

BOARD OF TRUSTEES
PUBLIC MEETING

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

Tuesday, August 1, 2023 – 5:00 p.m.

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Oath of Office

Administered by Mrs. Arlene Q. Perez, Esq.
DeCotiis, FitzPatrick, Cole and Giblin, L.L.P.

- Ms. Dorothy Blakeslee
- Ms. Ana Marti

- IV. Roll Call
- V. Pledge of Allegiance

VI. Reports:

- A. Vice Chairman
- B. Treasurer
- C. President

❖ Remarks

❖ Presentation: Athletic Award
By: Mr. Jorge Hernandez

D. Committees

- 1. Audit, Finance and Legal Affairs
- 2. Education and Student Affairs
- 3. Personnel
- 4. Site and Facilities
- 5. Strategic Planning and Issues

E. Chairwoman

BOARD OF TRUSTEES
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Tuesday, August 1, 2023 – 5:00 p.m.

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- VII. Unfinished Business / Board Members
- VIII. New Business / Board Members
- IX. Open to the Public
- X. Actions
 - A. Approval of Board Minutes: Tuesday, June 13, 2023
 - B. Approval of the Executive Session Minutes: Tuesday, June 13, 2023
 - C. Consent Agenda: Tuesday, August 1, 2023
- XI. Executive Session, if required.
- XII. (New Business/Open to the Public)
- XIII. Adjournment



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CONSENT AGENDA

Tuesday, August 1, 2023

**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 herein listed may be removed from the Agenda by the Board prior to passage.

Approval of Board Minutes – Tuesday, June 13, 2023

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize the purchase of periodical titles and online subscription services (over 680 journals) from EBSCO Industries, Inc. (doing business as: EBSCO Information Services, LLC) for the Sidney Silverman Library.
3. To authorize renewals for the Sidney Silverman Library's annual subscription for sixteen full-text electronic databases from LYRASIS.
4. To authorize payment to Edge, fiduciary agent for The Virtual Academic Library Environment of New Jersey (VALE) Consortium, for the College Library's share of the cost of electronic periodical databases.
5. To authorize the purchase of print and e-books from Yankee Book Peddler, Inc. (doing business as YBP from EBSCO).
6. To award Public Bid P-2381, Dental Hygiene Supplies 2023-24, to various vendors. The equipment and supplies will be used in the Dental Hygiene laboratories.
7. To approve the new tuition and fee schedule for the fiscal year 2024 (July 1, 2023 through June 30, 2024).
8. To approve an increase in the tuition for the Turning Point program from \$6,000 per year to \$6,500 per year, effective for the Fall 2023 semester.
9. To increase the transcript fee charged to students from \$5.00 to \$7.00 per transcript.

EDUCATION AND STUDENT AFFAIRS

1. To accept an award from the Office of the Secretary of Higher Education's (OSHE) for **The Center for Adult Transition** grant and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
2. To accept a sub-award of \$ 270,309.00 from the National Science Foundation (NSF) to implement the Northern New Jersey Bridges to the Baccalaureate Degree (NNJ-B2B) Program under the Louis Stokes Alliance for Minority Participation Program (LSAMP) Grant Award #HRD 2308618, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
3. To authorize the submission of the **Child Care Access Means Parents in School (CCAMPIS)** grant application to the **US Department of Education (USDOE)**, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
4. To authorize submission of the College's Fiscal Year 2024 Perkins grant application 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 and activities.
5. Introduction of College Policy: Formal Student Complaints



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CONSENT AGENDA

Tuesday, August 1, 2023

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INSTITUTIONAL (I)

1. Authorization to extend and amend the employment contract for President Eric M. Friedman.
2. To approve the 2023 / 2024 Presidential Goals as submitted by President Eric M. Friedman.

PERSONNEL (P)

1.
 - A. Appointment: Professional
 - B. Appointment: Confidential
 - C. Appointment: Confidential
 - D. Appointment: Professional
 - E. Appointment: Professional
 - F. Appointment: Lecturers, Fall 2023 Semester
 - G. Appointment: Confidential
2.
 - A. Approve: Confidential - Title Change and Job Description
 - B. Approve: Professional - Revised Job Description
 - C. Approve: Confidential – Title Change and Job Description
 - D. Approve: Confidential - Title Change and Job Description
 - E. Approve: New Position – Confidential
3. Salary Increase: Grant-Funded Personnel
4.
 - A. Approve: Extension of Stipend
 - B. Discontinue Interim Assignment and Stipend
5. Bereavement – Faculty passing during service
6.
 - A. Retirement: Professional
 - B. Retirement: Faculty
7.
 - A. Resignation: Professional
 - B. Resignation: Support

SITE AND FACILITIES (S/F)

1. To award professional services to Acari & Iovino Architects for the preparation of plans and specifications for Second Floor C-wing Restroom Renovations.
2. To award the preparation of contract specifications for electrical preventive maintenance services to H2M Architects and Engineers.



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BOARD OF TRUSTEES ACTION A/F1
Approval Date: August 1, 2023

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.

May 1, 2023 to May 31, 2023 \$ 40,928.64

June 1, 2023 to June 30, 2023 \$ 50,229.50

Charge to: College Operating Funds
Account Number: 10-01-186100-607566
Amount: \$ 91,158.14



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BOARD OF TRUSTEES ACTION A/F 2

Approval Date: August 1, 2023

Resolution

To authorize the purchase of periodical titles and online subscription services (over 680 journals) from EBSCO Industries, Inc. (doing business as: EBSCO Information Services, LLC) for the Sidney Silverman Library.

Submitted By

Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President, Academic Affairs
Dr. David Marks, Dean, Library Services
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested

Authorization to purchase periodicals for the Sidney Silverman Library for the period July 1, 2023 through June 30, 2024; from EBSCO Industries, Inc. (doing business as: EBSCO Information Services, LLC) at a cost not to exceed \$60,000.00.

Justification

EBSCO is a leading comprehensive subscription service for periodicals for academic libraries. EBSCO has provided the College's subscription service for scholarly journals and magazines since the mid 1990's. EBSCO provides value-added electronic services which are compatible with the College's integrated library management system.

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

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

Charge To:	College Operating Funds
Account Number:	10-04-490000-607537
Amount Total:	\$54,000.00
Account Number:	10-04-490000-607765
Amount Total:	\$6,000.00



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BOARD OF TRUSTEES ACTION A/F 3
Approval Date: August 1, 2023

Resolution

To authorize renewals for the Sidney Silverman Library's annual subscription for sixteen full-text electronic databases from LYRASIS.

Submitted By

Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President, Academic Affairs
Dr. David Marks, Dean, Library Services
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested

Authorization to renew the annual database subscriptions for the library for the period July 1, 2023, through June 30, 2024, from LYRASIS at a cost not to exceed \$50,000.00. LYRASIS provides discounted annual subscriptions of full-text electronic databases, which are available 24/7.

Justification

The Bergen Community College Sidney Silverman Library has historically purchased electronic resources through WALDO (Westchester Academic Library Directors Organization), a membership organization supporting the procurement and administration of electronic information services for libraries. WALDO has turned over all purchasing administration responsibilities to LYRASIS, a non-profit member organization serving and supporting libraries, archives, museums, and cultural heritage organizations around the world. As a result, the College now processes its electronic resource renewals through LYRASIS, which has supported the procurement and administration of electronic information services for libraries since 2009. Additionally, LYRASIS provided discounts to annual subscriptions of full-text electronic databases, which are available 24/7.

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

LYRASIS is a non-profit organization and is exempt from Pay-to-Play.

Charge To:	College Operating Funds
Account Number:	10-04-490000-607765
Amount Total:	\$50,000.00

Proposed Subscriptions from LYRASIS 2023-2024

Provider	Database(s)
ABC-CLIO	World Religions - Belief, Culture & Controversy
Alexander Street	Music Online: Listening Music Reference Collection
Bloomsbury	Berg Fashion Library
Digital Theatre	Database Plus
Gale	Biography in Context Opposing Viewpoints in Context Testing & Education Reference Center
JSTOR	Language & Literature Ecology & Botany
Mergent Online	Hoover's Academic
The New York Times	NYT Academic Pass
Oxford	Oxford/Grove Music
PowerNotes	PowerNotes tool
Statista	Statista Expert



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BOARD OF TRUSTEES ACTION A/F 4
Approval Date: August 1, 2023

Resolution

To authorize payment to Edge, fiduciary agent for The Virtual Academic Library Environment of New Jersey (VALE) Consortium, for the College Library's share of the cost of electronic periodical databases.

Submitted By

Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President, Academic Affairs
Mr. David Marks, Dean, Library Services
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested

Authorization to pay Edge the amount of \$115,000.00 for the VALE Consortium, for the Library's share of the cost of the electronic periodical databases for the period July 1, 2023 through June 30, 2024.

Justification

The VALE Consortium is the cooperative purchasing consortium for NJ academic Libraries, which allows substantial discounts for annual subscriptions to full-text electronic databases, available 24/7 to off-campus and on-campus users. The organization currently has 52 active member institutions. We subscribe to databases offered through the consortium's discount program. See attachment for list of databases.

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

Edge is non-profit and is therefore exempt from Pay-to-Play.

Charge To:	College Operating Funds
Account Number:	10-04-490000-607765
Amount Total:	\$115,000.00

Proposed Subscriptions from VALE 2023-24

Provider	Database
The Chronicle of Higher Ed	The Chronicle of Higher Education Online
EBSCO	CINAHL Complete
Gale	Literature Resource Center
Infobase	Films on Demand: Nursing
LexisNexis	Nexis Uni
Nature	Nature/Scientific American
ProQuest	Historical NYT PQ Central PsychArticles
Springshare	LibAnswers (w/ Screensharing) LibGuides
StackMap	Collection Mapping Tools
ALA	RDA Toolkit



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BOARD OF TRUSTEES ACTION A/F 5
Approval Date: August 1, 2023

Resolution

To authorize the purchase of print and e-books from Yankee Book Peddler, Inc. (doing business as YBP from EBSCO).

Submitted By

Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President, Academic Affairs
Dr. David Marks, Dean, Library Services
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested

Authorization to purchase library materials and services for the period July 1, 2023 through June 30, 2024 from Yankee Book Peddler, Inc. (doing business as YBP from EBSCO) at a cost not to exceed \$40,000.00.

Justification

Yankee Book Peddler Inc. specializes in academic content and offers the broadest publisher coverage (66,000 publishers) and the most extensive inventory (592,000 titles) when compared to other academic book vendors. It offers a comparable discount to other vendors, provides free shipping, and an online ordering system that is compatible with the library's cataloging and ordering system. Yankee Book Peddler Inc. is the preferred book vendor for approximately 40 academic libraries in New Jersey. The College will be purchasing approximately 1,000 print and e-books, supporting all subjects/courses.

The College has a need to procure the above library materials and services pursuant to a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Yankee Book Peddler, Inc. has submitted a Stockholder Disclosure Certification, and a Business Entity Disclosure Certification, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution Disclosure Form, Stockholder Disclosure Certification, and Business Entity Disclosure Certificate shall be placed and maintained on file at the College.

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

Charge To:	College Operating Funds
Account Number:	10-04-490000-607530
Amount Total:	\$40,000.00



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BOARD OF TRUSTEES ACTION A/F 6
Approval Date: August 1, 2023

Resolution

To award Public Bid P-2381, Dental Hygiene Supplies 2023-24, to various vendors. The equipment and supplies will be used in the Dental Hygiene laboratories.

Submitted By

Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President, Academic Affairs
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Susan Barnard, Dean, Health Professions
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested

Authorization to award Public Bid P-2381 Dental Hygiene Supplies for 2023-24 in the estimated amounts to the vendors listed below. The award is based on the lowest responsible bid for each line item. Several items were not awarded due to extremely high pricing.

Thirteen (13) companies registered for the bid package and four (4) bids were received. The bid from Benco Dental is being rejected due to submission of a copy instead of an original bid document.

VENDOR	ITEMS AWARDED	TOTAL ESTIMATED AMOUNT
Newark Dental	Various	\$8,573.29
Hu-Friedy Mfg. Co., LLC	Various	\$3,645.00
Patterson Dental	Various	\$18,944.62

Justification

These awards address the College's estimated needs for Dental Hygiene supplies for the Fall 2023 and Spring 2024 semesters.

Charge To: College Operating Funds
Account Number: 10-03-354002-607509
Amount Total: \$ 31,162.91(Estimated)



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BOARD OF TRUSTEES ACTION A/F 7
Approval Date: August 1, 2023

Resolution

To approve the new tuition and fee schedule for the fiscal year 2024 (July 1, 2023 through June 30, 2024).

Submitted By

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

Action Requested

To approve the new the tuition and fee schedule of rates for fiscal year 2024.

Category	Current Rate	New Rate
Tuition-in-County	\$149.50	\$154.00
Out-of-County	\$307.00	\$316.20
Out-of-State	\$323.00	\$332.70
Registration Fee	\$15.50	\$15.95
Technology Fee	\$14.50	\$14.95
Security Fee	\$2.05	\$2.10
General Fee	\$27.00	\$27.80

Justification

To address increases in non-discretionary operating costs and produce a balanced budget, the College seeks to implement an average 2% tuition increase beginning fiscal year 2024 (July 1, 2023, through June 30, 2024). Tuition and fee rates may be rounded to \$0.05.



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BOARD OF TRUSTEES ACTION A/F 8
Approval Date: August 1, 2023

Resolution

To approve an increase in the tuition for the Turning Point program from \$6,000 per year to \$6,500 per year, effective for the Fall 2023 semester.

Submitted By

Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Mr. Wilton Thomas-Hooke, Chief Financial Officer

Action Requested

To approve an increase of \$500 per year for the Turning Point Program tuition, effective Fall 2023.

Justification

Tuition rates for the Turning Point program have not increased for 9 years. This tuition adjustment is crucial to ensure the continued success and financial sustainability of the program. As inflationary pressures on the cost of delivering these services continue to increase, the proposed tuition increase is a necessary component of long-term plans to address the evolving needs and rising costs associated with delivering a high-quality educational experience for our students.

As of May 2023, there were approximately 300 non-degree programs situated on university and community college campuses across the country offering students with intellectual disabilities an opportunity to take college classes, engage in career development and independent living activities, and participate in the social life of the campus. The median annual tuition for similar full-time, inclusive post-secondary programs within the state of New Jersey is between \$12,000 - \$15,000.

This modest increase to the Turning Point program tuition begins the process of rendering the program financially sustainable over the long run, and it is especially important given that a prior Turning Point grant that has historically supported this program has expired, and those funds are no longer available.



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BOARD OF TRUSTEES ACTION A/F 9
Approval Date: August 1, 2023

Resolution

To increase the transcript fee charged to students from \$5.00 to \$7.00 per transcript.

Submitted By

Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Mr. Wilton Thomas-Hooke, Chief Financial Officer

Action Requested

To increase the fees for ordering transcripts through our online transcript delivery service to \$7.00.

Justification

There has been no transcript fee increase at Bergen since 2013. This adjustment is needed to keep pace with the rising cost of processing transcripts via the National Student Clearinghouse. This fee adjustment more closely aligns with the fees charged by other community colleges in our sector.



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BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: August 1, 2023

Resolution

To accept an award from the Office of the Secretary of Higher Education's (OSHE) for **The Center for Adult Transition** grant 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. Anthony J. Trump, Vice-President Student Affairs
Dr. Anjali Thanawala, Director of Grants Administration

Action Requested

To authorize acceptance of **The Center for Adult Transition** grant award in the amount of \$269,620.94 for the Budget period 05/15/2023-06/30/2024, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

The purpose of this grant is to provide additional support and resources to students with developmental disabilities (up to age 24) to enhance their educational and living experiences. The objective of this grant is to facilitate successful transitions from secondary school to postsecondary education, and improve opportunities for adult employment and independent living .

No college funds are required.

The budget documents are in development.



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BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: August 1, 2023

Resolution

To accept a sub-award of \$ 270,309.00 from the National Science Foundation (NSF) to implement the Northern New Jersey Bridges to the Baccalaureate Degree (NNJ-B2B) Program under the Louis Stokes Alliance for Minority Participation Program (LSAMP) Grant Award #HRD 2308618, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By

Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice-President Academic Affairs
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Emily Vandalovsky, Dean, Division of Mathematics, Science and Technology
Dr. Anjali Thanawala, Director Grants Administration

Action Requested

To authorize acceptance of a sub-award of \$ 270,309.00 from the NSF to implement the NNJ-B2B program, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents. The performance period for this grant is May 1, 2023 through April 30, 2026.

Justification

The NNJ- B2B project is a collaborative effort among four community colleges, including Passaic County Community College (lead applicant), Bergen Community College (BCC), Hudson County Community College, and County College of Morris. BCC as a partner college, is committed to assisting underrepresented minority (URM) students at our campuses with enrolling, persisting, and completing STEM Associate Degree programs, and transferring and succeeding in STEM Bachelor's Degree programs at four-year colleges and universities.

The NNJ-B2B project is conceptualized around high-impact transfer activities, including peer led support services (e.g., Supplemental Instruction), and undergraduate research and cross-campus peer mentoring that have proven effective in encouraging URM students to successfully transfer into STEM baccalaureate degree programs. NNJ-B2B will use NSF and institutional resources to expand the role of these activities in transforming the STEM learning environment while building supportive networks for URM students. In addition to high-impact activities, the partners will collaborate on new and innovative recruitment and retention strategies, expand partnerships with four-year institutions, and replicate and sustain these high-impact activities the four-year partners.

No college funds are required.
The budget is in development.



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BOARD OF TRUSTEES ACTION E/SA 3

Approval Date: August 1, 2023

Resolution

To authorize the submission of the **Child Care Access Means Parents in School (CCAMPIS)** grant application to the **US Department of Education (USDOE)**, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By

Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President of Academic Affairs
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Adam Goodell, Senior Dean, Humanities
Dr. Anjali Thanawala, Director of Grants Administration

Action Requested

To authorize the submission of the **CCAMPIS** grant application to secure funds from the **USDOE**, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents. The application performance period is 48 months (October 1, 2023, through September 30, 2027).

Justification

The purpose of this grant is to assist low-income student parents needing childcare for children ranging in age from infancy to 13 years old. This program will also help to ensure that these parents successfully complete their academic programs, earn a degree, and acquire family-supporting jobs. The new priorities for this round of CCAMPIS funding is to support single parents and leverage significant local and institutional resources to provide child development and skill enhancement opportunities using a sliding scale fee structure.

No college matching funds are required.

The project description and budget are in development.



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BOARD OF TRUSTEES ACTION E/SA 4

Approval Date: August 1, 2023

Resolution

To authorize submission of the College's Fiscal Year 2024 Perkins grant application 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 and activities.

Submitted By

Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President of Academic Affairs
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Anjali Thanawala, Director of Grants Administration
Ms. Stephanie Weise, Director of Purchasing and Services

Action Requested

To authorize submission of the College's Fiscal Year 2024 Perkins application to the New Jersey Department of Education for approximately \$876,712, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents and activities.

Justification

The State of New Jersey Department of Education estimates allocation of \$876,712 in Perkins funding to Bergen Community College for Fiscal Year 2024 (July 1, 2023, through June 30, 2024). The application builds on the Comprehensive Local Needs Assessment conducted with key community and employer stakeholders to identify high-priority career and technical education (CTE) needs in Bergen County.

Priority requests for equipment, supplies, professional development activities, conference and consultant fees, and professional staff include such items as:

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

No college funds are required.

The completed Perkins plan and budget are forthcoming.



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BOARD OF TRUSTEES ACTION E/SA 5
Approval Date: August 1, 2023

Resolution

Introduction of College Policy: Formal Student Complaints

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Action Requested

To introduce the College Policy: Formal Student Complaints

Justification

A standardized policy related to formal student complaints is necessary to more consistently and effectively address, manage, and resolve student complaints. This also aligns with the Middle States Commission on Higher Education standards for accreditation and requirements of affiliation.

See attached policy.

Bergen Community College
Board of Trustees
Section:

Policy #:

Effective Date:

Responsible Official: Dr. A.J. Trump

Formal Student Complaints

Policy Statement:

This Policy establishes a formal process to support students to have their complaints and concerns heard in an unbiased, standardized, and measurable way that includes three steps: 1) Informal Resolution 2) Formal Complaint Investigation and Resolution 3) Appeal. The Formal Student Complaint process provides a clear framework to redirect initial complaints that are misdirected to the President or Cabinet members.

Reason for Policy:

A standardized policy related to formal student complaints is necessary to more consistently and effectively address, manage, and resolve student complaints.

Who Should Read This Policy:

All members of the Bergen Community College community.

Definitions:

N/A

The Policy:

Any student who believes they have been harmed by the interpretation, application or violation of Bergen Community College policies and/or procedures may file a complaint. Staff of the

Office of the Vice President of Student Affairs will monitor timing of responses, activity, and prepare reports on activity and any trends in student formal complaints.

The complaint shall be handled in accordance with appropriate procedure approved by the President.

Procedure:

Overview

A formal complaint is a request for the resolution of a problem, conflict, concern, or issue that negatively impacts a student(s). Student formal complaints may include (but are not limited to) issues regarding College policies, procedures, services, offices, and staff/faculty behavior and discrimination on the basis of marital status, race, color, creed, national origin, ancestry, age, disability and Veteran status. Formal complaints should be filed using Bergen's online complaint form.

Complaints that pertain to incidents that involve discrimination on the basis of gender and gender identity, including sexual harassment/sexual assault and rape, are addressed under Bergen's Title IX policy and procedures and are handled separately from the processes described herein. Students who wish to report a Title IX related incident must contact Bergen's Title IX Coordinator in the Bergen Human Resources Office or utilize Bergen's online reporting form. More information about Title IX is available at <https://bergen.edu/about-us/title-ix/>.

Note:

1. *Formal complaints involving grades where the final course grade is disputed and/or the student believes that the final grade is not indicative of the student's academic performance are addressed by the Grade Change Policy and are handled separately from the processes described below.*
2. *Formal complaints regarding Code of Conduct violations are addressed by the student conduct process which is described in detail in the Conduct Policy and are handled separately from the processes described below.*
3. *Academic Integrity, Tuition Refund appeals, and F to W appeals are addressed through their own specific processes.*

Anonymous formal complaints are not accepted since doing so may limit the College's ability to investigate and respond to the formal complaint.

Information concerning the nature, scope, evaluation and resolution of formal complaints shall be confidential to the greatest extent possible and will be shared only with those persons who need to know.

Bergen Community College encourages resolution of formal complaints in an atmosphere of mutual respect. Any form of retaliation for bringing forward a formal complaint will not be tolerated; students who retaliate against anyone related to a formal complaint or the formal complaint process will be subject to sanction via the Student Code of Conduct. The entire formal complaint process applies to all students and should be followed in all cases when informal resolution (Step 1) is not sufficient to resolve the issue.

Formal Complaint Process

The steps in the formal complaint process are:

1. Informal Resolution
2. Formal Complaint
3. Appeal

Students must complete each step in the process before proceeding to the next step.

Assistance for students in understanding and navigating the formal complaint process is available from the staff of the Office of Student Life. Contact information for the Office of Student Life is available on the Bergen Community College website.

Prompt reporting of all formal complaints is critical and necessary as it is often difficult to trace the facts of an incident or incidents long after they have occurred. Students are advised that a formal complaint will be most effectively addressed if the formal complaint is brought forward within thirty (30) College business days of the alleged incident.

Step 1. Informal Resolution

Students must attempt to resolve any concern through a discussion with the Bergen Community College employee who is most directly connected with the issue, behavior, procedure or service. In the case of a concern related to the delivery of service, the informal step requires discussion with the individual who delivers that service (e.g., faculty member, staff member, etc.). Should the student be unable to resolve the issue/concern informally, they may choose to file a formal complaint.

Step 2: Filing a Formal Complaint

Formal complaints must be filed using Bergen's online complaint form. Formal complaints will be forwarded to the appropriate administrator responsible for the individual, process, or department involved. Documentation of the formal complaint should include:

- A detailed description of the issue and any negative impact(s) that resulted.
- The date, time, and place of the event(s) pertaining to the formal complaint.
- The name and contact information for any witnesses with knowledge of the formal complaint or subject of the formal complaint.
- Specific details regarding the instance(s) of non-compliance with the policy or procedure applicable.
- The results of any previous discussion resulting from attempting an informal resolution.
- All appropriate evidence and documentation related to the complaint.
- A proposed resolution or action.

Following the formal complaint online form submission by a student, formal complaints are forwarded to the departmental leader governing the area for which the complaint is submitted. This may be a department director, a Dean, or other administrator. The departmental leader will conduct an impartial and thorough investigation of the incident and respond to the student in writing with findings and a resolution (if applicable) within 15 college business days. Responses are delivered via the student's Bergen Community College email address.

Step 3: Appeal/Due Process

Should the student be dissatisfied with the resolution of the formal complaint by the departmental leader, they may appeal to the appropriate divisional Vice President (or designee). This appeal must be submitted in writing to the office of the divisional Vice President who is responsible for the area that pertains to the formal complaint within seven (7) College business days of the departmental leader's notification to the student of the findings and resolution of the formal complaint. The resolution letter will contain directions to guide the student should they wish to pursue an appeal of the decision.

In the written appeal, the student must address the grounds for an appeal and provide support for any facts that relate to their point of view.

The divisional Vice President (or designee) will review all documentation of the incident, the formal complaint, and the resolution by the department leader and respond to the student in writing with findings and a decision within 15 business days.

Responses are delivered via the student's Bergen Community College email address.

The formal complaint process ends with the response to the appeal from the divisional Vice President (or designee); no other opportunity for pursuing the complaint is available. Formal complaints that are duplicates of a previously addressed complaint will not be considered.

Related Documents/Policies:

N/A

Policy History: (adopted/amended)

Adopted:

Amended:



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BOARD OF TRUSTEES ACTION I-1
Approval Date: August 1, 2023

Resolution

Authorization to extend and amend the employment contract for President Eric M. Friedman.

Submitted By

Mrs. Dorothy L. Blakeslee, Chairwoman, Board of Trustees

Mrs. Ritzy Moralez-Diaz, Chairwoman, Personnel Committee

Action Requested

To authorize the extension of the employment contract for President Eric M. Friedman and amend same as follows:

- 1) The contract shall be extended from January 1, 2024 to December 31, 2028;
- 2) In year four (4) of the Employment Agreement, if the College presents another Employment Agreement to Dr. Friedman to continue his services as President, he shall be entitled to a \$10,000.00 stipend upon the signing of a successor agreement. The successor agreement must be for an additional term of at least three (3) years.
- 3) Dr. Friedman shall receive a total salary in the sum of \$260,000 annually.
- 4) Commencing January 2024, Dr. Friedman shall be entitled to a 3% yearly increase. He shall also be compensated with an additional, up to amount of 4%, as a merit increase based on his performance and a yearly evaluation conducted by the Board of Trustees.
- 5) Dr. Friedman shall receive a housing allowance of \$3,000.00 per month.

Justification

Pursuant to N.J.S.A. 18A:64A-12, the Board of Trustees of Bergen Community College desires to extend and amend Dr. Friedman's Employment Agreement as outlined above, as well as in the attached Employment Agreement.

The President's contract is attached to this resolution.

EMPLOYMENT AGREEMENT

THIS AGREEMENT TO EMPLOY COLLEGE PRESIDENT ("Agreement"), is made as of the _____ day of _____, 2023 between **ERIC M. FRIEDMAN** (hereinafter referred to as "Dr. Friedman"), currently residing at _____ and the **BOARD OF TRUSTEES OF BERGEN COMMUNITY COLLEGE**, with offices at Bergen Community College, 400 Paramus Road, Paramus, New Jersey 07652 (hereinafter referred to as the "Board");

WHEREAS, the Board, pursuant to N.J.S.A. 18A:64A-12 (c), is empowered to appoint and fix the term of office of the President of Bergen Community College (hereinafter referred to as the "College") who shall be the Executive Officer of the College and shall be an ex officio member of the Board; and

WHEREAS, the College desires to continue Dr. Friedman's employment as its President, and Dr. Friedman is willing to accept such continued employment and perform the duties and responsibilities of such office; and

WHEREAS, the Board and Dr. Friedman have negotiated an agreement relating to the terms and conditions of his continued employment as President of the College and desire to reduce such agreement to writing;

NOW, THEREFORE, in consideration of these premises and the mutual promises and agreements herein contained; it is agreed by and between the parties as follows:

1. The Board does hereby employ Dr. Friedman to continue to serve as President of the College, and Dr. Friedman does hereby accept such continued employment for a term of five (5) years, commencing on January 1, 2024 and ending December 31, 2028, subject to the terms and provisions hereinafter set forth and pursuant to all applicable laws. If the Board is desirous of continuing the employment of Dr. Friedman beyond the termination date hereof, the Board and Dr. Friedman shall enter into negotiations for a renewed agreement.

2. In year four (4) of this Employment Agreement, if the College presents another Employment Agreement to Dr. Friedman to continue his services as President, he shall be entitled to a \$10,000.00 stipend upon the signing of a successor agreement. The successor agreement must be for an additional term of at least three (3) years.

3. As President:

A. Dr. Friedman shall serve as the chief administrative and educational officer of the College, and shall assume and perform all of the duties and responsibilities of such position, and exercise all of the powers conferred upon the President of a community college in the State of New Jersey by law and by administrative rules and policies adopted by the State of New Jersey, its administrative agencies, the Board and such other agencies having jurisdiction over such position.

B. Dr. Friedman shall use his best efforts to promote the interests and objectives of the College through his active membership and participation in local, county, state and national professional, charitable, community and civic organizations. Dr. Friedman shall submit to the Chairperson of the Board a list of all organizations he intends to join on a yearly basis. Such list may be supplemented from time-to-time. The Chairperson of the Board shall advise Dr. Friedman as to those organizations which are acceptable to the College and for which Dr. Friedman will be reimbursed to the extent permitted by law for all reasonable dues and other expenses associated with his membership in such organizations. With prior written approval by the Chairperson of the Board of Trustees, the College shall reimburse Dr. Friedman for expenses associated with the approved organizations, including travel, lodging, and meals when attending conferences.

C. Dr. Friedman shall devote his full-time attention and energies to the performance of his duties. He shall not, directly or indirectly, be engaged in, affiliated or connected with, any other employment whatsoever during the term of this Agreement, except upon the prior written consent and approval of the Board, which consent, and approval may be withheld by the Board in its sole and absolute discretion. Any such approval must be in writing from the Chair of the Board of Trustees.

D. Dr. Friedman shall serve and perform such other duties and responsibilities as may be assigned to him from time-to-time by the Board.

4. In order to avoid any conflict of interest, Dr. Friedman shall submit to the Board a list showing the names and addresses of any of his relatives having any relationship whatsoever with the College, either directly or indirectly. Relatives shall be deemed to mean spouse, parent, child, brother, sister, grandchild, aunt, uncle, cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law. If at any time during the year the list changes, Dr.

Friedman shall immediately notify the Board in writing through its Chairperson. The annual salary for such employment shall be as follows:

A. Dr. Friedman shall receive a total salary in the sum of \$260,000 annually.

B. Commencing January 2024, Dr. Friedman shall be entitled to a 3% yearly increase. He shall also be compensated with an additional, up to amount of 4%, as a merit increase based on his performance and a yearly evaluation conducted by the Board of Trustees. The Board of Trustees has the sole discretion as to what amount within the 4% to award Dr. Friedman based on his performance and the evaluation conducted by the Board of Trustees (the amount can range from zero to the full 4%).

5. In addition, Dr. Friedman shall be entitled to the following:

(i) Use of the College vehicle. Said automobile shall be owned by the College and the insurance for same paid by the College. The vehicle shall primarily be used for business related to the College, including, but not limited to, travel by Dr. Friedman to and from his residence as needed, or travel to meetings and/or for other business purposes within the State of New Jersey and the State of New York, as needed. The vehicle may be used for personal use within the State of New Jersey or within a 30 mile radius from BCC or Dr. Friedman's home address listed in this contract. Dr. Friedman shall be responsible for any reportable compensation as applicable under the provisions of the Internal Revenue Code and Regulations adopted thereunder. Dr. Friedman shall be reimbursed for gasoline used for the College vehicle, when used for business purposes, through the submission of receipts at the end of each month.

(ii) Use of a laptop, cell phone and printer shall be provided, along with the monthly cellular service at no cost to Dr. Friedman. The laptop, cell phone and printer shall be replaced as needed in order to keep pace with current technology.

(iii) Enrollment in the pension program with a contribution by the College of a max of 12% shall be provided to Dr. Friedman as a retirement contribution. The College shall also provide Dr. Friedman with a Twelve Thousand Dollar (\$12,000) annuity supplement payment to be paid in two (2) separate payments: a Six Thousand Dollar (\$6,000) annuity supplement to be paid in March, and a second Six Thousand Dollar (\$6,000) annuity supplement to be paid in September. The two (2) separate annuity supplement payments shall be made for each year of this contract; and the first such payment commenced in September of 2022. If at any time during the term of this contract any of the contributions towards pension or tax sheltered annuities are

determined to be in conflict with tax laws, those contributions shall then be considered as salary earned and all other provisions of this contract shall remain unchanged.

(iv) Twenty-three (23) vacation days each year and those holidays when the College is closed. Dr. Friedman shall receive all twenty-three (23) vacation days upon the signing of this Agreement. However, Dr. Friedman shall not be entitled to use more than twelve (12) consecutive vacation days without the express written approval of the Board Chair prior to use. Said days are non-transferrable if not used by December 31 of each year.

(v) In addition to the College designated holidays, as well as the five (5) non-designated holidays approved by the College, Dr. Friedman shall be entitled to four (4) additional floating holidays to be used as appropriate.

(vi) Sick time of sixteen (16) days for each 12-month period of employment, which sick days are to be used for absences caused by illness or physical disability. After age 58 and 10 years of continuous employment or after 15 years of continuous employment at the College, Dr. Friedman shall receive, upon retirement, one half (1/2) of unused, accumulated sick leave at the daily rate, based upon Dr. Friedman's salary at the time of retirement, subject to the maximum of \$15,000.00,

(vii) Bereavement leave shall be four (4) days for an immediate family member and one (1) day for all other family members.

(viii) A housing allowance of \$3,000.00 per month shall be payable monthly on the first (1st) day of each month.

(ix) Upon submission of receipts, a one-time reimbursement of reasonable relocation expenses associated with moving to Bergen County, not to exceed \$15,000.00.

(x) Any IRS or State Tax obligations regarding the above shall remain Dr Friedman's sole responsibility.

6. The Board shall continually review Dr. Friedman's performance.

7. During the term of this Agreement, the Board may suspend or dismiss Dr. Friedman "For Cause" as hereinafter defined. Except as provided below in this Section, any suspension For Cause by the Board may be with or without pay and under such terms and conditions as the Board may determine. Any termination For Cause shall terminate this Agreement and all benefits hereunder from and after the effective date thereof. In the event the Board determines to suspend or terminate Dr. Friedman For Cause, it must serve written notice

of such suspension or termination on Dr. Friedman setting forth in reasonable detail the specific reasons for such suspension or termination. The suspension or termination shall not take effect until Dr. Friedman, together with his counsel, have been heard by the Board. "For Cause" as used in this Agreement shall mean the following:

- a) The conviction of a felony;
- b) Willful engaging by Dr. Friedman in any criminal misconduct for which he is convicted; if Dr. Friedman is simply accused or charged, then he may only be suspended with pay during the pendency of the criminal action or the Board may terminate Dr. Friedman's employment without cause under the provisions of Section 8;
- c) The continued failure by Dr. Friedman to perform his duties under this Agreement, after he has received notice from the Board in writing identifying the manner in which the Board believes Dr. Friedman has failed to perform in accordance with the Agreement, and five (5) days have passed after such demand is made, and the failure to perform has not been rectified to the satisfaction of the Board, if the failure cannot be rectified in five (5) days, it must be rectified within no longer than thirty (30) days; and
- d) The failure to act in accordance with the standards of a President of a Community College, as follows:
 - i. Recklessness or criminal fraud in the performance of his duties or in the care or use of College property;
 - ii. Falsifying documents or information in the course of his duties;
 - iii. Embezzlement, theft or bribery;
 - iv. Abandonment of position;
 - v. Chronic drinking, ingestion or possession of intoxicating or illegal substances;
 - vi. Reporting for his duties in an impaired condition due to drinking, ingestion or possession of intoxicating or illegal substances;
 - vii. Disclosure of confidential information protected from disclosure by state or federal law.

8. Dr. Friedman's employment may be terminated without cause at any time upon written thirty (30) days' notice to Dr. Friedman. From the date set forth in the notice, Dr. Friedman shall no longer act as President of Bergen Community College, but if Dr. Friedman is

relieved of his duties as President under this Section, he shall be paid a severance payment equal to twelve (12) months of his then salary. Any termination without cause shall end Dr. Friedman's Agreement as of the date in the termination notice and he shall have no further rights under this Agreement. The foregoing provisions in this Section relate to termination without cause.

Notwithstanding any of the foregoing provisions in this Section, Dr. Friedman must notify the College at least eight (8) months prior to the expiration of this Agreement whether he intends to continue with the College as President. If such notice occurs, the Board shall give notice within thirty (30) days whether it intends to continue with Dr. Friedman as President of the College, and if so, shall determine whether the College intends to extend this agreement.

The foregoing right to terminate without cause shall in no way modify or diminish the right of the Board to terminate Dr. Friedman For Cause pursuant to Section 7 hereof.

9. Any notice applicable under this Agreement must be in writing. All such notices shall be effective upon mailing and shall be mailed certified mail, return receipt requested, to the Board or Dr. Friedman at the mailing address shown on page 1 of this Agreement or such other address as may hereafter be designated by written notice given by either party to the other. Notices sent to the Board shall be addressed to the attention of the Chairperson of the Board.

10. Indemnification Clause. Subject to the College's existing policies and procedures, the College, or its insurance carrier(s) shall provide defense and indemnification for Dr. Friedman against any and all claims brought against him in his capacity as College President. The College, or its insurance carrier(s), will pay the cost to defend any and all claims brought against Dr. Friedman in his capacity as College President. Provided however, the College shall not be responsible for any costs of defense or indemnity whatsoever, if it is deemed that Dr. Friedman acted outside the scope of his authority as President of the College. Dr. Friedman agrees to cooperate fully in the defense of any claims brought against him in his capacity as College President and, further, to fully adhere to the terms and conditions of the College's then existing insurance policies in this regard.

11. This Agreement shall be governed and construed in all respects in accordance with the laws of the State of New Jersey. Any suits brought under this Agreement shall be commenced in the Superior Court of the State of New Jersey with venue lying in Bergen County. Both parties do hereby submit to the jurisdiction of the Superior Court of the State of New Jersey with venue in Bergen County. If any provision of this Agreement is held invalid by any law, rule,

order or regulation of any government or by final determination of any state or federal court, such invalidity shall not affect the enforceability of any other provision not held to be invalid.

12. This Agreement constitutes the entire agreement as to the subject matter thereof and supersedes any and all prior and contemporaneous oral and written understandings and agreements concerning the subject matter hereof. This Agreement may be amended only by written agreement signed by the Board and Dr. Friedman provided, however, that any such amendment by the Board shall only be effective upon the passage of the appropriate resolution of the Board.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the day and year first above written.

ATTEST:

**Board of Trustees of
Bergen Community College**

Dorothy Blakeslee, Chairperson

WITNESS:

Dr. Eric Friedman



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BOARD OF TRUSTEES ACTION I-2
Approval Date: August 1, 2023

Resolution

To approve the 2023 / 2024 Presidential Goals as submitted by President Eric M. Friedman.

Submitted By

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

Justification

Please see the attached 2023 / 2024 Presidential Goals.

**BERGEN COMMUNITY COLLEGE
PRESIDENTIAL GOALS 2023-2024**

1. Lead and support the development of the College's 2024-2029 Strategic Plan.
2. Lead and support the College's preparation for its reaffirmation of accreditation by the Middle States Commission on Higher Education.
3. Continue to implement the College's Strategic Enrollment Management Plan, with a special focus on assessing gaps in student outcomes, improving new student onboarding, deploying the new advising model, and increasing emphasis on Early College and dual enrollment programs.
4. Implement the College's first Diversity, Equity, and Inclusion (DEI) Action Plan.
5. Prioritize and strengthen the College's regulatory and financial compliance by documenting and updating policies and processes to ensure continuous improvement in effective fiscal management.
6. Lead and support the implementation of the next phase of the All College Forum as the College's participatory and shared governance structure, alongside the Faculty Senate and the Student Government Association.
7. Support the development of institutional and division-level key performance indicators. Identify the Center for Institutional Effectiveness as the central repository of institutional data.
8. Begin a comprehensive review of the structure of the College's curriculum in keeping with the goals outlined in the collaboratively-crafted Academic Master Plan.
9. Continue to build on the momentum related to the Innovation Center at the Meadowlands. Expand offerings at the Ciarco Learning Center in Hackensack.
10. Create a holistic facilities plan that balances deferred maintenance needs, physical plant improvements, sustainability initiatives, new construction, and renovations. This plan will be used in concert with the College's strategic plan as a framework for advancing innovative and student-centered initiatives.
11. Support continuing efforts to expand external collaborations and partnerships with regional industry, partner organizations, governmental agencies, and other stakeholders.
12. Support organizational development efforts that inspire professional development and facilitate organizational improvement.



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BOARD OF TRUSTEES ACTION P1A
Approval Date: August 1, 2023

Resolution

Appointment: Professional

Submitted By

Dr. Eric Friedman, President

Dr. Tonia McKoy, Dean of Research and Institutional Effectiveness

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Cameren Oresto	Research and Operations Assistant / Research and Institutional Effectiveness	\$52,000 (pro-rated)	08/02/2023

Justification

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

Charge To: College Operating Funds
Account Number: 10-01-189100-601110



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BOARD OF TRUSTEES ACTION P1B

Approval Date: August 1, 2023

Resolution

Appointment: Confidential

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Alan Manzueta	Director of Educational Opportunity Fund / Student Affairs	\$90,000 (prorated)	08/16/2023

Justification

To fill budgeted vacant position through a successful search process pending successful completion of background checks and references. This position is at-will.

Charge to: College Funds

Account Number: 10-02-242100-601120



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BOARD OF TRUSTEES ACTION P1C
Approval Date: August 1, 2023

Resolution

Appointment: Confidential

Submitted By

Dr. Eric M. Friedman, President

Mr. Nathaniel Saviet, Vice President of Facilities

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Jose Alavena	Director of Custodial Operations / Facilities	\$90,000 (prorated)	08/24/2023

Justification

To fill budgeted vacant position through a successful search process pending successful completion of background checks and references. This position is at-will.

Charge to: College Funds

Account Number: 10-06-620100-601110



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BOARD OF TRUSTEES ACTION P1D

Approval Date: August 1, 2023

Resolution

Appointment: Professional

Submitted By

Dr. Eric M. Friedman, President

Mr. Nathaniel Saviet, Vice President of Facilities

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Terrance Hannon	Maintenance Supervisor / Facilities	\$80,000 (prorated)	08/16/2023

Justification

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

Charge to: College Funds

Account Number: 10-06-610100-601135



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BOARD OF TRUSTEES ACTION P1E

Approval Date: August 1, 2023

Resolution

Appointment: Professional

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Patricia Giannini	Assistant Director of Admissions / Student Affairs	\$85,000 (prorated)	08/02/2023
Mine Ugurlu	Coordinator of International Services / Student Affairs	\$75,000 (prorated)	08/02/2023
Jazmine Gutierrez	Admissions Specialist / Student Affairs	\$49,848 (prorated)	08/02/2023
Bonnie Rodriguez	Senior Financial Aid Specialist / Student Affairs	\$95,598.98 (prorated)	08/02/2023

Justification

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

Charge to: College Funds

Account Numbers:

Assistant Director of Admissions 10-02-211000-601110

Coordinator of International Services 10-02-275500-601110

Admissions Specialist 10-02-211000-601110

Senior Financial Aid Specialist 10-02-243100-601110



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BOARD OF TRUSTEES ACTION P1F
Approval Date: August 1, 2023

Resolution

Appointment: Lecturers, Fall 2023 Semester

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President of Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve the appointment of the following individuals as Lecturers for the Fall 2023 semester at the salary indicated.

<u>Name</u>	<u>Discipline/Division</u>	<u>Salary</u>
Veronica Andrade	Communications / Humanities	\$22,558.06
Alex Chan	Communications / Humanities	\$22,558.06
George Chudyk	Computer Science / Math, Science and Technology	\$22,558.06
Andrea DaConturbia	College Mathematics / Math, Science and Technology	\$22,558.06
Jared DeBenedictus	WEX / Health Professions	\$22,558.06
Tyrone DeLeon	Radiography / Health Professions	\$22,558.06
Lisa Duddy	Dental Hygiene / Health Professions	\$22,558.06
Jamila Haramuniz	Developmental Mathematics / Math, Science and Technology	\$22,558.06
Sharon Mancini	Nursing / Health Professions	\$22,558.06
Jose Orozco Rodriguez	College Mathematics / Math, Science and Technology	\$22,558.06
Chanda Louise Oton	College Mathematics / Math, Science and Technology	\$22,558.06
Michelle Prezioso	English / Humanities	\$22,558.06
Philip G. Ross III	WEX / Health Professions	\$22,558.06
Stephanie Shewciw	Developmental Mathematics / Math, Science and Technology	\$22,558.06
Jack Styles	ESL / ALP / Humanities	\$22,558.06
Bernadette Szasz	Biology / Math, Science and Technology	\$22,558.06
Elizabeth Terhune	Medical Office Assistant / Health Professions	\$22,558.06
Gerald Wisz	English / Humanities	\$22,558.06
Myung Hee Yoon	Developmental Mathematics / Math, Science and Technology	\$22,558.06

Justification

Lecturer appointments to cover full time class loads due to recent leaves, faculty retirements and enrollment trends



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BOARD OF TRUSTEES ACTION P1G

Approval Date: August 1, 2023

Resolution

Appointment: Confidential

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Dianna O'Connor	Senior Director, Center for Student Success / Student Affairs	\$115,000 (prorated)	08/02/2023

Justification

To fill budgeted vacant position through a successful search process pending successful completion of background checks and references. This position is at-will.

Charge to: College Funds

Account Number: 10-02-230100-601110



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BOARD OF TRUSTEES ACTION P2A
Approval Date: August 1, 2023

Resolution

Approve: Confidential - Title Change and Job Description

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

Action Requested

To approve the following title change, job description and salary increase:

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date:</u>
Jorge Hernandez	Director of Athletics / Student Affairs	\$96,500 (prorated)	07/01/2023 (retroactive)

Justification

To approve the following title change: from Managing Director of Athletics to Director of Athletics. The title change and job description better reflect the responsibilities of the position. This position is at-will.

Charge to: College Funds

Account Number:

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Director of Athletics

DEPARTMENT: Intercollegiate Athletics/Student Affairs

FUNCTION: Directs all College athletic programs and activities and manages day to day operations of the Athletics Office. Monitors student athletes' academic progress and promotes a culture that fosters the priority of academic achievement while protecting the integrity of all College athletic programs and the tradition of the Bergen Community College Bulldogs. Participates in state and regional organizations to market the College's athletic programs, activities and achievements. Collaborates with College faculty and staff on selected committees concerning athletes and College enrollment, objectives, and goals.

REPORTS TO: Vice President of Student Affairs

SUPERVISES: Professional Assistant, Associate Director of Athletics, Athletic Coordinators, Athletic Trainers and Coaching Staff

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Directs all College athletic programs and activities and manages day to day operations of the Athletics Office, equipment, and facilities.
2. Oversees and schedules the use of college vans, equipment room, athletic training room, gymnasium, fields, courts, track, pool, and fitness rooms.
3. Ensures compliance with NJCAA, Region XIX, and GSAC rules and regulations governing eligibility. Coordinates with other administrative departments e.g., Admissions, IT, Registrar, and Financial Aid to verify compliance with rules and regulations regarding student-athlete eligibility.
4. Creates and institutes a well-developed risk management and safety and supervision plan for all events, facilities, and activities.
5. Develops and maintains an Athletic Department Strategic Plan that aligns with institutional goals, the facilities master plan, and the College and divisional strategic plan.
6. Ensures student and staff development by modeling and teaching the ideals of sporting behavior and professionalism and holding people accountable during teachable moments.
7. Ensures compliance with NJCAA rules by training and setting guidelines and/or policies to team coaching staff and student-athletes. Ensures coaches are well-trained, recruiting, and meeting the standards of a well-respected collegiate level athletic program.

8. Oversees the coordination and management of home athletic events including appropriate event support staff are onsite with sufficient supplies and equipment and ready to perform their duties. Acts as the supervisor on site for home athletic events.
9. Directs the planning, coordination, and management of special events and athletic banquets.
10. Travels with athletic teams as needed; provides information to representatives of the opponent's sports information office about the team, including updating starting lineups.
11. Monitors student athletes' academic progress and promotes a culture that fosters the priority of academic achievement while protecting the integrity of all College athletic programs and the tradition of the Bergen Community College Bulldogs. Works closely with the Athletic Advisor, Counseling Center, and other student support resource offices to ensure student-athlete well-being and success.
12. Collaborates to develop and implement policies, procedures, programs and other methods designed to support and promote the College's goals for academic progress, retention, graduation, and transfer rates for student-athletes.
13. Supervises all operational functions of the teams and supports the coordination of use of athletics facilities by parties outside of the Athletic Department and College.
14. Coordinates and monitors all sports information activities including statistical reporting, web streaming, live stats, webpages, social media pages, and more. Ensures the department is following conference, regional, and national regulations and standards.
15. Ensures compliance with all applicable rules, regulations, and policies related to athletics, including Title IX, student eligibility, recruitment, and sports safety.
16. Maintains accurate records and generates reports related to athletic programs, budget, compliance, and student-athlete outcomes.
17. 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.
18. Prepares, track, monitors and adheres to an annual budget.
19. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
20. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
21. Attends all appropriate conference and regional meetings as required.
22. Performs additional tasks or duties as assigned by Administration or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Possesses comprehensive knowledge of, and ability to apply, components of FERPA. Has basic proficiency in the use of the Microsoft Office suite

and knowledge of software packages and technology in the areas of student data management.
Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Master's Degree or higher degree in counseling, education, sports psychology, kinesiology, or related area.

Experience: Minimum of 5 years of experience in a higher education setting in athletics or other related areas.

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Submitted by:	_____	Date:	_____
	Name/Title		
Approved by:	_____	Date:	_____
	Name/Title		
Reviewed by:	_____	Date:	_____
	Human Resources		
Board Approval:	_____	Date:	_____
	Board Member		

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BOARD OF TRUSTEES ACTION P2B

Approval Date: August 1, 2023

Resolution

Approve: Professional - Revised Job Description

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

Action Requested

To approve the following revised job description and salary increase:

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date:</u>
Deana Fletcher	Coordinator of Athletics and Equipment Manager / Student Affairs	\$56,340.63 (prorated)	07/01/2023 (retroactive)

Justification

To approve the revised job description for the Coordinator of Athletics and Equipment Manager. The revised job description includes additional duties and better reflects the responsibilities of the position.

Charge to: College Funds

Account Number:

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Coordinator of Athletics and Equipment Manager

DEPARTMENT: Athletics Office/Student Affairs

FUNCTION: Responsible for all game day and practice operations to include locker room and other facilities. Organizes the inventory of all necessary practice and game equipment. Handles all laundry for the team, including uniforms. Coordinates arrangements for visiting teams regarding use of the locker rooms, and accommodations to include food and laundry. Responsible for knowledge and interpretation of all NJCAA safety/compliance rules pertaining to equipment and issuing of equipment for all assigned sports.

Handles all incoming shipments and manages all inventory with proper documentation. Responsible for the process of evaluating the condition of equipment and certifying that each item meets minimum safety standards governed by the national organization. Implements and maintains a program for tracking and supervising the repair and maintenance of all equipment. Monitors daily operations in the Equipment Rooms for all assigned sports.

The Coordinator of Athletics and Equipment Manager is responsible for all game-day operations, including managing student-workers with setting-up and breaking-down game-day elements. Additionally, this position is responsible for the management of all home varsity athletic events, as well as assigning/supervising all game-day personnel. Supporting the day-to-day operations of the athletic and recreation facilities and programs, the Coordinator of Athletics and Equipment Manager also frequently acts as a college representative and liaison to visiting teams and game officials.

REPORTS TO: Associate Director of Athletics

SUPERVISES: Student workers and/or assistants as assigned.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Manages the services and day-to-day operations of the athletics equipment room. Supports the appropriate operations of the pool, fitness room and other assigned athletic facilities for Bergen Community College.
2. Ensures facilities are open, staffed, and accessible during scheduled hours, rentals, games, or events.
3. Manages inventory, tracking, distribution, storage, and care of athletic equipment and supplies.
4. Maintains inventory of all uniforms, equipment and apparel on a computer-based software program.
5. Collaborates with department administration and head coaches with the procurement of athletic equipment and uniforms by evaluating current inventory to determine needs, setting a recommended

purchasing schedule, utilizing cost effective strategies, and providing guidance on material, style and design.

6. Develops, maintains and executes a comprehensive departmental equipment and facility safety and risk management plan focused on preventive, routine, and deferred maintenance. Responsible for decisions regarding the retirement or upgrading of equipment.
7. Assists with creating equipment policies and procedures that adhere to safety and branding standards; Performs regular preventive maintenance and safety examinations of equipment.
8. Organizes and maintains laundry operations, packing of equipment, and preparations necessary for student-athletes prior to and following practices and competitions.
9. Ensures proper fitting and maintenance of all sports equipment including helmets to provide a safe environment for student athletes as per AEMA guidelines.
10. Recruits, hires, trains, schedules and supervises student employees.
11. Serves as athletic game day manager for assigned contests and completes pre- and post-event operations, venue and equipment set-up/breakdown, supervises crowd control, and serves as the college's liaison to visiting teams/officials.
12. Collaborates with the Associate Director of Athletics on the development of game management policies and procedures, equipment organization, staff training, and contest operations.
13. Oversees the maintenance of athletic equipment and playing surfaces to ensure that they are safe and in playable condition and properly marked for games and practices.
14. Works with Facility Services and Grounds to prepare and maintain competition and practice facilities.
15. Complies with all NJCAA rules and regulations and maintain up-to-date knowledge of GSAC and NJCAA Region 19 brand standards for competition attire.
16. In collaboration with the Associate Director, oversees the Bergen Athletics SAAC.
17. Responds in crisis or emergency situations by demonstrating knowledge of safety practices. Serves as pool lifeguard as needed.
18. Attends all divisional department staff meetings.
19. Participates in ongoing professional development and additional training as needed in the areas of current best practices, risk management, legal requirements of Title IX and health and safety procedures.
20. Performs additional tasks or duties as assigned by the Associate Director of Athletics or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities: Ability to communicate effectively with all college and community constituents, CPR certified; ability to work with minimal supervision; ability to learn and effectively apply state, federal, and college policies; ability to utilize computer related technology to streamline day-to-day operations, and produce reports as needed; ability to work weekends and extended hours may be required. Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication

- Customer and Student Focus
- Building Relationships
- Organizing
- Planning
- CPR certification

Education: Bachelor's degree. Master's preferred.

Experience: Two or more years of athletic experience, preferably in a higher education setting.

Other: Must be able to earn and maintain Lifeguard, CPR, First Aid, and AED certifications within one year of hire.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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BOARD OF TRUSTEES ACTION P2C
Approval Date: August 1, 2023

Resolution

Approve: Confidential – Title Change and Job Description (vacant position)

Submitted By

Dr. Eric M. Friedman, President

Ms. Suzanne Wetzel, Vice President of External Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve the title change and job description for the vacant position for the Director of Community Affairs.

Justification

To approve the following title change: from Director of Community and Cultural Affairs to Director of Community Affairs. The job description better reflects the responsibilities of the position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Director of Community Affairs

DEPARTMENT: External Affairs

FUNCTION:

Under the direction of the Vice President of External Affairs, the Director of Community Affairs is responsible for implementing community outreach strategies that advance the College's goals with key external and internal constituents. In performing the responsibilities of this position, the director will assist in continuing to build Bergen's brand and will provide clear, actionable thought leadership around the College's advocacy and community engagement strategies including the management of the Ciccone Theatre, coordinating an annual cultural arts series inclusive of community outreach and audience development initiatives, and oversight of the Events Planning department.

REPORTS TO: Vice President of External Affairs

SUPERVISES: Associate Director of Events Planning and Scheduling and Senior Technical Coordinator

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Assist in the development of strategic external community outreach plans to support the College's community engagement, public relations and communications goals, and the College's strategic plan.
2. Help to facilitate community relationships, through the office of the Vice President of External Affairs, with stakeholders and constituents, including businesses and industry partners, elected officials, community leaders, and non-profit organizations, to advance the mission of the College in all the communities the College serves.
3. Conduct research about relevant issues, communities of practice, advocacy groups, thought leaders and potential partners for relationship building. Design and maintain outreach databases and files.
4. Proactively identify opportunities and develop ways to strategically maximize collaboration and coordination with external partners.
5. Assist with background and execution of advocacy activities and important engagement events to support the College's priorities and interests, including visits to campus by dignitaries and requests for senior administration attendance at College and community events.
6. Collaborate with College departments/committees and public, professional, and community-based organizations on select initiatives.
7. Manage the Ciccone theatre, its outside use and state-of-the-art technical equipment.

- a. Direct the preparation, execution, contract rider compliance, staff scheduling and coverage, box office operations, and facilities support for all performance events; ensures artist and audience satisfaction; develops a tool to assess the needs of the surrounding community to assess how we are addressing those needs of potential audience members.
 - b. Provide direction to administrators and faculty to plan for theatre use, coordinates appropriate calendars, prepares all aspects of event execution, and identifies required technical support.
8. Coordinate a cultural arts season that enhances the College's mission including scheduling, budgeting, booking, and contract management for one to three Ciccone Theatre events each season as well as collaborating with Bergen Stages, Gallery Bergen, and other BCC cultural and signature event planners to develop an annual season events calendar.
 - a. Collaborate with appropriate departments on the development of the marketing plan for the annual season, including production of event calendars/brochures, webpages, and social media.
 - b. Lead audience development initiatives that will keep patrons engaged and attract volunteers and donors. Create and expand a patron contact list.
 - c. Collaborate with the Grants Administration Department, Foundation, and other College offices to identify potential funding sources, both internal and external, to support cultural programming and increase cultural resources.
9. Oversees the events planning department including the execution of the College's event strategy for both internal and external clients.
10. Prepare, track, monitor and adhere to an annual budget; review and approve expenditures and submit Capital Request recommendations.
11. Set yearly, measurable goals for the department in collaboration with the Vice President of External Affairs; continuously assess work toward achieving those goals and work toward building a continuously improving and reflective department that is an active participant in the College culture.
12. Evaluate direct reports in accordance with College expectations and requirements; assist direct reports with goal development and assessment of the department's continuous improvement.
13. Perform additional tasks or duties as assigned by their supervisor or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities: Demonstrates understanding of the community college mission and practices an open-door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in community relations and public affairs principles and practices including, but not limited to:

- Integrated, strategic communications
- Relationship building and customer service
- Cultural events programming and promotion
- Project management

- Supervision and budget management

Education: Bachelor's Degree required; Master's Degree preferred. Discipline focus should be Strategic Communications, Public Relations, Business Administration, Public Affairs, Public Administration, or related area.

Experience: Minimum of 5 years of progressively responsible, professional experience in community relations and public affairs or related experience.

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Member

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BOARD OF TRUSTEES ACTION P2D

Approval Date: August 1, 2023

Resolution

Approve: Confidential - Title Change and Job Description

Submitted By

Dr. Eric M. Friedman, President

Mr. Nathaniel Saviet, Vice President of Facilities

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve the title change and job description for the Director of Custodial Operations.

Justification

To approve the following title change: from Managing Director of Custodial Operations to Director of Custodial Operations. The job description better reflects the responsibilities of the position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Director of Custodial Operations

DEPARTMENT: Facilities

FUNCTION: The Director of Custodial Operations is responsible for delivering high-quality custodial services to provide clean, safe, healthy, and aesthetically appealing facilities. This position is responsible for overseeing comprehensive custodial and logistical operations across all campuses and over 1 million square feet College-wide. The selected candidate will be a leader within the College community and must effectively manage staff across multiple shifts.

REPORTS TO: Vice President of Facilities

SUPERVISES: Custodial Supervisors, Head Working Custodians, Senior Custodians, Custodians, contractors, vendors, and other staff, as needed

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

- Leads and supervises over fifty (50) staff members including supervisors, custodians, and clerical staff across multiple shifts to deliver custodial services 24 hours a day and 7 days a week.
- Manages all of the College's custodial services and plans for projects including deep cleaning, contract management, space moves, and event set-ups.
- Establishes quality standards and specifications for custodial activities and inspects work to ensure standards are met in a timely manner and exceeded whenever possible.
- Develops and coordinates custodial assignments, routines, and procedures for supervisory and non-supervisory personnel to ensure sanitary and safe building operations.
- Oversees custodial staff compliance with Federal, state, and local rules and regulations for occupational health and safety. Establishes a "culture of safety" for their staff and the College community.
- Creates and achieves goals for custodial programs and projects that meet the needs of the College.
- Hires, develops, trains, coaches, and inspires staff to provide extraordinary results and support overall College Facility needs.
- Oversees departmental materials and purchases supplies as needed. Coordinates with vendors to provide services and materials, in accordance with state and local procurement laws and regulations.
- Develops a set of goals and measures and tracks annual performance against objectives; prepares and submits annual assessment reports, discusses results with staff to improve performance and drive change.
- Prepares, tracks, monitors, and reports on applicable budgets.
- Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.

- Manages facility work orders and feedback using computerized maintenance management systems (CMMS) and other hardware/software.
- Collects, interprets, reports, and provides recommendations based upon community facilities feedback.
- Compiles data to provide holistic reporting of facility needs and challenges.
- Manages and oversees aspects of contract administration within custodial operations including but not limited to scope preparation, work tracking/completion, documentation, invoice review/verification, walkthroughs, and collection of proposals. Coordinates with necessary parties to maintain compliance with College standards and legal requirements.
- Oversees, tracks, and forecasts operating expenses and cost estimates. Assists with preparation of capital budget requests and development of annual operating budgets.
- Analyzes space moves, logistical requests and solutions for alignment with the College's goals. Ensures that design, processes, and specifications align with College needs and goals.
- Assists in the development and tracking of projects and goals for the Facilities department. Aligns day-to-day operations with projects, contracts, budgets.
- Memorializes and documents all procedures and workflows, creating/editing practices and processes, as needed.
- Leverages technology to automate and streamline processes.
- Subject to senior administration review and final Board of Trustees approval, has the responsibility, power and authority to hire, fire, discipline and promote employees.
- Responsible for the administration, implementation of collective bargaining agreements, in a supervisory role to union members.
- Works within a unionized environment to communicate and deliver improvements.
- Willingness and ability to work a varied work schedule, assist the team with event setups and/or emergencies as needed to support the College.
- Performs additional tasks or duties as assigned by Supervisor.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

- Provides excellent customer service to students, faculty, and staff
- Collaborates and interacts with the College staff to provide continuous improvement
- Proficiency with Microsoft Office Suite and Google business suite experience preferred
- Excellent attention to detail
- Demonstrated knowledge of facility operations, maintenance, and personnel management
- Must be able to lift 75 lbs., climb ladders, work in high places
- Must be able to walk, stand, bend, climb, kneel, etc. for long periods of time
- Must be able to work in unconditioned spaces and have adequate environmental tolerance, including the ability to work in variable and sometimes extreme weather conditions
- Must wear protective equipment as needed (i.e., eye glasses, gloves, hard hat, coveralls)
- Must be able to work any shift and any day of the week, to support College needs
- Must have a valid Driver's License
- Must demonstrate the ability to read, understand, and interpret detailed operating instructions, repair manuals, blueprints, diagrams, schematics, safety labels, and numerous gages; plus write reports and troubleshooting information as necessary

- Excellent verbal and written communication skills
- Excellent organizational, time management, presentation, and organizational skills

Education:

- Ten years of progressively responsible work experience, with five years of supervisory and managerial experience in custodial management required
- Associates, vocational, or technical school degree preferred
- Bachelor's degree in related field preferred

Experience:

- Ten years of progressively responsible work experience, with five years of supervisory and managerial experience in custodial management required
- Experience working in education, government, and facilities management required
- Experience in project management and cost controls, contract development and administration.
- Experience with computerized maintenance management systems (CMMS), time keeping, and financial software preferred.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Member

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BOARD OF TRUSTEES ACTION P2E
Approval Date: August 1, 2023

Resolution

Approve: New Position - Confidential

Submitted By

Dr. Eric M. Friedman, President

Ms. Suzanne Wetzel, Vice President of External Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve the following new title and job description be added to the College's organizational chart:

Director of Marketing

Justification

To approve the newly created position to better represent the changing scope of work and additional responsibilities of the department.

BERGEN COMMUNITY COLLEGE
JOB DESCRIPTION

TITLE: Director of Marketing

DEPARTMENTS: Marketing / External Affairs

FUNCTION: The Director of Marketing provides strategic direction and leads the development for all marketing initiatives in support of the College and its affiliated programs and services. The director works to develop brand awareness and ensure appropriate return on investment, developing and overseeing the digital strategy and web communications plan for the College. The director uses market research and analytic tools to identify relevant audiences and deploy creative solutions to target these groups. In collaboration with the Executive Director of Public Relations, the director ensures all marketing strategies and initiatives are aligned with the College's public relations-based efforts.

REPORTS TO: Vice President of External Affairs

SUPERVISES: Web and Digital Marketing Strategist (formerly Web Developer) and the shared Administrative Assistant for PR/Marketing (formerly Customer Service Assistant).

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Collaborating with enrollment management, admissions, academic affairs, and continuing education and workforce development, leads the creation of a collegewide marketing plan, focusing on enrollment/retention and brand awareness.
 2. In collaboration with the Executive Director of Public Relations, designs and implements a unified brand voice and tone for the College that includes clear and consistent guidance to ensure that all external facing initiatives are consistent to BCC's brand values, guidelines, and aesthetics.
 3. Serves as the liaison for the College's advertising agency, working closely with company personnel to evaluate potential opportunities, make recommendations regarding placements and to ensure appropriate tracking.
 4. Develops campaigns that support enrollment and retention in specific programs, classes and initiatives, leveraging relevant data to target specific audiences and ensure engagement.
 5. Plans cost-effective advertising, direct-mail and digitally based campaigns that generate leads and improve conversion rates.
-

6. Works with the Public Relations Department to establish creative strategy for campaigns, including deliverables related to messaging, design and copywriting.
7. Supervises the College's Web Developer, executing plans that leverage digital assets for marketing uses including social media and email marketing. Ensures the College's website adheres to accessibility requirements.
8. Establishes assessment, tracking and evaluation measures to ensure return on investment for all marketing campaigns and monitors website analytics to measure the success of marketing and web-based initiatives.
9. Leads initiatives and develops partnerships that add to the strength of the College's brand in the community, increasing visibility, awareness and recognition.
10. Conducts environmental scans and research to understand competitors, differentiators and competitive advantage.
11. Develops a set of core outcomes for the department and measures and tracks annual performance against objectives; prepares and submits an annual assessment report, fully engaging with the College's Assessment Program.
12. Tracks, monitors and adheres to an annual budget.
13. Acts as performance manager for all direct reports including managing day-to-day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
14. Performs additional tasks or duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

Demonstrates understanding of the community college mission and practices an open-door policy. Is technologically proficient in common office desktop software and cloud based computing and collaborative platforms and software. Exhibits strong skills in marketing and brand management principles and practices including, but not limited to:

- Ability to conceive, plan and execute marketing activities and initiatives.
- Experience developing and monitoring digital strategy and web communications.

- Knowledge of branding and visual identity systems.
- Exceptional organizational skills and attention to detail.
- Ability to manage multiple projects with competing deadlines.

Education: Bachelor's degree required; Master's degree preferred. Discipline focus preferably in marketing, advertising or related fields.

Experience: Minimum of 5 years of experience in marketing, brand management, and/or advertising preferably in a community college setting. Strategic project management experience including digital strategy and web communications desired.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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BOARD OF TRUSTEES ACTION P3
Approval Date: August 1, 2023

Resolution

Salary Increase: Grant-Funded Personnel

Submitted By

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve a 3.00 % increase to the base salaries of the following grant-funded personnel for the period of July 1, 2023 through June 30, 2024.

Name

Aida Castro-Henix

Elizabeth Gieske Defeo

Faith Kallert

Andrea Nemeth

Monica Rock

Rachel Sloma

Brittany Weiner

Position

Grants Counselor EOF

Project Director - Ciarco Learning

Business Liaison - NJ Healthworks

Project Director - NJ Healthworks

Success Coach - NJ Healthworks

Bergen Cares Coordinator

Workforce Development Coordinator

To approve a 1.5 % increase to the base salary of the following grant-funded personnel for the period of July 1, 2023 through June 30, 2024.

Name

Randi Greene

Position

Manager - Consortium Grant

Justification

To increase grant-funded staff salaries for the period of July 1, 2023 to June 30, 2024.



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BOARD OF TRUSTEES ACTION P4A
Approval Date: August 1, 2023

Resolution

Approve: Extension of Stipend

Submitted By

Dr. Eric M. Freidman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve a monthly stipend for the following individual for assuming additional responsibilities:

<u>Name</u>	<u>Position / Division</u>	<u>Monthly Amount</u>	<u>Effective Dates</u>
Elena Luddy	Senior Financial Accountant / Finance	\$500	05/01/2023 – 08/04/2023 (retroactive)

Justification

To extend the stipend as the Acting Director of Student Financial Services. To provide day to day leadership and supervision of operations and staff until such time a replacement is hired to oversee the department.

Charge to: College Funds

Account Number: 10-01-140600-601110



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BOARD OF TRUSTEES ACTION P4B

Approval Date: August 1, 2023

Resolution

Discontinue Interim Assignment and Stipend

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President of Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

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

<u>Name</u>	<u>Position / Division</u>	<u>Monthly Amount</u>	<u>Effective Date</u>
Adam Goodell	Senior Dean, Humanities / Academic Affairs	\$750.00	07/17/2023

Justification

To discontinue the monthly stipend for Interim Dean of Business, Arts and Social Sciences due to the successful completion of the College search process for the position.

Charge to: College Operating Funds

Account Number:



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BOARD OF TRUSTEES ACTION P5
Approval Date: August 1, 2023

Resolution

Bereavement – Faculty passing during service

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President of Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To end employment for the following deceased faculty member:

<u>Name</u>	<u>Position /Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
William Jiang	Professor / Humanities / Academic Affairs	09/01/1990	06/18/2023 (retroactive)

Justification

Passing of faculty member during service on 06/18/2023.



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BOARD OF TRUSTEES ACTION P6A
Approval Date: August 1, 2023

Resolution

Retirement: Professional

Submitted By

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To accept the retirement of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Christopher Carlson	Grounds Supervisor / Facilities	10/31/1994	11/01/2023

Justification

Retirement



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BOARD OF TRUSTEES ACTION P6B
Approval Date: August 1, 2023

Resolution

Retirement: Faculty

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President of Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve the retirement of the following individual:

<u>Name</u>	<u>Position /Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Paul Wolfe	Professor / Health Professions / Academic Affairs	09/01/1969	07/01/2023 (retroactive)

Justification

Retirement



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BOARD OF TRUSTEES ACTION P7A
Approval Date: August 1, 2023

Resolution

Resignation: Professional

Submitted By

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To accept the resignation of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Elena Luddy	Senior Financial Accountant / Finance	03/02/2015	08/04/2023

Justification

Resignation



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BOARD OF TRUSTEES ACTION P7B
Approval Date: August 1, 2023

Resolution

Resignation: Support

Submitted By

Dr. Eric M. Friedman, President

Mr. David Borzotta, Associate Vice President of Safety and Security

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To accept the resignation of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Paul Felice	Officer / Public Safety	06/16/2023	07/04/2023 (retroactive)

Justification

Resignation



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BOARD OF TRUSTEES ACTION S/F 1
Approval Date: August 1, 2023

Resolution

To award professional services to Acari & Iovino Architects for the preparation of plans and specifications for Second Floor C-wing Restroom Renovations.

Submitted By

Dr. Eric Friedman, President
Mr. Wilton Thomas-Hooke, Chief Finance Officer
Mr. Nathaniel Saviet, Vice President of Facilities
Ms. Stephanie Weise, Director, Purchasing & Services
Mr. Michael Hyjeck, Managing Director, Physical Plant
Mr. Robert P. Coane, Director of Campus Planning and Improvements
Ms. Jennifer Nicodemo, Director of Capital Projects

Action Requested

Authorization to pay \$60,870.00 including Direct Costs to Acari & Iovino Architects for the preparation of plans and specifications for Second Floor C-wing Restroom Renovations.

Justification

The College commissioned an existing restroom evaluation study for the Pitkin Education Center, which established the condition of the C-Wing Second Floor Restrooms as being poor and in need of complete renovation to address the current outdated and poor condition of these restrooms, and current handicapped accessible issues.

Received Proposals:

Acari & Iovino Architects	-	\$60,870.00 including not to exceed Direct Costs
RSC Architects	-	\$74,800.00 including not to exceed Direct Costs
H2M Architects & Engineers	-	\$159,000.00 including not to exceed Direct Costs

Professional services are exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (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".

Charge To: Chapter 12

Account Number: 20-TBD

Total: \$60,870.00



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BOARD OF TRUSTEES ACTION S/F 2
Approval Date: August 1, 2023

Resolution

To award the preparation of contract specifications for electrical preventive maintenance services to H2M Architects and Engineers.

Submitted By

Dr. Eric Friedman, President
Mr. Wilton Thomas-Hooke, Chief Finance Officer
Mr. Nathaniel Saviet, Vice President of Facilities
Ms. Stephanie Weise, Director, Purchasing and Services
Mr. Michael Hyjeck, Managing Director, Physical Plant
Mr. Robert P. Coane, Director of Campus Planning and Improvements
Ms. Jennifer Nicodemo, Director of Capital Projects

Action Requested

Authorization to pay \$39,500.00 for the contract specifications for electrical preventive maintenance services.

Justification

The preventative maintenance of electrical assets is paramount to the ongoing operation of the College. This contractual specification improvement will refine resource and financial allocations to align with strategic priorities within facilities.

Received Proposals:

H2M Architects & Engineers	-	\$39,500.00
Remington & Vernick Engineers	-	Unresponsive
T&M Associates	-	Unresponsive

Professional services are exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (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".

Charge To: Maintenance Operating Funds

Account Number: 10-06-610100-607550

Total: \$39,500.00