

BOARD OF TRUSTEES
PUBLIC MEETING

Tuesday, July 10, 2018 – 5:00 p.m.

Paramus Campus – TECHNOLOGY BUILDING – Conference rooms BC

- 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
 - ❖ Ellucian Presentation – Mr. Chuck Keeler, Ellucian General Manager
 - ❖ Assessment Presentation – Ms. Gail Fernandez, Interim Dean of Assessment and Ms. Joanna Campbell, Professor, Dental Hygiene
- 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. Chairperson
- VI. Unfinished Business/Board Members
- VII. New Business/Board Members
- VIII. Open to the Public
- IX. Actions
 - A. Approval of Minutes:
 - June 5, 2018
 - June 19, 2018
 - B. Consent Agenda – Tuesday, July 10, 2018
- X. Executive Session, if required
(New Business/Open to the Public)
- XI. Adjournment

CONSENT AGENDA

Tuesday, July 10, 2018

Technology Building – Conference Rooms BC

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 MINUTES: June 5, 2018 and June 19, 2018

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. Approval of Labor Invoice – Eric M. Bernstein & Associates, L.L.C.
3. Exempt from Bidding: Authorization to purchase student athletic insurance from Bollinger, Inc.
4. To authorize the purchase of approximately 1,000 print and e-books from YBP (Yankee Book Peddler) library services for the period July 1, 2018 through June 30, 2019.
5. To authorize the purchase of periodical titles and online subscription services that contain over 680 journals from EBSCO Information Services for the Library for the period January 1, 2019 through December 30, 2019.
6. To authorize payment to NJEdge.Net fiduciary agent for the VALE (Virtual Academic Library) Consortium, for the College Library's share of the cost of electronic periodical databases for the academic year 2018-2019.
7. To renew the Library's annual subscription with Westchester Academic Library Directors Organization (WALDO) for sixteen full-text electronic databases, for the academic year 2018-2019.
8. To authorize the purchase of library materials consisting of over 100 titles of print book subscriptions, many of which come with monthly updated material throughout the year, and online resources through Westlaw database which are required for the Legal Studies program from West Publishing Corporation, dba Thompson West, Thomson Reuters – West, for the period July 1, 2018 through June 30, 2019.
9. To authorize renewal of Radius admissions and enrollment management system and to purchase 10 data service hours from Admissions US, LLC (formerly known as Hobsons).
10. To authorize annual renewal of subscription to illumira, a digital media repository and streaming service provided through NJEdge.Net technology consortium.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. To authorize submission of the Perkins FY 2019 spending plan in the estimated amount of \$556,329.00 to the State of New Jersey Department of Education, and to authorize President Michael D. Redmond, or his designee, to execute required documents.
2. Authorize amendment of an existing agreement with certain of the Participating Organizations (Essex County College, Hudson County Community College, Passaic County Community College, Raritan Valley Community College, Sussex County Community College, and Union County College) in connection with the work to be performed under the Trade Adjustment Assistance and Community College and Career Training Grant (\$15,000,000) awarded to the College by the U.S Department of Labor, Education and Training Administration, Grant # TC-26459-14-60-A-34 (the "Grant").
3. Authorize acceptance of a grant from the National Endowment for the Humanities in the amount of \$100,000.00, and to authorize President Michael D. Redmond, or his designee, to execute required documents.
4. To approve the curriculum for the Associate of Science Degree, Professional Studies, Athletic Training (AS.PS.AT).
5. To delete the following Associate of Science, Professional Studies, Business Administration curriculum options:

AS.PS.BUS.MKTG	Marketing option
AS.PS.BUS.MGMT	Management option
AS.PS.BUS.ACCT	Accounting option
AS.PS.BUS.INTL	International Trade option
6. To delete the curriculum for three obsolete AAS Nursing programs:

AAS.NURS.MOBLEVE
AAS.NURS.MOBLDAY
AAS.NURS.WE
7. To approve the addition of the following Associate of Fine Arts curriculum option:

AFA.MUSC	Associate of Fine Arts, Music option
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To delete the following Associate of Fine Arts curriculum options:	
AFA.MUSC.BUS	Associate of Fine Arts, Music Business option
AFA.MUSC.TECH	Associate of Fine Arts, Music Technology option

To delete the following Associate of Arts, Fine and Performing Arts, curriculum option:	
A.FPA.MUSC	Associate of Arts, Fine & Performing Arts, Music option

INSTITUTIONAL (I)

1. Approval of the Bergen Community College Board of Trustees Policy for Security Camera Monitoring.

PERSONNEL (P)

1. Approve: Compensation for President of Bergen Community College
2. Approval of Position/Title: Career Placement Manager (Professional Staff)
3. Approval of Position/Title: Coordinator of the Health Professions Interdisciplinary Center for Simulation (Professional Staff)
4. Approval of Position/Title: Manager of Multicultural and Community Affairs (Professional Staff)
 - A. Appointment – Professional Staff
 - B. Elimination of Position Title
5. Approval of Position/Title: New Student Enrollment Coordinator (Professional Staff)
6. To approve the revised position and job description of the Dean of Off-Campus Sites.
 - A. Appointment – Confidential Staff
7. To approve the following position/title: Managing Director of Off-Campus Sites
 - A. Appointment – Confidential Staff
 - B. Elimination of Position Title
8. Appointment – Executive Director, Continuing Education and Workforce Development/Confidential
9. Appointment: Dean of Humanities
10. Appointment: Tenure Track Faculty
 - A. Resignation: Professional Staff
11. Appointment: Tenure Track Faculty
12. Appointment – Professional Staff
13. Reappointment: Ciarco Instructors
14. Retirement: Confidential
15. Retirement: Faculty
16. Resignation: Confidential
17. Termination: Tenure Track Faculty

SITE AND FACILITIES (S/F)

1. To award the Country Club Lane Paving Project to re-pave the entrance and exit roadway off Midland Avenue.

STRATEGIC PLAN (S/P)

1. To approve the goals on the attached document for the 2018-2019 academic year for President Michael D. Redmond.



BOARD OF TRUSTEES ACTION A/F 1
Approval Date: July 10, 2018

Resolution:

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

Submitted By

Mr. Victor Anaya, Executive Director, Finance

Mr. James R. Miller, Executive Director, Human Resources

Action Requested

Approval for payment of the following legal vouchers:

May 1, 2018 to May 31, 2018 DeCotiis, FitzPatrick, Cole & Giblin. LLP. \$ 22,952.08

Legal bills are available on the College's website under the Board of Trustees at the following address:

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

Charge to: College Operating Funds
Account Number: 10-01-186100-607566



BOARD OF TRUSTEES ACTION A/F 2
Approval Date: July 10, 2018

Resolution:

Approval of Labor Invoices – Eric M. Bernstein & Associates, L.L.C.

Submitted By

Mr. Victor Anaya, Executive Director, Finance

Mr. James R. Miller, Executive Director, Human Resources

Action Requested

Approval for payment of the following labor invoices

\$ 2,190.00

Invoices for May, 2018

Legal bills are available on the College's website under the Board of Trustees at the following address:

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

Charge to: College Operating Funds
Account Number: 10-01-186100-607566



BOARD OF TRUSTEES ACTION A/F 3
Approval Date: July 10, 2018

Resolution

Exempt from Bidding: Authorization to purchase student athletic insurance from Bollinger, Inc.

Submitted By

Mr. Victor Anaya, Executive Director, Finance
Dr. Waldon Hagan, Vice President, Student Affairs

Action Requested

Authorization to purchase Student Athletic Insurance for the coverage period August 1, 2018 through August 1, 2019, from Bollinger. Inc., at a cost of \$67,700.00.

Justification

Insurance coverage for student athletes participating in intercollegiate sports.

The college has a need to procure this service as a non-fair and open contract pursuant to the provisions of N.J.S.A 19:44A-20.4. Bollinger, 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 will be maintained on file at the College. **This is a renewal of insurance.**

Insurance is exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (11).

Charge To: Student fees Account Number: 60-09-910000-607801



BOARD OF TRUSTEES ACTION A/F 4
Approval Date: July 10, 2018

Resolution

To authorize the purchase of approximately 1,000 print and e-books from YBP (Yankee Book Peddler) library services for the period July 1, 2018 through June 30, 2019.

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Mr. Victor Anaya, Executive Director, Finance
Mr. David Marks, Dean, Library Services
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to purchase library materials and services for the period July 1, 2018 through June 30, 2019 from YBP at an amount not to exceed \$75,000.00.

Justification

Yankee Book Peddler specializes in academic content and offers the broadest publisher coverage (66,000 publishers) and the most extensive inventory (592,000 titles) when compared to other academic book vendors. YBP offers a comparable discount to other vendors and, in addition, offers free shipping and an online ordering system compatible with the Library's cataloging and ordering system. Yankee Book Peddler is the preferred book vendor for approximately 40 academic libraries in New Jersey. The college will be purchasing approximately 1,000 print and e-books, supporting all subjects / courses.

The College has a need to procure the above library materials and services pursuant to a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. YBP has submitted a Stockholder Disclosure Certification, and a Business Entity Disclosure Certification, 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 Form, Stockholder Disclosure Certification, and Business Entity Disclosure Certificate shall be placed and maintained on file at the College. Library materials and services are exempt from Public Bidding in accordance with New Jersey County College Contracts Law 18A:64A-25.5 (a) (6).

Charge To: College Operating Funds
Account Number: 10-04-490000-607530



BOARD OF TRUSTEES ACTION A/F 5

Approval Date: July 10, 2018

Resolution

To authorize the purchase of periodical titles and online subscription services that contain over 680 journals from EBSCO Information Services for the Library for the period January 1, 2019 through December 30, 2019.

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Mr. Victor Anaya, Executive Director, Finance
Mr. David Marks, Dean, Library Services
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to purchase periodicals for the Library for the period January 1, 2019 through December 30, 2019; from EBSCO Information Services at a cost not to exceed \$60,000.00.

Justification

EBSCO Industries, Inc. is the preferred subscription service for periodicals for academic libraries. Small vendors are still in the marketplace but they deal with limited titles on limited subjects and service primarily K-12. EBSCO provides us with a robust system which allows online ordering, billing, renewals, reports, training, claiming, and individual customer service for over 500 periodical titles in our current print collection. EBSCO has been our subscription service for scholarly journals and magazines since the mid 1990's. EBSCO is also the provider of online subscription services, including *Philosopher's Index* –a database that contains over 680 journals. EBSCO provides value added electronic services which are compatible with the college's integrated library management system.

There exists a need for the College to procure periodicals for the library pursuant to a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. EBSCO Information Services has completed and submitted a Political Contribution Disclosure Form in accordance with N.J.S.A. 19:44A-20.26, a Stockholder Disclosure Certification, and a Business Entity Disclosure Certification, 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 Form, Stockholder Disclosure Certification, and Business Entity Disclosure Certificate shall be placed and maintained on file at the College.

Library materials and services are exempt from Public Bidding in accordance with New Jersey County College Contracts Law 18A:64A-25.5 (a) (6).

Charge To: 10-04-490000-607537 and 10-04-490000-607765

Account Number: College Operating Funds



BOARD OF TRUSTEES ACTION A/F 6
Approval Date: July 10, 2018

Resolution

To authorize payment to NJEDge.Net fiduciary agent for the VALE (Virtual Academic Library) Consortium, for the College Library's share of the cost of electronic periodical databases for the academic year 2018-2019.

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Mr. Victor Anaya, Executive Director, Finance
Mr. David Marks, Dean, Library Services
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to pay the amount of \$80,000.00 to NJEDge.Net, for the VALE Consortium, for the College's share of the cost of electronic periodical databases for the academic year 2018-2019.

Justification

VALE is the cooperative purchasing consortium for NJ academic Libraries which allows substantial discounts for annual subscriptions to full-text electronic databases which are available 24/7 to off-campus and on-campus users. The organization currently has fifty-two active member institutions. We subscribe to ten (10) databases offered through the consortium's discount program. See attachment for list of databases.

NJEDge.net is a non-profit organization and is exempt from Pay-to-Play.

Consortium purchases are allowed in accordance with County College Contracts Law 18A:64A-25.10.

Charge To: College Operating Funds

Account Number: 10-04-490000-607765

See attached proposed subscriptions list.

Proposed Subscriptions from VALE 2018-19

Provider	Database
ProQuest	ABI/Inform
The Chronicle of Higher Ed	The Chronicle of Higher Education Online
EBSCO	CINAHL (w/Full Text)
ProQuest	Criminal Justice Periodical Index (CJPI)
ProQuest	Historical NY Times
LexisNexis	Lexis-Nexis Academic
Gale	Literature Resource Center
Nature	Nature/Scientific American
EBSCO	PsycARTICLES



BOARD OF TRUSTEES ACTION A/F 7
Approval Date: July 10, 2018

Resolution

To renew the Library's annual subscription with Westchester Academic Library Directors Organization (WALDO) for sixteen full-text electronic databases, for the academic year 2018-2019.

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Mr. Victor Anaya, Executive Director, Finance
Mr. David Marks, Dean, Library Services
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to pay the amount of \$60,000.00 to Westchester Academic Library Directors Organization (WALDO), to provide discounted annual subscriptions of full-text electronic databases, which are available 24/7 for the academic year 2018-2019.

Justification

The Westchester Academic Library Directors Organization (WALDO) is a membership organization supporting the procurement and administration of electronic information services for libraries since 1982. They provide discounts to annual subscriptions of full-text electronic databases, which are available 24/7. Waldo serves 580 academic libraries in the greater New York metropolitan area. This is for academic year 2018-2019. See attachment for list of databases.

Library materials are exempt from public bidding in accordance with 18A:64A-25.5 (a) (6). WALDO is a non-profit organization and is exempt from Pay-to-Play.

Charge To: College Operating Funds

Account Number: 10-04-490000-607765

See attached proposed subscriptions list.

Proposed Subscriptions from WALDO 2018-19

Provider	Database(s)
ABC-CLIO	World Religions - Belief, Culture & Controversy
ACLS	Humanities E-Book - Very Small
Alexander Street	Music Online: Listening Music Online: Reference
Bloomsbury	Berg Fashion Library
Digital Theatre	Database Plus
Gale	Biography in Context Opposing Viewpoints Testing & Education Reference Center
JSTOR	Language & Literature Ecology & Botany
Mergent Online	Hoover's Academic
Oxford	Grove Music
ProQuest	ProQuest Research Companion PQ Research Library Safari Business eBooks Safari Tech eBooks
Statista	Statista



BOARD OF TRUSTEES ACTION A/F 8
Approval Date: July 10, 2018

Resolution

To authorize the purchase of library materials consisting of over 100 titles of print book subscriptions, many of which come with monthly updated material throughout the year, and online resources through Westlaw database which are required for the Legal Studies program from West Publishing Corporation, dba Thompson West, Thomson Reuters – West, for the period July 1, 2018 through June 30, 2019.

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Mr. Victor Anaya, Executive Director, Finance
Mr. David Marks, Dean, Library Services
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to purchase library materials and services for the period July 1, 2018 through June 30, 2019 from West Publishing Corporation, dba Thompson West, Thomson Reuters – West, for an amount not to exceed \$95,000.00.

Justification

West is the publisher and sole provider for print materials and an online resource required for the Legal Studies program, including over 100 titles like, *New Jersey Court Reporters*; *New Jersey Practice*; and *New Jersey Digest*. Approximately \$77,000 is spent on print materials and \$18,000 for the online resource Westlaw. All of these resources are essential for accreditation as well as the success of our students in their chosen field.

The College has a need to procure the above library materials and services pursuant to a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. West Group has submitted a Stockholder Disclosure Certification, and a Business Entity Disclosure Certification, 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 Form, Stockholder Disclosure Certification, and Business Entity Disclosure Certificate shall be placed and maintained on file at the College. Library materials and services are exempt from Public Bidding in accordance with New Jersey County College Contracts Law 18A:64A-25.5 (a) (6).

Charge To: College Operating Funds

Account Number: 10-04-490000-607535 and 10-04-490000-607765



BOARD OF TRUSTEES ACTION A/F 9
Approval Date: July 10, 2018

Resolution

To authorize renewal of Radius admissions and enrollment management system and to purchase 10 data service hours from Admissions US, LLC (formerly known as Hobsons).

Submitted By

Mr. Victor Anaya, Executive Director, Finance
Dr. Waldon Hagan, Vice-President, Student Affairs
Mr. Bo Vieweg, Chief Information Officer
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to renew Radius, for a term of one year, from 7/31/18 – 7/30/19, in the amount of \$35,429.79, with Admissions US, LLC (formerly known as Hobsons).

Justification

Radius is the college's admissions CRM (customer relationship management) tool. Radius digitally manages inquiries, prospective students and applicants in a database hub. It analyzes records and all interactions from the first point of contact through the application process. It automates communications plans to targeted groups to assist in meeting recruitment marketing objectives and process applications. It tracks and reports all data and provides a single place to track all interactions with students across the entire student lifecycle; from inquiry through enrollment and beyond.

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

This is exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (19) (software use and support).

Charge to: College Operating Funds
Account Number: 10-01-165100-607526



BOARD OF TRUSTEES ACTION A/F 10
Approval Date: July 10, 2018

Resolution

To authorize annual renewal of subscription to illumira, a digital media repository and streaming service provided through NJEdge.Net technology consortium.

Submitted By

Mr. Victor Anaya, Executive Director, Finance
Dr. William Mullaney, Vice-President, Academic Affairs
Mr. Bo Vieweg, Chief Information Officer
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to renew illumira video repository and licensed media hosting services for fiscal year 2019, through NJEdge.Net, at a cost of \$18,044.35.

Justification

This is the annual renewal of illumira (formerly known as NJVID) a digital video repository service for streaming and preservation of academic and research videos for higher education. illumira also hosts a collection of cataloged commercial educational digital videos that relate to a diverse array of fields, allowing the Sidney Silverman Library that has licensed this content to easily add these videos to their video collection for streaming.

Consortium purchases are allowed in accordance with County College Contracts Law 18A:-64A-25.10.

NJEdge is a not for profit technology consortium and is exempt from Pay-to-Play.

Charge To: College Operating Funds

Account Number: 10-01-165100-607526



BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: July 10, 2018

Resolution

To authorize submission of the Perkins FY 2019 spending plan in the estimated amount of \$556,329.00 to the State of New Jersey Department of Education, and to authorize President Michael D. Redmond, or his designee, to execute required documents.

Submitted By

Dr. William P. Mullaney, Vice President of Academic Affairs
Mr. Victor Anaya, Executive Director, Finance
Dr. Yun K. Kim, Vice President of Institutional Development
Ms. Barbara Golden, Director, Purchasing and Services
Dr. William J. Yakowicz, Director, Grants Administration

Justification

The State of New Jersey Department of Education allocation of FY 2019 Perkins Funds for Bergen Community College is not yet available. However, NJ DOE requires Board Approval to submit Part 1 of the application, and suggests using last year's allocation amount (which was \$556.329.00). The new amount, expected to be approximately the same, will be available for the second part of the application that will be due in August 2018. Perkins planning committee priorities for FY 2019 Career and Technical Education (CTE) were determined on the basis of feedback from CTE program advisory committees, departmental need assessments, and program performance outcome measures. Specific FY 2019 CTE program support requests include:

- Conference, seminar, workshop attendance and travel as well as on-site professional development and training especially in: nontraditional student recruitment, enrollment, retention, and completion for CTE program faculty, staff and students.
- Portable Cardiac Monitor/Defibrillator/Pacer & EKG Machine; Simulated Bleeding Control Limb; Digital Dental Sensors and; Ventilator for Health Professions Programs
- Guitars; Graphics Tablets; Virtual Reality Headsets for the Music and Graphic Arts Programs
- Specialty Sewing Machines and Laser Cutter for the Fashion Design Program
- Ovens, Reach-in Refrigerators, Freezers, Ice Cream Machine, Proofing Cabinet, Coffee Roaster for Hotel Restaurant Management Program
- Additional equipment, supply, and resource options are also expected to be included.

No college funds are required.



BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: July 10, 2018

Resolution

Authorize amendment of an existing agreement with certain of the Participating Organizations (Essex County College, Hudson County Community College, Passaic County Community College, Raritan Valley Community College, Sussex County Community College, and Union County College) in connection with the work to be performed under the **Trade Adjustment Assistance and Community College and Career Training Grant** (\$15,000,000) awarded to the College by the U.S Department of Labor, Education and Training Administration, Grant # TC-26459-14-60-A-34 (the "Grant").

Submitted By

Dr. William P. Mullaney, Vice President of Academic Affairs
Dr. Yun K. Kim, Vice President of Institutional Effectiveness
Dr. Susan Barnard, Dean, Division of Health Professions
Dr. William J. Yakowicz, Director, Grants Administration

Action Requested

Approval by the Board of Trustees of an amendment to existing agreements between the College and Participating Organizations. The proposed amendment changes the funding amounts at certain of the Participating Organizations as detailed in the following chart.

Justification

On September 13, 2016, the Board authorized the College to renew its December 2014, initial agreements with each of the Participating Organizations thru September 30, 2018 ("the Agreement"). On November 1, 2017 the Board authorized an amendment to that agreement pursuant to a Contract Modification approved by USDOL-ETA.

This resolution proposes a second contract amendment intended to redistribute funds among certain of the Participating Organizations, so as to balance grant expenditures among the Colleges, and maximize the benefit of this grant to the citizens of New Jersey. Certain Colleges have not been able to fully expend their approved budgets, while others can benefit from additional funding. Colleges whose contracts will not be amended by this resolution will continue to operate with their existing TAACCCT Grant budgets through the conclusion of the grant on September 30, 2018. This resolution does not change the TAACCCT Grant budget for Bergen Community College.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF BERGEN COMMUNITY COLLEGE AS FOLLOWS:

Section 1. The Board of Trustees of Bergen Community College hereby approves the Second Amendment to the Agreement between the College and Participating Organizations.

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

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

Section 4. This Resolution shall take effect immediately.

Amounts to be included in "Addendum C"

Partner	Approved Contract	Modified Amount via this Amendment	Revised Contract Amount
Essex	\$551,107.36	\$29,000.00	\$580,107.36
Hudson	\$562,323.95	(\$150,935.25)	\$411,388.70
Passaic	\$634,684.02	\$32,522.95	\$667,206.97
Raritan	\$662,592.48	(\$18,323.61)	\$644,268.87
Sussex	\$492,426.93	(\$45,000.00)	\$447,426.93
Union	\$582,615.53	(\$60,382.63)	\$522,232.90
Brookdale	\$691,533.32	No Change	\$691,533.32
Mercer	\$673,871.37	No Change	\$673,871.37
Middlesex	\$546,628.71	No Change	\$546,628.71
Morris	\$627,089.04	No Change	\$627,089.04
Ocean	\$556,163.89	No Change	\$556,163.89
TOTAL	\$6,581,036.60	(\$213,118.54)	\$6,367,918.06

The Standard Amendment template for use with each of the Participating Organizations follows. .

**SECOND AMMENDMENT TO THE
AGREEMENT BETWEEN THE BCC AND THE COLLEGE
TO RENEW THE TAACCCT GRANT AGREEMENT**

WHEREAS, on the 16th day of December, 2014 the Parties, Bergen Community College (hereinafter “BCC”) and *Sub-Grantee Community College* (hereinafter “College”), entered into an Agreement for the New Jersey Health Professions Pathways to Regional Excellence Project (NJ-PREP) attached hereto as Exhibit A (hereinafter the “Agreement”) which enabled the Parties to identify individuals and facilitate training and employment opportunities in accordance with a the Trade Adjustment Assistance Community College and Careers Training grant received from the United States Department of Labor, Education and Training Administration, Grant Number TC-26459-14-60-A-34, and the Parties have determined to renew the Agreement, and

WHEREAS, on the 13th day of September, 2016 BCC authorized a Renewal of said agreement,

WHEREAS, on the 1st day of November, 2017 BCC authorized an amendment to said agreement

NOW THEREFORE, in consideration of the mutual promises and obligations contained herein, the College and BCC agree as follows:

1. The above recitals are incorporated herein and made a part hereof by reference.
2. The Renewal Agreement shall be amended as follows:
 - a) The total Budget for this Renewal Agreement shall be modified to an amount as set forth in the College Budget attached hereto as Addendum C, dated as of the Effective Date of this Amendment.
3. This Amendment may be executed in any number of counterparts with the same effect as if the signature and seals thereto and hereto were upon the same instrument. It is not necessary that all parties sign all or any one of the counterparts, but each party must sign at least one counterpart for the Agreement to be effective.
4. The Undersigned represent that they have the requisite authority to sign this Agreement on behalf of their respective parties.

The undersigned understand and agree to the terms set forth above.

By Authorized Official Bergen Community College:	By Authorized Official <i>Sub-Grantee Community College:</i>
<hr/>	<hr/>
Name/Title	Name/Title
<hr/>	<hr/>
Date	Date

Addendum C
Budget for Participating College
Effective July 10, 2018

Example County College

PERSONNEL BUDGET	Year 3-4 Approved Budget	Contract Amendment (July 2018)	Year 3-4 Approved Amended Budget
Project Directors			
Project Liaisons/Site Coordinators	\$ 64,852.17		\$ 64,852.17
Management Team College Support			\$ -
Academic Program Directors/Leaders	\$ 36,830.00		\$ 36,830.00
Academic/Training Coordinators	\$ 30,888.00		\$ 30,888.00
Instructors	\$ 81,940.22		\$ 81,940.22
Job Developer/Employment Specialist	\$ 58,628.93	\$ 49,500.00	\$ 108,128.93
Tutors			\$ -
Counselors			\$ -
Clerical Staff/Intake Specialist	\$ 15,896.39		\$ 15,896.39
SUBTOTAL - PERSONNEL SALARY ONLY	\$ 289,035.71	\$ 49,500.00	\$ 338,535.71
Fringe Benefits	\$ 20,937.57	\$ 3,786.75	\$ 23,656.88
SUBTOTAL - PERSONNEL	\$ 309,973.28	\$ 53,286.75	\$ 362,192.59
NON PERSONNEL BUDGET			
Office Supplies		\$ 200.00	\$ 200.00
Local Travel	\$ 8,560.14	\$ 200.00	\$ 8,760.14
Teaching/Lab Equipment	\$ 8,987.00		\$ 8,987.00
Supplies/Lab Sm equipment	\$ 79,057.14		\$ 79,057.14
Student/Employer Outreach			\$ -
Program/Clinical Consultants	\$ 18,700.00		\$ 18,700.00
Contractual WIB/1-Stop/Evaluator/other			\$ -
Professional Development	\$ 2,767.60		\$ 2,767.60
SUBTOTAL - NON PERSONNEL	\$ 118,071.88	\$ 400.00	\$ 118,471.88
TOTAL DIRECT	\$ 139,009.45	\$ 53,686.75	\$ 480,664.47
INDIRECT COSTS	\$ 86,792.52	\$ 14,920.29	\$ 101,413.92
TOTAL	\$ 225,801.97	\$ 68,607.04	\$ 582,078.39



BOARD OF TRUSTEES ACTION E/SA 3
Approval Date: July 10, 2018

Resolution

Authorize acceptance of a grant from the National Endowment for the Humanities in the amount of \$100,000.00, and to authorize President Michael D. Redmond, or his designee, to execute required documents.

Submitted By

Dr. William P. Mullaney, Vice President of Academic Affairs
Dr. Yun K. Kim, Vice President of Institutional Effectiveness
Dr. Waldon J. Hagan, Vice President of Student Affairs
Professor Thomas La Pointe, Center for Peace, Justice and Reconciliation
Mr. John Giaimo, Academic and Personal Counselor, Veterans' Center
Dr. William J. Yakowicz, Director, Grants Administration

Justification

As approved by the Board of Trustees, this three-year project, ***No Man's Land: Dialogues on the Experience of War***, is enthusiastically supported by the National Endowment for the Humanities. The project explores the intersection of World War I and the ongoing war in Iraq and, now, Syria. The focus on these wars will enable our program to address interests of our community, including a significant population of veterans from the Iraq war, a growing population of displaced Syrians, some of whom are now enrolled in Bergen Community College, and an Armenian diaspora concerned with raising awareness of genocide. (Ironically, many Armenian Syrians today have been displaced from the very spaces in Syria to which they were banished during World War I.)

Most of the participants in our discussion groups will be military veterans, but seats will be open to interested members of the public, including non-combatants affected by war, military families and Bergen Community College students. A preparatory program will be conducted in the fall of 2018 and the first discussion group will launch during the spring semester, 2019. Guest lectures, film screenings, art and photography exhibits will augment discussions. Many programs are already taking place as part of the ongoing initiatives conducted by the Center for Peace, Justice and Reconciliation and the Veterans' Center at Bergen Community College.

No college funds are required. The award notice is attached.

OFFICIAL NOTICE OF ACTION

National Endowment for the Humanities

Action Taken: Award

Date of Action: 5/31/2018

Award Date: 5/31/2018

FEDERAL AWARD INFORMATION

Federal Award ID Number (FAIN)	AV-260625-18
Award Recipient	Bergen Community College
Award Recipient DUNS	076677822
Award Period	9/1/2018 - 5/31/2020
CFDA Number	45.162 Promotion of the Humanities_Teaching and Learning Resources and Curriculum Development
Does the award support Research & Development?	No
Project Title	No-Man's Land: Dialogues on the Experience of War
Project Description	The training of student veterans as discussion leaders for three discussion groups comprised of student veterans and other residents of the Bergen, New Jersey community.
Grant Program and Office	Dialogues on the Experience of War, Education Programs

AWARD AMOUNTS

FEDERAL MATCHING FUNDS

Funds Obligated by this Action	\$100,000.00	Amount Offered	\$0.00
Total Outright Award Amount	\$100,000.00	Offer Expiration Date	
Total Federal Match	\$0.00		
Total Award	\$100,000.00		

RECIPIENT CONTACTS

Role	Name	Affiliation
Grant Administrator	Dr. William J. Yakowicz(WYakowicz) wyakowicz@bergen.edu	Bergen Community College
Project Director	Prof. Thomas La Pointe(TLaPointe) tlapointe@bergen.edu	Associate Professor, Lit.and Composition Bergen Community College

REMARKS

All terms and conditions that apply to this award will be considered acceptable unless a written objection is submitted within thirty days of the date of this notice. The first request for payment will indicate the recipient's acceptance of the award.

The administration of this award and the expenditure of funds are subject to the *NEH General Terms and Conditions for Awards and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ([2 CFR Part 200](#)).

The due dates for the required financial and performance reports for this grant appear on the Report Schedule document. Forms and publications referenced in this award package, including the financial and performance reporting forms and instructions, are available from our website. Go to "Manage Your Grant" at www.neh.gov

Information on requesting payment is located in the *Financial Reporting Requirements* at <http://www.neh.gov/grants/manage/financial-reporting-requirements>

AWARDING OFFICIAL



Janice Joyce
Director, Office of Grant Management



BOARD OF TRUSTEES ACTION E/SA 4
Approval Date: July 10, 2018

Resolution

To approve the curriculum for the Associate of Science Degree, Professional Studies, Athletic Training (AS.PS.AT).

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Dr. Susan Barnard, Dean, Health Professions

Action Requested

To approve the curriculum for the Associate of Science Degree, Professional Studies, Athletic Training.

Justification

Per the New Jersey President's Council's Academic Issues Committee Manual, Board approval is required anytime that the college introduces a new academic program or program option. The Associate of Science in Athletic Training represents another professional studies program option that will be available to BCC students.

According to the US Bureau of Labor Statistics, the demand for athletic trainers is expected to grow 21% between 2014 and 2024, much faster than the average for all occupations. While students may enter the workforce upon completion of this option, its primary purpose is to prepare students to transfer to a four-year institution for a baccalaureate degree and subsequently a master's degree in the field of athletic training. Montclair State University has agreed to accept our BCC students into their Athletic Training Program.



BOARD OF TRUSTEES ACTION E/SA 5
Approval Date: July 10, 2018

Resolution

To delete the following Associate of Science, Professional Studies, Business Administration curriculum options:

AS.PS.BUS.MKTG	Marketing option
AS.PS.BUS.MGMT	Management option
AS.PS.BUS.ACCT	Accounting option
AS.PS.BUS.INTL	International Trade option

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Dr. Victor Brown, Dean, Business, Arts & Social Sciences

Action Requested

To delete the four curriculum listed above.

Justification

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

The Business department faculty have decided to consolidate four business administration program options under the general AS.PS.BUS.ADM. In this model, students will register for general Business Administration and have the opportunity to take Marketing, Management, Accounting or International Trade as areas of concentration.

Each area of concentration includes nine credits of "concentration specific" courses. Students who do not wish to choose a specific concentration will continue to choose any three business electives to complete the business administration requirements.

No business courses have been deleted as a consequence of this consolidation.

National trend information suggests that creating a clearer four-semester pathway for students helps students select the correct courses and helps students stay on track for graduation and transfer.



BOARD OF TRUSTEES ACTION E/SA 6
Approval Date: July 10, 2018

Resolution

To delete the curriculum for three obsolete AAS Nursing programs:

AAS.NURS.MOBLEVE
AAS.NURS.MOBLDAY
AAS.NURS.WE

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Dr. Susan Barnard, Dean, Health Sciences

Action Requested

To delete the curriculum for three obsolete Nursing programs, “Mobile Evening,” “Mobile Day” and “Weekend.”

Justification

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

These programs have not been offered for at least 20 years. “Mobile Evening” and “Mobile Day” were developed as part of an License Practical Nurse (LPN) Bridge Program. There is no need, at this time or in the future, to offer an LPN Bridge Program or a Nursing Weekend Program.

Due to obsolescence, deletion of these programs is requested.



BOARD OF TRUSTEES ACTION E/SA 7
Approval Date: July 10, 2018

Resolution

To approve the addition of the following Associate of Fine Arts curriculum option:

AFA.MUSC Associate of Fine Arts, Music option

To delete the following Associate of Fine Arts curriculum options:

AFA.MUSC.BUS Associate of Fine Arts, Music Business option

AFA.MUSC.TECH Associate of Fine Arts, Music Technology option

To delete the following Associate of Arts, Fine and Performing Arts, curriculum option:

AA.FPA.MUSC Associate of Arts, Fine & Performing Arts, Music option

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs

Dr. Victor Brown, Dean, Business, Arts & Social Sciences

Action Requested

To add one curriculum item and delete three curriculum items as listed above.

Justification

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

The revisions in the music curricula will enable our music students to better transfer into a four-year college music program. These changes are the culmination of several years of effort by the Bergen music faculty in consultation with local four-year music programs (William Paterson University and Montclair State University) and the National Association for Schools of Music (NASM).

The Music department faculty have decided to consolidate the music business and music technology program options under AFA.MUSC. In this model, students will register for the AFA music option and have the opportunity to take Music Performance, Popular Music or Music Production as areas of concentration. Each area of concentration includes twelve credits of "concentration specific" courses.



BOARD OF TRUSTEES ACTION: Institutional 1
Approval Date: July 10, 2018

Resolution

Approval of the Bergen Community College Board of Trustees Policy for Security Camera Monitoring.

Submitted By

Dr. Michael D. Redmond, President

Action Requested

This policy was created as part of the college's on-going review of college policies.

Justification

It is good practice for the college to have a policy governing the use of its security video cameras.

See attached policy.

Bergen Community College
Board of Trustees
Section ()

Policy #
Effective Date:
Responsible Official:

Security Camera Monitoring Policy

I. Reason for Policy:

To establish a professional and ethical policy governing the use of security cameras on all College campuses for purposes of campus security.

II. Entities Affected by this Policy: Faculty, staff, students, and visitors.

III. Policy Statement:

Bergen Community College is committed to the safety of its students, faculty, staff, and visitors to campus. The primary purpose of utilizing security cameras is to deter crime and to assist law enforcement to ensure the safety and security of all members of the College community and for the protection of College property. To this end, the College reserves the right to conduct video surveillance of any portion of its premises at any time, without advance notice to employees, except in areas where employees, students and visitors have a reasonable right to privacy as defined by this policy.

IV. Definitions:

As used within and for the purposes of this policy, the following terms are defined as follows:

Vice President: Vice President of Facilities Planning, Operations, and Public Safety

Private areas: areas in which a person has a reasonable expectation of privacy, including, but not limited to, bathrooms, shower areas, locker and changing rooms and other areas where a reasonable person might change clothes. Additionally, areas designed for the personal comfort of College employees or the safeguarding of their possessions, such as

lounges and locker rooms, and areas dedicated to medical, physical, or mental therapy or treatment shall be considered private areas for the purpose of this policy.

Public areas: areas made available for use by the public, including, but not limited to, campus grounds, parking areas, building exteriors, loading docks, areas of ingress and egress, classrooms, lecture halls, study rooms, lobbies, theaters, libraries, dining halls, gymnasiums, recreation areas, and retail establishments. Areas of the College in which a person would not have a reasonable expectation of privacy, but to which access is restricted to certain College employees, such as storage areas, shall also be considered public areas for the purpose of this policy.

Security camera: a camera used for monitoring or recording public areas for the purposes of enhancing public safety, discouraging theft and other criminal activities, and investigating incidents.

Security camera recording: a digital or analog recording of the feed from a security camera.

Security camera system: any electronic service, software, or hardware directly supporting or deploying a security camera.

V. Responsibilities and Authority:

Responsibility for oversight of installation, maintenance, and utilization of security cameras and associated policies, standards, and procedures is delegated by the President of the College to the Vice President of Facilities Planning, Operations, and Public Safety. The Vice President shall also be in charge of the following:

- Creation, maintenance, and review of a campus strategy for the procurement, deployment, and use of security cameras, including this and related policies;
- designation of the standard campus security camera system or service;
- authorizing the placement of all security cameras;
- authorizing the purchase of any new security camera systems;
- reviewing existing security camera systems and installations and identifying modifications required to bring them into compliance with this policy;
- creating and approving campus standards for security cameras and their use;
- creating and approving procedures for the use of security cameras; and
- monitoring new developments in the relevant law and in security industry practices to ensure that the security camera system at the College is consistent with any such developments.

Cameras will not monitor individuals based upon characteristics of their gender, race, ethnicity, sexual orientation, disability, or any other protected classifications by law and/or College policy.

The Department of Public Safety will ensure that the security camera system is designed to resist tampering with, destroying, or duplicating video recordings. Video recorders and servers will be kept in designated locations and protected from unauthorized access.

The existence of this policy does not imply or guarantee that security cameras will be monitored in real time continuously or otherwise.

VI. Training

All personnel involved in the installation, maintenance or monitoring of security cameras: (a) will be instructed in the technical, legal and ethical parameters of appropriate camera use; and (b) will receive a copy of this policy and provide a written acknowledgment that they have read and understood its contents.

VII. Use of Recordings/Retention:

Security camera recordings are to be used for the purposes described in this policy. This use extends to the release of the recordings to law enforcement agencies. Review or release of the footage will be granted to local, county, state and federal law enforcement agencies to assist the requesting agency with ongoing criminal investigations.

The Office of Public Safety will maintain a log of all monitoring of security camera footage that includes the person viewing the footage, and date and time. This log will be reviewed periodically by the Vice President to ensure that it is properly maintained.

Information obtained through video monitoring is considered confidential and may not be used for purposes other than safety and the protection of property unless specifically authorized by the Executive Director of Human Resources and the Vice President of Facilities, Planning, Operations, and Public Safety, or by the President of the College.

Security camera recordings may not be used to develop evidence for use in the course of personnel investigations such as those related to workplace attendance, employee performance, possible employee misconduct, et cetera, unless explicitly authorized in writing by the Executive Director of Human Resources and the Vice President of Facilities, Planning, Operations, and Public Safety. However if, in the routine monitoring of the camera and its recordings, events of employee or student misconduct are discovered, the College may utilize relevant portions of the camera recordings in support of disciplinary proceedings against such person, arbitration or in a civil suit or other proceedings involving any person whose activities are captured on camera recordings and that relate to the proceedings. Use of camera recordings in violation of this policy shall not be used in a disciplinary proceeding against an employee or student. Security camera recordings of classrooms during class times require the express consent of the instructor.

Security camera recordings shall be retained for a period of no less than thirty (30) days. The retention period may be extended at the request of College legal counsel, local law enforcement, or as required by law.

A master list of security cameras and their placement will be maintained by the Office of Public Safety. This master list may be reviewed by authorized representatives of collective bargaining associations on campus with appropriate notice. Cameras and monitors will be maintained in good repair and will be checked at least annually to ensure that they are operating properly.

Unauthorized use of security camera systems or release of security camera video is strictly prohibited.

VIII. Procedures:

All Public Safety designees involved in video monitoring will perform their duties in accordance with this policy, College rules and regulations, and relevant local, state and federal laws. The Department of Public Safety may only monitor and review security camera feeds and recordings as needed to support investigations and to enhance public safety.

Requests to Review Security Camera Recordings:

Requests for access to video recordings for purposes of public safety or suspected criminal activity must be made in writing to the Vice President of Facilities, Planning, Operations, and Public Safety. Requests to review recordings will be maintained in a log by Public Safety.

Requests for access to video recordings for reasons other than public safety must be made in writing to the Executive Director of Human Resources and approved by same. Such video may not be released to any College employee and may be viewed only with a representative from Human Resources.

Related Policies

- Acceptable Use, Information Technology
- College Code of Conduct
- General Rules of Conduct
- Student Code of Conduct

Related Documents/Policies:

Acceptable Use of Information Technology Resources
Employee Code of Professional Conduct

Policy History: (adopted/amended)



BOARD OF TRUSTEES ACTION P1
Approval Date: July 10, 2018

Resolution

Approve: Compensation for President of Bergen Community College

Submitted By

Ms. Carol Otis, Chairperson, Board of Trustees

Action Requested

To approve and ratify monthly payments made to Dr. Michael D. Redmond for the months of July and August, 2018, and to continue a monthly stipend commencing September 2018 through June 2019, for assuming the position of President of Bergen Community College, as set forth below.

<u>Name</u>	<u>Position</u>	<u>Monthly Payment</u>	<u>Effective Dates</u>
Dr. Michael D. Redmond	President	\$20,000	07/01/18-08/31/18 (retroactive)
Dr. Michael D. Redmond	President	\$5,000	09/01/18

Justification

The Personnel Committee has recommended the foregoing to compensate Dr. Redmond while serving as the President of Bergen Community College. Dr. Redmond shall continue to maintain his 10-month salary of \$161,233, effective September 1, 2018, along with the monthly stipend of \$5,000 through June 2019.

*Dr. Redmond will be entitled to any additional benefits as may be attendant to the position of President.



BOARD OF TRUSTEES ACTION P2
Approval Date: July 10, 2018

Resolution

Approval of Position/Title: Career Placement Manager (Professional Staff)

Submitted By

Dr. Michael D. Redmond, President

Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve the following position/title.

Career Placement Manager

Justification

To approve the position/title due to the expiration of grant funding and to fulfill the planned transition to a college-funded position in the critical area of Continuing Education and Workforce Development.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Career Placement Manager (Professional Staff)

DEPARTMENT: Corporate and Public Sector Training/Division of Continuing Education and Workforce Development

FUNCTION: To develop and maintain an infrastructure of employment/job placement services securing business partners for the purpose of placing students in employment.

REPORTS TO: Executive Director, Continuing Education and Workforce Development

SUPERVISES: PT support staff

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to the following:

1. Assist students to prepare and progress in their job search including application completion, resume writing and the interview processes.
2. Development of employment opportunities using inside sales calls, client and prospect visits, internet research, proposals, marketing campaigns and general networking activities.
3. Scan regional job openings; prepare job announcements and distribute to appropriate students.
4. Coach and debrief students during the job search process.
5. Interpret job descriptions and pay scales ensuring that candidates' expectations, skill level and salary requirements are a potential match for position requirements.
6. Solicit and provide feedback to program developers and candidates regarding business partners' requirements, program curriculum and candidate skills.
7. Establish and maintain long-term business partnerships resulting in continued placements.
8. Enter, maintain and audit all student and employer information in a CRM (SalesforceTM), manipulating data as required for all productivity, strategic planning and reporting needs.
9. Compliance with multiple funders' requirements for career search assistance, documentation and reporting.
10. Prepare, track, monitor and adhere to an annual budget, as appropriate.
11. Perform 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. Technologically proficient in common office desktop software and familiar with cloud based computing and collaborative platforms and software Proficiency with staffing and customer relationship management software and various databases such as Ellucian's Colleague and Salesforce.com. Strong interpersonal as well as technical skills and must be detail-oriented. Has a valid driver's license and reliable transportation (local travel and occasional evening and weekend work hours are required). Exhibits strong skills in:

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

Education: Relevant Associate degree required; Bachelors preferred.

Experience: Five (5)+ years of experience in the job placement field. Knowledge of current labor market demands and compensation rates in relevant industry clusters; collect and research employment and workplace skills data; experience with staffing and customer relationship management software; excellent customer service skills; excellent written communication skills; ability to work in a team environment; business acumen; strategic thinker; self-starter; ability to present before a large or small audience.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, pregnancy, gender identity or expression, disability, genetic information, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military services, veteran status and any other category protected by law.

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

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



BOARD OF TRUSTEES ACTION P3
Approval Date: July 10, 2018

Resolution

Approval of Position/Title: Coordinator of the Health Professions Interdisciplinary Center for Simulation (Professional Staff)

Submitted By

Dr. Michael D. Redmond, President
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve the following position/title.

Coordinator of the Health Professions Interdisciplinary Center for Simulation

Justification

To approve the position/title due to the expiration of grant funding and to fulfill the planned transition to a college-funded position in the Health Professions Interdisciplinary Center for Simulation.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Coordinator of the Health Professions Interdisciplinary Center for Simulation
(Professional Staff)

DEPARTMENT: Health Professions/Simulation

FUNCTION: Serve as Coordinator of the Interdisciplinary Center for Health Profession Simulation to work collaboratively with health profession program directors, clinical coordinators and Deans to implement healthcare simulation throughout the Health Professions Division.

REPORTS TO: Dean of Health Professions Division

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Works collaboratively with health profession program directors/clinical coordinators and Deans to implement healthcare simulation throughout the Health Profession Division
2. Coordinates Inter-Professional simulation education (IPE) activities for the Health Profession Division, including non-credit credential programs
3. Designs, develops and implements simulation activities for all levels of health care education faculty members and student learners
4. Develops and maintains simulation training materials such as manuals, program guidelines, data collection protocols and standard operating procedures for use within the Interdisciplinary Center for Health Profession Simulation
5. Coordinates professional development activities related to the advancement of simulation best practices including orienting and educating faculties, staff and students on the use and operation of simulation equipment
6. Manages digital recording activities and establishes effective archive processes.
7. Engages faculty and students to increase and improve current simulation activities
8. Inventory management including organizing purchase requisitions and acquiring creative, low cost solutions
9. Collaborates with IT department and personnel to ensure that technology is up to date, operational and functioning at all times (simulators, computers)
10. Establishes and facilitates an active, engaged Advisory Board
11. Networks with community partner stakeholders
12. Facilitates the utilization of the Center with stakeholders

13. Prepares, track, monitors, and adheres to an annual budget
14. Performs additional tasks or duties as assigned by the Dean of Health Professions or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Technologically proficient in common office desktop software and familiar with cloud based computing and collaborative platforms and software. Ability to work collaboratively across various constituencies of the College. Strong interpersonal as well as technical skills and must be detail-oriented. Exhibits strong skills in:

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

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

Experience: 3 years of active simulation experience in a multidisciplinary environment preferred. Current health professions credential required. American Heart Association (AHA) certification for HPBLS, ACLS and PALS. Instructor status preferred. CHSE - Certified Healthcare Simulation Educator preferred. Knowledge of the Society of Simulation in Healthcare Accreditation Standards preferred. Adaptability, excellent problem solving skills and affability required. Excellent communication and computer skills. Proven leadership and facilitation skills. Knowledge of Colleague (College Management System) preferred. Knowledge of health career scope of practice and pathways to profession specific credentialing. Managing the day-to-day operations including scheduling, maintenance, repair, and troubleshooting of different types of simulators and simulation equipment. Managing the operation, maintenance and troubleshooting of digital recording systems. SMOTS recording system experience preferred. Lifting ability of 50 pounds. Flexible schedule including evening/weekend

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, pregnancy, gender identity or expression, disability, genetic information, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military services, veteran status and any other category protected by law.

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

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



BOARD OF TRUSTEES ACTION P4
Approval Date: July 10, 2018

Resolution

Approval of Position/Title: Manager of Multicultural and Community Affairs (Professional Staff)

Submitted By

Dr. Michael D. Redmond, President

Mr. Larry Hlavenka, Executive Director, Public Relations and Community and Cultural Affairs

Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve the following position/title.

Manager of Multicultural and Community Affairs

Justification

To approve the position/title due to the revised job description as part of Dr. Redmond's larger reorganization of the college to better align resources and the transfer of the position into Public Relations and Community and Cultural Affairs due to the retirement of the Executive Assistant to the President.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Manager of Multicultural and Community Affairs (Professional Staff)

DEPARTMENT: Public Relations and Community and Cultural Affairs

FUNCTION: Oversees the College's diversity and cultural outreach initiatives while supporting overall public relations and community affairs activities.

REPORTS TO: Executive Director of Public Relations, Community and Cultural Affairs

SUPERVISES: None

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Leads the development of the College's overall multicultural affairs strategy; works closely with internal and external clients to develop goals, objectives and implementation plans that align with the College's mission and vision.
2. Provides leadership and direction for the College's diversity initiatives and groups.
3. Works closely with the academic and student affairs departments to identify students who will benefit from group and individual multicultural programming.
4. Develops and implements appropriate tools to assess student success.
5. Promotes all signature events, visiting community sites to publicize through distributing printed collateral and posting information on digital platforms.
6. Develops relationships with businesses, nonprofits, schools and other local organizations to promote events for the College's diverse population.
7. Maintains annual signature events calendar and establishes a system that enables and anticipates long term planning and effective signature event management.
8. Works with institutional research to collect data on multicultural affairs, handling confidential information; prepares reports as needed.
9. Plans and leads the coordination of all aspects of awareness weeks/months, meetings and events including lectures, panels, banquets, retreats, induction ceremonies and receptions; secures guest speakers as needed.
10. Serves as a College representative at events and programs to liaise with community members and guests.
11. Collaborates as part of the public relations, community and cultural affairs team and contributes to the execution of expected outcomes for events, initiatives and projects.

12. Photographs events and subjects for use in print, video, digital and web media.
13. Supports print, digital and web marketing programs to support College enrollment initiatives.
14. Leads and actively supports the planning of College events, developing workflows, managing finances, coordinating cross-departmental collaboration and organizing personnel.
15. Participates in planning and assessment activities as assigned.
16. Performs additional tasks or duties as assigned by the Executive Director of Public Relations, Community and Cultural Affairs.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open-door policy. Technologically proficient in common office desktop software and familiar with cloud based computing and collaborative platforms and software; has is proficient with Ellucian's Colleague. Exhibits strong skills in:

- Leadership
- Managing People
- Communication with internal and external stakeholders
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

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

Other Requirements

Must be able to work a flexible schedule. Coverage of evening and/or weekend events will be required.

Experience: Minimum of 5 years of leadership experience in higher education; must have experience in identifying and developing programs for diverse populations; experience in higher education and marketing or public relations preferred .

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

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



BOARD OF TRUSTEES ACTION P4A

Approval Date: July 10, 2018

Resolution

Appointment – Professional Staff

Submitted By

Dr. Michael D. Redmond, President

Mr. Larry Hlavenka, Executive Director, Public Relations and Community and Cultural Affairs

Mr. James Miller, Executive Director, Human Resources

Action Requested

To approve the appointment of the following individual to the position and salary listed below:

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Dates</u>
Ronald McKnight	Manager of Multicultural and Community Affairs	\$76,409.00 (pro-rated)	07/11/18-06/30/19

Justification

To transfer position responsibilities and individual to the department of Public Relations and Community and Cultural Affairs due to the retirement of the Executive Assistant to the President with new position title to better align resources.



BOARD OF TRUSTEES ACTION P4B
Approval Date: July 10, 2018

Resolution

Elimination of Position Title

Submitted By

Dr. Michael D. Redmond, President

Mr. Larry Hlavenka, Executive Director, Public Relations and Community and Cultural Affairs

Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To eliminate the following position title effective July 11, 2018.

Position Titles

Manager of Multicultural Affairs

Justification

To eliminate the position title of Manager of Multicultural Affairs due to the revised job description and the transfer of the position into Public Relations and Community and Cultural.



BOARD OF TRUSTEES ACTION P5
Approval Date: July 10, 2018

Resolution

Approval of Position/Title: New Student Enrollment Coordinator (Professional Staff)

Submitted By

Dr. Michael D. Redmond, President

Dr. Waldon Hagan, Vice President, Student Affairs

Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve the following position/title.

New Student Enrollment Coordinator

Justification

To approve the position/title in the critical area of Admissions and Enrollment Services.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: New Student Enrollment Coordinator (Professional Staff)

DEPARTMENT: Admissions, Division of Student Affairs

FUNCTION: This New Student Enrollment Coordinator works with prospective students and families to assist them in enrolling in the College through all stages of the admissions process, responds to requests from prospective applicants, their families, and high school counselors as appropriate, and coordinates active enrollment cases with appropriate student services personnel.

REPORTS TO: Managing Director of Admissions and International Programs

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Answers calls and emails from prospective applicants, their families, high school counselors, and other members of the public, as appropriate.
2. Assists applicants in enrolling in the College through all stages of the admissions process, including the use of online and in-person systems.
3. Processes chargeback forms for in and out of county students.
4. Maintains the Admissions calendar for the recruiters and provides reports on recruitment activity.
5. Assists with the coordination of all Admissions / recruitment events such as : Open House, Express Registration, Welcome Wednesdays, HP Info sessions, International Orientation
6. Processes incoming applicant forms and documents and follows up with applicants to ensure that all necessary enrollment steps have been completed.
7. Provides students with general information regarding financial aid and other means of funding their college education.
8. Works closely with other College offices to ensure that applicants understand the array of College services available to them as students.
9. Coordinates active enrollment cases with appropriate student services personnel.
10. Works closely with others to ensure that admissions policies and procedures are clear, accurate, and student friendly, and properly communicated to all members of the College community.
11. Maintains confidentiality and security of applicant and student information in accordance with College policies, FERPA, and other regulations.
12. Stays abreast of student and academic programs, guidelines, policies, and procedures.
13. Performs additional duties as assigned by the supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Understands the community college mission and open access policy, possesses strong organizational skills with attention to detail and follow through, works well with others, and

demonstrates an ability to work without close supervision. Must be able to work with a diverse applicant pool proving effective, efficient, empathetic, and professional assistance. Must be technologically proficient in common office desktop software and familiar with cloud based computing and collaborative platforms, and software. Strong proficiency with Ellucian's Colleague and CRM systems is desired.

Exhibits strong skills in

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

Other Requirements:

Must be able to work a rotating schedule to enable readily accessible service, continual cross-training, and effective use of resources.

EDUCATION: Bachelor's Degree required.

EXPERIENCE: Three years of experience required working within a higher education setting, preferably in student affairs/enrollment management.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, pregnancy, gender identity or expression, disability, genetic information, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military services, veteran status and any other category protected by law.

Submitted by _____ Date _____
Name/Title

Approved by _____ Date _____
Name/Title

Reviewed by _____ Date _____
Human Resources

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



BOARD OF TRUSTEES ACTION P6
Approval Date: July 10, 2018

Resolution

To approve the revised position and job description of the Dean of Off-Campus Sites.

Submitted By

Dr. Michael D. Redmond, President

Dr. William Mullaney, Vice President, Academic Affairs

Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve the revision to the job description.

Dean of Off-Campus Sites

Justification

The job description is being revised in light of the reorganization of the Off-Campus Sites at the Ciarco Learning Center (CLC) and the Meadowlands campuses.

BERGEN COMMUNITY COLLEGE
JOB DESCRIPTION

TITLE: Dean of Off-Campus Sites

DEPARTMENT: Academic Affairs

FUNCTION: The Dean of Off-Campus Sites supervises and manages facilities, employees and daily operations at all off-campus locations; partners with faculty and all levels of management to develop and expand instructional program and course offerings; leverages the effective use of all College resources to ensure the full array of educational opportunities and student support is available across Bergen Community College sites; and cultivates and maintains relationships with the community and actively markets BCC. The Dean of Off-Campus Sites is responsible for overseeing the development of annual goals consistent with the College's strategic plan and for the systematic assessment of programs, departments, and services.

REPORTS TO: Vice President of Academic Affairs

SUPERVISES: Philip Ciarco Jr. Learning staff and faculty, the Managing Director of Off-Campus Sites (Meadowlands campus), and other sites as may be assigned.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Creates and implements strategic, marketing and operational plans and processes for BCC to increase enrollment and revenue generation.
2. Ensures that student services at all off-site locations are meeting the needs of the all students.
3. Partners with external organizations in both the public and private sectors to generate increased enrollment and revenue.
4. Manages facility activities and coordinates with the Department of Building and Grounds to ensure proper maintenance is performed and issues are promptly addressed.
5. Plans and executes the successful implementation of key projects and initiatives
6. Produces reports on revenue and expenses, programs, and State and Federal private foundations; approves part-time and instructional payrolls and verifies funding sources for all full-time employees.
7. Directs all aspects of program development, course review, course support and related process improvements; oversees course and instructor scheduling, class cancellations, and enrollment and registration activities.
8. Collaborates with Academic Affairs and Continuing Education in support of instructional programming.
9. 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.
10. Ensures that operations are consistent with collective bargaining agreements and College policies.
11. Prepares, track, monitors and adheres to an annual budget.
12. 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.

13. Ensures a safe work place and in collaboration with the College's Title IX staff provides training to all faculty and staff members on the Title IX reporting process.
14. Performs additional tasks or duties as assigned by the Vice President of Academic Affairs or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission. Must know basic accounting practices, possesses a strong understanding of the uses of information technology to deliver, monitor and evaluate programs and services for students 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. Exhibits strong skills in:

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

Education: Master's Degree in Business, Education, Administration or appropriately related field is required.

Experience: Minimum of 7 years of experience in Instructional Management and/or Administration is necessary. At least 3 years of experience with budget development and monitoring, planning and record keeping, and grant development and implementation.

Other: Ability to work a varied schedule including evenings and weekends as necessary.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, pregnancy, gender identity or expression, disability, genetic information, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military services, veteran status and any other category protected by law.

Submitted by:

W. Puley VP
Name/Title

Date:

6/11/18

Approved by:

M. Pineda Prin. 2
Name/Title

Date:

5/21/2018

Reviewed by:

J. M. [Signature] ED HR
Human Resources

Date:

6/11/2018



BOARD OF TRUSTEES ACTION P6A
Approval Date: July 10, 2018

Resolution

Appointment – Confidential Staff

Submitted By

Dr. Michael D. Redmond, President
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James Miller, Executive Director, Human Resources

Action Requested

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

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Date</u>
Linda Emr	Dean of Off-Campus Sites/Academic Affairs	\$115,109.00 (pro-rated)	07/11/18

Justification

To appoint this individual due to the reorganization of integrating the academic and student affairs position and functions at the off-campus sites into one administrative unit. This position is at will.



BOARD OF TRUSTEES ACTION P7
Approval Date: July 10, 2018

Resolution

To approve the following position/title: Managing Director of Off-Campus Sites

Submitted By

Dr. Michael D. Redmond, President
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve the following position/title.

Managing Director of Off-Campus Sites

Justification

To approve the position/title due to the reorganization of Off-Campus sites at the Ciarco Learning Center (CLC) and the Meadowlands campuses. This position is at will.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Managing Director of Off-Campus Sites

DEPARTMENT: Academic Affairs

FUNCTION: The Managing Director of Off-Campus Sites oversees facilities, employees and daily operations at off-campus locations; partners with other college offices to implement instructional program and course offerings; manages the effective use of all College resources to ensure the full array of educational opportunities and student support is available across Bergen Community College sites; cultivates and maintains relationships with the community and actively markets BCC; and ensures the planning, assessment, marketing, staffing and monitoring for all programs is completed. The Managing Director of Off-Campus Sites is responsible for overseeing the development of annual goals consistent with the College's strategic plan and for the systematic assessment of programs, departments, and services.

REPORTS TO: Dean of Off-Campus Sites

SUPERVISES: Staff and faculty at off-campus site.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Supports the dean in carrying out strategic, marketing and operational planning and processes for BCC to increase enrollment and revenue generation.
2. Plans and executes the successful implementation of key projects, initiatives and processes, including, enrollment, registration, financial aid, advisement/counseling and ADA accommodations.
3. Educates students on their rights and responsibilities. Acts as liaison between students and faculty/staff and coordinates with the College's Title IX staff for training and reporting of students, faculty and staff.
4. Manages reports on revenue and expenses, programs, and State and Federal private foundations; completes part-time and instructional payrolls.
5. Supports all aspects of program development, course review, course support and related process improvements; oversees course and instructor scheduling, class cancellations, and enrollment and registration activities.
6. Collaborates with Academic Affairs, Student Affairs and Continuing Education to achieve goals and objectives related to recruitment, retention and communication initiatives.

7. Ensures that operations are consistent with collective bargaining agreements and College policies.
8. Measures 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.
9. Prepares, tracks, monitors and adheres to an annual budget.
10. 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.
11. Oversees facility activities and coordinates with the Department of Building and Grounds to ensure proper maintenance is performed and issues are promptly addressed.
12. Performs additional tasks or duties as assigned by the Dean of Off-Campus Sites or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Possesses a strong understanding of the uses of information technology to deliver, monitor and evaluate programs and services for students 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. Demonstrates understanding of the community college mission and possess comprehensive knowledge of FERPA. Exhibits strong skills in:

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

Education: Master's Degree in Business, Education, Administration or appropriately related field is required. .

Experience: Minimum of five years of experience in program and budget development for professional programs in a higher education setting required.

Other: Ability to work a varied schedule including evenings and weekends as necessary.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, pregnancy,

Submitted by: J.P. Haley VPA Date: 6/11/18
Name/Title

Approved by: M. B. Brown, President Date: 5/29/2018
Name/Title

Reviewed by: John R. EDNA Date: 6/11/18
Human Resources

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



BOARD OF TRUSTEES ACTION P7A

Approval Date: July 10, 2018

Resolution

Appointment – Confidential Staff

Submitted By

Dr. Michael D. Redmond, President

Dr. William Mullaney, Vice President, Academic Affairs

Mr. James Miller, Executive Director, Human Resources

Action Requested

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

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Date</u>
Magali Muniz	Managing Director of Off-Campus Sites/ Academic Affairs	\$87,498.00 (pro-rated)	07/11/18

Justification

To appoint this individual to the reorganization of integrating the academic and student affairs positions and functions at the off-campus sites into one administrative unit. This position is at will.



BOARD OF TRUSTEES ACTION P7B
Approval Date: July 10, 2018

Resolution

Elimination of Position Title

Submitted By

Dr. Michael D. Redmond, President
Dr. Waldon Hagan, Vice President, Student Affairs
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To eliminate the following position title effective July 11, 2018.

Position Titles

Managing Director of Student Affairs at the Meadowlands

Justification

To eliminate the position titles of Managing Director of Student Affairs at the Meadowlands due to the restructuring of the Off-Campus Sites.



BOARD OF TRUSTEES ACTION P8
Approval Date: July 10, 2018

Resolution

Appointment – Executive Director, Continuing Education and Workforce Development/Confidential

Submitted By

Dr. Michael D. Redmond, President

Mr. James R. Miller, Executive Director, Human Resources

Action Requested

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

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Date</u>
Christine Gillespie	Executive Director, Continuing Education and Workforce Development	\$127,500.00 (pro-rated)	07/11/18

Justification

To fill a Cabinet level leadership position through a successful search process. This position is at will.

Charge To:

Account Number:



BOARD OF TRUSTEES ACTION P9
Approval Date: July 10, 2018

Resolution

Appointment – Dean of Humanities

Submitted By

Dr. Michael D. Redmond, President
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

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

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Date</u>
Adam Goodell	Dean of Humanities/Academic Affairs	\$115,000.00 (pro-rated)	07/11/18

Justification

To fill a leadership position through a successful search process. This position is at will.

Charge To:

Account Number:



400 Paramus Road, Paramus, New Jersey 07652
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BOARD OF TRUSTEES ACTION P10

Approval Date: July 10, 2018

Resolution

Appointment: Tenure Track Faculty

Submitted By

Dr. Michael D. Redmond, President

Dr. William Mullaney, Vice President, Academic Affairs

Mr. James R. Miller, Executive Director, Human Resources

Action Requested

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

<u>Name</u>	<u>Rank/Discipline/Division</u>	<u>Salary</u>	<u>Effective Dates</u>
Brian Hemstreet	Assistant Professor/Communications/ Humanities	\$62,000.00	09/01/18 – 06/30/19

Justification

To fill a budgeted position through an internal transfer per agreement with the BCCFA and the BCCPA.

Charge To: College Operating Funds

Account Number:



BOARD OF TRUSTEES ACTION P10A
Approval Date: July 10, 2018

Resolution

Resignation: Professional Staff

Submitted By

Dr. Michael D. Redmond, President

Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To accept the resignation of the following individual:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Brian Hemstreet	Manager of Media Technologies/Information Technology	09/01/18

Justification

Resignation due to his acceptance of a full-time, tenure track faculty position in Communications effective 9/1/18.



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BOARD OF TRUSTEES ACTION P11

Approval Date: July 10, 2018

Resolution

Appointment: Tenure Track Faculty

Submitted By

Dr. Michael D. Redmond, President

Dr. William Mullaney, Vice President, Academic Affairs

Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve the appointment of the following individuals to the positions and annual salaries indicated.

<u>Name</u>	<u>Rank/Discipline/Division</u>	<u>Salary</u>	<u>Effective Dates</u>
Timothy Blunk	Assistant Professor/Art/Business, Art and Social Sciences	\$57,577.00	09/01/18 – 06/30/19
Kevin Olbrys	Assistant Professor/Philosophy and Religion/ Humanities	\$58,500.00	09/01/18 – 06/30/19

Justification

To fill a budgeted positions through successful search processes.

Charge To: College Operating Funds

Account Number:



BOARD OF TRUSTEES ACTION P12
Approval Date: July 10, 2018

Resolution

Appointment – Professional Staff

Submitted By

Dr. Michael D. Redmond, President
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James Miller, Executive Director, Human Resources

Action Requested

To approve the appointment of the following individuals to the positions and annual salaries listed below:

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Dates</u>
Ellen Aramini	Career Placement Manager/Continuing Education and Workforce Development	\$73,049.00 (pro-rated)	10/01/18-06/30/19
Dennis Kruk	Coordinator of the Health Professions Interdisciplinary Center for Simulation/ Health Professions/Academic Affairs	\$70,000.00	07/01/18-06/30/19

Justification

Upon expiration of grant funding to appoint these individuals to the positions through college funding. These positions were initially filled by these individuals through a successful search process.

BOARD OF TRUSTEES ACTION P13
Approval Date: July 10, 2018

Resolution

Reappointment: Ciarco Instructors

Submitted By

Dr. Michael D. Redmond, President
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve the reappointment of the following individuals to the positions indicated.

<u>Name</u>	<u>Position</u>	<u>Effective Dates</u>
Richlene Joannides	Ciarco Instructor	07/01/18 – 06/30/19 (retroactive)
Marianne Patino	Ciarco Instructor	07/01/18 – 06/30/19 (retroactive)
Kathryn Renick	Ciarco Instructor	07/01/18 – 06/30/19 (retroactive)
Beverly Rosch	Ciarco Instructor	07/01/18 – 06/30/19 (retroactive)
Lori Yoselow	Ciarco Instructor	07/01/18 – 06/30/19 (retroactive)

Justification

Reappointment per Article IX, Section A in the Appendix CLC – Ciarco Learning Center Members of the BCCFA Collective Bargaining Agreement

Charge To: College operating funds
Account Number:



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BOARD OF TRUSTEES ACTION P14
Approval Date: July 10, 2018

Resolution

Retirement: Confidential

Submitted By

Dr. Michael D. Redmond, President

Mr. William Mullaney, Vice President, Academic Affairs

Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve the retirement of the following individual:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Sandra Sroka	Dean of Off-Site Locations/Academic Affairs	07/11/18

Justification

Retirement



BOARD OF TRUSTEES ACTION P15
Approval Date: July 10, 2018

Resolution

Retirement: Faculty

Submitted By

Dr. Michael D. Redmond, President

Dr. William Mullaney, Vice President, Academic Affairs

Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve the retirement of the following individuals:

<u>Name</u>	<u>Rank/Department/Division</u>	<u>Effective Date</u>
Donna Crotti	Associate Professor/Counseling/ Academic Affairs	07/01/18 (retroactive)
Margarita Lopez-Bernstein	Associate Professor/ESL and World Languages/Humanities/Academic Affairs	07/01/18 (retroactive)

Justification

Retirement



BOARD OF TRUSTEES ACTION P16
Approval Date: July 10, 2018

Resolution

Resignation: Confidential

Submitted By

Dr. Michael D. Redmond, President

Mr. Larry Hlavenka, Executive Director of Public Relations and Community and Cultural Affairs

Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To accept the resignation of the following individual:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Bridget McLaughlin	Gift Coordinator/Bergen Community College Foundation	07/02/18 (retroactive)

Justification

Resignation



BOARD OF TRUSTEES ACTION P17
Approval Date: July 10, 2018

Resolution

Termination: Tenure Track Faculty

Submitted By

Dr. Michael D. Redmond, Interim President
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve the termination of the following individual.

<u>Name</u>	<u>Rank/Discipline/Division</u>	<u>Effective Date</u>
Christopher Nicolelis	Associate Instructor/HRM/ Business/Academic Affairs	06/30/18 (Retroactive)

Justification

Termination for cause.



BOARD OF TRUSTEES ACTION S/F 1
Approval Date: July 10, 2018

Resolution

To award the Country Club Lane Paving Project to re-pave the entrance and exit roadway off Midland Avenue.

Submitted By

Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Mr. Victor Anaya, Executive Director, Finance
Ms. Barbara Golden, Director, Purchasing and Services
Mr. Samuel John, Manager, Facilities Projects/Buildings and Grounds/
Administrative Services and Acting, Director, Physical Plant

Action Requested

Authorization to award Public Bid P-2276 Country Club Lane Paving Project to AJM Contractors, Inc. for the amount of \$78,000.00.

Justification

Replacement of the Country Club Lane roadway surface is required due to the existing worn pavement, which has developed cracks and potholes due to high volume traffic and recent winter weather conditions. Fourteen companies registered, and five bids were received. See list below for bids received:

AJM Contractors, Inc.	\$78,000.00
Crossroads Pavement Maintenance LLC	\$78,770.00
D&L Paving Contractors, Inc	\$89,998.00
New Prince Concrete Construction Company, Inc.	\$98,000.00
Advanced Pavement Group dba Supreme Metro	\$112,151.00

Charge to: College Funds

Account Number: 10-01-160100-607550



BOARD OF TRUSTEES ACTION S/P 1
Approval Date: July 10, 2018

Resolution

To approve the goals on the attached document for the 2018-2019 academic year for President Michael D. Redmond.

Submitted By

Ms. Carol D. Otis, Chairperson, Board of Trustees
Ms. Irene Oujo, Chairperson, Strategic Planning Committee
Dr. Michael D. Redmond, President

Justification

These are broad-based goals that reflect Dr. Redmond's priorities for the 2018 - 2019 academic year. They are coordinated with the College's new strategic plan. In turn, executive staff members and management team members will develop appropriate goals that reflect these priorities. FY 2019 performance reviews will be based principally upon an assessment of how well these goals have been accomplished.

Please see the attached FY2019 Goals.

FY 2019 Goals - President Dr. Michael D. Redmond

- Reimagine Student Experiences
 - Begin revamping the default student experience for undecided "majors" to help students make better and more informed choices.
 - Work to stabilize enrollment by reducing attrition and targeting markets for growth.
 - Design and renovate physical space to provide a more friendly "one-stop" service center for students, prospective students and their families.
- Reimagine Human Talent and Internal Culture
 - Continue the pragmatic "right-sizing" of College operations, functions and organizational structure to reflect enrollment trends and to better match resources to needs, while remaining attentive to concerns of equity, diversity and inclusion.
 - Develop a more intentional program of professional development.
 - Foster a policy-driven approach to governance.
- Reimagine Technology
 - Foster a student-centered virtual campus to support campus functions and operations, including a well-designed and student friendly virtual "one stop" center.
 - Relaunch the College website with an emphasis upon branding and recruitment.
 - Deploy technology assets and capabilities more strategically.
- Reimagine Financial Resources
 - Craft a long-term strategy to stabilize College finances.
 - Overhaul the tuition and fee structure to incentivize completion.
- Reimagine Relationships and Partnerships
 - Deepen relationships with high schools to provide alternate paths to high school graduates.
 - Better position the College to provide customized training and workforce development to business and industry.
 - Develop closer and strategic relationships with county, state and other public officials as well as community groups.
 - Work closely with the Foundation board and its executive director to develop strategies for increasing the endowment and scholarship funds.