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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, November 21, 2023 – 5:00 p.m.**

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Roll Call
- IV. Pledge of Allegiance
- V. Report from Nominating Committee on Slate of Officers  
Action by Trustees on Slate of Officers
- VI. Reorganization  
Open to Public – (Comments on Actions R1 through R5 only)

**Action**

- 1. Designation of Depositories – Authorized Signatures
  - 2. Board Meeting Dates and Official Publications - 2024
  - 3. Reaffirm the Credit Programs, Curricula and Courses Offered at  
Bergen Community College
  - 4. Reaffirm Policies of the Board of Trustees
  - 5. Appointment of Legal Counsel: DeCotiis, FitzPatrick, Cole, and Giblin, L.L.P.
- VII. Action on Reorganization Resolutions R1 through R5
  - VIII. Reports:
    - A. Vice Chairman
    - B. Secretary
    - C. Treasurer
    - D. President

❖ Remarks

- ❖ Recognizing Professor Timothy Blunk  
2023 Stanley N. Katz Prize for  
Excellence in Public Humanities



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**BOARD OF TRUSTEES**  
**PUBLIC MEETING**

**Tuesday, November 21, 2023 – 5:00 p.m.**

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E. Committees

1. Audit, Finance and Legal Affairs
2. Education and Student Affairs
3. Personnel
4. Site and Facilities
5. Strategic Planning and Issues

E. Alumni Trustee

F. Chairperson

IX. Unfinished Business / Board Members

X. New Business / Board Members

XI. Open to the Public

XII. Actions

- A. Approval of Board Minutes: Tuesday, October 3, 2023, and Tuesday, October 31, 2023
- B. Consent Agenda: Tuesday, November 21, 2023

XIII. Executive Session, if required.

XIV. (New Business/Open to the Public)

XV. Adjournment



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## **CONSENT AGENDA**

**Tuesday, November 21, 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, October 3, 2023 and Tuesday, October 31, 2023.**

### **REORGANIZATION (R)**

1. Designation of Depositories – Authorized Signatures
2. Board Meeting Dates and Official Publications - 2024
3. Reaffirm the Credit Programs, Curricula and Courses Offered at Bergen Community College
4. Reaffirm Policies of the Board of Trustees
5. Appointment of Legal Counsel: DeCotiis, FitzPatrick, Cole, and Giblin, L.L.P.

### **AUDIT AND FINANCE (A/F)**

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize the renewal of the College's annual Laserfiche electronic form software subscription from Accelerated Information Systems, Inc.
3. To authorize the lease of a Canon black and white copier for the Copy Center whose lease is expiring in January 2024.
4. To authorize the purchase of a Cleveland Convection Steamer Model 36-CGM-300 to replace an end-of-life steamer located in the main cafeteria kitchen.
5. To authorize the purchase of student and faculty support resources from Assessment Technologies Institute (ATI) nursing education to increase retention and student outcomes on the National Council Licensure Examination-Registered Nurse (NCLEX-RN).
6. To authorize the renewal of the College's hardware maintenance and license support agreement with Insight Public Sector for our Nutanix hardware platforms.
7. To authorize awards to various vendors based on Request for Quote (RFQ) for miscellaneous supplies used in our Biology, Chemistry, Physics and Earth Science Laboratories for fiscal years 2024 and 2025.
8. To authorize the renewal of the Bergen CC App and Campus Groups platforms through Ready Education at a one-year cost of \$60,025 for January 1, 2024, through December 31, 2024.
9. Authorization to secure the services of qualified vendors and to purchase and install equipment and supplies to improve bathrooms and locker rooms across the College.
10. Authorization to award Sal Electric Co., Inc. a contract to provide electrical equipment, materials, and labor to support the installation of emergency radio equipment at the Pitkin Education Center.
11. Authorization to award the installation of radio equipment and materials to support emergency radio communications at the Pitkin Education Center to Goosetown Communications.



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## **CONSENT AGENDA**

**Tuesday, November 21, 2023**

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### **EDUCATION AND STUDENT AFFAIRS**

1. To approve the curriculum for the Associate in Applied Science (AAS) Degree, Surgical Technology (AAS.HP.SUR).
2. To authorize submission of a grant application to the United States Department of Labor (USDOL) Strengthening Community College Training Round 4 (SCCT4) program, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
3. To accept a one-year **Special Equal Opportunity Funds (EOF) Project** grant award for \$90,016 from the New Jersey Office of the Secretary of Higher Education (NJ OSHE), and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
4. To accept a grant award of \$250,000 from the **NJ Department of Environmental Protection (NJDEP)**, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
5. Appointment: Advisory Committee Members.

### **INSTITUTIONAL (I)**

1. Adoption of a revised participatory and shared governance structure at Bergen Community College that includes sunseting of the College Council as well as the Staff Senate and formally recognizes the All College Forum.

### **PERSONNEL (P)**

1. Separations
2. Rescind Appointments
3. Appointments: Professional
4. Appointments: Confidential and Grant Funded
5. Appointments: Support
6. Appointments: Faculty
7. Appointment: Stipends
8. Promotions
9. Job Descriptions

### **SITE AND FACILITIES (S/F)**

1. Authorization to approve the attached list of Architects and Engineers that submitted the required documents for the 2024 Request for Qualifications for these professional services.
2. To award a professional services contract to RSC Architects for the preparation of plans and specifications for the removal and replacement of the Paramus Road Digital Sign.



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**BOARD OF TRUSTEES ACTION Reorganization 1**  
**Approval Date: November 21, 2023**

**Resolution**

Designation of Depositories – Authorized Signatures

**Submitted By**

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

**Action Requested**

To designate depositories and authorized signatures.

**RESOLVED**, that the attached list of banks (Exhibit R 1) shall be the official depositories of Bergen Community College funds; and further

**RESOLVED**, that the signature of one of the below listed College Officers or Trustees be placed on all College checks up to \$5,000.00, two signatures shall be required for checks in excess of \$5,000.00, and one signature for wire transfers:

**Board of Trustees**

1. Chairperson
2. Vice Chairperson
3. Treasurer

**Administration**

4. College President \*
5. Chief Financial Officer

\* Facsimile signature plate authorized

**Exhibit 1  
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November 21, 2023**

Ascendia Bank  
474 Prospect Avenue  
West Orange, NJ 07052

Bank of America  
252 Rock Road  
Glen Rock, NJ 07452

Bogota Savings Bank  
819 Teaneck Road  
Teaneck, NJ 07666

Columbia Savings Bank  
14-01 River Road  
Fair Lawn, NJ 07410

Connect One Bank  
301 Sylvan Avenue  
Englewood Cliffs, NJ 07632

Freedom Bank  
99 West Essex St.  
Maywood, NJ 07607

Investors Bank  
70 Hackensack Avenue  
Hackensack, NJ 07601

Lakeland Bank  
Administrative Center  
1 Passaic Street  
Rochelle Park, NJ 07662

Peapack-Gladstone Bank  
500 Hills Drive, Suite 300  
Bedminster, NJ 07921

PNC Bank  
289 Route 18  
East Brunswick, NJ 08816

Provident Bank  
464 Eagle Rock Avenue  
West Orange, NJ 07052

TD Bank  
1000 MacArthur Boulevard  
Mahwah, NJ 07430

Valley National Bank  
1460 Valley Road  
Wayne, NJ 07470



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**BOARD OF TRUSTEES ACTION Reorganization 2**  
**Approval Date: November 21, 2023**

**Resolution**

Board Meeting Dates and Official Publications - 2024

**Submitted By**

Dr. Eric M. Friedman, President

Maria V. Ferrara, Board of Trustees Office / Office of the President

**Action Requested**

The following dates are to be approved for regular meetings of the Board of Trustees for 2024.

**2024 Meeting Dates**

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday	January 9	5:00 p.m.	Paramus Campus
Thursday	February 8	5:00 p.m.	Paramus Campus
Thursday	March 7	5:00 p.m.	Meadowlands Campus
Tuesday	April 9	5:00 p.m.	Paramus Campus
Tuesday	May 7	5:00 p.m.	Paramus Campus
Tuesday	June 4	5:00 p.m.	Paramus Campus
Tuesday	August 6	5:00 p.m.	Paramus Campus
Thursday	September 5	5:00 p.m.	Paramus Campus
Tuesday	October 1	5:00 p.m.	Ciarco Campus
Tuesday	November 26	5:00 p.m.	Paramus Campus Reorganization Meeting

Formal action may be taken at any of the meetings listed above. Portions of all meetings may be held in executive session to the extent allowed by law.

**Justification**

To establish dates of the Board of Trustees Meetings in conformance with Policy 004-002:2018 Board Meetings with Official Publications. These dates will be published in the following newspapers: The Record and The Herald News.

Formal action may be taken at any of the meetings listed above. Portions of all meetings may be held in executive session to the extent allowed by law.



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**BOARD OF TRUSTEES ACTION Reorganization 3**  
**Approval Date: November 21, 2023**

**Resolution**

Reaffirm the Credit Programs, Curricula and Courses Offered at Bergen Community College

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

**Action Requested**

Reaffirm the credit programs, curricula, and courses as published in the 2023 -2024 Bergen Community College Catalog as the official curricula of the College and until such time as they are revised, amended, rescinded, or new programs are adopted through the appropriate College policies and processes.

**Justification**

Under the Higher Education Restructuring Act, Boards of Trustees have increased responsibility for curricula and programs. It has been recommended that the College Catalog listings of credit programs be reaffirmed at the annual reorganization meeting, as published on the college website:

[bergen.edu/catalog](http://bergen.edu/catalog)





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**BOARD OF TRUSTEES ACTION Reorganization 4**  
**Approval Date: November 21, 2023**

**Resolution**

Reaffirm Policies of the Board of Trustees

**Submitted By**

Dr. Eric M. Friedman, President

**Action Requested**

Reaffirm the policies of the Board of Trustees, as published on the college website:

<https://bergen.edu/about-us/college-policies/>



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**BOARD OF TRUSTEES ACTION Reorganization 5**  
**Approval Date: November 21, 2023**

**Resolution**

Appointment of Legal Counsel: DeCotiis, FitzPatrick, Cole, and Giblin, L.L.P.

**Submitted By**

The Audit, Finance and Legal Affairs Committee

**Action Requested**

Appointment of the law firm of DeCotiis, FitzPatrick, Cole, and Giblin, L.L.P., as general counsel for Bergen Community College for the year commencing January 1, 2024 and ending December 31, 2024, in accordance with their proposal which was submitted in response to the Request for Qualifications for Legal Services, issued by the College on September 19, 2023.

**Justification**

The Request for Qualifications was advertised on September 19, 2023, on the College website, in accordance with New Jersey P.L. 2004 Chapter 19 "Pay to Play" Law and conforms to a "Fair and Open Process." Legal services are exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (1).

Charge to: College Operating Funds  
Account Number: 10-01-186100-607566



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**BOARD OF TRUSTEES ACTION A/F1**  
**Approval Date: November 21, 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.

September 1, 2023, to September 30, 2023                      \$ 22,708.14

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	\$ 22,708.14



**BOARD OF TRUSTEES ACTION A/F 2**  
**Approval Date: November 21, 2023**

**Resolution**

To authorize the renewal of the College's annual Laserfiche electronic form software subscription from Accelerated Information Systems, Inc.

**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 annual Laserfiche electronic form software subscription from Accelerated Information Systems, Inc. for the term of December 22, 2023, through December 21, 2024, at a cost of \$64,260.21.

**Justification**

Laserfiche is a comprehensive electronic forms solution that is user-friendly, integrates fully with the College's current technology platforms, allows for conditional workflow and queuing, and is ADA compliant. Laserfiche is DoD 5015.2 certified and serves as the official electronic records repository for the College.

The college has a need to award this procurement as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. Accelerated Information Systems, Inc. (the Company) has submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that the Company has not made any reportable contributions to a political candidate committee in the County of Bergen in the prior year, and that the contract will prohibit the Company from making any reportable contributions through the term of the contract. The Political Contributions Disclosure, the Stockholder Disclosure Certification, Business Entity Disclosure will be maintained on file at the college.

These services are exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (19). (Computer Software)

<b>Charge to:</b>	College Operating Funds
<b>Account Number:</b>	10-01-165100-607526
<b>Amount Total:</b>	\$64,260.21



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**BOARD OF TRUSTEES ACTION A/F 3**  
**Approval Date: November 21, 2023**

**Resolution**

To authorize the lease of a Canon black and white copier for the Copy Center whose lease is expiring in January 2024.

**Submitted By**

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

**Action Requested**

Authorization to lease one (1) Canon black and white copier for 60 months from Cannon Financial Services, on NASPO Valuepoint #M2075, at a monthly cost of \$1,075.69. Black and white copies will be billed at \$0.0045 each. Cost includes delivery, installation, training, maintenance and supplies.

Quotations were requested from the companies listed below.

<u>Vendor</u>	<u>Monthly Lease</u>
Canon	\$1,075.89
Ricoh	\$1,294.83

**Justification**

The Copy Centers black and white copier lease is expiring in January 2024. A new lease is required so that the Copy Center can continue to provide service to staff and faculty.

Purchase through State Contract is allowed in accordance with County College Contracts Law18A:64A-25.9.

**Charge To:** College Operating Funds  
**Account Number:** 10-01-182100-607511  
**Amount Total:** \$64,541.40 (estimated 60 months total)



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**BOARD OF TRUSTEES ACTION A/F 4**  
**Approval Date: November 21, 2023**

**Resolution**

To authorize the purchase of a Cleveland Convection Steamer Model 36-CGM-300 to replace an end-of-life steamer located in the main cafeteria kitchen.

**Submitted By**

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

**Action Requested**

Authorization to purchase a Cleveland Convection Steamer Model 36-CGM-300, for the cafeteria kitchen from Jay-Hill Repairs through Hunterdon County Educational School Commission at a cost of \$44,130.00.

Quotations were requested from the companies listed below.

Jay-Hill Repairs	\$44,130.00
Trimark USA	\$55,000.00
Elite Restaurant Equipment (does not install)	\$42,528.55

**Justification**

The current steamer is not functioning and is at the end of its useful life. Jay-Hill has quoted to replace this equipment with a Cleveland Convection Steamer Model 36-CGM-300. This equipment is a necessary for the effective functioning of the cafeteria food service operations.

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

**Charge To:** Capital  
**Account Number:** 20-00-180913-604217  
**Amount Total:** \$44,130.00



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**BOARD OF TRUSTEES ACTION: AF 5**  
**Approved date: November 21, 2023**

**Resolution**

To authorize the purchase of student and faculty support resources from Assessment Technologies Institute (ATI) nursing education to increase retention and student outcomes on the National Council Licensure Examination-Registered Nurse (NCLEX-RN).

**Submitted By**

Dr. Eric M. Friedman, President  
Dr. Brock Fisher, Vice President, Academic Affairs  
Mr. Wilton Thomas-Hooke, Chief Financial Officer  
Dr. Susan Barnard, Dean, Health Professions  
Ms. Stephanie Weise, Director, Purchasing and Services

**Action Requested**

Authorization to spend an amount not to exceed \$108,071.68 during the Fall 2023 semester for the Assessment Technologies Institute Program (ATI).

**Justification**

The ATI resources include Test-Taking Strategies Seminar, Content Mastery Series Assessments for 9 content areas (Proctored & Practice), Self-Assessment Inventory, Critical Thinking Entrance and Exit Assessment, Comprehensive Predictor Practice and Proctored Assessments, Nurse Logic, Learning System RN, Pharmacology Made Easy 3.0, Dosage Calculation 2.0, Skills Modules, On- line Review Modules, Physical Review Modules, Guided Individualized Remediation, Pulse, Reporting and faculty support/training for ATI Resource Integration and Implementation. ATI provides standardized testing, additional student resources, some developmental learning (remediation), evaluation support, and faculty support.

The Test Taking Strategies Seminar for nursing students focuses on early intervention and is offered for all newly admitted students and at-risk students every semester.

The NCLEX Experience component will prepare the students for the NEXT GENERATION NCLEX exam that incorporates knowledge, critical thinking and clinical application of the information.

As a result, the College projects an increase in student retention, and that each nursing student will be better prepared for the National Council Licensure Examination-Registered Nurse (NCLEX-RN) after graduation. The integration of ATI resources this past year led to an increased number of graduates passing the NCLEX on the first attempt.

The college has a need to award this procurement as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. Assessment Technologies Institute has submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political 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 Contributions Disclosure, the Stockholder Disclosure Certification, and Business Entity Disclosure will be maintained on file at the college.

This procurement is exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (2) (Extraordinary and unspecifiable services)

<b>Charge to:</b>	Nursing Testing & Assessment
<b>Account Number:</b>	10-03-352000-607620
<b>Amount Total:</b>	\$108,071.68





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**BOARD OF TRUSTEES ACTION A/F 6**  
**Approval Date: November 21, 2023**

**Resolution**

To authorize the renewal of the College's hardware maintenance and license support agreement with Insight Public Sector for our Nutanix hardware platforms.

**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 Nutanix hardware license and maintenance support agreement for one year with Insight Public Sector through NJ State Contract #T3121 Software (20-TELE-01511) in the amount of \$125,313.83.

**Justification**

The Nutanix Hardware Platform hosts the majority of the College's critical server and virtual desktop infrastructure. This hardware platform enables the Information Technology department to host the College's approximately two hundred virtual servers and over one thousand virtual desktops. This renewal agreement includes one year of maintenance and license support for the term of 12/31/23-12/30/24.

Software support is exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a)(19). Purchase through State Contract is allowed in accordance with County College Contracts Law 18A:64A-25.9.

Quotations were requested from the companies listed below.

Insight Public Sector	\$125,313.83
CDW Government	\$127,300.00
SHI International Corp.	\$135,125.43
Carahsoft Technology Corp.	\$140,771.81
Presidio Networked Solutions Group LLC	\$143,241.19
Provantage LLC	No quote submitted

**Charge to:** College Operating Funds  
**Account Number:** 10-01-165100-607511  
**Amount Total:** \$125,313.83



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**BOARD OF TRUSTEES ACTION A/F 7**  
**Approval Date: November 21, 2023**

**Resolution**

To authorize awards to various vendors based on Request for Quote (RFQ) for miscellaneous supplies used in our Biology, Chemistry, Physics and Earth Science Laboratories for fiscal years 2024 and 2025.

**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, Math, Science and Technology  
Ms. Stephanie Weise, Director, Purchasing and Services

**Action Requested**

Authorization to award contracts for Biology and Science Supplies to the vendors as listed below based on NJ State Contract #TOLL5 and Joint Purchasing Consortium pricing. Quantities are estimated.

**Justification**

Bulk consumables are required to support over a hundred sections of Biology, Chemistry, Physics and Earth Science Laboratories for fiscal years 2024 and 2025. The award is based on the lowest responsible price for each line item. Thirteen (13) companies were solicited using NJ Consortiums and five (5) quotes were received.

<b>VENDOR</b>	<b># OF AWARDED ITEMS</b>	<b>ESTIMATED AMOUNT</b>
Caroline Biological	7	\$3,982.51
Fisher Scientific	15	\$24,666.22
School Specialty	15	\$2,112.98
Thomas Scientific	5	\$5848.36
VWR	50	\$23,856.29
<b>TOTAL</b>		<b>\$60,466.36</b>

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

**Charge To:** College Operating Funds  
**Account Number:** 10-03-351002-607509  
**Amount Total:** \$60,466.36 (Estimated)



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## **BOARD OF TRUSTEES ACTION AF 8**

**Approval Date: November 21, 2023**

### **Resolution**

To authorize the renewal of the Bergen CC App and Campus Groups platforms through Ready Education at a one-year cost of \$60,025 for January 1, 2024, through December 31, 2024.

### **Submitted By**

Dr. Eric M. Friedman, President  
Mr. Wilton Thomas-Hooke, Chief Financial Officer  
Dr. Anthony Trump, Vice President of Student Affairs  
Ms. Stephanie Weise, Director, Purchasing and Services

### **Action Requested**

Authorization to renew of the Bergen CC App and Campus Groups platforms through Ready Education for a one-year term (January 1, 2024 – December 31, 2024) in the amount of \$60,025.00.

### **Justification**

The Bergen CC App connects students to each other, general college information, academic information and schedules, the Canvas online course delivery system, and other features. These features of the app aid in the student onboarding process and promote success and retention by placing important college information in an easily accessible form on their phones. There are approximately 3,000 users currently engaged with the app, and use is steadily growing.

The College considered competing products and quotes last year during the selection process. Campus Groups is a student organization management platform that allows students to join clubs, register their clubs, manage their rosters, submit event proposal forms, and promote those events. This platform allows for tracking of co-curricular student engagement, and it provides data to measure the impact on student retention and completion.

The College has a need to award this procurement as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. Ready Education has submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution Disclosure, the Stockholder Disclosure Certification and Business Entity Disclosure will be maintained on file at the college.

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

<b>Charge To:</b>	College Operating Funds
<b>Account Number:</b>	10-02-230000-607550
<b>Amount Total:</b>	\$60,025.00



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**BOARD OF TRUSTEES ACTION A/F 9**  
**Approval Date: November 21, 2023**

**Resolution**

Authorization to secure the services of qualified vendors and to purchase and install equipment and supplies to improve bathrooms and locker rooms across the College.

**Submitted By**

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

**Action Requested**

Authorization to procure the services of qualified vendors and to purchase and install equipment and supplies to improve the College's restrooms and locker rooms at an estimated cost of \$400,000.00 through approved New Jersey State Contract Vendors on ESCNJ, Hunterdon County, and E&I Cooperative contracts, OMNIA Partners, Sourcewell, and National Cooperative Purchasing Alliance.

**Justification**

The College needs to purchase equipment and supplies to renovate and improve the condition of campus restrooms and to secure the services of vendors to complete the installations. This initiative expands the availability of clean, safe, inclusive, and accessible bathrooms that foster a sense of belonging and support diverse community members. The College seeks to leverage its memberships to access discounted pricing on various co-operative, county, and state purchasing agreements and contracts for the Fiscal Year ending June 30, 2024, to procure these equipment and services.

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.

<b>Charge to:</b>	Capital
<b>Account Number:</b>	Various
<b>Amount Total:</b>	\$400,000.00



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## **BOARD OF TRUSTEES ACTION A/F 10**

**Approval Date: November 21, 2023**

### **Resolution**

Authorization to award Sal Electric Co., Inc. a contract to provide electrical equipment, materials, and labor to support the installation of emergency radio equipment at the Pitkin Education Center.

### **Submitted By**

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

### **Action Requested**

Authorization to award a contract at an estimated amount of \$719,800 to Sal Electric Co., Inc. to provide electrical equipment, materials, and labor to support the installation of emergency radio equipment at the Pitkin Education Center.

### **Justification**

The College must install upgraded, fire-rated electrical infrastructure to support improvements to emergency radio communications in the Pitkin Education Center. Emergency radio communications are critical to support first response from police, fire, and EMTs, and this project is a high priority for the College and the County of Bergen. Sal Electric Co., Inc. has priced this work in accordance with Bergen County Co-Op #: BC-Bid 22-19.

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

<b>Charge to:</b>	Capital
<b>Account Number:</b>	Various
<b>Amount Total:</b>	\$719,800 (Estimated)



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**BOARD OF TRUSTEES ACTION A/F 11**  
**Approval Date: November 21, 2023**

**Resolution**

Authorization to award the installation of radio equipment and materials to support emergency radio communications at the Pitkin Education Center to Goosetown Communications.

**Submitted By**

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

**Action Requested**

Authorization to award a contract at an estimated amount of \$496,338.13 to Goosetown Communications to complete the installation of radio equipment and materials to support emergency radio communications at the Pitkin Education Center.

**Justification**

The College must install upgraded radio infrastructure to support improvements to emergency radio communications in the Pitkin Education Center. Emergency radio communications are critical to support first response from police, fire, and EMTs to the College and more specifically the Pitkin Education Center, and this project is a high priority for the College and the County of Bergen. Goosetown Communications has priced this work in accordance with Massachusetts State Contract #: PSE01.

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

**Charge to:** Various  
**Account Number:** Various  
**Amount Total:** \$496,388.13 (Estimated)



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**BOARD OF TRUSTEES ACTION E/SA 1**  
**Approval Date: November 21, 2023**

**Resolution**

To approve the curriculum for the Associate in Applied Science (AAS) Degree, Surgical Technology (AAS.HP.SUR)

**Submitted By**

Dr. Eric M. Friedman, President  
Dr. Brock Fisher, Vice President, Academic Affairs  
Dr. Ilene Kleinman, Associate Dean, Curriculum  
Dr. Susan Barnard, Dean, Health Professions

**Action Requested**

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

**Justification**

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

Program description – This AAS program will replace the current 33 credit hour certificate program in surgical technology. The upgrade from "certificate" to "degree program" is required by the national accrediting body.

The new Associate in Applied Science Degree in Surgical Technology will incorporate didactic, clinical, technological, and laboratory teaching approaches. The program includes surgical technology simulation in the on-campus mock operating room suite and interdisciplinary simulation center.

The program prepares graduates to take the National Certification Exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Students are well prepared to apply for positions in the hospital setting, in surgical centers, and in physicians' offices where surgical procedures are performed.



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**BOARD OF TRUSTEES ACTION ES/A 2**  
**Approval Date: November 21, 2023**

**Resolution**

To authorize submission of a grant application to the **United States Department of Labor (USDOL) Strengthening Community College Training Round 4 (SCCT4)** program, 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. Emily Vandalovsky, Dean of Mathematics and Science  
Dr. Susan Barnard, Dean Health Professions  
Ms. Cinzia D'Iorio, Vice President Continuing Education and Workforce Development  
Dr. Anjali Thanawala, Director of Grants Administration

**Action Requested**

To authorize submission of an application for the SCCT4 grant to US Department of Labor, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

**Justification**

The period of performance for this project is 48 months with an anticipated start date 03/01/2024. The proposed SCCT4 grant project will enhance Bergen Community College's capacity to meet the skill development needs of employers, and to equitably support students in obtaining good jobs in in-demand industries. Skills needs are based on labor market statistics, and the College will support students and industries by developing sector-based career pathways programs.

Career pathways will be developed for the continuing education and degree programs in Health Professions and Computer Science, leading to apprenticeships, employment, and successful transfer opportunities for students. Partnerships will be developed with non-profits, industry partners, and four-year colleges and universities.

The project plan and budget are in development.

No college funds are required.





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**BOARD OF TRUSTEES ACTION E/SA 3**  
**Approval Date: November 21, 2023**

**Resolution**

To accept a one-year **Special Equal Opportunity Funds (EOF) Project** grant award for \$90,016 from the New Jersey Office of the Secretary of Higher Education (NJ OSHE), 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. Anthony J. Trump, Vice President of Student Affairs  
Dr. Anjali Thanawala, Director Grants Administration

**Action Requested**

To authorize acceptance of a \$90,016 award from the **NJ OSHE, FY2024 Special Project – EOF Aiming Higher program** grant program to Bergen Community College to be expended before June 30, 2024, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

**Justification**

The special funding from the New Jersey OSHE/EOF FY 2024 EOF Aiming Higher grant is to help create, enhance, and/or promote student leadership and academic support. Special Project areas may include but are not limited to projects that meet one or more of the following criteria:

1. Increase student preparation for and/or placement in careers where disadvantaged populations are traditionally underrepresented.
2. Increase student placement in professional schools of medicine, law, science, and technology.
3. Foster development of exemplary programs that can be expanded and/or replicated at other institutions.
4. Improve the efficiency and effectiveness of administrative processes and/or enhance student support initiatives (i.e., provide training for staff to learn new technologies, and hire additional tutors, counselors, etc.).
5. Assist students with material hardships by providing support for the cost of textbooks, notebooks, laptops, and other educational supplies.
6. Programs provide programming to help address mental health concerns by hiring a part-time counselor.
7. Provide additional student programming such as guest speakers, workshops, student conference attendance, and other initiatives.

No college funds are required.

The budget documents are in development.



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**BOARD OF TRUSTEES ACTION E/SA 4**  
**Approval Date: November 21, 2023**

**Resolution**

To accept a grant award of \$250,000 from the **NJ Department of Environmental Protection (NJDEP)**, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

**Submitted By**

Dr. Eric M. Friedman, President  
Mr. Wilton Thomas-Hooke, Chief Financial Officer  
Mr. Nathaniel Saviet, Vice President of Facilities  
Dr. Anjali Thanawala, Director of Grants Administration  
Dr. Steven Fisher, Professor Department of Horticulture

**Action Requested**

To accept the grant award from the NJDEP for the **Trees for school: Tree - Planting Grant for New Jersey Public Schools, Colleges, and Universities** in the amount of \$250,000.00, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute required documents.

**Justification**

The grant funds are made available by the NJDEP and executed by **The College of New Jersey (TCNJ)**. The project's first phase begins in Spring 2024 and the project ends in July 2026.

Funding from this grant will provide opportunities to plant trees at the Paramus campus. The goal of the grant is to plant trees to enhance the air quality in overburdened area. Other benefits of the project include:

1. Promoting "tree equity" by improving people's access in areas lacking trees and green spaces.
2. Creating new and improved outdoor recreation or teaching/learning spaces.
3. Providing shade to reduce the heat island effect in areas dominated by paved surfaces.
4. Providing sustainable solutions for buildings.
5. Improving human health and quality of life.
6. Involving students and staff in planning, planting, and monitoring the trees for research and other educational purposes.

No college matching funds are required.

The project description and budget are in development.



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**BOARD OF TRUSTEES ACTION E/SA 5**  
**Approval Date: November 21, 2023**

**Resolution**

Appointment: Advisory Committee Members

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President of Academic Affairs

**Action Requested**

To appoint Advisory Committee members for a three-year term (unless otherwise specified), effective November 2023.

**Justification**

The use of advisory committees is of inestimable value in providing assistance to the College in establishing and conducting educational programs, which have relevance to Bergen County industry, business, government, labor and the community-at-large.

Advisory committees for New Jersey Community Colleges have been prescribed by Regulations and Standards for New Jersey Community Colleges, Section 670 of 1-600 (Educational Programs) and are required for all vocational curricula.

The list of proposed members for advisory committees is attached.

First Name	Last Name	Company Affiliation	Term/Year	Advisory Group
Victoria	Tahhan	Owner, Taverna on the Green, Paramus, NJ (also a BCC alumnus)	3	Hotel & Restaurant Mgmt. (HRM)
Anthony	Romeo	General Manager, Taverna on the Green	3	Hotel & Restaurant Mgmt. (HRM)
Steven	Christianson	Chef-Owner, St. Eve's Restaurant, Ho-Ho-Kus, NJ	3	Hotel & Restaurant Mgmt. (HRM)
Anthony	Sacarello	Pavilion, Felidia, NYC	3	Hotel & Restaurant Mgmt. (HRM)
First Name	Last Name	Company Affiliation	Term/Year	Advisory Group
Joseph G	Azor	Vice President, Janney Montgomery Scott, LLC	2	Banking and Finance
Diana	Fabara	Senior Tax Associate, Deloitte & Touche	2	Banking and Finance
Donald	Hogan	Business Developer, Dunn, and Bradstreet	2	Banking and Finance
Michael Gene	Mohring	Chief Operating Officer (C.O.O.), ComfortFit Labs. Inc.	2	Banking and Finance
Robert	Traphagen	Certified Public Accountant (CPA), Traphagen Financial Group	1	Banking and Finance
George H.	Friedman	Principal, George H. Friedman Consulting	1	Banking and Finance
First Name	Last Name	Company Affiliation	Term/Year	Advisory Group
Mysty	Stay	Montclair State University, Program Coordinator: Design, Technology and Management	3	Technical Theatre
Corrina	Sowers-Adler	NiCori Studios & Productions, Founding Artistic Director	3	Technical Theatre
First Name	Last Name	Company Affiliation	Term/Year	Advisory Group
Angela Rose	Charron	Hackensack Meridian Palisades Medical Center	3	Radiography
Yenezia	Figueroa	Bergen Community College Radiography Student	1	Radiography
Michelle	Spryszynski	Holy Name Medical Center	3	Radiography

Kelly	Hurley	Public Member	3	Medical Office Assistant
Stefanie	Scirocco	Bergen Community College Student	2	Medical Office Assistant
Teuta	Tozluoku	Bergen Community College Student	1	Surgical Technology Program
Brandel	Beutel	Bergen Community College Student	1	Surgical Technology Program
Denise	Menonna Quinn	Hackensack Meridian Health	3	Nursing Program
Amanda	Nikolaidis	Morris County Emergency Management	3	Paramedic Program
Tara	Tamburro	Police Officer Woodcliff Lake	3	Paramedic Program
Dale	Kroll	Inside Sales/Lead Generation	3	Respiratory Program
George	MCallum	Manager Respiratory Therapist/Atlantic Health	3	Respiratory Program
Iheako	Ike	Respiratory Therapist/Director Newark Beth Israel Medical Center	3	Respiratory Program
Michaela	Roberts	Bergen Community College Student	2	Respiratory Program
Jesus	Suazo	Bergen Community College Graduate Representative	3	Respiratory Program
Catherine	Schafer	Salesperson/IDEXX Inc.	3	Veterinary Program
Dr. Kristy	Herman	Veterinarian/Valley Cottage Animal Hospital	3	Veterinary Program
Gavin	King	Bergen Community College Student	1	Radiation Therapy Program
Dr. Sara	Karimi	Attending Radiologist/Imaging Subspecialties of North Jersey	3	Diagnostic Medical Sonography
Sue	Scherer	Education & Professional Relations Manager/Water Pik Inc,	3	Dental Hygiene
Mekesha	Samuel	Englewood Health and Medical Center Shirvan Center	3	Dental Hygiene
Erin	McGill	RN CSN/Epic School	3	Dental Hygiene
Marie	Eng	Bergen Community College Student	2	Dental Hygiene
Mekesha	Samuel	Englewood Health and Shirvan Family Live Well Center	3	Dental Hygiene



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**BOARD OF TRUSTEES ACTION I-1**  
**Approval Date: November 21, 2023**

**Resolution**

Adoption of a revised participatory and shared governance structure at Bergen Community College that includes sunseting of the College Council as well as the Staff Senate and formally recognizes the All College Forum.

**Submitted By**

Dr. Eric M. Friedman, President

Ms. Nishika Gupta, Assistant Vice President of Information Technology and All College Forum Chair

**Action Requested**

To formally adopt the revised participatory and shared governance structure at Bergen Community College, adding the All College Forum and retiring the College Council and Staff Senate.

**Justification**

Following a comprehensive review of the participatory and shared governance structure at Bergen Community College, it was determined that a revised system was needed to formalize a path for the representative voice of the students, faculty, staff, and administrators to meet and discuss topics relevant to the governance of the institution. As a result, the All College Forum was constituted as a model to support open dialogue and define a structure and process for equitable engagement, accountability, and innovation.

The revised participatory and shared governance structure requires dissolution of the College Council and the Staff Senate. The All College Forum replaces the College Council and Staff Senate and will serve as the forum for faculty, staff, students, and administrators to participate in the development of recommendations regarding policies and in decision-making that affects the institution. In no cases does the action of the All College Forum supersede or diminish the statutory authority of the Board of Trustees.



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**BOARD OF TRUSTEES ACTION P1**  
**Approval Date: November 21, 2023**

**Resolution**  
**Separations**

**Submitted By**

Dr. Eric M. Friedman, President  
Dr. Anthony Trump, Vice President of Student Affairs  
Mr. Nathaniel Saviet, Vice President of Facilities  
Ms. Suzanne Wetzel, Vice President of External Affairs  
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

**Action Requested**

To accept the separation of the following individuals:

	<b><u>Name</u></b>	<b><u>Reason</u></b>	<b><u>Position/Department/Division/Unit</u></b>	<b><u>Hire Date</u></b>	<b><u>Effective Date</u></b>
1.	Julie Field	Retirement	Professional Assistant/Enrollment Services/Student Affairs/Faculty	11/11/2013	01/01/2024
2.	Dakim Lyons	Resignation	Custodian/Facilities/Support	04/16/2023	10/13/2023 (retroactive)
3.	Ronald Miller	Retirement	Executive Director, BCC Foundation/External Affairs/Executive	01/14/2019	01/01/2024
4.	Peter O'Grady	Retirement	Custodian/Facilities/Support	01/22/2008	11/01/2023 (retroactive)
5.	Mary Singletary	Retirement	Professional Assistant/Health Professions/Academic Affairs/Faculty	01/14/2008	02/01/2024
6.	Catherine Krostek	Retirement	Enrollment Services Coordinator/Enrollment Services/Student Affairs/Professional	01/22/2008	02/01/2024
7.	Tina Coleman	Resignation	Custodian/Facilities/Support	02/09/2015	11/01/2023 (retroactive)



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**BOARD OF TRUSTEES ACTION P2**  
**Approval Date: November 21, 2023**

**Resolution**

Rescind Appointments

**Submitted By**

Dr. Eric M. Friedman, President

Mr. Nathaniel Saviet, Vice President of Facilities

Dr. Anthony Trump, Vice President of Student Affairs

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

**Action Requested**

To rescind the appointment of the following individuals:

<u>Name</u>	<u>Board motion information</u>	<u>Unit</u>	<u>Position</u>	<u>Effective Date (retroactive)</u>
1. Hector David Mejia	P1I, 10/03/2023	Support	Sr. Custodian/Facilities	10/9/2023
2. Jonathan Monterosso	P1A, 09/06/2023	NA – Coach	Head Women's Soccer Coach/Athletics/Student Affairs	09/29/2023

**Justification**

1. Rescind the appointment of Senior Custodian due to Mr. Mejia rescinded the acceptance of his offer.
2. Rescind the appointment of Mr. Monterosso because he rescinded the acceptance of his offer.





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**BOARD OF TRUSTEES ACTION P3**  
**Approval Date: November 21, 2023**

**Resolution**

Appointments - Professional

**Submitted By**

Dr. Eric M. Friedman, President  
Dr. Brock Fisher, Vice President, Academic Affairs  
Dr. Anthony Trump, Vice President of Student Affairs  
Mr. Wilton Thomas-Hooke, Chief Financial Officer  
Ms. Suzanne Wetzel, Vice President of External Affairs  
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

**Action Requested**

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

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date</u>
1.	Maria Vargas	Success Coordinator/Student Affairs	Professional	\$55,000.00	11/27/2023
2.	Alexander Evans	Public Information Assistant/External Affairs	Professional	\$49,500.00	12/04/2023

**Justification**

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

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

1. 70-00-705000-601130
2. 10-01-148000-601110



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## **BOARD OF TRUSTEES ACTION P4**

**Approval Date: November 21, 2023**

### **Resolution**

Appointments – Confidential and Grant Funded

### **Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Dr. Anthony Trump, Vice President of Student Affairs

Mr. Wilton Thomas-Hooke, Chief Financial Officer

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

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

### **Action Requested**

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

	<b><u>Name</u></b>	<b><u>Position/Division</u></b>	<b><u>Unit</u></b>	<b><u>Salary (pro-rated)</u></b>	<b><u>Effective Date</u></b>
1.	Andrew Tomko	Interim Vice President of Academic Affairs/Academic Affairs	Confidential-Executive	\$145,000.00	01/01/2024
2.	Kristy Italiano	Director of Marketing/External Affairs	Confidential-Executive	\$99,500.00	12/01/2023
3.	Chryrel Eason	CCAMPIS Teacher/Child Development Center/Academic Affairs	Grant – NA	\$32,760.00	11/27/2023
4.	Morgan Mulhall	NJBIA Program Supervisor/Continuing Education and Workforce Development	Grant - NA	\$50,000.00	12/01/2023

### **Justification**

#1-4: To fill a budgeted vacant position through a successful search process pending successful completion of background checks and references.

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

1. 10-01-139100-601110
2. 10-01-121100-601110
3. 50-03-594400-601120
4. 50-02-502400-601110



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## BOARD OF TRUSTEES ACTION P5

Approval Date: November 21, 2023

### Resolution

Appointments - Support

### Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

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

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 individuals to the vacant positions and annual salaries indicated below:

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date</u>
1.	Matthew Kassai	Public Safety Officer/Safety and Security	Support	\$36,000.00	11/27/2003
2.	Joseph Piselli	Plumber/Facilities	Support	\$62,000.00	12/06/2023
3.	Jerome Jones	Custodian/Facilities	Support	\$33,999.00	12/01/2023
4.	Joselyn Jimenez DeRodriguez	Custodian/Facilities	Support	\$33,999.00	12/05/2023
5.	Aisling McCaffrey	Custodian/Facilities	Support	\$33,999.00	12/06/2023
6.	Adrian Batista	Custodian/Facilities	Support	\$33,999.00	12/08/2023
7.	Wayne Marshall	Custodian/Facilities	Support	\$33,999.00	12/07/2023
8.	Kevin Morales	Custodian/Facilities	Support	\$33,999.00	12/11/2023
9.	Fitz-Ritson Harrison	Sr. Custodian/Facilities	Support	\$38,080.00	12/01/2023

### Justification

#1-9: To fill a budgeted vacant position through a successful search process pending successful completion of background checks and references.

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

1. 10-01-192100-601138
2. 10-06-610100-601135
3. 10-06-620100-601135
4. 10-06-620100-601135
5. 10-06-620100-601135
6. 10-06-620100-601135
7. 10-06-620100-601135
8. 10-06-620100-601135
9. 10-06-620100-601135



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## BOARD OF TRUSTEES ACTION P6

Approval Date: November 21, 2023

### Resolution

Appointments - Faculty

### 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

### Action Requested

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

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date</u>
1.	Tyrone DeLeon	Instructor/Radiography/Health Professions/Academic Affairs	Faculty	\$67,710.00	10/16/2023
2.	Tia Garrison	Technical Assistant III/Hotel, Restaurant and Management/Academic Affairs	Faculty	\$50,822.64	11/22/2023

### Justification

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

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

1. 10-03-354007-601120
2. 10-03-396100-601125



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**BOARD OF TRUSTEES ACTION P7**  
**Approval Date: November 21, 2023**

**Resolution**

Appointment: Stipends

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Dr. Brock Fisher, Vice President of Academic Affairs

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

**Action Requested**

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

<u>Name</u>	<u>Position</u>	<u>Stipend</u>	<u>Unit</u>	<u>Effective Dates</u>
1. Christopher Caban	Assistant Wrestling Coach/Winter	\$4,500.00	NA	07/01/2023-06/30/2024
2. Dolores Piro	Senior Secretary/Business, Arts and Social Sciences/Academic Affairs	\$400 per month	Support	07/17/2023-11/30/2023
3. Lisa Albarino	Nursing Clinical Faculty/Health Professions	\$1,200.00	Adjunct Faculty	Fall 2023 Semester
4. Reny Joseph	Nursing Clinical Faculty/Health Professions	\$1,200.00	Adjunct Faculty	Fall 2023 Semester
5. Esteban Ramirez-Orta	Nursing Clinical Faculty/Health Professions	\$1,200.00	Adjunct Faculty	Fall 2023 Semester

**Justification**

1. To fill a vacant assistant coaching position, the above- mentioned stipend is seasonal. The hiring of the coaches is contingent on Bergen Community College approving a fall, winter or spring athletic season.
2. To assume additional duties as Secretary to the Dean of BASS.
3. To fulfill nursing clinical stipend duties for a second rotation during Fall 2023 semester.
4. To fulfill nursing clinical stipend duties for a second rotation during Fall 2023 semester.
5. To fulfill nursing clinical stipend duties for a second rotation during Fall 2023 semester.

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

1. 60-09-910000-601161
2. 10-04-417700-601130
3. 10-03-352000-601153
4. 10-03-352000-601153
5. 10-03-352000-601153



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**BOARD OF TRUSTEES ACTION P8**  
**Approval Date November 21, 2023**

**Resolution**  
**Promotions**

**Submitted By**

Dr. Eric M. Friedman, President  
Mr. Wilton Thomas-Hooke, Chief Financial Officer  
Mr. Ronald Spaide, Chief Information Officer  
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

**Action Requested**

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

	<b><u>Name</u></b>	<b><u>Position/Division</u></b>	<b><u>Unit</u></b>	<b><u>Salary (pro-rated)</u></b>	<b><u>Effective Date</u></b>
1.	Ivanna Amell	Division Coordinator, Finance/ Finance	Confidential	\$70,000.00	11/27/2023
2.	Aida Castro-Henix	Assistant Director of EOF/ Student Affairs	Grant	\$75,000.00	11/22/2023
3.	Christopher Maccarrone	System Administrator II/ Information Technology	Professional	\$78,182.00	12/01/2023
4.	Kirsten Perino	Assistant Director of IT Business Operations/ Information Technology	Professional	\$78,009.00	12/01/2023
5.	Ted Jaronsinski	Manager, Media Technologies/ Information Technology	Professional	\$69,430.00	12/01/2023
6.	Johanna Reyes	Senior Financial Aid Specialist/Student Affairs	Professional	\$60,567.48	11/27/2023
7.	Joseph Cecere	Sr. Custodian/Facilities	Support	\$38,080.00	12/01/2023
8.	Rafael Del Rosario	Sr. Custodian/Facilities	Support	\$38,520.58	12/01/2023



**Justification**

#1.-2. To appoint these individuals to the positions as part of the changing scope and level of confidentiality and responsibilities. These positions are at will.

#3.-8. To appoint these individuals to the positions as part of the changing scope and level of confidentiality and responsibilities.



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**BOARD OF TRUSTEES ACTION P9**  
**Approval Date: November 21, 2023**

**Resolution**

Job Descriptions

**Submitted By**

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Mr. Wilton Thomas-Hooke, Chief Financial Officer

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

**Action Requested**

To approve the following job descriptions of vacant positions:

	<b><u>Position/Division</u></b>	<b><u>Unit</u></b>	<b><u>Effective Date</u></b>
1.	Assistant Director of Grants	Professional	11/22/2023
2.	Technical Assistant III/Hotel, Restaurant and Management/Academic Affairs	Faculty	11/22/2023
3.	Division Coordinator, Finance	Confidential	11/27/2023
4.	Assistant Director of IT Business Operations	Professional	11/23/2023

**Justification**

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

## BERGEN COMMUNITY COLLEGE

### JOB DESCRIPTION

**TITLE:** Assistant Director/Grants

**DEPARTMENT:** Grants Administration/Finance

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**FUNCTION:** Works under the direction of the Director of Grants Administration to secure external grant funding from federal, state, local and private agencies to generate revenue that supports the College's strategic plan and priority goals. Serve as the Grants Office liaison to grants and sponsored project managers to facilitate best-practice processes and procedures and assist with regulatory compliance and quality control. Under the supervision of the Director of Grants Administration, collaborates with the Director of Compliance, Senior Grants Development Officer, Grant Manager, and project team members on budget and narrative development for pre-award production of competitive grant proposals, grant oversight, internal and external reporting, and other tasks as assigned.

**REPORTS TO:** Director of Grants Administration

**SUPERVISES:** None

#### **MAJOR RESPONSIBILITIES:**

Responsibilities include but are not limited to:

1. Identifies, solicits, and execute federal, state, county, private, corporate grants as it relates to generating external sources of funding to support the College mission and goals.
2. Serves as a liaison to granting agency program administration and maintain ongoing relationships.
3. Assists with the design, and implementation of processes and procedures to improve grant development and implementation.
4. Assists faculty and staff in grant implementation and management, including providing guidance on internal procedures and funding agency compliance, grant documentation, and assistance with financial reporting and administration of awards.
5. Provides grant training and development activities at the College, including conducting workshops and one-on-one training.
6. Establishes and maintains collaborative relationships with community leaders, school administrators, and business and industry representatives to establish partnerships for grant funded projects.
7. Actively engages in professional development activities to maintain knowledge of current trends in grants development and management through participation in professional development opportunities.
8. Coordinate and collaborate with the Accounting Office and Program Directors to complete compliance reviews, including program and fiscal audits.
9. Assumes primary post award responsibility for project quality control, including monitoring grant project expenditures, oversight/management of grant budget and accounting activities, project records, payroll, purchase requisitions, and required reports.
10. Works collaboratively with the Director of Compliance to ensure fiscal and programmatic compliance for all grants, including financial aid and other federal grants.
11. Provides support for competitive grant production, taking a lead role in developing grant budgets and narratives to secure federal, state, local, and private foundation funding.
12. Maintains and disseminate Uniform Guidance and related post-award regulatory compliance on

funded projects to support project directors and ensure project compliance and quality.

13. Works collaboratively with internal constituents (accounting, human resources, and project staff) to build and maintain positive relationships that promote a team-based approach to achieving grant goals, regulatory compliance, and efficiency.
14. Provides technical assistance on post-award startup, implementation, and closeout activities to ensure effective grants management and quality control.
15. Collaborates with the Office of Institutional Research to collect and coordinate information for interim, annual, and/or final performance reports.
16. Assists College departments with the administration of funded awards and provide assistance on cost-sharing, time and effort reporting, and related contractual regulations.
17. Performs other duties as assigned.

**ORGANIZATIONAL RELATIONSHIPS:** (1) Reports to Director of Grants Administration. (2)

Coordinates work within the offices and between offices with other staff. (3) Ability to relate well to people at all levels within the institution to ensure that the office is projected in an effective manner in dealing with both internal and external constituencies of the College. (4) Performs work in a manner that furthers the College's mission and values.

**PERFORMANCE STANDARDS:** Performance in this position is considered satisfactory when: (1) mutually agreed upon objectives have been attained within a specified timeframe; (2) responsibilities of the position have been carried out at a level consistent with performance objectives; (3) effective cooperative relationships exist across the College; and (4) confidential aspects of the position are maintained.

#### **MINIMUM QUALIFICATIONS:**

**Knowledge, Skills and Abilities:** Demonstrates understanding of the community college mission. Possesses a strong understanding of the uses of information technology to deliver, monitor and evaluate programs and services for students, and a strong track record of working collaboratively with a diverse group of stakeholders to meet the College's grant objectives. Strong interpersonal and technical skills are required. Technologically proficient in common office desktop software and familiarity with cloud-based computing and collaborative platforms and software. Proficient in spreadsheet, word processing, and database applications, with Datatel experience preferred. Extensive knowledge of federal and state regulations governing grant-funded projects. Detail oriented with the ability to simultaneously manage multiple, time-sensitive projects, and to work effectively on high performing collaborative teams. Comfortable with internet research. Excellent interpersonal skills: a team player with strong collaboration skills, ability to form and maintain effective on-going business relationships, ability to proactively identify, articulate, and recommend solutions to improve efficiency and solve problems. Demonstrated self-starter able to effectively work independently, on work teams, and within the broader organization. Ability to effectively navigate new start-up endeavors, changing conditions, and requirements. Exhibits strong skills in:

- Leadership
- Technical Analysis and Reporting
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing and Planning
- Managing People

**Education: Bachelor's Degree required.** Master's Degree preferred or equivalent experience required.

**Experience:** Minimum of two years successful grant writing, coordination and/or reporting preferably in a higher education setting.

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Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Dr. Anjali Thanawala, Director

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name/Title

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources

Board Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member

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

# **BERGEN COMMUNITY COLLEGE**

## **JOB DESCRIPTION**

**TITLE:** Technical Assistant (Full-Time)

**DEPARTMENT:** Hotel, Restaurant and Management (HRM)

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**FUNCTION:** Manages Pitkin HRM Labs and Pantries- Provides Support to Faculty - Manages the HRM Budget - Beverage Management - Catering -Procuring Lab Supplies.

The Full-time Technical Assistant in the HRM program is responsible for overall preparation, care and maintenance of faculty of faculty laboratory space during culinary classes at all culinary teaching labs. General workflow includes the set-up of laboratory equipment, ensuring the labs are stocked, maintaining order and cleanliness throughout the culinary lab spaces, monitoring equipment functionality, and assisting with departmental events during scheduled hours. This position also reports via email to the Department Coordinator any potential safety or and/or health code issues that may arise during scheduled hours to help ensure the space is safe and free of health code violations.

**REPORTS TO:** HRM Coordinator/Chair

**SUPERVISES:** N/A

### **MAJOR RESPONSIBILITIES:**

**Responsibilities include but are not limited to:**

1. Performs duties as assigned by the Department Chair/Coordinator and/or Dean of Business and Social Sciences.
2. Manage the HRM Food Budget. Laise between accounts payable and HRM.
3. Interface with the facilities as it pertains to lab cleanliness, equipment maintenance and safety.
4. Assist students with the proper usage of culinary lab equipment.
5. Perform general office duties. Follow normal department procedures for purchasing, filing, and requisitions.
6. Perform weekly inventory and inspection at all labs, pantries, and storage places in the Pitkin Building.
7. Procure all office supplies, disposables, produce, proteins, office supplies, chemicals, cleaning supplies, and minor equipment for all HRM Labs (Pitkin and Ender).
8. Ensures ServSafe protocols are followed and maintains cleanliness of all tabletops, storage areas, refrigerators, freezers, floors, and dry storage areas in all Pitkin Building HRM spaces.
9. Schedule and supervise all quarterly power washing, sanitizing, and deep cleaning of all HRM labs.
10. Assist with departmental events.

11. Assist with grant writing.
12. Observe and maintain equipment functionality as per the instructor's request. Notify the Department Chair and HRM Professional Assistant to request repairs as needed.
13. Set up and breakdown morning and evening Pitkin labs.
14. Fulfill requests for foods and disposables as requisitioned by all HRM faculty and staff.
15. Interface with purveyors/vendors, focusing on local food sourcing and procurement.
16. Maintain a petty cash account used for local market purchases when vendor items are not available.
17. Working on the culinary build regarding equipment purchases and specification sheets.
18. Support Ender Hall staff, students, and faculty as needed.
19. Set up and breakdown catering events.

**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 across the College, and (4) confidential aspects of the position are maintained.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Education: High School diploma and/or equivalent. Associate degree in Hotel, Restaurant and/or Hospitality related field a plus.

**Experience:** A minimum of two years of work experience in a hotel, restaurant, and or hospitality field.

**Knowledge, Skills and Abilities:** Ability to relate well to people at all levels of the institution to ensure that the office is projected in an effective manner in dealing with both internal and external constituencies of the College. Performs work in a manner that furthers the College's mission and values.

**Other:** Evidence of: (1) commitment to students and their development, both individually and collectively; (2) team approach to problem solving; (3) ability to manage multiple departments; (4) understanding of the uses of information technology to deliver, monitor, and evaluate programs and services for students; (5) knowledge of disciplinary and judicial processes; (6) strong knowledge of academic affairs and student affairs; and (7) commitment to diversity and multiculturalism.

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

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name/Title

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name/Title

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources

Board Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Approval

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TIME WITH OR WITHOUT NOTICE**



## **BERGEN COMMUNITY COLLEGE**

### **JOB DESCRIPTION**

**TITLE:** Division Coordinator – Finance

**DEPARTMENT:** Finance

---

**FUNCTION:** Provides operational and administrative support to the Chief Financial Officer and the Finance Division. Uses a broad understanding of College operations, policies, and procedures to assist with confidential matters, including the coordination and preparation of correspondences, reports, and other documentation for Board of Trustees meetings and materials for state, county, internal departments, and external institutions. Serves as the liaison between the Chief Financial Officer and internal and external constituents, including governmental agencies and external partners.

**REPORTS TO:** Chief Financial Officer (CFO)

**SUPERVISES:** N/A

#### **MAJOR RESPONSIBILITIES:**

Responsibilities include but are not limited to:

1. Provides administrative, secretarial, and technical support to the CFO.
2. Maintains and updates files and electronic databases, meeting schedules, and correspondences with internal and external parties.
3. Prepares and receives confidential correspondence; creates general reports and/or summarizes data when requested.
4. Gives work direction to other members of the Department as assigned.
5. Submits requisitions to order supplies, maintain office equipment, and obtain services.
6. Uses the College's ERP system (Colleague) to process purchase requisitions, run reports, and perform data analyses.
7. Assists with creating GL Role Definitions in the ERP system.
8. Assists with granting budget access to the ERP system.
9. Assists with preparing documentation for Board of School Estimates hearings.
10. Assembles and prepares Finance materials for Audit and Finance Committee meetings.
11. Assists with research and preparation of materials for Board of Trustees meetings and college-wide committees.
12. Prepares and/or reviews resolutions and job descriptions to assist in the hiring process for the Finance Division.
13. Assists with creating periodic management and financial reporting packages.
14. Updates accounting information related to contracted services, bookstore, and cafeteria.
15. Assists with banking and credit card administration of College and division.
16. Assists in preparing financial reports as mandated by the administration, the New Jersey Department of Education, and other agencies.

17. Performs financial drawdowns using the G5 system or similar system.
18. Assists with executing the College's financial investments per the direction of the CFO.
19. Assists with coordinating and submitting documentation for the annual financial audits.
20. Performs additional duties as assigned by the Chief Financial Officer.

**MINIMUM QUALIFICATIONS:**

**Knowledge, Skills, and Abilities:** Demonstrates understanding of the community college mission and the ability to employ sound judgment to address complex issues. Excellent organizational skills with particular attention to detail and the ability to multi-task and prioritize critical tasks; able to work at all levels of the institution within a diverse community; demonstrates flexibility and the ability to problem-solve proactively. Has intermediate proficiency in the use of the Microsoft Office suite. Knowledge of the Ellucian Colleague ERP system is preferred. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

**Education:** Minimum Associate's Degree is required—Bachelor's Degree is preferred.

**Experience:** Seven years of progressively responsible Administrative and/or financial support-related experience.

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

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name/Title

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name/Title

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources

Board Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Approval

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# BERGEN COMMUNITY COLLEGE

## JOB DESCRIPTION

**TITLE:** Assistant Director of IT Business Operations

**DEPARTMENT:** Information Technology

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**FUNCTION:** This position manages and organizes processes and procedures, including but not limited to department operations, budgets, vendor contracts, and College procurement for the Information Technology division. This position manages and coordinates the processing of all OPRA requests as well as securing and maintaining all aspects of records storage protocols including tracking retention schedules and adhering to NJ State laws and College policies for the destruction of College records.

**REPORTS TO:** Chief Information Officer

### MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Plans, designs, implements, and organizes office operations, procedures, policies, and systems.
2. Manage vendor relationships, execute accurate purchase order placement, and maintain all vendor contracts and pricing.
3. Responsible for maintaining the Non-Academic Assessment process for the IT department.
4. Track orders and expedite as appropriate with suppliers to ensure timely delivery
5. Develop knowledge of business needs and recommend continuous improvement around IT procurement processes and systems.
6. Coordinate with project teams to ensure project timelines are met.
7. Manages, monitors, and ensures accuracy of invoices, leases, and maintenance agreements; builds and maintains vendor relationships; negotiates lease and renewal contracts and administers vendor and service agreements.
8. Manages equipment procurement; investigates and identifies cost reduction opportunities.
9. Maintains the IT department budget and monitors expenditures.
10. Coordinates IT Department's record retention, ensures protection and security of files and records, and transfers and disposes of records according to retention schedules, policies and NJ State law.
11. Manages Open Public Records Act requests under the guidance of the Custodian of Records. This responsibility consists of being the point of contact for the College as the receipt of all requests, responding to requests, gathering requested responsive documentation and obtaining legal counsel when necessary. It is also required to stay

- up to date with changes in OPRA law and ensure adherence to all applicable laws.
12. Manages the IT Department's timekeeping and timesheet processing.
  13. Performs additional tasks or duties as assigned by the Chief Information Officer or other designated management.
  14. Ability to relate well to people at all levels within the institution to ensure that the office is projected in an effective manner in dealing with both internal and external constituencies of the College.
  15. Performs work in a manner that furthers the College's mission and values.

**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 across the College, and (4) confidential aspects of the position are maintained.

**QUALIFICATIONS:**

- (1) **Education:** Associate's degree or combination of education and/or five years experience managing business operations.
- (2) **Knowledge, Skills and Abilities:** (a) possesses knowledge of basic accounting, budgeting, forecasting, purchasing and leasing; (b) excellent project management and planning skills (c) demonstrates understanding of the community college mission and practices an open door policy; (d) 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; (e) exhibits strong skills in communication, customer and student focus, building relationships, organizing, and planning; (f) technologically proficient in common office desktop software and familiar with cloud based computing and collaborative platforms and software.
- (3) **Experience:** (a) five years experience preferred in managing business operations. (b) minimum of two years experience in the processing of OPRA requests and knowledge of applicable NJ State Law (c) minimum of two years experience in the management of documents and records storage.

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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 S/F 1**  
**Approval Date: November 21, 2023**

**Resolution**

Authorization to approve the attached list of Architects and Engineers that submitted the required documents for the 2024 Request for Qualifications for these professional services.

**Submitted By:**

Dr. Eric M. Friedman, President  
Mr. Wilton Thomas-Hooke, Chief Financial Officer  
Mr. Nathaniel Saviet, Vice President of Facilities  
Mr. Michael Hyjeck, Managing Director, Physical Plant  
Mr. Robert P. Coane, Director, Campus Planning  
Ms. Jennifer Nicodemo, Director of Capital Projects  
Ms. Stephanie Weise, Director, Purchasing and Services

**Action Requested**

Approval of the attached list of Professional Architects and Engineers for 2024 that submitted all the required documents in response to a Request for Qualifications.

(SEE ATTACHED LIST)

**Justification**

New Jersey County College Contracts Law N.J.S.A. 18A:64A-25.5 (1) authorizes the award of professional contracts without public bidding. The Request for Qualifications for Architects and Engineers was advertised on the Bergen Community College website on September 20, 2023, and September 21, 2023, in accordance with New Jersey P.L. 2004 Chapter 19 "Pay to Play" Law and conforms to a "Fair and Open Process". Use of the listed consultants will be contingent on the approval of the Board of Trustees.

<b>ARCHITECTURAL FIRMS</b>		<b>ENGINEERING FIRMS</b>	
1	Arcari + Iovino Architects PC	1	Becht Engineering
2	Clarke Caton Hintz	2	Boswell Engineering
3	di cara rubino architects	3	Bright View Engineering
4	Di Domenico + Partners LLP	4	Colliers Engineering & Design
5	DMR Architects	5	Concord Engineering
6	H2M Architects & Engineers	6	Consulting & Municipal Engineers
7	JRS Architect, PC	7	CP Engineers, LLC
8	LAN Associates	8	Dynamic Traffic
9	Lothrop Associates Architects Inc.	9	EI Associates
10	Mancini Duffy Architects LLC	10	Gilsanz Murray Steficek LLP
11	Musical Group PA	11	H2M Architects & Engineers
12	Netta Architects	12	KS Engineers PC
13	NK Architects, PA	13	LAN Associates
14	Parette Somjen Architects LLC	14	MATRIXNEWORLD
15	Poskanzer Skott Architects	15	Neglia Engineering Associates
16	PS&S	16	O & S Associates, Inc.
17	Purcell Everett Architects	17	PS&S
18	PZS Architects, LLC	18	Remington & Vernick Engineers
19	RSC Architects	19	SNS Architects & Engineers PC
20	Settembrino Architects	20	Suburban Consulting Engineers, Inc.
21	SNS Architects & Engineers PC	21	T&M Associates
22	Studio Hillier, LLC	22	Van Cleef Engineering With Focus
23	USA Architects	23	YU & Associates, Inc
24	WRNS Studio		



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**BOARD OF TRUSTEES ACTION S/F 2**  
**Approval Date: November 21, 2023**

**Resolution**

To award a professional services contract to RSC Architects for the preparation of plans and specifications for the removal and replacement of the Paramus Road Digital Sign.

**Submitted By**

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

**Action Requested**

Authorization to engage the services of RSC Architects to prepare plans and specifications for the removal and replacement of the Paramus Road Digital Sign at a cost of \$20,900.00, including direct costs.

**Justification**

The existing digital sign at the main entrance to the Paramus Campus is beyond its useful life and requires replacement. The College desires to replace the sign to improve the aesthetics and function of the entrance to campus, enhance the College's identity, and update the sign to the latest technology.

**Received Proposals:**

RSC Architects	-	\$20,900.00 including not to exceed Direct Costs
Acari & Iovino Architects	-	\$75,340.00 including not to exceed Direct Costs
NK Architects	-	No Proposal Submitted

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

**Charge To:** Various  
**Account Number:** TBD  
**Amount Total:** \$20,900.00