

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

**Wednesday, November 6, 2019 – 5:00 p.m.**

**Paramus Campus – TECHNOLOGY BUILDING 128 Conference rooms BC**

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Oath of Office – administered by Ms. Judy Verrone, Esq.,  
DeCotiis, FitzPatrick, Cole and Giblin, L.L.P.

- ❖ Mr. Gerard L. Carroll
- ❖ Ms. Krista Flinn
- ❖ Ms. Ritzy Moralez-Diaz
- ❖ Mr. Stephen F. Pellino, Esq.
- ❖ Mr. Adam Silverstein

- IV. Roll Call
- V. Pledge of Allegiance
- VI. Reorganization

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

Action

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

- VII. Action on Reorganization Resolutions R1 through R5
- VIII. Reports:
  - A. Secretary
  - B. Treasurer
  - C. President

**Public Agenda**  
**November 6, 2019**  
**Page Two**

- D. Committees
  - 1. Audit, Finance and Legal Affairs
  - 2. Education and Student Affairs
  - 3. Personnel
  - 4. Site and Facilities
  - 5. Strategic Planning and Issues
- E. Alumni Trustee
- F. Acting Chair

IX. Unfinished Business/Board Members

Announcement of Newly Constituted Nominating Committee

X. New Business/Board Members

XI. Open to the Public

XII. Actions

- A. Approval of Minutes: October 1, 2019
- B. Approval of Executive Session Minutes: October 1, 2019
- C. Consent Agenda: Wednesday, November 6, 2019

XIII. Executive Session, if required  
(New Business/Open to the Public)

XIV. Adjournment

## **CONSENT AGENDA**

**Wednesday, November 6, 2019**

**Technology Building – 128 Conference Rooms BC**

**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 and EXECUTIVE SESSION MINUTES: October 1, 2019**

#### **REORGANIZATION (R)**

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

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

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. Authorization to continue to purchase gasoline for College Vehicles on the County of Bergen Contract #17-41 for the balance of the contract period.
3. Authorization to purchase maintenance and custodial supplies as needed through discounted catalog pricing on NJ State Contract M-0002.
4. Continuing Education: Authorization to Approve Payment to Super Science Programs for Kids for providing Science/STEM Programs for children.
5. Replacement of Policy and Procedure.

#### **EDUCATION AND STUDENT AFFAIRS (E/SA)**

1. To accept award P335A190359 funded at \$205,750.00 for Year One of a Childcare Access Means Parents in School (CCAMPIS) Program grant from the U.S. Department of Education, and to authorize President Michael D. Redmond or his designee to execute required documents.
2. To authorize execution of a renewal agreement with The College of New Jersey (Partnering College) to provide post-secondary education to students with intellectual disabilities in accordance with a grant received from the U.S. Department of Education (Grant Award #P407A150069), and to authorize President Michael D. Redmond or his designee to execute required documents.
3. To authorize submission of a GROWING APPRENTICESHIP IN NONTRADITIONAL SECTORS (GAINS) grant proposal in the preliminary amount of \$600,000.00 to the NJ Department of Labor and Workforce Development, and to authorize President Michael D. Redmond, or his designee, to execute required documents.

4. To authorize acceptance of a subcontract from County College of Morris (CCM) as a subrecipient partner in their Scaling Apprenticeship Advance Manufacturing grant awarded by the US Department of Labor, and to authorize President Michael D. Redmond, or his designee, to execute required documents.
5. Appointment: Advisory Committee Members

**PERSONNEL (P)**

1. A. Approve: Memorandum of Understanding for a salary adjustment  
B. Approve: Memorandum of Understanding for a salary adjustment
2. Appointment: Grant Staff
3. Appointment: Grant Funded Staff
4. Appointment: Student Affairs Athletic Program (Coaching Staff)
5. A. Approve Positions/Titles and job descriptions (Confidential)  
B. Approve Position/Title and job description (Confidential Staff)  
C. Approve Position/Title and job description (Confidential)
6. A. Resignation: Coaching Staff  
B. Resignation: Support Staff  
C. Resignation: Confidential Staff  
D. Resignation: Professional Staff
7. A. Retirement: Professional Staff  
B. Retirement: Faculty
8. Approve: Leave of Absence/Support Staff
9. Abolishment of Policy and Procedure
10. To adopt the following Presidential Profile
11. To adopt the following Presidential Search Policy
12. To engage the services of Anthony Ross, Ed.D. to provide executive leadership as the Interim Vice President of Student Affairs.

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

1. To award professional services to Arcari & Iovino Architects for the preparation of plans and specifications for the replacement of the Ciccone Theatre existing roof (Levels 1 thru 3).
2. To authorize a Change Order #1 to RSC Architects to provide additional scope of work for the preparation of plans and specifications for three separate bids over next three years for the Baseball/Softball Fields Dugouts and Bleachers, and Soccer Fields Bleachers at Paramus Campus.
3. Authorizing Execution of Memorandum of Agreement with Bergen County Utilities Authority (BCUA) memorializing BCUA's indemnification of Bergen Community College regarding the BCUA's Household Hazardous Waste (HHW) Program.



**BOARD OF TRUSTEES ACTION Reorganization 1**  
**Approval Date: November 6, 2019**

**Resolution**

Designation of Depositories – Authorized Signatures

**Submitted By**

Dr. Brian D. Agnew, Executive Vice President

**Action Requested**

To designate depositories and authorized signatures.

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

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

**Board of Trustees**

1. Chairperson
2. Vice Chairperson
3. Treasurer

**Administration**

4. College President \*
5. Executive Vice President
6. Managing Director of Finance

\* Facsimile signature plate authorized

**Exhibit 1  
Page Two  
November 6, 2019**

**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**

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

**Oritani Bank  
370 Pascack Road  
Township of Washington, NJ 07676**

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

**PNC Bank  
710 Turnpike Road  
East Brunswick, NJ 08816**

**Provident Bank  
464 Eagle Rock Avenue  
West Orange, NJ 07052**

**Sterling National Bank  
61 South Paramus Road, Suite 116  
Paramus, NJ 07652**

**TD Bank  
1000 MacArthur Boulevard  
Mahwah, NJ 07430**

**Valley National Bank  
1460 Valley Road  
Wayne, NJ 07470**



**BOARD OF TRUSTEES ACTION Reorganization 2**  
**Approval Date: November 6, 2019**

**Resolution**

Board Meeting Dates and Official Publications

**Submitted By**

Office of the President

**Action Requested**

The following dates are to be approved for regular meetings of the Board of Trustees for 2020.

**2020 Meeting Dates**

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location/Campus</u>
Tuesday	January 7	5:00 p.m.	TEC-128 BC●
Tuesday	February 4	5:00 p.m.	TEC-128 BC●
Tuesday	March 3	5:00 p.m.	Ciarco Learning Center +
Tuesday	April 7	5:00 p.m.	TEC-128 BC●
Tuesday	May 5	5:00 p.m.	TEC-128 BC●
Tuesday	June 2	5:00 p.m.	TEC-128 BC●
Tuesday	July 7	5:00 p.m.	TEC-128 BC●
Tuesday	August 4	5:00 p.m.	TEC-128-BC●
Tuesday	September 1	5:00 p.m.	TEC-128 BC●
Tuesday	October 6	5:00 p.m.	BCC at the Meadowlands Δ
** Wednesday	November 4	5:00 p.m.	TEC-128 BC●
	(Reorganization Meeting)		
Tuesday	December 1	5:00 p.m.	TEC-128 BC●

**\*\*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.

- 400 Paramus Road, Paramus, New Jersey
- + 355 Main Street, Hackensack, New Jersey
- Δ 1280 Wall Street West, Lyndhurst, New Jersey

**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.



**BOARD OF TRUSTEES ACTION Reorganization 3**  
**Approval Date: November 6, 2019**

**Resolution**

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

**Submitted By**

Dr. Michael D. Redmond, President

Dr. Brock Fisher, Vice President, Academic Affairs

**Action Requested**

Reaffirm the credit programs, curricula, and courses as published in the 2019 -2020 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:

<http://bergen.smartcatalogiq.com/en/2019-2020/Catalog>





400 Paramus Road, Paramus, New Jersey 07652  
201-447-7100 • [www.bergen.edu](http://www.bergen.edu)

**BOARD OF TRUSTEES ACTION Reorganization 4**  
**Approval Date: November 6, 2019**

**Resolution**

Reaffirm Policies of the Board of Trustees

**Submitted By**

Dr. Michael D. Redmond, President

**Action Requested**

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

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



**BOARD OF TRUSTEES ACTION Reorganization 5**  
**Approval Date: November 6, 2019**

**Resolution**

Exempt from Bidding: Appointment General Counsel DeCotiis, FitzPatrick, Cole and Giblin, L.L.P.

**Submitted By**

The Personnel Committee

**Action Requested**

Appointment of the law firm of DeCotiis, FitzPatrick, Cole and Giblin, L.L.P., as general counsel for Bergen Community College for the year commencing January 1, 2020 and ending December 31, 2020, in accordance with their proposal which was submitted in response to the Request for Qualifications for Legal Services, issued by the College on September 23, 2019.

**Justification**

The Request for Qualifications was advertised on September 23, 2019 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



**BOARD OF TRUSTEES ACTION A/F 1**  
**Approval Date: November 6, 2019**

**Resolution:**

Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.

**Submitted By**

Dr. Brian D. Agnew, Executive Vice President

**Action Requested**

Approval for payment of the following legal vouchers:

September 1, 2019 to September 30, 2019 DeCotiis, FitzPatrick, Cole & Giblin. LLP. \$ 46,595.89.

Legal bills are available on the College's web site under the Board of Trustees at the following address:

<http://www.bergen.edu/about-us/board-of-trustees/legal-bills>

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



**BOARD OF TRUSTEES ACTION A/F 2**  
**Approval Date: November 6, 2019**

**Resolution**

Authorization to continue to purchase gasoline for College Vehicles on the County of Bergen Contract #17-41 for the balance of the contract period.

**Submitted By**

Mr. William Corcoran, Vice President Facilities Planning, Operations and Public Safety  
Mr. Wilton Thomas-Hooke, Managing Director of Finance  
Ms. Barbara Golden, Director Purchasing and Services

**Action Requested**

Authorization for the purchase of gasoline for College vehicles from Rachles/Michele's Oil Company, Inc., through the County of Bergen Contract #17-41, through September 20, 2020 for an estimated amount of \$38,000.00.

**Justification**

The College requires gasoline to operate the College vehicles utilized by Public Safety, Buildings and Grounds, Athletics and other departments.

**Charge to: College Operating Funds**  
**Account Number:**



**BOARD OF TRUSTEES ACTION A/F 3**  
**Approval Date: November 6, 2019**

**Resolution**

Authorization to purchase maintenance and custodial supplies as needed through discounted catalog pricing on NJ State Contract M-0002.

**Submitted By**

Mr. William Corcoran, Vice President Facilities Planning, Operations and Public Safety  
Mr. Wilton Thomas-Hooke, Managing Director of Finance  
Ms. Barbara Golden, Director, Purchasing and Services

**Action Requested**

Authorization to purchase various maintenance and custodial supplies as needed from the two authorized NJ State Contract vendors through competitive catalog pricing for the period October 15, 2019 through June 30, 2020, at an estimated cost of \$55,000.00. See list below for the vendor names and numbers for the two authorized suppliers on the NJ State Contract:

A79873 Fastenal  
A79875 W. W. Grainger

**Justification**

The College requires the purchase of maintenance supplies for the repair of the buildings and equipment at the College. The NJ State Contract provides access to two discounted maintenance and custodial supply catalogs, which will allow Buildings and Grounds Department to access the vendor catalogs online and order supplies through comparison shopping. The contract also provides direct shipping of parts from the warehouse, and the option of local pickup of parts for emergency repairs. The supply categories include HVAC, Electrical, Paint, Plumbing, Tools, Fasteners, Bulbs, Air Filters, Safety and Custodial Products.

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

**Charge to: College Operating Funds**  
**Account Numbers:**



**BOARD OF TRUSTEES ACTION A/F 4**  
**Approval Date: November 6, 2019**

**Resolution**

Continuing Education: Authorization to Approve Payment to Super Science Programs for Kids for providing Science/STEM Programs for children.

**Submitted By**

Dr. Brian D. Agnew, Executive Vice President

Mr. Wilton Thomas-Hooke, Managing Director of Finance

Dr. Christine M. Gillespie, Executive Director, Continuing Education and Workforce Development

Ms. Cinzia D'Iorio, Dean, Continuing Education and Workforce Development

**Action Requested**

Authorization to pay Super Science Programs for Kids an amount not to exceed \$23,655 for providing 12 science courses for children on campus at BCC Kids & Teens Programs during Summer 2019.

**Justification**

Super Science Programs for Kids is a vendor for Bergen Community College's Kids & Teens summer science programs. There were seven weeks of summer classes offered which began on June 24, 2019 and ended on August 9, 2019. Some of these classes were at full capacity with students requesting that we add additional spots in the classes. Therefore, we added additional seats to accommodate demand. By adding these seats and some additional classes, the vast majority of classes ran at maximum capacity causing us to exceed the payments we anticipated to make to this vendor. Super Science provides the instructors and all materials for these courses. Contract is to share the revenue (Super Science receives 43% and BCC receives 57%). The payment to Super Science for 2019 is not to exceed \$23,655.

See table below for examples of courses to be offered.

**Charge to:** College Operating Funds

**Account Number:** 10-03-391012-607550

**Super Science for Kids**

8	KT412 001 Junior Physicians – Human Body June 24-28, 2019		
20	KT445 001 Super Science STEM Challenges July 1-5, 2019		
22	KT 414 001 Chemical Wizardry July 8-12, 2019		
31	KT414 002 CSI Science July 8-12, 2019		
14	KT443 001 Architecture and Engineering July 15-19, 2019		
22	KT445 002 Super Science STEM Challenges July 15-19, 2019		
28	KT414 002 Chemical Wizardry July 22-26, 2019		
13	KT413 002 Super Science Make & Take July 22-26, 2019		
20	KT488 001 Oceanography July 29-Aug 2, 2019		
25	KT447 001 Battle-Bots and Robotic Fun July 29- Aug 2, 2019		
24	KT 412 002 Junior Physicians-Human Body Aug 5-9, 2019		
22	KT443 002 Architecture & Engineering Challenges Aug 5-9, 2019		



**BOARD OF TRUSTEES ACTION: A/F 5**  
**Approval Date: November 6, 2019**

**Resolution**

Replacement of Policy and Procedure.

**Submitted By**

Dr. Brian D. Agnew, Executive Vice President

**Action Requested**

To replace the following Policies with Fee Change Policy:

1. FIN: 001-001:2018 Child Development Center
2. FIN: 003-001:2018 Locker Fee
3. FIN: 005-001:2018 Membership for the Institute for Learning in Retirement
4. FIN: 010-001:2018 Dental Clinic Fee

**Justification**

These policies have been superseded by another policy.

See attached policies.



## TO BE APPROVED

### Bergen Community College Board of Trustees

**Section: FIN**

**Policy #**

**Effective Date:**

**Responsible Official:**

Managing Director of Finance

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### Fee Change Policy

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**Reason for Policy:** To consolidate multiple existing policies under one governing statement.

**Entities Affected by this Policy:** All members of the Bergen Community College community including faculty, staff, students, covered entities, contractors, non-employees, and agents of the College.

### Policy Statement:

Fees charged to students, faculty, staff and the community are reviewed each year. When necessary, fees can be adjusted with the approval of the Board of Trustees.

The policy refers, but is not limited, to the following fees: Excess Contact Hour Fees, Program and Consumable Fees, Dental Clinic Fees, Child Development Center Enrollment Fees, Locker Fees, and Parking Fees.

### Procedures:

1. Fee changes are initiated by the departments overseeing the activity requiring the fee in conjunction with the administration.
2. Recommended changes along with a reason for the changes are sent to the Managing Director of Finance.
3. The recommended changes will be reviewed by senior staff and must be approved by the College President before being presented to the Board for approval.

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### Related Documents/Policies:

Replaces the following existing policies:

FIN: 001-001:2018 Child Development Center

FIN: 003-001:2018 Locker Fee

FIN: 005-001:2018 Membership for the Institute for Learning in Retirement

# TO BE APPROVED

FIN: 010-001:2018 Dental Clinic Fee

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## Policy History:

Section:

Adopted:

Resolution:

Amended:

Updated:

## TO BE DELETED

### Bergen Community College Board of Trustees Section FIN

Policy # FIN: 001-001: 2018

Effective Date:

Responsible Official:  
Executive Director of Finance

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#### Enrollment Fees – Child Development Center

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**Reason for Policy:** To state the enrollment fees for students, faculty/staff and the community.

**Entities Affected by this Policy:** Students, faculty/staff and community

#### Policy Statement:

The fee structure for the Child Development Center effective January 2012 shall be:

**Students:**

Full-time (25 – 50 hrs):	\$180 per week
Part-time (16 – 24 hrs):	\$140 per week
Hourly Rate:	\$8.50 per hour

**Faculty & Staff:**

Full-time (25 – 50 hrs):	\$200 per week
Part-time (16 – 24 hrs):	\$160 per week
Hourly Rate:	\$12 per hour

**Community**

Full-time (25 – 50 hrs):	\$290 per week
Part-time (16 – 24 hrs):	\$240 per week
Hourly Rate:	\$15 per hour

There is a one-time \$50.00 registration fee.

## TO BE DELETED

### Procedures:

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### Related Documents/Policies:

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### Policy History: (adopted/amended)

Section: C: CA: CAA

Adopted:

Resolution:

Amended: 8/1/06

Updated: 5.9.18

## TO BE DELETED

### Bergen Community College Board of Trustees

**Section: FIN**

**Policy #:** FIN: 003-001: 2018

**Effective Date:**

**Responsible Official:**  
Executive Director of Finance

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### Locker Fees

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**Reason for Policy:** To state the fees for lockers.

**Entities Affected by this Policy:** Students

### Policy Statement:

Two Semesters	\$ 7.00
One Semester	\$ 4.00
Summer	\$ 4.00

### Procedures:

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### Related Documents/Policies:

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### Policy History:

## TO BE DELETED

Section: C: CA: CAC  
Adopted: 10/2/91  
Resolution: 15  
Amended: Updated:  
5.9.18

## TO BE DELETED

**Bergen Community College**  
**Board of Trustees**  
**Section: FIN**

**Policy #:** FIN: 005-001: 2018

**Effective Date:**

**Responsible Official:**  
Executive Director of Finance

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**Name:** Membership fee for the Institute for Learning in Retirement

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**Reason for Policy:** To state the membership fee for the Institute for Learning in Retirement

**Entities Affected by this Policy:** Retirees

### **Policy Statement:**

To increase the membership fee for the Institute for Learning in Retirement to \$100.00 per year or \$60.00 for Spring Semester only.

### **Procedures:**

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### **Related Documents/Policies:**

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### **Policy History:**

Adopted:

Amended: 6/4/2003; 4/4/2007

Updated: 5.17.18

**TO BE DELETED**



## TO BE DELETED

### Bergen Community College Board of Trustees

**Section: FIN**

**Policy #** FIN: 010-001: 2018

**Effective Date:**

**Responsible Official:**  
Executive Director of Finance

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### Dental Clinic Fees

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**Reason for Policy:** To state the fees charged by the dental clinic.

**Entities Affected by this Policy:** Faculty, staff, students, community

### Policy Statement:

Exam, Cleaning and Diagnostic Care Fee	\$20.00
Radiograph Fee, full mouth or panoramic imaging	\$15.00
Radiograph Fee, bite wing imaging	\$ 5.00
Fluoride Treatment	\$ 5.00
Sealant per Tooth	\$ 5.00

### Procedures:

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### Related Documents/Policies:

## TO BE DELETED

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### Policy History:

Section: C:CA: CAD

Adopted:

Resolution: A/F 6

Amended: 12/6/06

Updated: 5/9/18



**BOARD OF TRUSTEES ACTION E/SA 1**  
**Approval Date: November 6, 2019**

**Resolution**

To accept award P335A190359 funded at \$205,750.00 for Year One of a Childcare Access Means Parents in School (CCAMPIS) Program grant from the U.S. Department of Education, and to authorize President Michael D. Redmond or his designee to execute required documents.

**Submitted By**

Dr. Brian D. Agnew, Executive Vice President  
Dr. Brock Fisher, Vice President of Academic Affairs  
Dr. Victor Brown, Dean of Business, Arts and Social Sciences  
Ms. Sally Dionisio, Director of the Child Development Center  
Dr. William Yakowicz, Director of Grants Administration

**Action Requested**

Authorize acceptance of award P335A190359 in the amount of \$205,750.00 for Year One of a CCAMPIS Program grant from the U.S. Department of Education. CCAMPIS is a four-year project with each of the subsequent three years separately funded at the same or slightly increased levels, contingent on the availability of federal funds and the successful attainment of goals and outcomes. Total funding over the four-year project is expected to be at least \$823,000.00.

The purpose of Bergen's CCAMPIS grant is to expand accredited childcare services for student parents and to support the center's infrastructure development needs. The CDC team will create parent workshops for early childhood students, re-open a third classroom, and expand center hours for families on Saturdays and evenings. CDC will also seek technology improvements, including the use of I-pad applications and program support materials.

No college funds are required.

**Charge to:** CCAMPIS Grant  
**Account:**



**BOARD OF TRUSTEES ACTION E/SA 2**  
**Approval Date: November 6, 2019**

**Resolution**

To authorize execution of a renewal agreement with The College of New Jersey (Partnering College) to provide post-secondary education to students with intellectual disabilities in accordance with a grant received from the U.S. Department of Education (Grant Award #P407A150069), and to authorize President Michael D. Redmond or his designee to execute required documents.

**Submitted By**

Dr. Brian D. Agnew, Executive Vice President  
Dr. Brock Fisher, Vice President of Academic Affairs  
Ms. Barbara Hamilton-Golden, Director, Purchasing and Services  
Ms. Tracy Rand, Director of Specialized Services and TPSID Project Director  
Dr. William J. Yakowicz, Director, Office of Grants Administration

**Action Requested**

Authorize renewal an agreement with The College of New Jersey (TCNJ) for year 5 of the Transition Program for Students with Intellectual Disabilities (TPSID) grant consistent with the agreed upon scope of work and budget. The period of this agreement is October 1, 2019 through September 30, 2020, with an award amount of \$132,038.60.

**Justification**

Bergen Community College is lead agency for this project that is undertaken in partnership with The College of New Jersey. Together they provide educational services to students with intellectual disabilities who would otherwise have limited access to higher education. The project assists in transitioning students into post-secondary education and employment with academic, vocational, and interpersonal skills that are customized to meet the needs and maximize success of each participant. The grant was awarded October 1, 2015 through September 30, 2016 with four additional continuation awards contingent upon project performance. This agreement between The College of New Jersey and Bergen Community College for year five (October 1, 2019 – September 30, 2020) is authorized pursuant to the County College Contracts Law; specifically N.J.S.A. 18A:64A-25.5(b).

The College shall administer the grant and make payment to The College of New Jersey for work and/or services provided by TCNJ only to the extent that those activities and payments are authorized and approved by the U.S. Department of Education.

No College funds are required.

**Charge to: TPSID Grant**  
**Account: 50-03-589100-60755**



**BOARD OF TRUSTEES ACTION E/SA 3**  
**Approval Date: November 6, 2019**

**Resolution**

To authorize submission of a GROWING APPRENTICESHIP IN NONTRADITIONAL SECTORS (GAINS) grant proposal in the preliminary amount of \$600,000.00 to the NJ Department of Labor and Workforce Development, and to authorize President Michael D. Redmond, or his designee, to execute required documents.

**Submitted By**

Dr. Brian D. Agnew, Executive Vice President  
Dr. Brock Fisher, Vice President of Academic Affairs  
Dr. Christine Gillespie, Executive Director of Continuing Education and Workforce Development  
Dr. William J. Yakowicz, Director, Grants Administration

**Action Requested**

Authorize submission of a GROWING APPRENTICESHIP IN NONTRADITIONAL SECTORS (GAINS) grant proposal in the preliminary amount of \$600,000.00 to the NJ Department of Labor and Workforce Development.

**Justification**

The proposed GAINS grant will enable Bergen and its thirteen college partners to assist New Jersey Health Care businesses/organizations or currently registered apprenticeship sponsors in developing new Registered Apprenticeship (RA) programs or expanding existing RA programs into new USDOL approved occupations. The grant includes BCC business partners on the Scaling Apprenticeships USDOL grant. It will pay for training and wage costs for apprentices in three main areas:

- 1) 50% wage reimbursements for the first six months of newly hired apprentices' employment,
- 2) Training costs for a new apprentice, and
- 3) Employer incentives for hiring registered apprentices from pre-apprenticeship programs.

Training costs include related classroom instructor (RTI) costs, materials, supplies, and supervision by a journey worker.

Two additional GAINS applications are in development and expected to be submitted, one for Advanced Manufacturing and one for Transportation and Logistics.

The final plans and budgets are in development.  
No college funds are required.



**BOARD OF TRUSTEES ACTION E/SA 4**  
**Approval Date: November 6, 2019**

**Resolution:**

To authorize acceptance of a subcontract from County College of Morris (CCM) as a subrecipient partner in their Scaling Apprenticeship Advance Manufacturing grant awarded by the US Department of Labor, and to authorize President Michael D. Redmond, or his designee, to execute required documents.

**Submitted By**

Dr. Brian D. Agnew, Executive Vice President  
Dr. Brock Fisher, Vice President of Academic Affairs  
Dr. Christine Gillespie, Executive Director of Continuing Education and Workforce Development  
Dr. William J. Yakowicz, Director, Grants Administration

**Action Requested**

Authorize participation in a partnership with lead agency County College of Morris along with Raritan Valley, Hudson, Mercer, and Rowan Community Colleges. The proposed project funding was awarded (award number HG-33031-19-60-A-34) on July 15, 2019 in the four-year amount of \$3,999,823.00. Bergen's subcontract is approximately \$157,500.00 over the four-year grant period (\$39,375.00 annually).

**Justification**

Collaborating with college associated employers and the NJ Department of Labor and workforce Development, the eight colleges will support sector-based approaches to expanding development and implementation of apprenticeships through the region and the State. The partnership will work to achieve three key goals over the four year project period:

- (1) to accelerate the expansion of apprenticeships to Advanced Manufacturing industry sectors reliant on H-1B visas,
- (2) to promote the large-scale expansion of Advanced Manufacturing apprenticeships across the nation, and
- (3) to increase Advanced Manufacturing apprenticeship opportunities for all Americans.

Cost sharing or matching funds amounting to 35% of the federal share are required. It is expected that this amount, in the form of cash or in-kind contributions, will be provided by participating industry partners in the form of apprentices' salaries and by colleges through a combination of facility and administrative costs.

**Charge to:** CCM SA Grant Subcontract  
**Account:**



**BOARD OF TRUSTEES ACTION E/SA 5**  
**Approval Date: November 6, 2019**

**Resolution**

Appointment: Advisory Committee Members.

**Submitted By**

Dr. Brock Fisher, Vice President of Academic Affairs

**Action Requested**

To appoint of Advisory Committee members for a three-year term (unless otherwise specified), effective November 6, 2019.

**Justification**

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

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

The list of proposed members for advisory committees is attached.



**NOMINEES FOR ADVISORY COMMITTEES**  
**All new members to serve three-year term, unless otherwise specified**  
**Academic Year 2019-2020**

First Name	Last Name	Company Affiliation	Term	Advisory Group
Luciana	Certeza	Registered Dental Hygienist	1	Dental Hygiene
Kelley	Kuehm	Registered Dental Hygienist	1	Dental Hygiene
Mallory	Smith	BCC Student Representative	1	Dental Hygiene
First Name	Last Name	Company Affiliation	Term	Advisory Group
Dawn	Fuller	North Arlington H.S. Guidance Counselor	2	Diagnostic Medical Sonography
Kelly	Guggiari	DMS Student Representative	2	Diagnostic Medical Sonography
First Name	Last Name	Company Affiliation	Term	Advisory Group
Dawn	Geraci	BCC Student Representative	2	Medical Office Assistant
Alyssa	Nicolaou	BCC Student Representative	2	Medical Office Assistant
Lillian	Pons	BCC Student Representative	2	Medical Office Assistant
First Name	Last Name	Company Affiliation	Term	Advisory Group
Luz	Ramos	Palisades Medical Center	2	Nursing
First Name	Last Name	Company Affiliation	Term	Advisory Group
Michelle	Kobayashi	Hackensack University Medical Ctr.	1	Paramedic Science
Brandon	Lewis	HMH JFK Med Ctr.	1	Paramedic Science
Christian	Meyer	BCC Student Representative	1	Paramedic Science
Shaun	Patterson	Hackensack University Med Ctr.	1	Paramedic Science
James	Warin	The Valley Hospital	1	Paramedic Science
First Name	Last Name	Company Affiliation	Term	Advisory Group
George	Beninati	Hackensack University Med Ctr.	2	Radiation Therapy
Robert	Chen	BCC Student Representative	1	Radiation Therapy
Jason	Cordero	BCC Graduate Representative	2	Radiation Therapy
Ricardo	Velez Rodriguez	BCC Graduate Representative	2	Radiation Therapy
First Name	Last Name	Company Affiliation	Term	Advisory Group
Carol	Knorr	Holy Name Medical Center	2	Radiography
Jenna	Longobardi	BCC Student Representative	2	Radiography
Caroline	Nieves	Hackensack University Medical Ctr.	2	Radiography
Nicholas	Pavese	BCC Graduate Representative	2	Radiography
Zach	Sobata	Kinder Pediatric Urgent Care	2	Radiography
Cassandra	Walsh	BCC Student Representative	2	Radiography
First Name	Last Name	Company Affiliation	Term	Advisory Group
Jerry	Kittivanthong	BCC Student Representative	2	Respiratory Care
Adam	Sodikoff	Sleep Disorders Center	1	Respiratory Care
First Name	Last Name	Company Affiliation	Term	Advisory Group
Sue	Keohane	BCC Student Representative	1	Surgical Technology
First Name	Last Name	Company Affiliation	Term	Advisory Group
Diane	Hennessey-Erdman	RX for Pets	1	Veterinary Technology
Rebecca	Walker	BCC Student Representative	1	Veterinary Technology
First Name	Last Name	Company Affiliation	Term	Advisory Group
Vincent	Burke, PT	Infinity Rehabilitation & Sports Medicine	2	Wellness & Exercise Science
Don	Tomaszewski	The Valley Hospital Sports Institute	2	Wellness & Exercise Science
Lara	Vajas	The Valley Center for Health Wellness	2	Wellness & Exercise Science
First Name	Last Name	Company Affiliation	Term	Advisory Group
Robert	Angilotti	Hackensack Law Enforcement	2	Criminal Justice
Anthony	Cureton	Hackensack Law Enforcement	2	Criminal Justice
Frank	DeVecchio	Bergen Community College	1	Criminal Justice
Kenneth	Ehrenberg	Paramus Law Enforcement	2	Criminal Justice
Jacqueline	Luthcke	Ridgewood Law Enforcement	2	Criminal Justice
Mark	Musella	Hackensack Prosecutor	1	Criminal Justice
Thomas	Shine	Old Tappan Law Enforcement	1	Criminal Justice
John	Ward	Bergen Community College	1	Criminal Justice



**BOARD OF TRUSTEES ACTION P1A**  
**Approval Date: November 6, 2019**

**Resolution**

Approve: Memorandum of Understanding for a salary adjustment.

**Submitted By**

Dr. Michael D. Redmond, President  
Dr. Brian D. Agnew, Executive Vice President  
Dr. Anthony Ross, Interim, Vice President, Student Affairs

**Action Requested**

To approve the Memorandum of Understanding between Bergen Community College and the Professional Staff Association for a salary adjustment for the following individual.

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Date</u>
Giselle Pacheco	Senior Financial Aid Specialist/ Financial Aid/Student Affairs	\$62,454.39	7/1/2018 (retroactive)

**Justification**

Pursuant to a grievance hearing, a review of current job responsibilities was conducted and a salary adjustment was recommended.



**BOARD OF TRUSTEES ACTION P1B**  
**Approval Date: November 6, 2019**

**Resolution**

Approve: Memorandum of Understanding for a salary adjustment.

**Submitted By**

Dr. Michael D. Redmond, President  
Dr. Brian D. Agnew, Executive Vice President  
Dr. Anthony Ross, Interim, Vice President, Student Affairs

**Action Requested**

To approve the Memorandum of Understanding between Bergen Community College and the Professional Staff Association for a salary adjustment for the following individual.

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Date</u>
Jeanette Dones	Senior Financial Aid Specialist/ Financial Aid/Student Affairs	\$61,158.78	07/01/18 (retroactive)

**Justification**

Pursuant to a grievance hearing, a review of current job responsibilities was conducted and a salary adjustment was recommended.



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201-447-7100 • www.bergen.edu

**BOARD OF TRUSTEES ACTION P 2**  
**Approval Date: November 6, 2019**

**Resolution**

Appointment: Grant Staff

**Submitted By**

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Ms. Karolina Wolfe, Dean of Assessment, Accreditation and Compliance

Dr. William Yakowicz, Director of Grants Administration

**Action Requested**

To approve the appointment of the following individual to the position and annual salary indicated.

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Vittoria Fronte	Research Assistant/Institutional Effectiveness	\$45,000.00 (pro-rated)	11/18/19

**Justification**

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

Charge to: Grant Funds

Account Number:



400 Paramus Road, Paramus, New Jersey 07652  
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**BOARD OF TRUSTEES ACTION P 3**  
**Approval Date: November 6, 2019**

**Resolution**

Appointment: Grant Funded Staff

**Submitted By**

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Dr. Christine Gillespie, Executive Director of Continuing Education and Workforce Development

**Action Requested**

To approve the appointment of the following individual to the position and annual salary indicated.

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Faith Kallert	Business Liaison – Southern Region (New Jersey Healthworks Grant)/ Continuing Education and Workforce Development	\$68,500.00 (pro-rated)	11/25/19

**Justification**

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

Charge to: NJ Healthworks Grant

Account Number:



## **BOARD OF TRUSTEES ACTION P4**

**Approval Date: November 6, 2019**

### **Resolution**

Appointment: Student Affairs Athletic Program (Coaching Staff)

### **Submitted By**

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Dr. Anthony Ross, Interim Vice President, Student Affairs

### **Action Requested**

To approve the appointment of the following individuals to part-time Assistant Coach positions at the stipends indicated:

<b><u>Name</u></b>	<b><u>Assistant Coach Position</u></b>	<b><u>Stipend</u></b>	<b><u>Effective Dates</u></b>
Leslie Castro	Cross Country	\$3,500.00	08/01/19 – 11/30/19 (retroactive)
James Fitzgerald	Men's Baseball	\$3,500.00	08/01/19 – 05/31/20 (retroactive)
Ernie Thuring	Men's Basketball	\$3,500.00	10/01/19 – 03/31/20 (retroactive)
Tajuan Torres	Men's Basketball	\$3,500.00	10/01/19 – 03/31/20 (retroactive)

### **Justification**

The above-mentioned stipends are seasonal.

Charge To:

Account Number:



**BOARD OF TRUSTEES ACTION P5A**  
**Approval Date: November 6, 2019**

**Resolution**

Approve Positions/Titles and job descriptions (Confidential)

**Submitted By**

Dr. Michael D. Redmond, President  
Dr. Brian D. Agnew, Executive Vice President  
Mr. Ronald Miller, Executive Director, BCC Foundation

**Action Requested**

To approve the following positions, titles and job descriptions:

- Annual Fund Coordinator
- Database and Office Coordinator
- Finance and Scholarship Manager

**Justification**

To approve the positions, titles and job descriptions due to the reorganization of the BCC Foundation to better align resources and responsibilities. These positions are at-will.

## **BERGEN COMMUNITY COLLEGE**

### **JOB DESCRIPTION**

**TITLE:** Annual Fund Coordinator

**DEPARTMENT:** Bergen Community College Foundation

---

**FUNCTION:** The Foundation's Annual Fund Manager manages the annual fundraising programs to the Foundation's constituencies, including alumni, employees, parents, and friends of the college. As a member of the Foundation team, works together to execute the fundraising plan and ensure that goals are met or exceeded.

#### **MAJOR RESPONSIBILITIES:**

Responsibilities include but are not limited to:

- Participate in the development of annual fundraising goals and plans.
- Create a strategic annual giving communications plan and calendar to solicit all constituents and maximize contributions.
- Work with the Executive Director to develop strategies for achieving goals, including prospect and donor meetings, personal correspondence, direct mail, email, and other communications, both for fundraising and stewardship of donors.
- Work with the Executive Director to shape a personalized strategy for the top 1,000 donors and prospects, and prepare research reports for use prior to potential meetings.
- Manage annual giving mailings, including working with volunteers to personalize solicitation letters, and with printers and mailing houses. Manage the preparation of solicitation materials – letters, brochures, pledge forms, payroll deduction forms.
- Plan and implement stewardship functions for key donor constituencies, including an annual "Thank You" event for donors above a certain level. Prepares scripts for these events.
- Serve as the liaison to College departments and clubs/organizations for in-house fundraising activities.
- Prepare reports and analysis for the Executive Director and the Foundation's Board of Directors outlining progress toward goals and challenges remaining.
- Attend Foundation events and professional meetings as assigned.
- Performs additional tasks or duties as assigned.

**ORGANIZATIONAL RELATIONSHIPS:** (1) Reports to Executive Director of the Foundation; (2) Supervises vendors and consultants, as appropriate, and student workers as needed. (3) Ability to relate well to people at all levels within the institution to ensure that the office is projected in an effective manner in dealing with both internal and external constituencies of the College. (4) Performs work in a manner that furthers the College's mission and values.

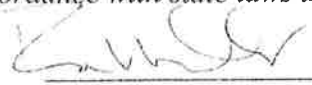


**PERFORMANCE STANDARDS:** Performance in this position is considered satisfactory when: (1) mutually agreed upon objectives have been attained within a specified time frame, (2) responsibilities of the position have been carried out at a level consistent with performance requirements, (3) effective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

**QUALIFICATIONS:** (1) Education: Associate's degree or four (4) years of related work experience is required. (2) Knowledge, Skills and Abilities: (a) Required: Excellent communication skills, both verbal and written; detail oriented, with strong organizational skills; ability to navigate and manage database information, for segmentation of fundraising, as well as for reporting and analysis; excellent customer service abilities to manage volunteers and cultivate donors; ability to learn quickly and adapt to new challenges. (b) Preferred: Familiarity with Blackbaud suite of software products, particularly Raisers Edge; familiarity with Google Suite office software (Gmail, Calendar, Docs, Sheets, etc.); knowledge of the Bergen communities and residents; online research experience. (c) demonstrates understanding of the community college mission and practices an open door policy; (d) must have demonstrated ability to employ a balanced and positive approach to all work activities and work collaboratively across various constituencies of the College and with vendors and external constituencies; (f) exhibits strong skills in communication, customer and student focus, building relationships, organizing, and planning; (g) technologically proficient in common office desktop software and familiar with cloud based computing and collaborative platforms and software; (3) Experience: (a) Minimum of 5 years of experience in nonprofit fundraising, or in applicable marketing, corporate relations, government relations or community related fields.

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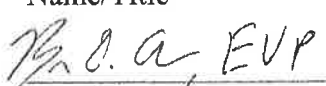
Submitted by:

  
Name/Title

Date:

10/10/19

Approved by:

  
Name/Title

Date:

10/10/19

Reviewed by:

  
Human Resources

Date:

10/10/19

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

# **BERGEN COMMUNITY COLLEGE**

## **JOB DESCRIPTION**

**TITLE:** Database and Office Coordinator

**DEPARTMENT:** Bergen Community College Foundation

---

**FUNCTION:** The Foundation's Database and Office Manager maintains, supports, and configures the database system, ensuring accuracy and consistency in data input, as well as access to training for other users. Ensures successful workflow of the foundation, including organizing files, coordinating meetings, preparing information packets, answering phones and handling general inquiries. As a member of the Foundation team, works together to execute the fundraising plan and ensure that goals are met or exceeded.

### **MAJOR RESPONSIBILITIES:**

Responsibilities include but are not limited to:

- Administer and maintain the operation of Blackbaud Raiser's Edge NXT, and be knowledgeable with the Scholarship Management Program, providing support as needed This will include, but not be limited to, data integrity, user security, creation and maintenance of codes and system tables, records clean-up, and the integration of Raiser's Edge NXT into other systems.
- Continually assess and address the foundation's short-term and long-term data needs, while maintaining data continuity for historical records.
- Process all gifts, including manually entering sensitive gifts, and reviewing batch entries from online gifts. Perform weekly audits of gift entries to ensure accuracy. Create invoices, acknowledgements, and other communications related to gift processing.
- Serve as liaison to vendors, to manage (a) database upgrades and enhancements, and (b) trouble-shooting database functionality and technical issues for database users.
- Research strategies and solutions for long-term database improvement. Provide recommendations to management on how to improve overall database reliability and efficiency for database users, and drive implementation if approved.
- Provide training and oversight of professional development to end users. Maintain comprehensive documentation on proper database usage and data entry and management
- Organize and maintain a system for managing Foundation files (including digital and hard copies), establishing file content guidelines and adhering to retention policies.
- Coordinate meetings including scheduling conference rooms, ordering refreshments, preparing and disseminating meeting packages and minutes, as well as, following up on recommendations and action items.
- Schedule external appointments for the Executive Director.
- Prepare customized information packets for prospects and donors.

- Coordinate the hiring of up to six work study students per semester and oversee their scheduling and work flow.
- Coordinate the maintenance and upgrades of office equipment such as copiers, printers, fax machines, etc. Conduct inventory and maintain office supplies.
- Collaborate with Scholarship and Finance Manager in support of annual audit process.
- Respond to internal and external requests for information.
- Answer phones, assisting with general inquiries, and routing calls to appropriate staff.
- Process bills and perform accounts payable transactions in a timely manner.
- Record time off for the Foundation staff in a timely manner.
- Attend Foundation events and professional meetings as assigned.
- Performs additional tasks or duties as assigned

**ORGANIZATIONAL RELATIONSHIPS:** (1) Reports to Executive Director of the Foundation (2) Supervises vendors and consultants as appropriate, and student workers as needed. (3) Coordinates work within the office and between offices with other staff. (3) Ability to relate well to people at all levels within the institution to ensure that the office is projected in an effective manner in dealing with both internal and external constituencies of the College. (4) Performs work in a manner that furthers the College's mission and values.

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

**QUALIFICATIONS:** (1) Education: Associate's degree and four (4) years of related work experience is required. (2) Knowledge, Skills and Abilities: (a) Required: Excellent interpersonal, oral and written communication skills for customer service interactions with the board, donors, volunteers and students; ability to edit and proofread materials, and to create and manage documentation to ensure consistency in complex systems; ability to shape and enforce consistent data entry, as well as to navigate and manage the database for segmentation for fundraising, as well as for reporting and analysis; self-motivated, detail oriented, with strong organizational skills and the ability to multi-task. Punctual, reliable, patient, and flexible, with a willingness to learn quickly and to adapt to new challenges; team player able to work independently with minimal supervision. Sound judgement and ability to make routine decisions. (b) Preferred: Familiarity with Blackbaud suite of software products, particularly Raisers Edge; familiarity with Google Suite office software (Gmail, Calendar, Docs, Sheets, etc.); familiarity with the Bergen County communities and residents. (c) demonstrates understanding of the community college mission and practices an open door policy; (d) must have demonstrated ability to employ a balanced and positive approach to all work activities and work collaboratively across various constituencies of the College and with vendors and external constituencies; (e) exhibits strong skills in communication, customer and student focus, building relationships, organizing, and planning; (f) technologically proficient in common office desktop software and familiar with cloud based computing and collaborative platforms and software; (3)

Experience: (a) Minimum of 5 years of experience in support of nonprofit fundraising, or in applicable roles at other organizations/institutions.

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Submitted by:

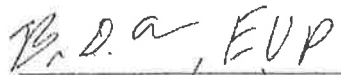


Date:

10/10/19

Name/Title

Approved by:

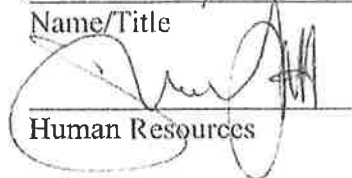
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Date:

10/10/19

Name/Title

Reviewed by:

  
Human Resources

Date:

10/10/19

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

## **BERGEN COMMUNITY COLLEGE**

### **JOB DESCRIPTION**

**TITLE:** Finance and Scholarship Manager

**DEPARTMENT:** Bergen Community College Foundation

---

**FUNCTION:** The Foundation's Finance and Scholarship Manager maintains the organization's accounting systems, supports the Executive Director and the Foundation's Board of Directors' Finance Committee with timely reports to ensure good fiscal management, coordinates with Foundation staff and others to ensure proper reporting to donors, and ensures appropriate record-keeping to be reviewed by independent auditors. Oversees the scholarship award process, coordinating the exchange of data with other institutional systems, and manages the record-keeping for revenues and disbursements from the restricted scholarship accounts. As a member of the Foundation team, works together to execute the fundraising plan and ensure that goals are met or exceeded.

### **MAJOR RESPONSIBILITIES:**

Responsibilities include but are not limited to:

- Oversees the transitions of financial and scholarship data to Blackbaud's Financial Edge and Scholarship modules.
- Works with the Executive Director to develop regular reporting templates for management and the Foundation's Finance Committee. Prepares and distributes reports.
- With the Executive Director, prepares the annual budget and tracks and reports forecasts. Develops multi-year financial projections based on assumptions for revenue, staffing, and expenses to facilitate long-range planning.
- Maintains the Foundation's general ledger, accounts payable, accounts receivable, IRS reporting, regulatory reporting, vendor information, bank reconciliations, investment transactions, financial statements, and other accounting functions.
- Coordinates pass-through funds of college student and affinity groups, ensuring compliance with IRS nonprofit regulations, and reconciling the relevant accounts.
- Staff representative for the Foundation's Finance Committee, which includes the preparation and distribution of agendas, reports, and minutes.
- Coordinates with the College accounting office for joint expenses, as well as to ensure accurate disbursement of restricted gifts and grants, and adherence to donor guidelines.
- Shepherds the annual audit process, and coordinates access to Foundation records.
- Oversees the overall scholarship application and awards process and record-keeping.
- Manages the Scholarship Awards Assistant, maximizing their potential and growth, and

ensuring the quality and timeliness of their work.

- Researches and proposes policies and procedures to strengthen the Foundation's scholarship application and award process.
- Coordinates regular data exchange with the College for student need information and other profile data relevant to the semi-annual awarding of scholarships.
- Manages the financial parts of the scholarship process, including distribution of awards, addition of new gifts and annual interest to funds, and reconciliations for unused scholarships from the college.
- Attends Foundation events and professional meetings as assigned.
- Perform additional tasks or duties as assigned.

**ORGANIZATIONAL RELATIONSHIPS:** (1) Reports to Executive Director of the Foundation (2) Manages the following direct: Scholarships Awards Assistant (3) Ability to relate well to people at all levels within the institution to ensure that the office is projected in an effective manner in dealing with both internal and external constituencies of the College. (4) Performs work in a manner that furthers the College's mission and values.

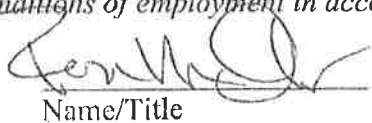
**PERFORMANCE STANDARDS:** Performance in this position is considered satisfactory when: (1) mutually agreed upon objectives have been attained within a specified time frame, (2) responsibilities of the position have been carried out at a level consistent with performance requirements, (3) effective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

**QUALIFICATIONS:** (1) Education: Bachelor's degree in Accounting, Finance or other related field (also see skills and experience). (2) Knowledge, Skills and Abilities: (a) Required: Knowledge of nonprofit accounting practices and business operations; ability to navigate and manage database information for reporting and analysis; exceptional attention to detail, with strong organizational skills and ability to multitask; team player able to work independently with minimal supervision; ability to set priorities and manage multiple projects and relationships simultaneously in a fast-paced and proactive office within a complex institution; sound judgement, the ability to take on responsibility and make routine decisions; ability to work effectively and collaboratively with colleagues, volunteers, senior leaders, deans, faculty members, program staff, and others; ability to learn quickly and adapt to new challenges. (b) Preferred: Familiarity with Blackbaud suite of software products, Financial Edge, Scholarship module, and Raisers Edge; familiarity with Google Suite office software (Gmail, Calendar, Docs, Sheets, etc.) (c) demonstrates understanding of the community college mission and practices an open door policy; (d) must have demonstrated ability to employ a balanced and positive approach to all work activities and work collaboratively across various constituencies of the College and with vendors and external constituencies; (e) exhibits strong skills in communication, customer and student focus, building relationships, organizing, and planning; (f) technologically proficient in common office desktop

software and familiar with cloud based computing and collaborative platforms and software; (3)  
Experience: (a) Minimum of 5 years of experience in nonprofit accounting and business operations, or in applicable business, government or community-related fields.

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Submitted by:

  
Name/Title

Date:

10/10/19

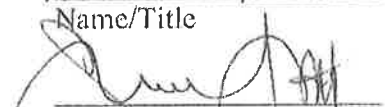
Approved by:

  
Name/Title

Date:

10/10/19

Reviewed by:

  
Human Resources

Date:

10/10/19

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



**BOARD OF TRUSTEES ACTION P 5B**  
**Approval Date: November 6, 2019**

**Resolution**

Approve Position/Title and job description (Confidential Staff)

**Submitted By**

Dr. Michael D. Redmond, President  
Dr. Brian D. Agnew, Executive Vice President  
Mr. Ronald Spaide, Chief Information Officer

**Action Requested**

To approve the following position and title:

- Managing Director of Systems Integrations

**Justification**

To keep pace with the rapidly changing IT landscape ITS is creating this position in a new Technology Integration Group. The role of this individual will be to ensure that ongoing investments in technology are properly aligned with the strategic plan, sufficient resources are in place to properly implement new technologies and interoperability between the various technology components are maintained. The nature of this position is such that this role has access to confidential data, institutional security protocols and sensitive information. This position is at-will.



**BERGEN COMMUNITY COLLEGE**  
**JOB DESCRIPTION**

**TITLE:** Managing Director of Systems Integrations

**DEPARTMENT:** Information Technology

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**FUNCTION:** This senior IT management level position is primarily responsible for providing assessment, analysis, design, planning, and implementation services for all system and application integrations to the Technical teams, managing technical direction across multi-technology solutions and IT systems.

**MAJOR RESPONSIBILITIES:**

1. Provide technical leadership in the design, development, implementation and support of integrated technical solutions for approved application designs using standard methodologies.
2. Oversees the development of requirements for process or system solutions spanning multiple departments by consulting with stakeholders and directing IT teams (eg. Infrastructure and User Services).
3. Engages with department stakeholders to determine the optimal approach: best practices, quickest to deliver, most cost effective. All of which must be supportable.
4. Assesses the costs, benefits, ROI, and Total Cost of Ownership (TCO) of proposed solutions.
5. Oversees the implementation of and adherence to standardized tools, templates, and processes to support continuous process improvement across business domains.
6. Communicates lessons learned and feedback to department teams, senior leadership, and the IT team.
7. Provide direction and management oversight to the system integration team.
8. Stay current with technical advances in hardware and software equipment, procedures, and methodologies.
9. Coordinate problem determination and problem resolution for complex systems or environments and supports fixes, changes, upgrades and related functions as needed.
10. Participate and manage multiple IT projects at the same time, large and small.
11. Participate in monthly after-hours infrastructure maintenance windows.
12. Respond to critical support issues outside of work hours as needed.
13. Provide knowledge transfer to other IT team members.
14. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
15. Performs additional tasks or duties as assigned.

**ORGANIZATIONAL RELATIONSHIPS:** (1) Reports to the Chief Information Officer. (2) Manages the following direct reports and oversees the employee populations of their respective organizations: Technical Support Specialist II (3) Coordinates work within the office and between offices with other staff. (4) Ability to relate well to people at all levels within the institution to ensure that the office is projected in an effective manner in dealing with both internal and external constituencies of the College. (5) Performs work in a manner that furthers the College's mission and values.

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

## QUALIFICATIONS:

(1) Education: Bachelor's Degree (B.A/B.S.) in Business Administration, Computer Science, CIS or related field.

(2) Knowledge, Skills and Abilities: (a) Significant knowledge of application integrations and Application Program Interface (API) functionality; (b) Excellent project management and planning skills to ensure appropriate scheduling of resources; (c) Superior communication skills and the ability to articulate technical concepts/ideas in non-technical language; (d) demonstrate familiarity with IT best practices; (e) strong organizational, analytical and problem-solving skills; (f) must have demonstrated ability to employ a balanced and positive approach to all work activities and work collaboratively within budget across various constituencies of the College and with vendors and external constituencies; (g) exhibits strong skills in communication, customer and student focus, building relationships, organizing, and planning; (h) technologically proficient in common office desktop software and familiar with cloud based computing and collaborative platforms and software.

(3) Experience: (a) Minimum of 5+ years of related experience in application and systems integrations; (b) minimum of 4+ years managing technical resources; (c) experience with vendor management and negotiations; (d) experience in Higher Education.

*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:

Ronald Dpside  
Name/Title

Date:

10/21/19

Approved by:

Br. J. L., EVP  
Name/Title

Date:

10/21/19

Reviewed by:

[Signature]  
Human Resources

Date:

10/18/19

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



**BOARD OF TRUSTEES ACTION P 5C**  
**Approval Date: November 6, 2019**

**Resolution**

Approve Position/Title and job description (Confidential)

**Submitted By**

Dr. Michael D. Redmond, President  
Dr. Brian D. Agnew, Executive Vice President  
Mr. Ronald Spaide, Chief Information Officer

**Action Requested**

To approve the following position and title:

- Managing Director of Records and Information Management (Confidential Staff)

**Justification**

The title of the Manager of Documents and Records is being changed to the Managing Director of Records and Information Management. Due to the ever-increasing complexities associated with compliance and records management the scope and level of confidentiality for the position has grown significantly over time. The nature of this position is such that this role has access to confidential data, institutional security protocols and sensitive information. This position is at-will.

**BERGEN COMMUNITY COLLEGE**  
**JOB DESCRIPTION**

**TITLE:** Managing Director of Records and Information Management

**DEPARTMENT:** Information Technology

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**FUNCTION:** The managing director for records and information management is charged with the oversight of the document and process management system including the policies and processes which govern the access and use of information.

**MAJOR RESPONSIBILITIES:**

1. Collaborate with departments to identify and develop automated processes to introduce process efficiencies and ensure compliance and data security.
2. Identifies opportunities for simplifying and streamlining records retention processes and metrics.
3. Provide support as project liaison for process design and development, change management, communication, and training initiatives.
4. Identify and facilitate the development of automated processes.
5. Responsible for drafting, reviewing, and revising college records management policies and procedures for records retention based on state and federal regulations.
6. Prepare written and oral summaries of project status reports and present summaries to management.
7. Progressively increase comprehension and ability to conduct reviews of procedures, policies and practices and implement improvement strategies.
8. Provide full administration and management for the document management system.
9. Provide oversight and management for all document imaging initiatives.
10. Serve as the primary interface to the NJ Department of Archives and Records Management (NJDARM) on all records management and retention issues.
11. Ensure that the College's electronic processes for document management and records retention comply with NJDARM regulations and are executing in a fashion to maintain the College's NJDARM certification.
12. Identify regulatory requirements and review document management system operations to verify systems compliance with state and federal requirements.
13. Develop and deliver training and/or guidance on document and record management processes.
14. Responsible for handling OPRA requests.
15. Manage vendor relationships with external service providers for offsite storage, imaging, and shredding.
16. Prepare, track, monitor, and adhere to an annual budget.
17. Performs additional tasks or duties as assigned.

**ORGANIZATIONAL RELATIONSHIPS:** (1) Reports to the Chief Information Officer (2) Manages the following direct reports and oversees the employee populations of their respective organizations: Technology Support Specialist - Documents & Records, and Business Systems Analyst. (3) Coordinates work within the office and between offices with other staff. (3) Ability to relate well to people at all levels within the institution to ensure that the office is projected in an effective manner in dealing with both internal and external constituencies of the College. (4) Performs work in a manner that furthers the College's mission and values.

**PERFORMANCE STANDARDS:** Performance in this position is considered satisfactory when: (1) mutually agreed upon objectives have been attained within a specified 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: Bachelors's Degree (or its U.S. Equivalent) in Business Administration, Computer Science, CIS or related field.

(2) Knowledge, Skills and Abilities: (a) Ability to understand and document business processes and workflows and translate them to automated solutions; (b) experience in Document Management Systems; (c) demonstrate familiarity with best practices; (d) demonstrates understanding of the community college mission and practices an open door policy; (e) 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; (f) exhibits strong skills in leadership, communication, customer and student focus, building relationships, organizing, and planning; (g) technologically proficient in common office desktop software and familiar with cloud based computing and collaborative platforms and software; (h) must have experience working with database tools such as Microsoft SQL.

(3) Experience: (a) Minimum of 7+ years experience in Document and Record Management Systems; (b) experience implementing and administering an electronic Document & Records Management System; (c) strong knowledge of designing workflows to automate business processes; (d) experience maintaining security and administering permissions within the EDRMS; (e) must have knowledge of legislations, statutes and national standards for records management and development of records retention policies and procedures; (f) must have supervised implementation of imaging project for records; (g) experience conducting business process reengineering exercises.

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Submitted by: Ronald Spade Date: 10/21/19  
Name/Title

Approved by: M. O. V. EVP Date: 10/21/19  
Name/Title

Reviewed by: [Signature] Date: 10/18/19  
Human Resources

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**BOARD OF TRUSTEES ACTION P6A**  
**Approval Date: November 6, 2019**

**Resolution**

Resignation: Coaching Staff

**Submitted By**

Dr. Michael D. Redmond, President  
Dr. Brian D. Agnew, Executive Vice President  
Dr. Anthony Ross, Interim Vice President, Student Affairs

**Action Requested**

To accept the resignation of the following individuals:

<u>Name</u>	<u>Position/Sport</u>	<u>Effective Date</u>
Kenya Carruthers	Assistant Coach/Men's Basketball	09/20/19 (retroactive)
Jaden Pinkett	Assistant Coach/Men's Basketball	10/01/19 (retroactive)

**Justification**

Resignation

**BOARD OF TRUSTEES ACTION P 6B**  
**Approval Date: November 6, 2019**

**Resolution**

Resignation – Support Staff

**Submitted By**

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety

**Action Requested**

To approve the resignations of the following individuals:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Keron Best	Custodian/Buildings & Grounds	10/18/19 (retroactive)
Jaakan Massac	Custodian/Buildings and Grounds	10/23/19 (retroactive)

**Justification**

Resignation



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**BOARD OF TRUSTEES ACTION: P 6C**  
**Approval Date: November 6, 2019**

**Resolution**

Resignation: Confidential Staff

**Submitted By**

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations

**Action Requested**

To approve the resignation of the following individual:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Brandie Bookhart	Benefits Administrator/Human Resources and Employee Relations	11/01/19 (retroactive)

**Justification**

Resignation





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**BOARD OF TRUSTEES ACTION P6D**  
**Approval Date: November 6, 2019**

**Resolution**

Resignation: Professional Staff

**Submitted By**

Dr. Michael D. Redmond, President  
Dr. Brian D. Agnew, Executive Vice President  
Mr. Ronald Spaide, Chief Information Officer

**Action Requested**

To accept the resignation of the following individual:

<u>Name</u>	<u>Position/Sport</u>	<u>Effective Date</u>
Saiming Wong	System Administrator II/Information Technology	10/24/19 (retroactive)

**Justification**

Resignation

**BOARD OF TRUSTEES ACTION P 7A**  
**Approval Date: November 6, 2019**

**Resolution**

Retirement: Professional Staff

**Submitted By**

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Mr. William Corcoran, Vice President, Facilities Planning, Operations & Public Safety

**Action Requested**

To approve retirement for the following individual:

<u>Name</u>	<u>Title/Division</u>	<u>Retirement Date</u>
Hugh Knowlton	Supervisor – Grounds/ Buildings and Grounds	01/01/20

**Justification**

Retirement



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**BOARD OF TRUSTEES ACTION P 7B**  
**Approval Date: November 6, 2019**

**Resolution**

Retirement: Faculty

**Submitted By**

Dr. Michael D. Redmond, President  
Dr. Brian D. Agnew, Executive Vice President  
Dr. Brock Fisher, Vice President, Academic Affairs

**Action Requested**

To approve the retirement of the following individual:

<u>Name</u>	<u>Position/Rank/Department/Division</u>	<u>Effective Date</u>
Martha Lowe	Professor/Biology and Horticulture/ Math, Science and Technology	02/01/20

**Justification**

Retirement



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**BOARD OF TRUSTEES ACTION P8**  
**Approval Date: November 6, 2019**

**Resolution**

Approve: Leave of Absence/Support Staff

**Submitted By**

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

Mr. William Corcoran, Vice President, Facilities Planning, Operations, and Public Safety

**Action Requested**

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

<u>Name</u>	<u>Position/Division</u>	<u>Effective Dates</u>
Minir Toska	Custodian/Buildings and Grounds	10/20/19 (retroactive)

**Justification**

Non Medical Leave



**BOARD OF TRUSTEES ACTION: P9**  
**Approval Date: November 6, 2019**

**Resolution**

Abolishment of Policy and Procedure

**Submitted By**

Dr. Brian D. Agnew, Executive Vice President

**Action Requested**

To abolish the following Policy:

1. Section B: BH: BHE Bargaining Unit-Directors.

**Justification**

This policy is obsolete.

See attached policy.

# Bergen Community College

## Board of Trustees

Section B: Personnel/Human Resources

*BH: Administrators*

*BHE: Bargaining Unit-Directors*

Any non-confidential Director who does not hold faculty rank or who supervises staff or faculty shall become part of the Administrative Bargaining Unit.

Section: B: BH: BHE

Adopted: 4/4/90

Resolution: 30

Updated:



**BOARD OF TRUSTEES ACTION P 10**  
**Approval Date: November 6, 2019**

**Resolution**

To adopt the following Presidential Profile

**Submitted By**

Mr. Gerard L. Carroll, Acting Chair, Board of Trustees  
Mr. Patrick J. Fletcher, Chair, Personnel Committee

**Action Requested**

To approve the adoption of the updated Presidential Policy for the Selection of a President for Bergen Community College.

**Justification**

To approve the adoption of the presidential profile for the Presidential Search for Bergen Community College.

## **Presidential Position Description**

### **President**

#### **Bergen Community College**

Paramus, New Jersey

#### *Vision*

Bergen Community College will be a dynamic partner by bridging potential with opportunities for educational, professional and personal growth.

#### *Mission*

To inspire our community to realize a better future.

#### *Values*

To fulfill the vision and mission of Bergen Community College, these core values will guide our daily endeavors: Learning • Excellence • Integrity • Respect • Creativity

Bergen Community College ("Bergen" or "the College") invites nominations and applications for its next president. Bergen seeks a visionary leader with strong academic credentials, a commitment to student success, an entrepreneurial spirit, strong leadership and administrative skills, an open communication style, a commitment to the region and community, great energy and the personal integrity to inspire the College community. The new president must foster a collegial and collaborative environment that supports academic excellence. Candidates should have a history of academic leadership and documented accomplishments in creating and supporting a climate of openness, understanding and mutual respect.

This seasoned leader will succeed President Dr. Michael D. Redmond, a former executive vice president, dean and faculty member who served the College for nearly 40 years. Dr. Redmond initiated significant reform at the institution, reorganizing the executive team and academic and administrative units, while working to stabilize the College's finances, enrollment and human resources. Under Dr. Redmond's leadership, and with Ellucian as a partner, Bergen has reimagined its approach to technology, creating a more user-focused, stable environment for students, faculty and staff. The next president must capitalize on this transformational time at the institution by advancing the work completed during Dr. Redmond's tenure and following through on the strategic vision established during the last three years.

The 12-person College Board of Trustees carries the responsibility for the governance of the College and fulfillment of its mission, including selecting the institution's eighth president.

### **Institutional Overview**

Since Bergen's establishment in Paramus by the Bergen County Board of Chosen Freeholders in 1963 and its subsequent opening in 1968, seven presidents have led the State of New Jersey's largest community college, prioritizing the hallmarks of a community college education: quality, access and affordability for all who seek lifelong learning opportunities.

More than 740,000 students have taken classes at Bergen, with countless others visiting for community and cultural events. The College ranks No. 1 in the State for associate degree graduates; alumni have attended the country's most prestigious universities, including all eight Ivy League institutions. Bergen currently enrolls approximately 13,000 credit students in A.A., A.S., A.A.S., certificate and certificate of



achievement programs. Approximately 5,800 students are enrolled in noncredit, ESL or professional courses through the Division of Continuing Education and Workforce Development, the Institute for Learning in Retirement and the Philip Ciarco Jr. Learning Center.

Forty-five percent of students represent ethnic minorities, with women comprising 51 percent of the student population. The College has received the Hispanic-Serving Institution designation with more than one quarter of its students identified as Hispanic. Because of its location, academic programs and reputation, the College attracts students from over 130 different countries with the largest group of non-U.S. citizens hailing from Korea, Turkey, Columbia, Ecuador, Peru and the Dominican Republic.

More than 58 percent of students receive financial aid, totaling \$43 million in fiscal year 2018. Additionally, in 2018, Bergen became one of the State's selected "pilot" institutions for its Community College Opportunity Grant, a tuition-free college initiative for residents with adjusted gross household incomes of \$45,000 or less. The program supported the education of more than 500 students in its first semester; the State renewed the program in 2019 and raised the household AGI to \$65,000. Aid also comes from the Bergen Community College Foundation, a 501(c)(3) nonprofit organization governed by an independent, community-based board of directors. The Foundation builds partnerships to help advance Bergen's strategic plan for creating transformative student learning experiences and accentuating its greatest strengths and areas of potential impact.

Students receive further support from resources such as the Henry and Edith Cerullo Learning Assistance Center, which has twice earned recognition as the "tutoring center of the year." Additional resources include an international student center, a center for health, wellness and personal counseling and a robust student life program.

Bergen serves the most populous county in New Jersey with more than 900,000 residents, a strong healthcare system and top employers such as BMW, Stryker and Unilever. The College's Paramus main campus features vast physical resources including the Technology Education Center (opened 2003), the region's only Health Professions Integrated Teaching Center (opened 2016) and the nation-leading STEM Student Research Center (opened 2019). Bergen will add a new culinary arts center in Hackensack, a revolutionary one-stop and outdoor classroom in the next few years. Campus locations in Hackensack (the Philip Ciarco Jr. Learning Center) and Lyndhurst (Bergen Community College at the Meadowlands) offer additional accessible options for county residents.

The College's personnel represent an institutional strength, highlighted by the 2015 U.S. Professor of the Year, as named by the Council for Advancement and Support of Education and the Carnegie Foundation for the Advancement of Teaching. Bergen maintains strong labor leadership and a tradition of fostering a collaborative environment within a collectively-bargained, shared governance model. Faculty and staff remain active in research and public service, and, in 2018, secured new grants totaling over \$13 million.

With a total operating budget of \$156.4 million - and approximately 90 percent (not including student aid/grants) allocated to academics, academic support, institutional support and student services - the College relies heavily on student tuition and fees due to systemic declines in State/county funding.

Accreditation by the Commission on Higher Education of the Middle States Association of Colleges and Schools was last affirmed in spring 2016. The College's current strategic plan includes major goals related to improving student engagement/success, expanding/improving key programs/processes and maintaining sound fiscal stewardship.

For more information, please visit [bergen.edu/XXXXXXX](http://bergen.edu/XXXXXXX).

### **Opportunities and Challenges**

Dr. Redmond and the executive staff have developed a reorganization plan instrumental to the College's future. The first phase of executing this plan, currently underway, has yielded positive results in the areas of reforming the institution's approach to assessment, human resources and finances. As an experienced higher education leader, Bergen's next president must continue to operationalize this plan and maintain the institution's current trajectory committed to progress and innovation.

Additionally, the president has the opportunity to embrace a unique, evolving and highly competitive urban-metropolitan community. Bergen's tradition of excellence, reflected in its academic programs - including its robust health professions and STEM curricula, the top Phi Theta Kappa chapter in the world and cutting-edge facilities - presents the next president with a multitude of high-level resources at his or her disposal.

The president must provide fair, respectful and transparent leadership for the College while recognizing and encouraging the vast accomplishments and talents of students, faculty and staff. This leader must continue to foster collaboration, trust and respect throughout the Bergen community with a willingness to create cross-functional groups free of organizational or departmental silos.

Bergen boasts considerable ethnic, socioeconomic, cultural and human diversity; the president must embrace this characteristic and leverage it as one of the institution's defining elements.

Separately, the president will need to confront numerous local and national challenges - including those related to finances in light of declining public funding and enrollment. The president must explore and then nurture diverse revenue sources through public funds, the private sector, enrollment strategies and the Bergen Community College Foundation. While the College's short-term financial picture has markedly improved due to measures implemented by Dr. Redmond and the executive team, increasing pressures and changing economic conditions will undoubtedly challenge Bergen in the intermediate- and long-term.

Further, the institution's next chief leader must enhance the College's role in community stewardship and strengthen Bergen's reputation as a valuable community resource among local, regional and State influencers. The president has a responsibility to promote Bergen as a vital community partner with a strong reputation as an institution of choice, while leveraging those contacts to develop resources that best fit the area's economic development.

Finally, the president will need to address matters related to assisting students - both prospective and current - as it relates to their entry, retention and graduation from the institution. This leader must have a strong, student-centered focus and the wherewithal to address existing barriers that impact their success at all stages of the enrollment management puzzle.

### **Minimum Characteristics**

The successful candidate must have earned a doctorate from a regionally accredited university, and possess at least seven years of progressively responsible administrative experience, including at least three years in a senior leadership position.

### **Preferred Characteristics**

- Significant academic leadership in community colleges;
- Financial management, fundraising and community relations experience;
- Knowledge of and experience with transfer, career, technical and developmental education;
- Seasoned in the philosophy and practices of generating successful workforce and economic development initiatives;
- Experience navigating academic institutions with a collectively bargained workforce;
- Knowledge and clear understanding of developing technologies at educational institutions with a demonstrated ability to lead such projects successfully;
- Prowess in interfacing and building relationships with local, county, State and national governmental leaders;
- Demonstrated ability to work with State and national councils/associations to advance the mission of the College.

### **Ideal Characteristics**

The president improves the quality of life and economic well-being of the College's students and the Bergen County community by providing access to a quality learning environment and fostering student success. The next president will possess a track record of achievements as demonstrated by the following:

- Will carry significant experience as a leader and administrator committed to effectively advocating for students' access, success and completion;
- Will maintain a commitment to enhancing diversity, equity and inclusion while possessing an understanding of the range of human experiences;
- Will effectively manage the physical, mental and emotional wellness of students;
- Will possess the ability to develop and expand partnerships with K-12 educational institutions, colleges and universities;
- Will represent a visible, accessible and active member of the community;
- Will provide sound fiscal and resource management while exercising economic prudence;
- Will actively listen and possesses excellent verbal and written communication skills;
- Will demonstrate integrity, ethicality and honesty in actions and decisions;
- Will fundraise with vigor and expertise, obtaining resources through private gifts, entrepreneurial activities and grants;
- Will understand and carry a passionate commitment to the comprehensive community college mission;
- Will lean on past experience of leading innovative projects at educational institutions and maintain high standards of excellence;
- Will have an appreciation of in-house expertise and contributions of faculty and staff, while exhibiting a desire to earn and command their respect;
- Will set the overall tone for the institution and help ensure a collaborative, informed and unified working environment for faculty and staff;
- Will reside in Bergen County and have a familiarity with the Tri-State area, New Jersey and the region at-large.



**BOARD OF TRUSTEES ACTION P 11**  
**Approval Date: November 6, 2019**

**Resolution**

To adopt the following Presidential Search Policy

**Submitted By**

Mr. Gerard L. Carroll, Acting Chair, Board of Trustees  
Mr. Patrick J. Fletcher, Chair, Personnel Committee

**Action Requested**

To approve the adoption of the updated Presidential Search Policy for the Selection of a President for Bergen Community College.

**Justification**

To approve the adoption of the Presidential Search Policy for the Selection of a President for Bergen Community College.

## **Policy and Procedures for the Selection of a President for Bergen Community College**

### **Section One:            Formation of Search Committee**

The Bergen Community College Board of Trustees (the “Board”), as part of the process for conducting the search for a President of Bergen Community College (the “College”) shall appoint a Presidential Search Committee consisting of fifteen (15) members and constituted as set forth below.

#### **A.        Composition of the Presidential Search Committee**

The Presidential Search Committee shall consist of the following:

- Four (4) members of the Board, which shall include the Chairperson of the Board and three (3) Board members selected by the Chairperson of the Board. The Chairperson of the Board shall be the Chair of the Presidential Search Committee.
- Three (3) BCCFA representatives, who shall be selected by the Board from a list of nine (9) nominees submitted by the Faculty Senate for consideration
- One (1) Professional Staff representative, who shall be selected by the Board from a list of three (3) nominees submitted by the Professional Staff
- One (1) Support Staff representative, who shall be selected by the Board from a list of three (3) nominees submitted by the Support Staff
- One (1) representative of the Deans, who shall be selected by the Board from a list of three (3) nominees submitted by the Deans
- One (1) representative of the Directors/Managing Directors, who shall be selected by the Board from a list of three (3) nominees submitted by the Directors/Managing Directors.
- One (1) County Elected Official, who shall be selected by the Board from a list of three (3) nominees submitted by the Bergen County Executive and Board of Chosen Freeholders, which nominees’ respective terms of office shall extend beyond the Presidential Search process, and which nominees shall not be running for re-election
- One (1) Student Government Association (SGA) representative, who shall be selected by the Board from a list of three (3) nominees submitted by the SGA, which SGA nominees must be students in good standing and must anticipate remaining enrolled at the College during the Presidential Search process

- One (1) Bergen Community College Foundation Board member, who shall be selected by the Board from a list of three (3) nominees submitted by the Foundation Board
- One (1) member of the public at large, who shall be a resident of Bergen County, selected by the Chairperson of the Board

With the exception of the Board of Trustee members, all individuals to be considered by the Board must submit brief biographies and statements to the Board setting forth why they would be an effective member of the Presidential Search Committee, what they would contribute to the process, and committing to devote their personal time to the Committee's activities. The Board Chair shall determine the date certain by which nominees for membership on the Presidential Search Committee shall be submitted for consideration.

## **B. Presidential Search Meetings**

### **1. Meeting Attendance**

It is expected that all members of the Presidential Search Committee will attend all Committee meetings. The Board reserves the right to replace any member of the Committee whose attendance is inconsistent. Members of the Presidential Search Committee understand that their appointment is voluntary and that the time that they spend shall be their personal time and they will receive no remuneration of any nature for serving on the Presidential Search Committee.

No Committee member shall designate another in its place to attend Committee meetings. In the event a Committee member finds that he or she is unable to meet the commitment to attend, the individual shall submit his or her resignation. If such a resignation occurs, the Board of Trustees reserves the right to review the original pool of nominees and select from among the original pool to fill the vacant position.

### **2. Orientation Meeting**

The Presidential Search Committee will hold an orientation meeting to acquaint non-College affiliated members with the College's mission and goals, and to ensure that they have a strong sense of Bergen Community College. Materials will be provided to encompass a general overview of the College and provide important factual information necessary to create a full understanding of the College, its purpose and objectives. The Committee will be provided with the Presidential Profile adopted by the Board of Trustees. The Presidential Search Committee shall have access to the College's General Counsel to answer any questions that the Committee deems necessary and to generally advise the Committee regarding the search process.

## **Section Two: Ethical Standards**

### **A. Conflicts of Interest**

Any individual who is deemed by the Board to have a conflict of interest associated with the activities of the Presidential Search Committee shall be barred from serving as a member of the Committee. No member of the Presidential Search Committee shall be considered as a candidate for the Presidency of Bergen Community College.

#### **B. Contact by Committee Members**

Individual members of the Presidential Search Committee are barred from contacting, for the purpose of discussing any matter or any issue relating to the Presidential Search, any individual who intends to submit or has submitted his/her name as a candidate for the position of President.

#### **C. Confidentiality**

Members of the Presidential Search Committee and College staff and consultants assigned to the process understand that every aspect of the search process is strictly confidential and that they will be removed from the Committee, or from assisting the Committee, as the case may be, if they breach this obligation. If any employee of Bergen Community College breaches the obligation to maintain confidentiality, that employee will be subject to disciplinary action, including but not limited to, termination of employment. The Board of Trustees reserves the right to replace any member of the Committee, or any College staff or consultant, as the case may be, who breaches the confidentiality of the search.

All individuals involved in the presidential search process are expected to honor the following policies and to respect the confidentiality of the candidates' participation in the search process as well as the candidates' personal and professional information.

1. Bergen Community College does not discriminate on the basis of race, creed, color, religion, national origin or ancestry, gender, age, disability, marital status, affectional or sexual orientation, gender identity or expression, nationality, veteran's status or other non-job-related criteria, and is committed to conducting an open and equitable search process that complies with all applicable law.
2. The Board Chairperson shall be the official spokesperson of the Presidential Search Committee. No other member of the Presidential Search Committee shall discuss the search with any third party, including members of the press, College constituency groups or any other members of the public. The Board Chairperson shall cause regular progress statements to be sent to all interested groups and the media, as appropriate.
3. All presidential candidate files are confidential and must be maintained and reviewed in a manner that insures that the confidentiality of the candidates, including their identities, their status as a candidate, information on their background, their references, and any other information regarding a candidate are not divulged.

4. The identity of candidates is not to be divulged to the press, members of the College constituency groups, the County government or to the public unless and until candidates are invited to the College for interviews, and then only at the express direction of the Board Chairperson.

### **Section Three: Role of the Executive Search Consultant**

The College shall conduct a competitive procurement to select an Executive Search Consultant. The Executive Search Consultant shall assist and advise the Presidential Search Committee in conducting a nationwide search for a new president of the College. Specifically, the Presidential Search Recruitment Firm shall be tasked with the following:

- A. Identifying and recruiting qualified individuals;
- B. Assisting in the prescreening all candidates' applications to determine compliance with minimum education and experience criteria to be established by the Board, assisting in conducting reference checks, and arranging for background checks of potential candidates;
- C. Providing information on the current compensation packages of the highest-ranking candidates, and facilitating campus interviews and open forum meetings as may be requested by the Board; and
- D. Providing other executive search-related services as may be requested by the Board.

The Board, in its sole discretion, may request additional assistance from individual(s) it deems to have experience and/or expertise to lend in the process.

### **Section Four: Recruitment of Candidates**

The Presidential Search Committee shall work with the Executive Search Consultant to develop a nationwide recruitment strategy. Presidential candidates shall be solicited from the County, from Board members not serving on the Presidential Search Committee, from faculty and administrators, through advertisements in national journals, and from any other reliable source. The Presidential Search Committee shall establish the deadline for submission of candidates' names to the Committee.

### **Section Five: Role of General Counsel to the College**

General Counsel shall provide advice and legal counsel to the Presidential Search Committee and the Board in all aspects of the presidential search process. Among other tasks, General Counsel shall assist and advise the Presidential Search Committee in conducting a nationwide search for a new president and shall assist in prescreening all candidates' applications to determine compliance with minimum education and experience criteria to be established by the Board.



## **Section Six: Referral of Prescreened Candidates to Presidential Search Committee**

Upon completion of prescreening by General Counsel in conjunction with the Executive Search Consultant, the applications of all prescreened candidates meeting the minimum education and experience criteria established by the Board shall be submitted to the Presidential Search Committee.

## **Section Seven: Role of the Presidential Search Committee**

The Presidential Search Committee shall be responsible for reviewing the applications of all prescreened candidates submitted by General Counsel and the Executive Search Consultant to determine which candidates shall be deemed qualified candidates. A candidate shall only be deemed qualified when he or she meets the standards set forth in the Presidential Profile as adopted by the Board of Trustees.

### **A. Interview of Qualified Candidates (First Round)**

The Presidential Search Committee shall evaluate all applications of the candidates deemed qualified by it and, in its sole discretion, determine which of the qualified candidates it will interview. The Committee shall interview at least eight (8) qualified candidates. In the event that fewer than eight (8) candidates are deemed qualified, the Committee shall consult with the Board of Trustees as to whether the pool of applicants deemed qualified is sufficiently adequate for the search to continue. Based on the First-Round interviews, the Committee shall select at least five (5) qualified candidates for the Second-Round interviews. In the event there are less than five (5) qualified candidates who were interviewed in the First Round, all qualified candidates interviewed in the First Round shall be interviewed in the Second Round.

### **B. Interview of Qualified Candidates (Second Round)**

The qualified candidates selected for a Second Round shall be interviewed by the Presidential Search Committee.

### **C. Recommendation to the Board of Trustees**

After completion of the Second Round, the Committee shall submit the names of three (3) of the highest-ranking candidates to the Board of Trustees along with an evaluation of those candidates in alphabetical and unranked order. The Personnel Committee of the Board of Trustees shall schedule and supervise on-campus visits with each of the three (3) finalists, and shall oversee the final selection process.

## **Section Eight: Selection of President by Board Trustees**

The Board of Trustees shall select the next President of Bergen Community College from among the three (3) finalists submitted by the Presidential Search Committee. The Board shall conduct its procedures for the selection of the President in the manner it deems fit in accordance with its

statutory and fiduciary responsibilities and obligations.



**BOARD OF TRUSTEES ACTION P12**  
**Approval Date: November 6, 2019**

**Resolution**

To engage the services of Anthony Ross, Ed.D. to provide executive leadership as the Interim Vice President of Student Affairs.

**Submitted By**

Dr. Brian D. Agnew, Executive Vice President  
Ms. Barbara Golden, Director, Purchasing and Services

**Action Requested**

Extend the services agreement with Dr. Anthony Ross to serve as Interim Vice President of Student Affairs from December 1, 2019, until a permanent replacement is found but no later than May 31, 2020. The cost of services is \$14,800.00 per month.

**Justification**

This step is being taken to fulfill a critical leadership position in Student Affairs until a successful search for a Vice President of Student Affairs is completed.

The college has a need to award these services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. Dr. Anthony Ross 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 he 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 him 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 public bidding in accordance with County College Contracts Law, N.J.S.A. 18A:64A-25.5 (a) (15) professional consulting services.

**Charge to:** College Operating Funds

**Account:** 10-02-230000-601110



**BOARD OF TRUSTEES ACTION S/F 1**  
**Approval Date: November 6, 2019**

**Resolution**

To award professional services to Arcari & Iovino Architects for the preparation of plans and specifications for the replacement of the Ciccone Theatre existing roof (Levels 1 thru 3).

**Submitted By**

Dr. Brian D. Agnew, Executive Vice President  
Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety  
Mr. Wilton Thomas-Hooke, Managing Director of Finance  
Ms. Barbara Golden, Director, Purchasing & Services  
Mr. Michael Hyjeck, Managing Director, Physical Plant

**Action Requested**

Authorization to pay \$26,290.00 including Direct Costs to Arcari & Iovino Architects for the preparation of plans and specifications for the replacement of the Ciccone Theatre existing roof (Levels 1 thru 3).

**Justification**

The existing Ciccone Theatre roof has a number of leaks that can no longer be addressed by patching, and the existing ballasted roof system is beyond its useful life.

Proposals were received from the companies listed below.

Arcari & Iovino Architects	\$26,290.00 includes Direct Costs
RSC Architects	\$36,080.00 includes Direct Costs
Spiezle Architectural Group, Inc.	\$54,450.00 plus \$2,000.00 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:** TBD

**Account Number:** TBD



**BOARD OF TRUSTEES ACTION S/F 2**  
**Approval Date: November 6, 2019**

**Resolution**

To authorize a Change Order #1 to RSC Architects to provide additional scope of work for the preparation of plans and specifications for three separate bids over next three years for the Baseball/Softball Fields Dugouts and Bleachers, and Soccer Fields Bleachers at Paramus Campus.

**Submitted By**

Mr. Wilton Thomas-Hooke, Managing Director of Finance  
Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety  
Ms. Barbara Golden, Director, Purchasing and Services  
Mr. Robert P. Coane, Director, Campus Planning and Improvements

**Action Requested**

Authorization to issue Change Order #1, not to exceed \$9,000.00, to RSC Architects to provide additional scope of work for the preparation of plans and specifications for three separate bids over next three years for the Baseball/Softball Fields Dugouts and Bleachers, and Soccer Fields Bleachers at Paramus Campus.

**Justification**

The change order is necessary because the original project's timeframe has been stretched from one year to three years because of budget consideration.

Change Order Classification - CCO-1  
Charge to: TBD  
Account Number: TBD



**BOARD OF TRUSTEES ACTION S/F 3**  
**Approval Date: November 6, 2019**

**Resolution**

Authorizing Execution of Memorandum of Agreement with Bergen County Utilities Authority (BCUA) memorializing BCUA's indemnification of Bergen Community College regarding the BCUA's Household Hazardous Waste (HHW) Program.

**Submitted By**

Dr. Brian D. Agnew, Executive Vice President  
Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety  
Mr. Wilton Thomas-Hooke, Managing Director of Finance  
Mr. Michael Hyjeck, Managing Director, Physical Plant

**Action Requested**

Authorization to execute Memorandum of Agreement for indemnification of Bergen Community College by BCUA related to BCUA's (HHW) Program.

**Justification**

The College is a drop off site for BCUA's HHW Program. In order to protect the College from any claims related to those activities on the College Campus, BCUA has agreed to indemnify the College for all and future activities.

The agreement is on file in the Office of the President.

**Charge to:**

**Account Number:**