

BOARD OF TRUSTEES
PUBLIC MEETING

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

Tuesday, November 22, 2022 – 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 - 2023
- 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 the Bergen Community College
2022 Men's Soccer Team
Mr. Giovanni Soto, Head Coach

❖ Medallion Award - National Council for Marketing and Public
Relations (NCMPR)
Dr. Larry Hlavenka

BOARD OF TRUSTEES
PUBLIC MEETING

Tuesday, November 22, 2022 – 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: Thursday, October 13, 2022
- B. Consent Agenda: Tuesday, November 22, 2022

XIII. Executive Session: Discuss litigation and personnel matters.

XIV. (New Business/Open to the Public)

XV. Adjournment



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CONSENT AGENDA

Tuesday, November 22nd, 2022
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 – Thursday, October 13, 2022

REORGANIZATION RESOLUTIONS (R)

1. Designation of Depositories – Authorized Signatures
2. Board Meeting Dates and Official Publications
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 purchase of managed print services provided by MRA International.
3. To authorize the renewal of the College's annual Laserfiche electronic form software subscription from Accelerated Information Systems, Inc.
4. Authorization to Award Public Bid #P-2372 for On-Call Network Cabling to Integrated Micro Systems Inc.
5. Authorization to award Public Bid P-2371 for On-Call Locksmith Services to Parent Door Hardware Sales and Service, Inc.
6. To authorize the purchase of communications equipment, including radios, programming, accessories, and peripherals for the College's Public Safety and Facilities Staff.
7. To award management and operation of campus food services to American Dining Creations in accordance with RFP R-097 for the period January 1, 2023 thru December 31, 2027 and to negotiate a contract that codifies the terms of this agreement.
8. To authorize the purchase of a Curriculum Management System through Digital Architecture LLC, a Modern Campus Company.
9. To authorize the renewal of hardware and license support with CDW Government, LLC for Nutanix hardware platforms.
10. To authorize the purchase of Blackboard Ally software for Canvas through lead agency Edge (formerly NJEdge).
11. Authorization to purchase video surveillance equipment, including security cameras, accessories, and associated peripherals for Public Safety and Security staff.
12. To authorize the extension of temporary accounting services through Accounting Principals, a division of The Adecco Group, for the Finance department.

CONSENT AGENDA

Tuesday, November 22nd, 2022

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AUDIT AND FINANCE (A/F)

13. To authorize entering into an agreement with Ellucian Company L.P. to provide information technology management services and staffing in the amount of \$7,776,003.
14. To authorize the purchase of student and faculty support resources from Assessment Technologies Institute (ATI) for nursing education to increase retention and student outcomes on the National Council Licensure Examination-Registered Nurse (NCLEX-RN).
15. To authorize the addition of a part-time 6-month Canvas Learning Management System (LMS) resource with Ellucian Company L.P.
16. To approve President Eric M. Friedman to finalize a settlement agreement with the United States Department of Education, Federal Student Aid ("Department"), regarding the results of a Federal Program Review ("FPR") issued on September 5, 2018 for the 2012/2013 and 2013/2014 fiscal years.
17. To award RFP # R-098 to Karasch and Associates for the provision of remote captioning services for deaf and hard of hearing students.

EDUCATION AND STUDENT AFFAIRS

1. Appointment: Advisory Committee Members
2. The College will join in submitting a consortium grant application to the United States Department of Labor Strengthening Community College Training (SCCT) program and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
3. To authorize submission of a grant application in the amount of \$5,000,000 to the United States Department of Agriculture (USDA) and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

PERSONNEL (P)

1.
 - A. Approve: Contractual Salary Increase for Dr. Eric M. Friedman, President, Bergen Community College.
 - B. Appointment: Confidential
 - C. Appointment: Grant Funded
 - D. Appointment: Support
 - E. Appointment: Professional
 - F. Appointment: Support Staff
 - G. Appointment: Confidential
 - H. Appointment: Student Affairs Athletic Program (Coaching Staff)
2.
 - A. Approve Revised Job Description
 - B. Promotion: Professional
 - C. Promotion: Support
 - D. Approved: Confidential – Title Change and Revised Job Description
3.
 - A. Salary Adjustment - Support Staff
 - B. Approve Professional Staff Merit Award Program recipients as per the agreement in the Professional Staff Memorandum of Agreement, Article XXXI, approved by the Board of Trustees on February 2, 2016.
 - C. Approve stipends for Nursing Clinical Faculty for Fall 2022 semester
 - D. Discontinue Stipend
 - E. Correction: Faculty

CONSENT AGENDA

Tuesday, November 22nd, 2022

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PERSONNEL (P)

4. A. Approve: Leave of Absence / Professional
 B. Approve: Leave of Absence / Support Staff
5. A. Retirement: Confidential
 B. Retirement: Confidential
 C. Retirement: Faculty
 D. Retirement: Faculty
 E. Retirement: Professional
 F. Retirement: Administrators
 G. Retirement: Confidential
6. A. Resignation: Support
 B. Resignation: Grant Funded
 C. Resignation: Professional
 D. Resignation: Support

SITE AND FACILITIES (S/F)

1. Authorization to approve the attached list of Architects and Engineers that submitted the required documents for the 2023 Request for Qualifications for these professional services.



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BOARD OF TRUSTEES ACTION Reorganization 1
Approval Date: November 22, 2022

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
Page Two
November 22, 2022**

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
710 Turnpike Road
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 22, 2022

Resolution

Board Meeting Dates and Official Publications

Submitted By

Dr. Eric M. Friedman, President

Mrs. 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 2023.

2023 Meeting Dates

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday	January 10	5:00 p.m.	Paramus Campus
Thursday	February 9	5:00 p.m.	Paramus Campus
Tuesday	March 7	5:00 p.m.	Paramus Campus
Tuesday	April 11	5:00 p.m.	Meadowlands Campus
Tuesday	May 9	5:00 p.m.	Paramus Campus
Tuesday	June 13	5:00 p.m.	Paramus Campus
Tuesday	August 1	5:00 p.m.	Paramus Campus
Wednesday	September 6	5:00 p.m.	Paramus Campus
Tuesday	October 3	5:00 p.m.	Ciarco Campus
Tuesday	November 21	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 22, 2022

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 2022 -2023 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



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BOARD OF TRUSTEES ACTION Reorganization 4
Approval Date: November 22, 2022

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 22, 2022

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, 2023 and ending December 31, 2023, 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, 2022.

Justification

The Request for Qualifications was advertised on September 20, 2021 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 22, 2022

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, 2022 to September 30, 2022	\$ 15,426.15
October 1, 2022 to October 31, 2022	\$ 16,192.03
Total:	\$ 31,618.18

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	\$ 31,618.18



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BOARD OF TRUSTEES ACTION A/F2
Approval Date: November 22, 2022

Resolution

To authorize the purchase of managed print services provided by MRA International.

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
Mr. Tyler Beebe, Technical Director

Action Requested

Authorization for the purchase of Managed Print Services including toner, parts, service, and maintenance for our entire networked printer fleet from MRA International through Bergen County Cooperative Bid # 22-24 - Resolution # 472-22 at an estimated cost of \$60,000.00.

Justification

As a member of the Bergen County Cooperative Purchasing System, the College is purchasing managed print services through MRA International to consolidate desktop printer support and maintenance. Additionally MRA will supply consumables, and asset inventory control for all of our networked printers by one qualified vendor resulting in a lower total cost of ownership, optimizing the printer fleet for today and the future, improving uptime by being more proactive and freeing up our IT resources to focus on other projects.

Cooperative procurement is allowed pursuant to County College Contracts Law 18A:64A-25.1 0.

Charge to: College Operating Funds
Account: TBD
Amount: \$60,000.00



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BOARD OF TRUSTEES ACTION A/F 3
Approval Date: November 22, 2022

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, 2022 through December 21, 2023 at a cost of \$62,995.83.

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 also 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. 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, 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)

Charge to:	College Operating Funds
Account Number:	10-01-165100-607526
Total Amount:	\$62,995.83



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BOARD OF TRUSTEES ACTION A/F 4
Approval Date: November 22, 2022

Resolution

Authorization to Award Public Bid #P-2372 for On-Call Network Cabling to Integrated Micro Systems Inc.

Submitted By

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

Action Requested

Authorization to award Public Bid #P-2372 for On-Call Network Cabling to Integrated Micro Systems, Inc. for an estimated amount of \$92,500, for the period December 15, 2022 through December 14, 2024.

Justification

The College requires a contractor to install network cable drops to accommodate all network additions and changes during the term of this contract. A total of 20 companies registered for bid packages, and 5 bids were received. See list below for bids received.

Integrated Micro Systems Inc.	\$92,500
Sal Electric Co Inc.	\$107,500
Technotime Business Solutions	\$137,500
Commercial Technology Contracts Inc.	\$188,250
Millennium Communications Group Inc.	\$212,500

Charge To: College Operating Funds
Account Number: 10-01-165100-607653
Total: \$92,500 (estimated)



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BOARD OF TRUSTEES ACTION A/F 5
Approval Date: November 22, 2022

Resolution

Authorization to award Public Bid P-2371 for On-Call Locksmith Services to Parent Door Hardware Sales and Service, Inc.

Submitted By

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

Action Requested

Authorization to award Public Bid P-2371 for On-Call Locksmith Services to Parent Door Hardware Sales and Service, Inc. for an estimated amount of \$392,712.50 for a two-year period beginning November 30, 2022 through November 29, 2024.

Justification

The College requires routine and emergency repair services for all doors and door systems including automatic doors, fire-rated doors, mechanical systems, keys, latches, etc. in all college buildings. These services are required on an on-going basis to provide continuous coverage to ensure safe and security facilities. Four bidders registered, and two bids were received.

Bids were received from:

Parent Door Hardware Sales and Service, Inc.	\$392,712.50
Firstline Locksmith LLC	\$490,000.00

Charge To: College Operating Funds, Capital
Account Number: 10-06-610100-607550
Total: \$392,712.50



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BOARD OF TRUSTEES ACTION A/F 6
Approval Date: November 22, 2022

Resolution

To authorize the purchase of communications equipment, including radios, programming, accessories, and peripherals for the College's Public Safety and Facilities Staff.

Submitted By

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

Action Requested

Authorization to purchase, program, and install radio communications systems, including radios, accessories, and associated peripherals through NJ State Contract #83909 from Motorola Solutions, Inc. at a cost of \$199,999.71.

Justification

The College requires radio communication to improve daily operations and emergency response. Our facilities and safety staff currently use a mix of radios, beepers, and cell phones for communications. Use of these older technologies cause gaps in communications and unnecessary delays in resolving issues at the College. Public Safety and Facilities staff will use this equipment to improve communications, security, and safety on secure radio channels. Radios provide more consistent call quality and coverage, longer battery life, and superior durability compared to cell phones.

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

Charge To: Capital Bond Ord. #20-15

Account Numbers: Capital

Total: \$199,999.71



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BOARD OF TRUSTEES ACTION A/F 7
Approval Date: November 22, 2022

Resolution

To award management and operation of campus food services to American Dining Creations in accordance with RFP R-097 for the period January 1, 2023 thru December 31, 2027 and to negotiate a contract that codifies the terms of this agreement.

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 award RFP # R-097 Management and Operation of Food Services to American Dining Creations for a 5-year agreement beginning January 1, 2023 – December 31, 2027 with an option to renew for an additional 5 years if agreeable to both parties.

Justification

The College requires operation and management of campus food service facilities at all locations, including the cafeterias in Paramus and Lyndhurst, Student Center, Ender Hall.

A total of four proposals were received in response to RFP #R-097. The elements of the proposal submitted by American Dining Creations are consistent with our requirements and include enhancements to current services.

The Request for Proposals was advertised on the College website in accordance with New Jersey P.L. Chapter 19 "Pay to Play" Law, and conforms to a "Fair and Open Process".

A total of 14 companies registered and proposals were received from the four companies listed below.

AVI Food Systems Inc.
Gourmet Dining
Metz Culinary Management
American Dining Creations

Food supplies and services are exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (7).



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BOARD OF TRUSTEES ACTION A/F 8
Approval Date: November 22, 2022

Resolution

To authorize the purchase of a Curriculum Management System through Digital Architecture LLC, a Modern Campus Company.

Submitted By

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

Action Requested

Authorization to purchase and implement an online Curriculum Management System through Digital Architecture LLC, a Modern Campus Company for a term of three years at a total cost of \$144,139.95 payable annually as follows:

Year 1 = \$64,550.40
Year 2 = \$38,824.17
Year 3 = \$40,765.38

Justification

This is a robust computerized Curriculum Management System which includes an E-Catalog, Curriculum Management and Career Pathways modules that will provide the college with a tool to digitally manage the college catalog and requests for curriculum updates. It will streamline the process for editing and updating our existing curriculum as well as the processes for adding new courses/programs. With built-in digital approval and tracking, it will allow faculty and staff to efficiently manage the complexity of curriculum requests. Integrating the Career Pathways tool into the Catalog will allow students to browse career data from specific academic program areas within the catalog. Modern Campus supports our single sign on protocols and is also compatible with our Colleague system's Ethos integration. Three separate Curriculum Management Systems were evaluated and the product offering from Modern Campus met all of our requirements.

The college has a need to procure these services through a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Digital Architecture LLC, a Modern Campus Company has completed and submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution disclosure, the Stockholder Disclosure Certification and Business Entity Disclosure will be maintained on file at the college.

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

Charge to: OMIC (Year 1)
Account: 50-02-597300-607526
Amount: \$64,550.40

Charge to: College Operating Funds (Years 2 and 3)
Account: 10-01-165100--607526
Amount: \$79,589.55



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BOARD OF TRUSTEES ACTION A/F 9
Approval Date: November 22, 2022

Resolution

To authorize the renewal of hardware and license support with CDW Government, LLC for 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 Nutanix hardware and license support for one year with CDW Government, LLC through NJ State Contract #T3121 Software (T3121 #20-TELE-01511) in the amount of \$105,000.71.

Justification

The Nutanix Hardware Platform hosts the majority of BCC's critical server and virtual desktop infrastructure. This hardware platform enables the ITS department to host the college's nearly 200 virtual servers and over 1000 virtual desktops. This renewal includes one year of hardware support and licensing for G6 Nutanix nodes for the term of 12/31/22-12/30/23 and for G7 Nutanix nodes being co-termined 4/22/23 through 12/30/23

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.

Aspire Technology	\$108,246.04
Carahsoft	\$114,413.27
CDW	\$105,000.71

Charge to: College Operating Funds
Account Number: 10-01-165100-607511
Total Amount: \$105,000.71



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BOARD OF TRUSTEES ACTION A/F 10
Approval Date: November 22, 2022

Resolution

To authorize the purchase of Blackboard Ally software for Canvas through lead agency Edge (formerly NJEdge).

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 enter into a 3-year agreement with lead agency Edge (Contract# EMLAS-19-003) for Blackboard Ally software for Canvas LMS for the period of 1/1/23 through 12/31/26 at a price protected cost of \$99,000.00 payable annually in three equal payments of \$33,000.00 per year.

Justification

As part of the College's commitment to equity and inclusion, Blackboard Ally software will afford the college a means to automatically run course materials through an accessibility checklist that checks for common accessibility issues. Ally will then generate a range of more accessible alternatives for the instructor's original and will make these available to all students in the course. These alternative accessible formats include Semantic HTML, audio, ePub, and electronic braille. Ally provides an institution-wide course content accessibility report that allows for deep insight and understanding into how the institution is performing and evolving from a course content accessibility point of view. This report helps track progress and can help highlight problem areas and identify initiatives that can further help improve accessibility at the institution and aid with compliance issues.

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

NJEdge is a not for profit technology consortium and is exempt from Pay-to-Play

Charge to: HEERF Funds
Account Number: 50-06-596500-607526
Total Amount: \$33,000.00

Charge to: College Operating Funds
Account Number: 10-01-165100-607526
Total Amount: \$66,000.00



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BOARD OF TRUSTEES ACTION A/F 11
Approval Date: November 22, 2022

Resolution

Authorization to purchase video surveillance equipment, including security cameras, accessories, and associated peripherals for Public Safety and Security staff.

Submitted By

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

Action Requested

Authorization to purchase, program and install video surveillance systems, including security cameras, accessories, and associated peripherals through Edge Contract #00278834, DCA #269EMCPS from Mind's Eye Technologies at a cost of \$141,137.14.

Justification

The College requires security cameras to improve daily operations, emergency responsiveness, and protection for students, faculty, staff, and visitors. The current College security camera system is overdue for an upgrade as a result of expiring lifecycle for equipment. This purchase will enhance overall visibility of the public safety and security staff across the Paramus campus as well as improve the reliability of digital storage for retrieval of historical footage as potential evidence in criminal and civil matters that relate to the College.

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

Edge is a not for profit technology consortium and is exempt from Pay-to-Play.

Charge To:	Capital Bond Ord. #18-23
Account Number:	20-00-17010-604217
Total Amount:	\$141,137.14



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BOARD OF TRUSTEES ACTION A/F 12
Approval Date: November 22, 2022

Resolution

To authorize the extension of temporary accounting services through Accounting Principals, a division of The Adecco Group, for the Finance department.

Submitted By

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

Action Requested

Authorization to continue critical temporary accounting support at an additional amount not to exceed \$50,000.00 with Accounting Principals, a division of The Adecco Group.

Justification

Senior accounting support is needed in the Finance department to assist with federal and state coronavirus-relief grants and related accounting needs.

The College has a need to procure these services through a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Ajilon and Accounting Principals, Divisions of The Adecco Group have completed and submitted, a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution Disclosure, the Stockholder Disclosure Certification and Business Entity Disclosure will be maintained on file at the College.

These services are exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (15). (Professional Consulting Services)

Charge to: HEERF Funds
Account Number: 50-06-596500-607550
Total Amount: \$50,000.00



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BOARD OF TRUSTEES ACTION A/F 13
Approval Date: November 22, 2022

Resolution

To authorize entering into an agreement with Ellucian Company L.P. to provide information technology management services and staffing in the amount of \$7,776,003.

Submitted By

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

Action Requested

Authorization to enter into an agreement with Ellucian Company L.P. to provide information technology management services and staffing, for a period of three years beginning November 1, 2022 through October 31, 2025 in the amount of \$7,776,003, invoiced monthly during the three-year term of the agreement in the amount of \$216,000.00, with an option to renew for an additional 2 years at the College's discretion.

Justification

The current contract in effect is set to expire on March 31, 2023 and Ellucian and the College have agreed to terminate that contract effective as of October 31, 2022 and enter into a new contract which is required to continue a wide range of IT services. The College requires the services of Ellucian to assist in managing its extensive information technology resources. The College's Enterprise Resource Planning (ERP) system, Colleague, is the proprietary software product of Ellucian who has unparalleled expertise in its implementation and support. Specifically, Ellucian's Colleague expertise is of particular importance to the College as we continue to strive for Colleague optimization in pursuit of institutional effectiveness.

The College has a need to procure these services pursuant to a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Ellucian Company L.P. has submitted a Stockholder Disclosure Certification, and a Business Entity Disclosure Certification, 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 Form, Stockholder Disclosure Certification, and Business Entity Disclosure Certificate shall be placed and maintained on file at the College. A copy of the executed agreement will be maintained on file in the Purchasing Department office.

Services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development for the hardware is exempt from public bidding in accordance with County College Contracts Law N.J.S.A. 18A:64A-25.5 (a) (19).

Charge to: College Operating Funds
Account: 10-01-159900-607838
Amount: \$7,776,003



BOARD OF TRUSTEES ACTION: AF 14
Approved date: November 22, 2022

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 \$150,000.00 for Academic Year 2023 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, & 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, we expect 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 # 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)

Charge to:	HEERF Funds
Account Number:	50-06-596500-607550
Total Amount:	\$150,000.00



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BOARD OF TRUSTEES ACTION A/F 15
Approval Date: November 22, 2022

Resolution

To authorize the addition of a part-time 6-month Canvas Learning Management System (LMS) resource with Ellucian Company L.P.

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 add a part-time Canvas LMS technical resource with Ellucian Company L.P. for a period of six months beginning December 1, 2022 through May 30, 2023 in the amount of \$74,535.00.

Justification

The College requires a Canvas LMS technical resource to assist with the Canvas implementation project working closely with the Center for Innovation in Teaching and Learning (CITL) team. The additional Ellucian resource will be part-time for six months and assist with the migration of courses from Moodle, assist faculty with course conversions, and end-user training.

The College has a need to procure these services pursuant to a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Ellucian Company L.P. has submitted a Stockholder Disclosure Certification, and a Business Entity Disclosure Certification, 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 Form, Stockholder Disclosure Certification, and Business Entity Disclosure Certificate shall be placed and maintained on file at the College. A copy of the executed agreement will be maintained on file in the Purchasing Department office.

Providing goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development for the hardware is exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (19).

Charge to: OMIC Grant
Account: 50-02-597300-607656
Amount: \$74,535.00



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BOARD OF TRUSTEES ACTION A/F16
Approval Date: November 22, 2022

Resolution

To approve President Eric M. Friedman to finalize a settlement agreement with the United States Department of Education, Federal Student Aid ("Department"), regarding the results of a Federal Program Review ("FPR") issued on September 5, 2018 for the 2012/2013 and 2013/2014 fiscal years.

Submitted By

Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Anthony J. Trump, Vice President, Student Affairs

Action Requested

Approval to enter into an agreement with the U.S. Department of Education to settle claims totaling \$1,019,481.24 that resulted from an FPR related to the 2012/2013 and 2013/2014 fiscal years.

Justification

On September 5, 2018, the U.S. Department of Education issued its report on findings related to an FPR for the 2013/2013 and 2013/2014 fiscal years. The Department subsequently issued a Final Program Review Determination ("FPRD") on November 30, 2021, where upon further review, the College entered into discussions to arrive at a total settlement amount of \$1,019,481.24, with payments of \$145,640.18 in each of fiscal years 2023 through 2029 (seven years). By entering into this agreement, the U.S. Department of Education considers this matter resolved, and no further action will be taken outside the established agreement between the College and the U.S. Department of Education. The College deems it prudent to resolve this matter within the scope of this agreement in order to achieve closure and strengthen the focus on serving our students into the future.



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BOARD OF TRUSTEES ACTION A/F 17
Approval Date: November 22, 2022

Resolution

To award RFP # R-098 to Karasch and Associates for the provision of remote captioning services for deaf and hard of hearing students.

Submitted By

Dr. Eric M. Friedman, President
Dr. Brock Fisher, Academic Vice President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Tracy Rand, Managing Director, Office of Specialized Services
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested

Award remote ASL interpreting, Cart and Typewell speech to text services to Karasch and Associates for a period of two years at a cost of \$93/hour for CART services and \$59/hour for TypeWell services for an estimated cost of \$75,000 per year.

Justification

Bergen Community College has an obligation to provide reasonable accommodations to students, faculty, and staff who have a disability. This includes Remote ASL Interpreting and CART and TypeWell Speech to Text services. These services assist the deaf and/or hard of hearing by translating spoken words into text, giving them immediate access to the communications they need and are entitled to under the Americans with Disabilities Act (ADA).

A Request for Proposals was advertised 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".

The College evaluated proposals received in response to the RFP and determined that Karasch and Associates has submitted a comprehensive proposal that meets all of the requirements of RFP # R-098 including qualifications, experience and competitive rates.

This procurement is exempt from bidding in accordance with County College Contracts Law, N.J.S.A. 18A:64A-25.5 (a) (2). (Extraordinary unspecifiable services).

A total of 5 proposals were received from the companies listed below.

Karasch and Associates
Ai-Media Technologies LLC
SignGlasses, LLC

Visual Language Professionals, LLC
Landmark Media Solutions LLC/ dba Archive Captioning

Charge To: College Operating Funds
Account Number: 10-02-230200-607550
Total: \$75,000/year (estimated)



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BOARD OF TRUSTEES ACTION E/SA1
Approval Date: November 22, 2022

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 December 1, 2022.

Justification

The college's utilization of Advisory Committees is essential to supporting its educational programs which have direct application 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.

See attached list.

Trophlegen CPAs			
First Name	Last Name	Company Affiliation	Term
Robert			1
Michael	Bisceglia	WFAN NY	2
James	Quinby	Bergen Community College/Media Technologies	2
Ted	Jarosinski	Bergen Community College/Media Technologies	2
Mark	Ghezze	Brookdale Community College	2
Brian	Hennstreet	Bergen Community College/Communications	2
First Name	Last Name	Company Affiliation	Term
Rossi	Weinberg	Todd English Restaurants, Capital Grille NYC, Soderho	3
First Name	Last Name	Company Affiliation	Term
Richard	Blohm	Bergen County Law and Public Safety Institute	3
David	Borzotta	Bergen Community College, Vice Presidents, Safety & Security, Public Safety	3
Robert	Butkowski	Federal Bureau of Investigation (Ret.)	3
Frederick	Corruba	Paramus Chief of Police (Ret.), Paramus, NJ	3
Anthony	Cureton	Bergen County Sheriff	3
Kenneth	Ehrenberg	Chief of Police, Paramus, NJ	3
Jacqueline	Lutchda	Chief of Police, Ridgewood, NJ	3
Joseph	Madden	Chief of Police, Park Ridge, NJ	3
Margaret Ann	Mahoney	Assistant US Attorney General, US Department of Justice	3
Joseph	Mara	Fire Instructor, Bergen County	3
Mark	Musella	Bergen County Prosecutor	3
Dwane	Lynch	TSA-DHS, Federal Homeland Security Office	3
Lawrence	Surfern (Ret.)	Chief of Police, Englewood, NJ	3
Joseph	Corne (Ret.)	Judge, Superior Court of New Jersey	3

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BOARD OF TRUSTEES ACTION E/SA2
Approval Date: November 22, 2022

Resolution

The College will join in submitting a consortium grant application to the United States Department of Labor Strengthening Community College Training (SCCT) program 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
Dr. Brock Fisher, Vice President of Academic Affairs
Dr. Emily Vandalovsky, Dean of Mathematics and Science
Dr. Adam Goodell, Dean of Business, Arts, and Social Sciences
Ms. Cinzia D'lorio, Executive Director of Continuing Education and Workforce Development
Dr. William J. Yakowicz, Director of Grants Administration

Action Requested

Authorization to join a partnership with lead agency Hudson County Community College on a grant application to the US Department of Labor SCCT program, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

The proposed Strengthening Community College Training grant project will focus on strengthening Bergen Community College's capacity to equitably increase underrepresented participant access to high-skill/high-wage employment. The project will expand educational and career pathways leading to underrepresented populations' attainment of certificates and degrees in high-demand Finance and Information Technology industries. A primary component supports systemic college-wide change to advance equity and inclusion by identifying and closing the diversity, equity, and inclusion gaps impacting education and employment opportunities.

As a critical partner in the proposed grant project, Bergen is committing to service on the ***Project Advisory Board***, implementing ***new and expanded online and hybrid programming and providing targeted wrap-around support strategies that enable participants to upskill at an accelerated rate***. With a proposed four-year budget of \$450,000, Bergen's engagement will help participants gain employment and increased opportunities to pursue industry-recognized certificates and associate bachelor's and advanced degrees in these or related fields of study.

The project plan and budget are in development.

No college funds are required.



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BOARD OF TRUSTEES ACTION E/SA3
Approval Date: November 22, 2022

Resolution

To authorize submission of a grant application in the amount of \$5,000,000 to the United States Department of Agriculture (USDA) 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
Dr. Brock Fisher, Vice President of Academic Affairs
Dr. Emily Vandalovsky, Dean of Mathematics, Science, and Technology
Dr. Susan Barnard, Dean of Health Professions
Dr. P.J. Ricatto, Professor, Physical Sciences Department
Dr. William J. Yakowicz, Director of Grants Administration

Action Requested

Authorization to submit a grant proposal of \$5,000,000 to the US Department of Agriculture NEXTGEN program competition and authorize President Eric M. Friedman, Ph.D., or his designee, to execute the required documents.

Justification

The purpose of the NEXTGEN grant program is to build and sustain the next generation of the USDA workforce with a focus on increased diversity and inclusivity of the food, agriculture, natural resources, and human sciences workforce now and in the future. Bergen Community College's proposed NEXTGEN grant project is intended to strengthen the College's capacity to equitably increase opportunities for the richly diverse student population for family-sustaining careers in the USDA-associated fields of food, agriculture, and natural sciences. This proposed project will:

1. Provide paid experiential learning opportunities (i.e., internships, apprenticeships, and such career development activities as mentoring, shadowing, and workplace experiences).
2. Fund scholarships to support the recruitment, retention, and graduation of students working to earn credentials and associate and higher degrees in food, agriculture, natural resources, and human sciences (e.g., nutrition, health professions).
3. Provide non-formal education activities for cultivating interest in and exposure to careers across food, agriculture, natural resources, and human sciences among all underrepresented population groups.
4. Provide Innovative recruitment, retention, and initiatives to attract students to majors and career paths in food, agriculture, natural resources, and human sciences.

The project design and budget are in development. No college funds are required.



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BOARD OF TRUSTEES ACTION P1A
Approval Date: November 22, 2022

Resolution

Approve: Contractual Salary Increase for Dr. Eric M. Friedman, President, Bergen Community College.

Submitted By

Ms. Dorothy Blakeslee, Chairperson, Board of Trustees

Ms. Ritzy Moralez-Diaz, Chairperson, Personnel Committee

Action Requested

To approve a performance increase of 2% to President Eric M. Friedman.

Justification

This increase is to award Dr. Friedman based on his performance and the evaluation conducted by the Board of Trustees according to his contract.



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BOARD OF TRUSTEES ACTION P1B

Approval Date: November 22, 2022

Resolution

Appointment: Confidential

Submitted By

Dr. Eric M. Friedman, President

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

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>
Reginald Grant	Senior Payroll Generalist / Human Resources	\$65,000 (pro-rated)	11/23/2022

Justification

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

Charge to: College Funds

Account Number: 10-01-140300-601110



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BOARD OF TRUSTEES ACTION P1C
Approval Date: November 22, 2022

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 Effectiveness

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>
Teresa Serio	Coordinator for the Center for Adult Transition / Office of Specialized Services / Student Affairs	\$75,000 (pro-rated)	12/01/2022

Justification

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

Charge to:

Account Number: 50-02-598200-601110



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BOARD OF TRUSTEES ACTION P1D
Approval Date: November 22, 2022

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 Effectiveness

Action Requested

To approve the appointment of the following individuals to the positions and annual salaries indicated.

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Rosalba Garcia	Officer / Public Safety	\$35,000 (pro-rated based on start date)	12/01/22
Michael Vaughn	Officer / Public Safety	\$35,000 (pro-rated based on start date)	12/01/22

Justification

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

Charge to: College Funds

Account Number: 10-01-192100-601138



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BOARD OF TRUSTEES ACTION P1E
Approval Date: November 22, 2022

Resolution

Appointment: Professional

Submitted By

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

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

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>
Frank Malave	Financial Analyst / Finance	\$65,000	12/1/22

Justification

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

Charge to: College Funds

Account Number: 10-01-140100-601110



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BOARD OF TRUSTEES ACTION P1F
Approval Date: November 22, 2022

Resolution

Appointment: Support Staff

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

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

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>
Christine Estrella	Secretary / Dental Hygiene / Academic Affairs	\$40,000	12/1/2022

Justification

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

Charge to: College Funds

Account Number: 10-04-417500-601130



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BOARD OF TRUSTEES ACTION P1G

Approval Date: November 22, 2022

Resolution

Appointment: Confidential

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

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

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>
Jessica Blundo	Director of Child Development / Child Development Center / Academic Affairs	\$81,000 (prorated based on start date)	12/05/2022

Justification

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

Charge to: College Funds

Account Number: 10-10-830000-601110



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BOARD OF TRUSTEES ACTION P1H
Approval Date: November 22, 2022

Resolution

Appointment: Student Affairs Athletic Program (Coaching Staff)

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 part-time Assistant Coach position at the stipend indicated:

<u>Name</u>	<u>Asst. Coach Position</u>	<u>Stipend</u>	<u>Effective Dates</u>
Cadeem Campbell	Men's Basketball	\$3,500	10/01/22 – 03/31/23 (retroactive)

**The hiring of the coaches is contingent on having a sufficient number of students participating in the College's various athletic programs.*

Justification

The above-mentioned stipends are seasonal.

Charge To: College Operating Funds

Account Number: Various



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BOARD OF TRUSTEES ACTION P2A
Approval Date: November 22, 2022

Resolution

Approve Revised Job Description

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 revised job description for the Director of Administration, Facilities.

Justification

To approve the revised job description to more accurately reflect the responsibilities of the position. This position is at-will.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Director of Administration, Facilities

DEPARTMENT: Facilities

FUNCTION: Reporting to the Vice President of Facilities, the Director of Administration will provide critical financial, business, and procedural support to the diverse facility functions of the College. This position will be responsible for purchasing, contract administration, budget management, and data within the Facilities departments.

REPORTS TO: Vice President of Facilities

SUPERVISES: Mail Room and Administrative Staff

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Manages and oversees all aspects of contract administration with Facilities including but not limited to scope preparation, work tracking/completion, documentation, invoice review/verification, walkthroughs, and collection of proposals. Coordinates with necessary parties to maintain compliance with College standards and legal requirements.
2. Responsible for management of maintenance and operating expenses and cost estimates for operational requirements. Assist with preparation of capital budget requests and development of annual operating budgets.
3. Researches, prepares, and reviews requests for proposals (RFPs), contract documents, reports, engineering and construction documents, grant proposals, and other documentation for Facilities.
4. Analyzes space, logistical requests and solutions for conformity with the College's overall goals. Ensures that design, processes, and specifications align with College needs and goals.
5. Assists in the development and tracking of projects and goals for the Facilities departments
6. Develops space requirements and design criteria with architects to ensure efficient space management and operation and to anticipate long- term needs and technological developments.
7. Memorializes and documents all procedures, creating/editing policies and processes, as needed. Leverages technology to automate and streamline processes.
8. Collects and interprets data on space, utility usage, work orders, asset and space down time, costs, and other critical key performance indicators. Prepares charts, graphs, and reports that illustrate needs and support College goals.
9. Oversees mailroom operations.
10. Manages and reports on the division's timekeeping.
11. Subject to senior administration review and final Board of Trustees approval, has the responsibility, power and authority to hire, fire, discipline and promote employees.
12. Responsible for the administration, implementation of collective bargaining agreements, in a supervisory role to union members.
13. Works within a unionized environment to communicate and deliver improvements.

14. Willingness and ability to work a varied work schedule, assist the team with event setups and/or weather events as needed to support the College.
15. Performs additional tasks or duties as assigned by Managers and Directors.

MINIMUM QUALIFICATIONS:

Education:

- Bachelor's degree in business administration, finance, or related field
- Two to five years of progressively responsible work experience in financial management, contract administration, business administration, or related field

Experience:

- Demonstrated knowledge of facility financial operations, maintenance, and management.
- Proficiency with Microsoft Word, Excel, and Google business suite experience preferred.
- Experience in project controls and contract administration.
- Experience with CMMS, time keeping, and financial software preferred.
- Provides excellent customer service to students, faculty, and staff.

Other:

- Must have a valid Driver's License.
- Must be able to walk, stand, bend, climb, kneel, etc. for long periods of time.
- Must be able to work in unconditioned spaces and have adequate environmental tolerance, including the ability to work in variable and sometimes extreme weather conditions.
- Excellent organizational, time management, presentation, organizational skills, and attention to details.



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BOARD OF TRUSTEES ACTION P2B
Approval Date: November 22, 2022

Resolution

Promotion: Professional

Submitted By

Dr. Eric M. Friedman, President

Ms. Suzanne Wetzel, Vice President of External Affairs

Dr. Lawrence Hlavenka, Executive Director of Public Relations, Cultural Affairs and Communications

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

Action Requested

To approve the promotion and revised job description 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>
Dr. Jessica Fagnoli	Assistant Director of Public Relations / Public Relations, Community and Cultural Affairs/External Affairs	\$70,000 (prorated)	12/1/2022

Justification

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

Charge to: College Funds

Account Number: 10-01-148100-601110

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Assistant Director of Public Relations

DEPARTMENT: Public Relations and Community and Cultural Affairs

FUNCTION: The Assistant Director of Public Relations, under the direction of the executive director of public relations, community and cultural affairs, serves as the project manager of the College's public relations workflow, while providing key editorial support for essential departmental functions.

REPORTS TO: Executive Director of Public Relations, Community and Cultural Affairs

SUPERVISES: Manager of New Media Services, Supervisor of Graphic Services, Graphic and Web Designer and Web Developer

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Oversees, manages and assigns public relations projects; serves as project management lead and establishes workflow for each.
2. Serves as the department's traffic coordinator, ensuring all projects receive appropriate treatment, direction and organization from inception to completion.
3. Writes and edits copy for myriad projects including news releases, advertisements, marketing collateral, brochures, newsletters, posters, flyers, scripts, speeches, webpages and eblasts.
4. Creates print, digital and web marketing programs to support College enrollment initiatives.
5. Provides creative direction and editorial support for the College's web presence, assisting in the development of visual and editorial strategy.
6. Participates in the production of vignettes/video projects appropriate for use as advertisements and promotional collateral, including Studio Bergen: Remix.
7. Photographs events and subjects for use in print, video, digital and web media.
8. Produces vignettes appropriate for use as advertisements and promotional collateral.
9. Acts as performance manager for all direct reports including managing day-to-day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
10. Performs additional tasks or duties as assigned by the president or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates an understanding of the community college mission and practices an open-door policy. Exhibits the ability to conceive, plan and execute public relations activities and initiatives. Knowledge of advertising, creative writing and public affairs highly preferred. Exhibits strong skills in:

- Writing
- Communication
- Data Analysis
- Interpersonal Relationships
- Organization
- Budgeting
- Efficiency
- Editorial Judgment
- Creative Direction
- Technology

Education: Bachelor's Degree in Communications, Public Relations, Public Affairs, Journalism or equivalent required; Master's Degree preferred.

Other Requirements

Must be able to work a flexible schedule. Coverage of evening and/or weekend events will be required.

Experience: Minimum of 5 years of leadership experience in communications, public relations, public affairs or journalism required; higher education experience preferred.

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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BOARD OF TRUSTEES ACTION P2C
Approval Date: November 22, 2022

Resolution

Promotion: Support

Submitted By

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

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

Action Requested

To approve the promotion and revised job description 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>
Najibe Roman	Senior Accounting Assistant/ / Finance	\$50,000 (prorated)	12/1/2022

Justification

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

Charge to: College Funds
Account Number:



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BOARD OF TRUSTEES ACTION P2D
Approval Date: November 22, 2022

Resolution

Approve: Confidential - Title Change and Revised Job Description

Submitted By

Dr. Eric M. Friedman, President

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

Action Requested

To approve the title change and revised job description for the Dean of Research and Institutional Effectiveness.

Justification

This title change better reflects the responsibilities of the position: from Dean of Assessment, Accreditation and Compliance to Dean of Research and Institutional Effectiveness. The revised job description is attached.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Dean of Research and Institutional Effectiveness
DEPARTMENT: Research and Institutional Effectiveness / Office of the President

FUNCTION: The Dean of Research and Institutional Effectiveness is a senior-level college leader who guides the development of a comprehensive integrated system of data collection, research, assessment, evaluation, and reporting that supports strategic academic and operational reporting and planning. The Dean oversees institution-wide assessment as well as institutional and specialized accreditation initiatives to support Bergen Community College's (Bergen's) commitment to continuous improvement. The Dean works collaboratively with faculty, staff and students to design, develop, implement and provide reports on institutional, academic, co-curricular, and administrative assessments in support of the College's mission. The Dean will oversee all Research and Institutional Effectiveness functions. The Dean is directly responsible for overseeing the college-wide development of annual goals that are consistent with the College's strategic plan and for the systemic assessment of programs, departments, and services. The Dean is responsible for the timely submission of all external data-based reporting.

REPORTS TO: President

SUPERVISES: Supervises the staff of the Research and Institutional Effectiveness Office and coordinates work between offices with other staff.

MAJOR RESPONSIBILITIES:

1. Leads the College's critical areas of assessment and accreditation, and compliance.
2. Oversees the Office of Research and Institutional Effectiveness to serve as a strategic partner in creating an environment that promotes and supports using research and data analysis to guide decision-making and institutional improvement.
3. Works collaboratively to maintain institutional and specialized program accreditations, reporting, assessment, and program review.
4. This Senior-level college leader guides efforts as delegated by the Vice President for Academic Affairs or President and works collaboratively with campus stakeholders to ensure effective operations and planning.

ASSESSMENT

5. Establishes, maintains, and communicates systematic cycles and standards by which assessment is performed.

6. Serves as the primary resource for curricular, co-curricular, and administrative units in research, data collection, and analysis related to program assessment, outcomes, and impact. Ensures the data needs of accreditation, program review, and assessment are appropriately planned and organized.
7. Serves as the primary resource for Deans, Department Chairs, and faculty for continued assessment of academic programs.
8. Provides and facilitates workshops, speakers, and panel discussions for assessment and accreditation as ongoing professional development for academic and administrative units.
9. Assists faculty and administrators in implementing assessment plans that foster student learning, degree attainment, and post-graduation success.
10. Manages Academic Program Assessment by monitoring curriculum maps, program-level student learning outcomes (PSLO's), and evidence in a software-based assessment tool.
11. Coordinates the process of assessing institutional-level student learning outcomes (ISLO's), PSLO's, and course-level student learning outcomes (CSLO's) across the College.
12. Provides ongoing feedback to divisions and departments regarding assessment work.
13. Supports general education assessment in conjunction with the College's Learning Assessment and General Education committees.
14. Monitors and reviews Outcomes/Objectives, Measures, and Findings, and other related information for all units across campus in alignment with the College's strategic plan.
15. Collaborates with each division to develop a "culture of evidence" supporting institutional effectiveness resulting in continuous improvement.
16. Assists in developing a system linking assessment results to planning/budgeting processes.

ACCREDITATION AND COMPLIANCE

17. Provides leadership and direction for the Office of Institutional Effectiveness (IE) in the strategic and operational design, development implementation, and evaluation of a broad range of initiatives designed to enhance institutional effectiveness and student success.
18. Ensures reporting compliance of institutional data required by federal, state, and other regulatory agencies.
19. Serves as the Institutional Liaison to lead Middle States Commission on Higher Education ("Middle States") accreditation, including the preparation of assurance/quality improvement reports, preparation for reviews, and creation of other supportive documentation.
20. In consultation with other individuals and offices, complete the Middle States Annual Institutional Update and other required reports.

21. Remains current with Middle States accreditation requirements and policies through appropriate professional development opportunities.
22. Supports academic departments to ensure that programs are in compliance with cyclical accreditation requirements.
23. Performs other duties as assigned.

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: (a) demonstrates knowledge of New Jersey Department of Education/Middle States Commission on Higher Education processes, procedures, timelines, standards, and compliance issues, including affiliation agreements; (b) displays experience in and understanding of technology-enabled student success methodologies with the ability to creatively apply technology to program evaluation and improvement, while establishing and implementing continuous quality improvement processes ("CQI") within the academic programs; (c) demonstrates an exemplary ability for collecting, synthesizing, displaying, recording, and effectively communicating quantitative and qualitative data; and (d) exemplifies excellent written and oral communication skills, including making effective and persuasive speeches and presentations to internal and external audiences.

Education: Master's degree in business administration, data science, higher education leadership, and administration, or related analytical field; Doctorate preferred.

Experience: (a) Minimum of seven (7) years related work experience in higher education, preferably in a complex educational organization; or an equivalent combination of training and experience. Community college experience preferred.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disabling condition, marital status, affectional or sexual orientation, gender identity and expression, veteran's status or other non-job-related criteria. Equal employment opportunity includes, but is not limited to recruitment, hiring, retention, tenure, promotion, transfer, compensation, fringe benefits, and other terms and conditions of employment in accordance with state laws and regulations.

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Member

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



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BOARD OF TRUSTEES ACTION P3A

Approval Date: November 22, 2022

Resolution

Salary Adjustment – Support Staff

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 a salary adjustment for the following individuals as indicated.

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Date</u>
Besjana Adili	Custodian	\$33,999	11/23/2022
Mehmet Arslan	Custodian	\$33,999	11/23/2022
Noe Burgos	Custodian	\$33,999	11/23/2022
Amanda Caban	Custodian	\$33,999	11/23/2022
Carlo Capone	Custodian	\$33,999	11/23/2022
Joseph Cecere	Custodian	\$33,999	11/23/2022
Remington Coscarello	Custodian	\$33,999	11/23/2022
Andrew Sacher	Custodian	\$33,999	11/23/2022
Justin Slaughter	Custodian	\$33,999	11/23/2022
Arben Spirollani	Custodian	\$33,999	11/23/2022
Michael Zahorniak	Custodian	\$33,999	11/23/2022

Justification

To provide adjustments to set the new minimum custodian salary at a new rate in accordance with the Support Staff Agreement.

Charge To: College Operating Funds
Account Number:



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BOARD OF TRUSTEES ACTION P3B

Approval Date: November 22, 2022

Resolution

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

Submitted By

Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President, Academic Affairs
Mr. Ronald Spaide, Chief Information Officer
Dr. Anthony Trump, Vice President of Student Affairs
Mr. Nathaniel Saviet, Vice President of Facilities
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

Action Requested

To approve the merit award increases for the following individuals with the contractual increase of 6.75% retroactive to 7/1/22 for the fiscal year 2022-2023. These merit increases are for the contract years: 2019-20, 2020-21, 2021-22 and are for members of the Professional Association.

<u>Name</u>	<u>Position/Division</u>	<u>New Salary</u>
John Bruno	Testing Assistant / Student Affairs	\$ 57,804.10
Matthew Calamari	Technical Support Specialist II / Information Technology	\$ 52,634.45
Gloria Cevallos	Scheduling and Facilities Planner / Academic Affairs	\$ 85,664.16
April Harrison	Coordinator of Summer Intensive Program / Student Affairs	\$ 57,750.34
Candice Kaup Scioscia	Manager, Cerullo Learning Assistance Center / Academic Affairs	\$ 73,775.5
Gabriela Kosek	Testing Assistant / Student Affairs	\$ 56,047.29
Edwin Lopez-Rodriguez	Supervisor of Custodial Services / Facilities	\$ 74,029.45
Elena Luddy	Sr. Financial Accountant, Bursar / Finance	\$ 83,559.05
Deborah Michels	Technical Support Specialist II-MAC / Information Technology	\$ 75,018.22
Kirsten Perino	Office Manager / Information Technology	\$ 69,315.68
William Smith	Academic Lab Supervisor / Information Technology	\$ 80,475.20
Kenny Xheraj	Supervisor of Custodial Services / Facilities	\$ 74,029.45

Justification

The individuals listed were reviewed and approved for this award in accordance with the Professional Staff Memorandum of Agreement, Article XXXI, and approved by the Board of Trustees on February 2, 2016.



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BOARD OF TRUSTEES ACTION P3C
Approval Date: November 22, 2022

Resolution

Approve stipends for Nursing Clinical Faculty for Fall 2022 semester

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock L. Fisher, Vice President, Academic Affairs

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

Action Requested

To approve payment of stipends for the following individuals in the Nursing Clinical Faculty in the amounts indicated for the Fall 2022 semester.

Fall 2022

<u>Name</u>	<u>Semester stipend amount</u>
<u>Full time</u>	
Marites Alconis*	\$1,200.00
Diana Constantino	\$2,400.00
Joana Constantino	\$2,400.00
Claire Cyriax	\$2,400.00
Joanne Diamantidis*	\$3,600.00
Carrie Polnyj	\$2,400.00
Toni Tortorella-Genova	\$2,400.00

Adjuncts

Barbara (Schweiger) Albanese	\$2,400.00
Christine Bancroft*	\$1,200.00
Jessica Brown*	\$1,200.00
Cyndi Chiulli	\$2,400.00
Tiffany Cuello	\$2,400.00
Giuseppina Finnerty	\$2,400.00
Elizabeth Plange-Kaye*	\$1,200.00
Maureen Imbrogno	\$2,400.00
Rena Jaffe*	\$1,200.00
Rommell Jimenez	\$2,400.00
Christine Judge*	\$1,200.00

Resolution: P3C
November 22, 2022
Page 2

James Keogh	\$2,400.00
Michael Lang	\$2,400.00
Desiree Morgan	\$2,400.00
Lillith Okossi	\$2,400.00
Esteban Ramirez-Orta*	\$1,200.00
Pam Pascarelli*	\$1,200.00
Easter Grace Mana-ay-Rio	\$2,400.00
Josephine Rodriguez*	\$1,200.00
Kristi Rioux	\$2,400.00
Mary Santorelli*	\$1,200.00
Cheryl Sfikas	\$2,400.00
T. Dolma Siphur*	\$1,200.00
Kristi Schmidt	\$2,400.00
Robelisa Sistoso	\$2,400.00
Tenzin Lama-Tamang	\$2,400.00
Kryselle Alconis-Vo	\$2,400.00

* for additional ½ semester clinical

** for ½ semester clinical only

***for additional full semester clinical



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BOARD OF TRUSTEES ACTION P3D
Approval Date: November 22, 2022

Resolution

Discontinue Stipend

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 discontinue the monthly stipend for the following individual as indicated:

<u>Name</u>	<u>Position/Division</u>	<u>Monthly Amount</u>	<u>Effective Date</u>
Jennifer Migliorino-Reyes	Assistant Vice President of Student Affairs / Student Affairs	\$700.00	01/31/2023

Justification

To discontinue the monthly stipend due to the successful completion of the College search process for the Director of College Readiness and Early College Programs.

Charge to: College Funds

Account Number: 10-02-280000-601110



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BOARD OF TRUSTEES ACTION P3E
Approval Date: November 22, 2022

Resolution

Correction: 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 Effectiveness

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>
S.H. Chung	Associate Professor / Physical / Sciences / Math, Science and Technology / Academic Affairs (P1R-6/7/22)	\$79,934.94 (remains the same)	9/01/22

Justification

Original appointment was for Assistant Professor. This motion is to ensure position is recorded correctly in the system.

Charge to: College Funds

Account Number: 10-03-351003-601120



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BOARD OF TRUSTEES ACTION P4A
Approval Date: November 22, 2022

Resolution

Approve: Leave of Absence / 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 Effectiveness

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>
C. Michael Lapone	Manager of Facilities and Operations / Facilities	11/17/2022 – 03/31/2023 (retroactive)

Justification

Medical Leave



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BOARD OF TRUSTEES ACTION P4B
Approval Date: November 22, 2022

Resolution

Approve: Leave of Absence / Support Staff

Submitted By

Dr. Eric M. Friedman, President

Mr. Nathaniel Saviet, Vice President of Facilities

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

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>
Thomas Jessie	Senior Groundskeeper/ Facilities	12/20/2022 – 03/31/2023

Justification

Medical Leave



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BOARD OF TRUSTEES ACTION P5A
Approval Date: November 22, 2022

Resolution

Retirement: Confidential

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/Rank/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Linda Emr	Dean of Off Campus Sites / Academic Affairs	10/13/2008	01/01/2023

Justification

Retirement



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BOARD OF TRUSTEES ACTION P5B
Approval Date: November 22, 2022

Resolution

Retirement: Confidential

Submitted By

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

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

Action Requested

To approve the retirement of the following individual:

<u>Name</u>	<u>Position/Rank/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Caroline Ofodile	Managing Director of Financial Operations and Student Assistance / Finance	01/26/1998	01/01/2023

Justification

Retirement



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BOARD OF TRUSTEES ACTION P5C
Approval Date: November 22, 2022

Resolution

Retirement: Faculty

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 retirement of the following individual:

<u>Name</u>	<u>Position/Rank/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Howard Dreispan	Professional Assistant / Media Technologies / Information Technology	07/01/1987	01/01/2023

Justification

Retirement of non-teaching faculty member.



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BOARD OF TRUSTEES ACTION P5D
Approval Date: November 22, 2022

Resolution

Retirement: Faculty

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 retirement of the following individual:

<u>Name</u>	<u>Position/Rank/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Richlene Joannides	Ciarco Instructor / Continuing Education	3/16/2000	11/01/2022 (retroactive)

Justification

Retirement



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BOARD OF TRUSTEES ACTION P5E
Approval Date: November 22, 2022

Resolution

Retirement: 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 retirement of the following individual:

<u>Name</u>	<u>Position/Rank/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Andrea Schaffel	Program Supervisor / Continuing Education and Workforce Development	11/01/2011	01/01/2023

Justification

Retirement



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BOARD OF TRUSTEES ACTION P5F
Approval Date: November 22, 2022

Resolution

Retirement: Administrators

Submitted By

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

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

Action Requested

To approve the retirement of the following individual:

<u>Name</u>	<u>Position/Rank/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
William Yakowicz	Director of Grants Administration / Finance	01/05/1998	02/01/2023

Justification

Retirement



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BOARD OF TRUSTEES ACTION P5G
Approval Date: November 22, 2022

Resolution

Retirement: Confidential

Submitted By

Dr. Eric M. Friedman, President

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/Rank/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Annette Riser	Assistant Director of Payroll / Human Resources	09/15/2014	01/01/2023

Justification

Retirement



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BOARD OF TRUSTEES ACTION P6A
Approval Date: November 22, 2022

Resolution

Resignation: Support

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 accept the resignation of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Edinson Perez Santana	Custodian / Facilities	9/19/2022	9/28/2022 (retroactive)

Justification

Resignation



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BOARD OF TRUSTEES ACTION P6B
Approval Date: November 22, 2022

Resolution

Resignation: Grant Funded

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 accept the resignation of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
John Jantzen	Business Liason, Northern Region (New Jersey Healthworks Grant) / Continuing Education and Workforce Development	12/14/2020	11/03/2022 (retroactive)

Justification

Resignation



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BOARD OF TRUSTEES ACTION P6C
Approval Date: November 22, 2022

Resolution

Resignation: Professional

Submitted By

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

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

Action Requested

To accept the resignation of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Anthony Florio	Accountant, Fixed Assets and Financial Analysis / Finance	12/01/2014	10/28/2022 (retroactive)

Justification

Resignation



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BOARD OF TRUSTEES ACTION P6D
Approval Date: November 22, 2022

Resolution

Resignation: 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 accept the resignation of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Colin Bleasdell	Officer / Public Safety	10/17/2022	10/20/2022 (retroactive)

Justification

Resignation



Around the Corner, Ahead of the Curve

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BOARD OF TRUSTEES ACTION S/F1
Approval Date: November 22, 2022

Resolution

Authorization to approve the attached list of Architects and Engineers that submitted the required documents for the 2023 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. Stephanie Weise, Director, Purchasing and Services

Action Requested

Approval of the attached list of Professional Architects and Engineers for 2023 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, 2022, 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.

	<u>ARCHITECTURAL FIRMS</u>		<u>ENGINEERING FIRMS</u>
1	Alaimo Group/Tri-State Architects, PC	1	Alaimo Group
2	Arcari + Iovino Architects PC	2	Becht Engineering
3	BKP Architects P.C.	3	Boswell Engineering
4	Clarke Caton Hintz	4	Bowman
5	Di Cara Rubino Architects	5	Colliers Engineering & Design
6	Di Domenico + Partners LLP	6	Concord Engineering
7	DMR Architects	7	Gilsanz Murray Steficek LLP
8	H2M Architects & Engineers	8	GZA GeoEnvironmental, Inc.
9	JRS Architect, PC	9	H2M Architects & Engineers
10	LAN Associates	10	KS Engineers PC
11	Lothrop Associates LLP Architects	11	LAN Associates
12	Musical Group PA	12	MATRIXNEWORLD
13	Netta Architects	13	MFS Engineers & Surveyors
14	NK Architects	14	O & S Associates, Inc.
15	O & S Associates, Inc.	15	Neglia Engineering Associates
16	Poskanzer Skott Architects	16	PS&S
17	PS&S	17	Remington & Vernick Engineers
18	PZS Architects, LLC	18	Suburban Consulting Engineers, Inc.
19	RSC Architects	19	T&M Associates
20	USA Architects	20	Van Cleef Engineering With Focus
		21	YU & Associates, Inc