



400 Paramus Road, Paramus, New Jersey 07652  
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**BOARD OF TRUSTEES**  
**PUBLIC MEETING**

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

**Thursday, February 8, 2024 – 5:00 p.m.**

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

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

- Mr. Damon J. Englese – Trustee
- Mr. Howard L. Haughton - Trustee

- IV. Roll Call
- V. Pledge of Allegiance

- VI. Reports:
  - A. Vice Chairman
  - B. Secretary
  - C. Treasurer
  - D. President

❖ Remarks

❖ Presentation: Exceptional Service Awards

- Dr. Stafford Barton
- Ms. Mine' Ugurlu
- Dr. John Cichowski

- 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

- VII. Unfinished Business / Board Members



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**BOARD OF TRUSTEES**  
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**Thursday, February 8, 2024 – 5:00 p.m.**

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VIII. New Business / Board Members

IX. Open to the Public

X. Actions

A. Approval of Board Minutes: Tuesday, January 9, 2024

B. Consent Agenda: Thursday, February 8, 2024

XI. Adjournment



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## **CONSENT AGENDA**

**Thursday, February 8, 2024**  
**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 9, 2024**

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

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To award Public Bid P-2387 Laser Cutter Machine to Allegheny Educational Systems, Inc. for the Fashion Design and Visual Arts programs.
3. Authorization to award the removal and replacement of the existing Health Professions Building emergency generator to SAL Electric Company, Inc.

#### **EDUCATION AND STUDENT AFFAIRS**

1. To accept an award from the Office of the Secretary of Higher Education's (OSHE) The Center for Adult Transition grant and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

#### **PERSONNEL (P)**

1. Separations
2. Rescind Appointments
3. Appointments – Stipends
4. Appointment: Lecturers, Spring 2024 Semester
5. Appointments – Support
6. Reappointment Faculty – Fifth Reappointment (with tenure)
7. Approve Sabbatical Leave of Absence
8. Approve: Leave of Absence

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

1. To award professional services to T&M Associates for the preparation of plans and specifications for the replacement of the RTU- (roof top unit) T1 in the Theatre.
2. To authorize Change Order #1 to the Centralpak Engineering Corporation contract scope of work to upgrade the College's obsolete Trane HVAC control system for the new Mammoth Roof Top Unit at Ender Hall.
3. To award the preparation of contract specifications for plumbing preventative maintenance services to T&M Associates.
4. To authorize entering into a Shared Service Agreement between Bergen Community College (the "College") and the County of Bergen (the "County") for the use of College-owned equipment for the Orchard Hills Golf Course.
5. To authorize entering into a Shared Service Agreement between the County of Bergen (the "County") and Bergen Community College (the "College") for the use of County-owned equipment.



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**BOARD OF TRUSTEES ACTION A/F1**  
**Approval Date: February 8, 2024**

**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, 2023, to December 31, 2023,                      \$ 32,783.80

Charge to:                      College Operating Funds  
Account Number:            10-01-186100-607566  
Amount:                        \$ 32,783.80



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**BOARD OF TRUSTEES ACTION A/F 2**  
**Approval Date: February 8, 2024**

**Resolution**

To award Public Bid P-2387 Laser Cutter Machine to Allegheny Educational Systems, Inc. for the Fashion Design and Visual Arts programs.

**Submitted By**

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

**Action Requested**

Award Public Bid P-2387 to purchase one (1) CO2 laser engraver and laser cutting machine to Allegheny Educational Systems Inc. at a cost of \$89,277.83.

**Justification**

The laser engraver and cutter will be a shared-use device for the Fashion and Visual Arts programs. This device will be used to develop concept models and produce architectural models using materials such as cardboard, matboard, plexiglass, acrylic, thin woods, and others. The device will also be used for processing, fabrication, and technical illustration.

Laser cutters have revolutionized the manufacturing industry by providing unparalleled levels of speed, precision, and creativity. Their versatility facilitates use in a variety of courses from fashion to woodworking. These devices allow students to express their ideas in new ways and prepare for future careers in emerging industries. Furthermore, these devices allow students to create physical replicas of their designs and open up a wide range of opportunities and applications. These laser systems can be integrated into design technology, STEM, graphics, art, and/or fashion curricula with tremendous practical value.

Techno CNC Systems LLC, is being rejected because they offered a piece of equipment that does not meet the required specifications.

A total of nine (9) companies registered for bid packages and three (3) bids were received. See below for bids received.

Techno CNC Systems LLC	\$31,400.00
Allegheny Educational Systems, Inc.	\$89,277.83
Trotec Laser Inc	\$116,385.00

<b>Charge to:</b>	Perkins Grant
<b>Account Number:</b>	20-02-595600-604212
<b>Total Amount:</b>	\$89,277.83



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**BOARD OF TRUSTEES ACTION A/F 3**  
**Approval Date: February 8, 2024**

**Resolution**

Authorization to award the removal and replacement of the existing Health Professions Building emergency generator to SAL Electric Company, Inc.

**Submitted By**

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

**Action Requested**

Authorization to award SAL Electric Company, Inc. in the amount of \$192,928.00 for services to include removal, purchase, and installation of the emergency generator in the Health Professions Building, through vendors awarded on Bergen County Co-Op BC-BID-22-19 Licensed Electrical Contractor Services.

**Justification**

The Health Professions Building emergency generator is no longer operational and requires a full replacement. The generator will be replaced "in kind" using the same generator specifications as the previous equipment and have a 5-year warranty. The emergency generator is necessary to maintain critical facility operations and life safety features on campus in the event of a power failure.

**Received Proposals**

SAL Electric Company, Inc.	\$192,928.00
Magic Touch Construction	Did not meet specifications
Cooper Electric	Did not meet specifications
Multi- Phase	Not Responsive
Vanore Electric	Not Responsive

<b>Charge to:</b>	Chapter 12
<b>Account Number:</b>	Various
<b>Total Amount:</b>	\$192,928.00



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**BOARD OF TRUSTEES ACTION E/SA 1**  
**Approval Date: February 8, 2024**

**Resolution**

To accept an award from the Office of the Secretary of Higher Education's (OSHE) **The Center for Adult Transition** grant and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

**Submitted By**

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

**Action Requested**

To authorize acceptance of second-round, Fiscal Year 2024 funding for **The Center of Adult Transition** grant of \$226,500, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

**Justification**

This grant provides additional support and resources to students up to age 24 with developmental disabilities. The program focuses on enhancing educational and life experiences for these students. The program's primary objectives include facilitating successful transition from secondary to post-secondary education and improving opportunities for adult employment and independent living.

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





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**BOARD OF TRUSTEES ACTION P1**  
**Approval Date: February 8, 2024**

**Resolution**

Separations

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Andrew Tomko, Interim Vice President of Academic Affairs

Mr. Nathaniel Saviet, Vice President of Facilities

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

Ms. Suzanne Wetzel, Vice President, External Affairs

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

**Action Requested**

To accept the separation of the following individuals:

	<b><u>Name</u></b>	<b><u>Reason</u></b>	<b><u>Position/Department/Division/Unit</u></b>	<b><u>Effective Date</u></b>
1.	Alexander Evans	Resignation	Public Information Assistant/ Public Relations/External Affairs/ Professional	12/05/2023 (retroactive)
2.	Mayda Gonzalez- Bosch	Resignation	Associate Dean/Continuing Education and Workforce Development/ Confidential	01/23/2024 (retroactive)
3.	Joselyn Jimenez de Rodriguez	Resignation	Custodian/Facilities/Support	01/10/2024 (retroactive)
4.	Wayne Marshall	Resignation	Custodian/Facilities/Support	12/07/2023 (retroactive)
5.	Nobile Basile	Retirement	Senior Custodian/Facilities	03/29/2024
6.	Philip Dolce	Retirement	Professor/History and Geography/ Humanities/Faculty	02/01/2024 (retroactive)
7.	Fariba Hajamadi	Retirement	Associate Professor/Visual and Performing Arts/Business, Arts & Social Sciences/Faculty	02/01/2024 (retroactive)
8.	Paul Mindell	Retirement	Professor/Visual and Performing Arts/Business, Arts & Social Sciences/Faculty	02/01/2024 (retroactive)
9.	Linda Wiles	Retirement	Assistant Professor/Math, Science and Technology/Academic Affairs/Faculty	02/01/2024 (retroactive)
10.	Kevin Morales	Termination	Custodian/Facilities/Support	01/12/2024 (retroactive)
11.	Moises Robles	Termination	HVAC Mechanic A/Facilities/ Support	01/10/2024 (retroactive)



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**BOARD OF TRUSTEES ACTION P2**  
**Approval Date: February 8, 2024**

**Resolution**

Rescind Appointments

**Submitted By**

- Dr. Eric M. Friedman, President
- Dr. Andrew Tomko, Interim Vice President of Academic Affairs
- Dr. Anthony Trump, Vice President of Student Affairs
- Mr. Nathaniel Saviet, Vice President of Facilities
- Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

**Action Requested**

To rescind the appointment of the following individuals:

	<b><u>Name</u></b>	<b><u>Board motion information</u></b>	<b><u>Unit</u></b>	<b><u>Position</u></b>	<b><u>Effective Date (retroactive)</u></b>
1.	Amy Diaz	P2A, June 13, 2023	Faculty	Program Director of Radiography	01/02/2024
2.	Jaclyn Park	P1J, June 13, 2023	Faculty	Clinical Coordinator/ Diagnostic Medical Sonography	10/01/2023
3.	Michael Gilmore	P2, January 9, 2024	NA - Coach	Assistant Men's Basketball Coach	12/13/2023
4.	Anthony Vaughn	P1A, September 6, 2023	NA - Coach	Head Coach Cross Country (M&W)	12/22/2023
5.	Anthony Vaughn	P1A, September 6, 2023	NA - Coach	Head Coach Track and Field (M&W)	12/22/2023
6.	Edwin Dye	P4, January 9, 2024	Support	Custodian	01/10/2024

**Justification**

1. Rescind appointment for the Spring 2024 semester.
2. Rescind appointment for partial Fall 2023 and Spring 2024 semesters.
- 3.- 6. Rescind appointment.



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**BOARD OF TRUSTEES ACTION P3**  
**Approval Date: February 8, 2024**

**Resolution**

Appointment: Stipends

**Submitted By**

Dr. Eric Friedman, President

Dr. Andrew Tomko, Interim Vice President, Academic Affairs

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

**Action Requested**

To approve the appointments of the following individuals to the following positions, at the stipends shown for the effective dates listed below:

**CLINICAL COORDINATORS**

<u>Name</u>	<u>Department/Division</u>	<u>Annual Stipend</u>	<u>Effective Dates</u>
Michele Hasbrouck *	Diagnostic Medical Sonography/Health Professions	\$2,078.13	10/01/2023-6/30/2024 (retroactive)
Jiyoun Park *	Diagnostic Medical Sonography/Health Professions	\$2,078.13	10/01/2023-6/30/2024 (retroactive)

\* replacements for partial Fall 2023 and Spring 2024 semesters

**NURSING CLINICAL FULL-TIME FACULTY**

<u>Name</u>	<u>Department/Division</u>	<u>Semester Stipend</u>	<u>Term</u>
Marites Alconis**	Nursing/Health Professions	\$1,200.00	Spring 2024
Diana Constantino	Nursing/Health Professions	\$2,400.00	Spring 2024
Joana Constantino**	Nursing/Health Professions	\$2,400.00	Spring 2024
Claire Cyriax	Nursing/Health Professions	\$2,400.00	Spring 2024
Joanne Diamantidis*	Nursing/Health Professions	\$3,600.00	Spring 2024
Sharon Mancini	Nursing/Health Professions	\$1,200.00	Spring 2024
Tiffany Cuello-Siegel	Nursing/Health Professions	\$1,200.00	Spring 2024

**NURSING CLINICAL ADJUNCT FACULTY**

<b><u>Name</u></b>	<b><u>Department/Division</u></b>	<b><u>Semester Stipend</u></b>	<b><u>Term</u></b>
Edward Acquah	Nursing/Health Professions	\$2,400.00	Spring 2024
Christina Bancroft **	Nursing/Health Professions	\$1,200.00	Spring 2024
Jessica Brown **	Nursing/Health Professions	\$1,200.00	Spring 2024
Cyndi Chiulli	Nursing/Health Professions	\$2,400.00	Spring 2024
Nicole Confini	Nursing/Health Professions	\$1,200.00	Spring 2024
Cora Dumalagan **	Nursing/Health Professions	\$1,200.00	Spring 2024
Amanda George	Nursing/Health Professions	\$2,400.00	Spring 2024
Natalie Hanikeh	Nursing/Health Professions	\$2,400.00	Spring 2024
Elizabeth Plange-Laye **	Nursing/Health Professions	\$1,200.00	Spring 2024
Maureen Imbrogno	Nursing/Health Professions	\$2,400.00	Spring 2024
Siew Jackson	Nursing/Health Professions	\$1,200.00	Spring 2024
Laleh Jasmidi	Nursing/Health Professions	\$2,400.00	Spring 2024
Rommell Jimenez	Nursing/Health Professions	\$2,400.00	Spring 2024
Reny Joseph	Nursing/Health Professions	\$2,400.00	Spring 2024
James Keogh	Nursing/Health Professions	\$2,400.00	Spring 2024
Saideh Labibi	Nursing/Health Professions	\$2,400.00	Spring 2024
Theresa LaFlam **	Nursing/Health Professions	\$1,200.00	Spring 2024
Michael Lang	Nursing/Health Professions	\$2,400.00	Spring 2024
Shelley Larson **	Nursing/Health Professions	\$1,200.00	Spring 2024
Easter Grace Mana-ay-Rio	Nursing/Health Professions	\$2,400.00	Spring 2024
Miriam Masias **	Nursing/Health Professions	\$1,200.00	Spring 2024
Sherry-Ann Munroe	Nursing/Health Professions	\$2,400.00	Spring 2024
Lillith Okossi	Nursing/Health Professions	\$2,400.00	Spring 2024
Issac Oppong	Nursing/Health Professions	\$2,400.00	Spring 2024

**Resolution: P3  
February 8, 2024  
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Josephine Rodriguez	Nursing/Health Professions	\$2,400.00	Spring 2024
Kristi Schmidt	Nursing/Health Professions	\$2,400.00	Spring 2024
Cheryl Sfikas	Nursing/Health Professions	\$2,400.00	Spring 2024
Mary Jo Sharples	Nursing/Health Professions	\$2,400.00	Spring 2024
T. Dolma Siphur	Nursing/Health Professions	\$2,400.00	Spring 2024
Robelisa Sistoso	Nursing/Health Professions	\$2,400.00	Spring 2024
Tara Spruill	Nursing/Health Professions	\$1,200.00	Spring 2024
Patricia Strickland	Nursing/Health Professions	\$2,400.00	Spring 2024
Tenzin Lama-Tamang	Nursing/Health Professions	\$2,400.00	Spring 2024
Krysabelle Alconis-Vo	Nursing/Health Professions	\$2,400.00	Spring 2024

- \* for additional ½ semester clinical
- \*\* for ½ semester clinical only
- \*\*\*for additional full semester clinical

**Justification**

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



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**BOARD OF TRUSTEES ACTION P4**  
**Approval Date: February 8, 2024**

**Resolution**

Appointment: Lecturers, Spring 2024 Semester

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Andrew Tomko, Interim Vice President of Academic Affairs

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

**Action Requested**

To approve the appointment of the following individuals as Lecturers for the Spring 2024 semester at the salary indicated:

<b><u>Name</u></b>	<b><u>Discipline/Division</u></b>	<b><u>Salary</u></b>
Veronica Andrade	Communications/Humanities	\$22,558.06
Zameer Baksh	Business/Business, Arts and Social Sciences	\$22,558.06
George Chudyk	Computer Science/Math, Science and Technology	\$22,558.06
Andrea daConturbia	College Mathematics/Math, Science and Technology	\$22,558.06
Jared DeBenedictus	WEX/Health Professions	\$22,558.06
Lisa Duddy	Dental Hygiene/Health Professions	\$22,558.06
Jamila Haramuniz	Developmental Mathematics/Math, Science and Technology	\$22,558.06
Michelle Hasbrouck	Diagnostic Medical Sonography/Health Professions	\$22,558.06
Esra Ileri	American Language/Humanities	\$22,558.06
Sam Kadko	Hotel and Restaurant Management/Business, Arts and Social Sciences	\$21,484.26
Derek Levine	Social Sciences/Business, Arts and Social Sciences	\$22,558.06
Ariana Lopez	Criminal Justice/Business, Arts and Social Sciences	\$22,558.06
Denise Melvin	Communications/Humanities	\$22,558.06
Jose Orozco Rodriguez	College Mathematics/Math, Science and Technology	\$22,558.06
Shawna Pantzke	Biology/Math, Science and Technology	\$22,558.06
Noreen Petraitis	English/Humanities	\$22,558.06
Philip G. Ross III	WEX/Health Professions	\$22,558.06
Stephanie Shewciw	Developmental Mathematics/Math, Science and Technology	\$22,558.06
Tara Snyder	Biology/Math, Science and Technology	\$22,558.06
Bernadette Szasz	Biology/Math, Science and Technology	\$22,558.06
Kaiser Tarique	Biology/Math, Science and Technology	\$22,558.06
Michelle Turnbull	English/Humanities	\$22,558.06
Gerald Wisz	English/Humanities	\$22,558.06
Myung Hee Yoon	Developmental Mathematics/Math, Science and Technology	\$22,558.06

**Justification**

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



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**BOARD OF TRUSTEES ACTION P5**  
**Approval Date: February 8, 2024**

**Resolution**

Appointments – Support

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Andrew Tomko, Vice President of Academic Affairs

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

**Action Requested**

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

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date</u>
1.	Luz Castillo	Executive Secretary/Business and Social Sciences/Academic Affairs	Support	\$47,000.00	02/15/2024

**Justification**

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

Charge to: College Operating Funds Account Numbers in accordance with the list below:

1. 10-04-417700-601130



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**BOARD OF TRUSTEES ACTION P6**

**Approval Date: February 8, 2024**

**Resolution**

Reappointment Faculty – Fifth Reappointment (with tenure)

**Submitted By**

Dr. Eric M Friedman, President

Dr. Andrew Tomko, Interim, Vice President of Academic Affairs

Ms. Meredith Gatzke, 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 and rank for the period of September 1, 2024, through June 30, 2025, unless otherwise noted.

**Fifth Reappointment**

<u>Name</u>	<u>Rank</u>	<u>Discipline/Division</u>
1. Abdullah Aqeel	Assistant Professor	Physical Sciences/Microbiology/ Math, Science, and Technology
2. Claire Cyriax	Assistant Professor	Nursing/Health Professions
3. Jacqueline Dartley	Instructor	Physical Sciences/Biology/ Math, Science, and Technology
4. Amy Diaz	Instructor	Radiation Therapy Technology/ Health Professions
5. Vincent Louis	Assistant Professor	Business/Business, Arts & Social Sciences
6. Aaron Morrissey	Associate Instructor	Hotel & Restaurant Management- Culinary/Business, Arts and Social Sciences

**Justification**

In accordance with Article XIII of the BCCFA contract.

Charge to: College Operating Funds Account Numbers in accordance with the list below:

1. 10-03-351003-601120
2. 10-03-352000-601120
3. 10-03-351002-601120
4. 10-03-354010-601120
5. 10-03-396100-601120
6. 10-03-396100-601120





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**BOARD OF TRUSTEES ACTION P7**  
**Approval Date: February 8, 2024**

**Resolution**

Approve Sabbatical Leave of Absence

**Submitted By**

Dr. Eric M Friedman, President  
Dr. Andrew Tomko, Interim Vice President of Academic Affairs  
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

**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 2024-2025 proposed College budget:

<u>Name</u>	<u>Rank</u>	<u>Discipline</u>	<u>Period</u>
Claire McConaughy	Professor	Visual Arts	Fall 2024-Spring 2025

**Purpose**

To complete a creative project consisting of a series of large-scale landscape paintings accompanied by poems and essays, which will be the subject of a presentation and exhibit at the College, and also the basis for future grant applications.

<u>Name</u>	<u>Rank</u>	<u>Discipline</u>	<u>Period</u>
Gregg Biermann	Professor	Communications	Fall 2024

**Purpose**

To complete the editing of a creative project consisting of video animations.

<u>Name</u>	<u>Rank</u>	<u>Discipline</u>	<u>Period</u>
Robert Dill	Professor	Biology	Spring 2025

**Purpose**

To complete work on his doctoral dissertation, which focuses on how community colleges can reduce their greenhouse gas emissions while educating students, faculty, and staff about their roles in reducing emissions.

**Justification**

In accordance with Article XII, Item 5, BCCFA Contract



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**BOARD OF TRUSTEES ACTION P8**  
**Approval Date: February 8, 2024**

**Resolution**

Approve: Leave of Absence

**Submitted By**

Dr. Eric M. Friedman, President

Mr. Nathaniel Saviet, Vice President of Facilities

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

**Action Requested**

To approve an unpaid leave of absence per NJ FMLA guidelines, for the following individuals from the position listed below, effective dates as indicated:

	<b><u>Name</u></b>	<b><u>Position/Division/Unit</u></b>	<b><u>Effective Dates (retroactive)</u></b>
1.	Daniel Diaz	Maintenance Repairperson/ Facilities/Support	01/02/2024 – 05/31/2024 unpaid with no benefits
2.	Frederick Stickel	Senior Custodian/Facilities/Support	02/20/2024 – 02/29/2024 unpaid leave with no benefits

**Justification**

1. Military Leave
2. Medical Leave



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**BOARD OF TRUSTEES ACTION S/F1**  
**Approval Date: February 8, 2024**

**Resolution**

To award professional services to T&M Associates for the preparation of plans and specifications for the replacement of the RTU- (roof top unit) T1 in the Theatre.

**Submitted By**

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

**Action Requested**

Authorization to pay \$36,880.00 to T&M Associates for the preparation of plans and specifications for the replacement of the RTU-T1 in the Theatre.

**Justification**

The Theatre Building, RTU-T1, is beyond its useful lifespan and is currently unusable and must be replaced. The RTU-T1 is necessary to maintain facility cooling operations within the front lobby of the Theatre.

**Received Proposals**

LAN Associates	\$77,000.00
H2M Architects & Engineers	\$65,900.00
T&M Associates	\$36,880.00

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

**Charge to:** Chapter 12  
**Account Number:** Various  
**Amount:** \$36,880.00



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**BOARD OF TRUSTEES ACTION S/F 2**  
**Approval Date: February 8, 2024**

**Resolution**

To authorize Change Order #1 to the Centralpak Engineering Corporation contract scope of work to upgrade the College's obsolete Trane HVAC control system for the new Mammoth Roof Top Unit at Ender Hall.

**Submitted By**

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

**Action Requested**

To authorization issuing a Change Order #1 in an amount not to exceed \$25,990.00 to Centralpak Engineering Corporation to upgrade the obsolete Trane HVAC control system for the new Mammoth RTU.

Original Contract Amount	-	\$ 468,590.00
Change Order #1	-	\$ 25,990.00

Revised Contract Amount	-	\$ 494,580.00
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Percentage Increase over Original Contract Amount	5.5%
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**Justification**

The existing HVAC control system used by the RTU is obsolete and parts are no longer available. Therefore, the existing Trane HVAC control system must be upgraded to a new Mammoth RTU to provide full functionality. See schedule below for detailed description of the approved change order.

Item #1 - \$25,990.00 for upgrade of existing obsolete Trane HVAC control system required for the new Mammoth RTU.

**Change Order Classification:** COC-3  
**Charge To:** Chapter 12  
**Account Number:** 20-00-116500-604218  
**Total:** \$25,990.00



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**BOARD OF TRUSTEES ACTION S/F3**  
**Approval Date: February 8, 2024**

**Resolution**

To award the preparation of contract specifications for plumbing preventative maintenance services to T&M Associates.

**Submitted By**

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

**Action Requested**

Authorization to pay \$16,700.00, including direct costs, for the preparation of contract specifications for plumbing preventative maintenance services.

**Justification**

The preventative maintenance of plumbing assets is critical to the ongoing operation of the College. The revision and preparation of contractual specifications will clarify the scope of work and enhance preventative maintenance services to align with the strategic priorities within facilities.

**Requested Proposals**

LAN Associates	Did not submit a proposal
H2M Architects & Engineers	Did not submit a proposal
T & M Associates	\$16,700.00 including Direct Costs

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

<b>Charge to:</b>	Maintenance Operation Funds
<b>Account Number:</b>	10-06-610100-607550
<b>Amount:</b>	\$ 16,700.00



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**BOARD OF TRUSTEES ACTION S/F 4**  
**Approval Date: February 8, 2024**

**Resolution:**

To authorize entering into a Shared Service Agreement between Bergen Community College (the "College") and the County of Bergen (the "County") for the use of College-owned equipment for the Orchard Hills Golf Course.

**Submitted By:**

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

**Action Requested:**

Authorization to enter into a Shared Service Agreement between the County of Bergen and Bergen Community College for College-owned equipment.

**Justification:**

The College owns certain vehicles and equipment ("Equipment") that will be loaned for County use subject to the operational needs of the College.

- 1) The College and the County seeks to enter into a written agreement to govern the terms and conditions under which College-owned Equipment will be available for County use for the operation and maintenance of the Orchard Hills Golf Course.
- 2) Entering into a written agreement allows the College to facilitate County use of its equipment during mutually agreeable times and conditions.
- 3) The Agreement sets forth the terms under which the College will, subject to availability and College's operational needs, loan Equipment to the County for short-term use.
- 4) The County agrees to notify the College as far in advance of the County's need as possible to allow for planning and coordinating requests from local units.
- 5) This agreement shall automatically renew for four (4) successive one-year terms, for a total duration not to exceed five (5) years, pursuant to N.J.S.A. 18A:64A-25.28(f), unless either party provides a notice of its intent to terminate in writing.

In accordance with the Uniform Shared Services and Consolidation Act, P.L.2007, c.63 (N.J.S.A. 40A:65-1, et seq.), the College's Board of Trustees may approve the shared use of Equipment. The Shared Service Agreement is on file at the College.

No College fund are required.



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**BOARD OF TRUSTEES ACTION S/F 5**  
**Approval Date: February 8, 2024**

**Resolution:**

To authorize entering into a Shared Service Agreement between the County of Bergen (the "County") and Bergen Community College (the "College") for the use of County-owned equipment.

**Submitted By:**

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

**Action Requested:**

Authorization to enter into a Shared Service Agreement between the County of Bergen and Bergen Community College for County-owned Equipment.

**Justification:**

The County of Bergen owns certain vehicles and equipment ("Equipment") that it can be loaned for College use subject to the operational needs of the County.

- 1) The County and the College seeks to enter into a written agreement to govern the terms under which the County will make certain County-owned Equipment available for College use.
- 2) Entering into a written agreement allows the County to facilitate College use of its Equipment during mutually agreed upon times and conditions.
- 3) The Agreement sets forth the terms under which the County will, subject to availability and the County's operational needs, loan Equipment to the College for short-term use.
- 4) The College agrees to notify the County as far in advance of the College's needs as possible to allow for effective planning and coordinating requests from local units.
- 5) This agreement shall automatically renew for four (4) successive one-year terms, for a total duration not to exceed five (5) years, pursuant to N.J.S.A. 18A:64A-25.28(f), unless either party provides a notice of intent to terminate in writing.

In accordance with the Uniform Shared Services and Consolidation Act, P.L.2007, c.63 (N.J.S.A. 40A:65-1, et seq.), the Board of Trustees of the College may approve the shared use of Equipment. The Shared Service Agreement is on file at the College.

No College funds are required.