

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

**Public Agenda**

**Virtual WebEx Meeting Event**

**Tuesday, February 2, 2021 – 5:00 p.m.**

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Roll Call
- IV. Reports:
  - A. Vice Chairman
  - B. Secretary
  - C. Treasurer
  - D. President
  - E. Committees
    - 1. Audit, Finance and Legal Affairs
    - 2. Education and Student Affairs
    - 3. Personnel
    - 4. Site and Facilities
    - 5. Strategic Planning and Issues
  - F. Alumni Trustee
  - G. Chairwoman
- V. Unfinished Business / Board Members
- VI. New Business / Board Members
- VII. Open to the Public
- VIII. Actions:
  - A. Approval of Board Minutes Tuesday, January 12, 2021
  - B. Approval of Executive Session Minutes Tuesday, January 12, 2021
  - C. Approval of Consent Agenda Tuesday, February 2, 2021
- IX. Executive Session, if required  
(New Business / Open to the Public)
- X. Adjournment



**CONSENT AGENDA**  
**Tuesday, February 2, 2021**  
**Virtual WebEx Event**  
**5:00 p.m.**

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

**Approval of Board Minutes and Executive Session Minutes: Tuesday, January 12, 2021.**

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

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, L.L.P.
2. Authorization to award Public Bid P-2321 for On-Call general contracting to Northeastern Interior Services LLC for a two-year period February 2, 2021 through February 2, 2023.
3. To authorize the award of Public Bid P-2333 for LED Lighting Supplies to Graybar Electric Company, Inc. for a two-year period.
4. Authorization to Award Public Bid P-2334 for solid waste collection, disposal and recycling services to Gaeta Recycling Co., Inc, for a two-year period from February 2, 2021 through February 2, 2023.
5. To award Public Bid P-2337 to Notcina Corporation for the purchase of an embroidery machine for the Fashion Design program.
6. To authorize the purchase, installation and configuration of TruCredential software and ID printer from CBORD.

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

1. Authorize the execution of a subcontract agreement with Raritan Valley Community College as a new member of the New Jersey Health Professions Consortium (NJHPC) to conduct work under the ***Scaling Apprenticeship Through Sector Based Strategies*** grant awarded to Bergen Community College by the U.S. Department of Labor, Employment and Training Administration (Grant Award # **HG-33026-19-60-A-34**, "Health Works"), and to authorize President Eric M. Friedman, or his designee, to execute required documents.
2. To authorize the submission of a grant application to the Office of the Secretary of Higher Education (OSHE) for funding through the Securing Our Children's Future Bond Act County College Career and Technical Education (CTE) Program Expansion Program, and to authorize President Eric M. Friedman, or his designee, to execute required documents.

**INSTITUTIONAL (I)**

1. Approval of the spring 2021 reopening plan.

**CONSENT AGENDA**  
**Tuesday, February 2, 2021**  
**Virtual WebEx Event**

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**PERSONNEL (P)**

- 1A. Appointment: Lecturers, Spring 2021 Semester
- 1B. Appointment: Program Coordinator/Faculty
- 1C. Appointment: Professional Staff
2. Rescind Appointment: Clinical Coordinator
3. Reappointment Faculty – Fifth Reappointment (with tenure)
4. Placeholder: Approve Sabbatical Leaves of Absence
5. Faculty – Change in Rank
6. Approve stipends for Nursing Clinical Faculty for Spring 2021 semester
7. Approve: Leave of Absence/Support Staff
8. Retirement: Confidential Staff
9. Retirement: Faculty
10. Retirement – Professional Staff
11. Resignation: Professional Staff
12. Resignation: Support Staff
13. Resignation: Confidential Staff
14. Approve: Title Change
15. Approve Revised Job Description
16. Amend Approval: Interim Assignment and Stipend/Confidential

**SITE AND FACILITIES (S/F)**

1. Approve Facilities 2021-2031 Master Plan.



**BOARD OF TRUSTEES ACTION A/F1**  
**Approval Date: February 2, 2021**

**Resolution:**

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

**Submitted By**

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Managing Director of Finance

**Action Requested**

Approval for payment of the following legal vouchers:

Invoices: November 1, 2020 – November 30, 2020.

DeCotiis, FitzPatrick, Cole & Giblin. LLP.     \$ 63,479.47

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

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

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	\$ 63,479.47



**BOARD OF TRUSTEES ACTION A/F2**  
**Approval Date: February 2, 2021**

**Resolution**

Authorization to award Public Bid P-2321 for On-Call general contracting to Northeastern Interior Services LLC for a two-year period February 2, 2021 through February 2, 2023.

**Submitted By**

Dr. Eric M. Friedman, President  
Mr. Wilton Thomas-Hooke, Managing Director, Finance  
Mr. Michael Hyjeck, Managing Director, Physical Plant  
Ms. Barbara Golden, Director, Purchasing and Services

**Action Requested**

Authorization to award Public Bid P-2321 for On-Call general contracting to Northeastern Interior Services LLC for the estimated amount of \$470,415.50 for the period February 2, 2021 through February 2, 2023.

**Justification**

The College requires the services of an On-Call general contractor to have minor alterations and repairs completed efficiently and expeditiously.

General building alterations include: building walls, sheetrock, spackling, painting interior & exterior, demolition work, ceiling tiles replacement and repair, ceramic floor & wall tiles replacement and repair, roof repairs, door and window replacement and repair, installing any miscellaneous items needed around the campus. General masonry includes: brick/ block and cement work replacement and repair.

Twelve companies registered, and four (4) bids were received. See list below for bids received.

Northeastern Interior Services LLC	\$470,415.50
Northeast Construction Services LLC	\$510,459.50
Goksu Construction LLC	\$543,000.00
Unity Construction Services, Inc.	\$657,800.00

**Charge To:** College Operating Funds  
**Account:** 10-06-610100-607550  
**Total:** \$470,415.50



**BOARD OF TRUSTEES ACTION A/F3**  
**Approval Date: February 2, 2021**

**Resolution**

To authorize the award of Public Bid P-2333 for LED Lighting Supplies to Graybar Electric Company, Inc. for a two-year period.

**Submitted By**

Dr. Eric M. Friedman, President  
Mr. Wilton Thomas-Hooke, Managing Director, Finance  
Mr. Michael Hyjeck, Managing Director, Physical Plant  
Ms. Barbara Golden, Director, Purchasing and Services

**Action Requested**

Authorization to award Public Bid P-2333 for LED Lighting Supplies to Graybar Electric Company, Inc. for an estimated amount of \$88,629.30, for the period February 2, 2021 through February 2, 2023.

**Justification**

LED lighting supplies will be utilized in the parking lots, walkways and indoor facilities throughout the College to increase visibility at night and improve safety for pedestrians. It will also improve lighting in interior spaces, including hallways and classrooms. In addition, LED technology will help reduce energy usage at all the College campuses based on the size, flux (lumens), wattage, and color temperature (K) requirements listed in the bid.

Eleven companies registered for the bid, and five (5) bids were received. The three (3) lowest bids were rejected because they were submitted without bid bonds which are incomplete and a material defect that cannot be corrected. The bids that were rejected due to an incomplete bid are: High Energy group LLC, Bell Electrical and LJS Electric Inc. The other 2 complete bids were from Graybar Electric and CooperFriedman.

Graybar Electric	\$88,629.30
CooperFriedman	\$99,490.00
Bell Electrical (rejected)	-\$80,870.50
High Energy Group LLC (rejected)	-\$71,260.50
LJS Electric Inc. (rejected)	-\$86,926.62

**Charge To:** College Operating Funds  
**Account:** 10-06-610100-607552  
**Total:** \$88,629.30



**BOARD OF TRUSTEES ACTION A/F4**  
**Approval Date: February 2, 2021**

**Resolution**

Authorization to Award Public Bid P-2334 for solid waste collection, disposal and recycling services to Gaeta Recycling Co., Inc, for a two-year period from February 2, 2021 through February 2, 2023.

**Submitted By**

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Managing Director of Finance

Mr. Christopher Talmo, Managing Director, Custodial Operations/Buildings and Grounds

Ms. Barbara Golden, Director Purchasing and Services

**Action Requested**

Authorization to award Public Bid #P-2334 for solid waste collection, disposal and recycling services to Gaeta Recycling Co., Inc. for an estimated amount of \$170,884.96 for the period February 2, 2021 through February 2, 2023.

**Justification**

The College requires a refuse and garbage disposal service to remove trash from the campus and have it hauled to a disposal site, as well as delivering recycled materials to a collection facility. Six companies registered for the bid, and one bid was received.

Gaeta Recycling Co., Inc. \$170,884.96

**Charge To:** College Operating Funds

**Account:** 10-06-650100-607545

**Total:** \$170,884.96



**BOARD OF TRUSTEES ACTION A/F5**  
**Approval Date: February 2, 2021**

**Resolution**

To award Public Bid P-2337 to Notcina Corporation for the purchase of an embroidery machine for the Fashion Design program.

**Submitted By**

Dr. Eric M. Friedman, President  
Dr. Brock Fisher, Vice President, Academic Affairs  
Mr. Wilton Thomas-Hooke, Managing Director, Finance  
Ms. Barbara Golden, Director, Purchasing and Services

**Action Requested**

Award Public Bid P-2337 to Notcina Corporation for the purchase of a ZSK Sprint 7XL Compact Embroidery machine at a cost of \$71,889.50.

**Justification**

The ZSK Sprint 7 XL Compact Embroidery machine embroiders thread, sequins, cording, conductive thread, LED sequins onto fabric, caps, shoes, denim and various other garments to be used in the Fashion Design program in an effort to increase the professional quality of student work. The machine and technology are used frequently in the fashion industry. The addition of this equipment increases the quality of student work and allows the students to make professional artistically designed garments that they can show as part of a job interview process portfolio as it will show a potential employer that the graduate has been trained using this technology.

A total of three companies registered for bid packages and one bid was received.

Notcina Corporation	\$71,889.50
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<b>Charge to:</b>	Perkins Grant
<b>Accounts:</b>	20-02-595600-604212
	50-02-595600-607509
<b>Total:</b>	\$71,889.50





**BOARD OF TRUSTEES ACTION A/F6**  
**Approval Date: February 2, 2021**

**Resolution**

To authorize the purchase, installation and configuration of TruCredential software and ID printer from CBORD.

**Submitted By**

Dr. Eric M. Friedman, President  
Mr. Wilton Thomas-Hooke, Managing Director, Finance  
Mr. Ron Spaide, Chief Information Officer  
Ms. Barbara Golden, Director, Purchasing and Services

**Action Requested**

Authorization to purchase, install and configure TruCredential software and ID printer from CBORD in the amount of \$25,076.00.

**Justification**

In view of the COVID-19 guidelines for individual identification and accurate contact tracing for students, staff, and guests coming to campus, the College is more reliant on full use of the Bergen ID card system. The College seeks to migrate to a new ID card printer and software solution that improves our contact-tracing capabilities and processes around pandemic contact management. TruCredential is a flexible solution that integrates with our existing network, supports unlimited data storage capacity, increased data security, remote access, and it eliminates the current dedicated on-site, complex, computer-based system.

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. CBORD has submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:14A-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.

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

**Charge to:** CARES Act Fund  
**Accounts:** 20-05-595000-604302, 20-05-595000-604202, 50-00-595000-607550  
**Total:** \$25,076.00



**BOARD OF TRUSTEES ACTION E/SA1**  
**Approval Date: February 2, 2021**

**Resolution**

Authorize the execution of a subcontract agreement with Raritan Valley Community College as a new member of the New Jersey Health Professions Consortium (NJHPC) to conduct work under the ***Scaling Apprenticeship Through Sector Based Strategies*** grant awarded to Bergen Community College by the U.S. Department of Labor, Employment and Training Administration (Grant Award # **HG-33026-19-60-A-34**, "Health Works"), and to authorize President Eric M. Friedman, or his designee, to execute required documents.

**Submitted By**

Dr. Eric M. Friedman, President  
Mr. Wilton Thomas-Hooke, Managing Director, Finance  
Dr. Christine Gillespie, Executive Director, Continuing Education and Workforce Development  
Dr. Brock Fisher, Vice President of Academic Affairs  
Dr. Susan Barnard, Dean of Health Professions  
Dr. William J. Yakowicz, Director of Grants Administration

**Action Requested**

Approval of an agreement between Bergen Community College (the College) and Raritan Valley Community College authorizing the scope of services and budget in connection with the grant. Bergen Community College and NJHPC partner institutions have created state-wide pathways for healthcare career apprenticeships that coordinate and align strategic initiatives, resources, policies, data, and accountability measures. Partners intend to expand opportunities for H-1B impacted workers, veterans, unemployed, and other underrepresented participants. The College shall administer the Grant and make payment to the participating colleges only to the extent that those activities and payments are authorized and approved by the U.S. Department of Labor.

**Justification**

On July 15, 2019, Bergen Community College, lead agency for the NJ Health Professions Consortium, was awarded a US DOL ETA *Scaling Apprenticeship* grant in the amount of \$12,000,000.00. Raritan Valley Community College is now seeking to join the following partner colleges that are members of the Consortium:

Atlantic Cape Community College; Brookdale Community College; Camden County College, County College of Morris, Essex County College, Hudson County Community College, Mercer Community College, Middlesex Community College, Ocean County Community College, Passaic County Community College, Rowan College of Southern New Jersey, and Union County College.

Consistent with sub-contract agreements with each NJHPC partner and Bergen will develop this agreement with Raritan Valley and will lead and collaborate with the consortium on implementing this Health Works grant project.

Consistent with terms of the Grant Award, BCC is responsible for implementing sub-awards and monitoring all sub-recipients. This agreement between Bergen Community College and Raritan Valley Community College is authorized pursuant to County College Contracts Law; specifically N.J.S.A. 18A:64A-25.5(b). This agreement furthers the purposes of the Grant and the mission of the Consortium to create apprenticeship career pathway opportunities for H-1B-impacted workers, veterans, unemployed, and underserved populations. The College, consortium, employers, and other partners will deliver education, on-the-job training, and apprenticeships that open employment and career advancement opportunities in the health care sector.

Now, therefore, be it resolved by the Board of Trustees of Bergen Community College as follows:

**Section 1.** The Board of Trustees of Bergen Community College hereby approves the terms and conditions of the Agreement between the College and participating colleges which, through use of career pathways, helps ensure that H-1B-impacted individuals, veterans, unemployed, and other workers successfully access and complete health profession programs in order to gain family sustaining jobs in the healthcare sector.

**Section 2.** In accordance with Section 1 of this Resolution, the Board of Trustees of Bergen Community College authorizes the Chairman or President, or their designees, to execute any documents necessary to effectuate the consummation of the Agreement with the Participating colleges, without the need for further approval by the Board of Trustees.

**Section 3.** All resolutions, orders and other actions of the College in conflict with the provisions of this Resolution, to the extent of such conflict, are hereby superseded, repealed or revoked.

**Section 4.** This Resolution shall take effect immediately.

The Standard Agreement template for use with each of the Participating Colleges follows. Final work plans and budgets will be included with each as Addendum B and Addendum C.

Exhibits A and B referred to in the Agreement are the complete original grant application and Award which were accepted by the Board of Trustees of Bergen Community College.



**BOARD OF TRUSTEES ACTION E/SA2**  
**Approval Date: February 2, 2021**

**Resolution**

To authorize the submission of a grant application to the Office of the Secretary of Higher Education (OSHE) for funding through the Securing Our Children's Future Bond Act County College Career and Technical Education (CTE) Program Expansion Program, and to authorize President Eric M. Friedman, or his designee, to execute required documents.

**Submitted By**

Dr. Eric M. Friedman, President  
Dr. Christine Gillespie, Executive Director of Continuing Education and Workforce Development  
Dr. Brock Fischer, Vice President of Academic Affairs  
Dr. Emily Vandalovsky, Dean of Math, Science and Technology  
Mr. Robert Coane, Director of Campus Planning and Improvements  
Dr. William J. Yakowicz, Director of Grants Administration

**Action Requested**

Authorize submission of a County College CTE Program Expansion grant application in the amount of \$4,000,000 for the construction of an addition to the Technology Building that can support expanded career and technical education (CTE) program enrollment. Matching funds and or in-kind resources in the amount of 25% (\$1,000,000) are required.

**Justification**

The proposed project will enable the construction of expanded facilities to support Cybersecurity, Advanced Manufacturing (including precision welding), and related CTE programs to meet growing industry needs for high-skill, high-wage employees. The grant will provide increased classroom and laboratory space that will support growing CTE program enrollments and enhanced collaborative projects with partnering high schools, colleges, and industry employers. The expansion would include additional manufacturing laboratory space, welding laboratory, three cyber security laboratories, an IIDF room/control room, student collaborative area, restrooms, mechanical and multifunction rooms, and corridors in a one-story addition totaling approximately 16,500 square feet.

Draft Project Summary, detailed plans, and budget will be forthcoming.

Matching funds in the amount of 25% of the \$4,000,000 grant are required.



**BOARD OF TRUSTEES ACTION I-1**  
**Approval Date: February 2, 2021**

**Resolution**

Approval of the Spring 2021 reopening plan.

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Larry Hlavenka, Executive Director - Public Relations, Community and Cultural Affairs / Reopening Coordinator

**Action Requested**

Grant approval of the Spring 2021 reopening plan, as recommended by Dr. Eric M. Friedman and Dr. Larry Hlavenka, governing College operations in light the COVID-19 pandemic.

**Justification**

The Spring 2021 reopening plan details the College's guidelines, protocols and procedures governing operations this semester. The institution's preparations intend to provide a safe environment, while maintaining academic, business and operational continuity as COVID-19 remains a threat to public health. The Spring 2021 reopening plan supersedes the Fall 2020 reopening plan approved by the Board of Trustees in September 2020, adding key items that reflect emerging best practices and in the interest of the College's continuous improvement. Upon board approval, the College will communicate relevant changes from the fall to spring semester plans with the Bergen community.





# REOPENING PLAN SPRING 2021



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### **Introduction**

In March 2020, as a result of the COVID-19 pandemic, Bergen Community College (the “College”) quickly shifted to a remote environment for students, faculty and staff. Prior to closing on-ground campus operations, the College developed a working group of taskforce members called the “Reopening Bergen Taskforce” to assist with academic continuity in the case of campus closures, while also addressing the institution’s business operations, policies and remote operations. To ensure continued communication between all students and employees, the College created a repository of resources related to COVID-19, which included the College’s official statements in relation to the pandemic and helpful guides from the Centers for Disease Control (“CDC”). The College also provided updates to its official [COVID-19](#) webpage.

The College’s on-campus operations remained closed throughout the spring and summer semesters of 2020, with a few essential employees working on-site to continue business and academic operations. Some students in the health professions programs were also allowed on campus under carefully monitored conditions to complete course work necessary for licensure, and to meet accreditation requirements. During this time, the Reopening Bergen Taskforce (“Taskforce”) worked together to discuss, outline and plan for the College’s reopening. The Taskforce, consisting of management, faculty, staff and collective bargaining unit leaders, focused its efforts on the fall semester and potential options for in-person, hybrid and online courses and work schedules. The group submitted a fall reopening plan based on data driven work such as surveys of students, faculty and staff,<sup>1</sup> an assessment of course offerings, a study of facilities and models of learning environments and consultation with peer institutions,<sup>2</sup> government officials and public health officers. The plan represented the work of the Taskforce as a whole, with this group finding alignment with the stages of New Jersey’s phased [“The Road Back: Restoring Economic Health Through Public Health”](#) plan. Further, the plan was informed by:

- The Centers for Disease Control [“Interim Guidance for Administrators of U.S. Institutions of Higher Education – Plan, Prepare, and Respond to Coronavirus Disease 2019 \(COVID\);”](#) and
- The Office of the Secretary of Higher Education’s [“Restart Standards for all New Jersey Institutions of Higher Education.”](#)

Also, in the construction of its plan, the institution sought the guidance and approval, where appropriate, of various local agencies charged with the area’s health and safety - including the Bergen County Department of Health Services and the Bergen County Fire Marshal.

This extensive process sought to sustain Bergen's commitment to a high-quality education while prioritizing the health and safety of the members of the institution and remaining compliant with [Executive Order No. 155](#).

In preparation for the spring 2021 semester, the College has followed a similar process to the reopening of the fall 2020 semester and has established guiding principles for the spring 2021

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<sup>1</sup> Survey results included 649 responses from students and 365 responses from faculty and staff.

<sup>2</sup> Plans reviewed from the following peer institutions: Brookdale Community College, Camden Community College, Hudson Community College, Mercer County Community College, Middlesex County College, Ocean County College and Raritan Valley Community College.



semester that the College will continue to offer a mostly virtual semester, while phasing in selected on-campus courses, resources, activities and community use based on feasibility, need and safety.

In an effort to implement a safe campus environment for all members of the community, the College organized groups of Taskforce members and other relevant College stakeholders into new subcommittees for the spring 2021 semester. Members of each subcommittee were chosen and placed into each committee based on the major areas of the reopening plan, such as instruction, general safeguarding and contact tracing/testing/screening. The subcommittees also considered changes to the plan that reflected evolving guidance and developments put forth in response to the COVID-19 pandemic, and best practices learned from the College's response to the pandemic during previous semesters. The College will continue to release updated reopening plan protocols semester-by-semester until the pandemic has abated.

At a time of great uncertainty, and with fluctuations in COVID-19 cases across the country, the College's reopening plan remains subject to change. The College expects to adjust the approach outlined below as pandemic conditions shift. In particular, new directives from state and county government officials may cause revisions, and the College may return to stage 1 if conditions warrant.

Nonetheless, this document contains key aspects of the College's approach to the spring semester. With developing changes that are dependent upon evolving scientific facts and statistics revolving around COVID-19, the College will continue to update this plan upon approval of the Board of Trustees.

### **General Safeguarding**

- *How will the institution implement general safeguarding measures during each stage? These safeguards include, but are not limited to:*
  - *Cleaning and sanitization;*
  - *Requiring face coverings;*
  - *Maintaining adequate supplies, such as personal protective equipment and cleaning supplies;*
  - *Requiring individuals to engage in social distancing practices at all times, and ;*
  - *Training students, staff and faculty regarding COVID-19 sanitization and social distancing practices and protocols.*

The health and safety of students, faculty and staff represents the College's primary concern during the COVID-19 pandemic.

To provide a healthy and safe environment for all members of the College community, the institution will adhere to all local, state and federal guidelines and public health practices, which will include, but not be limited to: social distancing protocols, proper cleaning, disinfection and sanitization of campus buildings, required face masks, obtaining and maintaining personal protective equipment ("PPE") and providing mandatory training. The following health and safety guidelines will enable the College to provide limited on-campus instruction in accordance with the guidelines set forth by the New Jersey Office of the Secretary of Higher Education ("OSHE"). These general safeguarding efforts apply to all stages of the College's Reopening Plan (stages 1, 2 and 3).

### **Cleaning and Sanitization**

Cleaning and disinfecting campus buildings is an essential aspect of the College's daily routine and approach to curbing the spread of the virus and preventing further infection. To safeguard the health, safety and well-being of students, faculty and staff, the College will conduct intense, deep cleaning and sanitization of all classrooms, restrooms, common areas, high-touch areas, equipment and shared surfaces at least once daily. The cleaning and sanitization of each area will be documented in daily logs and displayed in common areas by the facility's staff. Each staff shift has an assigned supervisor who is responsible for checking all work. The facilities director will also monitor all areas.

The College has also ensured that all cleaning products meet or exceed federally accepted benchmarks for the cleaning and sanitization of porous and nonporous surfaces. For a complete list of cleaning products deployed by the College, and their identification letters as administered by the United States Environmental Protection Agency list, visit [here](#).

The College has implemented the following sanitization protocols:

- High-touch areas are frequently cleaned and sanitized throughout the day. Such areas include elevator buttons, staircase railings, countertops, copy machines and door handles. Any high-touch areas and shared surfaces that cannot be cleaned regularly have been removed or will have restricted access.
- Classrooms and laboratories are cleaned and sanitized after each class session.

- Restrooms in occupied buildings are cleaned frequently throughout the day to ensure proper sanitization of all restroom equipment and maintenance of all soaps and hand sanitizers. A custodian has also been assigned to each hallway that is in use.
- All areas in use are doused with electrostatic sprayers after cleaning has been completed as an additional sanitizing step.
- Trash cans are emptied out at least once per day.
- Daily cleaning logs are kept and posted near scheduled cleaning areas to document the date, time and location of each cleanse. Cleaning logs are displayed in visible areas such as outside of classrooms or on classroom doors.
  - Example Log: Room S-205, Pitkin Education Center

<i><b>Day</b></i>	<i><b>Start</b></i>	<i><b>End</b></i>	<i><b>Cleaning</b></i>
Tuesday	9:30 a.m.	12:00 p.m.	<b>12:30 p.m.</b>
Wednesday	8:00 a.m.	10:30 a.m.	<b>11:00 a.m.</b>
Wednesday	6:20 p.m.	9:05 p.m.	<b>9:30 p.m.</b>
Thursday	6:30 p.m.	9:00 p.m.	<b>9:30 p.m.</b>
Friday	9:30 a.m.	12:00 p.m.	<b>12:30 p.m.</b>

- The College has scheduled classes and cleanings at spaced intervals to ensure that custodians can appropriately sanitize areas within manufacturer-recommended “wet” contact time ranges; supervisors have communicated these thresholds with custodians as well. These recommendations outline the amount of time that must pass for a particular cleaning agent to achieve its desired effect while “wet” on a surface and before it either dries or is wiped.
- Portable hands-free sanitizer dispensers have been placed in various areas throughout the College’s facilities, specifically within common areas, such as hallways, near classrooms, elevators and restrooms, and at the entrance of each building. To review the placement of dispensers, visit [here](#).
- The College has posted restrictions on the use of elevators and promotes the use of staircases. Elevators are limited to two (2) individuals per ride and should be limited to those with health-related issues. Elevators are cleaned and sanitized multiple times each day. A dedicated public safety officer will maintain responsibility for monitoring elevator usage.
- Sanitizing wipes and disposable face masks are provided and available in each classroom and laboratory for student and faculty use. The College also offers limited PPE at entrances, but students, faculty and staff should plan on bringing their own equipment.
- The College has disconnected all water fountains - except for those featuring contactless filling. These stations are sanitized daily.

To operationalize these concepts, the institution will continue to perform the following measures in designated areas according to the schedule noted:

- Labs/Classrooms (after each class)
  - a. Realign furniture.
  - b. Clean all whiteboard or blackboards and trays.
  - c. Clean all plexiglass dividers.
  - d. Clean and disinfect all surfaces (tabletops and countertops). This includes the instructor station.
  - e. Clean and disinfect all chairs or stools.
  - f. Clean and disinfect sanitizing stations.
  - g. Remove garbage.
  - h. Clean garbage can inside and outside.
  - i. Dust mop and wet mop.
  - j. Clean and disinfect doors, door handles and door glass.
- Bathrooms
  - a. Clean and disinfect all toilets, urinals, sinks, soap dispensers, hand dryers, paper towel dispensers and toilet paper dispensers.
  - b. Clean and disinfect partitions, handles and privacy locks.
  - c. Clean tile walls around toilets, sinks, soap dispensers and under hand dryers.
  - d. Clean mirrors.
  - e. Sweep and wet mop floors.
  - f. Empty garbage cans.
  - g. Empty sanitary boxes.
  - h. Remove all graffiti.
  - i. Clean garbage cans inside and out.
  - j. Restock toilet paper and paper towels.
  - k. Deactivate the use of all hand dryers to ensure the use of paper towels.
- Hallways
  - a. Clean/disinfect all touch points and surfaces, including door handles/push pads, doors, railings, garbage cans, furniture, window ledges and sanitizing stations.
  - b. Dust mop wall-to-wall and corner-to-corner.
  - c. Wet mop.
  - d. Remove all scuff marks from hallway floors.
  - e. Remove gum.
  - f. Clean drinking fountains.
  - g. Dust all surfaces.
  - h. Remove garbage.
  - i. Clean garbage cans inside and out.
  - j. Clean door glass and window glass.
  - k. Remove all graffiti.
- Stairwells
  - a. Clean and disinfect doors and door handles.
  - b. Dust all surfaces including water and electrical pipes.
  - c. Sweep.
  - d. Wet mop.

- e. Clean all graffiti.

For details on cleaning schedules, visit [here](#).

The College has also taken significant steps to improve ventilation:

- All College rooftop HVAC units have been adjusted to permit 50% of fresh air into each building.
- The College has installed permanent door stoppers in all classrooms to improve the passage of air while classes are in session.
- All HVAC units now feature MERV-13 filters which will be replaced approximately every five (5) months. Additionally, the College has installed ionizers in each HVAC unit and deployed portable air purifier units for areas not sufficiently served by the College's HVAC systems.
- All bathroom hand dryers have been disconnected and bathroom fans have been adjusted to run 24 hours-a-day to assist with air circulation.

Finally, due to the specific nature of dental hygiene accreditation requirements, students must work with patients from the outside community. As such, the department has developed a protocol for patient safety that aligns with recommendations from the CDC. Additionally, due to the inherent risk with live patient contact, the College has developed a notification protocol for these community members potentially exposed to COVID-19 while on campus.

### **Requiring Face Coverings**

The College requires the use of face masks for all students, faculty, staff and visitors while on campus. Public safety will continuously patrol all areas in use at the institution to ensure compliance. Officers have received direction from the public safety supervisor on how to approach noncompliance, which includes deescalating techniques in the event of aggressive actions by those who do not comply. Individuals who remain noncompliant will be asked to leave the facility. Failure to comply will result in assistance from the Bergen County Sheriff's Office.

Employees may remove their masks ONLY if they are alone in their office. However, masks must still be kept on their person at all times. If an employee cannot wear a face mask due to health concerns, he/she will be given "work from home" assignments, if possible. If an employee cannot work from home and is unable to use a face mask, he/she may utilize earned time, request an ADA accommodation, if applicable, or request leave under the Family Medical Leave Act ("FMLA") or New Jersey Family Leave Act ("NJFLA"). Employees can email [humanresourcesgroup@bergen.edu](mailto:humanresourcesgroup@bergen.edu) to discuss further.

Students, faculty and staff are expected to provide their own face masks. However, if an individual does not have a face mask, the College will provide him/her with a disposable face mask upon entry to a College facility. The College will maintain an adequate supply of face masks for students, employees and visitors who arrive without proper face masks or who need a replacement. The College will also provide additional disposable face masks in each classroom and laboratory that is scheduled for in-person learning. Students who

cannot wear face masks should contact their instructors for alternate assignments or arrangements regarding course requirements.

### **Maintaining Adequate Supplies, Such as Personal Protective Equipment and Cleaning Supplies**

The College will maintain an adequate number of personal protective equipment (“PPE”) and cleaning supplies on a daily basis and will continuously order supplies as necessary and as they become available. Supplies will include, but not be limited to: masks, disinfectant sprays and wipes, replacement soap inserts for bathroom dispensers, hand sanitizers, gloves, paper towels and all other cleaning and sanitizing agents necessary for the health, safety, and well-being of the College’s students and employees. The managing director of custodial operations has ensured - and will continue to ensure - that all cleaning agents acquired by the institution meet or exceed federally accepted recommendations for the sanitization and cleaning of porous and nonporous surfaces. The managing director of custodial operations will monitor inventory of all PPE and cleaning supplies, and will be responsible for ordering, maintaining and replenishing all supplies and equipment on a biweekly basis, or as necessary. The College is currently fully equipped with PPE and cleaning supplies. Each department partaking in on-campus classroom courses will safely store and maintain PPE and supplies in securely locked and monitored rooms.

### **Requiring Individuals to Engage in Social Distancing Practices at All Times**

The College will mandate appropriate social distancing using [CDC guidelines](#) throughout the campus, specifically within classrooms, laboratories, restrooms, offices, common spaces, staircases, elevators, entrances, hallways, and other areas across the College campus.

- Physical barriers (plexiglass) have been placed in areas where social distancing is difficult to maintain, these include areas such as classrooms and office spaces. Faculty and staff who are assigned to offices that cannot meet social distancing guidelines will be relocated to larger rooms.
- The College has marked its floors with six-foot (6 ft.) interval labels in high-traffic areas such as campus hallways, restrooms, staircases and elevators.
- Corridor and staircase traffic will flow in one direction, facilitated by arrows and signs. Public safety officers will frequently patrol these designated hallways to ensure compliance.
- Where possible, classrooms and laboratories have been reconfigured to meet social distancing guidelines.
- Classrooms and laboratories will enforce social distancing through limited seating that will maintain a minimum of six-foot (6 ft.) distancing with specific ingress and egress restrictions, where possible.
- The Pitkin Education Center will have two designated entrances and one exit to control the flow of pedestrian traffic. All other buildings will have one designated entrance and one exit. In the event of an emergency, additional emergency exits are available.
- Public safety will be posted at each entrance to monitor the number of individuals entering each facility. If an officer observes a large number of individuals gathering

at one time, he/she will organize a line to maintain six-feet (6 ft.) social distancing intervals.

- Public safety officers will frequently check all entrances that are not in use to ensure safety and security and to prevent unauthorized access.
- The College will not permit any more than two (2) individuals per ride within elevators located within the Pitkin Education Center and Health Professions Integrated Teaching Center. Use of elevators should be limited to individuals who have health-related issues. Elevator buttons are frequently cleaned and hand sanitizer stations have been placed near elevator entrances to encourage sanitization and to disinfect hands upon entering and leaving elevators. Signage outside of the elevators will reinforce this message.
- Common areas such as hallways and floors that are not in use will be restricted by barriers and signs indicating such areas are closed off.
- All furniture has been removed from hallway gathering areas and all common areas to reduce any unauthorized student or employee gathering and to minimize the possibility of touching and transmission of infection.
- Classrooms have been rearranged to ensure that all students are facing the same direction; this is done to manage the flow of air and prevent the circulation of potentially infected aerosol droplets.
- The College's [communication plan](#) further outlines tactics that the institution has implemented to reinforce best practices within the College community; this has included frequently broadcasted emails, a COVID-19 resource page on the College's website and comprehensive signage located within various areas of the College's facilities.

### **Training Students, Staff and Faculty Regarding COVID-19 Sanitization and Social Distancing Practices and Protocols**

The first instance of pandemic-specific training occurred in the spring 2020 semester, before the College reopened its main campus facilities to specific personnel. At that time, the College conducted a mandatory in-person training for staff members, which was led by the managing director of custodial operations and the College nurse. The director and the nurse reviewed important safeguarding techniques, which included videos on COVID-19 preparedness.

The College uses the SafeColleges web-based platform to provide safety and compliance training for students and employees. This training platform was repurposed to provide mandatory training for all students scheduled to take in-person classes. This training includes Centers for Disease Control ("CDC") guidelines, COVID-19 awareness issues and safety precautions such as handwashing, face masks and social distancing guidelines.

All employees completed their required training during the fall semester. No student, faculty or staff member shall be permitted on campus without completing the training. The Interim Vice President of Student Affairs (Ralph Choonoo) ([rchoonoo@bergen.edu](mailto:rchoonoo@bergen.edu)) will oversee compliance of the student cohort, while the Office of Human Resources ([humanresourcesgroup@bergen.edu](mailto:humanresourcesgroup@bergen.edu)) will oversee compliance of the employee cohort.

Both offices will review completion rates via the SafeColleges administrative toolbox and will contact individuals who have not completed the training.

Faculty of non-compliant students will be notified by the Executive Assistant to the Vice President of Student Affairs and advised that these students may not attend class until the training has been completed.

The College's COVID-19 communication plan (available [here](#)) also calls for frequent reinforcement messaging regarding pandemic-related best practices for health and safety.

The College encourages student compliance with the institution's health and safety protocols by supplementing its [Student Code of Conduct](#), which includes language on student responsibilities and expected behavior during the pandemic. In its efforts to ensure such compliance, the College requires all students to sign and acknowledge a pledge that commits each student to acting and behaving responsibly before returning to campus. This pledge is included within the College's required SafeColleges training. (See Appendix C for the pledge). Students who fail to adhere to the College's health and safety guidelines may be subject to disciplinary action, up to and including suspension. Reports of noncompliance can be securely submitted [here](#).

### **Screening, Testing, and Contact Tracing Protocols**

*Please describe the planned testing and tracing protocol for the institution, including details regarding how you plan to collaborate with your state/local health department for contact tracing and notification of positive tests or viral outbreaks either on campus or among the campus community.*

- *What screening measures will be in place? How will you communicate these screening protocols to stakeholders?*
- *What will be the testing protocol?*
- *How will the institution house or transport exposed or ill residential students and plan for timely reporting, while maintaining confidentiality?*
- *How will the institution log students, faculty, staff, and visitors to help facilitate contact tracing? For additional information about the state contract tracing initiative, visit: <https://nj.gov/governor/news/news/562020/approved/20200512a.shtml> 3*  
*For additional information about the PPE supplier registry, visit: <https://covid19.nj.gov/forms/supplier>*

Screening and contact tracing remain critical to slowing the spread of COVID-19. These protocols, as described below, allow individuals to be informed of their potential exposure to COVID-19. This will also allow at-risk individuals to become aware of the potential risks associated with the virus so that they may monitor their health conditions for signs and symptoms of the virus. Public awareness and ongoing preventive actions will assist in slowing the spread of COVID-19. Doing so is especially important until a vaccine or better therapeutic treatments become widely available.

As explained below, in an effort to track COVID-19 symptoms, the College will conduct a daily health screening of every individual that enters a facility on campus. Those with



COVID-19 symptoms will not be permitted to enter campus facilities. If contact tracing becomes necessary (as a result of a positive COVID-19 case), the College will work closely with state and county health officials to minimize the risk of increased exposure.

**What screening measures will be in place? How will you communicate these screening protocols to stakeholders?**

All individuals arriving on campus will be screened through a three-step process.

Step 1:

- Prior to entering an on-campus facility, students and employees must complete an online health questionnaire that tracks their daily symptoms. To complete this questionnaire, individuals will use the CampusClear application (“app”) that may be downloaded on their electronic/mobile device. The app is a fully secure, data-encrypted mobile application that is available for download from the IOS or Google Play store. It is also available via the [CampusClear website](#). Instructions for downloading and registering the app will be distributed via channels outlined in the College’s [communication plan](#).
- Individuals who do not have the app will be required to complete a comparable paper-based questionnaire, which will be provided upon entry.
- All results of the screening questionnaires will be kept securely in the nurse’s office. Personally identifiable information will not be released without a student or employee’s consent, however, local authorities may require such information for contact tracing purposes.
- Logs of students on campus will be provided through class attendance records, and logs for employees will be maintained by supervisors through the College’s time and attendance system.
- If an individual fails the questionnaire, he or she will not be permitted onto any campus facility and will be notified that they should return home and contact their healthcare provider for further guidance.
- If an individual passes the questionnaire, he or she can proceed to step 2.

Step 2:

- Thermal mirror temperature scanners (“thermal scanners”) have been placed at the entrances of the following facilities that are in use: Pitkin Education Center, Technology Education Center, Health Professions Integrated Teaching Center, Helff Hall, Ender Hall and Bergen Community College at the Meadowlands.
- Each thermal scanner is located indoors, at the front entrance of each facility in use, on a pole mount that is approximately 5 feet in height. Each thermal scanner consists of a non-contact fever inspection kiosk with artificial intelligence and analytics engine built for enterprise and scaling. The thermal sensor can output a reading within one (1) second to provide an accurate temperature check for all individuals entering campus facilities. This essentially allows individuals to have their temperatures taken upon arrival to a campus facility, to gain further entry into the facility.

- To accommodate the check-in process at each entrance, public safety officers will oversee social distancing guidelines among individuals entering a campus facility. This may require students and employees to form a line with six-foot distances at each entrance; this will depend upon the traffic of individuals attempting to enter a facility at the same time.
- Each thermal scanner will provide an individual with his/her temperature and will signal if the individual's temperature is above or below the 100.4-degree Fahrenheit threshold.
- If an individual fails this step, he/she will be advised to wait in a well-ventilated designated area for 10 minutes to cool down and retest.
- A 10x20 canopy tent has been set up outside near the student entrance of the Pitkin Education Center to protect students from inclement weather and to serve as a retesting area. The quad will also be available for individuals to cool down in during the 10-minute wait to be retested.
- If an individual fails the second temperature check, entrance to campus will be denied. Public safety officers will direct the individual to return home and contact their healthcare provider. Further, public safety officers will keep a record of any failed temperature checks, which will be provided to the College nurse in the event that contact tracing becomes necessary.

Step 3:

- Individuals entering all campus facilities must present their Bergen-issued identification (ID) card at the public safety officer's station and scan the card's barcode with the supplied technology. This will assist the College in contact tracing all individuals that have entered each facility by maintaining a record of all students and employees that have visited the campus on each day.
- As such, all students, faculty and staff must carry their identification (ID) card at all times when on campus.

The institution will communicate these protocols via the channels indicated in its comprehensive plan available [here](#).

**What will be the testing protocol?**

The College will conduct temperature checks as part of its screening protocol and has partnered with Bergen New Bridge Medical Center to offer rapid testing on campus. Students, faculty and staff potentially exposed to the virus while on campus will be directed to this site for a rapid test, expediting their potential return to campus.

Meanwhile, the College will also provide students, faculty and staff with various resources regarding the availability of testing, should they have an interest in taking a COVID-19 test. These resources include federal, state, county and healthcare-provider offered programs – many free and available for those with or without health insurance. Visit [here](#) for a complete list of resources.

If students, faculty or staff are sick with COVID-19 or are experiencing any [COVID-19 symptoms](#), the College advises them to follow the steps outlined by the [Centers for Disease Control](#).

- Employees who have received a positive COVID-19 test result, or who are experiencing COVID-19 symptoms, should immediately notify the Office of Human Resources.
- The Office of Human Resources will then notify the impacted department supervisor and the College nurse.
- Students who have received a positive COVID-19 test result, or who are experiencing COVID-19 symptoms, should immediately notify Interim Vice President of Student Affairs Dr. Ralph Choonoo, at [rchoonoo@bergen.edu](mailto:rchoonoo@bergen.edu).
- The interim vice president will notify the student's faculty members and the College Nurse.

An employee or student may return to work/school only if the criteria set forth by [the CDC are met](#). Employees must also contact the Office of Human Resources for clearance to return to work (return to work medical release). Returning students must contact Interim Vice President of Student Affairs Ralph Choonoo, ([rchoonoo@bergen.edu](mailto:rchoonoo@bergen.edu)) before returning to class.

**How will the institution house or transport exposed or ill residential students and plan for timely reporting, while maintaining confidentiality?**

The College does not offer residential housing.

**How will the institution log students, faculty, staff, and visitors to help facilitate contact tracing?**

The College will capture contact information through a data log that will maintain a record of all individuals entering campus facilities, while also leveraging the use of the CampusClear app and a record of scanned identification (ID) cards. The CampusClear app automatically provides the College Nurse with the results of the self-assessment questionnaire. If paper questionnaires are used, they will be delivered to the nurse daily, by a designated public safety officer. Strict guidelines have been established that addresses access to this information.

If a student or employee tests positive for COVID-19, the College will be notified either by the individual directly or by the Bergen County Department of Health Services. All parties involved in this protocol must strive to keep personally identifiable information confidential. Any exception in the case of students must be strictly justified by FERPA's "safety and health" exception and must be approved by the College president or his/her designee.

Employees with a positive COVID-19 test result:

- Must notify the Office of Human Resources ([humanresourcesgroup@bergen.edu](mailto:humanresourcesgroup@bergen.edu)) of their positive test result.
- Faculty or staff who are notified by an employee of a positive test result should contact the Office of Human Resources ([humanresourcesgroup@bergen.edu](mailto:humanresourcesgroup@bergen.edu)) and request that the employee contact that office as well.
- The employee will be directed to stay at home in isolation, and to contact their primary health care provider immediately if they have not already done so.
- If the employee is not in an immediate or severe health crisis, the College nurse will contact the employee to request a list of the areas of the College that the employee has been in and the names of individuals that the employee has had direct contact with.
- The Office of Human Resources will notify any employees who may have been exposed to the positive employee and will determine, in conjunction with the College nurse and the Bergen County Department of Health Services, whether these employees should be required to quarantine. (See Appendix B for employee notification script.)
- The College nurse will contact the President and the Bergen County Department of Health Services.
- The College nurse will then contact the facilities director, who will arrange additional cleaning and disinfecting of the affected area(s) that the employee has reportedly spent time in during the previous 24 hours. The area(s) will then remain closed for at least 24 hours.
- An employee may only return to campus if the criteria set forth by [the CDC are met](#). Employees must also contact the Office of Human Resources for clearance to return to work (return to work medical release).

Students with a positive COVID-19 test result should:

- Notify Interim Vice President of Student Affairs Dr. Ralph Choonoo ([rchoonoo@bergen.edu](mailto:rchoonoo@bergen.edu)).
- The Executive Assistant to the Vice President of Student Affairs will inform the appropriate instructional division personnel (Vice President of Academic Affairs, Divisional Dean, Department Chair and specific faculty) so that learning accommodations can be made for the student and to provide appropriate notification to the student's class of possible exposure. See Appendix A.
- Faculty or staff who are notified by a student of a positive test result should contact the Executive Assistant to the Vice President of Student Affairs and request the student contact that office as well.
- The student will be directed to stay at home in isolation, and to contact their primary health care provider immediately if they have not already done so.
- If the student is not in an immediate or severe health crisis, the College nurse will contact him/ her to request a list of areas of the College that the student has been in and the names of individuals that he/she has had direct contact with.
- The College nurse will contact the President and the Bergen County Department of Health Services.

- In the event that the Bergen County Department of Health Services believes that the outbreak requires a temporary closure of a class (or classes), the College will move the class to full-remote learning for at least 14 days.
- The College nurse will then contact the facilities director, who will arrange cleaning and disinfecting of the area(s) that the student has reportedly spent time in during the previous 24 hours. The area(s) will then remain closed for at least 24 hours.
- A student may return to campus only if the [criteria set forth by the CDC are met](#). Returning students must also contact Interim Vice President of Student Affairs Dr. Ralph Choonoo ([rchoonoo@bergen.edu](mailto:rchoonoo@bergen.edu)) before returning to class.

In the event of a positive test reported to the College, and with the assistance of the Bergen County Department of Health Services, the College nurse will identify students, faculty and staff who may have come into contact with the affected individual. These individuals will be divided into three (3) risk categories that are based on their risk of contact: **primary** (direct contact with the affected individual for a cumulative total of more than 10 minutes); **secondary** (potential un-sustained direct contact with the affected individual); and **tertiary** or lower (limited or no un-sustained direct contact with the affected individual). The risk categories will feature the following responses by the College:

- **Primary** - individuals will receive notification letters, as outlined in Appendices A and B of this plan. Additionally, the individual will participate in a College-sponsored COVID-19 screening offered by a licensed healthcare provider, to determine if a COVID-19 test remains necessary. The individual will self-isolate at home for the stated quarantine period and follow the best practices for exposure provided by the CDC. All individuals with a positive COVID-19 test result will receive patient education on how to manage treatment of the virus.
  - **Employees**: Faculty and staff will be advised to remain at home and consult with their personal healthcare providers to assist in monitoring symptoms and access to medical care if necessary. They will also be required to work with their direct supervisor to determine if they can perform some or all of their duties remotely. If an employee cannot perform his/her duties remotely, he/she will be eligible to receive paid sick leave under the FFCRA, otherwise known as the Families First Coronavirus Response Act; further information will be provided by the Office of Human Resources.
  - **Students**: Students will be advised to remain at home and assess their symptoms daily to determine if the student should be tested, if it has not already been done, or to seek care from their personal healthcare provider. If a student receives a positive test result, he/she will be advised to contact his/her professors to advise of their illness. Students must receive clearance from the College's Health Services before terminating quarantine and returning to campus.
- **Secondary** - as a precaution, individuals within this category will participate in a College-sponsored COVID-19 screening offered by a licensed healthcare provider to determine if a COVID-19 test remains necessary and self-isolate at home until

the test result becomes available. The individual will follow the protocols outlined in this plan based on the receipt of a positive or negative test. All individuals with a positive COVID-19 test result will receive patient education on how to manage treatment of the virus in the form of resources from the CDC.

- **Employees**: Faculty and staff will quarantine at home, and if possible, continue their work responsibilities remotely. If an employee cannot perform his/her duties remotely, he/she will be eligible to receive paid sick leave under the FFCRA, otherwise known as the Families First Coronavirus Response Act; further information will be provided by the Office of Human Resources.
- **Students**: Students will be required to remain off campus and will be advised to closely monitor their symptoms during the course of their quarantine. Students must receive clearance from the College nurse before terminating quarantine and returning to campus.
- **Tertiary** - requires no notification or test, though departmental management or faculty may communicate with employees and students about the presence of a positive test at the College. The College's reopening coordinator will note confirmed positive tests in his weekly report and post, in real-time, the number of confirmed COVID-19 cases to [Bergen.edu/COVID19](https://bergen.edu/COVID19).
- **Employees/Students**: All remaining individuals on campus will be monitored and directed to self-monitor symptoms.

The College will remain in close contact with the Bergen County Department of Health Services regarding positive COVID-19 cases on campus and retains the responsibility of internal contact tracing of students, faculty and staff on campus. The College's Health Services will also monitor positive and negative test results received for all employees and students that have been tested.

While the College will work with the Bergen County Department of Health Services to address positive cases, or multiple positive cases, as they transpire, the following framework will provide general guidance:

- One Case – the College remains open; direct/secondary notification protocols followed.
- Two Cases in the Same Cohort – the College remains open; direct/secondary notification protocols followed.
- Two or More Cases with No College Connection – the College remains open; direct/secondary notification protocols followed.
- Two or More Cases with a College Connection – possible College closure; micro closures likely; direct/secondary notification protocols followed.
- Cases Across Multiple Classes/Offices – likely College closure; direct/secondary notification protocols followed.

- Significant Community Outbreak – likely College closure; direct/secondary notification protocols followed.

Due to the nurse's vast responsibilities as part of the institution's COVID-19 protocols, a supporting group of individuals who can assist in this work has been established. These supporting individuals, designated by the president, also represent institutional redundancy that hedges against the nurse's incapacity or unavailability.

**For each of the following categories, please address the institution's plans in all Stages (Stage 1, Stage 2, and Stage 3).**

**Instruction**

- *How will instruction be offered and what method and/or modality will be utilized (remote, hybrid, lecture, etc.)?*
- *For in-person courses, how will you ensure the institution is complying with the social distancing and other general safeguarding measures for classrooms?*
- *How will you accommodate faculty and students who are immunocompromised, or at high-risk for COVID-19, or have received a positive diagnosis of COVID-19, and are thus unable to attend classes in-person?*
- *How will you encourage social distancing through signage and layout of classrooms?*
- *How will you ensure high-touch areas and shared surfaces in classrooms are cleaned and sanitized after every use? Note: The Secretary of Higher Education retains authority to grant waivers to degree-granting institutions of higher education on a case-by-case basis to allow in-person instruction beyond that authorized by Paragraph 1 of Executive Order No. 155.*

**How will instruction be offered and what method and/or modality will be utilized (remote, hybrid, lecture, etc.)?**

The College remains committed to ensuring that faculty members and instructors meet the institution's high academic and educational standards in any instructional format, and that students, wherever they learn, have the opportunity to succeed. The College will also consider the feasibility of practicing safe protocols within an instructional space. The final determining factor for opening classes on campus will depend upon the student experience and pedagogy that requires live meetings for optimum education. With these principles in mind, the College plans to offer a limited number of practice-based courses in health professions, science, horticulture, culinary and wellness/exercise science courses in person, on campus during the spring semester. These in-person classes remain especially important for students in specific studies, such as the health professions students, seeking to graduate this academic year with the completion of accreditation-body mandated in-person training. To review the courses that require such in-person work, visit [here](#).

The winter semester will take place entirely online/remote from December 28, 2020 to January 15, 2021.

Remote instruction for faculty and/or students unable to participate in physical, in-person instruction will take the form of online synchronous (time-bound, video conference-based instruction), asynchronous (not time-bound) classes or a combination of the two modalities.

Meanwhile, all lecture-based courses will continue to take place remote/online. Hybrid live courses will be limited to courses whose outcomes cannot be achieved in a remote/online manner. The College will re-evaluate this approach and task subcommittee members with the responsibility of reintegrating expansive in-person instruction for the 2021 summer semester.

To ensure the delivery of high-quality online/remote courses, the College will work with the Center for Innovation in Teaching and Learning, to provide faculty members with high quality skills and tools to use within their online courses. Faculty members will utilize learning modules and training tools to gain an understanding of best practices used in online education, with a focus on student engagement and emerging information technology support for online learning.

As remains custom, the College will provide students with multiple start date options for the spring semester - January 19, 2021 (16 weeks), February 9, 2021 (12 weeks) and March 22, 2021 (7 weeks). Based on an overwhelming response to the College's 2020 fall 12-week course offerings, academic affairs will schedule at least 50 percent of the institution's spring offerings as part of the schedule that begins on February 9, 2021. This will provide students with a longer period of time to enroll in spring courses.

No classes will take place at the Philip Ciarco Jr. Learning Center in Hackensack; only paramedic science courses will take place at Bergen Community College at the Meadowlands in Lyndhurst. Both facilities will otherwise be closed to students, faculty, staff and community partners. Some Meadowlands resources may relocate to the main campus in the interim. The institution will review the feasibility of opening these facilities once again for the summer semester.

Additionally, the College's spring break will take place during the week of March 15 - 19, 2021. Due to the potential for pandemic-related spikes associated with travel and gatherings away from campus, the institution will provide guidance regarding protocols for students, faculty and staff at least two (2) weeks before the scheduled start of spring break.

**For in-person courses, how will you ensure the institution is complying with the social distancing and other general safeguarding measures for classrooms?**

Classrooms and laboratories will enforce social distancing through limited seating that will maintain a minimum of six-foot distancing with specific ingress and egress restrictions where possible. Classrooms have been rearranged to have all students facing the same direction to manage the flow of air and to minimize the potential flow of infected aerosol droplets. While facilities will retain responsibility for cleaning, sanitizing and disinfecting each classroom, individual faculty members in each classroom will have the responsibility



of overseeing the execution of the best practices outlined in this document under “General Safeguarding.”

**How will you accommodate faculty and students who are immunocompromised, or at high-risk for COVID-19, or have received a positive diagnosis of COVID-19, and are thus unable to attend classes in-person?**

The College will not mandate in-person attendance for individuals who have medically documented existing health conditions or who are otherwise high-risk. Individuals who are required to stay at home for medical purposes such as existing health conditions, must provide medical documentation from his or her physician to the Office of Human Resources or Interim Vice President of Student Affairs (depending on their status as faculty/staff or student, respectively), stating such requirements. Additionally, the College will make every effort to facilitate remote work and learning arrangements for immunocompromised individuals.

Students should contact the Interim Vice President of Student Affairs ([rchoonoo@bergen.edu](mailto:rchoonoo@bergen.edu)) to discuss these concerns.

If an employee cannot work remotely, he or she may request an ADA accommodation, if applicable, or request leave under the Family Medical Leave Act (“FMLA”) or New Jersey Family Leave Act (“NJFLA”). Employees may also request to use their accrued leave balances for additional time off. Employees can contact the Office of Human Resources at [humanresourcesgroup@bergen.edu](mailto:humanresourcesgroup@bergen.edu) to discuss these concerns.

**How will you encourage social distancing through signage and layout of classrooms?**

Classroom and lab furniture have been reconfigured within each facility to accommodate social distancing requirements. In locations where social distancing guidelines cannot be met, plexiglass barriers have been installed. As part of the daily cleaning and sanitization process, custodians will realign furniture to maintain the required distances.

Meanwhile, the College has planned for substantial signage reinforcing best practices as part of its communication plan available [here](#).

**How will you ensure high-touch areas and shared surfaces in classrooms are cleaned and sanitized after every use?**

After a classroom has been vacated, it will be cleaned and sanitized, according to the schedule and best practices outlined within this document. This will also involve the restoration of tables, chairs, and desks to their original configuration. A supervisory custodian will check the furniture and cleanliness of rooms to confirm appropriate cleaning took place. Once the supervisor signs off, the room will be sprayed with an electrostatic sprayer as an additional sanitizing step.

### **On-Campus Residential Housing (if applicable)**

Bergen Community College does not offer on-campus residential housing.

### **Libraries and Computer Labs (other facilities as needed)**

- *What is your plan for operation of computer labs and libraries?*
- *How will the institution implement social distancing measures and cleaning protocols in these facilities?*
- *How will the institution follow state occupancy restrictions in these facilities and reduce occupancy?*
- *How will the institution clean and disinfect high-touch areas in these facilities, such as computer terminals?*
- *Will the institution utilize curbside pickup for libraries? If so, how will the plan for curbside pickup be implemented?*

#### **What is your plan for operation of computer labs and libraries?**

The Sidney Silverman Library will continue to offer virtual access, including reference services, Monday through Thursday, 9:00 a.m. to 8:00 p.m. and Friday, 9:00 a.m. to 5:00 p.m. via [Bergen.edu/library](http://Bergen.edu/library) and curbside pickup. Library staff will maintain a limited presence on campus Monday through Thursday in order to prepare materials for curbside service, scan and deliver print requests for document delivery, including an alternative reserve textbooks collection, and monitor email, chat and telephone services. The library will offer faculty and staff limited pickup of equipment. Faculty and staff should call (201) 447-7970 to discuss and schedule these arrangements. While the library will still seek physical materials such as books and periodicals, the College's priority remains to develop, procure and enhance electronic resources to maximize access and availability for all students. For additional information on the library's services, visit [here](#).

#### **How will the institution implement social distancing measures and cleaning protocols in these facilities?**

In order to protect library staff working on campus in the current stage, facilities staff will:

- Clean door handles at each entrance and clean staff restrooms on the second floor; the remaining library bathrooms will be closed.
- Clean elevators, staircase railings and other common areas according to a regular schedule as noted [here](#).
- Require staff to wear gloves, masks and practice social distancing.
- Ask staff to sanitize shared/personal workspaces, at minimum, at the start and end of their shift (e.g. public desk stations, shared computers).
- Require a 72-hour quarantine of all materials coming into the library and relocate the book drop to the front of the student center.
- Temporarily discontinue the distribution of hard copy periodicals.
- Suspend reserve textbook services.

The College will review these protocols periodically, and task the appropriate subcommittee with the responsibility of preparing for a limited reopening of in-person library and computer lab services.

**How will the institution follow state occupancy restrictions in these facilities and reduce occupancy?**

In-person library services will remain closed during the spring semester. The College will review these protocols periodically, and task the appropriate subcommittee with the responsibility of preparing for a limited reopening of in-person library and computer lab services.

**How will the institution clean and disinfect high-touch areas in these facilities, such as computer terminals?**

In order to protect the limited number of staff accessing the library, and in addition to cleaning door handles at entrances and staff restrooms on the second floor, facilities staff will clean elevators, staircase railings and other common areas according to a regular schedule, as noted [here](#). Further, staff will wear gloves, masks and practice social distancing.

**Will the institution utilize curbside pickup for libraries? If so, how will the plan for curbside pickup be implemented?**

Library staff will offer contactless pickup on Tuesdays and Thursdays from noon to 2 p.m., outside of the student center. The library will adjust its times and days based on the level of support students require as the semester progresses. To obtain materials, students will fill out [this form](#) accessible from Bergen.edu. Turnaround time is usually three (3) business days, but may be extended due to material in quarantine. Students will receive an email or phone call when materials are ready for pickup with instructions for pickup date, time and location. Students, faculty or staff should bring their Bergen ID when picking up, in addition to wearing a face mask and adhering to social distancing. A unique, identifier number containing no personal information will be provided for each sealed bag with the materials.

**Research (if applicable)**

- *What is the institution's plan for the operation of research & research labs?*
- *How will researchers on campus be informed about this plan?*
- *How will researchers be encouraged to reduce personal contact and engage in social distancing?*
- *What will be the cleaning protocol for research labs and research materials?*

The College is primarily a teaching institution, not a research institution. However, the STEM Student Research Center will remain closed during the spring semester. The College will review these protocols periodically, and task the appropriate subcommittee with the responsibility of preparing for a limited reopening.

### **Student Services**

- *What is the institution's plan for student services?*
- *How will student service departments reduce in-person interactions and implement safeguarding measures, particularly in waiting areas?*
- *How will students, staff and faculty who are immunocompromised, or otherwise in an at risk category, or those with a positive diagnosis, be able to access student services remotely?*

#### **What is the institution's plan for student services?**

All student service departments, including admissions, registration, the one-stop, financial aid, advising, bursar, student life and the Cerullo Learning Assistance Center will operate virtually throughout the spring semester. The College has a robust virtual campus that allows it to provide a full array of student support services without interruption to campus operations. The institution will also offer employees with training modules from the Center for Innovation in Teaching and Learning to increase their capacity for virtual engagement with students. In turn, the College will launch new engagement initiatives and technology platforms, including programs through Webex such as "Front Door" and Q-Anytime.

#### **How will student service departments reduce in-person interactions and implement safeguarding measures, particularly in waiting areas?**

All student services will remain virtual for the spring semester. The College will review its protocols periodically, and task the appropriate subcommittee with the responsibility of preparing for a limited reopening student services in the future.

#### **How will students, staff and faculty who are immunocompromised, or otherwise in an at-risk category, or those with a positive diagnosis, be able to access student services remotely?**

The College will not mandate in-person attendance for individuals who have medically documented existing health conditions or who are otherwise high-risk. Individuals that are required to stay at home for medical purposes such as existing health conditions, must provide medical documentation from his/her physician to the Office of Human Resources or Executive Assistant to the Vice President of Student Affairs (depending on their status as faculty/staff or student, respectively), stating such requirements. Additionally, the College will make every effort to facilitate remote work and learning arrangements for immunocompromised individuals.

Students should contact Interim Vice President of Student Affairs ([rchoonoo@bergen.edu](mailto:rchoonoo@bergen.edu)) to discuss these concerns.

If an employee cannot work remotely, he or she may request an ADA accommodation, if applicable, or request leave under the Family Medical Leave Act ("FMLA") or New Jersey Family Leave Act ("NJFLA"). Employees may also request to use their accrued leave

balances. Employees can contact the Office of Human Resources at [humanresourcesgroup@bergen.edu](mailto:humanresourcesgroup@bergen.edu) to discuss these concerns.

Students, faculty, and staff will continue accessing all College administrative and academic systems through the Virtual Desktop Infrastructure (“VDI”) from their personal devices or College-issued computers. Instructions for accessing academic and administrative systems, “how-to” video tutorials for systems, and additional teaching and learning resources can be found [here](#).

**Transportation (if applicable)**

- *What is the institution’s plan for transportation on campus?*
- *What is the protocol for transporting sick students who may reside on campus to essential appointments?*
- *What additional mitigation strategies will the institution take for shared transportation?*

**What is the institution’s plan for transportation on campus?**

The institution’s intercampus Paramus-Meadowlands shuttle will remain suspended throughout the spring semester. Prior to the summer semester, the College will evaluate the need for a shuttle service with assistance from Bergen County government transportation officials who operate the shuttle.

**What is the protocol for transporting sick students who may reside on campus to essential appointments?**

Not applicable.

**What additional mitigation strategies will the institution take for shared transportation?**

The College will work with Bergen County government transportation officials and New Jersey Transit to review their protocols for rider safety and make recommendations that impact the well-being of those commuting to the institution.

Meanwhile, all College vehicles will receive an electrostatic spraying after a driver change or shift close. Public safety will log all vehicle use, which will include dates and times of electrostatic spraying. The public safety shift supervisor will ensure compliance.

**Dining (if applicable)**

- *What is your plan for food service and dining operations, including compliance with health and safety standards, as well as applicable Executive Orders?*
- *If you have on-campus student housing, how will those in isolation/quarantine access dining services?*
- *How will dining employees be trained on appropriate sanitization and social distancing practices and protocols?*

- *How will institutions limit the number of individuals in a single facility, both indoors and outdoors, in accordance with the state occupancy guidelines?*

**What is your plan for food service and dining operations, including compliance with health and safety standards, as well as applicable Executive Orders?**

The College's food service vendor, Gourmet Dining Services, LLC, will not offer any food services during the spring semester. The College will review these protocols periodically, and task the appropriate subcommittee with the responsibility of preparing for a limited reopening in the future.

**If you have on-campus student housing, how will those in isolation/quarantine access dining services?**

Not applicable.

**How will dining employees be trained on appropriate sanitization and social distancing practices and protocols?**

All College health, safety, and social distancing guidelines and protocols that apply to College employees will also apply to Gourmet Dining Services contracted personnel when food services reopen. Further, the College will work with Gourmet Dining Services to ensure that additional training is provided for its staff, as appropriate for the preparation and serving of food. Such training will be required to meet any and all CDC requirements and those of the Bergen County Department of Health Services.

**How will institutions limit the number of individuals in a single facility, both indoors and outdoors, in accordance with the state occupancy guidelines?**

The College has established numerous options for students and employees to dine on campus in controlled environments, including outdoor spaces limited spaces within the buildings open for classes - including the gym. These areas will be cleaned and sanitized on scheduled intervals based on usage. Individuals must adhere to social distancing guidelines, while the College will maintain occupancy and time usage limits. Public safety will monitor compliance.

**Study Abroad and International Travel (if applicable)**

- *What is the institution's plan for study abroad programs, domestic and international travel?*
- *How will the institution communicate with students and employees regarding changing travel restrictions?*

**What is the institution's plan for study abroad programs, domestic and international travel?**

The College has suspended international travel for students, faculty and staff, which

includes its study abroad programs, until further notice, but will reevaluate this item periodically. Students with pending study abroad programs should contact the program's coordinator, who will then contact the vice president of academic affairs to discuss their options for future opportunities.

Meanwhile, the College will continue to monitor federal changes regarding the hosting of F-1 visa international students, whose attendance declined from 175 to 3 during the pandemic. Given the tenuous state of affairs for this cohort, the College will seek to identify those students who remain close to finishing their academic programs and actively seek to enroll them if at all possible.

With regard to College-sponsored travel and transportation, including travel for conferences and seminars, the institution has placed a moratorium on such, leaving a small emergency fund for essential sponsored travel that requires authorization by the president. The institution plans to reinstate College-sponsored travel and transportation in the summer, but this remains contingent on both financial considerations and the status of the pandemic.

The institution will require that students, faculty and staff travelling for personal or non-College business follow federal, state and College guidelines pertaining to their return to the U.S., state and institution – as found [here](#) (federal) and [here](#) (state). Additionally, the institution has prepared a templated memo regarding expectations for behavior during self-directed travel, as it relates to returning to the College.

### **How will the institution communicate with students and employees regarding changing travel restrictions?**

The institution has adopted a comprehensive communication plan that outlines specific tactics to reach students, faculty, staff and the general public, tailoring information to each audience. This plan includes the use of official College channels such as email, social media and Bergen.edu. (Visit [here](#) for the complete plan). These communications will feature information on international travel as changes to the existing status occur.

### **Athletics (if applicable)**

- *What is the institution's plan for resumption of athletic programs on campus?*
- *What is the institution's protocol for mandating frequent screening and testing for coaching staff and student-athletes?*
- *What are the written protocols for student-athlete and staff orientation/trainings regarding the transmission of COVID-19 and the handling of high-touch items?*
- *How will the institution limit equipment-sharing?*
- *How will the institution ensure team meetings are socially distanced with general safeguarding protocols?*
- *What is the institution's quarantine/isolation protocol for student-athletes who have tested positive for COVID-19, come into contact with those who have tested positive, or who have developed symptoms?*
- *How will the institution limit nonessential visitors, staff, volunteers, vendors, and media?*

- *How will student-athletes and athletic staff be educated on policies and protocols prior to arrival on campus?*
- *What are the institution's protocols for traveling for games or hosting teams in competition?*
- *How will the institution work with local, state, and conference partners to ensure the safety of student-athletes, employees, and other athletic stakeholders? If you submitted a plan to your conference, please share as an attachment.*

**What is the institution's plan for resumption of athletic programs on campus?**

Based on the guidance of Region XIX sports officials, the College will not resume on-campus or remote athletic activities during the spring semester. Simply, without region sponsorship, the College cannot participate in athletic competition. Still the College retains the right to determine its participation in athletic competition.

Additionally, all athletics facilities, such as the main campus gymnasium and pool, will remain closed. During the spring semester, the College will determine the procedures and protocols necessary for a resumption of athletic programs. The College will address athletics as part of a subcommittee of relevant stakeholders that will gather to prepare an approach to relaunching intercollegiate athletic competition.

**What is the institution's protocol for mandating frequent screening and testing for coaching staff and student-athletes?**

The institution will update this section once it has greater clarity regarding future athletic competition.

**What are the written protocols for student-athlete and staff orientation/trainings regarding the transmission of COVID-19 and the handling of high-touch items?**

The institution will update this section once it has greater clarity regarding future athletic competition.

**How will the institution limit equipment-sharing?**

The institution will update this section once it has greater clarity regarding future athletic competition.

**How will the institution ensure team meetings are socially distanced with general safeguarding protocols?**

The institution will update this section once it has greater clarity regarding future athletic competition.



**What is the institution's quarantine/isolation protocol for student-athletes who have tested positive for COVID-19, come into contact with those who have tested positive, or who have developed symptoms?**

The institution will update this section once it has greater clarity regarding future athletic competition.

**How will the institution limit nonessential visitors, staff, volunteers, vendors, and media?**

The institution will update this section once it has greater clarity regarding future athletic competition.

**How will student-athletes and athletic staff be educated on policies and protocols prior to arrival on campus?**

The institution will update this section once it has greater clarity regarding future athletic competition.

**What are the institution's protocols for traveling for games or hosting teams in competition?**

The institution will update this section once it has greater clarity regarding future athletic competition.

**How will the institution work with local, state, and conference partners to ensure the safety of student-athletes, employees, and other athletic stakeholders? If you submitted a plan to your conference, please share as an attachment.**

Before the institution resumes its athletic program, officials will convene a subcommittee of relevant stakeholders that will gather to prepare an approach to relaunching intercollegiate athletic competition.

**Additional Information? (Optional)**

*If your institution would like to provide additional information about the restart plan or other campus areas not listed above, please include here. This may include, but is not limited to, such items as adjusted academic calendars or plans for extracurricular activities.*

**Execution and Compliance of Plan**

To implement the protocols and procedures contained within this reopening plan, the College has designated Dr. Larry Hlavenka Jr., as the College's Reopening Coordinator. Dr. Hlavenka, designated by the president and appointed by the College's Board of Trustees, has been tasked with the responsibility of monitoring real-time compliance of all reopening protocols and procedures. As the College progresses through the pandemic and implements vital reopening plans and policies, Dr. Hlavenka will subsequently update and review the plan to ensure the best practices and policies are being delivered to students and

employees of the College. To ensure community input and involvement from all members of the institution, the Coordinator will provide weekly updates to the reopening task force, interim President, executive team and board of trustees. The Coordinator also serves as the point-of-contact for inquiries regarding the plan's execution and is open to feedback and input from the College community regarding same.

## **On-Campus Attendance/Invited Guests/On-Campus Activities and Events**

### *Visitors to Campus*

To limit the spread of the virus and in accordance with any occupancy requirements, the College will limit the number of people on campus at any one time. Visits to campus are discouraged unless attending a class, teaching a class or performing work responsibilities that cannot be completed at home. To receive clearance for an invited guest, please call public safety at (201) 447-9200. All visitors are subject to the College's screening protocols and temperature checks.

### *Community Use of Facilities*

The institution will begin to phase-in community events during the spring semester. Community groups seeking to use the College's space should contact Managing Director of Events Planning, Tracy Miceli, at [tmiceli@bergen.edu](mailto:tmiceli@bergen.edu) to discuss their interests. All groups will need to adhere to the College's general safeguarding protocols. Events will be considered through May 2021. Outdoor, small, revenue-producing, "public good" and federal/state/county/local government events are the category of events likely to be considered by the College.

### *Employees*

While the College remains committed to serving its students and employees by providing appropriate access to its programs and services, it also wishes to limit the return of students and employees to campus during the spring semester. A list of employee names will be provided to the Office of Human Resources, along with a brief justification, to confirm the names of employees who are assigned to work on campus. In making this decision, managers should consider the following:

- Is the employee's presence on campus essential to his or her responsibilities?
- Has the employee remained attentive and responsible while working remotely?
- Can the employee fulfill the requirements of his/her employment to the satisfaction of the manager? If not, can the employee meet those requirements by being on campus, full-time or part-time, within social distance guidelines?
- Can your office/workspace accommodate appropriate pandemic safety best practices?
- If the employee needs to return to campus, will you stagger hours and/or days?

### *Students*

Students should only visit campus if they have an in-person class, need to pick up library materials or to participate in limited student services as previously mentioned. Further, the College will not offer any on-campus co-curricular/extracurricular activities for the spring semester. These efforts align with requirements to minimize large gatherings where

possible. The Office of Public Safety will clear all non-student, faculty, staff or official visits - call (201) 447-9200.

#### *Contractors*

All contractors working on campus must have an on-call I.D., are subject to the same screening and temperature checks as College staff and are expected to comply with all College health and safety requirements.

#### **Emergency Management Plan**

In response to the COVID-19 pandemic, and to prepare for future public health crises, the College will add a section on pandemic best practices and protocols to its emergency management plan by the end of the spring semester.

#### **Bookstore**

Access to course-related materials represents a necessary component of a successful semester. The College has worked with Follet Corporation, its contracted bookstore operator, to support this critical need. Bookstore personnel are subject to the same screening procedures as students and College personnel. This screening procedure is in addition to any protocols implemented by the vendor. Online transactions will remain the primary means of distributing books and materials for the spring semester.

#### **Child Development Center**

The Child Development Center has developed health and safety guidelines consistent with COVID-19 protocols required by the New Jersey Department of Health and the New Jersey Department of Children and Families. For complete details on the early learning facility's operating plan, please visit [here](#).

## *Appendix A*

### ***Classroom Notification Process***

When the College receives notice of a confirmed case of COVID-19 that may involve a student in your class, the following script shall be used to inform you of the positive case. As found below, students will be required to quarantine for a fourteen (14) day period.

#### **POSITIVE COVID-19 CASE CONFIRMED**

As we are all aware, the country, and the state of New Jersey, is continuously fighting and protecting its residents from the spread of COVID-19. Bergen Community College and its employees have taken aggressive steps to limit the threat of COVID-19. However, the virus has remained a threat to our community and will continue to do so for the foreseeable future.

Unfortunately, a positive case of COVID-19 has been reported in your class. The confirmation was received on DATE OF CONFIRMED CASE. We understand that this news may be difficult for you to digest, as it is unfortunate news for us to convey, and impacts us all, as a school and as a community. We are not able to share personally-identifiable information regarding any student. As of today, TODAY'S DATE, we are aware of the following information:

- On DATE, a student in your class notified us of their positive test result for COVID-19.
- It has been X days since the student was last in contact with staff and/or students in your class and at the College.
- The individual involved has been asked to stay home and quarantine for fourteen (14) days.

Due to this potential exposure, the College requires you to stay home from school and quarantine for fourteen (14) days from DATE OF LAST EXPOSURE. During this time, your class will shift to remote instruction. Please take note of any symptoms associated with COVID-19 during the quarantine period. COVID-19 symptoms can include, but are not limited to, fever, cough, shortness of breath, sore throat, headache, diarrhea, vomiting and abdominal pain. Not everyone will get any or all of these symptoms. The safety and well-being of our students and staff is our top priority, and to reduce the risk of transmission within the Campus community, it is imperative that we adhere to the College's request to self-quarantine until further notice.

Please know that Bergen Community College is coordinating closely with public health officials, and following CDC, state, and local health department guidelines in order to assure the health and safety of our community. In doing so, the College has taken the following steps in response to the confirmed case:

- The College has contacted and is working closely with the Bergen County Department of Health Services and its public health officials.
- The College has contacted all person(s) who were in close contact with the individual.
- The College has notified all students and staff that may have been in contact with the student.
- The College immediately launched a deep cleanse and sanitization of all open facilities at the campus.

We understand the level of concern that is involved in a confirmed COVID-19 case and encourage all students to continue following the Centers for Disease Control & Prevention promoted safeguards, such as:

- Staying home when sick;
- Washing hands often with soap for at least 20 seconds;
- Wearing a face mask when stepping out of your home;
- Covering coughs and sneezes and properly disposing of tissues;
- Limiting close contact with individuals who are sick and not sharing food, drinks and utensils;
- Practicing social distancing (staying at least 6 feet apart); and
- Continuing to monitor your health for symptoms relating to COVID-19.

The College will continue to monitor the situation and stay in close communication with all students. As more information becomes available, the College will notify students of the College's continuation of class. We appreciate your support and cooperation - should you have any questions or concerns about this situation, please feel free to contact Brock Fisher, Vice-President, Academic Affairs at [bfisher1@bergen.edu](mailto:bfisher1@bergen.edu) or by phone at (201) 879-3046.

## *Appendix B*

### ***Employee Notification Script***

When notified of a confirmed case of COVID-19 involving a student or employee, the following script shall be used to inform EMPLOYEES of the positive COVID-19 case and the employee's requirement to quarantine for the next fourteen (14) days:

#### **POSITIVE COVID-19 CASE CONFIRMED**

As we are all aware, the country, and the state of New Jersey, is continuously fighting and protecting its residents from the spread of COVID-19. Bergen Community College has taken aggressive steps to limit the threat of COVID-19. However, the virus has remained a threat to our community and will continue to do so for the foreseeable future.

Unfortunately, a positive case of COVID-19 has been reported on our campus. The confirmation was received on DATE OF CONFIRMED CASE. We understand that this news may be difficult for you to digest, as it is unfortunate news for us to convey, and impacts us all as a school and as a community. We are not able to share personally-identifiable information regarding the individual's health. However, as of today, TODAY'S DATE, we are aware of the following information:

- On DATE, an individual within the College community has notified us of their positive test result for COVID-19.
- It has been days since the individual was last in contact with staff and/or students at the College.
- The individual involved has been asked to stay home and quarantine for fourteen (14) days.

To combat the potential exposure that may be involved, the Office of Human Resources has worked in conjunction with the College Nurse and Bergen County Department of Health Services to determine whether you or any other employees should be required to quarantine. The College has determined that you may have been exposed and will thus require you to stay home, work remotely and quarantine for fourteen (14) days from the last date of exposure, DATE OF LAST EXPOSURE. Please take note of any symptoms associated with COVID-19 during the quarantine period. COVID-19 symptoms can include, but are not limited to, fever, cough, shortness of breath, sore throat, headache, diarrhea, vomiting and abdominal pain. Not everyone will get any or all of these symptoms. The safety and well-being of our community is our top priority, and to reduce the risk of transmission within the Campus community, it is imperative that we adhere to the College's request to self-quarantine until further notice.

Please know that Bergen Community College is coordinating closely with public health officials, and following CDC, state, and local health department guidelines in order to assure the health and safety of our community. In doing so, the College has taken the following steps in response to the confirmed case:

- The College has contacted and is working closely with the Bergen County Department of Health Services and its public health officials.
- The College has contacted all person(s) who were in close contact with the individual.

- The College has notified all students and staff that may have been in contact with the individual.
- The College immediately launched a deep cleanse and sanitization of all open facilities at the campus.

We understand the level of concern that is involved in a confirmed COVID-19 case and encourage all employees to continue following the Centers for Disease Control & Prevention promoted safeguards, such as:

- Staying home when sick;
- Washing hands often with soap for at least 20 seconds;
- Wearing a face mask when stepping out of your home;
- Covering coughs and sneezes and properly disposing of tissues;
- Limiting close contact with individuals who are sick and not sharing food, drinks and utensils;
- Practicing social distancing (staying at least 6 feet apart); and
- Continuing to monitor your health for symptoms relating to COVID-19.

The College will continue to monitor the situation and stay in close communication with all students and employees. As more information becomes available, the College will notify employees of their expected return to work on campus. We appreciate your support and cooperation - should you have any questions or concerns about this situation, please feel free to contact Benefits Administrator Janet Doyle at (201) 447-7442 or [humanresourcesgroup@bergen.edu](mailto:humanresourcesgroup@bergen.edu).

## *Appendix C*

### ***COVID-19 Student Pledge***

As we gradually transition back into a limited in-classroom experience during the current and ongoing COVID-19 pandemic, Bergen Community College (the “College”), its students and employees must acknowledge the responsibility that we all share. Every member of our community, including you, must strictly follow fundamental public health requirements and measures as provided by the Centers for Disease Control (“CDC”), the New Jersey Department of Health and Bergen Community College. Such guidelines and precautions are necessary to encourage the health, safety and well-being of all. Our return to campus is fragile and could be brief, however, its success and the risk associated with our return may be mitigated if each of us do our part and share our community responsibility.

In doing so, the College is requiring your active participation in mitigating the risk of spreading the virus in our community. The College is implementing the College’s Reopening Plan, which includes prevention and mitigation measures that include, but are not limited to health screening and testing, social distancing, use of face-masks, hygiene, and when necessary, isolation and quarantine. Failure to abide by the College’s mitigation measures as stated in the following section may subject you to disciplinary action, including suspension or expulsion from the College:

- Honor the College’s physical distancing requirements that have been established in classrooms, laboratories, restrooms, common areas and other campus locations, and all gatherings on campus; continue to maintain a physical distance in all other context off-campus that also requires distancing;
- Wear face masks at all times in campus buildings, on campus and outdoors when you cannot maintain a social distance of six-feet from others, and wherever state or local laws require you to do so;
- Fully and candidly cooperate in contact tracing procedures such as when requested to do so by the College or other contact tracers, and sharing information to help identify those who may have been exposed to the virus;
- If you test positive and must self-isolate, or are identified as a close contact to someone who has tested positive and must self-quarantine, explicitly follow the College’s instructions; and
- Comply with the College’s Reopening Plan and follow guidance from the College and other authorities regarding signage, postings, emails, and other notifications.

The College also provides the following important guidelines:

- Self-quarantine for at least five (5) days prior to your arrival on campus<sup>3</sup>;
- If you test positive at a location away from campus, including in a different state, immediately contact the College to notify us;
- Scrupulously follow good hand hygiene practices;
- Whenever you are feeling ill, stay home, and seek medical care; and
- Rigorously restrict your travel to only travel that is necessary.

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<sup>3</sup> The self-quarantine guideline will be used for the spring 2021 semester and for stage 3, but not for the fall 2020 semester.



**Carefully read the following statement. You must acknowledge that you understand what the statement says as it is very important.**

### **Acknowledgment**

*I acknowledge that the Centers for Disease Control, the State of New Jersey, and Bergen Community College have issued rules and precautions that may, or may not, be effective in mitigating the spread of COVID-19, and that it is my responsibility to follow these and other directives to protect myself and others from the substantial risks posed by this virus. Even with the mitigating steps that the College has taken to reduce the risk of transmission, and in consideration of my compliance with this Agreement and other precautionary measures that I have taken, I acknowledge that Bergen Community College cannot prevent the risks of exposure to COVID-19 that may result from attending Bergen Community College or participating in College activities.*

*I acknowledge that the Bergen Community College Code of Conduct outlines sanctions, including suspension or expulsion from the College, that may be imposed should I fail to comply with reasonable directives from the College or other public health officials, including the requirements stated above. I affirm that I will deliberately engage in practices that discourage the spread of coronavirus.*

*I understand that I must contact Dr. Ralph Choonoo, Interim Vice President of Student Affairs ([rchoonoo@bergen.edu](mailto:rchoonoo@bergen.edu)), if I have a medical or other condition that may affect my ability to adhere to the commitments stated above, and that reasonable accommodations will be considered on an individual case-by-case basis.*

*If, at any point, I am unable to sustain these commitments to my fellow students and our community, I shall remove myself from the campus and continue the semester remotely. If I do not choose to take this step, I understand that I have forfeited the privilege of remaining on campus, and that the College may, in the interest of the public health and safety, take administrative action to prohibit me from participating in any in-person campus class or activity. I recognize that I may forfeit my opportunity to continue as a student at Bergen Community College if I fail to honor these critically important public health considerations with the sincere and earnest spirit in which they are expressed.*

*I have not relied on representations or warranties from any party related to the College, including any officer, employee, agent, volunteer, or student, regarding the safety of, or the risks of, returning to campus. I have relied instead on my own judgment as to whether to undertake the risks.*

*Finally, I understand that I am exempt from the terms of this Agreement if I am enrolled in an entirely remote learning experience and will not be on any Bergen Community College campus. However, I acknowledge that should I visit or attend any Bergen Community College class or campus or surrounding areas for any reason and for any period of time during this ongoing pandemic, all terms and expectations of this Agreement will apply to me.*

Student Name Print \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

## ***Appendix D***

### ***Key Contacts***

Reopening Coordinator	<a href="mailto:lhladenka@bergen.edu"><u>lhladenka@bergen.edu</u></a> /(201) 689-7057
V.P. of Academic Affairs	<a href="mailto:bfisher1@bergen.edu"><u>bfisher1@bergen.edu</u></a> /(201) 879-3046
Interim V.P. of Student Affairs	<a href="mailto:rchoonoo@bergen.edu"><u>rchoonoo@bergen.edu</u></a> /(201) 879-7991
College Nurse	<a href="mailto:dhue-pasigan@bergen.edu"><u>dhue-pasigan@bergen.edu</u></a> /(201) 447-9257
Public Safety	<a href="mailto:publicsafety@bergen.edu"><u>publicsafety@bergen.edu</u></a> /(201) 447-9200
Human Resources	<a href="mailto:humanresourcesgroup@bergen.edu"><u>humanresourcesgroup@bergen.edu</u></a> /(201) 447-7442
Technology Support Desk	<a href="mailto:helpdesk@bergen.edu"><u>helpdesk@bergen.edu</u></a> /(201) 447-7109
Sidney Silverman Library	<a href="mailto:askalib@bergen.edu"><u>askalib@bergen.edu</u></a> /(201) 447-7970





**BOARD OF TRUSTEES ACTION P1A**  
**Approval Date: February 2, 2021**

**Resolution**

Appointment: Clinical Coordinator

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

**Action Requested**

To appoint the individual listed below to the position of Clinical Coordinator at the stipend shown for the period January 1, 2021 – June 30, 2021.

<b><u>Name</u></b>	<b><u>Department/Division</u></b>	<b><u>Annual Stipend</u></b>
<b><u>CLINICAL COORDINATOR</u></b>		
Deborah Cook	Dental Hygiene/Health Professions	\$4,750.00*

\*pro-rated for the period January 1, 2021 – June 30, 2021

**Justification**

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



## **BOARD OF TRUSTEES ACTION P1B**

**Approval Date: February 2, 2021**

### **Resolution**

Appointment: Program Coordinator/Faculty

### **Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

### **Action Requested**

To appoint the individual listed below to the position of Program Coordinator at the pro-rated release time shown for the period January 1, 2021 – June 30, 2021.

### **PROGRAM COORDINATOR**

#### **Name**

Melanie Walker

#### **Department/Division**

Developmental Math// Mathematics, Science and  
Technology 8 credit hours

#### **Annual**

#### **Release Time**

16 credit hours

### **Justification**

To appoint the Program Coordinator as a result of the recent election held per the Collective Bargaining Agreement with the BCCFA.



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**BOARD OF TRUSTEES P1C**  
**Approval Date: February 2, 2021**

**Resolution**

Appointment: Professional Staff

**Submitted By**

Dr. Eric M. Friedman, President

Mr. Ronald Spaide, Chief Information Officer

Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

**Action Requested**

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
John Rude	Network Administrator II Information Technology	\$81,403.05 (pro-rated)	2/03/21

**Justification**

To fill a needed position with an internal candidate through a successful search process. This position is budgeted.

Charge to: College Operating Funds

Account Number: 10-01-165200-601110

# **BERGEN COMMUNITY COLLEGE**

## **JOB DESCRIPTION**

**TITLE:** Network Administrator II

**DEPARTMENT:** Information Technology

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**FUNCTION:** Provides network support to operational computer network users.

### **MAJOR RESPONSIBILITIES:**

Responsibilities include but are not limited to:

1. Assembles and configures network components and performs associated services.
2. Sets up and maintains basic network operations including assembly of network hardware.
3. Provides users with network technical support and performs network troubleshooting.
4. Installs network hardware and software components, including upgrades as required; configures network printing, directory structures, rights and security, and software and files services; performs software and hardware testing to ensure quality service.
5. Performs additional tasks or duties as assigned.

**ORGANIZATIONAL RELATIONSHIPS:** (1) Reports to the Technical Director, and (2) performs work in a manner that furthers the College's mission and values.

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

### **QUALIFICATIONS:**

(1) Education: Minimum of 2 years of related experience/or Associate's Degree/or 2 years at a technical school, or a combination of both to equal 2 years.

(2) Knowledge, Skills and Abilities: (a) Well versed with technologies including Netapp 3250 SAN, Juniper SSL VPN, F5 LTM, BEA Weblogic, RSA Secure ID, Symantec security products, Tipping Point IPS, SCCM 2007, MOM 2005, Cisco ASA 5550, LMS-WebCT, VMWare, Symantec NetBackup, etc.(c) demonstrates understanding of the community college mission and practices an open door policy; (d) must have demonstrated ability to employ a balanced and positive approach to all work activities and work collaboratively across various constituencies of

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the College and with vendors and external constituencies; (e) exhibits strong skills in communication, customer and student focus, building relationships, organizing, and planning; (f) technologically proficient in common office desktop software and familiar with cloud based computing and collaborative platforms and software.

(3) Experience: (a) experience with NetAlert & SNMPC, Cisco Real-time Monitoring Tool, NetApp OnTap, Dell OpenManage IT Assistant, Eaton LanSafe, and RoomAlert preferred.

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

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





**BOARD OF TRUSTEES ACTION P2**  
**Approval Date: February 2, 2021**

**Resolution**

Rescind Appointment: Clinical Coordinator

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

**Action Requested**

To rescind the appointment of the following individual as Clinical Coordinator (P1, November 4, 2020):

<b><u>Name</u></b>	<b><u>Department/Division</u></b>	<b><u>Effective Date</u></b>	<b><u>Annual Stipend</u></b>
Tomira Rozar	Dental Hygiene/Health Professions	01/01/21 (retroactive)	\$4,750.00

**Justification**

Rescind the appointment as Clinical Coordinator due to her appointment as Academic Department Chair for Dental Hygiene.



**BOARD OF TRUSTEES ACTION P3**  
**Approval Date: February 2, 2021**

**Resolution**

Reappointment Faculty – Fifth Reappointment (with tenure)

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

**Action Requested**

To reappoint the following individuals for their fifth reappointment with tenure to the indicated division and rank for the period September 1, 2021 through June 30, 2022 unless otherwise noted:

**5th REAPPOINTMENT**

<b><u>NAME</u></b>	<b><u>RANK</u></b>	<b><u>DISCIPLINE/DIVISION</u></b>
Jean Acken	Assistant Professor	Chemistry/Mathematics, Science & Technology
John Bandman	Assistant Professor	Hotel Restaurant Management/Business, Arts & Social Sciences
Mary Bays	Assistant Professor	Fashion Apparel Design/ Business, Arts & Social Sciences
Ara Kahyaoglu	Associate Professor	Chemistry/Mathematics, Science & Technology
Joanne Piccininni	Assistant Professor	Paramedic Science/Health Professions
Mary Senor	Associate Instructor	Surgical Technology /Health Professions
Tomer Zilkha*	Assistant Professor	Hotel Restaurant Management/Business, Arts & Social Sciences

\*Administratively promoted from Instructor to the rank of Assistant Professor In accordance with Article XIII of the BCCFA contract revised in contract negotiations in 2007 to administratively promote eligible Instructors receiving tenure to rank of Assistant Professor.

**Justification**

In accordance with Article XIII of the BCCFA contract.



**BOARD OF TRUSTEES ACTION P4**  
**Approval Date: February 2, 2021**

**Resolution**

Approve Sabbatical Leave of Absence

**Submitted By**

Dr. Eric M Friedman, President

Dr. Brock Fisher, Vice President of Academic Affairs

Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

**Action Requested**

That the following Sabbatical Leave of Absence with pay for the period indicated be granted to the faculty members listed below, subject to financial allocations from the State of New Jersey and Bergen County, as indicated in the 2021-2022 proposed College budget:

<u>Name</u>	<u>Rank</u>	<u>Discipline</u>	<u>Period</u>
Dr.Vanda Bozicevic	Professor	Philosophy & Religion	Spring 2022

**Purpose:**

Advancing scholarship in architecture and aesthetics.

**Justification**

In accordance with Article XII, Item 5, BCCFA Contract



**BOARD OF TRUSTEES ACTION P5**  
**Approval Date: February 2, 2021**

**Resolution**

Faculty – Change in Rank

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

**Action Requested**

To change the rank for the following individual effective January 1, 2021, based on the completion of his Masters of Business Administration degree, December, 2020.

**NAME**

Tomer Zilkha

**RANK**

Instructor

**DISCIPLINE/DIVISION**

Hotel Restaurant Management/Business, Arts & Social Sciences

**Justification**

In accordance with Article XIII of the BCCFA contract



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**BOARD OF TRUSTEES ACTION P6**  
**Approval Date: February 2, 2021**

**Resolution**

Approve stipends for Nursing Clinical Faculty for Spring 2021 semester

**Submitted By**

Dr. Eric Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

**Action Requested**

To approve payment of stipends for the following individuals in the Nursing Clinical Faculty in the amounts indicated for the Spring 2021 semester.

<b><u>Name</u></b>	<b><u>Semester stipend amount</u></b>
--------------------	---------------------------------------

**Full time**

Claire Cyriax	\$2,400.00
Joanne Diamantidis*	\$3,600.00
Carrie Polnyj	\$2,400.00
Carmen Torres**	\$1,200.00
Toni Tortorella-Genova	\$2,400.00

**Lecturers**

Eun Choi	\$2,400.00
Diana Constantino	\$2,400.00
Sharon Mancini	\$2,400.00
Lilleth Okossi	\$2,400.00

**Adjuncts**

Barbara (Schweiger) Albanese	\$2,400.00
Marites Alonis	\$2,400.00
Karen Antequera	\$2,400.00
Christina Bancroft	\$2,400.00
Rhonda Boggi	\$2,400.00
Jessica Brown**	\$1,200.00
Cyndi Ciulli**	\$1,200.00
Nicole Cofini	\$2,400.00
Gilbert DeSotto**	\$1,200.00
Anja Dietmer**	\$1,200.00
Giuseppina Finnerty	\$2,400.00

**Board of Trustees Action P6**  
**February 2, 2021**  
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<b><u>Name</u></b>	<b><u>Stipend amount</u></b>
Christopher Garcia	\$2,400.00
Rayda Garcia	\$2,400.00
Natay Grajales**	\$1,200.00
Maureen Imbrogno	\$2,400.00
Rommell Jimenez	\$2,400.00
Jim Keogh	\$2,400.00
Tenzin Lama-Tamang	\$2,400.00
Michael Lang	\$2,400.00
Easter Grace Mana-ay Rio	\$2,400.00
Teresa Meyer**	\$1,200.00
Desiree Morgan	\$2,400.00
Eli Portnoy	\$2,400.00
Kristina Rioux**	\$1,200.00
Kristi Schmidt	\$2,400.00
Athena Serrano Torres	\$2,400.00
T. Dolma Siphyr	\$2,400.00
Tara Spruill	\$2,400.00
Elizabeth Vaccarino	\$2,400.00

\* for additional ½ semester clinical

\*\* for ½ semester clinical only

\*\*\*for additional full semester clinical

**Justification**

Payment of Nursing Clinical Faculty stipends for the hiring and retention of skilled clinical instructors as per the negotiated agreement with the BCCFA.

Charge To: Nursing: Stipends

Account Number: 10-03-352000-601153



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**BOARD OF TRUSTEES ACTION P7**  
**Approval Date: February 2, 2021**

**Resolution**

Approve: Leave of Absence/Support Staff

**Submitted By**

Dr. Eric Friedman, President

Ms. Marie Jardine, Interim Managing Director of Public Safety

Mr. Christopher Talmo, Managing Director, Custodial Operations

Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

**Action Requested**

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

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Nobile Basile	Custodian/Buildings and Grounds/ Facilities Planning, Operations and Public Safety	01/07/21 (retroactive)
George Bugyi	Public Safety Officer/Public Safety/ Facilities Planning, Operations and and Public Safety	11/23/20 (retroactive)
Kimberly Marriott-Holliday	Public Safety Officer/Public Safety/ Facilities Planning, Operations and and Public Safety	01/28/21 (retroactive)

**Justification**

Medical Leave





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**BOARD OF TRUSTEES ACTION P8**  
**Approval Date: February 2, 2021**

**Resolution**

Retirement: Confidential Staff

**Submitted By**

Dr. Eric M. Friedman, President

Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

**Action Requested**

To accept the retirement of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Patti Bonomolo	Sr. Human Resources Generalist/ Human Resources and Employee Relations	08/06/07	04/01/21

**Justification**

Retirement



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**BOARD OF TRUSTEES ACTION P9**  
**Approval Date: February 2, 2021**

**Resolution**

Retirement: Faculty

**Submitted By**

Dr. Eric Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

**Action Requested**

To approve the retirement of the following individuals:

<u>Name</u>	<u>Position/Rank/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Milena Christov	Assistant Professor/American Language Program/Humanities/Academic Affairs	09/01/90	02/01/21 (retroactive)
Gail Fernandez	Associate Professor/American Language Program/Humanities/Academic Affairs	09/01/03	02/01/21 (retroactive)
Vincent Benanti	Assistant Professor/Drafting and Design/ Mathematics, Science and Technology/ Academic Affairs	09/01/09	07/01/21
Mark Wiener	Assistant Professor/Developmental Math/ Mathematics, Science and Technology/ Academic Affairs	09/01/10	07/01/21

**Justification**

Retirement



**BOARD OF TRUSTEES ACTION P10**  
**Approval Date: February 2, 2021**

**Resolution**

Retirement – Professional Staff

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Lawrence Hlavenka, Executive Director, Public Relations and Community & Cultural Affairs

Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

**Action Requested**

To approve the retirement of the following individual:

<u>Name</u>	<u>Position</u>	<u>Hire Date</u>	<u>Effective Date</u>
Wilson Aguilar	Supervisor of Graphic Services / Public Relations and Community and Cultural Affairs	07/05/78	03/01/21

**Justification**

Retirement



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**BOARD OF TRUSTEES ACTION P11**  
**Approval Date: February 2, 2021**

**Resolution**

Resignation: Professional Staff

**Submitted By**

Dr. Eric M. Friedman, President

Mr. William Yakowicz, Director Grants Administration

Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

**Action Requested**

To approve the resignation of the following individual:

<u>Name</u>	<u>Position/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Monica Rodriguez	Grant Writer/Grants Administration	12/06/17	01/15/21 (retroactive)

**Justification**

Resignation



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**BOARD OF TRUSTEES ACTION P12**  
**Approval Date: February 2, 2021**

**Resolution**

Resignation: Support Staff

**Submitted By**

Dr. Eric M. Friedman, President

Ms. Marie Jardine, Interim Managing Director, Public Safety

Ms. Gwendolyn Harewood, Director, Human Resources and Employee Relations

**Action Requested**

To accept the resignation of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Eric Delgado	Public Safety Officer/Public Safety	02/04/13	01/15/21 (retroactive)

**Justification**

Resignation



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**BOARD OF TRUSTEES ACTION P13**  
**Approval Date: February 2, 2021**

**Resolution**

Resignation: Confidential Staff

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

**Action Requested**

To approve the resignation of the following individual:

<u>Name</u>	<u>Position/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Angie Goldszmidt	Phi Theta Kappa Administrative Advisor/ Academic Affairs	07/14/14	02/15/21

**Justification**

Resignation



**BOARD OF TRUSTEES ACTION P14**  
**Approval Date: February 2, 2021**

**Resolution**

Approve: Title Change

**Submitted By**

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Managing Director of Finance

Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

**Action Requested**

To approve the following title change:

<b><u>Name</u></b>	<b><u>Current Title</u></b>	<b><u>New Title</u></b>	<b><u>Effective date:</u></b>
Dr. Drorit Beckman	Executive Assistant to the Executive Vice President	Executive Assistant	01/04/2021

**Justification**

There is no salary change associated with this title change. This position is at-will.

Charge to: College Operating Funds

Account Number:



# **BERGEN COMMUNITY COLLEGE**

## **JOB DESCRIPTION**

**TITLE:** Executive Assistant

**DEPARTMENTS:** Office of Finance and Office of the President

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**FUNCTION:** The Executive Assistant provides senior-level, strategic support to the Managing Director of Finance and the President, and serves as an advisor, delivering on a wide variety of special projects, administrative and executive duties, and initiatives of the respective offices related to the College's priorities. The Executive Assistant must possess superior writing, verbal communication, presentation, analytical, and project management skills with the ability to drive multiple projects through to completion while maintaining executive-level standards of confidentiality, quality assurance, and compliance with college policies and procedures.

### **MAJOR RESPONSIBILITIES:**

Responsibilities include but are not limited to:

1. Facilitate project management, strategic initiatives, policy development, and problem resolution on behalf of the Managing Director of Finance and the President, involving senior officers of the College as appropriate.
2. Ensure compliance and timely reporting related to CARES ACT, GEERF, CRF, HEERF and other specialized and emergency funds. Communicate directly to internal and external constituencies regarding status of special and emergency projects and initiatives.
3. Review, research, and recommend new or revised policies and strategies, as appropriate to the relevant areas.
4. Support both offices in the acquisition and/or management of specialized grant projects; liaison with the Office of Grants Administration and the Office of Institutional Effectiveness as needed.
5. Provide auxiliary management support as a liaison to the bookstore and dining services.
6. Actively assist in creating, updating, and reviewing finance-related policies and procedures.
7. Review and edit presentations and documents for the Office of Finance.
8. Assist with the development of processes to document, monitor, and evaluate productivity, efficiency, and institutional effectiveness.
9. Deliver project management, strategic planning, and implementation support for key organizational initiatives.
10. Translate the College's strategic plan into specific metrics, assess for continuous improvement, and make policy and practice recommendations.

11. Assist administration in various cost analyses, projections, dashboard reports, status reports, trend analyses, and preparation of presentations.
12. Develop working relationships with institutional leadership, and serve as a liaison with committees, groups, and consultants to support the fulfillment of key initiatives.
13. Provide general project management capabilities coupled with strong analytic and critical thinking skills to drive achievement of the College's short- and long-term goals.
14. Ability to build and cultivate relationships across stakeholder groups, creating a network of colleagues, thought leaders, expert partners, external relations, and top decision makers.
15. Assist the Managing Director of Finance and the President with special projects.
16. Perform additional tasks or duties as assigned.

**ORGANIZATIONAL RELATIONSHIPS:** (1) Directly reports to the Managing Director of Finance with indirect reporting to the President. (2) Coordinates work and projects within the Office of Finance and the Office of the President. (3) Performs work that furthers the College's mission and values, working collaboratively across multiple divisions.

**PERFORMANCE STANDARDS:** Performance in this position is considered satisfactory when: (1) mutually agreed upon objectives have been attained within a specified timeframe; (2) responsibilities of the position have been carried out at a level consistent with performance objectives; (3) effective cooperative relationships exist across various divisions within the College and the incumbent has demonstrated the ability to relate well to people at all levels within the institution; and (4) confidential aspects of the position are maintained.

**QUALIFICATIONS:** (1) Education: Master's Degree required. (2) Knowledge, Skills and Abilities: (a) Versatile understanding of the broad landscape of higher education operations including academic affairs, finance, communications, outreach and community relations, teamwork and crisis management, budgets, human resources, student services, partnerships and external affairs, and trends in higher education strongly preferred; (b) experience managing group dynamics and facilitating consensus; (c) experience managing executive-level confidential and sensitive materials; (d) excellent public speaking and presentation skills; (e) excellent written, verbal, and interpersonal communications skills with the ability to cultivate professional relationships and partnerships; (f) demonstrates understanding of the community college mission; (g) unquestioned integrity; (h) proven history of excellent relationship building and people skills required to deliver collaborative, impactful programs and initiatives; (i) demonstrated ability to process complex information, prioritize goals, and make sound business decisions. (3) Experience: Minimum of 5 years of experience working in complex higher education environments, preferably in the community college context; (b) minimum 3 years of experience advising, supporting, and working closely with executive-level leaders.

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

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

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

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TIME WITH OR WITHOUT NOTICE**



**BOARD OF TRUSTEES ACTION P15**  
**Approval Date: February 2, 2021**

**Resolution**

Approve Revised Job Description

**Submitted By**

Dr. Eric Friedman, President

Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

**Action Requested**

To approve the revised job description for a Human Resources Generalist with specific recruiting skillset.

**Justification**

To approve the revised job description as part of the continuous improvement within the Human Resources and Employee Relations Department. This job description adds specific recruiting experience and skillset to the existing Human Resources Generalist position. This position is at-will.

# **BERGEN COMMUNITY COLLEGE**

## **JOB DESCRIPTION**

**TITLE:** Human Resources Generalist

**DEPARTMENT:** Human Resources and Employee Relations

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**FUNCTION:** Serves as a Human Resources Generalist, providing specialized support to College staff and Faculty on a variety of Human Resources issues including, but not limited to, policies, procedures, related laws and regulations. The Generalist provides support services related to disciplinary issues, the performance appraisal process and other areas as needed. Performs general recruiting duties, support regarding compensation, performs new employee orientation and exit interviews. Serves as a subject matter expert on various recruiting initiatives, coordinates processes and forms related to recruitment and implements appropriate technology to continuously improve upon existing services.

### **MAJOR RESPONSIBILITIES:**

1. Provides professional level support for assigned division(s)/department(s) in the areas of employee relations, talent acquisition, training and development and communication.
2. Participates in the evaluation of assigned unit(s) goals and objectives, recommends new approaches, policies and procedures to effect continuous improvements in the efficiency and level of excellence of the assigned unit(s).
3. Works with College leaders to assess staffing needs and assist with creating requisite position descriptions and job postings, and works to place positions in the appropriate publications and websites to attract qualified applicants.
4. Identifies and implements efficient and effective recruiting methods and strategies for all levels of employees; establishes recruiting processes and protocols including job posting, ad placement and search process and compliance, completes reference checks, and operates within the parameters of exiting collective bargaining agreements.
5. Conducts new hire orientation and assists with website maintenance for job postings and the employment mailbox.
6. Assists with the recruitment of temporary and part-time employees.
7. Prepares, maintains and disseminates weekly recruiting report.
8. Participates in the development, prioritization and execution of selected HR and College initiatives, goals and objectives aimed at supporting talent acquisition, performance management, development, engagement/retention of staff and/or other areas of focus. Actively assesses progress towards goal attainment.
9. Conducts exit interviews; identifies and reports on turnover trends and makes recommendations to address areas of challenge.
10. Manages the organizational structure changes with updating, posting and dissemination of organizational charts per revisions approved by the Board of Trustees.
11. Serves as backup to other Human Resource Generalists.

12. Performs additional tasks or duties as assigned.

**ORGANIZATIONAL RELATIONSHIPS:** (1) Reports to Assistant Director of Human Resources.

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

**QUALIFICATIONS:** (1) Education: Bachelor's degree in Human Resources Administration preferred, will consider Business Administration, or closely related field. SHRM-CP or PHP certification preferred. (2) Knowledge, Skills and Abilities: (a) Ability to work independently while performing data analysis from multiple information sources. Must have demonstrated ability to employ a balanced and positive approach to all work activities, especially when dealing with sensitive employee and management issues. Possesses and applies knowledge of employment law and related federal and state regulations. Has experience working with a variety of computer software, database management, and other employee management software applications. Possesses proficiency in Google and Microsoft Office suite software, and is familiar with cloud based computing and collaborative platforms and software. Exhibits strong verbal and written communication skills, relationship building, and organizing and planning. (b) must be able to work collaboratively across various constituencies of the College and with vendors and external constituencies; (c) Proficient in common office desktop software and familiar with cloud based computing and collaborative platforms and software; (3) Experience: (a) Minimum of three (3) years HR experience as an HR Generalist or similar, including recruiting experience, required. Experience in education or higher education preferred.

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

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

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

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

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



**BOARD OF TRUSTEES ACTION P16**  
**Approval Date: February 2, 2021**

**Resolution**

Amend Approval: Interim Assignment and Stipend/Confidential

**Submitted By**

Dr. Eric Friedman, President

Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

**Action Requested**

To amend the previously approved interim appointment (P1C, January 12, 2021) for the following individual to reflect the correct title of Interim Managing Director of Public Safety.

<u>Name</u>	<u>Position/Division</u>	<u>Monthly Amount</u>	<u>Effective Date</u>
Marie Jardine	Interim Managing Director of Public Safety	\$750.00	01/01/21 (retroactive)

**Justification**

To fill a leadership position in Public Safety due to the retirement of the Vice President of Facilities Planning, Operations, and Public Safety. The monthly stipend remains the same.

Charge To: College Operating Funds

Account Number:





400 Paramus Road, Paramus, New Jersey 07652  
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**BOARD OF TRUSTEES ACTION S/F1**  
**Approval Date: February 2, 2021**

**Resolution**

Approve Facilities 2021-2031 Master Plan.

**Submitted By**

Dr. Eric M. Friedman, President

Mr. Robert P. Coane, Director of Campus Planning and Improvements

Mr. Michael Hyjeck, Managing Director, Physical Plan

**Action Requested**

To adopt the 10-year Facilities Master Plan prepared by the architectural firm of NK Architects.

**Justification**

The last 10-year Master Plan was adopted in 2010 and has been updated to meet the needs of the College for the 10-year period of 2021-2031.