

BOARD OF TRUSTEES
PUBLIC MEETING

Public Agenda

Virtual WebEx Meeting Event

Tuesday, May 4, 2021 – 5:00 p.m.

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Roll Call
- IV. Reports:
 - A. Vice Chairman
 - B. Secretary
 - C. Treasurer
 - D. President
 - E. Committees
 - 1. Audit, Finance and Legal Affairs
 - 2. Education and Student Affairs
 - 3. Personnel
 - 4. Site and Facilities
 - 5. Strategic Planning and Issues
 - F. Alumni Trustee
 - G. Chairwoman
- V. Unfinished Business / Board Members
- VI. New Business / Board Members
- VII. Open to the Public
- VIII. Actions:
 - A. Approval of Board Minutes Tuesday, April 6, 2021
 - B. Approval of Consent Agenda Tuesday, May 4, 2021
- IX. Executive Session: Pending Litigation: McMillan vs. Bergen Community College
- X. (New Business / Open to the Public)
- XI. Adjournment

CONSENT AGENDA
Tuesday, May 4, 2021
Virtual WebEx Event
5:00 p.m.

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

Approval of Board Minutes: Tuesday, April 6, 2021

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, L.L.P.
2. To renew support and subscription on 700 VMWare Horizon 7 Standard CCU licenses for a one-year term from Aspire Technology Partners, LLC.
3. To authorize the annual renewal of the College's broadband internet services through the Edge (formerly NJEdge) technology consortium.
4. Authorization to renew the College's flood insurance policy for 1280 Wall Street, Lyndhurst, NJ, 07071.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. Continuing Education: Authorization to Approve Payment to Super Science Programs for Kids to Provide Science/STEM Programs for Kids and Teens Summer Programming.
2. To approve the curriculum for the Associate in Applied Science (AAS) Degree, Information Technology, Cybersecurity option (AAS.IT.CYBER).
3. To authorize submission of the Perkins FY 2022 grant application in the approximate amount of \$658,680 from the State of New Jersey Department of Education, and to authorize President Eric M. Friedman, Ph.D., or his designee to execute required activities and documents.
4. Authorize submission of an American Rescue Plan: Humanities Organizations grant proposal in the amount of \$500,000 to the National Endowment for the Humanities, and to authorize President Eric M. Friedman, Ph.D., or his designee, to execute required documents.
5. To authorize continued participation in a consortium partnership with the Board of Education of the Bergen County Technical Schools District (Lead Agency) and Greater Bergen Community Action to apply for the FY 2022, 2023, 2024, 2025 Bergen County Consolidated Adult Basic Education and Integrated English Literacy and Civics Education (ABE & IELCE) Grant Program funded through the New Jersey Department of Labor and Workforce Development, and to authorize President Eric M. Friedman, Ph.D., or his designee, to execute required documents.
6. To authorize partnering with the New Jersey Division of Vocational Rehabilitation and the New Jersey Council of County Colleges on a grant proposal, and to authorize President Eric M. Friedman, Ph.D., or his designee to execute required activities and documents.

PERSONNEL (P)

1. Appointment: Database and Office Coordinator, BCC Foundation (Confidential)
2. Appointment: HVAC Mechanic (Support Staff) (This appointment is being made in accordance with the Bergen Community College Support Staff Association (BCCSSA) contract, Article XV, pending successful completion of the probationary period.)
3. Reappointment: Technical / Professional Assistants
4. Reclassification: Reappointment Technical / Professional Assistants
5. Approve Professional Staff Merit Award Program recipients as per the agreement in the Professional Staff Memorandum of Agreement, Article XXXI, approved by the Board of Trustees on February 2, 2016.
6. Approve Job Description
7. Retirement: Faculty

SITE AND FACILITIES (S/F)

1. Authorizing the President to execute a short-term Lease Agreement with Public Service Electric & Gas (PSEG), for use of a portion of the Southeast Parking Lot at the Paramus Campus for the parking of PSEG and employee vehicles to facilitate PSEG's Gas Modernization Project throughout Paramus.



Approval Date: May 4, 2021

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

Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Managing Director of Finance

Approval for payment of the following legal vouchers:

Invoices: March 1, 2021 to March 31, 2021 \$ 30,385.38

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

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	\$ 30,385.38



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BOARD OF TRUSTEES ACTION A/F2
Approval Date: May 4, 2021

Resolution

To renew support and subscription on 700 VMWare Horizon 7 Standard CCU licenses for a one-year term from Aspire Technology Partners, LLC.

Submitted By

Dr. Eric M. Friedman, President
Mr. Ron Spaide, Chief Information Officer
Mr. Wilton Thomas-Hooke, Managing Director of Finance
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to renew support and subscription on 700 VMware Horizon 7 standard CCU licenses for a one-year term from June 8, 2021 through June 7, 2022 at a cost of \$43,642.83 from Aspire Technology Partners, LLC.

Justification

VMWare concurrent licensing allows for access to our virtual desktop infrastructure. VDI technology allows access to the individual's virtual desktop from any device at any location, as if the person were on campus.

The College has a need to procure this renewal through a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4 Aspire Technology Partners, LLC 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.

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

Quotes were solicited from the companies listed below.

Aspire Technology Partners, LLC	\$43,642.83
Carahsoft Technology Corporation	No response
CDW Government, Inc.	\$121,975.00
Insight Public Sector, Inc	No response

SHI International Corporation

No response

Charge to: College Operating Funds
Account: 10-01-165100-607526
Total: \$43,642.83



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BOARD OF TRUSTEES ACTION A/F3

Approval Date: May 4, 2021

Resolution

To authorize the annual renewal of the College's broadband internet services through the Edge (formerly NJEdge) technology consortium.

Submitted By

Dr. Eric M. Friedman, President
Mr. Ron Spaide, Chief Information Officer
Mr. Wilton Thomas-Hooke, Managing Director of Finance
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to renew broadband internet services for fiscal year 2022 through Edge at a cost of \$201,852.00.

Justification

This is the annual renewal of broadband internet services for the College for the term of July 1, 2021 through June 30, 2022.

Edge (formerly NJEdge) is a technology consortium formed in New Jersey. It provides a statewide broadband network, IT products and services, and other technology solutions. Membership comprises K-12, higher education, healthcare and other non-profit and government entities.

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

Edge is a non-profit and is therefore exempt from Pay-to-Play.

Charge To: College Operating Funds

Account: 10-01-165100-607645

Total: \$201,852.00



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BOARD OF TRUSTEES ACTION A/F4
Approval Date: May 4, 2021

Resolution

Authorization to renew the College's flood insurance policy for 1280 Wall Street, Lyndhurst, NJ, 07071.

Submitted By

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Managing Director of Finance

Action Requested

Authorization to renew the College's flood insurance policy for the property located at 1280 Wall Street, Lyndhurst, NJ, 07071 through Otterstedt Insurance Agency, Inc. for a one-year term, from June 5, 2021 through June 5, 2022 at a cost of \$48,977.00.

Justification

Renewal of flood insurance coverage for the property located at 1280 Wall Street, Lyndhurst, NJ, 07071. Flood insurance rates are mandated by FEMA.

This category of insurance coverage is exempt from bidding pursuant to N.J.S.A. 18A:64A-25.5(11), in accordance with the requirements for extraordinary unspecifiable services.

The College has a need to award this purchase 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.

Charge To: College Operating Funds

Account: 10-01-188100-607590

Total: \$48,977.00



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BOARD OF TRUSTEES ACTION E/SA1

Approval Date: May 4, 2021

Resolution

Continuing Education: Authorization to Approve Payment to Super Science Programs for Kids to Provide Science/STEM Programs for Kids and Teens Summer Programming.

Submitted By

Dr. Christine M. Gillespie, Executive Director, Continuing Education and Workforce Development
Ms. Cinzia D'Iorio, Dean, Continuing Education and Workforce Development

Action Requested

Authorization to pay Super Science Programs for Kids an amount not to exceed \$25,000 for providing up to 24 science courses for children with both online and on campus options at Bergen Community College.

Justification

Super Science Programs for Kids is the vendor that Bergen Community College's Division of Continuing Education and Workforce Development uses for children's science programs. There will be seven weeks of summer classes offered for these classes which will begin on June 28, 2021 and end on August 13, 2021. The demand for these classes was very high in Summer 2019; the majority of classes ran at full capacity with students requesting that we add additional sections. Super Science provides the instructors and all materials for these courses. The Contract stipulates sharing the revenue. For in-person classes, Super Science receives 42% and BCC receives 58% of the tuition payment. For online classes, Super Science receives 74% and BCC receives 26% of the tuition payment. The payment to Super Science is not to exceed \$25,000.

See table below for examples of courses to be offered.

Charge To: College Operating Funds

Account Number: 10-03-391029-607550

Super Science for Kids

Summer 2021 Course Schedule:

Online Course Titles	Days	Dates	Time	Age Group
Diggin' for Dinosaurs, Rockin' Rocks, & Crystal Creations	M,T,W,R,F	6/28 - 7/2	9:00am-12:00pm	(3rd-5th grade)
Mini Robotics: Sphero and BristleBots	M,T,W,R,F	6/28 - 7/2	1:00pm-4:00pm	(3rd-5th grade)
Chemical Wizardry! - for Middle Schoolers	M,T,W,R,F	7/12 - 7/16	9:00am-12:00pm	(6th-8th grade)
Chemical Wizardry! - for Elementary Schoolers	M,T,W,R,F	7/12 - 7/16	1:00pm-4:00pm	(3rd-5th grade)
CSI (Crime Scene Investigation)	M,T,W,R,F	7/19 - 7/23	9:00am-12:00pm	(3rd-5th grade)
Mini Robotics: Sphero and BristleBots	M,T,W,R,F	7/19 - 7/23	9:00am-12:00pm	(3rd-5th grade)
Super Science Make & Take – Toys that Teach	M,T,W,R,F	7/19 - 7/23	1:00pm-4:00pm	(3rd-5th grade)
Gear and Pulley Explorations	M,T,W,R,F	7/19 - 7/23	1:00pm-4:00pm	(3rd-5th grade)
Junior Physicians – Discovering the Human Body	M,T,W,R,F	7/26 - 7/30	9:00am-12:00pm	(3rd-5th grade)
Super Science STEAM Challenges	M,T,W,R,F	7/26 - 7/30	1:00pm-4:00pm	(3rd-5th grade)
Gear and Pulley Explorations	M,T,W,R,F	8/2 - 8/6	9:00am-12:00pm	(3rd-5th grade)
Super Science Make & Take – Toys that Teach	M,T,W,R,F	8/2 - 8/6	1:00pm-4:00pm	(3rd-5th grade)
Junior Physicians – Discovering the Human Body	M,T,W,R,F	8/9 - 8/13	9:00am-12:00pm	(6th-8th grade)
CSI (Crime Scene Investigation)	M,T,W,R,F	8/9 - 8/13	1:00pm-4:00pm	(6th-8th grade)
In-Person Course Titles	Days	Dates	Time	Age Group
Lego Star Wars & Motorized Machines Battle-Bot Build-A-Thon	M,T,W,R,F	6/28 - 7/2	9:00am-4:00pm	(3rd-5th grade)
Gear and Pulley Explorations Super Science STEAM Challenges	M,T,W,R	7/6 - 7/9	9:00am-4:00pm	(3rd-5th grade)
Architecture and Engineering Challenges Chemical Wizardry	M,T,W,R,F	7/12 - 7/16	9:00am-4:00pm	(3rd-5th grade)
MiniBots Super Science Make & Take	M,T,W,R,F	7/19 - 7/23	9:00am-4:00pm	(3rd-5th grade)
Junior Physicians Squishy Circuits	M,T,W,R,F	7/19 - 7/23	9:00am-4:00pm	(3rd-5th grade)

Chemical Wizardry Super Science STEAM Challenges	M,T,W,R,F	7/26 - 7/30	9:00am-4:00pm	(3rd-5th grade)
Gear and Pulley Explorations Junior Physicians	M,T,W,R,F	8/2 - 8/6	9:00am-4:00pm	(3rd-5th grade)
Amusement Park Physics Lego Robots & Motorized Machines	M,T,W,R,F	8/9 - 8/13	9:00am-4:00pm	(3rd-5th grade)



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BOARD OF TRUSTEES ACTION E/SA2
Approval Date: May 4, 2021

Resolution

To approve the curriculum for the Associate in Applied Science (AAS) Degree, Information Technology, Cybersecurity option (AAS.IT.CYBER).

Submitted By

Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President, Academic Affairs
Dr. Ilene Kleinman, Associate Dean, Curriculum
Dr. Emily Vandalovsky, Dean, Mathematics, Science and Technology

Action Requested

The college would like to approve the curriculum for the AAS in Cybersecurity.

Justification

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

Program description - The Associate in Applied Science option in Cybersecurity provides in-depth instruction on information security. Students will learn techniques, methods and policies that help ensure the accuracy, integrity and reliability of information and data in workplace environments and will learn how to protect those systems from malicious attacks and misinformation.

Employment Outlook - There is a tremendous need for cybersecurity professionals in New Jersey and the tri-state region. In the state of New Jersey there are currently over 13,000 available job openings; in the tri-state area of NY-NJ-PA there are nearly 30,000 available job openings. Continued cybersecurity threats are likely to increase awareness of vulnerability, resulting in even more unfilled job openings nationwide.

Articulation/Transfer - A dual enrollment program has been developed with the Applied Technology High School (ATHS). The cybersecurity track at ATHS begins in fall 2021.

Letters establishing acceptance for transfer credit have been received from NJCU and Kean University.



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BOARD OF TRUSTEES ACTION E/SA3
Approval Date: May 4, 2021

Resolution

To authorize submission of the Perkins FY 2022 grant application in the approximate amount of \$658,680 from the State of New Jersey Department of Education, and to authorize President Eric M. Friedman, Ph.D., or his designee to execute required activities and documents.

Submitted By

Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President of Academic Affairs
Mr. Wilton Thomas-Hooke, Managing Director of Finance
Ms. Barbara Golden, Director, Purchasing and Services
Dr. William J. Yakowicz, Director, Grants Administration

Justification

The State of New Jersey Department of Education expects to allocate Perkins Funds to Bergen Community College in the amount of \$658,680 for Fiscal Year 2022 (July 1, 2021 through June 30, 2022). The application builds on the Comprehensive Local Needs Assessment conducted for the approved FY 2021 Perkins funding plan.

The application for 2022 Perkins funding requires Board approval of its submission. The following items are being considered for inclusion in the application:

- Equipment and instructional supplies for Cybersecurity, Fashion, and Health Professions programs;
- CTE Counseling staff and student support services staff;
- Conference, seminar, and workshop attendance for professional development and training especially in areas of nontraditional student recruitment, enrollment, retention, and completion for Career and Technical Education program faculty and staff;
- Industry/employer guest speakers to enhance instruction; and
- Additional instrumentation, supply, staff, and resource options are also expected to be included.

No college funds are required.

The Perkins plan and budget are forthcoming following the allocation release by the New Jersey Department of Education.



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BOARD OF TRUSTEES ACTION E/SA4

Approval Date: May 4, 2021

Resolution

Authorize submission of an American Rescue Plan: Humanities Organizations grant proposal in the amount of \$500,000 to the National Endowment for the Humanities, and to authorize President Eric M. Friedman, Ph.D., or his designee, to execute required documents.

Submitted By

Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Managing Director of Finance
Dr. Brock Fischer, Vice President of Academic Affairs
Khairia Fazal, Managing Director of Learning Assistance Services
Dr. William Yakowicz, Director of Grants Administration

Action Requested

Authorize submission of a grant proposal to the National Endowment for the Humanities (NEH) in the amount of \$500,000 to support expanded Writing Center tutoring services through the Cerullo Learning Assistance Center (CLAC) to address learning assistance needs heightened by the Covid-19 pandemic.

Justification

The Cerullo Learning Assistance Center (CLAC) Writing Center assists students with all levels of writing and reading needs. However, the pandemic impeded efforts of many students to access needed assistance in technical writing tied to specific humanities related coursework. Importantly, the project will assist in the acquisition of new technology for the center, the hiring of more peer and professional tutors, and training for tutors. The proposed initiative integrates academic coaching to more comprehensively address needs of students adversely affected by the coronavirus pandemic. With the proposed NEH American Rescue Plan Act of 2021 investment, the college can more fully strengthen the humanities-focused tutoring services both on-line and in the classroom.

No Matching funds or additional College Expenditures are required.

A detailed project proposal and budget are forthcoming.



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BOARD OF TRUSTEES ACTION E/SA5

Approval Date: May 4, 2021

Resolution

To authorize continued participation in a consortium partnership with the Board of Education of the Bergen County Technical Schools District (Lead Agency) and Greater Bergen Community Action to apply for the FY 2022, 2023, 2024, 2025 Bergen County Consolidated Adult Basic Education and Integrated English Literacy and Civics Education (ABE & IELCE) Grant Program funded through the New Jersey Department of Labor and Workforce Development, and to authorize President Eric M. Friedman, Ph.D., or his designee, to execute required documents.

Submitted By

Dr. Eric M. Friedman, President
Dr. Christine Gillespie, Executive Director of Continuing Education and Workforce Development
Dr. Brock Fisher, Vice President of Academic Affairs
Mr. Wilton Thomas-Hooke, Managing Director of Finance
Dr. William J. Yakowicz, Director, Grants Administration

Action Requested

Authorize continuation in a consortium partnership with the Board of Education of the Bergen County Technical Schools District (Lead Agency) and Greater Bergen Community Action to apply for the FY 2022, 2023, 2024, 2025 Bergen County Consolidated Adult Basic Education and Integrated English Literacy and Civics Education (ABE & IELCE) Grant Program.

Justification

The New Jersey Department of Labor and Workforce Development will award one Adult Basic Education grant to each county. Bergen Community College, Bergen County Technical Schools (Lead Agency), and Greater Bergen Community Action propose to continue their long-term consortium partnership agreement that has successfully operated since July 1, 2005, to develop, implement, and improve adult basic skills education, English as a Second Language, and Integrated English Literacy and Civics Education programs for Bergen County residents and workers. This partnership agreement will enable the consortium to implement the Consolidated ABE & IELCE Grant Program in FY 2022, 2023, 2024, and 2025. The Bergen Community College portion of the grant proposal to provide instructional services will be approximately \$411,000 to serve 257 participants (funding and service levels are tentative and subject to final allocations).

Grant applications require a 25% financial match contribution provided either in cash or in kind. Bergen Community College's financial match contribution is derived from facility usage fees, fringe benefits, and a small portion of administrative salary for oversight. We have not covered match with cash.

A copy of the agreement and budget are forthcoming.



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BOARD OF TRUSTEES ACTION E/SA6

Approval Date: May 4, 2021

Resolution

To authorize partnering with the New Jersey Division of Vocational Rehabilitation and the New Jersey Council of County Colleges on a grant proposal, and to authorize President Eric M. Friedman, Ph.D., or his designee to execute required activities and documents.

Submitted By

Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President of Academic Affairs
Dr. Ralph Choonoo, Interim Vice President for Student Services
Ms. Tracy Rand, Managing Director, Office of Special Services
Dr. Jennifer Migliorno-Reyes, Dean of Student Support Services
Dr. William Yakowicz, Director of Grants Administration

Action Requested

Authorize participation in a partnership with the New Jersey Department of Vocational Rehabilitation (lead agency) and the New Jersey Council of County Colleges to pursue a grant project that will pilot and rigorously evaluate community college-centered career pathway programs for people with intellectual and developmental disabilities (IDD).

Justification

Bergen Community College was contacted to join this initiative because of its commitment to and experience with helping community members with disabilities access the skill development, training, and academic requirements needed to attain competitive integrated employment. Bergen is home to Turning Point, a two-year certificate program dedicated to helping young adults with intellectual disabilities (ID) attain competitive integrated employment (CIE) and the opportunity to earn industry recognized credentials from NJ's industry-valued list. The proposed CPPEA initiative will provide the College with the opportunity to expand upon a successful model demonstration project established through TPSID grant funding from the US Department of Education and service a larger number of students who require support accessing and completing course requirements and connecting to CIE.

No college funds required at this time. Once the New Jersey Division of Vocational Rehabilitation Services is awarded, Bergen's participation as a sub awardee will be monitored and continuously assessed and adapted as necessary to maximize the student population's success outcomes while maintaining sound fiscal viability.

Disability Innovation Fund—Career Advancement Initiative Model Demonstration Project

Project Summary

Bergen Community College is committed to helping community members with disabilities access the skill development, training and academic requirements needed to attain competitive integrated employment. Bergen is home to The Turning Point Program, a two-year certificate program dedicated to helping young adults with intellectual disabilities (ID) attain competitive integrated employment (CIE) and the opportunity to earn industry recognized credentials from NJ's industry-valued list. CPPEA will provide the College with the opportunity to expand upon a successful model demonstration project established through TPSID grant funding from the US Department of Education and service a larger number of students who require a higher level of support accessing and completing course requirements and connecting to CIE.

The College expects that there will be a wide range of referrals from DVRS to the CPPEA site at Bergen with consumers having different degrees of independence, career readiness and self-determination with regards to their career pathway and the accommodations they will require to successfully complete a credentialing pathway and attain CIE. The College would request that eligible VR consumers with ID who meet the criteria for the Turning Point Program will be referred to the program's competitive admissions process where a DVRS representative will participate with program staff as a member of the Admissions Committee. If accepted into the Turning Point program, the consumer will be serviced by the program's model with a DVRS counselor as an active participant in the development and oversight of the consumer's vocational goal and plan for employment. It seems reasonable to expect that at least 50% of the program's seats each year (or a minimum of 8 students) will be held for students referred through this process.

The College recognizes the need within the community for programming that supports students with disabilities who struggle in completing courses, attaining industry credentials and attaining CIE. Each year, Turning Point Program turns away applicants who do not meet the criteria of having ID and are ineligible for the program. In many cases, these young adults often present with a developmental disability, and present with Borderline or Low Average range of cognitive functioning, and will require an enhanced support model like CPPEA to be successful in achieving CIE. CPPEA can provide a supportive model that will provide consumers referred to the College with a better chance for successful completion of certification programs and attainment of CIE.

Budget

		Year 1	Year 2	Year 3	Year 4	Year 5	Total Cost
Enhanced Support (tutoring, academic coaching, supplemental instruction, soft skills training, career focused workshops)	Academic and mentoring support costs.	\$ 20,750	\$ 72,250	\$ 103,000	\$ 72,250	\$ 17,750	\$ 286,000
Courses (Skills Training and Credit bearing)	Coursework, uniforms, testing, course materials, etc.	\$ 60,650	\$ 165,870	\$ 228,670	\$ 165,870	\$ 52,400	\$ 673,460
Site Coordinator	Project Coordinator - Data reporting and oversight, project oversight, liaison to external project partners; Assist Success Coach	\$ 56,250	\$ 67,500	\$ 67,500	\$ 67,500	\$ 67,500	\$ 326,250
Site Success Coach	Student liaison, internship success coordinator	\$ -	\$ 21,630	\$ 21,630	\$ 21,630	\$ -	\$ 64,890
Business Liaison	Provide pipeline to internships and apprenticeships for project sites statewide - provided by DVRS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Employment Support Services	Job coaching - provided by DVRS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accommodations required by College under ADA (approx.)	\$14,500 for note-taking (5, 8, 10 courses); interpreting (\$2100 per student, as needed * 1 to 2 per year = \$2100 to \$4200)	\$ 9,350	\$ 14,750	\$ 18,700	\$ 14,750	\$ 9,350	\$ 66,900
Office Supplies	\$500/yr	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 2,500
Total Cost		\$ 147,500	\$ 342,500	\$ 440,000	\$ 342,500	\$ 147,500	\$ 1,420,000



BOARD OF TRUSTEES ACTION P1
Approval Date: May 4, 2021

Resolution

Appointment: Database and Office Coordinator, BCC Foundation (Confidential)

Submitted By

Dr. Eric M. Friedman, President
Mr. Ronald Miller, Executive Director, BCC Foundation
Ms. Yvette Aviles, Assistant Director of Human Resources

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Stephanie Force	Database and Office Coordinator / BCC Foundation	\$54,000.00 (pro-rated)	05/24/2021

Justification

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

Charge to: College Operating Funds
Account Number: 10-01-196100-601130



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BOARD OF TRUSTEES ACTION P2

Approval Date: May 4, 2021

Resolution

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

Submitted By

Dr. Eric M. Friedman, President

Mr. Michael Hyjeck, Managing Director, Physical Plant and Grounds

Ms. Yvette Aviles, Assistant Director of Human Resources

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
John Seoane	HVAC Mechanic A	\$60,000 (pro-rated)	05/24/21

Justification

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

Charge to: College Operating Funds

Account Number: 10-06-620100-601135



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BOARD OF TRUSTEES ACTION P3
Approval Date: May 4, 2021

Resolution

Reappointment – Technical/Professional Assistants

Submitted By

Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President, Academic Affairs
Dr. Ralph Choonoo, Interim Vice President, Student Affairs
Mr. Ronald Spaide, Chief Information Officer
Ms. Yvette Aviles, Assistant Director of Human Resources

Action Requested

That the following individuals be reappointed to the positions indicated for the academic year, commencing July 1, 2021 through June 30, 2022 (One-year contract):

<u>Name</u>	<u>Title</u>	<u>Discipline/Division</u>
John Cichowski	Technical Assistant I	Tutorial Supervisor/Cerullo Learning Assistance Center/Academic Affairs
Patrice Devincentis	Professional Assistant	Performing Arts/Business, Arts and Social Sciences
Julie Field	Professional Assistant	Enrollment Specialist/Admissions and International Programs/Student Affairs
Melissa Flores	Professional Assistant	Transfer Evaluator/Records and Registration/Student Affairs
Patricia Giannini	Professional Assistant	Enrollment Specialist/Admissions and International Programs/Student Affairs
Michele Kenyon	Technical Assistant I	Dental Hygiene/Health Professions
Juan Leon	Technical Assistant II	Visual Arts/ Business, Arts and Social Sciences
Yumi Pak	Technical Assistant II	Library Services/Academic Affairs
Richard Tran	Technical Assistant II	Biology & Horticulture / Math, Science, and Technology
Mine Ugurlu	Professional Assistant	Enrollment Specialist/Admissions and International Programs/Student Affairs
Sherry Wilson	Professional	Hotel Restaurant Management/Business, Arts and Social Sciences

That the following individuals be reappointed to the positions indicated for the academic year, commencing July 1, 2021 through June 30, 2023 (Two-year contract):

<u>Name</u>	<u>Title</u>	<u>Discipline/Division</u>
Samantha Ekizian	Professional Assistant	Records and Registration/Enrollment Services/Student Affairs
Joshua Gordon	Technical Assistant I	Media Technology/Information Technology
Shawn Kane	Professional Assistant	Media Technology/Information Technology

Board of Trustees Action P3
May 4, 2021
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<u>Name</u>	<u>Title</u>	<u>Discipline/Division</u>
Elaine Korinko	Professional Assistant	Athletics/Student Life and Conduct/Student Affairs
Catherine Malone	Professional Assistant	College and High School Partnerships/ Academic Affairs
Marilyn Pongracz	Professional Assistant	Tutorial Supervisor/Cerullo Learning Assistance Center/Academic Affairs
Patrick Simms	Professional Assistant	CITL/Academic Affairs

Justification

In accordance with Article XIII of the BCCFA contract.



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BOARD OF TRUSTEES ACTION P4

Approval Date: May 4, 2021

Resolution

Reclassification/Reappointment – Technical/Professional Assistants

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President of Academic Affairs

Ms. Yvette Aviles, Assistant Director of Human Resources

Action Requested

To approve the reclassification of the following Technical Assistant to the position indicated, effective July 1, 2021 and reappointed for the period July 1, 2021 to June 30, 2022:

<u>Name</u>	<u>Discipline/Division</u>	<u>From</u>	<u>To</u>
John Cichowski	Cerullo Learning Assistance Center/ Academic Affairs	Technical Assistant I	Professional Assistant

Justification

In accordance with Article XIII of the BCCFA contract.



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BOARD OF TRUSTEES ACTION P5
Approval Date: May 4, 2021

Resolution

Approve Professional Staff Merit Award Program recipients as per the agreement in the Professional Staff Memorandum of Agreement, Article XXXI, approved by the Board of Trustees on February 2, 2016.

Submitted By

Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President, Academic Affairs
Mr. Ralph Choonoo, Interim Vice President, Student Affairs
Ms. Yvette Aviles, Assistant Director, Human Resources

Action Requested

To approve the merit award increases for the following individuals with the contractual increase of 6.75% pursuant to the contract, retroactive to 7/1/19.

<u>Name</u>	<u>Position/Department/Division</u>	<u>New Salary</u>
Bonnie Rodriguez	Financial Aid Specialist / Financial Aid / Student Affairs	\$79,438.36
Kristen Ko	Manager, Access Services / Library / Academic Affairs	\$75,038.36
Ian Wolf	Coordinator, Student Conduct / Student Government / Student Affairs	\$53,571.00

Justification

The individuals listed were reviewed and approved for this award in accordance with the Professional Staff Memorandum of Agreement, Article XXXI, and approved by the Board of Trustees on February 2, 2016. The merit increase is for members of the Professional Association for the fiscal year 2018 – 2019.



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BOARD OF TRUSTEES ACTION P6
Approval Date: May 4, 2021

Resolution

Approve Job Description

Submitted By

Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President, Academic Affairs
Ms. Yvette Aviles, Assistant Director of Human Resources

Action Requested

To approve the job description for a Medical/Surgical Nursing faculty position with a specific nursing skillset.

Justification

To approve the job description as part of the continued assessment of the Nursing Program to provide excellence in education to students in the Nursing Program. This job description describes the specific nursing experience and skillset needed for this position. This replacement is for a vacant tenure track Faculty position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Tenure Track Nursing Faculty – Med-Surg

DEPARTMENT: Nursing

FUNCTION: The Tenure Track Med/Surg faculty position is part of our ACEN accredited ADN program. The position includes didactic, lab, simulation, online (synchronous/asynchronous)/hybrid and clinical teaching, student advising and mentoring, and participation in scholarly activity including involvement in departmental, college and community service.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Develop curriculum and course syllabi, classroom, lab, simulation and clinical course instruction.
2. Develop evaluation methods, providing student performance feedback, counseling students for academic success.
3. Work as a member of the nursing faculty team, and maintain professional development in nursing.
4. Teaching responsibilities will include classroom/didactic instruction, online course delivery including synchronous/asynchronous teaching.
5. Participate in clinical laboratory simulations, demonstration and evaluation of students providing direct patient care in a variety of acute, subacute and long term care treatment settings.
6. Participates in assessment activities.

Administrative and Other Duties

1. Performs additional tasks or duties as assigned.

ORGANIZATIONAL RELATIONSHIPS: (1) Reports to Dean of Health Professions and the Associate Dean of Nursing

PERFORMANCE STANDARDS: Performance in this position is considered satisfactory when: (1) mutually agreed upon objectives have been attained within a specified time frame, (2) responsibilities of the position have been carried out at a level consistent with performance requirements, (3) effective cooperative relationships exist with team members, (4) confidential aspects of the position are maintained, (5) Performs work in a manner that furthers the College's mission and values.

QUALIFICATIONS:

- (1) Education: Master's Degree in Nursing (MSN) from an accredited program
- (2) Knowledge, Skills and Abilities: 1. Must have a current valid New Jersey State Nursing License. 2. Minimum three years of current clinical experience in the field of Nursing. 3. Minimum three years teaching experience in an accredited Nursing program in the clinical setting, classroom and/or laboratory

(this qualification may be waived for an individual with appropriate alternate experience). 4. Must have demonstrated experience with online course delivery. 5. Must demonstrate experience utilizing technology in hybrid/online synchronous and asynchronous courses, on-line course management systems and online resource management system (ATI) to enhance student learning objectives and program assessment outcomes. 6. Demonstrated experience in developing and implementing simulation activities 7. Demonstrated experience with engaged student learning techniques. 8. Day and Evening availability is required

For all positions: (b) Demonstrates understanding of the community college mission and practices an open door policy; (c) Must have demonstrated ability to employ a balanced and positive approach to all work activities and work collaboratively across various constituencies of the College and with vendors and external constituencies; (d) Exhibits strong skills in communication, customer and student focus, building relationships, organizing, and planning; (e) Technologically proficient in common office desktop software and familiar with cloud based computing and collaborative platforms and software

(3) Experience: (a) Minimum three years of current clinical experience in the field of Nursing.
(b) Minimum three years teaching experience in an accredited Nursing program in the clinical setting, classroom and/or laboratory (this qualification may be waived for an individual with appropriate alternate experience).

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's 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: Susan C. Barnard Date: 4/14/21
Dean, Division of Health Professions

Approved by: Brock L. Fisher Date: 4/14/21
VPAA

Reviewed by:  Date: 4/15/21
Assistant Director, Human Resources

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



BOARD OF TRUSTEES ACTION P7
Approval Date: May 4, 2021

Resolution

Retirement: Faculty

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Yvette Aviles, Assistant Director of Human Resources

Action Requested

To approve the retirement of the following individuals:

<u>Name</u>	<u>Position / Rank / Department / Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Carlo Annese	Professor / English / Humanities / Academic Affairs	09/01/71	07/01/21
Sidney Birnback	Professor / Social Sciences / Business, Arts and Social Sciences/Academic Affairs	09/01/69	07/01/21
Kenneth Bonnaffons	Professor / World Languages / Business, Arts and Social Sciences / Academic Affairs	09/04/85	07/01/21
Lynda Box	Professor / Physical Sciences / Math, Science and Technology / Academic Affairs	09/01/89	07/01/21
Bernard Fuersich	Professor / Wellness and Exercise / Health Professions / Academic Affairs	09/01/73	07/01/21
Mark Kassop	Professor / Social Sciences / Business, Arts and Social Sciences / Academic Affairs	09/01/72	07/01/21

Justification

Retirement



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BOARD OF TRUSTEES ACTION S/F1
Approval Date: May 4, 2021

Resolution

Authorizing the President to execute a short-term Lease Agreement with Public Service Electric & Gas (PSEG), for use of a portion of the Southeast Parking Lot at the Paramus Campus for the parking of PSEG and employee vehicles to facilitate PSEG's Gas Modernization Project throughout Paramus.

Submitted By

Dr. Eric M. Friedman, President

Action Requested

Authorize the President to execute a Lease Agreement with PSEG for use of a portion of the Southeast Parking Lot on the Paramus Campus, specifically 110 designated parking spaces, to permit PSEG to park company vehicles overnight and employee vehicles during work hours to facilitate PSEG's Gas Modernization Project throughout Paramus. The pertinent terms of the Lease Agreement will be: (i) a one-year term, at a monthly rate of not less than \$10,000 per month, with a month to month term thereafter, at a monthly rate of not less than \$10,500; (ii) PSEG and its employees shall not be permitted to enter any College buildings or facilities; (iii) PSEG shall provide appropriate insurance coverage and limits, and shall indemnify the College; and (iv) all other usual and standard lease terms will be included to protect the College's interests.

Justification

PSEG requires use of 110 designated parking spaces at the Southeast Parking Lot on the Paramus Campus as soon as possible to facilitate its Gas Modernization Project throughout Paramus, which serves an important public purpose. PSEG's use of the site for parking will not interfere with the College's operations and will provide a revenue stream for at least one year, approximating \$120,000. Upon finalization of a Lease Agreement with PSEG pursuant to the terms above, PSEG will commence use of the Southeast Parking Lot.