

BOARD OF TRUSTEES
PUBLIC MEETING

Meadowlands Campus – Conference Rooms C504 and C505
1280 Wall Street West, Lyndhurst, New Jersey 07071

Tuesday, March 3, 2026 – 5:00 p.m.

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Oath of Office – Administered by Mrs. Arlene Q. Perez, Esq.,
DeCotiis, FitzPatrick, Cole, and Giblin, L.L.P.
 - ❖ Ms. Dorothy Blakeslee, Chairperson
 - ❖ Ms. Ana Marti, Trustee
- IV. Roll Call
- V. Pledge of Allegiance
- VI. Reports:
 - A. Vice Chairman
 - B. Secretary
 - C. Treasurer
 - D. President Remarks
 - E. Committees
 1. Audit, Finance, and Legal Affairs
 2. Education and Student Affairs
 3. Personnel
 4. Site and Facilities
 5. Strategic Planning and Issues
 - F. Alumni Trustee
 - G. Chairwoman
- VII. Unfinished Business / Board Members
- VIII. New Business / Board Members
- IX. Open to the Public
- X. Actions
 - A. Approval of Board Minutes: Tuesday, February 3, 2026
 - B. Consent Agenda: Tuesday, March 3, 2026
- XI. Executive Session, if required.
- XII. Adjournment



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CONSENT AGENDA

Tuesday, March 3, 2026
Meadowlands Campus – Conference Rooms C504 and C505
1280 Wall Street West, Lyndhurst, New Jersey 07071
5:00 p.m.

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

Approval of Board Minutes – Tuesday, February 3, 2026

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize the purchase of miscellaneous computer hardware, peripherals, software, and data communications products from state contract vendors through the fiscal year ending June 30, 2026.
3. To authorize the College to enter an agreement with Follett Higher Education Group, Inc. for management and operation of the college bookstore for (3) years, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
4. To authorize the College's 2026 funding request to the County of Bergen for Chapter 12 capital appropriation.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. To authorize submission of a grant application to the United States Department of State for its Online Professional English Network (OPEN) Program, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
2. To authorize the College to accept a \$16,400 grant award from the **New Jersey Community College Consortium (NJCCC)** for the **New Jersey Food Fund Essential Service** initiative and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
3. To accept an award of **\$232,500** from the **New Jersey Community College Consortium (NJCCC)** for NJ Pathways projects, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.



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CONSENT AGENDA

Tuesday, March 3, 2026
Page 2

PERSONNEL (P)

1. To approve the specified personnel separations.
2. To approve the appointment of the specified Professional personnel.
3. To approve the appointments of the specified Support personnel.
4. To approve the appointment of the specified Grant-funded personnel.
5. To approve the reappointment of Faculty Third and Fourth Reappointment
6. To approve the title change for the specified vacant positions.
7. To approve the promotion of the specified Confidential personnel.
8. To approve the promotion of the specified Professional personnel.
9. To approve the salary increase of Confidential Personnel.
10. To approve a monthly stipend
11. To authorize stipends to college personnel providing services for the Bergen Community College musical production of *Hair*.
12. Confer Professor Emeritus Status

SITE AND FACILITIES (S/F)

1. To authorize entering into a Shared Service Agreement between Bergen Community College (the "College") and the County of Bergen (the "County") for landscaping services.



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BOARD OF TRUSTEES ACTION A/F1
Approval Date: March 3, 2026

Resolution

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

Submitted By

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

Action Requested

Approval for payment of the following legal vouchers:

DeCotiis, FitzPatrick, Cole & Giblin, LLP.

January 1, 2026, to January 31, 2026, \$ 21,270.05

Charge to: College Operating Funds
Account Number: 10-01-186100-607566
Amount: \$ 21,270.05



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BOARD OF TRUSTEES ACTION A/F2
Approval Date: March 3, 2026

Resolution

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

Submitted By

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

Action Requested

Authorization to purchase lifecycle replacement equipment and products for day-to-day operational needs, at an estimated amount of \$200,000.00.

Justification

The College will use approved contracting partners such as New Jersey State Contract, NASPO Value Point, ESCNJ, EDGE, E&I, OMNIA Partners, National Cooperative Purchasing Alliance, PEPPM, Bergen County Cooperative, HCESC, Somerset Cooperative, Sourcewell, TIPS, and Signage Cooperative.

These purchases cover items such as Apple devices, personal computers, thin clients, laptops, Chromebooks, scanners, printers, wireless keyboards, speakers, webcams, external hard drives, telephony equipment, data communication products, software licenses, as well as various items needed to replace out-of-warranty equipment or to support the college's daily operations.

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

Charge to: Various
Account Number: Various
Amount: \$200,000.00



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

Resolution

To authorize the College to enter into an agreement with Follett Higher Education Group, Inc. for the management and operation of the college bookstore for (3) years, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By

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

Action Requested

Authorization to enter into an agreement with Follett Higher Education Group for three (3) years for the management and operation of the College's bookstore for the period January 1, 2026, through December 31, 2028.

Justification

The College requires a qualified company to provide bookstore management and operation services. Ocean County College has acted on behalf of the New Jersey Council of County Colleges (NJCCC) as the lead agent to administer the evaluation and contract award process for the Bookstore Retail Solutions, JPC Bid 25-26, R-1677 publicly advertised on May 1, 2025, and received on June 4, 2025. Five vendors were selected for a contract term of July 1, 2025 – June 30, 2030. Bergen Community College interviewed three of the awarded vendors (Follett Higher Education Group, LLC, eCampus.com, Barnes & Noble College Booksellers, LLC). The College selected Follett Higher Education Group, LLC.

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

Charge to:
Account Number:
Total:



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BOARD OF TRUSTEES ACTION A/F 4
Approval Date: March 3, 2026

Resolution

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

Submitted By

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

Action Requested

Authorization by the Board of Trustees to submit a Chapter 12 funding request to the County of Bergen for the College's 2026 allocation of \$6,039,920.

Justification

The College's annual capital funding requests are presented to the Bergen County Board of Commissioners for approval each fiscal year. Chapter 12 funding covers building and infrastructure improvement for the Paramus, Hackensack, and Lyndhurst facilities. The amount allocated to Bergen Community College is set each fiscal year by the New Jersey Council of County Colleges based on the total available funding.

Account Number: To be allocated upon approval.
Amount: \$6,039,920



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BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: March 3, 2026

Resolution

To authorize submission of a grant application to the United States Department of State for its Online Professional English Network (OPEN) Program, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By

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

Action Requested

Authorization to submit a grant application to the United States Department of State for its Online Professional English Network (OPEN) Program, for a performance period of 6 months and a maximum award of \$55,000 for project development and \$18,000 for project implementation, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

OPEN offers a variety of online professional development opportunities to non-native English-speaking teachers and other learners worldwide. FHI 360 is soliciting applications from an accredited, US-based university or academic institution with expertise and demonstrated proficiency in TESOL to develop a five - module, asynchronous, massive open online course (MOOC) on the topic of research writing and publishing in English.

OPEN Program offers English for Specific Purposes (ESP) courses for professionals, giving them the opportunity to engage in a distance-learning program using the latest educational technology and providing them access to US ESP experts.

No college matching funds are required.

The project description and budget are in development.



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BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: March 3, 2026

Resolution

To authorize the College to accept a \$16,400 grant award from the **New Jersey Community College Consortium (NJCCC)** for the **New Jersey Food Fund Essential Service** initiative and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By

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

Action Requested

Authorization to accept a \$16,400 grant award from the **New Jersey Community College Consortium** for the **New Jersey Food Fund's Essential Service** initiative, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

The Community Foundation of New Jersey administers the New Jersey Food Fund. The College will use the funds from the Essential Services Grant to support the food pantry and other food security initiatives (supplies, food, staffing, meal vouchers, grocery store gift cards, and any other related costs).

No Match is required.



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BOARD OF TRUSTEES ACTION E/SA 3
Approval Date: March 3, 2026

Resolution

To accept an award of **\$232,500** from the **New Jersey Community College Consortium (NJCCC)** for NJ Pathways projects, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By

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

Action Requested

Authorization to accept a **\$232,500** grant award from the **New Jersey Community College Consortium** for participation in Year 4/FY26 of the **New Jersey Pathways to Career Opportunities** initiative, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

Bergen Community College serves as the lead institution for this NJ Pathway in Micro business and Hydroponics Network. Three community colleges that are collaborating with Bergen include Mercer County Community College (MCCC), Union College of Union County, NJ (UCNJ), and Rowan College at Burlington County (RCBC). Four-year partners include Rutgers Newark and Rutgers New Brunswick. Bergen Community College has been awarded this NJ Pathways grant for the following three projects:

Project Description	Total Funding	BCC Funding
Center of Workforce Innovation for Patient Care 1. Certified Dementia Practitioner Micro -Credential	\$62,000	\$4,500
Center of Workforce Innovation for Manufacturing and Supply Chain Management 2. NJ Micro Business Hydroponics Network	\$465,000	\$222,000
Center of Workforce Innovation for Film and Television Production 3. New Jersey Film Academy	\$500,000	\$6,000

No Match is required.



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BOARD OF TRUSTEES ACTION P1
Approval Date: March 3, 2026

Resolution

To approve the specified personnel separations.

Submitted By

Dr. Eric M. Friedman, President
Mr. David Borzotta, Associate Vice President of Safety and Security
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Ms. Suzanne Wetzel, Vice President of External Affairs
Ms. Sarah Riker, Associate Director of Human Resources

Justification:

To accept the separation of the following individuals:

	<u>Name</u>	<u>Reason</u>	<u>Position/Department/Division/Unit</u>	<u>Effective Date</u>
1.	Mani Memari	Resignation	Instructional Designer/ Center for Innovation in Teaching and Learning/Academic Affairs/ Professional	02/16/2026 (retroactive)
2.	Luz Castillo	Resignation	Secretary/Business and Social Sciences/Academic Affairs/ Support	02/25/2026 (retroactive)
3.	Jimmy Joy	Resignation	Public Safety Officer/Safety and Security/Support	02/26/2026 (retroactive)
4.	Denise Avrutik	Retirement	Associate Professor/Dental Hygiene/ Health Professions/Academic Affairs/Faculty	03/01/2026 (retroactive)
5.	Thomas O'Neill	Retirement	Senior Technical Coordinator/Event Planning/External Affairs/Professional	07/01/2026
6.	Jose Rivera	Rescind Appointment (board resolution P3, February 3, 2026)	Public Safety Officer/ Safety and Security/Support	02/10/2026 (retroactive)



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BOARD OF TRUSTEES ACTION P2
Approval Date: March 3, 2026

Resolution

To approve the appointment of the specified Professional personnel.

Submitted By

Dr. Eric M. Friedman, President
Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date</u>
1. Stephanie Lee	Registration Coordinator/ Continuing Education and Workforce Development	Professional	\$57,500.00	03/16/2026

Justification

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

Charge to:

College Operating Funds in accordance with the list below:

- 10-04-450000-601110



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BOARD OF TRUSTEES ACTION P3
Approval Date: March 3, 2026

Resolution

To approve the appointments of the specified Support personnel.

Submitted By

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

Action Requested

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

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date</u>
1.	Richard Henriquez	Custodian/Facilities	Support	\$42,500.00	03/16/2026
2.	Ahmed Ragb	Custodian/Facilities	Support	\$42,500.00	03/16/2026

Justification

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

Charge to:

College Operating Funds in accordance with the list below:

- 1.-2. 10-06-620100-601135



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BOARD OF TRUSTEES ACTION P4
Approval Date: March 3, 2026

Resolution

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

Submitted By

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

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date</u>
1. Aynur Arslan	Fashion Lab and Makerspace Technician/Arts and Humanities/ Academic Affairs	Grant	\$48,500.00	03/16/2026

Justification

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

Charge to:

Grant Funds in accordance with the list below:

- 50-02-599001-601110



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BOARD OF TRUSTEES ACTION P5
Approval Date: March 3, 2026

Resolution

To approve the reappointment of Faculty Third and Fourth Reappointment

Submitted By

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

Action Requested

To reappoint the following individuals for their third reappointment to the indicated division and rank for the period September 1, 2026 through June 30, 2027:

Third Reappointment

<u>Name</u>	<u>Rank</u>	<u>Discipline/Department/Division</u>
Tiffany Cuello Siegel	Instructor	OB/PEDS/ Nursing/ Health Professions
Tyrone DeLeon	Instructor	Radiography/Health Professions
George Liluashvili	Assistant Professor	Cyber Security/Information Technology Mathematics, Science and Technology
Sharon Mancini	Assistant Professor	Mental Health Nursing/ Health Professions
Elizabeth Terhune	Associate Instructor	Mental Health/Medical Office Assistant Health Professions

**Resolution: P5
 Reappointment Faculty Third and Fourth Reappointment
 March 3, 2026**

Action Requested

To reappoint the following individuals for their fourth reappointment to the indicated division and rank for the period September 1, 2026 through June 30, 2027:

Fourth Reappointment

<u>Name</u>	<u>Rank</u>	<u>Discipline/Department/Division</u>
Marites Alconis	Assistant Professor	Medical Surgical Nursing/ Health Professions
Jorge Cardenas	Assistant Professor	Physical Sciences/Chemistry Mathematics, Science and Technology
Joana Constantino	Assistant Professor	Medical Surgical Nursing/ Health Professions
Victor Conversano	Assistant Professor	Criminal Justice/ Criminal Justice and Legal Studies/ Business and Social Sciences
Goran Dojcinovski	Assistant Professor	College Level Mathematics/Mathematics Mathematics, Science and Technology
Jake Dynes	Assistant Professor	Developmental Mathematics/Mathematics Mathematics, Science and Technology
Irene Erazo	Assistant Professor	Respiratory/Health Professions
Jessica Gorham	Associate Instructor	Diagnostic Medical Sonography/ Health Professions
Jaehyum Julie Lee-Hong	Assistant Professor	Psychology/Social Sciences/ Business, and Social Sciences
Nicole Humphreys	Assistant Professor	Veterinary Technology/Health Professions
Leonard Allen Smith	Assistant Professor	Business/ Business and Social Sciences

Justification

In Accordance with Article XIII of the BCCFA contract
Charge To: College Operating Funds



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BOARD OF TRUSTEES ACTION P6
Approval Date: March 3, 2026

Resolution

To approve the title change for the specified vacant positions.

Submitted By

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

Action Requested:

To approve the title changes on the organizational chart for the vacant positions listed:

	<u>Title</u>	<u>Action</u>	<u>Unit</u>
1.	Cataloging Assistant	Title Change and Job Description	Support
2.	Senior Library Assistant	Title Change	Support

Justification

1. To approve the title change and job description for the following vacant position: from Library Associate to Cataloging Assistant. The title better reflects the scope and responsibilities of the position.
2. To approve the title change for the following vacant position: from Library Associate to Senior Library Assistant. The title better reflects the scope and responsibilities of the position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Cataloging Assistant

DEPARTMENT: Library, Technical Services

FUNCTION: The Cataloging Assistant is responsible for performing copy cataloging in all formats across the collection, processing library materials, maintaining catalog records, and repairing damaged items. Additional responsibilities include receiving new materials and providing support at the Service Desk/Media Services as needed. The Cataloging Assistant works collaboratively with the Acquisitions Coordinator, the Head of Technical Services, subject librarians, and other staff to ensure the library catalog remains accurate, current, and aligned with the academic needs of BCC users.

REPORTS TO: Dean of Library Services

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

- Searches, identifies, and selects bibliographic records that match library materials; updates holdings information and creates or updates item records in OCLC WMS.
- Performs copy cataloging of all library materials, including electronic resources; ensures accurate links, access, and holdings information for e-resource records.
- Performs edit cataloging to improve and enhance records in accordance with national and local cataloging standards.
- Maintains accuracy and quality of the catalog database and resolves discrepancies.
- Process all library materials for all college locations.
- Binds loose-leaf textbooks and repairs damaged library materials.
- Manages and maintains department supplies, monitors inventory levels, and orders additional supplies as needed.
- Supports department functions such as acquisition and periodicals.
- Assists at Service Desk and Media Services as needed.
- Performs all other duties as assigned.

QUALIFICATIONS:

Education: Associate's degree in a related field required; bachelor's degree preferred.

Experience: Minimum of two years of recent experience working in an academic library.

Desired Knowledge, Skills and Abilities:

- Demonstrated competency using Library of Congress Classification and subject headings.
- Demonstrated proficiency with bibliographic and cataloging systems, such as OCLC WMS Record Manager and Resource Description and Access toolkit.
- Excellent computer, written, and verbal communication skills.
- Strong attention to detail with the ability to perform complex analytical thinking and decision-making.
- Ability to learn and apply new cataloging standards and software.
- Ability to adjust and adapt to new workflows and responsibilities.
- Knowledge of acquisition ordering and receiving standards, as well as periodicals and serials management.

Bergen Community College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

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 P7
Approval Date: March 3, 2026

Resolution

To approve the promotion of the specified Confidential personnel.

Submitted By

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

Action Requested

To approve the promotion of the following individual to the position and annual salary indicated below:

<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary</u> <u>(prorated)</u>	<u>Effective Date</u>
1. Kristy Italiano	Senior Director of Marketing/External Affairs	Confidential	\$115,000.00	03/16/2026

Justification

To appoint the individual to the position and title indicated as part of the changing scope and level of responsibilities. This position is at-will.

Charge to:

College Operating Funds in accordance with the list below:

1. 10-01-149000-601110

BERGEN COMMUNITY COLLEGE
JOB DESCRIPTION

TITLE: Senior Director of Marketing

DEPARTMENTS: Marketing and Communications / External Affairs

FUNCTION: The Senior Director of Marketing provides strategic direction and leads the development for all marketing initiatives in support of the College and its affiliated programs and services. The Senior Director works to develop brand awareness and ensure appropriate return on investment, developing and overseeing the digital strategy and web communications plan for the College. The Senior Director uses market research and analytic tools to identify relevant audiences and deploy creative solutions to target these groups. In collaboration with the Executive Director of Public Relations, the Senior Director ensures all marketing strategies and initiatives are aligned with the College's public relations-based efforts.

REPORTS TO: Vice President of External Affairs

SUPERVISES: Web and Digital Marketing Strategist and the shared Administrative Assistant for PR/Marketing.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Collaborating with enrollment management, admissions, academic affairs, and continuing education and workforce development, leads the creation of a collegewide marketing plan, focusing on enrollment/retention and brand awareness.
2. In collaboration with the Executive Director of Public Relations, designs and implements a unified brand voice and tone for the College that includes clear and consistent guidance to ensure that all external facing initiatives are consistent to BCC's brand values, guidelines, and aesthetics.
3. Serves as the liaison for the College's advertising agency, working closely with company personnel to evaluate potential opportunities, make recommendations regarding placements and to ensure appropriate tracking.
4. Develops campaigns that support enrollment and retention in specific programs, classes and initiatives, leveraging relevant data to target specific audiences and ensure engagement.

5. Plans cost-effective advertising, direct-mail and digitally based campaigns that generate leads and improve conversion rates.
6. Works with the Marketing and Communications Department to establish creative strategy for campaigns, including deliverables related to messaging, design and copywriting.
7. Supervises the College's Web and Digital Marketing Strategist, executing plans that leverage digital assets for marketing uses including social media and email marketing. Ensures the College's website adheres to accessibility requirements.
8. Establishes assessment, tracking and evaluation measures to ensure return on investment for all marketing campaigns and monitors website analytics to measure the success of marketing and web-based initiatives.
9. Leads initiatives and develops partnerships that add to the strength of the College's brand in the community, increasing visibility, awareness and recognition.
10. Conducts environmental scans and research to understand competitors, differentiators and competitive advantage.
11. Develops a set of core outcomes for the department and measures and tracks annual performance against objectives; prepares and submits an annual assessment report, fully engaging with the College's Assessment Program.
12. Tracks, monitors and adheres to an annual budget.
13. Acts as performance manager for all direct reports including managing day-to-day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
14. Performs additional tasks or duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

Demonstrates understanding of the community college mission and practices an open-door policy. Is technologically proficient in common office desktop software and cloud based computing and collaborative platforms and software. Exhibits strong skills in marketing and brand management principles and practices including, but not limited to:

- Ability to conceive, plan and execute marketing activities and initiatives.
- Experience developing and monitoring digital strategy and web communications.
- Knowledge of branding and visual identity systems.
- Exceptional organizational skills and attention to detail.
- Ability to manage multiple projects with competing deadlines.

Education: Bachelor's degree required; Master's degree preferred. Discipline focus preferably in marketing, advertising or related fields.

Experience: Minimum of 5 years of experience in marketing, brand management, and/or advertising preferably in a community college setting. Strategic project management experience including digital strategy and web communications desired.

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

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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



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BOARD OF TRUSTEES ACTION P8
Approval Date: March 3, 2026

Resolution

To approve the promotion of the specified Professional personnel.

Submitted By

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

Action Requested

To approve the promotion of the following individual to the position and annual salary indicated below:

<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (prorated)</u>	<u>Effective Date</u>
1. Gabriela Kosek	Enrollment and Student Success Systems Analyst/Student Affairs	Professional	\$68,387.13	03/16/2026

Justification

To appoint the individual to the position and title indicated as part of the changing scope and level of responsibilities.

Charge to:

College Operating Funds in accordance with the list below:

1. 10-03-383000-601110

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Enrollment and Student Success Systems Analyst

DEPARTMENT: Student Affairs

FUNCTION: The Enrollment and Student Success Systems Analyst serves as a primary functional lead and subject matter expert for Student Affairs-related technology systems (e.g., ERP, CRM, advising and retention platforms, student engagement tools, scheduling and registration systems, early alert and outreach tools). The incumbent will serve as a key liaison between Student Affairs units, Students, Institutional Research, Information Technology, Academic Affairs and other college departments to improve processes, leverage data for decision-making, and ensure systems meet the needs of students and staff.

This position plays a critical role in the development, implementation, and assessment of projects and technologies that support enrollment, student engagement, retention, and completion, aligning with the College's Strategic Enrollment Management (SEM) Plan, Retention Plan, Academic Master Plan (AMP), and institutional goals.

REPORTS TO: Vice President of Student Affairs and Senior Director of Admissions Testing

SUPERVISES: Assigned PT and FT Staff

RESPONSIBILITIES:

- Supports and interacts with students when necessary to attain a firm understanding of the process and challenges they go through from time of application through to graduation.
- Supports, develops, maintains dashboards, reports, and analytics to inform strategic decision-making within Student Affairs.
- Leads or supports the implementation of new software, system upgrades, and integrations impacting Student Affairs operations.
- Collaborates with Student Affairs leadership to identify, document, and analyze business processes; recommends process improvements that enhance efficiency, effectiveness, and student experience.
- Coordinates data collection and analysis to support accreditation, compliance, and state/federal reporting requirements relevant to Student Affairs functions.
- Facilitates cross-departmental communication between Student Affairs, Academic Affairs, Finance, and IT to ensure alignment of processes and systems.
- Partners with Institutional Effectiveness to design, track, and report on key performance indicators (KPIs) for Student Affairs initiatives, ensuring data integrity and accessibility.
- Trains Student Affairs staff on system functionality, reporting tools, and data-informed decision-making.
- Monitors and assesses the effectiveness of programs and initiatives, providing recommendations for continuous improvement.
- Prepares clear and concise documentation, including business requirements, workflow diagrams, and user guides.
- Supports strategic projects related to college goals and student enrollment, retention, and success initiatives.
- Participates in institutional committees, work groups, and strategic planning efforts as assigned.

- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Required:

1. Bachelor's degree.
2. Minimum of three (3) years of progressively responsible experience working in business analysis, data reporting, process improvement, or systems implementation.

Preferred:

1. Master's degree in a related field.
2. Experience with higher education ERP and related systems such as Colleague, Informer, Recruit, etc.
3. Strong analytical and problem-solving skills with the ability to translate business needs into technical requirements.
4. Proficiency with data analysis and visualization tools (e.g., Excel, Tableau, Power BI) and familiarity with student information systems (e.g., Ellucian Colleague) or CRM platforms.
5. Demonstrated ability to manage multiple priorities, meet deadlines, and work collaboratively with diverse stakeholders.
6. Excellent written, verbal, and interpersonal communication skills.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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



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BOARD OF TRUSTEES ACTION P9
Approval Date: March 3, 2026

Resolution

To approve the salary increase of Confidential Personnel.

Submitted By

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

Action Requested

To approve a three point four five percent (3.45%) increase to the base salaries of all confidential personnel for the period of July 1, 2026, through June 30, 2027.

Justification

To increase confidential staff salaries for the period from July 1, 2026, to June 30, 2027.



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BOARD OF TRUSTEES ACTION P10
Approval Date: March 3, 2026

Resolution

To approve a monthly stipend

Submitted By

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

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Monthly Amount</u>	<u>Effective Date (retroactive)</u>
1. Sarah Riker	Associate Director of Human Resources/Human Resources	Confidential	\$1,200.00	01/16/2026
2. Reginald Grant	Senior Payroll Generalist/ Human Resources	Confidential	\$750.00	02/16/2026

Justification

- To provide a monthly stipend for assuming additional responsibilities including the leadership and supervision of the Human Resources and Payroll departments.
- To provide a monthly stipend for assuming additional operational responsibilities during a leave of absence in the Payroll department.

Charge to:

College Operating Funds in accordance with the list below:

- 10-01-126100-601153
- 10-01-140300-601153



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BOARD OF TRUSTEES ACTION P11
Approval Date: March 3, 2026

Resolution

To authorize stipends to college personnel providing services for the Bergen Community College musical production of *Hair*.

Submitted by

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

Action Requested

Authorization for stipends to the following individuals for their work on the Bergenstages production of *Hair* in the Anna Maria Ciccone Theatre.

HAIR – November 20, 2025 – April 11, 2026

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Rod Shepard	Pit Musician/Bass	\$1,300.00

Justification:

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

Charge To:

College Operating Funds in accordance with below.
10-02-955000-602253



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BOARD OF TRUSTEES ACTION P12
Approval Date: March 3, 2026

Resolution

Confer Professor Emeritus Status

Submitted By

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

Action Requested

That the Board of Trustees confer Professor Emeritus status to the following individual:

Name

Dr. Sarah Markgraf

Discipline/Department

Communications/Humanities

Justification

Recommended by Dr. Andrew Tomko, Vice President of Academic Affairs and Provost, and the Professor Emeritus Committee.



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BOARD OF TRUSTEES ACTION S/F 1
Approval Date: March 3, 2026

Resolution

To authorize entering into a Shared Service Agreement between Bergen Community College (the "College") and the County of Bergen (the "County") for landscaping services.

Submitted By

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

Action Requested

Authorization to enter into a Shared Service Agreement between Bergen Community College and the County of Bergen for landscaping services in the amount of \$469,200.00 from March 12, 2026, to March 11, 2028.

Justification

The College requires landscaping at each of its three (3) campus locations to maintain safe, functional, and beautiful grounds and campuses. These services include mowing, irrigation systems, seasonal plantings, and maintenance of the athletic fields. The College acknowledges the mutual benefits of a shared services agreement with the County, which provides landscaping services requested at a savings to the College.

Charge To: Operating
Account Number: 10-06-630100-607550
Amount: \$469,200.00