



400 Paramus Road, Paramus, New Jersey 07652
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BOARD OF TRUSTEES
PUBLIC MEETING

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

Tuesday, May 9, 2023 – 5:00 p.m.

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Oath of Office

Administered by Mrs. Arlene Q. Perez, Esq.
DeCotiis, FitzPatrick, Cole and Giblin, L.L.P.

- Mr. Damon J. Englese
- Mr. Howard L. Haughton

- IV. Roll Call
- V. Pledge of Allegiance

VI. Reports:

- A. Vice Chairman
- B. Secretary
- C. Treasurer
- D. President

❖ Remarks

- ❖ Presentation: Hispanic Association of Colleges and Universities (HACU) 28th Annual National Capitol Forum, Washington, D.C.
By: Richard Boada, Stephania Orantes, and Kaylie Quezada

- ❖ Presentation: Honors Transfer Program
By: Professor Kelly Keane and Professor Seamus Gibbons

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



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Page 2

- VII. Unfinished Business / Board Members
- VIII. New Business / Board Members
- IX. Open to the Public
- X. Actions
 - A. Approval of Board Minutes: Tuesday, April 11, 2023
 - B. Consent Agenda: Tuesday, May 9, 2023
- XI. Executive Session, if required.
- XII. (New Business/Open to the Public)
- XIII. Adjournment



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CONSENT AGENDA

Tuesday, May 9, 2023

**Paramus Campus – Technology Building – Conference Rooms B and C
5:00 p.m.**

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

Approval of Board Minutes – Tuesday, April 11, 2023

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize renewal of the College's FlexApp licensing support with CDW Government LLC.
3. To authorize the purchase of the College's annual Microsoft Campus agreement for volume licensing of various Microsoft software through SHI International Corporation.
4. To authorize the award of Public Bid P-2380 Technology Building Media System Tech Upgrade to Technotime Business Solutions LLC.
5. To authorize the purchase of projectors and screens from Howard Technology Solutions at a cost of \$27,675.00.
6. To authorize the purchase of a simulator for the Aviation Lab through Frasca International Inc.
7. To authorize the purchase a 2023 Chevrolet Tahoe for the Public Safety Department from Mall Chevrolet.
8. To authorize the purchase of tree trimming, stump grinding, and tree removal services for the College.
9. To authorize the College's Fiscal Year 2024 Chapter 12 funding request to the County of Bergen Board of School Estimate.

EDUCATION AND STUDENT AFFAIRS

1. To authorize Bergen Community College (Bergen) to accept a \$4,500,000, five-year, United States Department of Agriculture (USDA) grant award, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
2. Introduction of College Policy: Census Reporting
3. Change to College Policy: Grade Assignment Process

PERSONNEL (P)

1.
 - A. Appointment: Confidential
 - B. Approve: Professional - Title Change and Revised Job Description for vacant position.
 - B. Appointment: Professional
 - C. Appointment: Support
 - D. Appointment: Grant funded
 - E. Appointment: Confidential
 - F. Appointment: Professional
 - G. Reappointment – Technical/Professional Assistants
2.
 - A. Approve: Professional - Title Change and Revised Job Description for vacant position.
 - B. Approve: Confidential - Title Change and Revised Job Description for vacant position.
3. Promotion: Faculty
4. Salary Increase: Confidential Personnel
5. Approve: Leave of Absence
6.
 - A. Retirement: Support
 - B. Retirement: Confidential



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BOARD OF TRUSTEES ACTION A/F1
Approval Date: May 9, 2023

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.

March 1, 2023 to March 31, 2023 \$ 35,302.79

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	\$ 35,302.79



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BOARD OF TRUSTEES ACTION A/F 2
Approval Date: May 9, 2023

Resolution

To authorize renewal of the College's FlexApp licensing support with CDW Government LLC.

Submitted By

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

Action Requested

Authorization to renew the College's annual support for FlexApp licensing for seven hundred (700) concurrent users with CDW Government LLC for one-year term, June 2, 2023 through June 1, 2024 at a cost of \$17,871.00.

Justification

Bergen Community College (the College) utilizes a virtual desktop environment to provide students and employees access to College applications. FlexApp allows the College to reduce the time it takes to deploy applications in the virtual environment by 90% while also managing user profiles, at an average concurrent user pool of 700. This solution provides more flexibility when deploying software required for academic and business purposes.

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

Quotes were solicited and received from the following companies:

CDW Government LLC	\$17,871.00
SHI International Corporation	\$18,662.00
Carahsoft Technology Corporation	\$19,460.00
Presidio	Did not provide pricing
Continental Resources Inc.	Did not provide pricing
Aspire Technology Partners, LLC	Did not provide pricing

Charge to: College Operating Funds
Account Number: 10-01-165100-607526
Amount Total: \$17,871.00



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BOARD OF TRUSTEES ACTION A/F 3
Approval Date: May 9, 2023

Resolution

To authorize the purchase of the College's annual Microsoft Campus agreement for volume licensing of various Microsoft software through SHI International Corporation.

Submitted By

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

Action Requested

Authorization to renew the College's Microsoft Campus Licensing agreement for one-year term, June 1, 2023 through May 31, 2024, through SHI International Corporation on EdgeMarket Cooperative Contract 269EMCPS-19-001 for Microsoft Licensing, at a cost of \$141,836.40.

Justification

Microsoft Campus Licensing Agreement entitles the College to utilize various Microsoft volume licensing and Defender endpoint protection tools. Licensing includes Datacenter and Standard Edition Servers (central server operating systems), SQL servers, Exchange online plan for students, Windows virtual desktop access, M365 subscription licenses for students and qualified users, and Azure.

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

Charge to:	College Operating Funds
Account Number:	10-01-165100-607526
Amount Total:	\$141,836.40



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BOARD OF TRUSTEES ACTION A/F 4
Approval Date: May 9, 2023

Resolution

To authorize the award of Public Bid P-2380 Technology Building Media System Tech Upgrade to Technotime Business Solutions LLC.

Submitted By

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

Action Requested

Authorization to award Public Bid P-2380 Technology Building Media System Tech Upgrade to Technotime Business Solutions LLC. in the amount of \$99,525.00.

Justification

Immersive Classrooms play a significant role in the future of education, enabling connections between faculty, local, and remote learners to provide a unified learning environment. Immersive Learning supports students and faculty to engage in more participative roles in the learning process, leveraging connections via modern audio and visual technologies. The college seeks to further accommodate the growing demand to support students that attend classes virtually before the COVID-19 pandemic, as well as adjust to new post-pandemic norms. As a result, there is a need to implement "Immersive Classroom" technologies in the Technology Building. These classroom technologies consist of high-quality cameras, microphones, and speakers in each classroom.

Fifteen (15) vendors registered for the bid and one (1) bid was received from:

Technotime Business Solutions LLC	\$99,525.00
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Charge to:	HEERF
Account Number:	20-06-596500-604209
Amount Total:	\$99,525.00



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BOARD OF TRUSTEES ACTION A/F 5
Approval Date: May 9, 2023

Resolution

To authorize the purchase of projectors and screens from Howard Technology Solutions at a cost of \$27,675.00.

Submitted By

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

Action Requested

Authorization to purchase projectors and screens from Howard Technology Solutions through New Jersey NASPO Value Point Contract MNWNC-114 at a cost of \$27,675.00.

Justification

Immersive classrooms and hybrid conference rooms play an important role in enabling connections between local and remote learners/participants and faculty and staff in a unified learning environment. Immersive learning highly encourages students and faculty to have more engaging and participative roles in the learning process via connections that are made with modern audio and visual technology. The College seeks to further accommodate the growing demand to support students that are attending classes virtually both during and after the pandemic. As a result, there is a need to purchase hybrid classroom equipment which will allow hybrid theatrical learning in the A-104 Theater.

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

Quotations were solicited from the following vendors:

Howard Technology Solutions	\$27,675.00
CDWg	\$29,061.01
Presidio	\$27,770.97

Charge to:	HEERF
Account Number:	20-06-596500-604209
Amount:	\$27,675.00



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BOARD OF TRUSTEES ACTION AF 6
Approval Date: May 9, 2023

Resolution

To authorize the purchase of a simulator for the Aviation Lab through Frasca International Inc.

Submitted By

Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Brock Fisher, Vice President of Academic Affairs
Dr. Emily Vandalovsky, Dean of Mathematics, Science & Technology
Ms. Stephanie Weise, Director Purchasing and Services

Action Requested

Authorization to purchase a simulator for the Aviation Lab through Frasca International Inc. in the amount of \$185,000.

Justification

The requested Frasca flight simulators represent the focal point of the College's Aviation program. The Aviation program offers an AS degree with the option to transfer to a four-year degree. These simulators operate and function exactly like a fixed-wing Cessna aircraft and are used by aviation professionals for training. The requested Frasca simulators will increase students' access and competency in their fields, and enhance the program offering to attract additional students who seek to pursue aviation careers.

The aviation curriculum requires students to train using the simulator, and course grades are established from this learned experience. In addition to the course curriculum simulator requirements, the college established a dry lease program to allow local area pilots to train for their license requirements.

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

Charge To:	FY23 Perkins - Instructional Equipment
Account Number:	20-02-599000-604212
Amount Total:	\$185,000



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BOARD OF TRUSTEES ACTION A/F 7
Approval Date: May 9, 2023

Resolution

To authorize the purchase a 2023 Chevrolet Tahoe for the Public Safety Department from Mall Chevrolet.

Submitted By

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

Action Requested

Authorization to purchase a 2023 Chevrolet Tahoe Special Service Vehicle 4-Wheel Drive through Mall Chevrolet to reinforce the fleet of vehicles in the Public Safety Department. This purchase is in the amount of \$49,890.00 bought through ESCNJ #20/21-09.

Justification

The College's Public Safety Department requires a robust vehicle fleet in order to satisfy day-to-day operations. Marked public safety vehicles are best equipped for emergency response, traffic control, deterrence and general compliance with the College's motor vehicle regulations due to features such as emergency lights, sirens, and decaling. The purchase of this vehicle will expand the fleet of transportation available to Public Safety personnel and increase flexibility in moving between the Paramus, Lyndhurst, and Hackensack locations.

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

Charge To: College Operating Funds

Account Numbers: 20-01-191100-604205

Total: \$49,890.00



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BOARD OF TRUSTEES ACTION A/F 8

Approval Date: May 9, 2023

Resolution

To authorize the purchase of tree trimming, stump grinding, and tree removal services for the College.

Submitted By

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

Action Requested

To authorize the purchase of tree trimming, stump grinding, and tree removal services for the College utilizing cooperative and state purchasing agreements.

Justification

The College requires tree maintenance services to keep sidewalks, walkways, parking lots and roadways clear of tree limbs, to grind stumps from downed trees, and to remove trees as needed. Additionally, the College must maintain our facilities and grounds by remediating trees that are overgrown and must be cut down and removed due to disease, invasive pests, or other environmental stresses. These services are necessary to keep the College community safe and protect property.

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

Charge To:	College Operating Funds
Account Numbers:	Various
Total:	\$250,000.00



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BOARD OF TRUSTEES ACTION A/F 9
Approval Date: May 9, 2023

Resolution

To authorize the College's Fiscal Year 2024 Chapter 12 funding request to the County of Bergen Board of School Estimate.

Submitted By

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

Action Requested

Authorization by the Board of Trustees for the College's Fiscal Year 2024 Chapter 12 funding request to the Bergen County Board of School Estimate, not to exceed \$5,105,945.

Funds will be used for general renovations to campus facilities, HVAC system replacement, and building refurbishment for the Ciarco Learning Center. The Chapter 12 funding estimate is set by the New Jersey Council of Community Colleges and authorized by the County of Bergen each fiscal year.

Justification

NJ State Public Law 1971, Chapter 12, provides a self-renewing capital program for Community Colleges funded 50% by the State and 50% by the local County.

The renovation/expansion will enable the College to provide improved instructional/student space.

Account:	To be allocated upon approval
Total Amount:	\$5,105,945



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BOARD OF TRUSTEES ACTION E/SA 1

Approval Date: May 9, 2023

Resolution

To authorize Bergen Community College (Bergen) to accept a \$4,500,000, five-year, United States Department of Agriculture (USDA) grant award, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By

Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Brock Fisher, Vice President of Academic Affairs
Dr. Anthony J. Trump, Vice President of Student Affairs
Dr. Emily Vandalovsky, Dean of Math, Science and Technology
Dr. Anjali Thanawala, Director Grants Administration
Dr. P.J. Ricatto, Professor, Physical Sciences Department

Action Requested

Authorization to accept a \$4,500,000 Million USDA NEXTGEN program grant award for the budget period 07/01/2023 - 06/30/2028, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

The purpose of the NEXTGEN grant program is to assist with building the next generation of the sustainable agriculture workforce. Priority will be given to increasing diversity and inclusivity within the food, agriculture, human sciences, and natural resources (FAHN) workforce into the future. Bergen's proposed NEXTGEN grant project is intended to strengthen the College's capacity to equitably increase opportunities for the richly diverse student population and expand family-sustaining careers in the USDA-associated fields of food, agriculture, and natural sciences. Bergen's project will:

1. Provide paid experiential learning opportunities (i.e., internships, apprenticeships, and career development activities including mentoring, work shadowing, and workplace experiences).
2. Fund scholarships to support the recruitment, retention, and graduation of students working to earn credentials, and/or Associate and higher degrees in food, agriculture, natural resources, and human sciences (e.g., nutrition, health professions).
3. Non-formal education activities for cultivating interest in, and exposure to, careers in the food, agriculture, natural resources, and human sciences areas. A special focus on serving underrepresented population groups will be a priority.
4. Innovative recruitment, retention, and initiatives to attract students to majors and career paths food, agriculture, natural resources, and human sciences.

No college funds are required.

Budget documents are in development.



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BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: May 9, 2023

Resolution

Introduction of College Policy: Census Reporting

Submitted By

Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President of Academic Affairs
Dr. Anthony J. Trump, Vice President of Student Affairs

Action Requested

To introduce the College Policy: Census Reporting

Justification

This policy is being developed and introduced as part of the College's ongoing review of institutional Financial Aid policies. It supports recommendations from multiple external audits. By instituting this Policy, the College will minimize the amount of Title IV Aid the institution returns, minimize federal regulatory compliance risks, and support student success. The Policy requires faculty to certify their class roster for each section by the published Census date of each semester.

See attached policy.



BERGEN COMMUNITY COLLEGE POLICY

Policy Name:	Census Reporting				
Section #:		Section Title:		Former #:	
Approval Authority:	Faculty Senate Approved 2/28/23		Adopted:		Reviewed:
Responsible Executive:	Dr. Anthony J. Trump VP SA		Revised:		
Responsible Office:	Registrar, Financial Aid, Academic Affairs		Contact:		

1. Policy Statement

All faculty members are required to submit census attendance rosters after the Add/Drop period and prior to creation of the census reports for the semester or term. The class roster must indicate those students who did not attend class sessions at least once or complete an online academic course activity by the census date. Students designated as "Never Attended" will be administratively dropped ("X" in Colleague) on the census day, and these classes shall not appear on their transcript. Paid tuition will be refunded at 100% for students who have been designated as "Never Attended."

2. Reason for Policy

This policy is being developed and introduced as part of the College's ongoing review of institutional Financial Aid policies. It supports recommendations from multiple external audits. By instituting this Policy, the College will minimize the amount of Title IV Aid the institution returns, minimize federal regulatory compliance risks, and support student success.

3. Who Should Read this Policy

All faculty, staff, and students at the institution.

4. Resources

1. Census Roster "Self Service" Process
2. Registrar Email Communication with Instructions and Screenshots

5. Definitions

N/A

6. The Policy

In accordance with the State of New Jersey and Federal Title IV regulations, student attendance must be documented for each course in which the student is registered. To meet the requirements for classification as being in attendance, a student must have attended the class at least once between the first day of class and the census date for the semester or term. A student is considered to be in



attendance in an online course after logging in to the course and completing one academic course activity.

All faculty members are required to submit census attendance rosters after the Add/Drop period and prior to creation of the census reports for the semester or term. The class roster must indicate those students who did not attend class sessions at least once or complete an online academic course activity by the census date. Students designated as "Never Attended" will be administratively dropped ("X" in Colleague) on the census day, and these classes shall not appear on their transcript. Paid tuition will be refunded at 100% for students who have been designated as "Never Attended."

After the census date, the "Never Attended" designation will not be an option, and the instructor retains the ability to enter the last day of attendance. The last date of attendance is required for any student earning an "F" grade or "W" because it is necessary to administering student appeals and/or Return of Title IV (Federal financial aid) calculations.

7. The Procedure

Step I: Registrar sends out email(s) with deadlines and instructions for Census Reporting for each term.

Step II: Faculty certify rosters by census deadline.

Step III: Students listed as "Never Attended" are administratively dropped and refunded at 100%.

Step IV: Financial Aid is disbursed only to students that are actively attending class.

If a student is dropped from a course in error, the registration reinstatement process is as follows:

1. The student completes a Remote Registration Form (RRF) for the class for which reinstatement is being requested.
2. The instructor may grant or deny permission to have the student return to class.
3. Reinstatement denials must be sent via email to the College's Registrar.
4. The erroneous drop must be reversed no later than one week after the census has occurred.
5. Upon faculty approval and administrative review, the Registrar shall reverse the "Never Attended" status for the student and inform Financial Aid of the changed status.



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BOARD OF TRUSTEES ACTION E/SA 3
Approval Date: May 9, 2023

Resolution

Change to College Policy: Grade Assignment Process

Submitted By

Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President of Academic Affairs
Dr. Anthony J. Trump, Vice President of Student Affairs

Action Requested

To change the College Policy: Grade Assignment Process

Justification

This policy is being amended as part of the College's ongoing review of institutional Financial Aid policies. Recommendations are consistent with multiple external audits. By instituting this Policy, the College will delete the "E" grade. This minimizes federal regulatory compliance risks, supports student success, and removes unnecessary redundancy with the implementation of the Census Reporting Policy.

See attached policy.



BERGEN COMMUNITY COLLEGE POLICY

Policy Name:	Grade Assignment Process: Deletion of E Grade				
Section #:		Section Title:		Former #:	
Approval Authority:	Faculty Senate Approved 2/28/23		Adopted:		Reviewed:
Responsible Executive:	Dr. Brock Fisher		Revised:		
Responsible Office:	Academic Affairs and Registrar		Contact:		

1. Policy Statement

See attached grade scale. This policy will be effective Fall 2023.

2. Reason for Policy

This policy is being amended as part of the College's ongoing review of institutional Financial Aid policies. Recommendations are consistent with multiple external audits. By instituting this Policy, the College will delete the "E" grade. This minimizes federal regulatory compliance risks, supports student success, and removes unnecessary redundancy with the implementation of the Census Reporting Policy.

3. Who Should Read this Policy

All faculty, staff, and students at the institution.

4. Resources

- College Catalog – Grades Assignment Process
<https://bergen.smartcatalogiq.com/en/2023-2024/catalog/academic-matters/grading-policy/grades-assignment-process/>

5. Definitions

F \geq 60%: An "F" grade with a last date of attendance that is greater than or equal to the 60% date as published in the registration calendar for that term.

F < 60%: An "F" grade with a last date of attendance that is less than the 60% date as published in the registration calendar for that term.



6. The Policy

The following grades may be assigned by instructors:

Grade	Point Value	Description	Included in Attempted Credits	Included in Earned Credits	Included in Cumulative Average
A	= 4.0	Excellent	Yes	Yes	Yes
B+	= 3.5	Very Good	Yes	Yes	Yes
B	= 3.0	Good	Yes	Yes	Yes
C+	= 2.5	Above Average	Yes	Yes	Yes
C	= 2.0	Average	Yes	Yes	Yes
D	= 1.0	Below Average	Yes	Yes	Yes
F	= 0.0	Course must be repeated	Yes	No	Yes
N	= None	Incomplete	Yes	No	No
W	= 0.0	Official Withdrawal	Yes	No	No

Note: An "@" preceding a grade indicates that academic forgiveness has been granted, in which case the grade will be excluded from the student's GPA calculation.

7. The following grades are administratively assigned and are not assigned by instructors:

Grade	Point Value	Description	Included in Attempted Credits	Included in Earned Credits	Included in Cumulative Average
AU	= None	Auditor	Yes	No	No
TR	= None	Transfer credit from another institution	No	Yes	No
W	= None	Official withdrawal	Yes	No	No
CBE/PLA	= None	Credit by examination/Prior learning assessment	No	Yes	No

Notes:

1. Grades of **A**, **N**, **TR**, and **CBE/PLA** cannot be repeated.
2. Third attempts must be approved by the appropriate department chair/coordinator/counselor or, in cases wherein there is no chair/coordinator/counselor, administrator.
3. The higher grade is retained and the lower grade is marked "**R**" and is not used in calculating GPA.



8. The Procedure

Instead of "E" to "W" Appeals we will now permit "F" to "W" appeals under the following procedural guidelines:

F \geq 60% Appeal

1. Students may petition a faculty member for a recommendation to the Academic Standing Committee to consider an "F" grade assignment that has a last date of attendance of greater than or equal to the sixty percent (60 %) date of a semester (hereinafter, "F \geq 60%") changed to a withdrawal ("W") from the course. Said recommendation is subject to a faculty member's discretion.
2. When a faculty member decides to recommend consideration of "F \geq 60%" to "W" to the Academic Standing Committee, the faculty member shall submit the recommendation by completing an "F \geq 60% Consideration Form". These recommendations will be collected and presented to the Academic Standing Committee on a continual basis for their regularly scheduled meetings. In addition, petitioning students shall be required to submit the current petition form and append relevant evidence and documentation. If a student's petition for "F \geq 60%" to "W" cannot be considered by the assigning faculty member, then the department's/discipline's policy on unavailable faculty member grade appeals shall consider and determine the student's petition.
3. The Academic Standing Committee is empowered to direct the Registrar to change "F \geq 60%" grades to a withdrawal ("W").
4. A faculty member's recommendation for a change from an "F \geq 60%" to a "W" only results in the relevant "F \geq 60%" grade to be submitted to the Academic Standing Committee for consideration. The Academic Standing Committee shall apply its criteria to determine if the "F \geq 60%" grade should be changed to a "W."
5. When a faculty member decides not to submit a recommendation to the Academic Standing Committee, then the "F \geq 60%" grade shall remain as the faculty member's assigned grade.

F < 60% Appeal

1. The Academic Standing Committee shall not consider "F" grade to "W" appeals for "F" grades with a last date of attendance of less than the sixty percent (60 %) point of a semester (hereinafter, "F<60%").
2. "F<60%" grade assignments shall be subject to the regular grade appeal procedure.



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BOARD OF TRUSTEES ACTION P1A

Approval Date: May 9, 2023

Resolution

Appointment: Confidential

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 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>
Jennifer Nicodemo	Director of Capital Projects / Facilities	\$115,000 (prorated)	05/16/2023

Justification

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

Charge to: College Funds

Account Number: 10-06-610100-601135



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BOARD OF TRUSTEES ACTION P1B
Approval Date: May 9, 2023

Resolution

Approve: Professional - Title Change and Revised Job Description for vacant position.

Submitted By

Dr. Eric M. Friedman, President

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

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

Action Requested

To approve the title change and revised job description for the vacant Bergen for Business Coordinator position.

Justification

To approve the following title change: from Business Accelerator Coordinator (vacant) to Bergen for Business Coordinator. The revised job description is to better reflect the responsibilities of the position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Bergen for Business Coordinator

DEPARTMENT: Continuing Education and Workforce Development

FUNCTION: The Bergen for Business Coordinator is responsible for managing the activities of the BCC Accelerator at Meadowlands, overseeing and developing various student experiential learning in small business and entrepreneurship programs, and creating marketing materials for Continuing Education programs.

REPORTS TO: Director Bergen for Business

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees the day-to-day operation of the Business Accelerator initiative including outreach and marketing the initiative.
- Coordinates, maintains, and reviews clients' needs to ensure the incubator is meeting current targeted industry needs.
- Recruits potential clients, and assists in screening potential clients and making recommendations under the direction of the Director Bergen for Business.
- Works with the Director Bergen for Business to manage student/small business internship programs.
- Recruits, trains and mentors students participating in the small business internship and professional development programs.
- Creates marketing campaigns including flyers, postcards and social media posts to promote department activities.
- Plans and executes various workshops/events/webinars.
- Forges partnerships with internal and external partners for providing services to Continuing Education and student experiential learning programs.
- Serves as point person to work with the different college departments, faculty, staff and students on behalf of Continuing Education.
- Prepares periodic reports, and maintains records of projects, progress, and the status of Bergen for Business programs.
- Assists in the scheduling and execution of client meetings and special events.
- Contributes to the Continuing Education division by performing additional duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

- Passionate about helping startup businesses
- Excellent written and oral communication skills
- Customer and student focus

- Strong relationship building skills
- Intermediate proficiency in the use of the Microsoft Office, Google Suites, Canva, Constant Contact and other CRM software programs.
- Marketing experience preferred

Education: Associate's degree required, Bachelor's degree preferred in business or equivalent experience.

Experience: Minimum of 3-5 years of experience working with entrepreneurs, start-ups, strategic consulting or in general business. Demonstrated ability to cultivate, build and maintain strong working relationships with entrepreneurs, industry experts, associations, chambers of commerce, and institutions.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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BOARD OF TRUSTEES ACTION P1B

Approval Date: May 9, 2023

Resolution

Appointment: Professional

Submitted By

Dr. Eric M. Friedman, President

Ms. Cinzia D'Iorio, Executive Director 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 individual to the position and annual salary indicated.

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Lisa Cassesa	Bergen for Business Coordinator / Continuing Education and Workforce Development	\$60,000 (prorated)	05/16/2023

Justification

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

Charge to: College Funds

Account Number: 10-04-450000-601110



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BOARD OF TRUSTEES ACTION P1C
Approval Date: May 9, 2023

Resolution

Appointment: Support

Submitted By

Dr. Eric M. Friedman, President

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

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

Action Requested

To approve the 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>
Carolina Diaz Santos	Officer / Public Safety	\$36,000 (prorated)	05/16/2023

Justification

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

Charge to: College Funds

Account Number: 10-01-192100-601138



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BOARD OF TRUSTEES ACTION P1D

Approval Date: May 9, 2023

Resolution

Appointment: Grant funded

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

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

Action Requested

To approve the 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>
Doratheia Jackson	EOF Recruiter / Educational Opportunity Fund / Student Affairs	\$50,000 (prorated)	05/16/2023

Justification

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

Charge to: Grant Funded

Account Number: 50-02-502400-601110



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BOARD OF TRUSTEES ACTION P1E
Approval Date: May 9, 2023

Resolution

Appointment: Confidential

Submitted By

Dr. Eric M. Friedman, President

Mr. Ron Spaide, Chief Information Officer

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

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>
Timothy Linteau	Associate Director of Administrative Applications/ Information Technology Services	\$110,000 (prorated)	05/16/2023

Justification

To fill a budgeted full-time 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: 10-01-165500-601110



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BOARD OF TRUSTEES ACTION P1F

Approval Date: May 9, 2023

Resolution

Appointment: Professional

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 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>
Kai Banh	Coordinator of Environmental Health and Safety / Facilities	\$65,000 (prorated)	06/01/2023

Justification

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

Charge to: College Funds

Account Number: 10-06-610100-601110



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BOARD OF TRUSTEES ACTION P1G

Approval Date: May 9, 2023

Resolution

Reappointment – Technical/Professional Assistants

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

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

Dr. Anthony Trump, Vice President, Student Affairs

Mr. Ronald Spaide, Chief Information Officer

Action Requested

That the following individuals be reappointed to the positions indicated for the academic year, commencing July 1, 2023 through June 30, 2024 (One-year contract):

<u>Name</u>	<u>Title</u>	<u>Discipline/Division</u>
Valeria Correa	Technical Assistant II	Tutoring Center / Academic Affairs
Julie Field	Professional Assistant	Enrollment Specialist/Admissions and International Programs/Student Affairs
Melissa Flores	Professional Assistant	Transfer Evaluator/Records and Registration/Student Affairs
Tia Garrison	Technical Assistant III	Business, Arts and Social Sciences / Academic 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
Mine Ugurlu	Professional Assistant	Enrollment Specialist/Admissions and International Programs/Student Affairs

That the following individuals be reappointed to the positions indicated for the academic year, commencing July 1, 2023 through June 30, 2025 (Two-year contract):

<u>Name</u>	<u>Title</u>	<u>Discipline/Division</u>
Patrice Devincentis	Professional Assistant	Performing Arts/Business, Arts and Social Sciences
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 P1G
May 9, 2023
Page 2

<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
Richard Tran	Technical Assistant II	Biology & Horticulture / Math, Science, and Technology

Justification

In accordance with Article XIII of the BCCFA contract.



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BOARD OF TRUSTEES ACTION P2A
Approval Date: May 9, 2023

Resolution

Approve: Professional - Title Change and Revised Job Description for vacant position.

Submitted By

Dr. Eric M. Friedman, President

Dr. Tonia McKoy, Dean of Research and Institutional Effectiveness

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

Action Requested

To approve the title change and revised job description for the vacant Research and Operations Assistant position.

Justification

To approve the following title change: from Assessment Coordinator (vacant) to Research and Operations Assistant. The revised job description is to better reflect the responsibilities of the position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Research and Operations Assistant

DEPARTMENT: Center for Institutional Effectiveness

FUNCTION: The Research and Operations Assistant supports the Dean of Research and Institutional Effectiveness by managing the workflow of the daily operations of the Center for Institutional Effectiveness (the Center). This position assists the Dean and the Center's personnel with developing and implementing a comprehensive and integrated system of research, assessment, and planning that furthers the College's commitment to continuous improvement. This role serves as the administrative and operations liaison between the Center and staff, students, faculty, and all departments within the College.

REPORTS TO: Dean of Research and Institutional Effectiveness

SUPERVISES: None

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Provides administrative and research support for the Center for Institutional Effectiveness.
2. Performs required computer functions and data manipulation, including but not limited to Word, Excel & PowerPoint – tables, mail and file merges, presentation slides, etc.
3. Assists with preparing factbooks, handbooks, and fact sheets for distribution and/or printing as needed.
4. Assists in summarizing and presenting data to be incorporated into text, tabular or graphical form.
5. Drafts research reports for internal dissemination or in response to external requests.
6. Assists in the design of appropriate research instruments, surveys, questionnaires, schedules, etc., for data collection.
7. Uses Colleague to perform office operations, such as updating information, processing purchase requisitions, and running reports.
8. Orders/requisitions office supplies, equipment, and services; manage supplies and equipment inventory for the Office.
9. Takes and drafts meeting notes/meeting minutes and distributes them appropriately.
10. Manages the calendar and schedules appointments.
11. Assists in organizing and maintaining general files, electronic databases, and other records and databases.
12. Maintains and monitors department budget records and transfers and issues purchase requisitions for services and materials, office supplies, travel expenses, subscriptions, and

reimbursements.

13. Schedules meetings and makes the necessary arrangements for scheduling meeting space, media equipment, room set-up, announcement on Bergen Daily, and, when necessary, catering arrangement. Prepares materials needed for meetings.
14. Communicates information to members of the Center, administrators, faculty, staff, and students.
15. Performs additional tasks or duties as assigned by the Dean of Research and Institutional Effectiveness or other designated management.

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

QUALIFICATIONS:

Education: Bachelor's Degree in a related field is required.

Knowledge, Skills, and Abilities: (a) Has basic proficiency in statistics and data manipulation. Must have proficiency in the full use of Microsoft Office and Google Suites, as well as experience with Colleague or similar. Ability to maintain the confidentiality of sensitive information. Strong attention to and tolerance for detail, balanced with the ability to see the "big picture."

For all positions: (b) demonstrates an 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.

Experience: One year of experience working as a research assistant, data analyst, or a combination of education and experience. Higher education or institutional research experience is a plus.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources



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BOARD OF TRUSTEES ACTION P2B
Approval Date: May 9, 2023

Resolution

Approve: Confidential - Title Change and Revised Job Description for vacant position.

Submitted By

Dr. Eric M. Friedman, President

Dr. Tonia McKoy, Dean of Research and Institutional Effectiveness

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

Action Requested

To approve the title change and revised job description for the vacant Associate Director of Institutional Effectiveness position.

Justification

To approve the following title change: from Managing Director of Institutional Research (vacant) to Associate Director of Institutional Effectiveness. The revised job description is to better reflect the responsibilities of the position and the College's current needs.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Associate Director Institutional Effectiveness

DEPARTMENT: Center for Institutional Effectiveness

FUNCTION: The Associate Director of Institutional Effectiveness supports the Dean of Research and Institutional Effectiveness function in developing and implementing a comprehensive and integrated system of research, assessment, and planning that furthers the College's commitment to continuous improvement and data-informed decision-making. This position directs the day-to-day operations of the Center's Institutional Research function. The Associate Director works collaboratively with faculty and staff in developing and implementing the technical and administrative aspects of research projects and activities related to assessment, planning, and grants development and evaluation.

REPORTS TO: Dean of Research and Institutional Effectiveness

SUPERVISES: Research and Operations Assistant and other personnel on special projects

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Performs duties related to developing and implementing the technical and administrative functions of research, planning, outcomes assessments, evaluation studies, and schedules for data collection.
2. Collaborates with college personnel in preparing, maintaining, analyzing, and reporting data to support the institution's planning, assessment, decision-making, and general operations. Responds to ad-hoc data requests.
3. Prepares or otherwise coordinates the preparation and submission of required federal, state, and other reports required by external agencies.
4. Collects, compiles, validates, organizes, interprets, and analyzes data and trends using standard practices and techniques, ensuring the accuracy of all data collected and reported.
5. Mines data and extracts and organizes statistical and narrative data from appropriate sources, including Ellucian's Colleague; summarizes, analyzes, and presents data for incorporation into text, tabular or graphical form.
6. Develops and manages the development, administration, and analysis of survey instruments, including implementing mailing schedules; editing and coding returns; tabulating and analyzing responses; and performing all follow-ups.
7. Leads and coordinates an ongoing environmental scanning process to support strategic and other planning activities.
8. Leads the development of institutional effectiveness benchmarks and collects data to support reporting on benchmarks.
9. Supports assessment initiatives at all levels of the institution, including advising academic and AES units, faculty, and staff on improving their assessment practices, focusing on using the data and assessment findings to improve institutional effectiveness.

10. Designs and conducts institutional research studies to assess institutional measures of student learning.
11. Recommends policies and procedures relative to the effective functioning of the Center for Institutional Effectiveness.
12. Provides workshops and consulting services to faculty and administrators, as appropriate.
13. Maintains the Center for Institutional Effectiveness website.
14. Participates in institutional research professional organizations and keeps abreast of national, state, and local research and planning issues.
15. Performs additional tasks or duties as assigned by the Dean of Research and Institutional Effectiveness or other designated management personnel.

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 across the College, (4) confidential aspects of the position are maintained, and (5) performs work in a manner that furthers the College's mission and values.

QUALIFICATIONS:

Education: Master's Degree in Information Technology, Data Science, Social Science, or a relevant field.

Knowledge, Skills, and Abilities: (a) Proficiency in quantitative and qualitative research methodology, especially in an educational setting. Must have proficiency in the full use of the Microsoft Office Suite, databases, and statistical software (such as SPSS). Possess demonstrated ability to write queries (like SQL queries). Familiarity with Colleague data management system preferred. Work experience with evaluation and learning outcomes assessment at the course or academic program level is a plus. Understanding accreditation standards and requirements is a plus. Strong attention to and tolerance for detail, balanced with the ability to see the "big picture."

For all positions: (b) demonstrates an 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 written and verbal 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.

Experience: Minimum of 7 years of experience in educational or social science research, including research design, statistics, data analysis, and report preparation. Experience in Higher Education is a plus.

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Submitted by: _____ Date: _____

Name/Title

Approved by:

Name/Title

Date:

Reviewed by:

Human Resources

Date:

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



BOARD OF TRUSTEES ACTION P3
Approval Date: May 9, 2023

Resolution

Promotion: Faculty

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President of Academic Affairs

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

Action Requested

That the individuals listed below be promoted effective September 1, 2023 to the ranks indicated in accordance with the Collective Bargaining Agreement between the Board of Trustees and the BCCFA.

Full Professor

Name

Denise Budd

Christine Eubank, Ph.D

Ara Kahyaoglu Ph.D

Department-Division/Discipline

Business, Arts, and Social Sciences/Visual Arts

Humanities/History and Geography

Mathematics, Science and Technology/Physical Sciences

Associate Professor

Name

Melissa Salort

Department-Division/Discipline

Health Professions/Radiography

Justification

As per the BCCFA contract and the College agreed to four (4) faculty promotions for the 2023-2024 academic year.

Charge to: College Operating Funds



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BOARD OF TRUSTEES ACTION P4

Approval Date: May 9, 2023

Resolution

Salary Increase: Confidential Personnel

Submitted By

Dr. Eric M. Friedman, President

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

Action Requested

To approve a three percent (3%) increase to the base salaries of all confidential personnel for the period of July 1, 2023 through June 30, 2024.

Justification

To increase confidential staff salaries for the period of July 1, 2023 to June 30, 2024.



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BOARD OF TRUSTEES ACTION P5
Approval Date: May 9, 2023

Resolution

Approve: Leave of Absence

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President of Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational 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</u>	<u>Effective Date</u>
Kriselle Dabal	Supplemental Instruction	04/12/2023 – 06/20/2023 FMLA unpaid with benefits
	Coordinator / Academic Affairs	06/21/2023 - 08/01/2023 unpaid with no benefits

Justification

Medical Leave



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BOARD OF TRUSTEES ACTION P6A
Approval Date: May 9, 2023

Resolution

Retirement: Support

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President of Academic Affairs

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

Action Requested

To approve the retirement of the following individual:

<u>Name</u>	<u>Position /Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Sharon Della Penna	Library Associate / Academic Affairs	09/15/1997	09/01/2023

Justification

Retirement



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BOARD OF TRUSTEES ACTION P6B
Approval Date: May 9, 2023

Resolution

Retirement: Confidential

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 the retirement of the following individual:

<u>Name</u>	<u>Position /Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Christopher Talmo	Managing Director of Custodial Operations / Facilities	05/17/1993	09/01/2023

Justification

Retirement