Lease Application:

- a. The Managing Director, Events Planning or the Bergen Community College's authorized agent shall be authorized to suspend the permission of the application at any time it appears that the regulations agreed upon are not followed. Reinstatement shall be made only after a review of the application by the President or the Board of Trustees.
- b. This Simulator Dry Lease shall have a duration period of six months from the date affixed to the Hold Harmless Agreement below.
- c. Upon execution of each sixth month Simulator Facility Dry Lease, the Lessee is required to complete recurrent simulator specific training to be provided by a Bergen Community College authorized instructor or its authorized agent at no fee to the Lessee.

3. Facilities Regulations:

- a. Certified Flight Instructor must be present during the time the Simulator Facility is in use by them or their clients.
- b. No food, drink, gum, animals, or any hazardous materials are permitted in the Simulator Facility or the Simulators.
- c. No decorations or signage of any kind is permitted to be brought into the Simulator Facility by Lessees or their clients.
- d. All College rules and regulations must be adhered to.

4. SCHEDULING, CANCELLATION & NO SHOW POLICY:

- a. Simulator Facility reservations will be made by the Certified Flight Instructor through the approved web-based online scheduling system.
- b. Simulator Facility usage fees are based on the time the Simulator Facility is used by the Lessee as determined by the sign-in and sign-out times, NOT Hobbs time.
- c. Simulator Facility use time will be invoiced accordingly.
- d. To provide for mandated start-up and shut down procedures of each Simulator, each reservation will include an additional 20-minute window at no fee to the Lessee.
- e. Simulators reservations may extend beyond their scheduled time only if no other subsequent reservations are scheduled.

5. Liability and Release and Hold Harmless:

- a. Lessee agrees to assume liability limited to the repair or replacement of any damaged Simulator components caused by Lessee and/or their client(s) above and beyond normal wear and tear.
- b. Lessee covenants and agrees to hold Bergen Community College of Paramus, NJ, its Board of Trustees, agents, servants, and administrators from any and all liability arising out of a the use of said premises or property.

BALANCE OF PAGE LEFT BLANK INTENTIONALLY

**DRY LEASE SIMULATOR FACILITY
RELEASE AND HOLD HARMLESS AGREEMENT**



A copy of must be kept on file for each Lessee.

If the Lessee is an organization and not an individual, each individual using the facility shall sign a Release and Hold Harmless Agreement to be kept on file.

For and in consideration of the renting of the Aviation Simulator Facility at Bergen Community College
_____ covenants and agrees to save and hold harmless the Board

(Lessee)

of Trustees of Bergen Community College of Paramus, New Jersey, its agents, servants, and administrators from any and all liability arising out of the use of said premises or property.

“ _____ hereby releases Bergen Community College, its Board, employees,

(Lessee)

agents, servants and administrators from any claim, injury or damage sustained by _____

(Lessee)

arising out of use of the Aviation Simulator Facility.” _____ acknowledges

(Lessee)

and understands that it is using the aforementioned facility located at Bergen Community College as a result of its request and accordingly _____ recognizes and acknowledges

(Lessee)

that they assume the responsibility for any and all injuries or liability arising out of the use of said premises or property.

Name: _____

(print or type)

Title: _____

Organization: _____

Address: _____

Phone: _____

Signature: _____ Date: _____

6. ASSIGNMENT:

- a. This Simulator Facility Dry Lease may not be transferred or assigned to other parties.

ACCEPTED AND AGREED TO:

Lessee

Managing Director, Events Planning

Date

Date

Appendix Item F

Bergen Community College • 400 Paramus Road, Paramus, New Jersey 07652

APPLICATION FOR COMMUNITY USE OF COLLEGE FACILITIES

Friends of Bergen Gift-in-Kind:

The College recognizes the need to support organizations, whether incorporated on a for-profit or non-profit basis, public or private, who are non-discriminatory and whose purposes are consistent with the mission of the College and the public interest. The College may consider a *Friends of Bergen Gift-in-Kind* co-branding recognition in lieu of facility rental fee for approved applicants when College facilities are not in use for academic purposes and when we are able to make our facilities and support services available. The following are the requirements for consideration of *Friends of Bergen Gift-in-Kind* recognition:

- Applicant will share event attendee demographic and registration information with the College including name, email, and street address. Bergen Community College and the Bergen Community College Foundation may use the registration information-shared, as appropriate, for its own analytical and promotional purposes. We will not sell, share, or send the information shared. We may disclose information shared in connection with law enforcement, fraud prevention, or other legal action: as required by law or regulation.
- Applicant will broadcast a “Welcome to Bergen” video at the start of their program.
- Applicant must display official Bergen Community College logo (BCC) on all event specific printed materials (including handouts, literature, brochures, fliers, postcards, mailers, etc.). The BCC logo must be in the approved format and color as specified in the BCC branding standards.
- Applicant must provide a copy of all of the above items for review and approval by the BCC Office of Public Relations prior to distribution. No advertisement or notification of the event may be made without the prior approval of the Office of Public Relations.
- Applicant must display BCC banners at prominent locations during the full course of the event.
- Applicant must provide verbal recognition of BCC during the event.
- Applicant must include a welcome statement by a designated representative of the College on the event agenda.
- Applicant must agree to the placement of a BCC recruitment information table or other collateral materials at a prominent location during the full course of the event.
- Other items as negotiated between the College and the applicant.

If it is determined to be in the best interest of the College, the Managing Director of Events Planning may recommend for approval a *Friends of Bergen Gift-in-Kind* recognition in lieu of facility rental fee to the College President. The College President or their designee must provide final approval of the rental fee waiver.

Appendix Item G

Bergen Community College • 400 Paramus Road, Paramus, New Jersey 07652

APPLICATION FOR COMMUNITY USE OF COLLEGE FACILITIES

Food Service –Meadowlands Conference Center:

The College's contracted food vendor or other approved professional caterers may provide food and/or beverage service for events held in the Meadowlands Conference Center (Conference Center). Payment for all food and/or beverage service will be with outside, direct billing. Menus and price lists are available for review please request.

Each caterer approved to use the Conference Center Kitchenette (Kitchenette) for food service must have a current Hold Harmless and Certificate of Insurance on file with the Managing Director of Event Planning. The Hold Harmless is effective for a period of one year starting January 1 and ending December 31. It is the responsibility of the caterer to provide a current Certificate of Insurance, as described below, to the Managing Director of Events Planning. Failure to have current documentation on file will result with loss of approved caterer status.

Alcoholic beverages are prohibited on campus except in designated areas with prior specific written approval.

Cooking is not permitted on campus. All food preparation is to be complete before arrival on campus. Caterers are responsible for following all Bergen County Health Services food regulations. Caterers shall maintain the Kitchenette and all food and beverage set-up and service areas in a clean and orderly fashion.

Within twenty-four hours prior to the event the Caterer or their designee will conduct a walk through inspection of the Kitchenette with the Facilities Manager or their designee at which time Caterer will sign-off that the room and equipment listed below are in good clean working order and that they are familiar with their proper operation.

Caterer will be granted access to the Conference Center one hour prior to event for set-up. In the case of an early morning event, access may be given at 6:00pm the evening before provided the Conference Center is not in use by others.

Within one-hour post-event, all food items must be discarded into the garbage bins provided by the College. Kitchenette sinks are to be clean and the floor broom swept. The Conference Center is to be clean and litter free of catering supplies and refuse. The College is not responsible for supplies and equipment left behind.

Within twenty-four hours post event, the Facilities Manager or their designee will conduct a walk through inspection of the Kitchenette with the Caterer or their designee at which time they will sign-off that the room and equipment are in good clean working order.

Board of Trustees of Bergen Community College
400 Paramus Road, Paramus, New Jersey 07652

Caterer: Release, Hold Harmless, and Certificate of Insurance

→ **Complete three copies: One copy to the Managing Director, Events Planning, Bergen Community College, one copy to Caterer, and one copy to Caterer's insurance agent.**

For and in consideration of permission to use of the Meadowlands Conference Center Fifth Floor Kitchenette at Bergen Community College for calendar year

_____ the _____
(year) (name of organization or individual)

covenants and agrees to save and hold harmless the Board of Trustees of Bergen Community College of Paramus, New Jersey, its agents, servants, and administrators from any and all liability arising out of the use of said premises or property. The _____ acknowledges

(name of organization or individual)
and understands that it is using the aforementioned facility located at Bergen Community College as a result of its request and accordingly the _____ recognizes

(name of organization or individual)
and acknowledges that (it) (they) assume the responsibility for any and all injuries or liability arising out of the use of said premises or property.

Name: _____
(print or type)

Title: _____

Organization: _____

Address: _____

Signature: _____
(Organization Officer)

Date: _____

Insurance Agent:

The use of Bergen Community College facilities by the aforementioned organization is contingent on a Certificate of Insurance on file with the Managing Director, Events Planning: Bergen Community College, 400 Paramus Road, Paramus, NJ 07652 PRIOR TO the date of first use.

The organization named above is responsible for maintaining a current Certificate of Insurance on file with Managing Director, Events Planning: Bergen Community College.

The Certificate of insurance must indicate the following:

Commercial General Liability coverage of not less than \$ 1,000,000 Per Occurrence, with Bergen Community College named as an Additional Insured.

Bergen Community College • 400 Paramus Road, Paramus, New Jersey 07652
APPLICATION FOR COMMUNITY USE OF COLLEGE FACILITIES

Caterer: Meadowlands Conference Center Fifth Floor Kitchenette and Equipment Checklist

By initialing Pre-event Inspection below, Caterer or their designee, acknowledges each item is in good clean working order and they are familiar with its proper operation.

By initialing Post-event Inspection, Facilities Manager or their designee acknowledges each item is returned in good clean working order.

ITEM	PRE-EVENT INSPECTION	POST-EVENT INSPECITON
1. Kitchenette floors and prep areas	_____	_____
2. Manitowoc ice machine	_____	_____
3. Fetco Dual coffee machine	_____	_____
4. Kitchen Aid gas range	_____	_____
5. Champion dishwasher	_____	_____
6. Hoshizaki under counter freezer	_____	_____
7. Amana microwave	_____	_____
8. Continental upright refrigerator	_____	_____
9. FEW heated holding cabinet	_____	_____
10. Turbo Chef rapid cook oven	_____	_____

Appendix Item H

Bergen Community College • 400 Paramus Road, Paramus, New Jersey 07652

APPLICATION FOR COMMUNITY USE OF COLLEGE FACILITIES

Meadowlands Conference Center Suggested Caterers:

1. Gourmet Dining Services at Bergen Community College
Roseanne Aiello, Director
Phone: 201-689-7634 or 201- 447-9251
Email: RAiello@gourmetdiningllc.com
Website: <https://bcc.e-cater.com>

2. Personal Touch Catering
Kaitlyn Morais, Event Specialist
Phone: 201-488-8820
Website: <http://www.ptevents.com/>

3. MySousChefs Catering Company
Chef Todd Daigneault
Phone: 973-534-5968
Email: Chefdaigneault@gmail.com
Website: <http://mysouschefs.com/>

4. Sam's Bagels of North Arlington
Phone: 201-991-4500
Website: <http://www.SamsRochelleParkBagels.com>



400 Paramus Road, Paramus, New Jersey 07652
201-447-7100 • www.bergen.edu

BOARD OF TRUSTEES ACTION P 1
Approval Date: February 6, 2018

Resolution

Appointment: Support Staff

Submitted By

Dr. Michael D. Redmond, President
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve the appointment of the following individual to the position and annual salary indicated.

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Esmeralda Armendariz	Senior Secretary/Health Professions	\$40,000.00 (pro-rated)	01/23/18 (retroactive)

Justification

To fill a budgeted position through a successful internal search process.

Charge to: College Operating Funds
Account Number:



400 Paramus Road, Paramus, New Jersey 07652
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**BOARD OF TRUSTEES ACTION P2
February 6, 2018**

Resolution

Appointment: Support Staff (These appointments are being made in accordance with the Bergen Community College Support Staff Association (BCCSSA) contract, Article XV, after successful completion of their probationary period.)

Submitted By

Dr. Michael D. Redmond, President
Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve the appointment of the following individuals to the positions and annual salaries indicated.

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Ronald Barker	Custodian/Buildings and Grounds	\$31,124.00 (pro-rated)	10/03/17 (retroactive)
Andrew Gales	Public Safety Officer	\$33,500.00 (pro-rated)	10/12/17 (retroactive)
Kyran Guerra	Custodian/Buildings and Grounds	\$31,124.00 (pro-rated)	10/02/17 (retroactive)
Andrew Juliano	Custodian/Buildings and Grounds	\$31,124.00 (pro-rated)	10/23/17 (retroactive)
Bernice McNeill	Custodian/Buildings and Grounds	\$31,124.00 (pro-rated)	10/09/17 (retroactive)
Minir Toska	Custodian/Buildings and Grounds	\$31,124.00 (pro-rated)	10/16/17 (retroactive)

Justification

To fill budgeted positions through a successful search process and completion of probationary period.

Charge to: College Operating Funds
Account Number:



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652
201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION P 3
Approval Date: February 6, 2018

Resolution

Appointment: Lecturers, Spring 2018 Semester

Submitted By

Dr. Michael D. Redmond, President
Dr. William P. Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve the appointment of the following individuals as Lecturers for the Spring 2018 semester at the salaries indicated.

<u>Name</u>	<u>Discipline/Division</u>	<u>Salary</u>
***Christopher Bors	Art/Business, Arts & Social Sciences	\$21,000.00
***Yusui Chen [Dr.]	Physics/Mathematics, Science and Technology	\$21,000.00
***Kevin Olbrys [Dr.]	Philosophy/Humanities	\$21,000.00
*David Scalcione	Mathematics/Mathematics, Science & Technology	\$21,000.00
*Kevin Howell	Accounting/Business/Arts & Social Sciences	\$21,000.00

Justification

***Approve the appointments of full time temporary faculty for approved tenure track positions that will be subject to future recruitment.

*Emergency lecturer appointments to cover full time class loads for tenured faculty on sick leave.



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BOARD OF TRUSTEES ACTION P 4
Approval Date: February 6, 2018

Resolution:

Appointment – Custodian/Support Staff

Submitted By

Dr. Michael D. Redmond, President

Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety

Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve the appointment of the following individual to the position and annual salary listed below:

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Date</u>
Dalia Chinchilla	Custodian	\$44,641.00 (pro-rated)	02/12/2018

Justification

To appoint this individual to a current budgeted position and to comply with the Advisory Arbitration decision.



400 Paramus Road, Paramus, New Jersey 07652
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BOARD OF TRUSTEES ACTION P 5
Approval Date: February 6, 2018

Resolution

Reappointment Faculty – Fifth Reappointment [with tenure]

Submitted By

Dr. Michael D. Redmond, President
Dr. William P. Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To reappoint the following individuals for their fifth reappointment with tenure to the indicated division & rank for the period September 1, 2018 through June 30, 2019 unless otherwise noted:

5th REAPPOINTMENT

<u>NAME</u>	<u>RANK</u>	<u>DISCIPLINE/DIVISION</u>
Alex Birdsall-Griffiths	Assistant Professor	American Sign Language/Humanities
Lois Carmichael+	Assistant Professor	Office of Specialized Services/Academic Affairs
Leah Carmona	Assistant Professor	English as a Second Language ALP/Humanities
Mary Crosby	Assistant Professor	Composition & Literature/Humanities
Coleen DiLauro	Assistant Professor	Biology & Horticulture/Mathematics, Science & Technology
Kelly Ann Horgan	Assistant Professor	Respiratory Therapy/Health Professions
Kate Hossain+ **	Assistant Professor	Library Services/Library
William Klappert	Associate Instructor	Aviation/ Mathematics, Science & Technology
Minas Kousoulis	Assistant Professor	Information Technology/Business, Arts and Social Sciences
Melissa Krieger	Assistant Professor	Education/Business, Arts and Social Sciences
Jennifer McCarthy	Associate Professor	Paramedic Science/Health Professions
Kaveh Saminejad **	Assistant Professor	Mathematics/Mathematics, Science & Technology
Elena Tartaglia	Assistant Professor	Biology & Horticulture/Mathematics, Science & Technology
Olga Weston	Assistant Professor	English as a Second Language ALP/Humanities

+For the period July 1, 2018 through June 30, 2019

**Administratively promoted from Instructor to the rank of Assistant Professor in accordance with Article XIII of the BCCFA contract revised in contract negotiations in 2007 to administratively promote eligible Instructors receiving tenure to rank of Assistant Professor.

Justification

In accordance with Article XIII of the BCCFA contract

Charge To:

Account Number:



400 Paramus Rd., Paramus, NJ 07652
(201) 447-7200 - www.bergen.edu

BOARD OF TRUSTEES ACTION P 6
Approval Date: February 6, 2018

Resolution

Approve Sabbatical Leaves of Absence

Submitted By

Dr. Michael D Redmond, President
Dr. William Mullaney, Vice President of Academic Affairs
Mr. James R. Miller, Executive Director of Human Resources

Action Requested

That the following Sabbatical Leaves of Absence with pay for the period indicated be granted to the faculty members listed below, subject to financial allocations from the State of New Jersey and Bergen County, as indicated in the 2018-2019 proposed College budget:

<u>Name</u>	<u>Rank</u>	<u>Discipline</u>	<u>Period</u>
Dr. Suzaan Boettger	Professor	Visual Arts	Fall 2018/Spring 2019
<u>Purpose:</u> To complete the manuscript for a book entitled <i>Replacements as Originals, Early Sorrows Become Enduring Art</i>			
Dr. Ilan Ehrlich	Assistant Professor	History	Spring 2019
<u>Purpose:</u> To conduct research in Havana for a political biography of former Cuban president Ramon Grau San Martin			
Dr. Camelia-Manuela Lataianu	Associate Professor	Sociology	Spring 2019
<u>Purpose:</u> To conduct research in Arizona on the immigration of minors in the United States within the context of the global refugee crisis for an academic study			
Tiziana Quattrone	Associate Professor	World Languages	Fall 2018
<u>Purpose:</u> To study international trends of language instruction in Italy for the purposes of developing new curriculum			

Justification

In accordance with Article XII, Item 5, BCCFA Contract



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400 Paramus Road, Paramus, New Jersey 07652
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BOARD OF TRUSTEES ACTION P 7
Approval Date: February 6, 2018

Resolution

Approve stipends for Nursing Clinical Faculty for Spring 2018 semester

Submitted By

Dr. Michael D. Redmond, President
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James Miller, Executive Director, Human Resources

Action Requested

To approve payment of stipends for the following individuals in the Nursing Clinical Faculty in the amounts indicated for the Spring 2018 semester.

<u>Name</u>	<u>Semester stipend amount</u>
<u>Full time</u>	
Maryanne Baudo	\$2,400.00
Nicole Cerussi	\$2,400.00
Joanne Diamantidis*	\$3,600.00
Patricia Durante	\$2,400.00
Maria Fressola	\$2,400.00
Marie Griffo	\$2,400.00
Margaret Hayes*	\$3,600.00
Joan McManus	\$2,400.00
Lillian Ostrander	\$2,400.00
Carrie Polnyj	\$2,400.00
Carmen Torres	\$2,400.00
Toni Tortorella-Genova	\$2,400.00
Sharon Zaucha	\$2,400.00
<u>Adjuncts</u>	
Barbara (Schweiger) Albanese**	\$1,200.00
Jessica Brown**	\$1,200.00
Giuseppina Finnerty	\$2,400.00
Diana Hernandez Casianos	\$2,400.00
Carmella Cuccurullo	\$2,400.00
Maureen Imbrogno	\$2,400.00
Rhonda Joseph	\$2,400.00
Clara Kelly	\$2,400.00
Michael Lang	\$2,400.00

**Board of Trustees Action P 7
February 6, 2018
Page 2**

<u>Name</u>	<u>Stipend amount</u>
Easter Grace Mana-ay Rio	\$2,400.00
Teresa Meyer	\$2,400.00
Gail Okoniewski	\$2,400.00
Pam Pascarelli**	\$1,200.00
Nicole Rengifo	\$2,400.00
Kristina Rioux	\$2,400.00
Yvette Musial-Rodgers**	\$1,200.00
Josephine Rodriguez	\$2,400.00
Noelle Schuster	\$2,400.00
Athena Serrano Torres	\$2,400.00
Najah Thompson	\$2,400.00
Elizabeth Vaccarino	\$2,400.00

* for additional ½ semester clinical

** for ½ semester clinical only

Justification

Payment of Nursing Clinical Faculty stipends for the hiring and retention of skilled clinical instructors as per the negotiated agreement with the BCCFA.

Charge To: Nursing: Stipends

Account Number: 10-03-352000-601153



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652
201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION P 8
Approval Date: February 6, 2018

Resolution

Approve: Return from Leave of Absence/Support Staff

Submitted By

Dr. Michael D. Redmond, President

Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety

Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve the return from a Leave of Absence, without pay, for the following individual to the position listed below, effective date as indicated:

<u>Name</u>	<u>Position/Division</u>	<u>Annual Salary</u>	<u>Effective Date</u>
John Onderdonk	Custodian/Buildings and Grounds	\$33,896.00 (pro-rated)	12/06/17 (retroactive)

Justification

Return from unpaid leave of absence.



400 Paramus Road, Paramus, New Jersey 07652
201-447-7100 • www.bergen.edu

BOARD OF TRUSTEES ACTION P 9
Approval Date: February 6, 2018

Resolution

Approve: Leave of Absence/Faculty

Submitted By

Dr. Michael D. Redmond, President
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve a Leave of Absence, without pay, for the following individual from the position listed below, effective date as indicated:

<u>Name</u>	<u>Rank/Division</u>	<u>Effective Date</u>
Donna Crotti	Associate Professor/Counseling Center/ Academic Affairs	01/16/18 (retroactive)

Justification

Family Leave



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652
201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION P 10
Approval Date: February 6, 2018

Resolution

Approve: Leave of Absence/Faculty

Submitted By

Dr. Michael D. Redmond, President
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve a Leave of Absence, without pay, for the following individual from the position listed below, effective dates as indicated:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
William Huisking	Associate Professor/Business/ Business, Arts and Social Sciences/ Academic Affairs	Spring 2018 semester

Justification

Medical Leave



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BOARD OF TRUSTEES ACTION P 11
Approval Date: February 6, 2018

Resolution

Approve: Leave of Absence/Support Staff

Submitted By

Dr. Michael D. Redmond, President

Dr. William Mullaney, Vice President, Academic Affairs

Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve a Leave of Absence, without pay, for the following individual from the position listed below, effective date as indicated:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Bessie DeJesus	Sr. Secretary/Office of Specialized Services/ Academic Affairs	11/06/17 (retroactive)

Justification

Family Leave



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BOARD OF TRUSTEES ACTION P 12
Approval Date: February 6, 2018

Resolution

Resignation: Professional Staff

Submitted By

Dr. Michael D. Redmond, President
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve the resignation of the following individual:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
James Carberry	Testing and Tutorial Supervisor/ Learning Assistance Center/ Academic Affairs	01/19/18 (retroactive)

Justification

Resignation



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BOARD OF TRUSTEES ACTION P 13
Approval Date: February 6, 2018

Resolution

Resignation: Student Affairs Athletic Program (Coaching Staff)

Submitted By

Dr. Michael D. Redmond, President
Dr. Waldon Hagan, Vice President, Student Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve the resignation of the following individual:

Name

Keion Best

Assistant Coach Position

Men & Women's Track & Field

Effective Date

12/01/17
(retroactive)

Justification

Resignation



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BOARD OF TRUSTEES ACTION P 14
Approval Date: February 6, 2018

Resolution

Retirement: Faculty

Submitted By

Dr. Michael D. Redmond, President
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve the retirement of the following individuals:

<u>Name</u>	<u>Rank/Department/Division</u>	<u>Effective Date</u>
Alejandro Benjamin	Associate Professor/Social Sciences/Business, Arts and Social Sciences/Academic Affairs	07/01/18
Farivar Fatemi	Associate Professor/History & Geography/ Humanities/Academic Affairs	02/01/18

Justification

Retirement



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BOARD OF TRUSTEES ACTION P 15
Approval Date: February 6, 2018

Resolution

Whereas the Bergen Community College ("College") and the Bergen Community College Faculty Association ("BCCFA"), the Bergen Community College Professional Staff Association ("BCCPSA") and the Bergen Community College Administrators Association ("BCCAA") agree that these documents represent the current collective negotiation agreements for each representative association.

Submitted By

Dr. Michael D. Redmond, President
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve the consolidated contract documents for the following collective negotiation associations, the Bergen Community College Faculty Association ("BCCFA"), the Bergen Community College Professional Staff Association ("BCCPSA") and the Bergen Community College Administrators Association ("BCCAA").

Justification

These documents include no new collective negotiation agreements, but rather consolidate the various MOAs over the past few years into one consolidated contract document for each of the collective negotiation associations. Contract documents are on file in the Office of Human Resources.



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BOARD OF TRUSTEES ACTION P 16
Approval Date: February 6, 2018

Resolution

To approve the appointment of up to five members of the Board of Trustees to be selected by the Chairperson of the Board of Trustees in conjunction with the College President to the Foundation Board of Directors.

Submitted By

Dr. Michael D. Redmond, President
Ms. Carol Otis, Chairperson, Board of Trustees



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BOARD OF TRUSTEES ACTION S/F 1
Approval Date: February 6, 2018

Resolution

To authorize Change Order #1 to RSC Architects for additional Scope of Work to provide required contract documents for the repair of damage caused by freeze/thaw to existing upper deck Staff entry/exit pre-cast concrete T's.

Submitted By

Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Mr. Victor Anaya, Chief Financial Officer
Ms. Barbara Golden, Director, Purchasing & Services
Mr. Sam John, Interim Managing Director, Physical Plant

Action Requested

Authorization to issue Change Order #1, not to exceed \$3,300.00 to RSC Architects – Parking Deck Maintenance/Repair.

Justification

The above change order was approved by the Board of Trustees Site and Facilities Committee at their January 18, 2018 meeting. See schedule below for detail description of the approved change order.

Item #1 - \$3,300.00 for additional Scope of Work to provide required contract documents for the repair of damage caused by freeze/thaw to existing upper deck Staff entry/exit pre-cast concrete T's.

Change Order Classification: CCO-1

Charge To: College Operating Funds

Account Number: 20-01-160100-604238



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BOARD OF TRUSTEES ACTION S/F 2
Approval Date: February 6, 2018

Resolution

To authorize Change Order #3 to RSC Architects to provide additional Scope of Work to revise contract documents for renovation of existing lecture rooms (S-132, S-134, and S-138) to reflect design changes requested by the College to address Faculty/Staff concerns/issues.

Submitted By

Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Mr. Victor Anaya, Chief Financial Officer
Ms. Barbara Golden, Director, Purchasing & Services
Mr. Robert P. Coane, Director of Campus Planning and Improvements

Action Requested

Authorization to issue Change Order #3, not to exceed \$32,300.00 to RSC Architects – Renovation of Pitkin Education Center Lecture Halls.

Justification

The above change order was approved by the Board of Trustees Site and Facilities Committee at their January 18, 2018 meeting. See schedule below for detail description of the approved change order.

- Item #1 - \$32,300.00 for additional Scope of Work to revise contract documents for renovation of existing lecture rooms (S-132, S-134, and S-138) to reflect additional design changes requested by the College to address Faculty/Staff concerns/issues

Change Order Classification: CCO-1

Charge To: County Capital

Account Number: 20-00-114500-604226