

**BOARD OF TRUSTEES**  
**PUBLIC MEETING**

**Tuesday, June 4, 2019 – 5:00 p.m.**

**Paramus Campus – TECHNOLOGY BUILDING – Conference rooms BC**

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Roll Call
- IV. Pledge of Allegiance
- V. Reports
  - A. Vice Chairman
  - B. Secretary
  - C. Treasurer
  - D. President

Presentations:

- Recognition of Student Life and Conduct Programs and Accomplishments  
Ms. Priscilla Klymenko, Interim, Vice President Student Affairs
- PTK Recognitions  
Dr. William Mullaney, Vice President, Academic Affairs
- Recognition, Commencement Participants  
Dr. Larry Hlavenka, Executive Director Public Relations  
Community and Cultural Affairs

- E. Committees
  - 1. Audit, Finance and Legal Affairs
  - 2. Education and Student Affairs
  - 3. Personnel
  - 4. Site and Facilities
  - 5. Strategic Planning and Issues
- F. Alumni Trustee
- G. Chairperson

- VI. Unfinished Business/Board Members  
Summer Board Retreat
- VII. New Business/Board Members

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VIII. Open to the Public

IX. Actions

- A. Approval of Minutes: May 7, 2019
- B. Consent Agenda: Tuesday, June 4, 2019

X. Executive Session, if required  
(New Business/Open to the Public)

XI. Adjournment

## **CONSENT AGENDA**

**Tuesday, June 4, 2019**

**Technology Building – Conference Rooms BC**

**5:00 p.m.**

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

**APPROVAL OF MINUTES: May 7, 2019**

### **AUDIT AND FINANCE (A/F)**

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. Approval of Labor Invoices – Eric M. Bernstein & Associates, L.L.C.
3. Exempt from Bidding: Authorization to reimburse the Property Insurance Coverage; Excess Worker's Compensation Coverage; Liability Claim Fund; Worker's Compensation Fund; Educator's Legal Liability, and Third Party Claim Administration Fee as when due.
4. To amend Board Action A/F 19, dated May 8, 2018, to increase the estimated amount to be spent on gasoline for college vehicles from \$30,000 to \$39,000.
5. To authorize the renewal of VMWare licensing with NJEDge.Net for our virtual server host machines for one year.
6. To authorize the annual renewal of College broadband internet services through NJEDge.Net technology consortium at a cost of \$209,052.
7. Authorization to spend an additional amount not to exceed \$20,000 with Economic Modeling, LLC (EMSI) supporting two areas of the institution: its redesigned website, Bergen.edu; and the Office of Institutional Research.
8. To authorize the renewal of Kofax maintenance and support as well as Keymark's annual maintenance for a one-year period with Keymark Inc. This software is used for scanning student records in accordance with various federal, state and local regulations.
9. To authorize the renewal of Cisco Firepower licensing for the College's IDS/IPS system from Aspire Technology Partners, LLC at a cost of \$50,490.00.
10. To authorize the purchase of 10 Dell Latitude 5490 Laptops from SHI International for lifecycle.
11. To authorize a purchase of 1 block of Nutanix Servers for replacing and expanding the Hackensack campus server farm from Aspire Technology Partners, LLC.
12. To purchase hardware, software, and services for the CBORD One Card ID System to upgrade the access card system in the Child Development Center at Ender Hall and exterior doors in West Hall.

**PERSONNEL (P)**

1. A. Appointment: Support Staff (This appointment is being made in accordance with the Bergen Community College Support Staff Association (BCCSSA) contract, Article XV, after successful completion of the probationary period.)  
B. Appointment: Faculty (Eleventh Month)  
C. Appointment: Confidential Staff  
D. Appointment: Confidential Staff  
E. Appointment: Confidential Staff
2. Approve Interim Assignment and Stipend
3. A. Reappointment: Personnel  
B. Reappointment: Directors/Administrators  
C. Reappointment: Professional Staff  
D. Reappointment: Part-Time Personnel  
E. Reappointment: Project Personnel – Grants  
F. Reappointment: Ciarco Instructors
4. A. Approve: Leave of Absence/Professional Staff  
B. Approve: Leave of Absence/Grant Staff
5. A. Resignation – Faculty  
B. Resignation – Support Staff
6. A. Approval of Position/Title and job description: Dean of Assessment, Accreditation and Compliance  
B. Approval of Position/Title and job description: Executive Assistant to the Executive Vice President  
C. Approval of Position/Title and job description: Confidential  
D. Approval of Revised Job Description: Confidential

**SITE AND FACILITIES (S/F)**

1. To authorize Safeway Contracting Inc. to replace the roof on the Fieldhouse which is at the end of its useful life.
2. To reject bids received in response to Public Bid P-2301 for construction of an outdoor student quad.



**BOARD OF TRUSTEES ACTION A/F 1**  
**Approval Date: June 4, 2019**

**Resolution:**

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

**Submitted By**

Dr. Brian D. Agnew, Executive Vice President  
Dr. Victor Anaya, Executive Director, Finance

**Action Requested**

Approval for payment of the following legal vouchers:

April 1, 2019 to April 30, 2019          DeCotiis, FitzPatrick, Cole & Giblin. LLP.      \$ 33,423.63

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

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

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



**BOARD OF TRUSTEES ACTION A/F 2**  
**Approval Date: June 4, 2019**

**Resolution**

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

**Submitted By**

Dr. Brian D. Agnew, Executive Vice President  
Dr. Victor Anaya, Executive Director, Finance

**Action Requested**

Approval for payment of the following April labor invoice – 58596 \$ 255.00

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

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

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



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## **BOARD OF TRUSTEES ACTION A/F 3**

**Approval Date: June 4, 2019**

### **Resolution**

Exempt from Bidding: Authorization to reimburse the Property Insurance Coverage; Excess Worker's Compensation Coverage; Liability Claim Fund; Worker's Compensation Fund; Educator's Legal Liability, and Third Party Claim Administration Fee as when due.

### **Submitted By**

Dr. Victor Anaya, Executive Director, Finance

### **Action Requested**

- Authorization to reimburse the County of Bergen for Property Insurance Coverage; Excess Worker's Compensation Coverage; Liability Claim Fund; Worker's Compensation Fund; Educator's Legal Liability insurances for the coverage period July 1, 2019 through June 30, 2020, at an estimated cost of \$1,043,973.

### **Justification**

These is a yearly reimbursement for renewal of insurances.

Charge to: Account Number: 10-01-188100-607590  
10-01-188100-607591



**BOARD OF TRUSTEES ACTION A/F 4**  
**Approval Date: June 4, 2019**

**Resolution**

To amend Board Action A/F 19, dated May 8, 2018, to increase the estimated amount to be spent on gasoline for college vehicles from \$30,000 to \$39,000.

**Submitted By**

Mr. William Corcoran, Vice President Facilities Planning, Operations and Public Safety  
Mr. Victor Anaya, Chief Financial Officer  
Ms. Barbara Golden, Director Purchasing and Services

**Action Requested**

Add \$9000 to the approved amount to be spent with Rachles/Michele's Oil Company for the purchase of gasoline on County of Bergen Contract #17-41. This will cover gasoline purchases until September 6, 2019.

**Justification**

Gasoline is needed to operate college vehicles utilized by Public Safety, Buildings and Grounds, Athletics and other departments. The increase is needed due to the addition of a few vehicles and the rising cost of gasoline.

**Charge to: College Operating Funds**

**Account Number: 10-01-191100-607563**



**BOARD OF TRUSTEES ACTION A/F 5**  
**Approval Date: June 4, 2019**

**Resolution**

To authorize the renewal of VMWare licensing with NJEDGE.Net for our virtual server host machines for one year.

**Submitted By**

Dr. Victor Anaya, Executive Director, Finance  
Mr. Ron Spaide, Chief Information Officer  
Ms. Barbara Golden, Director, Purchasing and Services

**Action Requested**

Authorization to renew the VMWare Academic Licensing Agreement for one year July 1, 2019 – June 30, 2020 in the amount of \$37,270.50. This subscription includes (2) vCenter Servers, and (54) vSphere Enterprise Plus licenses purchased through the NJEDGE.Net Consortium pricing contract number 37179.0-65779-R.

**Justification**

VMWare Licensing entitles the college to utilize the virtualization software that runs the vast majority of the college's servers. By utilizing VMWare the college is able to reduce the number of physical servers required to support the college's core business, thereby decreasing the amount of power utilized and the amount of manpower required to support the servers. Additionally, by virtualizing servers the college positions its systems and services to be portable in the event of a natural disaster and the college's backups can be used to quickly and reliably restore service at an alternate location.

NJEDGE.Net is a non-profit organization and is exempt from Pay-To-Play.

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

**Charge to:** College Operating Funds

**Account:** 10-01-165100-607526



## **BOARD OF TRUSTEES ACTION A/F 6**

**Approval Date: June 4, 2019**

### **Resolution**

To authorize the annual renewal of College broadband internet services through NJEDge.Net technology consortium at a cost of \$209,052.

### **Submitted By**

Dr. Victor Anaya, Executive Director, Finance  
Mr. Ron Spaide, Chief Information Officer  
Ms. Barbara Golden, Director, Purchasing and Services

### **Action Requested**

Authorization to renew internet services for fiscal year 2020 through NJEDge.Net at a cost of \$209,052.

### **Justification**

This is the annual renewal of Broadband Internet services for the College.

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

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

**Charge to:** College Operating Funds

**Account Number:** 10-01-165100-607645



**BOARD OF TRUSTEES ACTION A/F 7**  
**Approval Date: June 4, 2019**

**Resolution**

Authorization to spend an additional amount not to exceed \$20,000 with Economic Modeling, LLC (EMSI) supporting two areas of the institution: its redesigned website, Bergen.edu; and the Office of Institutional Research.

**Submitted By**

Dr. Brian D. Agnew, Executive Vice President  
Dr. Victor Anaya, Executive Director, Finance  
Dr. Larry Hlavenka, Executive Director, Public Relations,  
Community and Cultural Affairs

**Action Requested**

Approval of this resolution to spend an amount not to exceed \$20,000 with Economic Modeling, LLC.

**Justification**

As part of the College's Bergen.edu redesign, the institution has planned a vastly different approach to the presentation of academic programs to prospective students. This approach includes providing students with assessment tools that will assist them in making choices regarding their interests and program of study and detailed information on career, salary and workforce potential. In total, these improvements seek to better inform students regarding their academic choices and enhance the synergy between the College's programs and the workforce. The College seeks to contract EMSI, which provides this kind of proprietary data through its "Career Coach" product, through a one-year agreement.

Separately, institutional research seeks to renew its contract with EMSI as part of a one-year agreement for its "Analyst" product, which provides data on state, county and municipal labor markets – detailed by region and zip code. Institutional research uses this data to support its own modeling and reports that provide College officials with information on projections, trends and economic conditions. The College uses these reports to make informed decisions regarding enrollment, finances and strategic planning.

Current year expenditures for 2019 with (EMSI) is \$9,500.

These contracts require board approval due cumulative costs with a single vendor exceeding \$17,500.

Charge to: College Operating Funds

Account Number: 10-01-148100-607550 – Public Relations - \$13,000.

Account Number: 10-01-189100-607550 – Institutional Research - \$7,000.



**BOARD OF TRUSTEES ACTION A/F 8**  
**Approval Date: June 4, 2019**

**Resolution**

To authorize the renewal of Kofax maintenance and support as well as Keymark's annual maintenance for a one-year period with Keymark Inc. This software is used for scanning student records in accordance with various federal, state and local regulations.

**Submitted By**

Mr. Ron Spaide, Chief Information Officer  
Dr. Victor Anaya, Executive Director, Finance  
Ms. Barbara Golden, Director, Purchasing and Services

**Action Requested**

Authorization to purchase a one-year renewal agreement with Keymark Inc, for Kofax software as well as onsite upgrade services for the period of 7/1/19 – 6/30/20 at a cost of \$18,701.90.

**Justification**

This is the annual renewal of the document management system support and maintenance. This system is used for scanning the college's records in accordance with various federal, state and local regulations.

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. Keymark, 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 candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contributions Disclosure, the Stockholder Disclosure Certification, Business Entity Disclosure will be maintained on file at the college.

These services are below the county college bid threshold and are exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (19). (Computer Software)

**Charge to:** College Operating Funds

**Account Number:** 10-01-165100-607526



**BOARD OF TRUSTEES ACTION A/F 9**  
**Approval Date: June 4, 2019**

**Resolution**

To authorize the renewal of Cisco Firepower licensing for the College's IDS/IPS system from Aspire Technology Partners, LLC at a cost of \$50,490.00.

**Submitted By**

Mr. Ronald Spaide, Chief Information Officer  
Dr. Victor Anaya, Executive Director, Finance  
Ms. Barbara Golden, Director, Purchasing and Services

**Action Requested**

Authorization to purchase the annual renewal of Cisco Firepower licensing on a pair of security devices for the college's firewalls, at a cost of \$50,490.00, with Aspire Technology Partners, LLC on NJ State Contract 87720.

**Justification**

The Cisco IDS/IPS Modules in conjunction with the security services (AMP Firepower) provide a robust threat detection and containment system. Using these tools allows us access to Cisco's world class threat intelligence database and enables us to block new and emerging threats both via the web and through email. This system grants us deep insights into how our network is being used and alerts us to new threats, vulnerabilities and even suspicious changes to the environment. In the past year this system has blocked over 18 million threats to the BCC Network.

Quotes were received from the companies listed below.

Aspire Technology Partners, LLC	\$50,490.00
Continental Resources, Inc.	\$55,080.00
SHI International Corp.	\$55,916.00
CDW Government, Inc.	\$56,723.72

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

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



**BOARD OF TRUSTEES ACTION A/F 10**  
**Approval Date: June 4, 2019**

**Resolution**

To authorize the purchase of 10 Dell Latitude 5490 Laptops from SHI International for lifecycle.

**Submitted By**

Dr. Victor Anaya, Executive Director, Finance  
Mr. Ron Spaide, Chief Information Officer  
Ms. Barbara Golden, Director, Purchasing and Services

**Action Requested**

Authorization to purchase 10 Dell Latitude 5490 laptops at a total cost of \$13,795.60, on NJ State Contract # 89967.

**Justification**

These laptops are to replace current 5+ year old laptops as part of the equipment lifecycle program.

Quotes were received from the companies listed below.

SHI International	\$13,795.60
Dell Marketing L P	\$16,316.60

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

**Charge to:** FY2018 County Bond

**Account Number:** 20-00-170100-604301



**BOARD OF TRUSTEES ACTION A/F 11**  
**Approval Date: June 4, 2019**

**Resolution**

To authorize a purchase of 1 block of Nutanix Servers for replacing and expanding the Hackensack campus server farm from Aspire Technology Partners, LLC.

**Submitted By**

Dr. Victor Anaya, Executive Director, Finance  
Mr. Ron Spaide; Chief Information Officer  
Ms. Barbara Golden, Director, Purchasing and Services

**Action Requested**

Authorization to purchase 1 block of 4 Nutanix Server nodes at a cost of \$182,554.70, from Aspire Technology Partners, LLC. through NJEDge consortium pricing.

**Justification**

These additional nodes will allow us to replace aging servers in the CLC Datacenter and shift to hyper-convergence for full inter-operability with Paramus and Lyndhurst Datacenters. This will allow us to significantly decrease the complexity and footprint of our CLC Server Room, decrease our power utilization and facilitate a smoother support model.

Quotes were requested by the vendors listed below.

Aspire Technology Partners, LLC	\$182,554.70
SHI International Inc.	\$192,565.43
Continental Resources	No quote

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

**Charge to:** College Operating Funds  
**Account:** 20-01-165100-604300



**BOARD OF TRUSTEES ACTION A/F 12**  
**Approval Date: June 4, 2019**

**Resolution**

To purchase hardware, software, and services for the CBORD One Card ID System to upgrade the access card system in the Child Development Center at Ender Hall and exterior doors in West Hall.

**Submitted By**

Dr. Victor Anaya, Executive Director, Finance  
Mr. Ron Spaide, Chief Information Officer  
Ms. Barbara Golden, Director, Purchasing and Services

**Action Requested**

Authorization to spend \$32,467.00 with CBORD Group, Inc. for access card systems.

**Justification**

CBORD will provide access controlled exterior door locks in the Child Development Center in Ender Hall as well as access controlled exterior door locks in West Hall, which will allow Public Safety to remotely monitor and manage access inside the building.

This will be provided in accordance with the CBORD Card Systems Master Agreement # 102823.

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

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

**Charge to:** College Operating Funds  
**Account Number:** 20-01-165100-604289



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**BOARD OF TRUSTEES P 1A**  
**Approval Date: June 4, 2019**

**Resolution**

Appointment: Support Staff (This appointment is being made in accordance with the Bergen Community College Support Staff Association (BCCSSA) contract, Article XV, after successful completion of the probationary period.)

**Submitted By**

Dr. Michael D. Redmond, President  
Dr. Brian D. Agnew, Executive Vice President  
Mr. William Corcoran, Vice President, Facilities Planning, Operations & Public Safety

**Action Requested**

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Rafael Del Rosario	Custodian/Buildings & Grounds	\$31,124.00 (pro-rated)	02/18/19 (retroactive)

**Justification**

To fill budgeted position through successful search process and completion of probationary period.

Charge to: College Operating Funds  
Account Number:



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**BOARD OF TRUSTEES ACTION P 1B**  
**Approval Date: June 4, 2019**

**Resolution**

Appointment: Faculty (Eleventh Month)

**Submitted By**

Dr. Michael Redmond, President  
Dr. Brian D. Agnew, Executive Vice President  
Dr. William Mullaney, Vice President, Academic Affairs

**Action Requested**

That the following faculty members be appointed to an eleventh month contract effective July 1, 2019 through June 30, 2020. The faculty members indicated will receive 10% of their July 1, 2019, base salary as compensation for working the eleventh month:

**Name**

Timothy Foote  
Fred Golub

**Position/Division**

Associate Professor/Counseling/Academic Affairs  
Professor/Counseling/Academic Affairs

**Justification**

To provide coverage in Student Affairs and Counseling.

Charge To:

Account Number:



**BOARD OF TRUSTEES ACTION P 1C**  
**Approval Date: June 4, 2019**

**Resolution**

Appointment: Confidential Staff

**Submitted By**

Dr. Michael D. Redmond, President  
Dr. Brian D. Agnew, Executive Vice President

**Action Requested**

That the following personnel be appointed as confidential employees retroactive to May 1, 2019.

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>
Taraiya Dodd	Sr. Payroll Generalist	\$56,100.00
Kevin Porro	Sr. Payroll Generalist	\$60,690.00
Mary Randazzo	Sr. Financial Analyst/Payroll	\$72,690.00
Annette Riser	Manager of Payroll	\$80,494.00

**Justification**

In accordance with the signed MOA between Bergen Community College and the Bergen Community College Professional Staff Association for the restructuring of the Payroll Department positions to be confidential due to the nature of the positions. These positions are at-will.



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**BOARD OF TRUSTEES P 1D**  
**Approval Date: June 4, 2019**

**Resolution**

Appointment: Confidential Staff

**Submitted By**

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

**Action Requested**

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Gwendolyn Harewood	Director of Human Resources and Employee Relations/ Executive Vice President	\$135,000.00 (pro-rated)	07/22/19

**Justification**

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

Charge to: College Operating Funds  
Account Number:



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**BOARD OF TRUSTEES P 1E**  
**Approval Date: June 4, 2019**

**Resolution**

Appointment: Confidential Staff

**Submitted By**

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

**Action Requested**

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Annette Riser	Assistant Director of Payroll/ Human Resources and Employee Relations/ Executive Vice President	\$88,500.00 (pro-rated)	06/01/19 (retroactive)

**Justification**

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

Charge to: College Operating Funds

Account Number:



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**BOARD OF TRUSTEES ACTION P 2**  
**Approval Date: June 4, 2019**

**Resolution**

Approve Interim Assignment and Stipend

**Submitted By**

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

**Action Requested**

To approve the appointment of the following individual to the interim position and monthly stipend as indicated:

<u>Name</u>	<u>Position/Division</u>	<u>Monthly Amount</u>	<u>Effective Date</u>
Pascal Ricatto [Dr.]	Interim Vice President, Academic Affairs	\$1,000.00	06/16/19

**Justification**

To fill an interim leadership position and provide a stipend for additional responsibilities until the successful completion of the College search process for the Vice President of Academic Affairs who is expected to begin prior to the Fall semester.

Charge to: College Operating Funds  
Account Number:



**BOARD OF TRUSTEES ACTION P 3A**  
**Approval Date: June 4, 2019**

**Resolution**

Reappointment: Personnel

**Submitted By**

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

**Action Requested**

That the following individuals be reappointed to the positions indicated for the period not to exceed one year commencing July 1, 2019, or until further action of the Board of Trustees.

<u>Name</u>	<u>Position</u>
Susan Callahan Barnard [Dr.]	Dean, Division of Health Professions
Adam Goodell	Dean, Division of Humanities
Pascal J. Ricatto [Dr.]*	Dean, Division of Math, Science and Technology

**Justification**

Reappointment pursuant to N.J.A.C. 9A:7-4.2(d). This administrative position is at-will and the reappointed individual serves at the pleasure of the Board for a term not to exceed one year or until further action of the Board of Trustees.

\*Dr. Pascal J. Ricatto is scheduled to return to faculty effective 9/1/19, as referenced on board resolution P4, dated February 5, 2019. He will also be serving as Interim Vice President of Academic Affairs, effective June 16, 2019 until the successful completion of the search process.



**BOARD OF TRUSTEES ACTION P 3B**  
**Approval Date: June 4, 2019**

**Resolution**

Reappointment: Directors/Administrators

**Submitted By**

Dr. Michael D. Redmond, President  
Dr. Brian D. Agnew, Executive Vice President  
Dr. William Mullaney, Vice President, Academic Affairs

**Action Requested**

That the following individual be reappointed to the position indicated for the period commencing July 1, 2019 through June 30, 2021 for a two-year appointment:

<u>Name</u>	<u>Position/Division</u>
Sally E. Dionisio	Director of the Child Development Center

**Justification**

Reappointment per Article VIII, Section 7 of the Administrator Association Collective Bargaining Agreement.



**BOARD OF TRUSTEES ACTION P 3C**  
**Approval Date: June 4, 2019**

**Resolution**

Reappointment: Professional Staff

**Submitted By**

Dr. Michael D. Redmond, President  
Dr. Brian D. Agnew, Executive Vice President  
Dr. Victor Anaya, Executive Director, Finance  
Dr. William Mullaney, Vice President, Academic Affairs  
Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety

**Action Requested**

That the following personnel be reappointed to the positions indicated for the period commencing July 1, 2019 through June 30, 2020.

<u>Name</u>	<u>Position</u>
Patricia Aguilar	Office Supervisor
Ellen Aramini	Career Placement Manager
Drorit Beckman (Dr.)	Sr. Grant Development Officer
Tyler Beebe	Technical Systems Manager
Marlon Blair	Technical Support Specialist II
Robyn Bland	Public Information Assistant
Maria Bohn	Sr. Resource Accommodation Specialist – Assistive Technology
Kevin Bonomolo	Resource Accommodation Specialist
Damian Brito	Technical Support Specialist I
Ryan Brown	Manager, Environmental Health & Safety
Hilda Buitrago	New Student Enrollment Specialist
Matthew Calamari	Technical Support Specialist I
Gail Cannarozzi	Accountant
Gloria Cevallos	Scheduler & Facilities Planner
Francesco Cicero	Technical Support Specialist II
Deana Dedovitch	Coordinator of Athletics and Equipment Manager
Moises DeLeon	Technical Support Specialist II
Thomas DePrenda	Manager, New Media Services
Lisa DiGaetano	Enrollment Services Coordinator
Darrilyn DiNardo	Continuing Education Program Supervisor
Christopher DiSanto	Testing Assistant
Jeannette Dones	Sr. Financial Aid Specialist
Paulina Drabik	Technical Support Specialist II
Fernando Encarnacion	Evening Math Lab Coordinator
Jessica Fagnoli	Public Information Assistant

**Board of Trustees Action P 3C**  
**June 4, 2019**  
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<u>Name</u>	<u>Position</u>
Rogério Faria	Network System Administrator II
Anthony Florio	Accountant – Fixed Assets & Financial Analysis
Rosanelle Franco	Office Services Supervisor
Frank Hablawi	Web Developer
April Harrison	Coordinator, Summer Intensive Program
Christopher Houle	Technical Support Specialist II
Dania Huie-Pasigan	Head College Nurse
Jesse Jacondin	Research Analyst
Ted Jaronsinski	Technical Coordinator – Media Technologies
Arooj Javed	Technical Support Specialist – Documents & Records
Michelle Johnston	Assistant Director - Accounting
Candice Kaup Scioscia	Manager, Learning Assistance Center
Sami Klobucista	Technical Support Specialist I
Kristen Ko	Manager of Access Services
Gabriela Kosek	Testing Assistant
Catherine Krostek	Enrollment Services Coordinator
Dennis Kruk	Coordinator, Health Professions Interdisciplinary Center for Simulation
C. Michael Lapone	Manager of Facility Operations – Lyndhurst
Judith Lopez-Hungreder	Coordinator of Evening and Weekend Services
Edwin Lopez-Rodriguez	Custodial Supervisor
Elena Luddy	Sr. Financial Accountant
Christopher Maccarrone	Sharepoint/SQL Server Administrator I
Beverly Margolies	Academic Web Designer and Content Manager
Ronald McKnight	Manager of Multicultural Affairs
Aretha McMillan	Coordinator, Educational Outreach
Kim Meekins	Office Services Supervisor - Meadowlands
Deborah Michels	Technical Support Specialist II / APPLE
Mark Molisani	Grant Writer
Giselle Pacheco	Sr. Financial Aid Specialist
Maria Shirley Pachon	Business Accelerator Coordinator
Patricia Pappas-Juliano	Assistant Director, Financial Aid
Nilda Pardo	Jr. Accountant
Evelin Perez	Accountant-Financial Analysis
Kirsten Perino	Office Manager
Nadine Phillips	Assistant Director of Records & Registration and One Stop Supervisor
Joseph Pitre	Math Lab Supervisor
Annette Rakowski	Instructional Technology Specialist
Gregory Reilly	Enrollment Services Coordinator at the Meadowlands
Kaca Res	Financial Aid Specialist
Johanna Reyes	Financial Aid Specialist
Kimberly Ritchie	Service Desk Manager

**Board of Trustees Action P 3C**  
**June 4, 2019**  
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<u>Name</u>	<u>Position</u>
John Rude	Network Systems Administrator I
Robert Sangster	Technical Support Specialist II
Andrea Schaffel	Continuing Education Program Supervisor
William Smith	Academic Lab Supervisor
Wioletta Surdyka	Coordinator of Veterans and Military Affairs
Madeline Trimble	Sr. Research Associate
Maira Urena	Accountant - CE
Tamara Vaughan	Business Development Manager
Ian Wolf	Coordinator of Student Conduct and Information
Saikheen Wong	System Administrator II
Saiming Wong	System Administrator II
Kenny Xheraj	Custodial Supervisor

**Action Requested**

That the personnel listed below be reappointed to the positions indicated for the period July 1, 2019 through June 30, 2021 (Two-year contract):

<u>Name</u>	<u>Position</u>
Aisha Dawson-Hill	Sr. Financial Aid Specialist
Barbara Eisen	Continuing Education Program Supervisor
Gregory Fenkart	Coordinator of Student Development
Jennifer Flynn-Sansevere	Coordinator of the Office of Specialized Services
Nishika Gupta	Manager, Documents and Records
Marie Jardine	Assistant Director – Public Safety
Lynne Mandel	Financial Aid Specialist
Shylah Oldano	Group Teacher – Child Care Center
Thomas O'Neill	Senior Technical Coordinator
James Quimby	Manager of Media Technologies

**Justification**

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



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**BOARD OF TRUSTEES ACTION P 3D**  
**Approval Date: June 4, 2019**

**Resolution**

Reappointment: Part-Time Personnel

**Submitted By**

Dr. Michael D. Redmond, President  
Dr. Brian D. Agnew, Executive Vice President  
Ms. Priscilla Klymenko, Interim Vice President, Student Affairs  
Dr. William Mullaney, Vice President, Academic Affairs

**Action Requested**

To approve the reappointment of the following individuals to the indicated part-time positions at the salaries and effective dates as noted:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Hours per Week/ Hourly Rate</u>	<u>Effective Dates</u>
Nicole Babington	Part-Time Secretary/ Student Life/Student Affairs	Twenty hours/ \$29.57	07/01/19 – 06/30/20
Dale Egan	Assistant Supervisor/ Cerullo Learning Assistance Center/Academic Affairs	Nineteen hours \$23.52	07/01/19 – 06/30/20

**Justification**

Reappointments to budgeted positions.



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## **BOARD OF TRUSTEES ACTION P 3E**

**Approval Date: June 4, 2019**

### **Resolution**

Reappointment: Project Personnel – Grants

### **Submitted By**

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Dr. William Mullaney, Vice President, Academic Affairs

### **Action Requested**

That the grant personnel listed below be reappointed to the positions indicated for the period commencing July 1, 2019 through June 30, 2020, except where noted.

<u>Name</u>	<u>Position</u>
Barbara Abolafia*	Summer Explorations Coordinator (Title V)
Reyniel Afuang*	Program Assistant (First in the World)
Aida Castro-Henix	EOF Counselor
Joan Connelly*	Supplemental Instruction (SI) Coordinator (STEM HSI/Cerullo Learning Assistance Center)
Luis DeAbreu*	STEMatics Grant Program Director (STEMatics)
Randy Dodd*	Mentoring Coordinator (TPSID 2)
Lauren Fowler*	Professional Success Coach/Academic Counselor (Title V)
Laura Frazer	Sr. Grant Manager/Compliance Officer - Grants Administration (Title V, STEM, Perkins, TPSID, IDC)
Elizabeth Gisecke DeFeo	CLC Project Director/Adult Basic Education/ Continuing Education and Community Outreach
Randi Greene*	Financial Literacy Specialist/Buyer (STEMatics/Grants Administration)
Erica James*	Professional Success Coach/Academic Counselor (Title V)
Laura Madera*	Peer Mentor Coordinator/Coach (Title V)
Alan Manzueta*	Professional Success Coach (Title V)
Erin Meccia*	Professional Success Coach (TPSID 2)
Monica Rodriguez	Research Assistant (Grants Administration/Title V/STEMatics/FITW)
Christine Sgambellone*	STEMatics Academic Counselor (STEMatics)
Majeda Sultana*	STEMatics Academic Counselor (STEMatics)
Colleen Tedesco*	Success Coach (TPSID 2)

\*Funded through current grants which expire 9/30/19; therefore the effective dates are 07/01/19 – 9/30/19.

### **Justification**

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



**BOARD OF TRUSTEES ACTION P 3F**  
**Approval Date: June 4, 2019**

**Resolution**

Reappointment: Ciarco Instructors

**Submitted By**

Dr. Michael D. Redmond, President  
Dr. Brian D. Agnew, Executive Vice President  
Dr. William Mullaney, Vice President, Academic Affairs

**Action Requested**

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

<u>Name</u>	<u>Position</u>	<u>Effective Dates</u>
Richlene Joannides	Ciarco Instructor	07/01/19 – 06/30/20
Marianne Patino	Ciarco Instructor	07/01/19 – 06/30/20
Kathryn Renick	Ciarco Instructor	07/01/19 – 06/30/20
Beverly Rosch	Ciarco Instructor	07/01/19 – 06/30/20
Lori Yoselow	Ciarco Instructor	07/01/19 – 06/30/20

**Justification**

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

Charge To: College operating funds  
Account Number:



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**BOARD OF TRUSTEES ACTION P 4A**  
**Approval Date: June 4, 2019**

**Resolution**

Approve: Leave of Absence/Professional Staff

**Submitted By**

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Ms. Priscilla Klymenko, Interim Vice President, Student Affairs

**Action Requested**

To approve a Leave of Absence, without pay, for the following individual from the position listed below, effective date as indicated:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Dates</u>
Hilda Buitriago	New Student Enrollment Specialist/ Enrollment Services/Student Affairs	04/10/19 (retroactive)

**Justification**

Maternity Leave



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**BOARD OF TRUSTEES ACTION P 4B**  
**Approval Date: June 4, 2019**

**Resolution**

Approve: Leave of Absence/Grant Staff

**Submitted By**

Dr. Michael D. Redmond, President  
Dr. Brian D. Agnew, Executive Vice President  
Dr. William Mullaney, Vice President, Academic Affairs

**Action Requested**

To approve a Leave of Absence, without pay, for the following individual from the position listed below, effective date as indicated:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Dates</u>
Erin Meccia	Success Coach/Turning Point/Office of Specialized Services/Academic Affairs	05/20/19 (retroactive)

**Justification**

Family Leave



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## **BOARD OF TRUSTEES ACTION P 5A**

**Approval Date: June 4, 2019**

### **Resolution**

Resignation – Faculty

### **Submitted By**

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Dr. William Mullaney, Vice President, Academic Affairs

### **Action Requested**

To approve the resignation of the following individual:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Nicole Cerussi	Instructor/Nursing/Health Professions/ Academic Affairs	05/07/19 (retroactive)

### **Justification**

Resignation



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**BOARD OF TRUSTEES ACTION P 5B**  
**Approval Date: June 4, 2019**

**Resolution**

Resignation – Support Staff

**Submitted By**

Dr. Michael D. Redmond, President  
Dr. Brian D. Agnew, Executive Vice President  
Dr. Victor Anaya, Executive Director, Finance

**Action Requested**

To approve the resignation of the following individual:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Kerry Heiser	Accounting Assistant/Accounts Payable/ Finance	05/10/19 (retroactive)

**Justification**

Resignation



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**BOARD OF TRUSTEES ACTION P 6A**  
**Approval Date: June 4, 2019**

**Resolution**

Approval of Position/Title and job description: Dean of Assessment, Accreditation and Compliance

**Submitted By**

Dr. Michael Redmond, President

Dr. Brian D. Agnew, Executive Vice President

**Action Requested**

To approve the following position/title: Dean of Assessment, Accreditation and Compliance.

**Justification**

To approve the position, title and job description as part of the reorganization of responsibilities within the Office of the Executive Vice President. This position is at-will.

Charge To:

Account Number:

# **BERGEN COMMUNITY COLLEGE**

## **JOB DESCRIPTION**

**TITLE:** Dean of Assessment, Accreditation and Compliance

**DEPARTMENT:** Office of the Executive Vice President

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**FUNCTION:** The Dean of Assessment, Accreditation and Compliance (“Dean”) leads the development of a comprehensive integrated system of data collection, research, assessment, evaluation and reporting that supports strategic academic and operational planning. The Dean oversees institution-wide assessment as well as institutional and specialized accreditation initiatives to support Bergen Community College’s (BCC’s) commitment to continuous improvement. The position works collaboratively with faculty, staff and students to design, develop, implement and provide reports on institutional, academic, co-curricular and administrative assessment in support of the College’s mission. The Dean will oversee the Office of Institutional Research, manage the process of achieving institutional accreditation, and coordinate specialized program accreditation. The Dean is directly responsible for overseeing college-wide development of annual goals that are consistent with the College’s strategic plan and for the systemic assessment of programs, departments, and services.

### **MAJOR RESPONSIBILITIES:**

1. Leads the College’s critical areas of assessment and accreditation, and compliance.
2. Oversees the Office of Institutional Research to serve as a strategic partner in creating an environment that promotes and supports using research and data analysis to guide decision-making and institutional improvement.
3. Works collaboratively to maintain institutional and specialized program accreditations, reporting, assessment and program review.
4. Assumes primary responsibility for developing the College’s strategic plan, as well as annual goals across the College that are consistent with the College’s strategic plan, and for the systemic assessment of programs, departments, and services.

### **ASSESSMENT**

5. Establishes, maintains and communicates systematic cycles and standards by which assessment is performed.
6. Serves as the primary resource for curricular, co-curricular areas and administrative units in research, data collection, and analysis related to program assessment, outcomes and impact. Ensures the data needs of accreditation, program review and assessment are appropriately planned and organized.
7. Serves as the primary resource for Deans, Department Chairs, and faculty for continued assessment of academic programs.

8. Provides and facilitates workshops, speakers, and panel discussions for assessment and accreditation as ongoing professional development for academic and administrative units.
9. Assists faculty and administrators in implementing assessment plans that foster student learning, degree attainment, and post-graduation success.
10. Manages Academic Program Assessment by monitoring curriculum maps, program-level student learning outcomes (PSLO's), and evidence in a software-based assessment tool.
11. Coordinates institutional-level student learning outcomes (ISLO's), PSLO's and course-level student learning outcomes (CSLO's) across the College.
12. Provides ongoing feedback to divisions and departments regarding assessment work.
13. Supports general education assessment in conjunction with the College's Learning Assessment and General Education committees.
14. Monitors and reviews Outcomes/Objectives, Measures, and Findings and other related information for all units across campus in alignment with the College's strategic plan.
15. Collaborates with each division to develop a "culture of evidence" supporting institutional effectiveness resulting in continuous improvement.
16. Assists in developing a system linking assessment results to planning/budgeting processes.

#### **ACCREDITATION AND COMPLIANCE**

17. Provides leadership and direction for the Office of Institutional Research (OIR) in the strategic and operational design, development, implementation and evaluation of a broad range of initiatives designed to enhance institutional effectiveness and student success.
18. In close collaboration with the Managing Director of OIR, ensures reporting compliance of institutional data required by federal, state, and other regulatory agencies.
19. Serves as the Institutional Liaison to lead Middle States Commission on Higher Education ("Middle States") accreditation, including the preparation of assurance/quality improvement reports, preparation for reviews and creation of other supportive documentation.
20. In consultation with other individuals and offices, complete the Middle States Annual Institutional Update.
21. Remain current with Middle States accreditation requirements and policies.
22. Supports academic departments to ensure that programs are in compliance with cyclical accreditation requirements.
23. Supports departments during the process of compiling accreditation materials and completing five-year reviews as well as ongoing program assessment.
24. Performs other duties as assigned.

**ORGANIZATIONAL RELATIONSHIPS:** (1) Reports to the Executive Vice President. (2) Supervises the Managing Director of the Office of Institutional Research and coordinates work between offices with other staff. (3) Ability to relate well to people at all levels within the institution to ensure that the office is projected in an effective manner in dealing with both internal and external constituencies of the College. (4) Performs work in a manner that furthers

the College's mission and values.

**PERFORMANCE STANDARDS:** Performance in this position is considered satisfactory when: (1) mutually agreed upon objectives have been attained within a specified timeframe; (2) responsibilities of the position have been carried out at a level consistent with performance objectives; (3) effective cooperative relationships exist across the College; and (4) confidential aspects of the position are maintained.

**MINIMUM QUALIFICATIONS:** (1) Education: Master's degree in business administration, higher education administration, or related analytical field; Doctorate preferred. (2) Desired Knowledge, Skills and Abilities: (a) demonstrated knowledge of New Jersey Department of Education/Middle States Commission on Higher Education processes, procedures, timelines, standards and compliance issues, including affiliation agreements; (b) experience in and understanding of technology-enabled student success methodologies with the ability to creatively apply technology to program evaluation and improvement, while establishing and implementing continuous quality improvement processes ("CQI") within the academic programs; (c) demonstrate an exemplary ability for collecting, synthesizing, displaying, recording, and effectively communicating quantitative and qualitative data; and (d) excellent written and oral communication skills, including making effective and persuasive speeches and presentations to internal and external audiences. (3) Experience: (a) Minimum of five (5) years related work experience in higher education, preferably in a complex educational organization; or an equivalent combination of training and experience.

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Submitted by:

B. OR. EVP

Name/Title

Date:

5/17/19

Approved by:

Michael D. Reed

Name/Title

Date:

5/17/2019

Reviewed by:

[Signature]

Human Resources

Date:

5/17/2019

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**BOARD OF TRUSTEES ACTION P 6B**  
**Approval Date: June 4, 2019**

**Resolution**

Approval of Position/Title and job description: Executive Assistant to the EVP

**Submitted By**

Dr. Michael Redmond, President

Dr. Brian D. Agnew, Executive Vice President

**Action Requested**

To approve the following position/title: Executive Assistant to the EVP.

**Justification**

To approve the position, title and job description as part of the reorganization of responsibilities within the Office of the Executive Vice President. This position is at-will.

Charge to: College Operating Funds

Account Number:

# **BERGEN COMMUNITY COLLEGE**

## **JOB DESCRIPTION**

**TITLE:** Executive Assistant to the Executive Vice President

**DEPARTMENTS:** Office of the Executive Vice President

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**FUNCTION:** The Executive Assistant to the Executive Vice President (Executive Assistant to the EVP) leads an innovative and holistic organizational development and training program to drive the performance of College stakeholders to meet the needs and priorities of the College. The Executive Assistant to the EVP will also serve as a senior advisor to the Executive Vice President, delivering on a wide variety of administrative and executive duties, special projects, and initiatives of the EVP's office and the College's priorities. Strong writing and project management skills with the ability to drive multiple projects through to completion while maintaining executive-level standards of confidentiality, quality assurance and compliance with college policies and procedures.

### **MAJOR RESPONSIBILITIES:**

Responsibilities include but are not limited to:

1. Facilitate organizational development, strategic initiatives, policy development, project management and problem resolution on behalf of the EVP, involving senior officers of the College.
2. Review, research, and recommend new or revised policies and strategies, as appropriate to the area of interest.
3. Play a key role in increasing retention that can be tied directly or indirectly to, the benefits of improved performance management, succession planning, or other organizational development initiatives.
4. Implement and manage a systemic process to document, monitor, and evaluate productivity, efficiency, and institutional effectiveness.
5. Serve as senior advisor to the Executive Vice President; manage meeting agendas, minutes, action items, drive project follow-up including pertinent background materials, summaries of discussion, and logistical arrangements.
6. Ensure appropriate and responsive follow-up and accountability for the Office of the EVP.
7. Deliver project management, strategic planning, and implementation support for key organizational initiatives.
8. Translate the College's strategic plan into specific metrics, assess for continuous planning, and make policy recommendations.

9. Assist administration in various cost analyses, projections, dashboard reports, official updates, tracking trends, and preparing presentations.
10. Develop working relationships with institutional leadership, and serve as a liaison with committees, groups, and consultants to support fulfilling key initiatives.
11. Facilitate resolution of matters requiring the EVP's attention, consulting with relevant faculty and administrative offices as necessary.
12. Provide project management capabilities coupled with strong analytic and critical thinking skills to drive the College's short- and long-term goals.
13. Ability to build and cultivate relationships across stakeholders, creating a network of colleagues, thought leaders, expert partners, external relations, and top decision makers.
14. Manage the operations and budget for the Office of the EVP.
15. Performs additional tasks or duties as assigned.

**ORGANIZATIONAL RELATIONSHIPS:** (1) Reports to the Executive Vice President. (2) Coordinates work within the office and across the College. (3) Ability to relate well to people at all levels within the institution to ensure that the office is projected in an effective manner in dealing with both internal and external constituencies of the College. (4) Performs work that furthers the College's mission and values.

**PERFORMANCE STANDARDS:** Performance in this position is considered satisfactory when: (1) mutually agreed upon objectives have been attained within a specified timeframe; (2) responsibilities of the position have been carried out at a level consistent with performance objectives; (3) effective cooperative relationships exist across the College; and (4) confidential aspects of the position are maintained.

**QUALIFICATIONS:** (1) Education: Master's Degree required. (2) Knowledge, Skills and Abilities: (a) Versatile understanding of higher education operations including academics, finance, strategic communications, fundraising experience, crisis management, social innovation experience, budget experience, community relations, human resources, student experience, partnerships and external affairs, and trends in higher education strongly preferred; (b) experience managing group dynamics and facilitating consensus; (c) experience managing executive-level confidential and sensitive materials; (d) excellent public speaking and presentation development skills; (e) excellent written, verbal, and interpersonal and communications skills with the ability to cultivate professional and business partnerships; (f) demonstrates understanding of the community college mission; (g) proven history of excellent relationship building and people skills required to deliver collaborative, impactful programs and initiatives; (h) demonstrated ability to process information, prioritize goals, and make sound business decisions using an inclusive and creative sense of problem-solving. (3) Experience: Minimum of 5 years of experience working in complex higher education environments, preferably in the community college context; (b) minimum 3 years of

experience influencing and working closely with executive-level leaders.

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Submitted by: B. D. A., EVP Date: 4/9/19  
Name/Title

Approved by: Michael D. Pedraza Date: 5/9/2019  
Name/Title

Reviewed by: Rita Bonomolo Date: 5/13/19  
Human Resources

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**BOARD OF TRUSTEES ACTION P 6C**  
**Approval Date: June 4, 2019**

**Resolution**

Approval of Position/Title and job description: Confidential.

**Submitted By**

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

**Action Requested**

To approve the following position/title: Managing Director of Finance.

**Justification**

To approve the position, title and job description. This position is at-will.

Charge to: College Operating Funds

Account Number:

# **BERGEN COMMUNITY COLLEGE**

## **JOB DESCRIPTION**

**TITLE:** Managing Director of Finance

**DEPARTMENT:** Office of the Executive Vice President

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**FUNCTION:** The Managing Director of Finance ("Managing Director") serves as Bergen Community College's (BCC's) chief financial officer and is responsible for financial functions of the College, including: budget oversight (approximately \$150 million), capital programs, business services, contracted services, and purchasing. The Managing Director will apply his/her leadership talent to take a team of proud and committed Finance staff members to transformative new levels of service excellence, process improvement, and budgetary success. The Managing Director is a leader who possesses the experience, emotional intelligence, passion and acumen to lead staff to shared aspirational levels of achievement to make large and lasting differences to BCC's future. The Managing Director is responsible for overseeing the development of annual goals consistent with the College's strategic plan and for the systemic assessment of programs, departments, and services.

### **MAJOR RESPONSIBILITIES:**

Responsibilities include but are not limited to:

1. Leads and coordinates the College's critical areas of financial analysis and planning, budgeting, accounting, internal compliance, and risk management.
2. Provides oversight and leadership in the development of the annual legislative operating and capital budgets.
3. Participates in the development and implementation of strategic plans, goals and objectives.
4. Leads business process improvements to achieve higher efficiency, productivity and customer service in department work processes.
5. Maintains familiarity with emerging issues and trends in higher education in the area of finance.
6. Coordinates the development of the annual operating budget.
7. Ensures timely financial reporting and monitoring of revenues/expenditures, financial performance and the condition of the College.
8. Directly oversees timely and accurate preparation of quarterly and annual financial reports for internal/external review.
9. Assumes lead role in external audit.
10. Ensures ongoing compliance with applicable government regulations, accounting, and auditing standards.
11. Establishes, monitors, and reviews internal controls and procedures.

12. Maintains a prudent debt management program.
13. Provides oversight of accounting functions, student financial services, and risk management to ensure operational and service effectiveness.
14. Reviews, negotiates, executes, and maintains contracts and lease agreements with vendors providing services/products, such as food service, bookstore, insurance, and legal services.
15. Collaborates with senior leadership to establish, maintain, and administer tuition, fees and institutional scholarships in support of enrollment and net revenue goals.
16. Responsible for reviewing and approving the institutional aid award/strategy model to support enrollment management goals and objectives.
17. Serves as a member of the Management Team, and other administrative committees, as assigned.
18. Participates in local, state, and national professional organizations related to higher education, the community college, and financial services to promote and enhance the College's relationships, effectiveness and brand.
19. Establishes and monitors annual employee performance objectives/goals; oversees the preparation and presentation of employee performance reviews; provides or coordinates staff training.
20. Performs additional tasks or duties as needed.

**ORGANIZATIONAL RELATIONSHIPS:** (1) Reports to the Executive Vice President. (2) Manages direct reports and oversees the employee populations of their respective organizations. Direct reports include but are not limited to: Executive Secretary, Director of Purchasing, and Managing Director of Financial Operations and Student Assistance. (3) Coordinates work within the offices and between offices with other staff. (4) Ability to relate well to people at all levels within the institution to ensure that the office is projected in an effective manner in dealing with both internal and external constituencies of the College. (5) Performs work in a manner that furthers the College's mission and values.

**PERFORMANCE STANDARDS:** Performance in this position is considered satisfactory when: (1) mutually agreed upon objectives have been attained within a specified timeframe; (2) responsibilities of the position have been carried out at a level consistent with performance objectives; (3) effective cooperative relationships exist across the College; and (4) confidential aspects of the position are maintained.

**MINIMUM QUALIFICATIONS:** (1) Education: Master's degree in accounting, business administration or a related field from an accredited institution; CPA certification or other advanced financial/accounting certification desired. (2) Desired Knowledge, Skills and Abilities: (a) demonstrated successful experience in fiscal and budgetary management, resource allocation and personnel supervision; (b) ability to promote the collection, use and governance of data to inform organizational decision-making; (c) exhibits an ability to "think outside the box" and lead

system change; (d) facilitate organizational development and change with effective collaboration of participants; and (e) excellent written and oral communication skills, including making effective and persuasive speeches and presentations to internal and external audiences. (3)

Experience: (a) Minimum of ten (10) years of progressively responsible finance and accounting experience, including budgeting analysis/control or business management, preferably in a complex educational organization; or an equivalent combination of training and experience.

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Submitted by: B. O. A, EVP Date: 5/17/19  
Name/Title

Approved by: Michael D. Redmond Date: 5/17/2019  
Name/Title

Reviewed by: [Signature] Date: 5/17/2019  
Human Resources

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**BOARD OF TRUSTEES ACTION P 6D**  
**Approval Date: June 4, 2019**

**Resolution**

Approval of Revised Job Description – Confidential.

**Submitted By**

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

**Action Requested**

To approve the revised job description for the Vice President, Student Affairs.

**Justification**

To approve the revised job description in-line with the reorganization of Student Affairs.

This position is at-will.

Charge to:

Account Number:

# **BERGEN COMMUNITY COLLEGE**

## **JOB DESCRIPTION**

**TITLE:** Vice President of Student Affairs

**DEPARTMENT:** Office of Student Affairs

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**FUNCTION:** The Vice President of Student Affairs ("VP SA") serves as the Chief Student Affairs Officer and provides leadership in the administration of a comprehensive range of programs and services for students that are consistent with the College's mission, values and goals. In collaboration with the Student Affairs team, the VP SA develops and maintains initiatives that support an optimal experience for a diverse student population, enriching student learning, social and personal development. This individual is responsible for formulating, recommending, implementing and evaluating policies and procedures that drive high performing recruitment and retention efforts of the College. The VP SA is also responsible for overseeing the development of annual goals consistent with the College's strategic plan and for the systemic assessment of programs, departments, and services.

### **MAJOR RESPONSIBILITIES:**

Responsibilities include but are not limited to:

1. Provides visionary leadership and guidance for all programs affecting student development and success including but not limited to: enrollment management; recruitment; admissions; testing; registration; financial aid; student life and conduct; counseling; career services; health services; specialized services; veterans and military affairs; and student support services programs.
2. Formulates, recommends, and implements policies, procedures, programs, processes and systems for Student Affairs that promote student success and ensure inclusivity and equitable student treatment.
3. Oversees all aspects of financial aid to deliver student financial aid packages in compliance with federal, state, and institutional regulations and policies.
4. Utilizes analytics and data to develop, maintain, implement and enhance student engagement and retention services, programs and initiatives.
5. Leads all aspects of the Student Affairs team developing cohesion, collaboration and ensuring an efficient, effective customer service model utilizing creative approaches in the delivery of services.
6. Establishes and implements measurable goals and outcomes for the assessment of student services to evaluate ongoing performance and ensure continuous improvement.
7. Serves as a member of the President's Executive Council, the Management Team, and other administrative committees as assigned.
8. Develops and administers the Student Affairs budget, including forecasting, planning, and monitoring of expenditures; assures that each unit adheres to budgetary guidelines.

9. Serves as the primary liaison to the academic divisions and departments regarding student related concerns.
10. Works collaboratively with the Vice President of Academic Affairs to engage in a comprehensive and fully integrated approach to enrollment management, student performance and the overall student experience.
11. Provides guidance and oversight in all matters related to student behavior and discipline.
12. Ensures delivery of appropriate student support services and programming across all three (3) campus locations.
13. Manages compliance pertaining to students in regards to Title IX, ADA/Section 504 and other relevant state and federal laws; serving on the Title IX committee of the College.
14. Cultivates cooperative relationships with four year colleges and universities, local K-12 school systems, community partners and employers.
15. Maintains an awareness of the latest findings, trends, technologies and policy conversations related to Student Affairs.
16. Participates in local, state, and national professional organizations related to higher education, the community college, and Student Affairs to promote and enhance the College's relationships, effectiveness and brand.
17. Establishes and monitors annual employee performance objectives/goals; oversees the preparation and presentation of employee performance reviews; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
18. Performs additional tasks or duties as needed.

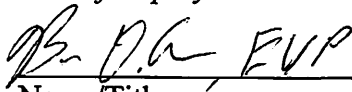
**ORGANIZATIONAL RELATIONSHIPS:** (1) Reports to the President. (2) Manages direct reports and oversees the employee populations of their respective organizations. Direct reports include but not limited to: Dean of Student Support Services, Dean of Enrollment Services, Dean of Student Life and Conduct, and Managing Director of Financial Aid. (3) Coordinates work within the offices and between offices with other staff. (4) Ability to relate well to people at all levels within the institution to ensure that the office is projected in an effective manner in dealing with both internal and external constituencies of the College. (5) Performs work in a manner that furthers the College's mission and values.

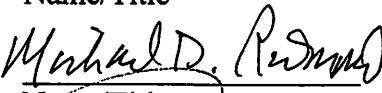
**PERFORMANCE STANDARDS:** Performance in this position is considered satisfactory when: (1) mutually agreed upon objectives have been attained within a specified timeframe; (2) responsibilities of the position have been carried out at a level consistent with performance objectives; (3) effective cooperative relationships exist across the College; and (4) confidential aspects of the position are maintained.


**MINIMUM QUALIFICATIONS:** (1) Education: Master's Degree in an appropriate field required; Doctorate degree preferred. (2) Desired Knowledge, Skills and Abilities: (a) demonstrates understanding of the community college mission and practices an open door policy; (b) experience fulfilling a vision for student affairs at a transformational time for an institution and proven success of change management; (c) possesses strong skills in team-

building, team-management, and collaboration with diverse internal and external constituents; (d) evidence of commitment to student success and development; (e) experience utilizing data in decision making and goal setting for enrollment management; (f) demonstrates commitment to diversity, multiculturalism and inclusivity; (g) possesses excellent written and oral communication skills, including making effective and persuasive speeches and presentations to internal and external audiences; and (h) exhibits proficiency in the use of a variety of computer software and database management systems related to student affairs. (3) Experience: (1) Minimum of 10 years of progressive administrative experience in student affairs, including student life and conduct, enrollment management, counseling and support services and Title IX investigations, preferably in a community college setting; (2) experience in collective bargaining environment preferred.

*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: 5/17/19  
Name/Title

Approved by:  Date: 5/17/2019  
Name/Title

Reviewed by:  Date: 5/17/2019  
Human Resources

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



**BOARD OF TRUSTEES ACTION S/F 1**  
**Approval Date: June 4, 2019**

**Resolution**

To authorize Safeway Contracting Inc. to replace the roof on the Fieldhouse which is at the end of its useful life.

**Submitted By**

Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety  
Dr. Victor Anaya, Executive Director, Finance  
Ms. Barbara Golden, Director, Purchasing and Services

**Action Requested**

Authorization for Safeway Contracting Inc. to replace the roof on the Fieldhouse at a cost of \$24,370.00.

**Justification**

The Fieldhouse was built in the mid-70s, and the roof is at the end of its useful lifespan and needs to be replaced. The roof leaks badly over the storage room where track equipment is stored. It has been repaired twice in the last year with some improvement, but the leaks continue to worsen. The College recently ordered and received a new Pole Vault pit and High Jump Pit which are currently set up on the track but should be stored in the Fieldhouse early this summer. They will get soaked and stained if the roof is not replaced.

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

This procurement is below the county college bid threshold and is not required to be bid.

Quotations were received from the companies listed below.

Safeway Contracting	\$24,370
Canella Roofing, Inc.	\$30,600
Mak Group LLC	\$41,300

**Charge to:** College Funds

**Account Number:** 20-01-160100-604238



**BOARD OF TRUSTEES ACTION S/F 2**  
**Approval Date: June 4, 2019**

**Resolution**

To reject bids received in response to Public Bid P-2301 for construction of an outdoor student quad.

**Submitted By**

Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety  
Dr. Victor Anaya, Executive Director, Finance  
Mr. Robert Coane, Director, Campus Planning  
Ms. Barbara Golden, Director, Purchasing and Services

**Action Requested**

Reject both bids received in response to Public Bid P-2301 and rebid.

**Justification**

Bids were received from Adamo Brothers Construction, Inc. and A-Tech Concrete Co. The low bid submitted by Adamo had an insufficient bid bond which is a material defect and must be rejected. The bid received from A-Tech was for a bid amount that substantially exceeds the budget for this project, and therefore, must be rejected. This College will rebid this project in the near future.

**Charge To:**

**Account Number:**