Bergen Community College
400 Paramus Road, Paramus, New Jersey 07652
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BOARD OF TRUSTEES
PUBLIC MEETING

Paramus Campus – Health Professions Building – Conference Rooms 302 and 304
400 Paramus Road, Paramus, New Jersey 07652

Tuesday, June 4, 2024 – 5:00 p.m.

I. Call to Order

II. Open Public Meetings Act Statement

III. Roll Call

IV. Pledge of Allegiance

V. Reports:
- A. Vice Chairman
- B. Secretary
- C. Treasurer
- D. President
- E. Committees
  1. Audit, Finance and Legal Affairs
  2. Education and Student Affairs
  3. Personnel
  4. Site and Facilities
  5. Strategic Planning and Issues
- F. Alumni Trustee
- G. Chairwoman

VI. Unfinished Business / Board Members

VII. New Business / Board Members

VIII. Open to the Public

IX. Actions

A.	Approval of Board Minutes:	Tuesday, May 7, 2024
B.	Consent Agenda:	Tuesday, June 4, 2024

X. Adjournment

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CONSENT AGENDA

Tuesday, June 4, 2024
Paramus Campus – Health Professions Building – Conference Rooms 302 and 303
5:00 p.m.

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

Approval of Board Minutes – Tuesday, May 7, 2024

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To renew the College's virtual Chief Information Security Officer (vCISO) services for one year from CyberSecOp.
3. To authorize renewal of the College's VMWare license agreement with NJEdge.net for one year to support virtual server host machines.
4. To authorize the College's annual purchases of lifecycle replacement equipment and products for day-to-day operational needs at an estimated cost of $800,000.00 through various state and national cooperative purchasing agreements for the Fiscal Year ending June 30, 2025.
5. To authorize the annual renewal of the College's broadband Internet services through NJEdge.net technology consortium for the amount of $201,744.00.
6. To authorize the purchase and installation of furniture campus wide as needed through various county and state purchasing agreements and contracts for the Fiscal Year ending June 30, 2025.
7. To authorize the purchase of maintenance, custodial, and grounds supplies, equipment, parts, materials, products, and services from state contract vendors for the Fiscal Year ending June 30, 2025.
8. Authorization to purchase and install equipment and related services for the Child Development Center through County and State co-operative purchasing agreements for the Fiscal Year ending June 30, 2025.
9. To authorize payment to the County of Bergen for the cost for Property Insurance Coverage, Excess Workers' Compensation Coverage, Liability Claim Fund, Workers' Compensation Fund, Educator's Legal Liability, and Third-Party Claim Administration Fee for the College's participation in the County of Bergen Insurance Fund.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. To authorize submission of an application to the United States Department of Education (DOE) Office of Post Secondary Education for a grant under the Student Support Services Program (SSSP), and authorize Dr. Eric M. Friedman, President, or his designee, to execute required documents.
2. To authorize submission of the Perkins FY 2025 grant application to the State of New Jersey Department of Education, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute required documents and activities.

INSTITUTIONAL (I)

1. To approve the 2024 / 2025 Presidential Goals as submitted by President Eric M. Friedman.

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CONSENT AGENDA

Tuesday, June 4, 2024

PERSONNEL (P)

1. To approve the specified personnel separations.
2. To approve the appointments of the specified Confidential and Grant-funded personnel.
3. To approve the appointment of the specified Professional personnel.
4. To approve the appointments of the specified Support personnel.
5. To approve the appointments of the specified temporary full-time personnel.
6. To approve the appointments of the specified Clinical Coordinators.
7. To approve the appointment of the specified personnel to a stipend position.
8. To approve the appointments and reappointments of the specified Academic Chairs and Program Coordinators / Faculty.
9. To approve the reappointment of the specified Faculty (eleventh month).
10. To approve the reappointment of the specified Confidential personnel positions.
11. To approve the reappointments of the specified administrative personnel.
12. To approve the reappointments of the specified Professional personnel.
13. To approve the reappointments of the specified Support personnel.
14. To approve the reappointments of the specified Grant-funded personnel.
15. To approve the reappointments of the specified Ciarco instructors.
16. To approve the correction of the divisions and ranks for the specified Faculty personnel.
17. To approve the correction of the divisions and ranks for the specified Faculty personnel.
18. To approve the salary increase of Grant-funded personnel.
19. WHEREAS the Bergen Community College ("College") and the Bergen Community College Adjunct Faculty Federation "BCCAFF") recommend the terms for a successor collective bargaining agreement to the Board for approval.
20. To approve the title changes and job descriptions for the specified Confidential positions.

SITE AND FACILITIES (S/F)

1. To approve the authorization to award Public Bid P-2394 for Second Floor C-Wing Restroom Renovations to VMF Construction.

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BOARD OF TRUSTEES ACTION A/F1
Approval Date: June 4, 2024

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

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer

Action Requested
Approval for payment of the following legal vouchers:

DeCotiis, FitzPatrick, Cole & Giblin. LLP.

April 1, 2024, to April 30, 2024, $22,052.00

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	$ 22,052.00

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BOARD OF TRUSTEES ACTION A/F 2
Approval Date: June 4, 2024

Resolution
To renew the College's virtual Chief Information Security Officer (vCISO) services for one year from CyberSecOp.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Ron Spaide, Chief Information Officer
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
To authorize renewal of the College's virtual Chief Information Security Officer (vCISO) services from CyberSecOp for a term of one year (June 15, 2024 - June 14, 2025) at a cost of $74,970.

Justification
To meet the requirements of the College's cybersecurity insurance policy and the new Gramm-Leach-Bliley Act (GLBA) regulations, the institution is required to dedicate an individual or service to oversee our cybersecurity matters.

The virtual Chief Information Security Officer (vCISO) program will continue remediating gaps identified as a result of the 2023 Information Security Assessment and govern the Information Security Program. This program will also provide annual internal/external security testing, technical reports, and a detailed roadmap for continuous security posture improvements and remediation. Services include monitoring network and system activities for malicious activities and/or policy violations, providing managed detection and response services, and developing and managing cybersecurity training for employees.

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

These services are exempt from bidding in accordance with County College Contracts Law 18A:64A-25 (15) (Consulting Services)

Charge to: College Operating Funds
Account Number: 10-01-165100-607550
Total Amount: $74,970

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BOARD OF TRUSTEES ACTION A/F 3
Approval Date: June 4, 2024

Resolution
To authorize renewal of the College's VMWare license agreement with NJEdge.net for one year to support virtual server host machines.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Ron Spaide, Chief Information Officer
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
To authorize the annual renewal of the College's VMWare academic licensing agreement for one-year (July 1, 2024, through June 30, 2025) with NJEdge.net through the Edge Consortium at a cost not to exceed $87,000.

The VMWare licensing model is changing, and the vendor has not finalized pricing in time for our June board resolution deadline. This licensing is critical to the operations of the College; therefore, the college has secured a "not to exceed" cost in order to move forward with obtaining board approval prior to the expiration date of 6/30/24. This subscription includes (2) vCenter Servers, and (54) vSphere Enterprise Plus licenses.

Justification
The VMWare license entitles the College to use the virtualization software that runs the core functions of our server environment. By utilizing VMWare, the college is able to reduce the number of physical servers required to support our business needs, thereby decreasing the amount of power and staff required to support the servers. Additionally, virtualizing these servers makes our systems and services more portable in the event of a natural disaster, and backup data can be used to restore service quickly and reliably at an alternate location.

NJEdge.Net is a nonprofit organization and is exempt from Pay-To-Play. Consortium purchases are allowed in accordance with County College Contracts Law 18A:64A-25.10.

Charge to: College Operating Funds
Account Number: 10-01-165100-607526
Total Amount: $87,000.00

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BOARD OF TRUSTEES ACTION A/F 4
Approval Date: June 4, 2024

Resolution
To authorize the College's annual purchases of lifecycle replacement equipment and products for day-to-day operational needs at an estimated cost of $800,000.00 through various state and national cooperative purchasing agreements for the Fiscal Year ending June 30, 2025.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Finance Officer
Mr. Ron Spaide, Chief Information Officer
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
To authorize the College's annual purchases for lifecycle replacement equipment and products for day-to-day operational needs at an estimated cost of $800,000.00 from various state and national cooperative purchasing agreements.

Justification
Each year the College replaces equipment and products that have reached the end of their useful life. These purchases include but are not limited to Apple products, personal computers, thin clients, laptops, Chromebooks, scanners, printers, wireless keyboards, speakers, webcams, external hard drives, data communications products, software licensing, miscellaneous items for lifecycle replacement for out-of-warranty equipment, and items needed for the day-to-day operations. The College will utilize approved New Jersey State Contract Vendors on Naspo Value Point contracts, ESCNJ Cooperative contracts, EDGE, E&I Cooperative contracts, OMNI partnership, and National Cooperative Purchasing Alliance.

Purchase through State Contract and Consortiums are allowed in accordance with County College Contracts Law 18A:64A-25.9 and 18A:64A-25.10.

Charge to:	Capital Funds
Account Number:	Various
Total Amount:	$800,000.00

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BOARD OF TRUSTEES ACTION A/F 5
Approval Date: June 4, 2024

Resolution
To authorize the annual renewal of the College's broadband Internet services through NJEdge.net technology consortium for the amount of $201,744.00.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Ron Spaide, Chief Information Officer
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
Authorization to renew the College's internet services contract for Fiscal Year 2025 through NJEdge.net at a cost of $201,744.00.

Justification
The College needs to maintain broadband internet services to meet operational needs for the term 7/1/24 through 6/30/25.

Consortium purchases are allowed in accordance with County College Contracts Law 18A:64A-25.10.

Charge to:	College Operating Funds
Account Number:	10-01-165100-607645
Total Amount:	$201,744.00

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BOARD OF TRUSTEES ACTION A/F 6
Approval Date: June 4, 2024

Resolution
To authorize the purchase and installation of furniture campus wide as needed through various county and state purchasing agreements and contracts for the Fiscal Year ending June 30, 2025.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Nathaniel Saviet, Vice President Facilities
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
Authorization to purchase and install furniture across campus as needed at an estimated cost of $200,000.00 using approved New Jersey State Contract Vendors on ESCNJ, Hunterdon County, and E&I Cooperative contracts, OMNIA Partners, Sourcewell, TIPS, and National Cooperative Purchasing Alliance.

Justification
The College needs to purchase, deliver, and install of furniture at various campus locations. This furniture is critical to providing transformative and inclusive spaces that improve learning environments and foster collaboration and belongingness for students, staff, and visitors.

Purchase through State Contract and Consortiums are allowed in accordance with County College Contracts Law 18A:64A-25.9 and 18A:64A-25.10.

Charge to:	College Operating Funds
Account Number:	Various
Total Amount:	$200,000.00

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BOARD OF TRUSTEES ACTION A/F 7
Approval Date: June 4, 2024

Resolution
To authorize the purchase of maintenance, custodial, and grounds supplies, equipment, parts, materials, products, and services from state contract vendors for the Fiscal Year ending June 30, 2025.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Nathaniel Saviet, Vice President Facilities
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
To authorize the purchase various maintenance, custodial, and grounds supplies, equipment, parts, materials, and services at an estimated cost of $1,275,000.00 using approved New Jersey State Contract Vendors on ESCNJ, Bergen County Cooperative, Hunterdon County, and E&I Cooperative contracts, OMNIA Partners, and National Cooperative Purchasing Alliance.

Justification
The College needs to purchase maintenance, custodial, and grounds supplies, equipment, parts, materials, and services for the ongoing maintenance, improvement, and repair of College facilities and grounds. These purchases include but are not limited to general, electrical, HVAC, plumbing, and custodial supplies, equipment, tools, and other items needed for day-to-day operations, preventative maintenance, and repairs.

Purchase through State Contract and Consortiums are allowed in accordance with County College Contracts Law 18A:64A-25.9 and 18A:64A-25.10.

Charge to:	Various
Account Number:	Various
Total Amount:	$1,275,000.00

General Description and Examples of Purchases	Estimated Amount
General Maintenance, Custodial, and Grounds Supplies, Equipment, and Accessories	$300,000
Electrical and Lighting Supplies, Equipment, and Accessories	$250,000
Heating, Cooling, Air Conditioning (HVAC), Plumbing, and Bathroom Supplies, Equipment, and Accessories	$350,000
Painting, General Construction, Tiling, Flooring, Sheetrock, Carpentry, Renovation and Repair Services	$375,000

Note: The above table is meant to be a general description and examples of purchases and materials/services purchased under this resolution.

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BOARD OF TRUSTEES ACTION A/F 8
Approval Date: June 4, 2024

Resolution
Authorization to purchase and install equipment and related services for the Child Development Center through County and State co-operative purchasing agreements for the Fiscal Year ending June 30, 2025.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Nathaniel Saviet, Vice President Facilities
Dr. Andrew Tomko, Vice President of Academic Affairs
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
Authorization to make improvements to the Child Development Center security, flooring, ceiling, lights, bathrooms, doors and furniture, estimated at $280,000, contingent upon grant fund approval. Approved New Jersey State Contract Vendors on ESCNJ, Hunterdon County, TIPS, and E&I Cooperative contracts, OMNIA Partners, Sourcewell, and National Cooperative Purchasing Alliance, all which Bergen Community College has maintained memberships with, will be utilized.

Justification
The College's Child Development Center requires improvements to enhance existing facilities. Clean, safe, and accessible facilities are critical to providing inclusive places for the College community that foster belongingness and support diverse community members and their children.

Purchases through State Contract and Consortiums are allowed in accordance with County College Contracts Law 18A:64A-25.9 and 18A:64A-25.10.

Charge to:	Chapter 12 Funds
Amount:	$80,000
Charge to:	Grant Funds
Amount:	$200,000
Account Number:	Various
Total Amount:	$280,000.00

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BOARD OF TRUSTEES ACTION A/F 9
Approval Date: June 4, 2024

Resolution
To authorize payment to the County of Bergen for the cost for Property Insurance Coverage, Excess Workers' Compensation Coverage, Liability Claim Fund, Workers' Compensation Fund, Educator's Legal Liability, and Third-Party Claim Administration Fee for the College's participation in the County of Bergen Insurance Fund.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer

Action Requested
To authorize payment to the County of Bergen for Property Insurance Coverage; Excess Workers' Compensation Coverage; Liability Claim Fund; Workers' Compensation Fund; Educator's Legal Liability insurances for the coverage period July 1, 2024 through June 30, 2025, at an estimated cost of $1,188,300.

Justification
The College participates in the County of Bergen's Insurance Fund for risk management and liability insurance coverage. The College is required to reimburse the County for its portion of the renewal cost for the insurance coverage each year. The total cost is distributed across two accounts for general liability and workers' compensation insurance.

The College is authorized to enter into a contract to participate in the County Insurance Fund pursuant to N.J.S.A. 18A:64A-25.40. Further, the College is authorized, pursuant to N.J.S.A 18A;64A-25.10., to enter into a joint purchasing agreement with the County for, among other things, the purchase of insurance and insurance consulting services, which are exempt from bidding in accordance with the County Colleges Contract Law, specifically N.J.S.A. 18A:64A-25.5(a)(11).

Charge To:	College Operating Funds
Account Numbers:	10-01-188100-607590
	10-01-188100-607591
Total Amount:	$1,188,300

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BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: June 4, 2024

Resolution
To authorize submission of an application to the United States Department of Education (DOE) Office of Post Secondary Education for a grant under the Student Support Services Program (SSSP), and authorize Dr. Eric M. Friedman, President, or his designee, to execute required documents.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Anthony J. Trump, Vice-President Student Support Services
Dr. Anjali Thanawala, Director Grants Administration

Action Requested
To authorize submission of a grant application to the DOE for SSSP for a 60-month performance period, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute required documents.

Justification
The primary goal of this grant is to provide support services such as tutoring, counseling, and financial and economic literacy to our students. This grant will increase opportunities for disadvantaged, low-income, first-generation, and students with disabilities to successfully complete a postsecondary degree and transfer to a four-year college.

This project will focus on 140 English as Second Language learners each year.

A 33% institutional cash match is required from the federal student aid budget. The project description and budget are in development.

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BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: June 4, 2024

Resolution
To authorize submission of the Perkins FY 2025 grant application to the State of New Jersey Department of Education, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute required documents and related activities.

Submitted By
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President Academic Affairs and Provost
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Anjali Thanawala, Director, Grants Administration

Action Requested
To authorize submission of the College's Fiscal Year 2025 Perkins application to the New Jersey Department of Education for approximately $959,460, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents and related activities.

Justification
The State of New Jersey Department of Education estimates Bergen Community College's Perkins Grant funding at $950,460 for Fiscal Year 2025 (July 1, 2024, through June 30, 2025). The application builds on the Comprehensive Local Needs Assessment conducted with key community and employer stakeholders to identify priority career and technical education (CTE) needs in Bergen County.

The proposed Perkins Grant funding plan requires approval by the College's Board of Trustees. The funding will support priority requests for equipment, supplies, professional development activities, conference and consultant fees, and professional staff.

The equipment and services include:

- Equipment, instrumentation, and instructional supplies for Business and Hotel Restaurant Management, Fashion Design, Music and Theater Arts, and Health Professions programs.
- CTE consultants, counseling staff, academic coaches, and other student support services staff.
- Conference, seminar, and workshop attendance for professional development and training, especially for nationally recognized credentials, nontraditional student retention, completion, and employment in high pay, high skill, in-demand occupations.
- Industry/employer guest speakers and workplace experiences to strengthen student & staff learning and development.

No college funds are required.

The completed Perkins plan and budget are in development.

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BOARD OF TRUSTEES ACTION I-1
Approval Date: June 4, 2024

Resolution
To approve the 2024 / 2025 Presidential Goals as submitted by President Eric M. Friedman.

Submitted By
Mrs. Dorothy Blakeslee, Chairwoman, Board of Trustees
Dr. Eric M. Friedman, President

Justification
Please see the attached 2024 / 2025 Presidential Goals.

BERGEN COMMUNITY COLLEGE
PRESIDENTIAL GOALS 2024-2025

1. Lead and support the College community as it begins to implement the 2024-2029 Strategic Plan, *Focusing on the Future*.

2. Continue to lead the College through the final stages of reaffirmation of accreditation by the Middle States Commission on Higher Education.

3. Continue to support the All-College Forum as it convenes its inaugural committees and serves as a central body for participatory and shared governance.

4. Establish a Blue Ribbon Committee on Culinary Arts, Pastry Arts, and Hotel/Restaurant Management to assist the College as it moves closer to having a new facility for its culinary programs. Launch discussions related to partnership opportunities, marketing techniques, and innovative programming.

5. Lead and support in the deployment of new technologies. Support evaluation and updating of existing systems to ensure that goals in the Strategic Enrollment Management (SEM) Plan and the Academic Master Plan (AMP) can be met.

6. Continue to improve students' sense of belonging and inclusion through the continued implementation of the Diversity, Equity, and Inclusion (DEI) Action Plan. Continue to review the College's organizational structure with an eye towards strengthening multicultural activities and services in order to boost student success rates.

7. Support the onboarding and development of a new team in the BCC Foundation Office, the launch of a new fundraising campaign, and the establishment of fundraising targets.

8. Lead and support continuous improvements to the College's facilities, including addressing deferred maintenance needs, and pursuing sustainability initiatives.

9. Support the Finance Division as it continues to implement transparent processes that lead to resource allocation based on specific goals, assessment results, and data analysis.

10. Continue the comprehensive review of the College's curriculum structure (as stated in the Academic Master Plan). Ensure that the curriculum aligns with contemporary educational expectations and meets the needs of the local and regional workforce.

11. Support organizational development efforts including: the review of certain job titles and descriptions, clarification of career pathways, and appropriate professional development programming.

12. Align the College's planning and assessment activities with the new version of the Middle States Commission on Higher Education's (MSCHE) *Standards for Accreditation and Requirements of Affiliation* (version 14).

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BOARD OF TRUSTEES ACTION P1
Approval Date: June 4, 2024

Resolution
To approve the specified personnel separations.

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Mr. Ronald Spaide, Chief Information Officer
Dr. Andrew Tomko, Interim Vice President of Academic Affairs
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested
To accept the separation of the following individuals:

	Name	Reason	Position/Department/Division/Unit	Effective Date
1.	Amanda Caban	Resignation	Custodian/Facilities/Support	05/03/2024 (retroactive)
2.	Felix Rios Alvarez	Resignation	Custodian/Facilities/Support	05/17/2024 (retroactive)
3.	Steven Mimms	Resignation	Head Baseball Coach/Athletics/Part-Time	05/07/2024 (retroactive)
4.	Dominic Ciaccio	Retirement	Professional Assistant/Information Technology/Faculty	09/01/2024
5.	Vanda Bozicevic Metzger	Retirement	Professor/Humanities/Academic Affairs/Faculty	07/01/2024
6.	Aisling McCaffrey	Termination	Custodian/Facilities/Support	05/16/2024 (retroactive)

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BOARD OF TRUSTEES ACTION P2
Approval Date: June 4, 2024

Resolution
To approve the appointments of the specified Confidential and Grant-funded personnel.

Submitted By
Dr. Eric M. Friedman, President
Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Andrew Tomko, Interim Vice President of Academic Affairs
Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested
To approve the appointments of the following individuals to the vacant positions and annual salaries:

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Date
1.	Dennis Maluchnik	Controller/Finance	Executive	$125,000.00	06/17/2024
2.	Edward Sanchez	Project Manager, USDA Grant/ Finance	Grant	$68,000.00	06/24/2024
3.	Francis Corrigan	Forensic Lab Technician/Academic Affairs	Grant	$45,000.00	06/24/2024
4.	Colin Busteed	Director of Budgets and Financial Administration/Finance	Confidential	$107,500.00	06/17/2024

Justification
1.- 4. To fill budgeted vacant positions through successful search processes pending completion of background checks and references. These positions are at-will.

Charge to:
College Operating Funds and Grant Fund Account Numbers in accordance with the list below:
1. 10-01-140100-601110
2. 50-04-588800-601110
3. 50-20-599001-601110
4. 10-01-140800-601110

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BOARD OF TRUSTEES ACTION P3
Approval Date: June 4, 2024

Resolution
To approve the appointment of the specified Professional personnel.

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested
To approve the appointments of the following individuals to the vacant positions and annual salaries:

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Date
1.	Jessica Dizon	Admissions Specialist/ Student Affairs	Professional	$47,500.00	06/10/2024
2.	William Dekker	Custodial Supervisor/ Facilities	Professional	$70,000.00	06/10/2024

Justification

1.-2. To fill a budgeted vacant position through a successful search process pending successful completion of background checks and references.

Charge to: College Operating Funds in accordance with the list below:
1. 10-02-211000-601110
2. 10-06-610100-601110

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BOARD OF TRUSTEES ACTION P4
Approval Date: June 4, 2024

Resolution
To approve the appointments of the specified Support personnel.

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested
To approve the appointment of the following individuals to the vacant position and annual salary indicated below:

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Date
1.	Marcia Henry	Custodian/Facilities	Support	$33,999.00	06/17/2024
2.	Ana Torres	Custodian/Facilities	Support	$33,999.00	06/17/2024
3.	Patrick White	Custodian/Facilities	Support	$33,999.00	06/17/2024

Justification

#1.-3. To fill budgeted vacant positions through successful search processes pending completion of background checks and references.

Charge to:
College Operating Funds in accordance with the list below:
1. 10-06-620100-601135
2. 10-06-620100-601135
3. 10-06-620100-601135

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BOARD OF TRUSTEES ACTION P5
Approval Date: June 4, 2024

Resolution
To approve the appointments of the specified temporary full-time personnel.

Submitted By
Dr. Eric M. Friedman, President
Mr. Anthony Trump, Vice President of Student Affairs
Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested
To approve the appointments of the following individuals to the temporary full-time positions and annual salaries indicated below:

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Dates (retroactive)
1.	Yanara Burgos	Enrollment Generalist/ Student Affairs	N/A	$38,220.00	05/15/2024 – 12/31/2024
2.	Serina May	Enrollment Generalist/ Student Affairs	N/A	$40,040.00	05/15/2024 – 12/31/2024
3.	Lisa Sarracino	Enrollment Generalist/ Student Affairs	N/A	$41,860.00	05/15/2024 – 12/31/2024
4.	Donna Puleo	College Nurse/Student Affairs	N/A	$85,890.00	07/01/2024 – 06/30/2025

Justification
1.-4. These are temporary full-time positions. These positions are at-will.

Charge to:
College Operating Funds in accordance with the list below:
1. 10-02-268100-601130
2. 10-02-268100-601130
3. 10-02-268100-601130
4. 10-02-240100-601128

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BOARD OF TRUSTEES ACTION P6
Approval Date: June 4, 2024

Resolution
To approve the appointments of the specified Clinical Coordinators.

Submitted By
Dr. Eric M Friedman, President
Dr. Andrew S. Tomko, Interim Vice President of Academic Affairs
Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested
To appoint the individuals listed to the positions of Clinical Coordinator at the stipends shown for the period July 1, 2024 - June 30, 2025.

CLINICAL COORDINATORS

Name	Department/Division	Annual Stipend
Elizabeth Terhune	Medical Office Assistant/Health Professions	$4,750.00
Daniel Brancato	Radiation Therapy/Health Professions	$2,375.00
Amy Cacciatore	Radiation Therapy/Health Professions	$2,375.00
Mary Chmielewski	Surgical Technology/Health Professions	$4,750.00
Lisa Duddy	Dental Hygiene/Health Professions	$4,750.00
Irene Erazo	Respiratory Therapy/Health Professions	$4,750.00
Nicole Humphreys	Veterinary Technology/Health Professions	$4,750.00
Stephanie Niemiec	Paramedic Science/Health Professions	$4,750.00
Elizabeth Romano	Radiography/Health Professions	$4,750.00

Justification
In accordance with the terms of the Agreement between Bergen Community College and the Bergen Community College Faculty Association, Article XXI of the BCCFA contract.

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BOARD OF TRUSTEES ACTION P7
Approval Date: June 4, 2024

Resolution
To approve the appointment of the specified personnel to a stipend position.

Submitted By
Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested
To approve the appointment of the following individual to a budgeted stipend position at the amount indicated:

Name	Position	Stipend	Unit	Effective Date (retroactive)
Deanna Fletcher	Assistant Women's Soccer Coach	$5,000.00	N/A	09/30/2023-05/01/2024

Justification
To fill a vacant assistant coach position at the above-mentioned seasonal stipend specified. The hiring of the coach was contingent on Bergen Community College approving a fall, winter, or spring athletic season.

Charge to: College Operating Funds
Account Number: 60-09-910000-601161

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BOARD OF TRUSTEES ACTION P8
Approval Date: June 4, 2024

Resolution
To approve the appointments and reappointments of the specified Academic Chairs and Program Coordinators / Faculty.

Submitted By
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Interim Vice President of Academic Affairs
Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested
To appoint/reappoint the individuals listed below to the positions of Academic Chairs and Program Coordinators/Directors at the stipends and release time shown for the period July 1, 2024 – June 30, 2025

		Annual Stipend	Annual Release Time
ACADEMIC CHAIRS			
Name	**Departments//Division**		
Dr. Maureen Ellis Davis*	Social Sciences//Business and Social Sciences	$3,000.00	11 credit hours
Dr. Anthony Yankowski*	Social Sciences//Business and Social Sciences	$3,000.00	11 credit hours
Keith Chu	History//Humanities	$3,000.00	11 credit hours
Danielle Coppola-Oliveri	Wellness and Exercise Science//Health Professions	$3,000.00	11 credit hours
Amy Diaz	Health Professions//Health Professions	$3,000.00	11 credit hours
Dr. Peter Dlugos	Philosophy & Religion//Humanities	$3,000.00	11 credit hours
Ronda Drakeford	Hotel and Restaurant Management// Business and Social Sciences	$3,000.00	11 credit hours
Michael Echols	Communications//Humanities	$3,000.00	11 credit hours
Eileen Fitzgerald	Composition, Literature and English Basic Skills//Humanities	$6,400.00	23 credit hours

Robert Fusco	Mathematics//Mathematics, Science and Technology	$6,400.00	23 credit hours
Robert Highley	Biology and Horticulture//Mathematics, Science and Technology	$6,000.00	20 credit hours
Heidi Lieb	English as a Second Language and World Languages//Humanities	$6,400.00	22 credit hours
Dr. Ara Kahyaoglu	Physical Sciences//Mathematics, Science and Technology	$6,000.00	20 credit hours
Matthew King	Computer Science, Engineering and Information Technology//Mathematics, Science and Technology	$3,000.00	11 credit hours
Dr. Melissa Krieger	Education//Business and Social Sciences	$3,000.00	11 credit hours
Richard Kuiters	Criminal Justice and Legal Studies// Business and Social Sciences	$3,000.00	13 credit hours
Francis Schmidt*	Visual and Performing Arts//Humanities	$3,000.00	15.5 credit hours
Dr. Andrew Krikun*	Visual and Performing Arts// Humanities	$3,000.00	15.5 credit hours

*Co-Chairs per agreement with BCCFA.

PROGRAM COORDINATORS/DIRECTORS

Name	Department/Division	Annual Release Time
Kelly Alexis Birdsall Griffiths	World Languages//ESL and World Languages/ Humanities	11 credit hours
Dr. Amy Ceconi	Respiratory Care//Health Professions	10 credit hours
Tyrone De Leon	Radiography//Health Science/Health Professions	10 credit hours
Amy Diaz	Radiation Therapy Technology//Health Professions	10 credit hours
Irene Figliolina	Medical Office Assistant//Health Professions	10 credit hours

Jessica Gorham	Diagnostic Medical Sonography//Health Professions	10 credit hours
Dr. Caroline Kelley	Composition & Literature//Humanities	6 credit hours
Dr. Lawrence Joel	Legal Studies//Business and Social Sciences	11 credit hours
Joanne Piccininni	Paramedic Science//Health Professions	10 credit hours
Lisa Picht	Veterinary Technology//Health Professions	10 credit hours
Dr. Daniel Salerno	English Basic Skills//Humanities	18 credit hours
Kaveh Saminejad	College Math// Mathematics, Science and Technology	8 credit hours
Mary Senor	Surgical Technology//Health Professions	10 credit hours
Melanie Walker	Developmental Math//Mathematics, Science and Technology	16 credit hours

PROGRAM LIAISON		
Name	**Department/Division**	**Annual Release Time**
David Wang	Computer Science// Science, Math and Technology	4 credit hours

Justification
To appoint/reappoint the Academic Department Chairs, Program Coordinators/Directors and Program Liaison in accordance with the Bergen Community College agreement with the BCCFA, Article XXI of the BCCFA contract.

Charge To: College Operating Funds
Account Number: Respective Academic Departments

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BOARD OF TRUSTEES ACTION P9
Approval Date: June 4, 2024

Resolution
To approve the reappointment of the specified Faculty (eleventh month).

Submitted By
Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested
To approve the following faculty members be reappointed to an eleventh month contract effective July 1, 2024 through June 30, 2025. The faculty members indicated will receive 10% of their July 1, 2024, base salary as compensation for working the eleventh month:

	Name	Position/Division
1.	Timothy Foote	Associate Professor/Counseling/Student Affairs
2.	Fred Golub	Professor/Counseling/Student Affairs

Justification
To provide counseling services during the 11th month in accordance with Article VII of the BCCFA contract.

Charge to:
College Operating Funds Account Number in accordance with the list below:
1. 10-02-230100-601120
2. 10-02-230100-601120

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BOARD OF TRUSTEES ACTION P10
Approval Date: June 4, 2024

Resolution
To approve the reappointment of the specified Confidential personnel positions.

Submitted By
Dr. Eric M. Friedman, President
Mr. David Borzotta, Associate Vice President of Safety and Security
Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development
Dr. Tonia McKoy, Dean of Research, and Institutional Effectiveness
Mr. Ronald Spaide, Chief Information Officer
Mr. Nathaniel Saviet, Vice President of Facilities
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Andrew Tomko, Interim Vice President of Academic Affairs
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Suzanne Wetzel, Vice President of External Affairs
Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested
That the following personnel be reappointed to the positions indicated for the period commencing July 1, 2024 through June 30, 2025.

Name	Position
Jose Alavena	Director of Custodial Operations
Russie Allen	Associate Director of Financial Aid and Compliance
Ivanna Amell	Division Coordinator
Jessica Blundo	Director of Child Development Center
John Booth	Associate Director of Public Safety, Operations
David Borzotta	Associate Vice President of Safety and Security
Kathryn Brunetto	Senior Director of Admissions, Testing and International
Krystal Carbajal	Benefits and Compensation Assistant
Linda Caruso	Director of Bergen for Business
Gean Chin	Executive Secretary
Carol Clarke	Senior Administrative Assistant
Carmen Cruz-Torres	Assistant Dean of Nursing
Cinzia D'Iorio	Vice President of Continuing Education and Workforce Development
Khairia Fazal	Dean of Learning Support
Gregory Fenkart	Director of Student Life and Development
Maria Ferrara	Executive Assistant to the Board of Trustees and President
Ellianne Gallardo	Associate Director of Employee Relations and Organizational Development
Yessika Garcia-Guzman	Assistant Vice President of Financial Aid and Compliance
Anna Gergen	Assistant Director of P.T.K. and Honors

Reginald Grant	Senior Payroll Generalist
Nishika Gupta	Assistant Vice President
Jorge Hernandez	Director of Athletics
Christine Hill	Administrative Assistant
Lawrence Hlavenka	Executive Director of Public Relations
Michael Hyjeck	Managing Director, Physical Plant
Kristy Italiano	Director of Marketing
Diana Jankuloski	Associate Director of Payroll
Amarjit Kaur	Managing Director, CITL
Ilene Kleinman	Associate Dean of Curriculum
Theresa Kyle	Senior Human Resources Specialist
Jeanette Lim	Associate Director of Institutional Effectiveness
Timothy Linteau	Associate Director of Administrative Applications
Laura Madera	Director of College Readiness
Amelia Malak	Benefits Administrator
Deborah Manning	Dean of Multicultural Services and Activities
Alan Manzueta	Director of EOF
David Marks	Dean of Library Services
Tonia McKoy	Dean of Research and Institutional Effectiveness
Margaret Miceli	Director of Community Affairs
Jennifer Migliorino-Diaz	Assistant Vice President of Student Affairs
Jennifer Nicodemo	Director of Capital Projects
Dianna O'Connor	Senior Director, Center for Student Success
Jacqueline Ottey	Registrar
Kevin Porro	Senior Payroll Generalist
James Quimby	Associate Director of Media
Tracy Rand	Senior Director of Student Access
Annette Raymond	Associate Registrar
Maureen Rotker	Assistant Director, HRIS and Compliance
John Rude	Associate Director, Infrastructure
Steven Salcito	Facility Systems Administrator
Nathaniel Saviet	Vice President, Facilities
John Scardina	Director of College Compliance
Joao Sedycias	Campus Executive BCC at the Meadowlands
Hamin Shabazz	Dean, Business and Social Sciences
Christine Silvestri	Executive Secretary
Chanel Smith	Human Resources Coordinator
Anjali Thanawala	Director, Grants Administration
Wilton Thomas-Hooke	Chief Financial Officer
Anthony Trump	Vice President, Student Affairs
Peter Christopher Tully	Director of STEM Research Center
Erin Van Nostrand	Associate Director of Athletics
Peter Vida	Dean of Enrollment Management
Michael Vivenzio	Talent and Development Manager
Stephanie Weise	Director of Purchasing and Services
Suzanne Wetzel	Vice President of External Affairs

Justification
Reappointment of confidential positions. These positions are at will.

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BOARD OF TRUSTEES ACTION P11
Approval Date: June 4, 2024

Resolution
To approve the reappointments of the specified Administrative personnel.

Submitted By
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Interim Vice President of Academic Affairs
Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested
To approve the reappointments of the following individuals to the positions indicated for the period not to exceed one year, commencing July 1, 2024, or until further action by the Board of Trustees.

Name	Position
Susan Callahan Barnard	Dean, Division of Health Professions
Adam Goodell	Senior Dean, Division of Humanities
Andrew Tomko	Vice President of Academic Affairs and Provost
Emily Vandalovsky	Dean, Division of Math, Science and Technology

Justification
Reappointment pursuant to N.J.A.C. 9A:7-4.2(d). These administrative positions are at-will and the reappointed individuals serve for a time period not to exceed one year, or until further action by the Board of Trustees.

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BOARD OF TRUSTEES ACTION P12
Approval Date: June 4, 2024

Resolution
To approve the reappointments of the specified Professional personnel.

Submitted By
Dr. Eric M. Friedman, President
Mr. David Borzotta, Associate Vice President of Safety and Security
Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development
Mr. Ronald Spaide, Chief Information Officer
Mr. Nathaniel Saviet, Vice President of Facilities
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Andrew Tomko, Interim Vice President of Academic Affairs
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Suzanne Wetzel, Vice President of External Affairs
Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested
To approve the reappointments of the below personnel to the positions indicated for the period commencing July 1, 2024 through June 30, 2025.

Name	Position
Luis Aguilera	Federal Work Study Coordinator
Nicole Babington	Student Life Coordinator/Student Organization and Events
Kai Banh	Coordinator of Environmental Health and Safety
Joanna Bellone	Financial Aid Specialist
Ross Billings	Academic Advisor, Center for Student Success
Hilda Buitriago	Coordinator of Educational Outreach
Matthew Calamari	Technical Support Specialist II
Christina Carter	Manager of Grants
Lisa Cassesa	Bergen for Business Coordinator
Victor Castronova	Coordinator, Printing and Copying Services
John Cichowski	Supervisor, Vocational Development and Career Planning
Lisa Crowne	Program Supervisor, Bergen County Jail
Kriselle Dabal	Supplemental Instruction Coordinator
Marcelo Davila	Network Administrator II
Presley DePugh	Public Information Assistant
Lisa DiGaetano	Assistant Director, One Stop
Randy Dodd	Academic Advisor, Center for Student Success
Sierra Dones	Academic Advisor, Center for Student Success

Name	Position
Paulina Drabik	Technical Support Specialist II
Fernando Encarnacion	Evening Math Lab Coordinator
Jessica Fargnoli	Assistant Director of Public Relations
Jared Farra	Student Life Coordinator, Student Leadership and Technology
Deana Fletcher	Coordinator of Athletics and Equipment Manager
Rosanllel Franco	Learning Support Coordinator
Jenny Gamez	Student Life Coordinator, Student Conduct and Development
Jhonatan Garcia	Assistant Director, Continuing Education and Workforce Development
Julia Gibson	Interim NJ Stars Coordinator
Vladimir Gonel	Assistant Manager, Accounts Payable
Melisa Guzman	Academic Advisor, Center for Student Success
Frank Hablawi	Web Developer
Terrance Hannon	Maintenance Supervisor
April Harrison	Coordinator, Office of Multicultural Services and Activities
Kelli Hayes	Academic Coaching Supervisor
Dania Huie-Pasigan	Associate Director, Health Services
Judith Hungreder	Coordinator of Evening and Weekend Services
Sookjung Hwang	Assistant Director, Accounting
Ari Jablonski	Systems Administrator II
Ted Jaronsinski	Manager, Media Technologies
Sadeja Jones	Academic Advisor, Center for Student Success
Candice Kaup Scioscia	Manager, Learning Assistance Center
Yeon Su Kil	Program Supervisor
Kurt Kruegel	Network Administrator II
Dennis Kruk	Coordinator, Health Professions Interdisciplinary Center for Simulation
Michael Lawrence	Technical Support Specialist II
Edwin Lopez-Rodriguez	Custodial Supervisor
Frank Malave	Financial Analyst
Sean McKeon	Technical Support Specialist II
Kim Meekins	Office Services Supervisor
Mani Memari	Instructional Designer
Deborah Michels	Technical Support Specialist II / APPLE
Jack Miller	Group Teacher, Child Development Center
Mark Molisani	Senior Grants Writer
Patricia Owen	Assistant Director of Admissions
Jaime Pardo	Manager, Workforce & Career Placement
Nilda Pardo	Accountant
Samantha Pletsch	Athletic Trainer and Coordinator
Oleksandr Radayev	Process Automation Specialist
Gregory Reilly	Enrollment Services Coordinator at the Meadowlands
Johanna Reyes	Senior Financial Aid Specialist
Anna Rolando	Resource Accommodations Specialist
Rosa Salazar	Financial Aid Assistant

Wioletta Surdyka	Coordinator of Veterans and Military Affairs
Mine Ugurlu	Coordinator of International Services
Maira Urena	Accountant, CE
Maria Vargas	Success Coordinator
Tamara Vaughan	Business Development Manager
Brandon Velez	Academic Advisor, Transfer Coordinator
Brendan Williams	Academic Advisor, Center for Student Success
Helen Witte	Testing Assistant
Kenny Xheraj	Custodial Supervisor

Action Requested

To approve the reappointments of the below personnel to the positions indicated for the period July 1, 2024 through June 30, 2026 (Two-year contract):

Name	Position
Gloria Cevallos	Scheduler & Facilities Planner
Francesco Cicero	Technical Support Specialist II
Christopher Disanto	Testing Assistant
Christopher Houle	Technical Support Specialist II
Kristen Ko	Manager, Access Services
Christopher Maccarrone	Systems Administrator II
Shylah Oldano	Head Teacher, Child Development Center
Thomas O'Neill	Senior Technical Coordinator
Kirsten Perino	Assistant Director, Business Operations
Kimberly Ritchie	Service Desk Manager
Robert Sangster	Technical Support Specialist II

Justification

Reappointment per Article XII, Section 6 of the Professional Staff Collective Bargaining Agreement

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BOARD OF TRUSTEES ACTION P13
Approval Date: June 4, 2024

Resolution
To approve the reappointments of the specified Support personnel.

Submitted By
Dr. Eric M. Friedman, President
Mr. David Borzotta, Associate Vice President of Safey and Security
Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development
Mr. Nathaniel Saviet, Vice President of Facilities
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Andrew Tomko, Interim Vice President of Academic Affairs
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Suzanne Wetzel, Vice President of External Affairs
Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested
To approve the following personnel reappointments to the positions indicated for the period commencing July 1, 2024 through June 30, 2025.

Name	Position
Donna Adams McCarthy	Senior Secretary
Besjana Adili	Custodian
Ourania Aggelatou	Senior Secretary
Salimah Ali	Senior Secretary
Sean Allen	Custodian
Risandry Almanzar	Public Safety Officer
Esmeralda Armendariz	Executive Secretary
Mehmet Arslan	Custodian
Genesis Avellaneda	Administrative Assistant
Ronald Barker	Custodian
Adrian Batista	Custodian
Thomas Bendewald	Senior Administrative Assistant
Maritza Benitez	Custodian
Rajmonda Bilalaj	Custodian
Joseph Breitenbach	Electrician
George Bugyi	Senior Officer
Krystna Bugyi	Custodian
Abiud Caban	Public Safety Officer

Edward Campanella	Public Safety Officer
Kyle Carter	Senior Buyer
Gary Casamento	Public Safety Officer
Luz Castillo	Executive Secretary
Luisa Castro	Executive Secretary
Joseph Cecere	Senior Custodian
Dalia Chinchilla	Custodian
Vrej Citakian	Sergeant
Austin Coiro	Public Safety Officer
Pamela Coles	Senior Secretary
Donna Collins	Office Assistant
Luis Colon	Custodian
Azize Cornejo	Senior Secretary
Remington Coscarello	Custodian
Jerome Creary	Custodian
Mizael Cruz	Custodian
James Daly	Custodian
Bessie DeJesus	Secretary
William Dekker	Head Custodian
Rafael Del Rosario	Senior Custodian
Mamadou Diaby	Custodian
Daniel Diaz	Maintenance Repairperson
Carolina Diaz Santos	Public Safety Officer
Mickey Dickenson	Library Associate
Alexa Dippel	Public Safety Officer
Shawn Donovan	Senior Library Assistant
Keira Eichenlaub	Public Safety Officer
Humberto Felice	Senior Officer
Michael Francois	Electrician
James Funcheon	Maintenance Mechanic
Santo Fusco	Senior Officer
Andrew Gales	Public Safety Officer
Krzysztof Galka	Custodian
Kimberly Gallagher	EOF Secretary
Esma Gecir	Secretary
Ma (Mary) Geminiano	Senior Secretary
Christopher Gosda	Custodian
Thomas Grubecki	Senior Mail Stock Clerk
Kyran Guerra	Public Safety Officer
Franklin Guzman	Library Associate
Sandra Haan	Executive Secretary
Elizabeth Hairston	Senior Accounting Assistant
Fitz-Ritson Harrison	Senior Custodian
Bart Haverty	Public Safety Officer

Betty Highkal	Senior Secretary
Dylan Horton	Senior Officer
Dolores Hunt	Department Coordinator
Jeffrey Janus	Senior Assistant
Bekim Jashari	Custodian
Sandra Jimenez	Senior Secretary
Jerome Jones	Custodian
Tabatha Jones	Senior Secretary
Judy Jouan	Executive Secretary
Matthew Kassai	Public Safety Officer
Susan Kendrick	Secretary
Robert Kitchell	Plumber
Cathy Kreh	Senior Secretary
Daniel Landers	Public Safety Officer
Lorraine Langoski	Senior Custodian
Mario Leonor	Senior Copy Center-Stock Clerk
Carolyn Lyons	Department Coordinator
Shailly Mahajan	Executive Secretary
Kimberly Marriott-Holliday	Public Safety Officer
Neftali Martinez	Senior Mail Stock Clerk
Nancy McAllister	Customer Service Assistant
Kevin McCarthy	Senior Officer
Margaret McCarthy	Office Assistant
Thomas McCoy	Buyer
Richard McMillan	Public Safety Officer
Esther Mejias	Sergeant
Lucia Mistretta	Senior Registration Assistant
Maureen Mitchell	Executive Secretary
Leart Mocka	Maintenance Repairperson
Amy Montagnino	Administrative Secretary
Genevieve Montana-Khalil	Secretary
Alan Mzurinsky	Sergeant
Tara Muttillo	Executive Secretary
Joli Nelson	Department Coordinator
Marie Notholt	Executive Secretary
Steven Oldano	Senior Officer
John Onderdonk	Custodian
Karla Orellana	Custodian
Janet Pagan	Executive Secretary
Juan Palau	Senior Maintenance Repair
Robert Patino	Custodian
Dolores Piro	Senior Secretary
Joseph Piselli	Plumber

Vanessa Pusey	Senior Registration Assistant
Felicita Ragsdale	Department Coordinator
Cynthia Rivera	Senior Officer
Mirian Rodas Vicuna	Custodian
Walesca Rodriguez	Custodian
Juan Rodriguez	Sergeant
Najibe Roman	Senior Accounting Assistant
James Ruttler	Public Safety Officer
Andrew Sacher	Custodian
Bekim Sahatciu	Custodian
Carmine Salerno	Senior Custodian
Fernando Sanchez	Public Safety Officer
Susan Sanchez	Buyer
Abigail Santiago	Accounting Assistant
Idel Santiago	Assistant, CDC
Amanda Sanzari	Secretary
Nino Schreck	Library Associate
Peter Sforza	Custodian
Matthew Sica	Custodian
Kerry Sitaras	Assistant, CDC
Susan Sloan	Senior Secretary
Irene Smith	Executive Secretary
Jose Sousa	Custodian
Elizabeth Stichauner	Senior Library Assistant
Matthew Stone	Custodian
Tammy Sullivan	Secretary
Adriano Tarquini	Custodian
Chimene Taylor	Custodian
Patricia Tejeda Mora	Senior Secretary
Elise Tikijian-Pearce	Accounting Assistant
Scott Tober	Head Custodian
Vivian Tongue	Executive Secretary
Minir Toska	Maintenance Repairperson
Tabatha Tucker	Accounting Assistant
Dennis Van Dunk	HVAC B Mechanic
Michael Vaughn	Public Safety Officer
Tiana Vega	Secretary
Luis Velasco	Senior Officer
Meaghan Verile	Executive Secretary
Andreanna Znak	Secretary
Michael Zullo	Public Safety Officer
Patrick Zullo	Public Safety Officer

Justification
Reappointment of support staff.

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BOARD OF TRUSTEES ACTION P14
Approval Date: June 4, 2024

Resolution
To approve the reappointments of the specified Grant-funded personnel.

Submitted By
Dr. Eric M. Friedman, President
Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Andrew Tomko, Interim Vice President of Academic Affairs
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Suzanne Wetzel, Vice President of External Affairs
Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested
To approve the following personnel be reappointed to the positions indicated for the period commencing July 1, 2024, through the indicated expiration dates.

Name	Position	Expiration Date
Barbara Brown-Albolafia	Project Director, NextGen	6/30/2025
Christina Carter	Grant Manager	6/30/2025
Aida Castro-Henix	Assistant Director, EOF	6/30/2025
Raysa Creque	Personal Counselor	6/30/2025
Rebekah A De Jesus	FANH Coordinator, NextGen	6/30/2025
Annie Echeverry	Bergen Cares Coordinator	6/30/2025
Mounira Gad	Program Supervisor	6/30/2025
Elizabeth Gieske Defeo	Project Director, DOL	6/30/2025
Randi Greene	Consortium Grants Manager	6/30/2025
Dorathea Jackson	EOF Recruiter	6/30/2025
Faith Kallert	Business Liaison	7/14/2024
Julian A Molina	CTE Career Development Coordinator	6/30/2025
Andrea Nemeth	Project Director	7/14/2024
Christian Newman	CCOG Recruiter	6/30/2025
Monica Rock	Student Outreach Coordinator	6/30/2025
Alexandra P Schafer	Generalist Recruiter Admission	6/30/2025
Teresa Serio	Coordinator-Adult Transition	6/30/2025
Anna A Sitaras	CCAMPIS Teaching Assistant	9/30/2024
Darlene Tomlinson	Grant-Funded Group Teacher	9/30/2024
Brittany Weiner	Workforce Dev. Coordinator	6/30/2025

Justification
Reappointment of grant funded positions. These positions are at will.

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BOARD OF TRUSTEES ACTION P15
Approval Date: June 4, 2024

Resolution
To approve the reappointments of the specified Ciarco instructors.

Submitted By
Dr. Eric M. Friedman, President
Ms. Cinzia D'Ilorio, Vice President of Continuing Education and Workforce Development
Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested
To approve the reappointments of the specified individuals to the positions indicated for the period commencing July 1, 2024 through June 30, 2025.

Name	Position
Marianne Patino	Ciarco Instructor
Beverly Rosch	Ciarco Instructor
Lori Yoselow	Ciarco Instructor

Justification
Reappointment per Article IX, Section A in the Appendix CLC – Ciarco Learning Center Members of the BCCFA Collective Bargaining Agreement.

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BOARD OF TRUSTEES ACTION P16
Approval Date: June 4, 2024

Resolution
To approve the correction of the divisions and ranks for the specified Faculty personnel.

Submitted By
Dr. Eric Friedman, President
Dr. Andrew Tomko, Interim Vice President of Academic Affairs
Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested
To reappoint the following individuals for their fifth reappointment to the indicated division and rank for the period September 1, 2024 through June 30, 2025 unless otherwise noted.

Name	Rank	Discipline/Department/Division
Jacqueline Dartley	Assistant Professor (correction to P6, 2/8/24)	Physical Sciences/Biology Mathematics, Science and Technology
Amy Diaz	Assistant Professor (correction to P6, 2/8/24)	Radiation Therapy Technology/ Health Professions

Justification
Fifth reappointment was incorrectly listed as Instructor, the correct title is Assistant Professor. Administratively promoted in accordance with Article XIII of the BCCFA contract.

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BOARD OF TRUSTEES ACTION P17
Approval Date: June 4, 2024

Resolution
To approve the correction of the divisions and ranks for the specified Faculty personnel.

Submitted By
Dr. Eric Friedman, President
Dr. Andrew Tomko, Interim Vice President of Academic Affairs
Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested
To reappoint the following individual for their fifth reappointment to the indicated division and rank for the period September 1, 2022 through June 30, 2023 unless otherwise noted.

Name	Rank	Discipline/Department/Division
Ronda Drakeford	Assistant Professor (correction to P2,2/1/22)	Hotel Restaurant Management/Business and Social Sciences

Justification
Fifth reappointment was incorrectly listed as Assistant Instructor, the correct title is Assistant Professor. Administratively promoted in accordance with Article XIII of the BCCFA contract.

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BOARD OF TRUSTEES ACTION P18
Approval Date: June 4, 2024

Resolution
To approve the salary increase of Grant-funded personnel.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Ellianne Gallardo, Associate Director, Employee Relations and Organizational Development

Action Requested
To approve up to a three percent (3%) increase to the base salaries of Grant-funded personnel for the period of July 1, 2024, through June 30, 2025.

Justification
To increase grant-funded staff salaries for the period of July 1, 2024, to June 30, 2025, based on the individual's hire date at the College and according to the approved salary increments by the awarding agencies. These positions are at will.

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BOARD OF TRUSTEES ACTION P19
Approval Date: June 4, 2024

Resolution
WHEREAS the Bergen Community College ("College") and the Bergen Community College Adjunct Faculty Federation "BCCAFF") recommend the terms for a successor collective bargaining agreement to the Board for approval.

Once approved by the Board, the successor collective bargaining agreement shall be placed on the College website.

Submitted By
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Interim Vice President of Academic Affairs
Ms. Ellianne Gallardo, Association Director of Employee Relations and Organizational Development
Mr. Wilton Thomas-Hooke, Chief Financial Officer

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BOARD OF TRUSTEES ACTION P20
Approval Date: June 4, 2024

Resolution
To approve the title changes and job descriptions for the specified Confidential positions.

Submitted By
Dr. Eric M. Friedman, President
Ms. Suzanne Wetzel, Vice President of External Affairs
Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested
To approve the title changes and job descriptions for the vacant positions listed:

1. From Executive Director, BCC Foundation to Director/Chief Development Officer
2. From Annual Fund Coordinator to Foundation Specialist.

Justification
To approve the title changes for the following vacant positions: From Executive Director, BCC Foundation to Director/Chief Development Officer. From BCC Foundation and Foundation's Annual Fund Coordinator to Foundation Specialist. Both job descriptions better reflect the responsibilities of the positions.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Director/Chief Development Officer – Bergen Community College Foundation

DEPARTMENT: Bergen Community College Foundation / External Affairs

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FUNCTION: The Director/Chief Development Officer – Bergen Community College Foundation provides strategic direction, management, and overall leadership for development efforts in support of Bergen Community College. The Director/Chief Development Officer will work in consultation with and receive guidance from the Vice President of External Affairs.

The Director/Chief Development Officer will manage a diverse portfolio including individual, corporate, and foundation giving; prospect management; major gifts, gift planning, and annual giving; donor relations and stewardship; alumni outreach; special events planning and execution; and fundraising campaign management.

The Director/Chief Development Officer manages and oversees all Foundation operations and Foundation events. The Director/Chief Development Officer is responsible for effective stewardship of the Foundation's funds, and designing, planning, and implementing a gifts plan that strengthens Bergen Community College's donor base. The Director/Chief Development Officer will assure that the Foundation's strategic objectives are met through robust assessment and review practices.

REPORTS TO: Vice President of External Affairs and works collaboratively with the Foundation Board of Directors

SUPERVISES: Foundation Accountant, Scholarship and Alumni Relations Coordinator, and Annual Fund Coordinator

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Designs, implements, and manages a comprehensive fundraising plan focused on expanding the College's donor base and inclusive of a donor stewardship and recognition plan, planned giving initiatives and endowment building activities, and a targeted communications plan.
2. Develops community relationships, direct marketing programs, and special events to cultivate, motivate, and solicit foundation, individual and corporate giving. Prepares and

creates donor proposals and meets with donors on a regular basis to cultivate relationships.

3. Coordinates and participates in the cultivation and recognition of donors. Manages a portfolio of approximately 100-200 major donors.
4. Acts as a liaison between the College President, Vice President of External Affairs, Foundation Board members, donors, and others in response to inquiries and requests for fundraising or major gifts.
5. Helps to recruit, orient, and manage a Foundation Board of Directors. Plans and attends all meetings of the Foundation Board of Directors and its committees and is responsible for preparing agendas, support materials, minutes, and financial reports.
6. Leads the Foundation and Board of Directors in the development and implementation of a strategic plan that aligns with the College's strategic plan.
7. Oversees the Foundation's scholarship process, including coordination with the College's financial aid office and accurate recordkeeping.
8. Works with College staff responsible for administration, marketing, public relations, and recruitment to integrate Foundation and institutional publicity goals and objectives.
9. Reviews, evaluates, and reports on Foundation activities to the Foundation's Board of Directors, provides expert advice and counsel, and implements directives of the Board.
10. Develops and manages an alumni relations program, initiating and implementing strategies for engaging College alumni and increasing/retaining their support.
11. Participates in community events and/or with community groups relevant to the Foundation's mission and that of the College.
12. Plans and implements the operating plans and develops and monitors the Foundation's budget within fiscal guidelines.
13. Collaborates with the College's Chief Financial Officer to ensure that the BCC Foundation's work is aligned with College priorities and is in keeping with sound financial management and practices.
14. Maintains an in-depth knowledge or applicable federal and state laws and regulations pertaining to foundation activities and fundraising and assures College and Foundation compliance.
15. Prepares draft policies, procedures, and fundraising progress reports.
16. Acts as the performance manager for all direct reports including managing day-to-day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and agreements.
17. Performs other job duties as assigned.

REQUIREMENTS:

1. Bachelor's degree required. Master's degree preferred.
2. Knowledge and commitment to the goals and mission of the community college and an understanding of the diverse backgrounds of community college students.
3. Eight to ten years of experience in advancement/philanthropy that includes fundraising, campaigns and donor relations or related work experience, preferably at an educational institution.
4. A proven track record of successfully working with donors and boards, and a strong understanding of board governance and reporting. Experience in successful relationship building with volunteers and board members.
5. Knowledge of cultivation, solicitation, and stewardship strategies and techniques particularly in the areas of annual giving programs, corporate and foundation relations, major gift programs, alumni engagement, and donor stewardship.
6. Ability to work a flexible schedule that includes evening and weekend responsibilities, local travel, and occasional out of state travel.

Knowledge, Skills, and Abilities:

1. Knowledge and experience in the nature and dimensions of philanthropy, motivations for giving, research and cultivation practices, standard fundraising techniques, including face-to-face solicitation, gift processing, prospect and donor histories, and fundraising reporting.
2. Proven record in meeting fundraising goals, including demonstrated experience with donor solicitation and cultivation, caseload management, and securing major, high-value gifts.
3. Strong analytical and strategic thinking skills with demonstrated ability to create, implement and monitor complex plans and translate those plans into goals and concrete strategies.
4. Proven ability to manage multiple initiatives simultaneously with a high level of independence and initiative and significant inter and cross department collaboration and support.
5. Excellent verbal, written communication, interpersonal, organizational and presentation skills with the ability to serve as an advocate/spokesperson for Bergen Community College and successfully tailor communications to diverse audiences.
6. Adherence to ethical and confidentiality guidelines of Bergen Community College and required knowledge of local, state and federal laws, regulations, and professional standards related to fundraising and taxation.

7. Technologically proficient in common office desktop software and familiar with cloud-based computing and collaborative platforms and software, and familiar with donor management systems such as Raiser's Edge and prospect research tools.
8. Excellent attention to detail and ability to meet deadlines. Strong organizational skills and the ability to manage multiple projects and competing priorities simultaneously, adjusting quickly to changes needed on a daily basis.
9. Ability to supervise the work of staff and recommend appropriate personnel actions; be able to apply strong problem solving and conflict resolution skills and train and evaluate performance, taking corrective action as needed.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, pregnancy, gender identity or expression, disability, genetic information, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military services, veteran status and any other category protected by law.

Submitted by: _____ Date: _____

Name/Title

Approved by: _____ Date: _____

Name/Title

Reviewed by: _____ Date: _____

Human Resources

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Foundation Specialist

DEPARTMENT: Bergen Community College Foundation

FUNCTION: The Foundation Specialist provides a wide range of support to the Bergen Community College Foundation office, activities, initiatives, programs, and processes including donor stewardship, special events coordination, annual fundraising, donor database management, recording of all contributions, marketing, and meeting notices, minutes, and other correspondence.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

- Manage the Annual Fund Campaign and the Employee Giving Program including creation of a strategic communications plan and calendar, development of the solicitation materials, and distribution of the assets.
- Staff the Special Events Committee under the guidance of the Director/Chief Development Officer; including meeting preparation and minutes.
- Coordinate the details of fundraising events such as facility accommodations, invitations, letters of solicitation, event programs, and entertainment.
- Prepare materials and disseminate information for Foundation activities and events.
- Plan, coordinate, and attend events, meetings, and activities as assigned.
- Coordinate donor recognition events and stewardship functions for key constituencies.
- Manage the Foundation's database software (Blackbaud's Raiser's Edge) and help to maintain the integrity of information in the donor database.
- Maintain database files and records to track contributions, maintain accurate mailing lists, and record fundraising events.
- Receive, record, deposit, and track revenues and enter data into the donor management application (Blackbaud's Raiser's Edge).
- Verify and follow-up on deposits, gift requests, matching gift contributions, and credit card charges and provide information to donors and prospective donors as required.
- Supply contribution and donor information to the Foundation's auditors as requested.
- Collaborate with the Director/Chief Development Officer in communicating with and documenting new donors and funds.
- Assist with generating and distribution of the Annual Report including donor names and giving levels.
- Answer inquiries from the public regarding matters such as gift giving opportunities and foundation activities and events.

- Participate in the design, writing, and layout of materials to publicize Foundation activities and events.
- Proofread and edit reports, records, and other data for accuracy, completeness, and compliance with established guidelines and procedures.
- Post and otherwise update information on the Foundation web pages, social media networks, and the online donation system.
- Assist the Director/Chief Development Officer in the preparation for meetings of the BCC Foundation Board of Directors, including preparing board packets, corresponding with members regarding meetings, attending all Board and committee meetings, and taking official meeting minutes.
- Prepare and process operational documents such as purchase requisitions, contracts, and work order requests.
- Prepare descriptive reports and correspondence related to Foundation business and fundraising activities and events.
- Document and maintain all standard operating procedures for the Foundation office operations.
- Perform additional tasks or duties as assigned.

ORGANIZATIONAL RELATIONSHIPS: (1) Reports to the Director/Chief Development Officer of the Foundation, (2) Ability to relate well to people at all levels within the institution to ensure that the office is effective in dealing with both internal and external constituencies of the College, and (3) Performs work in a manner that furthers the College's mission and values.

PERFORMANCE STANDARDS: Performance in this position is considered satisfactory when: (1) mutually agreed upon objectives have been attained within a specified time frame, (2) responsibilities of the position have been carried out at a level consistent with performance requirements, (3) effective cooperative relationships exist with team members across the College, (4) confidential aspects of the position are maintained, (5) ability to relate well to people at all levels within the institution to ensure that the office is projected in an effective manner in dealing with both internal and external members of the College community, and (6) performs work in a manner that furthers the College's mission and values.

QUALIFICATIONS:

(1) Education: Associate degree required; bachelor's degree preferred

(2) Knowledge, Skills, and Abilities:

(a) Required: Effectively utilize computer equipment, specialized software applications, and a variety of standard office machines used for processing the work of a Foundation office. Exceptionally organized and detail oriented with the ability to multitask. Must be able to work with minimal supervision and to collaborate effectively with team members. Able to set priorities, manage multiple projects, and meet deadlines. Experience managing various external and internal relationships and working with culturally diverse

populations.

(b) Preferred: Familiarity with Blackbaud suite of software products (Raisers Edge NXT, Financial Edge NXT, and AcademicWorks (scholarship management platform).

(c) Demonstrates understanding of the community college mission and practices an open-door policy.

(d) Must have demonstrated ability to employ a balanced and positive approach to all work activities and work collaboratively across various constituencies of the College and with vendors and external constituencies.

(e) Exhibits strong skills in communication, customer and student focus, building relationships, organizing, and planning.

(f) Technologically proficient in common office desktop software and familiar with cloud based computing and collaborative platforms and software.

(3) Experience: Minimum of three (3) years of professional experience. For all positions:

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disabling condition, marital status, affectional or sexual orientation, gender identity and expression, veterans' status or other non-job-related criteria. Equal employment opportunity includes, but is not limited to, recruitment, hiring, retention, tenure, promotion, transfer, compensation, fringe benefits and other terms and conditions of employment in accordance with state laws and regulations.

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

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BOARD OF TRUSTEES ACTION SF 1
Approval Date: June 4, 2024

Resolution
To approve the authorization to award Public Bid P-2394 for Second Floor C-Wing Restroom Renovations to VMF Construction.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Nathaniel Saviet, Vice President, Facilities
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
Authorization to award Public Bid # P-2394 for four Second Floor C-Wing Restroom Renovations to VMF Construction in the estimated amount of $499,000. The award amount includes the Base Bid plus a $50,000 allowance.

Justification
As part of the ongoing restroom and facility improvements at the College, the four bathrooms on the second floor C-Wing will be renovated. Renovations will create ADA compliant restrooms and establish the College's first family restroom. The completed restrooms will have improved accessibility, upgraded fixtures, and enhanced aesthetics.

Bids were received from vendors below.

VMF Construction	$499,000 with allowance
Brahma Construction	$563,000 with allowance
Northeastern Interior Services LLC	$564,000 with allowance
Salazar & Associates Inc.	$698,900 with allowance
Practikal LLC	$950,000 with allowance

Charge to: Chapter 12 Funds
Account Number: 20-00-180401-604238 and 20-00-180911-604238
Total Amount: $499,000