

BOARD OF TRUSTEES
PUBLIC MEETING

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

Tuesday, January 10, 2023 – 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
 - ❖ Remarks
 - ❖ Presentation: Athletic Award
By: Mr. Jorge Hernandez
- 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, November 22, 2022
 - B. Consent Agenda: Tuesday, January 10, 2023
- X. Executive Session, if required.
- XI. (New Business/Open to the Public)
- XII. Adjournment



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CONSENT AGENDA

Tuesday, January 10, 2023

**Paramus Campus – Technology Building – Conference Rooms B and C
5:00 p.m.**

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

Approval of Board Minutes – Tuesday, November 22, 2022

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize the renewal of Open LMS, the College's learning management system, with Learning Technologies Group, Inc. for the credit and non-credit platforms for Continuing Education, and an additional 1 Terabyte of cloud storage for a term of one year.
3. To award the Elevator and Lift Maintenance Services Contract to Kone, Inc.
4. To authorize the purchase of textbooks and related learning materials used in the Ciarco Learning Center for the Spring 2023 semester from Pearson Education, Inc.
5. To authorize the purchase of (150) Dell Latitude 5530 Laptops, docking stations and 24" monitors from SHI International Corporation.
6. Authorization to award Public Bid P-2369 for Solid Waste Collection, Disposal and Recycling Services to Gaeta Recycling Co., Inc.
7. Authorization to renew the TouchNet payment services for a term of three years at a cost of \$59,600 per year.

EDUCATION AND STUDENT AFFAIRS

1. To accept the Year-4 CCAMPIS Grant award in the amount of \$61,726 for the Budget period 10/01/2022- 09/30/2023 from the US Department of Education, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
2. To authorize acceptance of two Opportunity Innovation Mental Health in Higher Education grant awards from the New Jersey Office of the Secretary of Higher Education (OSHE) and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

INSTITUTIONAL (I)

1. To Adopt the Mission, Vision and Values statements.
2. To Adopt the Institutional Goals.

CONSENT AGENDA

Tuesday, January 10, 2023

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PERSONNEL (P)

1.
 - A. Appointment: Confidential
 - B. Appointment: Support Staff
 - C. Appointment: Interim Confidential
 - D. Appointment: Lecturers, Spring 2023 Semester
 - E. Appointment/Transfer: Support Staff
 - F. Appointment/Transfer: Support Staff
 - G. Appointment: Confidential
 - H. Appointment: Confidential
 - I. Appointment: Grant Funded
 - J. Appointment: Confidential
2.
 - A. Approve: Deobligation of Position – Confidential
 - B. Approve: Deobligation of Position – Professional
 - C. Approve: Deobligation of Position – Support Staff
3.
 - A. Promotion: Professional
 - B. Promotion: Support
 - C. Promotion: Professional
4.
 - A. Approve Title Change: Professional – Coordinator, Office of Multicultural Services and Activities
 - B. Approve: Confidential - Title Change and Revised Job Description - Associate Director of Athletics
 - C. Approve: Confidential - Title Change and Revised Job Description - Benefits and Compensation Assistant.
 - D. Approve: Confidential - Revised Job Description - Dean of Continuing Education and Workforce Development.
 - E. Approve: Professional - Revised Job Description - Coordinator of Educational Outreach
5.
 - A. Approve: Change of funding source and move to support staff
 - B. Non-Renewal – Support Staff
 - C. Approve: Stipend to perform grant responsibilities.
6.
 - A. Revised Professor Emeritus Policy
 - B. Confer Professor Emeritus Status
7.
 - A. Approve: Leave of Absence / Support Staff
 - B. Retirement: Support Staff
8.
 - A. Retirement: Faculty
 - B. Retirement: Support Staff
 - C. Retirement: Confidential
9.
 - A. Resignation: Confidential
 - B. Resignation: Support
 - C. Resignation: Confidential

SITE AND FACILITIES (S/F)

1. To extend the rental of the temporary chiller at the Meadowlands Campus for an additional 2.5 months.



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BOARD OF TRUSTEES ACTION A/F1
Approval Date: January 10, 2023

Resolution

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

Submitted By

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

Action Requested

Approval for payment of the following legal vouchers:

DeCotiis, FitzPatrick, Cole & Giblin. LLP.

November 1, 2022 to November 30, 2022 \$ 33,463.52

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	\$ 33,463.52



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BOARD OF TRUSTEES ACTION A/F 2
Approval Date: January 10, 2023

Resolution

To authorize the renewal of Open LMS, the College's learning management system, with Learning Technologies Group, Inc. for the credit and non-credit platforms for Continuing Education, and an additional 1 Terabyte of cloud storage for a term of one year.

Submitted By

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

Action Requested

Authorization to renew the annual hosting and maintenance agreement for the College's two instances of Open LMS, our learning management system platform, as well as the purchase of an additional 1 Terabyte of cloud storage from Learning Technologies Group, Inc. for a term of one year from January 20, 2023 through January 19, 2024 at a total cost of \$115,784.85.

Justification

The Open LMS Platform is the College's online learning platform or learning management system which is maintained and fully-hosted in the cloud in a clustered, load balanced and redundant environment for both credit and non-credit Continuing Education classes.

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. Learning Technologies Group, Inc. has submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N. J.S. A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution Disclosure, the Stockholder Disclosure Certification 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:	College Operating Funds
Account Number:	10-01-165100-607526
Total Amount:	\$115,784.85



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BOARD OF TRUSTEES ACTION A/F 3
Approval Date: January 10, 2023

Resolution

To award the Elevator and Lift Maintenance Services Contract to Kone, Inc.

Submitted By

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

Action Requested

Authorization to award the Elevator and Lift Maintenance Service Contract, through Omnia Partners Contract #EV2516 (Elevator and Escalator Maintenance Services), to Kone, Inc. for the period commencing January 11, 2023 and terminating January 31, 2025, for an estimated compensation budget not to exceed the total amount of \$376,440.00.

Justification

The Elevator and Lift Maintenance Services Contract is required to maintain twenty-one (21) elevators and four (4) handicap lifts located on the Paramus, Hackensack and Lyndhurst campuses. Monthly inspections, preventive maintenance routines, and emergency repairs are done as required to ensure elevators and lifts are safe and operational. The contractor coordinates with State officials to maintain compliance during annual inspections.

Proposals for services were solicited from three (3) elevator manufacturing companies previously awarded Omnia Partners Contract #EV2516 and the pricings contained in the proposals received are as follows:

Kone, Inc.	\$376,440.00
Otis Elevator	\$492,920.00
Schindler Elevator	\$583,128.00

The Bergen County College Board of Trustees previously authorized Bergen County Community College to become a member and to participate in Omnia Partners for the procurement of goods and services. Bergen County Community College is authorized to contract for the above procurement through Omnia Partners Contract #EV2516, in accordance with N.J.S.A. 18A:64A-25.10 of the County College Contracts Law, as Omnia Partners is a recognized government cooperative purchasing program.

Charge To: College Operating Funds and Capital
Account Number: 10-06-610100-607550
Total: \$376,440.00



BOARD OF TRUSTEES ACTION A/F 4
Approval Date: January 10, 2023

Resolution

To authorize the purchase of textbooks and related learning materials used in the Ciarco Learning Center for the Spring 2023 semester from Pearson Education, Inc.

Submitted By

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

Action Requested

Authorization to spend an estimated \$45,000.00 with Pearson Education, Inc. for textbooks and related learning materials through June 30, 2023.

Justification

The Continuing Education department requires textbooks and related materials for non-credit courses. Pearson Education, Inc. is the publisher for these books.

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

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

Charge To: College Operating Funds
Account Number: 10-03-391600-607544
Total Amount: \$45,000 (estimated)



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BOARD OF TRUSTEES ACTION A/F 5
Approval Date: January 10, 2023

Resolution

To authorize the purchase of (150) Dell Latitude 5530 Laptops, docking stations and 24" monitors from SHI International Corporation.

Submitted By

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

Action Requested

Authorization to purchase (150) Dell Latitude 5530 Laptops, docking stations and 24" monitors from SHI International Corporation at a cost of \$302,460.00.

Justification

The College will continue to support online learning by providing mobile devices to faculty and staff that request a personal computer for remote teaching and working.

Quotes were received from:

SHI International Corporation	\$302,460.00
Pascack Data	\$319,683.00
CDW Government LLC	\$347,250.00

Purchase through State Contract is allowed in accordance with County College Contracts Law 18A:64A-25.9.

Charge to:	HEERF III
Account Number:	20-06-596500-604301
Total Amount:	\$302,460.00



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BOARD OF TRUSTEES ACTION A/F 6
Approval Date: January 10, 2023

Resolution

Authorization to award Public Bid P-2369 for Solid Waste Collection, Disposal and Recycling Services to Gaeta Recycling Co., Inc.

Submitted By

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

Action Requested

Authorization to award Public Bid P-2369 for Solid Waste Collection, Disposal and Recycling Services to Gaeta Recycling Co., Inc. for an estimated amount of \$375,192.00 for a three-year period from February 1, 2023 through January 31, 2026.

Justification

The College requires recycling and garbage removal and disposal services to discard materials from the College. The vendor will transport to a disposal site and deliver recycled materials to a collection facility. Fifteen (15) companies registered for the bid, and one (1) bid was received.

Gaeta Recycling Co., Inc. \$375,192.00

Charge To: College Operating Funds, Capital
Account Number: 10-06-650100-607545
Total Amount: \$375,192.00



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BOARD OF TRUSTEES ACTION A/F7
Approval Date: January 10, 2023

Resolution

Authorization to renew the TouchNet payment services for a term of three years at a cost of \$59,600 per year.

Submitted By

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

Action Requested

Authorization to renew the TouchNet services for a term of three years from 7/1/22 through 6/30/25 at a total cost not to exceed \$178,800.00.

Justification

TouchNet processes all student payments at no cost to the College with the agreement that the College will implement TouchNet's Payment Plan Service. TouchNet will waive the \$59,600 annual fee as of the date of implementation and charge the College \$4,967/month retroactive to 7/1/22 through the date of implementation. In the event that this service does not get implemented the College will be obligated to pay the full \$178,800 payable in three annual installments of \$59,600.

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. Blackboard, Inc. has submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S. A 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N. J.S. A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution Disclosure, the Stockholder Disclosure Certification 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: College Operating Funds
Account: 10-01-165100-607550



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BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: January 10, 2023

Resolution:

To accept the Year-4 CCAMPIS Grant award in the amount of \$61,726 for the Budget period 10/01/2022- 09/30/2023 from the US Department of Education, and 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. Brock Fisher, Vice President of Academic Affairs
Dr. Adam Goodell, Dean of Humanities
Dr. William J. Yakowicz, Director of Grants Administration
Dr. Anjali Thanawala, Assistant Director of Grants Administration

Action Requested

Accept the US Department of Education CCAMPIS Grant Year-4 award in the amount of \$61,726 for the Budget period 10/01/2022- 09/30/2023. This funding adds to the total of \$ 884,725.00 for the performance period between 10/01/2019- 09/30/2023.

Justification

The purpose of this Grant is to assist low-income student parents needing child care for children 2 ½ to 13 years of age and to help ensure that these student parents complete programs, earn degrees, and further their education or secure family-supporting jobs. The CCAMPIS grant supports the Child Development Center's (CDC) efforts to accomplish the following objectives.

Objective 1: Improve a sliding scale fee structure to increase the number of low-income student parents using the CDC childcare and preschool learning laboratory services.

Objective 2: Expand CDC capacity to accommodate more students who require flexibility in scheduling childcare due to class and work requirements.

Objective 3: Increase retention, completion, and graduation rates for low-income student parents.

Objective 4: Expand Center hours of operation to increase alternative childcare options by including Saturdays and evenings with additional professional and support staff.

Objective 5: Strengthen parent/family activities through new curricula and workshops to improve parents' ability to support learning in the classroom and expand learning at home.

Objective 6: Expand Professional Development opportunities for teaching and program staff.

Objective 7: Improve the use of technology for faculty, student parents, and children.

Objective 8: Improve child safety with upgraded outdoor recreational areas and classroom resources.

No college funds are required.



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BOARD OF TRUSTEES ACTION E/SA 2

Approval Date: January 10, 2023

Resolution

To authorize acceptance of two Opportunity Innovation Mental Health in Higher Education grant awards from the New Jersey Office of the Secretary of Higher Education (OSHE) and 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 of Student Affairs
Dr. Jennifer Migliorino-Reyes, Assistant Vice President, Student Affairs
Dr. William Yakowicz, Director of Grants Administration
Dr. Anjali Thanawala, Assistant Director of Grants Administration

Action Requested

Accept two Opportunity Innovation Mental Health in Higher Education grants in the amounts of \$421,038 and \$22,222 from NJ OSHE, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

OSHE awarded \$16 million in formula grants to New Jersey public and public-mission institutions of higher education to address post-secondary students' mental health needs exacerbated by the persistence of the COVID-19 pandemic. The funding is available in two grant categories.

Grant Category # 1: Leveraging Community Provider Partnership allows institutions to increase their capacity to meet the mental health needs of students by partnering with local, state, national, and/or international organizations. Bergen Community College (BCC) intends to use its share of \$421,038 to provide direct and indirect support services for students' mental health. New and expanded counseling, group therapy, support groups, transportation to off-campus mental health services, and more mental health support will be available to BCC students.

Grant Category #2: Professional Development. This grant award category will provide \$22,222 for BCC investments in professional development designed to build multicultural competencies and increase engagement with students.

No college matching funds are required.

The project description and budget are in development.



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BOARD OF TRUSTEES ACTION I-1
Approval Date: January 10, 2023

Resolution

To Adopt the Mission, Vision and Values statements.

Submitted By

Dr. Eric M. Friedman, President

Dr. Gary Porter, Accreditation Liaison Officer

Action Requested

To adopt the Mission, Vision and Values statements.

Justification

A review of the Mission, Vision and Values is recommended by the Middle States Self Study Process.

Bergen Community College Mission, Vision and Values

MISSION

Bergen Community College provides accessible and transformative programs and services to its diverse community. As a comprehensive community college, we are committed to student success, innovation, and inclusivity.

VISION

Bergen Community College will be:

- A first-choice option for its community.
- A national model for innovation and partnerships.
- An institution recognized for its ability to meet the needs of an ever-changing student population in a landscape of evolving employers' workforce needs.

VALUES

Consistent with Bergen Community College and who we are as a community, these core values guide our daily work:

Commitment: We are committed to providing an education in the liberal arts, sciences, technical fields, and a variety of non-credit programs that foster critical thinking, facilitate upward mobility, and instill a sense of purpose.

Creativity: We are imaginative and innovative in promoting success for our students and in accomplishing our goals.

Collaboration: We emphasize teamwork and acknowledge and take pride in the contributions of others.

Communication: We regularly and openly share what we do with both internal and external community members.

Care: We identify, prioritize, and resolve issues by leading with an ethic of care.

Challenge: We challenge ourselves to improve upon our programs and services.

Celebration: We acknowledge, honor and take pride in the quality of our work and the work of others.





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BOARD OF TRUSTEES ACTION I-2
Approval Date: January 10, 2023

Resolution

To Adopt the Institutional Goals

Submitted By

Dr. Eric M. Friedman, President

Dr. Gary Porter, Accreditation Liaison Officer

Action Requested

To adopt the Institutional Goals.

Justification

A review of the Institutional Goals is recommended by the Middle States Self Study Process.

Bergen Community College

INSTITUTIONAL GOALS

- Bergen Community College serves the needs of a diverse college population by creating a welcoming campus environment where all members of the community are valued. The College adheres to the principles of access, equity, and inclusion.
- Bergen Community College offers educational programs and services that promote success for students of different abilities and economic needs.
- Bergen Community College provides evidence of effective educational experiences.
- Bergen Community College offers programs and services which enable community members to engage in lifelong learning opportunities.
- Bergen Community College cultivates community relationships which support a growing network of partnerships with external organizations.
- Bergen Community College shares its stories of success as a vital resource in Bergen County and the surrounding region.





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BOARD OF TRUSTEES ACTION P1A
Approval Date: January 10, 2023

Resolution

Appointment: Confidential

Submitted By

Dr. Eric M. Friedman, President

Ms. Suzanne Wetzel, Vice President of External Affairs

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

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>
Jennifer Comppen	Development Administrator / College Foundation	\$54,000 (pro-rated)	01/17/2023

Justification

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

Charge to: College Funds

Account Number: 10-01-196100-601110



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BOARD OF TRUSTEES ACTION P1B
Approval Date: January 10, 2023

Resolution

Appointment: Support Staff

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President of Academic Affairs

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

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>
Esma Gecir	Secretary / English Department / Academic Affairs	\$40,000 (pro-rated)	01/17/2023

Justification

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

Charge to: College Funds

Account Number: 10-04-417600-601130



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BOARD OF TRUSTEES ACTION P1C
Approval Date: January 10, 2023

Resolution

Appointment: Interim Confidential

Submitted By

Dr. Eric Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

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

Action Requested

To approve the title change from Dean of Off Campus Sites to Campus Executive.

To approve the interim appointment and job description 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>
Joao Sedycias	Interim Campus Executive	\$105,000 (pro-rated)	01/03/2023 – 6/30/2023 (retroactive)

Justification

To fill a leadership position at the Meadowlands due to the retirement of the Dean of Off-Campus Sites.
This position is at-will.

Charge To: College Operating Funds
Account Number: 10-04-460000-601110

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Campus Executive, Bergen Community College at the Meadowlands

DEPARTMENT: Student Affairs

FUNCTION: Bergen Community College at the Meadowlands is recognized by the Middle States Commission of Higher Education as an additional location of Bergen Community College. Through that location, BCC serves the communities in the southern tier of Bergen County and beyond. The Campus Executive is a senior, strategic leader within the division of Student Affairs. The Campus Executive leads and directs all aspects of Bergen Community College at the Meadowlands operations while focusing on ensuring the delivery of outstanding instructional and student services, meeting quality standards, and adhering to the College's policies and procedures. Through strong partnership with the Academic Affairs division, this position promotes a diverse portfolio of academic programs offered to the community and works to build partnerships within education, workforce development, and businesses and industry in nearby communities. The Campus Executive is responsible for growing enrollments, enhancing programs and services, and using data to drive continuous improvement. The Campus Executive is also the lead team member on bringing the Innovation Center to launch status and ensuring its sustainability.

REPORTS TO: Vice President of Student Affairs

SUPERVISES: Various staff members at the designated location

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Provides operational leadership for the Meadowlands Campus, including but not limited to: Academic and Student Services; academic program delivery; budgeting and staffing; security and facility maintenance (shared oversight); policy, process, and service delivery assessments; and change management activities that ensure continuous quality improvement.
2. Consciously creates a workplace culture that is consistent with the College's mission, vision, and values. Strives to lead with an ethic of care.
3. Establishes and maintains processes, communications, and relationships between BCC at the Meadowlands and other College departments, such as Information Technology and Human Resources, that support a comprehensive and effective enterprise.
4. Supervises and manages staff, daily operations, and the facilities at the Meadowlands ensuring high standards for service delivery and the appropriate implementation of Bergen Community College

policies and procedures.

5. Focuses on establishing and maintaining a successful well trained, mentored, developed, and empowered team.
6. Develops, implements, and evaluates for continuous improvement a data-informed Bergen Community College at the Meadowlands Strategic Plan that supports the growth and sustainability of the Campus.
7. Establishes data collection and data-driven decision-making processes related to enrollment, course and program offerings, co-curricular programming, and student and enrollment services.
8. Works collaboratively with Academic and Student Affairs staff to support course and instructor scheduling, class cancellations, and enrollment and registration activities at the Meadowlands.
9. Uses data to support Academic Affairs with faculty, course, and program development and makes recommendations to develop and expand academic and support services at the Meadowlands.
10. Develops a set of core goals and assesses annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College's Outcomes Assessment Program.
11. Partners with External Affairs to create and implement strategic marketing, recruitment, and operational plans and processes for Bergen Community College at the Meadowlands to increase visibility and enrollment at the Meadowlands Campus.
12. Evaluates existing extra- and co-curricular programs and collaborates with College departments to offer cultural and student success-oriented programming ensuring a quality experience for students at the Meadowlands Campus.
13. Leverages the effective use of all College resources, including assigned staff, to ensure the full array of educational opportunities and student support are available at the Meadowlands.
14. Collaborates with External Affairs and Continuing Education to cultivate and maintain relationships with community partners and actively participates in outreach to improve strategic partnerships with the College.
15. Supports Continuing Education, Corporate Sector and Public Training adult education, workforce development and any related instructional programs.
16. Manages facility activities and coordinates with the Facilities Division to ensure proper maintenance is performed and issues are promptly addressed.
17. Plans and executes the successful implementation of key projects and initiatives.
18. Prepares, track, monitors and adheres to an annual budget and supports yearly budget development.
19. Develops grant applications, tracking, and reporting in conjunction with the Director of Grants Administration; ensures all grant review requirements are executed, reporting deadlines are met, and site reviews are completed.
20. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
21. Performs additional tasks or duties as assigned by the Vice President of Student Affairs or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Must know basic accounting practices, be proficient in the basic use of the Microsoft Office suite, and have the ability to work with an administrative database computer system such as Colleague or similar. Exhibits strong skills in:

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

Education: Master's Degree in Business, Education, Administration or a related field is required. Terminal degree preferred.

Experience: Minimum of 7 years of experience in college or university administration required. At least 5 years of experience with budget development and monitoring, personnel management, and academic program oversight.

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

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Member

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BOARD OF TRUSTEES ACTION P1D
Approval Date: January 10, 2023

Resolution

Appointment: Lecturers, Spring 2023 Semester

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, 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 2023 semester at the salary indicated.

<u>Name</u>	<u>Discipline/Division</u>	<u>Salary</u>
Zameer Baksh	Business / Business, Arts and Social Sciences	\$22,285.00
Alexander Chan	Communications / Humanities	\$22,285.00
George Chudyk	Computer Science / Math, Science and Technology	\$22,285.00
Andrea DaConturbia	College Mathematics / Math, Science and Technology	\$22,285.00
Jared DeBenedictus	WEX / Health Professions	\$22,285.00
Tyrone DeLeon	Radiography / Health Professions	\$22,285.00
Lisa Duddy	Dental Hygiene / Health Professions	\$22,285.00
George Haramuniz	Mathematics / Math, Science and Technology	\$21,224.00
Jamila Haramuniz	Mathematics / Math, Science and Technology	\$21,224.00
Sam Kadko	Hotel and Restaurant Management / Business, Arts and Social Sciences	\$21,224.00
Thomas Kokoska	Information Technology / Computer Science	\$22,285.00
Derek Levine	Social Sciences / Business, Arts and Social Sciences	\$22,285.00
Sharon Mancini	Nursing / Health Professions	\$22,285.00
Chanda-Louise Oton	College Mathematics / Math, Science and Technology	\$22,285.00
Jose Orozco Rodriguez	Mathematics / Math, Science and Technology	\$22,285.00
Noreen Petratis	English / Humanities	\$22,285.00
Michelle Prezioso	English / Humanities	\$22,285.00
Philip G. Ross III	WEX / Health Professions	\$22,285.00
Stephanie Shewciw	Developmental Mathematics / Math, Science and Technology	\$22,285.00

P1D - Appointment: Lecturers, Spring 2023 Semester

Page 2

Bernadette Szasz	Biology / Math, Science and Technology	\$22,285.00
Elizabeth Terhune	Medical Office Assistant / Health Professions	\$21,224.00

<u>Name</u>	<u>Discipline/Division</u>	<u>Salary</u>
Susan Toth	Communications / Humanities	\$22,285.00
Myung Hee Yoon	Mathematics / Math, Science and Technology	\$22,285.00

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 P1E

Approval Date: January 10, 2023

Resolution

Appointment/Transfer: Support Staff

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President of Academic Affairs

Mr. Nathaniel Saviet, Vice President of Facilities

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

Action Requested

To approve the transfer of the following individual to the position and salary indicated

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Salimah Ali	Senior Secretary / PTK / Academic Affairs	\$56,675.89 (remains the same)	12/05/2022 (retroactive)

Justification

Internal transfer

Charge to: College Funds

Account Number: 10-01-139100-601130



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BOARD OF TRUSTEES ACTION P1F
Approval Date: January 10, 2023

Resolution

Appointment/Transfer: Support Staff

Submitted By

Dr. Eric M. Friedman, President

Mr. Nathaniel Saviet, Vice President of Facilities

Dr. Brock Fisher, Vice President of Academic Affairs

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

Action Requested

To approve the transfer of the following individual to the position and salary indicated

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Azize Cornejo	Senior Secretary / Facilities	\$63,310.26 (remains the same)	10/10/2022 (retroactive)

Justification

Internal transfer

Charge to: College Funds

Account Number: 10-06-610100-601130



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BOARD OF TRUSTEES ACTION P1G
Approval Date: January 10, 2023

Resolution

Appointment: Confidential

Submitted By

Dr. Eric M. Friedman, President

Ms. Suzanne Wetzel, Vice President of External Affairs

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

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>
Angela McCain	Foundation Accountant / College Foundation / External Affairs	\$75,000 (pro-rated)	01/17/2023

Justification

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

Charge to: College Funds

Account Number:



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BOARD OF TRUSTEES ACTION P1H
Approval Date: January 10, 2023

Resolution

Appointment: Confidential

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

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

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>
Laura Madera	Director of College Readiness and Early College Programs / Student Affairs	\$85,000 (pro-rated)	02/01/2023

Justification

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

Charge to: College Funds

Account Number: 10-02-230900-601110



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BOARD OF TRUSTEES ACTION P1I
Approval Date: January 10, 2023

Resolution

Appointment: Grant Funded

Submitted By

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

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

Action Requested

To approve the appointment of the following individual to the Grant-funded position with the annual salary as indicated.

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Randi Greene	Consortium Grants Manager and Compliance Officer / Finance	\$75,000 (pro-rated)	01/17/2023

Justification

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

Charge to:

Account Number: 50-03-594100-601110



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BOARD OF TRUSTEES ACTION P1J
Approval Date: January 10, 2023

Resolution

Appointment: Confidential

Submitted By

Dr. Eric Friedman, President

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

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>
Diana Jankuloski	Associate Director of Payroll / Human Resources	\$87,000	TBD

Justification

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

Charge To: College Operating Funds
Account Number: 10-01-140300-601110



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BOARD OF TRUSTEES ACTION P2A
Approval Date: January 10, 2023

Resolution

Approve: Deobligation of Position – Confidential

Submitted By

Dr. Eric M. Friedman, President

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

Action Requested

To approve the following vacant position to be deobligated from the College organizational chart:

Human Resources - Senior Financial Analyst

Justification

This vacant position is being repurposed to meet the needs of the current college community.



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BOARD OF TRUSTEES ACTION P2B
Approval Date: January 10, 2023

Resolution

Approve: Deobligation of Position – Professional

Submitted By

Dr. Eric M. Friedman, President

Ms. Suzanne Wetzel, Vice President of External Affairs

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

Action Requested

To approve the following vacant position to be deobligated from the College organizational chart:

Supervisor of Graphic Services

Justification

To meet the new demands of an evolving external affairs division, this vacant position is being repurposed to meet the needs of the current college community.



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BOARD OF TRUSTEES ACTION P2C

Approval Date: January 10, 2023

Resolution

Approve: Deobligation of Position – Support Staff

Submitted By

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

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

Action Requested

To approve the following vacant position to be deobligated from the College organizational chart:

Copy Center and Stock Clerk

Justification

This vacant position is being repurposed to meet the needs of the current college community.



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BOARD OF TRUSTEES ACTION P3A
Approval Date: January 10, 2023

Resolution

Promotion: Professional

Submitted By

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

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

Ms. Stephanie Weise, Director, Purchasing & Services

Action Requested

To approve the promotion 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>
Victor Castronova	Coordinator of Printing and Copying Services / Finance	\$77,985.19	01/16/2023

Justification

To appoint this individual to the position and title as part of the changing scope and level of responsibilities.

Charge to: College Funds

Account Number: 10-01-182100-601130



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BOARD OF TRUSTEES ACTION P3B
Approval Date: January 10, 2023

Resolution

Promotion: Support

Submitted By

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

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

Action Requested

To approve the promotion 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>
Mario Leonor	Senior Copy Center and Stock Clerk / Finance	\$45,522.59	01/16/2023

Justification

To appoint this individual to the position and title as part of the changing scope and level of responsibilities.

Charge to: College Funds

Account Number: 10-01-182100-601130



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BOARD OF TRUSTEES ACTION P3C
Approval Date: January 10, 2023

Resolution

Promotion: Professional

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President of Academic Affairs

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

Action Requested

To approve the promotion 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>
Joseph Pitre	Senior Lab Assistant / Math, Science and Technology / Academic Affairs	\$50,619.40	02/01/2023

Justification

To appoint this individual to the position as part of the changing scope and level of responsibilities.

Charge to: College Funds

Account Number: 10-03-396400-601110



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BOARD OF TRUSTEES ACTION P4A
Approval Date: January 10, 2023

Resolution

Approve Title Change: Professional

Submitted By

Dr. Eric M. Friedman, President

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

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

Action Requested

To approve the following title change and revised job description:

<u>Name</u>	<u>Current Title</u>	<u>New Title</u>	<u>Effective Date:</u>
April Harrison	Coordinator of Summer Intensive	Coordinator, Office of Multicultural Services and Activities	01/11/2023

Justification

The College Readiness Now grant, formerly Summer Intensive, has moved under the College Readiness and Early College Office. This position is being repurposed to support the newly created Office of Multicultural Services and Activities. There is no salary change associated with this title change.

Charge to: College Funds

Account Number: 10-02-230900-601110

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Coordinator, Office of Multicultural Services and Activities

DEPARTMENT: Student Life / Student Affairs

FUNCTION: Under the direction of their supervisor, the Coordinator supports the development, implementation, and assessment of programming for the Office of Multicultural Affairs and Activities. The Coordinator works closely with students and staff to ensure meaningful services and programs are provided to students of varying cultures and backgrounds.

REPORTS TO: Director of Student Life

SUPERVISES: Assigned Staff

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Supports and coordinates with appropriate student organizations and committees across campus to engage in meaningful educational activities.
2. Coordinates and supports the day to day operations of the office including providing a safe space for students.
3. Works with key stakeholders to support the development, promotion, execution, and assessment of educational programming and resources related to the Office.
4. Supports the Office of Student Life by collaborating to ensure equity in the distribution funding for related student groups and event committees.
5. Ensures equity in the number and timing of events to maximize student and staff engagement.
6. Assists with promotion of events through Public Relations utilizing social media and other communications.
7. Coordinates and supports leadership workshops and activities for students that builds skills and competencies, facilitates socially conscious and just communities, and supports student success.
8. Supports the coordination, development, implementation and assessment of a co-curricular diversity education program of workshops and training for students and staff.
9. Supports students through academic coaching, advisement, and peer to peer mentorship.
10. Provides outreach and interventions to students who are struggling academically.
11. Refers students to appropriate offices and services as necessary.
12. Supports and educates students about College policies and procedures.

13. Trains student workers and volunteers in event planning and management.
14. Facilitates inter-organization communication and collaboration and builds an environment of positive inclusivity.
15. Participates in professional organizations and collaborates with affinity groups and regional organizations to pursue and enhance services and initiatives.
16. Engages in appropriate professional development activities.
17. Maintains relationships and effectively collaborates with partners on campus initiatives.
18. Develops a set of core outcomes for all unit programming and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College's Outcomes Assessment Program.
19. Performs additional tasks or duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

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

Education: Bachelor's degree in Education or related discipline required; Master's degree preferred.

Experience: Minimum of 2 years of professional experience working with diverse populations or equivalent combination of education and experience;

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval:

Board Member

Date:

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BOARD OF TRUSTEES ACTION P4B
Approval Date: January 10, 2023

Resolution

Approve: Confidential - Title Change and Revised Job Description

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

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

Action Requested

To approve the title change and revised job description for the vacant Associate Director of Athletics

Justification

To approve the following title change on a vacant position: from Assistant Director of Athletics to Associate Director of Athletics. The revised job description is to better reflect the responsibilities of the position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Associate Director of Athletics

DEPARTMENT: Intercollegiate Athletics

FUNCTION: The Associate Director of Athletics is responsible for assisting the College intercollegiate athletics program and serves as the Senior Woman Administrator. The Associate Director will establish policies and procedures that support student academic success, development, and the creation of quality, competitive athletics teams. The Associate Director of Athletics ensures compliance with applicable National Junior Collegiate Athletic Association (NJCAA), Region XIX, Garden State Athletic Conference (GSAC), and College rules and regulations. The Associate Director of Athletics supports the administrative oversight of all athletic programs, coaches and staff, department goal setting, performance management, budgeting, and planning. This position maintains team statistics, web and social media presence, and the release of sports information.

REPORTS TO: Managing Director of Athletics

SUPERVISES: Assigned Full Time and Part Time staff.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Serves as the Senior Woman Administrator for the Bergen Community College Athletic Program.
2. Assists the intercollegiate athletics program, and supports student-athletes, coaches and staff within the program.
3. Supports compliance with NJCAA, Region XIX, and GSAC rules and regulations governing eligibility. Coordinates with other administrative departments e.g., Admissions, IT, Registrar, and Financial Aid to verify compliance with rules and regulations regarding student-athlete eligibility.
4. Ensures student and staff development by modeling and teaching the ideals of sporting behavior and professionalism and holding people accountable during teachable moments.
5. Maintains a philosophy that prioritizes academics and monitors student-athlete academic progress. Plans for and supports student-athlete academic interventions as needed and works with coaching staff to ensure student academic success.
6. Provides support for compliance with NJCAA rules by training and setting guidelines and/or policies to team coaching staff and student-athletes.
7. Develops strategies and initiatives in conjunction with institutional commitment to diversity, equity, and inclusion to promote the value of it in intercollegiate athletics. Supports the compliance with the Equity in Athletics Disclosure Act (EADA) and Title IX regulations.
8. Facilitates a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
9. Supports the student conduct process and manages, in conjunction with the Athletic Administration, student-athlete welfare and discipline issues.
10. Supports equitable coordination of team schedules for practice and competition.
11. Supports the coordination, oversight, and management of home athletic events including appropriate event support staff are onsite with sufficient supplies and equipment and ready to perform their duties.
12. Acts as the supervisor on site for home athletic events.
13. Collects and analyzes athletic department data and prepares reports as needed for administration.

14. Promotes a positive image of the intercollegiate athletics program and the College by participating in community and professional organizations and representing the College, as a spokesperson for intercollegiate athletics, at professional meetings and on community committees.
15. Collaborates with Public Relations to design, write, and oversee the production of printed promotional materials including catalogs, brochures, flyers, and program and media guides.
16. Writes and edits promotional materials including press releases, newsletters, programs, and brochures; gathers, inputs, and compiles statistical information. Oversees maintenance of the athletics website ensuring that all content is accurate, current and consistent with approved style guidelines.
17. Supports the planning, coordination, and management of special events and athletic banquets.
18. Travels with athletic teams as needed; provides information to representatives of the opponent's sports information office about the team, including updating starting lineups.
19. Manages sports information at all home games, including overseeing the statistics crew, live stream, and screening all public service announcements.
20. Organizes and supervises photo sessions for all sports to provide head and shoulder photos of athletes and posed action shots; mails film clips of each week's games/matches to media covering succeeding games.
21. Ensures website, templates, documentation, and all public communications comply with federal ADA regulations.
22. Subject to senior administration review and final Board of Trustees approval, has the responsibility, power and authority to hire, fire, discipline and promote employees.
23. Responsible for the administration and implementation of collective bargaining agreements, in a supervisor role to union members.
24. Other duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Minimum of 5 years supervisory experience within an athletic field. Experience managing sports information including websites, statistics, and video/livestream technology. Demonstrates understanding of the community college mission and practices a policy of inclusion. Ability to communicate effectively with a diverse population. Proficiency in all aspects of Microsoft Office suite and other software that serves students and stakeholders. Demonstrated skills in Problem Solving, Interpersonal Skills, Team Building, People Management.

Exhibits strong skills in:

- Communication
- Supervision
- Diversity, Equity, and Inclusion
- Use of Technology
- Developing and Maintaining Interpersonal Relationships
- Ability to Plan, Organize and Report on Outcomes

Flexible schedule to meet department needs. Some evenings, weekends and extended hours may be required.

Education: Bachelor's Degree required; Master's Degree preferred

Experience: Five years' experience in athletic administration including supervision; community college experience preferred.

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Submitted by: _____ Date: _____

Name/Title

Approved by: _____ Date: _____

Name/Title

Reviewed by: _____ Date: _____

Human Resources

Board Approval: _____ Date: _____

Board Approval

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BOARD OF TRUSTEES ACTION P4C
Approval Date: January 10, 2023

Resolution

Approve: Confidential - Title Change and Revised Job Description

Submitted By

Dr. Eric M. Friedman, President

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

Action Requested

To approve the title change and revised job description for the Benefits and Compensation Assistant.

Justification

To approve the following title change: from Senior Financial Analyst to Benefits and Compensation Assistant. The revised job description is to better reflect the responsibilities of the position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Benefits and Compensation Assistant

DEPARTMENT: Human Resources and Organizational Development

FUNCTION: This position will be responsible for the coordination of benefits for the College in addition to implementation and maintenance of compensation information, while also assessing the budgetary impact of compensation decisions while also providing oversight of compliance with regulations and labor laws. Additionally, this person will use data to drive decision making at the College with regard to compensation and benefits by analyzing data pulled from multiple sources.

REPORTS TO: Benefits Administrator

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Coordinates benefit and compensation workflows under the supervision of the Benefits Administrator.
2. Applies compensation principles, best practices and appropriate guidelines to collaborate on compensation issues, including but not limited to: promotions, pay adjustments, job classification, retention, offers, merit awards and stipends.
3. Works with benefit and payroll staff to establish and maintain compensation files and records on an on-going basis.
4. Reconciles monthly benefit bills to the College related to all benefits offered at the institution.
5. Prepares, reviews and completes month-end, quarter-end and year-end closing process and documents; reviews financial reports on a periodic basis and verifies accuracy and fiscal solvency.
6. Prepares yearly benefit statement for all staff to be reviewed by administration.
7. Works with human resources and payroll staff to maintain work flows related to part-time staff compensation and employment.
8. Responds to employee inquiries regarding benefit and compensation inquiries.
9. Ensures all HR-Benefit and Compensation policies, procedures and techniques are adhered.
10. Communicates benefit plan options to staff during employee orientation, open enrollment or through change of life events.
11. Stays current on all federal, state and local benefit offerings and requirements; researches benefit offerings and ensures employees are aware of benefit availability and utilizing data to recommend changes and offerings in the future.
12. Processes leave of absence requests in accordance with federal and state laws in addition to local collective bargaining agreements.
13. Perform special projects and assignments as requested but their supervisor or department/division leadership.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission. Possesses a strong understanding of the uses of information technology to deliver, monitor and evaluate programs and services for staff and the ability to work collaboratively across various constituencies of the College. Strong interpersonal as well as technical skills and must be detail-oriented. Technologically proficient in common office desktop

software and familiar with cloud based computing and collaborative platforms and software. Requires knowledge of generally accepted accounting principles and procedures in governmental agencies; use and application of online payroll/accounting/benefit systems.

Exhibits strong skills in:

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

Education: Bachelor's Degree required in related field

Experience: Minimum of 3 years of experience in benefits and/or compensation management or accounting.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

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BOARD OF TRUSTEES ACTION P4D
Approval Date: January 10, 2023

Resolution

Approve: Confidential - Revised Job Description for vacant position.

Submitted By

Dr. Eric M. Friedman, President

Ms. Cinzia D'Iorio, Executive Director of Continuing Education and Workforce Development

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

Action Requested

To approve the revised job description for the vacant Dean of Continuing Education and Workforce Development.

Justification

The revised job description is to better reflect the responsibilities of the position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Dean of Continuing Education and Workforce Development

DEPARTMENT: Continuing Education and Workforce Development

FUNCTION The Dean of Continuing Education and Workforce Development is a college leader who collaborates closely with Program Supervisors, other college Deans, instructors and the community at large in the development, implementation and evaluation of new and existing programs and services. This position is responsible for assessment activities, reviews facility requirements and budgets for the division in order to achieve continuous improvement in the Division of Continuing Education and Workforce Development. Together with the Executive Director, serves as a liaison with the academic divisions, the community, government, law enforcement, public schools, and corporate, public and non-profit organizations; promotes the Division of Continuing Education and the College. The Dean will also promote best practices in data management and reporting which in-turn lead to the implementation of data informed initiatives.

REPORTS TO: Executive Director of Continuing Education and Workforce Development

SUPERVISES: Program Supervisors, Secretaries and Coordinator

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Leads the development of pedagogical techniques and instructional objectives to drive goal development related to student success in divisional courses and programs.
2. Serves as a liaison with the academic divisions, the community, government and law enforcement, public schools, and corporate, public and non-profit organizations; promotes Continuing Education and the College.
3. Supervises the registration and related financial functions (student accounts, AR, invoicing, payroll, reimbursement) for the Division; oversees the preparation and submission of payrolls within assigned programs.
4. Prepares closeout audits for each course offering and for the signature of the Executive Director; prepares and submits financial and programmatic reports to co-sponsoring and collaborating agencies.
5. Develops, supervises and assesses non-credit programs in assigned areas; recommends and approves related instructional materials and equipment.
6. Promotes a robust culture of presentation/storytelling and data informed decision making.
7. Actively seeks external funding (grants and donations) and community partners to support student success and program development and maintenance.

8. Assesses community needs and recommends programs to meet identified areas of demand, working with the academic divisions to create stackable credentials where applicable.
9. Supervises, provides support and/or direction to assigned program supervisors, coordinators, administrative assistants, instructors, panelists, seminar and workshop leaders and others in carrying out their respective duties for non-credit programs; evaluates all program personnel.
10. Directs the preparation of schedules, marketing and publicity for programs, courses, workshops, seminars, and other non-credit events.
11. Attends workshops, courses, meetings and other activities to further divisional objectives.
12. Implements College and divisional policies and procedures.
13. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College's Outcomes Assessment Program.
14. Serves on the President's Management Team and other appropriate college committees. Actively supports college activities and promotes staff engagement.
15. Prepares, track, monitors and adheres to an annual budget; prepares cost projections for all activities, programs and courses and approves work orders and purchase requisitions.
16. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
17. Serves as a liaison between Continuing Education and the Office of Research and Institutional Effectiveness and assists Continuing Education with data analysis on student and programming success.
18. Subject to senior management review and final Board of Trustees approval, has the responsibility, power and authority to hire, fire and discipline and promote employees.
19. Performs additional tasks or duties as assigned by the Executive Director, Continuing Education and Workforce Development or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open-door policy. Strong knowledge essential in pedagogy and assessment needed to drive goal development and implementation related to student success. Ability to collaborate with community and college partners. Strong financial ability needed to manage the budget and grant responsibilities. Must be competent in the areas outlined in the major responsibilities noted in the job description for the Dean of Continuing Education and Workforce Development. Technology skills are essential, with proficiency required in the use of the Microsoft Office, Google Suite and online learning management systems. Exhibits strong skills in:

- Leadership
- Managing people and their performance
- Communication
- Customer and Student Focus

- Building Relationships
- Organizing
- Planning

Education: Master's Degree required

Experience: Minimum of 7 years of experience in program development and coordination of non-credit courses, including workforce training and economic development. Prefer supervisory experience and background in working with community organizations and outreach programs. Business experience preferred but not required.

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

Submitted by: _____ Date: _____

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____

Board Approval: _____ Date: _____

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



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BOARD OF TRUSTEES ACTION P4E
Approval Date: January 10, 2023

Resolution

Approve: Professional - Revised Job Description

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Academic Affairs

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

Action Requested

To approve the revised job description for the Coordinator of Educational Outreach

Justification

The revised job description is to better reflect the responsibilities of the position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Coordinator of Educational Outreach

DEPARTMENT: Office of Admissions

FUNCTION: The Coordinator of Educational Outreach, under the supervision of the Senior Director of Admissions, coordinates enrollment related activities within the Office of Admissions. This Coordinator is primarily responsible for creating new opportunities to enroll a diverse group of students and to re-enroll students who have stopped attending the institution. This Coordinator serves as a primary point of contact for prospective students and helps them navigate through the entire enrollment process while maintaining a high level of customer service throughout all interactions.

REPORTS TO: Senior Director of Admissions

SUPERVISES: Assigned part time staff

PRIMARY RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Supports students through their initial inquiry, application, and enrollment in the College.
2. Identifies trends and interests that are important to potential students based on generational, demographic and cultural filters.
3. Presents recommendations for programs to stimulate interest in the College with a focus on under-represented groups.
4. Obtains and utilizes demographic enrollment data to increase the representation of the College at community events.
5. Performs general admissions advising by appointment and on a walk -in basis and assists students via email, phone and webex as needed. This includes health professions applications and change of curriculum forms.
6. Evaluates academic credentials for admissions and registration purposes.
7. Manages the Welcome Desk and tour guides and tours schedules.
8. Meets enrollment goals established by the Senior Director of Admissions.
9. Evaluates and reports out on program activities to show impact on the community and enrollment.
10. Supports departmental assessment and continuous improvement efforts.
11. Performs additional tasks or duties as assigned by the Senior Director of Admissions

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has proficiency in the use of the Microsoft Office suite and familiarity with Colleague and using a CRM.

Exhibits strong skills in:

- Communication
- Customer service
- Relationship building
- Organizing
- Planning

Education: Bachelor's degree required, Master's Degree preferred

Experience: Minimum of 3 years of experience working in an Admissions office. Knowledge of financial aid is strongly preferred. Bi-lingual preferred.

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

Submitted by: _____ Date: _____

Name/Title

Approved by: _____ Date: _____

Name/Title

Reviewed by: _____ Date: _____

Human Resources

Board Approval: _____ Date: _____

Board Approval

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

Budget code: 10-01-122000-601110 Educational Outreach



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BOARD OF TRUSTEES ACTION P5A
Approval Date: January 10, 2023

Resolution

Approve: Change of funding source and move to support staff

Submitted By

Dr. Eric M. Friedman, President

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

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

Action Requested

To approve the following change in funding:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Kimberly Gallagher	EOF Secretary / Educational Opportunity Fund / Student Affairs	01/16/2023

Justification

The position is being moved from grant operating funds to college operating funds and into support staff.

Charge to: College Operating Funds

Account Number: 10-02-242100-601130



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BOARD OF TRUSTEES ACTION P5B
Approval Date: January 10, 2023

Resolution

Non-Renewal – Support Staff

Submitted By

Dr. Eric M. Friedman, President

Mr. Nathaniel Saviet, Vice President of Facilities

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

Action Requested

To approve the non-renewal of the following individuals prior to their ninety (90) probationary period expiring:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Justin Slaughter	Custodian / Facilities	11/30/2022 (retroactive)
Jose Tumux Cael	HVAC Mechanic C / Facilities	11/04/2022 (retroactive)
Michael Zahorniak	Custodian / Facilities	11/30/2022 (retroactive)

Justification

Non-Extension



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BOARD OF TRUSTEES ACTION P5C
Approval Date: January 10, 2023

Resolution

Approve: Stipend to perform grant responsibilities.

Submitted By

Dr. Eric M. Freidman, President

Dr. Anthony Trump, Vice President of Student Affairs

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

Action Requested

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

<u>Name</u>	<u>Position / Division</u>	<u>Monthly Amount</u>	<u>Effective Dates</u>
Tracy Rand	Managing Director of the Office Of Specialized Services / Student Affairs	\$750 per month	06/15/2022-6/30/2023 (retroactive)

Justification

To provide a stipend for grant related responsibilities for the Adult Transition Center.

Charge to: College Operating Funds
Account Number: 50-02-598200-601153



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BOARD OF TRUSTEES ACTION P6A
Approval Date: January 10, 2023

Resolution

Revised Professor Emeritus Policy

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

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

Action Requested

To approve the revised Professor Emeritus Policy. The policy will now include a new procedure for the Faculty Senate to name a retired faculty member to Professor Emeritus status in exceptional circumstances.

Justification

Recommended by the President, Dr. Eric M. Friedman, Vice President of Academic Affairs, Dr. Brock Fisher, and the Faculty Senate.

Establish the following Eligibility Criteria, Selection, Benefits for the Professor Emeritus program:

A. Eligibility criteria.

1. Judged to have made outstanding contributions to the College
2. Have served a minimum of fifteen (15) years of service at the College
3. Have achieved the rank for full professor for a minimum of five (5) years or a combined 10 years at the rank of full professor and associate professor.
4. Awarded posthumously if deceased within the last three years and met 1, 2, and 3.

B. Method of Selection

1. Faculty members may be nominated by department or division or by petition of 10% of the tenured faculty members.
2. A faculty member who meets all eligibility criteria, and is deemed by the Faculty Senate to have made exceptional contributions to the College, may be named Professor Emeritus by a vote of the full Senate.
3. Individual faculty members may not be nominated by a division or by petition more than two times.
4. The Vice President of Academic Affairs with the approval of the President shall appoint a special screening committee to consider faculty nominations. This committee will recommend to the president those faculty deemed to be qualified for the designation of "Professor Emeritus."
5. The Vice President of Academic Affairs and the screening committee may make recommendations of individuals for the title of "Professor Emeritus." Exceptional individuals who do not meet all the criteria listed herein or have been nominated more than two times may also be considered by the Chief Academic Officer and the screening committee for recommendation to the president and subsequently to the Board of Trustees.
6. Recommendations, submitted to the personnel committee for the designation of Professor Emeritus shall be approved by the full Board of Trustees.

C. Benefits. Individuals awarded the title of Professor Emeritus may enjoy the following benefits:

1. Listing in the College catalog, including photo and year during which status was granted.
2. Inclusion on the mailing list for all academic occasions, including events sponsored by the BCC Foundation
3. Available meeting space, computer support and staff support, as needed, through the BCC Foundation with prior approval from the Executive Director
4. The opportunity to retain their bergen.edu email address
5. Invitation to participate in public ceremonies, such as graduation
6. Provision of a faculty identification card for free use of the library and physical education facilities.
7. Provision of a faculty parking decal
8. Conferral of a Professor Emeritus scroll from the Board of Trustees
9. The opportunity to teach one course per semester/session up to five contact hours at the established professor emeritus rate (\$850/credit as of the date of the approval this resolution)
10. The opportunity to mentor new faculty members under the direction of the Vice President of Academic Affairs and respective dean.

Justification

The last times changes were made to the Professor Emeritus program was in 2016. The above changes better reflect the current status of Bergen's retiring faculty members, and the revised benefits add additional prestige to the program



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BOARD OF TRUSTEES ACTION P6B
Approval Date: January 10, 2023

Resolution

Confer Professor Emeritus Status

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

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

Action Requested

That the Board of Trustees confer Professor Emeritus status on the following individual:

Dr. George Cronk - Humanities

Justification

Recommended by the President, Dr. Eric M. Friedman, Vice President of Academic Affairs, Dr. Brock Fisher, and the Faculty Senate.



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BOARD OF TRUSTEES ACTION P7A
Approval Date: January 10, 2023

Resolution

Approve: Leave of Absence / Support Staff

Submitted By

Dr. Eric M. Friedman, President

Mr. Nathaniel Saviet, Vice President of Facilities

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

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Effective Dates</u>
Alfred Savastano	Custodian / Facilities	11/17/2022 - 02/14/2023 (retroactive)

Justification

Medical Leave



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BOARD OF TRUSTEES ACTION P7B
Approval Date: January 10, 2023

Resolution

Retirement: Support Staff

Submitted By

Dr. Eric M. Friedman, President

Mr. Nathaniel Saviet, Vice President of Facilities

Mr. Christopher Talmo, Managing Director, Custodial Operations

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

Action Requested

To approve the retirement of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Alfred Savastano	Custodian / Facilities	04/25/2005	02/15/2023

Justification

Retirement



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BOARD OF TRUSTEES ACTION P8A
Approval Date: January 10, 2023

Resolution

Retirement: Faculty

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

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

Action Requested

To approve the retirement of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Elsa Valcarcel	Professional Assistant / Enrollment Services / Student Affairs	10/19/1989	01/01/2023 (retroactive)

Justification

Retirement



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BOARD OF TRUSTEES ACTION P8B
Approval Date: January 10, 2023

Resolution

Retirement: Support Staff

Submitted By

Dr. Eric M. Friedman, President

Mr. Nathaniel Saviet, Vice President of Facilities

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

Action Requested

To approve the retirement of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Dario Marseu	Senior Custodian / Facilities	11/15/2004	2/1/2023

Justification

Retirement



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BOARD OF TRUSTEES ACTION P8C
Approval Date: January 10, 2023

Resolution

Retirement: Confidential

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

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

Action Requested

To approve the retirement of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Frank Cuozzo	Managing Director of Financial Aid / Student Affairs	05/01/2017	01/31/2023

Justification

Retirement



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BOARD OF TRUSTEES ACTION P9A
Approval Date: January 10, 2023

Resolution

Resignation: Confidential

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President of Academic Affairs

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

Action Requested

To accept the resignation of the following individual:

<u>Name</u>	<u>Position/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Magali Muniz	Managing Director of Off-Campus Sites / Academic Affairs	06/14/1993	12/09/2022 (retroactive)

Justification

Resignation



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BOARD OF TRUSTEES ACTION P9B
Approval Date: January 10, 2023

Resolution

Resignation: Support

Submitted By

Dr. Eric M. Friedman, President

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

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

Action Requested

To accept the resignation of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Kevin Walker	Officer / Public Safety	09/14/2015	12/14/2022 (retroactive)

Justification

Resignation



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BOARD OF TRUSTEES ACTION P9C
Approval Date: January 10, 2023

Resolution

Resignation: Confidential

Submitted By

Dr. Eric M. Friedman, President

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

Action Requested

To accept the resignation of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Mary Randazzo	Senior Financial Analyst / Payroll / Human Resources	09/29/2014	12/09/2022 (retroactive)

Justification

Resignation



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BOARD OF TRUSTEES ACTION S/F1
Approval Date: January 10, 2023

Resolution

To extend the rental of the temporary chiller at the Meadowlands Campus for an additional 2.5 months.

Submitted By

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

Action Requested

Authorization to increase the approved rental amount by \$28,635.22 from \$298,625.05 to \$327,260.27 to cover the additional 2.5 months rental of temporary the chiller for the Meadowlands Campus.

Justification

Existing rental of the temporary chiller needed to be extended as a result of the unusually warmer weather between September and November 2022, and the delay in the delivery of the new rooftop chiller due to a supply chain disruption caused by the pandemic. The delay required the temporary chiller to remain on-site, so that the required A/C could be provided during the warm spell that was experienced by the Meadowlands Campus.

Charge To: HEERF Funds

Account Number: 50-06-596500-607512

Total: \$28,635.22