Bergen
COMMUNITY COLLEGE
400 Paramus Road, Paramus, New Jersey 07652
201-447-7100 • www.bergen.edu

BOARD OF TRUSTEES
PUBLIC MEETING

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

Tuesday, November 26, 2024 – 5:00 p.m.

I. Call to Order

II. Open Public Meetings Act Statement

III. Oath of Office – Administered by Mrs. Arlene Q. Perez, Esq., DeCotiis, FitzPatrick, Cole, & Giblin, L.L.P.

- ❖ Mr. Louis DeLisio, Trustee
- ❖ Mr. Patrick Fletcher, Trustee

IV. Roll Call

V. Pledge of Allegiance

VI. Report from Nominating Committee on Slate of Officers

Action by Trustees on Slate of Officers

VII. Reorganization

Open to Public – (Comments on Actions R1 through R5 only)

Action

1. Designation of Depositories – Authorized Signatories
2. Board Meeting Dates and Official Publications - 2025
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, & Giblin, L.L.P.

VIII. Action on Reorganization Resolutions R1 through R5

IX. Reports:

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

- ❖ Remarks

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BOARD OF TRUSTEES
PUBLIC MEETING

Tuesday, November 26, 2024 – 5:00 p.m.
Page two

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

F. Alumni Trustee

G. Chairperson

X. Unfinished Business / Board Members

XI. New Business / Board Members

XII. Open to the Public

XIII. Actions
   A. Approval of Board Minutes: Tuesday, October 8, 2024.
   B. Consent Agenda: Tuesday, November 26, 2024

XIV. Executive Session, if required.

XV. (New Business/Open to the Public)

XVI. Adjournment

Bergen COMMUNITY COLLEGE
400 Paramus Road, Paramus, New Jersey 07652
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CONSENT AGENDA

Tuesday, November 26, 2024
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 8, 2024

REORGANIZATION (R)

1. Designation of Depositories – Authorized Signatories
2. Board Meeting Dates and Official Publications – 2025
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, & Giblin, L.L.P.

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize the award of Public Bid P-2401 for On-Call Network Cabling to Technotime Business Solutions LLC.
3. To authorize renewal of the College's agreement with Follett Higher Education Group, Inc. for management and operation of the college bookstore for (1) one year.
4. To authorize the award of RFP # R-103 to Karasch and Associates for the provision of remote captioning services for deaf and hard of hearing students.
5. To authorize the renewal of the College's annual Laserfiche electronic form software subscription from Accelerated Information Systems, Inc.
6. To authorize the purchase of student and faculty support resources from Assessment Technologies Institute (ATI) for an amount not to exceed $90,660.48.
7. To authorize awarding a contract for elevator maintenance and on-call services to Kone Inc. for a two-year period with an option to extend for one (1) additional year through Omnia Partners, Contract # 2019001564.
8. To authorize the renewal of the College's hardware maintenance and license support agreement with CDW-G for our Nutanix hardware platforms.
9. To authorize the purchase of services and support to upgrade the College's Astra Scheduling solution Ad Astra for a three-year term at a total cost of $199,332.
10. To increase the College's asset capitalization threshold amount from $300 to $2,000 effective January 1, 2025.
11. To authorize entering into an agreement with the New Jersey School Boards Association on behalf of the Alliance for Competitive Energy Services (ACES).

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CONSENT AGENDA

Tuesday, November 26, 2024

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. To accept a grant award from the New Jersey Economic Development Authority (NJEDA) for ***Child Care Facilities Improvement Program*** and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
2. To accept a grant award for the **Hunger-Free Campus Grant** from the Office of the Secretary of Higher Education's (OSHE), and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
3. To authorize submission of a grant application to the New Jersey Department of Labor and Workforce Development under **New Jersey Builders' Utilization Initiative for Labor Diversity (NJBUILD) Women and Minorities in Construction Trades Program,** and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
4. To authorize accepting a 5-year National Science Foundation (NSF) Sub-Award contract for $135,000 in partnership with Ramapo College (Ramapo) to support the Robert Noyce Teacher Scholarship Program, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
5. To authorize accepting a $100,000 grant award for FY 2025 from the New Jersey Office of the Secretary of Higher Education's (NJ OSHE) for the **Some College, No Degree (SCND), Institutional Grant and Evaluation Program**, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
6. To authorize the payment of $81,922.46 to Rutgers, the State University of New Jersey for participation as a sub-awardee in the USDA NEXTGEN Grant for the period of 6/1/23 – 5/31/18 for the Rutgers 2024 Summer Residential Program.
7. To authorize the payment of $90,000 to Greens do Good for participation as a sub-awardee in the USDA NEXTGEN Grant for the period of 6/1/23 - 5/31/28.
8. Appointment of new Advisory Committee Members

PERSONNEL (P)

1. To approve the specified personnel separations.
2. To approve the appointments of the specified Confidential and Grant-funded personnel.
3. To approve the appointment of the Interim Dean of Business and Social Sciences
4. To approve the appointment of the specified Clinical Coordinator.
5. To approve the appointment of the specified Professional personnel.
6. To approve the appointments of the specified Support personnel.
7. To extend the appointments of the specified temporary full-time (TFT) personnel.
8. Approve: Contractual Salary Increase for Dr. Eric M. Friedman, President, Bergen Community College.
9. To approve title changes on the organizational chart for the specified Confidential positions.
10. To approve the promotion of the specified Confidential personnel and the associated job description.
11. Appointment: To approve the appointment of the specified personnel to stipend-funded positions.
12. To authorize stipends to College personnel providing services for BergenStages theatre productions.
13. To amend stipends for the Fall 2024 semester.
14. Approve: To approve return from Leave of Absence

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CONSENT AGENDA

Tuesday, November 26, 2024

SITE AND FACILITIES (S/F)

1. To approve the attached list of Architects and Engineers that submitted the required documents for the FY 2025 Request for Qualifications for these professional services.

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BOARD OF TRUSTEES ACTION Reorganization 1
Approval Date: November 26, 2024

Resolution
Designation of Depositories – Authorized Signatories

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

Action Requested
To designate depositories and authorized signatories.

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

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

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

PNC Bank
289 Route 18
East Brunswick, NJ 08816

Provident Bank
464 Eagle Rock Avenue
West Orange, NJ 07052

TD Bank
1000 MacArthur Boulevard
Mahwah, NJ 07430

Valley National Bank
1460 Valley Road
Wayne, NJ 07470

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BOARD OF TRUSTEES ACTION Reorganization 2
Approval Date: November 26, 2024

Resolution
Board Meeting Dates and Official Publications - 2025

Submitted By
Dr. Eric M. Friedman, President
Maria V. Ferrara, Board of Trustees Office / Office of the President

Action Requested
The following dates are to be approved for regular meetings of the Board of Trustees for 2025.

2025 Meeting Dates

Day	Date	Time	Location
Tuesday	January 7	5:00 p.m.	Paramus Campus
Tuesday	February 4	5:00 p.m.	Paramus Campus
Tuesday	March 4	5:00 p.m.	Meadowlands Campus
Tuesday	April 8	5:00 p.m.	Paramus Campus
Tuesday	May 6	5:00 p.m.	Paramus Campus
Tuesday	June 10	5:00 p.m.	Paramus Campus
Tuesday	August 5	5:00 p.m.	Paramus Campus
Thursday	September 4	5:00 p.m.	Paramus Campus
Tuesday	October 7	5:00 p.m.	Ciarco Campus
Tuesday	November 25	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 26, 2024

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

Submitted By
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost

Action Requested
Reaffirm the credit programs, curricula, and courses as published in the 2024 -2025 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 26, 2024

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 26, 2024

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

Submitted By
The Audit, Finance, and Legal Affairs Committee

Action Requested
Appointment of the law firm of DeCotiis, FitzPatrick, Cole, & Giblin, L.L.P., as general counsel for Bergen Community College for the year commencing January 1, 2025, and ending December 31, 2025, in accordance with their proposal, which was submitted in response to the Request for Qualifications for Legal Services, issued by the College on October 1, 2024.

Justification
The Request for Qualifications was advertised on October 1, 2024, 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 26, 2024

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.

October 1, 2024 to October 31, 2024 $ 15,213.88

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	$ 15,213.88

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BOARD OF TRUSTEES ACTION A/F 2
Approval Date: November 26, 2024

Resolution
To authorize the award of Public Bid P-2401 for On-Call Network Cabling to Technotime Business Solutions LLC.

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

Action Requested
Authorization to award Public Bid P-2401 for On-Call Network Cabling to Technotime Business Solutions LLC for an estimated amount of $135,500.00 for the period of December 15, 2024, through December 14, 2026.

Justification
The College requires a contractor to install network cable drops to accommodate network additions and changes. The lowest bid from Integrated Micro Systems, Inc is being rejected due to an error in the bid bond. The second lowest bid from Technotime Business Solutions LLC meets all the required bid specifications.

See list below for bids received.

Integrated Micro Systems, Inc - **Rejected**	$92,500.00
Technotime Business Solutions LLC	$135,500.00
Commercial Technology Contractors, Inc	$403,000.00

Charge to: College Operating Funds
Account Number: 10-01-165100-607653
Amount: $135,500.00

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BOARD OF TRUSTEES ACTION A/F 3
Approval Date: November 26, 2024

Resolution
To authorize renewal of the College's agreement with Follett Higher Education Group, Inc. for management and operation of the college bookstore for (1) one year.

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 renew the College's agreement with Follett Higher Education Group's for an additional one (1) year for management and operation of the college bookstore for the period January 1, 2025, through December 31, 2025.

Justification
The College requires a qualified company to provide bookstore management and operation services. Both the College and Follett have agreed that renewal of the current Agreement will be mutually beneficial. The terms and conditions of the existing Agreement will remain the same.

These services are exempt from public bidding in accordance with County College Contracts Law 18A-64A-25.5 (a) (21).

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BOARD OF TRUSTEES ACTION A/F 4
Approval Date: November 26, 2024

Resolution
To authorize the award of RFP # R-103 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. Andrew Tomko, Vice President and Provost, Academic Affairs
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 hourly costs of $93.00 for CART services and $59.00 for TypeWell services for an estimated total cost of $75,000 per year.

Justification
Bergen Community College must provide reasonable accommodations to students, faculty, and staff who have a disability. These accommodations include Remote ASL Interpreting and CART and TypeWell Speech to Text services to assist the deaf and/or hard of hearing by translating spoken words into text. The translation services provide immediate access to the communications needed by these students and staff as mandated by 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 it 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-103 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
Quick Caption
Archive/Landmark Media
SignGlasses
Vital Signs

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

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BOARD OF TRUSTEES ACTION A/F 5
Approval Date: November 26, 2024

Resolution
To authorize 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 through Accelerated Information Systems, Inc. for the term covering December 22, 2024, through December 21, 2025, at a cost of $65,834.93.

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

The college has a need to award this procurement as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. Accelerated Information Systems, Inc. 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).

Charge to: College Operating Funds
Account: 10-01-165100-607526
Amount: $65,834.93

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BOARD OF TRUSTEES ACTION A/F 6
Approval Date: November 26, 2024

Resolution
To authorize the purchase of student and faculty support resources from Assessment Technologies Institute (ATI) for an amount not to exceed $90,660.48.

Submitted By
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President and Provost, 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 purchase nursing education support services for the Fall 2024 semester from Assessment Technologies Institute Program (ATI) for an amount not to exceed $90,660.48.

Justification
The ATI resources include Test-Taking Strategies Seminar, Content Mastery Series Assessments for 9 content areas (Proctored and 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, and Pulse, Reporting, and faculty support/training for ATI Resource Integration and Implementation. ATI provides standardized testing, additional student resources, developmental learning (remediation), evaluation support, and faculty support.

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

The National Council Licensure Examination (NCLEX) Experience component prepares the students for the NEXT GENERATION NCLEX exam that incorporates knowledge, critical thinking, and clinical application of the information.

These services will support efforts to increase student retention and improve the preparedness of nursing student for the NCLEX-RN after graduation. The integration of ATI resources this past year has increased number of graduates passing the NCLEX on the first attempt.

The college needs 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 qualifies as an extraordinary and unspecifiable service and is exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (2).

Charge to: Nursing Testing & Assessment
Account Number: 10-03-352000-607620
Amount: $ 90,660.48

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BOARD OF TRUSTEES ACTION A/F 7
Approval Date: November 26, 2024

Resolution
To authorize awarding a contract for elevator maintenance and on-call services to Kone Inc. for a two-year period with an option to extend for one (1) additional year through Omnia Partners, Contract # 2019001564.

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

Action Requested
Authorization to award a contract for elevator maintenance and on-call services to Kone Inc. Through Omnia Partners Contract # 2019001564 for a two-year period from January 12, 2025, through January 11, 2027, for an estimated amount of $328,400.00.

Justification
The elevator and lift maintenance services contract is required to maintain twenty-one elevators and four handicap lifts located on the Paramus, Hackensack and Lyndhurst campuses. Monthly inspections, preventive maintenance routines, and emergency repairs are done as required to ensure that the elevators and lifts are safe and operational. The contractor coordinates with State officials to maintain compliance during annual inspections.

Proposals for services were solicited from four (4) elevator manufacturing companies from the Omnia Partners contract, and pricing is listed below.

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

Quotes were received from:

Kone Inc.	$328,400.00
Otis Elevator	$595,778.72
Schindler Elevator	Did not quote

Charge To: College Operating Funds and Capital
Account Number: 10-06-610100-607550
Amount: $328,400.00 (Estimated)

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BOARD OF TRUSTEES ACTION A/F 8
Approval Date: November 26, 2024

Resolution
To authorize renewal of the College's hardware maintenance and license support agreement with CDW-G for our Nutanix hardware platforms.

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

Action Requested
Authorization to renew the College's Nutanix hardware license and maintenance support agreement for one year with CDW-G through NJ State Contract #T3121 Software (20-TELE-01511) in the amount of $116,951.28.

Justification
The Nutanix Hardware Platform hosts the majority of BCC's critical server and virtual desktop infrastructure. This hardware platform enables the Information Technology Department to host the College's 200 virtual servers and 1000+ virtual desktops. This renewal includes one year of maintenance and license support for the term 12/5/24 - 12/30/25.

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.

CDW	$116,951.28
Aspire	$121,676.28
SHI International Corp.	$124,645.82
INSCNET	$124,831.20
Carahsoft	$129,536.37
Insight Public Sector	$132,465.42
Presidio	No quote submitted

Charge to: College Operating Funds
Account Number: 10-01-165100-607511
Amount: $116,951.28

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BOARD OF TRUSTEES ACTION A/F 9
Approval Date: November 26, 2024

Resolution
To authorize the purchase of services and support to upgrade the College's Ad Astra Scheduling solution for a three-year term at a total cost of $199,332.

Submitted By
Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Ron Spaide, Chief Information Officer
Ms. Suzanne Wetzel, Vice President of External Affairs
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
Authorization to purchases services and support to upgrade the College's Ad Astra Schedule v8 system to the newest version, Essential Scheduling v9, for a three-year period spanning December 31, 2024, through December 31, 2027, at a total cost of $199,332.

Justification
Ad Astra's Essential Scheduling application is a cloud hosted solution used at all three campus locations for academic room scheduling, meetings, and events on campus. The upgrade to Version 9 will provide additional benefits as follows:

- Increase collaboration and communication around our academic scheduling and improve overall scheduling efficiencies.
- Facilitate annual and multi-year academic scheduling plans.
- Modernize events scheduling.
- Enhance our ability to leverage Drop/Fail/Withdraw (DFW) data analytics.

The agreement includes three (3) annual payments as follows:

- FY2025 - $79,250 (includes $22,650 for implementation)
- FY2026 - $58,864
- FY2027 - $61,218

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. Ad Astra 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.

This purchase is exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (3) (Not available from more than one supplier).

Charge to: College Operating Funds
Amount: $199,332

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BOARD OF TRUSTEES ACTION A/F 10
Approval Date: November 26, 2024

Resolution
To increase the College's asset capitalization threshold amount from $300 to $2,000 effective January 1, 2025.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Dennis Maluchnik, Controller

Action Requested
Authorization to increase the College's asset capitalization threshold to align with other New Jersey Community Colleges.

Justification
The College's asset capitalization procedures establish a threshold at or above which qualifying expenditures are recorded as fixed/capital assets, and below which expenditures are expensed as they are incurred.

The College's current capitalization threshold of $300.00 is significantly lower than the thresholds used at other New Jersey Community Colleges. The College's financial management team deems it appropriate to establish a rate that complies with GASB No. 2021-1 accounting requirements and is also consistent with best-practice and current institutional needs. The proposed threshold increase will more closely align our accounting practices with those of other New Jersey community colleges, reduce administrative costs, and enhance overall stewardship and control of the College's assets. The current threshold requires capital accounting and depreciation of low valued items that are more appropriately expensed. Adjusting the threshold will allow the College to more efficiently track and safeguard higher valued capital items in a manner that is consistent with the practices employed by our community college peers, improve efficiency, and reduce the number of low-value items managed in our fixed asset system.

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BOARD OF TRUSTEES ACTION A/F 11
Approval Date: November 26, 2024

Resolution
To authorize entering into an agreement with the New Jersey School Boards Association on behalf of the Alliance for Competitive Energy Services (ACES).

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

Action Requested
Authorization to join the Alliance for Competitive Energy Services (ACES) program through the New Jersey School Board Association (NJSBA) to facilitate consortium purchases of electricity, natural gas, and energy related services.

Justification
The College, pursuant to the County College Contracts Law, N.J.S.A. 18A:64A-25.10, and the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., is authorized to contract for the purchase of goods and services through the use of a State recognized and accepted cooperative purchasing agreement. By utilizing such cooperative purchasing agreements for the procurement of goods and services, the College is able to realize a cost savings while making the procurement process more efficient.

The Alliance for Competitive Energy Services (ACES) Cooperative Pricing System within the State of New Jersey services local district boards of education. The state passed a few changes in P.L. 2024, CHAPTER 38 that were approved on July 10, 2024, allowing counties, municipalities, and other local contracting units to voluntarily participate in the NJSBA's ACES co-op and services through ACESplus.

College will leverage the ACES program to procure energy consulting services to assist with the planning, evaluation, procurement, contracting, and administration of a range of sustainability measures.

The College will enter into an agreement with Gabel Associates to obtain energy consulting services through the ACESplus Program.

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BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: November 26,2024

Resolution
To accept a grant award from the New Jersey Economic Development Authority (NJEDA) for ***Child Care Facilities Improvement Program*** and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Andrew Tomko, Vice President and Provost, Academic Affairs
Mr. Nathaniel Saviet, Vice President of Facilities
Dr. Anjali Thanawala, Director Grants Administration

Action Requested
Authorization to accept a grant award for $185,150.50 from the New Jersey Economic Development Authority (NJEDA) under the ***Child Care Facilities Improvement Program*** for structural improvements of the Child Development Center (CDC) located in Ender Hall, and authorize to Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification
The NJ Child Care Facilities Improvement Fund is a component of the Child Care revitalization Fund statute passed by the New Jersey State Legislature and signed into law by Governor Murphy in July 2021. The program provides grants to New Jersey childcare center providers for facilities improvements that expand the availability of high-quality early childhood learning environments. The grant funds will facilitate upgrading the CDC flooring and security system.

No college matching funds are required.

The project description and budget are in development.

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BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: November 26, 2024

Resolution
To accept a grant award for the **Hunger-Free Campus Grant** from the Office of the Secretary of Higher Education's (OSHE), and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Anthony J. Trump, Vice President Student Affairs
Dr. Anjali Thanawala, Director of Grants Administration

Action Requested
To accept an award of $37,000 for **The Hunger-Free Campus** grant for the budget period 07/01/2024- 06/30/2025, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

Combatting Student Hunger: Directly address food insecurity among students by implementing programs that provide reliable access to nutritious food options.

Promoting Sustainable Solutions: The College will develop and promote sustainable initiatives that provide ongoing support for students facing food insecurities. These initiatives will include components that focus on food production, distribution, and waste reduction.

Raising Awareness of Campus Services: The College will pursue initiatives that raise awareness of existing campus services that cater to basic food and hygiene needs. This project will include educational campaigns and outreach efforts to increase students' awareness and utilization of available resources.

Building Strategic Partnerships: To strengthen our impact, the College will establish and nurture strategic partnerships at the local, state, and national levels.

No college funds are required.
Budget documents are in development.

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BOARD OF TRUSTEES ACTION E/SA 3
Approval Date: November 26, 2024

Resolution
To authorize submission of a grant application to the New Jersey Department of Labor and workforce development under the **New Jersey Builders' Utilization Initiative for Labor Diversity (NJBUILD) Women and Minorities in Construction Trades Program,** and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development
Dr. Anjali Thanawala, Director Grants Administration

Action Requested
Authorization to submit a grant application to the New Jersey Department of Labor and workforce development under the **New Jersey Builders' Utilization Initiative for Labor Diversity (NJBUILD) Women and Minorities in Construction Trades Program**, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute required documents.

Justification
This application requests $450,000 to support 20 Apprentices from March 1, 2025 through September 30, 2026. The grant's primary goal is to increases opportunities for women and minorities to acquire skills, increase employment opportunities, and benefit economically from construction/infrastructure projects within New Jersey. The grant initiatives will assist the College's Continuing Education Division to:

1. Engage contractors in the development and provision of construction-related occupational skills training.
2. Assist participants with job placement services targeting employment in a USDOL Registered Apprenticeship program or construction related jobs, including lead abatement occupations. These jobs are defined as construction jobs with a pay rate no less than $15 per hour. Participants are required to earn a minimum of one industry-valued credential.
3. Provide career pathways through rigorous, high-quality education, training, and other services in construction related fields.

No college matching funds are required.

The project description and budget are in development.

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BOARD OF TRUSTEES ACTION E/SA 4
Approval Date: November 26, 2024

Resolution
To authorize accepting a 5-year National Science Foundation (NSF) Sub-Award contract for $135,000 in partnership with Ramapo College (Ramapo) to support the Robert Noyce Teacher Scholarship Program, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Andrew Tomko, Vice President and Provost, Academic Affairs
Dr. Anjali Thanawala, Director of Grants Administration

Action Requested
Authorization to accept an NSF grant award in partnership with Ramapo for the performance period 09/01/2024 through 08/31/2029, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification
Ramapo has been awarded a multi-year grant from the National Science Foundation to recruit and prepare students in STEM majors as secondary school teachers for high-need school districts in New Jersey. Scholarship recipients are required to complete two (2) years of service in a high-need district for each year of scholarship support received. The College's faculty will work with Ramapo's Principal Investigator (PI) to administer this grant initiative to benefit our students. Activities will include distributing promotional materials, coordinating recruitment, scheduling visits with the Ramapo PI, identifying potential Noyce scholars for summer internships, and mentoring students in various research and educational experiences at Ramapo.

No college funds are required.

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BOARD OF TRUSTEES ACTION E/SA 5
Approval Date: November 26, 2024

Resolution
To authorize accepting a $100,000 grant award for FY 2025 from the New Jersey Office of the Secretary of Higher Education's (NJ OSHE) for the **Some College, No Degree (SCND), Institutional Grant and Evaluation Program**, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Anthony J. Trump, Vice President Student Affairs
Dr. Anjali Thanawala, Director of Grants Administration

Action Requested
Authorization to accept a FY 2025 grant award in the amount of $100,000 in partnership with Ramapo College from the NJ OSHE for the **SCND** program, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

This grant initiative will focus on expanding support services that help with re-engaging and re-enrolling SCND students and helping them to complete their degree programs. The grant will also study the impact of institutional and state-wide policies on improving the outcomes for SCND students.

The funds will be used as follows:

1. **Student-Focused Initiative funding:** 25% of the total funding will be used to support students' basic needs as well as student initiatives targeting participation, reenrollment or persistence, application fee waivers, and credit for prior learning assessment vouchers.

2. **Institution-Focused funding:** 75% of the total funding will be used for developing infrastructure to support SCND students. Eligible use of funds includes development of a website for program communication and marketing, extending hours for key student support programs, and expanding staffing hours for work with SCND students.

No college funds are required.

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BOARD OF TRUSTEES ACTION E/SA 6
Approval Date: November 26, 2024

Resolution
To authorize the payment of $81,922.46 to Rutgers, the State University of New Jersey for participation as a sub awardee in the USDA NEXTGEN Grant for the period of 6/1/23 - 5/31/28 for the Rutgers 2024 Summer Residential Program.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Andrew Tomko, V. P Academic Affairs and Provost
Dr. Anjali Thanawala, Director Grants Administration

Action Requested
Authorization to pay $81,922.46 to Rutgers, The State University of New Jersey for participation as a sub awardee in the USDA NEXTGEN Grant during the period 06/01/2023 - 05/31/2028 for the Rutgers 2024 Summer Residential Program.

Justification
The NextGen Bergen Community College (BCC) grant sub-award to the Rutgers School of Environmental and Biological Sciences (SEBS) is aimed at enhancing institutional alignment and experiential learning opportunities for students.

1. **Institutional Alignment**: Rutgers SEBS will collaborate with BCC to align curricula with the requirements of four-year food, agriculture, natural resources, and human sciences (FANH) degree programs. Key deliverables include establishing a 2+2 articulation agreement for AS to BS degree transfers, creating MOUs for curriculum planning, and involving Rutgers faculty in BCC's advisory committee. Additionally, a SEBS Open House will be organized to inform BCC students about the transfer process (Years 1-5).
2. **Experiential Learning Objectives**: To expand hands-on learning, an Experiential Learning Program (ELP) will be implemented, pairing BCC students with Rutgers graduate students for research opportunities. Deliverables include recruiting five BCC students to participate as summer visiting students, providing housing and meals, stipends for participants, and funding for lab supplies (Years 2-5).
3. **Summer Career Exploration and Enrichment Program**: To engage high school students in FANH disciplines, Rutgers will offer workshops as part of BCC's summer program. Deliverables include presentations by Rutgers students about life in SEBS, workshops on careers in FANH, and a session on Horticultural Therapy (Year 2).

This initiative aims to strengthen academic pathways and provide valuable experiential learning, fostering student engagement in agriculture and related fields.

Charge to:	NEXTGEN Grant
Account Number:	50-04-570700-607550
Amount:	$81,922.46

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BOARD OF TRUSTEES ACTION E/SA 7
Approval Date: November 26, 2024

Resolution
To authorize payment of $90,000 to Greens do Good for participation as a sub-awardee in the USDA NEXTGEN Grant for the period of 6/1/23 - 5/31/28.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Andrew Tomko, V. P Academic Affairs and Provost
Dr. Anjali Thanawala, Director Grants Administration

Action Requested
To authorize payment of $90,000 to Greens Do Good for participation as a sub-awardee in the USDA NEXTGEN Grant for the period 06/01/2023 - 05/31/2028.

Justification
The NextGen Bergen Community College (BCC) grant sub-award to Greens Do Good is aimed at providing employment and experiential learning opportunities for students with disabiliities.

Greens Do Good is committed to the following scope of activities throughout the grant period:

1. Assist in the development and on-going operation of hydroponic pods on the Paramus campus, including farm staff oversight and recruitment assistance as determined by the college's current needs.
2. Assist in developing career exploration, learning, and work experience opportunities for BCC students, including expanded opportunities for developmentally disabled individuals.
3. Participate on the project's Advisory Council to assist in guiding project activities and curriculum development, and ensure planned outcomes achievement.
4. Work with project staff to develop mentoring services to support students and employer/community interactions.
5. Assist in supporting program research activities and project evaluation requirements.
6. Provide support for neurodiverse interns to complete Division of Professional Rehabilitation Services (DVRS) pre-employment transition services referral forms. Reporting and voucher management to be handled by BCC.
7. Greens Do Good's partnership with BCC will help to expand and enhance opportunities for all BCC students to access programs and services to prepare the next generation of individuals for emerging skill demands.
8. Develop new pipelines to support future food, agriculture, natural resources and human sciences (FANH) education and workforce development needs that can be sustained beyond the duration of the project.

Charge to:	NEXTGEN Grant
Account Number:	50-04-570700-607550
Amount:	$81,922.46

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BOARD OF TRUSTEES ACTION E/SA8
Approval Date: November 26, 2024

Resolution
Appointment of new Advisory Committee Members

Submitted By
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost

Action Requested
To appoint new Advisory Committee members for a three-year term (unless otherwise specified), effective November 2024.

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

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

The list of proposed new members for advisory committees is attached.

First Name	**Last Name**	**Company Affiliation**	**Term/Yr**	**Advisory Group**
Jiyoun	Park	Bergen Community College	3	Diagnostic Medical Sonography
Olivia	Fairweather	Bergen Community College Class Representative	2	Diagnostic Medical Sonography
First Name	**Last Name**	**Company Affiliation**	**Term/Yr**	**Advisory Group**
Branden	Beutel	Bergen Community College Graduate	3	Surgical Technology
Dalia	Metwalli	Bergen Community College Class Representative	1	Surgical Technology
Derk	Quambao	Bergen Community College Representative	1	Surgical Technology
Sharon	Meyer	Operating Nurse Room/Holy Name Hospital	3	Surgical Technology
Dr. Ignatios	Zairis	Chief of Thoracic Surgery/Holy Name Hospital	3	Surgical Technology
First Name	**Last Name**	**Company Affiliation**	**Term/Yr**	**Advisory Group**
Michele	Tricarico	Coordinator Radiation Oncology. Nassau Community College	3	Radiation Theraphy
First Name	**Last Name**	**Company Affiliation**	**Term/Yr**	**Advisory Group**
Armand	Cayer	EMS Coordinator/University Hospital	3	Paramedic Program
Barbara	Schreibman	EMS Medical Director/Englewood Hospital	3	Paramedic Program
Jacob	Tumminelli	Emergency Medical Thecknician/Hackensack Meridian Health	3	Paramedic Program
Nicole	Ferrarell	EMS Supervisor of Training and Education/University Hospital	3	Paramedic Program
Matthew	Bremy	Clinical Coordinator/Valley Hospital	3	Paramedic Program
Steve	Weinman	Trauma Education & Injury Prevention Program Coordinator	3	Paramedic Program
Ingrid	Santucci	Manager of Emergency Services/Valley Hospital	3	Paramedic Program
Keith	Shipley	Manager of MICU Department/Junterdon Health	3	Paramedic Program

First Name	Last Name	Company Affiliation	Term/Yr	Advisory Group
Theresa	Schroth	Bergen Community College Class Representative	2	Respiratory Care
Shanna	Stratkall	Administrative Director/Englewood Hospital	3	Respiratory Care
First Name	**Last Name**	**Company Affiliation**	**Term/Yr**	**Advisory Group**
Stacey	O'Commor	Self Employed/Physical Therapist	3	Vetrinary Technology
First Name	**Last Name**	**Company Affiliation**	**Term/Yr**	**Advisory Group**
Nicole	Semus	Bergen Community College Representative	1	Medical Office Assistant Program.
First Name	**Last Name**	**Company Affiliation**	**Term/Yr**	**Advisory Group**
Golem	Sanchez	Bergen Community College Class Representative	2	Radiography Program
First Name	**Last Name**	**Company Affiliation**	**Term/Yr**	**Advisory Group**
Kathleen	Burke	Assisting Dean of Nursing/Ramapo College	3	Nursing Department
Jennifer	Mead	Coordinator of Health Wellness/Kearny Public Schools	3	Nursing Department
Maria	Toubroukji	Coordinator Academic Prtnerships/Englewood Hospital	3	Nursing Department
Tiffany	Cuelo-Siegel	Bergen Community College Representative	3	Nursing Department
Francine	DeLuise	Administrative Supervisor/Hackensask University Medical Center	3	Nursing Department
First Name	**Last Name**	**Company Affiliation**	**Term/Yr**	**Advisory Group**
Paul	Turpanjian	CEO/Publisher Dining Out Jersey Magazine	3	Hotel & Restaurant Management/Culinary (HRM)
Paul	Tonacci	Aramark & General Manager, Sommelier, Albarino, Avenue Long Branch, Atlantic City Bottling Co.	3	Hotel & Restaurant Management/Culinary (HRM)
First Name	**Last Name**	**Company Affiliation**	**Term/Yr**	**Advisory Group**
Rohsler	Bruce	Rohsler's Garden Center	2	Horticulture
Brunsch	Brian	Save-a-tree	2	Horticulture
Perry	Daniel	Perry Landscaping	2	Horticulture
Wolcott	Gail	New Jersey Landscaper's Association	2	Horticulture

Dixon	Andee	Bergen County Technical Schools - Paramus (Landscaping program)	2	Horticulture
Szczawinski	Ted	Passaic County Technical Schools Administration	2	Horticulture
Raimondi	Chris	Raimondi Horticultural Group	2	Horticulture
Borst	Mark	Borst Landscaping	2	Horticulture
First Name	**Last Name**	**Company Affiliation**	**Term/Yr**	**Advisory Group**
Brand	Sean	Ceramic Products, Inc., Machinist	2	Drafting and Design Tech./Manufacturing Tech.
Lieber	Samuel, Dr.	Professor, New Jersey Institute of Technology	3	Drafting and Design Tech./Manufacturing Tech.
Shapiro	Jakob	Bergen Community College, Student, Manufacturing Technology	1	Drafting and Design Tech./Manufacturing Tech.
Pisello	Anthony	Crestron, Design Engineer	3	Drafting and Design Tech./Manufacturing Tech.
Grebler	Joshua	Student of Industrial Design, New Jersey Institute of Technology	1	Drafting and Design Tech./Manufacturing Tech.
Balzarette	Mark	Assistant Professor, Manufacturing Technology, Bergen Community College	3	Drafting and Design Tech./Manufacturing Tech.
King	Matt	Professor, Drafting & Design Technology, Bergen Community College	1	Drafting and Design Tech./Manufacturing Tech.
First Name	**Last Name**	**Company Affiliation**	**Term/Yr**	**Advisory Group**
Yob	Michael	Cybersecurity Teacher, Applied Technology High School	1	Cybersecurity
Liluashvili	George	Professor of Cybersecurity, Bergen Community College	2	Cybersecurity
Kousoulis	Minas	Professor of Information Technology, Bergen Community College	3	Cybersecurity
Beebee	Tyler	Director of ITS, Bergen Comminuty College	3	Cybersecurity
Tamburelli	Patricia	Cyber Training Education Specialist, NJCCIC	2	Cybersecurity
Mierzwa	Stan	Professor and Director of Center for Cybersecurity, Kean University	3	Cybersecurity
Chittamuru	Srini	CIO and VP and Global Information Technology, Movado Group Inc	1	Cybersecurity
Alhayajneh	Abdullah	Professor of Cybersecurity and Cybersecurity Program Advisor, NJCU	3	Cybersecurity
Madden	Bill	Professor of Information Technology, Bergen Community College	3	Cybersecurity

Santalucia	Leonard	CTO Mainframe and Certified Specialist, Converge Technology Solutions	3	Cybersecurity
Terrone	Vincent	Enterprise Systems Architect, Vicom Infinity	3	Cybersecurity
Richard	Panicucci	Assistant Superintendent for Curriculum & Instruction, Bergen County Technical Schools	2	Cybersecurity

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BOARD OF TRUSTEES ACTION P1
Approval Date: November 26, 2024

Resolution
To approve the specified personnel separations.

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Mr. Ronald Spaide, Chief Information Officer
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

Action Requested
To accept the separation of the following individuals:

	Name	Reason	Position/Department/Division/Unit	Effective Date
1.	Kyle Carter	Resignation	Senior Buyer/Purchasing and Services/Finance/Support	10/04/2024 (retroactive)
2.	Hamin Shabazz	Resignation	Dean of Business and Social Sciences/Academic Affairs/Executive	10/11/2024 (retroactive)
3.	Maria Vargas	Resignation	Success Coordinator/Student Support Services/Student Affairs/Professional	10/21/2024 (retroactive)
4.	Robert Patino	Resignation	Custodian/Facilities/Support	10/25/2024 (retroactive)
5.	Joseph Piselli	Resignation	Plumber/Facilities/Support	10/29/2024 (retroactive)
6.	Neyyir Karadeniz	Resignation	Process Automation Specialist/ Information Technology/Professional	11/22/2024 (retroactive)
7.	Ross Billings	Resignation	Academic Advisor/Student Affairs/ Professional	12/06/2024
8.	Linda Hall	Retirement	Associate Professor/Health Professions/Academic Affairs/ Faculty	02/01/2025
9.	Russie Allen	Termination	Associate Director of Financial Aid and Compliance/Financial Aid/Student Affairs/Confidential	09/24/2024 (retroactive)

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BOARD OF TRUSTEES ACTION P2
Approval Date: November 26, 2024

Resolution
To approve the appointments of the specified Confidential and Grant-funded personnel.

Submitted By
Dr. Eric M. Friedman, President
Dr. Tonia McKoy, Dean of Research and Institutional Effectiveness
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Suzanne Wetzel, Vice President of External Affairs
Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

Action Requested
To approve the appointments of the following individuals to the vacant position and annual salary indicated below:

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Date
1.	Peter Kirk	Director/Chief Development Officer/ BCC Foundation	Executive	$128,000.00	12/16/2024
2.	Krystal Carbajal	Talent and Development Manager/ Human Resources	Confidential	$68,000.00	12/02/2024
3.	Elisha Phillips	Student Success Mentor/ CCOG Grant/Academic Affairs	Grant	$48,000.00	12/02/2024
4.	Hilda Buitriago	Project Director, Bergen Rebounds/ Student Affairs	Grant	$70,000.00	12/02/2024
5.	Danny Ramos	Research Analyst/Research and Institutional Effectiveness	Grant	$60,000.00	12/02/2024

Justification
To fill budgeted vacant positions through successful search processes pending completion of background checks and references. These positions are at-will.

Charge to:
Grant Fund Account Numbers in accordance with the list below:
1. 10-01-196100-601110
2. 10-01-126100-601110
3. 50-02-598900-601110
4. 50-04-519000-601110
5. 50-02-599001-601110 (80%)
   50-04-570700-601110 (10%)
   50-04-588800-601110 (10%)

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BOARD OF TRUSTEES ACTION P3
Approval Date: November 26, 2024

Resolution
To approve the appointment of the Interim Dean of Business and Social Sciences

Submitted By
Dr. Eric M Friedman, President
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Ms.Ellianne Gallardo, Vice President of Human Resources and Organizational Development

Action Requested
To approve the following individual to perform interim responsibilities related to the position of Dean of Business and Social Science

Name	Position/Division	Salary (pro-rated)	Unit	Effective Date
Mi Na Ahn	Interim Dean of Business and Social Sciences/Academic Affairs	$115,000.00	Executive	01/01/2025-06/30/2025

Justification
To perform interim responsibilities of an academic deanship pending the successful completion of a search process.

Appointment pursuant to N.J.A.C. 9A:7-4.2(d). This administrative position is at-will, and the appointed individual will serve for a time period not to exceed one year, or until further action by the Board of Trustees.

Charge to:
College Operating Funds
Account Number: 10-04-417700-601110

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BOARD OF TRUSTEES ACTION P4
Approval Date: November 26, 2024

Resolution
To approve the appointment of the specified Clinical Coordinator.

Submitted By
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Ms.Ellianne Gallardo, Vice President of Human Resources and Organizational Development

Action Requested
To appoint the individual listed below to the position of Clinical Coordinator at the stipend shown for the period July 1, 2024 – June 30, 2025.

CLINICAL COORDINATOR

Name	Department/Division	Annual Stipend (retroactive)
Jiyoun Park	Diagnostic Medical Sonography/ Health Professions	$4,750.00

Justification
In accordance with the terms of the Agreement between Bergen Community College and the Bergen Community College Faculty Association.

Charge to:
College Operating Funds in accordance with the list below:
10-03-354003-601123

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BOARD OF TRUSTEES ACTION P5
Approval Date: November 26, 2024

Resolution
To approve the appointment of the specified Professional personnel.

Submitted By
Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

Action Requested
To approve the appointment of the following individual to the vacant position and annual salary indicated below:

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Date
1.	Julia Gibson	NJ Stars Coordinator/ Student Affairs	Professional	$84,980.40	11/27/2024

Justification

#1. To fill the budgeted vacant position through successful search process pending completion of background check and references.

Charge to:
College Operating Funds in accordance with the list below:
1. 10-02-230300-601110

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BOARD OF TRUSTEES ACTION P6
Approval Date: November 26, 2024

Resolution
To approve the appointments of the specified Support personnel.

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

Action Requested
To approve the appointment of the following individuals to the vacant position and annual salary indicated below:

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Date
1.	James Sorrentino	Head Working Electrician/ Facilities	Support	$80,000.00	12/02/2024
2.	Iyad Boxton	Custodian/Facilities	Support	$33,999.00	12/02/2024
3.	Christopher Colon	Custodian/Facilities	Support	$33,999.00	12/02/2024
4.	Elizabeth Martinez Reyes	Custodian/Facilities	Support	$33,999.00	12/02/2024
5.	Manuel Vazquez	Custodian/Facilities	Support	$33,999.00	12/02/2024
6.	Richard Wallace	Custodian/Facilities	Support	$33,999.00	12/02/2024
7.	Diana Yubi Ochoa	Custodian/Facilities	Support	$33,999.00	12/02/2024

Justification

#1.- 7. To fill budgeted vacant positions through successful search processes pending completion of background checks and references.

Charge to:
College Operating Funds in accordance with the list below:
1. 10-06-610100-601135
2.- 7. 10-06-620100-601135

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BOARD OF TRUSTEES ACTION P7
Approval Date: November 26, 2024

Resolution
To extend the appointments of the specified temporary full-time (TFT) personnel.

Submitted By
Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Ellianne Gallardo, Vice President of Employee Relations and Organizational Development

Action Requested
To approve the following individuals for the temporary full-time positions and annual salaries indicated below:

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Dates (retroactive)
1.	Rey Miller	Athletic Supervisor/ (TFT) Student Affairs	N/A	$45,000.00	12/02/2024 - 02/28/2025
2.	Yanara Burgos	Enrollment Generalist/ (TFT) Student Affairs	N/A	$38,220.00	01/01/2025 - 06/30/2025
3.	Serina May	Enrollment Generalist/ (TFT) Student Affairs	N/A	$40,040.00	01/01/2025 - 06/30/2025
4.	Lisa Sarracino	Enrollment Generalist/ (TFT) Student Affairs	N/A	$41,860.00	01/01/2025 - 06/30/2025

Justification
1. This is a temporary full-time position. This position is at-will.
2.-4. Extension of current temporary full-time positions. These positions are at-will.

Charge to:
College Operating Funds in accordance with the list below:
1. 60-09-910000-601110
2. 10-02-268100-601130
3. 10-02-268100-601130
4. 10-02-268100-601130

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BOARD OF TRUSTEES ACTION P8
Approval Date: November 26, 2024

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 merit increase, based on the President's performance, of 3.5% to President Eric M. Friedman per his employment contract.

Justification
Per the performance evaluation conducted by the Board of Trustees as stipulated in his contract.

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BOARD OF TRUSTEES ACTION P9
Approval Date: November 26, 2024

Resolution
To approve title changes on the organizational chart for the specified Confidential positions.

Submitted By
Dr. Eric M. Friedman, President
Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

Action Requested
To approve the title changes for the following positions:

1. Associate Director of Employee Relations and Organizational Development to Associate Director of Human Resources

2. Administrative Assistant, President's Office to Program Coordinator

Justification
To approve title changes to update the College's organizational chart.

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BOARD OF TRUSTEES ACTION P10
Approval Date: November 26, 2024

Resolution
To approve the promotion of the specified Confidential personnel and the associated job description.

Submitted By
Dr. Eric M. Friedman, President
Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

Action Requested
To approve the promotion and job description of the following individual to the position and annual salary indicated below:

Name	Position/Division	Unit	Salary (pro-rated)	Effective Date
Christine Hill	Program Coordinator/ President's Office	Confidential	$67,500.00	12/02/2024

Justification
To appoint the individual to the position and title indicated as part of the changing scope and level of responsibilities. This position is at-will.

Charge to: College Operating Funds
Account number: 10-01-120100-601130

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: **Program Coordinator**

DEPARTMENT: Office of the President

FUNCTION: The Program Coordinator in the Office of the President supports department administrators by assisting with the coordination and organization of a wide variety of reports, accreditation materials, compliance documents, and study activities. This position supports operations by performing facilitation duties for various groups and committees, data queries, study inventories, provides new enrollment and retention reports to investigators, processes purchases, reconciles financial transactions, and completes administrative and support assignments. The program coordinator also collects necessary information to track the success of basic outcome processes and procedures to support the ongoing analysis and improvement of departmental and divisional efforts.

Reports to: The College President

MAJOR RESPONSIBILITIES: Responsibilities include but are not limited to:

- Conduct in-depth research and complete assignments within established deadlines in a fast-paced environment. Assist in preparing reports, presentations, and publications, including tasks such as researching, drafting, and copy-editing to ensure accuracy and clarity in reports, communications, articles, and speeches.
- Positively responds to departmental and campus requests in a timely manner with strong emphasis on outstanding customer service.
- Provides administrative support as needed to the President and the staff in the College President's office.
- Provides assistance to the team's efforts to complete departmental assignments including assessment analyses and presentations.
- Coordinates faculty senate leadership, student government leadership, and other team meetings. Prepares agendas, notes, and follow-up actions for the President.
- Manages the planning and execution of key campus events and other special events. Assists with College-wide projects, initiatives and committees as needed.
- May select, train, supervise and evaluate part-time student assistants, interns and part-time assistants.
- Serves as a member of various college committees.
- Assists with various operational aspects of the Bergen Community College Foundation.
- Other duties as required.

Administrative and Other Duties

1. Performs additional tasks or duties as assigned.

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

QUALIFICATIONS: (1) Education: Associate degree required (2) Knowledge, Skills and Abilities: (a) Possesses strong organizational and time-management skills (b) Possesses excellent written, verbal and interpersonal communication skills (c) Possesses excellent proofreading and editing skills (d) Ability to foster a team environment and work collaboratively (e) Ability to research and analyze issues and develop solutions (f) Ability to manage multiple projects simultaneously in a deadline-driven environment (g) Works accurately with great attention to detail (i) Ability to effectively respond to requests from multiple levels of the College in various departments (j) Strong familiarity with computers, telephone systems, fax, and photocopier machines (k) Demonstrates understanding of the community college mission and practices (l) Must have demonstrated ability to employ a balanced and positive approach to all work activities and work collaboratively across various constituencies of the College and with vendors and external constituencies (m) Exhibits strong skills in communication, customer and student focus, building relationships, organizing, and planning (3) Experience: (a) Minimum of three years of experience, preferably in a college setting.

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, veterans 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

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

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BOARD OF TRUSTEES ACTION P11
Approval Date: November 26, 2024

Resolution
Appointment: To approve the appointment of the specified personnel to stipend-funded positions.

Submitted By
Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Ellianne Gallardo, Vice President of Employee Relations and Organizational Development

Action Requested
To approve the appointment of the following individuals to a budgeted, stipend-funded, position at the amount indicated:

	Name	Position/Division	Unit	Stipend (pro-rated)	Effective Dates (retroactive)
1.	Lawrence Luke Gomez	Head Men's Basketball Coach/Student Affairs	NA	$9,000.00	10/01/2024 - 06/30/2025
2.	Jason Smith	Assistant Men's Basketball Coach/Student Affairs	NA	$5,000.00	10/01/2024 - 06/30/2025
3.	Steve Chartoff	Head Esports Coach/ Student Affairs	NA	$2,800.00	07/01/2024 - 10/15/2024

Justification
1.-3. To fill vacant assistant coach and head coach positions, the above-mentioned stipend is seasonal. The hiring of the coaches is contingent on Bergen Community College approving a fall, winter or spring athletic season.

Charge to:
College Operating Funds in accordance with the list below:
1.-3. 60-09-910000-601161

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BOARD OF TRUSTEES ACTION P12
Approval Date: November 26, 2024

Resolution
To authorize stipends to College personnel providing services for BergenStages theatre productions.

Submitted By
Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice-President of Student Affairs
Ms. Ellianne Gallardo, Vice-President of Human Resources and Organizational Development

Action Requested
Authorization for stipends to the following individuals for their work on the BergenStages productions of *Harvey* and *The Mystery of Edwin Drood*:

HARVEY - July 1 - Nov. 2 2024 - Smaller Venue/Smaller Shows

Name	Position	Stipend
1. Eireann Ingersoll	Production Designer	$ 1,900.00
2. Miru Kim	Lighting Designer	$ 1,200.00

THE MYSTERY OF EDWIN DROOD - August 1 - Dec. 14, 2024- Large Scale Production

Name	Position	Stipend
1. Thomas O'Neill	Set Designer/Scenic Artist	$ 2,100.00
2. Jessica Abrams	Musical Director	$ 2,400.00
3. Dimitri Mokarakorn	Projections Designer	$ 900.00
4. Miru Kim	Co-Lighting Designer	$ 675.00
5. Jared Saltzman	Co-Lighting Designer	$ 675.00
6. Steve Schwartz	Sound Designer	$ 900.00
7. Ray Parente	Props Coordinator	$ 900.00
Pit Musician:		
8. Jess Abrams	Keyboards, Trumpet	$ 1,300.00

Justification
BergenStages productions require the support of personnel with specific technical and/or artistic skillsets, and these additional duties fall outside the regular responsibilities and working hours of faculty and staff providing those services. These services are contracted on a per-production basis, and the stipends are inclusive of all prep/rehearsal time, performances, and other ancillary activities related to the production.

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

HARVEY
1.-2. 60-09-940045-607818

THE MYSTERY OF EDWIN DROOD
1.-8. 60-09-940045-607819

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BOARD OF TRUSTEES ACTION P13
Approval Date: November 26, 2024

Resolution
To amend stipends for the Fall 2024 semester.

Submitted By
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

Action Requested
To amend the stipends for the following individuals in the amounts indicated for the Fall 2024 semester.

Name	Department	Reason	Stipend
Full-Time			
Susanna Lansangan*	ALP Foundations/English	Adjustment	$500.00
Adjuncts			
Tara Spruill**	Nursing/Health Professions	Rescind	$1,200.00

* rescind stipend for Testing Coordinator for Fall 2024 semester due to leave of absence
** rescind Nursing Clinical stipend, did not work Fall 2024 semester

Justification
In accordance with the terms of the Agreement between Bergen Community College and the Bergen Community College Faculty Association.

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BOARD OF TRUSTEES ACTION P14
Approval Date: November 26, 2024

Resolution
Approve: To approve return from Leave of Absence

Submitted By
Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

Action Requested
To approve the return from a Leave of Absence, without pay, for the following individual from the position listed below, effective dates as indicated:

Name	Position/Division/Bargaining Unit	Effective Dates
Jessica Peacock	Assistant Professor, Counseling Center/Student Affairs/Faculty	06/12/2024 – 09/16/2024

Justification
Update on leave of absence from board motion P5, August 6, 2024.

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BOARD OF TRUSTEES ACTION S/F 1
Approval Date: November 26, 2024

Resolution
To approve the attached list of Architects and Engineers that submitted the required documents for the FY 2025 Request for Qualifications for these professional services.

Submitted By:
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Mr. Wilton Thomas-Hooke, Chief Financial Officer
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 FY 2025 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 26, 2024, 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.

	ARCHITECTURAL FIRMS		ENGINEERING FIRMS
1	Arcari & Iovino Architects PC	1	Becht Engineering BT Inc
2	Clarke Caton Hintz	2	Bowman Consulting Group Ltd
3	Colliers Engineering & Design	3	Bright View Engineering LLC
4	Di Cara Rubino Architects	4	CME Associates
5	DMR Architects	5	Colliers Engineering & Design INC DBA Maser Consulting
6	FKA Architects	6	Concord Engineering Group Inc
7	H2M Architects + Engineers	7	CP Engineers Architecture & Environmental Services LLC
8	JRS Architect, PC	8	Dynamic Traffic LLC
9	LAN Associates	9	Entech Engineering Inc
10	Netta Architects	10	Greenman – Pedersen Inc
11	NK Architects	11	GZA Geo Environmental Inc
12	O&S Associates Engineers & Architects	12	H2M Associates Inc
13	Parette Somjen Architects	13	Harbor Consultants Inc
14	PS&S-Paulus Sokolowski and Sartor Architecture & Engineering, PC	14	IMEG Consultants Corp
15	Purcell Averett Architects	15	KPFF Inc
16	PZS Architects	16	LAN Associates Engineering Planning Surveying Inc
17	RSC Architects	17	Neglia Engineering Associates DBA Neglia Group
18	Settembrino Architects	18	Paulus Sokolowski & Sartor LLC
19	SNS Architects & Engineers, PC	19	Remington & Vernick Engineers II Inc
20	Studio Hillier	20	Shenoy Engineering PC
21	USA Architects	21	SNS Architects & Engineers PC
		22	Stahl Sheaffer Engineering Inc
		23	Suburban Consulting Engineers Inc
		24	T & M Associates Inc
		25	Victor Holdings Inc DBA Whitman
		26	YU & Associates Inc.