

BOARD OF TRUSTEES
PUBLIC MEETING

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

Tuesday, February 4, 2025 – 5:00 p.m.

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Roll Call
- IV. Pledge of Allegiance
- V. Reports:
 - A. Vice Chairman
 - B. Secretary
 - C. Treasurer
 - D. President
 - E. Committees
 - 1. Audit, Finance and Legal Affairs
 - 2. Education and Student Affairs
 - 3. Personnel
 - 4. Site and Facilities
 - 5. Strategic Planning and Issues
 - F. Alumni Trustee
 - G. Chairwoman
- VI. Unfinished Business / Board Members
- VII. New Business / Board Members
- VIII. Open to the Public
- IX. Actions
 - A. Approval of Board Minutes: Tuesday, January 7, 2025
 - B. Consent Agenda: Tuesday, February 4, 2025
- X. Adjournment



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

CONSENT AGENDA

Tuesday, February 4, 2025

Paramus Campus – Technology Building – Conference Rooms B and C

5:00 p.m.

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

Approval of Board Minutes – Tuesday, January 7, 2025

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize the purchase of student and faculty support resources for nursing education from Assessment Technologies Institute (ATI) to increase retention and student success on the National Council Licensure Examination Registered Nurse (NCLEX-RN).
3. To authorize the award of Public Bid P-2396 for fire protection equipment, maintenance, and repairs to United Fire Protection Corporation.
4. Authorization to exercise the option period to extend the HVAC P-2375 on-call and preventative maintenance services contract with In-Line Air Conditioning Co., Inc. for one year.
5. To authorize contracting with BSM Consultants LLC for academic year 2025/2026 for an amount not to exceed \$50,000 to provide STEM enrichment programs for children on campus at Bergen Community College through the Continuing Education Division.
6. To authorize contracting with Black Rocket Productions for academic year 2025/2026 for an amount not to exceed \$160,000 to provide Digital Arts and Enrichment Programs for children on campus at Bergen Community College through the Continuing Education Division.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. To approve the curriculum for the Associate of Arts (AA) Degree, Early Childhood Education (AA.EARLY.CHILD).
2. To authorize payment to the Association of Colleges and University Educators (ACUE) for professional development services under a sub-award of the Title V- Developing Hispanic Institutions Grant for the period 10/01/24 - 09/31/29.
3. To authorize submission of a **Creative Aging Initiative (CAI) Grant** application to the New Jersey State Council on the Arts and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

PERSONNEL (P)

1. To approve the specified personnel separations.
2. To approve the appointments of the specified Confidential personnel.
3. To approve the appointments of the Academic Chairs and Academic Coordinators.
4. To approve the appointment of the specified Professional personnel.
5. To approve the appointment of the specified Support personnel.
6. To approve the appointments of the specified Lecturers for the Spring 2025 Semester.
7. Reappointment Faculty – Fifth Reappointment (with tenure)
8. To approve Sabbatical Leave of Absence



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

CONSENT AGENDA

Tuesday, February 4, 2025

Page 2

PERSONNEL (P)

9. To approve stipends for Nursing Clinical Faculty for the Spring 2025 semester.
10. Appointment: To approve the appointment of the specified personnel to a stipend position.
11. To rescind and appoint stipends for Clinical Coordinators for the Spring 2025 semester.
12. To approve the job description for the specified position.
13. To extend the appointment of the specified temporary full-time (TFT) personnel.

SITE AND FACILITIES (S/F)

1. To authorize Change Order #3 for additional engineering design services necessary to support the replacement of emergency generators for the Pitkin Buildings to RSC Architects.
2. To reject all bids received for Public Bid P-2402 for the Pitkin Second Floor Cafeteria Renovation.



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

BOARD OF TRUSTEES ACTION A/F1
Approval Date: February 4, 2025

Resolution

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

Submitted By

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

Action Requested

Approval for payment of the following legal vouchers:

DeCotiis, FitzPatrick, Cole & Giblin, LLP.

December 1, 2024, to December 31, 2024 \$ 20,350.44

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	\$ 20,350.44



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

BOARD OF TRUSTEES ACTION A/F 2
Approval Date: February 4, 2025

Resolution

To authorize the purchase of student and faculty support resources for nursing education from Assessment Technologies Institute (ATI) to increase retention and student success on the National Council Licensure Examination-Registered Nurse (NCLEX-RN).

Submitted By

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

Action Requested

Authorization to purchase student and faculty support services for nursing education from ATI for an amount not to exceed \$155,179.56 for the Spring 2025 semester.

Justification

The ATI resources include services such as Test-Taking Strategies Seminar, Content Mastery Series Assessments for 9 content areas (Proctored & Practice), Self-Assessment Inventory, Critical Thinking Entrance and Exit Assessment, Comprehensive Predictor Practice and Proctored Assessments, Nurse Logic, Learning System RN, Pharmacology Made Easy 3.0, Dosage Calculation 2.0, Skills Modules, On- line Review Modules, Physical Review Modules, Guided Individualized Remediation, Pulse, Reporting, and faculty support/training for ATI Resource Integration and Implementation. ATI provides standardized testing, additional student resources, developmental learning (remediation), evaluation support, and faculty support.

The Test Taking Strategies Seminar for nursing students focuses on early intervention and is offered for all newly admitted and at-risk students each semester.

The NCLEX Experience component prepares students for the Next Generation NCLEX exam that incorporates knowledge, critical thinking, and clinical application of program information. As a result, nursing students will be better prepared for the National Council Licensure Examination-Registered Nurse (NCLEX-RN) after graduation. The integration of ATI resources this past year led to an increased number of graduates passing the NCLEX on the first attempt.

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. Assessment Technologies Institute has submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with

N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political 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 Contributions Disclosure, the Stockholder Disclosure Certification, and Business Entity Disclosure will be maintained on file at the college.

This procurement is exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (2) (Extraordinary and unspecifiable services)

Charge to:	Nursing Testing & Assessment
Account Number:	10-03-352000-607620
Amount:	\$155,179.56



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

BOARD OF TRUSTEES ACTION A/F 3
Approval Date: February 4, 2025

Resolution

To authorize the award of Public Bid P-2396 for fire protection equipment, maintenance, and repairs to United Fire Protection Corporation.

Submitted By

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

Action Requested

Authorization to award Public Bid P-2396 Fire Protection Equipment Maintenance and Repairs, to United Fire Protection Corporation for the period of February 4, 2025, through February 3, 2027, for an estimated amount of 729,617.00. One-year option to extend (February 3, 2027, through February 2, 2028).

Justification

The services covered by this contract are essential to the College's ability to operate safe, compliant, and cost-effective fire protection equipment. This equipment includes alarms, fire suppression systems, and 24-hour emergency monitoring. Fire protection equipment must be tested and in compliance with state and local codes, including National Fire Protection Association standards.

A total of twenty-one companies registered for bid packages and one bid was received as follows:

United Fire Protection Corporation \$729,617.00

Charge To:	Various
Account Number:	Various
Amount:	\$729,617.00



400 Paramus Road, Paramus, New Jersey 07652
201-447-7180 • www.bergen.edu

BOARD OF TRUSTEES ACTION A/F 4
Approval Date: February 4, 2025

Resolution

Authorization to exercise the option period to extend the HVAC P-2375 on-call and preventative maintenance services contract with In-Line Air Conditioning Co., Inc. for one year.

Submitted By

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

Action Requested

Authorization to exercise the option period to extend on-call HVAC and preventative maintenance services to In-Line Air Conditioning Co., Inc. for a one-year period beginning February 10, 2025, through February 9, 2026, for an estimated amount of \$910,405.

Justification

The College requires routine and emergency repair services for all heating ventilation and air conditioning systems. These services are required on an on-going basis to provide continuous coverage and ensure safe and comfortable facilities.

Charge To:	Contractual Services
Account Number:	10-06-610100607550
Amount:	\$910,405.00



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

BOARD OF TRUSTEES ACTION A/F 5
Approval Date: February 4, 2025

Resolution

To authorize contracting with BSM Consultants LLC for academic year 2025/2026 for an amount not to exceed \$50,000 to provide STEM enrichment programs for children on campus at Bergen Community College through the Continuing Education Division.

Submitted By

Dr. Eric M. Friedman, President

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

Mr. Wilton Thomas-Hooke, Chief Financial Officer

Action Requested

Authorization to contract with BSM Consultants LLC for academic year 2025/2026 for an amount not to exceed \$50,000 to provide up to 20 STEM enrichment courses for children on campus at Bergen Community College through the Continuing Education Division.

Justification

BSM Consultants LLC (BSMC) is the vendor Bergen Community College's Division of Continuing Education and Workforce Development uses for children's STEM enrichment programs. There will be multiple weeks of classes, and BSM Consultants LLC provides the instructors, materials, and software for these courses.

See the table below for examples of courses to be offered.

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. BSM Consultants LLC has submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution Disclosure, the Stockholder Disclosure Certification, and the Business Entity Disclosure will be maintained on file at the College.

Charge to: College Operating Funds
Account Number: 10-03-391029-607550
Amount: \$50,000

Course Name
Amazing Animals
Architecture 101
Brick Ninjas Extreme
Bricks 4 Kidz Master Challenge
Energy is Everywhere
Exploring the Everglades
Galaxies Far Away
Game On: Mario Edition
Journey with Sharks
Pocket Brick Monsters
Superheroes
World of Wizards



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

BOARD OF TRUSTEES ACTION A/F 6
Approval Date: February 4, 2025

Resolution

To authorize contracting with Black Rocket Productions for academic year 2025/2026 for an amount not to exceed \$160,000 to provide Digital Arts and Enrichment Programs for children on campus at Bergen Community College through the Continuing Education Division.

Submitted By

Dr. Eric M. Friedman, President

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

Mr. Wilton Thomas-Hooke, Chief Financial Officer

Action Requested

Authorization to contract with Black Rocket Productions for academic year 2025/2026 for an amount not to exceed \$160,000 to provide up to 40 digital arts and enrichment courses for children on campus at Bergen Community College through the Continuing Education Division.

Justification

Black Rocket Productions (BRP) is the vendor Bergen Community College's Division of Continuing Education and Workforce Development uses for children's digital arts and enrichment programs. There will be multiple weeks of classes, and Black Rocket Productions will provide the instructors, materials, and software for these courses.

See the table below for examples of courses to be offered.

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. Black Rocket Productions has submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution Disclosure, the Stockholder Disclosure Certification, and the Business Entity Disclosure will be maintained on file at the College.

Charge to: College Operating Funds
Account Number: 10-03-391029-607550
Amount: \$160,000

Course Name
3D Game Design with Unity
A.I. Adventures: Intro to Machine Learning
Advanced Robotics
Beats & Jams: Digital Music Creators
Cooking with Superheroes
Creative Design and Robotics JR.
Drone Adventures
Eating Around the World
Garden-to-Table Adventures
Healthy Kids Kitchen
LEGO Films and Stop Action!
Make Your First 3D Video Game
Minecraft Modders
Model United Nations
Python Programmers
Restaurant Week
ROBLOX® Makers
ROBLOX® Makers-Coders-Entrepreneurs!
Tiny Kitchen
Video Game Animation
Young Coders
Young Investors & Entrepreneurs



BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: February 4, 2025

Resolution

To approve the curriculum for the Associate of Arts (AA) Degree, Early Childhood Education (AA.EARLY.CHILD)

Submitted By

Dr. Eric Friedman, President

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

Dr. Ilene Kleinman, Associate Dean, Curriculum

Action Requested

The Academic Affairs Division is recommending approval of the curriculum for the Associates of Arts in Early Childhood Education.

Justification

Per the New Jersey Presidents Council's Academic Issues Committee Manual, Board approval is required whenever the college approves a new program.

The AA.EARLY.CHILD degree is a response to Governor Murphy's call to increase the P-3 teacher candidate pool to meet the need for Universal Preschool Expansion across high-need NJ school districts.

The AA.EARLY.CHILD degree is for students interested in working with children ages birth through 3rd grade in early childhood classroom settings.

This degree serves a dual purpose: (1) it transfers to preschool through 3rd grade teacher preparation programs at the bachelor's degree level, and (2) it prepares students to enter the workplace in early childhood settings. Some examples of these settings are private daycares, family childcare centers, preschools, and before/after school care programs.

This AA program offers students an opportunity to transfer to a four-year college or university to continue their studies. Students who successfully complete this 60-credit degree program will be able to pursue a BA at Montclair State University, Ramapo College, or Kean University.

Additionally, this degree program will prepare students for Early Childhood-related employment opportunities, such as early interventionists in federally funded Head Start programs and owners, directors, teachers, teacher assistants, classroom aides, and paraprofessionals.



BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: February 4, 2025

Resolution

To authorize payment to the Association of Colleges and University Educators (ACUE) for professional development services under a sub-award of the Title V- Developing Hispanic Institutions Grant for the period 10/01/24 - 09/31/29.

Submitted By

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

Action Requested

To authorize payment of \$250,000 to ACUE for professional development services as a sub awardee of the Title V-Developing Hispanic Institutions Grant during the performance period 10/01/2024-09/31/2029.

Justification

The ACUE Professional Development courses are built on the Effective Teaching Framework to improve student engagement, retention and grades. This framework includes modules on the Foundations of Effective Instructions, Online Teaching Essentials, Career Readiness, Artificial Intelligence, and other related courses. Faculty who are certified in the Effective Teaching Practice Framework report improvement in self-efficacy, confidence, and growth mindset for students and themselves. ACUE has a record of strong academic outcomes when students take courses with instructors certified in Effective Teaching Framework.

The ACUE program allows faculty to work at their own pace through the Title V grant to engage in online professional development opportunities to enhance evidence-based teaching. Skills gained from these courses are geared towards enhancing student success. This opportunity will help to enroll both part-time and full-time faculty in a year-long course to learn research-based teaching methods and implement these methods in the classroom to improve student engagement.

Charge to:	Title V
Account Number:	50-04-519000-607504
Amount:	\$250,000



BOARD OF TRUSTEES ACTION E/SA 3
Approval Date: February 4, 2025

Resolution

To authorize submission of a **Creative Aging Initiative (CAI) Grant** application to the New Jersey State Council on the Arts and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By

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

Action Requested

To authorize submission of a CAI grant application for \$10,000 annual funding for each year of the two-year grant cycle. The CAI performance period runs from July 1, 2025 to June 30, 2026 (Year 1) and July 1, 2026 to June 30, 2027 (Year 2).

Justification

This CAI grant project will provide arts-based learning experiences that directly engage older adults for multiple sessions. This grant program will provide free, art-based learning for adults aged 55 and older.

No college funds are required.
Budget documents are in development.



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

BOARD OF TRUSTEES ACTION P1
Approval Date: February 4, 2025

Resolution

To approve the specified personnel separations.

Submitted By

Dr. Eric M. Friedman, President

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

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

Action Requested

To accept the separation of the following individuals:

	<u>Name</u>	<u>Reason</u>	<u>Position/Department/Division/Unit</u>	<u>Effective Date</u>
1.	Monica Crespo	Resignation	Assistant Professor/Student Support Services/Student Affairs/Faculty	01/03/2025 (retroactive)
2.	Richard McMillan	Retirement	Public Safety Officer/Safety and Security/Support	03/01/2025



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

BOARD OF TRUSTEES ACTION P2
Approval Date: February 4, 2025

Resolution

To approve the appointments of the specified Confidential personnel.

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

Action Requested

To approve the appointments of the following individuals to the vacant position and annual salary indicated below:

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary</u> <u>(pro-rated)</u>	<u>Effective Dates</u>
1.	Sarah Riker	Associate Director of Human Resources/Human Resources	Confidential	\$90,000.00	03/04/2025
2.	Erin Van Nostrand	Interim Director of Athletics/ Student Affairs	Confidential	\$99,500.00	12/21/2024 – 06/30/2025 (retroactive)

Justification

1. To fill a budgeted vacant position through successful search process pending completion of background checks and references. This position is at-will.
2. To appoint an interim Director pending the successful completion of a search process. This position is at-will.

Charge to:

College Operating Funds in accordance with the list below:

1. 10-01-126100-601110
2. 60-09-910000-601110



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

BOARD OF TRUSTEES ACTION P3
Approval Date: February 4, 2025

Resolution

To approve the appointments of Academic Chairs and Academic Coordinators.

Submitted By

Dr. Eric M. Friedman, President

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

Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

Action Requested

To appoint the individual listed below to the position of Academic Chair at the stipend and release time shown for the period February 1, 2025 - June 30, 2025.

ACADEMIC CHAIR

<u>Name</u>	<u>Department/Division</u>	<u>Annual Stipend (pro-rated)</u>	<u>Annual Release Time (pro-rated)</u>
Lawrence Joel	Criminal Justice and Legal Studies/ Business and Social Sciences	\$3,000.00	13 credit hours

Action Requested

To appoint the individual listed below to the position of Academic Coordinator at the release time shown for the period February 1, 2025 - June 30, 2025

ACADEMIC COORDINATOR

<u>Name</u>	<u>Department/Division</u>	<u>Annual Release Time (pro-rated)</u>
Louis Cirrilla	Legal Studies/Business and Social Sciences	11 credit hours

Justification

To appoint the Academic Department Chairs, Program Coordinators/Directors and Program Liaison in accordance with the agreement with the BCCFA.

Charge to: College Operating Funds

Account Number: 10-03-396500-601153



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

BOARD OF TRUSTEES ACTION P4
Approval Date: February 4, 2025

Resolution

To approve the appointment of the specified Professional personnel.

Submitted By

Dr. Eric M. Friedman, President

Mr. Ronald Spaide, Chief Information Officer

Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary</u> <u>(pro-rated)</u>	<u>Effective</u> <u>Date</u>
Mehta Nimtrakul	Process Automation Specialist/ Information Technology	Professional	\$60,000.00	02/05/2025

Justification

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

Charge to: College Operating Funds.

Budget Code: 10-01-165500-601110



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

BOARD OF TRUSTEES ACTION P5
Approval Date: February 4, 2025

Resolution

To approve the appointments of the specified Support personnel.

Submitted By

Dr. Eric M. Friedman, President

Mr. Nathaniel Saviet, Vice President of Facilities

Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

Action Requested

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

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary</u> (pro-rated)	<u>Effective</u> Date
1.	Alusine Bangura	Custodian/Facilities	Support	\$33,999.00	02/17/2025
2.	Julio Carino	Custodian/Facilities	Support	\$33,999.00	02/17/2025
3.	Richard Dunkley	Custodian/Facilities	Support	\$33,999.00	02/17/2025
4.	Linda Naula Rodriguez	Custodian/Facilities	Support	\$33,999.00	02/17/2025
5.	Raphael Reig	Custodian/Facilities	Support	\$33,999.00	02/17/2025

Justification

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

Charge to:

College Operating Funds in accordance with the list below:

1.- 5. 10-06-620100-601135



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

BOARD OF TRUSTEES ACTION P6
Approval Date: February 4, 2025

Resolution

To approve the appointments of the specified Lecturers for the Spring 2025 Semester.

Submitted By

Dr. Eric M. Friedman, President

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

Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

Action Requested

To approve the appointment of the following individuals as Lecturers for the Spring 2025 semester at the salary indicated:

<u>Name</u>	<u>Discipline/Division</u>	<u>Salary</u> <u>(retroactive)</u>
George Chudyk	Computer Science/Math, Science and Technology	\$22,558.06
Polikseni Hysi	Dental Hygiene/Health Professions	\$22,558.06
Goli Kocharian	Dental Hygiene/Health Professions	\$21,484.26
Antoinette Mucha	Dental Hygiene/Health Professions	\$21,484.26
Philip G. Ross III	WEX/Health Professions	\$22,558.06

Justification

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



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

BOARD OF TRUSTEES ACTION P7
Approval Date: February 4, 2025

Resolution

Reappointment Faculty – Fifth Reappointment (with tenure)

Submitted By

Dr. Eric M. Friedman, President

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

Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

Action Requested

To reappoint the following individuals for their fifth year with tenure to the indicated division & rank for the period September 1, 2025 through June 30, 2025 unless otherwise noted.

Fifth Reappointment

<u>Name</u>	<u>Rank</u>	<u>Discipline/Division</u>
1. Song Chung	Associate Professor	Physical Sciences/Mathematics, Science and Technology/Academic Affairs
2. Christina Mouser	Associate Professor	College Mathematics/Mathematics, Science and Technology/Academic Affairs

Justification

In Accordance with Article XIII of the BCCFA contract and special Memorandum of Agreement.

Charge to:

College Operating Funds in accordance with the list below:

1. 10-03-351003-601120
2. 10-03-396400-601120



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

BOARD OF TRUSTEES ACTION P8
Approval Date: February 4, 2025

Resolution

To approve Sabbatical Leave of Absence

Submitted By

Dr. Eric M. Friedman, President

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

Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

Action Requested

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 2025-2026 proposed College budget:

<u>Name</u>	<u>Rank</u>	<u>Discipline</u>	<u>Period</u>
Marie McCrary	Associate Professor	Physical Sciences	Fall 2025-Spring 2026

Purpose

To research the effects of climate change on two river basins, as an extension of her doctoral work, and develop related activities to incorporate in her Earth Science courses and STEM student research projects.

<u>Name</u>	<u>Rank</u>	<u>Discipline</u>	<u>Period</u>
Denise Budd	Professor	Visual and Performing Arts	Fall 2025

Purpose

To complete research and writing of a book-length publication.

Justification

In accordance with Article XII, Item 5, BCCFA Contract.



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

BOARD OF TRUSTEES ACTION P9
Approval Date: February 4, 2025

Resolution

To approve stipends for Nursing Clinical Faculty for the Spring 2025 semester.

Submitted By

Dr. Eric M. Friedman, President

Dr. Andrew Tomko, Vice President Academic Affairs and Provost

Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

Action Requested

To approve payment of stipends for the following individuals in the Nursing Clinical Faculty in the amounts indicated for the Spring 2025 semester.

Spring 2025

<u>Name</u>	<u>Semester stipend amount</u>
<u>Full time</u>	
Marites Alconis	\$2,400.00
Diana Constantino	\$2,400.00
Joana Constantino***	\$2,400.00
Claire Cyriax	\$2,400.00
Joanne Diamantidis***	\$3,600.00
Sharon Mancini**	\$1,200.00
Tiffany Cuello-Siegel	\$1,200.00
<u>Adjuncts</u>	
Edward Acquah	\$2,400.00
Christina Bancroft**	\$1,200.00
Jessica Brown**	\$1,200.00
Cyndi Chiulli	\$2,400.00
Nicole Cofini	\$1,200.00
Dahiana Defina	\$2,400.00
Corazon Dumalagan**	\$1,200.00
Ceki Fox**	\$1,200.00
Natalie Hanikeh	\$2,400.00
Elizabeth Plange-Kaye**	\$1,200.00
Maureen Imbrogno	\$2,400.00

Siew Jackson	\$2,400.00
Laleh Jamshidi	\$2,400.00
Rommel Jimenez	\$2,400.00
Reny Joseph	\$2,400.00
James Keogh	\$2,400.00
Saideh Labibi	\$2,400.00
Theresa LaFlam**	\$1,200.00
Tenzin Lama-Tamang	\$2,400.00
Michael Lang	\$2,400.00
Shelley Larsen**	\$1,200.00
Easter Grace Mana-ay-Rio	\$1,200.00
Sherry-Ann Munroe**	\$1,200.00
Lilleth Okossi	\$2,400.00
Issac Oppong	\$2,400.00
Mark Petesa	\$2,400.00
Esteban Ramirez-Orta	\$2,400.00
Josephine Rodriguez	\$2,400.00
Kristi Rioux **	\$1,200.00
Kristi Schmidt	\$2,400.00
Mary Jo Sharples	\$2,400.00
T. Dolma Siphur	\$2,400.00
Robelisa Sistoso	\$2,400.00
Tara Spruill	\$2,400.00
Patricia Strickland	\$2,400.00
Krysbelle Alconis-Vo	\$2,400.00
Vesna Vidojevikj	\$2,400.00
Mandelia Williamson (N)	\$2,400.00

Unpaid Stipends for the Fall 2024 semester due to last minute clinical coverage needed.

<u>Faculty (Full time)</u>	<u>Course</u>	<u>Stipend amount</u>
Joana Constantino	NUR 290-602	\$1,200.00
Tiffany Cuello-Siegel	NUR 284-002	\$1,200.00

- * for additional ½ semester clinical
- ** for ½ semester clinical only
- ***for additional full semester clinical
- (N) New adjunct clinical faculty

Justification

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



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

BOARD OF TRUSTEES ACTION P10
Approval Date: February 4, 2025

Resolution

Appointment: To approve the appointment of the specified personnel to a stipend position.

Submitted By

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

Action Requested

To approve the appointment of the following individual to a budgeted stipend position at the amount indicated:

<u>Name</u>	<u>Position</u>	<u>Stipend (pro-rated)</u>	<u>Unit</u>	<u>Effective Dates (retroactive)</u>
Edward Sanchez	Site Coordinator for the NSF B2B Grant	\$5,000.00	Grant	January 1, 2025 – June 30, 2025

Justification

The stipend is for additional responsibilities taken on as the Site Coordinator for the NSF B2B Grant. This role demands a significant time commitment and involves critical tasks essential to the success of the program. These tasks include, but are not limited to, recruiting students for research opportunities, facilitating transfer visits to four-year colleges, and providing ongoing mentoring for students pursuing STEM careers and degree programs.

Charge to: Grant Fund

Account Number: 50-03-582900-601110



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

BOARD OF TRUSTEES ACTION P11

Approval Date: February 4, 2025

Resolution

To rescind and appoint stipends for Clinical Coordinators for the Spring 2025 semester.

Submitted By

Dr. Eric M. Friedman, President

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

Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

Action Requested

To rescind and appoint stipends for the following individuals for the Spring 2025 semester, effective January 15, 2025 - June 30, 2025.

CLINICAL COORDINATORS

Rescind

<u>Name</u>	<u>Department/Division</u>	<u>Stipend (prorated)</u>
Elizabeth Romano	Radiography/Health Professions	\$2,375.00

Justification

Rescind appointment and stipend for Clinical Coordinator for the Spring 2025 semester.

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

Appointment

<u>Name</u>	<u>Department/Division</u>	<u>Stipend (prorated)</u>
Joseph Mamatz	Radiography/Health Professions	\$2,375.00

Justification

Appointment and approval of stipend for Clinical Coordinator for the Spring 2025 semester.

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



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

BOARD OF TRUSTEES ACTION P12
Approval Date: February 4, 2025

Resolution

To approve the job description for the specified position.

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony J. Trump, Vice President of Student Affairs

Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

Action Requested:

To approve the following action:

<u>Title</u>	<u>Action</u>	<u>Unit</u>
Success Coordinator/ Student Affairs	Revised Job Description	Confidential

Justification

To provide the job description that meets the scope and responsibility of the position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Success Coordinator

DEPARTMENT: Student Affairs

FUNCTION: This position is responsible for focused retention and success initiatives for a defined cohort of students.

REPORTS TO: Director of Student Life and Development

SUPERVISES: P/T staff and student mentors

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Support students' transition into College.
2. Develop and lead virtual and face-to-face activities for cohort students to support retention; create events and student surveys for feedback.
3. Create and implement a communication plan to cohort students.
4. Establish and maintain confidential records regarding student progress.
5. Maintain documentation regarding student success metrics. Actively review and leverage data analytics for cohort.
6. Create and update progress reports regularly.
7. Assist with major and career exploration.
8. Build and maintain positive and proactive relationships with key College staff. Create and maintain cross-campus relationships to provide opportunities for student engagement.
9. Coordinate monthly meetings (individual or groups) with all students in the assigned cohort.
10. Interact with, and act as a liaison to, counseling, advising, and career services; provide internal referrals to assist students in navigating their college journey.
11. Mentor and develop mentorship schedules. Develop network of peer and professional mentors.
12. Develop custom student orientations.
13. Assess students' strengths and interests. Suggest best courses of action based on students' areas of interest.
14. Create opportunities for social interaction and networking.
15. Develop experiential learning opportunities to further interest.
16. Participate in professional development activities that further knowledge of national best practices.
17. Participate on College committees.
18. Perform additional tasks or duties as assigned by supervisor.

Organizational Relationships:

Liaises with student activities, advising, career services, Student Government Association, and others.

Performance Standards:

Performance in this position is considered satisfactory when: (1) cohort success rates are in good standing and exceed general College metrics (2) responsibilities of the position have been carried out at a level consistent with performance requirements, (3) effective cooperative relationships exist across the College, and (4) confidential aspects of the position are maintained.

Qualifications:

Education: Minimum of a Bachelor's Degree in Education, Human Services, Psychology, or related field, Master's Degree preferred.

Knowledge, Skills and Abilities:

Demonstrates a deep understanding of the community college mission and can articulate the same. Exhibits excellent organizational and relational skills. Must have a positive attitude and clear communication style (written and verbal). Has basic proficiency in the use of Microsoft Office Suite, and experience working with a college data platform. Exhibits strong skills in leadership, coaching, and building relationships. Possesses a creative and innovative approach to problem solving. Demonstrates the ability to multi-task and work independently with limited supervision. Ability to recognize barriers to student success and navigate through them. Ability to coordinate events. Bi-lingual skills preferable but not required.

Experience: Minimum of two (2) years of experience working with young adults in an educational or training capacity.

Bergen Community College is a Hispanic Serving Institution (HSI).

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:

Name/Title

Date:

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**



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

BOARD OF TRUSTEES ACTION P13

Approval Date: February 4, 2025

Resolution

To extend the appointment of the specified temporary full-time (TFT) personnel.

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Ellianne Gallardo, Vice President of Employee Relations and Organizational Development

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary</u> <u>(pro-rated)</u>	<u>Effective Dates</u>
1. Rey Miller	Athletic Supervisor/ (TFT) Student Affairs	N/A	\$45,000.00	03/01/2025 – 06/30/2025

Justification

1. Extension of current temporary full-time position. This position is at-will.

Charge to:

College Operating Funds in accordance with the list below:

1. 60-09-910000-601110



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

BOARD OF TRUSTEES ACTION S/F 1
Approval Date: February 4, 2025

Resolution

To authorize Change Order #3 for additional engineering design services necessary to support the replacement of emergency generators for the Pitkin Buildings to RSC Architects.

Submitted By

Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Mr. Wilton Thomas-Hooke, Chief Financial Officer

Action Requested

Authorization to issue Change Order #3 to RSC Architects for \$19,574.20 for additional engineering design services necessary to support the replacement of emergency generators.

Current Contract Amount	\$ 106,007.00
Change Order #3	\$ 19,574.20
Revised Contract Amount	\$ 125,581.20

Justification

Additional engineering design services are necessary to utilize the existing exhaust stacks. The three generators require redesign work at the exterior of the Pitkin building where the three new remote radiators will be installed. This Change Order will result in cost savings to the project's previous design and decrease the construction necessary.

Item #1 - \$19,574.20 for additional engineering design services, necessary to support the replacement of emergency generators.

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

Change Order Classification:	CCO-3
Charge To:	Chapter 12
Account Number:	20-00-180913-604226
Amount:	\$19,574.20



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

BOARD OF TRUSTEES ACTION S/F 2
Approval Date: February 4, 2025

Resolution

To reject all bids received for Public Bid P-2402 for the Pitkin Second Floor Cafeteria Renovation.

Submitted By

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

Action Requested

To reject all bids received for Public Bid P-2402 for the Pitkin Second Floor Cafeteria Renovation.

Justification

All bids are over the available funds for this project. Consequently, the bids will be rejected.