

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

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

**Tuesday, June 7, 2022 – 5:00 p.m.**

- 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
    - ❖ Presentation: Department of Labor / Basic Skills Grant  
Mrs. Cinzia D'Iorio, Interim Executive Director of  
Continuing Education and Workforce Development
    - ❖ Presentation: Serving as a Community College Alumni Trustee  
Miss Crystal Yoo
- E. Committees
  - 1. Audit, Finance and Legal Affairs
  - 2. Education and Student Affairs
  - 3. Personnel
  - 4. Site and Facilities
  - 5. Strategic Planning and Issues
- F. Alumni Trustee
- G. Chairwoman
- VI. Unfinished Business / Board Members
- VII. New Business / Board Members
- VIII. Open to the Public
- IX. Actions
  - A. Approval of Board Minutes: Tuesday, May 3, 2022
  - B. Consent Agenda: Tuesday, June 7, 2022
- X. Executive Session, if required.
- XI. (New Business/Open to the Public)
- XII. Adjournment



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## **CONSENT AGENDA**

**Tuesday, June 7th, 2022**

**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 herein listed may be removed from the Agenda by the Board prior to passage.

### **Approval of Board Minutes – Tuesday, May 3, 2022**

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

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize a one-year VMWare licensing renewal with NJEdge for the college's virtual server host machines.
3. To purchase two (2) 2022 Chevrolet Express RWD 12-passenger vans for Student Life and Athletics from Mall Chevrolet, Inc. through ESCNJ contract #20/21-09.
4. To authorize the annual renewal of the college's broadband internet services through NJEdge.net technology consortium.
5. To authorize the purchase of miscellaneous computer hardware, peripherals, software, and data communications products from state contract vendors for the Fiscal Year ending June 30, 2023.
6. To authorize the purchase of 15,000 OneSpan transactions with Kyocera at a cost of \$57,750.
7. To authorize a Shared Services Agreement with the County of Bergen for the provision of Shuttle Bus Services for inter-campus transportation of students.
8. To award RFP # R-096 Looney Advertising & Branding for the provision of media buying, planning, reporting, serving and management services.
9. To authorize the purchase of CBORD software license upgrade to version 8, including implementation services through CBORD. CBORD is the access control for door locks and identification cards for faculty, employees, and students.
10. To reject all bids for Public Bid P-2362 for Pressure Washing and Exterior Window Washing services.
11. To award Public Bid P-2364 the purchase of 12 blocks Nutanix Nodes through Innovative Network Solutions Corp.
12. Authorization to purchase furniture and installation as needed through discounted catalog pricing on NJ State Contract.
13. Authorization to purchase maintenance and custodial supplies as needed through discounted catalog pricing on various state and cooperative purchasing agreements.
14. To authorize the lease of 11 replacement Canon copiers for various departments whose leases expired in June 2021.
15. To authorize the purchase of a new Fortinet Network Firewall infrastructure from SHI International Corp.
16. To authorize the purchase of student athletic insurance through Bob McCloskey Insurance.
17. Authorization to reimburse the County of Bergen for the College's portion of Property Insurance Coverage, Excess Workers' Compensation Coverage, Liability Claim Fund, Workers' Compensation Fund, Educator's Legal Liability, and Third-Party Claim Administration Fee for the College's participation in the County of Bergen Insurance Fund.

June 7, 2022

**CONSENT AGENDA**

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

18. Authorization to purchase road, parking lot, and walkway materials including paint, signage, posts, roadway painting/stripping services, pothole and roadway repairs, sealing, and services as needed through various cooperative purchasing agreements.
19. Authorization to enter into a 60-month agreement with Instructure Holdings, Inc. for the purchase and implementation of Canvas Learning Management System in the amount of \$1,560,355.42 for the term of July 1, 2022 through June 30, 2027.
20. To authorize the extension of temporary recruiting services through Staffing the Universe for the Human Resources department.
21. To authorize the extension of temporary accounting services through Accounting Principals, a division of The Adecco Group, for the Finance department.

**EDUCATION AND STUDENT AFFAIRS**

1. To authorize submission of the Perkins FY 2023 grant application to the State of New Jersey Department of Education, and to authorize President Eric M. Friedman, Ph.D., or his designee, to execute required documents and activities.
2. Authorize execution of a subcontract agreement with United Methodist Communities at Bristol Glen as a new Employer partner of the New Jersey HealthWorks Consortium and authorize President Eric M. Friedman, or his designee, to execute required documents.
3. Authorize submission of an application for the Center for Adult Transition funding to the Office of the Secretary of Higher Education in the amount of \$250,000.00.

**INSTITUTIONAL (I)**

1. To approve the 2022 / 2023 Presidential Goals as submitted by President Eric M. Friedman.
2. Revision of College Policy: Campus Posting Policy.

**PERSONNEL (P)**

1.
  - A. Appointment: Support Staff
  - B. Appointment: Clinical Coordinators
  - C. Appointment: Professional
  - D. Appointment: Support Staff
  - E. Appointment: Support Staff
  - F. Appointment: Support Staff
  - G. Appointment: Technical Assistant III – Faculty
  - H. Appointment: Professional
  - I. Appointment: Grant Funded
  - J. Appointment: Professional
  - K. Appointment: Confidential
  - L. Appointment: Faculty
  - M. Appointment: Faculty
  - N. Appointment: Faculty



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#### **PERSONNEL (P)**

1. O. Appointment: Faculty  
P. Appointment: Faculty  
Q. Appointment: Faculty  
R. Appointment: Faculty  
S. Appointment: Faculty  
T. Appointment: Faculty  
U. Appointment: Faculty
2. A. Reappointment: Administrative Personnel  
B. Appointment / Reappointment: Academic Chairs and Program Coordinators/Faculty  
C. Reappointment: Professional Staff  
D. Reappointment: Ciarco Instructors  
E. Reappointment: Project Personnel – Grants  
F. Reappointment: Directors/Administrators  
G. Reappointment: Faculty (Eleventh Month)
3. A. Stop Stipend  
B. Approve: Revised Job Description
4. A. Approve: Confidential - Title Change and Revised Job Description
5. A. Approve: Confidential - Title Change and Revised Job Description  
B. Approve: Confidential - Title Change and Revised Job Description  
C. Approve: Confidential - Title Change and Revised Job Description  
D. Salary Adjustment – Grant Personnel
6. Approve: Return from Leave of Absence/Support Staff
7. A. Retirement: Faculty  
B. Retirement: Faculty  
C. Retirement: Faculty  
D. Retirement: Support  
E. Retirement: Support  
F. Retirement: Faculty
8. A. Resignation: Confidential  
B. Resignation: Confidential  
C. Resignation: Faculty
9. Approve: Funding Change

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

1. Change Order: Adamo Brothers Construction – Pool Mechanical Room Spalling Concrete Repair.



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**BOARD OF TRUSTEES ACTION A/F1**  
**Approval Date: June 7, 2022**

**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, 2022 to April 30, 2022	\$ 17,573.90
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Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	\$17,573.90



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**BOARD OF TRUSTEES ACTION A/F 2**  
**Approval Date: June 7, 2022**

**Resolution**

To authorize a one-year VMWare licensing renewal with NJEdge for the college's virtual server host machines.

**Submitted By**

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

**Action Requested**

Authorization to renew the VMWare Academic Licensing Agreement for one-year July 1, 2022 – June 30, 2023 in the amount of \$39,133.74. This subscription includes two (2) vCenter Servers, and fifty-four (54) vSphere Enterprise Plus licenses purchased through NJEdge.

**Justification**

VMWare Licensing entitles the college to use the virtualization software that runs the majority of the servers in our virtual environment. By utilizing VMWare, the college reduces the number of physical servers required to support the core business functions, thereby decreasing the level of power consumption and manpower required to support the servers. Additionally, virtualizing our servers positions the college to deliver systems and services that are portable, improving our ability to pivot in the event of a natural disaster or need 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.

<b>Charge to:</b>	College Operating Funds
<b>Account Number:</b>	10-01-165100-607526
<b>Amount:</b>	\$39,133.74



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**BOARD OF TRUSTEES ACTION A/F 3**  
**Approval Date: June 7, 2022**

**Resolution**

To purchase two (2) 2022 Chevrolet Express RWD 12-passenger vans for Student Life and Athletics from Mall Chevrolet, Inc. through ESCNJ contract #20/21-09.

**Submitted By**

Dr. Eric M. Friedman, President  
Dr. A.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 purchase two (2) 2022 Chevrolet Express RWD 12-passenger vans at a price of \$27,548.05 each from Mall Chevrolet, Inc. through the ESCNJ - Educational Services Commission of New Jersey Co-op contract #20/21-09, in the amount of \$55,096.10. These vehicles will provide transportation services for the College's Student Life and Athletics events.

**Justification**

Student Life and Athletics at Bergen Community College requires the purchase of two 12-passenger vans for transportation of students to off-campus games, events, trips, and meets. The current fleet has two 12-year-old vans (2010) and another 5-year-old (2017) that service transportation needs in these areas. During our busy season, the College has to contract with bus companies to fill our needs as all vans are used to capacity. This purchase will facilitate meeting the transportation needs of our students regardless of season.

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

**Charge To:** College Operating Funds  
**Account Number:** 20-09-910000-604205  
**Amount:** \$55,096.10



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## **BOARD OF TRUSTEES ACTION A/F 4**

**Approval Date: June 7, 2022**

### **Resolution**

To authorize the annual renewal of the college's broadband internet services through NJEdge.net technology consortium.

### **Submitted By**

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

### **Action Requested**

Authorization to renew internet services for fiscal year 2023 through NJEdge.net at a cost of \$201,852.00.

### **Justification**

The College needs to maintain Broadband Internet services to meet operational needs. Authorization to continue internet services is requested to fulfill broadband needs for the term of 7/1/22 through 6/30/23. This renewal includes an upgrade to a ten Gigabit connection from the college's current one Gigabit connection with no increase in cost.

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.

<b>Charge To:</b>	College Operating Funds
<b>Account Number:</b>	10-01-165100-607645
<b>Amount:</b>	\$201,852.00





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**BOARD OF TRUSTEES ACTION A/F 5**  
**Approval Date: June 7, 2022**

**Resolution**

To authorize the purchase of miscellaneous computer hardware, peripherals, software, and data communications products from state contract vendors for the Fiscal Year ending June 30, 2023.

**Submitted By**

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

**Action Requested**

Authorization to purchase lifecycle replacement equipment and products for day-to-day operational needs, estimated at \$800,000.00 by utilizing approved New Jersey State Contract Vendors on Naspo Value Point contracts, ESCNJ Cooperative contracts, EDGE, E&I Cooperative contracts, OMNIA Partners, all with which Bergen Community College has maintained membership.

**Justification**

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, 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.

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

<b>Charge to:</b>	Various
<b>Account Number:</b>	Various
<b>Amount:</b>	\$800,000



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**BOARD OF TRUSTEES ACTION A/F 6**  
**Approval Date: June 7, 2022**

**Resolution**

To authorize the purchase of 15,000 OneSpan transactions with Kyocera at a cost of \$57,750.

**Submitted By**

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

**Action Requested**

Authorization to purchase 15,000 OneSpan electronic signature transactions in the amount of \$57,750.

**Justification**

With COVID and the shutdown of on-campus resources forcing the expanded use of electronic signatures, we are purchasing a batch of 15,000 "transactions" of One Span to foster an environment where students, parents, faculty, and staff will have continued limited in-person contact.

The College has a need to procure this contract through a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Kyocera Inc. 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.

This purchase is to increase the number of signatures from our original solution implementation so that the College can meet increased demand for e-signatures. Acquiring additional signatures will allow electronic routing of documents electronic signatures.

Exempt from bidding pursuant to N.J.S.A. 18A:64A-25.5(3) (materials or supplies not available from more than one potential bidder, including without limitation materials or supplies that are patented or copyrighted).

**Charge to:** HEERF Funds  
**Account:** 50-06-596500-607526  
**Amount:** \$57,750



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**BOARD OF TRUSTEES ACTION A/F 7**  
**Approval Date: June 7, 2022**

**Resolution**

To authorize a Shared Services Agreement with the County of Bergen for the provision of Shuttle Bus Services for inter-campus transportation of students.

**Submitted By**

Dr. Eric M. Friedman, President  
Mr. Wilton Thomas-Hooke, Chief Financial Officer  
Mr. Nathaniel Saviet, VP of Facilities  
Mr. David Borzotta, Associate VP of Public Safety and Security  
Ms. Stephanie Weise, Interim Director Purchasing and Services

**Action Requested**

To continue shuttle bus services by entering into a Shared Services Agreement with the County of Bergen for the period of January 2022 through June 2024. The County will provide one (1) bus at a cost of \$33,750.00 per quarter for Spring and Fall 2022, \$34,425.00 for 2023, \$35,437.50 for 2024, for inter-campus transportation between Paramus and Lyndhurst.

In Addition, Bergen County shall fuel the bus daily, provide maintenance for the bus, store the bus overnight at the County New Public Works Complex in Paramus, provide licensed, qualified driver and pay their compensation, and operate the bus as set forth in the agreement and in accordance with all applicable laws.

The Shuttle Bus Service will operate twelve (12) hours per day Monday through Friday, excluding College Holidays, during the College's spring and fall semesters.

**Justification**

The Uniform Shared Services and Consolidation Act allows for any local unit to enter into an agreement with any other local unit or units to provide or receive any services that each local participating in the Agreement is empowered to provide or receive within its own jurisdiction.

**Charge To:** College Operating Funds  
**Account Number:** 10-01-160100-607833



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**BOARD OF TRUSTEES ACTION A/F 8**  
**Approval Date: June 7, 2022**

**Resolution**

To award RFP # R-096 Looney Advertising & Branding for the provision of media buying, planning, reporting, serving and management services.

**Submitted By**

Dr. Eric M. Friedman, President

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

Mr. Wilton Thomas-Hooke, Chief Financial Officer

Ms. Stephanie Weise, Director, Purchasing and Services

**Action Requested**

Award \$25,600 of advertising buying, planning, reporting, serving and management services to Looney Advertising & Branding. The cost represents 12.8 percent of the College's total advertising budget (\$200,600) for one year (July 2022 – July 2023) with an option to extend for an additional year (July 2023 to July 2024).

**Justification**

Bergen Community College maintains an institutional advertising budget to promote general awareness about the institution, open houses and student recruitment. Bergen sought the assistance of an agency partner to provide:

- Media planning, trafficking and placement services;
- The comprehensive reconciliation of all advertising costs incurred;
- The development of an overall advertising strategy that also integrates the College's student affairs/enrollment services promotion and personnel;
- Suggestions on creative - including design and copy;
- Data-based decision-making based on assessments and demonstrated successful strategies for community college-based promotion, while ensuring appropriate value of media buys;
- The development of an advertising schedule in the most effective and efficient media vehicles to meet enrollment needs, image and awareness building targets and to reinforce overall College messaging;
- Occasional creative development of specific spots, though the institution will produce all graphically designed pieces;
- Demonstrated in-depth knowledge of Bergen County media vehicles that will concurrently build positive awareness levels and meet enrollment goals for the College; and
- Targeted outreach campaigns, while working with the institution's student affairs/enrollment management team to ensure placements result in lead generation and correspondence.

A 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."

Advertising is exempt from public bidding in accordance with County College Contracts Law, N.J.S.A.18A:64A-25.5 (a) (20).

A total of 8 proposals were received from the companies listed below.

- DCW Media
- Electric Symphony Media
- Epicosity
- FurmanRoth Advertising
- Looney Advertising & Branding
- Magnum
- NJAdvanceMedia
- Q1 Media

The College evaluated proposals received in response to the RFP and determined Looney Advertising & Branding has submitted a comprehensive proposal that meets all of the requirements of RFP #R-096 including qualifications, experience and competitive rates.

Looney has delivered more than three million impressions, 22,370 leads and 2,890 new student applications to Bergen. With Looney's assistance, Bergen's "new student enrollment" climbed 12 percent year-over-year. Looney personnel also worked with the College to create new integrations with existing information technology, social media and Bergen.edu infrastructure, allowing the College to see greater returns on media investments through improved targeting. The firm has kept its fee structure flat year-over-year as well.

<b>Charge To:</b>	College Operating Funds
<b>Account Number:</b>	10-01-148100-607572
<b>Amount:</b>	\$25,600.00



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**BOARD OF TRUSTEES ACTION A/F 9**  
**Approval Date: June 7, 2022**

**Resolution**

To authorize the purchase of CBORD software license upgrade to version 8, including implementation services through CBORD. CBORD is the access control for door locks and identification cards for faculty, employees, and students.

**Submitted By**

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

**Action Requested**

Authorization to purchase CBORD software license upgrade to version 8, including implementation services through CBORD in the amount of \$33,753.00.

**Justification**

The College has been operating at version 7 of our CBORD software for many years. In order to continue receiving critical support for this software and allow for future expansion and scalability, the current version must be upgraded to version 8.

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. CBORD has submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:14A-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.

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

<b>Charge to:</b>	College Operating Funds
<b>Account Number:</b>	10-01-165100-607653
<b>Amount:</b>	\$33,753.00



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**BOARD OF TRUSTEES ACTION A/F 10**  
**Approval Date: June 7, 2022**

**Resolution**

To reject all bids for Public Bid P-2362 for Pressure Washing and Exterior Window Washing services.

**Submitted By**

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

**Action Requested**

To reject all bids for Public Bid # P-2362 for Pressure Washing and Exterior Window Washing services.

**Justification**

The low bidder Clearview Washing LLC did not apply for the public works certification prior to the bid date and therefore did not include the public works certification with their bid. This certification is mandatory prior to bidding and is cause for rejection. The second bid was from DGB Technologies and their bid amount far exceeded the appropriation for this project.



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**BOARD OF TRUSTEES ACTION A/F 11**  
**Approval Date: June 7, 2022**

**Resolution**

To award Public Bid P-2364 the purchase of 12 blocks Nutanix Nodes through Innovative Network Solutions Corp.

**Submitted By**

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

**Action Requested**

Authorization to award Public Bid P-2364 Purchase 12 blocks of Nutanix nodes, licensing and support, through Innovative Network Solutions at a cost of \$1,098,756.44.

**Justification**

Having the Virtual Desktop Infrastructure environment in place allowed Bergen to seamlessly switch to a working, teaching and learning remote environment when the pandemic first hit. The environment was not however built with this specific use case in mind and as a result has been pushed to its extreme limits. In order to ensure that the use cases required by students, faculty and staff who are now working in hybrid models are fully supported, Bergen needs to significantly increase the capacity of the underlying infrastructure as well as its resiliency and implement technologies to ensure that this environment is tuned both for on and off campus workloads. This purchase will increase not only the capacity of the virtual desktop environment itself but also the supporting server infrastructure providing the backend storage and compute services.

A total of (10) companies registered for bid packages and (2) bids were received. The low bid price from CDW Government LLC provided their quote for quantities that were below the requirements listed in the RFB, nor did they include the required bid bond. These items represent major deficiencies in the CDW submission, and their bid is therefore rejected due to non-compliance. The second bid from Innovative Network Solutions Corp. provided a complete bid for the quantities requested as well as the required bid bond.

Bid were received from the companies listed below.

CDW Government LLC (incomplete)	\$568,716.62
Innovative Network Solutions Corp.	\$1,098,756.44

<b>Charge to:</b>	HEERF Funds
<b>Account Number:</b>	20-06-596500-604300
<b>Amount:</b>	\$1,098,756.44





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**BOARD OF TRUSTEES ACTION A/F 12**  
**Approval Date: June 7, 2022**

**Resolution**

Authorization to purchase furniture and installation as needed through discounted catalog pricing on NJ State Contract.

**Submitted By**

Dr. Eric M. Friedman, President  
Mr. Nathaniel Saviet, Vice President Facilities  
Mr. Wilton Thomas-Hooke, Chief Financial Officer  
Mr. Michael Hyjeck, Managing Director, Physical Plant  
Mr. Chris Talmo, Managing Director, Custodial Operations  
Ms. Stephanie Weise, Director, Purchasing and Services

**Action Requested**

Authorization to purchase, delivery and installation of furniture as needed from authorized NJ State Contract vendors through competitive catalog pricing through contract # G-2004 Furniture: Office and Lounge for fiscal year 2023, at an estimated cost of \$250,000.00.

**Justification**

The College requires the purchase and delivery of furniture and installation at the College. The NJ State Contract provides access to furniture catalogs, which will allow Facilities to access the vendor catalogs online. The contract also provides direct shipping furniture from the warehouse.

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

**Charge To:** College Operating Funds  
**Account Numbers:** Various  
**Amount:** Estimated \$250,000.00



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**BOARD OF TRUSTEES ACTION A/F 13**  
**Approval Date: June 7, 2022**

**Resolution**

Authorization to purchase maintenance and custodial supplies as needed through discounted catalog pricing on various state and cooperative purchasing agreements.

**Submitted By**

Dr. Eric M. Friedman, President  
Mr. Nathaniel Saviet, Vice President Facilities  
Mr. Wilton Thomas-Hooke, Chief Financial Officer  
Mr. Michael Hyjeck, Managing Director, Physical Plant  
Mr. Chris Talmo, Managing Director, Custodial Operations  
Ms. Stephanie Weise, Director, Purchasing and Services

**Action Requested**

Authorization to purchase various maintenance and custodial supplies as needed from authorized Omnia Partners, NJ State Contract, and ESCNJ vendors through competitive catalog pricing for fiscal year 2023, at an estimated cost of \$200,000.00. See list below for the vendor names and numbers for the three authorized suppliers on OMNIA Partners, NJ State Contract, and ESCNJ below:

- W. W. Grainger: NJ State Contract # 19-Fleet-00566, 19-Fleet-00677
- Home Depot Pro: OMNIA Partners Contract # 16154
- General Chemical & Supply, Inc.: ESCNJ 18/19-33

**Justification**

The College requires the purchase of maintenance supplies for the improvement and repair of the physical plant at the College. These state and cooperative purchasing agreements provide access to discounted maintenance and custodial supply catalogs, which will allow Facilities department to access the vendor catalogs online. The contracts also provide direct shipping of parts from the warehouse, and the option of local pickup of parts for emergency repairs. The supply categories include, but aren't limited to, HVAC, electrical, paint, plumbing, tools, PPE, fasteners, bulbs, air Filters, ceiling tiles, safety and custodial products and specialty equipment.

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

**Charge To:** College Operating Funds, HEERF Funds  
**Account Numbers:** Various  
**Amount:** Estimated \$200,000.00



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**BOARD OF TRUSTEES ACTION A/F 14**  
**Approval Date: June 7, 2022**

**Resolution**

To authorize the lease of 11 replacement Canon copiers for various departments whose leases expired in June 2021.

**Submitted By**

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

**Action Requested**

Authorization to lease 11 Canon copiers for 48 months from Canon Solutions America, on NJ State Contract A40462\_G-2075, at a monthly cost of \$892.38. Black and white copies will be billed at \$0.0083 each, and color copies at \$0.056 each. Cost includes delivery, installation, training, maintenance and supplies. Total cost for 48 months will be \$ 42,834.24.

Quotes were received from.

**ANNUAL LEASE**

Canon U.S.A., Inc.	\$10,708.50
Superior Office Systems, Inc.	\$11,067.00

**Justification**

Eleven (11) copiers whose lease have expired will be returned and eleven (11) new copiers will be leased for the following departments. Admissions, Visual Arts/Criminal Justice, Campus Planning, Testing Center, Foundation, Human Resources, Nurses Office, Public Relations and Main Office in Lyndhurst.

Purchase through State Contract is allowed in accordance with County College Contracts Law18A:64A-25.9.

<b>Charge To:</b>	College Operating Funds
<b>Account Number:</b>	10-01-182100-607511
<b>Amount:</b>	\$42,834.24



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**BOARD OF TRUSTEES ACTION A/F 15**  
**Approval Date: June 7, 2022**

**Resolution**

To authorize the purchase of a new Fortinet Network Firewall infrastructure from SHI International Corp.\_.

**Submitted By**

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

**Action Requested**

Authorization to purchase 4 Fortinet Firewalls, 4 Fortinet switches, maintenance for a term of 5 years, and professional implementation services at a cost of \$429,697.02 from SHI International Corp through Edge TeCHS Co-operative Contract # 269EMCPS-21-001-EM-SHI.

**Justification**

In order to ensure that the college's data remains secure, it is important to maintain a current network security infrastructure that provides robust and intuitive data protection. Due to Covid, the college has significantly increased remote instruction and learning, and for this reason, needs to implement the latest security software and hardware to allow secure remote access to resources while protecting the college's infrastructure. The College's present firewall infrastructure does not provide certain features that the college should have in place. Some of these features include:

- Protects against malware, exploits, and malicious websites in both encrypted and non-encrypted traffic
- Proactively block newly discovered sophisticated attacks in real-time with advanced threat protection provided by the intelligence services of the Fortinet Security Fabric
- Protect against network exploitable vulnerabilities with Industry-validated IPS security effectiveness, low latency and optimized network performance

Fortinet offers industry-leading enterprise security hardware that will protect all three college locations from continually evolving threats, as well as centralized management, and enables security consolidation while delivering a simplified, end-to-end security infrastructure.

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

Quotes were received from the companies listed below:

Insight Public Sector	\$540,104.05
SHI International Corp	\$429,697.02
CDW Government LLC	No Response
E-Plus Tech Inc.	No Response

**Charge to:** College Operating Funds  
**Account:** 20-01-165100-604300  
**Amount:** \$193,593.04

**Charge to:** HEERF III  
**Account:** 20-06-596500-604300  
**Amount:** \$236,103.98



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**BOARD OF TRUSTEES ACTION A/F 16**  
**Approval Date: June 7, 2022**

**Resolution**

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

**Submitted By**

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

**Action Requested**

Authorization to purchase student athletic insurance for the coverage period of August 1, 2022 through August 1, 2023, through Bob McCloskey Insurance at a cost of \$60,026.00.

**Justification**

Insurance coverage for student athletes participating in intercollegiate sports, Bob McCloskey specializes in intercollegiate athletic insurance and policies are underwritten by A rated carriers.

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**

The Hartford Fire Insurance Company	\$49,500.00
QBE Insurance Corporation	\$53,500.00
Zurich American Insurance Company	\$53,500.00

**Catastrophic Intercollegiate Sports Accident Insurance**

Zurich American Insurance Company	\$10,526.00 (this is the NJCAA endorsed catastrophic program for member schools)
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Insurance is exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (11).

<b>Charge to:</b>	Operating Funds
<b>Account Number:</b>	60-09-910000-607801
<b>Amount:</b>	\$60,026.00



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**BOARD OF TRUSTEES ACTION A/F 17**  
**Approval Date: June 7, 2022**

**Resolution**

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

**Submitted By**

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

**Action Requested**

Authorization to reimburse the County of Bergen for Property Insurance Coverage; Excess Workers' Compensation Coverage; Liability Claim Fund; Workers' Compensation Fund; Educator's Legal Liability insurances for the coverage period July 1, 2022 through June 30, 2023, at an estimated cost of \$1,161,500.00.

**Justification**

The College participates in the County's Insurance Fund for risk management and liability insurance coverage. The College is required to reimburse the County for its portion of the renewal cost for the insurance coverage. The total cost is distributed across two accounts for general liability and workers' compensation insurance. The College is authorized to enter into a contract to participate in the County Insurance Fund pursuant to N.J.S.A. 18A:64A-25.40. Further, the College is authorized, pursuant to N.J.S.A 18A:64A-25.10., to enter into a joint purchasing agreement with the County for, among other things, the purchase of insurance and insurance consulting services, which are exempt from bidding in accordance with the County Colleges Contract Law, specifically N.J.S.A. 18A:64A-25.5(a)(11).

**Charge To:** College Operating Funds  
**Account Numbers:** 10-01-188100-607590  
10-01-188100-607591  
**Amount:** \$1,161,500.00



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**BOARD OF TRUSTEES ACTION A/F 18**  
**Approval Date: June 7, 2022**

**Resolution**

Authorization to purchase road, parking lot, and walkway materials including paint, signage, posts, roadway painting/stripping services, pothole and roadway repairs, sealing, and services as needed through various cooperative purchasing agreements.

**Submitted By**

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

**Action Requested**

Authorization to purchase road, parking lot, and walkway materials including paint, signage, posts, roadway painting/stripping services, pothole and roadway repairs, sealing. Additionally, the College requires services to fabricate, install, and repair pavement, signage, and striping. The college will purchase these supplies and services as needed from various vendors through competitive pricing for fiscal year 2023, at an estimated cost of \$400,000.00. See below for applicable purchasing agreements:

Bergen County Coop BC-Bid-21-36 – Paving/Sitework  
ESCNJ 18/19-66 – Paving Services – Repair & Maintenance  
Bergen County Coop BC-Bid-20-01 – Road Materials – Traffic Paint and Channel Posts  
Bergen County Coop BC-Bid-22-21 – Traffic Markings Services  
NJ State Contract: 21-FOOD-01583 - Aluminum Sign Blanks

**Justification**

The College requires the purchase of supplies and services to repair concrete and paved roadways, walkways, parking lots, and sidewalks at the College. The College must comply with DOT standards for signage and roadway painting and striping. Accordingly, maintenance must have the ability to procure the necessary signs, paint, patch materials, posts, services, etc. The cooperative purchasing agreements provide access to discounted supplies and services necessary to support the Colleges many paved roadways, parking lots, and walkways.

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

Charge To: Chapter 12 Bond Funds, College Operating Funds  
Account Numbers: Various  
Total: \$400,000.00





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**BOARD OF TRUSTEES ACTION A/F 19**  
**Approval Date: June 7, 2022**

**Resolution**

Authorization to enter into a 60-month agreement with Instructure Holdings, Inc. for the purchase and implementation of Canvas Learning Management System in the amount of \$1,560,355.42 for the term of July 1, 2022 through June 30, 2027.

**Submitted By**

Dr. Eric M. Friedman, President  
Dr. Brock Fischer, V.P. Academic Affairs  
Mr. Wilton Thomas Hooke, Chief Financial Officer  
Mr. Ron Spaide, Chief Information Officer  
Dr. Amarjit Kaur, Managing Director, Center for Innovation in Teaching and Learning  
Ms. Stephanie Weise, Director, Purchasing and Services

**Action Requested**

Authorization to enter into 60-month agreement with Instructure for the purchase and implementation of Canvas Learning Management System in the amount of \$1,560,355.42 to be billed annually as follows:

Year 1 will be billed at \$263,390.38 plus implementation at \$122,210.00  
Year 2 will be billed at \$274,872.47  
Year 3 will be billed at \$286,995.59  
Year 4 will be billed at \$299,778.60  
Year 5 will be billed at \$313,108.38

**Justification**

The College's current Learning Management System (LMS) is over 10 years old and needs upgrading to address the emerging needs of our students. The significant increase in demand for hybrid/fully online learning and the College's planned launch of the Center for Online Learning initiated efforts to assess and select an LMS that can meet our online program delivery needs. The college, with the help of faculty, students, and staff, assessed Canvas, Blackboard, and OpenLMS (Moodle), three of the top learning management systems on the market.

The emergence of the COVID-19 pandemic has significantly driven student-demand for increased remote learning options. This shift in the demand for online course dictates that the College provide an engaging and robust LMS that is convenient and effective for students, faculty, and administrators.

Hybrid learning offers greater flexibility to our students by allowing them to take classes in-person or online, and supplement either delivery mode with course material on an LMS.

Based on survey feedback from faculty and students after participation in the demonstration sessions, the survey participants selected the Canvas LMS system as the solution that best meets the College's needs. The following are key differentiators in selecting Canvas:

- Canvas Studio's interface allows students and instructors to engage with media content by commenting directly on the media timeline.
- Canvas generates syllabus when assignments are added to the course.
- Due to Canvas's open architecture, Learning Tools Interoperability (LTI) is an integration standard for third-party tools. Canvas' platform supports LTI, which allows third-party tools to easily integrate with Canvas.

The College has a need to procure this contract through a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Instructure Holdings, Inc. 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.

Exempt from bidding pursuant to N.J.S.A. 18A:64A-25.5(3) (materials or supplies not available from more than one potential bidder, including without limitation materials or supplies that are patented or copyrighted).

**Charge to:** HEERF/County  
**Account:** 20-06-596500-604209  
**Amount:** \$1,560,355.42



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**BOARD OF TRUSTEES ACTION A/F20**  
**Approval Date: June 7, 2022**

**Resolution**

To authorize the extension of temporary recruiting services through Staffing the Universe for the Human Resources department.

**Submitted By**

Dr. Eric M. Friedman, President  
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development  
Ms. Yvette Aviles, Associate Director of Human Resources

**Action Requested**

Authorization to spend an additional amount not to exceed \$5,000.00 with Staffing the Universe, a for the provision of temporary employees.

**Justification**

Recruiting support is needed in the Human Resources department to assist with federal and state coronavirus-relief activities supporting staffing needs related to the reopening of Bergen Community College post the college closure due to the pandemic.

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

These services are exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (15). (Professional Consulting Services)

**Charge to:** HEERF II  
**Account:** 50-06-596300-607550  
**Total:** \$5,000.00



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**BOARD OF TRUSTEES ACTION A/F21**  
**Approval Date: June 7, 2022**

**Resolution**

To authorize the extension of temporary accounting services through Accounting Principals, a division of The Adecco Group, for the Finance department.

**Submitted By**

Dr. Eric M. Friedman, President  
Mr. Wilton Thomas-Hooke, Managing Director of Finance  
Mr. Jeffrey Dulow, Controller  
Ms. Stephanie Weise, Interim Director, Purchasing and Services

**Action Requested**

Authorization to spend an additional amount not to exceed \$50,000.00 with Accounting Principals, a division of The Adecco Group, for the provision of temporary employees.

**Justification**

Senior accounting support is needed in the Finance department to assist with federal and state coronavirus-relief grants and related accounting needs.

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

These services are exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (15). (Professional Consulting Services)

**Charge to:** HEERF Funds  
**Account Number:** 50-06-596500-607550  
**Amount:** \$50,000.00



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**BOARD OF TRUSTEES ACTION E/SA1**  
**Approval Date: June 7, 2022**

**Resolution**

To authorize submission of the Perkins FY 2023 grant application to the State of New Jersey Department of Education, and to authorize President Eric M. Friedman, Ph.D., or his designee, to execute required documents and activities.

**Submitted By**

Dr. Eric M. Friedman, President  
Dr. Brock Fisher, Vice President of Academic Affairs  
Mr. Wilton Thomas-Hooke, Managing Director of Finance  
Ms. Stephanie Weise, QPA, Director of Purchasing and Services  
Mr. John Scardina, CPA, Manager, Grants and Regulatory Compliance  
Dr. William J. Yakowicz, Director, Grants Administration

**Action Requested**

Authorize submission of the Fiscal Year 2023 Perkins application to the New Jersey Department of Education for approximately \$799,706 and authorize President Eric M. Friedman, Ph.D., or his designee, to execute required documents and activities.

**Justification**

The State of New Jersey Department of Education expects to allocate \$799,706 in Perkins funding to Bergen Community College for Fiscal Year 2023 (July 1, 2022 through June 30, 2023). The application builds 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.

The proposed Bergen Community College Perkins funding plan requires Board approval. Priority requests for equipment, supplies, professional development activities, conference and consultant fees, and professional staff include such items as:

- Equipment, instrumentation, and instructional supplies for 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 services staff.
- Conference, seminar, and workshop attendance for professional development and training especially for nationally recognized credentials, nontraditional student retention, completion, and employment in high pay, high skill, in-demand occupations.
- Industry/employer guest speakers and workplace experiences to strengthen student & staff learning and development.

No college funds are required.

The completed Perkins plan and budget are forthcoming.



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## **BOARD OF TRUSTEES ACTION E/SA2**

**Approval Date: June 7, 2022**

### **Resolution**

Authorize execution of a subcontract agreement with United Methodist Communities at Bristol Glen as a new Employer partner of the New Jersey HealthWorks Consortium and authorize President Eric M. Friedman, or his designee, to execute required documents.

### **Submitted By**

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

Ms. Cinzia D'Iorio, Interim Executive Director, Continuing Education and Workforce Development

Dr. William J. Yakowicz, Director of Grants Administration

### **Action Requested**

Authorize an agreement between Bergen Community College (the College) and United Methodist Communities at Bristol Glen to conduct work under the *Scaling Apprenticeship Through Sector Based Strategies* grant awarded to Bergen Community College by the U.S. Department of Labor, Employment and Training Administration (Grant Award # HG-33026-19-60-A-34, "HealthWorks").

### **Justification**

On July 15, 2019, Bergen Community College, lead agency for the NJ Health Professions Consortium, was awarded a US DOL ETA *Scaling Apprenticeship* grant in the amount of \$12,000,000.00. United Methodist Communities at Bristol Glen. is approved by NJHPC partners to join the Consortium. The scope of services and budget support the statewide pathways for healthcare career apprenticeships developed by Bergen Community College and NJHPC partner institutions. United Methodist Communities will work with Bergen to deliver up to 6 Certified Nurse Assistant training with a maximum number of 10 students per cohort. The cost per student is \$2,500 with the total budget for all cohorts not to exceed \$150,000. United Methodist Communities will coordinate and align strategic initiatives, resources, policies, data, and accountability measures. The College shall administer the Grant and make payment to the participating colleges and employer partners only to the extent that those activities and payments are authorized and approved by the U.S. Department of Labor.

Consistent with terms of the Grant, BCC is responsible for implementing sub-awards and monitoring all sub-recipients. This agreement between Bergen Community College and United Methodist Communities at Bristol Glen is authorized pursuant to County College Contracts Law; specifically, N.J.S.A. 18A:64A-25.5(b). This agreement furthers the purposes of the Grant and the mission of the Consortium to create apprenticeship opportunities for H-1B-impacted workers, veterans, unemployed, and underserved populations. The College, consortium, employers, and other partners will deliver education, on-the-job training, and apprenticeships that open employment and career advancement opportunities in the health care sector.

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

Section 1. The Board of Trustees of Bergen Community College hereby approves the terms and conditions of the Agreement between the College and participating partners which, through use of career pathways, helps ensure that H-1B-impacted individuals, veterans, unemployed, and other workers successfully access and complete health profession programs in order to gain family sustaining jobs in the healthcare sector.

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

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

Section 4. This Resolution shall take effect immediately.

*The Standard Agreement template for use with each of the Participating Partners follows. Final work plans and budgets are included with each as Addendum B and Addendum C.*

*Exhibits A and B referred to in the Agreement are the complete original grant application and Award which were accepted by the Board of Trustees of Bergen Community College.*

Addendum A

Scope of Program for Participating Partner

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Addendum B

Budget for Participating Partner





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**BOARD OF TRUSTEES ACTION E/SA3**  
**Approval Date: June 7, 2022**

**Resolution**

Authorize submission of an application for the Center for Adult Transition funding to the Office of the Secretary of Higher Education in the amount of \$250,000.00.

**Submitted By**

Dr. Eric M. Friedman, President  
Mr. Wilton Thomas-Hooke, Chief Financial Officer  
Dr. Anthony J. Trump, Vice President of Student Affairs  
Ms. Tracy Rand, Managing Director, Office of Specialized Services

**Action Requested**

Authorize submission of an application for the Center for Adult Transition funding to the Office of the Secretary of Higher Education, in accordance with S-4211/A-6228 to establish/expand county college-based adult centers for transition for individuals with developmental disabilities.

**Justification**

Bergen Community College's Transition Center is dedicated to providing individuals with intellectual disabilities and developmental disabilities (ID/DD) and their families the resources, support and guidance to encourage the greatest level of independence possible. The Center collaborates with and supports individuals with ID/DD to promote access to community-based services and resources in the areas of education, training and employment. Recent legislation requiring all county colleges to provide a college-based adult center for transition includes a \$250,000.00, one-year grant to support this effort.

No college funds required.



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**BOARD OF TRUSTEES ACTION I-1**  
**Approval Date: June 7, 2022**

**Resolution**

To approve the 2022 / 2023 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 2022 / 2023 Presidential Goals.

**Bergen Community College  
Presidential Goals 2022-2023  
Eric M. Friedman, Ph.D.**

1. Continue to empower staff to find increasingly effective ways to improve student persistence, completion, transfer, and career success while focusing on closing achievement gaps, particularly for the most at-risk student populations.
2. Engage the new Strategic Enrollment Management Committee (SEM) to assess barriers within student enrollment processes. Review enrollment policies and practices. Create a SEM Plan and launch initiatives.
3. Lead and support a robust culture of presentation, information sharing, and data-informed decision-making. Further a culture of assessment.
4. Continue to expand the College's holistic support for students, faculty, and staff, including health and wellness initiatives.
5. Lead and support efforts to develop the All College Forum, a central structure for participatory and shared governance for all community members. Emphasize student, faculty, and staff engagement and ensure appropriate linkages and collaboration with the Faculty Senate and the Student Government Association.
6. Implement all elements of the Academic Master Plan, including the development of the Center for Online Learning and a portfolio of fully online courses and programs.
7. Establish the Office of External Affairs as a partnership development hub. Lead and support outreach efforts to strengthen external relations and expand our donor base.
8. Reposition the Meadowlands off-site location as an Innovation Center. Lead and support efforts to clarify services for the community in the southern tier of Bergen County.
9. Lead and support efforts to use data from our comprehensive climate survey to inform diversity, equity, and inclusion (DEI) initiatives and the College's first DEI Action Plan.
10. Support improvements to facilities and grounds that provide transformative and inclusive places for the College community that foster collaboration, innovation, and belongingness.
11. Support continued efforts to refine a transparent budget process that ties our resource allocations to strategic priorities.
12. Support the Division of Human Resources and Organizational Development in their efforts to improve policies and processes, enhance the college culture, and catalyze continuous organizational development throughout the College.



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**BOARD OF TRUSTEES ACTION I-2**  
**Approval Date: June 7, 2022**

**Resolution**

Revision of College Policy: Campus Posting Policy.

**Submitted By**

Dr. Eric M. Friedman, President  
Dr. Anthony Trump, Vice President of Student Affairs  
Mr. Nathaniel Saviet, Vice President of Facilities  
Dr. Drorit Beckman, Executive Assistant

**Action Requested**

To revise the College Policy: Campus Posting Policy.

**Justification**

This policy is being revised as part of the college's on-going review of college policies.

See attached policy.

**Bergen Community College**  
**Board of Trustees**  
**Section (STU)**

**Policy #** STU: 001-001: 2018

**Effective Date:** June 7, 2022

**Responsible Official**

Office of the Vice President for Student Affairs  
Office of the Vice President of Facilities

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**Campus Posting Policy**

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**Reason for Policy**

To establish guidelines and procedures for the approval, display, and removal of postings College-wide.

To provide campus organizations, offices, departments, and the public the opportunity to promote College-affiliated events and display information to the campus community while outlining requirements for the preparation, approval, display, and removal of postings.

To ensure effective and consistent campus postings, to support an inclusive community reflective of College values, to avoid damage to and protect College property, and to present a clean and orderly campus.

**Entities Affected by this Policy**

Students, Employees, Facilities, Public

**Policy Statement**

Bergen Community College (also “Bergen” or the “College”) coordinates the posting of notices for College-affiliated events on College property.

The Campus Posting Policy provides Bergen students, faculty, staff, and the public with space to place approved postings at designated locations throughout the campus. All postings must be neat and support the interests of both the sponsoring organization and the College. All postings must adhere to the College’s Mission, Vision and Values. Obscene, inflammatory, libelous, racist, sexist, or otherwise offensive postings inconsistent with the College’s Mission, Vision and Values, will not be permitted.

## Procedures

1. Only bulletin boards may be used for approved postings. Postings may not be placed on any interior or exterior walls, floors, doors, windows, signage, or without the approval of the Department or Organization that controls the bulletin board.
2. Postings on Department or Organization bulletin boards must be approved by the designated Department/Organization that controls the respective bulletin board. Any bulletin board that is not specifically designated for a Department or Organization is a Student Life bulletin board and are numbered and listed in the Office of Student Life.
3. All postings at the College must be approved and stamped by the Office of Student Life in L-123. Postings for Department or Organization bulletin boards must receive written approval from the Department or Organization that controls the bulletin board and provide it to the Office of Student Life.
4. Postings on mobile bulletin boards will be at the sole discretion of Student Life.
5. Only authorized Student Life personnel may issue an approval stamp.
6. The stamp will be valid for one (1) month or until the day after the event, whichever comes first.
7. Individuals or organizations posting materials are responsible for removing any and all postings when their stamp is no longer valid. Failure to remove postings in a timely manner may result in having future postings denied.
8. All posted information must include the name of the responsible individual(s)/sponsoring organization(s), as well as the date, time, and location of the event or program.
9. Posters may not exceed 11"x 17."
10. Postings from outside organizations sponsoring events or services will be allowed to post 15 copies, 1 for each Student Life bulletin board.
11. Individuals and organizations are responsible for their own printing and distribution of postings in accordance with this policy.
12. Postings that imply or promote the use of drugs or alcohol, promote illegal activity, violate copyright laws, or violate College policy will be denied.
13. Advertisements placed over other postings (valid or expired) may be removed without notification. If the board is full, you may rearrange (not remove) advertisements to fit yours.
14. Thumbtacks or pushpins may be used for postings. Masking tape, paste, glue, nails, or staples are not permitted to hang materials.
15. The Office of Student Life and Facilities reserves the right to remove postings at any time without prior notice.

## Violations

Postings that do not comply with this policy may be removed and discarded without notice. Any individual(s) or organization(s) that post items in violation of this policy may lose campus posting privileges and be denied approval of future postings. Any student who posts items in violation of this policy may be subject to disciplinary action under the Student Code of Conduct.

All requests for posting approval must be submitted to the Office of Student Life at least two (2) weeks in advance of the desired posting date. The Office of Student Life must authorize any special considerations that do not adhere to these policies. Such special consideration requests must be submitted in writing to the Office of Student Life at least two (2) weeks in advance of the desired posting date.

## **Related Documents/Policies**

List of Pitkin Education Center Bulletin Board Locations

## **Policy History (adopted/amended)**

Approved: 8/7/18

Revised: 6/7/22



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## BOARD OF TRUSTEES ACTION P1A

Approval Date: June 7, 2022

### Resolution

Appointment: Support Staff

### Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

### 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>
Shawn Donovan	Senior Library Assistant / Library / Academic Affairs	\$32,954	6/08/22 (pro-rated)

### 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 Funds

Account Number: 10-04-490000-601130





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**BOARD OF TRUSTEES ACTION P1B**  
**Approval Date: June 7, 2022**

**Resolution**

Appointment: Clinical Coordinators

**Submitted By**

Dr. Eric Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

**Action Requested**

To renew the appointments of the individuals listed below to the position of Clinical Coordinators at the stipends shown for the period July 1, 2022 – June 30, 2023.

**CLINICAL COORDINATORS**

<b><u>Name</u></b>	<b><u>Department/Division</u></b>	<b><u>Annual Stipend</u></b>
Irene Figliolina	Medical Office Assistant/Health Professions	\$4,750.00
Daniel Brancato	Radiation Therapy/Health Professions	\$2,375.00
Amy Cacciatore	Radiation Therapy/Health Professions	\$2,375.00
Mary Chmielewski	Surgical Technology/Health Professions	\$4,750.00
Irene Erazo	Respiratory Therapy/Health Professions	\$4,750.00
Nicole Humphreys	Veterinary Technology/Health Professions	\$4,750.00
Stephanie Niemiec	Paramedic Science/Health Professions	\$4,750.00
Elizabeth Romano	Radiography/Health Professions	\$4,750.00
Jaclyn Park	Diagnostic Medical Sonography/Health Professions	\$4,750.00

**Justification**

In accordance with the terms of the Agreement between Bergen Community College and the Bergen Community College Faculty Association.



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## **BOARD OF TRUSTEES ACTION P1C**

**Approval Date: June 7, 2022**

### **Resolution**

Appointment: Professional

### **Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President of Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

### **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>
Mr. Mani Memari	Instructional Designer/ CITL / Academic Affairs	\$65,000 (pro-rated)	06/13/22

### **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 Funds

Account Number: 10-03-309100-601110



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**BOARD OF TRUSTEES ACTION P1D**  
**Approval Date: June 7, 2022**

**Resolution**

Appointment: Support Staff

**Submitted By**

Dr. Eric M. Friedman, President

Mr. Nathaniel Saviet, Vice President of Facilities

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

**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>
Gregory Khan	Maintenance Repairperson / Facilities	\$45,000 (pro-rated)	06/13/22

**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 Funds

Account Number: 10-06-610100-601135



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## **BOARD OF TRUSTEES ACTION P1E**

**Approval Date: June 7, 2022**

### **Resolution**

Appointment: Support Staff

### **Submitted By**

Dr. Eric M. Friedman, President

Mr. Nathaniel Saviet, Vice President of Facilities

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

### **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>
Christopher Latraverse	Head Working Groundskeeper / Facilities	\$55,000 (pro-rated)	6/13/22

### **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 Funds

Account Number: 10-06-630100-601135



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**BOARD OF TRUSTEES ACTION P1F**  
**Approval Date: June 7, 2022**

**Resolution**

Appointment: Support Staff

**Submitted By**

Dr. Eric M. Friedman, President

Mr. Nathaniel Saviet, Vice President of Facilities

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

**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>
Michael Francois	Electrician / Facilities	\$62,000 (pro-rated)	6/13/22

**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 Funds

Account Number: 10-06-610100-601135



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**BOARD OF TRUSTEES ACTION P1G**  
**Approval Date: June 7, 2022**

**Resolution**

Appointment: Technical Assistant III - Faculty

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

**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>
Tia Garrison	Technical Assistant III / Business Hotel and Restaurant Management / Business, Arts and Social Sciences	\$49,223 (pro-rated)	6/08/22

**Justification**

To fill a budgeted position through a successful search process pending successful completion of background checks and references.

Charge to: College Funds

Account Number: 10-03-396100-601125



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**BOARD OF TRUSTEES ACTION P1H**  
**Approval Date: June 7, 2022**

**Resolution**

Appointment: Professional

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

**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>
Jazmine Gutierrez	Testing Assistant / Testing / Student Affairs	\$40,000 (pro-rated)	06/13/22

**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 Funds

Account Number: 10-03-383000-601110



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**BOARD OF TRUSTEES ACTION P11**  
**Approval Date: June 7, 2022**

**Resolution**

Appointment: Grant Funded

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President of Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

**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>
Ekaterina Knyazeva	STEM Student Success Coordinator / STEM / Academic Affairs	\$50,000 (pro-rated)	06/08/22

**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: HEERF Funds

Account Number: 50-06-596500-601110





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**BOARD OF TRUSTEES ACTION P1J**  
**Approval Date: June 7, 2022**

**Resolution**

Appointment: Professional

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

**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>
Jeannette Lim	Senior Research Associate / Institutional Effectiveness / Academic Affairs	\$70,000 (pro-rated)	7/05/22

**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 Funds

Account Number: 10-01-189100-601110



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**BOARD OF TRUSTEES ACTION P1K**  
**Approval Date: June 7, 2022**

**Resolution**

Appointment: Confidential

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President of Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

**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>
Carmen Cruz-Torres	Assistant Dean of Nursing / Health Professions / Academic Affairs	\$88,500 (pro-rated)	06/08/22

**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 Funds

Account Number: 10-03-352000-601110



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## **BOARD OF TRUSTEES ACTION P1L**

**Approval Date: June 7, 2022**

### **Resolution**

Appointment: Faculty

### **Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

### **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>
Jessica Gorham	Associate Instructor/ Diagnostic Medical Sonography / Health Professions Academic Affairs	\$57,788.69	9/01/22

### **Justification**

To fill a budgeted position through a successful search process pending successful completion of background checks and references.

Charge to: College Funds: 10-03-354003-601122

Account Number:



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**BOARD OF TRUSTEES ACTION P1M**  
**Approval Date: June 7, 2022**

**Resolution**

Appointment: Faculty

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

**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>
Joana Constantino	Assistant Professor / Medical Surgical Nursing / Health Professions / Academic Affairs	\$66,839.46	9/01/22
Marites Alconis	Assistant Professor / Medical Surgical Nursing / Health Professions / Academic Affairs	\$69,962.00	9/01/22

**Justification**

To fill a budgeted position through a successful search process pending successful completion of background checks and references.

Charge to: College Funds

Account Number: 10-03-352000-601120



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## BOARD OF TRUSTEES ACTION P1N

Approval Date: June 7, 2022

### **Resolution**

Appointment: Faculty

### **Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

### **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>
Irene Erazo	Assistant Professor / Respiratory / Health Professions / Academic Affairs	\$69,608.77	9/01/22

### **Justification**

To fill a budgeted position through a successful search process pending successful completion of background checks and references.

Charge to: College Funds

Account Number: 10-03-354008-601120



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**BOARD OF TRUSTEES ACTION P10**  
**Approval Date: June 7, 2022**

**Resolution**

Appointment: Faculty

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

**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>
Nicole Humphreys	Assistant Professor / Veterinary Technology / Health Professions / Academic Affairs	\$68,905.87	9/01/22

**Justification**

To fill a budgeted position through a successful search process pending successful completion of background checks and references.

Charge to: College Funds

Account Number: 10-03-355000-601120



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**BOARD OF TRUSTEES ACTION P1P**  
**Approval Date: June 7, 2022**

**Resolution**

Appointment: Faculty

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

**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>
Jorge Cardenas	Assistant Professor / Physical Sciences Math Science and Technology / Academic Affairs	\$67,179.51	09/01/22

**Justification**

To fill a budgeted position through a successful search process pending successful completion of background checks and references.

Charge to: College Funds

Account Number: 10-03-351003-601120



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## **BOARD OF TRUSTEES ACTION P1Q**

**Approval Date: June 7, 2022**

### **Resolution**

Appointment: Faculty

### **Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

### **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>
Jake Dynes	Assistant Professor / College Mathematics / Math, Science and Technology / Academic Affairs	\$66,501.14	9/01/22

### **Justification**

To fill a budgeted position through a successful search process pending successful completion of background checks and references.

Charge to: College Funds

Account Number: 10-03-351003-601120





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**BOARD OF TRUSTEES ACTION P1R**  
**Approval Date: June 7, 2022**

**Resolution**

Appointment: Faculty

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

**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>
S.H. Chung	Assistant Professor / Physical Sciences / Math Science and Technology / Academic Affairs	\$79,934.94	9/01/22

**Justification**

To fill a budgeted position through a successful search process pending successful completion of background checks and references.

Charge to: College Funds

Account Number: 10-03-351003-601120



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**BOARD OF TRUSTEES ACTION P1S**  
**Approval Date: June 7, 2022**

**Resolution**

Appointment: Faculty

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

**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>
Jaehyum Julia Lee	Assistant Professor / Social Science / Business, Arts and Social Sciences / Academic Affairs	\$67,179.51	9/01/22

**Justification**

To fill a budgeted position through a successful search process pending successful completion of background checks and references.

Charge to: College Funds

Account Number: 10-03-396200-601120



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**BOARD OF TRUSTEES ACTION P1T**  
**Approval Date: June 7, 2022**

**Resolution**

Appointment: Faculty

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

**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>
Christina Mouser	Associate Professor / College Mathematics / Math, Science and Technology / Academic Affairs	\$77,932.27	9/01/22

**Justification**

To fill a budgeted position through a successful search process pending successful completion of background checks and references.

Charge to: College Funds

Account Number: 10-03-396400-601120



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## **BOARD OF TRUSTEES ACTION P1U**

**Approval Date: June 7, 2022**

### **Resolution**

Appointment: Faculty

### **Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

### **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>
Leonard Allen Smith	Assistant Professor / Business / Business, Arts and Social Sciences / Academic Affairs	\$68,210.00	9/01/22

### **Justification**

To fill a budgeted position through a successful search process pending successful completion of background checks and references.

Charge to: College Funds

Account Number: 10-03-396100-601120



**BOARD OF TRUSTEES ACTION P2A**  
**Approval Date: June 7, 2022**

**Resolution**

Reappointment: Administrative Personnel

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

**Action Requested**

That the following individuals be reappointed to the positions indicated for the period not to exceed one year commencing July 1, 2022, or until further action of the Board of Trustees.

**Name**

Susan Callahan Barnard [Dr.]

Adam Goodell

Adam Goodell

Emily Vandalovsky (Dr.)

**Position**

Dean, Division of Health Professions

Dean, Division of Humanities

Interim Dean, Business, Arts and Social Sciences

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 for a time period not to exceed one year or until further action of the Board of Trustees.



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**BOARD OF TRUSTEES ACTION P2B**  
**Approval Date: June 7, 2022**

**Resolution**

Appointment / Reappointment: Academic Chairs and Program Coordinators/Faculty

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

**Action Requested**

To appoint / reappoint the individuals listed below to the position of Academic Chairs and Program Coordinators/Directors at the stipends and release time shown for the period July 1, 2022 – June 30, 2023.

		<b><u>Annual Stipend</u></b>	<b><u>Annual Release Time</u></b>
<b><u>ACADEMIC CHAIRS</u></b>			
<b><u>Name</u></b>	<b><u>Departments//Division</u></b>		
Jacqueline Behn	Social Sciences//Business, Arts and Social Sciences	\$6,000.00	22 credit hours
Ara Kahyaoglu	Physical Sciences//Mathematics, Science and Technology	\$6,000.00	20 credit hours
Keith Chu	History//Humanities	\$3,000.00	11 credit hours
Danielle Coppola-Oliveri	Wellness and Exercise Science//Health Professions	\$3,000.00	11 credit hours
Michael Echols	Communications	\$3,000.00	11 credit hours
Robert Fusco	Mathematics//Mathematics, Science and Technology	\$6,400.00	23 credit hours
Robert Highley	Biology and Horticulture//Mathematics, Science and Technology	\$6,000.00	20 credit hours
Heidi Lieb	English as a Second Language and World Languages//Humanities	\$6,400.00	22 credit hours
Matthew King	Computer Science, Engineering and Information Technology//Mathematics, Science and Technology	\$3,000.00	11 credit hours
Richard Kuiters	Criminal Justice and Legal Studies// Business, Arts and Social Sciences	\$3,000.00	13 credit hours
Pierre Laguerre	Business and Hotel and Restaurant Management//Business, Arts and Social Sciences	\$6,000.00	22 credit hours

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**June 7, 2022**  
**Page 2**

Amy Diaz	Health Professions//Health Professions	\$3,000.00	11 credit hours
Peter Dlugos	Philosophy & Religion//Humanities	\$3,000.00	11 credit hours
Andrew Tomko	Composition, Literature and English Basic Skills//Humanities	\$6,400.00	23 credit hours
Tomira Rozar	Dental Hygiene//Health Professions	\$3,000.00	11 credit hours
Francis Schmidt*	Visual and Performing Arts// Business, Arts and Social Sciences	\$3,000.00	10 credit hours
Daniel Sheehan*	Visual and Performing Arts// Business, Arts and Social Sciences	\$3,000.00	10 credit hours

\*Co-Chairs per agreement with BCCFA.

**PROGRAM COORDINATORS/DIRECTORS**

<b><u>Name</u></b>	<b><u>Department/Division</u></b>	<b><u>Annual Release Time</u></b>
Kelly Alexis Birdsall Griffiths	World Languages//ESL and World Languages	11 credit hours
Amy Ceconi	Respiratory Care//Health Professions	10 credit hours
Jessica Gorham	Diagnostic Medical Sonography//Health Professions	10 credit hours
Amy Diaz	Radiation Therapy Technology//Health Professions	10 credit hours
Caroline Kelley	Composition & Literature//Humanities	12 credit hours
Lawrence Joel	Legal Studies//Business, Arts and Social Sciences	11 credit hours
Eileen Fitzgerald	English Basic Skills//Humanities	12 credit hours
Kaveh Saminejad	College Math// Mathematics, Science and Technology	8 credit hours
Joseph Mamatz	Radiography//Health Science/HealthProfessions	10 credit hours
Joanne Piccininni	Paramedic Science//Health Professions	10 credit hours
Mary Senior	Surgical Technology//Health Professions	10 credit hours
Lisa Picht	Veterinary Technology//Health Professions	10 credit hours
Ronda Drakeford	Hotel and Restaurant Management//Business, Arts and Social Sciences	11 credit hours
Irene Figliolina	Medical Office Assistant//Health Professions	11 credit hours
Melanie Walker	Developmental Math//Mathematics, Science and Technology	16 credit hours

**Board of Trustees Action P2B**  
**June 7, 2022**  
**Page 3**

**PROGRAM LIAISON**

**Name**

David Wang

**Department/Division**

Computer Science//Science, Math and Technology

**Annual**

**Release Time**

4 credit hours

**Justification**

To reappoint the Academic Department Chairs, Program Coordinators/Directors and Program Liaison in accordance with the agreement with the BCCFA.

Charge To:

Account Number: Various





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**BOARD OF TRUSTEES ACTION P2C**  
**Approval Date: June 7, 2022**

**Resolution**

Reappointment: Professional Staff

**Submitted By**

Dr. Eric M. Friedman, President  
Dr. Brock Fisher, Vice President, Academic Affairs  
Ms. Cinzia D'Iorio, Interim Executive Director, Continuing Education and Workforce Development  
Dr. Larry Hlavenka, Executive Director, Public Relations & Community and Cultural Affairs  
Mr. Ronald Spaide, Chief Information Officer  
Dr. Anthony Trump, Vice President, Student Affairs  
Mr. Nathaniel Saviet, Vice President, Facilities  
Mr. David Borzotta, Associate Vice President, Safety and Security  
Mr. Wilton Thomas-Hooke, Chief Financial Officer  
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

**Action Requested**

That the following personnel be reappointed to the positions indicated for the period commencing July 1, 2022 through June 30, 2023.

<u>Name</u>	<u>Position</u>
Ryan Brown	Manager, Environmental Health & Safety
Hilda Buitriago	New Student Enrollment Specialist
Matthew Calamari	Technical Support Specialist II
Christopher Carlson	Groundskeeper Supervisor
Lisa DiGaetano	Assistant Director, One Stop Enrollment
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
Deana Fletcher	Coordinator of Athletics and Equipment Manager
Anthony Florio	Accountant – Fixed Assets & Financial Analysis
Rosannell Franco	Office Services Supervisor
Jenny Gamez	Coordinator, Student Conduct
Frank Hablawi	Web Developer
April Harrison	Coordinator, Summer Intensive Program
Christopher Houle	Technical Support Specialist II
Dania Huie-Pasigan	Associate Director of Health Services

**Board of Trustees Action P2C**  
**June 7, 2022**  
**Page 2**

<u>Name</u>	<u>Position</u>
Ari Jablonski	Systems Administrator II
Ted Jaronsinski	Technical Coordinator – Media Technologies
Candice Kaup Scioscia	Manager, Learning Assistance Center
Kil, Yeon Su	Program Supervisor
Kristen Ko	Manager of Access Services
Gabriela Kosek	Testing Assistant
Kurt Kruegel	Network Administrator II
Dennis Kruk	Coordinator, Health Professions Interdisciplinary Center For Simulation
Judith Lopez-Hungreder	Coordinator of Evening and Weekend Services
Elena Luddy	Sr. Financial Accountant
Molly McIntosh	Resource Accommodation Specialist
Kim Meekins	Office Services Supervisor - Meadowlands
Deborah Michels	Technical Support Specialist II / APPLE
Mark Molisani	Grant Writer
Giselle Pacheco	Sr. Financial Aid Specialist
Patricia Pappas-Juliano	Assistant Director, Financial Aid
Jaime Pardo	Manager, Workforce & Career Placement
Nilda Pardo	Accountant
Kirsten Perino	Office Manager
Gregory Reilly	Enrollment Services Coordinator at the Meadowlands
Johanna Reyes	Financial Aid Specialist
Edwin Lopez-Rodriguez	Custodial Supervisor
John Rude	Network Administrator II
Robert Sangster	Technical Support Specialist II
Wioletta Surdyka	Coordinator of Veterans and Military Affairs
Colleen Tedesco	Success Coordinator Turning Point Program
Maira Urena	Accountant - CE
Tamara Vaughan	Business Development Manager
Kenny Xheraj	Custodial Supervisor

**Board of Trustees Action P2C**

**June 7 2022**

**Page 3**

**Action Requested**

That the personnel listed below be reappointed to the positions indicated for the period July 1, 2022 through June 30, 2024 (Two-year contract):

<b><u>Name</u></b>	<b><u>Position</u></b>
Patricia Aguilar	Office Supervisor
Gloria Cevallos	Scheduler & Facilities Planner
Francesco Cicero	Technical Support Specialist II
Aisha Hill	Senior Financial Aid Specialist
Catherine Krostek	Enrollment Services Coordinator
Christopher Maccarrone	Sharepoint/SQL Server Administrator I
Thomas O'Neill	Senior Technical Coordinator
Shylah Oldano	Group Teacher – Child Care Center
Joseph Pitre	Math Lab Supervisor
Kimberly Ritchie	Service Desk Manager
Andrea Schaffel	Continuing Education Program Supervisor

**Justification**

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



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**BOARD OF TRUSTEES ACTION P2D**  
**Approval Date: June 7, 2022**

**Resolution**

Reappointment: Ciarco Instructors

**Submitted By**

Dr. Eric M. Friedman, President

Ms. Cinzia Dllorio, Interim Executive Director, Continuing Education

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

**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	07/01/22 – 06/30/23
Marianne Patino	Ciarco Instructor	07/01/22 – 06/30/23
Beverly Rosch	Ciarco Instructor	07/01/22 – 06/30/23
Lori Yoselow	Ciarco Instructor	07/01/22 – 06/30/23

**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 P2E**

**Approval Date: June 7, 2022**

### **Resolution**

Reappointment: Project Personnel – Grants

### **Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Cinzia D'Iorio, Interim Executive Director, Continuing Education

Dr. Anthony Trump, Vice President, Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

### **Action Requested**

That the grant personnel listed below be reappointed to the positions indicated for the period commencing July 1, 2022 through June 30, 2023.

<u>Name</u>	<u>Position</u>
Barbara Brown-Abolafia	Project Manager (Opportunity Meets Innovation)
Amy Alexander	Success Coach (HEERF)
Joanna Bellone	Financial Aid Generalist (HEERF)
Ross Billings	Success Coach (HEERF)
Kriselle Dabal	STEM Coordinator (HEERF)
Luis DeAbreu	STEMatics Grant Program Director (HEERF)
Randy Dodd	Success Coach (HEERF)
Sierra Dones	Success Coach (HEERF)
Jared Farra	Pandemic Service Generalist (HERRF)
Melissa Guzman	Academic Coach (HEERF)
Aida Castro-Henix	EOF Counselor
Kimberly Gallagher	EOF Secretary
**Elizabeth Gieske DeFeo	CLC Project Director/Adult Basic Education/ Continuing Education and Community Outreach

**Board of Trustees Action P2E****DATE: June 7, 2022****Page 2**

Matthew Greene	STEM Academic Counselor (HEERF)
Randi Greene	Financial Literacy Specialist/Buyer (HEERF/Grants Administration)
John Jantzen	Business Liaison Northern Region – Continuing Education and Workforce Development (NJ Healthworks)
Sadeja Jones	Success Coach (HEERF)
Faith Kallert	Business Liaison Southern Region – Continuing Education and Workforce Development (NJ HealthWorks)
Andrea Nemeth	Project Director – Continuing Education and Workforce Development (NJ Healthworks)
Donna Puleo	College Nurse (HEERF)
Monica Rock	Success Coach – Continuing Education and Workforce Development (NJ Healthworks)
*Alexandra Schafer	Generalist Recruiter (CCOG)
Rachel Sloma	Bergen Help Coordinator (HEERF)
Lark Lo Sontag	Project Coordinator – Child Development Center (CCAMPIS)
Darlene Tomlinson	Group Teacher – Child Development Center (CCAMPIS)
Brandon Velez	Academic Coach (HEERF)
Brendan Williams	Success Coach (HEERF)

\*Pending renewal of CCOG Grant for fiscal year 2023. Funded through current grants which expire 08/31/22; therefore the effective dates are 07/01/22 – 08/31/22.

\*\* Pending renewal of ABE Grant for fiscal year 2023. Funded through current grants which expire 08/31/22; therefore the effective dates are 07/01/22 – 08/31/22.

**Justification**

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



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**BOARD OF TRUSTEES ACTION P2F**  
**Approval Date: June 7, 2022**

**Resolution**

Reappointment: Directors/Administrators

**Submitted By**

Dr. Eric M. Friedman, President  
Mr. Nathaniel Saviet, Vice President, Facilities  
Dr. Lawrence Hlavenka, Executive Director, PR, Communications and Cultural Affairs  
Mr. Thomas Wilton-Hooke, Chief Financial Officer  
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

**Action Requested**

That the following personnel be reappointed to the position indicated for the period commencing July 1, 2022 through June 30, 2024:

<u>Name</u>	<u>Position/Division</u>
Robert Coane	Director of Campus Planning & Improvements
Peter A. LeDonne	Director of Community & Cultural Affairs
William Yakowicz	Director of Grants Administration

**Justification**

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



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**BOARD OF TRUSTEES ACTION P2G**  
**Approval Date: June 7, 2022**

**Resolution**

Reappointment: Faculty (Eleventh Month)

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Dr. Anthony Trump, Vice President, Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

**Action Requested**

That the following faculty members be reappointed to an eleventh month contract effective July 1, 2022 through June 30, 2023. The faculty members indicated will receive 10% of their July 1, 2022, 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: 10-02-230100-601120





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**BOARD OF TRUSTEES ACTION P3A**  
**Approval Date: June 7, 2022**

**Resolution**

Stop Stipend

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President, Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

**Action Requested**

To stop the monthly stipend for the following individual as indicated:

<u>Name</u>	<u>Position/Division</u>	<u>Monthly Amount</u>	<u>Effective Date</u>
Lisa DiGaetano	Assistant Director, One Stop / Student Affairs	\$500.00	06/08/22

**Justification**

To stop the monthly stipend for additional day-to-day operational responsibilities within her respective department.

Charge to:

Account Number:



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## **BOARD OF TRUSTEES ACTION P3B**

**Approval Date: June 7, 2022**

### **Resolution**

Approve: Revised Job Description

### **Submitted By**

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

### **Action Requested**

To approve revised job description for the Assistant Director, One Stop and 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>
Lisa DiGaetano	Assistant Director, One Stop / Enrollment / Student Affairs	\$88,000	06/08/22

### **Justification**

To approve the revised job description to better reflect the responsibilities of the position. The Assistant Director position will be responsible for assisting the Dean of Enrollment Services with oversight of the One Stop area including maintaining compliance with state and federal guidelines.

Charge to: College Funds

Account Number: 10-02-268100-601110

# BERGEN COMMUNITY COLLEGE

## JOB DESCRIPTION

**TITLE:** Assistant Director, One-Stop

**DEPARTMENT:** One Stop - Division of Student Affairs

---

**FUNCTION:** Manages the Reception, and Services area of the One-Stop. Provides direct, oversight and direction on how students are serviced. Schedules staff and ensures services are provided during the public service hours.

**REPORTS TO:** Dean of Enrollment Services

**SUPERVISES:** Full Time and Part Time staff assigned to the One Stop.

### MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Determines One Stop operational strategies by conducting needs assessments, performance reviews, enforces policies and procedures, and cost/benefit analyses; identifying and evaluating state-of-the-art technologies; defining user requirements; establishing technical specifications, and production, productivity, quality, and customer-service standards; contributing information and analysis to organizational strategic plans and reviews.
2. Develops and conducts training for One-Stop and other stakeholders from various divisions and departments.
3. Develops, updates and maintains One-Stop Standard Operational and Procedures (SOP) documents.
4. Creates and manages reception area schedules to ensure coverage and continuity of services.
5. Maintains and improves One-Stop operations by monitoring staff performance; identifying and resolving technical problems; preparing and completing action plans and process improvement and quality assurance programs.
6. Prepares One-Stop performance reports by collecting, analyzing, and summarizing data and trends and proposes and implements changes based on findings.
7. Maintains equipment and supports management of enrollment communication tools including but not limited to text messaging, the chatbot, the queuing system and more with the guidance and support of the Office of Information Technology.
8. Maintains professional and technical knowledge by tracking emerging trends in One-Stop centers; attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
9. Accomplishes organizational goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
10. Collaborates with other departments and personnel working within the One-Stop area.
11. Implements innovative ideas that are inclusive of other departments across campus.

12. Provide and ensures optimal services to all visitors to the One-Stop.
13. Performs additional tasks or duties as assigned by the Dean of Enrollment Services .

### **MINIMUM QUALIFICATIONS:**

**Knowledge, Skills and Abilities:** Demonstrates understanding of the community college mission and practices a policy of inclusion. Ability to communicate effectively with a diverse population. Proficiency in all aspects of Microsoft Office suite, Ellucian's Colleague, and other software that serves students and stakeholders. Demonstrated skills in Processes Improvement, Problem Solving, Interpersonal Skills, Team Building, People Management.

Exhibits strong skills in:

- Communication
- Use of Technology
- Customer and Student Centeredness
- Developing and Maintaining Inter-personal Relationships
- Ability to Plan, Organize and Report on Outcomes

Flexible schedule to meet department needs. Some evening, weekends and extended hours may be required.

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

**Experience:** Two years' experience in registration or financial aid service environment, excellent customer service and interpersonal skills are essential; community college experience preferred.

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Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name/Title

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name/Title

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources

Board Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Approval

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WITH OR WITHOUT NOTICE**



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**BOARD OF TRUSTEES ACTION P4A**  
**Approval Date: June 7, 2022**

**Resolution**

Approve: Confidential - Title Change and Revised Job Description

**Submitted By**

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

**Action Requested**

To approve the title change and revised job description for the Financial Analyst. (VACANT)

**Justification**

To approve the following title change: from Accountant, Financial Analysis to Financial Analyst, and the revised job description to better reflect the responsibilities of the position. This position is at-will.

**BERGEN COMMUNITY COLLEGE**  
**JOB DESCRIPTION**

**TITLE:** Financial Analyst

**DEPARTMENT:** Finance

---

**FUNCTION:** Performs operating and capital budget planning, implementation, and adjustments; conducts revenue and expense analysis to identify variances compared to planned budget, and resolves related issues and inquiries. Prepares periodic reports to communicate budget status to the management and senior leadership team, providing transparent updates on operating results versus plan. Monitors and evaluates revenue and expenditure activities to ensure compliance with governmental requirements and college policy, monitoring fiscal changes and improving financial accountability. Maintain policies and procedure and system enhancements to strengthen financial reporting processes.

**REPORTS TO:** Managing Director, Financial Administration

**SUPERVISES:** N/A

**MAJOR RESPONSIBILITIES:**

Responsibilities include but are not limited to:

- Assists with the planning, development, and implementation of the College's fiscal year operating and capital budgets and related materials.
- Produces monthly and quarterly budget reports for the executive and management teams, and assist departmental personnel with reviewing and overseeing financial resources and resolving related issues.
- Tracks and balances the capital budget, including county bond and institutional funds, and delivers monthly capital expenditure reports to related stakeholders.
- Performs daily budget transfers and journal entries; assists with maintaining charts of accounts.
- Monitors the College's revenue and expense activities and provides support to college constituents on managing departmental budgets.
- Prepares, reviews, and completes month-end, quarter-end, and year-end closing processes and documentation.
- Executes analysis of cash flow and budgets; monitors and evaluates budgets and cash flow for appropriateness to alert manager to promote fiscal solvency and accountability.
- Coordinates with internal offices, including Human Resources, for position control.
- Assists with the design, development, and implementation of system enhancements and reports.
- Perform additional tasks or duties as assigned.

## MINIMUM QUALIFICATIONS:

**Knowledge, Skills and Abilities:** Demonstrates understanding of the community college mission and practices of open-door policy. Requires knowledge of Generally Accepted Accounting Principles (GAAP) and Standardized Account Code Structure (SACS); advanced accounting theory; principles and techniques of budget preparation, administration, statistical methods, technical writing, and related record keeping. Proficiency in online payroll/accounting systems, standard software related to financial applications; Advanced capabilities in the use of the Microsoft Office suite, especially Excel. Exhibits strong skills in the following:

- Communication
- Research and variance analysis
- Customer and student focus
- Team player
- Organizing and planning
- Windows and Microsoft Office suite, with emphasis on Excel.
- Ellucian Colleague

**Education:** Bachelor's Degree in Accounting, Finance, or related field.

**Experience:** Minimum of 5 years of related experience in Finance or Accounting; background with institution of higher education a strong plus.

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Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Managing Director, Financial Administration

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Finance Officer

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources

Board Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Board Approval

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## **BOARD OF TRUSTEES ACTION P5A**

**Approval Date: June 7, 2022**

### **Resolution**

Approve: Confidential - Title Change and Revised Job Description

### **Submitted By**

Dr. Eric M. Friedman, President

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Ms. Yvette Aviles, Associate Director of Human Resources

### **Action Requested**

To approve the title change and revised job description for the Senior Human Resources Specialist and 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>
Theresa Kyle	Senior Human Resources Specialist / Human Resources	\$68,000	06/08/22

### **Justification**

To approve the following title change: from Employee Relations Coordinator to Senior Human Resources Specialist, and the revised job description to better reflect the responsibilities of the position. This position is at-will.



Bergen Community College

JOB DESCRIPTION

Title: Senior Human Resources Specialist

Department: Human Resources and Organizational Development

---

**FUNCTION:** Supports the Human Resources and Organizational Development functions of the department by providing consistent support through maintaining data and identifying new strategies to keep the office running efficiently. The position will coordinate with the recruitment, HRIS and compliance areas of the department to ensure that department goals are supported and are completed successfully.

**MAJOR RESPONSIBILITIES:**

Responsibilities include but are not limited to:

1. Monitors departmental budget expenditures and transfers funds appropriately.
2. Researches, analyzes, and summarizes information as needed; prepares and updates spreadsheets and reports.
3. Writes Board of Trustee resolutions relating to employment status and other HR matters for review by the Vice President of Human Resources and Organizational Development, the Associate Director of Human Resources and the Associate Vice President of Payroll.
4. Manages adjunct, continuing education, temporary and part-time employment activities and produces related monthly reports; monitors all requests, obtains necessary approvals and coordinates issues related to staffing.
5. Coordinates across departments when researching staffing requests.
6. Maintains accurate files, records, mailing lists and any other department specific data in electronic or physical form as indicated.
7. Assists with research and preparation of materials for various purposes, including the Board of Trustees' meetings, college-wide committees and college-wide mailings.
8. Adheres to College collective bargaining agreements by monitoring day to day implementation of policies and practices concerning all related personnel matters.
9. Develops and prepares ongoing general and as requested/assigned reporting for all human resources and organizational development functions and activities including but not limited to : benefit costs, staffing levels, turnover, absenteeism, compensation and promotions while identifying key metrics to analyze data to drive actions and decision making.
10. Prepares materials for bargaining unit negotiations.
11. Drafts Board of Trustee resolutions relating to employment status and other HR related matters for review by the Associate Directors of Human Resources and Compensation and the Vice President.
12. Identifies trends that could impact organizational objectives and/or operational resources.
13. Supports an inclusive environment and works with a diverse population. Models excellence in service to the College community.

14. Performs additional tasks or duties as assigned.

**ORGANIZATIONAL RELATIONSHIPS:** (1) Reports to the Associate Vice President of Human Resources. (2) Coordinates work within the offices and 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 time frame, (2) responsibilities of the position have been carried out at a level consistent with performance requirements, (3) effective cooperative relationships exist across the College, and (4) confidential aspects of the position are maintained.

**QUALIFICATIONS:** (1) Education: Bachelor's Degree required. (2) Knowledge, Skills and Abilities: (a) demonstrates understanding of the community college mission and practices an open door policy; (b) must display a positive and professional demeanor focused on achieving excellent customer service at all times; (c) demonstrates skill to work with a variety of computersoftware, database management, and other employee management software applications; and (d)exhibits strong skills in communication, customer and student focus, building relationships, organizing, and planning. (3) Experience: Minimum of 3 years of related work experience; Human Resources background a plus.

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**BOARD OF TRUSTEES ACTION P5B**  
**Approval Date: June 7, 2022**

**Resolution**

Approve: Confidential - Title Change and Revised Job Description

**Submitted By**

Dr. Eric M. Friedman, President

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Ms. Yvette Aviles, Associate Director of Human Resources

**Action Requested**

To approve the title change and revised job description for the Assistant Director of Compliance and HRIS. (VACANT as of 6/3/22)

**Justification**

To approve the following title change: from HR Generalist to Assistant Director of Compliance and HRIS, and the revised job description to better reflect the responsibilities of the position. This position is at-will.

## **BERGEN COMMUNITY COLLEGE**

### **JOB DESCRIPTION**

**TITLE:** Assistant Director of Compliance and Human Resource Information Systems

**DEPARTMENT:** Human Resources and Organizational Development

---

**FUNCTION:** Oversees and leads the College in the reporting and maintenance of all College policies and compliance responsibilities as related to human resources functions. Provides counsel to employees, faculty and management on a variety of Human Resource issues including but not limited to: policies, procedures, related laws and regulations. Advises on disciplinary, reporting and policy process and procedures, in addition to other areas, as needed and makes recommendations as necessary.

#### **MAJOR RESPONSIBILITIES:**

1. Partners with the Human Resources team to ensure reporting tools to ensure compliance are maintained regularly and implements an audit schedule to ensure continued maintenance.
2. Organizes routine training programs and identifies appropriate staff to complete the trainings in accordance with College, state and federal requirements and needs.
3. Reviews College policies on a regular schedule to ensure requirements are fulfilled and that documented processes and procedures are in place and being followed.
4. Develops a communication plan to ensure departments are aware of compliance requirements as related to their department and provides information for scheduled training and personnel audits.
5. Uses external resources to monitor issues in employment law and communicates changes to College leadership.
6. Receives employee complaints and acts to resolve them following established policies; implements appropriate disciplinary and grievance procedures.
7. Conducts exit interviews and track information; identifies and reports on turnover trends and makes recommendations to address problematic patterns and issues.
8. Performs HRIS administration; evaluates, analyzes and maintains College's existing system(s); coordinates with Information Technologies (IT) for technical support, solutions and program modifications to ensure information compliance.
9. Assists in identifying HRIS needs and software products; act as Subject Matter Expert for HR department.
10. Works with department to development internal audit procedures and processes to ensure compliance and accuracy.
11. Serves as first point of contact in employee grievance cases.
12. Handles and tracks disciplinary actions, investigations and grievances and recommends termination as appropriate; counsels' employees, supervisors and managers to settle work-related conflicts.
13. Completes local, state and federal reporting as required for the office of Human Resources.

14. Develops and produces a variety of reports and queries and performs data analysis as assigned.
15. Assists as required in annual mandatory reporting such as IPEDS, ACA and in recurring tasks such as annual increases and leave accruals.
16. Confirms accuracy and integrity of all data entered, and assures information is available on a timely basis; performs monthly HRIS audits.
17. Develops and conduct internal control measures for the Office of Human Resources; recommending policies and processes to improve outcomes.
18. Performs additional tasks or duties as assigned.

**ORGANIZATIONAL RELATIONSHIPS:** (1) Reports to Associate Director of Human Resources (2) 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. (3) 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 time frame, (2) responsibilities of the position have been carried out at a level consistent with performance requirements, (3) effective cooperative relationships exist across the College, and (4) confidential aspects of the position are maintained.

**QUALIFICATIONS:** (1) Education: Bachelor's degree in Human Resources Administration, Business Administration, Information Technology or related field. SHRM-CP or PHP certification preferred. (2) Knowledge, Skills and Abilities: (a) Ability to work independently while performing data analysis which encompasses multiple information sources. Must have demonstrated ability to employ a balanced and positive approach to all work activities, especially when dealing with employee and management issues. Possess and applies knowledge of employment law and related federal and state regulations. Demonstrates skills to work with a variety of computer software, database management, and other employee management software applications. Possess proficiency in use of Google and Microsoft Office suite and familiar with cloud based computing and collaborative platforms and software; exhibits strong verbal and written communication skills, relationship building, organizing and planning. (b) must work collaboratively across various constituencies of the College and with vendors and external constituencies; (c) Proficient in common office desktop software and familiar with cloud based computing and collaborative platforms and software; (3) Experience: (a) Minimum of three (3) years HR experience as an HR Generalist including HRIS experience using Ellucian Colleague, PeopleSoft, ADP, or other related databases. Experience in higher education preferred.

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*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: \_\_\_\_\_  
Name/Title

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources

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



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**BOARD OF TRUSTEES ACTION P5C**  
**Approval Date: June 7, 2022**

**Resolution**

Approve: Confidential - Title Change and Revised Job Description

**Submitted By**

Dr. Eric M. Friedman, President

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Ms. Yvette Aviles, Associate Director of Human Resources

**Action Requested**

To approve the title change and revised job description for the Human Resources Coordinator.  
(VACANT)

**Justification**

To approve the following title change: from Senior HR Generalist to Human Resources Coordinator, and the revised job description to better reflect the responsibilities of the position.  
This position is at-will.

Bergen Community College

JOB DESCRIPTION

Title: Human Resources Coordinator

Department: Human Resources and Organizational Development

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**FUNCTION:** Supports the Vice President of Human Resources and Organizational Development and the daily operations of the Office. Performs administrative functions for the department including maintenance of budget and filing systems; prepares letters and correspondence, creates reports, maintains accurate records, greets visitors and processes mail.

**MAJOR RESPONSIBILITIES:**

Responsibilities include but are not limited to:

1. Serves as the first point of contact for employees, applicants, and visitors and is responsible for facilitating incoming and outgoing communications for the office.
2. Provides administrative support for the office; maintains the master calendar by coordinating department email inbox, all meetings, schedules, food service and travel arrangements as needed. Monitors departmental budget expenditures and transfers funds appropriately.
3. Orders/requisitions office supplies, equipment and services; manages supplies and equipment inventory for the office.
4. Uses College and HRIS platforms to perform office operations, such as processing purchase requisitions, keeping time, and running reports.
5. Maintains accurate files, records, mailing lists and any other department specific data in electronic or physical form as indicated.
6. Understands the processes facilitated through the Human Resources, Benefits and Payroll offices and can provide general support to staff members who come with questions.
7. Assists with the auditing of all insurance billing by coordinating with the benefits and payroll offices.
8. Supports applicant tracking and dissemination of information to potential candidates.
9. Performs general word processing duties utilizing intermediate to advanced-level functions.
10. Modifies and/or create databases and complex spreadsheets.
11. Independently works to communicate across multiple departments to coordinate onboarding processes and procedures and ensure employees are onboarded consistently.
12. Supports Human Resources and Organizational Development division to ensure continuation of services in the absence of team members.
13. Assists with research and preparation of materials for various purposes, including the Board of Trustees' meetings, college-wide committees and college-wide mailings.
14. Supports the Vice President and Associate/Assistant Directors when planning for negotiations meetings.
15. Supports an inclusive environment and works with a diverse population.
16. Models excellence in service to the College community
17. Performs additional tasks or duties as assigned.



**ORGANIZATIONAL RELATIONSHIPS:** (1) Reports to the Vice President of Human Resources and Organizational Development. (2) Coordinates work within the offices and 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 time frame, (2) responsibilities of the position have been carried out at a level consistent with performance requirements, (3) effective cooperative relationships exist across the College, and (4) confidential aspects of the position are maintained.

**QUALIFICATIONS:** (1) Education: Bachelor's Degree required. (2) Knowledge, Skills and Abilities: (a) demonstrates understanding of the community college mission and practices an open door policy; (b) must display a positive and professional demeanor focused on achieving excellent customer service at all times; (c) demonstrates skill to work with a variety of computersoftware, database management, and other employee management software applications; and (d)exhibits strong skills in communication, customer and student focus, building relationships, organizing, and planning. (3) Experience: Minimum of 3 years of related work experience; Human Resources background a plus.

*Bergen Community College is an equal opportunity employer and does not discriminate on thebasis of race, color, religion, national origin or ancestry, gender, age, disabling condition, marital status, affectional or sexual orientation, gender identity and expression, veteran's statusor 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.*

**THE COLLEGE RESERVE THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANYTIME WITH  
OR WITHOUT NOTICE**



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**BOARD OF TRUSTEES ACTION P5D**  
**Approval Date: June 7, 2022**

**Resolution**

Salary Adjustment – Grant Personnel

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

**Action Requested**

To approve a salary adjustment for the following individual at the annual salary indicated.

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Kimberly Gallagher	E.O.F Secretary / E.O.F / Student Affairs	\$33,000 (pro-rated)	06/08/22

**Justification**

To provide a salary adjustment based upon the assumption of additional responsibilities within the EOF grant. There are no college funds required. This position is at-will.

Charge to: E.O.F. Grant Funds  
Account Number:



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**BOARD OF TRUSTEES ACTION P6**  
**Approval Date: June 7, 2022**

**Resolution**

Approve: Return from Leave of Absence/Support Staff

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

**Action Requested**

To approve the return from 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>Salary</u>	<u>Effective Date</u>
Vanessa Pusey	Senior Registrar Assistant / Student Affairs	\$41,248.80 (pro-rated)	04/25/2022 (retroactive)

**Justification**

Return from Medical Leave



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**BOARD OF TRUSTEES ACTION P7A**  
**Approval Date: June 7, 2022**

**Resolution**

Retirement: Faculty

**Submitted By**

Dr. Eric Friedman, President

Dr. Brock Fisher, Vice President of Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

**Action Requested**

To approve the retirement of the following individual:

<u>Name</u>	<u>Position/Rank/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Geoffrey Sadock	Professor / Humanities / Academic Affairs	07/12/72	07/01/22

**Justification**

Retirement



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**BOARD OF TRUSTEES ACTION P7B**  
**Approval Date: June 7, 2022**

**Resolution**

Retirement: Faculty

**Submitted By**

Dr. Eric Friedman, President

Dr. Brock Fisher, Vice President of Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

**Action Requested**

To approve the retirement of the following individual:

<u>Name</u>	<u>Position/Rank/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Randolph Forsstrom	Professor / Math, Science and Technology / Academic Affairs	09/01/76	07/01/22

**Justification**

Retirement



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**BOARD OF TRUSTEES ACTION P7C**  
**Approval Date: June 7, 2022**

**Resolution**

Retirement: Faculty

**Submitted By**

Dr. Eric Friedman, President

Dr. Brock Fisher, Vice President of Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

**Action Requested**

To approve the retirement of the following individual:

<u>Name</u>	<u>Position/Rank/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Deborah Cook	Associate Professor / Health Professions / Academic Affairs	09/15/99	07/01/22

**Justification**

Retirement



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**BOARD OF TRUSTEES ACTION P7D**  
**Approval Date: June 7, 2022**

**Resolution**

Retirement: Support

**Submitted By**

Dr. Eric Friedman, President

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

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

**Action Requested**

To approve the retirement of the following individual:

<u>Name</u>	<u>Position/Rank/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Mark Tomi	Senior Officer / Public Safety	04/08/02	06/01/22

**Justification**

Retirement



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**BOARD OF TRUSTEES ACTION P7E**  
**Approval Date: June 7, 2022**

**Resolution**

Retirement: Support

**Submitted By**

Dr. Eric Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

**Action Requested**

To approve the retirement of the following individual:

<u>Name</u>	<u>Position/Rank/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Michelle Johnston	Assistant Director - Accounting / Finance	09/14/09	07/01/22

**Justification**

Retirement





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**BOARD OF TRUSTEES ACTION P7F**  
**Approval Date: June 7, 2022**

**Resolution**

Retirement: Faculty

**Submitted By**

Dr. Eric Friedman, President

Dr. Brock Fisher, Vice President of Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

**Action Requested**

To approve the retirement of the following individual:

<u>Name</u>	<u>Position/Rank/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
George Cronk	Professor / Philosophy and Religion Humanities / Academic Affairs	09/15/99	07/01/22

**Justification**

Retirement



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**BOARD OF TRUSTEES ACTION P8A**  
**Approval Date: June 7, 2022**

**Resolution**

Resignation: Confidential

**Submitted By**

Dr. Eric M. Friedman, President

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Ms. Yvette Aviles, Associate Director of Human Resources

**Action Requested**

To accept the resignation of the following individuals:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Fae Brown	HR Generalist / HRIS / Human Resources	04/26/21	06/03/22

**Justification**

Resignation



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**BOARD OF TRUSTEES ACTION P8B**  
**Approval Date: June 7, 2022**

**Resolution**

Resignation: Confidential

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President, Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

**Action Requested**

To accept the resignation of the following individuals:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Damyen Davis	Director, Summer Intensive Program / Student Affairs	08/03/15	04/29/22 (retroactive)

**Justification**

Resignation



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**BOARD OF TRUSTEES ACTION P8C**  
**Approval Date: June 7, 2022**

**Resolution**

Resignation: Faculty

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

**Action Requested**

To accept the resignation of the following individuals:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Geralyn Collins-Eisler	Associate Instructor / Health Professions / Academic Affairs	01/12/14	06/30/22

**Justification**

Resignation



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**BOARD OF TRUSTEES ACTION P9**  
**Approval Date: June 7, 2022**

**Resolution**

Approve: Funding Change

**Submitted By**

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

**Action Requested**

To approve the following Change in Funding:

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Effective date:</u></b>
Kriselle Dabal	STEM Supplemental Instruction Coordinator	07/01/2022

**Justification**

The position is being moved from STEM grant operating funds to college operating funds. This position is at-will.

Charge to: College Operating Funds  
Account Number: 10-03-386100-601110



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**BOARD OF TRUSTEES ACTION S/F1**  
**Approval Date: June 7, 2022**

**Resolution**

Change Order: Adamo Brothers Construction – Pool Mechanical Room Spalling Concrete Repair

**Submitted By**

Dr. Eric Friedman, President  
Mr. Wilton Thomas-Hooke, Chief Financial Officer  
Mr. Nathaniel Saviet, Vice President, Facilities Planning  
Mr. Michael Hyjeck, Managing Director, Physical Plant  
Mr. Robert P. Coane, Director of Campus Planning and Improvements  
Ms. Stephanie Weise, Director, Purchasing and Services

**Action Requested**

Authorization to issue Change Order #1, \$47,500.00 to Adamo Brothers Construction – Pool Mechanical Room Spalling Concrete Repair

Original Contract Amount	-	\$ 240,000.00
Change Order #1	-	\$ 47,500.00

Revised Contract Amount	-	\$ 287,500.00
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Percentage Increase over Original Contract Amount	19%
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**Justification**

During ongoing repair work, it was discovered that the existing underground power feeds and conduit are corroded and unable to be repaired to a standard compliant with electrical code. New conduit will need to be installed to pass the required testing for power feed cables to confirm that they are safe. Further removal of extensive concrete slab will be required to replace existing conduit.

Item #1 - Not-to Exceed \$47,500.00 to provide above ground new power feeds and conduit from existing pool mechanical room panel to existing electrical sub-station to replace existing underground power feeds and conduit.

**Charge To:** Chapter 12 Capital Funds,  
**Account Number:** 20-00-116500-604218  
**Total:** \$47,500.00