

BOARD OF TRUSTEES
PUBLIC MEETING

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

Tuesday, June 16, 2026 – 5:00 p.m.

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Oath of Office – Administered by Mrs. Arlene Q. Perez, Esq.,
DeCotiis, FitzPatrick, Cole, and Giblin, L.L.P.
 - ❖ Mr. Andrew Kim, Alumni Trustee
- IV. Roll Call
- V. Pledge of Allegiance
- 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. Chairperson
- VII. Unfinished Business / Board Members
- VIII. New Business / Board Members
- XI. Open to the Public
- X. Actions
 - A. Approval of Board Minutes: Tuesday, May 5, 2026
 - B. Consent Agenda: Tuesday, June 16, 2026
- XI. Executive Session, if required.
- XII. Adjournment



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CONSENT AGENDA

Tuesday, June 16, 2026
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 5, 2026

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize renewal of the College's annual agreement with Online Computer Library Center, Inc. (OCLC) for a subscription to a library management system.
3. To authorize the award of Public Bid P-2419 for intercollegiate bus transportation services to Alta Bus Group, Inc.
4. To authorize the award of financial auditing services to PKF O'Connor Davies, LLP in accordance with RFP # R-107.
5. To authorize spending with Pearson Education, Inc. for Fiscal Year 2026 on textbooks and related learning materials.
6. To authorize the procurement of miscellaneous computer hardware, peripherals, software, and data communications products utilizing approved state contract vendors through the end of Fiscal Year 2027.
7. To authorize the procurement of Network Infrastructure, Support, and Professional Services from Aspire Technology Partners.
8. To authorize the purchase of student and faculty support resources from Assessment Technologies Institute (ATI) nursing education to increase retention and student outcomes on the National Council Licensure Examination-Registered Nurse (NCLEX-RN).
9. To authorize the purchase of student athletic insurance through Bob McCloskey Insurance for the 2026/2027 season.
10. To authorize the annual renewal of the College's broadband Internet, telephony, 24/7/365 network and security monitoring, purchasing, and membership services through the NJEdge.net technology consortium for Fiscal Year 2027 (7/1/26 through 6/30/27).
11. To authorize the renewal of hardware and license maintenance and support on the College's 13 blocks of Nutanix G8 nodes with CyberSecOp at a cost of \$74,712.17.
12. To authorize the purchase of managed print services provided by MRA International at an estimated cost of \$65,000.00 for Fiscal Year 2027 (July 1, 2026 through June 30, 2027).
13. To authorize the purchase of facilities, grounds, and custodial supplies, equipment, and services from state contract vendors for Fiscal Year 2027 (July 1, 2026 through June 30, 2027).
14. To authorize the purchase and installation of furniture for use throughout the campus via various county and state purchasing agreements and contracts for Fiscal Year 2027 (July 1, 2026 through June 30, 2027).



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CONSENT AGENDA

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15. To authorize the purchase of Heating, Ventilation, and Air Conditioning (HVAC) equipment, parts, materials, products, and services from state contract vendors for Fiscal Year 2027 (July 1, 2026 through June 30, 2027) for ongoing maintenance and operations.
16. To authorize an amendment to the College's 2026 Chapter 12 funding request to the County of Bergen for capital appropriation.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. To authorize submission of an application for a **Child Care Access Means Parents in School (CCAMPIS)** grant to **US Department of Health and Human Services (HHS)**, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
2. To authorize submission of the Fiscal Year 2027 (July 1, 2026, through June 30, 2027) Perkins grant application to the State of New Jersey Department of Education, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

INSTITUTIONAL (I)

1. To approve the 2026 / 2027 Presidential Goals as submitted by President Eric M. Friedman.
2. To approve the Stormwater Management Policy.
3. To approve the Animal Policy related to various types of animals brought to campus.
4. To approve the revised Title IX Policy Covering Sexual Discrimination, Harassment, and Misconduct Policy.
5. To approve the revised Discrimination and Harassment Policy.



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CONSENT AGENDA

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PERSONNEL (P)

1. To approve the specified personnel separations.
2. To approve the appointment of the specified Confidential personnel.
3. To approve the appointment of the specified Professional personnel.
4. To approve the appointments of the specified Support personnel.
5. To approve the appointment of the specified Grant-funded personnel.
6. To approve the appointment of the specified personnel to a stipend position.
7. To approve the amended appointment of Coaching Staff.
8. To approve the appointments and reappointments of the specified Academic Chairs and Program Coordinators / Faculty.
9. Approve the appointments and reappointments of the specified program Clinical Coordinators.
10. To approve the reappointments of the specified Administrative personnel.
11. To approve the reappointments of the specified Confidential and Executive personnel positions.
12. To approve the reappointments of the specified Professional personnel.
13. To approve the reappointments of the specified Support personnel.
14. To approve the reappointments of the specified Faculty (eleven month).
15. To approve the reappointments of the specified Ciarco Learning Center instructors.
16. To approve the reappointments of the specified Grant-funded personnel.
17. To approve a salary increase for specified Grant-funded personnel.
18. To approve the specified temporary full-time (TFT) personnel.
19. To discontinue a monthly stipend.
20. To approve the job description, promotion, and title change of the specified individual.
21. Promotion: Career and Technical Faculty
22. To approve adding the vacant position and job description to the organization chart.
23. To authorize stipends to college personnel providing services for Bergensounds productions in April and May 2026.
24. To rescind a leave of absence.
25. To deobligate a vacant position from the organizational chart.
26. To rescind the retirement of the specified personnel.
27. Non-Renewal – Professional Staff.

SITE AND FACILITIES (S/F)

1. To authorize the award of Public Bid P-2420 Pitkin Building Public Safety Renovation to GHS Construction Co.
2. To authorize procuring the services of T&M Associated for professional services to prepare plans and specifications for the Ciccone Theatre Heating Project.



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BOARD OF TRUSTEES ACTION A/F1
Approval Date: June 16, 2026

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, 2026, to April 30, 2026, \$ 16,045.70

Charge to: College Operating Funds
Account Number: 10-01-186100-607566
Amount: \$ 16,045.70



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BOARD OF TRUSTEES ACTION A/F 2
Approval Date: June 16, 2026

Resolution

To authorize renewal of the College’s annual agreement with Online Computer Library Center, Inc. (OCLC) for a subscription to a library management system.

Submitted By

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

Action Requested

Authorization to renew the College’s agreement with OCLC, inc. for WorldShare Management Services (WMS) for a three-year renewal term beginning on July 1, 2026, through June 30, 2029.

July 1, 2026 – June 30, 2027	July 1, 2027- June 30, 2028	July 1, 2028 –June 30, 2029
WMS \$85,106.41	WMS \$87,872.36	WMS \$90,728.21
EzProxy \$2,280.16	EzProxy \$3,257.36	EzProxy \$4,234.57
Contentdm \$7,082.08	Contentdm \$7,206.01	Contentdm \$7,332.11
Total: \$94,468.65	Total: \$98,335.73	Total: \$102,294.89

Justification

OCLC provides a cloud-based system with a virtual server for essential services that include database access for EZProxy, archival support for CONTENTdm, and customized report generation with Report Designer support. This system will support the cataloging and presentation of the library’s holdings in digital format. The annual total includes EZ Proxy, CONTENTdm, and Report Designer.

Board of Trustees Action A/F2

June 16, 2026

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The WorldShare Management Services (WMS) annual subscription will provide library services including cataloging, metadata, inter-library loans, print and electronic acquisitions with serial control, circulation, delivery, and discovery tools.

EZProxy provides the authentication software that interfaces with WMS to allow students, faculty, and staff to access the online holdings catalog and the subscription databases. This component of the software is necessary to manage proper login credentials for all students, faculty, and staff to access the full implementation and benefits of our digital and physical collections.

The CONTENTdm base subscription supports cataloging and accessing BCC Archives. This product is a sole source OCLC database that preserves the cataloging and presentation of our holdings in digital format.

The Report Designer subscription assists with department-focused reports, enabling the harvesting of data from all WMS modules, including Circulation, ILL and Discovery. Due to the library's designation as an Administrative and Educational Support (AES) unit, the library also prepares an annual report to support gathering and analyzing IPEDS data. Report Designer tool helps library staff and faculty to effectively and accurately complete assessment projects.

OCLC, Inc. is a non-profit library cooperative and is not subject to Pay-to-Play.

Computer services are exempt from public bidding in accordance with County College Contracts Law 18A-64A-25.5 (a) (19).

Charge to:	College Operating Funds
Account Number:	10-04-490000-607763
Amount:	\$295,099.27



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BOARD OF TRUSTEES ACTION A/F 3
Approval Date: June 16, 2026

Resolution

To authorize the award of Public Bid P-2419 for intercollegiate bus transportation services to Alta Bus Group, Inc.

Submitted By

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

Action Requested

Authorization to award Public Bid P-2419 for intercollegiate bus transportation services to Alta Bus Group, Inc. for an estimated amount of \$63,250.

Justification

The College requires transportation services to support our intercollegiate athletic program's away game schedule. This service allows transportation of our student athletes via professionals trained to accommodate group transport.

Bid submission received from:

Panorama Tours Inc.	\$155/hr. and \$175/hr.
US Bus Charter & Limo	\$1117.50/ 8 hrs. - \$2210.00/14 hrs.
Alta Bus Group, Inc.	\$63,250 (\$120/hr. and \$170/hr.)
Community Transport Line LLC	\$91,025 (\$1630/hr.)

Charge To:	Bus Transportation
Account Number:	60-09-910000-607842
Amount:	\$63,250



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BOARD OF TRUSTEES ACTION A/F 4
Approval Date: June 16, 2026

Resolution

To authorize the award of financial auditing services to PKF O'Connor Davies, LLP in accordance with RFP # R-107.

Submitted By

Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Dennis Maluchnik, Controller
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested

Authorization to award RFP # R-107 Independent Auditing Services to PKF O'Connor Davies, LLP, for a two-year period at a cost of \$79,000.00 for year one and \$81,500.00 for year two, with an option to renew for a third year at a cost of \$84,500.00.

Justification

Financial auditing services for fiscal years 2026 and 2027 with an option to renew for 2028. These services include the financial statement audit, the OMB Circular A-133, and the NJ OMB Circular 04-04 and Enrollment Audit.

Four proposals were received in response to RFP #R-107. PKF O'Connor Davies, LLP was selected due to its strong experience and expertise in community college financial auditing, qualifications, and responsiveness.

Proposals were received from the following:

- CliftonLarsonAllen LLP
- Crowe LLP
- Forvis Mazars
- PKF O'Connor Davies, LLP

Professional services are exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (1).

The Request for Proposals was advertised on the college website in accordance with New Jersey P.L. 2004 Chapter 19 "Pay to Play" Law and conforms to a Fair and Open Process.

Charge to: College Operating Funds
Account Number: 10-01-186100-607567



BOARD OF TRUSTEES ACTION AF 5
Approval Date: June 16, 2026

Resolution

To authorize spending with Pearson Education, Inc. for Fiscal Year 2026 on textbooks and related learning materials.

Submitted By

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

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

Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested

Authorization to spend an estimated amount of \$67,000 with Pearson Education, Inc., for the procurement of textbooks and associated instructional materials for the period ending June 30, 2026.

Justification

This procurement covers proprietary textbooks and supporting materials published by Pearson for our non-credit courses.

These resources will support instructional programs at the Ciarco Learning Center throughout Fiscal Year 2026.

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

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

Charge To: College Operating Funds
Account Number: 10-03-391600-607544
Amount: \$67,000 (estimated)



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BOARD OF TRUSTEES ACTION A/F 6
Approval Date: June 16, 2026

Resolution

To authorize the procurement of miscellaneous computer hardware, peripherals, software, and data communications products utilizing approved state contract vendors through the end of Fiscal Year 2027.

Submitted By

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

Action Requested

Authorization to procure lifecycle replacement equipment and products to support day-to-day operational needs at an estimated cost of \$950,000.00 through the end of Fiscal Year 2027.

Justification

These lifecycle replacement equipment and products will be procured via approved New Jersey State contract vendors on Naspo Value Point contracts, ESCNJ Cooperative contracts, EDGE, E&I Cooperative contracts, OMNIA partnership, 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.

These 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, and items needed for the 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-25.10.

Charge to:	Various
Account Number:	Various
Amount:	\$950,000.00



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BOARD OF TRUSTEES ACTION A/F 7
Approval Date: June 16, 2026

Resolution

To authorize the procurement of Network Infrastructure, Support, and Professional Services from Aspire Technology Partners.

Submitted By

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

Action Requested

Authorization for the procurement of Network Infrastructure, Support, and Professional Services from Aspire Technology Partners through the National Cooperative Purchasing Alliance contract #01-169 in the amount of \$573,586.49.

Justification

This is the next phase of the college's network refresh project, covering the replacement and expansion of its network switch infrastructure, including support and professional installation services. This will replace 75 end-of-life (EOL) network switches on the college's Paramus and Meadowlands campuses. This upgrade will also provide the necessary network port expansion, enhancements, and support for the ongoing campus security camera project.

Cooperative procurement is allowed in accordance with County College Contracts Law N.J.S.A. 18A:64A-25.10.

Charge to:	County Bond
Account Number:	20-00-181900-604300
Amount:	\$573,586.49



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BOARD OF TRUSTEES ACTION A/F 8
Approval Date: June 16, 2026

Resolution

To authorize the purchase of student and faculty support resources from Assessment Technologies Institute (ATI) nursing education to increase 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 of Academic Affairs and Provost
Dr. Susan Barnard, Dean, Health Professions
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested

Authorization to purchase student and faculty support resources from Assessment Technologies Institute Program (ATI) for an estimated amount of \$275,000 for the 2026-27 academic year.

Justification

ATI resources include the Test-Taking Strategies Seminar; Content Mastery Series Assessments in nine content areas (proctored and practice); the Self-Assessment Inventory; Critical Thinking Entrance and Exit Assessments; Comprehensive Predictor practice and proctored assessments; Nurse Logic; Learning System RN; Pharmacology Made Easy 3.0; Dosage Calculation 2.0; Skills Modules; Online Review Modules; Physical Review Modules; Guided Individualized Remediation; Pulse; reporting; and faculty support and training for ATI resource integration and implementation. ATI also provides standardized testing, supplemental student resources, remediation support, evaluation tools, and faculty support. In addition, ATI now uses AI-generated technology to help students with individualized study plans and tutoring resources. Faculty may also use secure exam software, which adds to the program cost.

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

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

Board of Trustees Action A/F8
June 16, 2026
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The College anticipates an increase in student retention, and that each nursing student will be better prepared for the National Council Licensure Examination-Registered Nurse (NCLEX-RN) after graduation. The integration of ATI resources this past year led to an increased 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:	\$275,000



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BOARD OF TRUSTEES ACTION A/F 9

Approval Date: June 16, 2026

Resolution

To authorize the purchase of student athletic insurance through Bob McCloskey Insurance for the 2026/2027 season.

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, 2026, through August 1, 2027, through Bob McCloskey Insurance at a cost of \$67,631.

Justification

The College requires insurance coverage for our student athletes who participate in intercollegiate sports. The Bob McCloskey Insurance company specializes in intercollegiate athletic insurance, and their policies are underwritten by A-rated carriers. The total cost includes Base Intercollegiate Sports Accident Insurance \$55,000 and Catastrophic Intercollegiate Sports Accident Insurance \$12,631 for a total of \$67,631.

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

United States Fire Insurance Co.	\$55,000
Allied World Insurance Company:	\$65,000
Wellfleet Insurance Company:	\$66,590
NY Life Insurance Company:	\$68,400
Zurich American Insurance Company:	\$81,000
Hartford Fire Insurance Company:	\$107,052 (incumbent carrier)

Catastrophic Intercollegiate Sports Accident Insurance:

Zurich American Insurance Company:	\$12,631
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Board of Trustees Action A/F 9
June 16, 2026
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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:	60-09-910000-607590
Amount:	\$67,631



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BOARD OF TRUSTEES ACTION A/F 10
Approval Date: June 16, 2026

Resolution

To authorize the annual renewal of the College's broadband Internet, telephony, 24/7/365 network and security monitoring, purchasing, and membership services through the NJEdge.net technology consortium for Fiscal Year 2027 (7/1/26 through 6/30/27).

Submitted By

Dr. Eric M. Friedman, President
Mr. Tyler Beebe, 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 Broadband Internet, telephony, 24/7/365 network and security monitoring, purchasing and membership services for Fiscal Year 2027 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. 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 11
Approval Date: June 16, 2026

Resolution

To authorize the renewal of hardware and license maintenance and support on the College's 13 blocks of Nutanix G8 nodes with CyberSecOp at a cost of \$74,712.17.

Submitted By

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

Action Requested

Authorization to renew Nutanix G8 hardware and license maintenance and support for a one-year term with CyberSecOp through the NJEDGE Cooperative contract #00278834 in the amount of \$74,712.17.

Justification

The Nutanix Hardware Platform hosts the majority of BCC's critical server and virtual desktop infrastructure. This hardware platform enables the ITS department to host the college's over 200 virtual servers and over 1000 virtual desktops. This renewal includes one year of maintenance and support for the G8 cluster of nodes for the term of August 2, 2026 through August 1, 2027 as well as upgraded licensing for the term of 7/31/26 - 7/30/27.

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

Charge to: College Operating Funds
Account Number: 10-01-165100-607511
Amount: \$74,712.17



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BOARD OF TRUSTEES ACTION A/F 12
Approval Date: June 16, 2026

Resolution

To authorize the purchase of managed print services provided by MRA International at an estimated cost of \$65,000.00 for Fiscal Year 2027 (July 1, 2026 through June 30, 2027).

Submitted By

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

Action Requested

Authorization to procure Managed Print Services including toner, parts, service and maintenance for the College's fleet of networked printers from MRA International through Bergen County Bid #22-014, Resolution #196-28, at an estimated cost of \$65,000.00 for Fiscal Year 2027.

Justification

As a member of the Bergen County Cooperative Purchasing System, the College is authorized to procure managed print services through a qualified cooperative contract. These services will be secured from MRA International via the cooperative system to streamline support and maintenance for desktop printers. MRA will also provide consumables and asset inventory management for the College's networked printers through a single qualified vendor, reducing total cost of ownership, improving uptime through proactive service, optimizing the printer fleet for current and future needs, and allowing IT staff to focus on other institutional priorities.

Cooperative procurement is allowed pursuant to County College Contracts Law 18A:64A-25.10.

Charge to:	College Operating Funds
Account Number:	10-01-160100-607508
Amount:	\$65,000.00



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BOARD OF TRUSTEES ACTION A/F 13
Approval Date: June 16, 2026

Resolution

To authorize the purchase of facilities, grounds, and custodial supplies, equipment, and services from state contract vendors for Fiscal Year 2027 (July 1, 2026 through June 30, 2027).

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 the purchase 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.

Justification

The College needs to purchase maintenance, custodial, and grounds supplies, equipment, parts, materials, and services for ongoing maintenance, improvement, and repair of College 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 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: \$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 table above provides a general description and examples of the purchases, materials, and services covered by this resolution.



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BOARD OF TRUSTEES ACTION A/F 14
Approval Date: June 16, 2026

Resolution

To authorize the purchase and installation of furniture for use throughout the campus via various county and state purchasing agreements and contracts for Fiscal Year 2027 (July 1, 2026 through June 30, 2027).

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 annual estimated cost of \$500,000.00 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 due to breakage and evolving operational requirements. This furniture is critical to providing transformative and inclusive spaces that foster 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
Amount:	\$500,000.00



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BOARD OF TRUSTEES ACTION A/F 15
Approval Date: June 16, 2026

Resolution

To authorize the purchase of Heating, Ventilation, and Air Conditioning (HVAC) equipment, parts, materials, products, and services from state contract vendors for Fiscal Year 2027 (July 1, 2026 through June 30, 2027) for ongoing maintenance and operations.

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 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.

Justification

The College needs to purchase various heating, ventilation, and air conditioning (HVAC) equipment, parts, materials, products, and services for the ongoing maintenance, improvement, and repair of College 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:	Various
Account Number:	Various
Amount:	\$550,000.00



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BOARD OF TRUSTEES ACTION A/F 16
Approval Date: June 16, 2026

Resolution

To authorize an amendment to the College's 2026 Chapter 12 funding request to the County of Bergen for capital appropriation.

Submitted By

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

Action Requested

Authorization to amend the Chapter 12 funding request that was previously approved on March 3, 2026. This amendment modifies the College's 2026 funding request to align with \$5,105,945 approved by the Bergen County Board of School Estimates at the 4/27/2026 public meeting.

Justification

The College's annual capital funding requests are presented to the Bergen County Board of School Estimates for approval each fiscal year. Chapter 12 funding covers building and infrastructure improvement for the Paramus, Hackensack, and Meadowlands facilities.

Account Number: To be allocated upon approval.
Total Amount: \$5,105,945



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BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: June 16, 2026

Resolution

To authorize submission of an application for a **Child Care Access Means Parents in School (CCAMPIS)** grant to **US Department of Health and Human Services (HHS)**, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

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 of Grants Administration

Action Requested

Authorization to submit a **CCAMPIS** grant application to the **HHS** for a 48-month performance period, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

The **CCAMPIS** grant will support low-income student parents who need childcare for children from infancy through age 13. This support will help these parents complete their programs, earn their degrees, continue their education, and obtain family-sustaining employment. This round of the **CCAMPIS** grant also prioritizes support for single parents by leveraging local and institutional resources to provide child development and skills-building opportunities through a sliding-fee scale.

No college matching funds are required.

The project description and budget are in development.



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BOARD OF TRUSTEES ACTION E/SA 2

Approval Date: June 16, 2026

Resolution

To authorize submission of the Fiscal Year 2027 (July 1, 2026, through June 30, 2027) Perkins grant application to the State of New Jersey Department of Education, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

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 of Purchasing and Services

Action Requested

Authorization to submit a Perkins grant application for Fiscal Year 2027 to the New Jersey Department of Education for approximately \$999,359.00 and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

This grant will enable the College to build on the Comprehensive Local Needs Assessment conducted with key community and employer stakeholders to identify priority career and technical education (CTE) needs in Bergen County.

Priority requests for equipment, supplies, professional development activities, conferences, consultant fees, and professional staff include:

- Equipment, instrumentation, and instructional supplies for the Business and Hotel Restaurant Management, Fashion Design, Music and Theater Arts, and Health Professions programs.
- CTE consultants, counseling staff, academic coaches, and other student-support staff.
- Conferences, seminars, and workshop attendance for professional development and training, especially for nationally recognized credentials, nontraditional student retention, completion, and employment in high skill in-demand occupations with competitive pay.
- Industry/employer guest speakers and workplace experiences to strengthen student and staff learning and development.

No college funds are required.

The completed Perkins plan and budget are in development.



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BOARD OF TRUSTEES ACTION I-1
Approval Date: June 16, 2025

Resolution

To approve the 2026 / 2027 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 2026 / 2027 Presidential Goals.

Bergen Community College

Presidential Goals 2026-2027

1. Integrate the MSCHE Standards for Accreditation and Requirements of Affiliation into institutional planning, operations, and assessment processes, ensuring that recent changes to the standards (Version 15) are appropriately considered and applied. Reflect the integration in divisional and leadership meeting agendas, reports, and strategies to improve student success measures (such as retention, completion, and transfer).
2. Lead and support the implementation of the new Academic Master Plan, including tracking progress and aligning it with the College's planning efforts. Continue to position the College within the national movement to expand offerings of in-demand certifications and short-term credentials that prepare students for current and future workforce needs in our region.
3. Move forward with the full and effective utilization of Civitas, the student success and advising platform. Continue the process of eliminating redundancies in our portfolio of technology partnerships.
4. Support the Center for Institutional Effectiveness as it launches the next five-year cycle of assessment for student learning outcomes, administrative departments, and educational support units. Utilize an enhanced assessment framework.
5. Advance the Retention Committee's mission-critical work. Review procedures and practices that affect retention and proactively recommend outcomes-driven changes and innovative strategies.
6. Broaden and diversify the College's auxiliary revenue sources, thereby strengthening financial stability and advancing institutional priorities. Seek additional efficiencies that will assist the College in maintaining its balanced budget.
7. Review and revise plans for the Ciarco Learning Center's physical plant improvements. Identify areas for improvement to strengthen the Center's image and expand our offerings at the Hackensack campus.
8. Implement the vision to rebrand the Technology Building to the *Bergen Community College Technical Education Center*, focusing on improved signage and the conversion of designated educational spaces to expand instructional capacity for technical and trades education.
9. Implement Phase Two of the multi-year enhancements to the College's safety and security operations, including the creation of a new command center.
10. Strengthen the BCC Foundation's impact by advancing a data-driven donor lifecycle strategy that drives improvements in year-over-year contributions and donor retention. Strategically expand the Alumni Network and implement a multi-tiered stewardship program to nurture donor relationships based on giving and engagement.
11. Continue the work of revitalizing the Humanities at Bergen Community College by emphasizing the relevance and enduring value of our outstanding programs.
12. With purpose and intention, advance the work of incorporating Artificial Intelligence into the curriculum, professional development opportunities, workforce partnerships, continuing education offerings, career services, and other college operations.





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BOARD OF TRUSTEES ACTION I-2
Approval Date: June 16, 2026

Resolution

To approve the Stormwater Management Policy.

Submitted By

Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Mrs. Suzanne Wetzel, Vice President, External Affairs

Action Requested

To approve the Stormwater Management Policy.

Justification

This policy establishes proper stormwater management practices for the BCC community to ensure compliance with the New Jersey Department of Environmental Protection (NJDEP) regulations and the College's Stormwater Pollution Prevention Plan (SWPPP).

The draft policy has been reviewed by the College's Policy Advisory Council, shared with the College community via the All College Forum, and vetted by the College's legal counsel.

See the attached draft policy.

Stormwater Management Policy

Policy Statement:

This policy addresses responsible stormwater management and the regulatory requirements and measures that must be adhered to. Stormwater management is the process of controlling rainwater runoff (stormwater) to prevent pollution including the proper disposal of waste materials to ensure they do not enter storm drains and contaminate waterways. It includes planning for runoff; maintaining stormwater systems; and regulating the collection, storage, and movement of stormwater. Sustainable stormwater management focuses on reducing runoff, eliminating or minimizing the introduction of pollutants and waste into stormwater and the water supply, and improving water quality.

The federal Clean Water Act and the New Jersey Water Pollution Control Act are the primary and most significant water pollution control legislation which are implemented and enforced by the New Jersey Department of Environmental Protection (NJDEP). The discharge and introduction of pollutants into waterways or groundwater is illegal and not in compliance with NJDEP regulations, which can result in fines and penalties if not adhered to.

Reason for Policy:

To inform the Bergen Community College (the College) community about proper stormwater management practices and compliance with NJDEP regulations as outlined in the College's Stormwater Pollution Prevention Plan (SWPPP).

Who Should Read This Policy

All students, faculty, and staff

Definitions:

- A. **Stormwater** - Water that is generated from rain and melted snow which flow over land or impervious surfaces such as paved streets, parking lots, walkways, and building rooftops which is unable to soak into the ground.
- B. **Clean Water Act (CWA)** - The primary federal law originally passed in 1948 as the Federal Water Pollution Control Act which governs water pollution. The CWA's objective is to restore and maintain the chemical, physical, and biological integrity of the nation's waters, and recognizes the responsibilities of the states in addressing pollution and aiding states to do so. It provides the basic structure for regulating discharges of pollutants into the nation's waters and regulating quality standards for surface waters.
- C. **New Jersey Water Pollution Control Act** – A law enacted in 1977 which consists of legislative and regulatory measures intended to limit the number of harmful substances found in the state's lakes, rivers, and groundwater.
- D. **Municipal Separate Storm Sewer System (MS4)** – A system of catch basins, curbs, gutters, ditches, and storm drains that collect and convey stormwater runoff from a developed area.

- E. **Stormwater Pollution Prevention Plan (SWPPP)** - A written document that outlines the steps a facility will take to prevent pollutants from entering waterways through stormwater runoff, identifying potential pollution sources, and detailing best management practices and control measures to be implemented to minimize pollutant discharges.
- F. **Industrial Waste** – Non-domestic waste usually resulting from industrial activities which includes solid waste, liquid waste, and gas waste.
- G. **Tier A Municipality** – As of January 1, 2023, all municipalities in New Jersey are classified as Tier A Municipalities. Tier A is defined under N.J.A.C. 7:14A-25.3(a)(1).

The Policy:

Bergen Community College is a Tier A municipality and is committed to preventing stormwater pollution through responsible waste management practices and adhering to all environmental laws and regulations as documented in the SWPPP. The College adheres to all requirements of the Clean Water Act, New Jersey Water Pollution Control Act, and all other federal, state, county, and municipality water pollution regulations. This policy is strictly focused on stormwater, not wastewater. As stormwater runoff travels, it picks up pollutants which are transported to water bodies via storm sewer systems. Because stormwater is not treated, it has the potential to harm or destroy wildlife and their habitat and contaminate drinking water sources. All members of the College community and visitors are expected to facilitate actions that mitigate the risk of illicit discharge and runoff pollution in the following ways.

The College operates under the NJDEP Public Complex Stormwater General Permit which can be found here: [Stormwater General Permit: NJG0149802](#)

This permit applies specifically to MS4 Complexes. To be compliant with this permit the College maintains a SWPPP located here: [Stormwater Pollution Prevention Plan](#)

Bergen Community College is dedicated to following best practices in its daily operations to manage and keep pollutants out of the College's stormwater systems. Future updates and additional information can be found on the [Environmental Health and Safety](#) webpage.

1. **Stormwater Ordinances:** For the most complete and up to date information, the following Borough of Paramus Stormwater Ordinances can be found [here](#) :
 - a. Pet Waste
 - b. Wildlife Feeding
 - c. Litter Control
 - d. Improper Disposal of Waste
 - e. Containerized Yard Waste
 - f. Private Storm Drain Inlet Retrofitting
 - g. Illicit Connection Ordinance
 - h. Privately Owned Salt Storage
 - i. Tree Removal
2. **Good Housekeeping:** The following housekeeping actions are followed by the College and should be adhered to by all constituents as applicable.
 - a. **Herbicides:** The College does not maintain and store herbicides on its campus grounds. Since the Bergen County Parks Department provides landscaping services, such chemicals are stored at Bergen County Parks Department facilities. Applications of such chemicals on campus grounds and shrubbery are in accordance with required treatments and specifications.
 - b. **Chemical Storage:** Any cleaning agents/chemicals used are maintained within the College's building facilities, if leaked, would be contained and not migrate into storm sewer systems. Pouring anything into stormwater drains is strictly prohibited.

- c. Petroleum Powered Equipment: All college owned equipment is to be fueled, repaired and maintained according to best management practices to eliminate sources of petroleum from washing into the stormwater system. All non-college owned equipment brought on College property should be similarly maintained by the owner. Washing of petroleum powered equipment is strictly prohibited onsite in areas where water runoff leads to storm drains. Inoperable equipment is to be properly disposed of and not stored onsite.
- d. Vegetative Waste Management: Vegetative waste is to be removed from the grounds upon generation by Bergen County or other qualified vendors, preventing clippings and trimmings from washing into our stormwater management system.
- e. Residual Waste Management: Street sweepings, construction and demolition debris and tires are not kept onsite and will be disposed of upon generation.
- f. Roadside Erosion Control: Vegetation is kept and maintained along the roadside to provide stabilization. Routine erosion inspections are to be performed.
- g. Outdoor Refuse Containers and Dumpsters: All litter should be placed within the provided covered/leak proof trash cans. All dumpsters are to remain covered when not being actively filled.

3. Construction Site Runoff:

- a. For stormwater runoff related to any construction site activities that take place on campus grounds, the College will obtain a Construction Activity Stormwater General Permit and will meet all required standards for post construction stormwater management.

4. Public Education and Outreach

- a. The College is responsible for providing and reporting a minimum amount of public education and outreach annually as listed in Attachment A of its Stormwater Discharge General Permit. Events are to be advertised in the Bergen Daily, on the Bergen events page on the College website, and/or posted around the College.

5. Compliance

- a. The College will conduct routine inspections and stormwater monitoring to ensure compliance with this policy and with federal, state, county and municipality laws and regulations.
- b. Training is to be provided to personnel involved in and responsible for stormwater management and control, and educational programming is to be provided to the College community to promote awareness and compliance with stormwater pollution prevention practices.
- c. The Environmental Health and Safety Office, reporting under the Facilities Department, will maintain the Stormwater Pollution Prevention Plan, obtain and maintain all required permits, and collaborate with local environmental agencies.

6. Enforcement

- a. The following sanctions will be imposed on anyone in violation of this policy as follows:
 - i. Any College student who is found to be in violation of this policy will be subject to official warning, disciplinary probation, suspension, expulsion, or other sanctions in accordance with the College's Student Code of Conduct.

- ii. Any College faculty, staff member, or agent who is found to be in violation of this policy will be subject to suspension, demotion, termination, or other disciplinary action in accordance with the Employee Code of Conduct, applicable New Jersey statutes, and relevant contracts or agreements.
- iii. Any other person who has entered into a contract or agreement with the College to provide equipment, materials, supplies, or services on the College's property, and who is found to be in violation of this policy, will be subject to sanctions in accordance with the contract or agreement.
- iv. Any visitor, guest, or other person who is not identified above, and who is found to be in violation of this policy, is subject to removal from the College's property. If the person refuses to leave after being asked to do so, they may be subject to prosecution for criminal trespass under N.J.S.A. 2C:18-3.

Compliance with this policy is essential in supporting the College's environmental stewardship efforts and maintaining compliance with all applicable environmental laws and regulations.

Related Documents/Policies:

Stormwater Pollution Prevention Plan
NJDEP Public Complex Stormwater General Permit

Policy History: (adopted/amended)

Adopted:
Amended:
Reviewed:



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BOARD OF TRUSTEES ACTION I-3
Approval Date: June 16, 2026

Resolution

To approve the Animal Policy related to various types of animals brought to campus.

Submitted By

Dr. Eric M. Friedman, President

Mr. David Borzotta, Vice President of Public Safety and Security/Special Assistant to the President

Mrs. Suzanne Wetzel, Vice President, External Affairs

Action Requested

To approve the Animal Policy.

Justification

This policy defines Bergen Community College's standards for service, emotional support, therapy, and pet animals on campus, establishing clear responsibilities for owners to ensure proper animal supervision and to prevent health hazards, operational disruptions, or property damage.

The draft policy has been reviewed by the College's Policy Advisory Council, shared with the College community via the All College Forum, and vetted by the College's legal counsel.

See the attached draft policy.

Animal Policy

Policy Statement

This policy addresses Bergen Community College's (Bergen, the College) position regarding privately-owned service, emotional support, therapy animals, and pets, in College buildings and on College owned and controlled property.

Animals Permitted in College Buildings/Facilities

Individuals are prohibited from bringing any animal not listed below into any College building, any athletic or recreational field, or in any College vehicle at any time. If found, the animal and its handler will be asked to leave the building, field, or vehicle.

The following animals are permitted in College buildings/facilities under this policy, with specific limitations.

- Service Animals
- Service Animals in training
- Animals used in the delivery of academic instruction, during the period of instruction and in the period reasonably necessary to prepare for and conclude the instructional period.
- Animals brought to animal-related College-sponsored events, during the duration of the event.
- Working Animals used in support of law enforcement or disaster recovery activities or used for geese control purposes.

Animals Permitted on College Grounds

Animals (Service Animals, Emotional Support Animals, Therapy Animals, and/or Pets) are permitted outdoors on College grounds unless an area is specifically signed as prohibited. Animals must always be under the control and supervision of their owners/handlers. No individual may tether an animal to any fence, tree, shrubs, post, or other object located on College property nor leave it unattended in a vehicle. Service Animals must be harnessed, leashed, or tethered unless it interferes with the animal's work or the owner's disability. All other animals must always be on a leash (no longer than six (6) feet in length). Prompt collection and disposal of animal waste is required.

Responsibility for Animal Conduct

Any individual who brings an animal on College property as permitted by this policy is responsible for the behavior and actions of the animal; the health and safety of individuals in proximity of or impacted by the

animal; and the health and cleanliness of the campus environment. Any animal on College property must have all current vaccinations and be licensed as required by the municipality where the animal is primarily housed. To ensure compliance, the College may require veterinary certification verifying that the animal is properly vaccinated and free of contagious diseases, as well as official documentation proving that all municipal licensing is current.

Any individual, owning or having under their control any animal, may only bring such animal upon College property with a leash or lead suitably attached to the animal and held by the individual responsible. An exception is made for any Service Animal who cannot do their work when leashed. An animal that is supposed to be under a person's control may be removed from campus if the animal: (i) harms another person; (ii) is out of control and the owner does not take effective action to control it; or (iii) is not housebroken.

The College will seek restitution for any animal-related damage to College-controlled property, facilities, or grounds. The cleanup, repair, or replacement cost of damaged property is the sole responsibility of the owner of the animal that caused the damage.

If any animal is or appears to be unaccompanied or a stray, Public Safety will contact local animal control. Depending on the circumstance, if an animal is left unattended in a car, the College may intervene by involving campus security, local law enforcement, and/or local animal control. Students or employees who do so may also be disciplined or sanctioned by the College for being in violation of this policy.

Service Animals

Service animals are allowed to accompany their owner/handler to any part of the grounds, buildings, and athletic facilities, where other members of the College, public, or visitors are allowed, except under rare circumstances where the animal's health or safety may be compromised. Service animals are not required to wear any special type of harness or garment and must always be under the handler's control. For disabled individuals that are accompanied by service animals, the College encourages voluntary registration of the service animal with the Office of Specialized Services.

In situations where the need for a service animal by an individual is not obvious, the College can ask the following two questions: (1) Is the Service Animal required because of a disability? and (2) What work or task has the animal been trained to perform? If the individual refuses to answer, the College may allow the individual and their service animal on campus regardless, as they have the right to access the premises with their service animal, even if the need is not obvious or the individual refuses to answer.

New Jersey state law (N.J.S.A 10:5-29.5) prohibits the misrepresentation of an animal as a service animal. It is a violation to intentionally fit a dog with a harness or collar typically used by guide/service dogs to falsely represent it as such and is also illegal to knowingly and willfully misrepresent a pet as a service animal.

Emotional Support Animals

Emotional Support Animals are not allowed in College buildings/facilities nor are they allowed on athletic playing surfaces (e.g., fields, courts) or on the sidelines of such playing surfaces. Emotional Support Animals allowed on campus grounds are limited to dogs and cats.

Therapy Animals

All policies are subject to amendment. Please refer to the College Policy website (<https://bergen.edu/about-us/college-policies/>) for the official, most recent version.

Therapy Animals are not allowed in College buildings/facilities nor are they allowed on athletic playing surfaces (e.g., fields, courts) or on the sidelines of such playing surfaces. Therapy Animals allowed on campus grounds are limited to dogs and cats. Therapy Animals that are being hosted on campus as part of a College-sponsored program/event are allowed.

Pet

Pets are not allowed in College buildings/facilities nor are they allowed on athletic playing surfaces (e.g., fields, courts) or on the sidelines of such playing surfaces. Pets allowed on campus grounds are limited to dogs and cats.

Reason for Policy

Service Animals serve a vital role for individuals with apparent and non-apparent disabilities. It is important that individuals who rely on these animals, as well as the greater College community, understand their rights and responsibilities under the law.

This policy sets expectations and outlines responsibilities for animal owners/handlers to ensure the proper supervision and maintenance of their animal including unsanitary conditions or health concerns, disruption of daily operations, or damage to grounds, buildings, or property.

Who Should Read This Policy

Students, faculty, staff, and visitors.

Definitions

Pet

A privately owned domestic-bred or tamed animal such as a dog or cat kept/owned by an individual primarily for its companionship, friendship, and pleasure rather than for a specific working purpose.

Service Animal

An animal (dog or in certain situations miniature horse) that is individually trained to do work or perform tasks for the benefit of an individual with a disability as defined by the Americans with Disabilities Act (ADA). These tasks may include but are not limited to guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sound, pulling a wheelchair, carrying and/or retrieving dropped items, etc. Other species of animals, whether trained or untrained, are not considered Service Animals by the ADA.

Emotional Support Animal (ESA)

An Emotional Support Animal, sometimes referred to as an assistance animal or support animal, is an animal that provides companionship, relieves loneliness, and sometimes helps with depression, anxiety, and certain phobias, but does not have special training to perform tasks that assist people with disabilities. The role these animals play is more formally defined as therapeutic and supporting their owners' mental and emotional health.

Therapy Animal

An animal, ordinarily a dog (but can be cats), that typically has completed a rigorous certification process which includes passing behavioral exams and completing supervised training. The primary purpose of a

therapy animal is to provide comfort and affection to individuals in group settings like hospitals, nursing homes, and schools.

Working Animal

An animal that is trained to perform practical tasks for human benefit, as opposed to pet or companion animals. These animals perform jobs, such as police work or search and rescue. Service animals are considered working animals, but not all working animals are service animals.

Procedure Reference

Applicable state and/or federal acts, laws, and regulations:

Americans With Disabilities Act (ADA)

A federal civil rights law that prohibits discrimination based on disability and provides that state and local governments, businesses, and nonprofit organizations that serve the public must allow service animals to accompany disabled individuals in all areas of the facility where the public is allowed to go, as a reasonable accommodation.

Rehabilitation Act of 1973

A federal law that prohibits discrimination against individuals with disabilities and provides services for them. Colleges and universities which receive federal financial assistance must adhere to the protections of Section 504 which ensure that qualifying individuals which meet the definition of a person with a disability have access to their educational programs and activities equal to those with no disabilities. Section 504 requires that reasonable accommodation(s) be provided to individuals with disabilities which includes allowing service animals in all campus areas accessible to others.

New Jersey Law Against Discrimination (NJLAD)

New Jersey state law that mirrors the protection of the ADA and prohibits employers from discriminating against disabled individuals. Under the NJLAD, a service animal is considered a reasonable accommodation for an individual with a disability.

Related Documents/Policies:

Policy History: (adopted/amended)

Adopted:
Amended:
Reviewed:

All policies are subject to amendment. Please refer to the College Policy website (<https://bergen.edu/about-us/college-policies/>) for the official, most recent version.



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BOARD OF TRUSTEES ACTION I-4
Approval Date: June 16, 2026

Resolution

To approve the revised Title IX Policy Covering Sexual Discrimination, Harassment, and Misconduct.

Submitted By

Dr. Eric M. Friedman, President
Mr. John Scardina, Director of College Compliance
Mrs. Suzanne Wetzel, Vice President, External Affairs

Action Requested

To approve the Title IX Policy Covering Sexual Discrimination, Harassment, and Misconduct.

Justification

This policy and related processes, which are based on the Title IX Final Rule 2020 regulations, document Bergen's position that it prohibits discrimination of any kind based on sex in employment and educational programs, services, and activities. The College is committed to providing a learning and working environment that promotes personal integrity, civility, and mutual respect in a place free of discrimination based on sex, which includes all forms of sexual misconduct, and any retaliation of such protected rights. Sexual discrimination violates an individual's fundamental rights and personal dignity. The College has zero tolerance for and considers discrimination based on sex and all its forms of sexual misconduct to be a serious offense. Zero tolerance means that all complaints will be taken seriously, and where violations of policy are found, significant sanctions will be applied.

The draft policy has been reviewed by the College's Policy Advisory Council and vetted by the College's legal counsel.

See the attached draft policy.

Bergen Community College
Board of Trustees
Section: HR

Policy #: HR
Effective Date:
Responsible Official: Title IX Coordinator

Title IX Policy Covering Sexual Discrimination, Harassment, and Misconduct

Policy Statement:

Title IX of the Education Amendments of 1972 is a landmark federal civil rights law that prohibits sex-based discrimination in any education program or activity that receives federal funding. All members of the Bergen Community College (Bergen, the College) community, including students, faculty, and staff, as well as guests and visitors have the right to be free from sexual discrimination, harassment and misconduct, and are expected to conduct themselves in a manner that does not infringe upon the rights of others. When an allegation of sexual misconduct is reported or brought to the attention of a college official or administrator, and an individual is found to have violated this policy, disciplinary sanctions will be imposed on the individual to reasonably ensure that such actions are not repeated.

This policy has been developed to affirm the College's compliance with Title IX and its position with regards to discrimination, harassment, and misconduct based on sex and to provide recourse for those individuals whose rights have been violated. For purposes of this policy, the person impacted by an allegation of sexual discrimination, harassment, or misconduct is known as the Complainant, and the perpetrator of such behavior is known as the Respondent. Reference to party is referring to the Complainant or Respondent, while reference to parties or parties involved in an incident is referring to both the Complainant and Respondent. This policy is intended to define the College community's expectations and explain the rights of the Complainant(s) and Respondent(s). The Title IX Procedures Covering Sexual Discrimination, Harassment, and Misconduct establishes a mechanism for determining when those expectations have been violated through an investigation and resolution process and identifies a range of sanctions which may be imposed for behavior which violates this policy.

Reason for Policy:

To provide members of the College community with information about its zero- tolerance position on all forms of sexual discrimination, harassment, and misconduct which considers and is based on the following:

- Promoting equal opportunities and fair treatment of all members of the College community
- Preventing harmful and discriminatory behaviors which can have severe psychological, emotional, and physical consequences for those impacted.
- Promoting a more inclusive and supportive learning and employment environment where members feel valued, safe, and respected.
- Building trust and demonstrating the College's commitment to fairness, equality, and respect, which enhances the College's reputation and image.
- Maintaining a positive environment where diverse perspectives are valued, which creates a more engaged, productive, and innovative learning and employment experience.

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- Complying with all state and federal anti-discrimination laws and regulations that prohibit sex discrimination in employment and education settings, which include Title VI and Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972.

Who Should Read this Policy:

Faculty, staff, students, vendors, visitors, and guests.

Notice of Nondiscrimination:

There are several forms of discrimination and harassment which if not addressed can have profound negative effects on individuals. Such behavior and conduct can create a hostile learning and working environment that affects the mental health and physical safety of those impacted. While Title IX and this policy are focused on sexual discrimination and harassment, Bergen has zero tolerance for all forms of discrimination and harassment. Bergen adheres to all federal and state civil rights laws and regulations banning all forms of discrimination and harassment in its learning environment and workplace. The College prohibits discrimination or harassment against any employee, applicant for employment, student, applicant for admission, or visitor based on any protected class under federal, state, or local law

The College prohibits any form of harassment based on membership in a protected class by any member or group of the College community, which unreasonably interferes with an individual's academic or work environment. Prohibited behavior may be created by conduct that is sufficiently severe, pervasive, and objectively offensive to interfere with, limit, or deny the ability of an individual to participate in or benefit from educational programs or activities or employment related access, benefits, or opportunities. Merely offensive conduct and/or harassment of a generic nature not based on membership in a protected class may not result in a violation of College policy but may be addressed through education and/or other resolution methods.

Definitions:

This policy distinguishes between the definitions of sexual harassment for Title IX purposes versus non-Title IX sexual harassment, to identify the specific misconduct that is prohibited under Title IX and what misconduct is prohibited generally. The College addresses conduct that does not meet the Title IX definition of sexual harassment under other policies such as the Student and Employee Codes of Conduct, and the Discrimination and Harassment Policy which can be found on Bergen's website under College Policies as follows: <https://bergen.edu/about-us/college-policies/>. The Discrimination and Harassment Policy also addresses misconduct based on the actual or perceived membership in a protected class.

- **Sexual Harassment (Title IX definition)** – a form of sex discrimination based on sex, including sex stereotypes, sex characteristics, and pregnancy or related conditions. Discrimination or harassment based on sex means conduct that is sexual in nature, , which includes one or more of the following:
 - **Quid Pro Quo** - an employee, agent, or other person authorized by an institution, to provide an aid, benefit, or service under the institution's educational and employment programs and activities, explicitly or impliedly conditioning the provision of such aid, benefit, or service, on a person's participation in unwelcome sexual conduct. Submission to, or rejection of, such conduct by an individual is used as the basis for decisions affecting the individual's academic standing, employment status, or participation in a college activity, or submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's education, employment, or participation in a college activity.
 - **Hostile Environment** – any unwelcome sex-based conduct that a reasonable person, based on the totality of the circumstances, would find so severe, pervasive, and objectively offensive, that it effectively limits or

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denies a person's equal access and ability to participate in or benefit from an institution's education or employment programs or activities. Severe, pervasive, and objectively offensive are defined as follows:

- **Severe** – the intensity or seriousness of the conduct. A single, very serious act can be severe, but it can also refer to a pattern of behavior that is consistently upsetting or intimidating
- **Pervasive** – conduct that is widespread, frequent, or repeated, and is not just a one-time occurrence, but rather a pattern of behavior that creates an ongoing hostile environment
- **Objectively Offensive** – conduct that is so offensive that a reasonable person would find it to be harmful or intimidating.

➤ **Sexual Violence** - includes domestic violence, dating violence, stalking, and sexual assault.

- **Sexual Harassment (non-Title IX definition)** - any unwelcome sexual advances, requests for sexual favors, or other unwelcome written, verbal, or physical conduct of a sexual nature when:

- Such conduct has the effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive environment for that individual's employment, education, or participation in a college activity; or
- Submission to, or rejection of, such conduct by an individual is used as the basis for decisions affecting the individual's academic standing, employment status, or participation in a college activity; or
- Submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's education, employment, or participation in a college activity.

- **Dating Violence** - Violence¹ committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition:

- Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

- **Domestic Violence**² - Violence (including threats or attempts) committed:
 - By a current or former spouse or intimate partner of the Complainant.
 - By a person with whom the Complainant shares a child in common.
 - By a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner.

¹ For purposes of the Policy, violence includes situations where the Respondent intentionally or recklessly causes the Complainant serious physical, emotional, or psychological harm.

- Intent is evidenced when a Reasonable Person would be more likely to act with the purpose of causing serious harm rather than for any other reason
- Recklessness is evidenced by a disregard of obvious risk to the safety of the Complainant
- Legitimate use of violence for self-defense is not chargeable under the Policy because the purpose is safety, not harm. It may also be used as a defense if it is not clear at the time of charging whether the use of violence was for self-defense or not. Self-defense is only to be considered if it is prompted by physical violence or the threat thereof.
- Consensual use of violence, such as in kink relationships, would also not meet this definition in most circumstances
- Threats to seriously harm the Complainant or people they care about may be chargeable under this definition if doing so causes serious emotional or psychological harm
- Threats to harm oneself, even if made to cause emotional or psychological harm, are not considered violence under this definition.

² To categorize an incident as Domestic Violence under the Policy, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

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- By a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - By any other person against an adult or youth who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Stalking** - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - Fear for the person's safety or the safety of others; or
 - Suffer substantial emotional distress.
- For the purposes of this definition:**
- **Course of conduct** means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
 - **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the impacted party.
 - **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- **Sexual Assault (as defined by the Clery Act)** - an offense that meets the definition of rape, criminal sexual contact, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program.
 - **Rape** is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
 - **Criminal Sexual Contact (fondling)** is the intentional touching of the clothed or unclothed body parts without consent of the Complainant for the purpose of sexual degradation, sexual gratification, or sexual humiliation. The forced touching by the Complainant of the actor's clothed or unclothed body parts, without consent of the Complainant for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This offense includes instances where the Complainant is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation.
 - **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.
 - **Complainant** – an individual who is alleged to have been impacted by conduct that could constitute sexual harassment. This includes students, employees, or other individuals who were participating in the College's programs, services, or activities at the time of the alleged incident.
 - **Respondent** – an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. The individual is a Respondent when a formal complaint is filed against him/her by the Complainant of alleged prohibited conduct.
 - **Reporting Individual or Party** – an individual other than the Complainant/impacted party of a Title IX incident who reports the incident to the Title IX Coordinator, Deputy Coordinator, or other college official. They can, for example, be a witness to the incident or the Complainant's friend or family member.
 - **Formal Complaint** – a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the College investigate the allegation of sexual harassment. The following applies:

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- At the time of filing a formal complaint, the Complainant must be participating in or attempting to participate in the education program or activity of the College with which the formal complaint is filed.
 - A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator, and by any additional method designated by the College.
 - The phrase “document filed by a complainant” means a document or electronic submission (such as by email or through an online portal provided for this purpose by the College) that contains the Complainant’s physical or digital signature or otherwise indicates that the Complainant is the person filing the formal complaint.
 - Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or a party during a grievance process and must comply with requirements for Title IX personnel to be free from conflicts and bias.
- **Resolution (Grievance) Process** - a formal process for addressing complaints of alleged sexual harassment, discrimination, or misconduct in educational settings. Upon the filing of a formal complaint, it typically involves investigating the reported incident, holding a hearing(s) with the parties involved in the incident, and rendering a decision on whether a violation occurred. If a violation occurs appropriate remedies or sanctions are imposed. Both parties have the right to appeal the decision.
 - **Sexual Misconduct** – the overarching category or umbrella which encompasses the non-consensual inappropriate sexual behaviors that include sexual discrimination, harassment, exploitation, intimidation, and violence. All of these behaviors stem from sex-based power imbalances ranging from offensive conduct (discrimination/harassment), abuse of power for sexual gain (exploitation), coercive tactics (intimidation), and/or severe acts (violence).
 - **Sexual Discrimination** – the overarching behavior of treating someone unfairly based on their sex by creating unequal opportunities or environments. It represents different treatment with respect to a person’s employment or participation in an education program or activity based, in whole or in part, upon the person’s actual or perceived sex or gender.
 - **Sexual Exploitation** – Abusing a position of power for sexual purposes which entails non-consensual abuse or exploitation of another person’s sexuality for the purpose of sexual gratification, financial gain, personal benefit, or advantage, or any other non-legitimate purpose. This may include requiring or trading sex for money, promotions, or jobs.
 - **Sexual Intimidation** - threatening behavior of a sexual nature directed at another person or group that reasonably leads the target(s) to fear for their physical well-being or to engage in sexual conduct for self-protection. Some examples of sexual intimidation are threatening to sexually assault another person or engaging in indecent exposure. This is often a tactic associated within sexual harassment or violence.
 - **Supportive Measures** - non-punitive and non-disciplinary individualized services offered as appropriate and as reasonably available without fee or charge to a Complainant or Respondent. They are provided to restore or preserve a Complainant's and/or Respondent's well-being and equal access to the College's educational program or activity while the investigation and/or resolution process is on-going. Such measures focus on the Complainant's and Respondent's needs. They are only provided to a Complainant if a Title IX incident is reported but a formal complaint is not filed, and they are provided to both the Complainant and Respondent when a formal complaint is filed and throughout the resolution/grievance process. Thus, supportive measures can be provided at any time, even without a formal complaint filed. Examples include academic accommodations (e.g., alternative course completion,

rescheduling exams, changes to class schedules), changes in work assignments, counseling services, and assistance with reporting to law enforcement.

- **Protective Measures** - essentially the same and used interchangeably with supportive measures. They are temporary non-punitive and non-disciplinary actions implemented after a Title IX incident is reported and often used in the context of relationship violence (i.e., dating violence, domestic violence) or sexual misconduct. They are focused on protecting the safety of the individuals involved and maintaining a safe campus environment and are provided to the Complainant, Respondent, and the broader campus community. These are a broad range of actions including those taken before, during, or after an investigation. Examples include no-contact orders, campus escort services, increased security presence/monitoring, leave of absence, and counseling and support services.
- **Interim Measures** - temporary non-punitive and non-disciplinary actions which like protective measures provide immediate protection for the individuals involved in a Title IX incident and ensure a safe and equitable environment. Such measures however may feel punitive to the Respondent. These are measures specifically and usually taken at the start of or during the investigation process to address immediate concerns or threats which prioritize safety and prevention. Examples include temporary changes to classes or work schedules or issuing non-contact orders.
- **Remedial Actions/Remedies** - measures that are put in place after a determination of responsibility is made for a Title IX violation, following a resolution/grievance process. Their purpose is to restore or preserve a Complainant's equal access to the College's education program or activity and address the effects of the misconduct. Remedies may include the same individualized services as supportive measures, but they are not necessarily non-disciplinary or non-punitive and may burden the Respondent. Remedies aim to address the effects of the misconduct, restore quality, and prevent recurrence. Examples can range from requiring training for a Respondent, making changes to college policies, or implementing sexual prevention programs for the wider campus community.
- **Sanctions** - Disciplinary actions taken against a Respondent found responsible for committing a Title IX violation. They are intended to hold the Respondent accountable, deter future misconduct, and remedy its effects. Sanctions are typically more formal and can include actions such as warnings, probation, suspension, expulsion, termination, restricted access to certain areas or activities, mandatory training, community service, fines or restitution, and revocation of degree. Sanctions are determined and imposed on the Respondent by the Title IX Team Decision-Maker as part of the formal resolution/grievance process.
- **Education Program or Activity** - Locations, events, or circumstances over which the College exercises substantial control over both the Respondent and the context in which the sexual harassment occurs and includes any building owned or controlled by a student organization that is officially recognized by the College. This broadly encompasses all of the College's operations which includes all educational, employment, and social programs, services, and activities.
- **Title IX (of the Education Amendments of 1972)** – a federal civil rights law prohibiting sex-based discrimination in any education program or activity receiving federal funding, ensuring equal opportunities in areas like admissions, athletics, housing, and preventing sexual harassment, ensuring equal access and protection for all students and employees. It's a landmark law ensuring that federal funds aren't used to support discrimination and requires institutions to have designated Title IX Coordinators.
- **New Jersey Law Against Discrimination** - a comprehensive state law prohibiting discrimination, harassment, and retaliation based on race, religion, sex, disability, sexual orientation, gender identity, and other protected traits in

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employment, housing, and public accommodations, offering broader protections and stronger remedies than federal law, enforced by the NJ Division on Civil Rights.

The Policy:

Bergen Community College is committed to providing a learning and working environment that promotes personal integrity, civility, and mutual respect in a place free of discrimination based on sex, which includes all forms of sexual misconduct, and any retaliation of such protected rights. Sexual discrimination violates an individual's fundamental rights and personal dignity. The College has zero tolerance for and considers discrimination based on sex and all its forms of sexual misconduct to be a serious offense. Zero tolerance means that all complaints will be taken seriously, and where violations of policy are found, significant sanctions will be applied. This policy and related process, which are based on the Title IX Final Rule 2020 regulations, document Bergen's position that it prohibits discrimination of any kind based on sex in employment and educational programs, services, and activities.

Prohibited Conduct

Title IX prohibits discrimination based on sex (i.e. sexual discrimination) in educational programs and activities that receive federal financial assistance. Such discrimination may include sexual harassment, sexual exploitation, sexual intimidation, and sexual violence. Sexual discrimination is the broad overarching behavior of treating someone unfairly based on their sex or gender. Sexual harassment is a type of sexual discrimination, while sexual intimidation, sexual exploitation, and sexual violence are often components or severe outcomes of sexual discrimination and harassment. All these behaviors and conduct rely on unequal power, which may for example include the following situations, employer/employee (harassment), authority figure/student (exploitation), or intimate partner (violence). Together they form a continuum, from subtle discrimination or unwelcome comments (harassment) to leveraging vulnerability (exploitation) to outright physical force (violence). Sexual misconduct is the broad overarching umbrella which encompasses all of these non-consensual, inappropriate sexual behaviors (i.e. sexual discrimination, harassment, intimidation, exploitation, and violence).

Title IX specifically addresses sex-based discrimination and harassment within educational settings. Title IX applies to all the College's educational programs and activities, whether such programs or activities occur on-campus or off-campus. To ensure compliance with Title IX and other federal and state civil rights laws, Bergen has developed policies and procedures that prohibit sex discrimination in all its forms, which pertain to employment, program/educational offerings, and admission to the College. This Title IX policy applies to all employees (i.e., faculty and staff), students, and visitors that are engaged in any sexual misconduct behavior, both on campus and at college sponsored and/or sanctioned off-campus activities. It governs student-on-student, employee-on-employee, employee-on-student, and student-on-employee sexual discrimination, as well as such behavior involving visitors (i.e., guests, family members, independent contractors, and vendors). Any member of the College community whose acts deny, deprive, or unreasonably interfere with and/or limit access to education, employment, or benefit opportunities of any other member of the College community, guest, or visitor based on the individual's sex is in violation of this policy.

When unwelcome sex-based conduct consists of speech or expressive conduct, the College balances Title IX enforcement with respect for free speech and academic freedom. When informed of alleged or actual incidents of discrimination based on sex, the College assesses if such incidents are violations of Title IX policies, laws, and regulations, while also taking into consideration an individual's First Amendment rights of free speech and academic freedom protections, even when such speech or expression is offensive. As such this policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the learning environment that includes germane but controversial or sensitive subject matters.

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When addressing an alleged Title IX incident and complying with all requirements, the College also considers and does not restrict the rights of parties protected under the Fifth and Fourteenth Amendments of the U.S. Constitution, which address due process, equal protection, and protections against governmental overreach in legal proceedings.

Other discrimination laws such as Title VI and Title VII of the Civil Rights Act of 1964 and the New Jersey Law Against Discrimination cover a broader range of discrimination that impact protected classes (i.e., groups of people who are legally shielded or protected from discrimination or harassment based on specific characteristics). Bergen Community College prohibits discrimination against any employee, applicant for employment, student, or applicant for admission based on the following protected classes/characteristics: race, color, age, gender, sexual orientation, religion, national origin, ethnicity, veteran/military status, disability, genetic information, marital status, political affiliation, pregnancy, or any other basis of prohibited discrimination in its programs and activities. The College adheres to all federal and state civil rights laws banning all forms of discrimination. Therefore, any member of the College community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, social access, benefits, and/or opportunities of any member of the campus community based on their membership in a protected class is in violation of the College's discrimination policies. Bergen's Discrimination and Harassment Policy covers the broader range of discrimination, excluding discrimination based on sex addressed in this policy.

Sexual Misconduct and Consent

This policy prohibits various forms of sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender of those involved, and which exhibit a lack of consent by the Complainant. Therefore, a definition of consent is important in understanding that any sexual activity without consent is prohibited, and that consent must be clearly and freely given. The definition of consent below is used in the interpretation and application of this policy.

Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent to a specific sexual contact (such as kissing) cannot be presumed to be consent for another specific sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. Silence or the absence of resistance alone is not consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Individuals can withdraw consent at any time during sexual activity by expressing in words or actions that they no longer want the act to continue, and, if that happens, the other person must stop immediately.

A person cannot consent if he or she is incapacitated. Under this policy, a person is incapacitated if he or she is disabled or deprived of ability to act or reason for themselves, is unable to understand what is happening, or is disoriented, helpless, asleep, or unconscious for any reason. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from taking an incapacitating substance. A person is incapacitated if the person is temporarily incapable of apprising or controlling the person's own conduct based on the influence of a narcotic, anesthetic, or intoxicating substance, if a person is unable to communicate consent because the person is unconscious, asleep, or is otherwise physically limited; or if the person has a bodily impairment or handicap that substantially limits the person's ability to resist or flee. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It

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is not an excuse that the Respondent to a complaint of sexual misconduct was intoxicated and, therefore, did not realize the other person's incapacity.

Sexual Exploitation

Defined as taking non-consensual or abusive sexual advantage of another person for one's own advantage or benefit, in ways that otherwise do not meet the College's definitions of sexual harassment. Such misconduct may be addressed in the College's grievance process. Examples of sexual exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed)
- Taking photographs, video recording, or audio recording of another in a sexual act or in any other private activity without the consent of all persons involved in the activity
- Exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity or disseminating sexual pictures without the photographed person's consent)
- Unauthorized sharing or distribution of digital, video, or audio recording of nudity or sexual activity:
- Sexually based stalking and/or bullying
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) without informing the other person of the infection; and/or
- Administering alcohol or drugs (such as "date rape" drugs) to another person without the person's knowledge or consent, with the intent to take advantage of the other person.

Individuals who experience discrimination, harassment, or any other form of sexual misconduct may respond to the incident in many ways, including feeling confused, vulnerable, out of control, embarrassed, angry, or depressed. The College provides a variety of supportive measures and resources to assist individuals who have experienced discrimination, harassment, or sexual misconduct to address the effects of the incident, to provide a level of safety and security, and to help them determine whether and how to make a formal complaint about the incident. Supportive measures and resources are also provided to Respondents and are discussed in detail later in this document.

Scope/Jurisdiction/Application

This policy applies to allegations of sexual discrimination, harassment, or misconduct and any retaliation that take place on Bergen Community College property or at off-campus Bergen-sponsored events, within the United States. This policy may also apply to allegations of discrimination, harassment, and retaliation to actions online or pertaining to off-campus activities not associated with the College that fall outside Title IX jurisdiction. The latter may be the case when the Title IX Coordinator or Deputy Coordinator determines that the online or off-campus conduct could have an on-campus impact or general impact on the educational mission of the College. Such impact includes:

- An action that constitutes a criminal offense as defined by federal, state, or local law.
- Any situation where it appears that the Respondent may present a danger or threat to the health or safety of him/herself, the Complainant, or others.
- Any situation that significantly impinges upon the rights, property, or achievements of others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational program or activity of the College.

Title IX Committee

Bergen has a Title IX Committee comprised of a Title IX Coordinator, Deputy Coordinators, Investigators, Decision-Maker, and Appeal Decision-Maker. All reports of sexual discrimination, harassment, misconduct, and/or retaliation should be promptly made to the Title IX Coordinator or one of the designated Deputy Coordinators. The Assistant Vice

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President of Student Affairs serves as the Title IX Coordinator. The Deputy Coordinators and Investigators consist of individuals from various departments of the College including the Human Resources Department, Office of Public Safety, Office of Student Life and Conduct, and the Athletics Department.

Notice to the Title IX Coordinator, Deputy Coordinator, a Mandatory Reporter, or an Official with Authority to institute corrective measures on the College's behalf constitutes "**actual knowledge**" to the College of an alleged incident of sex discrimination and will trigger the College's response requirements to the Complainant. Mandatory Reporters and Officials with Authority are discussed later in this policy. In accordance with the Department of Education's (the "Department") Title IX Regulations,

- "**Actual knowledge**" means notice of sexual harassment or allegations of sexual harassment to a Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the College.
- Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge.
- Notice includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator.

The College has appointed individuals to these Title IX roles to coordinate the College's compliance with federal, state, and local sex discrimination laws and ordinances. The name and contact information of the Title IX Coordinator is as follows:

Title IX Coordinator

Dr. Jennifer Migliorino-Diaz
Assistant Vice President of Student Affairs
jmigliorino@bergen.edu
OS-140, Pitkin Education Center
(201) 447-7456

The names and contact information of all Title IX Committee members including the Deputy Coordinators, Investigators, Decision-Maker, Appeal Decision-Maker as well as the Title IX Coordinator can be found by accessing the following link: <https://bergen.edu/about-us/title-ix/title-ix-committee/>.

Individuals are encouraged to report any form of sexual discrimination, sexual harassment, or sexual misconduct (whether the reporting person is the impacted party in the incident or not), by using an online reporting form which can be accessed via the following link https://cm.maxient.com/reportingform.php?BergenCC&layout_id=1. Incidents can also be reported in person, by mail, by telephone, or by email, using the contact information of the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours.

Roles of the Title IX Coordinator, Deputy Coordinators, Investigators, Decision-Maker, and Appeal Decision-Maker

The Title IX Coordinator is responsible for ensuring compliance with existing and new Title IX requirements and related federal and state regulations/laws. Additional responsibilities of the Title IX Coordinator include developing and ensuring compliance with related College policies and procedures. The Title IX Coordinator is also responsible for monitoring Bergen's education programs and activities for barriers to reporting information about conduct that reasonably may constitute sex discrimination, sex-based harassment, and retaliation, and take the necessary steps reasonably determined to address and eliminate such barriers.

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The Title IX Coordinator and Deputy Coordinators are charged with coordinating the College's response to reports of misconduct under Title IX Policy. The Title IX Coordinator and Deputy Coordinators are not advocates for either the Complainant or the Respondent. The Title IX Coordinator or Deputy Coordinators will explain to both parties the informal and formal resolution processes and the provisions for confidentiality. Where appropriate, the Title IX Coordinator or Deputy Coordinators will provide supportive measures to the parties for obtaining advocacy, medical and counseling services, and making criminal reports, and will also assist with providing information on other resources. The Title IX Coordinator and Deputy Coordinators will coordinate with other campus officials to take appropriate interim actions such as no contact orders, academic accommodations, and rearrangement of academic and work assignments.

Title IX Investigators are responsible for gathering evidence to determine if the alleged misconduct or violent incident meets Title IX standards, and to provide the evidence which the Decision-Maker uses to base the written documentation of responsibility at the conclusion of the resolution process. The investigation is performed in a prompt, thorough, and impartial manner. This typically includes gathering all relevant evidence, interviewing all parties involved in the incident and witnesses, and preparing an investigative report that fairly and accurately summarizes the relevant evidence.

The Decision-Maker is a neutral, impartial party responsible for the adjudication phase of the Title IX grievance process, evaluating all relevant evidence to determine whether a policy violation occurred, issuing a written determination of the incident, and imposing sanctions and identifying remedies, if necessary. The Decision-Maker is not the same person as the Title IX Coordinator and is not the Investigator for the same complaint. The Appeal Decision-Maker is a separate, impartial individual who was not involved in the investigation or the initial decision-making process. The Appeal Decision-Maker reviews the original decision in the context of the appeal request to determine if the outcome should be affirmed, reversed, or amended based on specific limited grounds for an appeal. The Appeal Decision-Maker is not the same person as the Title IX Coordinator and is not the Decision-Maker or the Investigator for the same complaint.

Collectively, Title IX committee members are responsible for providing sex discrimination education and training; coordinating the College's timely, thorough, and fair response, investigation, and resolution of all alleged prohibited conduct; coordinating and overseeing the College's compliance with Title IX regulations; and monitoring the effectiveness of the College's Title IX Policy and related procedures, to ensure an education and employment environment free from sexual discrimination, sexual harassment, sexual violence, and retaliation.

The College will ensure that the Title IX team members involved in a Title IX incident will not have a conflict of interest or bias for or against Complainants or Respondents generally or for or against any individual Complainant or Respondent. The Title IX team either collectively or individually, based on their responsibilities, receives proper training on the definition of sexual harassment and how to properly conduct an incident investigation and resolution/grievance process regarding Title IX complaints, which may include hearings, appeals, and informal resolution processes, as applicable. Such training also includes how to serve impartially, including the avoidance of prejudgment of the facts at issue, conflicts of interest, and bias. Those Title IX team members involved in live hearings are trained on any technology used in such hearings, and team members are trained on issues of relevance such as how to apply the rape shield protections provided only to Complainants. The various training materials used to train Title IX team members are available to the College community and public to review and inspect.

The College ensures that information concerning a Title IX complaint is maintained confidentially and shared on a need-to-know basis only with those Title IX team members directly involved in the incident (i.e., Title IX Coordinator, Deputy Coordinator, Investigator, Decision-Maker, and Appeal Decision-Maker if the outcome of the incident is appealed). Other Title IX team members not assigned to the complaint are not privy to the details of the incident unless they subsequently become assigned to the complaint. The focus and emphasis is to protect the privacy of all parties involved in the incident while ensuring proper handling of the complaint, with access limited to those who must know the details in order to resolve the matter while maintaining confidentiality.

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External Contact Information

Concerns about Bergen's application of this policy and compliance with Title IX requirements may be addressed to:

Office for Civil Rights (OCR)
U.S Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100

Customer Service Hotline: 800-421-3481

Facsimile: 202-453-6012

TDD: 877-521-2172

Email: OCR@ed.gov

Web: <http://www.ed.gov/ocr>

Reporting Responsibilities

Bergen responds to and addresses all reports of sexual discrimination, harassment and misconduct incidents with the utmost seriousness and promptness. In most instances alleged Title IX incidents are reported by the Complainant/person impacted. However, any individual who is not the impacted person (i.e. third-party reporter) may report a Title IX incident, including a friend, family member or any individual not associated with the impacted party but who witnessed the incident.

Institutions of Higher Education (IHEs) are required and must respond promptly to incidents of discrimination based on sex in a manner that is not deliberately indifferent, which means a response that is not clearly unreasonable considering the known circumstances. Employees of the College known as Officials with Authority and Mandatory Reporters are required by Title IX and this policy to report suspected or known incidents of Title IX violations including sexual discrimination, sexual harassment, sexual misconduct, and all other forms of discrimination based on sex, or retaliation to the Title IX Coordinator or other designated college officials. Officials with Authority and Mandatory Reporters will report a Title IX incident when they:

- Witness the incident
- Hear about allegations of a Title IX incident from a Complainant or a third party
- Receive a written or verbal complaint regarding allegations of a Title IX incident
- Become aware of the incident by any other means

Under Title IX, IHEs are allowed to choose whether to have mandatory reporting requirements for all employees, or to designate some employees to be confidential resources to discuss such incidents without triggering a report to the Title IX Coordinator. Bergen recognizes certain positions and individuals in those positions to be confidential resources. All employees (including student-employees), other than those deemed Confidential Employees, are required to promptly and effectively report all details of actual or suspected incidents of sex discrimination, sexual harassment, sexual misconduct, or retaliation to the Title IX Coordinator, Deputy Coordinator, or other appropriate college officials immediately or online at https://cm.maxient.com/reportingform.php?BergenCC&layout_id=1.

When a Complainant tells the Title IX Coordinator, an Official with Authority, or Mandatory Reporter about a Title IX incident, the Complainant has the right to expect the College will take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. Notice to an Official with Authority or a Mandatory Reporter (i.e. responsible employees) may convey actual knowledge to the College. These responsible employees must

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report to the Title IX Coordinator and/or Deputy Coordinator all relevant details about the alleged sexual misconduct shared by the Complainant. To the extent possible, information reported to a responsible employee will be shared only with college personnel responsible for addressing the College's response to the reported incident. A responsible employee should not share information with law enforcement without the Complainant's consent, unless the Complainant has also reported the incident to law enforcement, unless otherwise required by the law, or unless certain information must be provided to campus Public Safety personnel per the Clery Act. The Clery Act is a federal law that requires colleges and universities to adhere to campus safety and security requirements. The Title IX Coordinator will in turn involve campus Public Safety personnel, local law enforcement, and/or the Bergen County Sheriff's Office depending on the nature and circumstances of the reported incident.

Officials with Authority

Officials with Authority are those employees of the College who are not confidential resources and who are known to either have authority to take or implement corrective action on behalf of the College for specific issues and incidents such as Title IX violations, or have responsibility for administrative leadership, teaching, or advising in Bergen's educational programs or activities. These individuals are often in leadership or management positions and are obligated to notify the Title IX Coordinator of known actual or suspected Title IX incidents, and include for example the President, Vice Presidents, Deans, Department Chairs, Athletic Director, Public Safety personnel, and the Title IX Coordinator and Deputy Coordinators.

Mandatory Reporters

Mandatory Reporters are all other non-confidential employees who are also obligated to notify the Title IX Coordinator of known or suspected Title IX incidents including, for example, administrators, supervisory staff, faculty, academic advisors and counselors, student club advisors, athletic coaches and staff, and student-employees. These individuals can also provide the Complainant/impacted party with the contact information of the Title IX Coordinator and information about how to make a complaint of sex discrimination. In summary, Mandatory Reporters are required to report incidents of sex-based misconduct, while Officials with Authority are not only required to report but also have the authority to institute corrective measures on behalf of the College. Officials with Authority by default are Mandatory Reporters but not all Mandatory Reporters are Officials with Authority.

Reporting Considerations

Officials with Authority and Mandatory Reporters should ensure that the Complainant understands their reporting requirements, and if the Complainant does not want to report the incident to the Title IX Coordinator for investigation, the Official with Authority or Mandatory Reporter should direct the Complainant to confidential resources. Thus, Complainants should carefully consider whether they share personally identifiable details with Officials with Authority or Mandatory Reporters, as those details must be shared with the Title IX Coordinator. If a Complainant requires formal action to be taken in response to his/her allegations, the Complainant can report the incident to the Title IX Coordinator, Official with Authority, or Mandatory Reporter. These responsible employees will assist the Complainant by reporting the alleged crime and/or policy violation to the Title IX Coordinator (and/or law enforcement, if desired by the Complainant or required by law), who will act upon being notified.

Although Title IX does not require students at the College (except for student-workers) to report any incidents, any student who is aware of, or who witnesses sexual discrimination, sexual harassment, sexual misconduct, or retaliation is encouraged to promptly report the incident to the Title IX Coordinator or a Title IX Deputy Coordinator. All initial contacts will be treated with the privacy and confidentiality required by law. Specific information on any complaint received by any party will be reported to the Title IX Coordinator, but, subject to the College's obligation to investigate and redress violations, with every reasonable effort made to maintain the privacy of those initiating a report or complaint. In all cases, the College will consider the Complainant's wishes with respect to how the complaint is pursued

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but reserves the right, when necessary, to protect the community, to investigate, and to pursue a resolution when an alleged Complainant chooses not to initiate or participate in a formal complaint.

Police and Other Reporting Sources

In addition to reporting Title IX incidents to the Title IX Coordinator, Deputy Coordinators, Officials with Authority or Mandatory Reporters, incident reports may also be made to the local police, Office of Public Safety (i.e., campus security), or the Bergen County Sheriff's Office, especially if an incident may involve a crime and/or is in progress, by calling the following numbers:

- Emergency – 911
- Local Police with Jurisdiction:
 - Paramus Police: 201.262.3400
 - Hackensack Police: 201.646.7777
 - Lyndhurst Police: 201.939.2900
- Office of Public Safety
 - Paramus Campus (24hrs): Dial "6" or 201.447.7200
 - Meadowlands Campus, Lyndhurst: 201.301.1267 – In house, ext. 9600
 - Ciarco Learning Center, Hackensack: 201.301.9700
- Bergen County Sheriff's Office (non-emergency number):
 - 10 Main Street, Hackensack, NJ 07601: 201.336.3500,
 - Paramus Campus, Room A-114 Pitkin Education Center: 201.689.7607

Confidential Employees

Confidential Employees (aka Confidential Resources) are not required to report sexual harassment, discrimination, misconduct, or retaliation to the Title IX Coordinator, barring an emergency or when required to disclose by law or court order. There are three categories of Confidential Employees:

1. Those with confidentiality bestowed by law or professional ethics, such as lawyers, medical professionals, clergy, and mental health counselors
2. Those whom Bergen has specifically designated as Confidential Resources for purposes of providing support and resources to the Complainant
3. Those conducting human subjects research as part of a study approved by the Bergen Institutional Review Board (IRB).

Confidential Employees in category 1 can respect confidentiality provided they are in a confidential relationship with the Complainant or person reporting the incident, such that they are within the scope of their licensure, professional ethics, or confidential role at the time of being informed of an incident. These individuals will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor, elder, or individual with a disability, or when required to disclose by law or court order.

The Title IX Coordinator or Confidential Employee can assist Complainants in accessing supportive measures and resources, whether they file a formal complaint or not. As previously indicated, those designated by the College as Confidential Employees/Resources are not required to report actual or suspected sexual discrimination, sexual harassment, sexual misconduct or retaliation to the Title IX Coordinator in a way that identifies the parties involved in the incident. They will, however, provide the Complainant with information about their status as a Confidential Employee for Title IX purposes, the Title IX Coordinator's contact information, how to make a formal complaint, how the Title IX Coordinator can help, and offer options and resources without any obligation to inform an outside agency or Bergen official unless the Complainant has requested the information be shared.

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A Complainant has the right and may initiate a formal complaint about sex discrimination, harassment, or misconduct they experienced even if they choose to leave Bergen's educational program because of that discrimination or for other reasons. If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with counselors, health service providers, victim services advocates, domestic violence resources, or local or state assistance agencies, who are permitted by law to maintain confidentiality (except in extreme cases of immediacy of threat or danger or abuse of a minor, elder, or individual with a disability, or when required by law or court order). If a Complainant is unsure of a resource's ability to maintain confidentiality, the Complainant is advised to ask the resource(s) before talking to them.

Bergen personal counselors for students and/or the Employee Assistance Program for employees are available to help free of charge and can be seen on an emergency basis. Clear information and training are provided by Bergen to the College community on when employees must notify the Title IX Coordinator about conduct that reasonably may constitute discrimination based on sex, and how students and employees can seek confidential assistance or make a complaint of sex discrimination which requires Bergen to initiate its resolution process.

Failure of an Official with Authority or Mandatory Reporter to report an incident of sex discrimination, sexual harassment, sexual misconduct, or retaliation which they become aware of is a violation of this policy and can be subject to disciplinary action up to and including termination for failure to comply/failure to report. This includes situations when a Respondent is an Official with Authority or a Mandatory Reporter. Such individuals are obligated to report their own misconduct, and failure to do so is a chargeable offense under this policy. An Official with Authority or Mandatory Reporter who is themselves a target of discrimination, harassment, or other misconduct under this policy is not required to report their own experience, though they are encouraged to do so. In addition, Complainants may speak with the below individuals unaffiliated with the College without concern that this policy will require these unaffiliated individuals to disclose information to the College without permission:

- Licensed professional counselors and other medical providers
- Local rape crisis counselors
- Domestic violence resources
- Local or state assistance agencies
- Clergy/Chaplains
- Attorneys

Incident Reporting Options – Informal and Formal

Title IX incidents are generally categorized as informal and formal. Informal reports involve providing supportive measures or alternative resolutions without a formal investigation and hearing. Formal reports (i.e., formal complaint) also involve providing supportive measures and initiating a formal investigation and resolution process, potentially leading to disciplinary actions.

Informal Incident Reporting:

Examples of informal incident reporting include the following:

Anonymous Reporting

The Title IX Coordinator and Deputy Coordinators address and follow up on anonymous reports of conduct which allegedly violate this policy. The Complainant or Third Party (i.e., Reporting Individual/Party) reporting the incident is encouraged to provide as much detailed information as possible to allow the Title IX Coordinator or Deputy Coordinator(s) to address and respond to the incident as appropriate. The College may be limited in its ability to

investigate or respond to an anonymous report unless sufficient information is provided. (See www.bergen.edu/reportanincident).

Confidential Reporting

If an impacted party would like the details of an incident to be kept confidential, the party may speak with counselors, health service providers, victim services advocates, domestic violence resources, local or state assistance agencies, or members of the clergy who are permitted by law to maintain confidentiality (except in extreme cases of immediacy of threat or danger or abuse of a minor or elder). If a party is unsure of a resource's ability to maintain confidentiality, the party is advised to ask them before talking to them. Bergen Community College personal counselors for students and/or the Employee Assistance Program for employees are available to help free of charge and can be seen on an emergency and confidential basis.

Private Reporting

Reports to College employees who are not confidential resources should be treated with the maximum possible privacy. If a party is unsure of a resource's ability to maintain privacy, the party is advised to ask them before talking to them. The resource will be able to explain the resource's reporting obligations and help a party to make decisions about who is in the best position to help. If personally identifiable information is shared, efforts will be made to protect privacy to the greatest extent reasonably possible.

Formal Incident Reporting:

Examples of formal incident reporting include the following:

Formal Complaint

Complainants are encouraged to make a formal complaint by speaking to College officials, such as the Title IX Coordinator, Deputy Coordinator(s), or Office of Public Safety. Complainants have the right, and can expect, to have complaints taken seriously by the College when formally reported and to have those incidents investigated and properly resolved through this policy and associated process and procedures. Formal reporting still affords privacy to the reporter and only a small group of officials who need to be informed will be notified. Information will be shared as necessary with investigator(s), witnesses, the respondent, and a hearing board if deemed appropriate. The number of people with this knowledge will be kept to as few as reasonably possible to preserve a Complainant's rights and privacy.

A Title IX formal complaint is filed by notifying the College's Title IX Coordinator. This can be done in writing, via email, or by contacting the Title IX Coordinator directly. The complaint initiates either an informal or formal resolution process both of which include notifying all parties involved of their rights. Both the informal and formal resolution process are discussed in detail below.

Criminal Reporting

If someone is in immediate danger, 911 should be called. Some acts of discrimination and harassment may also be crimes, such as sexual assault or stalking. Individuals are encouraged to report allegations of criminal conduct to law enforcement even when it is not clear whether the conduct rises to the level of a crime. Regardless, law enforcement can assist with obtaining medical care, getting immediate law enforcement response and protection, connecting with victim advocate services and counseling support, initiating a criminal investigation as appropriate, and answering questions about the criminal process.

Confidentiality and Reporting of Title IX Incidents/Offenses

Bergen will make every effort to safeguard the identities of individuals who seek help and/or report sexual discrimination, harassment, and/or retaliation. While steps are taken to protect the privacy of the parties, the College's ability to respond may be limited in the event of a request for confidentiality. The College may need to investigate an incident and take the required steps and action once an allegation is known whether the impacted party chooses to pursue a formal complaint or not.

When a report is made, personally identifiable information (name, address, etc.) may be initially withheld in cases where the Complainant is hesitant to come forward. Subsequently, campus officials may need additional information. The College's Title IX Coordinator or Deputy Coordinator will conduct an initial inquiry, looking for any sign of pattern, predation, violence, or threat. When such conditions exist, action by the College may be required to ensure campus safety.

A College employee to whom a Title IX incident is reported should not promise absolute confidentiality except for those designated as confidential resources by Bergen (i.e., personal counselors) as well as external resources including health service providers, victim services advocates, domestic violence resources, local or state assistance agencies, or members of the clergy who are permitted by law to maintain confidentiality. Incident reports to all other employees may be private, but not necessarily confidential depending on the facts and circumstances. Reports to police and/or Title IX officials do not obligate the Complainant to file any criminal or College conduct charges.

The College will not pursue disciplinary action for improper use of alcohol or other drugs against a Complainant or against another student or employee who shares information as either a witness to or as a reporter of sexual misconduct, provided the report is made in good faith. For further content on this topic, see Appendix A "Good Samaritan".

Deliberately false and/or malicious accusations of discrimination, harassment, or retaliation, as opposed to complaints which, even if erroneous, are made in good faith, are just as serious an offense as discrimination, harassment, or retaliation and will be subject to appropriate disciplinary action.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence, or deliberately misleading an official who is investigating an incident and/or involved in a formal hearing or informal resolution can be subject to discipline under this policy and/or other College conduct policies and operating procedures.

Reports and Formal Complaints should be made as soon as possible after an incident.

There is no time limit for reporting a Title IX incident or for filing a formal complaint against the Respondent. However, Complainants should report possible violations of this policy as soon as possible to maximize the College's ability to respond effectively. Failure to report promptly could result in the loss of relevant evidence and impair the College's ability to adequately respond to the allegations.

If the incident is a sexual assault and/or in progress it should be reported immediately by calling 911 - Emergency if you are not safe and/or in need of immediate medical attention. Otherwise please contact the Public Safety Office at the applicable campus (i.e., Paramus, Meadowlands, or Hackensack) where the incident occurred or the Bergen County Sheriff's Office based on the contact information previously provided.

For incidents involving sexual assault, stalking, domestic violence, and dating violence the preservation of evidence is critical, and impacted parties should seek immediate medical attention as required.

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Preservation of Evidence

The preservation of evidence is extremely time sensitive and important to prove that an alleged incident occurred, which will greatly aid in pursuing potential criminal prosecution and/or obtaining restraining/protective orders. The College will inform the Complainant of the importance of preserving evidence which includes taking the following actions depending on the type and nature of the incident:

Sexual Assault:

- Seek forensic medical assistance (i.e., forensic examination) at the nearest hospital, ideally within 120 hours of the incident (sooner is better). Completing a forensic examination does not require the Complainant to file a police report but helps to preserve evidence if a police report is subsequently filed later. Local hospitals are as follows:
 - **Bergen New Bridge Medical Center:** 230 E. Ridgewood Ave., Paramus, N.J., 201.967.4000
 - **Valley Hospital:** 4 Valley Health Plaza, Paramus, N.J., 07652, 201.447.8000
 - **Hackensack University Medical Center:** 30 Prospect Avenue, Hackensack, NJ 07601, 551.996.2000
- Medical assistance can also be provided on-campus by the Center for Health, Wellness, and Personal Counseling (HS-100, Pitkin Education Center, 201.447.9257). The RN staff of Health Services provides free First-Aid, emergency medical response, and healthcare maintenance to all members of the College community.
- Avoid urinating, showering, bathing, washing hands or face, or douching, if possible, but evidence may still be collected even if any of these activities are done.
- If oral sexual contact took place, refrain from smoking, eating, drinking, oral rinsing, or brushing teeth.
- Clothing should not be changed. If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence) or secure an evidence container (if provided by law enforcement).
- Seeking medical treatment can be essential even if it is not for the purposes of collecting forensic evidence.

Stalking, Dating Violence, or Domestic Violence:

- Evidence in the form of text and voice messages will be lost in most cases if the Complainant changes their phone number.
 - Make a secondary recording of any voice messages and/or save the audio files to a cloud server.
 - Take screenshots and/or a video recording of any text messages or other electronic messages (e.g., Instagram, Snapchat, Facebook).
- Save copies of email or social media correspondence, including notifications related to account access alerts.
- Take time-stamped photographs of any physical evidence including notes, gifts, etc. in place when possible.
- Save copies of any messages, including those showing any request for no further contact.
- Obtain copies of call logs showing the specific phone number being used rather than a saved contact name if possible.

Counseling and Emotional Support

When sex-based discrimination or harassment incidents occur, they can be traumatic to those who require counseling and emotional support services. The College provides on-campus counselors for students and the Employee Assistance Program (EAP) for employees, which are available free of charge and can be provided on an emergency basis. Off-campus resources are also available to students and employees. Such services are focused on helping to mitigate the immediate and long-term impact of such incidents, which allow impacted parties to continue their education or

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employment at the College and maintain their well-being. These services offer a pathway to safety, recovery, and a sense of control, allowing impacted parties to navigate the aftermath of such traumatic experiences.

On-Campus Counseling Services for Students:

- **Center for Health, Wellness and Personal Counseling** - HS-100, Pitkin Education Center, 201.447.9257

Employee Assistance Program for Employees:

- **Magellan Employee Assistance Program** - Magellan is contracted by the College to provide professional consultation to Bergen employees and their eligible dependents in the areas of stress management, family issues, child/elder care, dependency and other matters. Contact www.magellanassist.com.

Off-Campus Resources:

- **HealingSpace of YWCA** 24-hour hotline – 201.487.2227
- **Sexual Assault Response Team (SART)** is a free, coordinated community response to assist a survivor in the aftermath of a recent sexual assault. SART offers a compassionate, survivor-centered approach while collecting evidence that can be vital to the investigation and prosecution of the crime. SART is available 24 hours a day, 7 days a week, which can be activated if:
 - Sexual assault occurred within 5 days
 - The victim is at least 13 years old
 - The victim is safe and not in need of immediate medical attention. Call 911 if the victim is not safe or needs immediate medical attention.
 - The victim can activate one or more SART professionals

To activate SART call the 24/7 hotline 201-487-2227 to speak with a Confidential Sexual Violence Advocate who will discuss all options with the victim. Note that the victim may choose to receive an exam with an advocate and nurse and then choose to report with law enforcement later.

Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as faculty and student, staff and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship may also be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change and conduct that was previously welcome may become unwelcome. Even when the parties have consented at the outset to a romantic or sexual relationship, this past consent may not remove grounds for a later charge of a violation of applicable sections of this policy or of the Student and Employee Codes of Conduct. For the personal protection of members of the College community, relationships in which power differentials are inherent are **strongly discouraged**.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor. This will likely result in the removal of the employee from supervisory or evaluative responsibilities or will shift the supervised/evaluated student or employee from being supervised or evaluated by someone with whom they have established a consensual relationship.

Retaliation

The College seeks to create an environment where students and employees are free, without fear of reprisal, to report any alleged violations of an individual's civil rights. Bergen encourages all members of the College community to exercise their right to report any incidents of wrongdoing. The College has zero tolerance and prohibits any form of punishment, revenge, or negative action against another individual who reports misconduct, participates in an investigation, or opposes illegal or unethical behavior. Any act of retaliation will result in appropriate disciplinary action.

Complaints alleging retaliation may be filed according to the College's prompt and equitable resolution process and procedures. The exercise of rights protected under the First Amendment does not constitute retaliation. Charging an individual with a code of conduct violation for making a materially false statement in bad faith during a Title IX resolution proceeding does not constitute retaliation, however, a determination regarding responsibility alone is not sufficient to conclude that any party made a bad faith or materially false statement.

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. This includes any individual's right to participate or refuse to participate in a Title IX resolution process. Examples include retaliation against the Complainant by the Respondent, their friends or co-workers, or a representative of the College. Retaliation against an individual for alleging a violation of their civil rights, supporting a party, or for assisting in providing information relevant to a complaint, is a serious violation of this policy. In some instances, retaliation and its consequences can be more severe than the initial discrimination or harassment it follows.

No employee of the College, student, applicant, third party or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, participated or refused to participate in any manner in an investigation, proceeding, or hearing relating to any Title IX complaint.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purposes of interfering with any right or privilege secured by Title IX, constitutes retaliation.

The College will keep confidential the identity of any individual who has made a report or filed a formal complaint of sex discrimination, any individual who has made a report or filed a formal complaint of sexual harassment, any Complainant/impacted party of a Title IX incident, any individual who has been reported to be the Respondent of sex discrimination/harassment, and any witness, except as required by law, or to carry out the requirements of Title IX regulations, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator or Deputy Coordinators. Complaints alleging retaliation may be filed according to the resolution procedures for sex discrimination, harassment, and misconduct as provided in this policy.

Material Misstatement of Fact

Knowingly making a material misstatement of fact when bringing a complaint may subject the Complainant to discipline. Anyone who believes that they have been the subject of a false or misleading complaint may meet with the Title IX Coordinator, Office of Student Affairs, or Human Resources Department to address the allegations. The filing of a complaint that does not result in a finding of prohibited conduct is not alone evidence of the intent to file a false complaint. Several factors are considered when determining if a complaint filed is false, misleading, or containing a material misstatement. This includes inconsistencies in the facts and what was reported by the Complainant, lack of any

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evidence or evidence which materially contradicts the complaint, witnesses or information that substantiate the Complainant's bias or prejudice against the Respondent, and any history of the Complainant and Respondent.

Other Offenses

Other offenses of a discriminatory, harassing, and/or retaliatory nature that are not based on sex and thus not covered under Title IX and this policy are prohibited by the College as addressed in the Student and Employee Codes of Conduct, which include the following types of behavior:

- Intimidation, which is defined as implied threats or acts that cause a reasonable fear of harm in another based on actual or perceived membership in a protected class.
- Hazing, which is defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community when related to the admission, initiation, joining, or any other group-affiliation activity based on actual or perceived membership in a protected class.
- Bullying/Cyberbullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally based on actual or perceived membership in a protected class.
- Violation of any other College rule or policy, when motivated by actual or perceived membership in a protected class.

Supportive and Protective Measures

When an alleged Title IX incident is reported, the Title IX Coordinator promptly contacts the Complainant confidentially to discuss the availability of supportive and protective measures provided by the College. The Title IX Coordinator considers the Complainant's wishes with respect to supportive and protective measures, informs the Complainant of the availability of those measures with or without filing a formal complaint, and explains the process for filing a formal complaint. Complainants are also provided with a Victim's Rights written notification which addresses many topics including their rights to such supportive measures and accommodations provided by the College. Bergen offers and provides a range of appropriate and reasonable supportive and protective measures to the Complainant(s) upon notice of alleged sexual discrimination, sexual harassment, sexual violence and/or retaliation. Supportive and protective measures are also provided to the Respondent during the resolution process once a formal complaint has been filed by the Complainant.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available. They are offered without fee or charge to the parties, to restore or preserve their well-being and access to Bergen's educational program or activity and/or to provide support during the College's investigation and formal resolution procedures or during the informal resolution process. Such measures focus on the Complainant's and Respondent's needs. Protective measures are similar and frequently interchangeable with supportive measures. They are temporary non-disciplinary, non-punitive measures designed to protect the safety of all parties and the College's educational environment and to deter sexual discrimination, sexual harassment, and/or retaliation. Such measures are focused on and aim to identify and reduce risks and vulnerabilities of the Complainant, Respondent, any reporting party, or any witness to a Title IX incident as well as the rest of the College community. Protective measures are often used in the context of relationship violence (i.e., dating or domestic violence) or sexual assault offenses (i.e. rape, criminal sexual contact, incest, or statutory rape).

The College provides supportive and protective measures to students and employees regardless of where the incident occurred. Such measures are provided whether the incident occurred on or off any of the College's three campuses.

All policies are subject to amendment. Please refer to the College Policy website (<https://bergen.edu/about-us/college-policies/>) for the official, most recent version.

Students and employees have a right to the supportive and protective measures offered by the College, and many options to choose and benefit from.

The Title IX Coordinator promptly makes such measures available upon receiving notice/knowledge of an incident. At the time supportive and protective measures are offered, if a formal complaint has not been filed, the Complainant is informed in writing that they may file a formal complaint with the College either at that time or in the future. The Title IX Coordinator will work with the Complainant to ensure that their wishes are considered with respect to any planned and implemented measures. Supportive and protective measures may also be referred to as interim measures or remedial actions/remedies.

Bergen will maintain the confidentiality of supportive and protective measures provided confidentiality does not impair the College's ability to provide those measures. Bergen will act to ensure as minimal an academic and occupational impact on the parties as possible and will implement measures in a way that does not unreasonably burden any party and cannot be imposed for punitive or disciplinary reasons. Such accommodations and measures are made available by the College to the parties involved in a Title IX incident whether specifically requested by the parties or not, if they are reasonably available, and do not pose an undue hardship on the College. Such accommodations are available to the Complainant regardless of whether the incident is reported to the Title IX Coordinator, Public Safety, the Bergen County Sheriff's Office, or local law enforcement. Supportive and protective measures are provided before and/or after the filing of a formal complaint and when no formal complaint has been filed.

The range of supportive and protective measures include the following:

- Referral to counseling, medical, mental health, and/or other healthcare services.
- Referral to the Employee Assistance Program
- Referral to community-based service providers including victim advocacy groups.
- Legal assistance
- Visa and immigration assistance
- Student financial aid counseling
- Education to the institutional community or community subgroup(s)
- Altering work arrangements for employees or student employees
- Safety planning
- Providing campus safety escorts
- Providing transportation assistance
- Implementing contact restrictions (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders.
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence.
- Increased security and monitoring of certain areas of the campus.
- Any other actions deemed appropriate by the Title IX Coordinator.

The Title IX Coordinator can also be contacted to request any supportive measures required, including any requested changes to academic, transportation, or working arrangements, and/or any requests for protective measures (e.g., no-contact orders levied by the College or adhered to by court order). Since all three Bergen locations do not have residential halls, campus housing, or residential facilities, requested changes to living arrangements are not applicable. However, the College will assist students and employees in addressing any concerns they have in their personal off-campus housing/living arrangements.

Federal Timely Warning Obligations

Those impacted by sexual misconduct should be aware that the College must issue crime alerts for incidents reported to them that represent a serious or continuing threat to students or employees. The College will withhold an impacted person's name and other identifying information while providing enough information for members of the College community to make informed safety decisions regarding the potential danger.

Maintenance of Records

In implementing this policy, records of all complaints, investigations, resolutions, and hearings will be kept by the Title IX Coordinator for a minimum of **seven years**.

The College will maintain the following records:

- Details and facts gathered relating to the initial incident reported/filed.
- Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript.
- All meetings and information gathered from the formal resolution (i.e., grievance) process.
- Any disciplinary sanctions imposed on the Respondent,
- Any remedies provided to the Complainant and/or Respondent designed to restore or preserve equal access to the College's education program or activity.
- Any appeal and the result therefrom.
- Any informal resolution and the result therefrom.
- All materials used to train the Title IX Coordinator, Deputy Coordinators, Investigators, Decision-Maker, and Appeal Decision-Maker. The College will make such training materials publicly available.

Records requiring longer retention include the following:

- If there is ongoing litigation, claims, or an audit involving records, which must be preserved until the litigation or action is completed.
- Cases resulting in a permanent sanction, such as expulsion or termination which may require permanent record retention.
- Records that may require longer retention periods to comply with college policies or state/federal regulations.

Appendix A

Good Samaritan

The welfare of students in our community is of paramount importance. At times, students on and off campus may need assistance. The College encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to assist others, for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help take a person impacted by sexual misconduct to Public Safety or a medical provider). The College pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the College will provide educational options, rather than punishment, to those who offer their assistance to others in need.

Risk Reduction Tips

Risk reduction tips can often take a blaming tone, even unintentionally. With no intention to blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help to reduce risk of experiencing a nonconsensual sexual act. Below are suggestions to avoid committing a non-consensual sexual act:

- A. Know your sexual intentions and limits. You have the right to say "NO" to any unwanted sexual contact. If you are uncertain of what you want, ask your partner to respect your feelings.
- B. Communicate your limits firmly and directly. If you say "NO," say it like you mean it. Avoid giving mixed messages. Back up your words with a firm voice and clear body language. Do not assume that someone will automatically know how you feel or will eventually "get the message" without you having to say anything.
- C. Remember that some people think that drinking, dressing provocatively, or going to your or your date's room is saying you are willing to have sex. Be clear up front about your limits in such situations.
- D. Listen to your gut feelings. If you feel uncomfortable or think you might be at risk, leave the situation immediately and go to a safe place.
- E. Don't be afraid to "make waves" if you feel threatened. If you feel you are being pressured or coerced into sexual activity, don't hesitate to state your feelings and leave the situation.
- F. Attend large parties with friends you trust. Agree to "look out" for one another. Leave with the group, not alone. Avoid leaving with people that you don't know very well.
- G. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- A. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- B. Understand and respect personal boundaries.
- C. DO NOT MAKE ASSUMPTIONS: about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, then you DO NOT have consent.
- D. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- E. Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- F. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.

- G. Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- H. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

Sexual Offense Prevention and Educational Programming

Bergen Community College recognizes sex discrimination in all its forms as important issues; therefore, the College offers annual educational programming to a variety of groups such as staff, security, faculty, incoming students, continuing students, student-athletes, and members of student organizations. Visit www.Notalone.gov for more information and resources on avoiding and preventing sexual assault.

Sexual Misconduct educational programming may address matters such as: a definition of what constitutes sex discrimination, the causes of sex discrimination, myths involved with sex discrimination, prevention, the relationship between sex discrimination and alcohol use, what to do if you are assaulted, the nature of a rape examination, an explanation of the College sexual misconduct policy, how to make a report and file charges within the College, its conduct system, and/or with the local police department, men's issues and sexual assault, and campus community resources to assist both the survivor and the accused.

Federal Enforcer

The U.S. Department of Education, Office for Civil Rights (OCR) is the federal agency charged with enforcing compliance with Title IX. Individuals with complaints of this nature always have the right to file a formal complaint with the United States Department of Education:

Office for Civil Rights (OCR)

400 Maryland Avenue, SW
 Washington, DC 20202-1100
 Customer Service Hotline Number: 800.421.3481
 FAX: 202.453.6012
 TDD#: 877.521.2172
 Email: OCR@ed.gov
 Web: <http://www.ed.gov/ocr>

Related Documents/Policies:

Student Code of Conduct
 Employee Code of Conduct

Policy History: (adopted/amended)

Section A: AF
 Adopted: 10/5/94
 Resolution: P14
 Updated: 8/7/18, 8/14/20

All policies are subject to amendment. Please refer to the College Policy website (<https://bergen.edu/about-us/college-policies/>) for the official, most recent version.



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BOARD OF TRUSTEES ACTION I-5
Approval Date: June 16, 2026

Resolution

To approve the revised Discrimination and Harassment Policy.

Submitted By

Dr. Eric M. Friedman, President
Ms. Sarah Riker, Associate Director of Human Resources
Mr. John Scardina, Director of College Compliance
Mrs. Suzanne Wetzel, Vice President, External Affairs

Action Requested

To approve the Discrimination and Harassment Policy.

Justification

This policy addresses non-Title IX sexual discrimination and harassment, protected class discrimination and harassment, and general discrimination and harassment. It documents Bergen's commitment to cultivating and maintaining a working and learning environment that is free from discrimination and harassment, and retaliation based upon the exercise of rights protected by federal and state Civil Rights laws and Bergen policy. This policy specifically applies to discrimination or harassment conduct committed by the College's students, faculty, and staff as well as all visitors and third parties including independent contractors, vendors, or others with whom the College does business. This policy applies whether conduct occurs on campus, at off campus programs and events sponsored by the College, or off campus at locations or activities not associated with the College if the continuing effects of the conduct have the potential to unreasonably interfere with or limit an individual's work, academic performance, personal security, or participation in any Bergen programs, services, or activities.

The draft policy has been reviewed by the College's Policy Advisory Council and vetted by the College's legal counsel.

See the attached draft policy.

Discrimination and Harassment Policy

Policy Statement:

Bergen Community College (Bergen, the College) is dedicated to maintaining an academic and workplace environment that is free from discrimination and harassment. Discrimination and harassment can cause profound, long-lasting damage, including severe psychological distress, physical health issues, and reduced academic and work performance. The College adheres to all federal and state civil rights laws banning all forms of discrimination and harassment.

Reason for Policy:

To address the following forms of discrimination and harassment and the College's position:

- **Non-Title IX sexual discrimination and harassment** - Conduct which is sex-based that is not covered under Title IX and its definition of sexual discrimination and harassment and the College's Title IX policy.
- **Protected class discrimination and harassment** – Treatment of individuals based on membership in a protected class or association/affiliation with someone in a protected class.
- **General discrimination and harassment** – Persistent unfair treatment that is not sex-based nor based on a protected class which may still violate college policies and/or create a hostile environment even though such conduct is not protected by Civil Rights laws and not actionable in federal court.

Who Should Read This Policy:

All students, faculty, staff, and visitors

Definitions:

Non-Title IX Sexual Discrimination/Harassment

Any unwelcome sexual advances, requests for sexual favors, or other unwelcome written, verbal, or physical conduct of a sexual nature when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive environment for that individual's employment, education, or participation in a college activity; or
- Submission to, or rejection of, such conduct by an individual is used as the basis for decisions affecting the individual's academic standing, employment status, or participation in a college activity; or
- Submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's education, employment, or participation in a college activity.

Title IX Sexual Discrimination/Harassment

A form of discrimination or harassment based on sex, including sex stereotypes, sex characteristics, and pregnancy or related conditions. Title IX prohibits sex-based discrimination and harassment in education programs receiving federal funds, covering unwelcome conduct which denies equal educational and employment access. Discrimination or

harassment based on sex is conduct that is sexual in nature, or that is directed to the victim because of his/her actual or perceived sex, which includes one or more of the following:

- **Quid Pro Quo** - an employee, agent, or other person authorized by an institution, to provide an aid, benefit, or service under the institution's educational and employment programs and activities, explicitly or impliedly conditioning the provision of such aid, benefit, or service, on a person's participation in unwelcome sexual conduct. Submission to, or rejection of, such conduct by an individual is used as the basis for decisions affecting the individual's academic standing, employment status, or participation in a college activity, or submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's education, employment, or participation in a college activity.
- **Hostile Environment** – any unwelcome sex-based conduct, that a reasonable person based on the totality of the circumstances, would find so severe, pervasive, and objectively offensive, that it effectively limits or denies a person's equal access and ability to participate in or benefit from an institution's education or employment programs or activities. Severe, pervasive, and objectively offensive are defined as follows:
 - **Severe** – the intensity or seriousness of the conduct. A single, very serious act can be severe, but it can also refer to a pattern of behavior that is consistently upsetting or intimidating
 - **Pervasive** – conduct that is widespread, frequent, or repeated, and is not just a one-time occurrence, but rather a pattern of behavior that creates an ongoing hostile environment
 - **Objectively Offensive** – conduct that is so offensive that a reasonable person would find it to be harmful or intimidating.
- **Sexual Violence** - includes domestic violence, dating violence, stalking, and sexual assault.

Protected Class Discrimination

An action, decision, or treatment of a person or group of people differently which adversely affects employment or educational opportunities on the basis of membership in one or more protected classes or because of actual affiliation/association with other individuals in a protected class. Evidence of conscious, malicious intention is not always required to rise to the level of discrimination. While intentional discrimination (disparate treatment) is illegal under Civil Rights laws, discrimination can also be established through evidence of disparate impact, where facially neutral employment policies disproportionately affect a protected group.

- **Intentional Discrimination (Disparate Treatment):** Actions or treatment of an individual or group because of their protected class/characteristic.
- **Disparate Impact (Unintentional Discrimination):** A policy or practice that appears neutral on its face but disproportionately excludes or harms a protected group which can be unlawful, even if there was no bad faith, ill will, or any evil motive.

Protected Class Harassment

Unwelcome conduct—verbal, physical, or visual—that creates a hostile, intimidating, or abusive environment based on membership in one or more protected classes. It is rooted in factors protected by law and includes offensive jokes, racial slurs, derogatory comments, intimidating acts, or damage to personal property. To be unlawful under Civil Rights laws, the conduct must be sufficiently severe or pervasive enough to alter an individual's employment conditions or educational opportunities, and create an environment a reasonable person would consider hostile or abusive. Harassment is a form of Discrimination.

Protected Class

Groups of individuals legally shielded from various forms of discrimination and harassment under federal, state, and local laws.

General Discrimination and Harassment

Conduct which often manifests itself as bullying, arbitrary favoritism, or personal vendettas.

Complainant

An individual who is alleged to have been impacted by conduct that could constitute discrimination and harassment. This includes students, employees or other individuals who were participating in the College's programs, services, or activities at the time of the alleged incident.

Respondent

An individual who has been reported to be the perpetrator of conduct that could constitute discrimination or harassment. The individual is a Respondent when a formal complaint is filed against him/her by the Complainant of alleged prohibited conduct.

Formal Complaint

A document filed by a Complainant alleging discrimination or harassment against a Respondent and requesting that the College investigate the allegation of discrimination and harassment. The following applies:

- At the time of filing a formal complaint, the Complainant must be participating in or attempting to participate in the educational or employment programs, services, or activities of the College with which the formal complaint is filed.
- The phrase "document filed by a Complainant" means a document or electronic submission (such as by email or through an online portal provided by the College) that contains the Complainant's physical or digital signature or otherwise indicates that the Complainant is the person filing the formal complaint.

The Policy:

Discrimination and harassment compromises the integrity of the College, its traditions of intellectual freedom, the trust and respect expected in the College community, and the rights of individuals. The College recognizes the human dignity of each member of the College community and believes that each member has an obligation to promote respect and dignity for others. Accordingly, Bergen is committed to cultivating and maintaining a working and learning environment that is free from discrimination and harassment, and retaliation based upon the exercise of rights protected by federal and state Civil Rights laws and pursuant to this policy.

Bergen does not condone and has zero tolerance for discriminatory or harassing behavior or retaliation and complies with all federal and state Civil Rights laws which prohibit discrimination and harassment. This policy specifically applies to discrimination or harassment conduct committed by the College's students, faculty, and staff as well as all visitors and third parties including independent contractors, vendors, or others with whom the College does business. This policy applies whether conduct occurs on campus, at off campus programs and events sponsored by the College, or off campus at locations or activities not associated with the College if the continuing effects of the conduct have the potential to unreasonably interfere with or limit an individual's work, academic performance, personal security, or participation in any Bergen programs, services, or activities. Any member of the College community whose discriminatory or harassing acts deny, deprive, or unreasonably interfere with and/or limit access to Bergen's education, employment, or benefit opportunities of any other member of the College community, guest, or visitor is in violation of this policy.

This policy addresses non-Title IX sexual discrimination and harassment, protected class discrimination and harassment, and general discrimination and harassment as mentioned and defined earlier. This policy does not address the following conduct or behavior:

- Sexual discrimination and harassment covered under Title IX of the Education Amendments of 1972 and addressed in Bergen's Title IX Policy Covering Sexual Discrimination, Harassment, and Misconduct (Title IX Policy).
- Conduct that is legally protected as an expression of free speech or the proper exercise of academic freedom under an individual's First Amendment rights, as well as the rights of individuals protected under the Fifth and Fourteenth Amendments of the U.S. Constitution which address due process, equal protection, and protections against government overreach in legal proceedings.
- Matters, incidents, or allegations that are not based on or related to protected class characteristics involving interpersonal conflicts, political differences, professionalism concerns, reports of profanity or name calling, alleged unfair treatment on the basis of union membership, or issues of nepotism which may be addressed for further

action pursuant to other applicable Bergen policies such as the Student Code of Conduct, Employee Code of Conduct, and the Nepotism and Personal Relationships Policy.

The College will enforce this policy and expects all students, employees and visitors to be diligent in preventing, detecting, and reporting any incidents of discrimination or harassment. Bergen expects all members of the College community to avoid any acts or statements that may constitute discriminatory or harassing behavior and to ensure that their conduct complies with this policy. The College will take appropriate action when an investigation confirms that an individual has engaged in any prohibited discriminatory or harassing conduct.

Non-Title IX Sexual Discrimination/Harassment

Sexual discrimination and harassment behavior that falls outside of the strict Title IX legal requirements include the following:

- **Low-Level/Threshold Misconduct** – incidents that do not meet the Title IX “severe or pervasive” standard. Such misconduct may be offensive but is not so severe, pervasive, and objectively offensive that it limits an individual’s access or ability to participate in the College’s educational or employment programs, services, or activities.
- **Off-Campus and Non-Program Misconduct** – incidents that occur entirely outside the College’s educational or employment programs, services, or activities such as in private social gatherings (i.e., the College has no control).
- **Study Abroad/Outside the US** – incidents that occur during study abroad programs not sponsored or affiliated with Bergen and/or outside the United States such as when an individual is on vacation (i.e., the College has no control).

When such incidents fall outside the specific definitions, guidelines, and requirements of Title IX and within the College’s control, Bergen will address them under this policy and the Student and Employee Codes of Conduct. When conduct occurs in settings that are out of Bergen’s control, but which impact an individual’s experience and access to Bergen’s programs, services, or activities, then the requirements of this policy applies, or Bergen’s Title IX policy applies if such conduct meets Title IX definitions and requirements.

Conduct that may not meet the severe, pervasive, and objectively offensive threshold often include isolated petty comments or mildly inappropriate behavior.

Protected Class Discrimination/Harassment

Bergen adheres to all federal and New Jersey state civil rights laws prohibiting discrimination against protected classes. Bergen is focused on providing an academic and employment environment built on respect, diversity, and inclusion. As such the College prohibits any form of discrimination or harassment directed at individuals based on protected class status. Please note that discrimination and/or harassment based on an individual’s sex or sexual orientation as a protected class that meets the strict definitions of Title IX are addressed in Bergen’s Title IX Policy, whereas such misconduct that does not meet Title IX guidelines and requirements are addressed in this policy.

General discrimination and harassment

While such behavior is not based on sex or protected classes, it violates Bergen’s conduct policies if it is severe and persistent and if it interferes with a student’s or employee’s access to the College’s academic and employment programs, services, and activities.

Examples of general discrimination and harassment directed at students include but not limited to the following:

- **Persistent Social Aggression:** Spreading cruel rumors, encouraging classmates to ostracize a specific student, or posting humiliating content online to damage reputation.
- **Intimidation and Threats:** Verbal or physical threats of harm, intimidation, and non-sexual, non-protected class-based physical harassment, such as bullying over clothing style or social status.

- **Verbal Abuse:** Frequent name-calling, derogatory jokes, or mockery targeting a student's intelligence, voice, or appearance.
- **Intentional Isolation:** Creating a hostile environment by persistently excluding a student from group activities, collaborative learning, or team projects.
- **Cyberbullying:** Targeting a student via social media, text, or email with malicious messages or images, which can be done without targeting an individual's sex or protected class.
- **Stalking:** Behavior that is not sex-based that often stems from anger, jealousy, control, or obsession which may target an ex-partner, classmate, or acquaintance.

Examples of general discrimination and harassment directed at employees include but not limited to the Following:

- **Targeted Bullying:** Repeatedly mocking a specific employee's mannerisms, speech, or intelligence, rather than protected traits or a person's actual or perceived sex.
- **Workplace Sabotage:** Deliberately withholding necessary information, documents, or tools needed for an employee to perform their job duties.
- **Unfair Discipline:** Issuing baseless warnings or disciplinary actions that are not applied equally to others.
- **Social/Professional Exclusion:** Consistently excluding an employee from important team meetings, projects, or professional development opportunities.
- **Workload Manipulation:** Unfairly shifting important tasks to less important ones or increasing workload disproportionately without cause.
- **Public Humiliation:** Embarrassing an employee in front of colleagues or subordinates.
- **Arbitrary Privileges:** Withholding or restricting neutral, non-contractual privileges
- **Arbitrary Firing:** Discharging an employee simply because a performance manager dislikes them, rather than for legitimate performance issues.
- **Favoritism:** Giving promotions or prime assignments based purely on personal friendship or personal bias, not related to protected characteristics or a person's actual or perceived sex.

Reporting Discrimination and Harassment

Any member of the College community alleging discrimination and harassment is encouraged to report the misconduct incident immediately. Students should report the conduct to the Assistant Vice President of Student Affairs or their designee while employees or visitors should report the conduct to the Director of Human Resources or their designee. Faculty who receive reports of discrimination or harassment of students are required to refer them immediately to the Assistant Vice President of Student Affairs. If Managers or Supervisors receive reports of discrimination or harassment of employees, they are required to refer them immediately to the Director of Human Resources. Reported incidents determined to be covered under Title IX will be directed to Bergen's Title IX Coordinator. An individual does not have to be the direct target of the discrimination or harassment to report it.

Resolution Process

Bergen is committed to responding to reports and/or formal complaints of discrimination and harassment promptly and fairly. Bergen's Internal Complaint Process and Procedures and/or the Student and Employee Codes of Conduct establish guidelines when a report is initiated, or a formal complaint is filed of discrimination or harassment conduct. This includes utilizing an informal or formal resolution process. The informal resolution process is a voluntary non-adversarial process used to resolve a discrimination or harassment incident without a full investigation or formal hearing. It is focused on restorative justice, allowing the parties involved in an incident to reach agreement on an outcome to resolve the matter. The use of informal resolution is not a precondition for initiating the formal resolution process. Formal resolution includes an investigation of the alleged misconduct. Upon completion of the formal resolution process, the College will take appropriate corrective action consistent with the results of an investigation. Disciplinary action, up to and including expulsion or termination may be taken against a student or employee respectively who violates this Policy.

The College will maintain confidentiality as to discrimination and harassment complaints, and the investigation of those complaints, to the extent possible. Only those with a need to know will be informed of the identity of the parties to a complaint. Any Manager, Supervisor or other employee who violates confidentiality as to a complaint of discrimination and/or harassment will be subject to appropriate discipline. All questions or concerns regarding confidentiality should be directed to the Assistant Vice President of Students Affairs or the Director of Human Resources or their designees by students or employees respectively.

Knowingly making a material misstatement of fact may subject the Complainant to discipline. Students or employees who believe they are the subject of a false complaint may meet with the Assistant Vice President of Student Affairs or the Director of Human Resources respectively or their designees to address the allegations. The filing of a complaint that does not result in a finding of prohibited conduct is not alone evidence of the intent to file a false complaint.

Students and employees are encouraged to use the College's complaint process and procedures when they are subject to discrimination or harassment. However, such use is not a prerequisite for filing a complaint with appropriate federal or state agencies (e.g., Equal Employment Opportunity Commission, New Jersey Division of Civil Rights) or for employees under a collective bargaining agreement.

Retaliation

The College prohibits retaliation against individuals who, in good faith, assert their rights to bring a complaint of discrimination or harassment as defined in this Policy, participate in a discrimination or harassment investigation, or protest the alleged discrimination, harassment, or retaliation. Retaliation constitutes an offense separate from the original complaint of discrimination or harassment and will be considered independently from the merits of the underlying complaint. Students who believe they are the subject of retaliation should report the conduct to the Assistant Vice President of Student Affairs or their designee while employees or visitors should report the conduct to the Director of Human Resources or their designee.

Applicable State and Federal Laws, and Regulations

Title VI of the Civil Rights Act of 1964: Prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance. It ensures that no person is excluded from participation or denied benefits under such programs.

Title VII of the Civil Rights Act of 1964: Prohibits employment discrimination based on race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), and national origin.

Americans with Disabilities Act (ADA) of 1990: Prohibits discrimination against qualified individuals with disabilities in employment, public accommodations, state/local government, and transportation.

Rehabilitation Act of 1973: Prohibits discrimination on the basis of disability in programs conducted by federal agencies, those receiving federal financial assistance, or those under federal contracts. It prohibits discrimination against individuals with disabilities in hiring and promotion decisions and from being excluded or denied benefits; requires accessibility to programs, services, and activities; and requires reasonable accommodations for qualified individuals with disabilities.

Age Discrimination in Employment Act (ADEA) of 1967: Protects employees and job applicants 40 years of age or older from employment discrimination based on age.

Genetic Information Nondiscrimination Act (GINA) of 2008: Prohibits employers from discriminating based on genetic information, including family medical history.

Pregnancy Discrimination Act (PDA) of 1978: Amended Title VII to clarify that sex discrimination includes discrimination on the basis of pregnancy, childbirth, or related medical conditions.

Equal Pay Act (EPA) of 1963: Prohibits wage discrimination based on sex for equal work.

Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994: Protects civilians from discrimination based on military service and ensures reemployment rights.

NJ Law Against Discrimination (LAD): Prohibits discrimination/harassment in employment, housing, and places of public accommodation (e.g., restaurants, schools) based on protected traits.

Family and Medical Leave Act (FMLA) of 1993: Provides eligible employees with up to twelve weeks of unpaid, job-protected leave per year for qualified own health or family reasons, which applies to public agencies, schools, and private employers with 50+ employees.

NJ Family Leave Act (NJFLA): Provides eligible employees with up to 12 weeks of job-protected leave in a 24-month period to bond with a new child or care for a family member with a serious health condition. It does not cover an employee's own disability which is covered under the FMLA or state temporary disability benefits. Historically has applied to employers with 30+ employees but has expanded to employers with 15+ employees as of July 17, 2026.

NJ Conscientious Employee Protection Act (CEPA): Protects employees from retaliation for whistleblowing on illegal or unethical employer actions.

Related Documents/Policies:

Student Code of Conduct

Employee Code of Conduct

Internal Complaint Processes and Procedures

Formal Student Complaints

Title IX Policy Covering Sexual Discrimination, Harassment, and Misconduct

Policy History: (adopted/amended)

Adopted:

Amended:

Reviewed:



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BOARD OF TRUSTEES ACTION P1
Approval Date: June 16, 2026

Resolution

To approve the specified personnel separations.

Submitted By

Dr. Eric M. Friedman, President
Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development
Dr. Tonia McKoy, Assistant Vice President of Research and Institutional Effectiveness
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Ms. Suzanne Wetzel, Vice President of External 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.	Shawn Donovan	Resignation	Sr. Library Assistant/Library/Academic Affairs/Support	04/30/2026 (retroactive)
2.	Julianne Dunich	Resignation	Associate Dean of Continuing Education/Continuing Education and Workforce Development/Confidential	06/18/2026
3.	Marilyn Pongracz	Retirement	Professional Assistant/Cerullo Learning Assistance Center/Academic Affairs/Faculty	07/01/2026
4.	Anita Verno	Retirement	Professor/Information Technology/Academic Affairs/Faculty	07/01/2026
5.	Khairia Fazal	Retirement	Dean of Learning Assistance Services/Cerullo Learning Assistance Center/Academic Affairs/Executive	08/01/2026
6.	Margaret (Tracy) Miceli	Retirement	Director of Community Affairs/External Affairs/Executive	09/01/2026
7.	Mario Leonor	Retirement	Sr. Copy Center Clerk/Purchasing and Services/Support	12/31/2026
8.	Sindhuri Chintakunta	Non-renewal of grant-funded position	Research Analyst/Research and Institutional Effectiveness/Grant	06/30/2026



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BOARD OF TRUSTEES ACTION P2
Approval Date: June 16, 2026

Resolution

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

<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date</u>
1. James Ihn	Associate Director, Center for Student Success/Student Affairs	Confidential	\$85,500.00	07/01/2026

Justification

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

Charge to:

College Operating Funds in accordance with the list below:

- 10-02-243100-601110



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BOARD OF TRUSTEES ACTION P3
Approval Date: June 16, 2026

Resolution

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

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date</u>
1.	Teresa Serio	Assistant Director, Office of Specialized Services/Student Affairs	Professional	\$85,000.00	06/17/2026
2.	Tisha Varughese	Mental Health Support Specialist/ Student Affairs	Professional	\$70,000.00	07/01/2026

Justification

1.-2. To fill budgeted vacant positions through a 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. 10-02-211000-601130



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BOARD OF TRUSTEES ACTION P4
Approval Date: June 16, 2026

Resolution

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

<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date</u>
1. Lisa Sarracino	Enrollment Services Generalist/ Student Affairs	Support	\$45,000.00	06/17/2026

Justification

1. 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:

- 10-02-268100-601130



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BOARD OF TRUSTEES ACTION P5
Approval Date: June 16, 2026

Resolution

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

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Dates</u>
1.	Karla Marrero	Greenhouse Laboratory Assistant in Horticulture/Grants Administration	Grant	\$55,000.00	07/01/2026-06/30/2027

Justification

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

Charge to:

Grant Funds in accordance with the list below:

- 50-04-570700-601110



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BOARD OF TRUSTEES ACTION P6
Approval Date: June 16, 2026

Resolution

To approve the appointment of the specified personnel to a stipend position.

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 a budgeted stipend position at the amount indicated:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>	<u>Effective Dates (retroactive)</u>
1. Paul Nganansou	Head Women's Soccer Coach	\$8,000.00	07/01/2026-05/31/2027
2. Sebastian Luna	Assistant Women's Soccer Coach	\$4,000.00	07/01/2026-05/31/2027

Justification

To fill vacant assistant coach and head coach positions, the above-mentioned stipend is seasonal. The hiring of the coaches is contingent on Bergen Community College approving a fall, winter or spring athletic season.

Charge to:

College Operating Funds in accordance with the list below:
1.-2. 60-09-910000-601161



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BOARD OF TRUSTEES ACTION P7
Approval Date: June 16, 2026

Resolution

To approve the amended appointment of Coaching Staff.

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 amend the appointment of the following individual from the position indicated.

<u>Name</u>	<u>Position</u>	<u>Effective Dates (retroactive)</u>
Jason Smith	Assistant Men's Basketball Coach	09/01/2025 – 04/16/2026

Justification

Appointment end date revised due to a resignation.



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BOARD OF TRUSTEES ACTION P8
Approval Date: June 16, 2026

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, 2026 – June 30, 2027

<u>ACADEMIC CHAIRS</u> <u>Name</u>	<u>Departments//Division</u>	<u>Annual</u> <u>Stipend</u>	<u>Annual</u> <u>Release Time</u>
Mark Balzarette	Computer Science, Engineering and Information Technology/Mathematics, Sciences, and Technology	\$3,778.73	11 credit hours
Danielle Coppola-Oliveri	Wellness and Exercise Science/ Health Professions	\$3,778.73	11 credit hours
Amy Diaz	Health Professions/Health Professions	\$3,778.73	11 credit hours
Michael Echols	Communications/Arts and Humanities	\$3,778.73	11 credit hours
Dr. Christine Eubank	History/Arts and Humanities	\$3,778.73	11 credit hours
Eileen Fitzgerald	English/Arts and Humanities	\$7,557.47	23 credit hours
Robert Fusco	Mathematics/Mathematics, Sciences, and Technology	\$7,557.47	23 credit hours
Robert Highley	Biology and Horticulture/Mathematics, Sciences, and Technology	\$7,112.91	20 credit hours
Lawrence Joel	Criminal Justice and Legal Studies/ Business and Social Sciences	\$3,778.73	13 credit hours
Dr. Ara Kahyaoglu	Physical Sciences/Mathematics, Sciences, and Technology	\$7,112.91	20 credit hours
Dr. Melissa Krieger	Education/Business and Social Sciences	\$3,778.73	11 credit hours

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June 16, 2026
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<u>Name</u>	<u>Departments//Division</u>	<u>Annual Stipend</u>	<u>Annual Release Time</u>
Dr. Andrew Krikun	Visual and Performing Arts/ Arts and Humanities	\$3,778.73	15.5 credit hours
Heidi Lieb	English as a Second Language and World Languages/Arts and Humanities	\$7,557.47	22 credit hours
Vincent Louis	Business/Business and Social Sciences	\$7,112.91	22 credit hours
Dr. Kevin Olbrys	Philosophy & Religion/Arts and Humanities	\$3,778.73	11 credit hours
Dr. Tomira Rozar	Dental Hygiene/Health Professions	\$3,778.73	22 credit hours
Francis Schmidt	Visual and Performing Arts/ Arts and Humanities	\$3,778.73	15.5 credit hours
Tomer Zilkha	Hotel and Restaurant Management/ Business and Social Sciences	\$3,778.73	11 credit hours
Dr. Maureen Ellis Davis*	Social Sciences/Business and Social Sciences	\$3,556.46	11 credit hours
Dr. Anthony Yankowski*	Social Sciences/Business and Social Sciences	\$3,556.46	11 credit hours

*Co-Chairs per agreement with BCCFA.

PROGRAM COORDINATORS/DIRECTORS

Mary Bays	Fashion Design/Visual and Performing Arts/Arts and Humanities	\$2,111.65	11 credit hours
Kelly Alexis Birdsall Griffiths	World Languages/ESL and World Language/Arts and Humanities	\$2,111.65	11 credit hours
Dr. Amy Ceconi	Respiratory Care/Health Professions	\$2,111.65	10 credit hours
Louis Cirrilla	Legal Studies//Business and Social Sciences	\$2,111.65	11 credit hours
Tyrone De Leon	Radiography/Health Professions/ Health Professions	\$2,111.65	10 credit hours
Amy Diaz	Radiation Therapy/ Health Professions/Health Professions	\$2,111.65	10 credit hours
Jessica Gorham	Diagnostic Medical Sonography/ Health Professions/Health Professions	\$2,111.65	10 credit hours
Dr. Caroline Kelley	Composition and Literature/ Arts and Humanities	\$2,111.65	6 credit hours

<u>Name</u>	<u>Departments//Division</u>	<u>Annual Stipend</u>	<u>Annual Release Time</u>
Minas Kousoulis	Information Technology/Mathematics, Sciences, and Technology	\$2,111.65	11 credit hours
Dr. Joanne Piccininni	Paramedic Science/Health Professions/ Health Professions	\$2,111.65	10 credit hours
Lisa Picht	Veterinary Technology/Health Professions/ Health Professions	\$2,111.65	10 credit hours
Dr. Daniel Salerno	English/Arts and Humanities	\$2,111.65	18 credit hours
Mary Senor	Surgical Technology/Health Professions/ Health Professions	\$2,111.65	10 credit hours
Elizabeth Terhune	Medical Office Assistant/Health Professions/ Health Professions	\$2,111.65	10 credit hours
Melanie Walker	Mathematics/Mathematics, Sciences, and Technology	\$2,111.65	16 credit hours
David Wang	Computer Science// Mathematics, Sciences, and Technology	\$2,111.65	11 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 P9
Approval Date: June 16, 2026

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, 2026 – June 30, 2027.

CLINICAL COORDINATORS

<u>Name</u>	<u>Department/Division</u>	<u>Annual Stipend</u>
Daniel Brancato	Radiation Therapy/Health Professions	\$3,084.11
Amy Cacciatore	Radiation Therapy/Health Professions	\$3,084.11
Mary Chmielewski	Surgical Technology/Health Professions	\$5,723.67
Dr. Lisa Duddy	Dental Hygiene/Health Professions	\$5,723.67
Irene Erazo	Respiratory Care/Health Professions	\$5,723.67
Irene Figliolina	Medical Office Assistant/Health Professions	\$5,723.67
Nicole Humphreys	Veterinary Technology/Health Professions	\$5,723.67
Dr. Joseph Mamatz	Radiography/Health Professions	\$5,723.67
Stephanie Niemiec	Paramedic Science/Health Professions	\$5,723.67
Jiyoun Park	Diagnostic Medical Sonography/Health Professions	\$5,723.67

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 P10
Approval Date: June 16, 2026

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, 2026, 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 of Health Professions
Senior Dean of Humanities
Vice President of Academic Affairs and Provost
Dean 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 P11
Approval Date: June 16, 2026

Resolution

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

Submitted By

- Dr. Eric M. Friedman, President
- Mr. Tyler Beebe, Chief Information Officer
- Mr. David Borzotta, Vice President of Public Safety and Security/Special Assistant to the President
- Ms. Cinzia D’lorio, Vice President of Continuing Education and Workforce Development
- Dr. Tonia McKoy, Assistant Vice President of Research and Institutional Effectiveness
- 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, 2026 through June 30, 2027.

Name

Position

Jose Alavena	Director of Custodial Operations
Ivanna Amell	Division Coordinator
David Borzotta	VP of Public Safety and Security/Special Assistant to the President
Kandice Bowles	Scholarship and Alumni Coordinator
Kathryn Brunetto	Senior Director of Admissions, Testing and International Programs
Colin Busteed	Director of Budgets and Financial Administration
Henry Cabrera	Assistant Director, Student Financial Services
Krystal Carbajal	Talent and Development Manager
Linda Caruso	Dean of Continuing Education
Erik Castro Gonzalez	Benefits and Compensation Assistant
Gean Chin	Executive Secretary
Carol Clarke	Senior Administrative Assistant
Carmen Cruz-Torres	Associate Dean of Nursing
Julia DeJesus	Success Coordinator, Student Life
Cinzia D’lorio	VP of Continuing Education and Workforce Development
Arbend Drishti	Associate Director, Public Safety Operations
Khairia Fazal	Dean of Learning Support
Gregory Fenkart	Director of Student Life and Development
Maria Ferrara	Executive Assistant to the Board of Trustees and President
Anna Gergen	Assistant Director of P.T.K. and Honors
Reginald Grant	Lead Payroll Specialist
Nishika Gupta	Assistant Vice President
Christine Hill	Program Coordinator
Lawrence Hlavenka	Executive Director of Public Relations

Beth Hurley	Assistant Director, Grants
Kristy Italiano	Senior 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	Assistant VP of Research and Institutional Effectiveness
Margaret (Tracy) Miceli	Director of Community Affairs
Jennifer Migliorino-Diaz	Assistant Vice President of Student Affairs
Asha Moore	Foundation Specialist
Jennifer Nicodemo	Assistant Vice President 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
Samantha Pletsch	Associate Director of Athletics
Kevin Porro	Senior Payroll Generalist
James Quimby	Associate Director of Media
Esteban Ramirez-Orta	Assistant Dean of Nursing
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 Administrative Assistant, Academic Affairs and Provost
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
Ebony Williams	Director of Financial Aid and Compliance

Justification

Reappointment of Confidential and Executive positions. These positions are at will.



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BOARD OF TRUSTEES ACTION P12
Approval Date: June 16, 2026

Resolution

To approve the reappointments of the specified Professional personnel.

Submitted By

Dr. Eric M. Friedman, President
Mr. Tyler Beebe, Chief Information Officer
Mr. David Borzotta, Vice President of Public Safety and Security/Assistant to the President
Ms. Cinzia D'lorio, 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 reappointments of the personnel below to the positions indicated for the period commencing July 1, 2026 through June 30, 2027.

Name

Luis Aguilera
Nicole Babington
Vivian Bassily
Jessica Blundo
Hilda Buitriago
Yanara Burgos
Matthew Calamari
Joanna Camino
Lisa Cassesa
Victor Castronova
John Cichowski
Raysa Creque
Lisa Crowne
Kriselle Dabal
William Dekker
Presley DePugh
Lisa DiGaetano
Jessica Dizon

Position

Federal Work Study Coordinator
Student Life Coordinator/Student Organization and Events
Success Coordinator
Director, Child Development Center
Assistant Director of College Readiness
Financial Aid Specialist
IT Endpoint Engineer
Senior Financial Aid Specialist
Bergen for Business Coordinator
Coordinator, Printing and Copying Services
Supervisor, Vocational Development and Career Planning
Mental Health Support Specialist
Program Supervisor, Bergen County Jail
Supplemental Instruction Coordinator
Custodial Supervisor
Public Information Assistant
Assistant Director, One Stop
Admissions Specialist

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June 16, 2026
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Name

Randy Dodd
Sierra Dones
Paulina Drabik
Jessica Fagnoli
Jared Farra
Deana Fletcher
Jenny Gamez
Jhonatan Garcia
Esma Gecir
Julia Gibson
Serene Gil
Vladimir Gonel
Kevin Gonzalez
Melisa Guzman
Terrance Hannon
April Harrison
Kelli Hayes
Kevin Hernandez
Sadeja Higgins
Judith Hungreder
Sookjung Hwang
Ted Jarosinski
Allen Joseph
Candice Kaup Scioscia
Dennis Kruk
Stephanie Lee
Edwin Lopez-Rodriguez
Frank Malave
Jack Miller
Stuart Milstone
Mark Molisani
Mehta Nimtrakul
Patricia Owen
Kamau Phillips
Nancy Podesta
Danielle Pragdat
Donna Puleo
Vanessa Pusey
Oleksandr Radayev
Johanna Reyes
Anna Rolando
Julia Romano
Mairead Rowan

Position

Academic Advisor, Center for Student Success
Academic Advisor, Center for Student Success
Technical Support Specialist II
Assistant Director of Public Relations
Interim Assistant Director of Student Life
Coordinator of Athletics and Equipment Manager
Student Life Coordinator, Student Conduct and Development
Assistant Director, Continuing Education and Workforce Development
Coordinator of Educational Outreach
NJ Stars Coordinator
Program Supervisor
Assistant Manager, Accounts Payable
Technical Support Specialist II
Academic Advisor, Center for Student Success
Maintenance Supervisor
Coordinator, Office of Multicultural Services and Activities
Academic Coaching Supervisor
Technical Support Specialist II
Academic Advisor, Center for Student Success
Coordinator of Evening and Weekend Services
Assistant Director, Accounting
Manager, Media Technologies
Testing Assistant
Manager, Learning Assistance Center
Coordinator, HP Interdisciplinary Center for Simulation
Registration Coordinator
Custodial Supervisor
Financial Analyst
Group Teacher, Child Development Center
Systems Administrator II
Senior Grants Writer
Process Automation Specialist
Assistant Director of Admissions
Network Administrator II
Manager Workforce & Career Placement
Research and Operations Assistant
College Nurse
Financial Aid Generalist
Business Systems Analyst
Senior Financial Aid Specialist
Resource Accommodations Specialist
Athletic Department Assistant
Resource Accommodations Specialist

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June 16, 2026
Page 3

Name

Rosa Salazar
Idel Santiago
Travis Stuart
Mine Ugurlu
Tamara Vaughan
Brandon Velez
Maria Weyrauch
Allison White
Brendan Williams
Kenny Xheraj

Position

Financial Aid Assistant
Group Teacher, Child Development Center
Maintenance Supervisor
Coordinator of International Services
Business Development Manager
Academic Advisor, Transfer Coordinator
Assistant Director of Purchasing
Coordinator of Environmental Health and Safety
Academic Advisor, Career Coordinator
Custodial Supervisor

Action Requested

To approve the reappointments of the personnel below to the positions indicated for the period July 1, 2026 through June 30, 2028 (Two-year contract):

Name

Abiud Caban
Gloria Cevallos
Francesco Cicero
Vrej Citakian
Christopher Disanto
Frank Hablawi
Christopher Houle
Kristen Ko
Christopher Maccarrone
Esther Mejias
Shylah Oldano
Kirsten Perino
Kimberly Ritchie
Juan M. Rodriguez
Robert Sangster
Wioletta Surdyka

Position

Sergeant
Scheduler & Facilities Planner
Technical Support Specialist II
Sergeant
Testing Assistant
Web Developer
Technical Support Specialist II
Manager, Access Services
Systems Administrator II
Sergeant
Head Teacher, Child Development Center
Assistant Director, Business Operations
Service Desk Manager
Sergeant
Technical Support Specialist II
Coordinator of Veterans and Military Affairs

Justification

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



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BOARD OF TRUSTEES ACTION P13
Approval Date: June 16, 2026

Resolution

To approve the reappointments of the specified Support personnel.

Submitted By

- Dr. Eric M. Friedman, President
- Mr. David Borzotta, Vice President of Safety and Security/Assistant to the President
- Ms. Cinzia D'lorio, 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, 2026 through June 30, 2027.

<u>Name</u>	<u>Position</u>
Donna Adams McCarthy	Senior Secretary
Besjana Adili	Public Safety Officer
Ourania Aggelatou	Senior Secretary
Salimah Ali	Senior Secretary
Sean Allen	Custodian
Victor Apena Encarnacion	Custodian
Antonella Arellano	Public Safety Officer
Esmeralda Armendariz	Executive Secretary
Mehmet Arslan	Custodian
Ronald Barker	Custodian
Adrian Batista	Custodian
Thomas Bendewald	Senior Administrative Assistant
Rajmonda Bilalaj	Custodian
Adel Botros	Custodian
Joseph Breitenbach	Electrician
Edward Campanella	Public Safety Officer
Gary Casamento	Public Safety Officer
Luisa Castro	Executive Secretary
Joseph Cecere	Senior Custodian
Tamar Celik	Secretary

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June 16, 2026
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<u>Name</u>	<u>Position</u>
Dalia Chinchilla	Custodian
Pamela Coles	Senior Secretary
Christopher Colon	Custodian
Luis Colon	Custodian
Azize Cornejo	Senior Secretary
Remington Coscarello	Custodian
Jerome Creary	Custodian
Nexhmi Cufja	Custodian
Bessie DeJesus	Secretary
Rafael Del Rosario	Senior Custodian
Daniel Diaz	Maintenance Repairperson
Mickey Dickenson	Library Associate
Alexa Dippel	Public Safety Officer
Sokol Doci	Custodian
Richard Dunkley	Custodian
Keira Eichenlaub	Public Safety Officer
William Escobar	Public Safety Officer
Humberto Felice	Senior Officer
Ferreira-Ricaurte, Sandra	CDC Assistant
Fran Francisco-Bautista	HVAC Mechanic B
James Funcheon	Maintenance Mechanic
Andrew Gales	Public Safety Officer
Krzysztof Galka	Custodian
Kimberly Gallagher	EOF Secretary
Mary (Ma Asuncion) Geminiano	Senior Secretary
Calvin Gil	Custodian
Thomas Grubecki	Senior Mail Stock Clerk
Robert Gutierrez	Public Safety Officer
Franklin Guzman	Library Associate
Elizabeth Hairston	Senior Accounting Assistant
Fitz-Ritson Harrison	Senior Custodian
Bart Haverty	Public Safety Officer
Richard Henriquez	Custodian
Marcia Henry	Custodian
Betty Highkal	Senior Secretary
Dylan Horton	Senior Officer
Jeffrey Janus	Senior Library Assistant
Bekim Jashari	Custodian
Sandra Jimenez	Senior Secretary
Tabatha Jones	Enrollment Services Generalist
Judy Jouan	Executive Secretary
Zainab Kahloon	Office Assistant
Joan Kalisch	Secretary
Matthew Kassai	Public Safety Officer

Board of Trustees Action P13
June 16, 2026
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<u>Name</u>	<u>Position</u>
Susan Kendrick	Secretary
Jennifer Kerr	Cataloging Assistant
Robert Kitchell	Plumber
Cathy Kreh	Senior Secretary
Daniel Landers	Public Safety Officer
Lorraine Langoski	Senior Custodian
Mario Leonor	Senior Copy Center-Stock Clerk
Christine Locarno	Senior Library Assistant
John Lopez	Custodian
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
Mario Mata	Public Safety Officer
Nancy McAllister	Customer Service Assistant
Kevin McCarthy	Senior Officer
Thomas McCoy	Buyer
Lucia Mistretta	Enrollment Services Generalist
Maureen Mitchell	Executive Secretary
Leart Mocka	Maintenance Repairperson
Amy Montagnino	Administrative Secretary
Genevieve Montana-Khalil	Secretary
Tara Muttillio	Executive Secretary
Carlyle Myrie	Custodian
Mia Nebab-Perez	Administrative Assistant
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
Felicita Ragsdale	Department Coordinator
Cynthia Rivera	Senior Officer
Walesca Rodriguez	Custodian
Luis Rodriguez-Ayala	Custodian
Najibe Roman	Senior Accounting Assistant
James Ruttler	Public Safety Officer
Andrew Sacher	Custodian
Bekim Sahatciu	Custodian
Hany Saleh	Custodian

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<u>Name</u>	<u>Position</u>
Fernando Sanchez	Public Safety Officer
Susan Sanchez	Buyer
Abigail Santiago	Accounting Assistant
Amanda Sanzari	Secretary
Mark Sawyer, Jr.	Public Safety Officer
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
Patricia Tejada 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
Angel Utrera-Rojas	Custodian
Dennis Van Dunk	HVAC Mechanic B
Michael Vaughn	Public Safety Officer
Manuel Vazquez	Custodian
Meaghan Verile-Taylor	Enrollment Services Generalist
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 P14
Approval Date: June 16, 2026

Resolution

To approve the reappointments of the specified Faculty (eleven 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, 2026 through June 30, 2027. The faculty members indicated will receive 10% of their July 1, 2026, 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 P15
Approval Date: June 16, 2026

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, 2026 through June 30, 2027.

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 P16
Approval Date: June 16, 2026

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, Assistant Vice President 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 Wetzell, Vice President of External Affairs
- Ms. Sarah Riker, Associate Director of Human Resources

Action Requested

To approve the following personnel to be reappointed to the positions indicated for the period commencing July 1, 2026, through the indicated expiration dates.

<u>Name</u>	<u>Position</u>	<u>Expiration Date</u>
Christian Abreu	CTE Advisor/Success Coach	06/30/2027
Aynur Arslan	Fashion Lab and Makerspace Technician	06/30/2027
Aida Castro-Henix	Assistant Director, EOF	06/30/2027
Francis Corrigan	Forensic Lab Technician	06/30/2027
Annie Echeverry	Bergen Cares Coordinator	06/30/2027
Mounira Gad	Project Director, DOL Grant	06/30/2027
Randi Greene	Consortium Grants Manager	06/30/2027
Doratheia (Dee) Jackson	EOF Recruiter	06/30/2027
Brittany Kealty	Student Support Specialist	08/04/2026
Julian A Molina	CTE Career Development Coordinator	06/30/2027
Morgan Mulhall	Program Supervisor, NJBIA	06/30/2027
Christian Newman	CCOG Recruiter	06/30/2027
Elisha Phillips	Student Success Mentor	06/30/2027
Edward Sanchez	Project Manager USDA	06/30/2027
Alexandra P. Schafer	Generalist Recruiter Admissions	06/30/2027

Justification

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



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BOARD OF TRUSTEES ACTION P17
Approval Date: June 16, 2026

Resolution

To approve a salary increase for specified Grant-funded 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 3.45% increase to the base salaries of the following grant-funded personnel for the period of July 1, 2026, through June 30, 2027.

<u>Name</u>	<u>Position</u>
Aynur Arslan	Fashion Lab and Makerspace Technician
Francis Corrigan	Forensic Lab Technician
Mounira Gad	Project Director, DOL
Randi Greene	Consortium Grant Manager and Compliance Officer
Julian Molina	CTE Career Development Coordinator
Morgan Mulhall	Program Supervisor, NJBIA
Edward Sanchez	Project Manager USDA

Action Requested

To approve a 2.0 % increase to the base salary of the following grant-funded personnel for the period of July 1, 2026 through June 30, 2027.

<u>Name</u>	<u>Position</u>
Christian Abreu	CTE Advisor/Success Coach

Justification

To increase grant-fund salaries for the period from July 1, 2026 to June 30, 2027.



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BOARD OF TRUSTEES ACTION P18
Approval Date: June 16, 2026

Resolution

To approve the specified temporary full-time (TFT) 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 extend 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 (pro-rated)</u>	<u>Effective Dates (retroactive)</u>
1.	Hailey Lippman	Enrollment Generalist (TFT)/ Student Affairs	N/A	\$45,000.00	07/01/2026 – 06/30/2027
2.	Serina May	Enrollment Generalist (TFT)/ Student Affairs	N/A	\$45,000.00	07/01/2026 – 06/30/2027

Action Requested

To approve the following individual for the temporary full-time position and annual salary indicated below:

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Dates (retroactive)</u>
3.	Eireann Ingersoll	Supervising Manager, Theatre (TFT)/Academic Affairs	N/A	\$65,000.00	07/01/2026 – 06/30/2027

Justification

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

Charge to:

College Operating Funds in accordance with the list below:

- 1.-2. 10-02-268100-601130
- 3. TBD



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BOARD OF TRUSTEES ACTION P19
Approval Date: June 16, 2026

Resolution

To discontinue a monthly stipend.

Submitted By

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

Action Requested

To discontinue the monthly stipend for the following individual, as indicated:

<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Monthly Amount</u>	<u>Effective Date (retroactive)</u>
Sarah Riker	Associate Director of Human Resources/Human Resources	Confidential	\$1,200.00	05/31/2026

Justification

To discontinue the monthly stipend previously provided for assuming additional operational responsibilities during the interim period. Those responsibilities are now incorporated into the employee's promoted position and corresponding compensation structure.



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BOARD OF TRUSTEES ACTION P20
Approval Date: June 16, 2026

Resolution

To approve the job description, promotion, and title change of the specified individual.

Submitted By

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

Action Requested

To approve the job description, promotion, and title change of the following individual to the position and annual salary indicated below:

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (prorated)</u>	<u>Effective Date (retroactive)</u>
1.	Sarah Riker	Director of Human Resources/ Human Resources	Executive	\$115,000.00	06/01/2026

Justification

To appoint the individual to the position and title from Associate Director of Human Resources to Director of Human Resources as part of the changing scope and level of responsibilities. This position is at will.

Charge to: College Operating Funds

1. 10-01-126100-601110

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Director of Human Resources

DEPARTMENT: Office of Human Resources and Organizational Development

REPORTS TO: Chief Financial Officer

POSITION SUMMARY: The Director of Human Resources provides leadership and operational oversight for the College's human resources and payroll departments, staff professional development and training, compliance reporting, recognition programs, performance management, benefits administration, employee onboarding programs and services, and other aspects of the College's organizational development. The Director of Human Resources ensures compliance with all federal, state, and local laws and regulations related to human resources and maintains best-practice employee records. The Director of Human Resources has broad responsibility for developing and reviewing policies and procedures that support the College's strategic plan and foster a diverse, innovative workforce.

RESPONSIBILITIES:

- Functions as subject matter expert and strategic advisor to the President, Board of Trustees, and the College's Executive Team regarding personnel matters.
- Develops and manages human resources metrics and monitoring trends, using such information to adjust programs and provide results. Metrics include performance management, compensation, and classification policies and programs, succession planning, internal development and promotion, and benefits, including retirement, tax-deferred income, and long-term disability insurance.
- Responsible for workplace investigations, manages the disposition of grievances and complaints, and manages disciplinary processes, including termination, when warranted.
- Assumes primary responsibility for select projects and initiatives, as directed by the President.
- Provides supervision, oversight, and professional development for human resources staff members as a team leader.
- Manages budgets and monitors expenditure for the department.
- Provides expert guidance and assistance to department leaders on all aspects of performance management, including, but not limited to, the development of job descriptions, the development of appropriate metrics of job performance, performance evaluation procedures, and employee coaching.
- Establishes and implements efforts that effectively communicate and support the College's operations, objectives, mission, and strategic vision.
- Develops and maintains effective programs for workforce retention, leadership development, and a wide range of employee training.
- Ensures process improvement initiatives are understood, communicated, and executed throughout the organization.
- Serves as an expert advisor and coach to the College's managers to increase individual, team, and organizational effectiveness and performance; identifies performance metrics, evaluation methods, and procedures, and creates employee development plans as needed.

- Leads with an ethic of care.
- Develops, recommends, and implements College personnel policies, procedures, practices, and programs, ensuring compliance with all institutional and system policies, as well as applicable state, federal, and other regulatory requirements.
- Drives the design and implementation of organizational development interventions and/or activities aimed at increasing the effectiveness of processes, systems, and work efforts.
- Directs talent acquisition activities to ensure that the College's human capital needs are adequately met.
- Drafts Board resolutions relating to employment status and other related HR matters for review.
- Administers collective bargaining agreements and serves as the College's primary contact with bargaining unit representatives.
- Participates in labor negotiations by preparing draft positions and draft contract language, recommending negotiating strategies, and assembling and analyzing negotiating data.
- Performs other duties as assigned.

SUPERVISION EXERCISED: Full and part-time staff of the Human Resources Department, Payroll Department, and Benefit Department.

QUALIFICATIONS:

- Master's Degree required, SHRM-CP or PHR certification preferred.
- A minimum of 7 years of related experience in human resources, supervising, managing, or leading and developing staff, and managing a department or enterprise is required.
- Human resources management experience in a unionized environment, preferred.
- Human resources experience in an educational, public, or non-profit setting, preferred.
- Must be well-versed and up to date in human resources-related federal and state employment laws and practices.
- Ability to prepare and monitor department budgets.
- Excellent oral, written, interpersonal, negotiation, analytical, presentation, and communication skills.
- Excellent employee relations skills, including knowledge of current mediation best practices.
- Ability to work cooperatively with multiple constituencies, both internally and externally.
- Strong demonstrated understanding of the mission of the community college.

Prepared by _____ Title _____

Date _____

Approved by _____ Title _____

Date _____



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BOARD OF TRUSTEES ACTION P21
Approval Date: June 16, 2026

Resolution

Promotion: Career and Technical 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

The faculty member from the Career and Technical Education area within Academic Affairs (listed below) is to be promoted, effective September 1, 2026, to the indicated rank. This is in accordance with the Collective Bargaining Agreement between the Board of Trustees and the BCCFA (see Article XIII, Section 7e, paragraph 5 regarding Career and Technical Education Instructors).

Instructor

Name

William Klappert

Department-Division/Discipline

Aviation/Computer Science, Engineering and Information
Technologies/Mathematics, Science and Technology

Justification

In accordance with Article XIII of the BCCFA contract, a pathway exists for technical education faculty to move to the Instructor rank from Associate Instructor. William Klappert will move from Associate Instructor to the rank of Instructor and will benefit from the appropriate increase in base salary.



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BOARD OF TRUSTEES ACTION P22
Approval Date: June 16, 2026

Resolution

To approve adding the vacant position and job description to the organizational chart.

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 following job description and add the following vacant position to the College's organizational chart:

<u>Title</u>	<u>Department/Division</u>	<u>Unit</u>
1. Supervising Manager, Theatre	Academic Affairs	Professional

Justification

1. To approve the job description and add a full-time position that better represents the changing scope of work and additional responsibilities of the department.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Supervising Manager, Theater

DEPARTMENT: Arts and Humanities

REPORTS TO: Dean of Arts and Humanities

POSITION SUMMARY: The Supervising Manager, Theatre oversees staff and technical requirements for the theater and related activities in the East Hall Lab Theatre and the Ciccone Theatre, manages system operations, staff, and their work assignments, and event coordination.

RESPONSIBILITIES: Responsibilities include, but are not limited to:

- Coordinates technical aspects of College theater productions; serves as Production Team member and liaison to Producer; oversees scenery building and painting; technical lighting, sound, and rigging systems support and operations; supervision of shop and student crews; and production load-in and load-out.
- Coordinates with the Performing Arts Department, Student Life, Bergenstages, and External Affairs Division to schedule productions in the two theater spaces on campus: Ciccone Theatre and the Ender Hall Lab Theatre
- Provides technical and staff support for all other events in the theaters, including: student activities; academic programs and lectures (Pinning Ceremonies, Awards Ceremonies, and Departmental Graduation Ceremonies); administrative events; and community and governmental use of facilities; and rental contracts with external entities.
- Schedules and assigns technical staff, on-call support, and student aides to fulfill production and event requirements.
- Ensures staff and crew assignments are covered for rehearsals and all events.
- Oversees the maintenance of theaters between productions; attends the strike after all productions, removing all set, props, and other items from the stage, and restoring it to an empty space ready to be used again
- Maintains an inventory of theater equipment and materials; ensures the repair and routine maintenance of all equipment, tools, and technical systems, including warranty requirements and vendor contracts.
- Partners with Facilities and Custodial Services to ensure theater spaces are in good condition.
- Completes purchase requisitions for capital expenditures, equipment upgrades, and shop supplies related to technical theater operations.

- Maintains a relationship with outside vendors to secure the best quality and financially viable items for all the technical needs and accessories for the theaters (building, lighting, sound, paint supplies providers).
- Works with the Purchasing Department to coordinate bidding and rental of auxiliary technical equipment as needed, and of all contractual obligations and performer requirements.
- Maintains safe operations and clean and organized environments in the theaters, backstage, in work areas and the shop, and on stage and in the control booth.
- Works with Facilities Division to ensure all Electrical Code and Fire Code requirements are met and trains users in the safe operation of tools and equipment.
- Performs additional tasks or duties as assigned by the Dean of Arts and Humanities, or other designated administrators.

SUPERVISION EXERCISED: Technical staff and student aides.

QUALIFICATIONS:

- Demonstrates understanding of the community college mission and practices an open-door policy.
- Working knowledge of design software such as AutoCad, and basic proficiency in Microsoft Office suite; expertise in scenic art; ability to create working construction drawings from a designer's ground plan.
- Must be able to harness-up and climb scaffolding to hang and/or refocus lighting equipment and sound equipment in high spaces.
- Familiarity with New Jersey Fire Code, Electrical Code, and OSHA requirements. Exhibits strong skills in communication, budget oversight, working with students and staff.
- Bachelor's Degree in Theater or related field (technical theater preferred).
- Minimum of 2 years of professional technical theater experience, with at least 1 year in an educational theater setting.
- Must have a valid New Jersey Driver's License.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disabling condition, marital status, affectional or sexual orientation, gender identity and expression, veterans status or other non-job related criteria. Equal employment opportunity includes, but is not limited to, recruitment, hiring, retention, tenure, promotion, transfer, compensation, fringe benefits and other terms and conditions of employment in accordance with state laws and regulations.

Submitted by: _____ Date: _____

Name/Title

Approved by:

Date: _____

Reviewed by:

Date: _____

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



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BOARD OF TRUSTEES ACTION P23
Approval Date: June 16, 2026

Resolution

To authorize stipends to college personnel providing services for Bergensounds productions in April and May 2026.

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

Authorization for stipends to the following individuals for their work on the following Bergensounds productions:

Applied Music Student Recital, April 30, 2026
Chorus and Advanced Applied Music Concert, May 6, 2026

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Sunbin Kim	Piano Accompanist	\$1,250.00

Justification:

The music program at Bergen Community College requires the support of personnel with specific technical and/or artistic skill sets, and these additional duties fall outside the regular responsibilities and working hours of the faculty and staff providing these services. These services are contracted on a per-production basis, and the stipends are inclusive of all prep/rehearsal time, performance, and other ancillary activities related to the production.

Charge To:

College Operating Funds in accordance with below.
10-03-396300-601153



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BOARD OF TRUSTEES ACTION P24
Approval Date: June 16, 2026

Resolution

To rescind a Leave of Absence

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 rescind the Leave of Absence without pay for the following individual from Board of Trustees resolution P14, April 7, 2026 :

<u>Name</u>	<u>Position/Division/Bargaining Unit</u>	<u>Effective Dates</u> <u>(retroactive)</u>
1. Janet Pagan	Executive Secretary/Meadowlands/ Academic Affairs/Support	Revision to Board of Trustees resolution P14, April 7, 2026; unpaid leave not taken.

Justification

1. Unpaid family leave time was not used.



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BOARD OF TRUSTEES ACTION P25
Approval Date: June 16, 2026

Resolution

To deobligate a vacant position from the organizational chart.

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

To remove the following vacant, non-funded vacant position from the organizational chart.

	<u>Position Title</u>	<u>Department/Division</u>	<u>Unit</u>	<u>Effective Date</u>
1.	Senior Technical Coordinator	Events Planning/External Affairs	Professional	07/02/2026

Justification

To deobligate a vacant, non-funded position from the organizational chart.



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BOARD OF TRUSTEES ACTION P26
Approval Date: June 16, 2026

Resolution

To rescind the retirement of the specified 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 rescind the retirement of the following individual from Board of Trustees resolution P1, April 7, 2026:

<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Effective Date</u>
Matthew King	Professor/Science, Mathematics and Technology/Academic Affairs	Faculty	Rescind retirement date of 07/01/2026 from Board of Trustees resolution P1, April 7, 2026.

Justification

Rescind retirement.



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BOARD OF TRUSTEES ACTION P27
Approval Date: June 16, 2026

Resolution

Non-Renewal - Professional Staff

Submitted By

Dr. Eric M. Friedman, President

Ms. Sarah Riker, Associate Director of Human Resources

Action Requested

To approve the non-renewal of the following individual as per the Professional Staff Association contract, Article XX:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Unit</u>	<u>Effective Date</u>
Kurt Kruegel	Network Administrator II/ Information Technologies	Professional	07/01/2026

Justification

Non-reappointment



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BOARD OF TRUSTEES ACTION S/F 1
Approval Date: June 16, 2026

Resolution

To authorize the award of Public Bid P-2420 Pitkin Building Public Safety Renovation to GHS Construction Co.

Submitted By

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

Action Requested

Authorization to award Public Bid P-2420 Pitkin Building Public Safety Renovation to GHS Construction Co. in the amount of \$483,000 which includes the Base bid and allowance, \$433,000 and Alternates 1 for the replacement \$50,000.

Justification

The Pitkin Building Public Safety Renovation is critical to establishing a high functioning central hub that enhances emergency response, supports newly installed security technology and ensures the safety of the campus community. The upgraded headquarters will provide transformative and inclusive spaces designed to foster collaboration, innovation and belonging between law enforcement and the student body, staff and visitors. Westcraft Builders Inc., the apparent low bidder, is disqualified due to an error in submitted documentation. GHS Construction Co., the second lowest responsible and responsive bidder, will receive the awarded contract.

See page two for Bids received from:

Resolution SF1
 June 16, 2026

	Base bid with allowances	Add alternate	Total
GHS Construction Co	\$433,000	\$50,000	\$483,000
Daskon Group	\$436,477	\$49,007	\$485,484
Skopye LLC.	\$503,750	\$43,000	\$546,750
Molba Construction	\$506,000	\$59,000	\$565,000
VMF Construction	\$535,750	\$36,000	\$571,750
AC Infinity Construction LLC.	\$656,282.63	\$14,946.75	\$671,229.38
Brahma Construction Group	\$647,000	\$48,271	\$695,271
Belmont Construction Corporation	\$707,000	\$50,000	\$757,000
Imperial Construction and Electric Inc.	\$782,750	\$32,000	\$814,750
Hello Chapter NJ LLC.	\$698,750	\$9,500	\$708,250
Westcraft Builders Inc.	\$458,750	\$20,000	\$478,750
MT Contractors LLC.	\$449,000	\$66,000	\$515,000

*Denotes error in the bid submitted

Charge To: Chapter 12
 Account Number: 20-00-180802-604218 and 20-00-180602-604218
 Amount: \$483,000



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BOARD OF TRUSTEES ACTION S/F 2
Approval Date: June 16, 2026

Resolution

To authorize procuring the services of T&M Associates for professional services to prepare plans and specifications for the Ciccone Theatre Heating Project.

Submitted By

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

Action Requested

Authorization to procure the services of T&M Associates for the preparation of plans and specifications for the Ciccone Theatre Heating Project at a projected cost of \$19,910.00.

Justification

The Ciccone Theatre requires upgraded heating systems to provide comfortable spaces throughout the year. The addition of a high efficiency boiler is essential to meet the thermal requirements necessary for the safety and comfort during the heating season. This upgrade will enhance the venue's infrastructure and help to maintain a viable, professional grade space for College events.

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

Charge to: Chapter 12
Account Numbers: 20-00-180203-604226
20-00-182300-604226
Amount: \$19,910.00