



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

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

Tuesday, June 10, 2025 – 5:00 p.m.

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Roll Call
- IV. Pledge of Allegiance
- V. Presentation to the Comerford Family – Dr. Andrew Tomko
- VI. Reports:
 - A. Vice Chairman
 - B. Secretary
 - C. Treasurer
 - D. President
 - E. Committees
 - 1. Audit, Finance, and Legal Affairs
 - 2. Education and Student Affairs
 - 3. Personnel
 - 4. Site and Facilities
 - 5. Strategic Planning and Issues
 - F. Alumni Trustee
 - G. Chairwoman
- VII. Unfinished Business / Board Members
- VIII. New Business / Board Members
- IX. Open to the Public
- X. Actions
 - A. Approval of Board Minutes: Tuesday, May 6, 2025
 - B. Consent Agenda: Tuesday, June 10, 2025
- XI. Executive Session, if required.
- XII. Adjournment



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CONSENT AGENDA

Tuesday, June 10, 2025

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

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

Approval of Board Minutes – Tuesday, May 6, 2025

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize payment to the County of Bergen for the cost for Property Insurance Coverage, Excess Workers' Compensation Coverage, Liability Claim Fund, Workers' Compensation Fund, Educator's Legal Liability, and Third-Party Claim Administration Fee for the College's participation in the County of Bergen Insurance Fund.
3. To authorize the purchase of student athletic insurance through Bob McCloskey Insurance.
4. To approve the FY 2026 general facilities rental fees for the Hackensack, Lyndhurst, and Paramus campuses.
5. To authorize the purchase of hardware, software, support, maintenance, and training services from The CBORD Group Inc.
6. To authorize renewal of the College's membership in the Education Advisory Board (EAB) Community College Executive Forum research and advisory services.
7. To authorize the annual renewal of the College's broadband Internet, telephony, 24/7/365 network and security monitoring, consulting services, and other purchasing and membership services through the NJEdge.net technology consortium.
8. To authorize the purchase of miscellaneous computer hardware, peripherals, software, and data communications products from state contract vendors for the Fiscal Year ending June 30, 2026.
9. To authorize the purchase of equipment and services needed for facility improvements in the Child Development Center through discounted pricing on various cooperative, county, and state purchasing agreements and contracts for the Fiscal Year ending June 30, 2026.
10. To authorize the purchase and installation furniture of campus-wide through various county and state purchasing agreements and contracts for the fiscal year ending June 30, 2026.
11. To authorize the purchase of Heating, Ventilation, and Air Conditioning (HVAC) equipment, parts, materials, products, and services from state contract vendors for the Fiscal Year ending June 30, 2026.
12. To authorize the College's annual purchase of maintenance, custodial, and grounds supplies, equipment, parts, materials, products, and services from state contract vendors for the fiscal year ending June 30, 2026.



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13. To renew the College's virtual Chief Information Security Officer (vCISO) services for one year from CyberSecOp at a cost of \$85,000.
14. To authorize the purchase of student and faculty support resources from Assessment Technologies Institute (ATI) to improve retention and student outcomes on the National Council Licensure Examination-Registered Nurse (NCLEX-RN).
15. To authorize renewal of the College's VMware Cloud Foundation software through SHI International Corporation.
16. To authorize the annual renewal of the College's subscription of CRM Advise with Ellucian Inc.
17. To award Public Bid P-2412 for the Data Center Switch Lifecycle to Aspire Technology Partners, LLC.
18. To authorize the renewal of hardware maintenance and support with on the College's Nutanix G8 cluster of nodes with SHI International Corp.
19. To authorize the purchase of a Vyntus One-PFT PC System, basic cart, and accessories from Jaeger Medical America.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. To authorize submission of an application for additional FY 2025 funding from the Office of the Secretary of Higher Education's (OSHE) Community College Opportunity Grant (CCOG) and to accept the requested funding, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
2. To approve the deletion of Associate of Applied Science, Landscape Design Option (AAS.ST.LAND)

Institutional (I)

1. To approve the 2025 / 2026 Presidential Goals as submitted by President Eric M. Friedman.
2. Approval of the Access and Authorization Control Policy and the Information Technology (IT) Acceptable Use Policy.



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PERSONNEL (P)

1. To approve the specified personnel separations.
2. To approve the appointments of the specified Confidential personnel.
3. To approve the appointments of the specified Professional personnel.
4. To approve the appointment of the specified Support personnel.
5. To approve and extend the appointments of the specified temporary full-time (TFT) personnel.
6. Approve the appointments and reappointments of the specified program Clinical Coordinators.
7. To approve the appointments and reappointments of the specified Academic Chairs and Program Coordinators/Faculty.
8. To approve the reappointments of the specified Faculty (eleventh month).
9. To approve the reappointments of the specified Confidential and Executive personnel positions.
10. To approve the reappointments of the specified Professional personnel.
11. To approve the reappointments of the specified Administrative personnel.
12. To approve the reappointments of the specified Support personnel.
13. To approve the reappointments of the specified Ciarco Learning Center instructors.
14. To approve the reappointments of the specified Grant-funded personnel.
15. To authorize stipends to college personnel providing services for the theatre production.
16. To approve a monthly stipend.
17. To approve the salary increase of Confidential Personnel.
18. Non-Renewal – Professional Staff.
19. To approve the job description for the specified positions.
20. To approve a title change and a salary adjustment.
21. To approve adding vacant positions to the organizational chart.
22. WHEREAS the Bergen Community College ("College") and the Bergen Community College Professional Staff Association ("BCCPSA") agree to recommend the terms for a successor collective bargaining agreement subject to Board approval.
23. WHEREAS the Bergen Community College ("College") and the Bergen Community College Faculty Association ("BCCFA") agree to recommend the terms for a successor collective bargaining agreement subject to Board approval.
24. WHEREAS the Bergen Community College ("College") and the Bergen Community College Support Staff Association ("BCCSSA") agree to recommend the terms for a successor collective bargaining agreement subject to Board approval.
25. To approve Leave of Absence.

SITE AND FACILITIES (S/F)

1. To authorize awarding Public Bid P-2411 for Pitkin Education Center Emergency Generator Replacement to Trico Electric LLC.



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BOARD OF TRUSTEES ACTION A/F1
Approval Date: June 10, 2025

Resolution

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

Submitted By

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

Action Requested

Approval for payment of the following legal vouchers:

DeCotiis, FitzPatrick, Cole & Giblin. LLP.

April 1, 2025, to April 30, 2025, \$ 28,932.15

Charge to: College Operating Funds
Account Number: 10-01-186100-607566
Amount: \$ 28,932.15



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BOARD OF TRUSTEES ACTION A/F 2
Approval Date: June 10, 2025

Resolution

To authorize payment to the County of Bergen for the cost for Property Insurance Coverage, Excess Workers' Compensation Coverage, Liability Claim Fund, Workers' Compensation Fund, Educator's Legal Liability, and Third-Party Claim Administration Fee for the College's participation in the County of Bergen Insurance Fund.

Submitted By

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

Action Requested

To authorize payment to the County of Bergen for Property Insurance Coverage; Excess Workers' Compensation Coverage; Liability Claim Fund; Workers' Compensation Fund; Educator's Legal Liability insurances for the coverage period July 1, 2025, through June 30, 2026, at an estimated cost of \$1,201,200.

Justification

The College participates in the County of Bergen's Insurance Fund for risk management and liability insurance coverage. The College is required to reimburse the County for its portion of the renewal cost for the insurance coverage each year. The total cost is distributed across two accounts for general liability and workers' compensation insurance.

The College is authorized to enter into a contract to participate in the County Insurance Fund pursuant to N.J.S.A. 18A:64A-25.40. Further, the College is authorized, pursuant to N.J.S.A. 18A:64A-25.10., to enter into a joint purchasing agreement with the County for, among other things, the purchase of insurance and insurance consulting services, which are exempt from bidding in accordance with the County Colleges Contract Law, specifically N.J.S.A. 18A:64A-25.5(a)(11).

Charge To: College Operating Funds
Account Numbers: 10-01-188100-607590
10-01-188100-607591
Amount: \$1,201,200



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BOARD OF TRUSTEES ACTION A/F 3
Approval Date: June 10, 2025

Resolution

To authorize the purchase of student athletic insurance through Bob McCloskey Insurance.

Submitted By

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

Action Requested

Authorization to purchase student athletic insurance coverage for the period of August 1, 2025, through August 1, 2026, through Bob McCloskey Insurance at a cost of \$50,526.

Justification

The College requires insurance coverage for our student athletes participating in intercollegiate sports. The Bob McCloskey Insurance company specializes in intercollegiate athletic insurance and their policies are underwritten by A rated carriers. The total amount of the purchase includes Base Intercollegiate Sports Accident Insurance in the amount of \$40,000 and Catastrophic Intercollegiate Sports Accident Insurance in the amount of \$10,526 for a total of \$50,526.

The College has a need to procure this insurance through a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Bob McCloskey has completed and submitted a C. 271 Statement of Political Contributions and a Shareholder 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 C. 271 Statement of Political Contributions, Shareholder Disclosure Certification and Business Entity Disclosure will be maintained on file at the College.

Quotes were solicited from the companies listed below:

Base Intercollegiate Sports Accident Insurance - Current \$50 Deductible Plan

The Hartford Fire Insurance Company	\$40,000
United States Fire Insurance Company:	\$43,000
Zurich American Insurance Company	\$41,750

Catastrophic Intercollegiate Sports Accident Insurance

Zurich American Insurance Company	\$10,526
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This is the NJCAA-endorsed catastrophic program for member schools.

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

Charge to:	Operating Funds
Account Number:	60-09-910000-607801
Amount:	\$50,526



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BOARD OF TRUSTEES ACTION A/F 4
Approval Date: June 10, 2025

Resolution

To approve the FY 2026 general facilities rental fees for the Hackensack, Lyndhurst, and Paramus campuses.

Submitted By

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

Action Requested

Approval of the FY 2026 general facilities rental fees for the Hackensack, Lyndhurst, and Paramus campuses as outlined below.

Space	New Day Rate	Half Day Rate
Classrooms	\$1,100.00	\$645.00
Lecture Halls	\$1,100.00	\$645.00
Computer Labs	\$1,800.00	\$1,060.00
Student Cafeteria	\$1,100.00	\$645.00
Outdoor Athletic Fields	\$850.00	\$495.00
Gymnasium	\$2,250.00	\$1,325.00
Grounds/Parking Lots	\$800.00	\$460.00
Simulator - Helicopter	\$850.00	\$500.00
Simulator - Fixed Wing	\$850.00	\$477.00
Pool	\$1,450.00	\$845.00
Moses Meeting and Training Center	\$2,750.00	\$1,625.00
Meadowlands Conference Center	\$2,750.00	\$1,625.00
Anna Maria Ciccone Theater	\$6,400.00	\$3,812.00

Justification

To adjust for increased maintenance and operating expenses, the College needs to update the general facilities and rental fees to more effectively manage leased campus space. The new rental fees will take effect on July 1, 2025, for the FY 2026 fiscal year. Agreements in effect prior to approval of the new fees will be honored at the previous rate.



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BOARD OF TRUSTEES ACTION A/F 5
Approval Date: June 10, 2025

Resolution:

To authorize the purchase of hardware, software, support, maintenance, and training services from The CBORD Group Inc.

Submitted By

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

Action Requested

Authorization to purchase additional door hardware, software, training services, and support and maintenance from The CBORD Group Inc. in the amount of \$38,825.29.

Justification

In the interest of safety, the College needs to control the flow and access to certain areas of the campus. This effort requires the purchase of lock handsets to secure additional doors and allow public safety personnel to remotely monitor and manage their access.

This equipment and services will be provided in accordance with the CBORD Card Systems Master Agreement # 102823. The college has a need to procure these items through a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. The CBORD Group, Inc. has completed and submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution disclosure, the Stockholder Disclosure Certification, and the Business Entity Disclosure will be maintained on file at the college.

Hardware and services are exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (19). This purchase is exempt from bidding in accordance with County College Contracts Law N.J.S.A. 18A:64A-25.5 (a) (3) (Not available from more than one supplier).

Charge to: College Operating Funds
Account Number: 20-01-165100-604289
Total: \$30,123.18

Charge to: College Operating Funds
Account Number: 10-01-165100-607653
Total: \$8,702.11



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BOARD OF TRUSTEES ACTION A/F 6
Approval Date: June 10, 2025

Resolution

To authorize renewal of the College's membership in the Education Advisory Board (EAB) Community College Executive Forum research and advisory services.

Submitted By

Dr. Eric Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

Action Requested

Authorization to renew the College's advisory services membership with EAB for three (3) years from September 2025 to September 2028 at an annual cost of \$33,810 for membership and \$1,500 for travel and administrative expenses.

Justification

Membership in the Community College Forum provides community college leadership with unlimited access to best practice research focusing on Academic Affairs, Business Affairs, Continuing and Online Education, and Student Services, Finance, and other areas. EAB currently partners with Bergen Community College in Strategic Enrollment Management, Professional Development with Faculty and Staff, and Best Practices in Innovative Student Support Models. The cost for the three-year membership remains flat for each of the three years compared to the prior years of the agreement.

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

This service is exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (15) Professional Consulting Services

Charge To:	College Operation Funds
Account Number:	10-01-160100-607502
Amount:	\$105,930.00



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BOARD OF TRUSTEES ACTION A/F 7
Approval Date: June 10, 2025

Resolution

To authorize the annual renewal of the College's broadband Internet, telephony, 24/7/365 network and security monitoring, consulting services, and other purchasing and membership services through the NJEdge.net technology consortium.

Submitted By

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

Action Requested

Authorization to renew the College's Broadband Internet, telephony, 24/7/365 network and security monitoring, purchasing, and membership services for Fiscal Year 2026 through NJEdge.net at a cost of \$203,640.00.

Justification

The College needs to maintain broadband internet, telephony, and 24/7/365 network and security monitoring services to meet the operational needs of the college. Authorization to continue these services is required to fulfill broadband needs for the term of 7/1/25 through 6/30/26. The renewal also includes the College's annual membership to NJEdge.

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

Charge to:	College Operating Funds
Account Number:	10-01-165100-607645
Amount:	\$203,640.00



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BOARD OF TRUSTEES ACTION A/F 8
Approval Date: June 10, 2025

Resolution

To authorize the purchase of miscellaneous computer hardware, peripherals, software, and data communications products from state contract vendors for the Fiscal Year ending June 30, 2026.

Submitted By

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

Action Requested

Authorization to purchase lifecycle replacement equipment and products for day-to-day operational needs, estimated at \$800,000.00 by utilizing approved New Jersey State Contract Vendors on NASPO ValuePoint contracts, ESCNJ Cooperative contracts, EDGE, E&I Cooperative contracts, OMNIA partnership, and National Cooperative Purchasing Alliance, PEPPM Cooperative contract, Bergen County Cooperative contract, Educational Services Commission of New Jersey Cooperative contract, HCESC Cooperative contract, Somerset Cooperative contract, Sourcewell Cooperative contract, TIPS Cooperative contract and Signage Cooperative contracts.

Justification

These technology purchases include but are not limited to Apple products, personal computers, thin clients, laptops, Chromebooks, scanners, printers, wireless keyboards, speakers, webcams, external hard drives, telephony equipment, data communications products, software licensing, and miscellaneous items for lifecycle replacement of out-of-warranty equipment. These items are needed to continue efficient day-to-day operations of the college.

Purchases through State Contract are allowed in accordance with County College Contracts Law 18A:64A-25.9. Cooperative purchases are allowed in accordance with County College Contracts Law 18A:64A-2510.

Charge to:	Various
Account Number:	Various
Amount:	\$800,000.00



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BOARD OF TRUSTEES ACTION A/F 9
Approval Date: June 10, 2025

Resolution

To authorize the purchase of equipment and services needed for facility improvements in the Child Development Center through discounted pricing on various cooperative, county, and state purchasing agreements and contracts for the Fiscal Year ending June 30, 2026.

Submitted By

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

Action Requested

Authorization to renovate the Child Development Center, including security, flooring, ceiling, lights, bathrooms, doors and furniture at an estimated cost of \$300,000.00 through approved New Jersey State Contract Vendors on ESCNJ, Hunterdon County, TIPS, and E&I Cooperative contracts, OMNIA Partners, Sourcwell, and National Cooperative Purchasing Alliance.

Justification

The College's Child Development Center requires improvements to enhance existing facilities. Clean, safe, and accessible facilities are critical to providing the best sources for community members and their children.

Purchases through State Contract and Consortiums are allowed in accordance with County College Contracts Law 18A:64A-25.9 and 18A:64A-25.10.

Charge to:	Various
Account Number:	Various
Amount:	\$300,000.00



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BOARD OF TRUSTEES ACTION A/F 10
Approval Date: June 10, 2025

Resolution

To authorize the purchase and installation of furniture campus-wide through various county and state purchasing agreements and contracts for the fiscal year ending June 30, 2026.

Submitted By

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

Action Requested

Authorization to purchase and install furniture across campus as needed at an estimated cost of \$600,000.00 using approved New Jersey State Contract Vendors on various Cooperative purchasing agreements which the College is a member.

Justification

The College needs to purchase, deliver, and install furniture at various campus locations. This furniture is critical to providing transformative and inclusive spaces that foster education, collaboration, innovation, and belongingness for students, staff, and visitors.

Purchase through State Contract and Consortiums are allowed in accordance with County College Contracts Law 18A:64A-25.9 and 18A:64A-25.10.

Charge to:	Various
Account Number:	Various
Total Amount:	\$600,000.00



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BOARD OF TRUSTEES ACTION A/F 11
Approval Date: June 10, 2025

Resolution

To authorize the purchase of Heating, Ventilation, and Air Conditioning (HVAC) equipment, parts, materials, products, and services from state contract vendors for the Fiscal Year ending June 30, 2026.

Submitted By

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

Action Requested

Authorization to purchase various Heating, Ventilation, and Air Conditioning (HVAC) equipment, parts, materials, products, and services at an estimated cost of \$550,000.00 using approved New Jersey State Contract Vendors on Cooperative purchasing agreements of which the College is a member.

Justification

The College needs to maintain its HVAC equipment to provide effective learning and workspaces for students and employees. Most facility requests are related to HVAC needs as equipment exceeds its useful life and high maintenance and repairs. As the College works to upgrade these systems, continuity is needed in maintaining existing systems. As a result, the College needs to secure parts, materials, products, and services for the ongoing maintenance, improvement, and repair of our facilities. These purchases include but are not limited to compressors, pumps, fans, motors, coils, refrigerants, controls, and other items needed for day-to-day operations, preventative maintenance, and repairs of HVAC systems.

Purchase through State Contract and Consortiums are allowed in accordance with County College Contracts Law 18A:64A-25.9 and 18A:64A-25.10.

Charge To:	College Operating Funds
Account Number:	10-06-610100-607550
Total:	\$550,000.00



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BOARD OF TRUSTEES ACTION A/F 12
Approval Date: June 10, 2025

Resolution

To authorize the College's annual purchase of maintenance, custodial and grounds supplies, equipment, parts, materials, products, and services from state contract vendors for the fiscal year ending June 30, 2026.

Submitted By

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

Action Requested

To authorize the purchase of various maintenance, custodial, and grounds supplies, equipment, parts, materials, and services at an estimated cost of \$1,275,000.00 using approved New Jersey State Contract Vendors on Cooperative purchasing agreements of which the College is a member.

Justification

The College needs to purchase maintenance, custodial, and grounds supplies, equipment, parts, materials, and services for the ongoing maintenance, improvement, and repair of our facilities and grounds. These purchases include but are not limited to general electrical, plumbing, and custodial supplies, equipment, tools, and other items needed for day-to-day operations, preventative maintenance, and repairs.

Purchase through State Contract and Consortia are allowed in accordance with County College Contracts Law 18A:64A-25.9 and 18A:64A-25.10.

Charge to:	Various
Account Number:	Various
Total Amount:	\$1,275,000.00

General Description and Examples of Purchases	Estimated Amount
General Maintenance, Custodial, and Grounds Supplies, Equipment, and Accessories	\$300,000
Electrical and Lighting Supplies, Equipment, and Accessories	\$250,000
Plumbing, Bathroom, and General Trades Supplies, Equipment, and Accessories	\$350,000
Roofing, Painting, General Construction, Tiling, Flooring, Sheetrock, Carpentry, Renovation and Repair Services	\$375,000

Note: The above table is meant to be a general description and examples of purchases and materials/services purchased under this resolution.



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BOARD OF TRUSTEES ACTION A/F 13
Approval Date: June 10, 2025

Resolution

To renew the College's virtual Chief Information Security Officer (vCISO) services for one year from CyberSecOp at a cost of \$85,000.

Submitted By

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

Action Requested

To authorize the renewal of virtual Chief Information Security Officer (vCISO) services from CyberSecOp for a term of one year (June 15, 2025 - June 14, 2026) at a cost of \$85,000.

Justification

To meet the requirements of the College's cybersecurity insurance policy and new regulations of the Gramm-Leach-Bliley Act (GLBA), the institution must have a dedicated individual who oversees our Cybersecurity.

The virtual Chief Information Security Officer (vCISO) program assists with remediating any gaps identified via the 2023 Information Security Assessment, governing the Information Security Program, providing annual internal/external security testing, technical reports and detailed roadmap for continuous security improvements and remediation. This program will also monitor network and system activities for malicious activities and/or policy violations, provide managed detection and response services, and develop and manage cybersecurity training for all college employees.

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

These services are exempt from bidding in accordance with County College Contracts Law 18A:64A-25 (15) (Consulting Services)

Charge to: College Operating Funds
Account: 10-01-165100-607550
Amount: \$85,000



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BOARD OF TRUSTEES ACTION A/F 14
Approval Date: June 10, 2025

Resolution

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

Submitted By

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

Action Requested

Authorization to incur expenses not to exceed \$184,774.42 during the Fiscal Year 2026 academic year for the Assessment Technologies Institute Program (ATI).

Justification

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

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

The NCLEX Experience component will prepare the students for the NEXT GENERATION NCLEX exam that incorporates knowledge, critical thinking, and clinical application of the information.

As a result, the College anticipates an increase in student retention and that each nursing student will be better prepared for the NCLEX-RN after graduation. The integration of ATI resources this past year was instrumental in increasing the number of graduates passing the NCLEX on the first attempt.

The college has a need to award this procurement as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. Assessment Technologies Institute has submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contributions Disclosure, the Stockholder Disclosure Certification, and Business Entity Disclosure will be maintained on file at the college.

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

Charge To:	Nursing Testing & Assessment
Account Number:	10-03-352000-607620
Amount:	\$ 184,774.42



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BOARD OF TRUSTEES ACTION A/F 15
Approval Date: June 10, 2025

Resolution

To authorize renewal of the College's VMware Cloud Foundation software through SHI International Corporation.

Submitted By

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

Action Requested

To authorize the renewal of the College's VMware Cloud Foundation software for a term of three years, July 2, 2025, through July 1, 2028, with SHI International Corporation through the EdgeMarket TeCHs Cooperative contract #: 269EMCPS-21-001-EM-SHI at a fixed price of \$116,602.88 each year.

Justification

VMware Cloud Foundation is a bundled solution that simplifies and streamlines the deployment of the College's scalable virtualized server infrastructure in the datacenter. It is designed to enhance operational efficiency, workload performance, and security while accelerating innovation. VVF combines key VMware components like vSphere ESXi, vCenter Server, vSAN, and Tanzu into a single, integrated package.

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

Charge to:	College Operating Funds
Account Number:	10-01-165100-607526
Amount:	\$349,808.64



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BOARD OF TRUSTEES ACTION A/F 16
Approval Date: June 10, 2025

Resolution

To authorize the annual renewal of the College's subscription of CRM Advise with Ellucian Inc.

Submitted By

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

Action Requested

Authorization to renew the College's subscription of CRM Advise with Ellucian Inc. for one-year term July 1, 2025, through June 30, 2026. in the amount of \$90,108.

Justification

CRM Advise addresses the key challenge of student retention. Personnel have access to tools that allow them to effectively identify at-risk students, engage with them, and report on the outcome of the efforts. This tool also empowers students to engage with their faculty and advisors and empowers personnel to detect problems early, facilitate meaningful engagement, apply insightful analytics to better understand when and why students are having issues, and measure which programs and activities are effective in resolving them.

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

This purchase is exempt from bidding in accordance with County College Contracts Law, N.J.S.A. 18A:64A-25.5 (a)(19)(software)

Charge to:	College Operating Funds
Account Number:	10-01-165100-607656
Amount:	\$90,108



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BOARD OF TRUSTEES ACTION A/F 17
Approval Date: June 10, 2025

Resolution

To award Public Bid P-2412 for the Data Center Switch Lifecycle to Aspire Technology Partners, LLC.

Submitted By

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

Action Requested

Authorization to award the Data Center Switch Lifecycle Public Bid P-2412 to Aspire Technology Partners, LLC in the amount of \$143,139.00.

Justification

The college is purchasing hardware and related installation services to replace the existing Paramus campus Data Center switch infrastructure which is at the end of its useful life. The Data Center houses and manages all College computer systems and networking equipment for storing and processing College data, and it is critical for day-to-day business operations.

Bids were received from:

Aspire Technology Partners, LLC	\$143,139.00
PTS Data Center Solutions	\$158,224.58
ePlus Technology, Inc.	\$187,021.68
Technotime Business Solutions	\$208,013.44

Charge to:	County Bond
Account Number:	20-00-170400-604300
Amount:	\$143,139.00



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BOARD OF TRUSTEES ACTION A/F 18
Approval Date: June 10, 2025

Resolution

To authorize the renewal of hardware maintenance and support with on the College's Nutanix G8 cluster of nodes with SHI International Corp.

Submitted By

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

Action Requested

Authorization to renew Nutanix G8 hardware maintenance and support for a one-year term with SHI International Corp. in the amount of \$82,495.08.

Justification

The Nutanix Hardware Platform hosts the majority of Bergen's critical server and virtual desktop infrastructure. This hardware platform enables the ITS department to host the college's nearly 200 virtual servers and over 1,000 virtual desktops. This renewal includes one year of maintenance and support for the G8 cluster of nodes for the term of August 2, 2025, through August 1, 2026.

Software support is exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a)(19). Purchase through State Contract is allowed in accordance with County College Contracts Law 18A:64A-25.9.

Quotations were requested from the companies listed below.

Innovative Network Solutions (INSCNET) \$89,123.20
Cyber Security Operations Consulting \$90,045.00
CDW Government LLC \$83,726.32
Insight Public Sector Inc. \$82,940.12
Carahsoft Technology Corp. \$85,542.72
Aspire Technology Partners LLC \$83,420.04
SHI International Corp. \$82,495.08

Charge to: College Operating Funds
Account Number: 10-01-165100-607511
Amount: \$82,495.08



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BOARD OF TRUSTEES ACTION A/F 19
Approval Date: June 10, 2025

Resolution

To authorize the purchase of a Vyntus One-PFT PC System, basic cart, and accessories from Jaeger Medical America.

Submitted By

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

Action Requested

Authorization to purchase a Vyntus One-PFT PC System, basic cart, and accessories from Jaeger Medical America for \$73,479.39.

Justification

The Respiratory Care Program at Bergen Community College needs a new Vyntus One Pulmonary Function Testing (PFT) machine from Jaeger Medical America. This equipment is essential for the program's clinical training at Hackensack University Medical Center and other local sites in Bergen County. The students use this specialized equipment during clinical externships and need to train on it to meet course objectives.

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

This procurement is exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5(a) (3) (Sole Source).

Charge to:	Perkins Grant
Account Number:	50-02-599001-604212
Amount:	\$73,479.39



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BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: June 10, 2025

Resolution

To authorize submission of an application for additional FY 2025 funding from the Office of the Secretary of Higher Education's (OSHE) Community College Opportunity Grant (CCOG) and to accept the requested funding, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By

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

Action Requested

To authorize the submission of an application for \$18,846.00 in additional funding for the FY 2025 CCOG award period and to accept the additional funding, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the documents related to this submission.

Justification

The CCOG (Community College Opportunity Grant) is a New Jersey initiative that offers free community college tuition to students through last-dollar awards. The CCOG is available to New Jersey residents with annual adjusted gross income (AGI) under \$65,000 and attending community colleges. For those with an AGI between \$65,001 and \$80,000, reduced tuition is provided after receiving up to half of the maximum CCOG award. For individuals with an AGI between \$80,001 and \$100,000, they receive reduced tuition after receiving up to one-third of the maximum CCOG award.

The additional CCOG funds are designed to boost student enrollment and further support the initiative's objectives. These initiatives include enhancing academic and financial aid advisement for high school students, offering fast-track same-day enrollment and registration opportunities, and providing boot camps for students in remedial Math and English. These boot camps aim to help students place into college-level courses by Fall 2025.

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



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BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: June 10, 2025

Resolution

To approve the deletion of Associate of Applied Science, Landscape Design Option (AAS.ST.LAND)

Submitted By

Dr. Eric Friedman, President
Dr. Andrew Tomko, Vice President and Provost, Academic Affairs
Dr. Emily Vandalovsky, Dean, Math, Science, and Technology
Dr. Ilene Kleinman, Associate Dean, Curriculum

Action Requested

The college would like to delete the curriculum from its program inventory and its offerings in the Associate of Applied Science, Landscape Design Option.

Justification

Per the New Jersey Presidents Council's Academic Issues Committee, Board approval is required whenever the college deletes an academic program/program option.

COVID closures resulted in the loss of two full-time employees in the Horticulture department (one full-time faculty position and one full-time greenhouse manager position).

Additionally, there has been a decline in the number of students enrolled in the Horticulture Programs.

Courses that are required components of this program are no longer being offered due to a lack of faculty, equipment/supplies, and student interest.

The Horticulture department has redesigned the remaining AAS degree (AAS.ST.HORT) to allow students to concentrate on either Landscaping or Floral Design/Interior Horticulture.

The department believes that this is the best utilization of faculty, classroom, and greenhouse facilities.



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BOARD OF TRUSTEES ACTION I-1
Approval Date: June 10, 2025

Resolution

To approve the 2025 / 2026 Presidential Goals as submitted by President Eric M. Friedman.

Submitted By

Mrs. Dorothy Blakeslee, Chairwoman, Board of Trustees
Dr. Eric M. Friedman, President

Justification

Please see the attached 2025 / 2026 Presidential Goals.

Bergen Community College

Presidential Goals 2025-2026

1. Assess the performance and effectiveness of the College's inventory of student success initiatives. Leverage data analytics tools and assessment data.
2. Prioritize and implement the Middle States Commission on Higher Education's (MSCHE) visiting team's advice and suggestions. Ensure continued and measurable integration of the MSCHE Standards for Accreditation and Requirements of Affiliation into institutional planning, operations, and assessment processes.
3. Engage the Office of Curriculum, the Office of the Provost, the Faculty Senate, and the Center for Institutional Effectiveness to identify and improve or retire underperforming programs. Create space for new programs that meet regional needs and transfer requirements.
4. Design and launch stackable credentials and micro-credential pathways, including the development of innovative four-year university partnerships, to promote workforce readiness, career growth, and lifelong learning.
5. Refine and revise the institution's Facilities Master Plan (FMP) to reflect evolving institutional priorities, sustainability considerations, and resource optimization.
6. Advance organizational development by aligning the College's enhanced performance evaluation system with relevant professional development opportunities that support employee growth and institutional effectiveness. Support campus-wide opportunities to learn more about A.I. and data visualization.
7. Support a timely review of the College's compliance infrastructure. Collaborate with the Policy Advisory Council to improve the policy development and revision process.
8. Support the Center for Institutional Effectiveness as it aligns divisional planning with the current Strategic Plan. Launch enhanced assessment processes for non-academic units.
9. Develop a transition plan from the current ERP (Enterprise Resource Planning) system to a next-generation platform that focuses on reducing customizations, increasing operational efficiency, and aligning with institutional goals.
10. Support the Office of Multicultural Services and Activities in designing a centralized framework for multicultural programming that facilitates engagement, promotes inclusivity, and fosters student success.
11. Lead and support the next phase of strategic marketing and communications initiatives. Launch website redevelopment to boost impact and elevate the College's visibility.
12. Support the BCC Foundation in revitalizing community engagement and increasing donor contributions by developing and executing strategic initiatives, launching impactful fundraising appeals, and reactivating the alumni association.





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BOARD OF TRUSTEES ACTION: I-2
Approval Date: June 10, 2025

Resolution

Approval of the Access and Authorization Control Policy and the Information Technology (IT) Acceptable Use Policy.

Submitted By

Dr. Eric M. Friedman, President
Mr. Ron Spaide, Chief Information Officer
Mrs. Suzanne Wetzel, Vice President of External Affairs

Action Requested

To approve the Access and Authorization Control Policy and the Information Technology (IT) Acceptable Use Policy.

Justification

The IT Acceptable Use policy was last updated in 2009 and needed to be updated. The updated policy now includes language regarding the college's requirement to be in compliance with regulations like the Family Educational Rights and Privacy Act (FERPA), Gramm-Leach Bliley Act (GLBA), and Health Insurance Portability and Accountability Act (HIPAA). Old technology terminology has been removed, and the updated policy now includes language around the use of MultiFactor Authentication (MFA) and references the current Data Classification policy.

The Access and Authorization Control Policy is a new policy that provides the College community with guidelines regarding the authorized access to specific data or systems based on roles and needs, thereby preventing unauthorized access to sensitive information and minimizing the risk of data breaches or security compromises. This policy follows the National Institute of Standards and Technology (NIST) information security framework.

See the attached policies.

Bergen Community College
Board of Trustees
Section ()

Policy #
Effective Date:
Responsible Official:
Chief Information Officer

Access and Authorization Control Policy

Policy Statement:

Bergen Community College strives to provide appropriate security and privacy to Bergen IT Resources in accordance with state, federal, local, and institutional policies and regulations. Appropriate and required access and authorization processes, procedures, and policies ensure the security and integrity of Bergen IT Resources as well as safeguard the information of its constituents. All Bergen Users and access to Bergen IT Resources will adhere to a uniform access control standard and framework

Reason for Policy:

To provide the College community with guidelines regarding the authorized access to specific data or systems based on roles and needs, thereby preventing unauthorized access to sensitive information and minimizing the risk of data breaches or security compromises.

Who should read this Policy:

This policy applies to all College employees, contractors/vendors and students.

Definitions:

1. Administrative Access

The Administrative Access level allows for unrestricted access to a computer system. This includes the ability to make system-level changes and install software. Changes made with this access level can introduce an increased risk to the system and data security.

2. Standard User Access

The Standard User Access level provides users with the ability to utilize their computer and the software installed on it without the ability of making system level changes.

3. Bergen IT Resources
Laptops, desktops, servers, IoT, software, websites, data, and information owned by Bergen or that store or process Bergen IT Resources.

4. Bergen Data and Information

Electronic data and information owned by Bergen. Examples of such data are, but not limited to, Bergen financial data, Bergen Employee Data, Bergen student data, Bergen Academic or instructional data, or Bergen research data.

Policy:

This Policy defines The Bergen Community College (the “College”) policy regarding the correct use and management of access and authorization to Bergen Information Technology (IT) resources, data, and information.

1. Principles of Access Control

- a. Bergen IT is the designated information owner responsible and accountable for managing and controlling access to all Bergen IT Resources.
- b. Access controls are the rules for establishing user identity, administering user accounts, and initiating and monitoring access to information resources.
- c. Access to Bergen IT Resources is commonly controlled by a logon ID associated with an authorized account. Proper administration of these access controls (e.g. logon IDs and passwords) is important to ensure the integrity of Bergen Data and Information and the normal business operation of Bergen IT Resources
- d. Access policies and management ensures enforcement of approved authorization for logical access to Bergen IT Resources. Access to Bergen IT Resources and Bergen Data and Information is commonly controlled by a logon ID associated with an authorized account. Proper administration of these access controls (e.g. logon IDs and passwords) is important to ensure the security of confidential information and normal business operation of Bergen as an institution, Bergen IT Resources, and Bergen Data and Information.
- e. Bergen employs the principle of least privilege, allowing only authorized accesses for users (or processes acting on behalf of users) which are necessary to accomplish assigned tasks in accordance with Bergen’s missions and business functions.
- f. Bergen employs session lock to ensure user sessions are locked after a period of user inactivity.

2. Administrative Access

- a. Administrative Access to Bergen IT Resources is not allowed by Users or those without an approved exception for administrative access.
- b. All Exception submissions must accompany a valid business reason.
- c. All exceptions must be approved by the User's supervisor, Bergen CIO (Chief Information Officer), and Bergen CISO (Chief Information Security Officer)
- d. All Exceptions are valid for one (1) year and will need to be renewed on an annual basis.
- e. IT System administrators must only create new user accounts when they have received a valid and approved Request documented in the ticketing system prior to account creation.
- f. All Administrative accounts and activity via such accounts will be monitored 24X7.
- g. No IT-supported Server Operating system (e.g. AD Server, Web Server, File Server, etc..) should be accessed by a non-administrative IT account.

3. Remote and Third-Party Access

- a. Remote access to Bergen IT Resources should be authorized with established and documented usage restrictions, configuration/connection requirements, and implementation guidance for each type of remote access allowed.
- b. Third-party service providers may be granted access to Bergen network and information systems and may be granted a Bergen account only if:
 - i. There is a clear business need.
 - ii. With the approval of a Bergen employee sponsoring of the vendor
 - iii. With the approval of Bergen CIO or designee.
 - iv. The request for such accounts must be documented in the ticketing system.
 - v. Such accounts will expire and must be renewed on an annual basis.

4. Account Management

- a. Requests from users for password resets must only be performed once the user's identity has been verified by the appropriate system administrator or IT helpdesk staff.
- b. Long-term group access via a single shared account is not permitted. All users must utilize individual accounts. A temporary shared guest account may be requested for a specific event, limited to a designated date.
- c. Existing users who require additional access privileges on or to a Bergen IT Resource must obtain approval from their supervisor, Bergen CIO, and Bergen CISO. Such changes in access must be documented in Bergen's ticketing system.

- d. The access accounts of Users who are about to change roles or transfer to another Bergen department, or location, must be reviewed to ensure access account privileges that are no longer required by the user in their new role are removed.
- e. Where possible User accounts must be configured to:
 - i. Force users to change their password at their first logon. Where this is not possible, users must be instructed to manually change their password the first time they logon to a Bergen IT Resource.
 - ii. Automatically 'lock' a user account after 10 consecutive failed login attempts.
 - iii. Automatically 'lock' or log out user accounts after 20 minutes of inactivity on all non classroom Bergen IT Resources. Where this is not possible, users must be instructed to manually log off or 'lock' their Bergen computer device (using Ctrl+Alt+Delete keys) when they have to leave it unattended for any period of time and at the end of the each working day.
- f. When available audit logging and reporting must be enabled on all Bergen IT Resources.

Enforcement:

This policy is intended to comply with and augment the BCC Student/Employee Code of Conduct and all local, state, and federal laws. Individuals who violate any part of the policy will be subject to college disciplinary action (in accordance with all applicable collective bargaining agreements).

Related Documents/Policies:

- Data Classification and Handling Policy
- BCC Google Drive Docs Usage Guidelines and Support Agreement

Policy History (adopted/amended):

Bergen Community College
Board of Trustees
Section ()

Policy #
Effective Date:
Responsible Official:
Chief Information Officer

IT Acceptable Use Policy

Policy Statement:

Bergen Community College's IT resources exist to support the academic and administrative activities needed to fulfill the college's mission. Access to these resources is a responsibility that should be exercised responsibly, ethically, and lawfully. BCC IT resources and the data residing within these systems are the property of the college and users should have no expectations of privacy while using them. Bergen Community College reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Reason for Policy:

The purpose of the IT Acceptable Use Policy is to clearly communicate the responsibility each member of the college community has to protect the college's information and technology assets and to establish minimum expectations for meeting the requirements. Bergen Community College is required to be in compliance with regulations such as the Family Educational Rights and Privacy Act (FERPA), the Gramm-Leach-Bliley Act (GLBA), Health Insurance Portability and Accountability Act (HIPAA), Payment Card Industry standards (PCI), General Data Protection Regulation (GDPR) and the Red Flag rules.

Who should read this Policy:

This policy applies to all members of the College community with access to the College network, systems and data resources, including but not limited to employees, students, alumni, volunteers, vendors, affiliated organizations, and visitors.

Definitions:

ITS: Information Technology Services

IT Resources: All tangible and intangible computing and network assets provided by the College or by ITS authorized third-parties, regardless of whether those resources or assets are accessed from on-campus or off-campus locations. Examples of such assets include, but are not limited to, hardware, software, wired and wireless network and voice telecommunications assets, mobile devices, printers and data residing on these assets.

Policy:

Acceptable use policy requires everyone to take prudent and reasonable steps to prevent unauthorized access to College systems and data. The Bergen Username forms the basis for credentials which are designed to establish ownership and responsibility for computing resources and use. Each individual should use their own user account to access BCC IT resources. Users should follow all identification and security mechanisms implemented by the college.

Using a personal device does not absolve the user from the responsibility to protect college data. Any college data on non-college-owned devices must be protected with controls equivalent to those on college-managed devices. Bergen Community College reserves the right to block unsafe devices from connecting to the network and systems. This may require users to register their device and accept terms which allow technical assessments before the device is permitted to connect. Automated device inspection utilities would block devices that do not meet security standards. Examples include outdated hardware and / or software versions, detection of malware, lack of antivirus protection, lack of a device lock-screen passcode, lack of encryption, or other security vulnerabilities.

Use of IT resources must be in accordance with College policies and codes of conduct. The ability to read, alter, or copy a file does not imply permission to do so. The College reserves the right to access and/or remove any files in violation of College policies. The ability to connect to or make use of other systems through the network does not imply the right to do so unless properly authorized by the owners of these systems. To do so without proper authorization will result in disciplinary action.

Incidental personal use is an accepted and appropriate benefit of being associated with Bergen Community College's rich technology environment. However, this type of personal use must still adhere to all College appropriate use and related policies and procedures, and must never have an adverse impact on uses of technology and information resources in support of the College's mission.

Bergen Community College reserves the right to immediately take any action it deems necessary, including but not limited to disconnection and quarantine of devices and/or

suspension of user accounts or services, to maintain the stability, security and operational effectiveness of computing and network resources.

Prohibited Activities:

College information technology resources may not be used in any manner prohibited by state and federal laws or disallowed by licenses, contracts or policy. This section, while not all-inclusive, lists examples of misuse that would constitute a violation of this policy.

Individuals using BCC's IT Resources are not permitted to:

- Install non-college-related software or downloads on college-provided computers, without the permission of Information Technology Services (ITS).
- Use BCC IT Resources for the purpose of advertising or running an organization or business not affiliated with the College or for personal gain.
- Send, view and/or print lewd or pornographic materials for non-academic purposes.
- Reveal their password to anyone including employees, or let another person use their BCC account. Likewise, users should not use anyone else's credentials for any college systems or services. Each user is responsible for what is done with their BCC account.
- Share codes or approve multi-factor authentication (MFA) prompts unless they are for their own login.
- Use passwords that are weak or can be easily guessed. Users are responsible for establishing unique passwords that comply with BCC password standards including length and complexity requirements. Users must protect their passwords from disclosure and should not record or store them insecurely.
- Use personal accounts to conduct college business.
- Use the same password for BCC and non-BCC or personal accounts.
- Engage in intentional malicious activity designed to harm systems, computers and networks. Such activity includes but is not limited to: hacking systems; disabling or crashing systems; network sniffing; sending viruses, malware or mass email; creating unnecessary or multiple jobs and processes.
- Take BCC IT Resources such as Desktop Computers, monitors, printers, scanners, webcams, etc. off-site without prior authorization from ITS.

- Failure to follow college data handling requirements for restricted information (Information classified as 'Private' and 'Confidential' in the college's Data Classification policy). Examples include but are not limited to:
 - Accessing or processing restricted college information over public insecure networks. Instead, use an approved secure connection method such as VDI.
 - Storing restricted college information on non-college computers or removable media (phones, tablets, USB drives, etc.), which is prohibited. Any portable device storing confidential college information must be encrypted, and must be securely transported and stored when not in use. Laptops issued by the college to BCC employees are encrypted.
 - Storing, transmitting or sharing restricted college data using solutions not approved and securely managed by ITS. Restricted data should not be stored or shared using non-BCC-provided methods or tools, such as peer to peer sharing, Dropbox, etc.
 - Transmitting restricted college information by email to distribution lists. Emails containing restricted data should always be protected using the BCC approved encryption technology.
- Bypass security mechanisms, circumvent data-protection or system consistency schemes, force unauthorized access, or attempt to exploit security loopholes.
- Leave a computer or device unattended without locking the screen to prevent unauthorized access to college systems or information. Any device used to access college systems or data must have a lock screen enabled.
- Install, attach, connect, remove or disconnect computing or network hardware to college information systems without approval from ITS.
- Send harassing, obscene, libelous, or threatening messages.
- Aid or abet another person in violating any part of this Policy, or prevent anyone from reporting an incident.
- Violate any other state, local or federal laws or regulations pertaining to cyber security.

Enforcement:

This policy is intended to comply with and augment the BCC Student/Employee Code of Conduct and all local, state, and federal laws. Individuals who violate any part of the policy will be subject to college disciplinary action (in accordance with all applicable collective bargaining

agreements). Access to select or all BCC IT Resources may be revoked during the investigation of an alleged violation, or a finding of violation of this policy.

Incident Reporting:

In order to detect and respond promptly to security incidents and limit the harm to the college, users have a responsibility to immediately report to the BCC Help Desk the loss, theft, inappropriate use, suspicious activity and/or other signs of compromised systems, data, access credentials, security tokens, or devices.

Related Documents/Policies:

- Data Classification and Handling Policy
- BCC Google Drive Docs Usage Guidelines and Support Agreement

Policy History (adopted/amended):

BOARD OF TRUSTEES ACTION P1
Approval Date: June 10, 2025

Resolution

To approve the specified personnel separations.

Submitted By

Dr. Eric M. Friedman, President
Mr. David Borzotta, Associate Vice President of Safety and Security
Mr. Nathaniel Saviet, Vice President of Facilities
Mr. Ronald Spaide, Chief Information Officer
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Dr. Anthony J. Tomko, Vice President of Student Affairs
Ms. Sarah Riker, Associate Director of Human Resources

Justification:

To accept the separation of the following individuals:

	<u>Name</u>	<u>Reason</u>	<u>Position/Department/Division/Unit</u>	<u>Effective Date</u>
1.	Michael Lawrence	Resignation	Technical Support Specialist II Information Technologies/ Professional	05/26/2025 (retroactive)
2.	Alusine Bangura	Status change from full-time to part-time	Custodian/Facilities/Support	05/01/2025 (retroactive)
3.	James Butler	Status change from full-time to part-time	Reenrollment Success Coordinator/Student Affairs/Grant	07/02/2025
4.	Rey Miller	Status change from Temporary full-time (TFT) to part-time	Athletic Supervisor TFT/ Student Affairs	07/01/2025
5.	Alan Mruzinsky	Retirement	Sergeant/Public Safety/Safety and Security/Support	06/01/2025 (retroactive)
6.	Katherine McGivern	Retirement	Professor/Library/Academic Affairs/Faculty	07/01/2025
7.	Sandra Haan	Retirement	Executive Secretary/Math, Science, and Technology/ Academic Affairs/Support	08/01/2025
8.	Marcelo Davila	Retirement	Network Administrator II/ Information Technologies Professional	09/01/2025
9.	Krystyna Bugyi	Retirement	Custodian/Facilities/Support	09/01/2025
10.	Jerome Jones	Deceased	Custodian/Facilities/Support	04/15/2025 (retroactive)



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BOARD OF TRUSTEES ACTION P2
Approval Date: June 10, 2025

Resolution

To approve the appointments of the specified Confidential personnel.

Submitted By

Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested

To approve the appointments of the following individuals to the vacant positions and annual salaries indicated below:

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary</u> <u>(pro-rated)</u>	<u>Effective Date</u>
1.	Mi Na Ahn	Dean of Business and Social Sciences/Academic Affairs	Executive	\$125,000.00	07/01/2025
2.	Erin Van Nostrand	Director of Athletics/Student Affairs	Executive	\$99,500.00	07/01/2025

Justification

1.-2. To fill budgeted vacant positions. These positions are at-will.

Charge to:

College Operating Funds in accordance with the list below:

1. 10-04-417700-601110
2. 60-09-910000-601110



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BOARD OF TRUSTEES ACTION P3
Approval Date: June 10, 2025

Resolution

To approve the appointments of the specified Professional personnel.

Submitted By

Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date</u>
1. Allen Joseph	Testing Assistant/ Student Affairs	Professional	\$40,000.00	06/16/2025
2. Yanara Burgos	Financial Aid Generalist/ Student Affairs	Professional	\$52,000.00	06/16/2025
3. Morgan Mulhall	Workforce and Career Manager/Continuing Education and Workforce Development	Professional	\$60,000.00	06/16/2025

Justification

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

Charge to:

College Operating Funds in accordance with the list below:

1. 10-02-230200-601110
2. 10-02-243100-601167
3. 10-04-450000-601110



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BOARD OF TRUSTEES ACTION P4
Approval Date: June 10, 2025

Resolution

To approve the appointments of the specified Support personnel.

Submitted By

Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested

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

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date</u>
1.	Mackenzie Chery	Custodian/Facilities	Support	\$33,999.00	06/16/2025
2.	Calvin Gil	Custodian/Facilities	Support	\$33,999.00	06/16/2025
3.	Takeyah McCain	Custodian/Facilities	Support	\$33,999.00	07/01/2025

Justification

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

Charge to:

College Operating Funds in accordance with the list below:

1.- 3. 10-06-620100-601135



BOARD OF TRUSTEES ACTION P5
Approval Date: June 10, 2025

Resolution

To approve and extend the appointments of the specified temporary full-time (TFT) personnel.

Submitted By

Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested

To approve the following individuals for the temporary full-time positions and annual salaries indicated below:

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary</u> <u>(pro-rated)</u>	<u>Effective Dates</u> <u>(retroactive)</u>
1.	Teresa Serio	Assistant Director, Office of Specialized Services (TFT)/ Student Affairs	N/A	\$85,000.00	07/01/2025 - 06/30/2026
2.	Donna Puleo	College Nurse (TFT)/Health Services/ Student Affairs	N/A	\$88,466.64	07/01/2025 - 06/30/2026
3.	Hailey Lippman	Enrollment Generalist (TFT)/ Student Affairs	N/A	\$40,040.00	07/01/2025 - 06/30/2026
4.	Serina May	Enrollment Generalist (TFT)/ Student Affairs	N/A	\$40,040.00	07/01/2025 - 06/30/2026
5.	Lisa Sarracino	Enrollment Generalist (TFT)/ Student Affairs	N/A	\$41,860.00	07/01/2025 - 06/30/2026

Justification

1. This is a temporary full-time position. This position is at-will.
- 2.-5. Extension of current temporary full-time positions. These positions are at-will.

Charge to:

College Operating Funds in accordance with the list below:

1. 10-02-230200-601120
2. 10-02-240100-601128
- 3.-5. 10-02-268100-601130



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BOARD OF TRUSTEES ACTION P6
Approval Date: June 10, 2025

Resolution

Approve the appointments and reappointments of the specified program Clinical Coordinators.

Submitted By

Dr. Eric M. Friedman, President

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

Ms. Sarah Riker, Associate Director of Human Resources

Action Requested

To appoint/reappoint the individuals listed below to the positions of Clinical Coordinator at the stipends shown for the period of July 1, 2025 – June 30, 2026.

CLINICAL COORDINATORS

<u>Name</u>	<u>Department/Division</u>	<u>Annual Stipend</u>
Daniel Brancato	Radiation Therapy/Health Professions	\$2,375.00
Amy Cacciatore	Radiation Therapy/Health Professions	\$2,375.00
Mary Chmielewski	Surgical Technology/Health Professions	\$4,750.00
Dr. Lisa Duddy	Dental Hygiene/Health Professions	\$4,750.00
Irene Figliolina	Medical Office Assistant/Health Professions	\$4,750.00
Irene Erazo	Respiratory Care/Health Professions	\$4,750.00
Nicole Humphreys	Veterinary Technology/Health Professions	\$4,750.00
Dr. Joseph Mamatz	Radiography/Health Professions	\$4,750.00
Stephanie Niemiec	Paramedic Science/Health Professions	\$4,750.00

Justification

In accordance with the terms of the Agreement between Bergen Community College and the Bergen College Faculty Association, Article XXI of the contract.



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BOARD OF TRUSTEES ACTION P7
Approval Date: June 10, 2025

Resolution

To approve the appointments and reappointments of the specified Academic Chairs and Program Coordinators / Faculty.

Submitted By

Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested

To appoint/reappoint the individuals listed below to the positions of Academic Chairs and Program Coordinators/Directors at the stipends and release time shown for the period July 1, 2025 – June 30, 2026

		<u>Annual Stipend</u>	<u>Annual Release Time</u>
<u>ACADEMIC CHAIRS</u>			
<u>Name</u>	<u>Departments//Division</u>		
Dr. Maureen Ellis Davis*	Social Sciences//Business and Social Sciences	\$3,000.00	11 credit hours
Dr. Anthony Yankowski*	Social Sciences//Business and Social Sciences	\$3,000.00	11 credit hours
Keith Chu	History//Humanities	\$3,000.00	11 credit hours
Danielle Coppola-Oliveri	Wellness and Exercise Science//Health Professions	\$3,000.00	11 credit hours
Amy Diaz	Health Professions//Health Professions	\$3,000.00	11 credit hours
Dr. Peter Dlugos	Philosophy & Religion//Humanities	\$3,000.00	11 credit hours
Michael Echols	Communications//Humanities	\$3,000.00	11 credit hours
Eileen Fitzgerald	Composition, Literature, and English Basic Skills//Humanities	\$6,400.00	23 credit hours

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Robert Fusco	Mathematics//Mathematics, Science and Technology	\$6,400.00	23 credit hours
Robert Highley	Biology and Horticulture//Mathematics, Science and Technology	\$6,000.00	20 credit hours
Heidi Lieb	English as a Second Language and World Languages//Humanities	\$6,400.00	22 credit hours
Vincent Louis	Business//Business and Social Sciences	\$6,000.00	22 credit hours
Dr. Ara Kahyaoglu	Physical Sciences//Mathematics, Science and Technology	\$6,000.00	20 credit hours
Matthew King	Computer Science, Engineering and Information Technology//Mathematics, Science and Technology	\$3,000.00	11 credit hours
Dr. Melissa Krieger	Education//Business and Social Sciences	\$3,000.00	11 credit hours
Francis Schmidt*	Visual and Performing Arts//Humanities	\$3,000.00	15.5 credit hours
Dr. Andrew Krikun*	Visual and Performing Arts// Humanities	\$3,000.00	15.5 credit hours

*Co-Chairs per agreement with BCCFA.

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PROGRAM COORDINATORS/DIRECTORS

<u>Name</u>	<u>Department/Division</u>	<u>Annual Release Time</u>
Kelly Alexis Birdsall Griffiths	World Languages//ESL and World Languages/ Humanities	11 credit hours
Dr. Amy Ceconi	Respiratory Care//Health Professions	10 credit hours
Tyrone De Leon	Radiography//Health Science/Health Professions	10 credit hours
Amy Diaz	Radiation Therapy Technology//Health Professions	10 credit hours
Jessica Gorham	Diagnostic Medical Sonography//Health Professions	10 credit hours
Dr. Caroline Kelley	Composition & Literature//Humanities	6 credit hours
Dr. Joanne Piccininni	Paramedic Science//Health Professions	10 credit hours
Lisa Picht	Veterinary Technology//Health Professions	10 credit hours
Dr. Daniel Salerno	English Basic Skills//Humanities	18 credit hours
Kaveh Saminejad	College Math// Mathematics, Science and Technology	8 credit hours
Mary Senor	Surgical Technology//Health Professions	10 credit hours
Elizabeth Terhune	Medical Office Assistant//Health Professions	10 credit hours
Melanie Walker	Developmental Math//Mathematics, Science and Technology	16 credit hours

PROGRAM LIAISON

<u>Name</u>	<u>Department/Division</u>	<u>Annual Release Time</u>
David Wang	Computer Science// Science, Math and Technology	4 credit hours

Justification

To appoint/reappoint the Academic Department Chairs, Program Coordinators/Directors and Program Liaison in accordance with the Bergen Community College agreement with the BCCFA, Article XXI of the BCCFA contract.

Charge To: College Operating Funds
Account Number: Respective Academic Departments



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BOARD OF TRUSTEES ACTION P8
Approval Date: June 10, 2025

Resolution

To approve the reappointments of the specified Faculty (eleventh month).

Submitted By

Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested

To approve the following faculty members be reappointed to an eleventh month contract effective July 1, 2025 through June 30, 2026. The faculty members indicated will receive 10% of their July 1, 2025, base salary as compensation for working the eleventh month:

	<u>Name</u>	<u>Position/Division</u>
1.	Timothy Foote	Professor/Counseling/Student Affairs
2.	Fred Golub	Professor/Counseling/Student Affairs

Justification

To provide counseling services during the 11th month in accordance with Article VII of the BCCFA contract.

Charge to:

College Operating Funds in accordance with the list below:

1. 10-02-230100-601120
2. 10-02-230100-601120



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BOARD OF TRUSTEES ACTION P9
Approval Date: June 10, 2025

Resolution

To approve the reappointments of the specified Confidential and Executive personnel positions.

Submitted By

Dr. Eric M. Friedman, President
Mr. David Borzotta, Associate Vice President of Safety and Security
Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development
Dr. Tonia McKoy, Dean of Research, and Institutional Effectiveness
Mr. Ronald Spaide, Chief Information Officer
Mr. Nathaniel Saviet, Vice President of Facilities
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Suzanne Wetzel, Vice President of External Affairs
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested

That the following personnel be reappointed to the positions indicated for the period commencing July 1, 2025 through June 30, 2026.

Name

Jose Alavena
Ivanna Amell
Jessica Blundo
David Borzotta
Kandice Bowles
Kathryn Brunetto
Colin Busteed
Krystal Carbajal
Linda Caruso
Erik Castro Gonzalez
Gean Chin
Carol Clarke
Carmen Cruz-Torres
Cinzia D'Iorio

Arbend Drishti
Julianne Dunich
Khairia Fazal
Gregory Fenkart
Maria Ferrara
Ellianne Gallardo

Yessika Garcia-Guzman
Anna Gergen
Reginald Grant

Position

Director of Custodial Operations
Division Coordinator
Director of Child Development Center
Associate Vice President of Safety and Security
Scholarship and Alumni Coordinator
Senior Director of Admissions, Testing and International Programs
Director of Budgets and Financial Administration
Talent and Development Manager
Director of Bergen for Business
Benefits and Compensation Assistant
Executive Secretary
Senior Administrative Assistant
Associate Dean of Nursing
Vice President of Continuing Education and Workforce Development
Associate Director, Public Safety Operations
Associate Dean, Continuing Education
Dean of Learning Support
Director of Student Life and Development
Executive Assistant to the Board of Trustees and President
Vice President of Employee Relations and Organizational Development
Assistant Vice President of Financial Aid and Compliance
Assistant Director of P.T.K. and Honors
Senior Payroll Generalist

Nishika Gupta	Assistant Vice President
Christine Hill	Program Coordinator
Lawrence Hlavenka	Executive Director of Public Relations
Michael Hyjeck	Managing Director, Physical Plant
Kristy Italiano	Director of Marketing
Diana Jankuloski	Associate Director of Payroll
Amarjit Kaur	Managing Director, CITL
Peter Kirk	Director/Chief Development Officer, BCC Foundation
Ilene Kleinman	Associate Dean of Curriculum
Theresa Kyle	Senior Human Resources Specialist
Jeannette Lim	Associate Director of Institutional Effectiveness
Timothy Linteau	Associate Director of Administrative Applications
Laura Madera	Director of College Readiness
Amelia Malak	Associate Director of Benefits
Dennis Maluchnik	Controller
Deborah Manning	Dean of Multicultural Services and Activities
Alan Manzueta	Director of EOF
David Marks	Dean of Library Services
Tonia McKoy	Dean of Research and Institutional Effectiveness
Margaret Miceli	Director of Community Affairs
Jennifer Migliorino-Diaz	Assistant Vice President of Student Affairs
Asha Moore	Foundation Specialist
Jennifer Nicodemo	Director of Capital Projects
Dianna O'Connor	Senior Director, Center for Student Success
Jacqueline Ottey	Registrar
Miralben Patel	Foundation Accountant
Anthony Pecchinenda	Director of Student Financial Services
Kevin Porro	Senior Payroll Generalist
James Quimby	Associate Director of Media
Tracy Rand	Senior Director of Student Access
Annette Raymond	Associate Registrar
Sarah Riker	Associate Director of Human Resources
Maureen Rotker	Assistant Director, HRIS and Compliance
John Rude	Associate Director, Infrastructure
Steven Salcito	Facility Systems Administrator
Nathaniel Saviet	Vice President, Facilities
John Scardina	Director of College Compliance
Joao Sedycias	Campus Executive, BCC at the Meadowlands
Christine Silvestri	Executive Secretary
Chanel Smith	Human Resources Coordinator
Anjali Thanawala	Director, Grants Administration
Wilton Thomas-Hooke	Chief Financial Officer
Anthony Trump	Vice President, Student Affairs
Peter Christopher Tully	Director of STEM Research Center
Erin Van Nostrand	Director of Athletics
Peter Vida	Dean of Enrollment Management
Michael Vivenzio	Coordinator of Adjunct Administration
Stephanie Weise	Director of Purchasing and Services
Suzanne Wetzel	Vice President of External Affairs

Justification

Reappointment of confidential positions. These positions are at will.



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BOARD OF TRUSTEES ACTION P10
Approval Date: June 10, 2025

Resolution

To approve the reappointments of the specified Professional personnel.

Submitted By

Dr. Eric M. Friedman, President
Mr. David Borzotta, Associate Vice President of Safety and Security
Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development
Mr. Ronald Spaide, Chief Information Officer
Mr. Nathaniel Saviet, Vice President of Facilities
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Suzanne Wetzel, Vice President of External Affairs
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested

To approve the reappointments of the below personnel to the positions indicated for the period commencing July 1, 2025 through June 30, 2026.

Name

Luis Aguilera
Nicole Babington
Vivian Bassily
Joanna Bellone
Matthew Calamari
Lisa Cassesa
Victor Castronova
John Cichowski
Lisa Crowne
Kriselle Dabal
Marcelo Davila
William Dekker
Presley DePugh
Lisa DiGaetano
Jessica Dizon
Randy Dodd
Sierra Dones

Position

Federal Work Study Coordinator
Student Life Coordinator/Student Organization and Events
Success Coordinator
Financial Aid Specialist
IT Endpoint Engineer
Bergen for Business Coordinator
Coordinator, Printing and Copying Services
Supervisor, Vocational Development and Career Planning
Program Supervisor, Bergen County Jail
Supplemental Instruction Coordinator
Network Administrator II
Custodial Supervisor
Public Information Assistant
Assistant Director, One Stop
Admissions Specialist
Academic Advisor, Center for Student Success
Academic Advisor, Center for Student Success

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Name

Paulina Drabik
Jessica Fagnoli
Jared Farra
Deana Fletcher
Jenny Gamez
Jhonatan Garcia
Julia Gibson
Vladimir Gonel
Melisa Guzman
Frank Hablawi
Terrance Hannon
April Harrison
Kelli Hayes
Judith Hungreder
Sookjung Hwang
Ari Jablonski
Ted Jarosinski
Sadeja Jones
Candice Kaup Scioscia
Yeon Su Kil
Kurt Kruegel
Dennis Kruk

Edwin Lopez-Rodriguez
Frank Malave
Mani Memari
Jack Miller
Mark Molisani
Mehta Nimtrakul
Patricia Owen
Samantha Pletsch
Danielle Pragdat
Oleksandr Radayev
Johanna Reyes
Anna Rolando
Mairead Rowan
Rosa Salazar
Idel Santiago
Wioletta Surdyka
Mine Ugurlu
Tamara Vaughan
Brandon Velez

Position

Technical Support Specialist II
Assistant Director of Public Relations
Student Life Coordinator, Student Leadership and Technology
Coordinator of Athletics and Equipment Manager
Student Life Coordinator, Student Conduct and Development
Assistant Director, Continuing Education and Workforce Development
NJ Stars Coordinator
Assistant Manager, Accounts Payable
Academic Advisor, Center for Student Success
Web Developer
Maintenance Supervisor
Coordinator, Office of Multicultural Services and Activities
Academic Coaching Supervisor
Coordinator of Evening and Weekend Services
Assistant Director, Accounting
Systems Administrator II
Manager, Media Technologies
Academic Advisor, Center for Student Success
Manager, Learning Assistance Center
Program Supervisor
Network Administrator II
Coordinator, Health Professions Interdisciplinary Center
for Simulation
Custodial Supervisor
Financial Analyst
Instructional Designer
Group Teacher, Child Development Center
Senior Grants Writer
Process Automation Specialist
Assistant Director of Admissions
Athletic Trainer and Coordinator
Research and Operations Assistant
Business Systems Analyst
Senior Financial Aid Specialist
Resource Accommodations Specialist
Resource Accommodations Specialist
Financial Aid Assistant
Group Teacher, Child Development Center
Coordinator of Veterans and Military Affairs
Coordinator of International Services
Business Development Manager
Academic Advisor, Transfer Coordinator

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Maria Weyrauch
Brendan Williams
Kenny Xheraj

Assistant Director, Purchasing
Academic Advisor, Career Coordinator
Custodial Supervisor

Action Requested

To approve the reappointments of the below personnel to the positions indicated for the period July 1, 2025 through June 30, 2027 (Two-year contract):

<u>Name</u>	<u>Position</u>
John Bruno	Testing Assistant
Robert Coane	Director of Campus Planning and Improvements
Tom DePrenda	Manager, New Media Services
Jeannette Dones	Senior Financial Aid Specialist
Charlmaine Dunbar	Financial Aid Specialist
Fernando Encarnacion	Evening Math Lab Coordinator
Rosanne Franco	Learning Support Coordinator
Cristina Grisales	Graphic & Web Designer – Public Relations
Dania Huie-Pasigan	Associate Director, Health Services
Marie Jardine	Associate Director, Public Safety
Gabriela Kosek	Testing Assistant
Kimberly A. Makoe	Senior Scheduling and Facilities Planner
Lynne Mandel	Financial Aid Specialist
Kim Meekins	Schedule and Facilities Planner
Deborah Michels	Technical Support Specialist II / APPLE
Hyacinthe Nkurunziza	Coordinator of Student Success and Completion
Nilda Pardo	Accountant
Gregory Reilly	Enrollment Services Coordinator at the Meadowlands
Bonnie Rodriguez	Senior Financial Aid Specialist
William Smith	Assistant Director User Services
Maira Urena	Accountant, CE
Rong Wang	Associate Director of Library Services
Saikheen Wong	System Administrator II

Justification

Reappointment per Article XII, Section 6 of the Professional Staff Collective Bargaining Agreement



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BOARD OF TRUSTEES ACTION P11
Approval Date: June 10, 2025

Resolution

To approve the reappointments of the specified Administrative personnel.

Submitted By

Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested

To approve the reappointments of the following individuals to the positions indicated for the period not to exceed one year, commencing July 1, 2025, or until further action by the Board of Trustees.

Name

Mi Na Ahn
Susan Callahan Barnard
Adam Goodell
Andrew Tomko
Emily Vandalovsky

Position

Dean of Business and Social Sciences
Dean, Division of Health Professions
Senior Dean, Division of Humanities
Vice President of Academic Affairs and Provost
Dean, Division of Math, Science, and Technology

Justification

Reappointment pursuant to N.J.A.C. 9A:7-4.2(d). These administrative positions are at-will, and the reappointed individuals serve for a time period not to exceed one year, or until further action by the Board of Trustees.



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BOARD OF TRUSTEES ACTION P12
Approval Date: June 10, 2025

Resolution

To approve the reappointments of the specified Support personnel.

Submitted By

Dr. Eric M. Friedman, President
Mr. David Borzotta, Associate Vice President of Safety and Security
Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development
Mr. Nathaniel Saviet, Vice President of Facilities
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Suzanne Wetzel, Vice President of External Affairs
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested

To approve the following personnel reappointments to the positions indicated for the period commencing July 1, 2025 through June 30, 2026.

<u>Name</u>	<u>Position</u>
Donna Adams McCarthy	Senior Secretary
Besjana Adili	Custodian
Ourania Aggelatou	Senior Secretary
Salimah Ali	Senior Secretary
Sean Allen	Custodian
Esmeralda Armendariz	Executive Secretary
Mehmet Arslan	Custodian
Genesis Avellaneda	Administrative Assistant
Ronald Barker	Custodian
Adrian Batista	Custodian
Thomas Bendewald	Senior Administrative Assistant
Rajmonda Bilalaj	Custodian
Adel Botros	Custodian
Iyad Boxton	Custodian
Joseph Breitenbach	Electrician
Krystyna Bugyi	Custodian
Abiud Caban	Public Safety Officer

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Edward Campanella	Public Safety Officer
Gary Casamento	Public Safety Officer
Luz Castillo	Executive Secretary
Luisa Castro	Executive Secretary
Joseph Cecere	Senior Custodian
Dalia Chinchilla	Custodian
Vrej Citakian	Sergeant
Pamela Coles	Senior Secretary
Donna Collins	Office Assistant
Christopher Colon	Custodian
Luis Colon	Custodian
Azize Cornejo	Senior Secretary
Remington Coscarello	Custodian
Jerome Creary	Custodian
James Daly	Custodian
Bessie DeJesus	Secretary
Rafael Del Rosario	Senior Custodian
Daniel Diaz	Maintenance Repairperson
Mickey Dickenson	Library Associate
Alexa Dippel	Public Safety Officer
Shawn Donovan	Senior Library Assistant
Richard Dunkley	Custodian
Keira Eichenlaub	Public Safety Officer
Humberto Felice	Senior Officer
Fran Francisco-Bautista	HVAC Mechanic B
James Funcheon	Maintenance Mechanic
Santo Fusco	Senior Officer
Andrew Gales	Public Safety Officer
Krzysztof Galka	Custodian
Kimberly Gallagher	EOF Secretary
Esma Gecir	Secretary
Mary (Ma Asuncion) Geminiano	Senior Secretary
Thomas Grubecki	Senior Mail Stock Clerk
Kyran Guerra	Public Safety Officer
Robert Gutierrez	Custodian
Franklin Guzman	Library Associate
Sandra Haan	Executive Secretary
Elizabeth Hairston	Senior Accounting Assistant
Fitz-Ritson Harrison	Senior Custodian
Bart Haverty	Public Safety Officer
Marcia Henry	Custodian
Betty Highkal	Senior Secretary
Dylan Horton	Senior Officer
Dolores Hunt	Department Coordinator
Jeffrey Janus	Senior Assistant

Board of Trustees Action P12
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Bekim Jashari	Custodian
Sandra Jimenez	Senior Secretary
Tabatha Jones	Senior Secretary
Judy Jouan	Executive Secretary
Jimmy Joy	Public Safety Officer
Matthew Kassai	Public Safety Officer
Susan Kendrick	Secretary
Robert Kitchell	Plumber
Cathy Kreh	Senior Secretary
Daniel Landers	Public Safety Officer
Lorraine Langoski	Senior Custodian
Mario Leonor	Senior Copy Center-Stock Clerk
John Lopez	Custodian
Carolyn Lyons	Department Coordinator
Shailly Mahajan	Executive Secretary
Karina Marchena	Public Safety Officer
Kimberly Marriott-Holliday	Public Safety Officer
Elizabeth Martinez Reyes	Custodian
Neftali Martinez	Senior Mail Stock Clerk
Nancy McAllister	Customer Service Assistant
Kevin McCarthy	Senior Officer
Margaret McCarthy	Office Assistant
Thomas McCoy	Buyer
Esther Mejias	Sergeant
Lucia Mistretta	Senior Registration Assistant
Maureen Mitchell	Executive Secretary
Leart Mocka	Maintenance Repairperson
Amy Montagnino	Administrative Secretary
Genevieve Montana-Khalil	Secretary
Karla Muchotrigo	Public Safety Officer
Carlyle Myrie	Custodian
Tara Muttillio	Executive Secretary
Joli Nelson	Department Coordinator
Steven Oldano	Senior Officer
John Onderdonk	Custodian
Karla Orellana	Custodian
Janet Pagan	Executive Secretary
Orlando Pagan	Plumber
Juan Palau	Senior Maintenance Repair
Vanessa Pusey	Senior Registration Assistant
Felicita Ragsdale	Department Coordinator
Cynthia Rivera	Senior Officer
Walesca Rodriguez	Custodian
Juan Rodriguez	Sergeant
Najibe Roman	Senior Accounting Assistant
James Ruttler	Public Safety Officer

Board of Trustees Action P12
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Page 4

Andrew Sacher	Custodian
Bekim Sahatciu	Custodian
Carmine Salerno	Senior Custodian
Fernando Sanchez	Public Safety Officer
Susan Sanchez	Buyer
Abigail Santiago	Accounting Assistant
Amanda Sanzari	Secretary
Nino Schreck	Library Associate
Matthew Sica	Custodian
Anna Sitaras	Assistant, CDC
Kerry Sitaras	Assistant, CDC
Irene Smith	Executive Secretary
James Sorrentino	Head Working Electrician
Jose Sousa	Custodian
Elizabeth Stichauner	Senior Library Assistant
Tammy Sullivan	Secretary
Mram Tai-Elkarim	Public Safety Officer
Adriano Tarquini	Custodian
Chimene Taylor	Custodian
Patricia Tejeda Mora	Senior Secretary
Adriana Tepale	Public Safety Officer
Elise Tikijian-Pearce	Accounting Assistant
Scott Tober	Head Custodian
Vivian Tongue	Executive Secretary
Ana Torres	Custodian
Minir Toska	Maintenance Repairperson
Tabatha Tucker	Accounting Assistant
Dennis Van Dunk	HVAC Mechanic B
Michael Vaughn	Public Safety Officer
Manuel Vazquez	Custodian
Tiana Vega	Secretary
Luis Velasco	Senior Officer
Meaghan Verile-Taylor	Executive Secretary
Richard Wallace	Custodian
Patrick White	Custodian
Gloria Zhinin	Custodian
Andreanna Znak	Secretary
Michael Zullo	Public Safety Officer
Patrick Zullo	Public Safety Officer

Justification

Reappointment of support staff.



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BOARD OF TRUSTEES ACTION P13
Approval Date: June 10, 2025

Resolution

To approve the reappointments of the specified Ciarco Learning Center instructors.

Submitted By

Dr. Eric M. Friedman, President

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

Ms. Sarah Riker, Associate Director of Human Resources

Action Requested

To approve the reappointments of the specified individuals to the positions indicated for the period commencing July 1, 2025 through June 30, 2026.

Name

Marianne Patino

Beverly Rosch

Position

Ciarco Instructor

Ciarco Instructor

Justification

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



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BOARD OF TRUSTEES ACTION P14
Approval Date: June 10, 2025

Resolution

To approve the reappointments of the specified Grant-funded personnel.

Submitted By

Dr. Eric M. Friedman, President
Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development
Dr. Tonia McKoy, Dean of Research and Institutional Effectiveness
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Suzanne Wetzel, Vice President of External Affairs
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested

To approve the following personnel be reappointed to the positions indicated for the period commencing July 1, 2025, through the indicated expiration dates.

<u>Name</u>	<u>Position</u>	<u>Expiration Date</u>
Hilda Buitriago	Project Director, Bergen Rebounds	06/30/2026
Aida Castro-Henix	Assistant Director, EOF	06/30/2026
Francis Corrigan	Forensic Lab Technician	06/30/2026
Raysa Creque	Personal Counselor	06/30/2026
Annie Echeverry	Bergen Cares Coordinator	06/30/2026
Mounira Gad	Program Supervisor, DOL Grant	06/30/2026
Elizabeth Gieske Defeo	Project Director, CLC	06/30/2026
Randi Greene	Consortium Grants Manager	06/30/2026
Eireann Ingersoll	Technical Theatre Supervisor	06/30/2026
Doratheia Jackson	EOF Recruiter	06/30/2026
Luciana Lew	Program Supervisor, PACE Grant	08/14/2025
Julian A Molina	CTE Career Development Coordinator	06/30/2026
Christian Newman	CCOG Recruiter	06/30/2026
Elisha Phillips	Student Success Mentor	06/30/2026
Danny Ramos	Research Analyst	06/30/2026
Edward Sanchez	Project Manager USDA	06/30/2026
Olivia Sanchez	Bilingual Academic Advisor	06/30/2026
Alexandra P Schafer	Generalist Recruiter Admissions	06/30/2026
Brittany Weiner	Workforce Dev. Coordinator	09/30/2025

Justification

Reappointment of grant-funded positions. These positions are at will.



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BOARD OF TRUSTEES ACTION P15
Approval Date: June 10, 2025

Resolution

To authorize stipends to college personnel providing services for the theatre production referenced below.

Submitted By

Dr. Eric M. Friedman, President
Ms. Suzanne Wetzel, Vice President of External Affairs
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested

Authorization for stipends to the following individuals for their work on the summer production of *Legally Blonde*:

LEGALLY BLOND – Thursday, July 10, 2025, and concludes on Tuesday, July 29, 2025
Summer Show

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
1. Miru Kim	Lighting Design	\$ 1,600.00
2. Steven Schwartz	Sound Design	\$ 1,200.00
3. Eireann Ingersoll	Set Design	\$ 2,100.00

Justification

Productions require the support of personnel with specific technical and/or artistic skillsets, and these additional duties fall outside the regular responsibilities and working hours of faculty and staff providing those services. These services are contracted on a per-production basis, and the stipends are inclusive of all prep/rehearsal time, performances, and other ancillary activities related to the production.

Charge to:

College Operating Funds in accordance with the list below:
1.-3. 10-04-440000-601153.



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BOARD OF TRUSTEES ACTION P16
Approval Date: June 10, 2025

Resolution

To approve a monthly stipend

Submitted By

Dr. Eric M. Freidman, President

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

Ms. Sarah Riker, Associate Director of Human Resources

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Monthly Amount</u>	<u>Effective Date</u>
Candice Kaup-Scioscia	Manager, Cerullo Learning Assistance Center/Academic Affairs	Professional	\$1,000.00	02/13/2025 (retroactive)

Justification

To provide a stipend for additional responsibilities as the Interim Dean of Learning Assistance Services for the Cerullo Learning Assistance Center. To provide leadership and supervision of operations and staff for the department.

Charge to:

College Operating Funds in accordance with the list below:
10-03-386000-601153



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BOARD OF TRUSTEES ACTION P17
Approval Date: June 10, 2025

Resolution

To approve the salary increase of Confidential Personnel.

Submitted By

Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested

To approve a three and a quarter percent (3.25%) increase to the base salaries of all confidential personnel for the period of July 1, 2025, through June 30, 2026.

Justification

To increase confidential staff salaries for the period from July 1, 2025, to June 30, 2026.



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BOARD OF TRUSTEES ACTION P18
Approval Date: June 10, 2025

Resolution

Non-Renewal - Professional Staff

Submitted By

Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Mr. Ronald Spaide, Chief Information Officer
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested

To approve the non-renewal of the following individuals:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Unit</u>	<u>Effective Date</u>
Kevin (Kai) Banh	Coordinator of Environmental Health and Safety/Facilities	Professional	07/01/2025
Sean McKeon	Technical Support Specialist I/ Information Technologies	Professional	07/01/2025

Justification

Non-reappointment



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BOARD OF TRUSTEES ACTION P19
Approval Date: June 10, 2025

Resolution

To approve the job description for the specified positions.

Submitted By

Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested:

To approve the following action:

	<u>Title</u>	<u>Action</u>	<u>Unit</u>
1.	Associate Director of Health Services	New Job Description	Professional
2.	Assistant Director, Office of Specialized Services	New Job Description	Confidential
3.	Assistant Director of Student Life	New Job Description	Professional
4.	Director of Campus Planning	Revised Job Description	Professional

Justification

1.-4. To provide a job description that meets the scope and responsibility of the position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Associate Director of Health Services

DEPARTMENT: Student Health Services/Division of Student Affairs

FUNCTION: The Associate Director of Health Services is a key leadership position within the college's health services department. This individual oversees all clinical operations, staff supervision, health education initiatives, compliance with regulatory standards, and delivery of high-quality, student-centered healthcare. The role includes both administrative responsibilities and, depending on credentials, may involve providing direct clinical care.

REPORTS TO: Assistant VP of Student Affairs

SUPERVISES: Department Coordinator, College Nurse

RESPONSIBILITIES: Responsibilities include but are not limited to:




- Assists in the planning, implementation, and evaluation of health services policies, procedures, and programs.
- Supervises and supports health center staff including nurses, medical assistants, administrative personnel, and contracted providers.
- Ensures compliance with federal, state, and institutional regulations, including HIPAA, OSHA, and relevant licensing boards.
- Participates in the development and execution of health education campaigns and wellness programs for students.
- Collaborates with campus partners including, but not limited to Counseling Services, Athletics, Disability Services and Health Professions Academic Programs.
- Supports quality improvement and risk management initiatives.
- Assists in budget planning and oversight, including inventory and resource management.
- Manages electronic health records (EHR) systems and support data-driven decision-making.
- Provides clinical services within the scope of licensure, including patient assessment, treatment, and referrals.
- Participates in emergency preparation and response planning.
- Performs additional job-related tasks as directed by the supervisor.

QUALIFICATIONS:

- Active licensure as a Registered Nurse, Nurse Practitioner, Physician Assistant, or other applicable healthcare provider license preferred.
- CPR/BLS certification required.
- Narcan and AED certified.
- Master's degree in nursing, Public Health, Health Administration, or a related field preferred.
- Minimum of five (5) years of experience in healthcare administration or college health, with a minimum of two (2) years in a supervisory role.
- Hospital experience a plus.
- Familiarity with college student development and health promotion.
- Ability to manage multiple priorities and work collaboratively across departments.
- Commitment to diversity, equity, and inclusive health care practices.
- Strong leadership, interpersonal, and organizational skills.

Work Environment: Primarily office/clinical environment. May require occasional evening or weekend hours. Exposure to communicable diseases and medical waste in clinical settings.

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Submitted by:	 J.M. E-SIGNED by Anthony Trump on Apr 27, 2025 23:10:04:00 GMT	Date: April 27, 2025
	Name/Title	
Approved by:	 E-SIGNED by Anthony Trump on Apr 27, 2025 23:10:01:01 GMT	Date: April 27, 2025
	Name/Title	
Reviewed by:	 E-SIGNED by Sarah Riker on May 01, 2025 19:38:05:05 GMT	Date: May 01, 2025
	Human Resources	

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BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Assistant Director for the Office of Specialized Services (Confidential)

DEPARTMENT: Office of Specialized Services (OSS)

FUNCTION: The Assistant Director serves as an integral member of the Office of Specialized Services to promote access and inclusion for students with disabilities. This position will work with the Senior Director to coordinate and facilitate the interactive process for students with disabilities requesting accommodations as well as overseeing and collaborating on all relevant campus-based training initiatives for faculty and staff on disability and access related issues. Essential responsibilities include working directly with students with disabilities and BCC faculty and staff to ensure access to college programs and services and facilities in accordance with relevant federal and state laws, including the Americans with Disabilities Act, the Amendments Act of 2008 and Section 504 of the Rehabilitation Act of 1973. The Assistant Director will also support the ongoing operation of the Turning Point Program and Center for Adult Transition.

REPORTS TO: Senior Director of OSS

SUPERVISES: OSS, TP, and CAT Staff

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Coordinate and facilitate the interactive process for students with disabilities requesting academic, housing, and program accommodations, ensuring compliance with the Americans with Disabilities Act (ADA), ADA Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act.
2. Serve as a campus-wide resource and subject matter expert on disability access and inclusion, collaborating with faculty, staff, and administration to support accessible teaching practices, program design, and student support services.
3. Develop, implement, and deliver training and outreach for faculty and staff on disability awareness, inclusive practices, legal responsibilities, and effective implementation of accommodations.
4. Provide guidance and consultation to students, families, faculty, and staff on access-related issues and accommodation implementation to ensure equal access to all college programs, services, and facilities.
5. Support the ongoing development and daily operations of the Turning Point Program and the Center for Adult Transition, including intake, planning, program development, and interdepartmental collaboration.

6. Assist in the resolution of access concerns or grievances by working collaboratively with relevant stakeholders to mediate and problem-solve issues related to accommodation or inclusion.
7. Maintain comprehensive and confidential records of accommodation requests, determinations, communications, and implementation efforts in accordance with federal and state laws and institutional policies.
8. Contribute to departmental assessment efforts by developing measurable outcomes, tracking performance data, and submitting required reports to support the College's institutional effectiveness and assessment initiatives.
9. Assist in managing the department's operating budget, including monitoring expenses and supporting resource allocation that enhances disability services and student support.
10. Supervise and support designated staff, including student workers or graduate interns, in alignment with College HR policies, providing training, guidance, performance feedback, and documentation.
11. Serve in leadership or representational roles at College committees or events related to student support, access, or diversity, equity, and inclusion initiatives.
12. Provide direct mental health counseling to students registered with the Office of Specialized Services using evidence-based practices; respond to urgent and emergency mental health situations with appropriate assessment and crisis intervention; collaborate with personal counselors to establish and facilitate support groups; contribute to case consultations to ensure coordinated care; and maintain accurate, timely, and confidential documentation of all counseling services and student progress.
13. Support the department lead with assessing core outcomes and measures and track annual performance against objectives; support the preparation and submission of annual assessment reports to the designated office; and fully engage with the College's Outcomes Assessment Program.
14. Perform other duties as assigned by the Senior Director, AVP, or designated College leadership to further the mission of the Office of Specialized Services and Bergen Community College.

MINIMUM QUALIFICATIONS:

Education:

- Master's degree in Counseling, Social Work or related field.
- Licensed as a LPC or LCSW.
- Minimum of two years of counseling and supervisory experience.

Knowledge:

- In-depth understanding of the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and other relevant federal/state disability laws and regulations.
- Knowledge of disability types, functional limitations, and appropriate accommodations in postsecondary educational settings.
- Familiarity with assistive technologies and their application in academic environments.
- Understanding of FERPA and confidentiality standards in higher education.
- Awareness of student development theory and diversity, equity, and inclusion practices.

Skills:

- Strong interpersonal and communication skills, both verbal and written, with the ability to interact effectively with students, faculty, staff, and external stakeholders.
- Excellent organizational and case management skills, including the ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Proficiency in using disability services management software, student information systems, and standard office productivity tools (e.g., Microsoft Office, Google Workspace).
- Skill in training and supervising staff and/or student workers.
- Ability to develop and deliver workshops, presentations, and training sessions on disability awareness and compliance.

Abilities:

- Ability to assess documentation and determine reasonable academic accommodations.
- Ability to work collaboratively and maintain positive working relationships across departments.
- Ability to maintain confidentiality and handle sensitive information with integrity and professionalism.
- Ability to respond to complex, sensitive, or emergency student situations with empathy and sound judgment.
- Commitment to fostering an inclusive and accessible campus environment.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Assistant Director of Student Life

DEPARTMENT: Student Affairs

FUNCTION: The Assistant Director, under the supervision of the Director of Student Life and Development, serves as the lead for the New Student Orientation program, oversees the training and supervision of a team of student orientation leaders / peer mentors, and supports the development of a vibrant and inclusive series of student leadership programs and activities. The Assistant Director will also be responsible for utilizing specialized software and online platforms to support student organization management, assessment, commencement, and other college initiatives.

REPORTS TO: Director of Student Life & Development

SUPERVISES: Student Orientation Leaders / Peer Mentors (15-20)

PRIMARY RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Supports the oversight of the day-to-day operation of the Office of Student Life including development and planning of co-curricular and extra-curricular programs, coordination of scheduling, supervision of staff, oversight of club activities, and use of space.
2. Supports the administration of policies and procedures for Student Clubs and organizations.
3. Designs and manages the New Student Orientation (NSO) program.
 - a. Works to continuously improve the NSO program and aligns it with the changing needs of the Bergen student population.
 - b. Updates the NSO program content each semester to ensure all information remains current.
 - c. Coordinates NSO schedules, presenters, and logistics.
 - d. Hires, supervises, and coordinates the training of Student Orientation Leaders / Peer Mentors to facilitate new student orientation sessions and tours and support enrollment initiatives in the One Stop.
 - e. Coordinates post-Orientation communication, engagement, and retention initiatives to improve student success outcomes.
4. Assists in development and assessment of a comprehensive series of cocurricular student programs and events to reinforce student learning.
5. Develops social events to foster a sense of community and connection to the campus.
6. Advises the Student Government Association and Student Activities Board.

7. Develops and manages student leadership programming, including the Leadership Lunch Series, Leadership Development Day, and/or other similar programs.
8. Manages departmental social media to increase student engagement.
9. Assists in development of data-gathering and co-curricular student involvement tracking through a web- and app-based student organization management system (currently Campus Groups).
10. Serves on the core planning committees for major college events such as Commencement.
11. Manages student portal software for Commencement ceremony (currently Marching Order).
12. Assists in training of student organization leaders and advisors each semester.
13. Identifies new technologies that can be leveraged to assist with student leadership and development.
14. Supports student events at the Meadowlands and Hackensack campuses.
15. Supports marketing of all Student Life events through various available outlets.
16. Prepares and presents workshops to various student groups.
17. Represents Student Life on specialized committees and working groups where appropriate.
18. Performs additional tasks or duties as assigned by the Director or other designated management.

SECONDARY/SHARED RESPONSIBILITIES:

1. Provide front-end support for the Office of Student Life
2. Support major college events, including Orientation and Commencement
3. Chaperone off-campus trips and events
4. Represent Student Life at meetings, events, etc. as needed
5. Supports the student complaint process as required by the MSCHE
6. Participate in appropriate cross-training activities in order to serve as backup for other Coordinators in their absence

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:- Demonstrates understanding of the community college mission and practices an open access mentality. Has basic proficiency in the use of the Microsoft Office suite. Knowledge and experience working with organization-management programs and other specialized software.

Exhibits strong skills in:

- Leadership
- Supervision
- Technology
- Public Speaking
- Planning

- Communication
- Customer and Student Focus
- Building Relationships

Education: Bachelor's degree

Experience: Minimum of three years' experience, in a college setting, in student activities, student development, and new student orientation programs.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION (Revised)

TITLE: Director of Campus Planning and Improvements

DEPARTMENT: Facilities

FUNCTION: Reporting to the Vice President of Facilities, the Director of Campus Planning and Improvements is responsible for the strategic planning, development, and transformation of the College's facilities. The Director of Campus Planning and Improvements provides leadership and guidance for complex construction and renovation by working with the College, architects, engineers, contractors, and consultants to provide high-quality spaces, facilities, and projects that are cost-effective, functional, and aesthetically pleasing.

REPORTS TO: Vice President of Facilities

SUPERVISES: Architects, Engineers, Contractors, Consultants, and Clerical Staff as related to college projects.

MAJOR RESPONSIBILITIES:

Responsibilities include, but are not limited to:

1. In support of the Vice President of Facilities, leads the College's Facilities long-range planning functions, including master planning, assessments, recommendations, and studies, as necessary.
2. Uses data and assessment to develop recommendations for capital projects and funds required.
3. Incorporates deferred maintenance and projects identified in the College's Facilities Condition Assessment (FCA) where possible as part of a construction project.
4. Under the direction of the Vice President of Facilities, manages and coordinates with the Board of Trustees at their Site and Facilities Committee Meetings to provide regular updates, recommendations, cost estimates, and technical expertise.
5. Coordinates all aspects of project management with Architects and Engineers, including developing RFQs and RFPs, identifying appropriate firms to solicit proposals, evaluating proposals, planning, design, construction, and closeout.
6. Directs and oversees contractors, architects, engineers, consultants, and vendors, as required.
7. Represents the College on site-related issues, including improvements, code adherence with state and local officials, and external parties.
8. Performs due diligence for college improvements, develops and updates project scope of work, cost estimates, and preliminary schedules.
9. Communicates to the College community, and to specific departments affected by projects throughout project development, planning, and construction.

10. Collaborates closely with financial service departments including budget, purchasing, accounts payable, controller, to ensure compliance with all College processes and procedures and ensure steady progress on projects.
11. Develops a set of key performance metrics for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report.
12. Prepares, tracks, monitors, and adheres to project budgets and deadlines.
13. Certifies the College's projects have the necessary life expectancy to satisfy bond requirements.
14. Performs additional tasks or duties as assigned by the Vice President of Facilities.

QUALIFICATIONS AND SPECIAL SKILLS:

- Ability to prepare plans and specifications.
- Excellent presentation skills.
- Demonstrated architectural experience.
- Demonstrated knowledge of facility operations and industry standards.
- Experience working with Microsoft Office Suite, Google Business Suite, and Adobe Acrobat Reader.
- Participates in the College community, as well as shared and participatory governance processes.
- Must have a valid Driver's License.
- Excellent organizational, time management, and communication skills.
- Excellent verbal and written communication skills.
- Excellent organizational, time management, presentation, and organizational skills.
- Experience working in a diverse team setting.
- Experience maintaining a high level of professionalism.
- Excellent attention to detail.

EDUCATION AND CERTIFICATIONS:

- Bachelor's degree in architecture, Urban Planning, or a related field.
- Registered Architect (RA) in the State of New Jersey is required.
- LEED Accredited Professional (LEED AP) preferred.
- Project Management Professional (PMP) preferred.

EXPERIENCE:

- Minimum of 7-10 years of experience in architectural planning and capital project management, preferably in higher education.
- Strong knowledge of campus planning, design standards, space planning, sustainability, and regulatory requirements.
- Proven ability to manage multiple complex projects simultaneously.
- Excellent leadership, communication, and analytical skills.

- Experience working with planning software and tools (e.g., AutoCAD, Revit, GIS, Adobe Creative Suite).
- Proficiency in developing budgets for renovation and construction projects.
- Thorough experience with contract administration and public bidding processes.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

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BOARD OF TRUSTEES ACTION P20
Approval Date: June 10, 2025

Resolution

To approve a title change and a salary adjustment.

Submitted By

Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested

To approve a title change and salary adjustment for the following individual to the position and annual salary indicated.

<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary</u>	<u>Effective Date</u>
Jared Farra	Interim Assistant Director of Student Life/Student Affairs	Professional	\$68,500.00	07/01/2025

Justification

To approve the funding code and the title change from *Student Life Coordinator, Student Leadership and Technology* to *Assistant Director of Student Life*. This position is being transitioned from fully college-funded to the funding being shared between the College and the Title V grant. The Title V grant includes additional responsibilities related to the Orientation and Supervision of Peer Leaders.

Charge to:

College Operating Funds in accordance with the list below:
Account Number: 60-09-950000-601110 (college funded) and
50-04-519000-601123 (Title V grant, \$7,500 per year).



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BOARD OF TRUSTEES ACTION P21
Approval Date: June 10, 2025

Resolution

To approve adding vacant positions to the organizational chart.

Submitted By

Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested

To approve the following vacant positions be added to the College's organizational chart:

	<u>Title</u>	<u>Department/Division</u>	<u>Unit</u>
1.	Assistant Director, Office of Specialized Services	Student Support Services/Student Affairs	Confidential
2.	Assistant Director of Student Life	Student Life and Conduct/Student Affairs	Professional

Justification

1.-2. To approve adding an additional position to better represent the changing scope of work and additional responsibilities of the department.



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BOARD OF TRUSTEES ACTION P22
Approval Date: June 10, 2025

Resolution

WHEREAS the Bergen Community College ("College") and the Bergen Community College Professional Staff Association ("BCCPSA") agree to recommend the terms for a successor collective bargaining agreement subject to Board approval.

Submitted By

Dr. Eric M. Friedman, President

Ms. Sarah Riker, Associate Director of Human Resources.



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BOARD OF TRUSTEES ACTION P23
Approval Date: June 10, 2025

Resolution

WHEREAS the Bergen Community College ("College") and the Bergen Community College Faculty Association ("BCCFA") agree to recommend the terms for a successor collective bargaining agreement subject to Board approval.

Submitted By

Dr. Eric M. Friedman, President

Ms. Sarah Riker, Associate Director of Human Resources.



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BOARD OF TRUSTEES ACTION P24
Approval Date: June 10, 2025

Resolution

WHEREAS the Bergen Community College ("College") and the Bergen Community College Support Staff Association ("BCCSSA") agree to recommend the terms for a successor collective bargaining agreement subject to Board approval.

Submitted By

Dr. Eric M. Friedman, President

Ms. Sarah Riker, Associate Director of Human Resources.



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BOARD OF TRUSTEES ACTION P25
Approval Date: June 10, 2025

Resolution

To approve Leave of Absence

Submitted By

Dr. Eric M. Friedman, President

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

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

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

Ms. Sarah Riker, Associate Director of Human Resources

Action Requested

To approve the Leave of Absence, without pay, for the following individuals from the positions listed below, effective dates as indicated:

<u>Name</u>	<u>Position/Division/Bargaining Unit</u>	<u>Effective Dates</u> <u>(retroactive)</u>
1. Charlmaine Dunbar	Financial Aid Specialist/Student Affairs/Professional	03/25/2025 – 05/31/2025 Revised end date, unpaid FMLA with benefits
2. Genesis Avellaneda	Administrative Assistant/Continuing Education and Workforce Development	04/24/2025 – 06/03/2025 unpaid FMLA with benefits
3. Matthew Sica	Custodian/Facilities/Support	05/13/2025 – 06/23/2025 unpaid FMLA with benefits

Justification

1.-3. Medical Leave



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BOARD OF TRUSTEES ACTION S/F 1
Approval Date: June 10, 2025

Resolution

To authorize awarding Public Bid P-2411 for Pitkin Education Center Emergency Generator Replacement to Trico Electric LLC.

Submitted By

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

Action Requested

Authorization to award Public Bid P-2411 for Pitkin Education Center Emergency Generator Replacement to Trico Electric LLC in the amount of \$1,552,270, base bid with allowances and add alternate #1.

Justification

The Pitkin Education Center emergency generators are not functional, beyond their useful life, and must be replaced. Emergency generators are necessary to support critical life safety systems such as lighting, fire alarms, and security systems during power interruptions. Replacing the generators will improve disaster preparedness, prevent equipment damage, and enhance College safety, security, and ability to respond effectively to emergency situations.

Bids were received from:

Trico Electric LLC	\$1,506,165	\$46,105
Multi-Phase Electrical Services, Inc.	\$1,659,900	\$81,200
Sal Electric Company, Inc.	\$2,091,727	\$85,700

Charge To: Chapter 12
Account Number: 20-00-180913-604218
20-00-183001-604218
Amount: \$1,552,270