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

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

Monday, November 30, 2026 – 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 Signatories
2. Board Meeting Dates and Official Publications - 2027
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

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BOARD OF TRUSTEES
PUBLIC MEETING

Monday, November 30, 2026 – 5:00 p.m.
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VIII. Reports:

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

- ❖ Presentation: The Impact of Data Centers on Our Community: A PTK/STEM Investigation

Presentation: Fall Sports Championships

- ❖ Erin Van Nostrand

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

IX. Unfinished Business / Board Members

X. New Business / Board Members

XI. Open to the Public

XII. Actions
A. Approval of Board Minutes: Tuesday, October 13, 2026
B. Consent Agenda: Monday, November 30, 2026

XIII. Executive Session, if required.

XIV. (New Business/Open to the Public)

XV. Adjournment

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

Monday, November 30, 2026
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 listed herein may be removed from the Agenda by the Board prior to passage.

Approval of Board Minutes – Tuesday, October 13, 2026

REORGANIZATION (R)

1. Designation of Depositories – Authorized Signatories.
2. Board Meeting Dates and Official Publications – 2027.
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, LLP.

AUDIT AND FINANCE (A/F)

1 Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize the annual renewal of the College's Curriculog and Acalog software through Modern Campus.
3. To authorize the award of Public Bid P-2426 for On-Call Network Cabling services to Technotime Business Solution.
4. To authorize the award of RFP # R-109 to Karasch & Associates to provide remote captioning services for deaf and hard of hearing students.
5. To authorize the renewal of the agreement between Bergen Community College and Ready Education to continue providing services via the Bergen Community College App and Campus Groups platforms.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. To appoint and renew Advisory Committee Members.
2. To authorize submission of a grant application (**Natural Climate Solutions)** to the **NJ Department of Environment protection (NJDEP)**, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

INSTITUTIONAL (I)

1. To adopt the Bergen County Multi-Jurisdictional Hazard Mitigation Plan 2026 and to approve execution of the accompanying adoption resolution on behalf of Bergen Community College.
2. To approve the Board of Trustees – Board Meetings and Official Publications Policy.

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CONSENT AGENDA

Tuesday, November 30, 2026
Page 2

PERSONNEL (P)

1. To approve the specified personnel separations.
2. To approve the appointment of the specified Professional personnel.
3. To approve the appointments of the specified Support personnel.
4. To approve the specified temporary full-time (TFT) personnel and job description.
5. To extend the appointment of the specified temporary (TFT) personnel.
6. Approve the appointment of the Diagnostic Medical Sonography Clinical Coordinators for the Spring 2027 semester.
7. To approve the rescinded appointments: Coaching Staff.
8. Rescind the appointment of a Clinical Coordinator for the Spring 2027 semester.
9. To approve Leave of Absence.

SITE AND FACILITIES (S/F)

1. To authorize the attached list of Architects and Engineers that submitted the required documents for the 2027 Request for Qualifications for professional services.
2. To authorize Bergen Community College to enter into an agreement with RSC Architects to prepare contract documents to replace the Block House roof and metal fascia damaged during the July 4, 2026, storm.
3. To authorize Bergen Community College ("the College") to enter into an agreement with H2M Architects + Engineers for an exterior lighting audit and baseline plan preparation for future lighting improvements and security capital initiatives at the Paramus Campus, in an amount not to exceed $53,900.00, including direct costs.
4. To authorize Bergen Community College to enter into an agreement with FKA Architects to prepare plans and specifications for restroom renovations in the Pitkin Education Center.
5. To authorize Change Order #1 to T&M Associates for additional engineering design services and permitting support for the Bergen Community College Lyndhurst Campus Parking Lot Storm Water Project.
6. To authorize Bergen Community College to enter into a Shared Service Agreement with the Borough of Paramus for street sweeping services at the Paramus Campus for a 2-year period from January 1, 2027, to December 31, 2028.
7. To authorize the award of Public Bid P-2425 Pitkin Education Center Phase II Administration Roof Replacement to Patwood Roofing Co.
8. To authorize Bergen Community College to enter into an agreement with T&M Associates to prepare technical documents and application materials to support the College's submission to the New Jersey Department of Environmental Protection (NJDEP) Natural Climate Solutions (NCS) Grant Program.

Bergen
COMMUNITY COLLEGE
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BOARD OF TRUSTEES ACTION Reorganization 1
Approval Date: November 30, 2026

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 30, 2026

Resolution
Board Meeting Dates and Official Publications - 2027

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 2027.

2027 Meeting Dates

Day	Date	Time	Location
Thursday	January 7	5:00 p.m.	Paramus Campus
Thursday	February 4	5:00 p.m.	Paramus Campus
Tuesday	March 2	5:00 p.m.	Paramus Campus
Tuesday	April 6	5:00 p.m.	Meadowlands Campus
Tuesday	May 4	5:00 p.m.	Paramus Campus
Tuesday	June 15	5:00 p.m.	Paramus Campus
Tuesday	August 3	5:00 p.m.	Paramus Campus
Wednesday	September 8	5:00 p.m.	Paramus Campus
Tuesday	October 5	5:00 p.m.	Ciarco Campus
Monday	November 22	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 30, 2026

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 2026 -2027 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 30, 2026

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/

Bergen Community College
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BOARD OF TRUSTEES ACTION Reorganization 5
Approval Date: November 30, 2026

Resolution
Appointment of Legal Counsel: DeCotiis, FitzPatrick, Cole, and Giblin, LLP.

Submitted By
The Audit, Finance, and Legal Affairs Committee

Action Requested
Appointment of the law firm of DeCotiis, FitzPatrick, Cole, and Giblin, LLP. as general counsel for Bergen Community College for the year commencing January 1, 2027, and ending December 31, 2027, in accordance with their proposal, which was submitted in response to the Request for Qualifications for Legal Services, issued by the College on Wednesday, September 16, 2026.

Justification
The Request for Qualifications was advertised on Wednesday, September 16, 2026, 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 30, 2026

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, 2026 to September 30, 2026	$ 13,492.16
October 1, 2026 to October 31, 2026	$ 16,299.69

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	$ 29,791.85

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BOARD OF TRUSTEES ACTION A/F 2
Approval Date: November 30, 2026

Resolution
To authorize the annual renewal of the College's Curriculog and Acalog software through Modern Campus.

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

Action Requested
Authorization to renew the College's software license for the Curriculog and Acalog software through Modern Campus at a cost of $44,943.82 for the term of December 12, 2026, through December 11, 2027.

Justification
This comprehensive digital curriculum management system includes E-Catalog, Curriculum Management, and the Career Pathways modules, enabling the College to manage its catalog and curriculum update requests electronically.

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. Modern Campus has complete 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.

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

Charge to:	College Operating Funds
Account:	10-01-165100-607526
Total Amount:	$44,943.82

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BOARD OF TRUSTEES ACTION A/F 3
Approval Date: November 30, 2026

Resolution
To authorize the award of Public Bid P-2426 for On-Call Network Cabling services to Technotime Business Solution.

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

Action Requested
Authorization to award Public Bid P-2426 for On-Call Network Cabling services to Technotime Business Solution for an estimated amount of $145,000.00 for the period of December 15, 2026, through December 14, 2028.

Justification
The College requires a contractor to install network cable drops to accommodate all network additions and changes during the term of this contract.

See list below for 9 bids received.

BIDDER	BID AMOUNT
Avatar Tech LLC	$397,500.00
CDW Government LLC	$285,668.00
Commercial Technology Contractors Inc.	$237,500.00
FusionTech Data and Electric	$525,000.00
Integrated Micro Systems	$150,000.00
Millennium Communications	$400,000.00
Quick Copper Technologies	$647,500.00
Technotime Business Solution	$145,000.00
Turn-Key Technologies	$625,000.00

Charge to:	College Operating Funds
Account Number:	10-01-165100-607653
Amount:	$ 145,000.00

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BOARD OF TRUSTEES ACTION A/F 4
Approval Date: November 30, 2026

Resolution
To authorize the award of RFP # R-109 to Karasch & Associates to provide remote captioning services for deaf and hard of hearing students.

Submitted By
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President & Provost, Academic Affairs
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
Authorization to award a contract for RFP# R-109 for Remote ASL interpreting, Cart and Typewell speech to text services to Karasch & Associates for a period of two years (January 2027 – December 2028) at a cost of $95 per hour for CART services and $63 per hour for TypeWell services for an estimated cost of $ 80,000.00.

Justification

Bergen Community College must provide reasonable accommodation for students, faculty, and staff with disabilities, including remote ASL interpreting and CART and TypeWell speech-to-text services. These services give deaf and hard of hearing individuals immediate access to communications, including spoken words converted to text, as required 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 & Associates has submitted a comprehensive proposal that meets all of the requirements of RFP # R-109 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).

Resolution A4

A total of 11 proposals were received from the companies listed below.

1. Access Resource
2. Effective Communication NY LLC
3. GLOBO Language Solutions, LLC
4. Hanson&co interpreting and consulting
5. HRI-CART
6. Karasch & Associates
7. National Captioning Institute Inc.
8. Sign Language Interpreting Services, LLC (SLIS)
9. Sign Language USA, INC
10. SignGlasses LLC
11. Vital Signs LLC

Charge To: College Operating Funds
Account Number: 10-02-230200-607550
Total: $ 80,000.00 (estimated)

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BOARD OF TRUSTEES ACTION A/F 5
Approval Date: November 30, 2026

Resolution
To authorize the renewal of the agreement between Bergen Community College and Ready Education to continue providing services via the Bergen Community College App and Campus Groups platforms.

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

Action Requested
Authorization to renew the agreement between Bergen Community College and Ready Education for a one-year term (1/1/27 through 12/31/27) at a cost of $69,052.

Justification
Ready Campus combines updated Campus App and Campus Groups platforms, enabling students to connect, access college and academic information, view schedules, and use Canvas for online courses, among other features. By making essential college information readily available on mobile devices, these features support student onboarding, success, and retention. The student organization management platform also lets students join and register clubs, manage rosters, submit event proposals, and promote events. It tracks co-curricular engagement and provides data to assess its impact on student retention and completion.

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. Ready Education 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.

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

Charge to: College Operating Funds
Account: 10-01-165100-607526
Amount: $69,052.00

Bergen COMMUNITY COLLEGE
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BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: November 30, 2026

Resolution
To appoint and renew Advisory Committee Members.

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

Action Requested
To appoint and renew Advisory Committee members for a three-year term (unless otherwise specified), effective November 2026.

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

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

The list of members for advisory committees is attached.

First Name	Last Name	Company Affiliation	Advisory Group	Status
Lourdes	Nunez	North Hudson Community Action Dental Hygienist	Dental Hygiene	
Ryan	Kiamos	Ultradent	Dental Hygiene	
Dr. Aneta	D'Amico	Pleasant Avenue Dental, Maywood, NJ	Dental Hygiene	
Nesreen	Hamdan	Dental Hgienist	Dental Hygiene	
Pablo	Alvelo	Dental Hygienist	Dental Hygiene	
Jacob	Silverstein	Student Representative, Bergen Community College DMS Program	Diagnostic Medical Sonography	new member
Olivia	Fairweather	Graduate Representative, Bon Secor Port Jervis Community Hospital	Diagnostic Medical Sonography	new member
Almida	Hernandez	Fair Lawn High School	Diagnostic Medical Sonography	
Nicole	Campestre	Valley Hospital/Supervisor	Diagnostic Medical Sonography	
Danielle	Klus	Dumont High School/Counselor	Diagnostic Medical Sonography	
Nicole	Vasques	Garfield Library Volunteer, Garfield, NJ	Surgical Technology	new member
Terri	Berg	Bergen Community College Student	Surgical Technology	
Maria	Moniakonis	Bergen Community College Student	Surgical Technology	
Dana	Napoletano	Public	Surgical Technology	
Ashley	Kim	Student Member, Bergen Community College RTT Program	Radiation Therapy	new member
Ryan	Buttler	Bergen Community College Student	Radiation Theraphy	
Julee	Gleffe	Bergen Community College Student	Radiography Program	
Carlos	Marconi	Director of Respiratory Care, Chilton Hospital	Respiratory Care	new member
Donia	Eid	Student Representative, Bergen Community College RSP Program	Respiratory Care	new member
Megan	Wilhelm	Bergen Community College Student	Respiratory Care	
Theresa	Schroth	Bergen Community College Student	Respiratory Care	
Renee	Zink	Supervisor of Clinical Partnerships, The Valley Hospital	Nursing Department	new member
Tamara	Granovsky	Nurse Educator, Genesis Healthcare Maple Glen	Nursing Department	new member
Jennifer	Mead	District Coordinator/Kearny Schools	Nursing Department	
Maria	Toubroukji	Coordinator Academic/Englewood Hospital	Nursing Department	
Amanda	Nikolaidis	Bergen Community College Graduate	Paramedic Program	
Jacob	Tummineili	Bergen Community College Student	Paramedic Program	
Johanna	Strange	Bergen Community College Student	Paramedic Program	
Michelle	Goldberg	Precision Nutrition/Rutgers University	Wellness Program	
Clare	Kennedy	Professor of Horticulture, Bergen Community College	Horticulture	
Bruce	Rohsler	Rohsler's Garden Center	Horticulture	
Brian	Brunsch	Save-a-tree	Horticulture	
Walter	Perry	Perry Landscaping	Horticulture	
Daniel	Perry	Perry Landscaping	Horticulture	
Gail	Wolcott	New Jersey Landscaper's Association	Horticulture	
Andee	Dixon	Bergen County Technical Schools - Paramus (Landscaping program)	Horticulture	
Ted	Szczawinski	Passaic County Technical Schools Administration/Sterling Consultants	Horticulture	
Chris	Raimondi	Raimondi Horticultural Group	Horticulture	
Borst	Mark	Borst Landscaping	Horticulture	
John	Jalinski	Holland Greenhouses	Horticulture	
Tom	Chevalier	SiteONE	Horticulture	
Sophie	Soto	Sophie's Garden	Horticulture	
Gail	Wolcott	New Jersey Landscape Contactor Association	Horticulture	
Mark	Balzarette	Bergen Community College	Drafting and Manufacturing	new member
Matt	King	Bergen Community College	Drafting and Manufacturing	new member
Dennis	Montone	Applied Technology High School	Drafting and Manufacturing	new member
Samuel	Lieber	NJIT, Faculty	Drafting and Manufacturing	new member
Anthony	Pisello	Crestron	Drafting and Manufacturing	new member
Sean	Brand	Ceramic Products, Inc.	Drafting and Manufacturing	new member
Joshua	Grebler	NJIT, Employee	Drafting and Manufacturing	new member
Jasmine	Abraham	Bergen Community College, student		

First Name	Last Name	Company Affiliation	Advisory Group	Status
Alex	Kim	IBM	Cybersecurity and Information Technology	new member
Ryan	Tolboom	Professor of Informatics, NJIT	Cybersecurity and Information Technology	new member
Michael	Yob	Cybersecurity Teacher, Applied Technology High School	Cybersecurity and Information Technology	new member
Srini	Chittamuru	CIO and VP and Global Information Technology, Movado Group Inc	Cybersecurity and Information Technology	new member
Cody	Chen	AI and Cybersecurity Specialist, U.S. Patent and Trademark Office	Cybersecurity and Information Technology	new member
Yuli	Daroshka	Professor of Information Technology, Bergen Community College	Cybersecurity and Information Technology	new member
Ken	Ardizzone	Bergen County Prosecutor's Office	Cybersecurity and Information Technology	new member
Patricia	Tamburelli	Cyber Training Education Specialist, NJCCIC	Cybersecurity and Information Technology	new member
George	Liluashvili	Professor of Cybersecurity, Bergen Community College	Cybersecurity and Information Technology	new member
Miguel	Maldonado	Cyber Lawyer, Chartwell Law	Cybersecurity and Information Technology	new member
Richard	Panicucci	Assistant Superintendent for Curriculum & Instruction, Bergen County Technica	Cybersecurity and Information Technology	new member
David	Ritter	Culinary consulting, education, catering, Kosher, Keen's NYC	Hotel & Restaurant Management/Culinary (HRM)	new member
Michael	Cenicola	Chartwells & Aramark	Hotel & Restaurant Management/Culinary (HRM)	
Oliver	Zabar	Zabar, Inc. NYC	Hotel & Restaurant Management/Culinary (HRM)	
Marita	De La Torre	Patisserie Florentine, NJ	Hotel & Restaurant Management/Culinary (HRM)	
Simon	Vaz	Eldorado Hotel, St. Francis Hotel, Santa Fe, New Mexico	Hotel & Restaurant Management/Culinary (HRM)	
Anthony	Treus	Chef Owner,Segovia Meson, Moonachie NJ	Hotel & Restaurant Management/Culinary (HRM)	
Laune	Hamm	Owner, Ho-Ho-Kus Inn & Tavern, N.J.	Hotel & Restaurant Management/Culinary (HRM)	
Christopher	Struck	Market Lead, NY Metro - Edrington, Former Beverage Director - illi NoMad, Former Sommelier - Union Square Cafe & Racines	Hotel & Restaurant Management/Culinary (HRM)	
Giuseppe	Rosati	Famiglia Cotarella Wines, Felidia, NYC, Ristorante Funivia, Gubbio Italy	Hotel & Restaurant Management/Culinary (HRM)	
Paul	Tonacci	Atlantic City Bottling Co., The Iron Room, Hard Rock Café, Aramark, Allied Beverages	Hotel & Restaurant Management/Culinary (HRM)	
Michael	Pontecorvo	MPP Entertainment/Immortal Records	Recording Technology and Music Business	new member
Scott	Rubin	Reach Music/Seeker Music Group	Recording Technology and Music Business	new member
Ariel	Bojoruw	Westward Music Group	Recording Technology and Music Business	
Kim	Zastawny	Universal Music Group	Recording Technology and Music Business	
Steve	Vavagiakis	Bang Zoom Productions	Recording Technology and Music Business	
Rey	Roldan	Raybee, Inc.	Recording Technology and Music Business	
Rod	Shepard	Adjunct Professor, BCC & Montclair State U.	Recording Technology and Music Business	
Divinity	Montijo	BCC Alum & Pro Tutor, Business Development Oficer, Columbia Bank	Recording Technology and Music Business	
Jonathan	Appell	Adjunct Professor, BCC & New York Film Academy	Recording Technology and Music Business	
Steve	Schwartz	Sound Engineer	Recording Technology and Music Business	
Mark	Conklin	Prudential Center	Finance	
Kyunghee	Choi	Executive in Residence Bergen Community College	Finance	
Dr. Dorathy	Okeke-Okiche	Bright House Financial	Banking and Finance	
Joseph G	Azor	Janney Montgomery Scott, LLC	Banking and Finance	
Diana	Fabara	Deloitte & Touche	Banking and Finance	
Robert	Traphagen	Traphagen Financial Group	Business	
Donald	Hogan	Dunn and Bradstreet	Business	
Michael Gene	Mohring	ComfortFit Labs.Inc.	Business	
George H.	Friedman	George H. Friedman Consulting	Legal Studies	
Adam	Lederman , Esq	Davis, Saperstein & Solomon, Hackensack, NJ	Legal Studies	
Annabell	Zorilla	Bergen County Prosecutor's Office, Hackensack, NJ	Legal Studies	
Carol	Dengel	Bergen County Surrogate's Court, Hackensack, NJ		

First Name	Last Name	Company Affiliation	Advisory Group	Status
Thomas	O'Neill	Retired, Technical Theatre Supervisor - BCC	Technical Theatre	new member
John	Onnembo	Lincoln Center - Metropolitan Opera IATSI/BCC Alumn	Technical Theatre	
Hannah	M'Lynn	Blue Fire Theatricals	Technical Theatre	
Jim	Bumgardner	Professor Bergen Community College	Technical Theatre	
Leigh	Jonaitis	Professor Bergen Community College	Technical Theatre	
Eireann	Ingersoll	BCC Theatre Manager	Technical Theatre	
Dean	Mattson	Sound Engineer, Banana Sound, Inc.	Technical Theatre	
Al	Ride	Lighting Supervisor, Main Lighting, Inc.	Technical Theatre	
Jared	Rutherford	Scenic Designer, United Scenic Artist Local 829	Technical Theatre	
Mysty	Stay	Program Coordinaor, Design/Technology Montclair State Univ.	Technical Theatre	
Greg	Hancox	President Local IATSE 59, Youth-to-Work Coordinator	Fashion Apparel Design	new member
Kimberli	MacKay	Functional Threads, Adjunct Faculty Caldwell University	Fashion Apparel Design	
Anne	Rutter	Parsons , The New School of Design, Assistant Professor	Fashion Apparel Design	
Ranjit	Lalvani	Parsons , The New School of Design, Faculty	Fashion Apparel Design	
Elgie	Johnson	Macys Inc Visual Merchandising Professional, Adjunct Faculty Montclair State	Fashion Apparel Design	
Lincy	Crispin	Activewear and Eveningwear Designer	Fashion Apparel Design	
Monica	Merico	Instructor Fashion Design, Union High School, New Jersey	Fashion Apparel Design	
Luis	Cruz	Amsale Bridal, New York, NY	Fashion Apparel Design	
Natalia	Tzumniak	J Crew, Technical Designer,BCC Fashion Design Alumni,	Fashion Apparel Design	
Amal	Jaludi	Grades 6-10, Designer Memories Bridal by Reem	Fashion Apparel Design	
Mark	Brower	Parsons , The New School of Design, Faculty, Designer Finesse Embroidery	Fashion Apparel Design	

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BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: November 30, 2026

Resolution
To authorize submission of a grant application (**Natural Climate Solutions)** to the **NJ Department of Environment protection (NJDEP)**, 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
Mr. Nathaniel Saviet, Vice President Facilities and Maintenance
Dr. Anjali Thanawala, Director of Grants Administration

Action Requested
Authorization to submit a grant application (**Natural Climate Solutions)** to the **NJ Department of Environment Protection (NJDEP)**, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents. The term of the grant is three to five years.

Justification
Funding from the NJDEP's Natural Climate Solutions Grant Program will support infrastructure and sustainability improvements in Parking Lot B. Planting native, high-canopy trees in engineered parking islands and perimeter buffers will advance state climate goals by sequestering carbon over the long term, reducing heat island effects, and improving stormwater management. Redesigned parking layouts and striping will also increase the number of spaces available to students, faculty, and visitors. This cost-effective, nature-based approach will expand campus capacity and strengthen environmental resilience while limiting the burden on institutional capital funds.

No college matching funds are required.

The project description and budget are in development.

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BOARD OF TRUSTEES ACTION I-1
Approval Date: November 30, 2026

Resolution
To adopt the Bergen County Multi-Jurisdictional Hazard Mitigation Plan 2026 and to approve execution of the accompanying adoption resolution on behalf of Bergen Community College.

Submitted By
Dr. Eric M. Friedman, President
Mr. David Borzotta, Vice President of Public Safety and Security/Special Assistant to the President
Mr. Nathaniel Saviet, Vice President of Facilities
Mrs. Suzanne Wetzel, Vice President, External Affairs

Action Requested
Authorization for the College to formally adopt the Bergen County Multi-Jurisdictional Hazard Mitigation Plan 2026 and to authorize Dr. Eric M. Friedman, President, or his designee, to execute and submit the accompanying adoption resolution (See I 1 - Attachment) and related documentation to the County of Bergen.

Justification
The County of Bergen prepared the Bergen County Multi-Jurisdictional Hazard Mitigation Plan 2026 to meet applicable federal and state requirements. The plan identifies current and future natural-hazard risks, evaluates vulnerabilities of facilities, infrastructure, and populations, and sets goals and actions to reduce long-term risks to people and property. Formal adoption affirms the College's commitment to hazard mitigation and enables its specific risks and mitigation priorities to be included in the County's multi-jurisdictional planning framework. Adoption also supports coordination with Bergen County and the College's pursuit of applicable hazard-mitigation assistance and grants. This action authorizes no specific capital project or expenditure. Any future mitigation project, contract, or funding commitment requiring Board approval will be submitted separately, consistent with College policy and applicable law.

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BOARD OF TRUSTEES ACTION I-1
Approval Date: November 30, 2026

BERGEN COMMUNITY COLLEGE

A RESOLUTION OF BERGEN COMMUNITY COLLEGE ADOPTING THE BERGEN COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

WHEREAS the Bergen Community College Board of Trustees recognizes the threat that natural hazards pose to people and property within Bergen Community College; and

WHEREAS the County of Bergen has prepared a multi-hazard mitigation plan, hereby known as Bergen County Multi-Jurisdictional Hazard Mitigation Plan 2026, in accordance with federal and state laws, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and the National Dam Safety Program Act, as amended; and New Jersey P.L. 2023, CHAPTER 313 approved January 16, 2024.

WHEREAS the Bergen County Multi-Jurisdictional Hazard Mitigation Plan 2026, identifies current and future natural hazard risks, and assesses the vulnerability of facilities, infrastructure, and populations, and defines mitigation goals and actions to reduce or eliminate long term risk to people and property in Bergen Community College from the impacts of future natural hazards and disasters; and

WHEREAS adoption by the Bergen Community College Board of Trustees demonstrates its commitment to hazard mitigation and achieving the goals outlined in the Bergen County Multi-Jurisdictional Hazard Mitigation Plan 2026;

NOW THEREFORE, BE IT RESOLVED BY BERGEN COMMUNITY COLLEGE THAT:

Section 1. In accordance with _____ [rule for adopting resolutions], the Bergen Community College Board of Trustees adopts the Bergen County Multi-Jurisdictional Hazard Mitigation Plan 2026. While content related to Bergen Community College may require revisions to meet the plan approval requirements, changes occurring after adoption will not require Bergen Community College to re-adopt any further iterations of the plan. Subsequent plan updates following the approval period for this plan will require separate adoption resolutions.

ADOPTED by a vote of _____ in favor and _____ against, and _____ abstaining, this _____ day of _____, _____.

By: _____ (print name)

ATTEST: By: _____ (print name)

APPROVED AS TO FORM: By: _____ (print name)

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BOARD OF TRUSTEES ACTION I-2
Approval Date: November 30, 2026

Resolution
To approve the Board of Trustees – Board Meetings and Official Publications Policy.

Submitted By
Dr. Eric M. Friedman, President
Mrs. Dorothy Blakeslee, Chairwoman, Board of Trustees
Mrs. Suzanne Wetzel, Vice President, External Affairs

Action Requested
To approve the Board of Trustees – Board Meetings and Official Publications Policy.

Justification
This policy governs the scheduling, public notification, record retention, and emergency meeting procedures for all regular, special, and rescheduled meetings of the Board of Trustees. In compliance with the New Jersey Open Public Meetings Act (OPMA), the College is committed to maintaining full transparency regarding Board actions, ensuring timely notice across campus facilities and digital platforms, providing public access to meeting schedules, and archiving legal notices.

The draft policy has been reviewed by the College's Policy Advisory Council and will be presented to the All College Forum at their next meeting.

See the attached draft policy.

Bergen Community College
Board of Trustees
Section (BoT)

Policy # BoT: 004-003.2026

Effective Date: December 1, 2026

Responsible Official:
Office of the President

Policy Board of Trustees – Board Meetings and Official Publications

Policy Statement

This policy governs public notifications for all legal notices and notices of Board of Trustees meetings, including regular, special, rescheduled, and emergency meetings. It establishes procedures for meeting scheduling, public notice, and record retention. In accordance with applicable New Jersey laws governing legal notices and public meeting notices, inclusive of the New Jersey Open Public Meetings Act ("OPMA"), the College is committed to transparency by ensuring timely publication and posting of required notices across campus facilities and digital platforms and providing public access to meeting schedules and legal notice records.

Reason for Policy

To ensure the College properly provides the public with legal notice of Board of Trustees meetings.

Who Should Read This Policy

All College personnel and the general public

Definitions:

Annual Notice of Regular Meetings – A published schedule of regular meetings for the upcoming year, which contains the time, date, and location of each meeting.

Legal Notice – Any resolution, proclamation, notice, or advertisement required by law or court order to be published by the College, including notices for meetings or soliciting bids for services.

Legal Notice Archive – A digital library of at least one (1) year's legal notices.

Organization Meeting – An annual meeting of the Board of Trustees of a county college held each year in November to elect a chairman, vice chairman, and such other officers as the board decides are necessary and to set the annual meeting schedule.

Board Meeting – A regularly scheduled meeting of the Board identified in the Annual Notice of Regular Meetings.

Special Meeting – Any meeting of a public body that is not included on the Annual Notice of Regular Meetings.

The Policy:

Legal Notices

In accordance with N.J.S.A. 35:3-2, the College shall maintain an easily accessible "Current Legal Notices" webpage on the College's website to inform the general public of any notice the College is required to publish by law or court rule. The Legal Notice shall remain on the "Current Legal Notices" webpage for at least one (1) week, unless otherwise required by law. A conspicuous direct link to the "Current Legal Notices" webpage will be posted on the College website's homepage.

After the required time period, the Legal Notice will be moved to the "Legal Notice Archive" webpage and maintained for at least one (1) year.

Board Meetings

The Board of Trustees shall meet and reorganize annually during the month of November and shall schedule at least nine (9) additional regular meetings per year, normally on the first Tuesday of each month, unless otherwise modified by action of this Board, and such meetings shall commence at 5:00 p.m. and be held at the campus designated in the annual notice.

In accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. (OPMA), at its annual Organization Meeting, the Board shall adopt its Annual Notice of Regular Meetings for the subsequent year, setting forth the location, date and time thereof, and within seven (7) days following the Organization Meeting, the annual notice shall be:

1. Posted and maintained posted throughout the year in a prominent place reserved for such or similar announcements at each college campus; and
2. Posted and maintained on the College website's "Board of Trustees Meetings" webpage year-round; and
3. Posted on the College website's "Current Legal Notices" webpage for at least one (1) week; and
4. Filed with the Bergen County Clerk.

Written notice giving the time, date, location and, to the extent known, the agenda of all special or rescheduled meetings shall, at least 48 hours prior to the meeting, be:

1. Posted in at least one prominent place reserved for such or similar announcement;
2. Posted and maintained on the College website's "Meeting Agendas and Resolutions" webpage year-round; and
3. Posted on the College website's "Current Legal Notices" webpage until the meeting has commenced; and
4. Filed with the Bergen County Clerk.

Additionally, a copy of the annual notice shall be mailed to any person who requests a schedule of regular meetings and/or advance written notice of regular, special, or rescheduled meetings of the Board of Trustees, subject to reasonable fees covering costs of mailing. All requests made pursuant to this paragraph shall terminate at midnight, December 31st of each year, but may be renewed. Notice requested by news media shall be mailed to one representative of such media free of charge.

In accordance with N.J.S.A. 35:3-2(c), the College will maintain an internet archive of each legal notice no longer on display. These legal notices will be maintained for at least one (1) year on the College website's "Legal Notice Archive" webpage.

Upon the affirmative vote of three-quarters of the Trustees present, the Board of Trustees may hold a meeting notwithstanding the failure to provide the aforesaid notice in compliance with the OPMA, if (i) such meeting is required to deal with matters of such urgency and importance that delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest; (ii) the meeting is limited to discussion of and acting with respect to such matters of urgency and importance; (iii) notice of such meeting is provided as soon as possible following the calling of such meeting by posting written notice of same in the public place reserved for such notice and also by posting the notice on the College website's "Legal Notices" webpage; and (iv) either (a) the College could not reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided; or (b) although the College could have reasonably foreseen the need for such meeting at a time when adequate notice could have been provided, it nevertheless failed to do so.

All meetings must begin with an announcement stating whether proper advance notice was provided. If proper notice was not provided, the announcement must explain why. This announcement must also be included in the meeting minutes.

Procedure Reference

Applicable state and/or federal acts, laws, and regulations:

New Jersey Revised Statutes § 18A:64A-10 – This section governs the annual organization and officer elections for county college boards of trustees.

Open Public Meetings Act (OPMA) – Commonly known as the "Sunshine Law" and codified under N.J.S.A. 10:4-6 to -21, is a state law that requires multi-member public bodies to conduct their business, deliberations, policy formulations, and decision-making openly in front of the public.

New Jersey Revised Statutes §§ 35:3-1 to 35:3-5 – These statutes govern how public and legal notices must be published so that people can find and access them.

Related Documents/Policies

Policy History (adopted/amended)

Adopted: November 1, 1995
Amended: May 8, 2018; November 30, 2026
Reviewed:

Bergen COMMUNITY COLLEGE
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BOARD OF TRUSTEES ACTION P1
Approval Date: November 30, 2026

Resolution
To approve the specified personnel separations.

Submitted By
Dr. Eric M. Friedman, President
Mr. David Borzotta, Vice President of Public Safety and Security/Special Assistant to the President
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Ms. Sarah Riker, Director of Human Resources

Justification:
To accept the separation of the following individuals:

	Name	Reason	Position/Department/Division/Unit	Effective Date
1.	Alan Kaufman	Retirement	Professor/English/Humanities/Faculty	02/01/2027
2.	Jean Acken	Retirement	Assistant Professor/Chemistry/Math, Science and Technology/Faculty	02/01/2027
3.	Antonella Arellano	Resignation	Public Safety Officer/Safety and Security/Support	11/07/2026 (retroactive)
4.	Christopher DiSanto	Resignation	Testing Assistant/Student Affairs/ Professional Staff	11/25/2026 (retroactive)
5.	Diana Jankuloski	Resignation	Associate Director of Payroll/ Human Resources/Confidential	12/11/2026

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BOARD OF TRUSTEES ACTION P2
Approval Date: November 30, 2026

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. Sarah Riker, Director of Human Resources

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.	Annie Echeverry	Bergen Cares Coordinator/ Student Affairs	Professional	$60,000.00	12/01/2026

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

Charge to:
College Operating Funds in accordance with the list below:
1. 10-02-230100-601110

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BOARD OF TRUSTEES ACTION P3
Approval Date: November 30, 2026

Resolution
To approve the appointments of the specified Support personnel.

Submitted By
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Sarah Riker, Director of Human Resources

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

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Date
1.	Hyebin Helen Choi	Senior Library Assistant/ Academic Affairs	Support	$45,000.00	12/16/2026
2.	Prandy Herasme, Jr.	Enrollment Services Generalist/ Student Affairs	Support	$45,000.00	12/01/2026
3.	Estefania Mendoza Restrepo	Enrollment Services Generalist/ Student Affairs	Support	$45,000.00	12/01/2026

Justification
1.-3. 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. 10-04-490000-601130
2.-3. 10-02-268100-601130

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BOARD OF TRUSTEES ACTION P4
Approval Date: November 30, 2026

Resolution
To approve the specified temporary full-time (TFT) personnel and job description.

Submitted By
Dr. Eric M. Friedman, President
Ms. Suzanne Wetzel, Vice President of External Affairs
Ms. Sarah Riker, Director of Human Resources

Action Requested
To approve the following individual for the temporary full-time position and annual salary indicated below:

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Dates
1.	Kalina Kornacki	Digital Marketing Coordinator (TFT)/ External Affairs	N/A	$53,500.00	12/16/2026-10/31/2027

Justification
1. Appointment of a temporary full-time (TFT) position and job description. This position is at-will.

Charge to:
College Operating Funds in accordance with the list below:
1. 10-01-149000-601110

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Digital Marketing Coordinator

DEPARTMENT: Marketing (External Affairs)

FUNCTION: The Marketing and Digital Communications Coordinator supports the execution of Bergen Community College's institutional marketing, enrollment, retention, and student engagement initiatives. Working closely with the Senior Director, this position helps coordinate integrated marketing campaigns, develop engaging content, maintain digital communications, and ensure marketing materials are accurate, timely, and consistent with the College's brand.

Combining strong organizational skills, copywriting, digital marketing knowledge, and creative production capabilities, the Coordinator plays an important role in translating marketing plans into effective day-to-day communications across print and digital channels.

REPORTS TO: Senior Marketing Director

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Marketing Campaigns and Project Coordination (30%)

- Support the implementation of integrated marketing campaigns aligned with institutional enrollment, recruitment, retention, and engagement priorities.
- Coordinate campaign deliverables, production schedules, deadlines, and approval processes.
- Assist with the development and execution of seasonal enrollment campaigns, including registration, Open House, orientation, and student success initiatives.
- Assist with preparing marketing materials for campus events, recruitment activities, and institutional initiatives.
- Support the distribution and inventory management of printed marketing collateral and promotional materials.

Digital Content and Website Support (25%)

- Maintain and update assigned website content using the College's WordPress content management system.
- Assist with website content revision approvals, proofreading, formatting, and quality assurance in collaboration with the Web Developer.
- Review website content for accuracy, broken links, outdated information, brand consistency, and usability.
- Support content updates and coordination for interior and exterior digital signage.

Copywriting and Marketing Communications (20%)

- Draft, proofread, and/or edit marketing communications for prospective students, current students, parents, and other College audiences.
- Support the assembly, formatting, testing, and scheduling of approved email communications and CRM-based marketing campaigns.
- Ensure accuracy and consistency in institutional messaging, including program information, registration dates, deadlines, and calls to action.
- Follow College brand standards, editorial guidelines, AP Style, and inclusive communication practices.

Creative Production and Brand Support (15%)

- Create and adapt basic marketing materials, digital graphics, website banners, and promotional assets using Adobe Creative Cloud and Canva.
- Resize, format, and prepare creative assets for print and digital distribution.
- Assist with production preparation, including file organization, proofreading, and coordination of print-ready materials.
- Maintain organized digital asset libraries, including photography, logos, design templates, and campaign materials.
- Ensure consistency with established institutional brand standards across marketing deliverables.

Analytics, Reporting and Administrative Support (10%)

- Maintain campaign tracking documents and organize performance metrics for review by marketing leadership.
- Support the preparation of routine marketing reports, project updates, and presentations.
- Maintain organized records of marketing requests, campaign deliverables, vendor materials, and production schedules.
- Assist with departmental administrative tasks and other marketing projects as assigned.

QUALIFICATIONS AND REQUIREMENTS:

- Associate's or Bachelor's degree in Marketing, Communications, Digital Media, or a related field, or equivalent professional experience.
- Demonstrated experience supporting marketing, communications, or digital content initiatives.
- Strong writing, proofreading, and editing skills with the ability to adapt messaging for different audiences and communication channels.
- Hands-on experience updating website content through a CMS, preferably WordPress.
- Working knowledge of Adobe Creative Cloud, particularly Photoshop, Illustrator, and InDesign, and/or Canva.
- Familiarity with digital marketing principles, email communications, and campaign coordination.
- Basic understanding of SEO, website analytics, and digital marketing performance metrics.
- Strong organizational and project coordination skills, including the ability to manage competing deadlines and multiple assignments.
- Excellent attention to detail, problem-solving skills, and ability to collaborate with cross-functional teams.
- Proficiency with Microsoft Office and Google Workspace applications.

Preferred Qualifications

- Experience in higher education, enrollment marketing, nonprofit organizations, or similarly complex institutions.
- Familiarity with CRM and email marketing platforms, preferably Ellucian or comparable systems.
- Basic knowledge of Google Analytics 4 and digital campaign reporting.
- Experience coordinating print production, marketing vendors, and promotional materials.
- Experience in photography, image editing, or short-form video editing.

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

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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

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BOARD OF TRUSTEES ACTION P5
Approval Date: November 30, 2026

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

Submitted By
Dr. Eric M. Friedman, President
Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development
Ms. Sarah Riker, Director of Human Resources

Action Requested
To extend the following individual for the temporary full-time position and annual salary indicated below:

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Dates
1.	Roberto Diaz	Coordinator TFT/ Continuing Education and Workforce Development	N/A	$58,500.00	01/01/2027 – 06/30/2027

Justification
1. Extension of temporary full-time position. This position is at-will.

Charge to:
College Operating Funds in accordance with the list below:
1. 10-04-450000-601110

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BOARD OF TRUSTEES ACTION P6
Approval Date: November 30, 2026

Resolution
Approve the appointment of the Diagnostic Medical Sonography Clinical Coordinators for the Spring 2027 semester.

Submitted By
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President, Academic Affairs and Provo
Ms. Sarah Riker, Director of Human Resources

Action Requested
To approve the appointment and payment of stipend for the following individuals in the Diagnostic Medical Sonography program for the Spring 2027 semester (effective January 1, 2027).

CLINICAL COORDINATORS

Name	Department/Division	Annual Stipend
Melissa Benkovic	Diagnostic Medical Sonography/ Health Professions	$1,430.92
Murray Clark	Diagnostic Medical Sonography/ Health Professions	$1,430.92

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

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BOARD OF TRUSTEES ACTION P7
Approval Date: November 30, 2026

Resolution
To approve the rescinded appointments: Coaching Staff.

Submitted By
Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Sarah Riker, Director of Human Resources

Action Requested
To rescind the appointment of the following individuals from the position indicated.

	Name	Position	Effective Date (retroactive)
1.	Jovan Acree	Assistant Men's Basketball Coach	09/25/2026
2.	Richard Lacara	Head Women's Basketball Coach	10/28/2026
3.	Sebastian Luna	Assistant Women's Soccer Coach	09/23/2026

Justification
1. Appointment rescinded due to termination.
2.-3. Appointment rescinded due to resignation.

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BOARD OF TRUSTEES ACTION P8
Approval Date: November 30, 2026

Resolution
Rescind the appointment of a Clinical Coordinator for the Spring 2027 semester.

Submitted By
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President, Academic Affairs and Provost
Ms. Sarah Riker, Director of Human Resources

Action Requested
To rescind the appointment and payment of the clinical coordinator stipend for the following individual for the Spring 2027 semester (effective January 1, 2027).

CLINICAL COORDINATOR

Name	Department/Division	Annual Stipend
Jiyoun Park	Diagnostic Medical Sonography/ Health Professions	$2,861.84

Justification
Rescind the stipend amount for the Spring 2027 semester. In accordance with the terms of the Agreement between Bergen Community College and the Bergen Community College Faculty Association, Article XXI of the contract.

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BOARD OF TRUSTEES ACTION P9
Approval Date: November 30, 2026

Resolution
To approve Leave of Absence

Submitted By
Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Sarah Riker, Director of Human Resources

Action Requested
To approve the 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 (retroactive)
1.	Melisa Guzman	Academic Advisor, Center for Student Success/Student Affairs/Professional	10/01/2026 - TBD

Justification
1. Family leave

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Around the Corner, Ahead of the Curve
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BOARD OF TRUSTEES ACTION S/F 1
Approval Date: November 30, 2026

Resolution
To authorize the attached list of Architects and Engineers that submitted the required documents for the 2027 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
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
Authorization of the attached list of 2027 Professional Architects and Engineers that submitted 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 Euna Procurement (Bergen Bids) procurement site on September 21, 2026, 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	Alloy 5 Architecture	1	Artheon, Inc.
2	Arcari + Iovino Architects, P.C.	2	Becht Engineering BT, Inc.
3	Architecture Work Office LLC	3	Boswell, Inc
4	BDG Architects	4	Colliers Engineering & Design
5	B W S Architects	5	Concord Engineering Group, Inc.
6	Clarke Caton Hintz, PC	6	EI Associates, Architects & Engineers, PA
7	Colliers Engineering & Design	7	French & Perrillo Associates
8	DMR Architects	8	Gilsanz Murray Steficek LLP Engineers and Architects
9	EI Associates, Architects & Engineers, PA	9	Greenman-Pederson, Inc.
10	FKA Architects	10	GZA GeoEnvironmental, Inc.
11	H2M Architects & Engineers, Inc.	11	H2M Associates, Inc.
12	HQW Architects LLC	12	IMEG Consultant Corp
13	LAN Associates, Engineering, Planning, Architecture, Surveying, Inc.	13	LAN Associates, Engineering, Planning, Architecture, Surveying, Inc.
14	Netta Architects LLC	14	L2A Land Design, LLC
15	NK Architects	15	McLaren, a Division of KCI Technologies, Inc
16	Paradigm Architecture Design & Consulting	16	Neglia Group, LLC
17	Parette Somjen Architects	17	Pennoni Associates Inc
18	RSC Architects	18	Remington & Vernick Engineers
19	Settembrino Architects	19	SNS Architects & Engineers, PC
20	SNS Architects & Engineers, PC	20	Suburban Consulting Engineers, Inc.
21	Studio 5 Partnership Architects Planners, LLC	21	T and M Associates
22	USA Architects, Planners + Interior Designers, Ltd.	22	Whitman

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BOARD OF TRUSTEES ACTION S/F 2
Approval Date: November 30, 2026

Resolution
To authorize Bergen Community College to enter into an agreement with RSC Architects to prepare contract documents to replace the Block House roof and metal fascia damaged during the July 4, 2026, storm.

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

Action Requested
Authorization to enter into an agreement with RSC Architects to prepare contract documents to replace the storm-damaged Block House roof and metal fascia, in an amount not to exceed $15,000.00, including direct costs.

Justification
Severe damage from the July 4, 2026 storm requires emergency replacement of the Block House roof and metal fascia to restore their pre-storm condition and watertight integrity. The damage compromises the building's use for grounds equipment and supply storage and for restroom facilities serving the athletic facilities. Architectural services are required to develop contract documents specifying the scope and requirements of the emergency work.

Received Proposal:

RSC Architects - $15,000.00 including Direct Costs

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

Charge To: Operating Funds
Account Number: 10-06-610100-607550
Total: $15,000.00

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BOARD OF TRUSTEES ACTION S/F 3
Approval Date: November 30, 2026

Resolution
To authorize Bergen Community College to enter into an agreement with H2M Architects + Engineers for an exterior lighting audit and baseline plan preparation for future lighting improvements and security capital initiatives at the Paramus Campus, in an amount not to exceed $53,900.00, including direct costs.

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

Action Requested
Approve an agreement with H2M Architects + Engineers for an exterior lighting audit, visual inventory and baseline plan preparation for the Paramus Campus, in an amount not to exceed $53,900.00, including direct costs.

Justification
This project serves as Phase 1 of the broader Campus Security capital initiative. Establishing an accurate baseline GIS map and conducting a visual audit of existing exterior lighting enables the College to identify poorly lit zones, dark spots, and non-operational fixtures across campus walkways, roadways, and parking areas. The deliverables include an updated site base plan, an as-built lighting inventory, and a master fixture schedule to support long-term capital planning and future campus enhancements.

Received Proposal:

H2M Architects + Engineers-$53,900.00 including Direct Costs

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

Charge to:	Chapter 12
Account Number:	20-00-180802-604226
Amount:	$53,900.00

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BOARD OF TRUSTEES ACTION S/F 4
Approval Date: November 30, 2026

Resolution
To authorize Bergen Community College to enter into an agreement with FKA Architects to prepare plans and specifications for restroom renovations in the Pitkin Education Center.

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

Action Requested
Authorization to enter into an agreement with FKA Architects to prepare plans and specifications for restroom renovations in the Pitkin Education Center, for an amount not to exceed $48,763.00.

Justification
The Pitkin Education Center has aging restrooms that need renovation to improve accessibility, correct infrastructure deficiencies, and enhance the student experience. The work will reconfigure layouts to meet applicable ADA accessibility and building code requirements and add modern fixtures and durable materials to reduce maintenance needs and operating costs. Architectural services are required to develop plans and specifications for these improvements.

Received Proposals:

FKA Architects:	$48,763.00
Arcari + Iovino Architects:	$69,250.00
BWS Architects:	$95,300.00
DMR Architects	$149,900.00

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

Charge to: Chapter 12
Account Number: 20-00-180703-604246
Amount: $48,763.00

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BOARD OF TRUSTEES ACTION S/F 5
Approval Date: November 30, 2026

Resolution
To authorize Change Order #1 to T&M Associates for additional engineering design services and permitting support for the Bergen Community College Lyndhurst Campus Parking Lot Storm Water Project.

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

Action Requested
Approve Change Order #1 for addition to the agreement with T&M Associates for additional engineering, design, environmental permitting, and regulatory support services for the Lyndhurst Campus Parking Lot Stormwater Project, increasing the contract amount by $33,500.00, from $148,200.00 to $181,700.00.

Original Contract Amount	$148,200.00
Change Order # 1	$33,500.00
Revised Contract Amount	$181,700.00

Percentage Increase over Original Contract Amount: 22.6%

Justification
This change order adds engineering, environmental, and site design services to address regulatory agency comments and include site enhancements requested by the College. These services are necessary to meet regulatory requirements, obtain permits, and finalize design documents for bidding and construction.

Change Order Classification: CCO-3

Charge to: Chapter 12
Account Number: 20-00-180707-604226
Amount: $33,500.00

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BOARD OF TRUSTEES ACTION S/F 6
Approval Date: November 30, 2026

Resolution
To authorize Bergen Community College to enter into a Shared Service Agreement with the Borough of Paramus for street sweeping services at the Paramus Campus for a 2-year period from January 1, 2027 to December 31, 2028.

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Suzanne Wetzel, Vice President of External Affairs

Action Requested
Authorization to enter into a Shared Service Agreement between the College and the Borough of Paramus for street sweeping services at the Paramus Campus for a 2-year period from January 1, 2027 to December 31, 2028, at an amount not to exceed $100,000.00

Justification
The College needs street sweeping to clear accumulated dirt, sediment, and debris from campus roads and parking areas. These services will help keep campus grounds safe and clean, support stormwater drainage, and limit debris entering catch basins. A Shared Services Agreement with the Borough of Paramus will help coordinate these services using municipal resources and equipment.

Charge To:	Operating Funds
Account Number:	10-06-610100-607550
Amount:	Not to Exceed $100,000.00

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BOARD OF TRUSTEES ACTION S/F 7
Approval Date: November 30, 2026

Resolution
To authorize the award of Public Bid P-2425 Pitkin Education Center Phase II Administration Roof Replacement to Patwood Roofing Co.

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

Action Requested
Authorization to award Public Bid P-2425 Pitkin Education Center Phase II Administration Roof Replacement to Patwood Roofing Co. in the amount of $1,229,000 which includes the Base bid and allowance.

Justification
The Pitkin Education Center's Administration Wing roof has deteriorated significantly and exceeded its useful life, putting the building's integrity at risk. Replacement will protect safety, preserve the building envelope, and prevent operational disruptions. The project is part of the College's phased roof replacement program.

See below for Bids received from:

	Base Bid	Base Bid w/ Allowance
Patwood Roofing Co.	$1,104,000	$1,229,000
Safeway Contracting	$1,291,560	$1,416,560
D.A. Nolt, Inc.	$1,563,446	$1,688,446

Charge To: Chapter 12
Account Number: 20-00-182400-604218
Amount: $979,000.00

Charge To: Chapter 12
Account Number: 20-00-183010-604218
Amount: $250,000.00

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BOARD OF TRUSTEES ACTION S/F 8
Approval Date: November 30, 2026

Resolution
To authorize Bergen Community College to enter into an agreement with T&M Associates to prepare technical documents and application materials to support the College's submission to the New Jersey Department of Environmental Protection (NJDEP) Natural Climate Solutions (NCS) Grant Program.

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

Action Requested
Authorization to enter into an agreement with T&M Associates to prepare technical documents and application materials to support the College's submission to the New Jersey Department of Environmental Protection (NJDEP) Natural Climate Solutions (NCS) Grant Program, for an amount not to exceed $60,454.00, including direct costs.

Justification
The College seeks NJDEP Natural Climate Solutions grant funding to improve the B Lot area at the Paramus Campus by expanding the tree canopy, reducing impervious surfaces, and enhancing pedestrian spaces. These initiatives will improve stormwater management, reduce heat island effects, and advance campus sustainability and accessibility goals. Professional services are needed to prepare the technical documentation and application materials for a coordinated, competitive grant submission. T&M Associates will help define the proposed improvements and document the environmental benefits in accordance with program requirements.

Received Proposal:
T&M Associates -$60,454.00 including Direct Costs

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

Charge To: Operating Funds
Account Number: 10-06-610100-607550
Total: $60,454.00