BOARD OF TRUSTEES
PUBLIC MEETING

July 7, 2016 - 5:00 p.m.

TEC 128 BC

I. Call to Order

II. Open Public Meetings Act Statement

III. Oath of Office: Ms. Lorraine Derwin, Alumni Trustee

IV. Roll Call

V. Pledge of Allegiance

VI. Reports
   A. Vice Chairman
   B. Secretary
   C. Treasurer
   D. President
   E. Committees
      1. Audit and Finance/Legal
      2. Board of School Estimate
      3. Education and Student Affairs
      4. Foundation/Grants/Endowments
      5. Personnel
      6. Site and Facilities
      7. Strategic Planning and Issues
   F. Liaison to New Jersey Council of County Colleges
   G. Alumni Trustee
   H. Chairman

VII. Unfinished Business

VIII. New Business/Open to the Public

IX. Actions
   A. Approval of Minutes – June 2, 2015
   B. Consent Agenda – July 7, 2015

X. Executive Session

XI. New Business/Open to the Public

XII. Adjournment
CONSENT AGENDA
Tuesday, July 7, 2015

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 – June 2, 2015

AUDIT AND FINANCE (A/F)
1. Approval of Legal Voucher – DeCotiis, FitzPatrick & Cole, LLP.
2. Approval of Labor Voucher – Cleary, Giacobbe, Alfieri, Jacobs
3. Revise Mileage Reimbursement Rate
4. Revise Mileage Between Bergen Community College Locations
5. Approval of expenses for CampusWorks, Inc., for March and April of 2015.
6. Authorize annual renewal of Vyopta Vpublish recording software for use in Cisco Show and Share classrooms. Vyopta automates the recording and publishing of lectures, creating categories and enabling searching to enhance the student experience.
7. Authorization to purchase periodical titles and online subscription services that contain over 680 journals from EBSCO Information Services for the Library for the period January 1, 2016 through December 30, 2016.
8. To authorize payment to Matthew Bender & Co., to renew the Library's annual subscription to their legal publication series used in the Legal Studies Program for the academic year 2015-2016.
10. Authorization to renew our agreement to purchase library materials and services from OCLC, Inc. (Online Computer Library Center, Inc.), which is a global cooperative library network designed to enhance web-based discovery of library resources. OCLC, Inc. is the sole provider of cataloging services for print and electronic resources, including the management of library records. OCLC, Inc. will provide cataloging services and management of library records for print and electronic resources, for the period July 1, 2015 through June 30, 2016.
11. Authorization to renew Cisco SMARTnet maintenance agreement covering Cisco network infrastructure hardware and software for the period July 1, 2015-June 30, 2016 providing anytime access to Cisco engineers, hardware replacement options, operating system updates and proactive diagnostics on devices reducing risk and downtime to the College.
12. To authorize renewal of license agreement for a period of 5 years with TK20 for assessment and reporting software used to manage and administer college-wide annual assessment planning and reporting process, outcomes assessment of student learning, and linking strategic initiatives with budgeting.
13. Authorization to Award Public Bid P-2175 for Miscellaneous Dental Hygiene Supplies used in the Dental Hygiene Program for the Fall 2015 and Spring 2016 semesters as per the attached list.
15. Authorization to Award RFP R-067 for Online Orientation Software which will provide campus-wide Orientation to students to ensure that all are welcomed to Bergen, are being guided to the appropriate resources and are given consistent, accurate information. This is funded by the Title V Grant.

16. Authorization to purchase library materials consisting of over 100 titles of print book subscriptions, many of which come with monthly updated material throughout the year, and online resources through Westlaw database which are required for the Legal Studies program from West Publishing Corporation and approximately 1,200 print and e-books from YBP Library Services for the period July 1, 2015 through June 30, 2016.

EDUCATION AND STUDENT AFFAIRS (E/SA)
1. Submit a Proposal to the National Endowment for the Humanities for a Prison Educational Program for At-risk and Nontraditional Students in the amount of $100,000.00 for a 36 month program.
2. Submit a Proposal to the National Endowment for the Humanities for an Arts Hub Program in the amount of $100,000.00 for a 36 month program.

INSTITUTIONAL (I)
1. Revised Employee Code of Conduct
2. Non-renewal of Part Time Assignments

PERSONNEL (P)
1. Appointment:
   a. Counselor/Grant
   b. Support Staff
   c. Faculty (Eleventh Month)
   d. International Counselor (Professor)/Faculty
   e. Program Coordinator/Faculty
   f. Director, Summer Intensive Program/Confidential Staff
   g. Grant Manager/Grant
   h. Executive Director, BCC Foundation/Confidential Staff
2. Approve: Stipend for the Center for Institutional Effectiveness and Research Fellows
3. Approve: Return from Leave of Absence
   a. Faculty
   b. Support Staff
4. Resignation: Faculty
5. Retirement: Faculty

SITE AND FACILITIES (S/F)
1. Authorization to award Public Bid # P-2181 to replace the B-Wing Roof on the Pitkin Education Center because the existing roof is at the end of the useful life, and the membrane is separating from the substrate causing water to leak into the building.
2. Authorization to award Public Bid # P-2185 to fit out the dental hygiene lab area in the new Health Professions Building with dental work stations, related equipment and cabinetry used in the Dental Hygiene Program.
3. Authorization to award Public Bid # P-2184 to repair the West Hall atrium roof to eliminate water leaks into the Art Gallery ceiling.
Resolution:
Approval of Legal Voucher – DeCotiis, FitzPatrick & Cole, LLP

Submitted By
Mr. Victor Anaya, Chief Financial Officer

Action Requested
Approval for payment of the following legal vouchers:

04/15/15 to 05/10/15    DeCotiis, FitzPatrick & Cole, LLP.    $31,723.11

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


Charge To: College Operating Funds
Account Number: 10-01-186100-607566
BOARD OF TRUSTEES ACTION A/F 2
Approval Date: July 7, 2015

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

Submitted By
Mr. Victor Anaya, Chief Financial Officer

Action Requested
Approval for payment of the following labor voucher:

05/01/15 – 05/31/15  Invoice 34021  Cleary Giacobbe Alfieri Jacobs  $3,315.00

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


Charge To: College Operating Funds
Account Number: 10-01-186100-607566
Resolution
Revise Mileage Reimbursement Rate

Submitted By
Mr. Victor J. Anaya, Chief Financial Officer

Action Requested
To increase the reimbursement rate in Board Policy CH: Travel, Mileage and Other Reimbursable Expenses, item 5 a, from $0.565 (56 1/2 cents) to $0.575 (57 1/2 cents) per mile, effective July 1, 2015. Travel prior to July 1, 2015, will be paid at $0.565 (56 ½ cents) per mile.

Justification
The increase is requested in order to be consistent with Federal mileage reimbursement level.
Resolution
Revise Mileage Between Bergen Community College Locations

Submitted By
Mr. Victor J. Anaya, Chief Financial Officer

Action Requested
To amend Board Policy CH: Travel, Mileage, and other Reimbursable Expenses, effective, July 1, 2015, to include the following revisions:

If shuttle service is available for round-trip travel, shuttle should be used. The following mileage schedule represents distances between locations:

<table>
<thead>
<tr>
<th>Location 1</th>
<th>Distance</th>
<th>Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paramus to Lyndhurst</td>
<td>13.7 miles</td>
<td>one way</td>
</tr>
<tr>
<td>Paramus to Hackensack</td>
<td>7.5 miles</td>
<td>one way</td>
</tr>
<tr>
<td>Paramus to Fort Lee</td>
<td>12.1 miles</td>
<td>one way</td>
</tr>
<tr>
<td>Paramus to Mahwah</td>
<td>13.8 miles</td>
<td>one way</td>
</tr>
<tr>
<td>Paramus to Englewood</td>
<td>10.4 miles</td>
<td>one way</td>
</tr>
<tr>
<td>Lyndhurst to Hackensack</td>
<td>7.8 miles</td>
<td>one way</td>
</tr>
<tr>
<td>Lyndhurst to Fort Lee</td>
<td>12.6 miles</td>
<td>one way</td>
</tr>
<tr>
<td>Lyndhurst to Mahwah</td>
<td>22.4 miles</td>
<td>one way</td>
</tr>
<tr>
<td>Lyndhurst to Englewood</td>
<td>12.3 miles</td>
<td>one way</td>
</tr>
<tr>
<td>Hackensack to Fort Lee</td>
<td>7.2 miles</td>
<td>one way</td>
</tr>
<tr>
<td>Hackensack to Mahwah</td>
<td>17.2 miles</td>
<td>one way</td>
</tr>
<tr>
<td>Hackensack to Englewood</td>
<td>4.9 miles</td>
<td>one way</td>
</tr>
<tr>
<td>Fort Lee to Mahwah</td>
<td>21.0 miles</td>
<td>one way</td>
</tr>
<tr>
<td>Fort Lee to Englewood</td>
<td>4.8 miles</td>
<td>one way</td>
</tr>
</tbody>
</table>

Justification
To revise mileage between campus locations.
College Travel Reimbursement Policy for Faculty and Staff

Faculty and staff must submit all requests for reimbursement related to travel and other reimbursable expenses to the Accounting Office within 60 days of their return to campus. (This also applies to travel between BCC locations; please do not submit requests for reimbursement at the end of the semester as you will most likely be past the 60 days in which you have to submit your request.)

- Mileage currently is reimbursed at $0.575 (57 1/2 cents) per mile. (See below for further guidelines.)
- Daily meal allowance is $60 (receipts are required for reimbursement).
- The Purchasing Department will make all travel arrangements via airline through the College’s designated travel agent, at the request of the employee.
- Other items related to travel, mileage, and other reimbursable expenses are included in Section C, Subsection CH of the Bergen Community College Policy Manual.
- Travel must be approved in advance whenever expenses are anticipated to exceed $100 or if the trip involves an overnight stay.
- **Request for travel authorization must be completed and submitted to Accounting prior to any cost being incurred. Only one form is to be submitted for each trip.** If multiple funding sources will be used (e.g. Perkins, Department Operating Budget, Faculty Development) the individual budget code and amount for each budget code must be entered.
- Completed forms should be submitted to Sonia Rose, Office A229, Pitkin Education Center.
- **Requests for travel authorization involving international travel must be approved by the President prior to any cost being incurred.**

Where the use of a personal vehicle is necessary for business travel, Bergen Community College will reimburse the employee at the mileage rates approved by the Board of Trustees at the time the employee travels. The submission of Requests for Reimbursement must comply with all College policies and procedures. Reimbursable mileage represents miles incurred for business purposes in excess of the normal commuting miles from an employee’s residence to their regular location at the College.

If shuttle service is available for round-trip travel, shuttle should be used.

The following mileage schedule represents distances, one way, between locations:

- Paramus to Lyndhurst: 13.7 miles
- Paramus to Hackensack: 7.5 miles
- Paramus to Fort Lee: 12.1 miles
- Paramus to Mahwah: 13.8 miles
- Paramus to Englewood: 10.4 miles
- Lyndhurst to Hackensack: 7.8 miles
- Lyndhurst to Fort Lee: 12.6 miles
- Lyndhurst to Mahwah: 22.4 miles
Lyndhurst to Englewood  12.3 miles  one way
Hackensack to Fort Lee  7.2 miles  one way
Hackensack to Mahwah  17.2 miles  one way
Hackensack to Englewood  4.9 miles  one way
Fort Lee to Mahwah  21.0 miles  one way
Fort Lee to Englewood  4.8 miles  one way

Please direct any questions to Sonia Rose at ext. 7103 or slatimer@bergen.edu

Thank you for your cooperation.

Victor J. Anaya
Chief Financial Officer
BOARD OF TRUSTEES ACTION A/F 5
Approval Date: July 7, 2015

Resolution
Approval of expenses for CampusWorks, Inc., for March and April of 2015.

Submitted By
Mr. Victor Anaya, Chief Financial Officer
Ms. Sharyne Miller, Executive Director of Information Technology

Action Requested
Approval of travel expenses for March and April of 2015 in the amount of $23,149.54 for Campus Works, Inc. personnel for March and April 2015.

Justification
Expenses for lodging, meals, automobile rentals, mileage, parking, train fare, airfare and taxi fare for CampusWorks, Inc. personnel as per the contract approved by the Board of Trustees Action AF18, dated September 10, 2013.

Charge To: College Operating Funds
Account Number: 10-01-165100-607779
BOARD OF TRUSTEES ACTION A/F 6  
Approval Date: July 7, 2015

Resolution
Authorize annual renewal of Vypota Vpublish recording software for use in Cisco Show and Share classrooms. Vypota automates the recording and publishing of lectures, creating categories and enabling searching to enhance the student experience.

Submitted By
Mr. Victor Anaya, Chief Financial Officer
Ms. Sharyne Miller, Executive Director of Information Technology
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Renewal of Vypota vPublish for one year, from May 22, 2015 until May 22, 2016, at a cost of $19,208.00 from Promedia Technology Services Inc., on NJ State Contract # 87720.

Justification
These licenses are for the software in the 7 Show and Share rooms which allows recording.

<table>
<thead>
<tr>
<th>Promedia Technology Services Inc</th>
<th>$19,208.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software House International</td>
<td>$19,278.00</td>
</tr>
<tr>
<td>Dell</td>
<td>$19,278.07</td>
</tr>
<tr>
<td>ePlus Technology</td>
<td>$20,475.00</td>
</tr>
<tr>
<td>En Pointe Technologies</td>
<td>$21,000.00</td>
</tr>
</tbody>
</table>

The college has a need to award this procurement as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. Promedia Technology Services, Inc. has submitted a Political ContributionDisclosure 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 below the County College bid threshold of $34,100.00 and is not required to be bid.

Charge To: College Operating Funds
Account Number: 10-01-165100-607526
Resolution
Authorization to purchase periodical titles and online subscription services that contain over 680 journals from EBSCO Information Services for the Library for the period January 1, 2016 through December 30, 2016.

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

Action Requested
Authorization to purchase periodicals for the Library for the period January 1, 2016 through December 30, 2016; from EBSCO Information Services at a cost not to exceed $65,000.00.

Justification
EBSCO Industries, Inc. - $65,000.00
EBSCO Industries, Inc. is the preferred subscription service for periodicals for academic libraries. EBSCO provides us with a robust system which allows online ordering, billing, renewals, reports, training, claiming, and individual customer service for approximately 400 periodical titles in our current print collection and online access. EBSCO has been our subscription service for scholarly journals and magazines since the mid 1990’s. EBSCO also provides us with Philosopher’s Index—a database that contains over 680 journals. EBSCO provides value added electronic services which are compatible with the college’s integrated library management system.

There exists a need for the College to procure periodicals for the library pursuant to a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. EBSCO Information Services has completed and submitted a Political Contribution Disclosure Form in accordance with N.J.S.A. 18:44A-20.26, a Stockholder Disclosure Certification, and a Business Entity Disclosure Certification, 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 Form, Stockholder Disclosure Certification, and Business Entity Disclosure Certificate shall be placed and maintained on file at the College.

Library materials and services are exempt from Public Bidding in accordance with New Jersey County College Contracts Law 18A:64A-25.5 (a) (6).

Charge To: 10-04-490000-607537
Account Number: College Operating Funds
Resolution
To authorize payment to Matthew Bender & Co., to renew the Library’s annual subscription to their legal publication series used in the Legal Studies Program for the academic year 2015-2016.

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

Action Requested
Authorization to spend an amount not to exceed $26,000.00 to Matthew Bender & Co., Inc. for print materials for the academic year 2015-2016.

Justification
This is for subscription to legal publication series which includes periodic updates throughout the year. Matthew Bender is the publisher and sole provider for these materials.

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

This procurement is below the County College Bid Threshold of $34,100.00 and is not required to be bid.

Charge To: College Operating Funds
Account Number: 10-04-490000-607535
Resolution
Authorization to renew annual subscription for the Library with Westchester Academic Library Directors Organization (WALDO) for sixteen full-text electronic databases, for the academic year 2015-2016.

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

Action Requested
To authorize payment in the amount of $80,000.00 to Westchester Academic Library Directors Organization (WALDO), to provide discounted annual subscriptions of full-text electronic databases, which are available 24/7; for the academic year 2015-2016.

Justification
The Westchester Academic Library Directors Organization (WALDO) is a membership organization supporting the procurement and administration of electronic information services for libraries since 1982. They provide discounts to annual subscriptions of full-text electronic databases, which are available 24/7. This is for our 16 electronic databases we purchase through Waldo. Waldo serves 580 academic libraries in the greater New York metropolitan area.

Library materials are exempt from public bidding in accordance with 18A:64A-25.5 (a) (6). WALDO is a non-profit organization and is exempt from Pay-to-Play.

Charge To: College Operating Funds
Account Number: 10-04-490000-607765
WALDO Databases

Access Science
Biography in Context
D&B Hoovers Academic
Encyclopedia of Astronomy & Astrophysics
Humanities Ebooks - ACLS
JSTOR--2 collections (Ecology & Botany; Language & Literature)
Music Online --2 collections (Listening & Reference)
Opposing Viewpoints
ProQuest Research Companion
ProQuest Research Library
Safari Ebooks Online - 2 collections (Business & Technology)
Statista
Testing & Education Reference Center
VAST Video Collection
World Religions
Serials Solutions 360 Link
<table>
<thead>
<tr>
<th>Subscription Paid to/through</th>
<th>Database Name</th>
<th>Searches</th>
<th>Clicks</th>
<th>Views</th>
</tr>
</thead>
<tbody>
<tr>
<td>EBSCO</td>
<td>Philosopher's Index</td>
<td>650</td>
<td>511</td>
<td>354</td>
</tr>
<tr>
<td>West</td>
<td>Westlaw</td>
<td>11,120</td>
<td>N/A</td>
<td>513,871</td>
</tr>
<tr>
<td>VALE</td>
<td>ABI Inform Global</td>
<td>50,307</td>
<td>10,704</td>
<td>2,004</td>
</tr>
<tr>
<td>VALE</td>
<td>Academic Universe--LexisNexis</td>
<td>13,871</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>VALE</td>
<td>Chronicle of Higher Education</td>
<td>301</td>
<td>N/A</td>
<td>2,607</td>
</tr>
<tr>
<td>VALE</td>
<td>CINAHL (Basic)</td>
<td>4,738</td>
<td>4,928</td>
<td>2,725</td>
</tr>
<tr>
<td>VALE</td>
<td>Communications &amp; Mass Media Complete</td>
<td>1,330</td>
<td>1,310</td>
<td>837</td>
</tr>
<tr>
<td>VALE</td>
<td>Criminal Justice Periodical Index</td>
<td>49,749</td>
<td>1,447</td>
<td>369</td>
</tr>
<tr>
<td>VALE</td>
<td>Historical New York Times</td>
<td>50,405</td>
<td>1,740</td>
<td>225</td>
</tr>
<tr>
<td>VALE</td>
<td>Literature Resource Center</td>
<td>153</td>
<td>89</td>
<td>95</td>
</tr>
<tr>
<td>VALE</td>
<td>Oxford Art Online</td>
<td>271</td>
<td>42</td>
<td>-</td>
</tr>
<tr>
<td>VALE</td>
<td>Oxford Music Online</td>
<td>1,417</td>
<td>138</td>
<td>-</td>
</tr>
<tr>
<td>VALE</td>
<td>PsycARTICLES</td>
<td>8,346</td>
<td>9,383</td>
<td>4,249</td>
</tr>
<tr>
<td>WALDO</td>
<td>Access Science</td>
<td>2,796</td>
<td>1,381</td>
<td>2,821</td>
</tr>
<tr>
<td>WALDO</td>
<td>Biography in Context</td>
<td>2,063</td>
<td>1,608</td>
<td>1,638</td>
</tr>
<tr>
<td>WALDO</td>
<td>D&amp;B Hoovers Academic</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>WALDO</td>
<td>Encyclopedia of Astronomy &amp; Astrophysics</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>WALDO</td>
<td>Humanities Ebooks - ACIS</td>
<td>125</td>
<td>-</td>
<td>913</td>
</tr>
<tr>
<td>WALDO</td>
<td>JSTOR--2 collections</td>
<td>4,903</td>
<td>N/A</td>
<td>3,368</td>
</tr>
<tr>
<td>WALDO</td>
<td>Music Online (2 collections)</td>
<td>3,135</td>
<td>119</td>
<td>141</td>
</tr>
<tr>
<td>WALDO</td>
<td>Opposing Viewpoints</td>
<td>11,563</td>
<td>8,546</td>
<td>8,853</td>
</tr>
<tr>
<td>WALDO</td>
<td>ProQuest Research Companion (partial yr subscription)</td>
<td>N/A</td>
<td>137</td>
<td>4,007</td>
</tr>
<tr>
<td>WALDO</td>
<td>ProQuest Research Library</td>
<td>50,844</td>
<td>N/A</td>
<td>25,335</td>
</tr>
<tr>
<td>WALDO</td>
<td>Safari Ebooks Online - 2 collections</td>
<td>490</td>
<td>213</td>
<td>10,915</td>
</tr>
<tr>
<td>WALDO</td>
<td>Statista (partial year subscription)</td>
<td>-</td>
<td>387</td>
<td>268</td>
</tr>
<tr>
<td>WALDO</td>
<td>Testing &amp; Education Reference Center</td>
<td>29</td>
<td>N/A</td>
<td>144</td>
</tr>
<tr>
<td>WALDO</td>
<td>VAST Video Collection</td>
<td>245</td>
<td>185</td>
<td>704</td>
</tr>
<tr>
<td>WALDO</td>
<td>World Religions</td>
<td>613</td>
<td>240</td>
<td>251</td>
</tr>
<tr>
<td>WALDO</td>
<td>Serials Solutions 360 Link</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
BOARD OF TRUSTEES ACTION A/F 10
Approval Date: July 7, 2015

Resolution
Authorization to renew our agreement to purchase library materials and services from OCLC, Inc. (Online Computer Library Center, Inc.), which is a global cooperative library network designed to enhance web-based discovery of library resources. OCLC, Inc. is the sole provider of cataloging services for print and electronic resources, including the management of library records. OCLC, Inc. will provide cataloging services and management of library records for print and electronic resources, for the period July 1, 2015 through June 30, 2016.

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

Action Requested
Authorization to spend an amount not to exceed $35,000.00, for the purchase of library materials and services, from OCLC, Inc., (Online Computer Library Center, Inc.), for the period July 1, 2015 through June 30, 2016.

Justification
OCLC, Inc. is the sole provider of cataloging services for print and electronic resources, including the management of library records. It is a global cooperative library network designed to enhance web-based discovery of library resources and reduce the cost of managing, sharing and providing access to them. The current service provided by OCLC includes cataloging, interlibrary loan and WorldCat Discovery, a service that provides access to worldwide library collections from the internet. Bergen Community College borrows approximately 15,000 records from OCLC annually.

OCLC, Inc. is a non-profit library utility and is exempt from Pay-to-Play.

Library materials and services are exempt from public bidding in accordance with College Contracts Law 18A:64A-25.5 (a) (6).

Charge To: College Operating Funds
Account Number: 10-04-490000-607763
Resolution
Authorization to renew Cisco SMARTnet maintenance agreement covering Cisco network infrastructure hardware and software for the period July 1, 2015-June 30, 2016 providing anytime access to Cisco engineers, hardware replacement options, operating system updates and proactive diagnostics on devices reducing risk and downtime to the College.

Submitted By
Mr. Victor Anaya, Chief Financial Officer
Ms. Sharyne Miller, Executive Director, Information Technology
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization to purchase Cisco SMARTnet maintenance from Promedia Technology Services, Inc. in the amount of $93,625.00, by utilizing New Jersey State Contract Number 87720.

Justification
SMARTnet maintenance coverage for critical Cisco network and server infrastructure equipment including: Cisco network switches, Cisco Call manager with Unity voicemail, Cisco telephones, Cisco UCS - (server host hardware for virtual server environment), Cisco firewalls, Cisco Wireless network.

SMARTnet coverage provides the Information Technology Department access to technical support, software upgrades, and hardware replacement for the Cisco equipment that is central to providing a technology infrastructure to the school.

Promedia Technology Services, Inc. $93,625.00
ePlus Technology $96,805.00
Aspire Technology Partners $101,579.79
NWN Corporation No Quote

Purchase through NJ State Contract is allowed in accordance with 18A:64A-25.9 (a).

Charge To: College Operating Funds
Account Number: 10-01-165100-607511
Resolution
To authorize renewal of license agreement for a period of 5 years with TK20 for assessment and reporting software used to manage and administer college-wide annual assessment planning and reporting process, outcomes assessment of student learning, and linking strategic initiatives with budgeting.

Submitted By
Mr. Victor Anaya, Chief Financial Officer
Dr. Yun Kim, Vice President, Institutional Effectiveness
Ms. Sharyne Miller, Executive Director, Information Technology
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization to enter into a 5 year agreement for assessment software with TK20, at a cost of $20,000.00 per year, payable annually.

Justification
This assessment software is required by the College to strengthen administration, communication and demonstration in three areas: outcomes assessment of student learning, the college-wide strategic plan and annual implementation, and linking strategic initiatives with budgeting. The TK-20 product will continue to support current and future needs, and fully supports Middle States and other key disciplinary accreditation(s) requirements.

The multi-year agreement will lock the annual fee at 2014 rate for the next five years, resulting in a significant savings.

The college has a need to award this procurement as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. TK20 has submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution Disclosure, the Stockholder Disclosure Certification and Business Entity Disclosure will be maintained on file at the College.

Software licenses are exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (19).

Charge To: College Operating Funds
Account Number: 10-01-189100-607550
BOARD OF TRUSTEES ACTION AF 13
Approval Date: July 7, 2015

Resolution
Authorization to Award Public Bid P-2175 for Miscellaneous Dental Hygiene Supplies used in the Dental Hygiene Program for the Fall 2015 and Spring 2016 semesters as per the attached list.

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

Action Requested
To authorize the purchase of Dental Hygiene Supplies for Fall 2015 and Spring 2016, in accordance with Public Bid P-2175 awarded per item based on the lowest responsible bid:

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>ITEMS</th>
<th>TOTAL ESTIMATED AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Henry Schein, Inc.</td>
<td>15</td>
<td>$1,537.19</td>
</tr>
<tr>
<td>Dentserve</td>
<td>72</td>
<td>$5,632.11</td>
</tr>
<tr>
<td>Dental Health Products Inc.</td>
<td>41</td>
<td>$6,836.13</td>
</tr>
<tr>
<td>Patterson Dental Supply, Inc.</td>
<td>67</td>
<td>$8,233.40</td>
</tr>
</tbody>
</table>

Justification
Institutional estimated need for Dental Hygiene supplies for the Fall 2015 and Spring 2016 semesters. A total of eight companies registered for the bid and four bids were received.

See attachment for a list of items.

Charge To: College Operating Funds
Account Number: 10-03-354002-607509
<table>
<thead>
<tr>
<th>LINE #</th>
<th>PRODUCT DESCRIPTION</th>
<th>Fall QTY. EST.</th>
<th>Spr. QTY. EST.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Gray Cardboard x-ray mounts 4H, 2V#2 - Bx. (50/bx.)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Rinn Gray Cardboard mount, 100942, 8H#2, 8V#1, 4BW#2 - Bx. (50/bx.)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Rinn Blackmount, 306202, 8H#2, 8V#1, 4VBW#2 DO NOT SUBSTITUTE - Bx. (50/bx.)</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>#4 Occlusal Film Mounts - Bx. (50/bx.)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Alcohol Prep Wipes - Bx. (50/bx.)</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>6</td>
<td>Allrap Adhesive Plastic Sheets 4&quot; x 6&quot;, Mauve - Bx. (1200/bx.)</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>7</td>
<td>Autoclave tape, 1/2&quot; 3M Brand rolls</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>8</td>
<td>Bandocho Safety Glasses, Frameless, Black Urex Safety, Blue Urex Safety - Ea.</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>9</td>
<td>Bracket Tray Covers 8 1/2 x 12 1/2, mauve - Cs. (1M/cs.)</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>10</td>
<td>Camera Sheaths/USBCAM (#6616502 Schick) - Bx.</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>11</td>
<td>Carbocaine Hydrochloride 3% without vasoconstrictor (do not substitute) - can</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>12</td>
<td>Caulk Integrity Temporary Crown &amp; Bridge, Complete Pkg., Shade A2 - pkg</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>13</td>
<td>Caulk IRM Caps - Bx. (50/bx.)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Caulk/Dentsply Barricaid Light Cure Periodontal Surgical Dressing - EA.</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>15</td>
<td>CENTRIX Benda Brush, regular - Bx.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>CENTRIX Benda Brush, mini - Bx.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Coe-Pak Automix, (Two Pack) - Box</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>18</td>
<td>Cotton Tip Applicators 3&quot; - Bx.(500/bx.)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>19</td>
<td>Crosstex Self-Sealing Sterilization Pouch 2 1/4&quot; x 9&quot; - Bx. (200/bx.)</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>20</td>
<td>Crosstex Self-Sealing Sterilization Pouch 5 1/4&quot; x 10&quot; - Bx. (200/bx.)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>21</td>
<td>Crosstex, Masks Surgical (Flat) Ear Loop, Fluid Resistant (50 per box) - Cs. (10 bx/cs.)</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>22</td>
<td>Cups Plastic, 5 oz., Mauve - Cs.(1M/cs.)</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>23</td>
<td>Dentsply Snap-A-Ray DS Arm &amp; Ring Kit - Ea.</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>24</td>
<td>Dentsply XCP-ORA (double pack) 2/pkg.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Dentstone, Modern Materials (1box yellow) - Bx.(25lb./bx.)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Disposable Hat Elasticized; one size fits all - Cs. (500/cs.)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>27</td>
<td>Distal End Cutter - Orthodontics #106-7641 - each</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>ESPE Clinpro Sealant, refill pkg., 1.2ml syringe - 10/pkg</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>29</td>
<td>ESPE Clinpro Sealant Replacement tips 10/pkg - pkg</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>30</td>
<td>FOILGON Lead foil recycling kit - each</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Gauze, Non-sterile 2 x 2 nonwoven (must be nonwoven) - Cs. (5M/cs.)</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>32</td>
<td>Hygenic Dental Dam Napkins - box</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>I.C. Antimicrobial Soap - gal.</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>34</td>
<td>J &amp; J Ethicon 3-0 Silk Sutures 1/2 Needle 23mm - Bx.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>J &amp; J Ethicon 4-0 Silk Sutures 1/2 Needle 23mm - Bx.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>Kerr Temp-Bond - Bx.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>Kerr Temp-Bond NE - Bx.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>Kerr Tytin FC Capsules, Single Spill, Regular Set # 50 - Jars</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Quantity</td>
<td>Unit</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>----------</td>
<td>------</td>
</tr>
<tr>
<td>39</td>
<td>Kodak I0-42P 2-Film Packets INSIGHT Plus Size 4 Occlusal - Bx.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>Kodak IP-02P 2-Film Packets INSIGHT Plus Size 0 - Bx.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>Kodak IP-12P 100 2-Film Packets INSIGHT Plus Size 1 - Bx.</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Kodak IP-22P 150 2-Film Packets INSIGHT Plus Size 2 - Bx.</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>Logi Bloc biteblock small - Ea.</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>Logi Bloc biteblock standard - Ea.</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>Logi Bloc biteblock pedo - Ea.</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>Lorvic Ammonia Inhalant # 283010 - Bx.(10/bx.) - bags/250</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>Medicom Pro-Tip air/water syringe - bags/250</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>Lysol I.C. Disinfectant Spray - can</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>Microbrush, superfine tip - pkg./100</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>Microcopy &quot;Flaps&quot; Film Holding Tabs, Blue - Bx.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>51</td>
<td>NeoDry, large - Bx.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>52</td>
<td>NeoDry, small - 1 box</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>53</td>
<td>Topex Handicare Stix Sultan Healthcare - 24/.40g units</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>54</td>
<td>Olive Craig Coin Envelopes, 3 1/4 x 2 1/4 - Bx.(500/bx.)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>55</td>
<td>Oral Cup Liner 6 oz. 6sr - Bx/250.</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>56</td>
<td>Pinnacle Chair Sleeve Model 3800 - Bx.(250/bx.)</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>57</td>
<td>Premier Enamel Pro prophyl paste coarse mint - Bx.(200/bx.)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>58</td>
<td>Premier Enamel Pro prophyl paste fine grape - Bx.(200/bx.)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>59</td>
<td>Premier Enamel Pro White Varnish, bubblegum - Bx.(200/bx.)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Qty</td>
<td>Unit</td>
</tr>
<tr>
<td>------</td>
<td>----------------------------------------------------------------------------</td>
<td>-----</td>
<td>------</td>
</tr>
<tr>
<td>60</td>
<td>Premier Enamel Pro White Varnish, vanillamint - Bx.(200/bx.)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>61</td>
<td>Proform Multicolored Mouthguard - Bx.</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>62</td>
<td>Pro-Tip 3 Way Syringe Tip (Disposable) - Cs.(1500/bulk)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>63</td>
<td>Purvac Concentrate Lorvic - Gal.</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>64</td>
<td>Rinn Densply XCP-DS for Schick CRD, anterior #2 - Ea.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>65</td>
<td>Rinn Densply XCP-DS for Schick CRD, posterior #2 - Ea.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>66</td>
<td>Rinn Densply XCP-DS for Shcick CRD, bitewing #2 horizontal - Ea.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>67</td>
<td>Rinn XCP Evolution 2000BW arm - Ea.</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>68</td>
<td>Rinn x-ray Marking pencil - Pkg.(3/pkg.)</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>69</td>
<td>Rubber Dam foam stamp pad (Carter's) - Ea.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>70</td>
<td>Saliva Ejectors - Cs.(10bags/cs.)</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>71</td>
<td>Sani-Tab Chain-Free Towel Mauve 19&quot; x 13&quot; # 42-365MV - Cs.(400/cs.)</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>72</td>
<td>Sanitex Disinfectant, Asepti-wipe - Cs.(12/units/cs.) DO NOT SUBSTITUTE</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>73</td>
<td>Sterilization Wrap sheets 15 x 15 - Bx.(1M/3x.)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>74</td>
<td>Sultan Anesthetic Spray - can</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>75</td>
<td>Tartar, Light Stain Remover - Gal.</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>76</td>
<td>Tecnol Fluid Shield Face Mask w/\r\nwrap around visor, #00146 (25/box) - Cs.(4 bx./cs.)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>77</td>
<td>Teledyne Getz - Tra - Ten Tray #1, Small Upper - Bx.(12/bx.)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>78</td>
<td>Teledyne Getz - Tra - Ten Tray #2, Medium Upper - Bx.(12/bx.)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>79</td>
<td>Teledyne Getz - Tra - Ten Tray #5, Medium Lower - Bx.(12/bx.)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>80</td>
<td>Teledyne Getz - Tra - Ten Tray #6, Large Lower - Bx.(12/bx.)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>#</td>
<td>Item Description</td>
<td>Qty</td>
<td>Unit</td>
</tr>
<tr>
<td>----</td>
<td>----------------------------------------------------------------------------------</td>
<td>-----</td>
<td>------</td>
</tr>
<tr>
<td>81</td>
<td>Tofflemire 002 gauge # 1 Matrix Bands - Dz.</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>82</td>
<td>Tongue Depressors - Bx. (500/bx.)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>83</td>
<td>Triple Tray Premier Dental Anterior # 378-0143 - Bx.</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>84</td>
<td>ValueMax 3-pocket knee length isolation gown #3290 - blue size small - 10pcs/pkg</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>85</td>
<td>ValueMax 3-pocket knee length isolation gown #3290 - blue size medium - 10pcs/pkg</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>86</td>
<td>ValuMax 3-pocket knee length isolation gown #3290 - blue size large - 10pcs/pkg</td>
<td>18</td>
<td>17</td>
</tr>
<tr>
<td>87</td>
<td>ValueMAX 3-pocket knee length isolation gown #3290 - blue size x-large - 10pcs/pkg</td>
<td>18</td>
<td>17</td>
</tr>
<tr>
<td>88</td>
<td>ValueMax 3-pocket knee length isolation gown #3290 - blue size 2XL - 10pcs/pkg</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>89</td>
<td>Young Disclosing Solution 2tone - btls.</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>90</td>
<td>Dentstone, Modern Materials dental plaster regular - boxes/25lb</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>91</td>
<td>VioNexus Spray Antiseptic Handwash - 1 liter btl.</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>92</td>
<td>Kendall Monoject 3ml endodontic irrigation syringe w/endo needle - boxes/100</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>93</td>
<td>Microbrush plus, 400/pkg, extra-fine, pink - EA.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>94</td>
<td>Solmete X lead waste compliance 1 gallon - EA.</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>95</td>
<td>Rontgomarker x-ray pen -EA.</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>96</td>
<td>Write-on poly zipbags 4&quot; x 6&quot; - pkg/100</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>97</td>
<td>Softsoap Pump bottle, 7.5 oz., box/12</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>98</td>
<td>Plinnacle temple guard - box/200</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>99</td>
<td>Disposable Mirrors - boxes</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>100</td>
<td>Surgitel (blue) Periphery Wax - boxes</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>101</td>
<td>Hygenic (latex free) Rubber Dam Material - boxes</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>102</td>
<td>Dentsply XCP DS fit replacement silicone bands, short 6/pkg</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>103</td>
<td>Dentsply XCP DS fit replacement silicone bands, long, 6/pkg</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>104</td>
<td>Dentsply XCP arm, bitewing - EA.</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>105</td>
<td>softx digital sensor loops - boxes</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>106</td>
<td>Kerr Temp Bond -pkg</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>107</td>
<td>Caulk Je ltrate Chroma Alginate Impression Material Regular Set, Dustless, Color Changing - cans</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>108</td>
<td>Glove n Care Hand Cream - 100ml tube</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>109</td>
<td>Biological Monitor System Enzymatic - 12pkg</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>110</td>
<td>Oraqix kit with 20 1.7 gram cartridges and 20 applicator tips - kit</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>111</td>
<td>Oral B interdental kit (proxybrush) PCN 667870 SAP 84856725 6/box</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>112</td>
<td>Oral B Stages 3 toothbrush Disney boy/girl 12/box</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>113</td>
<td>Caulk / Denstply Jeltrate Plus alginate impression material regular set - cans</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>114</td>
<td>Caulk / Denstply Jet Fresh Air Polish Powder Sodium Free 13 oz. bottle</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>115</td>
<td>Sof Stop disposable foam tips 50/bag</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>116</td>
<td>Prophy Prep Sultan Topex 100/jar</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>117</td>
<td>Quadrant Plastic Trays Upper Left, Lower Right, Perforated - pkg/24</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>118</td>
<td>4H #2 EZ View black xray mounts DO NOT SUBSTITUTE #21-6040 - 50/BOX</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>119</td>
<td>4V #2 EZ View black xray mounts DO NOT SUBSTITUTE # 21-6042 - 50/BOX</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>
Resolution
Authorize Payment to NJEDge.Net fiduciary agent for the VALE (Virtual Academic Library) Consortium, for the College Library’s share of the cost of electronic periodical databases for the academic year 2015-2016.

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

Action Requested
Authorize payment in the amount of $85,000.00 to NJEDge.Net, for the VALE Consortium, for the College’s share of the cost of electronic periodical databases for the academic year 2015-2016.

Justification
Virtual Academic Library Environment of NJ (VALE) - $85,000.00
VALE is the cooperative purchasing consortium for NJ academic Libraries and provides substantial discounts for annual subscriptions to full-text electronic databases which are available 24/7 to off-campus and on-campus users. The organization currently has fifty-two active member institutions. See attachment for listing of databases.

Consortium purchases are allowed in accordance with County College Contracts Law 18A:64A-25.10. NJEDge.net is a non-profit organization and is exempt from Pay-to-Play.

Charge To: College Operating Funds
Account Number: 10-04-490000-607765
VALE Databases

ABI Inform Global
Academic Universe--LexisNexis
Chronicle of Higher Education
CINAHL (Basic)
Communications & Mass Media Complete
Criminal Justice Periodical Index
Historical New York Times
Literature Resource Center
Nature/Scientific American
Oxford Art Online
Oxford Music Online
PsycARTICLES
RDA Toolkit
Resolution
Authorization to Award RFP R-067 for Online Orientation Software which will provide campus-wide Orientation to students to ensure that all are welcomed to Bergen, are being guided to the appropriate resources and are given consistent, accurate information. This is funded by the Title V Grant.

Submitted By
Dr. Naydeen Gonzalez-De Jesus, Vice President, Student Affairs
Ms. Sharyne Miller, Executive Director, Information Technology
Mr. Victor Anaya, Chief Financial Officer
Ms. Barbara Golden, Director, Purchasing and Services
Ms. Jamie Smigelski, Director, Achieving the Dream

Action Requested
Authorization to award RFP R-067 Online Orientation Software to Advantage Design Group in the amount of $63,800 for the first year.

Justification
Currently, Bergen does not have an Online Orientation Software or any mandatory campus-wide Orientation for our students. Online Orientation would allow Bergen to ensure that all students are being welcomed into Bergen, receiving consistent and accurate information, and being guided to the appropriate resources. Online Orientation Software will include series of informational videos and quizzes to ensure that students are aware of what they need to do to get started and be successful at Bergen. The software also allows for specialized information based on specific student populations (e.g. International Students, Veterans, Etc.). This software will integrate with Ellucian Colleague for log-in, and will give us the ability to track students' Online Orientation progress.

A Request for Proposals was advertised on the College website and conforms to a “fair and open” process.

A total of 7 companies registered for the proposal, and one proposal was received from Advantage Design Group. We have been able to see demos of Online Orientations from other institutions that Advantage Design Group has created and were able to contact some of the other schools they have worked with. We feel confident that their Online Orientation solution is what we are looking for.

Charge To: Title V Grant
Account Number: 50-03-582100-607651
Resolution
Authorization to purchase library materials consisting of over 100 titles of print book subscriptions, many of which come with monthly updated material throughout the year, and online resources through Westlaw database which are required for the Legal Studies program from West Publishing Corporation and approximately 1,200 print and e-books from YBP Library Services for the period July 1, 2015 through June 30, 2016.

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

Action Requested
Authorization to purchase library materials and services for the period July 1, 2015 through June 30, 2016 from the vendors listed below at an amount not to exceed $220,000.00.

West Publishing Corporation (dba West, a Thomson Reuters business) - $100,000.00
YBP Library Services (Yankee Book Peddler) - $120,000.00

Justification
West Group - $100,000.00 (dba Thompson West)
West Group is the publisher and sole provider for print materials and an online resource required for the Legal Studies program, for print book subscriptions to over 100 titles like, New Jersey Court Reporters; New Jersey Practice; and New Jersey Digest which come with monthly updated material throughout the year. Approximately $70,000 is spent on print materials and $30,000 for the one online resource Westlaw database. All of these resources are essential for accreditation as well as the success of our students in their chosen field.

YBP (Yankee Book Peddler) - $120,000.00
Yankee Book Peddler specializes in academic content and offers the broadest publisher coverage (66,000 publishers) and the most extensive inventory (592,000 titles) when compared to other academic book vendors. YBP offers a comparable discount to other vendors and, in addition, offers free shipping and an online ordering system compatible with the Library’s cataloging and ordering system. Yankee Book Peddler is the preferred book vendor for approximately 40 academic libraries in New Jersey. The College will be purchasing approximately 1,200 print and e-books.
The College has a need to procure the above library materials and services pursuant to a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. All vendors have submitted a Stockholder Disclosure Certification, and a Business Entity Disclosure Certification, 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 Form, Stockholder Disclosure Certification, and Business Entity Disclosure Certificate shall be placed and maintained on file at the College. Library materials and services are exempt from Public Bidding in accordance with New Jersey County College Contracts Law 18A:64A-25.5 (a) (6).

Charge To: College Operating Funds

Account Number: 10-04-490000-607535 West Publishing Corporation
                10-04-490000-607765 West Publishing Corporation
                10-04-490000-607530 YBP Library Services
Resolution
Submit a Proposal to the National Endowment for the Humanities for a Prison Educational Program for At-risk and Nontraditional Students in the amount of $100,000.00 for a 36 month program.

Submitted By
Dr. Yun K. Kim, Vice President for Institutional Effectiveness
Dr. William J. Yakowicz, Director, Grants Administration

Action Requested
To authorize submission of a proposal to the National Endowment for the Humanities, Division of Education Programs, Humanities Initiatives at Community Colleges Program for a grant in the amount of $100,000 focusing on the specific educational needs of female prisoners as they re-enter society, and to authorize President B. K. Walter, or her designee, to execute required documents.

Justification
The program focuses on providing vocational training and other academic programs to female prisoners with a special emphasis on the rehabilitative needs of female prisoners through a trauma-informed postsecondary correctional education program. The program includes topics such as: "Bridge" Trauma-Informed Writing as a Rehabilitation Workshop and preparation for college courses; developmental courses; Level 100 introductory courses; online learning; vocational training; and access to certificate programs offered at the College. This program will piggyback on the Colleges current Inmate Education Program run at the Bergen County Jail.

No matching funds are required.

The project abstract and budget summary are attached.
**Prisoner Re-entry Program Budget Summary**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$80,000.00</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$16,000.00</td>
</tr>
<tr>
<td>Consultant Fees</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$9,000.00</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>$9,000.00</td>
</tr>
<tr>
<td>Other</td>
<td>$3,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$100,000.00</strong></td>
</tr>
</tbody>
</table>
Executive Summary - The Bergen Community College Prison Project

Proposed Initiative: The Prison Project: A Comprehensive Trauma-Focused Program for Incarcerated Females in the State of New Jersey

Statement of Need: Although most prison educational/workforce/re-entry programs focus on the needs of male inmates, incarceration of females is currently the highest rising demographic in the criminal justice system. Females who enter the system do so with very different backgrounds than their male counterparts including past trauma such as sexual or domestic abuse, drug addiction, single parent status and economic hardship. In fact, statistics show that most women in the system are there due to non-violent crimes such as drug offenses, prostitution or assisting men in the commitment of crime.

The State of New Jersey has focused prisoner education, workforce training and re-entry programs primarily on the male inmate, leaving the female inmate with little rehabilitation. The Prison Project will work with the State of New Jersey Department of Corrections, New Jersey State Board of Parole, Bergen County Sheriff's Office and the New Jersey Department of Children and Families to develop and deliver a trauma-focused program for female inmates across the state.

Goals: The goals of the project are as follows:
1. To develop and deliver a rehabilitative program to female inmates in New Jersey which will include initial determination of academic level,
2. To develop and deliver a gap course with five phases to assist in workforce training or college entry,
3. To develop and deliver a college readiness program for children of incarcerated females that will assist at-risk young people with academic and social skills
4. To assist former inmates with their college career through a mentorship program on three levels – academic/social/psychological
5. To collect data from the initial group of female inmates and their participating children.
### Executive Summary - The Bergen Community College Prison Project

<table>
<thead>
<tr>
<th>Prisoner Re-entry Program Budget Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
</tr>
<tr>
<td>Fringe Benefits</td>
</tr>
<tr>
<td>Consultant Fees</td>
</tr>
<tr>
<td>Travel</td>
</tr>
<tr>
<td>Supplies and Materials</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
</tr>
</tbody>
</table>
BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: July 7, 2015

Resolution
Submit a Proposal to the National Endowment for the Humanities for an Arts Hub Program in the amount of $100,000.00 for a 36 month program.

Submitted By
Dr. William Mullaney, Vice President of Academic Affairs
Dr. Yun K. Kim, Vice President for Institutional Effectiveness
Dr. William J. Yakowicz, Director, Grants Administration

Action Requested
To authorize submission of a proposal to the National Endowment for the Humanities, Division of Education Programs, Humanities Initiatives at Community Colleges Program for a grant in the amount of $100,000 to allow for impactful collaborative initiatives between the Literary and Poetry Arts Series and the Arts Hub, and to authorize President B. K. Walter, or her designee, to execute required documents.

Justification
The program focuses on procuring and utilizing the NEH award to create a day where the arts and humanities are celebrated and to construct a digital humanities archive that persuades community college students to major in the humanities. The program will be a collaborative effort between the Literary Arts Series and Arts Hub committee at BCC. The program includes: 1) the “Celebrate Arts Day” in April 2016 which will display presentations from BCC’s art, literature, music, theatre, culinary, design, film, and painting departments, as well as, 2) the development of a digital humanities Archive improve and enhance BCC’s presence in the digital humanities and to use as a tool to recruit community college students to major in the humanities.

No matching funds are required.

The project abstract and budget summary are attached.
Arts Hub – Executive Summary

The Literary and Poetry Arts Series (www.bergen.edu/las/) is seeking NEH funding to work together with the Arts Hub and plan a Celebrate Arts day during the Spring 2016 semester across the college.

An NEH grant would allow us to sponsor and host a day of cross-disciplinary humanities events where we invite outside artists— including a Literary Arts Series keynote speaker— to the community college. LAS will work with Arts Hub to prepare Bergen Community College for this Celebrate Arts day in April by sponsoring cross-disciplinary events.

The Literary Arts series would also work with Arts Hub to use the grant for funding and planning new humanities initiatives and projects, including the creation of a humanities archive. This archive would contain video and virtual links of the artworks as well as downloadable lectures from past artists who have visited, including the Literary Arts Series speakers. The archive would also include guest speakers that have been hosted for Black history month or Women’s history month. The archive would be an ongoing support for the Celebrate Arts and Literary Arts Series initiative since it would keep a record of artistic events at Bergen Community College. As a resource continually available to faculty and staff, such an archive would also improve and enhance BCC’s presence in the digital humanities.

If awarded this grant, The Literary Arts Series will also work with Arts Hub to utilize our own BCC resources. Our Celebrate Arts day will include presentations from our own art, literature, music, theatre, culinary, design, film, and painting departments. We plan to use the NEH grant to make our Celebrate Arts day a real celebration of the humanities that is creative, collaborative, and open to the community.

The Literary Arts Series and Arts Hub committee at BCC would like to do great work together to procure and utilize NEH grant money. We will not only create a day where the arts and humanities are celebrated, but to construct a digital humanities archive that persuades community college students to major in the humanities.
<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Contracts</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>Other</td>
<td>$4,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$100,000.00</strong></td>
</tr>
</tbody>
</table>
Resolution:
Revised Employee Code of Conduct Policy

Submitted By
E. Carter Corriston, Chairman, Board of Trustees

Action Requested
To approve the revised Employee Code of Conduct Policy.

Justification
Based on feedback received, the Faculty and Staff Senates as well as the College Council have all reviewed the Employee Code of Conduct Policy and have made recommended changes to be approved by the Board of Trustees.
Bergen Community College (hereinafter the “College”) is a college that exists to foster inquiry and public disclosure and prides itself on a strong commitment to the highest ethical standards. The College is committed to providing a campus environment that is conducive to student success and academic inquiry. At the College, all employees are expected to abide by certain standards of conduct that form the basis of this Employee Code of Professional Conduct (hereinafter “Code”). It is the intent of the Code to protect academic freedom, to preserve the highest standard of teaching and scholarship, to create a collegiate environment for all employees and to advance the mission of the College as an institution of higher learning. These standards are derived from a set of core values that include integrity, student success, academic and institutional excellence, lifelong learning, respect, accountability and innovation. These principles apply to employee interactions with students, employers, coworkers, government and the general public.

Consistent with the College mission, commitments, and other policies, the purpose of this code is to set forth the College’s expectations for the professional conduct of its employees. This Code is intended to be consistent with and amplify existing College policies, rather than supplant any policy.

The Board of Trustees of the College has adopted, by appropriate resolution, the terms and provisions of the Code and, by the adoption of the Code, has empowered the College to enforce the terms and provisions hereof.

Employees are charged with the responsibility to read and to abide by the provisions of this Code. As previously set forth herein, each employee shall be given a copy of the Code on July 1st of
each current year. Each employee must certify that he/she has read and agrees to abide by the Code. When and if amendments to this Code are issued, the revised Code will be distributed to all employees and each employee must certify that he/she has read and agrees to abide by all amendments hereto. Employees of the College will also be provided notification that explains how they may access this Code on the College’s website. The printed document is also available in the Department of Human Resources. Incident reports related to the Code of Conduct can be filed with the Department of Human Resources.

This Code applies to conduct that takes place on the College campus, at all College locations, at College-sponsored events, off-campus locations, and/or whenever and wherever the College conducts sanctioned college business. This Code also applies to members of the College community and staff who serve as a host of the College and who will be held accountable for the misconduct of their guests if proven that he/she, through action or negligence, encouraged the inappropriate behavior of guests, volunteers or attendees.

Policy Statement:

Consistent with the mission, values, and vision of the College, employees are expected to:

- Treat all staff, students, and visitors with respect, civility, and fairness.
- When in a supervisory role provide clear direction and timely feedback as well as constructive suggestions and opportunities for improvement or remediation when needed. Resolve conflicts and counsel colleagues and subordinates in a non-threatening, constructive and private manner.
- Work collaboratively with supervisors to achieve high standards established by the mission, vision, and values of the College.
- Meet professional responsibilities.
• Familiarize with and follow the College policies and procedures applicable to their work and require those reporting to them to do the same.

• Promptly address violations of institutional policies and cooperate with investigations and audits as called upon.

• Respect the privacy of all individuals and the confidentiality of information entrusted to them regarding individuals and the College.

• Participate in education and training as necessary to maintain professional competence.

• Use College facilities, equipment, supplies and resources, including telecommunications and information technology resources, responsibly and for legitimate College business.

• Refer all media inquiries to the Managing Director of Public Relations who will provide all statements on behalf of the College. The College has collaborative programming with institutions throughout the world and the public expects the information we provide to be accurate. It is critical that information provided to the public be consistent and accurate, complete, and that confidential information be protected. Unless you are an authorized spokesperson for the College, you are requested not to speak on behalf of the College.

Consistent with the mission, values, and vision of the College, employees must refrain from:

• Behavior that is disrespectful of others and unprofessional interpersonal behavior that interferes with the working and learning environment.

• Use of the position or powers of employment to coerce a student or other employee, to secure unwarranted privileges or advantages for himself or herself, to cause harm to a student/employee, or to cause the student/employee to promulgate the employee’s wishes rather than the student’s/employee’s wishes for arbitrary or personal reasons.

• Romantic relationships with an individual whom they supervise. Faculty members shall not engage in romantic relationships with a student for which the faculty member has any
academic responsibility (such as having the student in his or her course, mentoring or otherwise advising the student, writing letters of recommendation for the student, etc.). If a supervisor becomes involved in a romantic relationship with someone he/she supervises, the supervisor must disclose this to the Director of Human Resources so that an appropriate transfer of supervisory authority can occur.

- Misrepresenting personal views as a statement of position of the College or any of its departments.

- Disruptive conduct which includes, but is not limited to, but reasonably related to violence committed against any member or guest of the College; forcible interference with the freedom of movement of any member or guest of the College, obstruction of the normal processes, activities, and functions of the College community; assault or battery upon College or local security/police officers; disruptive and/or criminal activities as defined and prohibited in New Jersey Statute Title 2C – The New Jersey Code of Criminal Justice.

- Conduct that demonstrates a lapse of integrity which includes, but is not limited to, but reasonably related to intentionally furnishing false written or oral information to the College about an employee, student, or about the College; destroying or misusing any official College document, record and/or file before they are legally set to be destroyed; misusing or the unauthorized use of the College's organizational names and/or images; making, affecting, or recommending employment decisions regarding an immediate family member; intentionally failing to notify the College of any irregularity or overpayment in any salary, compensation or benefit payment; committing serious violations of College policies governing the professional conduct of employees including, but not limited to, policies applying to research, outside activities, conflicts of commitment, clinical practices, violence in the workplace and whistleblower protections; breaching established rules governing
confidentiality in personnel procedures; performing services for students outside those consistent with the College's mission of providing higher education and career training programs so as to gain favor or unfair advantage.

- Conduct Detrimental to the College Community which includes, but is not limited to, but reasonably related to intentionally causing damage to the College's property or the property of another; intentionally misusing access privileges to College premises or the unauthorized entry to or use of buildings including, but not limited to trespass; intentional and unauthorized taking of property of the College or personal property of a member of the College community; using without authority College resources (including, but in no way limited to, office supplies, office furniture, fax machines, computers, printers, copiers, software, hardware, internet services, email systems, postage, supplies and equipment) or facilities for personal, commercial, political or religious purposes; obtaining a personal financial benefit in any sale or loan of College property.

- Conduct Demonstrating a Lack of Civility. Such conduct includes, but is not limited to, but reasonably related to:

  o Assault or attempted assault which may include physical abuse or injury of an individual;

  o Threat, verbal assault or abuse, intimidation, coercion, or physical obstruction of any individual;

  o Stalking, which is defined as repetitive, menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the College community, or the safety of an immediate family member of the College community, with the intent of annoying or alarming that person or placing that person in reasonable fear for his/her safety;
• Inappropriate conduct which is disorderly, disruptive, or indecent while on College grounds or premises or at functions sponsored by, or participated in by, the College;

• Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website;

• The College will maintain zero-tolerance towards the following behavior that is directed to students, fellow employees, members of the College community, and members of the greater community:

  • Harassment, which includes, but is not limited to, any gesture, written, verbal or physical act, or any electronic communication that targets another individual and that takes place on or with College property or at any College sponsored function;

  • Bullying, which is hereby defined as repeated, unreasonable actions of employees (or a group of employees) directed towards an employee (or group of employees) which are intended to intimidate, degrade, humiliate or undermine, or which create a risk to the health or safety of employee(s); and which may include, but is not limited to:

    • Unwarranted or invalid criticism;

    • Blame without factual justification;

    • Treatment of an employee that is different than the rest of the employee’s workgroup; or

    • Shouting at or humiliating an employee or fellow worker;

  • Lewd or obscene conduct;

  • Possession, viewing, or the distribution of obscene or pornographic material; and

  • Possession, viewing or the distribution of any obscene materials, as defined by the standards of the College community.

• Reckless or irresponsible behavior that would otherwise result in a violation of this Code.
Definitions:

- **Administration or Staff** - any person who currently holds a non-faculty appointment within the College.

- **College** – Bergen Community College and all of its locations, divisions and programs.

- **College grounds or premises** - buildings or grounds, used, owned, leased, operated, controlled or supervised by the College.

- **College sponsored activity** - any academic, athletic, co-curricular, extra-curricular or other activity on-campus, at all College locations, or off-campus, which is initiated, aided, authorized or supervised by the College.

- **Complainant** - the initiator of the complaint alleging an act or misconduct which may constitute a violation of this Code.

- **Employee/Member of the College Community** – all persons employed by the College including, but not limited to, faculty, administration, staff, and students.

- **Faculty** - any person who holds a current academic appointment within the College.

- **Fraud** – false representation of fact such as intentional misrepresentation and knowledge of hours worked or falsifying of an employee timesheet.

- **Immediate Family Member** – the spouse, civil union partner, domestic partner, or the parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister of an employee or of an employee’s spouse, civil union partner or domestic partner, whether related to the employee through blood, marriage or adoption.

- **Student** - all persons taking courses at the College, including full-time, part-time and non-degree pursuing undergraduates, professional studies, and/or continuing education. This Code is in effect without regard to the physical location of the course and includes distance learning and online classes. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the College are considered students.

- **Student Worker** – An enrolled BCC student who works part-time in one of the college offices or programs under the supervision of a BCC staff member.

- **Member of the Greater Community** – any guest, visitor or volunteer to the College or an attendee at an event/activity who is not employed by the College.
• Victim - a member of the College community who alleges that he/she has suffered personal physical and/or emotional harm or injury as a result of an alleged violation(s) of this Code.

COMPLIANCE WITH THE CODE

All College employees must be familiar with the content of this Code and adhere to its guidelines. If questions arise, please contact the Department of Human Resources.
ADMINISTRATIVE GUIDELINES, REGULATIONS AND PROCEDURES
Code of Professional Conduct

REPORTING ACTUAL OR SUSPECTED VIOLATIONS OF THE CODE

Actual or suspected violations of this Code should be reported to the Department of Human Resources or the Office of Public Safety (L-154). Employees will not be retaliated against or subject to any form of reprisal for raising a good faith concern under this Code or participating in an investigation into any such concern. Retaliation is a serious violation of this Code and should be reported immediately.

All inquiries, complaints, and reports will be promptly investigated within thirty (30) calendar days of report to the Department of Human Resources or the Office of Public Safety (L-154). Employees are expected to cooperate in the investigation. Reasonable measures will be taken to preserve confidentiality of the claim and the identity of anyone who reports a suspected violation or participated in the investigation. If you are unsure whether a violation has occurred, the College encourages you to seek advice from the Department of Human Resources or the Office of Public Safety (L-154).

SPECIAL PROVISIONS

- **Attempted Violations**: in most circumstances, the College will treat attempts to commit any of the violations listed in this Code as if those attempts had been completed;

- **College as Complainant**: the College reserves the right to initiate a complaint, to serve as complainant, or to initiate conduct proceedings without a formal complaint by the victim of misconduct;

- **False Reports**: the College will not tolerate intentional false reporting of incidents. It is a violation of this Code to make an intentionally false report of any policy violation. Such false reporting may also violate applicable criminal statutes and civil defamation laws;
• **Group Violations:** When members of groups, individuals acting collusively, or members of an organization act in concert in violation of any policy, they may be held accountable individually or as a group, or both, and an Administrative Hearing may proceed against the group as joint Accused Employees or against them individually. In any such action, however, determinations will be made with respect to the involvement of each accused individual;

• **Amnesty for Victims:** the College encourages the reporting of crimes and violations of this Code by victims. Sometimes, victims are hesitant to report to College officials because they fear that they may be accused of policy violations. It is in the best interest of this community that as many victims as possible choose to report to the Department of Human Resources or the Office of Public Safety (L-154). To encourage reporting, the College pursues a policy of offering victims of severe conduct offenses amnesty from policy violations related to the incident.

**REMEDIES AND SANCTIONS**

Violations of this Code of Conduct shall be cause for removal, suspension, demotion, or other appropriate disciplinary action by the College Board of Trustees.
Resolution:
Non-renewal of Part Time Assignments

Submitted By
E. Carter Corriston, Chairman, Board of Trustees

Justification
Whereas, the Bergen Community College board of Trustees, hereby approves the recommendation set forth by the Administration to not renew certain part-time employee agreements for the 2015-2016 academic year.

Action Requested
Now, therefore, be it resolved that the Bergen Community College Board of Trustees, directs the Administration to send correspondence to each affected part-time employee as notice.
Resolution
Appointment: Counselor/Grant

Submitted By
Dr. Naydeen Gonzalez-DeJesus, Vice President, Student Affairs
Mr. James R. Miller, Executive Director, Human Resources

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Division</th>
<th>Salary</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natalie Brown</td>
<td>Grant Counselor/First Year Experience/</td>
<td>$50,000.00</td>
<td>07/06/15 – 09/30/15</td>
</tr>
<tr>
<td></td>
<td>Student Affairs</td>
<td>(pro-rated)</td>
<td>(retroactive)</td>
</tr>
<tr>
<td>Clara Chen</td>
<td>Grant Counselor/HPOG Grant/Student Affairs</td>
<td>$50,000.00</td>
<td>07/27/15 – 09/30/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(pro-rated)</td>
<td></td>
</tr>
</tbody>
</table>

Justification
To fill grant-funded positions through a successful search process.

Charge to: Grant Funds
Account Number:
Resolution
Appointment: Support Staff

Submitted By
Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Mr. James R. Miller, Executive Director, Human Resources

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Division</th>
<th>Salary</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tina Coleman</td>
<td>Custodian/Buildings and Grounds</td>
<td>$28,500.00</td>
<td>02/09/15</td>
</tr>
<tr>
<td></td>
<td>(pro-rated)</td>
<td></td>
<td>(retroactive)</td>
</tr>
<tr>
<td>James Sparrow, Jr.</td>
<td>Custodian/Buildings and Grounds</td>
<td>$28,500.00</td>
<td>01/12/15</td>
</tr>
<tr>
<td></td>
<td>(pro-rated)</td>
<td></td>
<td>(retroactive)</td>
</tr>
</tbody>
</table>

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

Charge to: College Operating Funds
Account Number:
Resolution
Appointment: Faculty (Eleventh Month)

Submitted By
Dr. Naydeen Gonzalez-DeJesus, Vice President, Student Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested
That the following faculty members be appointed to an eleventh month contract effective July 1, 2015 through June 30, 2016. The faculty members indicated will receive 10% of their July 1, 2015, base salary as compensation for working the eleventh month:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Celestine Finney</td>
<td>Professor/Counseling/Student Affairs</td>
</tr>
<tr>
<td>Timothy Foote</td>
<td>Associate Professor/Counseling/Student Affairs</td>
</tr>
<tr>
<td>John Georgiades</td>
<td>Professor/Counseling/Student Affairs</td>
</tr>
<tr>
<td>Fred Golub</td>
<td>Professor/Counseling/Student Affairs</td>
</tr>
</tbody>
</table>

Justification
To provide coverage in Student Affairs and Counseling.

Charge To:
Account Number:
BOARD OF TRUSTEES ACTION P1D
Approval Date: July 7, 2015

Resolution
Appointment: International Counselor (Professor)/Faculty

Submitted By
Dr. Naydeen Gonzalez-DeJesus, Vice President, Student Affairs
Mr. James R. Miller, Executive Director, Human Resources

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Discipline/Division</th>
<th>Salary</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amparo Cudding</td>
<td>International Counselor (Professor)/International Student Center/Admissions and International Programs/Student Affairs</td>
<td>$106,767.00*</td>
<td>07/01/15</td>
</tr>
</tbody>
</table>

*Salary includes 10% for the 11th month

Justification
Professor Cudding will be resuming her professional responsibilities as a member of the College faculty effective July 1, 2015 in a budgeted position.

Charge To: College Operating Funds
Account Number:
Resolution
Appointment: Program Coordinator/Faculty

Submitted By
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested
To appoint the individual listed below to the position of Program Coordinator at the release time shown for the period September 1, 2015 – June 30, 2016.

<table>
<thead>
<tr>
<th>PROGRAM COORDINATOR</th>
<th>Department/Division</th>
<th>Annual Release Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly A. Birdsall-Griffiths</td>
<td>World Languages//Humanities</td>
<td>10 credit hours</td>
</tr>
</tbody>
</table>

Justification
To appoint a Program Coordinator under the new academic department structure.

Charge To:
Account Number:
Resolution
Appointment: Director, Summer Intensive Program/Confidential Staff

Submitted By
Dr. Ursula Parrish-Daniels, Executive Assistant to the President
Mr. James R. Miller, Executive Director, Human Resources

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Division</th>
<th>Salary</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damiyen Davis</td>
<td>Director, Summer Intensive Program</td>
<td>$80,000.00</td>
<td>07/27/15 – 6/30/16</td>
</tr>
<tr>
<td></td>
<td>(pro-rated)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Justification
To fill a position through a successful search process.

Charge to: College Operating Funds
Account Number:
Resolution
Appointment: Grant Manager/Grant

Submitted By
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Division</th>
<th>Salary</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dorothy Wright</td>
<td>Grant Manager/STEM Grant/Student Affairs</td>
<td>$38,000.00</td>
<td>07/08/15 – 06/30/16</td>
</tr>
</tbody>
</table>

(pro-rated)

Justification
To fill a grant-funded position through a successful search process.

Charge to: Grant Funds
Account Number:
Resolution
Appointment: Executive Director, BCC Foundation/Confidential Staff

Submitted By
Dr. B. Kaye Walter, President
Mr. James R. Miller, Executive Director, Human Resources

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Division</th>
<th>Salary</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lindsay Maurer</td>
<td>Executive Director, BCC Foundation</td>
<td>$160,000.00</td>
<td>07/27/15 – 6/30/16 (pro-rated)</td>
</tr>
</tbody>
</table>

Justification
To fill a position through a successful search process.

Charge to: College Operating Funds
Account Number:
BOARD OF TRUSTEES ACTION P2
Approval Date: July 7, 2015

Resolution
Approve Stipend for the Center for Institutional Effectiveness and Research Fellows

Submitted By
Dr. Yun Kim, Vice President, Institutional Effectiveness
Mr. James R. Miller, Executive Director, Human Resources

Action Requested
To approve a monthly stipend for the following individuals who will assume responsibilities as Fellows in the Center for Institutional Effectiveness and Research effective July 1, 2015.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Division</th>
<th>Monthly Stipend</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Amarjit Kaur</td>
<td>Managing Director/Center for Innovation in Learning and Teaching/Academic Affairs</td>
<td>$250.00</td>
<td>07/01/15 – 06/30/16 (retroactive)</td>
</tr>
<tr>
<td>Dr. Ilene Kleinman</td>
<td>Associate Dean of Curriculum/ Academic Affairs</td>
<td>$250.00</td>
<td>07/01/15 – 06/30/16 (retroactive)</td>
</tr>
<tr>
<td>Jill Rivera</td>
<td>Associate Dean of Student Success/ Student Affairs</td>
<td>$250.00</td>
<td>07/01/15 – 06/30/16 (retroactive)</td>
</tr>
</tbody>
</table>

Justification
Additional responsibilities which include consulting with campus constituents in the Administrative and Support areas on their annual assessment initiatives.

Charge To:
Account Number:
Resolution
Approve: Return from Leave of Absence /Faculty

Submitted By
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Division</th>
<th>Annual Salary</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kate Hossain</td>
<td>Instructor/Library Services/Academic Affairs</td>
<td>$49,560.00</td>
<td>06/15/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(retroactive)</td>
<td></td>
</tr>
</tbody>
</table>

Justification
Return from unpaid leave of absence at the same position and salary as the commencement of the leave.
Resolution
Approve: Return from Leave of Absence/Support Staff

Submitted By
Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Mr. James R. Miller, Executive Director, Human Resources

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Division</th>
<th>Annual Salary</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melvy Diaz</td>
<td>Custodian/Buildings and Grounds</td>
<td>$45,829.00</td>
<td>06/08/15 (retroactive)</td>
</tr>
<tr>
<td>Esther Mejias</td>
<td>Public Safety Officer/Public Safety</td>
<td>$47,422.00</td>
<td>06/15/15 (retroactive)</td>
</tr>
</tbody>
</table>

Justification
Return from unpaid leave of absence at the same position and salary as the commencement of the leave.
BOARD OF TRUSTEES ACTION P4
Approval Date: July 7, 2015

Resolution
Resignation: Faculty

Submitted By
Dr. Naydeen Gonzalez-DeJesus, Vice President, Student Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested
To approve the resignation of the following individual:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Division</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Paprotta</td>
<td>Instructor/International Student Center/Admissions and</td>
<td>07/01/2015</td>
</tr>
<tr>
<td></td>
<td>International Programs/Student Affairs</td>
<td>(retroactive)</td>
</tr>
</tbody>
</table>

Justification
Resignation
**Resolution**
Retirement: Faculty

**Submitted By**
Dr. William Mullaney, Vice President, Academic Affairs  
Mr. James R. Miller, Executive Director, Human Resources

**Action Requested**
To approve the retirement of the following individual.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Division</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fran Ruff</td>
<td>Assistant Professor/Education/Bracca, Arts and Social Sciences/Academic Affairs</td>
<td>07/01/15 (retroactive)</td>
</tr>
</tbody>
</table>

**Justification**
Retirement
Resolutions

Authorization to award Public Bid # P-2181 to replace the B-Wing Roof on the Pitkin Education Center because the existing roof is at the end of the useful life, and the membrane is separating from the substrate allowing water to leak into the building.

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

Action Requested
Authorization to award Public Bid # P-2181 for the B-Wing Roof Replacement, to Safeway Contracting, Inc. at a cost of $227,700.00.

Justification
The existing roofing system in the Pitkin Education Center Business and Commerce Wing is at or near the end of the expected useful life. As a result of this, the roofing membrane is separating from the substrate and has formed several large pockets where water is being retained under the roofing membrane, and sporadically causing leaks in this portion of the building.

Twenty four bidders registered for the bid, and six bids were received. See below for bids received.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safeway Contracting, Inc.</td>
<td>$227,700.00</td>
</tr>
<tr>
<td>Mak Group LLC</td>
<td>$315,570.00</td>
</tr>
<tr>
<td>Arch Concept Construction, Inc.</td>
<td>$358,000.00</td>
</tr>
<tr>
<td>Northeast Roof Maintenance, Inc.</td>
<td>$383,493.00</td>
</tr>
<tr>
<td>Arista Builders and Designers, Inc.</td>
<td>$447,500.00</td>
</tr>
<tr>
<td>Roof Management, Inc.</td>
<td>$565,540.00</td>
</tr>
</tbody>
</table>

Charge To: County Capital Chapter 12
Account Number: 20-00-114500-804238
Resolution
Authorization to award Public Bid # P-2185 to fit out the dental hygiene lab area in the new Health Professions Building with dental work stations, related equipment and cabinetry used in the Dental Hygiene Program.

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

Action Requested
Authorization to award Public Bid # P-2185 for Dental Hygiene Equipment to J & B Dental Services, Inc. at a cost of $765,000.00.

Justification
This project will fit out rooms HP-107A, B, C, D, HP-128 and HP-112 with the necessary equipment for Dental Hygiene Program instruction.

Twelve bidders registered for the bid, and four bids were received. See below for bids received.

J & B Dental Services, Inc. $765,000.00
Benco Dental Supply Co. $782,583.92: Incomplete Bid
Henry Schein Dental $912,558.06: Incomplete Bid
Equipment Brokers Inc. $879,880.00

Charge To: Chapter 12 County Bond - Construction
Account Number: 20-00-116200-604238 Construction Cost
Resolution
Authorization to award Public Bid # P-2184 to repair the West Hall atrium roof to eliminate water leaks into the Art Gallery ceiling.

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

Action Requested
Authorization to award Public Bid # P-2184 for West Hall Metal Roof Repair to Northeast Roof Maintenance, Inc. at a cost of $87,000.00.

Justification
The two sloped atriums on the roof of West Hall are in need of repairs due to water infiltration into the Art Gallery ceiling.

A total of 11 companies registered for the bid packages, and 1 bid was received.

Charge To: County Bond
Account Number: 20-00-116300-604238