

**BOARD OF TRUSTEES
BERGEN COMMUNITY COLLEGE
Minutes of the Tuesday, May 7, 2024
PUBLIC MEETING OF THE BOARD OF TRUSTEES**

The Public Meeting of the Board of Trustees of Bergen Community College was held on Tuesday, May 7, 2024, in the Technology Building 128 BC at Bergen Community College, 400 Paramus Road, Paramus, New Jersey. Chairperson Dorothy Blakeslee called the meeting to order at 5:00 p.m. and the following announcement was made:

The notice requirements of the Open Public Meetings Act of the State of New Jersey have been satisfied by an annual notice, including the date, time, and place of this meeting posted in the first-floor main lobby of the Pitkin Education Center of Bergen Community College, e-mailed, and published in The Record and The Herald News on December 8, 2023, and filed with the Clerk of the County of Bergen.

ROLL CALL

Present

Mrs. Dorothy Blakeslee
Mr. Louis DeLisio
Mr. Damon Englese
Mr. Patrick J. Fletcher
Mr. Howard Haughton
Mr. Mark Longo – participated via phone
Ms. Ana Marti

Absent

Mrs. Ritzy Morales-Diaz
Alumni Trustee Marisa Person
Dr. Sheetal Ranjan
Mr. Adam Silverstein

Also Present

Dr. Eric M. Friedman, President
Ms. Arlene Perez, Esq., DeCotiis, FitzPatrick, Cole, and Giblin, L.L.P.

PLEDGE OF ALLEGIANCE

Chairwoman Blakeslee led those present in the Pledge of Allegiance.

PRESIDENT’S REPORT

Year-End Celebrations

President Friedman commented on the numerous ceremonies and celebratory events that took place for the graduates this month, including commencement 2024 on May 14 at MetLife Stadium. He thanked the trustees for their attendance and support of these celebrations.

Commerce and Industry Association of New Jersey (CIANJ) “Companies That Care” Award
Veterans Outreach

Dr. Friedman reported that the Commerce and Industry Association of New Jersey has awarded BCC with the “Companies That Care” award in the category of Veterans Outreach. The College’s Veterans Committee has sponsored a 5k run/walk since 2016, which raises funds for veterans’ emergency support, including tuition, housing, and other basic expenses. He thanked Professor Julie Seda for her dedication and organization of the event.

Environmental Leader Award

President Friedman reported that the Commerce and Industry Association of New Jersey awarded the College the “Environmental Leader” award for the second year in a row. The award recognizes the work BCC has done to develop new recycling programs and institute campuswide composting. It also recognizes BCC’s success in securing more than \$5.5 million in federal grants to create student pathways to careers in food, agriculture, natural resources, and human sciences.

Middle States Self-Study Update

Supplied by Accreditation Liaison Officer Dr. Gary Porter:

Accreditation Liaison Officer Dr. Gary Porter continues to lead the Self-Study process, with good progress made in preparation for next spring’s Middle States Commission on Higher Education team visit. At the end of this month, subcommittee chairs will have submitted their final drafts in advance of the executive cabinet’s review in June. An introductory meeting will then take place with our team chair, Monroe County Community College President Dr. DeAnna Burt-Nanna. These drafts will be distilled into a single document that will become the Self-Study. The team chair will receive the draft in mid-August before her visit to the College in September.

Ramapo Agreement

Dr. Friedman reported that BCC has officially signed a new memorandum of understanding with Ramapo College of New Jersey. This memorandum will allow Bergen graduates to transfer into the four-year college and take Ramapo classes at Bergen Community College in Lyndhurst as they pursue a bachelor’s degree. Bergen graduates taking advantage of this program will have their application fees to Ramapo waived and receive a five percent discount on the current in-state tuition rate.

Governor’s STEM Scholar

President Friedman congratulated biology student Liliana Hopkins, who recently completed her participation in the Governor’s STEM Scholars Program. The public-private initiative pairs a college student mentor with a team of high school students to conduct research supported by United Nations sustainability goals. Liliana’s team focused its work on bioremediation and clean energy generation from the Hackensack River, a federally designated superfund site.

Strategic Plan

President Friedman stated this evening’s board packet includes a copy of the 2024-2029 Strategic Plan, “Focusing on the Future.” The publication of this document closes a collaborative two-year process led by both Dr. Tonia McKoy and Dr. Gary Porter. He thanked everyone for their support during the strategic planning process.

Weapons Policy

Dr. Friedman reported that on the agenda for board approval is an official policy on the possession of weapons on campus. The adoption of the weapons policy stands as an example of identifying an area for improvement, taking the necessary steps to codify the policy, and realizing shared goals of making Bergen an even more safe and secure place. He thanked all who worked on this policy and who participate in the All College Forum.

COMMITTEE REPORTS

AUDIT, FINANCE, AND LEGAL AFFAIRS COMMITTEE

Treasurer Fletcher, Chairman of the Audit and Finance Committee, informed the board members that the Audit and Finance Committee met on April 22, 2024, and will recommend resolutions A/F1 to A/F7.

EDUCATION AND STUDENT AFFAIRS

Trustee DeLisio, Chairman of the Education and Student Affairs Committee, reported that the Education and Student Affairs Committee met on April 23, 2024, and will recommend resolutions E/SA1 to E/SA3.

INSTITUTIONAL

Trustee DeLisio informed the board members that the Institutional Committee met on April 23, 2024, and will recommend resolutions I1 to I3.

PERSONNEL

Trustee Englese, on behalf of Trustee Moralez-Diaz, Chairwoman of the Personnel Committee, reported that the Personnel Committee met on April 24, 2024, and will recommend resolutions P1A to P9.

SITE AND FACILITIES

Trustee Longo, Chairman of the Site and Facilities Committee, informed the board members that Site and Facilities met on April 23, 2024, and will recommend resolution S/F1 and S/F2.

STRATEGIC PLAN

Chairwoman Blakeslee complimented the 2024-2029 Strategic Plan and will offer resolution SP1.

CHAIRWOMAN REPORT

Chairwoman Blakeslee informed the board that she attended numerous events the past month, such as the Medical Office Assistant Pinning Ceremony, the ESL/ASP Ceremony, Edwin Kim concert, and Asian American Heritage Month luncheon with keynote speaker Josephine Noh.

UNFINISHED BUSINESS/BOARD MEMBERS

Chairwoman Blakeslee requested a motion to open the Unfinished Business portion of the meeting.

No board members raised any unfinished business.

Chairwoman Blakeslee requested a motion to close the Unfinished Business portion of the meeting. A motion was made by Trustee Haughton and seconded by Trustee Englese. All were in favor.

NEW BUSINESS/BOARD MEMBERS

Chairwoman Blakeslee requested a motion to open the New Business portion of the meeting.

No board members came forward.

Chairwoman Blakeslee requested a motion to close the New Business portion of the meeting. A motion was made by Trustee DeLisio seconded by Trustee Haughton. All were in favor.

OPEN TO THE PUBLIC

Chairwoman Blakeslee requested a motion to open to the Public. A motion was made by Trustee Fletcher and seconded by Trustee Longo. All were in favor.

Professor Brant Chapman commented on the number of faculty promotions.

Mr. Paul Keyes commented on the President's Advisory Council on Diversity, Equity, and Inclusion Action Plan.

Chairwoman Blakeslee requested a motion to close the public portion of this meeting. A motion was made by Trustee Fletcher and seconded by Trustee DeLisio. All were in favor.

ADOPTION OF MINUTES

Chairwoman Blakeslee requested a motion to approve the board meeting minutes dated April 9, 2024. A motion was made by Trustee Marti and seconded by Trustee Englese.

Roll Call Vote for approval of the board meeting minutes dated April 9, 2024.

Ms. Dorothy Blakeslee - Yes
Mr. Louis DeLisio - Yes
Mr. Damon Englese - Yes
Mr. Patrick J. Fletcher –Yes
Mr. Howard Haughton - Abstain
Mr. Mark Longo – Yes
Ms. Ana Marti - Yes
Ms. Ritzy Moralez-Diaz – Absent
Dr. Sheetal Ranjan – Absent
Mr. Adam Silverstein – Absent
Ms. Marissa Person - Absent

6 Yes, 4 Absences, 1 Abstention

Motion passed for approval of the April 9, 2024, board meeting minutes.

CONSENT AGENDA

Chairwoman Blakeslee requested a motion to approve the Consent Agenda for Tuesday, May 7, 2024. A motion was made by Trustee Haughton and seconded by Trustee Englese. Motion passed for Consent Agenda.

A/F1 to A/F7
P1A to P9
E/SA1 to E/SA3
I1 to I3
S/F1 to S/F2
SP1

Roll Call Vote for approval of the Consent Agenda dated May 7, 2024

Ms. Dorothy Blakeslee - Yes
Mr. Louis DeLisio – Yes
Mr. Damon Englese - Yes
Mr. Patrick J. Fletcher –Yes
Mr. Howard Haughton - Yes
Mr. Mark Longo – Abstained on A/F1, yes to all other resolutions.
Ms. Ana Marti - Yes
Ms. Ritzy Moralez-Diaz - Absent
Dr. Sheetal Ranjan - Absent
Mr. Adam Silverstein – Absent
Ms. Marissa Person – Absent

6 Yes on A/F1
7 Yes on A/F2 to A/F7
7 Yes on E/SA1 to E/SA3
7 Yes on I1 to I3
7 Yes on P1A to P9
7 Yes on S/F1 to S/F2
7 Yes on SP1

An executive meeting was not held.

Approved resolutions:

A/F1 – Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, L.L.P.

Approval is hereby granted for payment of the following legal vouchers: DeCotiis, FitzPatrick, Cole & Giblin. LLP.

March 1, 2024, to March 31, 2024, \$ 24,364.47

A/F2 - To authorize the award of Public Bid P-2390 for Electrical Asset Preventive Maintenance Services to Sal Electric Co., Inc.

Approval is hereby granted to authorize the award Public Bid P-2390 for Electrical Asset Preventive Maintenance Services to Sal Electric Co. Inc. for three years from May 2024 through April 2027 at an amount not to exceed \$950,000.

A/F3 - To authorize the renewal of the college’s annual Microsoft Campus agreement for volume licensing of various Microsoft software through SHI International Corporation.

Approval is hereby granted to renew the College’s annual Microsoft Campus Licensing agreement for a one-year term from June 1, 2024, through May 31, 2025, from SHI International Corporation on the EdgeMarket Cooperative Contract 269EMCPS-19-001 for Microsoft Licensing at a cost of \$155,841.98.

A/F4 - To authorize the purchase and installation of a replacement capacitor to repair the College’s Powerware UPS datacenter battery through Static Power Conversion.

Approval is hereby granted to authorize the purchase and installation of a replacement capacitor and associated parts to repair the Powerware Uninterruptible Power Supply (UPS) in the College’s datacenter through Static Power Conversion at a cost of \$8,398.00.

A/F5 - To authorize increasing the amount for Public Bid P-2359 for fire alarm services to

United Fire Systems to adjust for unforeseen emergency repairs.

Approval is hereby granted to authorize increasing the original bid amount of \$277,177.00 for fire alarm services by the allowable 20% or \$55,427.20.

A/F6 - To authorize purchases from Pearson Education, Inc. for various textbooks and related learning materials that will be used in the Ciarco Learning Center for Fiscal Year 2025.

Approval is hereby granted for an estimated amount of \$90,000.00 to purchase textbooks and related learning materials through June 30, 2025, from Pearson Education, Inc.

A/F7 - To authorize the services of Trane New Jersey to complete emergency repair of the Technology Building Management System.

Approval is hereby granted to authorize the services of Trane New Jersey to complete emergency repair of the Technology Building Management System through OMNIA Partners, Contract # 3341-Co-op for an estimated amount of \$64,995.00.

E/SA 1 - To authorize submission of an application to the United States Department of Education (DOE) Office of Post Secondary Education for Grants under *the Gaining Early Awareness and Readiness For Undergraduate Programs (GEAR UP)*, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Approval is hereby granted to authorize submission of an application to the U.S. DOE for GEAR UP, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

E/SA 2 – To authorize submission of an application to the United States Department of Justice (DOJ) Office of Violence Against Women (OVW) for a *Grant to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program*, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Approval is hereby granted to authorize submission of a grant application to the U.S. DOJ for an OVW program, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents. The performance period of this grant will be for 36 months, and Bergen Community College is applying for \$400,000.

E/SA3 - To approve an amended plan for the Early College Dual Enrollment Program for North Arlington High School to be offered at Bergen Community College at the Meadowlands.

Approval is hereby granted for the amended Memorandum of Understanding between Bergen Community College and North Arlington High School.

I-1 - To approve the Financial Disclosure Statement Policy.

Approval is hereby granted for the Financial Disclosure Statement Policy.

I-2 - To approve the Weapons on Campus Policy.

Approval is hereby granted for the Weapons on Campus Policy.

I-3 - To approve the Code of Ethics for the Board of Trustees Policy.

Approval is hereby granted for the Code of Ethics for the Board of Trustees Policy.

P1A – Separations

Approval is hereby granted 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.	Jazmine Gutierrez	Resignation	Admissions Specialist/Enrollment Services/Student Affairs/Professional	05/03/2024 (retroactive)
2.	Marimer Santiago Rivas	Resignation	CLNA Data Analyst/Research and Institutional Effectiveness/Grant	04/18/2024 (retroactive)
3.	Molly McIntosh	Resignation	Resource Accommodation Specialist/ Student Support Services/Student Affairs/Professional	05/15/2024
4.	Jaclyn Park	Resignation	Associate Instructor/Health Professions/Faculty	06/30/2024
5.	Jianhua Falcone	Retirement	Managing Director of Financial Administration/Finance/Executive	04/19/2024 (retroactive)
6.	Lou Ethel Roliston	Retirement	Professor/Humanities/Academic Affairs/Faculty	07/01/2024

P/1B – Rescind Separation – Confidential

Approval is hereby granted to rescind the resignation of the following individual (Board of Trustees Action P1, April 9, 2024):

<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Effective Date</u>
Krystal Carbajal	Benefits and Compensation Assistant/Human Resources	Confidential	Rescind P1, 4/9/24

P/2 Appointments – Confidential and Grant Funded

Approval is hereby granted for 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 (pro-rated)</u>	<u>Effective Date</u>
1.	Andrew Tomko	Vice President of Academic Affairs and Provost/Academic Affairs	Executive	\$155,000.00	07/01/2024
2.	Russie Allen	Associate Director of Financial Aid and Compliance/Student Affairs	Confidential	\$90,000.00	05/16/2024
3.	Annie Echeverry	Bergen Cares Coordinator/ Student Affairs	Grant	\$52,368.96	05/16/2024

P/3 - Appointments – Professional

Approval is hereby granted for 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 (pro-rated)</u>	<u>Effective Date</u>
Julia Gibson	Interim NJ Stars Coordinator/ Enrollment Services	Professional	\$84,980.40	05/16/2024

P/4 - Appointments – Support

Approval is hereby granted for 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 (pro-rated)</u>	<u>Effective Date</u>
1.	Maritza Benitez	Custodian/Facilities	Support	\$33,999.00	05/16/2024
2.	Jerome Creary	Custodian/Facilities	Support	\$33,999.00	05/16/2024
3.	Christopher Gosda	Custodian/Facilities	Support	\$33,999.00	05/16/2024
4.	Matthew Stone	Custodian/Facilities	Support	\$33,999.00	05/16/2024
5.	Chimene Taylor	Custodian/Facilities	Support	\$33,999.00	05/16/2024
6.	Dennis Van Dunk	HVAC B Mechanic/Facilities	Support	\$65,000.00	05/16/2024

P/5 - Reappointment – Technical/Professional Assistants

Approval is hereby granted that the following individuals be reappointed to the positions indicated for the academic year, commencing July 1, 2024 through June 30, 2025 (One-year contract):

<u>Name</u>	<u>Title</u>	<u>Discipline/Division</u>
Valeria Correa	Technical Assistant II	Tutorial Supervisor STEM/Academic Affairs
Melissa Flores	Professional Assistant	Transfer Evaluator/Records and Registration/ Student Affairs
Tia Garrison	Technical Assistant III	Hotel, Restaurant Management/Business, Arts and Social Sciences
Michele Kenyon	Technical Assistant I	Dental Hygiene/Health Professions
Yumi Pak	Technical Assistant II	Library Services/Academic Affairs

That the following individuals be reappointed to the positions indicated for the academic year, commencing July 1, 2024, through June 30, 2026 (Two-year contract):

<u>Name</u>	<u>Title</u>	<u>Discipline/Division</u>
Cliff Cargill	Technical Assistant I	Physical Sciences/Math, Science, and Technology
Dominic Ciaccio	Professional Assistant	Information Technology

Christopher Cioppa	Professional Assistant	Wellness and Exercise Science/Humanities
Barbara DeStefano	Technical Assistant I	Biology and Horticulture/Mathematics, Sciences And Technology
John Findura	Professional Assistant	Writing Tutorial Supervisor/Cerullo Learning Assistance Center/Academic Affairs
Mary Ann Kho	Professional Assistant	Media Technology/Information Technology
Madhvi Shah	Professional Assistant	Mathematics Tutorial Supervisor/Cerullo Learning Assistance Center/Academic Affairs

<u>Name</u>	<u>Title</u>	<u>Discipline/Division</u>
Peter Kolankowski	Professional Assistant	Media Technology/Information Technology
Juan Leon	Technical Assistant II	Visual Arts/ Business, Arts and Social Sciences
Mike Martinez	Professional Assistant	Enrollment Services/Student Affairs
Robert Papp	Professional Assistant	Media Technology/Information Technology
Sharon Sawey	Professional Assistant	Biology & Horticulture/Mathematics, Science, and Technology/Academic Affairs
Yolanda Sheppard	Professional Assistant	Library Services/Academic Affairs
Sherry Wilson	Professional Assistant	Hotel Restaurant Management/Business, Arts and Social Sciences

P/6 - Correction: Faculty Second Reappointment

Approval is hereby granted to reappoint the following individual for their second reappointment to the indicated division and rank for the period September 1, 2024 through June 30, 2025 unless otherwise noted.

<u>Name</u>	<u>Rank</u>	<u>Discipline/Department/Division</u>
S.H.Chung	Associate Professor (correction to P7, 4/9/24)	Physical Sciences/Chemistry Mathematics, Science and Technology

P/7 - Job Descriptions and Positions

Approval is hereby granted to approve the job descriptions of the following positions and titles:

<u>Position/Division</u>	<u>Unit</u>	<u>Effective Date</u>
NJ STARS Coordinator/Student Affairs	Professional	05/08/2024

P/8 - Promotions

Approval is hereby granted for 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>
Michael Francois	Head Working Electrician/ Facilities	Support	\$72,016.88	05/16/2024

P/9 - Promotion: Faculty

Approval is hereby granted that the individuals listed below be promoted effective September 1, 2024 (or July 1, 2024, for those with an asterisk below) to the ranks indicated in accordance with the Collective Bargaining Agreement between the Board of Trustees and the BCCFA.

Full Professor

Name	Department-Division/Discipline
Joan Dalrymple*	Library/Library Services
Maureen Ellis Davis	Business and Social Sciences/Social Sciences/ Sociology
Shari Franschman	Business and Social Sciences/Social Sciences/ Sociology
Thomas LaPointe	Humanities/English/Writing and Literature
Anthony Yankowski	Business and Social Sciences/Social Sciences/Psychology

Associate Professor

Name	Department-Division/Discipline
Marie McCrary	Mathematics, Physical Sciences and Technology/ Physical Science/Physics
Lisa Picht	Health Professions/Veterinary Technology

S/F1 - To authorize Change Order #2 for additional engineering services necessary for the removal of existing exhaust piping to support the replacement of emergency generators to RSC Architects.

Approval is hereby granted to issue Change Order #2 to RSC Architects for \$13,732.00 for additional engineering services necessary for the removal of existing exhaust piping to support the replacement of emergency generators.

Current Contract Amount	-	\$ 92,275.00
Change Order #2	-	\$ 13,732.00
Revised Contract Amount	-	\$106,007.00

S/F2 - To award professional services to Di Cara-Rubino Architects for the preparation of plans and specifications for Pitkin Dining Hall & Café renovations.

Approval is hereby granted to pay \$128,250.00 to Di Cara-Rubino Architects for the preparation of plans and specifications for Pitkin Dining Hall & Café renovations.

Received Proposals

DiCara & Rubino Architects	\$128,250.00
RSC Architects	\$187,000.00
H2M Architects & Engineers	\$216,700.00
Mancini & Duffy Architects	\$571,500.00

SP1 - To approve the final draft of the 2024-2029 Strategic Plan themes and goals.

Approval is hereby granted to adopt the final draft of the 2024-2029 Strategic Plan themes and goals.

ADJOURNMENT

As no further business was brought before the Board of Trustees, Chairwoman Blakeslee asked for a motion to adjourn the board meeting.

Trustee Englese made a motion to adjourn the meeting, seconded by Trustee Haughton.
All trustees were in favor.

The board meeting adjourned at 5:32 p.m.

Thank you,

Trustee Ritzy Morales-Diaz, Secretary, Board of Trustees
Bergen Community College