

**BOARD OF TRUSTEES**  
**PUBLIC MEETING**

**Paramus Campus – Technology Building – Conference Rooms B and C  
400 Paramus Road, Paramus, New Jersey 07652**

**Tuesday, April 7, 2026 – 5:00 p.m.**

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Roll Call
- IV. Pledge of Allegiance
- V. Reports:
  - A. Vice Chairman
  - B. Secretary
  - C. Treasurer
  - D. President
  - E. Committees
    1. Audit, Finance, and Legal Affairs
    2. Education and Student Affairs
    3. Personnel
    4. Site and Facilities
    5. Strategic Planning and Issues
  - F. Alumni Trustee
  - G. Chairperson
- VI. Unfinished Business / Board Members
- VII. New Business / Board Members
- VIII. Open to the Public
- XI. Actions
  - A. Approval of Board Minutes: Tuesday, March 3, 2026
  - B. Consent Agenda: Tuesday, April 7, 2026
- X. Executive Session, if required.
- XI. Adjournment



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## CONSENT AGENDA

**Tuesday, April 7, 2026**  
**Paramus Campus – Technology Building – Conference Rooms B and C**  
**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 listed herein may be removed from the Agenda by the Board prior to passage.

### **Approval of Board Minutes – Tuesday, March 3, 2026**

#### **AUDIT AND FINANCE (A/F)**

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To purchase one 2026 Ford Explorer (PIU) Police Interceptor Utility vehicle from Winner Ford.
3. To authorize a \$50,000 increase (from \$250,000 to \$300,000) in the total contracted amount for VisionPoint Marketing LLC RFP #R-106 Advertising Agency Services to include AI student engagement enhancements to the College's website redesign project.
4. To authorize renewal of Bergen Community College's (Bergen) property insurance policy for the Meadowlands campus through Otterstedt Insurance Agency, Inc.
5. To authorize the College's Fiscal Year 2027 funding request to the County of Bergen for operating expenses.

#### **EDUCATION AND STUDENT AFFAIRS (E/SA)**

1. To authorize submission of a Fiscal Year 2026 budget amendment request for the College's Perkins grant to the state of New Jersey Department of Education, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
2. To authorize submission of a grant application to the **United States Department of Labor (DOL) Strengthening Community College Training Round 6 (SCCT 6)** program, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
3. To authorize submission of a grant application to the **NASPA Emergency Aid Microgrant initiative** program in collaboration with TIAA, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
4. To authorize submission of a grant application to the **Allstate Foundation College Service Grant, under the Center for Expanding Leadership & Opportunity (CELO)** program, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
5. To authorize execution of a Memorandum of Understanding (MOU) between Bergen Community College (College) and the Bergen Community College Foundation (Foundation) to jointly pursue and administer corporate and other foundation grant opportunities requiring a 501(c)(3) status, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.



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## **CONSENT AGENDA**

**Tuesday, April 7, 2026**

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### **PERSONNEL (P)**

1. To approve the specified personnel separations.
2. To approve the appointment of the specified Professional personnel.
3. To approve the appointment of the specified Support personnel.
4. Reappointment Faculty-First and Second Reappointment
5. To approve adding a vacant position and job description to the organizational chart
6. To approve the job descriptions for the specified positions.
7. To approve the promotions of the specified Confidential personnel.
8. To approve the salary adjustment of the specified Professional personnel.
9. To approve a Grant extension.
10. To authorize stipends to college personnel providing services for Bergensounds productions in April 2026.
11. To discontinue a monthly stipend.
12. To approve stipends for Nursing Clinical Faculty for the Spring 2026 semester
13. To rescind stipends of the specified Nursing Clinical Faculty for the Spring 2026 semester.
14. To approve Leave of Absence

### **STRATEGIC PLAN (SP)**

1. To approve revisions to "Theme 2" of the 2024-2029 Strategic Plan, Focusing on the Future.



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**BOARD OF TRUSTEES ACTION A/F1**  
**Approval Date: April 7, 2026**

**Resolution**

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

**Submitted By**

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

**Action Requested**

Approval for payment of the following legal vouchers:

DeCotiis, FitzPatrick, Cole & Giblin. LLP.

February 1, 2026, to February 28, 2026, \$ 11,215.47

Charge to: College Operating Funds  
Account Number: 10-01-186100-607566  
Amount: \$ 11,215.47



**BOARD OF TRUSTEES ACTION A/F 2**  
**Approval Date: April 7, 2026**

**Resolution**

To purchase one 2026 Ford Explorer (PIU) Police Interceptor Utility vehicle from Winner Ford.

**Submitted By**

Dr. Eric M. Friedman, President  
Mr. David Borzotta, Associate Vice President Public Safety and Security Department  
Mr. Wilton Thomas-Hooke, Chief Financial Officer  
Ms. Stephanie Weise, Director, Purchasing and Services

**Action Requested**

Authorization to purchase one 2026 Ford Explorer PIU from Winner Ford through New Jersey State Contract #20-Fleet-01189, in the amount of \$54,105.20.

**Justification**

The Public Safety Department at Bergen Community College requires a robust fleet of vehicles to perform traffic safety patrol, enforcement of campus violations, accident response, assistance with motor vehicles having mechanical issues, and transportation assignments to support the campus community at Lyndhurst, Hackensack, and Paramus. The purchase of this vehicle will allow the department to replenish the fleet and begin to phase out the 2017 Ford Explorer with over 111,000 miles.

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

<b>Charge To:</b>	Public Safety
<b>Account Number:</b>	20-00-181502-604205-3869
<b>Total:</b>	\$54,105.20



**BOARD OF TRUSTEES ACTION A/F 3**  
**Approval Date: April 7, 2026**

**Resolution**

To authorize a \$50,000 increase (from \$250,000 to \$300,000) in the total contracted amount for VisionPoint Marketing LLC RFP #R-106 Advertising Agency Services to include AI student engagement enhancements to the College's website redesign project.

**Submitted By**

Dr. Eric M. Friedman, President  
Ms. Suzanne Wetzel, Vice President of External Affairs  
Mr. Wilton Thomas-Hooke, Chief Financial Officer  
Ms. Stephanie Weise, Director, Purchasing and Services

**Action Requested**

Authorization to approve a \$50,000 increase to the contracted (or 20% as allowed by law) for advertising agency services contracted through VisionPoint Marketing LLC.

**Justification**

The contract increase reflects the expanded scope of services associated with the implementation and integration of the Halda AI student engagement platform, an artificial intelligence-driven engagement tool that enhances how the College connects with prospective students, parents, and families. This integration supports improved lead nurturing, real-time engagement, and personalized outreach to prospective students.

The partner agency will continue to collaborate with the College's Senior Marketing Director and provide expertise in strategic media planning, media buying and placement, creative development, and performance analysis to ensure a coordinated and results-oriented advertising approach that advances the College's enrollment and outreach goals.

Integrating the Halda AI component into the College's marketing and recruitment ecosystem will strengthen data insights, improve communication with prospective students, and increase the effectiveness of advertising investments by supporting more targeted and responsive outreach.

The original contract period is one year (July 2025 – June 2026) with an option to extend for an additional year (July 2026- June 2027).

Charge To:	College Operating Funds
Account Number:	10-01-149000-607572
Total:	\$50,000



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**BOARD OF TRUSTEES ACTION A/F 4**  
**Approval Date: April 7, 2026**

**Resolution**

To authorize renewal of Bergen Community College's (Bergen) property insurance policy for the Meadowlands campus through Otterstedt Insurance Agency, Inc.

**Submitted By**

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

**Action Requested**

Authorization to renew the College's property insurance policy for the Bergen at the Meadowlands property located at 1280 Wall Street, Lyndhurst, NJ, from March 31, 2026, through March 31, 2027, at a cost of \$43,161.11.

**Justification**

The College needs property insurance for the Bergen at the Meadowlands property to mitigate liabilities from ongoing operations. The College's insurance consultant, Otterstedt Insurance Agency Inc., recommends liability insurance through Chubb Insurance Agency, Inc. (Chubb). Chubb provides coverage for the \$1,100,000 business insurance threshold necessary for this policy.

The renewal amount is below the County College bid threshold. Insurance is exempt from bidding in accordance with County College Contacts Law 18A:64A-25.5(11).

**Charge To:** College Operating Funds

**Account Number:** 10-01-188100-607590

**Amount:** \$43,161.11



**PLACEHOLDER**

**BOARD OF TRUSTEES ACTION A/F 5**  
**Approval Date: April 7, 2026**

**Resolution**

To authorize the College's Fiscal Year 2027 funding request to the County of Bergen for operating expenses.

**Submitted By**

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

**Action Requested**

Authorization by the Board of Trustees for the College's Fiscal Year 2027 (2026/2027) County of Bergen operating aid request in the following amount:

- County Operating Appropriation      **<AMOUNT>**

**Justification**

The College's annual operating funding request is presented to the Bergen County Board of Commissioners for approval each fiscal year. These funds are necessary for the operation of the College for fiscal year 2027, exclusive of the amount to be received from State and other sources.

Account Number:      To be allocated upon approval.  
Amount:                **<AMOUNT>**



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**BOARD OF TRUSTEES ACTION E/SA 1**  
**Approval Date: April 7, 2026**

**Resolution**

To authorize submission of a Fiscal Year 2026 budget amendment request for the College's Perkins grant to the state of New Jersey Department of Education, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

**Submitted By**

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

**Action Requested**

Authorization to submit a budget amendment request for the College's Perkins grant for fiscal year 2026 (July 1, 2025, through June 30, 2026) to the New Jersey Department of Education, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute required documents.

**Justification**

The State of New Jersey Department of Education requires a formal resolution that is approved by the College's Board of Trustees to accept Perkins grant funding award. A resolution is also needed to recognize any amendment of the fiscal year's budget. Current assessment highlights further opportunities to enhance the quality of the Continuing Technical Education (CTE) programs by reallocating portions of the existing budget allocation. As a result, the College is requesting a budget amendment to reallocate portions of budget lines associated with computers, conference and travel, personnel, supplies, and equipment. The budget amendment includes reallocation of \$47,186.00 of the total \$936,025.00 funding to leverage a comprehensive local needs assessment conducted with key community and employer stakeholders. This assessment identifies priority career and technical education (CTE) needs in Bergen County.

No college matching funds are required.



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**BOARD OF TRUSTEES ACTION ES/A 2**  
**Approval Date: April 7, 2026**

**Resolution**

To authorize submission of a grant application to the **United States Department of Labor (DOL) Strengthening Community College Training Round 6 (SCCT 6)** program, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

**Submitted By**

Dr. Eric M. Friedman, President  
Mr. Wilton Thomas-Hooke, Chief Financial Officer  
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost  
Ms. Cinzia Diorio, Vice President Continuing Education and Workforce Development  
Dr. Anjali Thanawala, Director of Grants Administration

**Action Requested**

Authorization to submit a SCCT6 grant application to US Department of Labor for a 48-month performance period with an anticipated start date 09/01/2026, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

**Justification**

Bergen Community College proposes a "Lead-and-Share" consortium for all 18 New Jersey community colleges to revolutionize workforce development through the SCCTG 6 grant. The project prioritizes creating accelerated, 8–15-week credit-bearing certificates that are fully stackable and Workforce Pell Grant eligible.

Distributing curriculum leadership across the state based on regional strengths such as Advanced Manufacturing, Healthcare, Business, and Cybersecurity will enable the consortium to vertically integrate AI-driven competencies across. The lead college will develop a curriculum and share it across a statewide portal, granting all 18 institutions immediate access to high-demand, AI-enhanced programs that enhances the global competitiveness of New Jersey's labor force.

The project plan and budget are in development.

No college funds are required.



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**BOARD OF TRUSTEES ACTION ES/A 3**  
**Approval Date: April 7, 2026**

**Resolution**

To authorize submission of a grant application to the **NASPA Emergency Aid Microgrant initiative** program in collaboration with TIAA, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

**Submitted By**

Dr. Eric M. Friedman, President  
Dr. Anthony J. Trump, Vice President of Student Affairs  
Ms. Suzanne Wetzel, Vice President of External Affairs  
Mr. Wilton Thomas-Hooke, Chief Financial Officer  
Dr. Anjali Thanawala, Director of Grants Administration

**Action Requested**

Authorization to submit a grant application for \$10,000 for a 5-months performance period with an anticipated start date 06/01/2026 to the NASPA Emergency Aid Microgrant Initiative program, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

**Justification**

Bergen will use this grant to provide emergency aid resources directly to our students. These funds will also support microgrants to students to support their technology needs.

The project plan and budget are in development.

No college funds are required.



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**BOARD OF TRUSTEES ACTION ES/A 4**  
**Approval Date: April 7, 2026**

**Resolution**

To authorize submission of a grant application to the **Allstate Foundation College Service Grant, under the Center for Expanding Leadership & Opportunity (CELO)** program, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

**Submitted By**

Dr. Eric M. Friedman, President  
Dr. Andrew Tomko, Vice President of Academic Affairs, and Provost  
Ms. Suzanne Wetzel, Vice President of External Affairs  
Mr. Wilton Thomas-Hooke, Chief Financial Officer  
Dr. Anjali Thanawala, Director of Grants Administration

**Action Requested**

To authorize submission of a grant application for \$10,000, to **Allstate Foundation College Service Grant program** and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents. The period of performance for this project is 12 months with an anticipated start date 06/01/2026.

**Justification**

Bergen is requesting a \$10,000 grant from the Allstate Foundation to empower our students as agents of social change. These funds will be distributed as mini-grants to support youth-led, youth-driven community service projects. By placing students at the helm of these initiatives, They are empowered with the resources to harness their unique perspectives and talents. This program will amplify local community impact and help to cultivate a generation of confident, capable leaders committed to a lifetime of civic engagement

The project plan and budget are in development.

No college funds are required.



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## BOARD OF TRUSTEES ACTION E/SA 5

Approval Date: April 7, 2026

### **Resolution**

To authorize execution of a Memorandum of Understanding (MOU) between Bergen Community College (College) and the Bergen Community College Foundation (Foundation) to jointly pursue and administer corporate and other foundation grant opportunities requiring a 501(c)(3) status, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

### **Submitted By**

Dr. Eric M. Friedman, President  
Ms. Suzanne Wetzel, Vice President of External Affairs  
Mr. Wilton Thomas-Hooke, Chief Financial Officer  
Dr. Anjali Thanawala, Director Grants Administration

### **Action Requested**

Authorization to execute a MOU between the College and the Foundation to jointly pursue and administer corporate and foundation grant opportunities that require 501(c)(3) status for the benefit of students, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

### **Justification**

This agreement will establish a formal partnership between the College and the Foundation to streamline the application and administration of corporate and private foundation grants that require a 501(c)(3) status.

This partnership will provide the following strategic benefits:

- **Expanded Funding Opportunities:** By leveraging the Foundation's 501(c)(3) status, the Grants Administration office can pursue a broader range of corporate and private philanthropic opportunities that may otherwise be restricted to non-profit entities.
- **Operational Efficiency:** This agreement establishes guidelines to promote the seamless administration of funds, including adherence to the College's established procurement and compliance processes.
- **Strategic Alignment:** The partnership allows the College to scale its grant-seeking efforts and further diversify its revenue streams to support institutional priorities and student success initiatives.



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**BOARD OF TRUSTEES ACTION P1**  
**Approval Date: April 7, 2026**

**Resolution**

To approve the specified personnel separations.

**Submitted By**

Dr. Eric M. Friedman, President

Mr. Nathaniel Saviet, Vice President of Facilities

Dr. Andrew Tomko, Vice President of Academic Affairs and Provost

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Sarah Riker, Associate Director of Human Resources

**Justification:**

To accept the separation of the following individuals:

	<b><u>Name</u></b>	<b><u>Reason</u></b>	<b><u>Position/Department/Division/Unit</u></b>	<b><u>Effective Date</u></b>
1.	Nelida Capellan	Resignation	Assistant Director of Financial Aid/ Student Affairs/Professional	03/20/2026 (retroactive)
2.	Ahmed Ragab Gad Aly	Resignation	Custodian/Facilities/Support	03/20/2026 (retroactive)
3.	Matthew King	Retirement	Professor/Science, Mathematics and Technology/Academic Affairs/ Faculty	07/01/2026



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**BOARD OF TRUSTEES ACTION P2**  
**Approval Date: April 7, 2026**

**Resolution**

To approve the appointment of the specified Professional personnel.

**Submitted By**

Dr. Eric M. Friedman, President  
Dr. Anthony Trump, Vice President of Student Affairs  
Ms. Sarah Riker, Associate Director of Human Resources

**Action Requested**

To approve the appointment of the following individual to the vacant position and annual salary indicated below:

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date</u>
1.	Vanessa Pusey	Financial Aid Generalist/ Student Affairs	Professional	\$55,000.00	04/16/2026

**Justification**

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

**Charge to:**

College Operating Funds in accordance with the list below:

- 10-02-243100-601110



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**BOARD OF TRUSTEES ACTION P3**  
**Approval Date: April 7, 2026**

**Resolution**

To approve the appointment of the specified Support personnel.

**Submitted By**

Dr. Eric M. Friedman, President  
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost  
Ms. Sarah Riker, Associate Director of Human Resources

**Action Requested**

To approve the appointment of the following individual to the vacant position and annual salary indicated below:

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date</u>
1.	Tamar Celik	Secretary/Science, Math and Technology	Support	\$44,000.00	04/16/2026

**Justification**

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

**Charge to:**

College Operating Funds in accordance with the list below:  
1. 10-04-417800-601130



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**BOARD OF TRUSTEES ACTION P4**  
**Approval Date: April 7, 2026**

**Resolution**

Reappointment Faculty-First and Second Reappointment

**Submitted By**

Dr. Eric M. Friedman, President  
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost  
Ms. Sarah Riker, Associate Director of Human Resources

**Action Requested**

To reappoint the following individuals for their first and second reappointment to the indicated division and rank for the period September 1, 2026, through June 30, 2027:

**First Reappointment**

<b><u>Name</u></b>	<b><u>Rank</u></b>	<b><u>Discipline/Department/Division</u></b>
Erin Andersen	Associate Professor	English/Humanities
Alexander Chan	Assistant Professor	Communication/Humanities
Maria Chano	Assistant Professor	Cyber Security/Information Technology Mathematics, Science and Technology
Polikseni Hysi	Assistant Professor	Dental Hygiene/Health Professions
Tara Snyder	Assistant Professor	Biology/Math, Science and Technology
Bernadett Szasz	Assistant Professor	Biology/Math, Science and Technology

**Second Reappointment**

<b><u>Name</u></b>	<b><u>Rank</u></b>	<b><u>Discipline/Department/Division</u></b>
Lisa Duddy	Associate Professor	Dental Hygiene/Health Professions
Ariana Lopez	Assistant Professor	Criminal Justice/Criminal Justice and Legal Studies/Business and Social Sciences
Jiyoun Park	Associate Instructor	Diagnostic Medical Sonography/ Health Professions

**Justification**

In Accordance with Article XIII of the BCCFA contract

**Charge To:** College Operating Funds



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**BOARD OF TRUSTEES ACTION P5**  
**Approval Date: April 7, 2026**

**Resolution**

To approve adding a vacant position and job description to the organizational chart

**Submitted By**

Dr. Eric M. Friedman, President  
Dr. Anthony Trump, Vice President of Student Affairs  
Ms. Sarah Riker, Associate Director of Human Resources

**Action Requested**

To approve the following vacant position be added to the College's organizational chart:

<b><u>Title</u></b>	<b><u>Department/Division</u></b>	<b><u>Unit</u></b>
1. Associate Director, Center for Student Success	Student Support Services/ Student Affairs	Confidential

**Justification**

1. To approve adding a full-time position and job description which better represents the changing scope of work and additional responsibilities of the department. This position is at will.

# BERGEN COMMUNITY COLLEGE

## JOB DESCRIPTION

**TITLE:** Associate Director, Center for Student Success

**DEPARTMENT:** Center for Student Success/Student Affairs

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**FUNCTION:** The Associate Director of the Center for Student Success serves as a key administrative leader within the Center for Student Success and reports to the Senior Director. This position is responsible for supporting the implementation, utilization, assessment, and continuous improvement of the College's advising and retention technologies and systems. The Associate Director provides direct supervision, training, and operational support to advising staff to ensure effective and consistent use of retention software and data-informed advising practices. In addition to systems oversight, the Associate Director maintains an assigned advising caseload and plays a critical role in advancing the College's advising redesign, including proactive advising, early alert interventions, and student success initiatives aligned with institutional retention and completion goals.

**REPORTS TO:** Senior Director, Center for Student Success

**SUPERVISES:** Assigned Center for Student Success Administrators and Staff

### **MAJOR RESPONSIBILITIES:**

Responsibilities include but are not limited to:

1. Supports the daily operations of the Center for Student Success with a specific focus on advising systems, retention software, and data-informed advising practices.
2. Serves as the primary advising operational lead for the implementation, maintenance, and effective use of advising and retention platforms (e.g., Civitas, Student Planning, early alert and case management systems).
3. Oversees data collection, reporting, and analysis related to student advising, retention, persistence, and completion; prepares reports and dashboards to inform leadership decision-making and continuous improvement.
4. Trains, supervises, and supports advising staff in the effective and consistent use of retention systems, including documentation standards, case management workflows, and intervention tracking.
5. Develops and delivers ongoing professional development and training related to advising technologies, proactive advising strategies, and student success analytics.
6. Supervises assigned advising staff, including hiring recommendations, onboarding, scheduling, performance management, and annual evaluations, in coordination with the Senior Director.
7. Maintains an assigned caseload of students and provides academic, career, and transfer advising including students identified through early alert, academic standing, or retention initiatives.
8. Supports the College's advising redesign by assisting with the implementation and assessment of new advising models, structures, workflows, and service delivery strategies.
9. Collaborates with the Senior Director and campus partners to design, implement, and assess advising

interventions aimed at improving student engagement, retention, and completion.

10. Assists with coordination of advising-related initiatives such as new student orientation, fast-start registration events, academic standing interventions, and targeted outreach campaigns.
11. Works collaboratively with academic departments, faculty, IT, Institutional Research, and other Student Affairs units to align advising systems with institutional goals and student success strategies.
12. Ensures accuracy, consistency, and compliance in advising documentation and data entry across all retention and advising platforms.
13. Participates in College committees, task forces, and working groups related to advising, retention, and student success.
14. Supports Center for Student Success events and College-wide initiatives such as Open Houses, Transfer Fairs, Career Fairs, and related outreach activities.
15. Engages in assessment activities and contributes to annual unit outcomes reporting in alignment with the College's Outcomes Assessment Program.
16. Participates in professional development to remain current with advising best practices, retention strategies, and higher education technology trends.
17. Performs additional duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education:** Master's Degree in Educational Administration, Counseling or appropriate academic discipline required.

**Experience:** Five years of progressively responsible experience in higher education advising or student success services. Minimum of two years of supervisory or lead experience. Demonstrated experience utilizing advising and retention technologies and analyzing student success data to inform practice. Demonstrated ability to train staff, manage workflows, and support change initiatives. Proficiency with Microsoft Office Suite and database or CRM platforms.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: E-SIGNED by Anthony Trump  
on Jan 12, 2026 21:36:04:04 GMT Date: January 12, 2026

Approved by: Name/Title  
E-SIGNED by Anthony Trump  
on Jan 12, 2026 21:36:05:05 GMT Date: January 12, 2026

Reviewed by: Name/Title  
E-SIGNED by Sarah Riker  
on Jan 16, 2026 22:32:16:16 GMT Date: January 16, 2026  
Human Resources

Board Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member

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



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**BOARD OF TRUSTEES ACTION P6**  
**Approval Date: April 7, 2026**

**Resolution**

To approve the job descriptions for the specified positions.

**Submitted By**

Dr. Eric M. Friedman, President

Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development

Ms. Sarah Riker, Associate Director of Human Resources

**Action Requested:**

To approve the following actions:

<b><u>Title</u></b>	<b><u>Action</u></b>	<b><u>Unit</u></b>
1. Dean of Continuing Education	Revised Job Description	Confidential
2. Lead Payroll Specialist	New Job Description	Confidential

**Justification**

1.-2. To provide a job description that meets the scope and responsibilities of the position.

## **BERGEN COMMUNITY COLLEGE**

### **JOB DESCRIPTION**

**TITLE:** Dean, Continuing Education and Workforce Development

**DEPARTMENT:** Continuing Education and Workforce Development

**REPORTS TO:** Vice President of Continuing Education and Workforce Development

The Dean of Continuing Education and Workforce Development provides senior leadership for the division, supporting the Vice President in achieving the strategic, operational, and financial objectives of all non-credit, workforce, and employer-focused programs. The Dean plays a central role in Academic Master Planning, working closely with Academic Deans and College leadership to align workforce programming with credit pathways, emerging industry needs, and institutional priorities. This includes advancing stackable credentials, microcredentials, and industry-recognized certifications that create clear on-ramps and advancement opportunities for students while strengthening employer partnerships and workforce pipelines. In addition, this role has direct responsibility for and provides division-wide operational oversight for finance, data and reporting, registration systems, and career placement.

The position ensures that Continuing Education operates as a high-performing, student- and employer-centered enterprise, aligned with the College's mission, strategic plan, and community impact goals, while supporting innovation, workforce responsiveness, and measurable student and employer outcomes.

**MAJOR RESPONSIBILITIES:** Responsibilities include, but are not limited to:

- Serve as a senior academic and operational leader for Continuing Education and Workforce Development, supporting the Vice President in advancing the College's Academic Master Plan, workforce strategy, and institutional priorities.
- Partner closely with Academic Deans and Academic Affairs leadership to align non-credit workforce programs with credit programs, creating integrated pathways that support student progression and institutional enrollment goals.
- Lead the development and expansion of stackable credentials, microcredentials, and industry-recognized certifications that provide clear entry points, advancement opportunities, and bridges into degree programs.
- Ensure Continuing Education programs meet academic quality standards and align with institutional learning outcomes, workforce competencies, and accreditation expectations.
- Collaborate with Academic Affairs to identify emerging disciplines and workforce needs, and develop new programs, credentials, and certifications aligned with industry demand.
- Support the integration of experiential learning, prior learning assessment, and credential pathways that enhance student advancement, career mobility, and academic progression.

- Represent Continuing Education in Academic Master Planning, curriculum planning discussions, and institutional committees related to workforce, academic innovation, and student success.
- Together with the Vice President, develop and implement division-wide strategic and annual operational plans that drive enrollment growth, revenue, student outcomes, and employer satisfaction.
- Provide leadership for Bergen for Business, including corporate training, grant-funded employer initiatives, workforce development programs, the Business Accelerator, and student experiential learning opportunities.
- Provide division-wide oversight of budgets, financial planning, forecasting, and reporting for Continuing Education and Workforce Development.
- Oversee Continuing Education registration systems, enrollment processes, and student records in coordination with institutional systems, ensuring efficiency, compliance, scalability and institutional alignment.
- Lead data collection, analysis, dashboard development, and reporting related to enrollment, revenue, student outcomes, grants, and compliance. This data informs academic and operational decision-making, continuous improvement, and reporting to internal and external stakeholders.
- Ensure marketing strategies support enrollment growth, academic program visibility, employer engagement, grant deliverables, and revenue targets.
- Provide oversight for career placement, employer engagement, and post-program outcomes for workforce and Continuing Education students.
- Strengthen employer pipelines, internships, apprenticeships, and job placement opportunities aligned with academic and workforce programs.
- Provide leadership, supervision, and performance management for managers and coordinators within Continuing Education and Workforce Development.
- Foster a collaborative, accountable, and student-centered culture aligned with institutional values.
- Collaborate with Academic Affairs, Student Services, Institutional Research, Finance, IT, Marketing, and other divisions to advance institutional and workforce goals.
- Represent Continuing Education on institutional committees and with external partners.
- Perform additional duties as assigned in support of the College's mission and strategic priorities.

ORGANIZATIONAL RELATIONSHIPS: (1) Reports directly to the Vice President of Continuing Education and Workforce Development. (2) Provides leadership and oversight for Continuing Education and Workforce Development operational functions, including finance, data, registration, and career placement. (3) Supervises managers, coordinators, and related administrative staff. (4) Works collaboratively across the College and with external stakeholders to advance institutional goals. (5) Performs work in a manner that furthers the College's mission, values, and commitment to equity and access.

PERFORMANCE STANDARDS: Performance in this position is considered satisfactory when: (1) Strategic and operational objectives are achieved within established timelines; (2) Continuing Education programs meet enrollment, revenue, compliance, and outcome targets;

(3) Effective and cooperative relationships exist across the College and with external partners; and (4) Confidential and sensitive information is handled appropriately.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's degree from an accredited college or university required; Master's degree preferred.
- Minimum of seven (7) to ten (10) years of progressively responsible experience in continuing education, workforce development, corporate training, higher education administration, or a related field.
- Demonstrated experience in financial management, operations, data-informed decision-making, and staff leadership.
- Experience with employer partnerships, grants management, and workforce initiatives.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Strong commitment to the mission of the community college.
- Demonstrated leadership and management skills with the ability to lead complex operations.
- Strong analytical, organizational, and problem-solving skills.
- Excellent written and verbal communication and presentation skills.
- Ability to work independently, manage multiple priorities, and lead change.
- Proficiency with data systems, registration platforms, and standard business software.
- Ability to establish and maintain effective working relationships with students, faculty, staff, employers, and community partners.
- Entrepreneurial mindset with the ability to innovate and scale programs.

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, veteran's 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.

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

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_ Name/Title

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Name/Title

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Human Resources

# Lead Payroll Specialist

## Position Summary

The Lead Payroll Specialist supports the Associate Director of Payroll in administering and supporting complex payroll operations for a higher education institution in compliance with federal, state, and local regulations, collective bargaining agreements, and institutional policies. This role serves as a subject-matter expert in payroll processes and provides guidance on complex payroll matters without exercising supervisory authority.

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## Essential Duties and Responsibilities

- Processes and audits payroll for a diverse employee population, including faculty, adjuncts, staff, student employees, and grant-funded positions.
  - Interprets and applies collective bargaining agreements, employment contracts, and institutional policies related to wages, differentials, stipends, overloads, and leave accruals.
  - Ensures compliance with federal and state wage and hour laws, tax regulations, retirement plans, and benefits deductions.
  - Serves as a subject-matter expert for complex payroll issues, including retroactive pay, corrections, off-cycle payments, and tax adjustments.
  - Reconciles payroll data, identifies discrepancies, and resolves issues in collaboration with Human Resources, Finance, and Benefits.
  - Maintains accurate payroll records and documentation to support internal controls, audits, and reporting requirements.
  - Assists with year-end payroll activities, including W-2 processing and reporting.
  - Supports payroll system updates, testing, and process improvements to enhance efficiency and compliance.
  - Prepares and reconciles pension fund remittance filings, ensuring accurate payment processing and coordination of related banking activity.
  - Responds to employee payroll inquiries with professionalism and discretion.
  - Provides guidance and informal training to departmental staff regarding payroll procedures and best practices.
- 

## Required Qualifications

- Associate's or Bachelor's degree in Accounting, Business Administration, Human Resources, or a related field, or an equivalent combination of education and experience.
- Minimum of 5 years of progressively responsible payroll experience, preferably in higher education or the public sector.

- Demonstrated knowledge of payroll laws, tax regulations, and wage and hour compliance.
  - Experience interpreting collective bargaining agreements and employment contracts.
  - Strong analytical, organizational, and problem-solving skills.
  - High level of accuracy, attention to detail, and confidentiality.
- 

### **Preferred Qualifications**

- Experience working in a unionized higher education environment.
- Familiarity with higher education payroll systems
- Experience supporting audits and compliance reviews.
- Advanced Excel or reporting skills.



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**BOARD OF TRUSTEES ACTION P7**  
**Approval Date: April 7, 2026**

**Resolution**

To approve the promotions of specified confidential personnel.

**Submitted By**

Dr. Eric M. Friedman, President  
Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development  
Ms. Sarah Riker, Associate Director of Human Resources

**Action Requested**

To approve the promotion of the following individuals to the positions and annual salaries indicated below:

	<b><u>Name</u></b>	<b><u>Position/Division</u></b>	<b><u>Unit</u></b>	<b><u>Salary</u></b> <b><u>(prorated)</u></b>	<b><u>Effective Date</u></b>
1.	David Borzotta	Vice President of Public Safety and Security/Special Assistant to the President	Confidential	\$145,000.00	04/16/2026
2.	Linda Caruso	Dean of Continuing Education/Continuing Education and Workforce Development	Confidential	\$117,500.00	04/16/2026
3.	Reginald Grant	Lead Payroll Specialist/ Human Resources	Confidential	\$76,368.47	03/01/2026 (retroactive)

**Justification**

To appoint the individual to the position and title indicated as part of the changing scope and level of responsibilities. These positions are at-will.

**Charge to:**

College Operating Funds in accordance with the list below:

1. 10-01-192100-601110
2. 10-04-450000-601110
3. 10-01-140300-601110

# BERGEN COMMUNITY COLLEGE

## JOB DESCRIPTION

**TITLE: Vice President, Safety and Security/Special Assistant to the President**

**Reports to: President**

**Position Summary/Job Description: Safety and Security**

The Vice President, Safety and Security, leads the College's team of public safety staff to provide safety, security, and protection for the entire Bergen Community College community. This individual will provide leadership, direction, and expertise in the development and execution of comprehensive programs to ensure the safety, security, and protection of the College's staff, students, and assets, while maintaining the College's ethic of care. They will direct, manage, and implement a comprehensive crime prevention, complaint investigation, emergency response, law enforcement, and parking services program in compliance with all applicable laws, rules, and regulations. They will lead with a community policing philosophy to ensure public safety within a culturally diverse population to effectively and respectfully function and communicate within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.

**Responsibilities include, but are not limited to, the following:**

- Serves as the strategic leader for the Department of Public Safety, aligning the department's work with institutional priorities guided by the College's strategic plan, its mission/vision/values, and the goals of the President and the Board of Trustees.
- Leads a team of officers and staff to provide a safe and secure environment for students, faculty, community members, and staff to learn, work, and experience cultural and other events.
- Drives continuous improvement of divisional performance through analysis and the development and implementation of sound management/administrative practices and procedures, providing management staff with direction and guidance, processes, and tools to increase efficiencies and improve effectiveness of services provided.
- Participates in robust assessment of continuous improvement initiatives that integrate institutional, statewide and accreditation perspectives.
- Enforces all applicable federal, state, and local laws while ensuring the operating philosophy of campus safety aligns with the College's ethic of care.
- Ensures infrastructure and staffing are sufficient to support parking operations, security for campus events, emergency communications (dispatch) and campus safety.
- Provides effective leadership and management of all public safety personnel; establishes appropriate observation and feedback channels to ensure agile department response and changes in operational procedures, as needed.
- Measures the performance of people, teams, and organizations, and assess performance and progress with a focus on team building within an environment that promotes superior customer service.
- Provides law enforcement expertise and advice to the Executive Team on matters related to the safety and security of the institution, policies and administrative issues and challenges.
- Establishes a training and safety program to ensure all public safety personnel are skilled in enforcing safety and protection daily; establishes effective monitoring and feedback mechanisms to evaluate effectiveness of programs and staff.
- Establishes effective working relationships with local police, fire, emergency departments, federal agencies, and neighborhood associations.
- Maintains an up-to-date working knowledge of higher education laws and guidelines related to campus safety and security, safety codes, first aid, safety officer procedures, state and federal regulations pertaining to occupational and student safety and security, city and county ordinances, and criminal law.

- Manages and oversees all activities related to the College's full compliance and administration of all Jeanne Cleary Act regulations and programs to ensure the College is in full compliance.
- Manages and oversees all activities related to the College's emergency preparedness plans and programs, ensuring that all aspects of campus activity are covered by comprehensive and actionable steps to respond to and prepare for emergency situations and events.
- Manages and oversees all dispatch functions and related emergency communications.
- Manages and oversees parking operations for employee, student, and campus guests, including parking enforcement and issuing written citations.
- Evaluates the capacity of the department to respond to catastrophic events, either criminal or natural in origin.
- Assumes responsibility for the effective development and management of all department-related operating budgets, expenses, and operational standards; establishes a long-term operational plan and its accompanying operational expenses.
- Authorizes release of crime and emergency alerts, as appropriate, and serves as the responsible authority for the department in emergency response situations.
- Participates on all committees where protection and safety of College students, staff, public, and facilities are discussed; provides knowledge and expertise to ensure adequate security.
- Ensures all public safety staff understand the procedures and guidelines to prevent legal exposure and risk.
- Ensures all required law enforcement regulations for serving as a college public safety department are in place.
- Ensures all criminal investigations are conducted according to federal and state statutes by all public safety personnel; implements corrective actions where needed to ensure compliance.
- Ensures effective procedures in record keeping, incident logs and reports, accurate logging of incidents according to federal and state regulations (e.g., Cleary reportable incidents), housing of lost and found property, and chain of evidence record keeping; ensures all public safety staff are knowledgeable of procedures.
- Participates in local and regional safety/security organizations, conferences, and seminars to stay adequately informed about campus security issues, changes in emergency response procedures and regulations, and applicable security laws and guidelines.
- Assumes responsibility of being present for all emergency situations and/or large special events.
- Performs other duties, as assigned or required.

### **Position Summary/Job Description: Special Assistant**

- Special Assistant to the President, plans, coordinates, and oversees specific initiatives as directed by the president.
- Acting as primary contact for the president with specific external stakeholders as needed.
- Serve as primary point of contact for matters requiring presidential attention.
- Exercises sound judgement, discretion, and diplomacy in carrying out specific projects.
- Triages emergent situations as requested by the president.
- Ensures timely execution of special projects.

### **Qualifications**

- Bachelor's degree from an accredited college or university in criminal justice, law enforcement, security, business administration, or a closely related field is required; Master's degree preferred.
- Certifications from professionally recognized fields, such as the security field, are strongly preferred.
- Minimum of 10 years of responsible management and administrative experience in law enforcement, e.g., must have achieved at least Captain or Assistant Director management level.
- Demonstrated ability to interact with a culturally diverse population and to effectively and respectfully function and communicate within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.

- Must be committed to the values of shared governance and maintain a philosophy of providing friendly, knowledgeable service and assistance to the campus community and surrounding areas.
- Responsible positions held in emergency management plan development and execution, preferred.
- Minimum of 5 years' responsible management experience in a public safety department (either police department or public safety department), preferred.
- Prior experience in college campus public safety, preferred.

**As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.**

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**BOARD OF TRUSTEES ACTION P8**  
**Approval Date: April 7, 2026**

**Resolution**

To approve the salary adjustment of the specified Professional personnel.

**Submitted By**

Dr. Eric M. Friedman, President  
Mr. David Borzotta, Associate Vice President of Safety and Security  
Ms. Sarah Riker, Associate Director of Human Resources

**Action Requested**

To approve the salary adjustment of the following individual to the position and annual salary indicated below:

	<b><u>Name</u></b>	<b><u>Position/Division</u></b>	<b><u>Unit</u></b>	<b><u>Salary</u></b> <b><u>(prorated)</u></b>	<b><u>Effective Date</u></b>
1.	Juan Rodriguez	Public Safety Sergeant/ Safety and Security	Professional	\$65,000	04/16/2026

**Justification**

To maintain professional equity and recognize established tenure in rank.

**Charge to:**

College Operating Funds in accordance with the list below:

1. 10-01-192100-601138



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**BOARD OF TRUSTEES ACTION P9**  
**Approval Date: April 7, 2026**

**Resolution**

To approve a Grant extension.

**Submitted By**

Dr. Eric M. Friedman, President  
Mr. Wilton Thomas-Hooke, Chief Financial Officer  
Dr. Anthony Trump, Vice President of Student Affairs  
Ms. Sarah Riker, Associate Director of Human Resources

**Action Requested**

To approve the extension of the term of employment of the following individual:

<b><u>Name</u></b>	<b><u>Position/Division</u></b>	<b><u>Effective Dates</u></b> <b><u>(retroactive)</u></b>
1. Brittany Weiner Kealty	Student Support Specialist/ Student Affairs	03/16/2026 - 06/30/2026

**Justification**

Extension of the grant-funded position with the Office of the Secretary of Higher Education (OSHE) - Center of Adult Transition grant. The salary will remain the same. This position is at-will.

**Charge to:**

Grant Funds in accordance with the list below:

1. 50-02-519100-601110



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**BOARD OF TRUSTEES ACTION P10**  
**Approval Date: April 7, 2026**

**Resolution**

To authorize stipends to college personnel providing services for Bergensounds productions in April 2026.

**Submitted by**

Dr. Eric M. Friedman, President  
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost  
Ms. Sarah Riker, Associate Director of Human Resources

**Action Requested**

Authorization for stipends to the following individuals for their work on Bergensounds productions in April 2026:

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Stipend</u></b>
Rod Shepard	Audio Supervisor	\$1,000.00
Nicholas Gonzalez	Video Supervisor	\$ 500.00
Peter Furlan	Musician	\$ 250.00

**Justification:**

The music program at Bergen Community College requires the support of personnel with specific technical and/or artistic skill sets, and these additional duties fall outside the regular responsibilities and working hours of the faculty and staff providing these services. These services are contracted on a per-production basis, and the stipends are inclusive of all prep/rehearsal time, performance, and other ancillary activities related to the production.

**Charge To:**

College Operating Funds in accordance with below.  
10-03-396300-601153



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**BOARD OF TRUSTEES ACTION P11**  
**Approval Date: April 7, 2026**

**Resolution**

To discontinue a monthly stipend.

**Submitted By**

Dr. Eric M. Friedman, President  
Ms. Sarah Riker, Associate Director of Human Resources

**Action Requested**

To discontinue the monthly stipend for the following individual as indicated:

<b><u>Name</u></b>	<b><u>Position/Division</u></b>	<b><u>Unit</u></b>	<b><u>Monthly Amount</u></b>	<b><u>Effective Date (retroactive)</u></b>
Reginald Grant	Senior Payroll Generalist/ Human Resources	Confidential	\$750.00	02/28/2026

**Justification**

To discontinue the monthly stipend for assuming additional operational responsibilities during a leave of absence in the Payroll department.



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**BOARD OF TRUSTEES ACTION P12**

**Approval date: April 7, 2026**

**Resolution**

To approve stipends for Nursing Clinical Faculty for the Spring 2026 semester

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Andrew Tomko, Vice President of Academic Affairs and Provost

Ms. Sarah Riker, Associate Director of Human Resources

**Action Requested**

To approve payment of stipends for the following individual in the Nursing Clinical Faculty in the amount indicated for the Spring 2026 semester.

**Spring 2026 (Flex 2, 3/16/26 – 5/6/26)**

**Name**

**Adjunct**

Camile Richards \*\*(N)

**Semester stipend amount**

\$1,718.93 (replacement for previously scheduled Adjunct)

\*\* for ½ semester clinical only

(N) New adjunct clinical faculty

**Justification**

In accordance with the terms of the Agreement between Bergen Community College and the Bergen Community College Faculty Association.



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**BOARD OF TRUSTEES ACTION P13**  
**Approval Date: April 7, 2026**

**Resolution**

To rescind stipends of the specified Nursing Clinical Faculty for the Spring 2026 semester.

**Submitted By**

Dr. Eric M. Friedman, President  
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost  
Ms. Sarah Riker, Associate Director of Human Resources

**Action Requested**

To rescind the stipend for the following individuals in the Nursing Clinical Faculty for the Spring 2026 semester (from board resolution P6, January 6, 2026):

**Name**

**Adjuncts**

**Semester Stipend Amount**

Tenzin Lama-Tamang  
Mandelia Williamson

\$3,008.12  
\$1,718.93

**Justification**

To rescind the stipend due to not teaching as an Adjunct for the Spring 2026 semester.



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**BOARD OF TRUSTEES ACTION P14**  
**Approval Date: April 7, 2026**

**Resolution**

To approve Leave of Absence

**Submitted By**

Dr. Eric M. Friedman, President  
Mr. David Borzotta, Associate Vice President of Safety and Security  
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost  
Ms. Sarah Riker, Associate Director of Human Resources

**Action Requested**

To approve the Leave of Absence, without pay, for the following individuals from the position listed below, effective dates as indicated:

	<b><u>Name</u></b>	<b><u>Position/Division/Bargaining Unit</u></b>	<b><u>Effective Dates</u></b> <b><u>(retroactive)</u></b>
1.	Diana Jankuloski	Associate Director of Payroll/Human Resources/Confidential	02/10/2026 – 03/01/2026
2.	Karina Marchena	Public Safety Officer/Safety and Security/Support	03/11/2026 – 04/30/2026
3.	Margaret McCarthy	Office Assistant/Meadowlands/Academic Affairs/Support	03/25/2026 – 04/15/2026
4.	Janet Pagan	Executive Secretary/Meadowlands/Academic Affairs/Support	04/01/2026 – 05/29/2026

**Justification**

- 1.-3. Medical leave
4. Family leave



**BOARD OF TRUSTEES ACTION S/P1**  
**Approval Date: April 7, 2026**

**Resolution**

To approve revisions to “Theme 2” of the 2024-2029 Strategic Plan, Focusing on the Future.

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Tonia McKoy, Assistant Vice President, Research and Institutional Effectiveness

Ms. Suzanne Wetzel, Vice President, External Affairs

**Action Requested**

To adopt the revision of the 2024-2029 Strategic Plan.

**Justification**

This revision replaces Theme Two of the Strategic Plan, *Focusing on the Future*, with “Inclusive Excellence and Belongingness.”

The new theme emphasizes embedding inclusive practices and measurable outcomes throughout the College, highlighting that inclusion is a shared responsibility across programs, services, policies, and campus culture. It also stresses that belonging is vital for student success, employee engagement, and a positive campus environment.

## Strategic Plan Revision (April 2026)

### Strategic Theme 2: Inclusive Excellence and Belongingness (IEB)

Bergen Community College aspires to be a national leader in fostering a welcoming and engaging environment. We believe that individuals can flourish here. The College celebrates the varied backgrounds, perspectives, and talents of its community members and is committed to proactively promoting a sense of belonging and engagement. Bergen has been recognized as a community that accepts and values every person for their unique contributions.

The College endorses and supports goals and initiatives that bolster academic achievement, lead to career success, and promote civic engagement. We are committed to taking actionable steps that provide a sense of being accepted, valued, included, and encouraged. Bergen is dedicated to continuing to build partnerships that enrich its efforts to ensure inclusion and contribute to the success of its students and community members.

A key focus of these efforts is the increasing acceptance and celebration of all perspectives and backgrounds on campus and in the community. The College will expand its efforts to integrate inclusive practices and belongingness into its daily operations, curricula, and professional development programs.

The College urges leaders at all levels of the organization to collaborate on developing plans that expand upon current practices and contain measurable outcomes.

#### Goals:

1. Establish structure on the organizational chart to centralize multicultural services and activities and support the expansion of inclusive practices.
2. Continue to improve students' sense of belonging and inclusion through the implementation of findings from the Campus Climate Survey, the Community College Survey of Student Engagement (CCSSE), and other surveys.
3. Assess the current General Education program to identify and implement improvements that support the College's commitment to inclusion and belongingness, while also aligning with the proposed NJ Essential Learning Framework.
4. Expand professional developmental opportunities for faculty and staff that improve awareness, enhance pedagogical strategies, and lead to more inclusive and welcoming environments.