

**BOARD OF TRUSTEES
BERGEN COMMUNITY COLLEGE
Minutes of the Tuesday, January 9, 2024
VIRTUAL PUBLIC MEETING OF THE BOARD OF TRUSTEES**

The virtual Public Meeting of the Board of Trustees of Bergen Community College was held on Tuesday, January 9, 2024. Chairperson Dorothy Blakeslee called the meeting to order at 5:00 p.m. and the following announcement was made:

The notice requirements of the Open Public Meetings Act of the State of New Jersey has been satisfied by an annual notice, including the date, time, and place of this meeting posted in the first-floor main lobby of the Pitkin Education Center of Bergen Community College, e-mailed, and published in The Record and The Herald News on December 8, 2023, and filed with the Clerk of the County of Bergen.

ROLL CALL

Present

Mrs. Dorothy Blakeslee
Mr. Louis DeLisio
Mrs. Ritzy Moralez-Diaz
Mr. Damon Englese
Mr. Patrick J. Fletcher
Mr. Howard Haughton
Mr. Mark Longo
Ms. Ana Marti
Mr. Adam Silverstein
Alumni Trustee Marisa Person

Absent

Dr. Sheetal Ranjan

Also Present

Dr. Eric M. Friedman, President
Mrs. Arlene Q. Perez, Esq., DeCotiis, FitzPatrick, Cole, and Giblin, L.L.P.

VICE-CHAIR REPORT

Vice Chairman Silverstein thanked the staff for revising the meeting from in-person to virtual due to the weather.

SECRETARY REPORT

No report from Secretary Moralez-Diaz.

TREASURER REPORT

No report from Treasurer Fletcher.

PRESIDENT'S REPORT

Dr. Friedman reported that initial signals on enrollment for the spring “point up.” The short winterim semester in January saw year-over-year gains in both headcount and credits. The focus on stabilizing enrollment post-Covid has been going as planned with great synergies between the student affairs division and the external affairs division. Initiatives such as the Center for Online Learning and the Meadowlands Innovation Center are giving us great community visibility. The recent onboarding of our first Director of Marketing is central as are our new directions in promoting cultural activities and the arts. Several public relations releases have led to national stories for the College.

President Friedman reported that the College has embarked on a set of ongoing, comprehensive facilities upgrades. Most recently, the athletics facilities were renovated. Before-and-after photos were shared. A recent meeting brought a renewed commitment from Bergen County partners to assist with the rehabilitation of the old tennis court area towards a state-of-the-art tennis, pickleball, and basketball outdoors location that can host BCC athletics as well as big county tournaments.

The College has received a \$250,000 state grant to renew the main campus tree population. Administered through The Sustainability Institute at the College of the New Jersey, the “Trees for Schools” program is funded by the New Jersey Department of Environmental Protection. 125 new trees will be planted, and dozens of trees originally planted in the 1980s that have deteriorated due to insects and disease will be removed.

Dr. Friedman thanked the students, faculty and staff who partnered with *Operation Christmas Child* to collect donations of toys, school supplies and hygiene products for distribution to poverty-stricken communities throughout the world. Led by Associate Dean of Nursing Darlene Zales-Russamano and Counselor Lois Carmichael, students from the nursing department, OSS and other student clubs filled nearly 200 boxes of donations during a “packing party.” The students also raised almost \$2,000 through bake sales and donations to cover shipping costs. In addition, they included beautiful, handwritten notes in the boxes.

President Friedman held a “State of the College” address on Wednesday, January 31 at 2 p.m. in the Anna Maria Ciccone Theatre.

COMMITTEE REPORTS

AUDIT, FINANCE, AND LEGAL AFFAIRS COMMITTEE

Treasurer Fletcher, Chairman of the Audit and Finance Committee, informed the board members that the Audit and Finance Committee met on December 12, 2023, and will recommend resolutions A/F1 to A/F5.

EDUCATION AND STUDENT AFFAIRS

Trustee DeLisio, Chairman of the Education and Student Affairs Committee, reported that the Education and Student Affairs Committee met on December 18, 2023, and will recommend resolutions E/SA1 to E/SA3.

PERSONNEL

Trustee Morales-Diaz, Chairwoman of the Personnel Committee, reported that the Personnel Committee met on December 18, 2023, and will recommend resolutions P1 to P10.

SITE AND FACILITIES

Trustee Longo, Chairman of the Site and Facilities Committee, informed the board members that Site and Facilities met on December 12, 2023, and will recommend resolutions S/F1 and S/F2.

ALUMNI TRUSTEE REPORT

Alumni Trustee Person had no report.

CHAIRWOMAN'S COMMENTS

Chairwoman Blakeslee remarked that she attended the BCC holiday party, as well as the PTK Installation Ceremony. She enjoyed the events immensely.

UNFINISHED BUSINESS/BOARD MEMBERS

Chairwoman Blakeslee requested a motion to open the Unfinished Business portion of the meeting.

No board members raised any unfinished business.

Chairwoman Blakeslee requested a motion to close the Unfinished Business portion of the meeting. A motion was made by Trustee Fletcher and seconded by Trustee Longo. All were in favor.

NEW BUSINESS/BOARD MEMBERS

Chairwoman Blakeslee requested a motion to open the New Business portion of the meeting.

Secretary Morales-Diaz attended the Bergen Community College production of "Man of La Mancha."

Chairwoman Blakeslee requested a motion to close the New Business portion of the meeting. A motion was made by Trustee Morales-Diaz and seconded by Trustee DeLisio. All were in favor.

OPEN TO THE PUBLIC

Chairwoman Blakeslee requested a motion to open to the Public. A motion was made by Trustee Longo and seconded by Trustee Silverstein. All were in favor.

Kaylie Quezada, President of the Student Government Association, announced a soup drive initiative led by Maria Ferrara and the SGA. The soup drive will run January 10 - February 11. Donations can be dropped at the Paramus campus and will go to Bergen Cares.

Chairwoman Blakeslee requested a motion to close the public portion of this meeting. A motion was made by Trustee Longo and seconded by Trustee Silverstein. All were in favor.

ADOPTION OF MINUTES

Chairwoman Blakeslee requested a motion to approve the board meeting minutes dated November 21, 2023. A motion was made by Trustee Longo and seconded by Trustee Marti.

Roll Call Vote for approval of the board meeting minutes dated November 21, 2023.

Ms. Dorothy Blakeslee - Yes
Mr. Louis DeLisio – Yes
Mr. Damon Englese - Yes
Mr. Patrick J. Fletcher –Yes
Mr. Howard Haughton - Yes
Mr. Mark Longo – Yes
Ms. Ana Marti - Yes
Ms. Ritzy Morales-Diaz – Yes
Dr. Sheetal Ranjan – Absent
Mr. Adam Silverstein – Yes
Ms. Marissa Person - Yes

10 Yes, 1 Absence

Motion passed for approval of the November 21, 2023, board meeting minutes.

CONSENT AGENDA

Chairwoman Blakeslee requested a motion to approve the Consent Agenda for Tuesday January 9, 2024. A motion was made by Trustee Longo and seconded by Trustee Silverstein. Motion passed for Consent Agenda.

AF1 to AF5
ESA1 to ESA3
P1 to P10
SF1 and SF2

No resolutions for Strategic Planning.

Roll Call Vote for approval of the Consent Agenda dated January 9, 2024

Ms. Dorothy Blakeslee - Yes
Mr. Louis DeLisio – Yes
Mr. Damon Englese - Yes
Mr. Patrick J. Fletcher –Yes
Mr. Howard Haughton - Yes
Mr. Mark Longo – Abstained on A/F1, yes to all other resolutions.
Ms. Ana Marti - Yes
Ms. Ritzy Morales-Diaz - Yes
Dr. Sheetal Ranjan - Absent
Mr. Adam Silverstein – Yes
Ms. Marissa Person – Yes

9 Yes on A/F1
10 Yes on A/F2-A/F5
10 Yes on E/SA1 to E/SA3
10 Yes on P1 to P10
10 Yes on SF1 and SF2

An executive meeting was not held.

Approved resolutions:

A/F1 – Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, L.L.P.

Approval is hereby granted for payment of the following legal vouchers: DeCotiis, FitzPatrick, Cole & Giblin, LLP.

October 1, 2023, to October 31, 2023, \$ 20,308.73

November 1, 2023, to November 30, 2023, \$ 31,094.00

A/F2 – To authorize the purchase of a 2024 Ford Utility Vehicle and Marked Police Interceptor for the Public Safety Department from Cherry Hill Winner Ford. This purchase is in the amount of \$55,131.00 bought through NJ State Contract #20-FLEET-01189.

Approval is hereby granted to purchase a 2024 Ford Utility Vehicle and Police Interceptor for \$55,131.00 through Cherry Hill Winner Ford to reinforce the fleet of vehicles in the Public Safety Department.

A/F3 - To authorize entering into a shared services agreement with the County of Bergen (the County) to use the Bonfire e-Procurement software to conduct and manage public bids and request for information activities.

Approval is hereby granted to enter into a shared services agreement with the County to use the Bonfire e-Procurement software for the 18-month period from January 2024 through June 2025.

A/F4 – To authorize the sale of one (1) surplus College vehicle to the highest bidder at the County of Bergen Online Auction.

Approval is hereby granted to sell one (1) surplus College vehicle to the highest bidder at the County of Bergen Auction, which will be an Online Auction. The vehicles to be included are:

A/F5 – Approving a settlement agreement with Kalas Heating & Cooling, Inc. (“Kalas”), in the amount of \$25,000. This settlement resolves the claims in Kalas’ Complaint, filed in the New Jersey Superior Court, Law Division (Bergen County), with respect to Kalas’ demand for payment for certain HVAC services it claimed to have performed for the College, in or around October 2022.

Approval is hereby granted for a settlement agreement with Kalas, in the amount of \$25,000, concerning Kalas’ claim for payment with regard to five (5) outstanding invoices for HVAC work, totaling \$31,025.49.

E/SA1 – To authorize submission of an application for the Opportunity Innovation Grant from the New Jersey Office of the Secretary of Higher Education (NJ OSHE) for Fiscal Year 2024, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Approval is hereby granted to submit an application for the Fiscal Year 2024, second-round cycle of the Opportunity Innovation Center for Adult Transition grants for an estimated amount of \$170,000 from NJ OSHE, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

E/SA2 - To authorize submission of a grant application for \$450,000 to the New Jersey Department of Labor and Workforce Development under the Pre-Apprenticeship Career Education (PACE) Program, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Approval is hereby granted to submit a grant application to the New Jersey Department of Labor and Workforce Development under the **Pre-Apprenticeship Career Education (PACE) Program**, and authorize Dr. Eric M. Friedman, President, or his designee, to execute required documents.

E/SA3 - To authorize submission of a grant application for \$175,000 to the Bergen County Division of Community Development (BCDCD) for Community Development Block Grant (CDBG), and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Approval is hereby granted to submit a grant application to the BCDCD for a Community Development Block Grant (CDBG), and to authorize Dr. Eric M. Friedman, President, or his designee, to execute required documents.

P1 – Separations

Approval is hereby granted to accept the separation of the following individuals:

	<u>Name</u>	<u>Reason</u>	<u>Position/Department/Division/Unit</u>	<u>Hire Date</u>	<u>Effective Date</u>
1.	Noe Burgos	Resignation	Custodian/Facilities/Support	04/11/2022	10/31/2023 (retroactive)
2.	Christine Estrella	Resignation	Secretary/Dental Hygiene/Health Professions/Support	12/16/2022	11/06/2023 (retroactive)
3.	Carrie Polnyj	Retirement	Professor/Nursing/Health Professions/Faculty	09/01/1994	02/01/2024
4.	Toni Tortorella-Genova	Retirement	Associate Professor/Nursing/Health Professions/Academic Affairs/Faculty	02/04/1998	02/01/2024
5.	Louisa Emirzian	Resignation	Secretary/Continuing Education and Workforce Development/Support	10/08/2012	12/01/2023 (retroactive)
6.	Ivan Hernandez	Resignation	HVAC Mechanic B/Facilities/Support	01/12/2022	11/24/2023 (retroactive)
7.	John Ockay	Retirement	Associate Professor/Math, Science and Technology/Academic Affairs/Faculty	09/01/1983	02/01/2024
8.	Christopher Honeycutt	Termination	Public Safety Officer/Public Safety/Support	09/16/2023	12/05/2023 (retroactive)

**Board of Trustees Minutes
January 9, 2024**

P2 – Appointment: Stipends

Approval is hereby granted to appoint the following individuals to a vacant, budgeted stipend position at the amount indicated:

	<u>Name</u>	<u>Position</u>	<u>Stipend</u>	<u>Unit</u>	<u>Effective Dates</u>
1.	Michael Gilmore	Assistant Men’s Basketball Coach/Fall, Winter	\$5,000.00	NA	07/01/2023-06/30/2024
2.	Sara Beck	Head Softball Coach/Winter, Spring	\$8,000.00	NA	01/01/2024-06/30/2024
3.	Esteban Ramirez-Orta*	Nursing Clinical Faculty/ Health Professions	\$1,200.00	Adjunct Faculty	Fall 2023 Semester

* for additional full semester clinical

P3 - Appointment: Academic Chairs and Program Coordinators/Faculty

Approval is hereby granted to appoint the individuals listed below to the position of Academic Chairs and Program Coordinators/Directors at the stipends and release time shown for the period January 1, 2024 - June 30, 2024.

ACADEMIC CHAIRS

<u>Name</u>	<u>Department//Division</u>	<u>Annual Stipend</u>	<u>Annual Release Time</u>
Eileen Fitzgerald*	English Basic Skills/Humanities	\$3,200.00	17 credit hours

* this replaces previous assignment as Program Coordinator from board motion P2A, 6/13/23.

PROGRAM COORDINATORS/DIRECTORS

<u>Name</u>	<u>Department/Division</u>	<u>Annual Release Time</u>
Daniel Salerno	English Basic Skills/Humanities	13 credit hours
Tyrone DeLeon	Radiography/Health Professions	7 credit hours

P4 - Appointments – Support

Approval is hereby granted 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.	Edwin Dye	Custodian/Facilities	Support	\$33,999.00	01/16/2024

P5 - Appointments – Confidential and Grant Funded

Approval is hereby granted 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.	Raysa Creque	Personal Counselor, Bilingual/ Student Affairs	Grant – NA	\$70,000	01/16/2024

P6- Promotions

Approval is hereby granted to approve the promotion of the following individual to the position and annual salary indicated in the list below:

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date</u>
1.	Mark Molisani	Senior Grants Writer/ Grants Administration/ Finance	Professional	\$75,000.00	01/10/2024

P7 – Merit Award Program for Support Staff and Professional Staff

Approval is hereby granted to approve the merit award increases in accordance with the current Support Staff Agreement 5.5% will be added to the current base salary and in accordance with the current Professional Staff Agreement 6.75% will be added to the current base salary for the following individuals retroactive to 7/1/23 for the fiscal year 2023-2024:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Unit</u>
Luisa Castro	Executive Secretary/Career and Transfer Services/Student Affairs	Support
Dolores Hunt	Department Coordinator/Continuing Education and Workforce Development	Support
Carolyn Lyons	Department Coordinator/Enrollment Services/ Student Affairs	Support
Amy Montagnino	Administrative Secretary/Library/Academic Affairs	Support
Abigail Santiago	Accounting Assistant/Accounting/Finance	Support
Nino Schreck	Library Associate/Library/Academic Affairs	Support
Jeannette Dones	Sr. Financial Aid Specialist/Financial Aid/ Student Affairs	Professional
Judith Hungreder	Coordinator Evening and Weekend Services/ Library/Academic Affairs	Professional
Kristen Ko	Manager of Access Services/Library/Academic Affairs	Professional

**Board of Trustees Minutes
January 9, 2024**

Kimberly Makoe	Sr. Scheduler and Facilities Planner/Enrollment Services/Student Affairs	Professional
Kimberly Ritchie	Service Desk Manager/User Services/Information Technology	Professional
Robert Sangster	Technical Support Specialist/User Services/Information Technology	Professional

P8 - Deobligation of Positions

Approval is hereby granted to approve the following vacant positions to be deobligated from the College organizational chart:

<u>Title</u>	<u>Unit</u>	<u>Effective Date</u>
Supervisor of Grounds	Professional	01/09/2024

P9 - Changes to Organizational Chart

Approval is hereby granted to approve the following titles to appear on the organizational chart:

	<u>Position/Division</u>	<u>Unit</u>	<u>Effective Date</u>
1.	Senior Grants Writer/Grants Administration/Finance	Professional	01/10/2024
2.	Administrative Assistant-Bergen for Business/Continuing Education and Workforce Development	Support	01/10/2024
3.	Custodial Supervisor/Facilities	Professional	01/10/2024
4.	Maintenance Supervisor – Grounds/Facilities	Professional	01/10/2024

P10 - Approve: Contractual Salary Increase for Dr. Eric M. Friedman, President, Bergen Community College.

Approval is hereby granted for a merit increase, based on the President's performance, of 2% to President Eric M. Friedman per his employment contract.

S/F1 - To reject the sole bid submitted for Public Bid P-2386 for New Site Irrigation and Well Pump Replacement.

Approval is hereby granted to reject the sole bid submitted for Public Bid P-2386 for New Site Irrigation and Well Pump Replacement. The bid received was substantially over the budget established for the project. The College will revise the specifications and rebid.

S/F2 - To award a contract for professional services to NK Architects to create a 2021-2031 Master Plan update addendum to supplement the current 2021-2031 Master Plan.

Approval is hereby granted to award a contract for professional services in the amount of \$88,000.00, including Direct Costs, to NK Architects for the creation of a 2021-2031 Master Plan update addendum.

ADJOURNMENT

As no further business was brought before the Board of Trustees, Chairwoman Blakeslee asked for a motion to adjourn the board meeting.

Trustee Longo made a motion to adjourn the meeting, seconded by Trustee Moralez-Diaz.
All trustees were in favor.

The board meeting adjourned at 5:20 p.m.

Thank you,

Trustee Ritzy Moralez-Diaz, Secretary, Board of Trustees
Bergen Community College