

BOARD OF TRUSTEES
PUBLIC MEETING

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

Thursday, March 7, 2024 – 5:00 p.m.

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Roll Call
- IV. Pledge of Allegiance
- V. Reports:
 - A. Secretary
 - B. Treasurer
 - C. President
 - D. Committees
 - 1. Audit, Finance and Legal Affairs
 - 2. Education and Student Affairs
 - 3. Personnel
 - 4. Site and Facilities
 - 5. Strategic Planning and Issues
 - E. Vice Chairman
- VI. Unfinished Business / Board Members
- VII. New Business / Board Members
- VIII. Open to the Public
- IX. Actions
 - A. Approval of Board Minutes: Thursday, February 8, 2024
 - B. Consent Agenda: Thursday, March 7, 2024
- X. Adjournment



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CONSENT AGENDA

Thursday, March 7, 2024
Meadowlands Campus – Conference Rooms C504 and C505
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 – Thursday, February 8, 2024

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. Continuing Education: Authorization to Approve Payment to Black Rocket Productions to Provide Summer Digital Arts Programs for Children.
3. To authorize continuation of the College's coverage for the Cyber, Privacy, and Security Liability insurance policy through Chubb/ACE American Insurance.
4. To reject all bids received for Public Bid P-2385 for Electrical Asset Preventive Maintenance Services.
5. To authorize the purchase of 25 Dell Precision desktop gaming computers, monitors and peripherals through the Carl Perkins Grant for use by students in the Gaming Program.
6. To authorize the purchase of five (5) Dell Alienware Aurora R16 desktop computers, monitors, and peripherals through the Carl Perkins Grant for use in the newly created Makerspace.

EDUCATION AND STUDENT AFFAIRS

1. To accept a grant award for \$347,696 for a contract period from February 15, 2024, through August 14, 2025, from the New Jersey Department of Labor and Workforce Development under the Pre-Apprenticeship Career Education (*PACE*) Program, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
2. To authorize the College to enter into a sub-contract agreement with The Rutgers Community Living Education Project (CLEP) as a new service provider for the *Opportunity Meets Innovation Fiscal Year 2024 County College-Based Centers for Adult Transition* Grant from the New Jersey Office of the Secretary of Higher Education (OSHE), and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
3. To authorize Bergen Community College (the "College") to enter into a sub-contract agreement with the Association of College and University Educators (ACUE) as a provider for online professional development modules for staff and faculty, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
4. To approve the curriculum for the Associate of Science (A.S.) Degree, Environmental Studies (AS.ENV.STU)
5. To authorize submission of a fiscal year 2024 budget amendment for the College's Perkins grant to the state of New Jersey Department of Education, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.



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CONSENT AGENDA

Thursday, March 7, 2024

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INSTITUTIONAL (I)

1. To approve the Gender Inclusive Restrooms Policy.

PERSONNEL (P)

1. Separations
2. Appointment: Lecturers, Spring 2024 Semester
3. Appointment: Stipends
4. Appointments – Support
5. Appointments – Confidential and Grant Funded
6. Appointments – Professional
7. Reappointment Faculty- Third Reappointment
8. Promotions
9. Job Descriptions and Positions
10. Approve: Title Change
11. Confer Professor Emeritus Status
12. Approve: Leave of Absence
13. Deobligate vacant positions

SITE AND FACILITIES (S/F)

1. To authorize a project scope change and related Change Order #1 to RSC Architects for additional engineering services for structural roof upgrades to support the radiators necessary for emergency generator replacements.
2. To authorize entering into a Shared Service Agreement between Bergen Community College (the "College") and the County of Bergen (the "County") for the use of college-owned equipment. (This resolution replaces S/F4 that was approved at the February 8, 2024, board meeting.)
3. To authorize entering into a Shared Service Agreement between Bergen Community College (the "College") and the County of Bergen (the "County") for the use of Mowing, Landscaping, Athletic Field Maintenance and Maintenance Garage Management Services.



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BOARD OF TRUSTEES ACTION A/F1
Approval Date: March 7, 2024

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, 2024, to January 31, 2024, \$ 45,011.63

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	\$ 45,011.63



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BOARD OF TRUSTEES ACTION A/F2
Approval Date: March 7, 2024

Resolution

Continuing Education: Authorization to Approve Payment to Black Rocket Productions to Provide Summer Digital Arts Programs for Children.

Submitted By

Dr. Eric M. Friedman, President

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

Mr. Wilton Thomas-Hooke, Chief Financial Officer

Action Requested

Authorization to pay Black Rocket Productions an amount not to exceed \$90,552 for providing up to 16 digital arts and enrichment courses for children on campus at BCC.

Justification

Black Rocket Productions (BRP) is the vendor that Bergen Community College's Division of Continuing Education and Workforce Development uses for children's digital arts programs. There will be six weeks of summer classes beginning July 1, 2024, and ending August 9, 2024. Black Rocket Productions provides the instructors and software for these courses.

See table below for examples of courses to be offered.

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

Charge to: College Operating Funds

Account Number: 10-03-391029-607550

Amount: \$90,552

Black Rocket Course Offerings for Bergen Community College

Course Name
Code Breakers
Video Game Animation
Young Investors and Entrepreneurs
Model United Nations
Python Programmers
LEGO Films and Stop Action!
Advanced Robotics
A.I. Adventures - Intro to Machine Learning
Cloud Gamers: Mobile App Development
Minecraft Redstone
Racing Games with Unity
Roblox Coders
Roblox Makers
Code Breakers
Minecraft Modders
3D Game Design



BOARD OF TRUSTEES ACTION A/F 3
Approval Date: March 7, 2024

Resolution

To authorize continuation of the College's coverage for the Cyber, Privacy, and Security Liability insurance policy through Chubb/ACE American Insurance.

Submitted By

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

Action Requested

To authorize the purchase of Cyber, Privacy, and Security Liability insurance coverage for one year from March 3, 2024, through March 3, 2025 from Chubb/ACE American Insurance through Otterstedt Insurance Agency at a cost of \$86,151.62, including 10 % commission and 0.6% NJ Property-Liability Insurance Guaranty Association surcharge.

Justification

The College's insurance consultant, Otterstedt Insurance Agency, recommends purchasing this insurance from Chubb/ACE American Insurance due to the comprehensive coverage and coverage amounts offered. Coverage includes services for notifications and credit monitoring, forensics and crisis management, privacy, network security and internet media liability, business interruption, and network extortion. CFC Underwriting Limited did not provide a quote at the \$5,000,000.00 level.

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

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

Charge To:	College Operating Funds
Account Number:	10-01-188100-607888
Amount Total:	\$86,151.62



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BOARD OF TRUSTEES ACTION A/F 4
Approval Date: March 7, 2024

Resolution

To reject all bids received for Public Bid P-2385 for Electrical Asset Preventive Maintenance Services.

Submitted By

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

Action Requested

To reject all bids received for Public Bid P-2385 for Electrical Asset Preventive Maintenance Services.
The College will revise the bid specifications and rebid.

Justification

The two bids received for this service were over the expected budget.



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BOARD OF TRUSTEES ACTION A/F 5
Approval Date: March 7, 2024

Resolution

To authorize the purchase of 25 Dell Precision desktop gaming computers, monitors and peripherals through the Carl Perkins Grant for use by students in the Gaming Program.

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
Dr. Anjali Thanawala, Director, Grants Administration

Action Requested

To authorize the purchase of 25 Dell Precision desktop gaming computers, monitors, and accessories from CDW Government LLC in the amount of \$122,043.25 through the Carl Perkins Grant.

Justification

These computers will be used in the new Innovation Center's Gaming Lab at the Lyndhurst Campus. The computers for the gaming program demand improved graphics, larger onboard memory, and file storage than the College's standard computers. These computers will allow students to focus on improving designs by taking advantage of software features to build skills new in this unique industry.

Quotes were solicited from the companies listed below:

CDW Government LLC	\$122,043.25
SHI International Corp.	\$125,973.50
Insight Public Sector	\$123,812.25
Provantage LLC	\$148,300.00
Adorama Inc.	No quote

Charge to:	Perkins Grant
Account Number:	20-02-599001-604212
Amount:	\$122,043.25



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BOARD OF TRUSTEES ACTION A/F 6
Approval Date: March 7, 2024

Resolution

To authorize the purchase of five (5) Dell Alienware Aurora R16 desktop computers, monitors, and peripherals through the Carl Perkins Grant for use in the newly created Makerspace.

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

To authorize the purchase of five (5) Dell Alienware Aurora R16 desktop computers, monitors, and peripherals from CDW Government, in the amount of \$30,496.85 through the Carl Perkins Grant.

Justification

These 5 computers will facilitate the College's first implementation of the Art Makerspace lab. This open lab will provide hands-on, creative ways for students to design, experiment, and explore new and creative solutions to industry problems. Makerspaces are multidisciplinary in both approach and in the products created which fuels engagement and innovation for our Career and Technical Education students.

Quotes were requested from:

Dell - (could not quote exact model of monitor requested)	\$29,689.20
SHI International Inc.	No quote
CDW Government	\$30,496.85
Insight	\$31,289.30
Provantage	No quote
Adorama	No quote

Charge to:	Perkins Grant
Account Number:	20-02-599001-604212
Amount:	\$30,496.85



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BOARD OF TRUSTEES ACTION E/SA 1

Approval Date: March 7, 2024

Resolution

To accept a grant award for \$347,696 for a contract period from February 15, 2024, through August 14, 2025, from the New Jersey Department of Labor and Workforce Development under the Pre-Apprenticeship Career Education (PACE) Program, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By

Dr. Eric M. Friedman, President

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

Mr. Wilton Thomas-Hooke, Chief Financial Officer

Dr. Anjali Thanawala, Director, Grants Administration

Action Requested

To authorize acceptance of a grant award from the New Jersey Department of Labor and Workforce Development under the Pre-Apprenticeship Career Education (PACE) Program, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

This grant's primary goal is to increase opportunities for upward mobility and economic equity for a broad range of participants. The funds from this grant will assist the College's Continuing Education Division to fulfill the following objectives:

1. Create a pool of qualified individuals that move from pre-apprenticeship programs to registered apprenticeships, employment, and/or post-secondary career pathways.
2. Expand Registered Apprenticeship opportunities for underrepresented, disadvantaged, or low-skill individuals.
3. Contribute to developing a highly skilled workforce that possesses the qualifications demanded by the health care industry.

No college matching funds are required.



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BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: March 7, 2024

Resolution

To authorize the College to enter into a sub-contract agreement with The Rutgers Community Living Education Project (CLEP) as a new service provider for the *Opportunity Meets Innovation Fiscal Year 2024 County College-Based Centers for Adult Transition* Grant from the New Jersey Office of the Secretary of Higher Education (OSHE), and 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 of Student Affairs
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Anjali Thanawala, Director of Grants Administration
Ms. Stephanie Weise, Director of Purchasing and Services

Action Requested

To authorize entering into an agreement between Bergen Community College (the "College") and Rutgers - CLEP to provide support services to assist neuro-diverse students with transitioning to adult life under the NJOSHE Center for adult transition grant.

Justification

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 Rutgers CLEP is authorized pursuant to County College Contracts Law; specifically, N.J.S.A. 18A:64A-25.5(b). This agreement furthers the purpose and the mission of NJOSHE's Center for Adult transition Grant funding. The College, in working with the CLEP will provide mentorship and guidance to students with intellectual and developmental disabilities (IDD) and their families as they navigate the complexities of transition support services and resources available to adults with IDD.

Specifically, the CLEP team will work with Center for Adult Transition participants and families to help address a variety of transition needs and challenges, such as understanding the timeline requirements for applying for Medicaid and Social Security Insurance (SSI), exploring the services that are available to support young adults as they transition from high school to adulthood, and exploring employment and housing opportunities as appropriate. Such resources have a direct impact on fostering the greatest level of independence possible for adults with IDD.

The CLEP team has decades of professional experience in the field of intellectual and/or developmental disabilities, as well as lived experience. CLEP's expertise fulfills a crucial need within transition planning for adults with IDD and adds a new layer of support to the college's Center for Adult Transition services.

Charge to:	Center for Adult Transition
Account Number:	50-02-570900-607550
Amount:	\$49,999.00



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BOARD OF TRUSTEES ACTION E/SA 3

Approval Date: March 7, 2024

Resolution

To authorize Bergen Community College (the "College") to enter into a sub-contract agreement with the Association of College and University Educators (ACUE) as a provider for online professional development modules for staff and faculty, 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 of Student Affairs
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Anjali Thanawala, Director of Grants Administration
Ms. Stephanie Weise, Director Purchasing and Services

Action Requested

To authorize entering into an agreement between the College and ACUE to provide faculty and staff with professional development opportunities in Diversity Equity and Inclusion (DEI) and using Artificial Intelligence (AI) in classrooms under the NJOSHE Center for Adult Transition grant.

Justification

Consistent with the terms of the grant, the College is responsible for implementing and monitoring sub-awards and all sub-recipients. This agreement between the College and ACUE is allowable pursuant to County College Contracts Law; specifically, N.J.S.A. 18A:64A-25.5(b). The College, in working with ACUE, will provide professional development to staff and faculty to foster a culture of belongingness on our campuses as well as train faculty to employ AI in the curriculum in support of students with special needs.

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

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

Charge To: Center for Adult transition Grant
Account Number: 50-02-570900-607504
Amount: \$75,000.00



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BOARD OF TRUSTEES ACTION E/SA4
Approval Date: March 7, 2024

Resolution

To approve the curriculum for the Associate of Science (A.S.) Degree, Environmental Studies (AS.ENV.STU)

Submitted By

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

Action Requested

The college is seeking approval for the curriculum for the A.S. in Environmental Studies.

Justification

Per the New Jersey Presidents Council's Academic Issues Committee Manual, Board approval is required whenever the college approves a new program.

Environmental studies examine the impact of human civilization on the natural world and addresses environmental issues and their potential solutions. The new associate in science degree in Environmental Studies provides students with an understanding of environmental issues from a multidisciplinary perspective, incorporating specially created environmental ethics, philosophy, history, literature, and social sciences courses.

This A.S. program offers students an opportunity to transfer to a four-year college or university to continue their studies. Students who successfully complete this 60-credit degree program will be able to pursue a B.S. in Environmental Science or a B.A. in Environmental Studies at the college of their choice.



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BOARD OF TRUSTEES ACTION E/SA 5
Approval Date: March 7, 2024

Resolution

To authorize submission of a fiscal year 2024 budget amendment for the College's Perkins grant to the state of New Jersey Department of Education, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By

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

Action Requested

To authorize submission of a budget amendment request for the College's Perkins grant for fiscal year 2024 (July 1, 2023 through June 30, 2024) to the New Jersey Department of Education, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute required documents.

Justification

The State of New Jersey Department of Education requires a formal resolution that is approved by the College's Board of Trustees to accept our Perkins grant funding award. A resolution is also needed to recognize any amendment of the fiscal year 2024 budget. Current assessment highlights further opportunities to enhance the quality of the Continuing Technical Education (CTE) programs with the existing budget allocation. As a result, the College is requesting a budget amendment to reallocate previously planned across budget line items included for computers, conference and travel, personnel, supplies, and equipment. The budget amendment includes reallocation of \$98,387.15 of the total \$876,712.00 funding to leverage a comprehensive local needs assessment conducted with key community and employer stakeholders. This assessment identifies priority career and technical education (CTE) needs in Bergen County.

No college matching funds are required.



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BOARD OF TRUSTEES ACTION I-1
Approval Date: March 7, 2024

Resolution

To approve the Gender Inclusive Restrooms Policy.

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony J. Trump, Vice President, Student Affairs

Mr. Nathaniel Saviet, Vice President Facilities

Action Requested

To approve the Gender Inclusive Restrooms Policy.

Justification

A gender-inclusive restroom policy at Bergen Community College serves multiple purposes, reflecting the College's commitment to diversity and inclusion and its practical approach to addressing the needs of its community. This policy provides the following:

1. Promotes Equality and Inclusion
2. Enhances Safety
3. Reflects Diversity and Supports Educational Values
4. Addresses Legal and Policy Requirements
5. Improves Facility Utilization and Convenience

The policy was reviewed by legal counsel and the All College Forum, and adopted by the Policy Advisory Council.

Bergen Community College Board of Trustees

Section:

Policy #:

Effective Date:

**Responsible Official: Vice President
of Student Affairs and Vice President
of Facilities**

Gender Inclusive Restrooms

Policy Statement:

- A. Bergen Community College ("BCC" or the "College") seeks to create an inclusive campus environment for all students, faculty, staff, and visitors, regardless of their gender identity. These guidelines provide direction on the implementation of gender inclusive facilities in BCC buildings so the BCC community has access to facilities that correspond to their gender identity.
- B. In keeping with College's policy of nondiscrimination on the basis of gender identity and expression, every individual has the right to choose which restroom to use based on their gender identity and preference.
- C. The College's goal is to both follow federal and state guidelines and provide a safe and inclusive environment for every person on campus. To that end, inclusive, all-gender, accessible single-user restrooms are available across campus.
- D. There are many reasons a person would choose to use an all-inclusive, single-user restroom. For example, these restrooms are not gender specific, ensure accessibility for individuals with disabilities, provide privacy when assisting children and dependents, and allow for personal space and more privacy.
- E. This Policy applies to BCC-owned facilities at the Paramus, Lyndhurst, and Hackensack locations.

Reason for Policy:

- A. Bergen Community College believes that a campus environment that celebrates differences in people is beneficial to our entire community, and we are committed to

providing that through education, resources, advocacy, and emotional, social, and physical support.

- B. The provision of single-stall, all-gender accessible restrooms is intended to provide safe alternatives to multi-stall, gender-specific restrooms, which can be problematic and unsafe for students, faculty, staff, administrators, and visitors who may be harassed or discriminated against based on their perceived or actual gender identity, gender expression, sex, sexual orientation, ability status or other identity, as well as other factors that make the use of a private, gender-inclusive facility preferable for certain individuals.
- C. Individuals who may be supported and protected by this include, but are not limited to, those accompanied by young children; those who identify as transgender, gender non-conforming, or who are variant in their gender expression; those who do not wish to be identified by any sex or gender identity; those who may be uncomfortable using a multi-stall gender-specific restroom; those who have physical disabilities; and those who use wheelchairs or other assistive devices.

Who Should Read This Policy:

Faculty, Staff, Students, Administrators, Visitors, Contractors, and other persons of Bergen Community College.

Definitions:

- (1) BCC Owned Building: A building owned by BCC, on land owned by BCC, or a building owned by a third-party on land owned by BCC.
- (2) Gender Expression: The manner in which a person communicates about gender to others through external means such as clothing, appearance, or mannerisms. This communication may be conscious or subconscious and may or may not reflect their gender identity or sexual orientation. While most people's understandings of gender expressions relate to masculinity and femininity, there are countless combinations that may incorporate both masculine and feminine expressions - or neither - through androgynous expressions. An individual's gender expression does not automatically imply one's gender identity. All people have gender expressions.
- (3) Gender Identity: Refers to a person's internal sense of being male, female or something else; gender expression refers to the way a person communicates gender identity to others through behavior, clothing, hairstyles, voice, or body characteristics.

- (4) Gender Inclusive Restroom ("GIRR"): A restroom usable by persons of all Gender Identities. A GIRR may be configured as single-stall or multi-stall. Each stall including a toilet or urinal shall be enclosed by a privacy partition.
- (5) Multi-Occupancy Restroom: sometimes referred to as "Multi-Stall Restroom" is a facility with more than one Plumbing Fixture, which more than one person can use at a time. Each toilet stall will have a locking mechanism to ensure privacy.
- (6) Privacy Partition: A partition with an inside-lockable door from floor to ceiling, offering privacy to the occupant. All new multi-stall facilities, including gender specific and gender inclusive, shall include privacy partitions. Renovated facilities may include privacy partitions consistent with existing installations.
- (7) Restroom: Any facility equipped with toilets, urinals, lavatories, or other similar accommodations, in a public facility for the use of the public for personal hygiene and comfort. "In a public facility" and "for the use of the public" in this context covers each BCC facility and restroom.
- (8) Single-Occupancy Restroom: is a facility with a toilet, sink, and may include a urinal, and has a locking mechanism on the entry door to ensure privacy.
- (9) Transgender: is an umbrella term for persons whose gender identity, gender expression or behavior does not conform to that typically associated with the sex to which they were assigned at birth.

The Policy:

GENDER-INCLUSIVE RESTROOMS

- A. One aspect of creating an inclusive environment is the availability of safe, accessible, and convenient facilities for all individuals.
- B. BCC is committed to including at least one single-occupancy restroom in new buildings and in existing buildings undergoing major renovations to the extent feasible.
- C. No person can be forced to use a restroom that does not fit their gender identity, nor can they be forced to use a single-occupancy restroom or alternate facilities when others are not required to do so. However, we strive to provide options for privacy for all people. Any action against a person who is using a restroom cannot be based on their gender expression or gender identity or perceived gender expression or identity.

- D. It is crucial that BCC ensure that all people are safe in the College's facilities. Anyone misusing restrooms or discriminating or harassing users based on gender expression or gender identity or perceived gender expression or identity, must be addressed and reported, as these are behavioral issues and are unrelated to providing people access to the facilities that match their gender identity. Students are reported through the Student Code of Conduct process, employees are reported to the Human Resources Office, and visitors are reported to Bergen Community College's Public Safety.
- E. All Gender Inclusive Restrooms will provide privacy and security for the individual user.
- F. The College has designated all-gender, single-occupancy restrooms.
- G. The location of these single-occupancy restrooms are kept up to date on the [BCC Proud Policies](#) website.

Procedure:

SIGNAGE

- A. Signs in each building provide information about all single-occupancy restroom locations within buildings.
- B. A Gender Inclusive Restroom will be identified in a simple manner. All Gender Inclusive Restrooms will be identified by signage containing a triangle within a circle of contrasting color, without gender pictograms. In addition to this image, all Gender Inclusive Restrooms will be marked by signage that identifies the facility as an "All Gender" restroom. For example, all GIRRs will have signage that states "All Gender Restroom." Facilities Management, in conjunction with the Campus Building Official, is responsible for designing, manufacturing, and affixing signage to all Gender Inclusive Restrooms.
- C. The signs placed on the BCC campus multi-occupancy restrooms will be replaced with new "Gender-Inclusive Restroom" signs, as well as appropriate signs near the restroom doors stating: the reasons BCC has redesigned its restrooms, how anyone of any gender may use that restroom, where other single-stall restrooms may be located nearby on-campus and include descriptions of what utilities exist in the multi-stall unit (i.e., urinals, stalls, etc.).
- D. There will be an educational component in placing the signs next to the restroom doors to ensure that all members of the BCC community understand the necessity for gender-

inclusive restrooms and gender inclusivity as a whole in order to be a community that focuses on the equity and validity of all community members.

Related Documents/Policies:

This policy does not have related documents associated with it at this time. Upon periodic policy review, this area will be evaluated to determine if additional information is needed to supplement the policy.

Policy History: (adopted/amended)

Adopted:

Amended:



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BOARD OF TRUSTEES ACTION P1
Approval Date: March 7, 2024

Resolution
Separations

Submitted By

Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Dr. Anthony Trump, Vice President of Student Affairs
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

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.	Frederick Stickel	Retirement	Senior Custodian/Facilities/Support	03/01/2024 (retroactive)
2.	Sybil Carter	Retirement	Custodian/Facilities/Support	04/01/2024
3.	Nobile Basile	Retirement	Senior Custodian/Facilities/Support	03/01/2024 (revised from P1, February 8, 2024)
4.	Patricia Pappas-Juliano	Retirement	Assistant Director, Financial Aid/Student Affairs/Professional	07/01/2024
5.	Jeffrey Dulow	Resignation	Controller/Finance/Confidential	03/08/2024
6.	Arben Spirollari	Resignation	Custodian/Facilities/Support	02/15/2024 (retroactive)
7.	Meredith Gatzke	Resignation	Vice President of Human Resources and Organizational Development/ Human Resources/Executive	03/08/2024
8.	Chyrel Eason	Termination	CCAMPIS Teacher/Child Development Center/Academic Affairs/Grant	02/19/2024 (retroactive)



BOARD OF TRUSTEES ACTION P2
Approval Date: March 7, 2024

Resolution

Appointment: Lecturers, Spring 2024 Semester

Submitted By

Dr. Eric M. Friedman, President

Dr. Andrew Tomko, Interim Vice President of Academic Affairs

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

Action Requested

To approve the appointment of the following individuals as Lecturers for the Spring 2024 semester at the salary indicated:

<u>Name</u>	<u>Discipline/Division</u>	<u>Salary</u>
Priya Swaminathan	Physical Science/Math, Science and Technology	\$22,558.06

Justification

Lecturer appointments to cover full time class loads due to recent leaves, faculty retirements and enrollment trends.



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BOARD OF TRUSTEES ACTION P3

Approval Date: March 7, 2024

Resolution

Appointment: Stipends

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Dr. Andrew Tomko, Interim Vice President of Academic Affairs

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

Action Requested

To approve the appointment of the following individuals to a budgeted stipend position at the amount indicated:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>	<u>Unit</u>	<u>Effective Date (retroactive)</u>
1. Erin Van Nostrand	Interim Director of Athletics/Student Affairs	\$500.00 per month	Confidential	12/01/2023 – 04/02/2024
2. Deanna Fletcher	Assistant Women's Basketball Coach	\$5,000.00	N/A	12/01/2023-06/30/2024
3. Phil Germakian	Interim Head Track and Field Coach	\$7,000.00	NA	12/01/2023-06/30/2024

NURSING CLINICAL ADJUNCT FACULTY

<u>Name</u>	<u>Department/Division</u>	<u>Semester Stipend</u>	<u>Term</u>
Nicole Cofini**	Nursing/Health Professions	\$1,200.00	Spring 2024
Ceki Fox**	Nursing/Health Professions	\$1,200.00	Spring 2024

** for ½ semester clinical only

Justification

1. Temporary appointment as Interim Director of Athletics.

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

Charge to: College Operating Funds Account Numbers in accordance with the list below:

1. 60-09-910000-601110
2. 60-09-910000-601161
3. 60-09-910000-601161



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BOARD OF TRUSTEES ACTION P4

Approval Date: March 7, 2024

Resolution

Appointments – Support

Submitted By

Dr. Eric M. Friedman, President

Mr. Nathaniel Saviet, Vice President of Facilities

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

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

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

Action Requested

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

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary</u> <u>(pro-rated)</u>	<u>Effective</u> <u>Date</u>
1.	Genesis Avellaneda	Administrative Assistant/ Continuing Education and Workforce Development	Support	\$42,000.00	03/18/2024
2.	Alexa Dippel	Public Safety Officer/Safety and Security	Support	\$36,000.00	03/08/2024
3.	Felix Rios Alvarez	Custodian/Facilities	Support	\$33,999.00	03/18/2024
4.	Matthew Sica	Custodian/Facilities	Support	\$33,999.00	03/18/2024
5.	Mirian Rodas	Custodian/Facilities	Support	\$33,999.00	03/18/2024
6.	Mizael Cruz	Custodian/Facilities	Support	\$33,999.00	03/18/2024
7.	Krzysztof Galka	Custodian/Facilities	Support	\$33,999.00	03/18/2024
8.	Ma (Mary) Asuncion Geminiano	Senior Secretary Dental Hygiene/Health Professions	Support	\$42,000.00	03/18/2024

Justification

#1-8. To fill budgeted vacant positions through a successful search process pending successful completion of background checks and references.

Charge to: College Operating Funds Account Numbers in accordance with the list below:

1. 10-04-480000-601130
2. 10-01-192100-601138
- 3.-7. 10-06-620100-601135
8. 10-04-417500-601130



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BOARD OF TRUSTEES ACTION P5

Approval Date: March 7, 2024

Resolution

Appointments – Confidential and Grant Funded

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 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.	Rebekah DeJesus	FANH Coordinator USDA NextGen/ Grants	Grant	\$54,000.00	03/08/2024
2.	Christina Carter	Grant Manager/Grants	Grant	\$71,500.00	03/18/2024

Justification

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

Charge to: College Operating Funds and Grant Fund Account Numbers in accordance with the list below:

1. 50-04-570700-601120
2. 50-03-594100-601110



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BOARD OF TRUSTEES ACTION P6

Approval Date: March 7, 2024

Resolution

Appointments – Professional

Submitted By

Dr. Eric M. Friedman, President

Ms. Suzanne Wetzel, Vice President of External Affairs

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

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.	Presley DePugh	Public Information Assistant/External Affairs	Professional	\$49,500.00	03/18/2024

Justification

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

Charge to: College Operating Funds Account Numbers in accordance with the list below:

1. 10-04-148100-601110



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BOARD OF TRUSTEES ACTION P7
Approval Date: March 7, 2024

Resolution

Reappointment Faculty- Third Reappointment

Submitted By

Dr. Eric M. Friedman, President

Dr. Andrew Tomko, Interim Vice President of Academic Affairs

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

Action Requested

To reappoint the following individual for their third reappointment to the indicated division & rank for the period September 1, 2024 through June 30, 2025.

Third Reappointment

<u>Name</u>	<u>Rank</u>	<u>Discipline/Department/Division</u>
Diana Constantino	Assistant Professor	Nursing/Health Professions

Justification

In Accordance with Article XIII of the BCCFA contract



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BOARD OF TRUSTEES ACTION P8
Approval Date March 7, 2024

Resolution
Promotions

Submitted By

Dr. Eric M. Friedman, President
Ms. Cinzia D'lorio, Vice President of Continuing Education and Workforce Development
Ms. Suzanne Wetzel, Vice President of External Affairs
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve the promotion of the following individuals to the position and annual salary indicated in the list below:

<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (prorated)</u>	<u>Effective Date</u>
1. Tracy Miceli	Director of Community Affairs/External Affairs	Executive	\$110,000.00	03/16/2024
2. Jhonatan Garcia	Assistant Director, Continuing Education and Workforce Development /Continuing Education and Workforce Development	Professional	\$72,000.00	03/16/2024

Justification

#1.-2. To appoint this individual to the position as part of the changing scope and level of confidentiality and responsibilities.

Charge to: College Operating Funds Account Numbers in accordance with the list below:

1. 10-01-148200-601110
2. 10-04-450000-601110



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BOARD OF TRUSTEES ACTION P9
Approval Date: March 7, 2024

Resolution

Job Descriptions and Positions

Submitted By

Dr. Eric M. Friedman, President

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

Ms. Suzanne Wetzel, Vice President of External Affairs

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

Action Requested

To approve the job descriptions of the following positions and titles:

	<u>Position/Division</u>	<u>Unit</u>	<u>Effective Date</u>
1.	Assistant Director of Continuing Education and Workforce Development/ Continuing Education and Workforce Development	Professional	03/08/2024
2.	Executive Director of Public Relations / External Affairs	Executive	03/08/2024

Justification

#1.-2. To create a job description for the vacant position that meets the scope and responsibility of the position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Assistant Director, Continuing Education and Workforce Development

DEPARTMENT: Continuing Education and Workforce Development (CEWD)

FUNCTION:

The Assistant Director of Continuing Education and Workforce Development Programs (CEWD) oversees and manages the Kids and Teens year-round programs in addition to other assigned programs. This includes managing all aspects of program development, staffing, marketing, instructional quality, and student relations on behalf of the Division of Continuing Education and Workforce Development. This role involves fostering a collaborative environment while providing administrative and instructional leadership to instructors and staff. The Assistant Director of Continuing Education and Workforce Development Programs embraces the mission of the College while enhancing and optimizing the efficiency of service delivery and assuring programs meet all standards of local, state, and federal regulations.

REPORTS TO: Vice President, Continuing Education and Workforce Development

SUPERVISES: Division staff as assigned.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Identify, develop, and implement industry-recognized credentials and certification programs.
2. Responsible for managing the Kids and Teens After School Enrichment Programs, Summer Kids and Teens Learning Academy and other assigned programs.
3. Manage all aspects of program development including budget, staff, instructional quality, and student relations.
4. In collaboration with the Director of Marketing, develop marketing and promotional strategies for the Kids and Teens portfolio of courses and programs.
5. Prepare schedules for courses, workshops, and seminars.
6. Assist with the assessment of community needs and make recommendations for educational and learning programs designed to address them.
7. Recommend and order textbooks and related instructional materials.

8. Prepare, distribute, collect, and assess course evaluations and learning outcomes.
9. Establish communication and cultivate relationships with public and private entities as well as professional organizations.
10. Coordinate co-sponsored programs, projects, and activities with professional associations, governmental agencies, and non-profit organizations.
11. Manage administrative staff and/or Program Supervisors as assigned.
12. Assist in the development and writing of grant proposals and employer partner contracts for funding and workforce partnership opportunities.
13. Supervise assigned CEWD staff and faculty. Actively recruit, mentor, and assess the performance of instructional staff, while also efficiently manage and coordinate their payroll. This includes approving hours in ADP and approving invoices.
14. Ensure compliance with all criteria established by state agencies, national industry associations and other accreditation agencies as applicable.
15. Participate in the development of outcomes, monitor assessment of those appropriate outcomes, and assist in the development of plans of action for improvement.
16. Review, maintain, and evaluate the assigned program budgets, utilizing shared departmental workbooks, and direct, in collaboration with the Vice President of Continuing Education, the appropriation of funds and expenditures relating to programs and courses within CEWD Kids and Teens Programs.
17. Attend workshops, courses, meetings, and other activities to further divisional objectives.
18. Implement College and divisional policies and procedures.
19. Perform additional tasks or duties as assigned by the Vice President of Continuing Education and Workforce Development or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities:

- Demonstrated knowledge in the administration and development of CEWD programs, specifically youth programs.
- Knowledge of curriculum and program development and evaluation, as well as needs assessment and marketing of general and youth CEWD courses and programs.
- Ability to establish and maintain positive and effective working relationships with students, college employees and the community.

- Demonstrated organizational skills in handling multiple complex assignments and tasks.
- Demonstrated excellent supervisory, administrative, communication, interpersonal and leadership skills.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management.
- Possesses a high level of knowledge regarding the management of budgets, including profit and loss analysis, project development and management.
- Advanced proficiency in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- Skill in working effectively in a team environment with a customer service focus.
- Ability to provide excellent customer service with ability to handle inquiries of diverse and multicultural students, staff, faculty and visitor with sensitivity and diplomacy.
- Demonstrated understanding of the community college mission and practices.

Education: Master's Degree in a relevant area required.

Experience:

- Managerial experience in adult, continuing or community education.
- Teaching experience at the post-secondary level in a youth field is preferred.
- Experience in adult learning; extensive experience in leading CEWD education preferably in a higher education setting.
- In-depth understanding of budgeting and financial reporting.
- Experience and demonstrated achievement in developing, marketing, implementing, and assessing educational programs.

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

Board Approval: _____ Date: _____
Board Member

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

BERGEN COMMUNITY COLLEGE
JOB DESCRIPTION

TITLE: Executive Director of Public Relations

DEPARTMENTS: Public Relations / External Affairs

FUNCTION: The Executive Director of Public Relations provides strategic direction and oversight for all public relations operations at the institution. The Executive Director develops and executes a comprehensive, proactive public relations and strategic communications strategy that supports the College's mission and goals by building and maintaining a positive public image. The Executive Director may serve as the key spokesperson to local, state, and national media in the absence of the President, and works alongside the Vice President of External Affairs to lead crisis communications and related activities. In collaboration with the Director of Marketing, the executive director ensures all public relations strategies and initiatives are aligned with the College's marketing-based efforts.

REPORTS TO: Vice President of External Affairs

SUPERVISES: Assistant Director of Public Relations, Manager-New Media Services, Graphic and Web Designer, and Customer Service Assistant.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Provides leadership for the media and public relations components of the College's integrated marketing and communications plan. Manages media relations, developing and implementing a strategic media relations campaign to ensure a positive public image for the College. Works with traditional news media and "noni-news" media (i.e., talk shows, advertorials, and bloggers) to obtain coverage for the College.
2. Coordinates and supervises all media relations for the College to ensure accurate and timely coverage of College events and news, utilizing newspaper, radio, television, and social media. Oversees the College's social media platforms, ensuring appropriate tone and communication of key strategic messages.
3. Collaborates with the Director of Marketing and 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 with BCC's brand values, guidelines, and aesthetics.
4. Plans, coordinates, and directs selected special events for the College that attract media coverage and attendance of key groups such as elected officials, corporate sector leaders, K-12 leaders, and community-based organizations. Serves as the lead administrator for the College's Annual Commencement Exercises. Provides guidance and support to departments and committees planning events and other public relations activities.

5. Provides strategic counsel and input on communications and public relations activity; assists College leaders with public appearances and correspondence, developing communications (announcements, letters, and articles), speeches, and talking points.
6. Serves as the College's public information officer and principal spokesperson to the media in the absence of the President. Establishes and maintains positive working relationships with stakeholder groups, including the media and Bergen County governmental, educational, and partner corporate communications departments.
7. Writes and produces annual reports for BCC stakeholders, promotional communications for external audiences, and serves as the editor-in-chief for official College publications and programming, including *Inside Bergen Community College*, *Studio Bergen: Remix*, and the *Bergen Daily*.
8. Manages internal communications and announcements to faculty, staff, and students.
9. In coordination with the Vice President of External Affairs, plans and coordinates emergency and crisis communications management functions for the College; develops and implements emergency communications procedures; coordinates communications in response to emergency situations.
10. Directs operational and communication efforts as the College's emergency coordinator in the event of a pandemic, natural disaster, or other crisis as designated by the Vice President of External Affairs.
11. Prepares, implements, and evaluates the College's Strategic Communications Plan. Prepares and disseminates press releases and packets, op-ed pieces, and letters to the editor and holds media briefings when needed.
12. Attends Board of Trustees meetings and meetings in the College's service area as appropriate. Monitors the community impact of relevant College decisions and activities.
13. Manages the department's workflow, including coordination of monthly editorial and photography coverage of events, stories, and profiles.
14. Develops a set of core outcomes for the department, measures and tracks annual performance against objectives; prepares and submits an annual assessment report, fully engaging with the College's Assessment Program.
15. Prepares, tracks, monitors, and adheres to an annual budget.
16. 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 compliance points with HR rules, regulations, and unit collective bargaining agreements.
17. 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 public relations and strategic communications principles and practices including, but not limited to:

- Ability to conceive, plan, and execute public relations activities and initiatives.
- Exceptional writing and storytelling skills. Strong public speaking and verbal communication skills.
- Knowledge of public relations, media, and public information principles and practices, including crisis planning and communications.
- Knowledge of the changing media landscape and the ability to engage in various media formats/channels, including social and digital media platforms.
- Ability to work collaboratively across various constituencies of the College.
- Exceptional organization 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 public relations, strategic communications, journalism, or related field.

Experience: Minimum of 5 years of experience in public relations, strategic communications, and/or media relations preferably in a community college setting. Minimum of 3 years of supervisory experience. Strategic project management experience including development and execution of a comprehensive, proactive public relations/communications plan desired.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval:

Board Approval

Date:

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BOARD OF TRUSTEES ACTION P10

Approval Date: March 7, 2024

Resolution

Approve: Title Change

Submitted By

Dr. Eric M. Friedman, President

Ms. Suzanne Wetzel, Vice President of External Affairs

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

Action Requested

To approve the following title change:

<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Effective Date</u>
1. Lawrence Hlavenka	Executive Director of Public Relations / External Affairs	Executive	03/08/2024

Justification

To approve the title change from Executive Director of Public Relations/Community and Cultural Affairs, to Executive Director of Public Relations. The title change better reflects the responsibilities of the position.



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BOARD OF TRUSTEES ACTION P11
Approval Date: March 7, 2024

Resolution

Confer Professor Emeritus Status

Submitted By

Dr. Eric M. Friedman, President

Dr. Andrew Tomko, Interim, Vice President, Academic Affairs

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

Action Requested

That the Board of Trustees confer Professor Emeritus (posthumous) status on the following individuals:

Dr. Bill (Weiping) Jiang ESL/World Languages/Humanities

Dr. Mauro Marzocco Electronics/ Engineering Technologies/
Mathematics, Physical Science and Technology

Justification

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



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BOARD OF TRUSTEES ACTION P12
Approval Date: March 7, 2024

Resolution

Approve: Leave of Absence

Submitted By

Dr. Eric M. Friedman, President

Mr. Nathaniel Saviet, Vice President of Facilities

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

Action Requested

To approve an unpaid leave of absence per NJ FMLA guidelines, for the following individual from the position listed below, effective dates as indicated:

<u>Name</u>	<u>Position/Division/Unit</u>	<u>Effective Dates (retroactive)</u>
1. Nobile Basile	Senior Custodian/Facilities/ Support	02/08/2024 – 02/29/2024 unpaid leave with no benefits

Justification

1. Medical Leave

BOARD OF TRUSTEES ACTION P13
Approval Date: March 7, 2024

Resolution

Deobligate vacant positions

Submitted By

Dr. Eric M. Friedman, President
Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development
Dr. Tonia McKoy, Dean of Research and Institutional Effectiveness
Mr. Ronald Spaide, Chief Information Officer
Mr. Nathaniel Saviet, Vice President of Facilities
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Andrew Tomko, Interim Vice President of Academic Affairs
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Suzanne Wetzel, Vice President of External Affairs
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To remove the following vacant, non-funded positions from the organizational chart effective March 8, 2024:

<u>Position Title</u>	<u>Department/Division</u>	<u>Unit</u>
EOF Counselor	Student Support Services/Student Affairs	Grant
EOF Counselor	Student Support Services/Student Affairs	Grant
Ciarco Instructor	Continuing Education and Workforce Development	Faculty
Professional Assistant	Media Technologies/Information Technology	Faculty
Professional Assistant	Media Technologies/Information Technology	Faculty
Technical Assistant II-Physical Sciences	Math, Science, and Technology/Academic Affairs	Faculty
Academic Web and Content Manager	Center for Innovation in Teaching and Learning/Academic Affairs	Professional
Accountant – Fixed Assets	Accounting/Finance	Professional
Assistant Director of Purchasing	Purchasing/Finance	Professional
Business Analyst	Information Technology	Professional
Coordinator of Testing	Enrollment Services/Student Affairs	Professional
Grants Writer	Grants/Finance	Professional
Math Lab Supervisor	Math, Science and Technology/Academic Affairs	Professional
Senior Theatre Technician	Public Relations and Community and Cultural Affairs/External Affairs	Professional
Senior Research Associate	Research and Institutional Effectiveness	Professional
Head Working Groundskeeper	Grounds/Facilities	Support
Senior Groundskeeper	Grounds/Facilities	Support

Justification

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



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BOARD OF TRUSTEES ACTION S/F 1
Approval Date: March 7, 2024

Resolution

To authorize a project scope change and related Change Order #1 to RSC Architects for additional engineering services for structural roof upgrades to support the radiators necessary for emergency generator replacements.

Submitted By

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

Action Requested

To authorize a project scope change and related Change Order #1 to RSC Architects in the amount of \$8,735.00 for additional engineering services for structural roof upgrades required to support the radiators necessary for emergency generator replacements.

Original Contract Amount	-	\$ 83,900.00
Change Order #1	-	\$ 8,735.00
Revised Contract Amount	-	\$ 92,275.00

Percentage Increase over Original Contract Amount 9.9%

Justification

Remote radiators provide the necessary make up air for compliant replacement of our emergency generators. To effectively complete the generator replacements, the existing structure of the Science Wing roof must be upgraded to accommodate the additional weight of the new units. Change Order #1 entails the following:

Item #1 - \$8,735.00 for additional engineering services for structural upgrade to existing roof structure required to support the remote radiators for the emergency generators.

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

Change Order Classification: CCO-2
Charge To: Chapter 12
Account Number: 20-00-180913-604226
Total: \$8,375.00



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BOARD OF TRUSTEES ACTION S/F 2
Approval Date: March 7, 2024

Resolution:

To authorize entering into a Shared Service Agreement between Bergen Community College (the "College") and the County of Bergen (the "County") for the use of college-owned equipment. (This resolution replaces S/F4 that was approved at the February 8, 2024, board meeting.)

Submitted By:

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

Action Requested:

Authorization to enter into a Shared Service Agreement between the County of Bergen and Bergen Community College for College-owned equipment.

Justification:

The College owns certain vehicles and equipment ("Equipment") that will be loaned for County use subject to the operational needs of the College.

- 1) The College and the County seeks to enter into a written agreement to govern the terms and conditions under which College-owned Equipment will be available for County use.
- 2) Entering into a written agreement allows the College to facilitate County use of its equipment during mutually agreeable times and conditions.
- 3) The Agreement sets forth the terms under which the College will, subject to availability and College's operational needs, loan Equipment to the County for short-term use.
- 4) The County agrees to notify the College as far in advance of the County's need as possible to allow for planning and coordinating requests from local units.
- 5) This agreement shall automatically renew for four (4) successive one-year terms, for a total duration not to exceed five (5) years, pursuant to N.J.S.A. 18A:64A-25.28(f), unless either party provides a notice of its intent to terminate in writing.

In accordance with the Uniform Shared Services and Consolidation Act, P.L.2007, c.63 (N.J.S.A. 40A:65-1, *et seq.*), the College's Board of Trustees may approve the shared use of Equipment. The Shared Service Agreement is on file at the College.

No College funds are required.



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BOARD OF TRUSTEES ACTION S/F 3
Approval Date: March 7, 2024

Resolution:

To authorize entering into a Shared Service Agreement between Bergen Community College (the "College") and the County of Bergen (the "County") for the use of Mowing, Landscaping, Athletic Field Maintenance and Maintenance Garage Management Services.

Submitted By:

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

Action Requested:

Authorization to enter into a Shared Service Agreement between the County of Bergen and Bergen Community College for mowing, landscaping, athletic field maintenance and maintenance garage management services.

Justification:

The College has a need for mowing, landscaping, and athletic field maintenance services at each of its three (3) campus locations, and acknowledges the benefits of a shared services agreement with the County.