

**PASSAIC COUNTY COMMUNITY COLLEGE**

Attached are the Board resolutions passed at the March 21, 2017 Board of Trustees meeting. If you have any questions, please call me.

STEVEN ROSE, Ed.D.  
SECRETARY  
BOARD OF TRUSTEES

## **January 17, 2017 Board of Trustees Minutes (Approved as submitted)**

The following are the minutes of the Board of Trustees of Passaic County Community College, One College Boulevard, Paterson, New Jersey, held on Tuesday, January 17, 2017.

### **CALL TO ORDER**

President Rose stated that notice of the meeting was mailed to the Herald News, the Record, the Office of the County Clerk, and posted on the bulletin board of the College Boulevard building on November 16, 2016.

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

### **ROLL CALL**

Richard A. DuHaime  
Yolanda Esquiche  
Jeffrey P. Gardner  
Patricia Kebrdle  
Sharon C. Smith

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

#### Absent

Robert Davis  
Alonzo Moody  
Miguel De Jesus, Alumni Representative

### **CONSIDERATION OF MINUTES – December 13, 2016**

Chairman Nutter asked for a motion on Resolution #1 – Consideration of Minutes for December 13, 2016; moved by Trustee Tanis; seconded by Trustee Trivedi. Upon roll call, Resolution #1 passed with all members present voting “yes.”

### **PRESENTATIONS**

#### Computer and Information Sciences

Professor Merille Siegel, Chair of the Computer Information Sciences (CIS), Graphic Design, and Engineering Departments introduced Professor Adeleye Bamkole, CIS; and Professor Ardra Spector, Graphic Design. As an introduction to the presentation, President Rose highlighted a recent Open House at the Center for STEM Innovation located in the newly renovated Hamilton Hall building, where the students were able to exhibit their projects.

Professor Spector introduced her students: Nelson Martinez and Quindaya Williams;

Professor Bamkole introduced his students: Robert Alberto, Tanvir Z. Khan, and Santiago Montoya. Each student then provided a brief background on their current status and their future plans. It was noted that exhibits of the Graphic Design students' work could be seen on display on the walls leading to the Enrollment Services Division located on Market Street. Samples of the CIS projects were seen by the Board that evening which included a computer assembled by the students visually able to display cyber-attacks taking place all over the world. Students answered a series of questions from the Board of Trustees.

### Proposed FY 2017-2018 Budget

President Rose asked Mr. Steven Hardy, Vice President of Finance and Administrative Services, to join him in a joint PowerPoint presentation to the Board on the proposed FY 2017-2018 Budget, which provided the Board with a detailed overview of the College's current fiscal situation. The decline in enrollment is the largest the College experienced in decades. This, combined with no increase in State funding for over a decade and a significant increase in health care costs, made the construction of the FY2018 budget very challenging. Every effort will be made to avoid layoffs but over 20 positions will need to be eliminated through attrition. In addition, tuition and fees will need to be increased by a larger percentage than usual. Fortunately, the College has one of the lowest tuitions in the State.

President Rose informed the Board that the budget presented that evening would not be the final budget due to the unknown factor of the State's level of funding. At this time, however, he recommended its approval and if received, the budget would then be presented to the PCCC Board of School Estimate for approval, which includes both operating and capital, plus a request for Chapter 12 Funding (which funding was also shared by both the State and County).

### **REPORTS**

President: None  
Chairman: None

### **DISCUSSION AGENDA**

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

#### **A. Academic Items**

New Academic Offering: Career Certificate Mental Health Specialist

Dr. Jacqueline Kineavy, Senior Vice President for Academic and Student Affairs presented the new Career Certificate Mental Health Specialist, which consists of 31 credits that can be applied towards the Associate in Science Degree in Human Services, Mental Health Option.

#### **B. Business Items**

### Purchases of Goods and Services

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

- Information Technology Software Licensing and Maintenance (Colleague Self-Service Financial Aid)
- Testing Units
- Interpreter Services (increase requested due to population growth in this area: American Sign Language and blind students)

### **C. Personnel Items**

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

### **EXECUTIVE SESSION**

Chairman Nutter asked for a motion to go into executive session at 8:25 p.m.; moved by Trustee Kebrdle; seconded by Trustee Tanis. Chairman Nutter stated that the Board would meet in Executive Session about twenty minutes to discuss personnel, campus expansion, and matters protected by attorney-client privilege, and that no action would be taken. Upon roll call, the motion to go into executive session was approved by all members present voting “yes.”

### **ROLL CALL**

Richard A. DuHaime  
Yolanda Esquiche  
Jeffrey P. Gardner  
Patricia Kebrdle  
Sharon C. Smith

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

### **Absent**

Robert Davis  
Alonzo Moody

Chairman Nutter called the meeting to order at 8:51p.m., stating that the Board met in Executive Session to discuss personnel, campus expansion, and matters protected by attorney-client privilege, and that no action was taken.

He then stated that the Proposed FY2017-2018 Budget, including tuition and fees for Passaic County Community College, was open for public comment.

Hearing none, he asked for a motion on Resolution #2 – Consent Agenda Items A, B, and C.

## **ACTION ITEMS AGENDA**

### **Consent Resolution**

Trustee Gardner moved Resolution #2-Consent Resolution Items A, B, and C; seconded by Trustee Kebrdle. Upon roll call, Resolution #2 passed with all members present voting “yes.”

### **A. ACADEMIC ITEMS**

#### **Career Certificate**

The Career Certificate in Mental Health Specialist, consisting of thirty (31) credits wherein students earning this certificate will garner the knowledge and skills to seek employment in a mental health agency while the credits they earn will be applied towards an Associate in Science Degree in Human Services, Mental Health Option.

### **B. BUSINESS ITEMS**

#### **FY 2017-2018 Budget**

**BE IT RESOLVED** that the Board of Trustees of Passaic County Community College, upon the recommendation of the President, hereby approves Passaic County Community College’s Operating Budget in the amount of \$52,122,408; the Chapter 12 Funding in the amount of \$3,200,000; and the Capital Budget in the amount of \$1,714,790, for the fiscal year commencing on July 1, 2017 and ending on June 30, 2018; and be it further

**RESOLVED** that the Board of Trustees of Passaic County Community College formally requests that the Board of School Estimate of Passaic County Community College fix the amount of \$14,019,719 to be raised through tax levy for current operations for the Fiscal Year commencing July 1, 2017 and ending June 30, 2018; and be it further

**RESOLVED** that the Board of Trustees of Passaic County Community College formally requests that the Board of School Estimate of Passaic County Community College fix the amount of \$3,200,000 to be raised through the issuance of bonds for the attached Chapter 12 Funding (Attachment A) for the Fiscal year commencing July 1, 2017 and ending June 30, 2018; and it be further

**RESOLVED** that the Board of Trustees of Passaic County Community College formally requests that the Board of School Estimate of Passaic County Community College fix the amount of \$1,714,790 to be raised through the issuance of bonds for the attached capital equipment list (Attachment B) for the Fiscal year commencing July 1, 2017 and ending June 30, 2018.

#### **Purchases of Goods and Services**

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

**Information Technology Software Licensing and Maintenance (Colleague Self-Service Financial Aid)** (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or services for proprietary computer hardware, software, or systems) (Funding Source: FY 2017-21 College Operating Funds; \$52,390.27 Available in FY 2017)

Ellucian **\$18,306.70**  
 4375 Fair Lakes Court **(Recommended Award)**  
 Fairfax, VA 22033

FY 2017	Perpetual license	\$9,687.00
	Pro-rated maintenance (5 months)	\$727.00
FY 2018	Maintenance (5% increase)	\$1,831.20
FY 2019	Maintenance (5% increase)	\$1,922.76
FY 2020	Maintenance (5% increase)	\$2,018.90
FY 2021	Maintenance (5% increase)	\$2,119.84

FY 2018-21 Commitments contingent on future budget approvals

**Testing Units** (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or services for proprietary computer hardware, software, or systems) (Funding Source: FY 2017 College Operating Funds; \$34,407.45 Available)

The College Board **\$34,000.00**  
 250 Vesey Street **(Recommended Award)**  
 New York, NY 10281

**Interpreter Services** (Public Bid Exception per NJSA 18A:64A-25.5 a. (1) – Professional services) (Funding Source: FY 2017 College Operating Funds; \$107,045.50 Available)

Cost per service – increase to estimated spend for FY 2017 to cover Spring 2017 Semester.

ASL Interpreter Referral Service, Inc. **\$107,047.50**  
 21 Clyde Road, Suite 103 **(New Total \$175,047.50)**  
 Somerset, NJ 08873 **(Recommended Award)**

**C. PERSONNEL ITEMS**

- I. Separations: A: Edna E. Ortiz, Executive Secretary  
 B: Lorren L. Whitaker, Student Dev Specialist  
 C: Luis Guzman, Criminal Justice Faculty

- II. Appointments: A: Sasha Jimenez, College and Career Specialist, College Bound/  
GEAR UP  
B: James D. Wallace, Education Specialist, STEM
- III. Part-time Temporary Appointments

**REMARKS:**

Public: None

Trustees: Trustee Gardner informed the Board that night that this meeting would be his last due to the many conflicts that may arise due to his new position, and that he would need to recuse himself too much, which would not be fair for all concerned. He thanked the members of the audience for the fine job they all do, and hopes to remain a part of this “family” for years to come.

President Rose thanked him for his service to both the College and the Board, and noted that the job he has been assigned to do carries a lot of responsibility. Trustee DuHaime thanked Trustee Gardner for informing the Board in person and saying goodbye. Mr. Michael A. Cerone Jr., College Counsel, stated Trustee Gardner was a class act.

**ADJOURNMENT**

Chairman Nutter asked for a motion to adjourn the meeting at 8:55 p.m.; moved by Trustee Kebrdle; seconded by Trustee Tanis. Upon roll call, the motion to adjourn the meeting passed unanimously with all members present voting “yes.”

**RESOLUTION #2 – CONSENT RESOLUTION ITEMS A, B, AND C**

Offered by TRIVEDI Seconded by ESQUICHE

<b>Board of Trustees</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Davis				X
DuHaime	X			
Esquiche	X			
Kebrdle				X
Marco	X			
Moody				X
Smith	X			
Trivedi	X			
Tanis	X			
Nutter	X			

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

**D. BUSINESS ITEMS**

**Purchases of Goods and Services**

*The following goods and services outlined below, which were obtained through a Fair and Open Process, in compliance with NJSA 19:44A-20.4et. seq. and NJSA 18A:64A-25 et al. are so noted and recommended. The Vice President for Finance and Administration certifies funding is available.*

**Public Safety Equipment Maintenance and Software** (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or services for proprietary computer hardware, software, or systems)

(Funding Source: FY-2017-18 College Operating Funds; \$13,940.00 Available in FY 2017; \$49,000.00 Budgeted for FY-2018)



Blackboard Transact \$48,791.00  
PO Box 200154 (Recommended Award)  
Pittsburgh, PA 15251

FY-2017 Amount \$12,197.74  
FY-2018 Amount \$36,593.26

**Information Technology Equipment Updates and Maintenance (Network Load Balancer)**  
(Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or services for proprietary computer hardware, software, or systems)

(Funding Source: FY-2017 College Capital Funds; \$5,020.41 Available)

Pricing per Hunterdon County Educational Services Commission Contract 162

ePlus Technology, Inc. \$5,020.41  
130 Futura Drive (Recommended Award)  
Pottstown, PA 19464

**Information Technology Hardware and Services (Server Backup and Recovery System)**  
(Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – At or below State Contract pricing)

(Funding Source: FY-2017 College Capital Funds; \$330,233.00 Available)

Fulfillment Agent for NJ State Contract 89977

ePlus Technology, Inc. \$50,415.07  
130 Futura Drive (Recommended Award)  
Pottstown, PA 19464

**Public Safety Equipment Software Upgrade and Maintenance (Camera Software Upgrade)**  
(Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or services for proprietary computer hardware, software, or systems)

(Funding Source: FY-2015 College Capital Funds; \$74,842.27 Available)

Pricing per Middlesex Regional Educational Services Commission Bid 15/16-70

Open Systems \$4,356.90  
289 Highway 33, Bldg. E, Suite 3 (Recommended Award)  
Manalapan, NJ 07726

**Information Technology Hardware (Zero Clients)** (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – At or below State Contract pricing)

(Funding Source: FY-2017 College Capital Funds; \$330,233.00 Available)

Fulfillment Agent for NJ State Contract 89974; Pricing per The Cooperative Purchasing Network Contract R160201

CDW Government 75 Remittance Drive, Suite 1515 Chicago, IL 60675	\$48,651.00 (Recommended Award)
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**Information Technology Hardware (Laptops)** (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – At or below State Contract pricing)

(Funding Source: Carl D. Perkins Career and Technical Education Grant; \$16,510.00 Available)

Fulfillment Agent for NJ State Contract 89974

CDW Government 75 Remittance Drive, Suite 1515 Chicago, IL 60675	\$10,552.41 (Recommended Award)
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**Information Technology Software (Licensing and Maintenance for Elsevier CIOX Health PRISM)** (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or Services for proprietary computer hardware, software, or systems)

(Funding Source: Carl D. Perkins Career and Technical Education Grant; \$18,200.00 Available)

Elsevier, Inc. 1600 JFK Boulevard Philadelphia, PA 19103	\$15,300.00 (Recommended Award)
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**Information Technology Hardware (Desktop Computers)** (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – At or below State Contract pricing)

(Funding Source: Carl D. Perkins Career and Technical Education Grant; \$21,000.00 Available)

Fulfillment Agent for NJ State Contract 89974

PKA Tech One Executive Boulevard, Suite 101 Suffern, NY 10901	\$20,374.20 (Recommended Award)
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**Clinical Education Products and Software** (Public Bid Exception per NJSA 18A:64A-25.5 a. (3) – Materials or supplies only available from a single source)

(Funding Source: Carl D. Perkins Career and Technical Education Grant; \$31,236.36 Available)

Laerdal Medical Corporation 167 Myers Corners Road Wappingers Falls, NY 12590	\$31,236.36 (Recommended Award)
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Clinical Education Products	\$10,419.97
Software Licenses	\$20,816.39

**Plumbing Repair** (Public Bid Exception per NJSA 18A:64A-25.6 – Emergency Purchase)  
(Funding Source: FY-2017 College Capital Funds; \$11,154.46 Available)

Mike Fitzpatrick Equipment, Inc. 18 Cozy Lake Road Oak Ridge, NJ 07438	\$11,154.46 (Recommended Award)
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**Banking Services** (Public Bid Exception per NJSA 18A:64A-25.5 a. (1) – Professional Services)  
(Funding Source: FY-2018 College Operating Funds)

Banking Services for FY-2018

PNC Bank  
Two Tower Boulevard  
East Brunswick, NJ 08816

**RFP 18-01 – Grant External Evaluator** (Public Bid Exception per NJSA 18A:64A-25.5 a. (15) – Consulting Services)

(Funding Source: Science, Technology, Engineering and Mathematics (STEM) Pathways Grant; \$89,400.00 Available for Current Budget Period; \$397,000 Allocated for 5-Year Performance Period)

External Evaluator for PCCC Pathways 2 STEM Degrees project; 10/01/2016 – 09/30/2021

DVP-Praxis Ltd. 8888 Keystone Crossing, Suite 1300 Indianapolis, IN 46240	\$367,800.00 (Recommended Award)
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**RFP 18-02 – Health Services Equipment** (Below Public Bid Threshold)

(Funding Source: Trade Adjustment Assistance Community College Career Training (TAACCCT) Grant; \$25,000.00 Available)

Pocket Nurse Enterprises, Inc. 610 Frankfort Road Monaca, PA 15061	\$21,000.00 (Recommended Award)
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**RFP 18-03 – Radiologic Phantom** (Below Public Bid Threshold)

(Funding Source: Carl D. Perkins Career and Technical Education Grant; \$28,400.00 Available)

Jefferson Medical & Imaging, Inc. 5470 Berkshire Valley Road Oak Ridge, NJ 07438	\$25,596.00 (Recommended Award)
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**Bid 18-01 – Solid Waste Disposal**

(Funding Source: FY-2018 College Operating Funds; \$78,000 Budgeted for FY-2018)

Bid for services for FY-2018

Interstate Waste Services of NJ, Inc. 375 Route 1 & 9 South Jersey City, NJ 07306	\$52,269.20 (Recommended Award)
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**E. PERSONNEL ITEMS**

- I. Separations A: Robert Sanchez, Financial Aid Officer  
B: Aylin D. Brandon, Registrar
- II. Appointments A: Rukshana Subhan, Intake Specialist, NJ Prep,TAACCCT4  
B: Lakeedia Hunter, Teacher Assistant, Child Dev Center  
C: Russell R. Gambino, STEM Success Coach  
D: Anajli C. Thanawala, Director of STEM II Program  
E: Dennis Reer, Coordinator of STEM III
- III. Reappointment of Professional Staff
- IV. Grant Support Staff Salary Fiscal Year 2016-2017
- V. Grant Administrators’ Salaries Fiscal Year 2016-2017
- VI. Part-Time Temporary Appointments

**F. SPECIAL RECOGNITION**

Resolutions for former trustees Assad R. Akhter (2015-2016), and Jeffrey P. Gardner (2012-2017), in appreciation for their dedication and service to the PCCC Board of Trustees.