

BOARD OF TRUSTEES
PUBLIC MEETING

Tuesday, October 1, 2019 – 5:00 p.m.

Meadowlands Campus – Conference rooms C504 and C505

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Roll Call
- IV. Pledge of Allegiance
- V. Reports:
 - A. Secretary
 - B. Treasurer
 - C. President
- Presentation:
 - Bergen Leadership Academy
 - Dr. Brian D. Agnew, Executive Vice President
- 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
- VI. Unfinished Business/Board Members
- VII. New Business/Board Members
- VIII. Open to the Public
- IX. Actions
 - A. Approval of Minutes: September 3, 2019
 - B. Consent Agenda: Tuesday, October 1, 2019
- X. Executive Session, if required
(New Business/Open to the Public)
- XI. Adjournment

CONSENT AGENDA

Tuesday, October 1, 2019

Meadowlands Campus – Conference rooms C504 and C505

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: September 3, 2019

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To renew CBORD software and hardware maintenance for the electronic door locks at all locations for the period of 11/1/19 – 10/31/20.
3. To authorize the purchase of miscellaneous products from Apple through the Educational Services Commission of New Jersey Cooperative, until June 30, 2020.
4. To authorize a new contract with Financial Aid Services to conduct a Financial Aid Office Assessment to identify areas for development and process enhancements.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. To authorize submission of a *College Readiness* Now VI grant proposal in the preliminary amount of \$79,708.00 to the NJ Council on Community Colleges, and to authorize President Michael D. Redmond, or his designee, to execute required documents.
2. Authorize submission of a grant proposal to Walmart Foundation's "New and Emerging Solutions that Improve Access to Healthier Food" in the amount of \$350,000, and to authorize President Michael D. Redmond, or his designee, to execute required documents.
3. Authorize submission of a proposal to the New Jersey State Recycling (REA) Fund administered by the Department of Environmental Protection in the amount of \$50,000, and to authorize President Michael D. Redmond, or his designee, to execute required documents.
4. Authorize renewal of an award agreement for evaluation consulting services to Educational Policy Institute for year 4 of the Hispanic Serving Institution (HSI) Title V Pathway Scholars Program grant awarded to the College by the U.S. Department of Education, Grant Award #P031S160134.
5. Authorize renewal of an award agreement for evaluation consulting services to Group i & i Consultancy, LLC for year 4 of the Hispanic Serving Institution (HSI) Science, Engineering, Mathematics and Technology (STEM) STEMatics grant awarded to the College by the U.S. Department of Education, Grant Award #P031C160154.
6. To authorize the renewal of an award agreement for evaluation consulting services to Group i & i Consultancy, LLC for year 5 of the Transition Program for Students with Intellectual Disabilities (TPSID) grant awarded to the College by the U.S. Department of Education, Grant Award # P407A150069.

PERSONNEL (P)

1. Appointment: Tenure Track Faculty
2. Appointment: Lecturers, Fall 2019 Semester
3. Appointment: Professional Staff
4. Appointment: Testing Coordinators
5. Appointment: Support Staff (This appointment is being made in accordance with the Bergen Community College Support Staff Association (BCCSSA) contract, Article XV, after successful completion of the probationary period.)
6. Approve stipends for Nursing Clinical Faculty for Fall 2019 semester
7. Rescind Appointment: Academic Chair/Program Coordinator/Faculty
8. Appointment: Academic Chair/Faculty
9. Approve: Leave of Absence/Support Staff
10. Approve: Return from Leave of Absence/Professional Staff
11. Retirement: Faculty
12. Retirement: Support Staff
13. Approve Position/Title and job description in the Professional Staff bargaining unit.
14. Resignation: Grant Staff
15. Approve Revised Job Description
16. Appointment: Program Coordinator/Faculty



BOARD OF TRUSTEES ACTION A/F 1
Approval Date: October 1, 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:

August 1, 2019 to August 31, 2019 DeCotiis, FitzPatrick, Cole & Giblin. LLP. \$ 34,873.89.

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: October 1, 2019

Resolution

To renew CBORD software and hardware maintenance for the electronic door locks at all locations for the period of 11/1/19 – 10/31/20.

Submitted By

Dr. Brian D. Agnew, Executive Vice President
Mr. Ron Spaide, Chief Information Officer
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

To authorize the annual renewal of CBORD software and hardware maintenance on electronic door lock systems located at Pitkin, Lyndhurst, Scoskie Hall, Health Professions Building, Child Development Center (Ender Hall) and West Hall for a total of \$17,996.63.

Justification

This is our annual renewal of CBORD software and hardware maintenance on the electronic door lock system.

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

These services are below the county college public bid threshold and are not required to be bid.

Charge to: College Operating Funds
Account Number: 10-01-116100-607511 & 10-01-165100-607526



BOARD OF TRUSTEES ACTION A/F 3
Approval Date: October 1, 2019

Resolution

To authorize the purchase of miscellaneous products from Apple through the Educational Services Commission of New Jersey Cooperative, until June 30, 2020.

Submitted By

Dr. Brian D. Agnew, Executive Vice President
Mr. Ronald Spaide, Chief Information Officer
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to spend an estimated \$100,000.00 with Apple for purchases of their products through the Educational Services Commission of New Jersey Cooperative Bid # ESCNJ 18/19-67.

Justification

To replace Apple computers according to the college's lifecycle replacement plan, and for miscellaneous projects. Purchases will include, but are not limited to iMacs, Macbooks, iPads, and Applecare.

Apple requires that education customers purchase through an existing education purchase agreement. The ESCNJ consortium agreement is the agreement that is currently in place for New Jersey education customers.

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

Charge to: Various

Account: Various



BOARD OF TRUSTEES ACTION A/F 4
Approval Date: October 1, 2019

Resolution

To authorize a new contract with Financial Aid Services to conduct a Financial Aid Office Assessment to identify areas for development and process enhancements.

Submitted By

Dr. Brian D. Agnew, Executive Vice President
Mr. Wilton Thomas-Hooke, Managing Director of Finance

Action Requested

Authorization to purchase a one-time agreement with Financial Aid Services to conduct an assessment to identify areas for development and process enhancements for the Office of Financial Aid in the amount of \$20,200. The assessment is comprised of an extensive research and discovery process, site visit, and in-depth report of observations, findings and recommendations for gaining efficiency and fostering innovation in the College's financial aid operations.

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

This service is below the county college public bid threshold and is not required to be bid.

Charge to: College Operating Funds
Account Number: 10-01-160100-607777



BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: October 1, 2019

Resolution:

To authorize submission of a *College Readiness Now* VI grant proposal in the preliminary amount of \$79,708.00 to the NJ Council on Community Colleges, 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. Jennifer Migliorino-Reyes, M.A., Dean for Student Support Services
Dr. William J. Yakowicz, Director, Grants Administration

Action Requested

Authorize submission of a *College Readiness Now* VI grant proposal to the New Jersey Council of County Colleges (NJCCC).

Justification

NJCCC announced a sixth year of funding for the partnership between the State of New Jersey Office of the Secretary of Higher Education (OSHE) and New Jersey's 18 community colleges. The goal of *College Readiness Now* is to increase the number of college ready students in math and or English by the time they graduate high school by fostering community college and high school partnerships that improve student success. Current high school students in grades 11 and 12 living below the poverty level are the target population. Bergen has participated for the past five years.

The anticipated award amount is \$79,708.00, based on the previous year's award. The grant funding cycle runs from October 1, 2019 through June 30, 2020.

No college funds are required.



BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: October 1, 2019

Resolution

Authorize submission of a grant proposal to Walmart Foundation's "New and Emerging Solutions that Improve Access to Healthier Food" in the amount of \$350,000, 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. Jennifer Migliorino-Reyes, M.A., Dean for Student Support Services
Dr. William J. Yakowicz, Director, Grants Administration

Action Requested

Authorize submission of a grant proposal to Walmart Foundation's "New and Emerging Solutions that Improve Access to Healthier Food" in the amount of \$350,000.

Justification

The Walmart funding will support Bergen's initiatives and partnerships that assist students, their families, and members of the community experiencing food insecurity. The grant focuses on developing new approaches to increase access to healthier foods for populations with disproportionately high food insecurity needs. The project will build upon BCC services and partnerships to address these needs through innovative initiatives that engage students, faculty, and staff in BCC STEM and Culinary Arts disciplines, the Center for Food Action, and community businesses, such as family farms and local fresh food cooperatives.

Full proposal submission will depend upon an invitation from Walmart following their committee review of Bergen's initial letter of inquiry.



BOARD OF TRUSTEES ACTION E/SA 3
Approval Date: October 1, 2019

Resolution

Authorize submission of a proposal to the New Jersey State Recycling (REA) Fund administered by the Department of Environmental Protection in the amount of \$50,000, and to authorize President Michael D. Redmond, or his designee, to execute required documents.

Submitted By

Dr. Brian Agnew, Executive Vice President
Dr. Brock Fisher, Vice President of Academic Affairs
Dr. Emily Vandalovsky, Dean of Mathematics, Science, and Technology
Dr. William J. Yakowicz, Director of Grants Administration

Action Requested

Authorize Bergen Community College to submit a proposal to the REA Fund in the amount of \$50,000.00 to support Bergen's recycling and composting programs.

Justification:

The proposed project will expand program promotion and increase educational activities regarding the benefits of collecting and composting waste material on campus. The project is designed to improve coordination of collection methods and help motivate students to support the college's sustainability efforts. Bergen will promote the composting initiative in its STEM education, business, and culinary arts programs, and provide field assignments for students involving waste recycling, exchange, and reduction/reuse practices. Funding will enable Bergen to employ student coordinators, establish a Materials Reuse Center, and evaluate the effectiveness and replicability of model practices. The project also supports expanded educational outreach and experiential learning activities involving students and the college community.

No College funds are required.



BOARD OF TRUSTEES ACTION E/SA 4
Approval Date: October 1, 2019

Resolution

Authorize renewal of an award agreement for evaluation consulting services to Educational Policy Institute for year 4 of the Hispanic Serving Institution (HSI) Title V Pathway Scholars Program grant awarded to the College by the U.S. Department of Education, Grant Award #P031S160134.

Submitted By

Dr. Brian D. Agnew, Executive Vice President
Dr. Brock Fisher, Vice President of Academic Affairs
Mr. Wilton Thomas-Hooke, Managing Director, Finance
Dr. William J. Yakowicz, Director of Grants Administration

Action Requested

Authorize renewal of an award agreement to Educational Policy Institute for year 4 of the Title V Pathway Scholars Program grant project. The performance period of this award shall be from October 1, 2019 through September 30, 2020. The award amount is \$52,500.

Justification

The College, as authorized by Board action on February 7, 2017, entered into an initial agreement with the Educational Policy Institute to provide evaluation consulting services in response to RFP R-078 for the period ending September 30, 2017, with an option for renewal. The agreement was renewed and extended to September 30, 2019. To ensure continuity and consistently high quality of required external evaluation services, this renewal agreement extends obligations and responsibilities established in the original agreement through September 30, 2020.

No College Funds are required

Charge to: Title V Pathway Scholars Grant
Account #: 50-03-590600-607777



BOARD OF TRUSTEES ACTION E/SA 5
Approval Date: October 1, 2019

Resolution:

Authorize renewal of an award agreement for evaluation consulting services to Group i & i Consultancy, LLC for year 4 of the Hispanic Serving Institution (HSI) Science, Engineering, Mathematics and Technology (STEM) STEMatics grant awarded to the College by the U.S. Department of Education, Grant Award #P031C160154.

Submitted By

Dr. Brian D. Agnew, Executive Vice President
Dr. Brock Fisher, Vice President of Academic Affairs
Mr. Wilton Thomas-Hooke, Managing Director, Finance
Dr. Emily Vandalovsky, Dean of Mathematics, Science, and Technology
Dr. William J. Yakowicz, Director of Grants Administration

Action Requested

Authorize renewal of an award agreement to Group i & i Consultancy, LLC for year 4 of the HSI STEMatics grant project. The performance period of this award shall be from October 1, 2019 through September 30, 2020. The award amount is \$99,000.

Justification

The College, as authorized by Board action on February 7, 2017, entered into an initial agreement with Group i & i to provide evaluation consulting services in response to RFP 077 for the period ending September 30, 2019. To ensure continuity and consistently high quality of required external evaluation services, this renewal agreement extends obligations and responsibilities established in the original agreement through September 30, 2020.

No College Funds are required.

Charge to: STEMatics Grant
Account #: 50-03-590700-607777



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

Resolution:

To authorize the renewal of an award agreement for evaluation consulting services to Group i & i Consultancy, LLC for year 5 of the Transition Program for Students with Intellectual Disabilities (TPSID) grant awarded to the College by the U.S. Department of Education, Grant Award # P407A150069.

Submitted By

Dr. Brian D. Agnew, Executive Vice President
Dr. Brock Fisher, Vice President of Academic Affairs
Mr. Wilton Thomas-Hooke, Managing Director, Finance
Ms. Tracy Rand, Managing Director, Office of Specialized Services
Dr. William J. Yakowicz, Director of Grants Administration

Action Requested

Authorize renewal of award agreement to Group i & i Consultancy, LLC for year 5 of the TPSID grant project. The performance period of this award shall be from October 1, 2019 through September 30, 2020. The award amount will not exceed \$43,800.

The College, as authorized by Board action in June 7, 2016, entered into an initial agreement with Group i & i to provide consulting and evaluation services in response to RFP 075 for the period ending September 30, 2016 with an option to renew. The agreement was renewed and extended to September 30, 2019. To ensure continuity and consistently high quality of required external evaluation services, this renewal agreement extends obligations and responsibilities established in the original agreement through September 30, 2020.

No College Funds are required.

Charge to: TPSID Grant
Account #: 50-03-589100-607777



BOARD OF TRUSTEES ACTION P 1

Approval Date: October 1, 2019

Resolution

Appointment: Tenure Track Faculty

Submitted By

Dr. Michael D. Redmond, President

Dr. Brian D. Agnew, Executive Vice President

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

Action Requested

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

<u>Name</u>	<u>Rank/Discipline/Division</u>	<u>Salary</u>	<u>Effective Dates</u>
Mark Balzarette	Instructor/Manufacturing Technology/ Math, Science and Technology	\$ 66,243.00	09/01/19-06/30/20 (retroactive)

Justification

To fill a budgeted faculty position as per the terms of the Memorandum of Understanding between Bergen Community College and the BCCFA on file in the President's Office and the Office of Human Resources and Employee Relations.



BOARD OF TRUSTEES ACTION P 2
Approval Date: October 1, 2019

Resolution

Appointment: Lecturers, Fall 2019 Semester

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 appointment of the following individuals as Lecturers for the Fall 2019 semester at the salary indicated.

<u>Name</u>	<u>Discipline/Division</u>	<u>Salary</u>
Zameer Baksh	Accounting/Business, Arts and Social Sciences	\$ 21,420.00
Diana Constantino	Nursing/Health Professions	\$ 21,420.00
Maureen Imbrogno	Nursing/Health Professions	\$ 21,420.00
Christine Nemec	Wellness & Exercise Science/Health Professions	\$ 21,420.00
Susan Toth	Communications-Journalism/Humanities	\$ 21,420.00

Justification

Lecturer appointments to cover full time class loads due to recent leaves, faculty retirements and enrollment trends.



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

BOARD OF TRUSTEES P 3
Approval Date: October 1, 2019

Resolution

Appointment: Professional 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 individual to the position and annual salary indicated.

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Carmen Rodriguez	Testing Assistant/Office of Testing Services/Student Affairs	\$ 40,000.00 (pro-rated)	10/21/19

Justification

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

Charge to: College Operating Funds
Account Number:



BOARD OF TRUSTEES ACTION P 4
Approval Date: October 1, 2019

Resolution

Appointment: Testing Coordinators

Submitted By

Dr. Michael D. Redmond, President
Dr. Brian Agnew, Executive Vice President
Dr. Brock Fisher, Vice President, Academic Affairs
Mr. Adam Goodell, Dean of Humanities

Action Requested

To appoint the individuals listed below to the position of Testing Coordinators at the stipends shown for the period September 1, 2019 – June 30, 2020

<u>Name</u>	<u>Department/Discipline</u>	<u>Annual Stipend</u>
Leah Carmona	ALP Level One/English	\$1,000.00
Peter A. Helff	EBS/English	\$1,000.00
Olga Weston	ALP Level Two/English	\$1,000.00
Maria Kasparova	ALP Level Three/English	\$1,000.00
Susana Lansangan	ALP Foundations/English	\$1,000.00
Heidi Lieb	ALP Speech/English	\$ 500.00

Justification

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



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

BOARD OF TRUSTEES ACTION P 5
Approval Date: October 1, 2019

Resolution

Appointment: Support Staff (This appointment is being made in accordance with the Bergen Community College Support Staff Association (BCCSSA) contract, Article XV, after successful completion of the probationary period.)

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 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>
William Kuiphoff	HVAC Mechanic A	\$65,000.00 (pro-rated)	07/01/19 (retroactive)

Justification

To fill budgeted position through successful search process and completion of probationary period.

Charge to: College Operating Funds

Account Number:



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

BOARD OF TRUSTEES ACTION P 6
Approval Date: October 1, 2019

Resolution

Approve stipends for Nursing Clinical Faculty for Fall 2019 semester

Submitted By

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

Action Requested

To approve payment of stipends for the following individuals in the Nursing Clinical Faculty in the amounts indicated for the Fall 2019 semester.

<u>Name</u>	<u>Semester stipend amount</u>
<u>Full time</u>	
Joanne Diamantidis*	\$3,600.00
Margaret Hayes	\$2,400.00
Lillian Ostrander	\$2,400.00
Carrie Polnyj	\$2,400.00
Josephine Rodriguez*	\$3,600.00
Carmen Torres	\$2,400.00
Toni Tortorella-Genova	\$2,400.00
<u>Lecturers</u>	
Diana Constantino	\$2,400.00
Maureen Imbrogno*	\$2,400.00
Sharon Mancini	\$2,400.00
Lilleth Okossi	\$2,400.00
<u>Adjuncts</u>	
Barbara (Schweiger) Albanese*	\$2,400.00
Rhonda (Joseph) Boggi**	\$1,200.00
Nicole Cofini	\$2,400.00
Eun Choi**	\$1,200.00
Marie Dezart	\$2,400.00
Peggy Enslin**	\$1,200.00
Giuseppina Finnerty	\$2,400.00
Christopher Garcia	\$2,400.00

Board of Trustees Action P 6
October 1, 2019

Page 2

<u>Name</u>	<u>Stipend amount</u>
Rayda Garcia**	\$1,200.00
Natay Grajales**	\$1,200.00
Jim Keogh	\$2,400.00
Tenzin Lama-Tamang	\$2,400.00
Michael Lang	\$2,400.00
Easter Grace Mana-ay Rio**	\$1,200.00
Teresa Meyer	\$2,400.00
Joan McManus	\$2,400.00
Michelle Morales	\$2,400.00
Desiree Morgan**	\$1,200.00
Suzanne Mullings**	\$1,200.00
Tom Negri**	\$1,200.00
Rolinda Nwonkoko**	\$1,200.00
Pam Pascarelli**	\$1,200.00
Kristina Rioux**	\$1,200.00
Athena Serrano Torres**	\$1,200.00
Mary Santorelli**	\$1,200.00
Tara Spruill	\$2,400.00
Elizabeth Vaccarino	\$2,400.00

* for additional ½ semester clinical

** for ½ semester clinical only

***for additional full semester clinical

Justification

Payment of Nursing Clinical Faculty stipends for the hiring and retention of skilled clinical instructors as per the negotiated agreement with the BCCFA.

Charge To: Nursing: Stipends

Account Number: 10-03-352000-601153



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

BOARD OF TRUSTEES ACTION P 7

Approval Date: October 1, 2019

Resolution

Rescind Appointment: Academic Chair/Program Coordinator/Faculty

Submitted By

Dr. Michael D Redmond, President

Dr. Brian D. Agnew, Executive Vice President

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

Action Requested

To rescind the appointment of the following individuals:

<u>Name</u>	<u>Position</u>	<u>Discipline/Division</u>	<u>Effective Date</u>
Emily Vandalovsky*	Academic Department Chair	Computer Science, Information & Engineering Technology// Mathematics, Science and Technology	06/30/19 (retroactive)
Tomer Zilkha**	Program Coordinator	Hotel and Restaurant Management/ Business, Arts and Social Sciences	09/13/19 (retroactive)

Justification

*To rescind appointment as Academic Department Chair due to her appointment as Dean of Mathematics, Science and Technology effective July 1, 2019.

**To rescind appointment as Program Coordinator effective September 13, 2019 due to his resignation from the position.



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

BOARD OF TRUSTEES ACTION P 8

Approval Date: October 1, 2019

Resolution

Appointment: Academic Chair/Faculty

Submitted By

Dr. Michael D Redmond, President

Dr. Brian D. Agnew, Executive Vice President

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

Action Requested

To appoint the individual listed below to the position of Academic Chair at the stipend and release time shown for the period September 11, 2019 – June 30, 2020.

<u>ACADEMIC CHAIR</u>		<u>Annual Stipend</u>	<u>Release Time</u>
<u>Name</u>	<u>Departments//Division</u>		
Matthew King	Computer Science, Information & Engineering Technology//Mathematics, Science and Technology	\$3,000.00	8 credit hours*

*Release Time has been pro-rated to reflect the period of September 11, 2019 – June 30, 2020.

Justification

To appoint an Academic Department Chair due to the transfer of the former Academic Department Chair and in accordance with the terms of the Agreement between Bergen Community College and the Bergen Community College Faculty Association.



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

BOARD OF TRUSTEES ACTION P 9
Approval Date: October 1, 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>
Alfred Savastano	Custodian/Buildings & Grounds	09/13/19 (retroactive)

Justification

Medical Leave



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

BOARD OF TRUSTEES ACTION P 10
Approval Date: October 1, 2019

Resolution

Approve: Return from Leave of Absence/Professional 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 return from 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>Salary</u>	<u>Effective Date</u>
Hilda Buitriago	New Student Enrollment Specialist/ Enrollment Services/Student Affairs	\$42,840.00 (pro-rated)	09/09/19 (retroactive)

Justification

Return from Maternity Leave



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

BOARD OF TRUSTEES ACTION P 11
Approval Date: October 1, 2019

Resolution

Retirement: Faculty

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 retirement of the following individual:

<u>Name</u>	<u>Position/Rank/Department/Division</u>	<u>Effective Date</u>
Margaret McLaughlin	Associate Professor/Career & Transfer Services/Counseling/Student Affairs	11/01/19

Justification

Retirement



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

BOARD OF TRUSTEES ACTION P 12
Approval Date: October 1, 2019

Resolution

Retirement: 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

Mr. Wilton Thomas-Hooke, Managing Director of Finance

Action Requested

To approve the retirement of the following individuals:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Gloria Fyfe	Sr. Buyer/Purchasing and Services	11/01/19
Joseph Marciano	Sr. Custodian/Buildings & Grounds	01/01/20

Justification

Retirement



BOARD OF TRUSTEES ACTION P 13
Approval Date: October 1, 2019

Resolution

Approve Position/Title and job description in the Professional Staff bargaining unit.

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:

- Business Systems Analyst (Professional Staff)

Justification

To approve the position, title and job description to streamline and reallocate resources between the User Services Group and Document and Records in Information Technology Services.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Business Systems Analyst

DEPARTMENT: Information Technology Services/Documents & Records

FUNCTION: The Business Systems Analyst (BSA) at Bergen Community College (BCC) will work as part of a team that automates BCC's business processes and administers functional applications. This position will utilize strong technical competencies and functional business expertise to identify, evaluate and develop processes that meet business user requirements.

MAJOR RESPONSIBILITIES: The BSA will work closely with cross-functional teams to understand business needs; and develop automated solutions. This position requires in-depth analysis of variable factors and the development of creative and cost-effective solutions that integrate across platforms. An ability to understand complex business process issues and communicate technical solutions to faculty, staff, and management, is essential for success in this role. This role requires demonstrated expertise in design, development, application integration and business process analysis.

Responsibilities include but are not limited to:

1. Develop/build solutions to business processes based on an understanding of business needs using an enterprise e-forms & workflow solution.
2. Ensure the forms design uses consistent themes and their interface is functional and user-friendly.
3. Develop integrations needed for flow of data between various enterprise systems.
4. Provide configuration support for functional systems such HRIS, Donor Tracking etc.
5. Ensure that all forms are ADA compliant.
6. Develop reports for end users.
7. Produce and maintain project schedules, meeting minutes and action plans.
8. Research emerging technologies that could provide potential value-add to current or planned tools and processes.
9. Provide training to the user community.
10. Provide Level 2 Support to end users.
11. Develop metrics that provide data for process measurement.
12. Understand and monitor the product roadmap to stay ahead of emerging trends that will challenge existing processes or tools.

Administrative and other duties:

1. Performs additional tasks or duties as assigned.

ORGANIZATIONAL RELATIONSHIPS: (1) Reports to the Manager of Documents & Records. (2) 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. (3) 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 a computer related field and/or equivalent work experience.
- (2) Knowledge, Skills and Abilities:
 - a) Experience designing RESTful APIs including best practices in its design with XML and JSON. Knowledge of industry proven Web service interaction patterns.
 - b) Knowledge and experience in JavaScript, Java, C++, XSD, XML, PDF
 - c) Strong relational database knowledge/experience (e.g. SQL database) is desirable. Experience in writing SQL queries, PL/SQL programs, procedures, functions and packages is desirable.
 - d) Good oral and written communication skills; including process documentation.
 - e) Demonstrated ability to have completed multiple, complex technical projects.
 - f) Ability to adapt and handle frequent changes to processes and requirements.
 - g) Good team player and result-orientated.
 - h) Demonstrates understanding of the community college mission and practices an open-door policy. 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.
 - i) Exhibits strong skills in communication, customer and student focus, building relationships, organizing, and planning;
 - j) Technologically proficient in common office desktop software and familiar with cloud based computing and collaborative platforms and software.
- (3) Experience:
 - a) 3+ years of experience in application development; forms design/development, workflow development; business process analysis with a track record of measurable business results.
 - b) 2+ years of experience with an enterprise content services tool. Preferred experience with an enterprise forms and workflow tool.
 - c) Experience designing RESTful APIs including best practices in its design with XML and JSON. Knowledge of industry proven Web service interaction patterns.
 - d) Knowledge and experience in JavaScript, Java, C++, XSD, XML, PDF

- e) Strong relational database knowledge/experience (e.g. SQL database) is desirable.
- f) Experience in writing SQL queries, PL/SQL programs, procedures, functions and packages is desirable.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disabling condition, marital status, affectional or sexual orientation, gender identity and expression, veteran 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 Spaul, CIO Date: 9/16/19
Name/Title

Approved by: Mr. D. Am, EVP Date: 9/16/19
Name/Title

Reviewed by: [Signature] Date: 9/16/19
Human Resources

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



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

BOARD OF TRUSTEES ACTION P 14
Approval Date: October 1, 2019

Resolution

Resignation: Grant Staff

Submitted By

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

Action Requested

To approve the resignation of the following individual:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Joan Connelly	Supplemental Instruction STEM Coordinator Cerullo Learning Assistance Center/Academic Affairs	10/04/19

Justification

Resignation



BOARD OF TRUSTEES ACTION P 15
Approval Date: October 1, 2019

Resolution

Approve Revised Job Description

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 revised job description for the Managing Director, Public Safety.

Justification

To approve the revised job description as part of the reorganization of responsibilities within the Office of Facilities Planning, Operations and Public Safety. This position is at-will.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Managing Director of Public Safety

DEPARTMENT: Public Safety

FUNCTION: The Managing Director of Public Safety manages and directs the College's Department of Public Safety. The Managing Director oversees planning, organizing, directing and evaluating the activities of the Department, including: providing a safe and secure environment for all students, faculty, staff, and visitors of the College; ensuring the safety and security of all College buildings, facilities, and property; and general responsibility for the College's emergency preparedness and response. These responsibilities extend to both the Ciarco Learning Center and Bergen at the Meadowlands locations. The Managing Director of Public Safety is also responsible for overseeing the development of annual goals consistent with the College's strategic plan and for the systemic assessment of programs, departments, and services.

MAJOR RESPONSIBILITIES:

1. Supports the College mission, and applicable standards and policies by encouraging and maintaining a safe, peaceful, and orderly community through education, enforcement, emergency response, and services delivered 24 hours per day, 365 days per year
2. Manages all departmental employees, including hiring, supervising, promoting, and disciplining employees; develop and implement training programs; plan work schedules; prepare personnel performance reviews
3. Formulates, revises, and implements policies, programs and procedures, including College protection programs, and corrective action plans
4. Conducts direct investigations in order to resolve complaints and/or address violations of law or policy
5. Initiates, prepares, and/or supervises correspondence and reporting for all departmental activities, and ensures compliance with legal requirements, including regard to confidentiality
6. Directs and coordinates the department's financial and budgetary activities to fund operations, and increase efficiency, including maintenance of the budget
7. Collaborates closely with local, regional, state, federal, and international government law enforcement and firefighting agencies, as well as other outside organizations
8. Collaborates with other College departments, specifically, insurance and risk, regarding the formulation and implementation of Emergency Response Committee action plans

9. Participates in public relations activities, represents the Department at meetings with students, faculty, and staff; establish favorable community, media, and other public relations
10. Oversees the maintenance and ensures the compliance of life safety systems
11. Maintains College crime statistics, including the compiling and filing of the annual crime report with the Federal Department of Education agency; ensures compliance with legislation related to campus crime and law enforcement, including the preparation and submission of reports (Clery Act, FERPA, Emergency Management Plan, HEOA, etc.)
12. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College's Outcomes Assessment Program.
13. Performs additional tasks or duties as assigned.

ORGANIZATIONAL RELATIONSHIPS: (1) Reports to the Executive Vice President. (2) Supervises the Assistant Director of Public Safety; Sergeants, Officers and coordinates work between offices with other staff. (3) Ability to relate well to people at all levels within the institution to ensure that the office is projected in an effective manner in dealing with both internal and external constituencies of the College. (4) Performs work in a manner that furthers the College's mission and values.

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

MINIMUM QUALIFICATIONS: (1) Education: Bachelor's degree required; Master's degree preferred. Graduation from the FBI National Academy or a Certified Protection Professional is preferred. (2) Desired Knowledge, Skills and Abilities: (a) ability to access all areas of the College properties on foot; (b) familiarity with federal, state and local laws is mandatory; (c) an understanding of student life and the needs/issues of a campus community, including special and sport events management; supervisory and command skills relating to a variety of law enforcement functions; (d) a clear understanding of the Clery Act and Title IX regulations and requirements relating to colleges; (e) ability to model professional standards and behaviors; (f) strong leadership, planning and critical thinking skills; (g) a commitment to mentoring, encouraging, and developing staff; (h) experience in disaster preparedness and emergency planning and management, including the Incidental Command System; (i) strong oral and written communication skills; (j) knowledge of current issues and best practices in campus public safety is highly desirable; (k) knowledge regarding law enforcement, crime prevention, investigative techniques, dignitary protection, fire services, physical security and emergency preparedness within a higher education environment, including the ability to use and to teach others to use

relevant equipment and technology, including police and emergency communications systems; (l) ability to work a wide variety of shifts (including late night/early morning hours, weekends and holidays), work extended shifts and/or shifts outside normal scheduled hours on short notice; (m) ability to be available for calls from on-duty personnel and senior administrators 24 hours a day, and travel domestically on short notice required; (n) ability and willingness to maintain confidential information, exercise sound judgment, and work independently; (o) familiarity with CPR, AED, and basic first aid preferred (certificates may be obtained within the first year of employment); (p) demonstrates skill to work with a variety of computer software, database management, and cloud-based software applications (q) tactical training and experience is preferred; (3) Experience: (a) Minimum of five (5) years related work experience in an institution, preferably in a complex educational organization.

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: M. O. R., EVP Date: 9/20/19
Name/Title

Approved by: Michael D. Padua Date: 9/24/2019
Name/Title

Reviewed by: [Signature] Date: 9/23/19
Human Resources

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



BOARD OF TRUSTEES ACTION P 16
Approval Date: October 1, 2019

Resolution

Appointment: Program Coordinator/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 appoint the individual listed below to the position of Program Coordinator at the stipend shown for the period September 16, 2019 – June 30, 2020.

<u>Name</u>	<u>Department/Division</u>	<u>Annual Release Time*</u>
Ronda Drakeford	Hotel and Restaurant Management/ Business, Arts and Social Sciences	8.5 credit hours

*Release time has been pro-rated to reflect the period of September 16, 2019 through June 30, 2020.

Justification

To appoint the Program Coordinator based on the results of the election due to the resignation of the former Program Coordinator.