



VOUCHER # _____

VENDOR # _____

PAYMENT REQUEST
BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652-1595
(201) 447-7103

DATE 4-6-17

PAYEE **CLEARY GIACOBBE ALFIERI JACOBS**
5 Ravine Drive
Matawan, New Jersey 07747

SS#/FED ID#

MITCHELL B. JACOBS
Managing Partner

DESCRIPTION/DETAILS	AMOUNT
Inv.# 50246	
Legal Services Rendered	
thru: 3/31/17.	
TOTAL	
TAX ID# 273680224	
Attach Documentation	<p>\$2310⁰⁰</p> <p>Initials</p>

BUDGET CODE	AMOUNT
10-01-186100-607217	\$

APPROVALS

Division/Department Head

Victor J. Anaya

Executive Council

Accounting

Cleary Giacobbe Alfieri Jacobs

5 Ravine Drive
Matawan, NJ 07747

Ph:732-583-7474

Fax:732-290-0753

April 6, 2017

Bergen County Community College
400 Paramus Road
Paramus, NJ
07652

Attention: Director of Finance

Client # 990
File #: 4558
Inv #: 50246

RE: Bergen County Community College/Special Labor Negotiations

For Services Rendered Through: March 31, 2017

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
3/1/17	Review Professional staff agreement; e-mail to J. Miller	0.20	30.00	rfk
3/1/17	Review PSA Agreement; e-mail to J. Miller	0.40	60.00	rfk
3/8/17	Follow-up call to J. Miller re: language concerning vacation time in PSA Agreement	0.10	15.00	rfk
3/8/17	Conference with J. Miller re: vacation leave language	0.10	15.00	rfk
3/10/17	Additional review of PSA contract re: vacation time; conference with J. Miller	1.20	180.00	rfk
3/12/17	Review adjunct faculty negotiations notes in preparation for negotiations	0.50	75.00	mjg
3/13/17	Prepare for and attend AFT negotiations and meeting with J. Miller	4.00	600.00	mjg
3/15/17	Draft and revise personnel policies	2.20	330.00	yb
3/17/17	Review and respond to e-mail from J. Miller re: facilities Generalist	0.10	15.00	mjg
3/17/17	Review job descriptions and review support staff CBA	1.00	150.00	mjg
3/21/17	E-mail to J. Miller re: revised facilities general list job description; review response to same; review e-mail from W. Mullaney	0.20	30.00	mjg
3/22/17	Review and revise Administrators MOA; review notes; various e-mail correspondences with J. Miller; further revisions to MOA	1.30	195.00	mjg
3/22/17	Review and respond to e-mail from J. Miller re Professional Staff	0.10	15.00	mjg
3/22/17	Review and respond to e-mail from J. Miller re Administrator's MOA	0.10	15.00	mjg

3/24/17	Review changes to Administrators MOA and telephone J. Miller re same	0.30	45.00	mjg
3/27/17	Finalize Administrator's MOA; e-mail same to R. Topham for approval	0.50	75.00	mjg
3/27/17	Draft e-mail to R. Topham re final memorandum of agreement for Administrators	0.10	15.00	mjg
3/28/17	Prepare for and attend Trustees Personnel Committee meeting	2.00	300.00	mjg
3/29/17	Review e-mail from J. Miller re: professional staff agreement	0.10	15.00	rfk
3/30/17	Review PSA MOA's; conference with J. Miller, revisions to contract	0.70	105.00	rfk
3/31/17	Telephone J. Miller re AFT	0.20	30.00	mjg
Totals		15.40	<u>\$2,310.00</u>	

<u>Lawyer</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Matthew J Giacobbe	10.40	\$150.00	\$1,560.00
Yaacov Brisman	2.20	\$150.00	\$330.00
Ronald F Kavanagh	2.80	\$150.00	\$420.00

Total Fee & Disbursements

\$2,310.00

PAYMENT DETAILS

3/27/17	Payment	1,267.80
Total Payments		<u>\$1,267.80</u>
Previous Balance		2,482.80
Previous Payments		1,267.80
Balance Now Due		<u>\$3,525.00</u>

TAX ID Number 273680224