



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES
PUBLIC MEETING
February 7, 2012 - 5:00 p.m.
TEC 128B

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Roll Call
- IV. Pledge of Allegiance
- V. Oath of Office
- VI. Reorganization
 - A. Report of Nominating Committee
 - B. Approval of Reorganization Resolutions
 - R1 - Exempt from Bidding: Appointment General Counsel – Schepisi & McLaughlin, PA
 - R2 - Designation of Depositories – Authorized Signatures
- VII. Reports
 - A. Vice Chairman
 - B. Secretary
 - C. Treasurer – Financial Report
 - D. President
 - E. Committees
 - 1. Personnel
 - 2. Audit and Finance/Legal
 - 3. Board of School Estimate
 - 4. Education and Student Affairs
 - 5. Foundation/Grants/Endowments
 - 6. Personnel
 - 7. Site and Facilities
 - 8. Strategic Planning and Issues
 - F. Liaison to New Jersey Council of County Colleges
 - G. Alumni Trustee
 - H. Chairman
- VIII. Unfinished Business
- VIX. New Business/Open to the Public
- X. Actions
 - A. Approval of Minutes – December 13, 2011
 - B. Consent Agenda – February 7, 2012
 - C. Other

Board of Trustees Public Agenda
February 7, 2012
Page 2

- XI. Executive Session
- XII. New Business/Open to the Public
 - A. Response to SGA Alumni Trustee Proposal
 - B. Appoint Members of County Wide Presidential Search Committee
- XIII. Adjournment



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION R 1
Approval Date: February 7, 2012

Resolution

Exempt from Bidding: Appointment General Counsel – Schepisi & McLaughlin, P.A.

Submitted By

Mr. E. Carter Corrison, Chairman, Board of Trustees
Dr. Jose Adames, Interim President

Action Requested

That the Board of Trustees appoint the law firm of Schepisi & McLaughlin, P.A., 473 Sylvan Avenue, Englewood Cliffs, NJ, 07632 as general counsel for Bergen Community College for the year commencing February 7, 2012 and ending December 31, 2012, in accordance with the proposal dated October 6, 2011 which was submitted in response to the Request for Qualifications for Legal Services, issued by the College on September 26, 2011.

Justification

The Request for Qualifications was advertised on September 26, 2011 on the College website, in accordance with New Jersey P.L. 2004 Chapter 19 “Pay to Play” Law, and conforms to a “Fair and Open Process.” Legal services are exempt from bidding in accordance with County College Contract Law 18A:64A-25.5 (a) (1).

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



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION R 2
Approval Date: February 7, 2012

Resolution

Designation of Depositories – Authorized Signatures

Submitted By

Dr. Jose Adames, Interim President

Ms. Deborah Sousa, Interim Chief of Administrative Services

Action Requested

To designate depositories and authorized signatures.

RESOLVED, that the attached list of banks (Exhibit R1) shall be the official depositories of Bergen Community College funds; and further

RESOLVED, that the signature of one of the below listed College Officers or Trustees be placed on all College checks up to \$5,000.00, two signatures shall be required for checks in excess of \$5,000.00, and one signature for wire transfers:

Board of Trustees

1. Chairperson
2. Vice Chairperson
3. Treasurer

Administration

4. College President *
5. Academic Vice President
6. Chief of Administrative Services

* Facsimile signature plate authorized

**Board Resolution
November 3, 2011**

Exhibit R2

Bergen Commercial Bank
2 Sears Drive
Paramus, NJ 07652

Bank of America
252 Rock Road
Glen Rock, NJ 07452

Bogota Savings Bank
819 Teaneck Road
Teaneck, NJ 07666

Columbia Savings Bank
14-01 River Road
Fair Lawn, NJ 07410

Freedom Bank
550 Kinderkamack Road
Oradell, NJ 07649

Lakeland Bank
Administrative Center
250 Oak Ridge Road
Oak Ridge, NJ 07438-8906

M&T Bank
Park 80 West Plaza Two, Suite 104
Saddle Brook, NJ 07663

Mariner's Bank
935 River Road
Edgewater, NJ 07020

North Jersey Community Bank
180 Sylvan Avenue
Englewood Cliffs, NJ 07632

Oritani Bank
370 Pascack Road
Township of Washington, NJ 07676

Paragon Federal Credit Union
100 Paragon Drive
Montvale, NJ 07645

Provident Bank
464 Cedar Lane
Teaneck, NJ 07666

TD Bank
1000 MacArthur Boulevard
Mahwah, NJ 07430

Team Capital Bank
347 Mt. Pleasant Avenue
West Orange, NJ 07052

Valley National Bank
1460 Valley Road
Wayne, NJ 07470



Around the Corner, Ahead of the Curve

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

CONSENT AGENDA

Tuesday, February 7, 2012

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 13, 2011

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers
2. Public Bid: Authorization to Award Public Bid for On-Call Plumbing Contractor to Aero Plumbing Co., Inc.
3. Exempt from Bidding: Authorization to Pay \$20,000.00 to Random House Speakers Bureau
4. Exempt from Bidding: Authorization to Renew Software License for Moodlerooms, Inc., Joule Learning Management System (LMS)
5. Public Bid: Amend Board Action for Public Bid #P-1999 for Electrical Supplies from Turtle & Hughes
6. State Contract: Authorization to Purchase Replacement Carpeting from Commercial Interiors
7. State Contract: Authorization to Amend Board Resolution for Canon Copiers
8. Revise Mileage Reimbursement Rate
9. Exempt from Bidding: Authorize Payment to New Jersey City University for New Pathways to Teaching Program
10. Exempt from Bidding: Authorization to Execute License Agreement with the New Jersey Sports and Exposition Authority (Izod Center Arena)

EDUCATION/GRANTS (E/G)

1. Authorize Submission of a Proposal to the US Department of Justice Office on Violence Against Women
2. Accept Inter-Local Agreement with the Office of the Bergen County Sheriff
3. Authorize Submission of a Budget Amendment Application to the FY12 Perkins Grant

PERSONNEL (P)

1. Appointment
 - a. Testing Assistant/Professional
 - b. Interim Academic Department Chair
 - c. Instructor/Faculty
 - d. Support Staff (Completion of Probationary Period)
 - e. Testing Coordinator
 - f. Lecturers Spring 2012
 - g. Appointment: Grants Coordinator/Science, Technology, Engineering and Mathematics (STEM) Grant
 - h. * Appointment/Administrator
2. Stipends
 - a. Approve Stipends for Nursing Clinical Faculty for Spring 2012 Semester
 - b. Discontinue Academic Department Chair Stipend
 - c. Discontinue Testing Coordinator Stipend

* **Resolution Amended**

Board of Trustees Consent Agenda
February 7, 2012
Page 2

PERSONNEL (P) (continued)

3. Approve Promotion
 - a. Assistant Director, Public Safety/Professional
 - b. Professional Staff
4. Approve Sabbatical Leaves of Absence
5. Medical Leaves of Absence
 - a. Approve Medical Leaves of Absence/Support Staff
 - b. Extension of Medical Leave of Absence/Support Staff
6. Rescind Appointment: Assistant Track and Field Coach
7. Resignation: Faculty
8. Termination: Support Staff
9. Exempt from Bidding: Authorization to Award Professional Consulting Services to Isaacson, Miller, Inc., for a Presidential Search
10. Approve Appointment/Transfer
11. Confidential Settlement Agreement with Mr. Bevon Francis
12. Amend Board Resolution Regarding the Adjustment of Salary of Professor Peter Dlugos
13. ** Creation of Position of Dean of Student Services at the Philip Ciarco, Jr., Learning Center
14. ** Creation of Salary Range for the Position of Dean of Student Services at the Philip Ciarco, Jr., Learning Center
15. ** Authorize Execution of Settlement Agreement between Bergen Community College and Denise Liguori
16. ** Authorize the Creation of Position of Writer/Designer/Implementer of External Recognition Gathering/ Events
17. ** Authorize the Creation of Salary Range for the Position of Writer/Designer/Implementer of External Recognition Gathering/ Events
18. ** Approve New Position/Executive.

SITE AND FACILITIES (S/F)

1. Change Orders: Joseph A. Natoli Construction Corporation - BCC at the Meadowlands, Phase 2
2. Change Order: Arco Construction Corp. - Student Center Addition and Renovation
3. Change Order: Molba Construction - Classroom S140 Renovation
4. Change Order: Ronald Schmidt & Associates – Science Wing Addition and Renovations
5. Exempt From Bidding: Award of Professional Services to Fredric A. Rosen, Architect, for Renovations to Classrooms TEC 105 and TEC 106
6. Change Order: DMR Architects – Student Center Renovation/Expansion
7. Change Order: RSC Architects - BCC at the Meadowlands, Phase 3

**** Resolution Added to Consent Agenda**



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION A/F 1
Approval Date: February 7, 2012

Resolution

Approval of Legal Vouchers

Submitted By

Dr. Jose Adames, Interim President
Mrs. Diane Mandrafina, Senior Financial Officer

Action Requested

Approval for payment of the following legal vouchers:

December 2011	DeCotiis, FitzPatrick, Cole & Wisler, LLP	\$23,888.02
11/15/11 – 1/11/12	Schepisi & McLaughlin, PA	\$45,662.09

Detailed billing is available in the Office of the President.

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



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION A/F 2
Approval Date: February 7, 2012

Resolution

Public Bid: Authorization to Award Public Bid for On-Call Plumbing Contractor to Aero Plumbing Co., Inc.

Submitted By

Ms. Deborah Sousa, Interim Chief of Administrative Services
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to award Public Bid #P-2076 for an On-Call Plumbing Contractor to Aero Plumbing Co., Inc., for the period February 15, 2012 through February 14, 2014, for an amount not to exceed \$182,500.00.

Justification

An on-call plumbing contractor gives the College the ability to deal with emergency situations, as well as provide general plumbing work as needed. Seven bid packages were picked up, and three bids received. See list below for bids received.

Aero Plumbing Co., Inc.	\$182,500.00
A. Percarpio & Sons, Inc.	\$208,010.00
Binsky & Snyder Service LLC	\$307,500.00

Charge To: College Operating Funds
Account Number: 10-06-610100-607550



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION A/F 3
Approval Date: February 7, 2012

Resolution

Exempt from Bidding: Authorization to Pay \$20,000.00 to Random House Speakers Bureau

Submitted By

Ms. Deborah Sousa, Interim Chief of Administrative Services
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to pay \$20,000.00 to Random House Speakers Bureau for authors Isabel Wilkerson and Jennifer Egan to speak at the College.

Justification

Keynote speaker for Black History Month (Isabel Wilkerson) and Literary Art Series speaker (Jennifer Egan).

The college has a need to procure this service as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. Random House Speakers Bureau 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. This procurement is exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (16) and is also below the County College bid threshold.

Charge To:	Student Activities Board: Black History, College Operating Funds
Account Number:	60-09-938000-607680- \$10,000.00
	10-02-230400-607573- \$5000.00
	10-01-139200-607626- \$5000.00



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION A/F 4
Approval Date: February 7, 2012

Resolution

Exempt from Bidding: Authorization to Renew Software License for Moodlerooms, Inc., Joule Learning Management System (LMS)

Submitted By

Ms. Deborah Sousa, Interim Chief Administrative Services
Ms. Barbara Golden, Director Purchasing and Services

Action Requested

Authorization for renewal of the Moodlerooms, Inc., Joule Learning Management System (LMS), 24/7 user support for faculty and students, administration support and hosting services for one year (the second year of a 3 year agreement) for a cost of \$127,834.00, with an option of a third year for \$136,500.00. The second year renewal includes the provision for up to 2,000 additional licenses (over and above the 15,000 for the first year of the agreement) and a service credit from Moodlerooms.

Justification

The Joule Learning Management System (LMS) is the college's new Learning Management System (LMS). It is estimated that there are 15,000 students enrolled in a course that has web component to it. In anticipation that this number will increase during the 2012 calendar year, additional licenses will be required.

For 2013, using the 3 year agreement rate of \$4.75 per Joule user, and \$3.25 for 24/7 support of each Joule user (\$8 total per user), the renewal of the original 15,000 licenses will be \$120,000.00 and the 2,000 additional licenses will cost \$16,000.00, for a total of \$136,000.00 (plus a SSL certificate for \$500.00).

For 2012, Moodlerooms has given the college a 2 month credit (for a total of \$8,666.00) for 24/7 support service delivery problems during the Fall semester of 2011. This credit will be applied to this renewal (\$136,500 - \$8,666 = \$127,834).

The college has a need to award this event as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. Moodlerooms 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

Board Action A/F4
February 7, 2012
Page 2

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) (19).

Charge To: College Operating Funds
Account Number: 10-03-390100-607526



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION A/F 5
Approval Date: February 7, 2012

Resolution

Public Bid: Amend Board Action for Public Bid #P-1999 for Electrical Supplies from Turtle & Hughes

Submitted By

Ms. Deborah Sousa, Interim Chief Administrative Services
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to amend Board Action AF/10 from the November 4, 2009 Board of Trustees Meeting, as per Public Bid #P-1999 awarded to Turtle & Hughes for Electrical Supplies, to increase the amount by \$20,000.00 for a total not to exceed amount of \$178,754.00.

Justification

The additional funding is needed to cover the cable and switch gear that was purchased to facilitate the installation of the portable 100 ampere lighting system in the Ciccone Theater, and for the purchase of cables and materials required for the installation of power in the offices that were recently modified. In addition, funds were required for the purchase of light poles and bollards to replace those that are damaged when struck by cars and trucks.

Charge To: College Operating Funds
Account Number: 10-06-610100-607552



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION A/F 6
Approval Date: February 7, 2012

Resolution

State Contract: Authorization to Purchase Replacement Carpeting from Commercial Interiors

Submitted By

Ms. Deborah Sousa, Interim Chief Administrative Services
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to purchase replacement carpeting for the period February 15, 2012 through June 30, 2012 from Commercial Interiors, as per State Contract #A65751, for an amount not to exceed \$50,000.00.

Justification

The carpeting in certain areas needs to be replaced because it is worn out due to general wear and tear in student service areas and faculty/staff offices.

Charge To: College Operating Funds
Account Number: 10-06-610100-607611



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION A/F 7
Approval Date: February 7, 2012

Resolution

State Contract: Authorization to Amend Board Resolution for Canon Copiers

Submitted By

Ms. Deborah Sousa, Interim Chief of Administrative Services
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to amend Board Resolution AF/16, for five replacement Canon copiers per NJ State Contract #A51144, that was approved at the September 7, 2011 Board of Trustees meeting, from the stated cost of \$946.20 per month to the correct cost of \$1,072.42 per month from Canon USA.

Justification

Canon incorrectly calculated the lease cost on their proposal when they submitted the cost of the five copiers on the NJ State Contract, and subsequently discovered their mistake upon further review.

Charge To: College Operating Funds
Account Number: Multiple Departmental Accounts



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION A/F 8
Approval Date: February 7, 2012

Resolution

Revise Mileage Reimbursement Rate

Submitted By

Ms. Deborah Sousa, Interim Chief of Administrative Services
Mrs. Diane Mandrafina, Senior Financial Officer

Action Requested

To increase the reimbursement rate in Board Policy CH: Travel, Mileage, and other Reimbursable Expenses, item 5 a. from \$0.51 to \$0.555 per mile, effective (retroactive to) February 1, 2012. Travel prior to February 1, 2012 will be paid at \$0.51 per mile.

Justification

The increase is requested in order to be consistent with Federal mileage reimbursement level.

Charge To:

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 A/F 9
Approval Date: February 7, 2012

Resolution

Exempt from Bidding: Authorize Payment to New Jersey City University for New Pathways to Teaching Program

Submitted By

Ms. Deborah Sousa, Interim Chief of Administrative Services
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

To authorize payment in the amount of \$20,796.00 to New Jersey City University for Stage I Summer III June 2011 for the New Pathways to Teaching Program.

Justification

New Pathways to Teaching is a partnership between New Jersey City University and New Jersey Community Colleges. The program provides both credit and non-credit alternate route teacher preparation courses which are offered at participating community colleges. This procurement is exempt from bidding in accordance with County College Contracts Law N.J.S.A. 18A:64A-25.5(b) and is exempt from Pay-to-Play.

Charge To: College Operating Funds
Account Number: 10-03-391014-607550



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION A/F 10
Approval Date: February 7, 2012

Resolution

Exempt from Bidding: Authorization to Execute License Agreement with the New Jersey Sports and Exposition Authority (Izod Center Arena)

Submitted By

Ms. Deborah Sousa, Interim Chief of Administrative Services
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

To authorize the College's Interim President to execute an agreement with the New Jersey Sports & Exposition Authority to license the Izod Center Arena for the College's commencement exercises to be held on May 17, 2012, at a cost not to exceed \$45,000.00.

Justification

The Izod Center Arena provides a local venue that comfortably accommodates Commencement activities.

License of the Izod Center is exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (b) and is exempt from Pay-to-Play.

Charge To: Student Activity Fund
Account Number: 60 09 938000 607678



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION E/G 1
Approval Date: February 7, 2012

Resolution

Authorize Submission of a Proposal to the US Department of Justice Office on Violence Against Women

Submitted By

Dr. Jose Adames, Interim President

Dr. Bonnie MacDougall, Interim Academic Vice-President

Dr. Andrew Tomko, Interim Dean of the School of Business, Social Sciences, and Public Service

Professor Richard Kuiters, Chair, Criminal Justice

Dr. William J. Yakowicz, Director of Grants Administration

Action Requested

To authorize submission of a two-year Campus Grant Program proposal to the United States Department of Justice Office on Violence Against Women in the amount of \$500,000.00 for FY 2013 – FY 2015, and to authorize Interim President Jose Adames, or his designee, to execute required documents.

Justification

Bergen Community College proposes to serve as lead agency for a Campus Grant Program intended to reduce domestic violence, dating violence, sexual assault, and stalking on two campuses. This violence prevention project will be conducted in partnership with Passaic Community College and other external partners representing criminal justice, victim services, health care, legal assistance, advocacy, education and faith-based organizations.

No indirect costs can be charged. No institutional funds are required, although partners will contribute such in-kind resources as staff time, facilities, and administrative support.

The project abstract and budget summary are attached.

No additional college funds are required.

NORTH JERSEY COLLEGE CONSORTIUM TO REDUCE VIOLENCE ON CAMPUS

The North Jersey College Consortium includes the Hispanic Serving Institutions of Bergen Community College with its partner Passaic Community College and more than a dozen external partners representing criminal justice, victim services, health care, legal assistance, advocacy, education, and faith and community based organizations. With an investment from the Office on Violence Against Women, partners will:

1. Develop a network to coordinate crisis response, communication, victim services and referral, and resource sharing within and across the two northern New Jersey colleges.
2. Improve data collection methods, policies, and protocol to more effectively identify, respond to, report on, and prevent domestic violence, dating violence, sexual assault, stalking and related crimes of violence against women on campus.
3. Strengthen and expand victim services on campus by capitalizing on the increased coordination and resource sharing and the improved information and communication between the campus and local law enforcement and first responders, victim services providers, judicial officers, educators and advocates.
4. Collaborate to deliver education and training on the full range of issues regarding violence against women for students, internal constituencies (faculty, staff, and campus public safety officers) and external partners (law enforcement, human services, education and advocacy partners, and underserved constituencies).

The coordinated and cooperative efforts of consortium colleges and community partners is expected to synergistically expand resources, increase services and access, promote safety and prevention, and extend benefits to two community colleges serving more than 36,000 students.

2012 OVW Grant Proposed Budget Summary

<u>Budget Category</u>		<u>Amount</u>
A. Personnel	\$	222,000.00
B. Fringe Benefits	\$	27,000.00
C. Travel	\$	44,500.00
D. Equipment	\$	-
E. Supplies	\$	500.00
F. Construction	\$	-
G. Consultants	\$	16,000.00
Contracts for Victim Service Agencies	\$	180,000.00
H. Other	\$	10,000.00
I. Indirect Costs	\$	-
Total Project Costs	\$	500,000.00
Federal Request	\$	500,000.00
Non-Federal Amount		N/A



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION E/G 2
Approval Date: February 7, 2012

Resolution

Accept Inter-Local Agreement with the Office of the Bergen County Sheriff

Submitted By

Dr. Jose Adames, Interim President
Mr. Paul Ragusa, Director, Philip J. Ciarco Jr. Learning Center
Dr. William J. Yakowicz, Director, Grants Administration

Action Requested

To authorize entering into a contract with the Bergen County Sheriff's Department in the amount of \$146,476.00 for Inmate Education Programs during the period of January 1, 2012 through December 31, 2012, and to authorize Interim President Jose Adames, or his designee, to execute required documents.

Justification

This contract continues the long-standing agreement that the Ciarco Learning Center has with the Bergen County Sheriff's Department to offer Inmate Education Programs in ABE, GED, ESL, and computer training.

The Inter-Local Agreement is attached.

No college funds are required.

Chart To: Grant Administration
Account Number: 50-03-584200



OFFICE OF THE BERGEN COUNTY SHERIFF
BERGEN COUNTY JUSTICE CENTER
HACKENSACK, N.J. 07601
(201) 336-3500
www.bcsd.us
Michael Saudino
SHERIFF

**Inter Local Agreement
Between
The Office of the Bergen County Sheriff
And
Bergen Community College – Ciarco Learning Center**

I. Objectives

This agreement is designed to achieve the following objectives:

1. Outline responsibilities and procedures for the Office of the Bergen County Sheriff (BCSO) and Bergen Community College – Ciarco Learning Center (BCC-CLC), related to the provision of academic services for inmates housed within the county jail.
2. Serve as a basis for collaboration between BCSO and BCC-CLC.
3. Set forth the terms and conditions of the level and types of service to be provided by the BCC-CLC.

II. Organizational Descriptions

The Office of the Bergen County Sheriff

BCSO is the law enforcement agency responsible for the care and custody of individuals incarcerated at the Bergen County Jail. To fulfill that responsibility, BCSO ensures that appropriate medical and mental health treatment is provided to inmates while maintaining the security and safety of those inmates, providers and the general public. To provide this care, BCSO employs a full-time physician, psychiatrist, mental health specialists and licensed nursing

staff on a 24/7 basis. The BCSO is capable of providing primary medical and behavioral health care.

Bergen Community College – Ciarco Learning Center

The Philip Ciarco Learning Center was founded by Bergen Community College in 1970 to provide educational and counseling services for adults who have not completed a formal high school education and for adults who are interested in English as a Second Language. Since then, thousands of adults have enrolled at the Center and many have gone on to college and other post-secondary training.

The Center was originally housed at 295 Main Street in Hackensack. Over ten years ago, the Bergen County Board of Chosen Freeholders recognized Bergen Community College's vital role in providing for the growing educational needs of the County, and decided to provide funding to renovate a county-owned building which would accommodate the increasing numbers of adult learners attending classes at the Learning Center.

The mission of the Bergen Community College Ciarco Learning Center is essentially to:

Provide a point of re-entry for adults who have not achieved academic success and who have not been able to participate fully in the regular programs of the College, but who wish to do so.

Provide a non-traditional and flexible learning environment, which allows adults to learn about the alternatives available to them and to prepare them to use such services.

Enable otherwise disenfranchised adults to make use of a world of social programs aimed at satisfactory social integration.

Assist in meeting the changing needs of the community.

III. Basis for referral of inmates to BCC-CLC

- The BCSO shall afford all qualified inmates the opportunity to receive academic services during their stay at the jail.
- Inmates may either self refer or be referred by any staff member at the jail.
- Participation shall be voluntary.

IV. BCSO Agrees as follows:

To provide adequate space for the provision of academic services

To provide reasonable access to inmates for the purposes of the provision of academic services

To designate the Director of Behavioral Services or his designee as the contact person at the jail

To perform all background checks for BCC-CLC staff assigned to provided academic services at the jail

To provide an orientation for all BCC-CLC staff assigned to provide academic services at the jail

To post a schedule of academic services offered at the jail

To honor all reasonable requests for information related to the provision of academic services offered at the jail

V. BCC-CLC Agrees as follows:

Bergen Community College – Philip Ciarco Learning Center (BCC) shall provide academic services to all eligible inmates housed within the Bergen County Jail who wish to participate.

To provide 62.5 onsite instructor hours at the BCJ

To provide instructors who are certified by the State of NJ

To have staff onsite in accordance with the BCC school session

To provide a substitute instructor in order to cover sick and vacation days taken by regularly assigned staff

To provide a faculty liaison from BCC in Hackensack, at no additional cost to the BCSO, to assist transition staff at the Bergen County Jail as needed (once or twice per month) in connecting inmates to BCC's educational and community resources upon release

To uphold the highest personal conduct and avoid any social, financial, personal or political situations that may discredit their services or the BCSO

To plan and develop all appropriate academic services specific to the needs of the Bergen County Jail population.

To meet with all enrolled inmates and develop inmate specific academic plans.

To respond to requests of inmates in a reasonably prompt fashion

To offer, at a minimum, ABE, GED, ESL, and Computer training.

To administer a TABE test where appropriate.

To maintain records to include; enrollment, attendance, results of all testing, academic discharge plans, issued certificates, and any other relevant data.

To forward detailed monthly reporting of all academic activities and respond to all reasonable requests for data.

With the exception of “Distance Learning” all services will be offered in the two established jail classrooms located the South Corridor and N3 Corridor.

To abide by all rule and regulations as set forth by the BCSO

To submit to background checks as set forth by the BCSO

To have supervisors conduct a quarterly site review of academic services offered at the jail and provide results of such visits to the Director of Behavioral Health Services.

To have supervisors regularly review the academic services offered at the jail and make recommendations for improvements with particular emphasis on remaining current with curriculum and technology.

VI. Compensation

The total cost associated with this service is \$146,476.

VII. Modification or Termination of this Agreement

This agreement shall be reviewed on an annual basis and shall remain in effect until either party requests modification or termination of the agreement by giving the other party thirty (30) days advanced written notification.

VIII. Liability

BCC agrees to indemnify and hold harmless, the Bergen County Sheriff’s Office and the Bergen County Jail, their employees, agents and/or servants for any and all claims stemming from the action or inaction of BCC, its employees, agents and/or servants.

IX. Proposed Budget

See Attachment A

IX. Parameters of Agreement

This contract shall be in effect from January 1, 2012 to December 31, 2012. The terms of this agreement shall remain in full force until terminated or modified as provided hereinbefore or until such time as a successor agreement is signed and agreed upon.

Michael Saudino, Sheriff
Office of the Bergen County Sheriff

Dr. José Adames, Interim President
Bergen Community College

Date

Date

ATTACHMENT A

BERGEN COUNTY JAIL - INMATE EDUCATION PROGRAMS FUNDING PROPOSAL BUDGET FOR: 1 FULL-TIME INSTRUCTOR, 2 PART-TIME INSTRUCTORS, & SUBSTITUTES FOR THE PERIOD: JANUARY 1, 2012 - DECEMBER 31, 2012

<u>CY 2012</u>	<u>Marianne (100%)</u>	<u>Amt Chgd Inmate Ed</u>	<u>Richlene (50%)</u>	<u>Amt Chgd Inmate Ed</u>	<u>Lisa Crowne (100%, PT)</u>	<u>Sub Cvg - Marianne</u>	<u>Sub Cvg - Richlene</u>
FY 12 Base Jan 1 - Jun 30	\$ 34,167	\$ 34,167	\$ 11,517	\$ 11,517	\$ 9,375	\$ 2,160	\$ 1,270
Differential Stipend	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY 13 Base Jul 1 - Dec 31	\$ 35,021	\$ 35,021	\$ 11,805	\$ 11,805	\$ 9,609	\$ 2,226	\$ 1,309
Differential Stipend	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotals - Salaries	\$ 69,188	\$ 69,188	\$ 23,322	\$ 23,322	\$ 18,984	\$ 4,386	\$ 2,579
Fringe Benefits	\$ 19,373	\$ 19,373	\$ 6,530	\$ 6,530	\$ 1,547	\$ 357	\$ 210
Subtotals Chgd to Inmate Ed		\$ 88,561		\$ 29,852	\$ 20,531	\$ 4,743	\$ 2,789
Grand Total Chgd to Inmate Ed							\$ 146,476

Includes: 2.5% pay increase Jun-Dec 012
 F/T Fringe @ 28% of salary
 P/T Fringe @ 8.15%

<u>Recap Amount</u>	<u>Item</u>	<u>Budget Work Sheet</u>			
			<u>Marianne</u>	<u>Richlene</u>	
69,188	MP Salary				
19,373	MP Fringe				
23,322	RJ Salary	FY 12 BASE SALARY	\$ 68,334	\$ 46,067	
6,530	RJ Fringe	STIPEND	\$ -	\$ -	
18,984	LC Salary	FY 12 BASE + STIPEND	\$ 68,334	\$ 46,067	
1,547	LC Fringe				
4,386	MP Sub Salary	FY 13 INCREMENT EST	102.5%	102.5%	
357	MP Sub Fringe	FY 13 BASE SALARY	\$ 70,042	\$ 47,219	
2,579	RJ Sub Salary	STIPEND	\$ -	\$ -	
<u>210</u>	RJ Sub Fringe	FY 13 BASE + STIPEND	\$ 70,042	\$ 47,219	
146,476	Grand Total				



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION E/G 3

Approval Date: February 7, 2012

Resolution

Authorize Submission of a Budget Amendment Application to the FY12 Perkins Grant

Submitted By

Dr. Jose Adames, Interim President

Dr. William J. Yakowicz, Director of Grants Administration

Action Requested

To authorize submission of an Amendment Application to the FY12 (July 1, 2011 – June 30, 2012) Perkins Post-Secondary Grant as required in the New Jersey Department of Education Perkins Guidelines, and to authorize President Jose Adames, or his designee, to execute required documents.

Justification

An Amendment Application to the approved Perkins spending plan, authorized by the Board of Trustees, must be submitted to the New Jersey Department of Education, when changes, such as the following, occur: 1) changes in the purpose of salary costs and related benefits, 2) changes in the type of equipment, and 3) changes in the approved program area.

A need to change the FY12 Perkins spending plan exists.

1. Change in the Lecturer position in the Arts, Humanities and Wellness Department Computer Animation Lab. The approved full-time lecturer position will be shared by several adjunct faculty members, decreasing the cost of salary and fringe benefits. Cost savings will be used in the Computer Animation Lab for the purchase of a data projector capable of full HD resolution, projector supplies, and computer monitors which display the full capabilities of the computer animation equipment purchased using Perkins funds.
2. Changes to approved computer equipment requested for the Information Technology Program include:
 - a. Change in type of equipment – Purchase 2 Dell Power Edge R710 Servers, replacing 6 approved Cisco 2801 Routers.
 - b. Reduce the quantity of approved Cisco 2901 routers from 6 to 4 and transfer unexpended balance from the approved equipment line to instructional supplies to support the Dell Power Edge Servers and the Cisco 2901 routers.
3. Change in approved program area to include the Hotel and Restaurant Management Program to purchase needed instructional program supplies.

The Budget Summary of the FY12 Perkins Amendment Application is attached.

No additional college funds are required.

Charge To: Grants Administration
Account Number: 50-02-583600

BUDGET SUMMARY OF THE FY12 PERKINS AMENDMENT APPLICATION

SOURCE OF FUNDS

USE OF FUNDS

DOE Line	BCC Line	Description	Total Cost
Arts, Humanities & Wellness			
100-100	601120	A portion of the Computer Animation Lab Lecturer salary	\$ 10,751.00

DOE Line	BCC Line	Description	Qty.	Unit Cost	Total Cost
Arts, Humanities & Wellness					
400-731	604217	Projector for Computer Animation Lab - new item	1	\$ 3,800.00	\$ 3,800.00
100-600	607509	Projector Lens - new item	1	\$ 800.00	\$ 800.00
100-600	607509	Projector Lamp - new item	1	\$ 500.00	\$ 500.00
100-600	607509	Projector Mounting Bracket - new item	1	\$ 175.00	\$ 175.00
100-600	607509	HP 21.5" Widescreen LCD Touch screen Monitors to work with Computer Animation Equipment - new item	18	\$ 263.00	\$ 4,734.00

Information Technology Program:			
400-731	605301	Cisco 2901 Routers - reduce quantity from 6 to 4	\$ 5,130.00
400-731	605301	Cisco 2801 Routers - delete 6 routers	\$ 13,092.00

Information Technology Program:					
400-731	605301	Dell Power Edge R710 Server - replaces Cisco 2801 router	2	\$ 5,482.00	\$ 10,964.00
100-600	607509	purchase supplies to support Dell Power Edge R710 Servers			\$ 1,500.00
100-600	607509	Purchase supplies to support 4 Cisco 2901 Routers			\$ 1,500.00

Hotel & Restaurant Program					
100-600	607509	Food Preparation Supplies & Materials - Hotel & Restaurant Program - new item	1	\$ 5,000.00	\$ 5,000.00
100-600	607509	Baker Scales - Hotel & Restaurant Program - new item	3	\$ 250.00	\$ 750.00

\$ 28,973.00

\$ 28,973.00



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652

201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION P1A

Approval Date: February 7, 2012

Resolution

Appointment: Testing Assistant/Professional

Submitted By

Dr. Jose Adames, Interim President

Dr. Bonnie MacDougall, Interim Academic Vice President

Mr. James R. Miller, Chief Human Resources Officer, Quality and Process Improvement

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Dates</u>
Eunice Dominguez	Testing Assistant/Testing Services/ Academic Affairs	\$52,664.00 (prorated)	02/01/12 – 06/30/12 (retroactive)

Justification

To fill a budgeted position through a successful search process. This position is an at will position.

Charge To: College Operating Funds
Account Number: 10 03 383000 601110



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION P1B
Approval Date: February 7, 2012

Resolution

Appointment: Interim Academic Department Chair

Submitted By

Dr. Bonnie MacDougall, Interim Academic Vice President
Mr. James R. Miller, Chief Human Resources Officer, Quality and Process Improvement

Action Requested

To appoint the individual listed below to the position of Interim Academic Department Chair, with an annual stipend for the period indicated:

<u>Name</u>	<u>Department/School</u>	<u>Annual Stipend</u>	<u>Effective Dates</u>
Tiziana Quattrone	World Languages/Arts, Humanities and Wellness	\$3,713.00 (prorated)	01/01/12 – 06/30/12 (retroactive)

Justification

In accordance with the terms of the Agreement between Bergen Community College and the Bergen Community College Faculty Association.

Replacement for Dr. Magali Jerez who is out on a medical leave of absence.

Charge To: College Operating Funds
Account Number: 10 03 363000 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 P1C
Approval Date: February 7, 2012

Resolution

Appointment: Instructor/Faculty

Submitted By

Ms. Ann Lota, Interim Dean of Student Services

Mr. James R. Miller, Chief Human Resources Officer, Quality and Process Improvement

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Dates</u>
Laura Paprotta	Counselor/International Student Center/Student Services	\$53,000.00 (prorated)	01/02/12 – 06/30/12 (retroactive)

Justification

To fill a budgeted position through a successful search process.

Charge To: College Operating Funds

Account Number: 10 02 275500 601120



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION P1D
Approval Date: February 7, 2012

Resolution

Appointment: Support Staff (Completion of Probationary Period)

Submitted By

Ms. Deborah Sousa, Interim Chief, Administrative Services

Mr. James R. Miller, Chief Human Resources Officer, Quality and Process Improvement

Action Requested

To appoint the following individuals, who have completed the 90 day probationary period, to the indicated positions at the annual rate, title and effective dates as noted:

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Dates</u>
Theodore J. Vanpoznak	Custodian/Buildings and Grounds/Administrative Services	\$28,000.00 (prorated)	10/24/11 (retroactive)

Justification

Completion of probationary period. This position is an at will position.

Charge To: College Operating Funds
Account Number: 10 06 620100 601138



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION P1E

Approval Date: February 7, 2012

Resolution

Appointment: Testing Coordinator

Submitted By

Dr. Bonnie MacDougall, Academic Vice President

Mr. James R. Miller, Chief Human Resources Officer, Quality and Process Improvement

Action Requested

To appoint the individual listed below to the position of Testing Coordinator, at the stipend shown, for the period January 1, 2012 –June 30, 2012:

<u>Name</u>	<u>Department/Division</u>	<u>Stipend</u>	<u>Effective Dates</u>
Leigh Jonaitis [Dr.]	EBS/English	\$500.00	01/23/12 – 06/30/11

Justification

In accordance with the terms of the Agreement between Bergen Community College and the Bergen Community College Faculty Association. This position is an at will position.

Replacement for Lori Talarico who will be assuming other responsibilities.

Charge To: College Operating Funds
Account Number: 10 03 361003 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 P1F
Approval Date: February 7, 2012

Resolution

Appointment: Lecturers, Spring 2012 Semester

Submitted By

Dr. Jose A. Adames, Interim President

Dr. Bonnie MacDougall, Interim Academic Vice President

Mr. James R. Miller, Chief Human Resources Officer, Quality and Process Improvement

Action Requested

To approve the appointment of the following individuals as Lecturers for the Spring 2012 semester at the salaries indicated:

<u>Name</u>	<u>Discipline/School</u>	<u>Salary</u>
Barbara Brown-Abolafia	English Basic Skills/English	\$19,307.00
Lea D'Arminio	Developmental Math/Math, Science and	\$19,307.00
Coleen DiLauro	Biology/Math, Science and Technology	\$19,307.00
Alison Fenech	Sociology/Business, Social Sciences and	\$19,307.00
Donald Kienz	Developmental Math/Math, Science and Technology	\$19,307.00
Seymour LaBarre	Industrial Design/Math, Science and Technology	\$19,307.00
Susan Nadel	Counseling/Student Services	\$19,307.00
Dorota Novitskie	Psychology/Business, Social Sciences and Public Service	\$19,307.00

Justification

To provide adequate coverage of classes for the Spring 2012 semester.



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652

201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION P1G

Approval Date: February 7, 2012

Resolution

Appointment: Grants Coordinator/Science, Technology, Engineering and Mathematics (STEM) Grant

Submitted By

Dr. Jose Adames, Interim President

Mr. James R. Miller, Chief Human Resources Officer, Quality and Process Improvement

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Dates</u>
Drorit Beckman	Grants Coordinator/Grants Administration	\$55,000.00 (prorated)	01/02/12 – 06/30/12 (retroactive)

Justification

To fill a critical leadership position in the Science, Technology, Engineering, and Mathematics (STEM) Grant Initiative.

Charge To: Grant Funded
Account Number: 50 03 583700 601110



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION P1H
Approval Date: February 7, 2012

Resolution

Approve Appointment/Administrator

Submitted By

Dr. Jose Adames, Interim President

Mr. James R. Miller, Chief Human Resources Officer, Quality and Process Improvement

Action Requested

To approve the appointment of the following individual to the annual salary indicated:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Salary</u>	<u>Effective Dates</u>
Sandra Sroka	Interim Dean, Continuing Education, Corporate and Private Sector Student Services/President's Office	\$100,000.00 (prorated)	02/01/12 – 06/30/12 (retroactive)

Justification

Performance based promotional increase due to increased responsibilities. This position is an at will position.

Charge To: College Operating Funds
Account Number: 10 04 450000 601110



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION P2A
Approval Date: February 7, 2012

Resolution

Approve Stipends for Nursing Clinical Faculty for Spring 2012 Semester

Submitted By

Dr. Bonnie MacDougall, Interim Academic Vice President

Mr. James R. Miller, Chief Human Resource Officer, Quality and Process Improvement

Action Requested

To approve payment of stipends for the following individuals in the Nursing Clinical Faculty in the amounts indicated for the Spring 2012 semester.

<u>Name</u>	<u>Stipend Amount</u>
<u>Full time</u>	
Maryanne Baudo	\$2020.00
Joanne Diamantidis	\$3030.00
Patricia Durante	\$2020.00
Maria Fressola	\$3030.00
Marie Griffo	\$2020.00
Margaret Hayes	\$2020.00
Patricia Kelly	\$2020.00
Maryellen McHale	\$2020.00
Joan McManus	\$2020.00
Lillian Ostrander	\$2020.00
Carrie Polnyj	\$2020.00
Sharon Puchalski	\$2020.00
Melissa Salort	\$2020.00
Natalie Timme	\$2020.00
Toni Tortorella-Genova	\$2020.00
Jean Underwood	\$2020.00
<u>Lecturers</u>	
Linda Bowersox	\$2020.00
Kim Cahill	\$2020.00

Board Action P2A
February 7, 2012
Page 2

Adjuncts

Guadalupe Bernardez-Hicks	\$2020.00
Nancy Bonard	\$2020.00
Cecelia Cortina	\$2020.00
Josephine Finnerty	\$2020.00
Diana Hernandez	\$2020.00
Maureen Imbrogno	\$2020.00
Rhonda Joseph	\$2020.00
Michael Lang	\$2020.00
Teresa Meyer	\$2020.00
Gail Okoniewski	\$2020.00
Pamela Pascarelli	\$2020.00
Suzanne Peller	\$2020.00
Ericka Santelmo	\$2020.00
Barbara Schweiger	\$2020.00
Ellen Stanley	\$2020.00
Christine Tevlin	\$2020.00
Margaret Touw	\$2020.00
Cheryl Whalen	\$2020.00

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: College Operating Funds
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 P2B
Approval Date: February 7, 2012

Resolution

Discontinue Academic Department Chair Stipend

Submitted By

Dr. Bonnie MacDougall, Interim Academic Vice President

Mr. James R. Miller, Chief Human Resources Officer, Quality and Process Improvement

Action Requested

To stop the payment of the Academic Department Chair stipend for the following individual:

<u>Name</u>	<u>Department/School</u>	<u>Annual Stipend</u>	<u>Effective Date</u>
Magali Jerez	World Languages/Arts, Humanities and Wellness	\$3,713.00	01/01/12 (retroactive)

Justification

In accordance with the terms of the Agreement between Bergen Community College and the Bergen Community College Faculty Association.



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION P2C
Approval Date: February 7, 2012

Resolution

Discontinue Testing Coordinator Stipend

Submitted By

Dr. Bonnie MacDougall, Interim Academic Vice President

Mr. James R. Miller, Chief Human Resources Officer, Quality and Process Improvement

Action Requested

To discontinue the payment of the Testing Coordinator stipend for the following individual:

<u>Name</u>	<u>Department/School</u>	<u>Annual Stipend</u>	<u>Effective Date</u>
Lori Talarico	English Basic Skills/English	\$1,000.00	01/22/12 (retroactive)

Justification

In accordance with the terms of the Agreement between Bergen Community College and the Bergen Community College Faculty Association.



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION P3A
Approval Date: February 7, 2012

Resolution

Approve Promotion: Assistant Director, Public Safety/Professional

Submitted By

Ms. Deborah Sousa, Interim Chief Administrative Services

Mr. James R. Miller, Chief Human Resources Officer, Quality and Process Improvement

Action Requested

To approve the promotional increase for the following individual to the annual salary indicated:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Salary</u>	<u>Effective Dates</u>
Joseph Pagano	Assistant Director/Public Safety/ Administrative Services	\$64,000.00 (prorated)	02/01/12 – 06/30/12 (retroactive)

Justification

Performance based promotional increase due to increased responsibilities for the Lyndhurst and Hackensack locations. This position is an at will position.

Charge To: College Operating Funds
Account Number: 10 01 192100 601110



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION P3B

Approval Date: February 7, 2012

Resolution

Approve Promotion/Professional Staff

Submitted By

Dr. Jose Adames, Interim President

Ms. Ann Lota, Interim Chief Student Services

Dr. Bonnie MacDougall, Interim Academic Vice President

Ms. Deborah Sousa, Interim Chief Administrative Services

Mr. James R. Miller, Chief Human Resources Officer, Quality and Process Improvement

Action Requested

To approve the promotional increase of the following Professional Staff personnel to the salaries indicated:

<u>Name</u>	<u>Position</u>	<u>Effective Dates</u>	<u>Salary</u>
Shylah Hermann	Group Teacher, Child Care Center/Administrative Services	02/01/12 (retroactive)	\$35,131.00 (pro-rated)
Kim Makoe -Brown	Senior Scheduling and Facilities Planner/Administrative Services	02/01/12 (retroactive)	\$61,370.00 (pro-rated)
Joseph Irvin	Coordinator Custodial Services/Administrative Services	02/01/12 (retroactive)	\$63,262.00 (pro-rated)
Kathy Morley	Office Supervisor, School of Virtual Studies/Academic Affairs	02/01/12 (retroactive)	\$78,637.00 (pro-rated)
Frank Reilly	Assistant Director/ Purchasing Services/Administrative Services	02/01/12 (retroactive)	\$82,137.00 (pro-rated)

To approve the promotional increase of the following Professional Staff personnel to the titles and salaries indicated:

<u>Name</u>	<u>Position</u>	<u>Effective Dates</u>	<u>Salary</u>
John Ehrenberg	Senior Theatre Technician/Administrative Services	02/01/12 (retroactive)	\$47,294.00 (pro-rated)
Greg Fenkart	Senior Program Assistant/Student Activities/Student Services	02/01/12 (retroactive)	\$49,920.00 (pro-rated)

Justification

Promotional increase, based on professional staff review, for outstanding performance and/or assumption of additional responsibilities.



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION P4
Approval Date: February 7, 2012

Resolution

Approve Sabbatical Leaves of Absence

Submitted By

Dr. Jose A. Adames, Interim President

Dr. Bonnie MacDougall, Interim Academic Vice President

Mr. James R. Miller, Chief Human Resources Officer, Quality and Process Improvement

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 2012-2013 proposed College budget:

<u>Name</u>	<u>Rank</u>	<u>Discipline</u>	<u>Period</u>
Tobyn De Marco	Associate Professor	Philosophy & Religion	Fall 2012
<i>Revise, edit, and supplement [write additional chapters and sections] doctoral dissertation for publications as a book [monograph,] and to generate two scholarly, peer-reviewed journal articles.</i>			
Andrew Krikun	Associate Professor	Music	Fall 2012
<i>Complete research, data analysis, and writing components of dissertation.</i>			
Maria Fressola [Dr.]	Professor	Nursing	Spring 2013
<i>Co-author book for registered nurses enrolled in a graduate master's program who want to become nurse educators and for mastered prepared nurses who have just begun their professional careers in education.</i>			
Kelly Keane	Associate Professor	English Basic Skills	Fall 2012
<i>Take four core courses for doctoral work at Teachers College Columbia University.</i>			
Maria Makowiecka [Dr.]	Professor	Composition & Literature	Fall 2012
<i>Completion of a special project involving research into the history of post-war Poland and the transition to Communism in the 1950s in particular.</i>			

Justification

In accordance with Article XII, Item 5, BCCFA Contract.



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION P5A
Approval Date: February 7, 2012

Resolution

Approve Extension of Medical Leave of Absence/Support Staff

Submitted By

Ms. Deborah Sousa, Interim Chief of Administrative Services

Ms. Ann Lota, Interim Chief Student Services

Mr. James R. Miller, Chief Human Resources Officer, Quality and Process Improvement

Action Requested

To approve an extension of a Medical Leave of Absence, without pay, for the following individuals from the positions listed below, effective dates as indicated:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Dates</u>
Michael Anderson	Public Safety Officer/Public Safety/ Administrative Services	01/01/12 through 02/29/12
Nina Dato	Sr. Registration Assistant/ Student Services	02/01/12 through 02/29/12

Justification

Medical Leave extension.



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION P5B
Approval Date: February 7, 2012

Resolution

Approve Medical Leaves of Absence /Support Staff

Submitted By

Dr. Bonnie MacDougall, Interim Academic Vice President

Mr. James R. Miller, Chief Human Resources Officer, Quality and Process Improvement

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Madhvi Shah	Technical Assistant II/Supplemental Instruction/Academic Affairs	01/23/12 through 04/13/12 (retroactive)
Andreanna Madsen	Secretary/Enrollment Management/ Student Services	12/16/11 through 05/28/12 (retroactive)
Beverly Graves	Secretary/Ciarco Learning Center/ President's Office	11/14/11 through 04/30/12 (retroactive)

Justification

Maternity 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 P6
Approval Date: February 7, 2012

Resolution

Rescind Appointment: Assistant Track and Field Coach

Submitted By

Ms. Ann Lota, Interim Chief Student Services

Mr. James R. Miller, Chief Human Resources Officer, Quality and Process Improvement

Action Requested

To rescind the appointment of the following individual from the Assistant Coach position indicated:

<u>Name</u>	<u>Position/School/Division</u>	<u>Board Action</u>
Laura Durso	Track and Field/Student Services	P1H, dated October 4, 2011

Justification

Rescind appointment due to resignation.



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION P7
Approval Date: February 7, 2012

Resolution

Resignation: Faculty

Submitted By

Dr. Bonnie Macdougall, Interim Academic Vice President

Mr. James R. Miller, Chief Human Resources Officer, Quality and Process Improvement

Action Requested

To accept the resignation of the following individual from the position indicated:

<u>Name</u>	<u>Discipline/Division</u>	<u>Effective Date</u>
Al-Hafiz Mahmoud	Assistant Professor/ English Basic Skill/English	01/23/12 (retroactive)

Justification

Resignation.



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION P8
Approval Date: February 7, 2012

Resolution

Termination: Support Staff

Submitted By

Ms. Deborah Sousa, Interim Chief Administrative Services

Mr. James R. Miller, Chief Human Resources Officer, Quality and Improvement

Action Requested

To terminate the following individual from the position indicated:

<u>Name</u>	<u>Discipline/Division</u>	<u>Effective Date</u>
Arthur Daise	Mail/Stock Clerk/ Administrative Services	01/15/12

Justification

Termination resulting from a disciplinary action.



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION P9
Approval Date: February 7, 2012

Resolution

Exempt from Bidding: Authorization to Award Professional Consulting Services to Isaacson, Miller, Inc., for a Presidential Search

Submitted By

Mr. E. Carter Corrison, Chairman, Board of Trustees

Action Requested

Authorization to award a contract to Isaacson, Miller, Inc., for the purpose of providing consultant services for a Presidential Search, as follows:

Fee for services not to exceed \$58,333.00
Indirect expenses not to exceed \$5,833.00
Direct expenses not to exceed \$27,600.00

A copy of the contract is on file in the Office of the Secretary to the Board of Trustees.

Justification

Professional consulting services are needed to assist in the search for a new President for the College.

Requests of Interest were sent to twenty-one executive search firms for the Presidential Search. Five proposals were received and considered by the Personnel Committee of the Board of Trustees. After checking references, three firms were invited to interview, ACCT (Association of Community College Trustees), Isaacson, Miller, Inc., and Storbeck/Pimentel & Associates, LLC. Prior to interview, Storbeck/Pimentel & Associates, LLC, dropped out of contention. The Personnel Committee interviewed ACCT and Isaacson, Miller, Inc. The Committee voted unanimously to choose the firm of Isaacson, Miller, Inc.

The college has a need to procure this service as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. Isaacson, Miller, Inc., 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. This procurement is exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (15).

Charge To: Operating Budget
Account Number: 10-01-160100-607777



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION P10
Approval Date: February 7, 2012

Resolution

Appointment/Transfer: Faculty

Submitted By

Dr. Jose Adames, Interim President

Dr. Bonnie MacDougall, Interim Academic Vice President

Mr. James R. Miller, Chief Human Resources Officer, Quality and Process Improvement

Action Requested

To approve the appointment/transfer of the following individual to the rank and annual salary indicated:

<u>Name</u>	<u>Rank/Discipline/School</u>	<u>Annual Salary</u>	<u>Effective Dates</u>
Alejandro Benjamin	Associate Professor/Sociology/ Business, Social Sciences and Public Service	\$89,168.00 (prorated)	01/23/12 – 06/30/12 (retroactive)

Justification

Transfer of this individual, currently in Counseling, to a full time faculty budgeted position.

Charge To: College Operating Funds
Account Number: 10 03 358002 601120



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 11
Approval Date: February 7, 2012

Resolution

Confidential Settlement Agreement with Mr. Bevon Francis

Submitted By

Dr. Jose Adames, Interim President

Mr. James R. Miller, Chief Human Resources Officer, Quality and Process Improvement

Action Requested

Approve and execute the Confidential Settlement Agreement with Mr. Bevon Francis, a copy of which is on file in the Office of the President. Such Agreement has been approved by counsel for the College.

Justification

As agreed to in mediation with the Office of Civil Rights.

Charge To: College Operating Funds

Account Number: 10 01 160100



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION P12
Approval Date: February 7, 2012

Resolution

Amend Board Resolution Regarding the Adjustment of Salary of Professor Peter Dlugos

Submitted By

Trustee Malcolm Curtis, Chairman, Personnel Committee

Action Requested

To authorize the adjustment of salary of Professor Peter Dlugos from \$94,500.00 per year to the sum of \$94,782.00 per year retroactive to September 1, 2011, which adjustment shall take place after execution of a Settlement Agreement approved by the College attorney

Justification

To amend Board Resolution P11 dated December 13, 2011 to correct a typographical error.



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652

201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION P13

Approval Date: February 7, 2012

Resolution

Creation of Position of Dean of Student Services at the Philip Ciarco, Jr. Learning Center

Submitted By

Trustee Malcolm Curtis, Chairman, Personnel Committee

Action Requested

To create the position of Dean of Student Services at the Philip Ciarco, Jr., Learning Center

Justification

To service the needs of students at the Philip Ciarco, Jr. Learning Center as so to design and implement transition procedures for the Ciarco student population and to educate and connect the Ciarco students to Bergen Community College resources.



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652

201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION P14
Approval Date: February 7, 2012

Resolution

Creation of Salary Range for the Position of Dean of Student Services at the Philip Ciarco, Jr., Learning Center

Submitted By

Trustee Malcolm Curtis, chairman, Personnel Committee

Action Requested

To authorize the salary range to be paid to an individual employed in the position of Dean of Student Services at the Philip Ciarco, Jr., Learning Center to be in the range of \$85,000.00 to \$145,000 annual salary.

Justification

The salary range proposed is consistent with the salary range for the Dean of Student Services at the main campus of the College.



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652

201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION P15
Approval Date: February 7, 2012

Resolution

Authorize Execution of Settlement Agreement between Bergen Community College and Denise Liguori

Submitted By

Trustee Malcolm Curtis, chairman, Personnel Committee

Action Requested

Authorize the College to enter into a Settlement Agreement with Denise Liguori appointing Denise Liguori to the position of Dean of Student Services at the Philip Ciarco Jr. Learning Center pursuant to the terms of the agreement which will be on file in the Office of the President.

Justification

To settle a dispute without the costs of threatened litigation.



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652

201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION P16

Approval Date: February 7, 2012

Resolution

Authorize the Creation of Position of Writer/Designer/Implementer of External Recognition Gathering/Events

Submitted By

Trustee Malcolm Curtis, Chairman, Personnel Committee

Action Requested

Create the position of Writer/Designer/Implementer of External Recognition Gathering/Events.

Justification

To research and write BCC Foundation Annual Report and Quarterly Alumni Connection newsletter, research and write articles for email distribution and work with the Executive Director, Annual Fund Coordinator and Alumni Coordinators.



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652

201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION P17
Approval Date: February 7, 2012

Resolution

Authorize the Creation of the Salary Range for the Position of Writer/Designer/Implementer of External Recognition Gathering/ Events

Submitted By

Trustee Malcolm Curtis, Chairman, Personnel Committee

Action Requested

Authorize the salary range to be paid to the individual employed in the position of Writer/Designer/Implementer of External Recognition Gathering/Events to be in the range of \$70,000.00 to \$100,000.00 annual salary.

Justification

The salary range proposed is consistent with the salary range for similar positions at other institutions of higher education.



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652

201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION P18

Approval Date: February 7, 2012

Resolution

Approval New Position/Executive

Submitted By

Dr. Jose Adames, Interim President

Mr. James R. Miller, Chief Human Resources Officer, Quality and Process Improvement

Action Requested

Approve the new position listed below:

Chief of Assessment and Strategic Planning

Justification

To strengthen the College's institutional commitment to assessment and strategic planning and student outcomes.

BERGEN COMMUNITY COLLEGE
Chief of Assessment and Strategic Planning
Position Description
(Executive)

Position Title: Chief of Assessment and Strategic Planning

Reports To: President

Supervises: The staff of the Center for Institutional Effectiveness and Research and faculty and staff personnel assigned to institutional and student learning assessment and strategic planning initiatives.

Primary Function:

The Chief of Assessment and Strategic Planning directs and oversees institutional assessment, assessment of student learning, and strategic planning initiatives. Also, provides leadership and direction for the Center for Institutional Effectiveness and Research which oversees a comprehensive program of institutional research designed to support the mission of the College, to inform management decision-making, and to meet reporting requirements as mandated by state, federal, and other external agencies.

Major Responsibilities:

Works closely with senior leadership staff, with faculty and other stakeholders to facilitate institutional assessment, assessment of student learning, and strategic planning.

- Working collaboratively with internal stakeholders oversees institutional assessment, assessment of student learning, and strategic planning initiatives.
- Partnering with Academic VP, deans, directors and faculty in establishment and administration of appropriate outcomes measures, and ensures that the results of outcomes assessment are used to improve teaching and learning.
- Provides organizational support to the College leadership team in establishing unit goals, objectives, and plans consistent with college-wide priorities.
- Develops and implements in collaboration with the Associate Director of Institutional Research a comprehensive program of institutional research designed to support the College's mission, to meet the needs of internal stakeholders, and to inform decision-making at the senior staff level.
- In conjunction with the Associate Director of Institutional Research ensures timely and consistent reporting of institutional data, benchmarks, and other performance indicators, and oversees the preparation of all reports necessary to meet reporting requirements as mandated by federal, state, or other external agencies, or as needed by stakeholders.
- Provides direction for ensuring the integrity of data collection, maintenance, analysis, and dissemination.
- Directs the development of internal and external benchmarks related to institutional effectiveness.
- Member of the President's Cabinet.
- Performs other duties as assigned.

Qualifications:

- Must have a Masters degree in relevant field, and five or more years of progressively responsible experience in assessment, strategic planning, institutional effectiveness, and institutional research in a higher education environment. Doctorate preferred.
- Must have excellent communication and presentation skills and must be able to work collaboratively with different stakeholders.
- Demonstrated leadership skills with emphasis on performance outcomes.
- Knowledge of Middle States reporting requirements.
- Knowledge of information literacy, including experience with a variety of statistical software and reporting tools, and administrative systems, preferably Datatel's Colleague.
- Must have strong project and organizational skills.

APPROVED BY:

_____ DATE _____
Dr. Jose Adames
Interim President

APPROVED BY:

_____ DATE _____
James R. Miller
Chief, Human Relations Office, Quality &
Process Improvement



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION S/F 1
Approval Date: February 7, 2012

Resolution

Change Orders: Joseph A. Natoli Construction Corporation - BCC at the Meadowlands, Phase 2

Submitted By

Ms. Deborah Sousa, Interim Chief of Administrative Services
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to issue change order #20 – not to exceed \$17,655.00, change order #21 – not to exceed \$1,992.00, change order #22 – not to exceed \$20,550.00, to Joseph A. Natoli Construction Corporation - BCC at the Meadowlands, Phase 2.

Justification

The above change orders were by the Board of Trustees Site & Facilities Committee at the January 18, 2012 meeting. See schedule below for detailed description of the approved change orders.

Change Order #20 – Not to exceed \$17,655.00 to provide and install additional fire dampers between floors and required wiring and Fire Alarm tie-in as required by Lyndhurst Fire Marshall to address additional fire safety concerns.

Change Order Classification – COC-2

Change Order #21 – Not to exceed \$1,992.00 to provide and install additional interior signage as requested by College, to address layout changes and additional room designations.

Change Order Classification – COC-4

Change Order #22 – Not to exceed \$20,550.00 to provide and install electric strikes at all second floor Classrooms as requested by College to provide required access control, security and safety being incorporated into the operation of this facility by Public Safety to insure the safety of the students, faculty, and staff.

Change Order Classification – COC-4

TOTAL OF ABOVE CHANGE ORDERS - \$40,197.00

TOTAL CHANGE ORDER PERCENTAGE OF CONSTRUCTION COST INCLUDING ABOVE CHANGE ORDERS – 5.9%

Charge To: Bond Proceeds
Account Number: 20-00-106200-604238



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION S/F 2
Approval Date: February 7, 2012

Resolution

Change Order: Arco Construction Corp. - Student Center Addition and Renovation

Submitted By

Ms. Deborah Sousa, Interim Chief of Administrative Services
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to issue change order #87 - not to exceed \$999.01, to Arco Construction Corp. for the Student Center Addition and Renovation.

Justification

The above change order was approved by the Board of Trustees Site & Facilities Committee at their January 18, 2012 meeting. See schedule below for detailed description of the approved change order.

Change Order #87 – Not to exceed \$999.01 to provide and install two suspended ceiling return air grilles, and provide opening in vertical wall above suspended ceiling between storage and return air plenum as directed by the Consultant’s Mechanical Engineer to address excessive heat condition in storage room generated by transformer and additional equipment added by the College.

Change Order Classification – COC-3

TOTAL OF ABOVE CHANGE ORDER - \$999.01

TOTAL CHANGE ORDER PERCENTAGE OF CONSTRUCTION COST INCLUDING ABOVE CHANGE ORDERS – 13.8%

Charge To: County Capital Chapter 12
Account Number: 20-00-112300-604238



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION S/F 3
Approval Date: February 7, 2012

Resolution

Change Order: Molba Construction - Classroom S140 Renovation

Submitted By

Ms. Deborah Sousa, Interim Chief of Administrative Services
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to issue change order #1, not to exceed \$950.00, to Molba Construction for Classroom S140 Renovation.

Justification

The above change order was approved by the Board of Trustees Site & Facilities Committee at the January 18, 2012 meeting. See schedule below for detailed description of the approved change order.

Change Order #1 - \$950.00 to provide and install a pipe chase to conceal exposed vertical piping that could not be removed as per Contract Documents, since it was being used as a drainage line for Dental Equipment located on the second floor.

Change Order Classification – COC-3

TOTAL OF ABOVE CHANGE ORDER - \$950.00

TOTAL CHANGE ORDER PERCENTAGE OF CONSTRUCTION COST INCLUDING ABOVE CHANGE ORDERS – 2.9%

Charge To: County Capital / Chapter 12
Account Number: 20-00-113500-604238



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION S/F 4
Approval Date: February 7, 2012

Resolution

Change Order: Ronald Schmidt & Associates – Science Wing Addition and Renovations

Submitted By

Ms. Deborah Sousa, Interim Chief of Administrative Services
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to issue change order #12 for \$3,555.00, to Ronald Schmidt & Associates, for Science Wing Addition and Renovations.

Justification

The above change order was approved by the Board of Trustees Site & Facilities Committee at the January 18, 2012 meeting. See schedule below for detailed description of the approved change order.

Change Order #12 - \$3,555.00 for Construction Management Services invoices of October 2011 (\$2,970.00) and November 2011 (\$585.00) subject to review and finalization by BCC.

Charge To: Plant Funds
Account Number: 20-00-108600-604226



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION S/F 5
Approval Date: February 7, 2012

Resolution

Exempt From Bidding: Award of Professional Services to Fredric A. Rosen, Architect, for Renovations to Classrooms TEC 105 and TEC 106

Submitted By

Ms. Deborah Sousa, Interim Chief of Administrative Services
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to award professional architectural services to Fredric A. Rosen, Architect, to develop plans and specifications for the renovation of classrooms TEC 105 and TEC 106 at a cost of \$19,000.00, plus \$1,200.00 for a balancing report and directs costs not to exceed \$1,000.00.

Justification

TEC 105 and TEC 106 will be renovated to accommodate the installation of two flight simulation training devices.

The scope of the renovations include redesign of the entrances to each classroom to accommodate the new equipment, and the upgrading of interior finishes, electrical distribution, telephone and data, HVAC, sprinklers and fire alarm system to meet the requirements of the program and flight simulators. These flight simulators are a critical educational component of the new Aviation Technology Program.

This procurement is exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (1). The Request for Qualifications for Architects was advertised in accordance with the New Jersey P.L. 2004, Chapter 19 "Pay to Play" Law, and conforms to a "Fair and Open Process."

Charge To: Plant Funds
Account Number: 20-01-160100-604226



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION S/F 6
Approval Date: February 7, 2012

Resolution

Change Order: DMR Architects – Student Center Renovation/Expansion

Submitted By

Ms. Deborah Sousa, Interim Chief of Administrative Services
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to issue change order #13, not to exceed \$26,000.00, to DMR Architects, Student Center Renovation/Expansion.

Justification

The above change order was approved by the Board of Trustees Site & Facilities Committee at their January 18, 2012 meeting. See schedule below for detailed description of the approved change order.

Change Order #13 - not to exceed \$26,000.00 to provide additional Construction Administrative Services, which is required to close out the Project with the Contractor and insure that the Project has been completed 100% as per the Contract Documents.

Change Order Classification – CCO-10.

Charge To: County Capital Chapter 12
Account Number: 20-00-108800-604226



Around the Corner, Ahead of the Curve

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

BOARD OF TRUSTEES ACTION S/F 7
Approval Date: February 7, 2012

Resolution

Change Order: RSC Architects - BCC at the Meadowlands, Phase 3

Submitted By

Ms. Deborah Sousa, Interim Chief of Administrative Services
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to issue change order #3, not to exceed \$31,600.00 to RSC Architects, for BCC at the Meadowlands, Phase 3.

Justification

The above change order was approved by the Board of Trustees Site & Facilities Committee at their January 18, 2012 meeting. See schedule below for detailed description of the approved change order.

Change Order #3 – not to exceed \$31,600.00 to provide additional Architectural and Engineering Services to provide Contract Documents as part of Phase III to replace existing elevators that are beyond their current useful life and lack the capacity to support the increased Student/Faculty/Staff traffic versus office traffic as requested by the College to handle current Student/Faculty/Staff demand/usage and anticipated future demand/usage growth.

Change Order Classification – CCO-1

Charge To: Plant Funds
Account Number: 20-00-106200-604226