

BOARD OF TRUSTEES
PUBLIC MEETING

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

Tuesday, August 4, 2026 – 5:00 p.m.

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Roll Call
- IV. Pledge of Allegiance
- V. Reports:
 - A. Secretary
 - B. Treasurer
 - C. President
 - 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. Alumni Trustee
 - F. Chairperson
- VI. Unfinished Business / Board Members
- VII. New Business / Board Members
- VIII. Open to the Public
- IX. Actions
 - A. Approval of Board Minutes: Tuesday, June 16, 2026
 - B. Consent Agenda: Tuesday, August 4, 2026
- X. Executive Session, if required.
- XI. Adjournment

CONSENT AGENDA

**Tuesday, August 4, 2026
Paramus Campus – Technology Building – Conference Rooms B and C
5:00 p.m.**

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

Approval of Board Minutes – Tuesday, June 16, 2026

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 from EBSCO Industries, Inc. (doing business as: EBSCO Information Services, LLC) for the Sidney Silverman Library.
3. To authorize payment to Edge, fiduciary agent for The Virtual Academic Library Environment of New Jersey (VALE) Consortium, for the Sidney Silverman Library's share of the cost of electronic databases.
4. To authorize renewing the Sidney Silverman Library's annual subscription for access to full-text electronic databases from LYRASIS.
5. To authorize the purchase of print and e-books from Yankee Book Peddler, Inc. (YBP) (doing business as: GOBI Library Solutions from EBSCO).
6. To authorize the College's FY 2027 expenditure with Pearson Education, Inc. for textbooks and related learning materials used by the Ciarco Learning Center.
7. To renew the College's annual software subscription support and maintenance agreement with Ellucian for one year.
8. To renew the College's Bloomberg Terminal licensing with Bloomberg Financial L.P. for a one-year term.
9. To authorize the renewal of the College's GetAnswers tools to support financial aid services through Gravyty.
10. To authorize amendment of the College's 2026 Chapter 12 funding request to the County of Bergen for capital appropriation.
11. To authorize entering into an Agreement with Ferrilli to secure temporary financial aid professional services.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. To authorize registration of **Deed of Conservation Restriction (CR)** with the Borough of Paramus, for the trees planted using the Trees for School Grant funded by NJ Department of Environmental Protection, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

CONSENT AGENDA

Tuesday, August 4, 2026
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INSTITUTIONAL (I)

1. To approve the Fitness for Duty Policy.
2. To approve the Vehicle Use Policy.

PERSONNEL (P)

1. To approve the specified personnel separations.
2. To approve the appointment of the specified Confidential personnel.
3. To approve the appointment of the specified Professional personnel.
4. To approve the appointments of the specified Faculty personnel.
5. To approve the appointments of the specified Lecturers for the Fall 2026 Semester.
6. To approve the specified temporary full-time (TFT) personnel and job description.
7. To approve the appointment of the specified Grant-funded personnel.
8. To approve the interim appointment of the specified personnel.
9. To approve the promotion of specified personnel.
10. To approve adding a position to the organizational chart.
11. To approve the title change for the specified vacant position.
12. To approve the contractual group change for a member of the BCCFA, and to add the position to the organizational chart.
13. To approve the salary adjustment of the specified Professional personnel.
14. To approve a monthly stipend.
15. To approve the job description for the specified position.
16. To approve Leave of Absence.

SITE AND FACILITIES (S/F)

1. To authorize the award of Public Bid P-2423 Ciccone Theatre Boiler Project to TM Brennan Service, Inc.
2. To authorize Change Order #1 to H2M Architects & Engineers additional scope services for the preparation of plans and specifications for the Bergen Community College Campus Security Camera Installation Project.
3. To authorize Change Order #1 to H2M Architects & Engineers additional scope services for the preparation of plans and specifications for the Bergen Community College Campus Security Viewing Station Project.
4. To authorize the award of Public Bid P-2421 Vacuum Pump System Replacement to J & B Dental Services, Inc.
5. To authorize the award of Public Bid P-2422 Child Development Center Restroom Renovation to White Rock Corporation.
6. To authorize Bergen Community College ("the College") to enter into an agreement with NK Architects for limited ADA exterior accessibility assessment services for the Paramus Campus.



BOARD OF TRUSTEES ACTION A/F1
Approval Date: August 4, 2026

Resolution

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

Submitted By

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

Action Requested

Approval for payment of the following legal vouchers:

DeCotiis, FitzPatrick, Cole & Giblin. LLP.

May 1, 2026, to May 31, 2026	\$ 22,823.71
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June 1, 2026, to June 30, 2026	\$ 10,875.26
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Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	\$ 33,698.97



BOARD OF TRUSTEES ACTION A/F 2

Approval Date: August 4, 2026

Resolution

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

Submitted By

Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
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, 2026, through June 30, 2027; from EBSCO Industries, Inc. for an estimated amount of \$50,000.00.

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:	\$35,000.00
Account Number:	10-04-490000-607765
Amount:	\$15,000.00



BOARD OF TRUSTEES ACTION A/F 3
Approval Date: August 4, 2026

Resolution

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

Submitted By

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

Action Requested

Authorization to pay NJEdge the estimated amount of \$135,000.00 to the VALE Consortium, for the library's share of the cost of the electronic databases for the period of July 1, 2026, through June 30, 2027.

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 library subscribes 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 a non-profit and is therefore exempt from Pay-to-Play.

Charge To:	College Operating Funds
Account Number:	10-04-490000-607765
Amount:	\$135,000.00

Proposed Subscriptions from VALE 2026-2027

Provider	Database
The Chronicle of Higher Ed	The Chronicle of Higher Education Online
EBSCO	CINAHL Ultimate
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
TDS	StatPearls
ALA	RDA Toolkit



BOARD OF TRUSTEES ACTION A/F 4
Approval Date: August 4, 2026

Resolution

To authorize renewing the Sidney Silverman Library's annual subscription for access to full-text electronic databases from LYRASIS.

Submitted By

Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
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 Sidney Silverman Library's annual database subscriptions for the period July 1, 2026, through June 30, 2027, from LYRASIS in the estimated amount of \$60,000.00.

Justification

LYRASIS is a nonprofit membership organization that supports libraries, archives, museums, and cultural heritage organizations worldwide. The College processes its electronic resource renewals through LYRASIS, which has supported the procurement and administration of electronic information services for libraries since 2009. LYRASIS also offers discounts on annual subscriptions to full-text electronic databases available 24/7. See the attachment for the list of proposed database renewals.

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:	\$60,000.00

Proposed Subscriptions from LYRASIS 2026-2027

Provider	Database(s)
ABC-CLIO	World Religions - Belief, Culture & Controversy
Alexander Street	Music Online: Listening Music Reference Collection
Bloomsbury	Berg Fashion Library Bloomsbury Food Library
Digital Theatre	Database Plus
Gale	Biography in Context Opposing Viewpoints in Context
JSTOR	Community College Resource Collection
McGraw-Hill	Access Engineering
Mergent Online	Hoover's Academic
The New York Times	NYT Academic Pass
Oxford	Oxford/Grove Music
PowerNotes	PowerNotes tool
Statista	Statista Expert



BOARD OF TRUSTEES ACTION A/F 5
Approval Date: August 4, 2026

Resolution

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

Submitted By

Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
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 of July 1, 2026 through June 30, 2027 from Yankee Book Peddler, Inc. (doing business as GOBI Library Solutions from EBSCO) for an estimated amount of \$55,000.00.

Justification

YBP provides academic content with extensive publisher coverage of 62,000 publishers and an inventory of 16 million titles, exceeding other academic book vendors. YBP also offers competitive discounts, free shipping, and an online ordering system that works with the library's cataloging and ordering 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. 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:	\$55,000.00



BOARD OF TRUSTEES ACTION A/F 6
Approval Date: August 4, 2026

Resolution

To authorize the College's FY 2027 expenditure with Pearson Education, Inc. for textbooks and related learning materials used by the Ciarco Learning Center.

Submitted By

Dr. Eric M. Friedman, President
Ms. Cinzia D'Iorio, Vice President Continuing Education and Workforce Development
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested

Authorization to spend an estimated \$90,000.00 with Pearson Education, Inc., for textbooks and related learning materials through June 30, 2027.

Justification

The College must purchase textbooks and related materials for its non-credit courses. Pearson Education, Inc. publishes these books under a three-year product agreement that began on July 1, 2024, and maintains the current price of \$43.45 per book based on a minimum annual order of 350 books. The book series aligns closely with the program curriculum. The College currently purchases approximately 1,800 to 2,000 books each year for students.

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

This purchase is exempt from bidding in accordance with County College Contracts Law, N.J.S.A. 18A:64A-25.5 (a) (6) (textbooks and publications).

Charge To:	College Operating Funds
Account Number:	10-03-391600-607544
Amount:	\$90,000 (estimated)



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

Resolution

To renew the College's annual software subscription support and maintenance agreement with Ellucian for one year.

Submitted By

Dr. Eric M. Friedman, President
Mr. Wilton Thomas Hooke, Chief Financial Officer
Mr. Tyler Beebe, Chief Information Officer
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested

Authorization to renew the College's annual software subscription support and maintenance agreement with Ellucian for a one-year term from 7/1/26 through 6/30/27, at a cost of \$667,865.

Justification

This annual renewal provides Ellucian software subscription support and maintenance for the College's Colleague Enterprise, Student, Financial Aid, and Finance modules, along with ILP Enterprise, Ellucian Experience Premium, CRM Recruit, and continuing perpetual software.

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

This purchase is exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a)(19)

Charge to:	College Operating
Account Number:	10-01-165100-607656
Amount:	\$667,865

BOARD OF TRUSTEES ACTION A/F 8
Approval Date: August 4, 2026

Resolution

To renew the College's Bloomberg Terminal licensing with Bloomberg Financial L.P. for a one-year term.

Submitted By

Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Dr. Mi Ahn, Dean of Business and Social Sciences
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Tyler Beebe, Chief Information Officer
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested

Authorization to renew Bloomberg Terminal licenses from Bloomberg Financial L.P. at a cost of \$113,280 for a term of one year (July 27, 2026 through July 26, 2027).

Justification

This action renews the College's annual educational license for the Bloomberg Lab in the Innovation Center at the Lyndhurst campus, which supports students in the Business program. Colleges and universities worldwide use Bloomberg to bring real-world business and finance tools into the classroom, giving students access to the same information platform used by leading decision makers, asset managers, and policy professionals in business, finance, and government. Bloomberg for Education helps students strengthen their research and coursework while learning to analyze financial markets, evaluate economic conditions, and interpret key news developments affecting the global economy. These experiences help students build the skills, confidence, and competitive advantage needed for success.

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

Charge to:	Perkins Grant
Account Number:	50-02-599001-607526
Amount:	\$113,280



BOARD OF TRUSTEES ACTION A/F 9
Approval Date: August 4, 2026

Resolution

To authorize the renewal of the College's GetAnswers tools to support financial aid services through Gravyty.

Submitted By

Dr. Eric M. Friedman, President
Mr. Wilton Thomas Hooke, Chief Financial Officer
Mrs. Nishika Gupta, Assistant Vice President, Information Technology
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested

Authorization to renew GetAnswers with Gravyty at a cost of \$13,381.02 for a one-year term from September 1, 2026 through August 31, 2027.

Justification

GetAnswers provides a series of videos that are embedded into the College's Financial Aid webpage to help students understand financial aid and compliance requirements. Ocelot's experts monitor regulatory updates and revise the content promptly when state or federal laws change, helping ensure the College's communications remain compliant and aligned with current guidance.

This purchase is exempt from bidding in accordance with County College Contracts Law N.J.S.A. 18A:64A-25.5 (a) (3) (Not available from more than one supplier).

Charge to:	College Operating Funds
Account Number:	10-01-165100-607526
Amount:	\$13,381.02



BOARD OF TRUSTEES ACTION A/F 10
Approval Date: August 4, 2026

Resolution

To authorize amendment of the College's 2026 Chapter 12 funding request to the County of Bergen for capital appropriation.

Submitted By

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

Action Requested

Authorization to amend the College's previously approved Chapter 12 funding request from March 3, 2026, to reflect the final amount of \$5,105,945 approved by the Bergen County Board of School Estimates at its April 27, 2026 public meeting.

Justification

Each fiscal year, the College submits capital funding requests to the Bergen County Board of School Estimates for approval. Chapter 12 funding supports building and infrastructure improvements at the Paramus, Hackensack, and Meadowlands facilities.

Account Number: To be allocated upon approval.
Total Amount: \$5,105,945



BOARD OF TRUSTEES ACTION A/F 11
Approval Date: August 4, 2026

Resolution

To authorize entering into an Agreement with Ferrilli to secure temporary financial aid professional services.

Submitted By

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

Action Requested

Authorization to enter into a short-term contract with Ferrilli to provide temporary financial aid management services to meet critical staffing needs, beginning on August 10, 2026, at a cost of \$159,000.00 for six months with the option to renew for an additional six months if needed.

Justification

The College needs professional financial aid services to address short-term operational needs, maintain continuity of service to students, and meet compliance requirements. The recent resignation of the Financial Aid Director has created an urgency to fully support and lead financial aid operations. This temporary agreement will enable the College to quickly secure professional financial aid expertise while it works toward a permanent solution.

The College has a need to procure these services pursuant to a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Ferrilli 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. A copy of the executed agreement will be maintained on file in the Purchasing Department office.

Professional services are exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (1).

Charge to: College Operating Funds
Account: 10-01-xxxxxx-xxxxxx
Amount: \$159,000.00



BOARD OF TRUSTEES ACTION ES/A 1
Approval Date: August 4, 2026

Resolution

To authorize registration of **Deed of Conservation Restriction (CR)** with the Borough of Paramus, for the trees planted using the Trees for School Grant funded by NJ Department of Environmental Protection, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By

Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Dr. Anjali Thanawala, Director of Grants Administration

Action Requested

Authorization to register a **Deed of Conservation Restriction (CR)** with the Borough of Paramus for the trees planted using the Trees for School Grant funded by NJ Department of Environmental Protection, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

The College must execute a Deed of Conservation Restriction to meet the requirements associated with the State of New Jersey's investment in the campus tree canopy. The restriction formally commits the College to preserve and maintain the protected trees and planting areas for ten years after recording. This action advances the project's environmental goals and ensures that future campus land-use decisions account for the preservation of these State-supported improvements.

Proposed modifications to the restricted tree areas during the ten-year term will require prior written approval from the New Jersey Department of Environmental Protection. This requirement provides appropriate oversight, protects the State's investment, and supports the College's ongoing stewardship of campus green infrastructure.

A copy of the Deed is on record at the College.



BOARD OF TRUSTEES ACTION I-1
Approval Date: August 4, 2026

Resolution

To approve the Fitness for Duty Policy.

Submitted By

Dr. Eric M. Friedman, President

Mr. Nathaniel Saviet, Vice President of Facilities

Mr. David Borzotta, Vice President of Public Safety and Security/Special Assistant to the President

Mrs. Suzanne Wetzel, Vice President, External Affairs

Action Requested

To approve the Fitness for Duty Policy.

Justification

This policy affirms the College's commitment to providing a safe, secure, and productive work environment, which includes requiring employees to be physically, mentally, and emotionally capable of performing their essential job functions (i.e., fit for duty) without posing a direct threat to themselves or others. This includes:

- Identifying what is considered fit for duty and what is not, including the related responsibilities of the College, supervisors, and employees, and the evaluation of an employee's fitness for duty.
- Establishing the related responsibilities of the College, supervisors, and employees;
- Describing the circumstances under which a Fitness for Duty Evaluation may be required; and
- Supporting the College's compliance with all applicable federal and state laws and regulations.

The draft policy has been reviewed by the College's Policy Advisory Council, shared with union leadership, and vetted by the College's legal counsel.

See the attached draft policy.

FITNESS FOR DUTY POLICY

Policy Statement:

Bergen Community College (the College) is committed to providing a safe work environment for all members of the College community. Employees must be able to perform their job duties in a safe, secure, and productive manner and remain fit to do so throughout their employment at the College. Employees who are not fit for duty may present a safety risk to themselves, other employees, students, visitors, or other members of the College community.

Reason for Policy:

To document the College's commitment to providing a safe, secure, and productive work environment, which includes requiring employees to be physically, mentally, and emotionally capable of performing their essential job functions (i.e., fit for duty) without posing a direct threat to themselves or others. This includes:

- Identifying what is considered fit for duty and what is not, including the related responsibilities of the College, supervisors, and employees, and the evaluation of an employee's fitness for duty.
- Establishing the related responsibilities of the College, supervisors, and employees;
- Describing the circumstances under which a Fitness for Duty evaluation may be required; and
- Supporting the College's compliance with all applicable federal and state laws and regulations.

Who Should Read This Policy:

All faculty and staff members, including student employees

Definitions:

Terms used in this policy that are defined under applicable law shall have the meaning assigned by those laws.

Fit for Duty (FFD)

An employee is fit for duty when the employee can safely and competently perform the essential and assigned functions of the employee's position, with or without reasonable accommodation, and without posing a direct threat to the safety of the employee or others. In the context of reasonable accommodation under the Pregnant Workers Fairness Act (PWFA), an employee is fit for duty when she can resume her duties in the near future as defined by requisite Equal Employment Opportunity Commission (EEOC) guidance and regulation.

Licensed Healthcare Provider

A person or entity authorized by a state or regulatory body to provide healthcare services, typically in the context of a provider-patient relationship. This may include preventive, consultative, assessment, and treatment services and generally involves applicable education, training, licensure, certification, and adherence to professional standards.

Fitness for Duty (FFD) Evaluation

A job-related assessment, which may include medical information or an evaluation by a licensed healthcare provider, used to determine whether an employee can (i) safely and effectively perform the essential functions of the employee's position, with or without reasonable accommodation or (ii) resume essential functions in the near future in accordance with the PWFA and implementing regulations. FFD evaluation may be required when there is a reasonable belief, based on objective evidence, that a physical, mental, emotional, cognitive, or behavioral condition may impair safe work or pose a direct threat. FFD evaluations must be job-related and consistent with business necessity.

Reasonable Accommodation

A modification or adjustment to a policy, procedure, program, service, activity, work environment, or manner in which a job is performed, provided to a qualified individual with a disability where required by applicable law, which enables the individual to perform the essential functions of the position or otherwise participate in College programs, services, or activities, unless doing so would create an undue hardship or direct threat that cannot be eliminated or reduced by reasonable accommodation.

Direct Threat

A significant risk of substantial harm to the health or safety of the employee or others that cannot be eliminated or reduced by reasonable accommodation. Any direct threat determination will be based on an individualized assessment using objective evidence and applicable legal standards.

The Policy:

The College complies with all federal and state laws and regulations that are focused on the safety, security, and health of its workforce, including fitness for duty requirements and evaluations. This includes, but is not exhaustive of, compliance with the following federal laws: the Americans with Disabilities Act (ADA), the Family and Medical Leave Act, the Occupational Safety and Health Act, the PWFA, the Pregnancy Discrimination Act (PDA), the Civil Rights Act of 1964, and the following New Jersey state laws: Public Employees Occupational Safety and Health Act and New Jersey Law Against Discrimination. The College provides a safe workplace for the benefit of all employees and, in turn, expects all employees (i.e., faculty, staff, and student workers) to be fit for duty in the performance of their job responsibilities. Being fit for duty entails safely and competently performing all work responsibilities and requirements of an employee's job. If an employee cannot meet these requirements, the employee may be considered not fit for duty for the employee's current position.

The key characteristics of being fit for duty include the following:

- **Physical Capacity:** Employees possess the necessary physical abilities, strength, flexibility, endurance, coordination, and other physical capabilities required to meet the physical demands of their job, with or without reasonable accommodation(s). In the case of the PWFA, the ability of a qualified individual to resume her job duties in the near future in accordance with statutory and regulatory definitions.
- **Mental and Emotional Stability:** Employees demonstrate the cognitive function, judgment, emotional stability, and behavioral control necessary to perform job duties safely and effectively, manage job-related stress, and interact appropriately with colleagues, students, visitors, and the public.
- **Safety-Mindedness and Risk Tolerance:** Employees understand and adhere to safety procedures and practices, and do not engage in conduct that creates unnecessary or unacceptable safety risk.

All policies are subject to amendment. Please refer to the College Policy website (<https://bergen.edu/about-us/college-policies/>) for the official, most recent version.

- **Ability to Perform Essential Job Functions:** Employees can perform the fundamental duties of their positions, with or without reasonable accommodation. In the context of the PWFA, the ability of a qualified individual to

The College requires employees to be physically and mentally capable of performing the essential functions of their job safely and effectively. When an employee has observable difficulty performing their job responsibilities, and/or a reasonable belief based on objective evidence, it can create an unsafe situation for the employee and/or other members of the College community, or pose an imminent and serious safety threat to the employee or others. This includes circumstances under which an employee may be referred to for an FFD evaluation.

Managerial Discretion

The College retains the discretion to assess fitness-for-duty concerns on a case-by-case basis, considering the totality of the circumstances, including observed behavior, job requirements, and safety considerations. Nothing in this policy is intended to limit the College's ability to take appropriate action to maintain a safe and effective work environment. Nothing in this policy alters the at-will employment relationship or limits the College's ability to take appropriate personnel action consistent with applicable law.

Determinations regarding fitness for duty will be based on objective evidence, job-related factors, and business necessity, in accordance with applicable law.

FFD vs. ADA and PWFA Impairments and Limitations

This policy addresses an employee's current ability to safely perform essential job functions. It is distinct from but operates in coordination with the College's ADA and PWFA Accommodation policies.

While this policy addresses an employee's current ability to safely perform essential job functions, it does not replace or supersede the College's obligations under the ADA or the PWFA.).

The College will evaluate each situation based on applicable law, including, where required, engaging in the interactive process.

FFD Evaluations

The College retains the discretion to determine when a Fitness for Duty evaluation is appropriate, based on the totality of the circumstances. If an evaluation is deemed necessary, the College will cover the cost of the evaluation.

Examples of conditions that may impact an employee's fitness for duty include, but are not limited to:

- Observable impairment affecting judgment, coordination, or behavior
- Medical or physical conditions that limit the ability to safely perform job duties
- Cognitive or behavioral concerns that may pose a safety risk
- The effects of substance use or medication that impair safe job performance

Examples may include, but are not limited to, and should not be interpreted as exhaustive or required conditions:

- Has been on medical leave and requires medical clearance to return to work.
- Concerns about job performance, behavior, or safety, which include but are not limited to:
 - A medical issue or emergency.
 - Problems with dexterity, coordination, concentration, memory, alertness, vision, or speech.
 - Inappropriate interactions with co-workers or supervisors.
 - Inappropriate reactions to criticism, or suicidal or threatening statements.

- Statements made or actions that affect their ability to perform job duties, or which pose a threat to the safety of themselves or others.
- Indicators commonly associated with impairment (e.g., alcohol or illegal drug use, or misused/correctly used prescribed or over-the-counter drugs) that negatively affect vision or behavior.

Human Resources, Office of Health Services, and other appropriate College parties will determine whether a Fitness for Duty evaluation is necessary. A licensed healthcare provider may be utilized for an FFD evaluation. Failure to comply with a required Fitness for Duty evaluation may result in disciplinary action, up to and including termination.

FFD evaluations and related questions must be "job-related and consistent with business necessity," that pertain to the conduct of the College's business and the employees' responsibilities. \. The College can mandate FFD evaluations when it has a reasonable belief, based on objective evidence, that a medical or other condition impairs an employee's ability to work or poses a direct threat to self or others.

The College will assess an employee's fitness for duty.. If the College is unable to provide effective and reasonable accommodation, the employee may be deemed unfit for duty in their current position. The College may consider reassignment to a vacant position, where appropriate. Results of an FFD evaluation are kept confidential and separate from the employee's general personnel file.

FFD Responsibilities

The College, supervisors, and employees each have responsibilities under this policy regarding fitness for duty, including when someone is deemed fit for duty and when someone is deemed unfit for duty. The College must implement policies, provide a safe environment, and provide reasonable accommodation(s). Supervisors must observe the performance and behavior of employees reporting to them and follow procedures for potential issues when an employee is found unfit for duty. Employees are encouraged to notify their supervisor or Human Resources if they believe a condition may impact their ability to safely perform their job. The College's Fitness for Duty Responsibilities, Process, and Procedures provide more detailed responsibilities of the College and its members and the related processes and procedures pertaining to FFD matters and FFD evaluations.

Applicable Federal and State Laws and Regulations

This policy will be administered in compliance with all applicable federal and state laws, including but not limited to the ADA, PWFA, Civil Rights Act of 1964, FMLA, OSHA, PEOSHA, and NJ Law Against Discrimination.

Related Documents/Policies:

Drug-Free Schools and Communities Act

Policy History: (adopted/amended)

Adopted:

Amended:

Reviewed:

All policies are subject to amendment. Please refer to the College Policy website (<https://bergen.edu/about-us/college-policies/>) for the official, most recent version.



BOARD OF TRUSTEES ACTION I-2
Approval Date: August 4, 2026

Resolution

To approve the Vehicle Use Policy.

Submitted By

Dr. Eric M. Friedman, President

Mr. David Borzotta, Vice President of Public Safety and Security/Special Assistant to the President

Mr. Nathaniel Saviet, Vice President of Facilities

Mrs. Suzanne Wetzel, Vice President, External Affairs

Action Requested

To approve the Vehicle Use Policy.

Justification

This policy establishes uniform standards governing the authorization, operation, and oversight of College vehicles to ensure that vehicle use supports the College's commitment to safety, compliance, and effective operations.

The draft policy has been reviewed by the College's Policy Advisory Council, shared with union leadership, and vetted by the College's legal counsel.

See the attached draft policy.

VEHICLE USE POLICY

Policy Statement:

This policy addresses the use of Bergen Community College (“College”) vehicles and personal vehicles used for College business. It requires that employees who operate College vehicles do so safely, responsibly, and in accordance with all applicable traffic laws, safety regulations, and the College’s requirements.

Reason for Policy:

To establish uniform standards governing the authorization, operation, and oversight of College vehicles and to ensure that vehicle use supports the College’s commitment to safety, compliance, and effective operations. Improper or unsafe operation of vehicles may pose a direct threat to the safety of employees, students, visitors, and the public, and may expose the College to operational, legal, and financial risk.

Who Should Read This Policy:

All employees authorized to operate College vehicles or use personal vehicles for College business.

Definitions:

College Vehicle: Any vehicle or mobile equipment that is owned, leased, or rented by the College.

Specialized Vehicle: Motorized non-passenger operational or service equipment used for College business, including utility carts, lifts, maintenance vehicles, grounds equipment, and other specialized operational vehicles.

The Policy:

The College maintains a fleet of vehicles to support its operations. The safe and compliant use of these vehicles is a condition of employment for employees whose duties include driving.

Employees must demonstrate the ability to operate vehicles in a manner that is:

- Safe and controlled
- Consistent with applicable laws and regulations
- Aligned with College policies and procedures

Failure to meet these requirements may result in a determination that the employee is not authorized to operate College vehicles.

The College retains the discretion to evaluate vehicle use, driver eligibility, and compliance on a case-by-case basis, considering the totality of the circumstances, including safety risks, operational needs, and applicable legal requirements. Employees may be required to obtain specialized licensing to operate certain vehicles.

Driver Eligibility and Authorization

Employees may operate College vehicles only if they:

- Are authorized College employees conducting official business
- Maintain a valid driver's license appropriate for the vehicle being operated
- Provide required documentation to their supervisor
- Maintain an acceptable driving record, as determined by the New Jersey Motor Vehicle Commission and the College

Employees must notify their supervisor, Human Resources, and the Department of Public Safety within twenty-four (24) hours of:

- Suspension, revocation, or restriction of their driver's license
- Expiration or lapse in license validity
- Driving-related violations that may impact their eligibility
- Any condition that may impair their ability to safely operate a vehicle

Failure to provide timely notification may result in:

- Immediate suspension of driving privileges
- Disciplinary action, up to and including termination

The College may:

- Require participation in a driver safety program
- Review driving records periodically
- Conduct Motor Vehicle Record (MVR) reviews through Public Safety or its designee
- Revoke driving privileges based on safety, compliance, or risk considerations

Compliance with this policy is a condition of employment for employees whose job duties include driving.

An employee whose driver's license is suspended, revoked, expired, or otherwise restricted in a manner that affects lawful driving privileges must not operate a College vehicle, specialized equipment, or personal vehicle for College business purposes.

Employees who are unable to maintain lawful driving privileges may be restricted from performing duties that require driving and may be subject to further review under applicable College policies, collective bargaining agreements, and the law.

Use of College Vehicles

College vehicles shall be used only for official College business except in limited circumstances where:

- Use is expressly authorized by the College
- Limited deviations directly associated with authorized College business activities are necessary, such as brief stops for meals, fuel, rest, or other necessities reasonably related to business travel, provided such use does not materially extend travel time, distance, or operational cost

Employees are expected to exercise sound judgment and avoid any use that may create the appearance of impropriety.

Unauthorized uses include, but are not limited to:

All policies are subject to amendment. Please refer to the College Policy website for the official, most recent version.

- Personal errands unrelated to College business
- Transporting unauthorized passengers
- Any use inconsistent with College operations
- Use of a College vehicle for unofficial, unauthorized, or non-College-related trips or activities
- Unauthorized use of a College vehicle outside of scheduled work hours, including evenings, weekends, or holidays
- Unauthorized possession or retention of College vehicle keys or vehicles outside approved operational needs
- Use of College vehicles outside the State of New Jersey without prior authorization

All non-incidental personal use must be documented.

Use of Personal Vehicles for College Business

Employees authorized to use personal vehicles for College business must:

- Maintain automobile liability insurance at or above state-required minimums
- Provide proof of insurance upon request
- Operate their vehicle in accordance with this policy
- Obtain pre-approval by a supervisor when a College vehicle is available but not utilized

The College does not assume responsibility beyond applicable reimbursement policies and legal requirements.

The employee's personal automobile insurance shall be considered the primary coverage when a personal vehicle is used for College business. The College's insurance, if applicable, will be secondary and subject to the terms of its policies.

Passenger Restrictions

Employees may transport only individuals who are:

- College employees engaged in official business, or
- Individuals directly participating in College-related activities

Transportation of students requires prior supervisory approval and must comply with applicable College risk management and safety requirements.

Transporting unauthorized passengers is strictly prohibited.

Vehicle Use Logs

Employees must maintain accurate logs including driver name, purpose, mileage, and expenses. Logs are subject to supervisor review and audit.

Safety Requirements

Employees operating College vehicles must comply with all applicable laws and safety requirements, including:

- Mandatory use of seat belts by all occupants
- Prohibition on texting, emailing, or handheld device use while driving
- Prohibition on operating a vehicle if the employee is fatigued, impaired, or otherwise not fit to safely operate a vehicle

- Prohibition on reckless, careless, or unsafe driving practices, including speeding or other conduct that creates unnecessary risk
- Prohibition on operating a vehicle under the influence of drugs or alcohol
- Prohibition on possession of alcohol or illegal substances in vehicles
- Prohibition on smoking in College vehicles
- Prohibition on unauthorized weapons in College vehicles

Drivers are expected to exercise sound judgment consistent with safe operating practices at all times.

Operational Expectations

Employees must:

- Use the most efficient and cost-effective travel routes
- Perform a basic visual inspection of the vehicle prior to use and not operate a vehicle that appears unsafe or improperly maintained
- Secure vehicle keys and prevent unauthorized access
- Refrain from placing unauthorized signage, decals, or markings on vehicles
- Report vehicle defects, maintenance issues, or safety concerns promptly
- Secure vehicles when unattended
- Immediately report theft, vandalism, or unauthorized use to Public Safety
- Notify a supervisor if they believe they are unable to safely operate a vehicle or specialized equipment
- Understand that they are personally responsible for violations incurred during the operation of the vehicle, including, but not limited to, traffic, parking, and toll violations

Accident and Incident Reporting

Employees involved in any accident, collision, or vehicle-related incident while operating a College vehicle, specialized vehicle, or authorized personal vehicle for College business purposes must:

- Immediately stop and assess the safety and medical condition of all individuals involved
- Ensure the safety of all individuals and contact emergency services, if necessary
- Contact the appropriate law enforcement agency to report the accident and obtain a police report and/or case number
- Exchange required information with other involved parties, including driver identification, vehicle information, insurance information, and other information required by law
- Notify the Department of Public Safety immediately or as soon as practicable
- Notify their supervisor as soon as possible
- Provide accurate and complete information regarding the incident
- Cooperate fully with any investigation including law enforcement and emergency responders
- Complete the General Incident Report for Bergen County (Appendix A) and other required documentation

All accidents, regardless of severity, must be reported. Failure to report may result in disciplinary action.

Loss of Driving Privileges / Inability to Perform Driving Duties

For positions in which operating a vehicle is an essential job function, employees must maintain the ability to legally and safely operate a vehicle as a condition of performing their job responsibilities.

If an employee is unable to maintain required driving privileges, or is otherwise unable to perform driving duties, the College will evaluate the situation based on the totality of the circumstances, including the nature of the position, the duration of the limitation, operational needs, and applicable legal requirements.

Where appropriate, the College may consider reasonable accommodation, temporary reassignment, or other alternatives in accordance with applicable law.

Concerns related to an employee's ability to safely operate a vehicle may also be evaluated under the College's Fitness for Duty Policy, where applicable. The College reserves the right to require an employee involved in an accident, collision, or vehicle-related incident while conducting College business to participate in a Fitness for Duty evaluation or other appropriate assessment. Such evaluations or assessments will be conducted in accordance with applicable law, collective bargaining agreements, and College policy, including the College's Fitness for Duty Policy.

If an employee is unable to perform the essential functions of the position, with or without reasonable accommodation, the employee may be subject to reassignment, leave, or separation from employment, consistent with College policy, collective bargaining agreements, and applicable law.

Monitoring and Oversight

The College reserves the right to monitor and review vehicle use through available means, including electronic systems, vehicle logs, and supervisory oversight.

Employees should have no expectation of privacy when operating College vehicles for official purposes.

Applicable Federal and State Laws and Regulations

This policy will be administered in compliance with all applicable federal, state, and local laws and regulations, including but not limited to the Americans with Disabilities Act of 1990 (ADA), the Family and Medical Leave Act (FMLA), the Occupational Safety and Health Act (OSHA), the New Jersey Public Employees Occupational Safety and Health Act (PEOSHA), and the New Jersey Law Against Discrimination (NJLAD).

Where required by applicable law, the College may provide reasonable accommodation for qualified individuals with disabilities to enable them to perform the essential functions of their positions, provided such accommodation does not create undue hardship or a direct threat to the safety of the employee or others.

Related Documents/Policies:

Fitness for Duty Policy

Employee Code of Conduct

Weapons Policy

Drug and Alcohol Policy

Travel and Expense Reimbursement Policy

Vehicle Use Responsibilities, Process, and Procedures

Bergen Community College General Incident Report (Appendix A)

All policies are subject to amendment. Please refer to the College Policy website for the official, most recent version.

Applicable Collective Bargaining Agreements

Policy History: (adopted/amended)

Adopted:

Amended:

Reviewed:

General Incident Report

For Injuries, Auto Accidents or Property Damages Involving Employees, Facilities or Visitors

EMPLOYEE RELATED _____

VISITOR RELATED _____

FACILITY RELATED _____

IF INCIDENT INVOLVES COUNTY VEHICLE OR EQUIPMENT, PLEASE PROVIDE UNIT #
INSTRUCTIONS: To be completed by employee(s) experiencing or witnessing the incident. All other witnesses are to write separate statements and attach. The report is to be given to the direct supervisor before leaving for the day and to the Division Director and Operations Officer **IMMEDIATELY**. The Operations Officer or designee shall complete the Administrative Review Section. If applicable, include photos.

Please forward to Anny Scardino-Division of Risk Management ascardino@bergencountynj.gov

PRINT ALL INFORMATION

1. Name of person completing report: _____ 2. Division _____

3. Place of incident _____

4. Date: _____ 5. Time _____

6. Nature of incident _____

7. Name(s) & address of all involved
employees/visitor: _____

8. Was someone injured? _____

9. If yes, please describe: _____

10. Was there damage to the property? _____ 11. If yes, describe: _____

12. Name of witnesses: _____

13. Name of supervisor notified: _____

14. Date and Time: _____

15. Describe incident in detail (use additional paper if necessary):

16. Describe actions taken:

17. Name(s) of any other agencies involved, e.g. Police, Fire, etc.: **PROVIDE REPORT NUMBER**

ANY VIDEO FOOTAGE OR PICTURES AVAILABLE? _____ IF YES, BY WHOM? _____

IF INCIDENT INVOLVES COUNTY VEHICLE OR EQUIPMENT, PLEASE PROVIDE UNIT # _____

18. Staff Signature: _____

19. Date: _____

20. Division Review:

Division Director / designee signature: _____ Date: _____

Administrative Review Section

To Be Completed by the Operations Officer or designee

21. Administrative Review (include any actions taken):

22. Recommendations:

23. Operations Officer (or designee) Signature: _____

24. Print Name:

25. Date:

REFUSAL OF MEDICAL AID

Date _____

I, _____ (Patient)
Print Name

Address _____

(Or) _____ For _____
Parent/Guardian Minor Under 18 Years of Age

refuse medical treatment and/or medical transport to a hospital emergency facility, and do hereby indemnify, defend, hold harmless and Release the County of Bergen, its officials, and employees, individually and severally, agents or other representatives for any and all liability of any nature whatsoever, and for any injury/harm/complications of any kind that may result directly or indirectly from MY refusal of treatment for me or for the named minor, for whom I act as guardian, as to any and all claims filed in equity or law, regarding liability, loss damage or expense, including attorney's fees, court costs and/or judgements that may arise out of my refusal of medical treatment or medical transport by the County of Bergen, its officials and employees agents or other representatives. This statement of refusal is made with my full acknowledgment and understanding that medical conditions and/or complications may result from my refusal of medical treatment and/or medical transport to a hospital emergency facility at _____ (Name of Facility)

Supervisor/Witness signature

Patient or Parent/Guardian Signature

REFUSAL TO SIGN REFUSAL OF MEDICAL AID

The above patient was informed of and read the above release from Refusal of Medical Aid information and was asked to sign same to acknowledge his/her refusal to accept medical treatment and or transportation to the nearest approved hospital emergency facility. The above patient was further informed of the potential risks involved with his/her failure to accept medical treatment and/or transportation to the nearest approved hospital emergency facility at _____ (Name of Facility)

Said patient refused to sign the above statement.

Supervisor/ Witness signature

UPDATED 10/082025

BOARD OF TRUSTEES ACTION P1
Approval Date: August 4, 2026

Resolution

To approve the specified personnel separations.

Submitted By

Dr. Eric M. Friedman, President

Mr. Tyler Beebe, Chief Information Officer

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

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Sarah Riker, Director of Human Resources

Justification:

To accept the separation of the following individuals:

	<u>Name</u>	<u>Reason</u>	<u>Position/Department/Division/Unit</u>	<u>Effective Date</u> <u>(retroactive)</u>
1.	Ebony Williams	Resignation	Director of Financial Aid and Compliance/Student Affairs/Executive	07/09/2026
2.	Mia Nebab-Perez	Resignation	Administrative Assistant/Continuing Education and Workforce Development/Support	07/15/2026
3.	Alex Radayev	Resignation	Business Systems Analyst/Information Technology/Professional	07/17/2026
4.	James Ihn	Rescind Appointment (board resolution P2, June 16, 2026)	Associate Director, Center for Student Success/Student Affairs	07/01/2026

BOARD OF TRUSTEES ACTION P2
Approval Date: August 4, 2026

Resolution

To approve the appointment of the specified Confidential personnel.

Submitted By

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

Action Requested

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

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date (retroactive)</u>
1.	Bonnie Rodriguez	Associate Director of Financial Aid/ Student Affairs	Confidential	\$115,000.00	07/13/2026

Justification

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

Charge to:

College Operating Funds in accordance with the list below:

1. 10-02-243100-601110

BOARD OF TRUSTEES ACTION P3
Approval Date: August 4, 2026

Resolution

To approve the appointment of the specified Professional personnel.

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Sarah Riker, Director of Human Resources

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date</u>
1. Brittany Kealty	Student Support Specialist/ Student Affairs	Professional	\$55,000	08/05/2026

Justification

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

Charge to:

College Operating Funds in accordance with the list below:

1. 70-00-705000-601130

BOARD OF TRUSTEES ACTION P4

Approval Date: August 4, 2026

Resolution

To approve the appointments of the specified Faculty personnel.

Submitted By

Dr. Eric M. Friedman, President

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

Ms. Sarah Riker, Director of Human Resources

Action Requested

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

	<u>Name</u>	<u>Position/Department/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date</u>
1.	Yuliya Daroshka	Assistant Professor/ Information Technology/Math, Science and Technology/Academic Affairs	Faculty	\$74,778.00	09/01/2026
2.	Erin Shroll	Assistant Professor/ Horticulture/Math, Science and Technology/Academic Affairs	Faculty	\$78,201.00	09/01/2026
3.	Elisabeth Marchand	Assistant Professor/ Psychology/Business and Social Sciences/Academic Affairs	Faculty	\$75,158.00	09/01/2026

Justification

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

Charge to:

College Operating Funds in accordance with the list below:

1. 10-03-396500-601120
2. 10-03-351002-601120
3. 10-03-396200-601120

BOARD OF TRUSTEES ACTION P5

Approval Date: August 4, 2026

Resolution

To approve the appointments of the specified Lecturers for the Fall 2026 Semester.

Submitted By

Dr. Eric M. Friedman, President

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

Ms. Sarah Riker, Director of Human Resources

Action Requested

To approve the appointment of the following individuals as Lecturers for the Fall 2026 semester at the salary indicated:

<u>Name</u>	<u>Discipline/Division</u>	<u>Salary</u>
Heba Abdulghani	Business/Business and Social Sciences	\$25,070.86
Michael Aldi	Biology/Science, Mathematics and Technology	\$25,070.86
Sammy Alkhalili	College Mathematics/Science, Mathematics and Technology	\$25,070.86
Bryanna Astor	Library/Academic Affairs	\$25,070.86
Jennifer Campenot	Biology/Science, Mathematics and Technology	\$25,070.86
George Chudyk	Computer Science/Science, Mathematics and Technology	\$25,070.86
Jared DeBenedictus	WEX/Health Professions	\$25,070.86
Erika Egan	Mathematics/Science, Mathematics and Technology	\$25,070.86
Jared Gallegos	College Mathematics/Science, Mathematics and Technology	\$25,070.86
Nirosha Gamalath	Biology/Science, Mathematics and Technology	\$25,070.86
George Haramuniz	Developmental Mathematics/Science, Mathematics and Technology	\$23,877.45
Jordan Klahr	Physical Science/Science, Mathematics and Technology	\$25,070.86
Goli Kocharian	Dental Hygiene/Health Professions	\$23,877.45
Theresa Laflam	Nursing/Health Professions	\$25,070.86
Margarita Lavidés	Biology/Science, Mathematics and Technology	\$25,070.86
Joseph Migliaccio	Biology/Science, Mathematics and Technology	\$25,070.86
Michael Mikhael	Physical Science/Science, Mathematics and Technology	\$25,070.86
Douglas Platt	Mathematics/Science, Mathematics and Technology	\$25,070.86
Yesenia Rivera	Dental Hygiene/Health Professions	\$25,070.86
Philip G. Ross III	WEX/Health Professions	\$25,070.86
Shaimaa Sabry	Chemistry/Science, Mathematics and Technology	\$25,070.86
Myung Hee Yoon	Developmental Mathematics/Science, Mathematics and Technology	\$25,070.86

Justification

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

BOARD OF TRUSTEES ACTION P6
Approval Date: August 4, 2026

Resolution

To approve the specified temporary full-time (TFT) personnel and job description.

Submitted By

Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Sarah Riker, Director of Human Resources

Action Requested

To approve the following individual for the temporary full-time position and annual salary indicated below:

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Dates (retroactive)</u>
1.	Jigna Naik	Accounting and Audit Specialist (TFT)/Finance	N/A	\$82,000.00	08/24/2026-06/30/2027

Justification

1. Appointment of a temporary full-time (TFT) position and job description. This position is at-will.

Charge to:

College Operating Funds in accordance with the list below:

1. 10-01-140100-601130

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Accounting and Audit Specialist

DEPARTMENT: Finance

FUNCTION: The Accounting and Audit Specialist supports the Controller in maintaining the College's compliance with federal, state, and local regulations, accounting standards, grant requirements, and institutional policies. This role focuses particularly on financial aid reconciliation and accounting and plays a key part in coordinating and preparing for the College's annual Financial Statement Audit, Single Audit, Enrollment Audit, and other regulatory reviews.

REPORTS TO: Chief Financial Officer

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Financial Aid Compliance

- Assist in reviewing financial aid transactions for compliance with federal and state regulations.
- Reconcile financial aid accounts with the Student Financial Aid Office and general ledger.
- Review financial aid return of funds (R2T4) calculations for adherence to federal requirements.
- Support annual financial aid compliance reviews and related audit requests.
- Assist in documenting financial aid processes and internal controls.
- Work with appropriate departments to resolve issues timely.

Grants Accounting and Regulatory Reporting

- Reconcile grant accounts and assist with quarter-end and year-end closing activities.
- Monitor grant budgets and expenditures throughout the life of each award.
- Work collaboratively with grant managers and program directors to ensure financial compliance.
- Assist in preparing financial reports and reimbursement requests for grant sponsors.
- Support grant closeout procedures and documentation requirements.
- Assist with the monitoring of compliance with federal, state, local, and institutional financial regulations.
- Maintain documentation supporting compliance with governmental reporting requirements.
- Assist in preparing reports required by state agencies, federal agencies, and oversight organizations.
- Evaluate financial processes to ensure compliance with established internal controls and best practices.

Audit Administration

- Prepare audit schedules, workpapers, reconciliations, and supporting documentation.

- Respond to auditor requests and coordinate information gathering from departments across campus.
- Monitor and track audit findings and assist with the implementation of corrective action plans.
- Recommend improvements to internal controls and accounting procedures.

Internal Controls and Process Improvement

- Evaluate accounting processes and recommend efficiencies.
- Develop and maintain written procedures for accounting and compliance activities.
- Promote adherence to college policies and sound financial practices.
- Assist departments in understanding financial policies and compliance requirements.

Other Responsibilities

- Maintain confidentiality of sensitive financial and personnel information.
- Participate in professional development activities.
- Perform other duties as assigned by the Controller.

QUALIFICATIONS:

- Knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) pronouncements.
- Experience with grants accounting and Uniform Guidance preferred.
- Experience supporting external audits.
- Strong analytical, organizational, and problem-solving skills.
- Advanced proficiency in Microsoft Excel.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities and meet strict deadlines.

Preferred Qualifications

- Certified Public Accountant (CPA) or CPA candidate preferred.
- Experience with community college or higher education finance.
- Knowledge of Banner, Colleague, or similar ERP systems.
- Experience with financial aid regulations and Title IV compliance.
- Experience with Single Audits and federal grant compliance.
- Knowledge of state higher education reporting requirements.

Education: Bachelor's degree in Accounting, Finance, Business or closely related field required.

Experience: Minimum of three (3) years of progressively responsible accounting or auditing experience required. Experience with governmental, nonprofit, or higher education accounting preferred.

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

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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

BOARD OF TRUSTEES ACTION P7
Approval Date: August 4, 2026

Resolution

To approve the appointment of the specified Grant-funded personnel.

Submitted By

Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Sarah Riker, Director of Human Resources

Action Requested

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

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Dates</u>
1.	Johan Martinez	FANH Career and Academic Advisor/ Grants Administration	Grant	\$60,000.00	08/17/2026

Justification

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

Charge to:

Grant Funds in accordance with the list below:

1. 50-04-570700-601110

BOARD OF TRUSTEES ACTION P8
Approval Date: August 4, 2026

Resolution

To approve the interim appointment of the specified personnel.

Submitted By

Dr. Eric M. Friedman, President

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

Ms. Sarah Riker, Director of Human Resources

Action Requested

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

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date (retroactive)</u>
1.	Candice Kaup Scioscia	Interim Dean of Learning Assistance/Academic Affairs	Confidential	\$98,500.00	08/01/2026

Justification

1. To fill a leadership position and perform interim responsibilities for the Cerullo Learning Assistance Center. This position is at-will.

Charge to:

College Operating Funds in accordance with the list below:

1. 10-03-386000-601110



BOARD OF TRUSTEES ACTION P9
Approval Date: August 4, 2026

Resolution

To approve the promotion of specified personnel.

Submitted By

Dr. Eric M. Friedman, President

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

Mr. David Borzotta, Vice President of Public Safety/Special Assistant to the President

Ms. Sarah Riker, Director of Human Resources

Action Requested

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

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary</u> <u>(prorated)</u>	<u>Effective</u> <u>Date</u>
1.	Serene Gil	Program Manager/Continuing Education and Workforce Development	Professional	\$70,000.00	08/01/2026 (retroactive)
2.	Gary Casamento	Senior Officer/Safety and Security	Support	\$53,752.79	08/01/2026 (retroactive)
3.	Kimberly Marriott-Holliday	Senior Officer/Safety and Security	Support	\$54,582.98	08/01/2026 (retroactive)

Justification

1.-3. To appoint the individual to the position and title indicated as part of the changing scope and level of responsibilities.

Charge to:

College Operating Funds in accordance with the list below:

1. 10-04-450000-601110

2.-3. 10-01-192100-601138



BOARD OF TRUSTEES ACTION P10
Approval Date: August 4, 2026

Resolution

To approve adding a position to the organizational chart.

Submitted By

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

Action Requested

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

<u>Title</u>	<u>Department/Division</u>	<u>Unit</u>	<u>Effective Date</u>
1. Student Support Specialist	Student Support Services/ Student Affairs	Professional	TBD

Action Requested

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

<u>Title</u>	<u>Department/Division</u>	<u>Unit</u>	<u>Effective Date</u>
2. Director of Human Resources	Human Resources	Confidential	06/01/2026 (retroactive)

Justification

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

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Student Support Specialist

DEPARTMENT: OSS/Turning Point program

FUNCTION: The Student Support Specialist supports the success of students enrolled in the Turning Point program and the Center for Adult Transition. This position provides mentorship and guidance to students in their college elective courses, to foster a more successful transition to post-secondary education and employment and assist students with developing skills for greater independence.

REPORTS TO: Senior Director, Student Access and Transition, Assistant Director, Office of Specialized Services.

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Provide academic advising and individualized guidance to students with disabilities on course planning, degree requirements, and program policies, supporting them in setting goals, exploring options, and developing actionable plans to achieve academic, social, and personal success.
2. Provide comprehensive, scaffolded student support that extends beyond academic advising, effectively addressing complex behavioral, social, and disability-related needs while promoting student success, inclusion, and well-being.
3. Collaborate with faculty to design and adapt courses being audited that align with students' career goals and meet guidelines for inclusive education.
4. Collaborate with students and faculty to promote independence and support more successful educational and social outcomes for students.
5. Monitor academic progress of students and assist with their post-graduation transition to work and community.
6. Assist with planning and implementing programming events and workshops.
7. Monitor students' progress through ongoing outreach and advising; make appropriate referrals and interventions as needed.

8. Provide program information as the initial point of contact for prospective families, case workers, and K-12 school districts; ensure consistent communication and follow-up; ensure compliance with local, state and federal regulations pertaining to students with disabilities.
9. Act as a central point of contact for families, college personnel, and disability community agencies, providing specific guidance and support on all program related matters.
10. Review and verify program charges electronically, ensuring accurate coordination with the Bursar's Office for proper payment distribution.
11. Collaborate with the Scheduling Office to secure classroom space that meets accessibility guidelines.
12. Supports the Turning Point program and Center for Adult Transition students in preparation for ceremonies and events, educational experiences and social interactions.
13. Develop and distribute program literature and play a key role in organizing award ceremonies and other campus events.
14. Maintain confidential records and provide student information on each assigned student for the required database. (Provide information for college, state, and federal reports)
15. Assist with the review and determination of student disability accommodation requests in accordance with ADA, Section 504 and all applicable federal and state regulations.
16. Identify and proactively address barriers to access through consultation with students, faculty and other campus partners.
17. Coordinate and support grant funded activities as needed.
18. Assist with admissions and recruitment events.
19. Assume related administrative duties and responsibilities as assigned by the Senior Director or Assistant Director.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open-door policy. Ability to manage multiple projects simultaneously, strong interpersonal skills, with the ability to collaborate with a variety of on-campus and community-based stakeholders. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Bachelor's degree in Education, Special Education, Psychology or related field. Master's Degree in Education, Special Education, Psychology preferred.

Experience: Must demonstrate prior knowledge and experience of Section 504, ADA regulations and other relevant laws pertaining to disability in higher education. A minimum of 3 years prior experience supporting students with intellectual and developmental disabilities in a higher education setting is required.

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

Submitted by: E-SIGNED by Tracy Rand
on Jun 22, 2026 15:22:30:30 GMT Date: June 22, 2026

Approved by: Name/Title
J.M. E-SIGNED by Anthony Trump
on Jun 22, 2026 17:30:01:01 GMT Date: June 22, 2026

Reviewed by: Name/Title
E-SIGNED by Sarah Riker
on Jun 24, 2026 15:22:51:51 GMT Date: June 24, 2026

Human Resources

Board Approval: _____ Date: _____

Board Approval

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



BOARD OF TRUSTEES ACTION P11
Approval Date: August 4, 2026

Resolution

To approve the title change for the specified vacant position.

Submitted By

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

Action Requested:

To approve the title change on the organizational chart for the vacant position listed:

	<u>Title</u>	<u>Action</u>	<u>Unit</u>
1.	Enrollment Services Generalist, Meadowlands	Title Change	Support

Justification

1. To approve the title change for the following vacant position: from Office Assistant to Enrollment Services Generalist, Meadowlands. The title better reflects the scope and responsibilities of the position.

BOARD OF TRUSTEES ACTION P12
Approval Date: August 4, 2026

Resolution

To approve the contractual group change for a member of the BCCFA, and to add the position to the organizational chart.

Submitted By

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

Action Requested

To approve the group change and add the position to the organizational chart.

<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date (retroactive)</u>
Ronda Drakeford	Assistant Director of Multicultural Services and Activities/ Academic Affairs	Faculty/ Group C	\$84,934.08	09/1/2026

Justification

To approve the group change and add the position title of Assistant Director of Multicultural Services and Activities.

Charge to: College Operating Funds.
10-01-121800-601110



BOARD OF TRUSTEES ACTION P13
Approval Date: August 4, 2026

Resolution

To approve the salary adjustment of the specified Professional personnel.

Submitted By

Dr. Eric M. Friedman, President

Mr. David Borzotta, Vice President of Public Safety and Security/Assistant to the President

Ms. Sarah Riker, Director of Human Resources

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (prorated)</u>	<u>Effective Date (retroactive)</u>
1. Vrej Citakian	Public Safety Sergeant/ Safety and Security	Professional	\$68,029.92	04/16/2026

Justification

To maintain professional equity and recognize established tenure in rank.

Charge to:

College Operating Funds in accordance with the list below:

1. 10-01-192100-601138



BOARD OF TRUSTEES ACTION P14
Approval Date: August 4, 2026

Resolution

To approve a monthly stipend

Submitted By

Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Sarah Riker, Director of Human Resources

Action Requested

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

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Monthly Amount</u>	<u>Effective Date (retroactive)</u>
1.	Mario Leonor	Sr. Copy Center Clerk/ Purchasing and Services	Support	\$1,000.00	08/1/2026

Justification

1. To provide a monthly stipend for assuming additional responsibilities within the Copy Center following the retirement of an employee.

Charge to:

College Operating Funds in accordance with the list below:

1. 10-01-182100-601130



BOARD OF TRUSTEES ACTION P15
Approval Date: August 4, 2026

Resolution

To approve the job description for the specified position.

Submitted By

Dr. Eric M. Friedman, President

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

Ms. Sarah Riker, Director of Human Resources

Action Requested:

To approve the following action:

<u>Title</u>	<u>Action</u>	<u>Unit</u>
1. Program Manager	New Job Description	Professional

Justification

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

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Program Manager, Continuing Education and Workforce Development

DEPARTMENT: Continuing Education and Workforce Development (CEWFD)

FUNCTION: The Program Manager of Continuing Education and Workforce Development (CEWFD) is responsible for the leadership, administration, and operational oversight of specific non-credit academic, workforce development, grant-funded, and health professions programs. This position requires specialized knowledge of continuing education operations, accreditation requirements, higher education administrative practices, student registration systems, program compliance, and academic program management, including specialized health professions programs, to ensure the successful delivery of high-quality services that support the College's mission.

REPORTS TO: Vice President, Continuing Education and Workforce Development

SUPERVISES: Division Staff as assigned

MAJOR RESPONSIBILITIES:

1. Program Leadership and Operations

- Provide leadership for the development, implementation, and management of Continuing Education and Workforce Development (CEWFD) programs, with an emphasis on health professions and workforce training.
- Oversee various aspects of program operations, including staffing, scheduling, instructional quality, student services, marketing, and fiscal management.
- Review existing programs and related data for effectiveness, enrollment, and financial sustainability, making recommendations for program enhancement, restructuring, or discontinuation as appropriate.
- Prepare course, workshop, and seminar schedules.
- Coordinate clinical placements for programs requiring supervised clinical experiences.
- Ensure compliance with College policies and procedures and all applicable state, federal, accreditation, and industry standards.
- Attend workshops, meetings, conferences, and professional development activities that support divisional goals.
- Perform other duties as assigned by the Vice President of Continuing Education and Workforce Development or other designated administrator.

2. Curriculum and Program Development

- Research, evaluate, develop, and implement new non-credit courses, certificate programs, and industry-recognized credentials based on workforce and community needs.
- Assess community and employer needs and recommend new educational initiatives that support workforce development priorities.
- Review and update curriculum to ensure relevance, quality, regulatory compliance, and alignment with industry standards.
- Lead Prior Learning Assessment (PLA) reviews and develops stackable credential pathways that create opportunities for transition from non-credit to credit programs.
- Recommend and procure textbooks, instructional materials, and equipment to support instructional delivery.

3. Student Success and Instructional Quality

- Support students throughout the program lifecycle by responding to inquiries, monitoring attendance and academic progress, issuing certificates, and assisting with career placement activities.
- Participate in outcomes assessment, monitor program performance, and implement action plans for continuous quality improvement.
- Prepare, administer, and evaluate course evaluations and learning outcomes to support continuous program improvement.
- Collaborate with academic divisions, Student Support Services, and other campus departments to develop and communicate pathways from non-credit to credit programs.

4. Personnel Management

- Supervise assigned administrative staff, Program Supervisors, Program Assistants, instructors, and grant-funded personnel.
- Recruit, onboard, mentor, evaluate, and support instructional staff to ensure high-quality program delivery.
- Manage instructor assignments, approve payroll through ADP, review invoices, and oversee timekeeping and payroll processes.
- Supervise grant-funded staff, ensuring effective program implementation and achievement of grant objectives.

5. Budget and Financial Management

- Develop, monitor, and manage departmental and grant budgets, including forecasting, expenditure tracking, and financial reporting.
- Prepare and maintain annual operating budgets using departmental financial systems and shared workbooks.

- Collaborate with the Vice President to allocate resources and monitor expenditures in support of CEWFD programs.
- Prepare operational and financial reports required by institutional leadership and external funding agencies.

6. Grant and Workforce Partnership Management

- Manage the full lifecycle of grant-funded programs from implementation through closeout, ensuring compliance with grant requirements, timelines, and reporting obligations.
- Monitor grant deliverables, outcomes, budgets, and performance measures to ensure successful achievement of funding objectives.
- Assist in the development of grant proposals, employer partnership agreements, and other funding opportunities that expand workforce training initiatives.

7. Partnership Development and Community Engagement

- Develop and maintain collaborative relationships with employers, healthcare organizations, government agencies, educational institutions, and professional associations.
- Coordinate co-sponsored programs, workforce initiatives, and community partnerships that expand educational opportunities.
- Represent the College on advisory boards, professional committees, and community organizations to strengthen partnerships and identify emerging workforce needs.
- Organize and participate in outreach activities, marketing events, orientations, and community presentations to promote CEWFD programs.

8. Marketing and Recruitment

- Develop and implement marketing and promotional strategies for CEWFD programs, particularly Health Professions and workforce initiatives.
- Coordinate promotional materials, recruitment campaigns, student orientations, and outreach activities to increase enrollment and community awareness.
- Support employer engagement and workforce recruitment efforts through strategic communications and partnership development.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities:

- Demonstrated knowledge in the administration, development and oversight of Continuing Education and Workforce Development (CEWFD) programs, specifically

Health Professions and/or Social Science programs, including program implementation, and responsibility for ensuring compliance with all applicable federal, state, and local laws, regulations, accreditation standards, credentialing requirements, clinical education requirements, and professional licensing and certification standards.

- Knowledge of curriculum and program development and evaluation, as well as needs assessment and marketing of general and health professions CEWFD courses and programs.
- Ability to establish and maintain positive and effective working relationships with students, college employees and the community.
- Demonstrated organizational skills in handling multiple complex assignments and tasks.
- Demonstrated excellent supervisory, administrative, communication, interpersonal and leadership skills.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management.
- Possesses a high level of knowledge regarding the management of budgets, including profit and loss analysis. project development and management.
- Advanced proficiency with Microsoft Office and Google Suite, database and student information systems, collaboration platforms and other technologies used to support program administration, reporting and communication.
- Skill in working effectively in a team environment with a customer service focus.
- Ability to provide excellent customer service with ability to handle inquiries of diverse and multicultural students, staff, faculty and visitors with sensitivity and diplomacy.
- Demonstrates understanding of the community college mission and practices.

Education: BA/BS and Master's Degree in a relevant area required.

Experience:

- Minimum five (5) years of progressively responsible experience in continuing education, workforce development, adult education, or higher education program administration.
- Supervisory experience managing professional and instructional staff preferred.
- Experience managing budgets and grants.
- Minimum five years of experience creating and reporting on financial and enrollment information.
- Experience developing employer and community partnerships.
- Experience and demonstrated achievement in developing, marketing, implementing and assessing educational programs.

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Submitted by: E-SIGNED by Cinzia D'Iorio
on Jul 20, 2026 14:49:13:13 GMT Date: July 20, 2026
Name/Title

Approved by: E-SIGNED by Cinzia D'Iorio
on Jul 20, 2026 14:49:14:14 GMT Date: July 20, 2026
Name/Title

Reviewed by: E-SIGNED by Sarah Riker
on Jul 22, 2026 14:31:33:33 GMT Date: July 22, 2026
Human Resources

Board Approval: _____ Date: _____
Board Approval

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



BOARD OF TRUSTEES ACTION P16
Approval Date: August 4, 2026

Resolution

To approve Leave of Absence

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Sarah Riker, Director of Human Resources

Action Requested

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

<u>Name</u>	<u>Position/Division/Bargaining Unit</u>	<u>Effective Dates</u> <u>(retroactive)</u>
1. Serina May	Enrollment Generalist TFT/ Student Affairs	06/24/2026 – 09/27/2026

Justification

1. Maternity leave



BOARD OF TRUSTEES ACTION S/F 1
Approval Date: August 4, 2026

Resolution

To authorize the award of Public Bid P-2423 Ciccone Theatre Boiler Project to TM Brennan Service, Inc.

Submitted By

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

Action Requested

Authorization to award Public Bid P-2423 Ciccone Theatre Boiler Project to TM Brennan Service, Inc. in the amount of \$463,000 which includes the Base bid of \$398,000 and allowances of \$65,000.

Justification

This project will complete the Ciccone Theatre's year-round climate control system by installing a dedicated, high-efficiency boiler. The added heating capacity will help ensure safe, comfortable, and reliable conditions for students, performers, patrons, faculty, staff, and community users during the heating season. The upgrade addresses a critical HVAC infrastructure need, supports the theatre's continued use for academic, cultural, and institutional events, and protects the College's investment in a professional-quality campus and community performance space. The second low bidder, TM Brennan Service Inc., will be awarded the contract. The apparent low bid C Dougherty & Co. Inc. will be rejected due to an error in bid documents.

Bids were received from:

	Base bid with Allowances
C Dougherty & Co. Inc. (error in bid)	\$457,000
TM Brennan Service, Inc.	\$463,000
Pennetta Industrial Automation LLC (error in bid)	\$526,900
Liberty Mechanical Contractors (error in bid)	\$571,800

Base bid with Allowances

In-Line Air Conditioning Co. Inc.	\$584,390
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A & A Industrial Piping, Inc.	\$597,700
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Charge To:	Chapter 12
Account Number:	20-00-182300-604218
Amount:	\$463,000



BOARD OF TRUSTEES ACTION S/F 2
Approval Date: August 4, 2026

Resolution

To authorize Change Order #1 to H2M Architects & Engineers additional scope services for the preparation of plans and specifications for the Bergen Community College Campus Security Camera Installation Project.

Submitted By

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

Action Requested

Authorization to implement a Change Order #1 to H2M Architects & Engineers in the amount of \$17,600.00 for the preparation of plans and specifications for the Bergen Community College Campus Security Camera Installation Project.

Original Contract Amount	-	\$ 96,800.00
Change Order #1	-	\$ 17,600.00
Revised Contract Amount	-	\$ 114,400.00

Percentage Increase over Original Contract Amount: 18.2%

Justification

This change order compensates the engineering firm for additional construction administration and technical evaluation services needed to support the phased implementation of the campus-wide camera installation project. These services help to refine the deployment strategy, prioritize camera locations based on operational and security needs, and clarify interior and exterior installation requirements. The work enables the College to carry out the project efficiently, limit disruptions to campus operations, and advance critical security improvements in the proper sequence.

Change Order Classification: CCO-9

Charge to:	Chapter 12
Account Number:	20-00-116900-604226
Amount:	\$17,600.00



BOARD OF TRUSTEES ACTION S/F 3
Approval Date: August 4, 2026

Resolution

To authorize Change Order #1 to H2M Architects & Engineers additional scope services for the preparation of plans and specifications for the Bergen Community College Campus Security Viewing Station Project

Submitted By

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

Action Requested

Authorization to issue Change Order #1 to H2M Architects & Engineers in the amount of \$24,988.92.00 for the preparation of plans and specifications for the Bergen Community College Campus Security Viewing Station Project.

Original Contract Amount	-	\$ 40,600.00
Change Order #1	-	\$ 24,988.92
Revised Contract Amount	-	\$ 65,588.92

Percentage Increase over Original Contract Amount: 61.55%

Justification

This change order compensates the design professional for additional architectural, mechanical, and electrical engineering services required by the expanded project scope. The added work includes designing dedicated HVAC infrastructure for the security viewing station to manage equipment-related heat loads, along with electrical design and coordination for relocating existing life-safety control panels. These services are needed to maintain code compliance, support reliable security operations, and preserve continuity of critical life-safety systems.

Change Order Classification: CCO-1/CCO-11

Charge to:	Chapter 12
Account Number:	20-00-170200-604226
Amount:	\$24,988.92



BOARD OF TRUSTEES ACTION S/F 4
Approval Date: August 4, 2026

Resolution

To authorize the award of Public Bid P-2421 Vacuum Pump System Replacement J & B Dental Services, Inc.

Submitted By

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

Action Requested

Authorization to award Public Bid P-2421 Vacuum Pump System Replacement to J & B Dental Services, Inc. in the amount of \$94,642.00 which includes the Base bid of \$89,328.00, and Alternates 1 for the \$5,314.00.

Justification

The central pump and evacuation system is a critical, single-point-of-failure infrastructure dependency for multiple healthcare programs, currently experiencing advanced mechanical degradation, hard water buildup, and component failures that are no longer economically viable to repair. In the Dental Hygiene clinic and laboratory, this system is mandatory for patient care, providing the necessary water lines to each unit and sink, alongside the vital suction used throughout procedures. Furthermore, it powers the Nursing lab and the Interdisciplinary Center for Simulation, supplying essential water and suction to each individual bed so students can achieve required clinical competence across multiple areas of healthcare practice.

Without an immediate full system replacement, a sudden breakdown will bring operations across all three of these major training facilities to an immediate halt, forcing the cancellation of scheduled curriculum and student learning. For the Dental Hygiene clinic, a failure creates severe health and compliance hazards, as the lack of high-volume evacuation will fill operator rooms with intense aerosol biohazards (mist containing water, blood, and saliva), violating occupational safety regulations. For the Nursing and Simulation labs, it eliminates the foundational infrastructure needed for hands-on instruction. Immediate capital funding is requested to modernize this essential equipment, eliminate escalating emergency repair costs, and ensure student safety.

Bids were received from:

J & B Dental Services, Inc.	\$94,642.00
Charge to:	Dental Hygiene Equipment
Account Number:	20-03-354002-604217
Amount:	\$94,642.0



BOARD OF TRUSTEES ACTION S/F 5
Approval Date: August 4, 2026

Resolution

To authorize the award of Public Bid P-2422 Child Development Center Restroom Renovation to White Rock Corporation.

Submitted By

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

Action Requested

Authorization to award Public Bid P-2422 Child Development Center Restroom Renovation to White Rock Corporation in the amount of \$88,650 which includes the Base bid and allowance.

Justification

The renovation of the Child Development Center (CDC) restrooms is necessary to provide safe, functional, age-appropriate, and accessible facilities for children, staff, students, and visitors. The existing restrooms require upgrades to improve usability, sanitation, durability, and compliance with current operational and accessibility needs. This project will support continued operation of the CDC by modernizing critical restroom infrastructure, improving the daily experience for young children and caregivers, and ensure that the space remains suitable for instructional, childcare, and campus support needs. The renovation also protects the College's investment in a program area that directly supports students, families, faculty, staff, and the broader campus community. The contract will be awarded to the second lowest bidder, White Rock Corporation. The lowest bidder's bid contained errors that are not curable after the bids were opened and read aloud.

See page two for Bids received from:

Vel Construction LLC	\$79,850**
**reject low bidder due to errors in bid	
White Rock Corporation	\$88,650
Daskon Group LLC	\$94,777
GHS Construction	\$97,000
Molba Construction	\$99,000
Entag LLC	\$99,677
VMF Construction	\$108,000
Adas Construction Company LLC	\$120,000
Walkhill Group, Inc	\$123,123
TNT Construction Group LLC	\$136,000
K&D Contractors, LLC	\$159,000
Patriot General Construction LLC	\$191,350.11
Salazar & Associates	\$199,000
Practical LLC	\$290,000

Charge To:	Chapter 12
Account Number:	20-00-190000-604218
Amount:	\$88,650

