

BOARD OF TRUSTEES
PUBLIC MEETING

Tuesday, April 2, 2019 – 5:00 p.m.

Paramus Campus – TECHNOLOGY BUILDING – Conference rooms BC

- 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 National Legislative Summit
 - 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. Chairperson
- VI. Unfinished Business/Board Members
Board Retreat
- VII. New Business/Board Members
- VIII. Open to the Public
- IX. Actions
 - A. Approval of Minutes: March 5, 2019
 - B. Consent Agenda: Tuesday, April 2, 2019
- X. Executive Session, if required
(New Business/Open to the Public)
- XI. Adjournment

CONSENT AGENDA

Tuesday, April 2, 2019

Technology Building – Conference Rooms BC

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 MINUTES: March 5, 2019

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. Approval of Labor Invoices – Eric M. Bernstein & Associates, L.L.C.
3. To approve payment for advertisements with various vendors for support outreach for the Community College Opportunity Grant, FAFSA completion, the open house, and summer/fall registration.
4. To authorize the purchase of an X-ray digital conversion system from Patterson Veterinary Supply.
5. To authorize the purchase of furniture for the Health Professions Building from KI Inc. This is funded by GO Bond.
6. To authorize the purchase of a ventilator from Philips Healthcare for the Respiratory Care Laboratory. This is funded by GO Bond.
7. To authorize the award of Public Bid P-2291 to Technotime Business Solutions, for the upgrading of SMART Classrooms at all campus locations.
8. To authorize the College to continue to purchase office supply products from W.B. Mason through cooperative bids.
9. To authorize the purchase of IMac computers and iPads from Apple through the ESCNJ Cooperative. This is funded by the First in the World Grant.
10. To authorize the purchase of furniture for the new STEM Student Research Center from Hertz Furniture. This is funded by Buehler Grant.
11. To amend Board Action, AF 13, dated November 7, 2018, to increase the approved amount with Ajilon/Accounting Principals, which will be used to fund a temporary employee in the Purchasing Department.

INSTITUTIONAL (I)

1. Approval of the Preferred Name Policy.
2. Approval of the Bergen Community College Data Classification and Handling Policy.
3. Approval of the Bergen Community College Google Drive Usage Policy.

PERSONNEL (P)

1. A. Authorize re-appointment of Michael D. Redmond, Ph.D. as President of Bergen Community College.
- B. Appointment: Student Affairs Athletic Program (Coaching Staff)
- C. Appointment: Support Staff (This appointment is being made in accordance with the Bergen Community College Support Staff Association (BCCSSA) contract, Article XV, after successful completion of the probationary period.)
2. Reappointment Faculty - First Reappointment
- 3 A. Retirement: Faculty
- B. Retirement: Professional Staff
4. Approve: Return from Leave of Absence/Support Staff
5. Salary Increase: Confidential Personnel
6. Appointment: Professional Staff
7. Approval of Position/Title and job description: Director, Human Resources and Employee Relations
8. Approval of Position/Title and job description: Assistant Director of Human Resources
9. Approval of Position/Title and job description: Assistant Director of Payroll
10. Approval of Position/Title and job description: Employee Relations Coordinator
11. Approval of Position/Title and job description: Senior Human Resources Generalist
12. Approval of Revised Job Description - Confidential
13. Resignation: Executive
14. Approve Interim Assignment and Stipend
15. Approve Support Staff Merit Award Program recipients as per the agreement in the Support Staff Memorandum of Agreement, Article XVI, approved by the Board of Trustees on January 7, 2016.
16. Approve Professional Staff Merit Award Program recipients as per the agreement in the Professional Staff Memorandum of Agreement, Article XXXI, approved by the Board of Trustees on February 2, 2016.
17. WHEREAS the Bergen Community College ("College") and the Bergen Community College Administrators Association ("BCCAA") agree to recommend the terms for a successor collective bargaining agreement subject to Board approval.
18. To adopt the attached MOA which aligns the "last man standing" clause in the Bergen Community College Administrators Association ("BCCAA") collective bargaining agreement with the Bergen Community College Professional Staff Association ("BCCPSA") collective bargaining agreement.

SITE AND FACILITIES (S/F)

1. To award professional services to RSC Architects for the preparation of plans and specifications for the replacement of the Baseball Field, Softball Field and Soccer Field Bleachers.



BOARD OF TRUSTEES ACTION A/F 1
Approval Date: April 2, 2019

Resolution:

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

Submitted By

Dr. Brian D. Agnew, Executive Vice President

Dr. Victor Anaya, Executive Director, Finance

Mr. James R. Miller, Executive Director, Human Resources

Action Requested

Approval for payment of the following legal vouchers:

February 1 2019 to February 28, 2019 DeCotiis, FitzPatrick, Cole & Giblin. LLP. \$ 27,917.85

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

<http://www.bergen.edu/about-us/board-of-trustees/legal-bills>

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



Approval Date: April 2, 2019

Approval of Labor Invoices – Eric M. Bernstein & Associates, L.L.C.

Dr. Brian D. Agnew, Executive Vice President
Dr. Victor Anaya, Executive Director, Finance
Mr. James R. Miller, Executive Director, Human Resources

Approval for payment of the following labor invoices:

Invoices: 57694 \$ 120.00

<http://www.bergen.edu/about-us/board-of-trustees/legal-bills>

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



BOARD OF TRUSTEES ACTION A/F3
Approval Date: April 2, 2019

Resolution

To approve payment for advertisements with various vendors for support outreach for the Community College Opportunity Grant, FAFSA completion, the open house, and summer/fall registration.

Submitted By

Dr. Brian D. Agnew, Executive, Vice President

Dr. Victor Anaya, Executive Director, Finance

Mr. Larry Hlavenka, Executive Director, Public Relations, Community and Cultural Affairs

Ms. Barbara Golden, Director, Purchasing and Services

Action Requested`

Authorization to spend \$22,703.30 through June 30, 2019 with multiple vendors to support outreach for the Community College Opportunity Grant, FAFSA completion, the April 25 open house and summer/fall registration.

Justification

The College has planned two advertising campaigns for the spring, one encouraging students to file their FAFSA and another to spur summer/fall registration. The FAFSA campaign also promotes the idea of tuition-free college and the April 25 open house.

The Community College Opportunity Grant will support the FAFSA campaign, while the College's PR/advertising budget will support the registration campaign. Both feature a schedule of diverse placements in digital and social media, billboards, transit, radio, television, movie theatres, malls, magazines and newspapers.

The ad buys with four vendors require board approval due to the cumulative costs of other placements already made by the College during the 2018 -19 academic year exceeding \$17,500. The vendors are:

- Intersection (bus) - \$9,703.30, Community College Opportunity Grant
- Flightpath (radio) - \$6,000, Community College Opportunity Grant
- Outfront (billboard) - \$4,000, PR/Advertising
- Altice (cable) - \$3,000, PR/Advertising

The college has a need to purchase advertising as a non-fair and open process pursuant to the provisions of N.J.S.A. 19:44A-20.4. These vendors have 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 they have 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.

Advertising is exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (20).

Charge to: (Community College Opportunity Grant) \$15,703.30 – 50-02-593000-607572
(PR/Advertising) \$7,000 – 10-01-148100-607572



BOARD OF TRUSTEES ACTION A/F4
Approval Date: April 2, 2019

Resolution

To authorize the purchase of an X-ray digital conversion system from Patterson Veterinary Supply.

Submitted By

Mr. Ron Spaide, Chief Information Officer
Dr. Victor Anaya, Executive Director, Finance
Ms. Susan Barnard, Dean of Health Professions
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to purchase Vet-Ray Digital Vet conversion system, at a cost of \$25,000.00, from Patterson Veterinary Supply.

Justification

During the last accreditation site visit, it was suggested to convert the current x-ray machine to digital. Doing this conversion will allow the students to take radiographs with ease and have the experience of current practices utilized in 95% of clinics in the tri-state area. The use of digital radiographs will also be beneficial financially due to not having to maintain the automatic processor, and the cost of film. This approximately cost \$1,000.00 - \$2,000.00 per year, not including replacement parts for the automatic processor.

Converting to digital radiographs will also free up some space for storage in the dark room and we will no longer have to store the hard copy radiographs that have been taken by students. It is also safer for students to no longer have to process films due to noxious odors and potential skin exposure to processing chemicals.

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

This purchase is below the county college bid threshold and is not required to be bid.

Quotations were received from the companies listed below:

Patterson Veterinary Supply	\$25,000.00
Myvet Imaging	\$29,570.00
Sound Vet	\$34,040.00

Charge to: College funds

Account Number: 20-00-160100-604212



BOARD OF TRUSTEES ACTION A/F5
Approval Date: April 2, 2019

Resolution

To authorize the purchase of furniture for the Health Professions Building from KI Inc. This is funded by GO Bond.

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Dr. Victor Anaya, Executive Director, Finance
Dr. Susan Barnard, Dean, Health Professions
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to purchase furniture for the Health Professions Building at a cost of \$13,868.99, from KI Inc. through the Educational Services Commission of New Jersey cooperative bid ESCNJ 17/18-16.

Justification

This additional furniture will support instructional learning in the Health Professions Integrated Teaching Center. KI is the furniture brand that is presently used in the Health Professions Building.

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

This purchase is below the county college bid threshold and is not required to be bid.

Charge to: GO Bond

Account Number: 20-00-115300-604201



BOARD OF TRUSTEES ACTION A/F6
Approval Date: April 2, 2019

Resolution

To authorize the purchase of a ventilator from Philips Healthcare for the Respiratory Care Laboratory. This is funded by GO Bond.

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Dr. Victor Anaya, Executive Director, Finance
Dr. Susan Barnard, Dean, Health Professions
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to purchase a V60 ventilator and related accessories at a cost of \$15,649.03, from Philips Healthcare.

Justification

This equipment is utilized by all of the program's clinical affiliates and our students need to learn and work with the exact same equipment in the Respiratory lab environment.

The V60 ventilator can only be purchased from Philips Healthcare.

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

This purchase is below the county college bid threshold and is not required to be bid.

Charge to: GO Bond

Account Number: 20-00-115300-604212



BOARD OF TRUSTEES ACTION A/F7
Approval Date: April 2, 2019

Resolution

To authorize the award of Public Bid P-2291 to Technotime Business Solutions, for the upgrading of SMART Classrooms at all campus locations.

Submitted By

Mr. Ron Spaide, Chief Information Officer
Dr. Victor Anaya, Executive Director, Finance
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to award Public Bid P-2291 Smart Classrooms to Technotime Business Solutions, in the amount of \$286,327.00.

Justification

This project is for upgrading our remaining 67 SMART Classrooms from old and obsolete technology at the Paramus and Hackensack Campuses as well as 12 rooms at the Lyndhurst Campus. The upgrade will match these rooms to other previously upgraded rooms with the same user interface allowing simpler operation of each system for our faculty. Many of these rooms are using 8-10 year old outdated technology that do not support digital interfaces and are no longer acceptable in image quality.

Twenty-one companies registered for the bid package and seven bids were received. See table below for bids received.

Technotime Business Solutions	\$286,327.00
Howard Technology Solutions	\$289,275.52
B & H Foto & Electronics Corp.	\$296,770.80
Edart GTI, Inc.	\$334,584.00
Troxell Communications, Inc.	\$416,044.02
Tele-Measurements, Inc.	\$466,903.00
Cenero Holdings, LLC	\$523,297.00

Charge to: Information Technology: Audio-Visual System
FY18 County Bond Lifecycle: Audio-Visual System

Account Number: 20-01-165100-604209
20-00-170100-604209



BOARD OF TRUSTEES ACTION A/F 8
Approval Date: April 2, 2019

Resolution

To authorize the College to continue to purchase office supply products from W.B. Mason through cooperative bids.

Submitted By

Dr. Victor Anaya, Executive Director, Finance
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to purchase office supplies, printer toner and ink, and other miscellaneous office items from W.B. Mason, through the Somerset County Cooperative Pricing System, Bid # CC-0001-18, until May 30, 2020, and to purchase office paper on Bid # CC-0059-18, until October 15, 2019.

Justification

The College spends approximately \$250,000.00 per year on these items. Purchasing through the Cooperative's public bids provides greater discounts to the College based on the joint buying power of the Cooperative's member entities. See examples in the chart below.

	Somerset County Cooperative	Bergen Community College Bid
General Office Supplies Discount	66.1%	48.0%
Printer Toner and Ink Discount	43.1%	39.5%
Office Paper (Price per Case)	\$29.80	\$29.99

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

Charge To: College Funds
Account Number: Multiple Departmental Accounts



BOARD OF TRUSTEES ACTION A/F9
Approval Date: April 2, 2019

Resolution

To authorize the purchase of IMac computers and iPads from Apple through the ESCNJ Cooperative. This is funded by the First in the World Grant.

Submitted By

Mr. Ron Spaide, Chief Information Officer
Dr. Victor Anaya, Executive Director, Finance
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to purchase thirty-five (35) IMAC computers, three (3) iPad Pro tablets, with Apple Care + protection plans, and related accessories, at a cost of \$44,276.00, from Apple, through ESCNJ Cooperative bid # 15/16-69.

Justification

The purchase of these MAC desktops will allow the College to expand the highly successful Math Hub to allow for a designated space for summer bridge, accelerated developmental and accelerated MAT130 course participants. This purchase will be fully funded by the First in the World grant: Alternative Math Placement, an Unprecedented Program (AMP UP). AMP UP program results to date indicate a far greater proportion of the AMP-UP study treatment group enrolling in and completing college-level math by the end of their first semester (62.5 percent compared with 4.9 percent). Among summer bridge participants, a significantly larger proportion of students enrolled in courses one year later versus those who went through the traditional route. As we continue to increase recruitment, the college will need the additional space to maintain the desired number of developmental math course sections and accommodate this new, highly successful program.

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

Charge to: First in the World Grant
Account Number: 20-03-589000-604301



BOARD OF TRUSTEES ACTION A/F 10
Approval Date: April 2, 2019

Resolution

To authorize the purchase of furniture for the new STEM Student Research Center from Hertz Furniture. This is funded by Buehler Grant.

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Mr. Ron Miller, Executive Director, Bergen Community College Foundation
Dr. Victor Anaya, Executive Director, Finance
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to purchase furniture including a conference table and chairs, reception desk with chair, student chairs, teacher desks with chairs, teacher podiums, and collaborative classroom tables, from Hertz Furniture, at a cost of \$ 23,691.40.

Justification

This will furnish the STEM Student Research Center and will provide a collaborative environment for students in the program

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

This purchase is below the county college bid threshold and is not required to be bid.

Quotations were received from the companies listed below.

Hertz Furniture	\$23,691.40
W.B. Mason	\$28,498.11
Nickerson NJ	No Quote

Charge To: Buehler Grant

Account Number: 20-01-591000-604201



BOARD OF TRUSTEES ACTION A/F11
Approval Date: April 2, 2019

Resolution

To amend Board Action, AF 13, dated November 7, 2018, to increase the approved amount with Ajilon/Accounting Principals, which will be used to fund a temporary employee in the Purchasing Department.

Submitted By

Dr. Victor Anaya, Executive Director, Finance
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to increase the authorized amount from not to exceed \$40,000 to \$70,000.

Justification

A temporary employee is needed in the Purchasing department to fill a position due to medical leave.

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

These services are exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (15). (Professional Consulting Services).

Charge to: College Operating Funds

Account Number: 10-01-145100-607550



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BOARD OF TRUSTEES ACTION: Institutional 1
Approval Date: April 2, 2019

Resolution

Approval of the Preferred Name Policy.

Submitted By

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Ms. Priscilla Klymenko, Interim, Vice President, Student Affairs

Ms. Rachel Lerner Colucci, Dean of Student Life and Conduct

Action Requested

To approve the Preferred Name Policy and Procedures.

Justification

Bergen recognizes that members of the College community may wish to be addressed by a name other than their legal name to identify themselves. This policy provides guidance on usage and implementation to enable members of the campus community to use and be known by a preferred name.

See attached policy.

Bergen Community College

Board of Trustees

Section ()

Policy #

Effective Date

Responsible Official

Policy Preferred Name Policy

Reason for Policy

To enable members of the campus community to use and be known by a preferred name.

Entities Affected by this Policy

This policy is applicable to all students, faculty, and staff at the College.

Policy Statement

- 1) Bergen Community College (the “College”) recognizes that many individuals use and are known by a name other than their legal name because of their gender identity, cultural background, or other aspects of their social or personal identity.
- 2) College students, faculty and staff shall be allowed to use and be known by a preferred first and/or middle name. All College offices and personnel are expected to respect an individual's request to be known by their preferred name, and to use that name when interacting with, addressing or referring to the individual who has selected a preferred name following the process outlined in this policy.
- 3) Bergen Community College will make good faith efforts to utilize an individual’s preferred name throughout the College community, where feasible and appropriate, and to update reports, documents, processes, and systems approved for display and use of preferred names. The College cannot guarantee that the preferred name will appear in all locations or in all circumstances.
- 4) Use of Legal Name
 - a) The College will not use the preferred name on documents or in systems that require the use of a legal name for legal or business-related reasons. The individual's legal name will continue to be used for these records, which include but are not limited to the following:
 - i) Admissions records
 - ii) Official transcripts
 - iii) Enrollment verifications
 - iv) Employment and personnel records
 - v) Paychecks and tax documents
 - vi) Financial aid records
 - vii) Medical records
 - viii) Disciplinary records
 - ix) Law enforcement records
 - x) Study Abroad documents and travel records

- xi) Mandated Reporting
 - b) The College will change a legal name on legal and business-related documents only upon receipt of documentation evidencing a legal name change.
- 5) Diploma
- a) The College considers the diploma to be a ceremonial document, and students may request that either a legal name or a preferred name appear on a diploma.
- 6) Background Checks and Legal Processes
- a) Individuals who request and use a preferred name must be aware that the preferred name will constitute an alias that they may be required to disclose in some circumstances including during background checks and other legal processes. This responsibility may be lifelong and may cover each preferred name used even if they later change or discontinue use of the preferred name.
 - b) Individuals are encouraged to candidly disclose the existence of any aliases, when appropriate, to avoid discrepancies or the appearance they are attempting to conceal the information. Individuals must also be aware that the existence of an alias may trigger heightened scrutiny during certain federal or state security clearances or background checks, especially in cases where the individual does not disclose the information to authorities.
 - c) The College will disclose and/or confirm the preferred name(s) used by the individual in accordance with any lawful request for this information, and/or upon request by the individual.
- 7) Non-compliance and Complaints
- a) When an individual who has selected a preferred name in accordance with this policy believes the selection and use of a preferred name is not being accommodated as required by this policy, the individual is encouraged to resolve the issue informally by communicating their concern directly to the College personnel or office that has failed to interact with, address or refer to the individual using the preferred name.
 - b) In cases where a student feels they would benefit from additional support or advocacy, or desires to initiate a formal complaint about non-compliance in the use of such student's preferred name, they may contact the following offices:
 - i) Dean of Student Life & Conduct
 - ii) Dean of Student Support Services
 - c) In cases where a member of the College faculty or staff feels that they would benefit from additional support or advocacy, or desires to initiate a formal complaint about non-compliance in the use of such member's preferred name, that member may contact the following office:
 - i) Office of Human Resources

Definitions

1. *Preferred Name* – The name by which an individual wishes to be known and to have appear in College systems and when conducting day-to-day College business because it affirms that individual's gender, culture and other aspects of social identity. The preferred name will consist of a preferred first name. The preferred name does not affect the individual's middle or last name, which must remain the individual's legal name.
2. *Legal Name* – The name that is recorded on an individual's legal identification and used on formal legal records at the College.

Procedures

Requesting a Preferred Name

- 1) To request a preferred name after admission to the College, a student must complete the Preferred Name Request Form.
- 2) To request a change in preferred name or to revert back to use of a legal name, the student must complete a new Preferred Name Request Form.
- 3) To request a preferred name, to change a preferred name or revert back to use of a legal name, College faculty or staff must contact Human Resources.

Approval and Prohibited Use

When an individual requests use of a preferred name, the individual's records will be updated to display the preferred name in a timely manner, typically within five (5) business days, except in the following circumstances:

- 1) The name is intended to misrepresent the person's identity and/or misappropriate the identity of another person or organization.
- 2) The use of the name is an attempt to avoid a legal obligation.
- 3) The appearance of the requested name on the College ID or other records would be harmful to the reputation or interests of the College; and/or
- 4) The name is derogatory, obscene, conveys an offensive message, or is otherwise inappropriate.

If the preferred name is prohibited for any one of these four reasons, the College reserves the right to deny the request for use of a preferred name. In these circumstances, the individual requesting the preferred name shall be notified of the reason(s) for denial and be given the opportunity to address the concerns. The final determination shall be made at the reasonable discretion of the Managing Director of Records and Registration (Registrar) for students or the Director of Human Resources (or designee) for College faculty and staff

Appearance of the Preferred Name

Once approved, the preferred name will appear and be used in the following College documents, systems, and processes:

- 1) Bergen Community College ID Card (ID)
- 2) College E-mail
- 3) Class Rosters
- 4) Advising Lists
- 5) Learning Management System
- 6) Self-Service

Bergen Community College ID Card

Once approved, individuals may obtain an ID card with the preferred name imprinted on the card in place of the legal name. The first card issued with a preferred name imprinted will be provided at no charge. If a replacement card is requested, the individual will be charged the normal fee for issuance of a replacement card.

Diploma

Students who request a preferred name to appear on their diploma, and who later wish to have a diploma issued in their legal name or any other name may be charged a fee for that service.

Use, Abuse, or Misuse

Misuse of a preferred name, which may result in disciplinary or employment actions, will be addressed through existing policies and procedures, as well as related appeal processes.

- 1) Inappropriate use of a preferred name may be cause for disciplinary action and/or denial of the use of a preferred name.
- 2) Failure to comply with this policy by refusing to use an individual's preferred name as selected in accordance with this policy, may constitute grounds for disciplinary action.

A Bergen Community College student ID card with a preferred name imprinted on it may be used as a valid identification card (ID) within the College. However, an ID card with a preferred name imprinted may not be used as an alternate to a legal ID. Use of a Bergen Community College ID card to misrepresent the individual's legal identity in any circumstance will be considered misuse and may result in disciplinary action.

Related Documents/Policies NJ Senate Bill 3067, passed 7.21.2017, Title IX Policy

Policy History (adopted/amended)

Adapted in part from Rowan University



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BOARD OF TRUSTEES ACTION: Institutional 2
Approval Date: April 2, 2019

Resolution

Approval of the Bergen Community College Data Classification and Handling Policy.

Submitted By

Dr. Michael D. Redmond, President
Dr. Brian D. Agnew, Executive Vice President
Mr. Ronald Spaide, Chief Information Officer

Action Requested

To approve the classification and handling of sensitive and confidential information policy.

Justification

To establish specific requirements for the proper classification and handling of sensitive and confidential information by members of the Bergen Community College.

See attached policy.

Bergen Community College
Board of Trustees
Section ()

Policy #

Effective Date:

Responsible Official:
Chief Information Officer

Data Classification and Handling Policy

Reason for Policy

To establish specific requirements for the proper classification and handling of sensitive and confidential information by members of the Bergen Community College.

Entities Affected by this Policy

Faculty, Staff, & Students Employed by the College

Policy Statement

1.0 Purpose

In the course of their routine work related activities, members of the Bergen Community College (the “College”) community encounter sensitive and confidential information regarding individuals, institutions and organizations. This policy establishes specific requirements for the proper classification and handling of sensitive and confidential information by members of the College community in order to ensure that the College maintains strict confidentiality in compliance with applicable requirements and regulations of the Gramm-Leach- Bliley Act (GLBA), the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, the Health Insurance Portability and Accountability Act (HIPAA), and other applicable federal and state privacy laws. Additionally, the Policy for Safeguarding Sensitive and Confidential Information is intended to help members of the College community determine what information can be disclosed to non-employees and how, as well as the relative sensitivity of information that should not be disclosed within or outside of the College without proper authorization.

2.0 Scope and Applicability

This policy applies to all individuals accessing College data, including students, faculty, visiting faculty, staff, volunteers, alumni, persons hired or retained to perform College work, external individuals and organizations, and any other person extended access and use privileges by the College under contractual agreements and obligations or otherwise.

Data and records stored on College systems are presumed to be the property of the College. Proper stewardship and custodianship of College data will facilitate access to data that supports the work of those with official educational or administrative responsibilities within the institution that is consistent with legal, ethical, competitive, and practical considerations, and will inform users of data of their responsibilities.

Nothing in this policy precludes or addresses the release of College data to external organizations, governmental agencies, or authorized individuals as required by legislation, regulation, or other legal vehicle.

This policy pertains to the security and privacy of all non-public information including student information, employee information, constituent information and general College information whether it is in hard copy or electronic form. Accordingly, documents that include sensitive and confidential information such as social security numbers, dates of birth, student education records, medical information, benefits information, compensation, loans, or financial aid data, and faculty and staff evaluations need to be secured during printing, transmission (including by fax), copying, storage and disposal.

The information covered in this policy includes, but is not limited to, information that is either stored or shared via any means. This includes electronic information, information on paper, and information shared orally or visually (such as telephone and video conferencing).

All College employees should familiarize themselves with the information labeling and handling guidelines that follow this introduction. It should be noted that the sensitivity level definitions were created as guidelines, and to emphasize common sense steps that can be taken to secure personally identifiable information (“PII”) and other College confidential information. Questions about the proper classification of a specific piece of information should be addressed to your respective dean or direct supervisor. Questions about this policy document should be addressed to the Information Technology Services Division.

3.0 Glossary of Relevant Terms and Definitions

Access Controls

Access Controls are methods of electronically and/or physically protecting files from being accessed by people other than those specifically designated by the owner.

Campus Email

The College's official email system (bergen.edu or any sub-domain) operated by the Information Technology Division.

Data Custodian

The custodians of data are employees, departments, colleges, research centers, and extension offices responsible for the integrity, confidentiality and availability of the data. It shall be the responsibility of the owner or custodian of the data to classify the data. However, all individuals accessing data are responsible for the protection of the data at the level determined by the owner/custodian of the data. Any data not yet classified by the owner/custodian shall be deemed Private.

Data Owner

The entity to which the data belongs. For example, a person owns his/her social security number, date of birth, and address.

Encryption

Techniques include the use of DES and PGP. DES encryption is available via many different public domain packages on all platforms. GnuPGP is freely available for most platforms.

Encrypted Email

Electronic mail that has been encrypted and digitally signed using a public-key algorithm such as PGP/GPG.

Expunge

To reliably and irretrievably erase data from a storage medium such as magnetic disk or tape, or from electronic media such as flash memory. In most cases, special software utilities are required to repeatedly overwrite data with random values to make subsequent retrieval of the original data impossible.

Personally Identifiable Information (PII)

The term "PII," refers to information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. In performing this assessment, it is important to recognize that non-PII can become PII whenever additional information is made publicly available — in any medium and from any source — that, when combined with other available information, could be used to identify an individual.

Physical Security

Physical security means either having actual possession of a computer at all times, or locking the computer in an unusable state to an object that is immovable. Methods of accomplishing this include having a special key to unlock the computer so it can be used, thereby ensuring

that the computer cannot be simply rebooted to get around the protection. If it is a laptop or other portable computer, never leave it alone in a conference room, hotel room, or on an airplane seat, etc. Make arrangements to lock the device in a hotel safe, or take it with you. In the office, always use a lockdown cable. When leaving the office for the day, secure the laptop and any other sensitive material in a locked drawer or cabinet.

Secure Electronic File Transmission Methods

Includes Secure FTP (sftp), SecureCopy (scp) and SecureShell (ssh) protocols.

Unencrypted Data (“clear text”)

Unencrypted data is able to be viewed as-is without the need for a password or software key and is often referred to as clear text

4.0 Sensitivity Classification of Information Assets

All College information that is stored, processed or transmitted by any means shall be classified into one of four levels of sensitivity: Public, Internal, Confidential and Private. The sensitivity classification identifies information in terms of what it is and how access, processing, communications and storage must be controlled. If more than one sensitivity level could apply to the information, the highest level (most restrictive) will be selected.

1. Public – (least restrictive) Information that has been declared public in accordance with the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1, et. seq. (“OPRA”), or by someone else who is duly authorized by the College to do so, and thus may be freely distributed. The disclosure, unauthorized access, or unauthorized use of Public information would not adversely impact the College, its students or staff, the state, and/or the public. Accordingly, information made public in official College publications or on the public facing College website may be released without special authorization.

Examples of Public information include, but are not limited to:

- Board of Trustee Meeting Agendas & Minutes;
- Course catalogs;
- Course syllabi;
- Board approved policies and regulations;
- Press releases and marketing materials;
- Approved telephone directory information; and
- Information posted on the College’s public website.

“Sensitive information” is defined by the College as any information that has not otherwise been expressly declared as “public information.” Sensitive information is categorized as either

“Internal,” “Confidential,” or “Private,” with corresponding increased levels of sensitivity and restrictions imposed on its handling and distribution. It is understood that some information classified as Internal/Confidential/Private may be more critical than others, and should be protected in a more secure manner in accordance with the categories identified below.

2. Internal means information that is available to College employees with a legitimate educational or business interest in them to be used for official purposes but would not be released to the public unless requested pursuant to and authorized by the College, consistent with applicable law. The disclosure, unauthorized access, or unauthorized use of internal information would have a limited adverse impact on the College, the State, and/or the public.

Examples of Internal information include, but are not limited to:

- Financial accounting information;
- Department project data such as construction plans that do not impact College security;
- Approved budgets;
- Purchase orders;
- Bid responses, RFP responses;
- Student directory information;
- Bergen Community College internal memos and emails, non-public reports, budgets, plans, and financial information; and
- Executed Contracts.

3. Confidential means information of a sensitive nature that is available only to designated personnel or third parties with a legitimate business or educational interest in them. The disclosure, unauthorized access, or unauthorized use of confidential information would have a significant adverse impact on the College, the State and/or the public. Confidential information is information that is not available to the public under all applicable State and Federal laws, including but not limited to OPRA, the Family Educational Right to Privacy Act (“FERPA”) and the Health Insurance Portability and Accountability Act (“HIPAA”)

Examples of Confidential information include, but are not limited to:

- Medical examiner and other non-PHI medical records;
- Passport and visa numbers;
- Export controlled information under U.S. laws;
- Criminal investigations, Public Safety records and evidentiary materials;
- Advisory, consultative or deliberative material;
- Victims’ records;
- Trade secrets and proprietary commercial or financial information obtained from any source, or information that is the subject of a non-disclosure agreement with the College;

- Documents subject to attorney client privilege;
- Administrative or technical information regarding computer hardware, software and networks which would jeopardize computer security;
- Emergency or security information for any building that would jeopardize security of the building or persons therein;
- Security measures and surveillance techniques;
- Information that would give an advantage to competitors or bidders;
- Sexual harassment complaints and investigations;
- Grievances filed;
- Collective bargaining negotiations;
- Communications with insurance carriers or risk management officers;
- Information required to be kept confidential by court order;
- Social security numbers, credit card numbers, unlisted telephone numbers, and driver's license numbers;
- Certain pedagogical, scholarly and/or academic research records;
- Test questions, scoring and other examination data;
- Charitable contributions;
- Admission applications;
- Student records, grievance or disciplinary proceedings;
- Biotechnology trade secrets;
- Personnel records;
- Student records other than authorized directory information; and
- All other information and data exempt from public access pursuant to OPRA, N.J.S.A. 47:1A-1.1, and prevailing decisional law.

4. Private (most restrictive) means all PII pertaining to individuals that is protected by Federal or State law shall be Private. The disclosure, unauthorized access, or unauthorized use of Private information would have a significant adverse effect on the College, the State and the individuals whose information was disclosed. Exposure of certain Private information may require the College to report such exposure to various Federal and State agencies and/or financial institutions as well as the individuals whose information was exposed.

Examples of Private information include, but are not limited to:

- Social Security numbers;
- Health information, including Protected Health Information (PHI) and any data covered under the Health Insurance Portability and Accountability Act (HIPAA);
- Credit card account number, or debit card number and any required security code, access code, or password that would permit access to an individual's financial account (e.g., other Cardholder data);
- Personal financial information, including checking or investment account numbers;
- Driver's license numbers;

- Health insurance policy ID numbers;
- Unlisted telephone numbers;
- Student directory information that a student has requested not to be disclosed;
- Student and employee ID numbers (CWIDs) combined with PINs and/or birth dates; and
- IDs/usernames or other account names combined with unencrypted password string and/or birth dates.

5.0 Handling and Distribution of Information Assets

Many employees generate or are exposed to sensitive College information and PII in the course of their jobs and use it to perform important functions. It is vitally important that all employees handle such information properly. Often, such information contains personally identifiable data that places individuals at risk of identity theft. It may also contain proprietary information, research findings or other intellectual property.

Access to non-public, sensitive information is restricted to those who have a need to know as defined by job duties and access is subject to College authorized approval. Anyone who receives or otherwise has access to non-public sensitive information has a responsibility to maintain and safeguard that information and to use it with consideration of that regard for others. Circumventing or attempting to circumvent restrictions on the use and dissemination of internal, confidential, or private information is considered a serious offense and may be subject to discipline. If such information is received in error, the recipient has an obligation to alert the sender that they have received this information in error, and to properly delete and or destroy the received copy of the information.

The release or exchange of individual or College sensitive information may only be made by College employees in accordance with the guidelines outlined below. College employees and students may not divulge information regarding the College to an outside party except for a legitimate business, research, or academic purpose. If information about the College has not been made public by the College, it should continue to be treated as sensitive.

In general, College personnel are expected to use common sense judgment and to handle data categorized as Internal, Confidential, and Private in an appropriate manner. If an employee is uncertain of the sensitivity of a particular piece of information, he or she should consider it Private by default and contact their vice president, dean or their designee, or direct supervisor for clarification before taking any action with regard to the information in question.

The guidelines that follow provide details on how to properly handle and/or distribute information with varying degrees of sensitivity, including acceptable electronic transfer and storage methods. Where applicable, disposal guidelines are given as well as the scope of potential penalty for deliberate or inadvertent disclosure.

Please note that these guidelines represent the most common use cases for the handling and distribution of College data and should be used as a reference only. Information in each category may necessitate more or less stringent measures of protection depending upon the specific circumstances and the nature of the information in question.

Public information

There are no specific restrictions on the distribution or handling of public information, although College personnel must respect all copyright, trademark and intellectual property rights of any data that they distribute.

Access: Anyone

Distribution within Bergen Community College: No restrictions

Distribution outside of Bergen Community College: No restrictions

Storage: No restrictions

Disposal/Destruction: Not applicable

Penalty for deliberate or inadvertent disclosure: None

Internal information

Internal information is considered non-public and should be protected from unnecessary exposure or transmission to parties outside of the College.

Access: College employees or non-employees with signed non-disclosure agreements, who have a legitimate business or academic need to know.

Distribution within Bergen Community College: Standard interoffice mail, campus email, password-protected web site, or campus file sharing repositories.

Distribution outside of Bergen Community College: Encrypted email, password-protected file, password-protected web site to retrieve encrypted file, secure electronic file transmission with file encryption.

Storage: Hardcopy must be stored in a physically secure area (e.g., locked file cabinet). Information may only be stored electronically on College-owned and maintained computers or on a remote site such as a cloud storage provider that is under contract with the College for such services. Regardless of physical storage location, it is recommended that files containing information classified, as Internal be stored in an encrypted format. Acceptable forms of encryption are password protected files (i.e. Microsoft Office password protection) or a public/private key algorithm such as PGP or GnuPG.)

Disposal/Destruction: Shred hardcopy; electronic data should be expunged/cleared. Reliably erase or physically destroy media. Please note that College's data and records are subject to specific data and record retention schedules in accordance with the

Destruction of Public Records Act, N.J.S.A. 47:3-15. Please consult same with your respective Department Head and/or direct supervisor prior to destroying any data or record.

Penalty for deliberate or inadvertent disclosure: Up to and including termination of employment, possible civil and/or criminal prosecution.

Confidential information

Confidential information should be protected to prevent unauthorized access or exposure.

Access: College employees whose job functions require them to have and are approved by their supervisor to have access, and College vendors or consultants who have executed non-disclosure agreements with the College.

Distribution within Bergen Community College: Delivered direct - signature required, envelopes stamped confidential. Electronic files must be encrypted (and optionally signed) using a public key encryption algorithm such as PGP or GnuPG or be password-protected at the application level (e.g., signed PDF or Word document.) The encrypted/password-protected files can then be sent via email and/or secure electronic file transmission.

Distribution outside of Bergen Community College: Delivered direct; signature required; approved private carriers. Electronic files must be encrypted (and optionally signed) using a public key encryption algorithm such as PGP or GnuPG or be password-protected at the application level (i.e. signed PDF or Word document.) The encrypted/password-protected files can then be sent via email and/or secure electronic file transmission. Third parties who are handling and/or storing confidential information must agree to abide by the College's policies for safeguarding such information.

Storage: Hardcopies must be limited to the minimum number required. Hardcopies must be stored in a secure location at all times. Unless there is a critical business need, no portion of confidential information should be stored locally on employee desktop or laptop computers. Confidential information may be stored on a College owned file server, central computing server, or on a remote site such as a cloud storage provider that is under contract with the College for such services. Regardless of physical storage location, confidential files must be stored in an encrypted format. Acceptable forms of encryption are password protected files (i.e. Microsoft Office password protection), and encrypted hard disk or folder, or a public/private key algorithm such as PGP or GnuPG.)

Disposal/Destruction: All hardcopy must be cross-cut shredded and disposed of in specially marked disposal bins on Bergen Community College premises; electronic data should be expunged/cleared with a data scrubbing utility to ensure that portions of the original data cannot be reconstructed from the hard drive or other electronic storage

medium. Please note that College's data and records are subject to specific data and record retention schedules pursuant to the Destruction of Public Records Act, N.J.S.A. 47:3-15. Please consult same with your respective Department Head and/or direct supervisor prior to destroying any data or record.

Penalty for deliberate or inadvertent disclosure: Up to and including termination of employment, possible civil and/or criminal prosecution.

Private information

Private information has the highest level of sensitivity and represents the most risk to the College, the State, and individuals should such information be accessed by or exposed to unauthorized parties. Therefore, College employees who handle Private information or who use systems that store, transmit, or manipulate Private data are required to maintain the privacy of such information/data at all times.

Access: College employees whose job functions require them to have and are approved by their supervisors to have access, and College vendors or consultants who have executed non-disclosure agreements with the College.

Distribution within Bergen Community College: Delivered direct-signature required, envelopes stamped Private. Electronic files must be encrypted (and optionally signed) using a public key encryption algorithm such as PGP or GnuPG. The encrypted/password-protected files can then be stored on a central IT file server and access granted to authorized individuals using Active Directory group share permissions. Private information should not be sent via email attachment unless there is no other viable transmission method, and then only if the email message and any attachments are encrypted per-recipient using PGP or GnuPG. Password protecting a file at the application level (ex. PDF or Word document) is not sufficient protection for Private information.

Distribution outside of Bergen Community College: Delivered direct; signature required; approved private carriers. Electronic files must be encrypted (and optionally signed) using a public key encryption algorithm such as PGP or GnuPG before transmission to an authorized entity outside of the College. File transmission of encrypted data should occur using a secure protocol such as SFTP, HTTPS, or SSH. Private information should not be sent via email attachment unless there is no other viable transmission method, and then only if the email message and any attachments are encrypted per-recipient using PGP or GnuPG. Password protecting a file at the application level (ex. PDF or Word document) is not sufficient protection for Private information.

Storage: Hardcopies must be limited to the minimum number required. Hardcopies must be stored in a secure location at all times. No Private information may be stored locally on employee desktop or laptop computers, tablet, phone, or on any non-College device. Instead, Private information must be stored on a College owned file server, or on a remote site such as a cloud storage provider that is under contract with the College for such

services. Regardless of physical storage location, files containing Private information must be stored in an encrypted format. Acceptable forms of encryption include an encrypted hard disk or folder or a public/private key algorithm such as PGP or GnuPG. Password protecting a file at the application level (ex. PDF or Word document) is not sufficient protection for Private information.

Disposal/Destruction: All hardcopy must be crosscut shredded and disposed of in specially marked disposal bins on Bergen Community College premises; electronic data should be expunged/cleared with a data scrubbing utility to ensure that portions of the original data cannot be reconstructed from the hard drive or other electronic storage medium. Please note that College's data and records are subject to specific data and record retention schedules pursuant to the Destruction of Public Records Act, N.J.S.A. 47:3-15. Please consult same with your respective Department Head and/or direct supervisor prior to destroying any data or record.

Penalty for deliberate or inadvertent disclosure: Up to and including termination of employment, possible civil and/or criminal prosecution.

6.0 Guidelines for Protecting Information Stored Electronically

All employees and users of networked computing devices on the College's network are responsible for protecting the College's information because their machines provide potential gateways to private information stored elsewhere on the network. Therefore, whether or not they deal directly with sensitive College information, employees should take the following steps to reduce risk of unauthorized disclosure of the College's information:

- Familiarize yourself with all College computing and security policies and Social Media Policy, and understand their implications for the information for which you are responsible.
- Immediately advise your supervisor of any suspicious activity on your computer or a suspected information system security compromise and report the event to the College Help Desk for follow-up action.
- Be mindful of how you are sharing or transmitting sensitive information across the network.
- Do not share sensitive information via unencrypted/unsigned email. Unencrypted and unsigned email is not secure; it can be forged, and it does not afford privacy.
- Do not publish sensitive information to unsecured web sites. All sensitive information on web sites must be encrypted and password protected.
- Do not collect Confidential or Private information with web forms that are not secured via https connection with a valid SSL certificate.
- Take precautions not to send anything by e-mail that you wouldn't want disclosed to unknown parties.

- Recipients have been known to distribute information to unauthorized recipients or store it on unsecured machines, and viruses have been known to distribute archived e-mail messages to unintended recipients.
- Theft of College electronic computing equipment must be immediately reported to the College's Public Safety Department; loss or suspected compromise of the College's sensitive data must be immediately reported to the Chief Information Officer.
- Be aware that information stored on laptop computers, tablets, smart phones and other similar mobile devices is susceptible to equipment failure, damage, or theft. Information transmitted via wireless connections is not always secure. Even networks using encryption are vulnerable to intruders.
- Information that is categorized as Confidential or Private shall not be stored on a personal laptop desktop, tablet, phone, or other end-user device.
- Confidential and Private information should only be stored on centrally managed IT servers or on a cloud service provider with whom the College has a contractual relationship for such service.
- Employ passwords that comply with the College's Password Management Policy.
- Secure your passwords, and restrict access to them. Passwords written on a post-it in a work area, placed under a keyboard, or stored in an unlocked desk drawer are not safe from unauthorized access.
- Never share your passwords or accounts.
- Encrypt or Password protect sensitive files. Use IT Security-approved encryption methods only.
- Ensure that remote access (from off campus) connections are done securely using HTTPS, SSH or Virtual Desktop Remote Access.

6.0 General Responsibilities of Records and Data Accesses

Controlling access to College data is important to protecting the College and its constituency from liability and acts of malice. All public records requests are routed through the College's Government Records Custodian and Legal Counsel. College employees, faculty, students, and/or agents will be able to access data only after being granted access according to the procedures specified by the College.

Permission to access College data will be granted for legitimate College purposes according to the classification of the data being requested and person making the request. Method of delivery, including email and fax, should be carefully considered to ensure data security and compliance. Requests for College data from an external source or a University employee for non-College purposes will be handled according to the appropriate Federal and New Jersey Public Records Request statutes and case law. Users shall respect the confidentiality and privacy of individuals whose records they may access, observe the ethical restrictions that apply to data to which they have access and abide by applicable laws and College policies with respect to access, use, protection, proper disposal, and disclosure of data.

To the extent that the law permits, as determined by the College's Legal Counsel, the College reserves the right to deny College data access to any person or organization that has demonstrated malicious intent or has violated any aspect of this policy.

7.0 Data Retention and Disposition

The College is a public governmental entity organized and governed pursuant to the laws of the State of New Jersey, and its offices and departments are obligated to follow the requirements of federal and New Jersey Public Records Law for retention and disposition of records. Destruction of College records may only be undertaken in accordance with an approved records retention and disposition schedule that authorizes destruction in accordance with the Destruction of Public Records Act, N.J.S.A. 47:3-15.

8.0 College Enforcement

Faculty, staff or student employees of the College found in violation of this policy are subject to disciplinary proceedings, including suspension of system privileges, expulsion, termination of employment and/or legal action as may be appropriate and in accordance with the applicable employment policies, collective bargaining agreement, and code of conduct applicable to the individual's relationship to the College.



BOARD OF TRUSTEES ACTION: Institutional 3
Approval Date: April 2, 2019

Resolution

Approval of the Bergen Community College Google Drive Usage Policy.

Submitted By

Dr. Michael D. Redmond, President
Dr. Brian D. Agnew, Executive Vice President
Mr. Ronald Spaide, Chief Information Officer

Action Requested

To approve the Google Drive Usage Policy.

Justification

To outline a set of usage guidelines that ensure Bergen Community College's compliance with various Federal & State information security policies.

See attached policy.

Bergen Community College

Board of Trustees

Section ()

Policy #

Effective Date:

Responsible Official:
Chief Information Officer

Google Drive Usage Policy

Reason for Policy

To outline a set of usage guidelines that ensure Bergen Community College's compliance with various Federal & State information security policies.

Entities Affected by this Policy

College personnel

Policy Statement

Bergen Community College (the "College") has entered into a contractual agreement with Google, Inc. for their Google Apps for Education suite of products, including Google Calendar, Google Drive, Google Docs and Google Mail. As such, the Google Drive service is available to all faculty, staff, and students to provide additional file sharing and document collaboration capabilities that complement the existing departmental file shares. One of the main advantages of Google Drive/Docs is the ability to share and collaborate on documents with multiple entities. Documents, if needed, can also be shared with external parties who would not normally have access to the BCC file share.

Due to the more public nature of Google Drive/Docs and the ability to grant document access to non-BCC persons, the Information Technology Services Division has developed a set of usage guidelines for Google Drive/Docs that are intended to reduce the potential exposure of materials that might fall under various State and/or Federal document handling policies. **All users of Google Drive/Docs provided under Bergen Community College's Google Apps for Education Agreement are expected to read, understand, and adhere to this guideline as well as all other relevant college computing policies as a condition of use.**

Storage and/or sharing of Private information

The Google Drive service is intended to provide faculty and staff with a means to share documents and data among other authorized College faculty and staff and authorized third parties who have a legitimate educational or business interest in them. At no time should materials containing Private information be stored on or shared via Google Drive. The College's Data Classification and Handling policy should be considered the definitive source for the definition of Private information. Some examples of Private information that should not be stored on Google Drive/Docs include, but are not limited to:

- Health Information, including Protected Health Information (PHI) and any data covered under the Health Insurance Portability and Accountability Act (HIPAA);
- Any data covered under the Family Educational Rights and Privacy Act (FERPA);
- Social Security numbers;
- Credit card account number, or debit card number and any required security code, access code, or password that would permit access to an individual's financial account (e.g. other cardholder data);
- Personal financial information, including checking or investment account numbers
- Driver's license numbers;
- Health insurance policy ID numbers;
- Unlisted telephone numbers;
- Student directory information that a student has requested not to be disclosed;
- BCC IDs/Usernames combined with passwords and/or birth dates.

The Data Classification and Handling Policy along with other relevant IT policies are available at the following URL: (A D D U R L)

Support Agreement

Support for the Google Drive/Docs service is being offered through the IT Service Desk and will include basic end-user documentation and troubleshooting assistance. When using this service, users will be expected to leverage the online help functions of Google Drive/Docs wherever possible. For online help documentation, please see the following web page:

<https://support.google.com/drive/?hl=en%23topic=14940#topic=14940>

In addition, Information Technology can make no guarantees of the stability or availability of the Google Drive service beyond the Terms of Service that are provided by Google as part of their Apps for Education offering. Please see the following web page for additional detail:

http://www.google.com/apps/intl/en/terms/user_terms.html

Related Documents/Policies

Policy History (adopted/amended)

NG/TB/Ghf 1.11.19



BOARD OF TRUSTEES ACTION P1A
Approval Date: April 2, 2019

Resolution

Authorize re-appointment of Michael D. Redmond, Ph.D. as President of Bergen Community College.

Submitted By

Ms. Carol Otis, Chair, Board of Trustees
Mr. Patrick Fletcher, Chair, Personnel Committee

Action Requested

To authorize the re-appointment of Dr. Michael D. Redmond and approve a one-year extension to Dr. Redmond's contract to serve as President of Bergen Community College, under the same terms and conditions

Justification

Pursuant to N.J.S.A. 18A:64-12, the Board of Trustees of Bergen Community College approve the re-appointment of Dr. Michael Redmond and authorize the extension of his contract for another year to June 30, 2020.

The contract is on file in the Office of the President.



BOARD OF TRUSTEES ACTION: P1B

Approval Date: April 2, 2019

Resolution

Appointment: Student Affairs Athletic Program (Coaching Staff)

Submitted By

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Dr. Waldon Hagan, Vice President, Student Affairs

Action Requested

To approve the extended appointment of the following individuals as part-time Head Coach and Assistant Coach positions at the stipends indicated:

<u>Name</u>	<u>Head Coach Position</u>	<u>Stipend</u>	<u>Effective Dates</u>
Samoya Bailey	Women's Volleyball	\$1,000.00	03/05/19 – 04/30/19 (retroactive)
Toni DiFranco	Women's Soccer	\$1,000.00	03/05/19 – 04/30/19 (retroactive)
Giovanni Soto	Men's Soccer	\$1,000.00	03/05/19 – 04/30/19 (retroactive)

<u>Name</u>	<u>Assistant Coach Position</u>	<u>Stipend</u>	<u>Effective Dates</u>
Christian Casal	Men's Soccer	\$500.00	03/05/19 – 04/30/19 (retroactive)
Shane Havrilla	Women's Soccer	\$500.00	03/05/19 – 04/30/19 (retroactive)
Paul Nganansou	Men's Soccer	\$500.00	03/05/19 – 04/30/19 (retroactive)

Justification

The above-mentioned stipends are seasonal due to the extension of the Soccer and Volleyball seasons to reflect the schedule of the National Junior College Athletic Association (NJCAA) to extend through the spring season. These positions are at will.

Charge To:

Account Number:



400 Paramus Road, Paramus, New Jersey 07652
201-447-7100 • www.bergen.edu

BOARD OF TRUSTEES ACTION: P1C
Approval Date: April 2, 2019

Resolution

Appointment: Support Staff (This appointment is being made in accordance with the Bergen Community College Support Staff Association (BCCSSA) contract, Article XV, after successful completion of the probationary period.)

Submitted By

Dr. Michael D. Redmond, President
Dr. Brian D. Agnew, Executive Vice President
Dr. William Mullaney, Vice President, Academic Affairs
Mr. William Corcoran, Vice President, Facilities Planning, Operations & Public Safety

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Keron Best	Custodian/Buildings & Grounds	\$31,124.00 (pro-rated)	01/07/19 (retroactive)
Ronald Orso	Public Safety Officer/Public Safety	\$36,000.00 (pro-rated)	1/02/19 (retroactive)
Brian Tervo	Library Associate/Library Services	\$36,000.00 (pro-rated)	01/14/19 (retroactive)

Justification

To fill budgeted positions through successful search processes and completion of probationary periods.

Charge to: College Operating Funds
Account Number:



BOARD OF TRUSTEES ACTION P2
Approval Date: April 2, 2019

Resolution

Reappointment Faculty - First Reappointment

Submitted By

Dr. Michael D. Redmond, President

Dr. Brian Agnew, Executive Vice President

Dr. William Mullaney, Vice President, Academic Affairs

Action Requested

To reappoint the following individuals for their first reappointment to the indicated division & rank for the period September 1, 2019 through June 30, 2020 unless otherwise noted.

<u>Name</u>	<u>Rank</u>	<u>Discipline/Division</u>
Timothy Blunk	Assistant Professor	Art/Business, Art and Social Sciences
Neel Haldolaarachchige	Assistant Professor	Physics/ Physical Sciences/ Mathematics, Science and Technology
Brian Hemstreet	Assistant Professor	Communications/Humanities
Stephanie Niemiec	Associate Instructor	Paramedic Science/Health Professions
Kevin Olbrys	Assistant Professor	Philosophy and Religion/Humanities
David Scalcione	Assistant Professor	Mathematics/Mathematics, Science and Technology
Julie Seda	Assistant Professor	Wellness and Exercise Science/ Health Professions

Justification

In Accordance with Article XIII of the BCCFA contract

Charge To: College Operating Funds

Account Number:



BOARD OF TRUSTEES ACTION P3A
Approval Date: April 2, 2019

Resolution

Retirement: Faculty

Submitted By

Dr. Michael D. Redmond, President
Dr. Brian D. Agnew, Executive Vice President
Dr. William Mullaney, Vice President, Academic Affairs

Action Requested

To approve the retirement of the following individual:

<u>Name</u>	<u>Rank/Department/Division</u>	<u>Effective Date</u>
Harold Kahn	Associate Professor/American Language Program/ Humanities	07/01/19

Justification

Retirement



BOARD OF TRUSTEES ACTION P3B
Approval Date: April 2, 2019

Resolution

Retirement: Professional Staff

Submitted By

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Dr. Christine Gillespie, Executive Director, Continuing Education & Workforce Development

Action Requested

To accept the retirement of the following individual:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Maria (Ria) Bloss	Program Supervisor/Continuing Education and Workforce Development	07/01/19

Justification

Retirement



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BOARD OF TRUSTEES ACTION P4
Approval Date: April 2, 2019

Resolution

Approve: Return from Leave of Absence/Support Staff

Submitted By

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Mr. William Corcoran, Vice President, Facilities Planning, Operations, and Public Safety

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:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Dates</u>
Alfred Savastano	Custodian/Buildings & Grounds	03/11/19 (retroactive)

Justification

Medical Leave



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BOARD OF TRUSTEES ACTION P5

Approval Date: April 2, 2019

Resolution

Salary Increase: Confidential Personnel

Submitted By

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Action Requested

To approve a 2% increase to the base salary of all confidential personnel who were employed as of July 1, 2018 and still actively on payroll as of April 2, 2019.

Justification

To increase confidential staff salaries within a 2% budget to be consistent with salary increases given to other employees through collective bargaining agreements.



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BOARD OF TRUSTEES P6
Approval Date: April 2, 2019

Resolution

Appointment: Professional Staff

Submitted By

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Ms. Christine Gillespie, Executive Director of Continuing Education & Workforce Development

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Darrilyn Di Nardo	Program Supervisor/ Continuing Education & Workforce Development	\$50,000.00	4/22/19

Justification

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

Charge to: College Operating Funds

Account Number:



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BOARD OF TRUSTEES ACTION P7

Approval Date: April 2, 2019

Resolution

Approval of Position/Title and job description: Director, Human Resources and Employee Relations

Submitted By

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Action Requested

To approve the following position/title: Director, Human Resources and Employee Relations

Justification

To approve the position, title and job description as part of the reorganization of Human Resources and Payroll to provide a seamless integration of Employee Services. This decision was informed by a third party (Ellucian) assessment of our current operational structure. This is an at-will position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Director of Human Resources and Employee Relations

DEPARTMENTS: Human Resources (HR) and Payroll

FUNCTION: Provides direction for the Human Resources and Payroll department in the strategic and operational design, development, implementation, and evaluation of a broad range of initiatives designed to enhance overall individual and organizational effectiveness and performance. Administers labor relations and collective bargaining. Oversees benefits administration, leadership and staff development, recruitment, performance management, compensation, affirmative action, employee relations, and Title IX as the Title IX Coordinator for the College. The Director of Human Resources and Employee Relations is primarily responsible for strategic planning and assures that all departments participate in a robust, systematic assessment of programs, services and student learning, as appropriate.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Provides leadership and direction in the development, implementation, and assessment of human resources, staff development, payroll, and related initiatives, programs and activities.
2. Facilitates strategic human resources planning in order to provide the College with the best workforce talent to achieve its strategic objectives, including search committee compliance for all Bergen Community College openings.
3. Oversees all functions of the Payroll department, including but not limited to payroll processing and production related activities.
4. As Title IX Coordinator, supervises, oversees, and manages compliance for all Title IX cases, investigations, processes and procedures.
5. Develops a set of core outcomes for the HR and Payroll departments and measures and tracks annual performance against objectives; prepares and submits annual assessment report, fully engaging with the College's Outcomes Assessment Program.
6. Drives the successful attainment of organizational goals and objectives through designing and delivering targeted employee training, including an ongoing and comprehensive Leadership Development Program for campus leaders.
7. Guides and assists department leaders on all aspects of performance management, providing expertise for performance improvement plans for individual employees, as well as groups, teams and departments; incorporates actions to fulfill talent requirement needs for specific knowledge, skills and abilities as needed.

8. Directs all workplace investigations, the disposition of grievances and complaints, and discipline and termination decisions.
9. Administers and interprets collective bargaining agreements and serves as the College's primary contact with Bargaining Unit representatives; serves as chief negotiator in collective bargaining sessions.
10. Oversees compensation activities including the College's compensation approach and structure, salary offers, internal equity adjustments and promotional recommendations.
11. Formulates, recommends and implements policies, processes, procedures, and practices that ensure compliance with federal, state and local laws affecting employees, including, not limited to the ADA, Title IX, EEOA, ACA, FMLA, OSHA, FERPA, FLSA, the Equal Pay Act, Title VII, IRCA and other legislations, as applicable.
12. Superintends employee data integrity, collection, maintenance, analysis and dissemination.
13. Manages the timely and accurate reporting of human capital data, benchmarks and other performance indicators as needed by stakeholders, as well as to meet mandated reporting requirements for federal, state, or other external agencies.
14. Guides and informs the College's benefit strategy and administration activity.
15. Prepares, track, monitors and adheres to an annual budget.
16. Establishes and monitors annual employee performance objectives/goals; oversees the preparation and presentation of employee performance reviews; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
17. Subject to executive review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
18. Performs additional tasks or duties as assigned.



ORGANIZATIONAL RELATIONSHIPS: (1) Reports to the Executive Vice President. (2) Manages the following direct reports and oversees the employee populations of their respective organizations: Assistant Director of Human Resources, Assistant Director of Payroll, Senior Financial Analyst, and Employee Relations Coordinator. (3) Coordinates work within the offices and between offices with other staff. (4) 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 constituencies of the College. (5) 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 timeframe; (2) responsibilities of the position have been carried out at a level consistent with performance objectives; (3) effective cooperative relationships exist across the College; and (4) confidential aspects of the position are maintained.

QUALIFICATIONS: (1) Education: Master's Degree in HR-related field required; SHRM-CP or PHR certification strongly preferred. (2) Knowledge, Skills and Abilities: (a) demonstrates understanding of the community college mission; (b) possesses a strong understanding of the

uses of information technology to deliver, monitor and evaluate programs and services for students and the ability to work collaboratively across various constituencies of the College; (c) strong interpersonal as well as technical skills and must be detail-oriented; (d) demonstrates skill to work with a variety of computer software, database management, and other employee management software applications; and (e) exhibits strong skills in leadership, managing people, communication, customer and student focus, building relationships, organizing, and planning. (3) Experience: Minimum of 7 years of progressive leadership experience in labor relations, collective bargaining, benefits administration, recruitment, performance management, compensation, affirmative action, employee relations, talent development, organizational development, and quality/process improvement.

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:	<u></u>	Date:	<u>3/22/19</u>
	Name/Title		
Approved by:	<u></u>	Date:	<u>3/22/2019</u>
	Name/Title		
Reviewed by:	<u></u>	Date:	<u>3/22/19</u>
	Human Resources		

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BOARD OF TRUSTEES ACTION P8

Approval Date: April 2, 2019

Resolution

Approval of Position/Title and job description: Assistant Director of Human Resources

Submitted By

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Action Requested

To approve the following position/title: Assistant Director of Human Resources

Justification

To approve the position, title and job description as part of the reorganization of Human Resources and Payroll to provide a seamless integration of Employee Services. This decision was informed by a third party (Ellucian) assessment of our current operational structure. This is an at-will position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Assistant Director of Human Resources

DEPARTMENT: Human Resources (HR)

FUNCTION: Executes and administers human capital management including employment, compensation, benefits, performance management, employee relations, labor relations, organizational development, and Human Resources (HR) information systems and data management.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Leads the day-to-day operations of the HR department.
2. Develops and implements HR policies, procedures, practices, and programs for the College.
3. Serves as an expert advisor and coach to the College's managers to increase individual, team and organization effectiveness and performance; identifies performance metrics, evaluation methods and procedures, and creates employee development plans as needed.
4. Coordinates with the Director of Human Resources and Employee Relations to ensure adherence to all applicable state, federal, and other regulatory requirements.
5. Drives the design and implementation of organizational development interventions and/or activities aimed at increasing the effectiveness of processes, systems and work efforts.
6. Serves as the Deputy Title IX Coordinator for the College's faculty and staff; conducts and oversees the complaint resolution process and investigations for potential violations of campus gender discrimination, sexual violence, and sexual harassment policies and procedures.
7. Participates in all disciplinary actions including termination recommendations.
8. Administers collective bargaining agreements.
9. Participates in labor negotiations; drafts positions and contract language, recommends negotiating strategies, and assembles and analyzes negotiating data.
10. Directs talent acquisition activities to ensure that the College's human capital needs are adequately met.
11. Prepares and extends employment offers and organizes onboarding activities for executive level positions; reviews and approves employment offers at the College.
12. Oversees the preparation and maintenance of job descriptions and classification

systems with defined levels; promotes external competitiveness and internal equity and ensures compensation parameters are consistent with collective bargaining agreements.

13. Ensures all human resource data is properly maintained, secured and handled in the College's administrative software system.
14. Manages HR reporting for mandated federal, state, other regulatory requirements and ad hoc requests; identifies and produces reports on meaningful human capital metrics to inform management decisions.
15. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College's Outcomes Assessment Program.
16. Prepares, track, monitors, and adheres to an annual budget.
17. Establishes and monitors annual employee performance objectives/goals; oversees the preparation and presentation of employee performance reviews; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
18. Performs additional tasks or duties as assigned.

ORGANIZATIONAL RELATIONSHIPS: (1) Reports to the Director of Human Resources and Employee Relations. (2) Manages the following direct reports: Human Resources Generalist(s) and Benefits Administrator. (3) Coordinates work within the office and between offices with other staff. (4) 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 constituencies of the College. (5) 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 timeframe; (2) responsibilities of the position have been carried out at a level consistent with performance objectives; (3) effective cooperative relationships exist across the College; and (4) confidential aspects of the position are maintained.

QUALIFICATIONS: (1) Education: Bachelor's Degree required; Master's Degree with concentration in HR business preferred; SHRM-CP or PHR certification preferred. (2) Knowledge, Skills and Abilities: (a) demonstrates understanding of the community college mission and practices an open door policy; (b) possesses knowledge of labor relations laws and practices; (c) has the demonstrated ability to develop procedures/processes, manage HR data, and produce meaningful reports/metrics to inform management decision making; (d) demonstrates skill to work with a variety of computer software, database management, and other employee management software applications; and (e) exhibits strong skills in leadership, managing people, communication, customer and student focus, building relationships, organizing, and planning. (3) Experience: (1) Minimum of 5 years of experience in HR, Organizational Development, or

related areas; higher education administrative experience a strong plus; and (2) significant experience with collective bargaining and contract administration required.

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: B. D. A., EVP Date: 3/22/19
Name/Title

Approved by: Michael D. Pardo Date: 3/22/2019
Name/Title

Reviewed by: [Signature] Date: 3/22/19
Human Resources

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BOARD OF TRUSTEES ACTION P9
Approval Date: April 2, 2019

Resolution

Approval of Position/Title and job description: Assistant Director of Payroll

Submitted By

Dr. Michael D. Redmond, President
Dr. Brian D. Agnew, Executive Vice President

Action Requested

To approve the following position/title: Assistant Director of Payroll

Justification

To approve the position, title and job description as part of the reorganization of Human Resources and Payroll to provide a seamless integration of Employee Services. This decision was informed by a third party (Ellucian) assessment of our current operational structure. This is an at-will position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Assistant Director of Payroll

DEPARTMENT: Payroll

FUNCTION: Manages activities of the centralized payroll department in carrying out the responsibility for payroll preparation/processing, tax reporting and payroll system maintenance, ensuring that all processes are executed appropriately and in a timely manner. Ensures adherence to all government tax codes and regulations, employment contracts and generally accepted accounting principles.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Leads the day-to-day operations of the Payroll department, oversees design and implementation for payroll related projects, and directs the team in completion of all payroll processing and production related activities.
2. Completes operational requirements by recommending payroll policies, creating and maintaining office procedures, prioritizing team activities, scheduling and assigning employees, monitoring status, reviewing and following up on work results, resolving work problems, approving leave, and authorizing overtime as appropriate.
3. Maintains a working knowledge of existing and new legislation; coordinates with the Director of Human Resources and Employee Relations to ensure the office's compliance with all applicable federal, state and local regulations and college employment and labor agreements.
4. Determines payroll liabilities by approving the calculation of employee federal and state income and social security taxes, and employer's social security, unemployment, and workers compensation payments. Monitors reconciliation of control totals to system files to validate payrolls. Balances the payroll accounts by resolving payroll discrepancies. Approves calculation of and remittance of employee and employer payroll taxes. Completes all required fund requests, journal entries, and postings.
5. Manages all monthly, quarterly, fiscal and annual year-end payroll and tax processes. Manages all remittances to ensure compliance with various regulatory bodies and vendors.
6. Maintains payroll information by designing and implementing effective payroll processes, and directing the collection, calculation, and entry of data.
7. Develops and applies standard metrics for improving performance and efficiency, including implementation of best practices. Periodically reviews process efficiency within the team and works closely with management to ensure efficiency of the payroll function.
8. Partners with HR and benefits in aligning, implementing and maintaining an integrated human resources, payroll and benefits system. Coordinates with HR in matters regarding staff appointments, terminations, remuneration, conditions of service and other relevant issues.
9. Assists with development of new or revised cross-departmental integrated processes and tests of system upgrades and patches developed by software vendor or internally as needed.
10. Manages regular preparation of relevant management reports, including weekly, monthly, quarterly and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, etc.). Supports internal reporting requirements relative to payroll data.
11. Manages audits and requests from government agencies and insurance providers related to

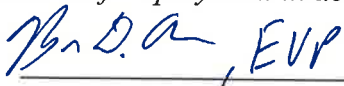
- payroll, workers comp, insurance, retirement, unemployment or other payroll-related requests.
12. Communicates actively with HR, Finance, Information Technology and other college departments as needed to review cross-departmental impacts of changes and to achieve department and College goals and objectives. Manages customer service to stakeholders.
 13. Maintains responsibility for departmental budget and administration, and participating in division planning. Tracks expenditures versus budget throughout fiscal year.
 14. Explains, interprets and enforces payroll policy and regulations. Develops and updates payroll reference manual for department managers.
 15. Compiles, computes and analyzes wage and benefit information for College budgets and collective bargaining units. Prepares the College's budget projections.
 16. Oversees processing of all documents necessary for various benefits programs and maintenance of required records for compliance with PERS, COBRA, and other applicable regulations.
 17. Establishes and monitors annual employee performance objectives/goals; oversees the preparation and presentation of employee performance reviews; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
 18. Contributes to team effort by accomplishing related results as needed.


ORGANIZATIONAL RELATIONSHIPS: (1) Reports to the Director of Human Resources and Employee Relations. (2) Manages the following direct reports: Senior Payroll Generalists. (3) Coordinates work within the office and between offices with other staff. (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 constituencies of the College. (5) 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 timeframe; (2) responsibilities of the position have been carried out at a level consistent with performance objectives; (3) effective cooperative relationships exist across the College; and (4) confidential aspects of the position are maintained.

MINIMUM QUALIFICATIONS: 1) Education: Bachelor's Degree in finance, business or related field required; Master's Degree in Business Management or related field preferred. (2) Knowledge, Skills and Abilities: (a) demonstrates understanding of the community college mission and practices and open door policy; (b) CPP designation preferred (Certified Payroll Professional); (c) possesses comprehensive knowledge of payroll best practices and procedures; (d) demonstrates skill to work with a variety of computer software, database management, and other payroll management software applications; (e) demonstrates strong, independent project management skills; (f) must be a working manager and self-starter, able to manage multiple deadlines in a fast paced environment with minimal supervision; (g) must have skills and experience to develop payroll staff, policies, and institute industry best practices; and (h) exhibits strong skills in leadership, managing people, communication, customer and student focus, building relationships, organizing, and planning. (3) Experience: (1) five or more years of payroll experience with increasing responsibilities, including demonstrated payroll management experience; (2) comprehensive and working knowledge of integrated human resources/payroll systems (Colleague preferred), particularly with end-to-end payroll functions preferred; (3) experience in performance appraisals and feedback, training and mentoring payroll staff, supporting employees; and (4) experience in working with union and non-union environments.

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:  , EVP Date: 3/19/19
Name/Title

Approved by:  Date: 3/22/2019
Name/Title

Reviewed by:  Date: 3/22/19
Human Resources

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BOARD OF TRUSTEES ACTION P10
Approval Date: April 2, 2019

Resolution

Approval of Position/Title and job description: Employee Relations Coordinator

Submitted By

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Action Requested

To approve the following position/title: Employee Relations Coordinator

Justification

To approve the position, title and job description as part of the reorganization of Human Resources and Payroll to provide a seamless integration of Employee Services. This decision was informed by a third party (Ellucian) assessment of our current operational structure. This is an at-will position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Employee Relations Coordinator

DEPARTMENT: Human Resources (HR) and Payroll

FUNCTION: Supports the Director of Human Resources and Employee Relations and the daily operations of the Office. Performs administrative functions for the department including maintenance of budget and filing systems; prepares letters and correspondence, creates reports, maintains accurate records, greets visitors and processes mail.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Serves as the first point of contact for employees, applicants, and visitors and is responsible for facilitating incoming and outgoing communications for the office.
2. Provides administrative support for the office; maintains the master calendar by coordinating all meetings, schedules, and food service and travel arrangements as needed. Monitors departmental budget expenditures and transfers funds appropriately.
3. Schedules appointments and engagements based on discussions and priorities set by the Director; makes arrangements and coordinates all details for meetings, and ensures the Director is fully briefed before meetings on matters to be considered.
4. Orders/requisitions office supplies, equipment and services; manages supplies and equipment inventory for the office. Uses Colleague to perform office operations, such as processing purchase requisitions, keeping time, and running reports.
5. Prepares letters, memoranda and correspondence for signature; independently researches, analyzes, and summarizes information as needed; prepares and updates spreadsheets and reports.
6. Drafts Board of Trustee resolutions relating to employment status and other HR matters for review by the Director of Human Resources and Employee Relations, the Executive Vice President and the President.
7. Maintains accurate files, records, mailing lists and any other department specific data in electronic or physical form as indicated.
8. Performs general word processing duties utilizing intermediate to advanced-level functions. Modify and/or create databases and complex spreadsheets.
9. Assists with research and preparation of materials for various purposes, including the Board of Trustees' meetings, college-wide committees and college-wide mailings.
10. Prepares materials for bargaining unit negotiations.
11. Supports an inclusive environment and works with a diverse population. Models excellence in service to the College community.

12. Performs additional tasks or duties as assigned.

ORGANIZATIONAL RELATIONSHIPS: (1) Reports to the Director of Human Resources and Employee Relations. (2) Coordinates work within the offices and between offices with other staff. (3) 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 constituencies of the College. (4) 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 across the College, and (4) confidential aspects of the position are maintained.

QUALIFICATIONS: (1) Education: Bachelor's Degree required. (2) Knowledge, Skills and Abilities: (a) demonstrates understanding of the community college mission and practices an open door policy; (b) must display a positive and professional demeanor focused on achieving excellent customer service at all times; (c) demonstrates skill to work with a variety of computer software, database management, and other employee management software applications; and (d) exhibits strong skills in communication, customer and student focus, building relationships, organizing, and planning. (3) Experience: Minimum of 3 years of related work experience; Human Resources background a plus.

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:

B. J. A., EVP
Name/Title

Date:

3/22/19

Approved by:

Michael D. [Signature]
Name/Title

Date:

3/22/2019

Reviewed by:

[Signature]
Human Resources

Date:

3/22/19

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BOARD OF TRUSTEES ACTION P11
Approval Date: April 2, 2019

Resolution

Approval of Position/Title and job description: Senior Human Resources Generalist

Submitted By

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Action Requested

To approve the following position/title: Senior Human Resources Generalist

Justification

To approve the position, title and job description as part of the reorganization of Human Resources and Payroll to provide a seamless integration of Employee Services. This decision was informed by a third party (Ellucian) assessment of our current operational structure. This is an at-will position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Senior Human Resources Generalist

DEPARTMENT: Human Resources (HR)

FUNCTION: Provides counsel to employees, faculty and management on a variety of Human Resources (HR) issues including but not limited to policies, procedures, related laws and regulations; advises on performance management, disciplinary issues, the performance appraisal process and other areas as needed. Performs recruiting, HRIS administration, employee relations, compensation and new employee orientation. Assists with the development, prioritization and execution of multiple HR and College initiatives aimed at supporting talent acquisition, performance management, development, and engagement/retention of staff. Develops and maintain partnerships with clients to effectively achieve business results through HR activities.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

General

1. Provides independent, full-service professional HR support for assigned division(s)/department(s) in the areas of employee relations, talent acquisition, talent management, engagement/ retention of staff, training, compensation/benefits administration, communications, and payroll.
2. Participates in the evaluation of assigned unit(s) goals and objectives. Recommends new approaches, policies and procedures to effect continual improvements in the efficiency of the assigned unit(s).
3. Maintains and expands knowledge and understanding of existing and proposed federal and state laws/regulations affecting human resources management; identifies trends that could impact organizational objectives and/or operational resources.
4. Administers the performance appraisal process, ensuring all reviews are completed and employee discussions are conducted; may intervene to ensure specific and actionable feedback is provided and documented.
5. Serves as first point of contact in employee grievance cases. Handles and tracks disciplinary actions, investigations, employee relations and grievances and recommends termination as appropriate; counsels employees, supervisors and managers to settle work-related conflicts.
6. Acts as a back up to Deputy Title IX Coordinator and investigator as needed for Title IX investigations.
7. Increases employee engagement and maintains positive employee relations by facilitating communication and problem resolution.

Staff Recruitment and Employment

8. Works with managers and supervisors to assess staffing needs and develop requisitions and

- job descriptions based on those needs.
9. Recruits for all levels of employees in assigned unit(s); establishes recruiting strategies and processes, completes reference checks, formulates and extends employment offers based upon internal equity, external market pricing and current collective bargaining agreements.
 10. Interviews and screens staff applicants, provides interview training and coordinates searches with hiring managers and departments.
 11. Partners with managers and supervisors to determine appropriate compensation for prospective employees, merit increases, equity adjustments, etc.
 12. Assists with employee applicant tracking and dissemination of information.
 13. Coordinates and administers new employee orientation program and develops onboarding materials for assigned unit(s).
 14. Conducts exit interviews and tracks information; identifies and reports on turnover trends and makes recommendations to address problematic patterns and issues.

Administrative and Other Duties

15. Meets with individuals prior to any leave, when appropriate, to review policies and procedures and provide them with options and all required documentation for the impending leave, including FML, short- and long-term disability, and Worker's Compensation; ensures that the necessary paperwork is on file and that appropriate, timely advice and counsel is provided to staff, managers and supervisors.
16. Develops and prepares ongoing general and ad-hoc reporting for all related human resources functions and activities including but not limited to benefit costs, staffing levels/deployment, turnover, absenteeism, recruitment, applicant tracking, Affirmative Action/EEO, compensation and promotions, etc.; identifies key metrics and analyzes data to inform actions and decisions.
17. Adheres to terms of labor contracts by monitoring day to day implementation of policies and practices concerning all related personnel matters.
18. Serves as backup to other HR Generalists.
19. Performs additional tasks or duties as assigned.

ORGANIZATIONAL RELATIONSHIPS: (1) Reports to the Assistant Director of Human Resources. (2) Coordinates work within the office and between offices with other staff. (3) 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 constituencies of the College. (4) 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 across the College, and (4) confidential aspects of the position are maintained.

QUALIFICATIONS: (1) Education: Bachelor's Degree in a related area required; Master's

Degree with HR concentration preferred; SHRM-CP or PHR certification preferred. (2) Knowledge, Skills and Abilities: (a) demonstrates understanding of the community college mission and practices an open door policy; (b) must have demonstrated ability to employ a balanced and positive approach to all work activities, especially when dealing with employee and management issues; (c) possesses and applies knowledge of employment law and related federal and state regulations; (d) demonstrates skill to work with a variety of computer software, database management, and other employee management software applications; and (e) exhibits strong skills in communication, customer and student focus, building relationships, organizing, and planning. (3) Experience: Minimum of 3 years of experience as a Human Resources Generalist, experience in higher education preferred.

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: B. D. A., EUP Date: 3/22/19
Name/Title
Approved by: Michael D. R. D. Date: 3/22/2019
Name/Title
Reviewed by: [Signature] Date: 3/22/19
Human Resources

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



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BOARD OF TRUSTEES ACTION P12

Approval Date: April 2, 2019

Resolution

Approval of Revised Job Description – Confidential

Submitted By

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Action Requested

To approve the revised job description for the Vice President of Academic Affairs.

Justification

To approve the revised job description to more accurately reflect the responsibilities of the position.
This position is at-will.

Charge To: College Operating Funds
Account Number:

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Vice President of Academic Affairs

DEPARTMENT: Academic Affairs

FUNCTION: The Vice President of Academic Affairs (VPAA) provides senior level leadership and strategic direction for all academic areas and services to ensure that they are aligned with the open access mission of the institution and are appropriately designed to support student success. Working collaboratively with faculty and all stakeholders, the VPAA leads long-range academic planning, budgeting, and curriculum and program development, and ensures compliance with various accreditation agencies as well as state accreditation and regulation. The Vice President of Academic Affairs assures that all academic departments and programs participate in a robust, systematic assessment of programs, services and student learning, as appropriate.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Oversees and recommends in all academic personnel matters, including the recruitment, appointment, development, and retention of a diverse, high-quality faculty, including adjuncts; serves as a vocal advocate for faculty.
2. Serves as a member of the President's Executive Council, the Management Team, and other administrative committees as assigned providing leadership in the implementation of academic standards, policies and procedures that foster integrated and inclusionary student success systems and models.
3. Provides leadership and oversight of academic operations, policy, curricula, assessment, and learning to ensure continuous improvement efforts, to formulate and implement measurable goals and objectives, and to evaluate ongoing performance.
4. Oversees compliance with academic components of accreditation; participates in legislation review affecting instruction and state academic groups; and assures compliance with degree and certificate requirements.
5. Responds effectively to unexpected needs or crises and ensures compliance with accreditation requirements, and federal, state, and local regulations
6. Builds strategic partnerships with local K-12, institutions of higher education, community-based organizations and business and industry.
7. Coordinates the systematic review of academic programs/services to ensure that they meet the needs of our students, communities and workforce development needs; recommends and implements new instructional programs and services.
8. Develops and articulates the long-term vision and strategic plan to guide the instructional goals for the College; assists in providing measurable goals and indicators of success.
9. Collaborates with senior level leadership to achieve desired organizational results in areas of recruitment, customer satisfaction, student retention, graduation rates, and student progress.

10. Works closely with faculty and its governance bodies to foster collaborative and timely decision making as well as an environment that encourages and nurtures excellence in teaching, scholarship and professional development, and service.
11. Collaborates with the Executive Director of Continuing Education and Workforce Development to develop and implement appropriate pathways and stackable credentials from non-credit to credit certificate and associate degree programs.
12. Develops and administers the Academic Affairs budget, including forecasting, planning, and monitoring of expenditures.
13. Provides guidance and leadership in incorporating various delivery models for instruction, including the use of technology, in face-to-face, web-enhanced, hybrid and online learning modalities; promotes the use of Open Educational Resources across the College.
14. Provides leadership in curriculum matters, course scheduling, catalog development, classroom management techniques, and alignment of curriculum with state requirements.
15. Participates in local, state, and national professional organizations related to higher education, the community college, and academic services to promote and enhance the College's relationships, effectiveness and brand.
16. Establishes and monitors annual employee performance objectives/goals; oversees the preparation and presentation of employee performance reviews; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
17. Performs additional tasks or duties as needed.

ORGANIZATIONAL RELATIONSHIPS: (1) Reports to the President. (2) Manages direct reports and oversees the employee populations of their respective organizations. (3) Coordinates work within the offices and between offices with other staff. (4) 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 constituencies of the College. (5) 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 timeframe; (2) responsibilities of the position have been carried out at a level consistent with performance objectives; (3) effective cooperative relationships exist across the College; and (4) confidential aspects of the position are maintained.

MINIMUM QUALIFICATIONS: (1) Education: Doctoral degree required. (2) Desired Knowledge, Skills and Abilities: (a) demonstrates understanding of the community college mission; (b) demonstrated successful experience in strategic planning, accreditation, fiscal management, resource allocation and personnel supervision; (c) demonstrated record of serving as an advocate for faculty while utilizing data to inform decision-making; (d) ability to promote the collection, use and governance of data to inform organizational decision-making in ways that positively impact student learning; (e) experience fulfilling a vision for academic affairs at a transformational time for an institution and proven success of change management; (f) facilitate organizational development and change with effective collaboration of participants; (g) demonstrated commitment and leadership of diversity, inclusion, equity and social justice in higher education; (h) demonstrated experience fostering strong relationships with unions,

institutional senates and implementing collective bargaining agreements; and (i) excellent written and oral communication skills, including making effective and persuasive speeches and presentations to internal and external audiences. (3) Experience: (1) Minimum of 10 years of progressive administrative and teaching experience in higher education including experience as a department chair or dean, preferably in a community college setting; and (2) experience in collective bargaining environment preferred.

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: Michael D. Pardo Date: 3/22/2019
Name/Title

Approved by: M. D. A. EVP Date: 3/22/19
Name/Title

Reviewed by: [Signature] Date: 3/22/19
Human Resources

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BOARD OF TRUSTEES ACTION P13
Approval Date: April 2, 2019

Resolution

Resignation: Executive

Submitted By

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Action Requested

To accept the resignation of the following individual:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
William Mullaney (Dr.)	Vice President, Academic Affairs	06/29/19

Justification

Resignation



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BOARD OF TRUSTEES ACTION P14
Approval Date: April 2, 2019

Resolution

Approve Interim Assignment and Stipend

Submitted By

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Action Requested

To approve the appointment of the following individual to the interim position and monthly stipend as indicated:

<u>Name</u>	<u>Position/Division</u>	<u>Monthly Amount</u>	<u>Effective Date</u>
Priscilla Klymenko	Interim Vice President, Student Affairs	\$1,000.00	03/25/19 (retroactive)

Justification

To fill an interim leadership position and provide a stipend for additional responsibilities until the successful completion of the College search process for the Vice President of Student Affairs.

Charge To: College Operating Funds

Account Number:

BOARD OF TRUSTEES ACTION P15

Approval Date: April 2, 2019

Resolution

Approve Support Staff Merit Award Program recipients as per the agreement in the Support Staff Memorandum of Agreement, Article XVI, approved by the Board of Trustees on January 7, 2016.

Submitted By

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Dr. William Mullaney, Vice President, Academic Affairs

Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety

Ms. Christine Gillespie, Executive Director, Continuing Education and Workforce Development

Action Requested

To approve the merit award increases for the following individuals with the contractual amount of 5.5% retroactive to 7/1/18:

<u>Name</u>	<u>Position/Department-Division</u>	<u>Salary</u>
Joseph Breitenbach	Electrician/Maintenance-Buildings and Grounds	\$87,781.00
Abuid Caban	Public Safety Officer/Public Safety	\$52,189.00
Edward Campanella	Public Safety Officer/Public Safety	\$39,092.00
Luis Colon	Custodian/Custodial Operations-Buildings & Grounds	\$43,296.00
James Daly	Custodian/Custodial Operations-Building and Grounds	\$49,423.00
Franklin Guzman	Library Associate/Library Services-Academic Affairs	\$40,893.00
Andreanna Madsen	Secretary/Center for Advising & Career Development-Academic Affairs	\$42,420.00

Justification

The individuals listed were reviewed and approved for this award in accordance with the Memorandum of Agreement, Article XVI, approved by the Board of Trustees on January 7, 2016.

BOARD OF TRUSTEES ACTION P16

Approval Date: April 2, 2019

Resolution

Approve Professional Staff Merit Award Program recipients as per the agreement in the Professional Staff Memorandum of Agreement, Article XXXI, approved by the Board of Trustees on February 2, 2016.

Submitted By

Dr. Michael D. Redmond, President
Dr. Brian D. Agnew, Executive Vice President
Dr. William Mullaney, Vice President, Academic Affairs
Ms. Priscilla Klymenko, Interim Vice President, Student Affairs
Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Dr. Victor Anaya, Executive Director, Finance

Action Requested

To approve the merit award increases for increases for the following individuals with the contractual increase of 6.75% retroactive to 7/1/18:

<u>Name</u>	<u>Position/Department/Division</u>	<u>New Salary</u>
Patricia Aguilar	Office Supervisor/International Student Center/ Student Affairs	\$45,810.00
Gregory Fenkart	Coordinator, Student Development/Student Life and Conduct/Student Affairs	\$66,879.00
April Harrison	Coordinator, Summer Intensive Program/Academic Affairs	\$48,144.00
Beverly Margolies	Manager, Web Designer & Content/Center for Innovation In Teaching and Learning/Academic Affairs	\$78,877.00
Nilda Pardo	Junior Accountant/Accounting/Finance	\$58,843.00
Kirsten Perino	Office Manager/Information Technology	\$57,359.00
Frank Reilly	Assistant Director/Purchasing Services/Finance	\$99,944.00

Justification

The individuals listed were reviewed and approved for this award in accordance with the Professional Staff Memorandum of Agreement, Article XXXI, and approved by the Board of Trustees on February 2, 2016.



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BOARD OF TRUSTEES ACTION P17
Approval Date: April 2, 2019

Resolution

WHEREAS the Bergen Community College ("College") and the Bergen Community College Administrators Association ("BCCAA") agree to recommend the terms for a successor collective bargaining agreement subject to Board approval.

Submitted By

Dr. Michael D. Redmond, President
Dr. Brian D. Agnew, Executive Vice President



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BOARD OF TRUSTEES ACTION P18
Approval Date: April 2, 2019

Resolution

To adopt the attached MOA which aligns the “last man standing” clause in the Bergen Community College Administrators Association (“BCCAA”) collective bargaining agreement with the Bergen Community College Professional Staff Association (“BCCPSA”) collective bargaining agreement.

Submitted By

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President



BOARD OF TRUSTEES ACTION S/F 1
Approval Date: April 2, 2019

Resolution

To award professional services to RSC Architects for the preparation of plans and specifications for the replacement of the Baseball Field, Softball Field and Soccer Field Bleachers.

Submitted By

Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Dr. Victor Anaya, Executive Director, Finance
Ms. Barbara Golden, Director, Purchasing & Services
Mr. Robert P. Coane, Director, Campus Planning

Action Requested

Authorization to pay \$\$15,400.00, plus direct costs of \$500.00, to RSC Architects for the preparation of plans and specifications for the replacement of the Baseball Field, Softball Field and Soccer Field Bleachers.

Justification

The existing the Baseball Field, Softball Field and Soccer Field Bleachers are beyond their useful life, and have a number of maintenance, safety, and Handicap Accessibility issues that need to be addressed.

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

Proposals were received from the companies listed below.

Company	Fee	Anticipated Direct Costs
RSC Architects	\$15,400.00	\$500.00
Arcari & Iovino Architects PC	\$29,975.00	\$0.00
Parette Somjen	\$108,350.00	\$8,000.00

Charge To: FY19 Strategic Initiatives
Account Number: 20-01-160100-604226