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

Ciarco Learning Center – Conference Rooms 102 / 103
355 Main Street
Hackensack, New Jersey 07601

Tuesday, October 13, 2026 – 5:00 p.m.

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

VI. Unfinished Business / Board Members

VII. New Business / Board Members

VIII. Open to the Public

IX. Actions
- A. Approval of Board Minutes: Thursday, September 10, 2026
- B. Consent Agenda: Tuesday, October 13, 2026

X. Adjournment

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CONSENT AGENDA

Ciarco Learning Center – Conference Rooms 102 / 103
355 Main Street
Hackensack, New Jersey 07601

Tuesday, October 13, 2026 – 5:00 p.m.

Actions to be considered by the Board of Trustees. Additional actions may be added to this list and may be considered by the Board. Any actions listed herein may be removed from the Agenda by the Board prior to passage.

Approval of Board Minutes – Thursday, September 10, 2026

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize the execution of month-to-month Bridge Agreement with Ellucian Company L.P. for information technology management services.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. To authorize acceptance of Office of the Secretary of Higher Education's (OSHE) Community College Opportunity Grant (CCOG) award for fiscal year 2027, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
2. To authorize submission of a grant application for $360,000 to the New Jersey Department of Labor and Workforce Development under the **Pre-Apprenticeship Career Education (*PACE)* *Program***, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

INSTITUTIONAL (I)

1. Authorization to extend and amend the employment contract for President Eric M. Friedman.
2. To approve the Americans with Disabilities Act and Accommodation Policy.
3. To approve the College Compliance Policy
4. To approve the Accessibility Policy
5. Approval of the Revised All College Forum Charter

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CONSENT AGENDA

Tuesday, October 13, 2026

PERSONNEL (P)

1. To approve the appointments of the specified Professional personnel.
2. To approve the appointments of the specified Support personnel.
3. To approve the appointment of the specified Grant-funded personnel.
4. To appoint the Program coordinator and amend release time for an Academic Chair
5. Merit Award Program for Professional Staff.
6. Merit Award Program for Support Staff.
7. To approve a title change and job description for the specified position.
8. To approve the job description for the incumbent in the specified position.
9. To approve the title change for the specified vacant position.
10. To approve the appointment of the specified personnel to a stipend position.
11. To authorize stipends to college personnel providing services for Bergensounds productions in October 2026.
12. To authorize stipends to college personnel providing services for the Bergen Community College theatre.

SITE AND FACILITIES (S/F)

1. To authorize Change Order #1 for additional engineering services for the proposed second floor culinary facility renovation.
2. To authorize Bergen Community College (“the College”) to enter into an agreement with RSC Architects for the preparation of contract documents for replacement of Technical Education Center building damaged lobby roof system.

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BOARD OF TRUSTEES ACTION A/F1
Approval Date: October 13, 2026

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

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

Action Requested
Approval for payment of the following legal vouchers:

DeCotiis, FitzPatrick, Cole & Giblin. LLP.

August 1, 2026 to August 31, 2026 $ 16,857.07

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	$ 16,857.07

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BOARD OF TRUSTEES ACTION A/F 2
Approval Date: October 13, 2026

Resolution
To authorize the execution of month-to-month Bridge Agreement with Ellucian Company L.P. for information technology management services.

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

Action Requested
Authorization to execute a month-to-month Bridge Agreement with Ellucian Company L.P. for information technology management services and staffing, through December 31, 2026, at a rate of $216,000 per month.

Justification
The College's current agreement with Ellucian Company L.P. for technology management services and staffing is set to expire on October 31, 2026. The College requires the continuation of services from Ellucian Company L.P. to assist in managing its information technology resources while mapping a path forward. This Bridge Agreement will be superseded by any new agreement between the College and Ellucian Company L.P. The parties agree to continue working in good faith to establish a path forward in a reasonable haste. If no Renewal Agreement is reached, the Bridge Agreement will continue until it is terminated.

The College has a need to procure these services pursuant to a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Ellucian Company L.P. has submitted a Stockholder Disclosure Certification and a Business Entity Disclosure Certification, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution Disclosure Form, Stockholder Disclosure Certification, and Business Entity Disclosure Certificate shall be placed and maintained on file at the College. A copy of the executed agreement will be maintained on file in the Purchasing Department office.

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

Charge to:	College Operating Funds
Account Number:	10-01-159900-607838
Amount:	$216,000 monthly

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BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: October 13, 2026

Resolution
To authorize acceptance of Office of the Secretary of Higher Education's (OSHE) Community College Opportunity Grant (CCOG) award for fiscal year 2027, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

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

Action Requested
Authorization to accept a CCOG award in the amount of $169,285.00 for the budget period 07/01/2026 - 06/30/2027, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification
CCOG is New Jersey's last-dollar initiative that provides free or reduced community college tuition to qualified students. New Jersey residents attending community college with an annual adjusted gross income (AGI) under $65,000 qualify for full tuition awards. Residents with family AGIs of $65,001 to $80,000 qualify for reduced tuition after receiving up to half of the maximum CCOG award, while those with AGIs of $80,001 to $100,000 qualify for reduced tuition after receiving up to one-third of the maximum award.

The CCOG program is designed to increase student enrollment, expand institutional capacity, improve completion rates, and reduce tuition costs for low-income families.

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

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BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: October 13, 2026

Resolution
To authorize submission of a grant application for $360,000 to the New Jersey Department of Labor and Workforce Development under the **Pre-Apprenticeship Career Education (*PACE) Program***, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

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

Action Requested
Authorization to submit a grant application to the New Jersey Department of Labor and Workforce Development under the **Pre-Apprenticeship Career Education (PACE)*Program***, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification
The primary goal of this grant is to expand opportunities for upward mobility and economic equity for all participants. Through this grant, the Continuing Education Division will:

1. Build a pipeline of qualified participants from pre-apprenticeship programs into registered apprenticeships, employment, and/or post-secondary career pathways.
2. Increase access to Registered Apprenticeship opportunities for underrepresented, disadvantaged, and low-skill populations.
3. Help develop a highly skilled workforce with the qualifications required by the Advanced Manufacturing sector.

The performance period of this grant is 18 months.

No college matching funds are required.

The project description and budget are in development.

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BOARD OF TRUSTEES ACTION I-1
Approval Date: October 13, 2026

Resolution
Authorization to extend and amend the employment contract for President Eric M. Friedman.

Submitted By
Mrs. Dorothy L. Blakeslee, Chairwoman, Board of Trustees
Mrs. Ritzy Moralez-Diaz, Chairwoman, Personnel Committee

Action Requested
To authorize the extension of the employment contract for President Eric M. Friedman and amend same as follows:

1) The contract shall be extended from January 1, 2027, to December 31, 2033;

2) In year six (6) of the Employment Agreement, if the College presents another Employment Agreement to Dr. Friedman to continue his services as President, he shall be entitled to a $10,000.00 stipend upon the signing of a successor agreement. The successor agreement must be for an additional term of at least three (3) years.

3) Dr. Friedman shall receive a total salary at the sum of $330,000 annually.

4) Commencing January 2027, Dr. Friedman shall be entitled to a 3% yearly increase. He shall also be compensated with an additional, up to amount of 4%, as a merit increase based on his performance and a yearly evaluation conducted by the Board of Trustees.

5) Dr. Friedman shall receive a housing allowance of $3,250.00 per month.

Justification
Pursuant to N.J.S.A. 18A:64A-12, the Board of Trustees of Bergen Community College desires to extend and amend Dr. Friedman's Employment Agreement as outlined above, as well as in the attached Employment Agreement.

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BOARD OF TRUSTEES ACTION I-2
Approval Date: October 13, 2026

Resolution
To approve the Americans with Disabilities Act and Accommodation Policy.

Submitted By
Dr. Eric M. Friedman, President
Mr. John Scardina, Director of College Compliance
Ms. Sarah Riker, Director of Human Resources
Mrs. Suzanne Wetzel, Vice President, External Affairs

Action Requested
To approve the Americans with Disabilities Act and Accommodation Policy.

Justification

This policy addresses Bergen Community College's commitment to providing and maintaining an accessible and inclusive culture and environment. It documents the College's commitment and adherence to all federal and state laws and regulations which protect the rights of qualified individuals with disabilities.

The draft policy has been reviewed by the College's Policy Advisory Council and the All College Forum.

See the attached draft policy.

Bergen Community College
Board of Trustees
Section: HR

Policy #: HR
Effective Date:
Responsible Official: Vice President of Human Resources and Organizational Development

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Americans with Disabilities Act and Accommodation Policy

Policy Statement:

This policy addresses Bergen Community College's (Bergen, the College) commitment to providing and maintaining an accessible and inclusive culture and environment. The College does this by integrating inclusive language, practices, and accessible physical/digital design across all programs, services, and activities; creating safe spaces; providing reasonable accommodations; and establishing clear policies against discrimination. This ensures that all College community members including those with disabilities feel welcomed, respected, and fully supported in their learning, employment, and well-being.

Reason for Policy:

To document Bergen's commitment and adherence to all federal and state laws and regulations which protect the rights of qualified individuals with disabilities including:

- Ensuring equal rights, opportunities, and access is provided to all the College's services, programs, and activities.
- Providing reasonable accommodations provided they do not pose an undue hardship for the College.
- Communicating the rights and responsibilities of qualified individuals with disabilities in their requests for accessibility and reasonable accommodations.
- Having a grievance process to report discrimination and violations of rights protected by federal and state laws and regulations.

Who Should Read This Policy:

All students, faculty, staff, and visitors

Definitions:

Accessibility

Providing individuals with disabilities equal opportunity to acquire the same information, engage in the same interactions and activities, and enjoy the same services as individuals without disabilities in an equally effective and integrated manner, with substantially equivalent ease of use.

Qualified Individual with a Disability

Under the ADA an individual who has a disability (physical/mental impairment) limiting a major life activity, has a history of one, or is regarded as having one, AND can meet the essential requirements of a program, activity, or job with or without reasonable accommodation, meaning they can perform the core functions and requirements of the role.

Major Life Activities

The basic activities that most people can perform with little, or no difficulty as defined by the ADA which include the following: actions like eating, sleeping, speaking, and breathing; movements like walking, standing, lifting, and bending; cognitive functions like thinking and concentrating; sensory functions like seeing and hearing; tasks like working, reading,

learning, and communicating; the operation of major bodily functions like circulation and reproduction; and the function of individual organs like the heart, lungs, or pancreas.

Reasonable Accommodation

A modification or adjustment to a policy, procedure, program, service, or activity, provided to a qualified individual with a disability which enables the individual to participate in educational programs and activities, perform the essential functions of a job, apply for admissions or apply and interview for employment, or have access to the College's facilities, programs, and events. Any accommodation that poses an undue hardship on the College is not a reasonable accommodation as articulated in the ADA.

Undue Hardship

An action requiring significant difficulty or expense by the College in fulfilling an accommodation request by the individual with a disability. Examples of factors considered if a requested accommodation would impose an undue hardship include the nature and cost of the accommodation, the impact of the accommodation on the operations of the College or a department, and legitimate safety concerns.

Essential Functions and Responsibilities of Educational/Employment Programs or Activities

The fundamental core duties that an individual must be able to perform with or without reasonable accommodation to fulfill the position's purpose. In employment they are the basic critical job duties and responsibilities essential for the position as determined by the employer that are core to performing the job. In educational programs and activities, they are the fundamental student learning outcomes, curriculum requirements, or activities necessary for program participation.

The Policy:

Bergen is committed to providing equal access to all services, programs, and activities and reasonable accommodation to qualified individuals with disabilities. This commitment is extended to current and prospective students and employees and visitors to the College. Bergen is guided by an ethic of care that supports individuals with disabilities. The College adheres to all applicable federal and state laws and regulations including the Americans with Disabilities Act (ADA) and all its amendments, the Pregnant Workers Fairness Act ("PWFA"), the Rehabilitation Act of 1973, and the New Jersey Law Against Discrimination. The College strictly prohibits and has zero tolerance for any discrimination against individuals with disabilities in its educational and employment programs, services, and activities, or for any retaliation of individuals with disabilities for exercising their federal and state protected rights or for reporting violations of such rights.

The ADA establishes the legal requirements for the essential protections, services, access rights, and accommodations afforded to qualified individuals with disabilities. Equal access includes physical campus access; access to digital resources/technologies; accessible events, programs, and activities; and inclusive academic curriculum design and employment opportunities. The College's separate and more in-depth Accessibility Policy is focused on proactive inclusion by addressing Bergen's commitment to physical space access, universal design of programs, services, and activities, and digital accessibility.

Qualified Individuals with Disabilities

The ADA protects individuals with permanent or temporary physical or mental impairments that substantially limit, restrict, or prevent a major life activity, regardless of whether the student, employee, or visitor needs accommodation(s) or not. The ADA recognizes individuals that have a history of a disability (e.g., a person who is blind or paralyzed) and individuals as having a disability even if they do not have a history of actually having one (e.g., a person using a wheelchair due to a temporary injury). Under the ADA an impairment does not have to limit a major life activity completely or severely for it to be considered a substantial limitation. The limitation can be less than complete or severe and an individualized assessment can determine if an impairment substantially limits a major life activity. Fitness for Duty related impairments or limitations that do not qualify as disabilities under the ADA are addressed in the College's Fitness for Duty Policy and not this policy.

Qualified individuals with disabilities, with or without reasonable accommodation, are held to the same standards of conduct, job performance, and academic and technical standards as all other employees, students, or third parties, and are given the same consideration for admission to or employment at the College as any other individual without a disability.

Bergen prohibits the illegal use of drugs and use of alcohol on its three campuses and at any College-sponsored events, programs, or activities off campus. The College will enforce disciplinary action or sanctions under its Student and Employee Codes of Conduct and its Drug Free Schools and Communities Act Policy. As part of Bergen's enforcement policies, the College also adheres to the ADA's position on substance abuse, specifically illegal drug use/addiction and alcoholism (i.e., alcohol use disorder). Although the ADA provides certain protections and rights to individuals with substance abuse issues, the College will enforce its rules and policies against illegal drug and alcohol use on College premises, activities, and events.

Neither the ADA nor this policy protects employees currently using illegal drugs.[1] Although federal law reclassified medical marijuana to Schedule III in April 2026, use, possession, cultivation, sale, or distribution of cannabis (including smoking or ingestible products) is strictly prohibited on College property and at College-sponsored events. As a recipient of federal funding, the College complies with the Drug-Free Schools and Communities Act and federal law, which override state medical marijuana allowances. The College maintains a zero-tolerance policy for cannabis regardless of state medical card status. Consequently, medical marijuana is not permitted on campus facilities or during College activities and will not be granted as a reasonable accommodation.

Individuals who are currently using or addicted to illegal drugs are not qualified individuals with disabilities and thus are not protected by the ADA or this policy. The ADA protects individuals who are no longer addicted to illegal drugs because the addiction may be considered a substantially limiting impairment. This includes those individuals who have successfully been rehabilitated, are participating in supervised rehabilitation treatment, or have a history of addiction.[2] Individuals who casually used drugs illegally in the past but were not addicted are not individuals with a disability based on past drug use and thus not protected by the ADA.

Individuals who are alcoholics with Alcohol Use Disorder (AUD) are considered to have a disability and protected under the ADA. As required by the ADA, Bergen offers such individuals protection from discrimination and provides reasonable accommodation (e.g., treatment leave). The College may request proof of AUD or rehabilitation treatment if an individual requests reasonable accommodation and such documentation is necessary to verify the need for the accommodation. ADA protection is extended to individuals with past alcohol addiction and those with current addiction seeking rehabilitation treatment. However, although individuals with past or current AUD are protected, such protection does not extend to them if they are under the influence in any of the College's on-campus or off-campus sponsored programs, services, events, and activities.

Reasonable Accommodation

Bergen provides reasonable accommodation to qualified members of the College community with disabilities so that they can perform the essential functions and responsibilities of their educational or employment programs and activities. Reasonable accommodation is provided unless doing so results in any of the following,

- Causes a direct threat to these individuals or others and the threat cannot be eliminated or reduced to an acceptable level by such accommodation,
- The accommodation/modification fundamentally alters the nature of a college program, service, or activity,
- The accommodation creates an undue hardship to the College.

Individual students, faculty, staff, and visitors are responsible for identifying themselves as a qualified individual with a disability when requesting that the College provide reasonable accommodation. When a qualified individual's disability is

[1] Under the current ADA, individuals engaging in the illegal use of drugs are excluded from protection under 42 U.S.C. § 12114, a rule courts have categorically applied to Schedule I substances.

[2] Alcoholism is recognized as a disability under the ADA, however, current alcohol use affecting job performance can justify termination, as with drugs.

not obvious, the individual must provide documentation which addresses their disability (from an appropriately licensed professional), and they must demonstrate how their disability limits or affects their ability to perform essential job functions or participate in and benefit from educational programs and activities of the College. The College does not require individuals with disabilities to submit documentation about their disabilities nor demonstrate the limitations of their disabilities if obvious (e.g., blind or wheelchair bound).

Accommodations are determined on a case-by-case basis, as they are fact specific. Accommodations in general are tailored to address the specific nature of the disability and needs of the individual within the context of job requirements, program of study, or the College's programs, services, or activities. The burden is on the individual to self-identify as having a disability and to initiate the accommodation process. Students and visitors are required to submit reasonable accommodation requests in writing with required supporting information to the Office of Specialized Services (OSS) while employees (faculty and staff) must submit such requests and information to the Human Resources (HR) Department. The OSS or HR will determine if individuals are eligible for accommodation under the ADA and will work with other required departments, offices, or programs to ensure the timely implementation of such accommodation when approved. If reasonable accommodation is not implemented in an effective and timely manner, the qualified individual with disability is responsible for notifying OSS or HR personnel.

For college sponsored events held on- or off campus, Bergen will accommodate requests for accommodation by qualified individuals with disabilities in advance of such events and activities and identify resources to facilitate accommodation requests. Organizing college departments or offices for such events will publish information that informs individuals with disabilities to request any accommodation needed in advance of the events.

Qualified individuals with disabilities are informed in writing if their requests for accommodation have been denied with the reason(s) why. When or if an individual's specific reasonable accommodation request is denied by the College, but a different accommodation is offered in its place, the College will explain both the reason(s) for the denial and why the alternative accommodation will be effective. When an original accommodation request is denied and an alternative accommodation cannot be identified, the qualified individual with disability may appeal the decision to either OSS or HR depending on which department the original request was submitted to. An individual receiving agreed-upon reasonable accommodation who requests another accommodation may be required to submit additional documentation in support of the additional request.

All documents concerning a student's or employee's disability and reasonable accommodation request are kept confidential in accordance with applicable confidentiality laws and regulations (e.g., FERPA, HIPAA).

Grievance Process

The College has a grievance process that allows individuals to file ADA related complaints or violations related to disability discrimination or lack of accommodation, which ensures confidentiality and timely equitable outcomes as mandated by the ADA. This involves the submission of oral or written complaints or violations, opportunities for individuals involved to present information, a prompt investigation process, a written determination with resolution, and an appeal process for individuals dissatisfied with the outcome. Students and visitors should file their complaint or violation with the OSS, while employees should file with the HR Department.

Complaints or violations can also be reported to the following federal or New Jersey state agencies:

- **Office for Civil Rights (OCR):** File a complaint with the **U.S. Department of Education's Office for Civil Rights (OCR)** for federal disability discrimination in schools receiving federal funds.
- **U.S. Department of Justice (DOJ):** For broader public service/place of public accommodation issues, file with the **DOJ's Civil Rights Division**, or

  Fill out and send the paper ADA Complaint Form (Regular Format | Large Format) or a letter containing the same information to:

  U.S. Department of Justice
  Civil Rights Division
  950 Pennsylvania Avenue, NW

Washington, DC 20530

- **NJ Division on Civil Rights (DCR):** For broader discrimination, especially employment

Applicable State and Federal Laws, and Regulations

Americans with Disabilities Act (ADA)

Landmark civil rights law prohibiting discrimination against individuals with disabilities. Its aim and purpose are to make society accessible and ensure that individuals with disabilities have the same rights and opportunities as individuals without disabilities. Title I prohibits discrimination against qualified individuals with disabilities in all employment practices and requiring reasonable accommodations. Title II ensures people with disabilities have equal access to state and local government services, programs, and activities, including public education, and explicitly addresses digital and physical accessibility requirements. Title V covers various important aspects and technical provisions including rules against retaliation.

Pregnant Workers Fairness Act (PWFA)

A federal law requiring employers with 15 or more workers to provide reasonable accommodations for known limitations related to pregnancy, childbirth or related medical conditions, unless it causes an undue hardship. Under the PWFA, a qualified employee is defined as an employee or applicant who, with or without reasonable accommodation, can perform the essential functions of the employment position, except that an employee or applicant shall be considered qualified if (A) any inability to perform an essential function is for a temporary period; (B) the essential function could be performed in the near future; and (C) the inability to perform the essential function can be reasonably accommodated.

Rehabilitation Act of 1973 (Section 504 and 508)

U.S. legislation prohibiting disability discrimination by federal agencies, federal contractors, and programs receiving federal funds. Section 504 states that no person with a disability can be excluded from, denied benefits of, or subjected to discrimination in any program or activity receiving federal financial assistance. It forbids organizations and employers from excluding or denying individuals with disabilities an equal opportunity to receive and have access to program benefits and services. Section 508 requires federal agencies and programs receiving federal funding to ensure their electronic information and communication technology is accessible to people with disabilities, setting standards for web and software accessibility.

Drug-Free Schools and Communities Act (DFSCA)

Federal law which requires institutions of higher education that accept federal funding to have policies and programs that prevent the unlawful use, possession, or distribution of alcohol and drugs on campus or during school-related activities. The DFSCA requires colleges and universities to adopt alcohol and drug prevention programs, prohibit illicit substances on campus, and distribute annual policy notices. Key requirements include establishing standards of conduct, providing the health risks associated with substance use, listing school and legal sanctions, and completing prevention program biennial reviews.

New Jersey Law Against Discrimination

New Jersey state law that mirrors the protection of the ADA and prohibits employers from discriminating against disabled employees. The law also prohibits discrimination against other protected classes/characteristics including race, religion, sex, sexual orientation, national origin, age, and marital status. It also prohibits harassment and protects against retaliation for reporting violations.

Related Documents/Policies:

Accessibility Policy

Policy History: (adopted/amended)

Adopted:
Amended:
Reviewed:

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BOARD OF TRUSTEES ACTION I-3
Approval Date: October 13, 2026

Resolution
To approve the College Compliance Policy.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. John Scardina, Director of College Compliance
Mrs. Suzanne Wetzel, Vice President, External Affairs

Action Requested
To approve the College Compliance Policy.

Justification
The purpose of this policy is to establish the framework for the Bergen Community College compliance program, define key institutional expectations, and clarify the obligations of all College personnel to understand and adhere to applicable federal, state, and local laws, regulatory mandates, and internal institutional policies.

The draft policy has been reviewed by the College's Policy Advisory Council and the All College Forum.

See the attached draft policy.

Bergen Community College Board of Trustees Section: FIN

Policy #:

Effective Date:

Responsible Official: Chief Financial Officer and Director, College Compliance

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College Compliance Policy

Purpose:

The purpose of this policy is to establish the framework for the Bergen Community College ("Bergen" or the "College") compliance program, define key institutional expectations, and clarify the obligations of all College personnel to understand and adhere to applicable federal, state, and local laws, regulatory mandates, and internal institutional policies.

Compliance is foundational to every aspect of College operations. A robust culture of compliance safeguards the institution's mission, ensures operational integrity, and fosters an environment of transparency, ethical conduct, and mutual accountability across all academic and administrative units. As a core component of Bergen's risk management strategy, the compliance program proactively identifies, assesses, and mitigates risks associated with institutional noncompliance.

This policy serves as the primary foundational umbrella for compliance oversight across the College. Specific regulatory obligations are governed by dedicated, subject-matter-specific College policies.

Scope - Who Should Read This Policy:

All faculty and staff

Definitions:

Culture of Ethics and Integrity
Organizational culture that is committed to doing the right thing all the time in an uncompromising manner, embodied by the words and actions of all personnel. It forms the basis for all interactions between employees and others who interact with the institution. An ethical culture is based on a set of values that are shared and held by the entire institution and represents a mindset where individuals understand the importance of acting in accordance with laws, policies, and procedures. A culture of integrity is based on individuals who demonstrate respect for others, take their commitments seriously, and are accountable for their actions and results. Ethics are principles that guide behavior, while integrity is the way ethical principles are carried out.

Compliance
The act of conforming to and complying with established standards, rules, laws, regulations, policies, and procedures that help to mitigate risk to an organization. The scope and focus of compliance are tactical in nature and consist of two components:

- **Organizational/institutional compliance** - the actions and programs an institution implements to ensure compliance with internal policies and procedures, in addition to external regulatory compliance requirements.

- **Regulatory compliance** - the steps an institution takes to comply with applicable external laws, regulations, and guidelines that are components of an institution's overall organizational compliance responsibilities.

Compliance Program
A system of processes, policies, and procedures developed to ensure compliance with all applicable laws, regulations, contracts/agreements, and institutional policies and procedures, with an oversight function focused on maintaining such compliance. An effective compliance program can minimize financial, operational, and other risks of noncompliance.

Risk Management Framework
The process of identifying, assessing, and managing potential threats and risks that could damage an organization's reputation, operations, and earnings. Risk management is more strategic in nature, forecasting the impact risks will have on an organization, and how to minimize such risk. It includes plans to increase awareness around potential threats and how to avoid them, and to prepare for the unexpected by minimizing issues before they occur.

Noncompliance
The failure or refusal to adhere to and comply with laws, regulations, policies, procedures, or contract/agreement terms, which may be intentional, due to an oversight, or due to a lack of knowledge or understanding of the requirements.

Policy Statement:

The College maintains a culture of ethics and integrity and is committed to conducting its operations in an ethical and transparent manner. This commitment promotes a culture that is focused on responsibility, doing the right thing, and adhering to laws, regulations, and college policies. The constantly changing environment in which the College operates requires an ongoing focus on and attention to compliance and the minimization of risk associated with noncompliance. Bergen is committed to complying with the requirements of all external laws and regulations and internal policies that pertain to its operations, programs, services, and activities and has zero tolerance for noncompliance with such requirements. The College's compliance program is evaluated by the Office of College Compliance and supported by the Board of Trustees, President, and Executive Team.

The College's compliance program/framework includes the following elements:

- Designated Compliance Office – function charged with compliance program oversight and management.
- Documented policies, procedures, and controls – established rules and expectations of the College.
- Education and training – programs that properly train the College community on relevant external laws and regulations, and internal policies and procedures.
- Reporting mechanism – process or system which captures and maintains reportable events, incidents, misconduct, and noncompliance. Also used for tracking and reporting compliance program effectiveness.
- Risk assessment, monitoring, review, and audit function - periodic reviews and evaluation of the compliance program of the College as a whole and of the individual academic programs and administrative departments.
- Enforcement, buy-in and support – the support and buy-in by all leadership and personnel of the College's compliance program which is fundamental to the success of the institution, which includes consistent and proper monitoring and the identification of noncompliance matters so that they are addressed in a timely manner.
- Prompt response and investigation – the timely identification, investigation, and resolution of reported compliance issues.

Compliance Responsibilities

Adherence to organizational and regulatory compliance requirements does not lapse due to changes in leadership or personnel of the College. Compliance is a continuous, ongoing, and shared responsibility of all members of the College community.

Procedural Reference

Applicable Federal and State Acts, Laws, and Regulations

Related Documents/Forms/Policies:

Policy History:

Adopted:
Amended:
Reviewed:

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BOARD OF TRUSTEES ACTION I-4
Approval Date: October 13, 2026

Resolution
To approve the Accessibility Policy.

Submitted By
Dr. Eric M. Friedman, President
Mr. John Scardina, Director of College Compliance
Ms. Sarah Riker, Director of Human Resources
Mrs. Suzanne Wetzel, Vice President, External Affairs

Action Requested
To approve the Accessibility Policy.

Justification

This policy addresses Bergen Community College's commitment to providing a welcoming environment based on inclusion, equal access, and opportunity, and respect for individuals. The policy documents Bergen's commitment and adherence to accessibility requirements which include:

- Compliance with applicable physical space and digital platform accessibility laws and regulations.
- Ensuring equal rights, opportunities, and access to the College's programs, services, and activities.
- Providing reasonable accommodations as long as they do not pose an undue hardship on the College.

The draft policy has been reviewed by the College's Policy Advisory Council and the All College Forum.

See the attached draft policy.

Bergen Community College Board of Trustees Section: HR

Policy #: HR

Effective Date:

Responsible Official: Vice President of Human Resources and Organizational Development

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Accessibility Policy

Policy Statement:

This policy addresses Bergen Community College's (Bergen, the College) commitment to providing a welcoming environment based on inclusion, equal access, and opportunity, and respect for individuals. This is accomplished by removing barriers to the College's programs, services, activities, physical spaces, and digital resources, and providing reasonable accommodations for qualified individuals with disabilities, as required by federal and state laws and regulations.

Reason for Policy:

To document Bergen's commitment to and adherence to accessibility requirements which include:

- Compliance with applicable physical space and digital platform accessibility laws and regulations.
- Ensuring equal rights, opportunities, and access to the College's programs, services, and activities.
- Providing reasonable accommodations as long as they do not pose an undue hardship on the College.

Who Should Read This Policy:

All students, faculty, staff, and visitors.

Definitions:

Accessibility

Providing individuals with disabilities with an equal opportunity to acquire the same information, engage in the same interactions and activities, and enjoy the same services as individuals without disabilities in an equally effective and integrated manner, with substantially equivalent ease of use.

Web Content Accessibility Guidelines (WCAG)

International technical standards from the World Wide Web Consortium (W3C) that make digital content accessible to individuals with disabilities. Adherence to WCAG standards meets the compliance requirements of the ADA and Section 508 of the Rehabilitation Act of 1973.

POUR Principles

The core principles that WCAG international standards are based on provide a framework for designing and developing accessible digital content helping to ensure equal access for individuals with disabilities. The foundational guidelines of WCAG are based on four accessibility principles: Perceivable, Operable, Understandable, and Robust (POUR). These principles ensure that digital content is usable by everyone, regardless of disability, by presenting information in ways users can perceive, allowing navigation via various methods, making content clear and distinguishable, and ensuring compatibility with current and future technologies.

2010 ADA Standards for Accessible Design

The official, enforceable standards from the U.S. Department of Justice (DOJ) that set minimum requirements for accessibility in new construction and alterations of public accommodations, commercial facilities, and state/local government facilities. Published in 2010 and mandatory as of March 15, 2012, these standards cover technical and scoping requirements for physical spaces, ensuring they are usable by individuals with disabilities. These standards are mandated by Title II of the ADA for colleges and universities.

Information and Communication Technology (ICT)

The hardware and software tools, systems, and infrastructure that create, process, store, and exchange information digitally, which include the internet, email, instant messaging, social media, computers, mobile networks, cloud computing, video conferencing, and learning management systems.

Digital Content

Information, data, or media that exist in an electronic, machine-readable (i.e., digital) format, and flow through the ICT infrastructure encompassing text, images, audio, video, software, and interactive elements, created and distributed for consumption on digital devices like computers and smartphones, making the content easily shareable and measurable.

Qualified Individual with Disability

Under the ADA an individual who has a disability (physical/mental impairment) limiting a major life activity, has a record of one, or is regarded as having one, AND can meet the essential requirements of a program, activity, or job with or without reasonable accommodation, meaning they can perform the core functions and requirements of the role.

Under the Pregnant Workers Fairness Act ("PWFA"), a qualified individual is an employee or job applicant who meets specific criteria to receive workplace accommodations for pregnancy, childbirth, or related medical conditions and can perform the essential functions again in the near future.

Major Life Activities

The basic activities that most people can perform with little or no difficulty as defined by the ADA which include the following: actions like eating, sleeping, speaking, and breathing; movements like walking, standing, lifting, and bending; cognitive functions like thinking and concentrating; sensory functions like seeing and hearing; tasks like working, reading, learning, and communicating; the operation of major bodily functions like circulation and reproduction; and the function of individual organs like the heart, lungs, or pancreas.

Reasonable Accommodation

A modification or adjustment to a policy, procedure, program, service, or activity, provided to a qualified individual with a disability that enables the individual to participate in educational programs and activities, perform the essential functions of a job, apply for admission, apply and interview for employment, or have access to the College's facilities and events. Any accommodation that poses an undue hardship on the College is not a reasonable accommodation as articulated in the ADA.

Undue Hardship

An action requiring significant difficulty or expense for the College in fulfilling an accommodation request by an individual with a disability. Examples of factors considered when determining whether the requested accommodation would impose an undue hardship include the nature and cost of the accommodation, the impact of the accommodation on the operations of the College or a department, and legitimate safety concerns.

The Policy:

Bergen values diversity and inclusion and is committed to providing a learning, employment, and social environment that is welcoming, equitable, and accessible to all members of the College community. Bergen achieves this by providing accessibility in its physical spaces, digital content, and its educational and employment programs, services, and activities.

This includes providing reasonable accommodations and resources available to address potential or actual barriers and limitations for qualified individuals with disabilities.

There are several federal and state laws and regulations that establish accessibility requirements for individuals with disabilities which include the Americans with Disabilities Act (ADA), the PWFA, the Rehabilitation Act of 1973, the New Jersey Law Against Discrimination, New Jersey Assembly Bill A4856, and New Jersey business permit laws, which require compliance with and adherence to federal ADA accessibility standards (i.e. ADA Standards for Accessible Design) for new construction/alteration projects. The College adheres to the requirements of federal and state laws and regulations that ensure that individuals with disabilities have equal access to all programs, services, activities, and facilities. Bergen strictly prohibits and has zero tolerance for any discrimination against individuals with disabilities in its educational and employment programs and activities or for any retaliation against individuals with disabilities for exercising their federal- and state-protected rights or for reporting violations of such rights.

Bergen fosters an inclusive environment by ensuring that all facets of its operations are accessible to all members of the College community including those with disabilities, which includes access to:

- Information and communication technology (ICT) and digital content
- Physical space (i.e. campus grounds and buildings)
- College programs, services, and activities

ICT and Digital Content

Bergen is committed to providing equitable access to all ICT and digital content for students, employees, and visitors. Title II of the ADA and Section 508 of the Rehabilitation Act of 1973 as amended in 1998 (Section 508) requires adherence to the Web Content Accessibility Guidelines (WCAG) as the benchmark for digital accessibility. While the ADA and Section 508 are the federal laws protecting the rights of individuals with disabilities, including equal access rights, the WCAG provides the specific actionable technical standards for how to make ICT and digital content accessible.

WCAG 2.1 Level AA is the required technical standard for digital content accessibility per the 2024 ADA Title II Final Rule adopted by the Department of Justice. Bergen is committed to ensuring that all digital content is accessible by adhering to WCAG 2.1 Level AA and all future required conformance levels and standards. The College is focused on providing an accessible experience by actively following WCAG to remove barriers for individuals with disabilities.

Physical Space

Bergen has physical spaces that work and are designed for everyone by taking into consideration the various needs of individuals including those with disabilities. This includes equitable access to all the College's grounds, athletic facilities, and buildings. Bergen provides and maintains accessibility in all its campus facilities and complies with accessibility standards to provide a safe, secure, and barrier-free environment. The ADA ensures accessibility in physical spaces through specific design standards and specifications.

Title II of the ADA requires compliance with the 2010 Standards for Accessible Design which mandate accessibility in new construction and alterations to existing buildings. Generally, existing buildings must comply with the 2010 standards when they have undergone alterations, additions, or new construction. Existing buildings that have not undergone such changes and are compliant with the prior 1991 standards are under safe harbor provisions and not required to meet the 2010 standards, unless a primary function (e.g., a classroom or main library) is affected in which case broader accessibility must be provided.

Bergen adheres to the applicable 1991/2010 standards for physical space accessibility and proactively implements necessary modifications under the ADA's "safe harbor" principles to ensure an accessible environment for all physical space accessibility requirements based on the POUR principles. The ADA provides the technical requirements (e.g., dimensions, clearance, and turning space) for physical space accessibility while the POUR principles provide the "how" and "why" of accessibility.

College Programs, Services, and Activities

Bergen is also committed to providing equal access to its programs, services and activities. The College does this by providing auxiliary aids, making reasonable policy and academic adjustments, ensuring equal participation in all campus events and services, providing equal employment opportunities and accommodations, offering accessible financial aid information and academic counseling/tutoring services, and ensuring that digital products procured from vendors meet accessibility standards.

Reasonable Accommodation

As part of Bergen's focus on accessibility and equitable access, the College provides reasonable accommodations to qualified individuals with disabilities as defined and protected by the ADA so that they can perform the essential functions and responsibilities of their educational or employment programs and activities. Individual students, faculty, staff, and visitors are responsible for identifying themselves as qualified individuals with disabilities when requesting that the College provide reasonable accommodations. When a qualified individual's disability is not obvious, the individual must provide documentation that addresses the disability (from an appropriately licensed professional), and they must demonstrate how the disability limits or affects their ability to perform essential job functions or participate in and benefit from the educational programs and activities of the College, which necessitate reasonable accommodations. The College does not require individuals with disabilities to submit documentation about their disabilities or demonstrate the limitations of their disabilities if they are obvious.

Reasonable accommodations are provided unless doing so results in any of the following:

- The accommodation causes a direct threat to individuals with disabilities or others, and the threat cannot be eliminated or reduced to an acceptable level by such accommodations;
- An accommodation or modification fundamentally alters the nature or operation of a College program, service, or activity;
- An accommodation creates an undue hardship for the College.[1]

Grievance Process

Bergen has a grievance process that allows individuals to file ADA complaints or reports of violations related to disability discrimination; lack of accessibility to the College's programs, services, or activities; or denial of reasonable accommodations for qualified individuals with disabilities. The College ensures confidentiality and timely equitable outcomes as mandated by the ADA. This involves the submission of oral or written complaints or reports of violations, opportunities for individuals involved to present information, a prompt investigation process, a written determination with resolution, and an appeal process for individuals dissatisfied with the outcome. Students and visitors should file their complaints or reports with the Office of Specialized Services, while employees should file with the Human Resources Department.

Complaints or violations can also be reported to the following federal or New Jersey state agencies:

- **Office for Civil Rights (OCR):** File a complaint with the **U.S. Department of Education's Office for Civil Rights (OCR)** for federal disability discrimination in schools receiving federal funds.
- **U.S. Department of Justice (DOJ):** For broader public service/place of public accommodation issues, file with the **DOJ's Civil Rights Division**, or

  Fill out and send the paper ADA Complaint Form (Regular Format | Large Format) or a letter containing the same information to:

  U.S. Department of Justice

[1] 42 U.S.C. § 12111(10) defines undue hardship as an action requiring significant difficulty or expense. Factors include (i) the nature and cost of the accommodation; (ii) the overall financial resources of the facility, the number of employees, the effect on expenses, and the impact upon operation of the facility; (iii) the overall financial resources of the covered entity, its size with respect to the number of employees, and the number, type, and location of facilities; and (iv) the type of operation, composition, structure, and functions of workforce, along with geographic separateness, and administrative or fiscal relationships.

Civil Rights Division
950 Pennsylvania Avenue, NW
Washington, DC 20530

- **NJ Division on Civil Rights (DCR):** For broader discrimination, especially in employment

Applicable State and Federal Laws, and Regulations

Americans with Disabilities Act (ADA)

Landmark civil rights law prohibiting discrimination against individuals with disabilities. Its aim and purpose are to make society accessible and ensure that individuals with disabilities have the same rights and opportunities as individuals without disabilities. Title I prohibits discrimination against qualified individuals with disabilities in all employment practices and requires reasonable accommodations. Title II ensures people with disabilities have equal access to state and local government services, programs, and activities, including public education, and explicitly addresses digital and physical accessibility requirements. Title V covers various important aspects and technical provisions including rules against retaliation.

Rehabilitation Act of 1973 (Sections 504 and 508)

U.S. legislation prohibiting disability discrimination by federal agencies, federal contractors, and programs receiving federal funds. Section 504 states that no person with a disability can be excluded from, denied the benefits of, or be subjected to discrimination in any program or activity receiving federal financial assistance. It forbids organizations and employers from excluding or denying individuals with disabilities an equal opportunity to receive and have access to program benefits and services. Section 508 requires federal agencies and programs receiving federal funding to ensure their electronic information and communication technology is accessible to people with disabilities, setting standards for web and software accessibility.

Pregnant Workers Fairness Act (PWFA)

A federal law requiring employers with 15 or more workers to provide reasonable accommodations for known limitations related to pregnancy, childbirth or related medical conditions, unless it causes an undue hardship. Under the PWFA, a qualified employee is defined as an employee or applicant who, with or without reasonable accommodation, can perform the essential functions of the employment position, except that an employee or applicant shall be considered qualified if (A) any inability to perform an essential function is for a temporary period; (B) the essential function could be performed in the near future; and (C) the inability to perform the essential function can be reasonably accommodated.

Drug-Free Schools and Communities Act (DFSCA)

A federal law that requires institutions of higher education that accept federal funding to have policies and programs that prevent the unlawful use, possession, or distribution of alcohol and drugs on campus or during school-related activities. The DFSCA requires colleges and universities to adopt alcohol and drug prevention programs, prohibit illicit substances on campus, and distribute annual policy notices. Key requirements include establishing standards of conduct, providing the health risks associated with substance use, listing school and legal sanctions, and completing prevention program biennial reviews.

New Jersey Law Against Discrimination (LAD)

A New Jersey state law that mirrors the protections of the ADA and prohibits employers from discriminating against disabled employees. The law also prohibits discrimination against other protected classes and characteristics including race, religion, sex, sexual orientation, national origin, age, and marital status. It also prohibits harassment and protects against retaliation for reporting violations.

New Jersey Assembly Bill A4856

A series of bills enacted across different legislative sessions, one of which, passed in 2020, mandates accessibility standards for websites and online services of public schools, including public colleges, ensuring they meet ADA standards for individuals with disabilities.

Related Documents/Policies:

Americans with Disabilities Act and Accommodation Policy

Policy History: (adopted/amended)

Adopted:
Amended:
Reviewed:

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BOARD OF TRUSTEES ACTION I-5
Approval Date: October 13, 2026

Resolution
Approval of the Revised All College Forum Charter

Submitted By
Dr. Eric M. Friedman, President
Professor Julie Seda, All College Forum Chair

Action Requested
To approve the revised All College Forum Charter, which updates the operational framework for the College's participatory and shared-governance structure.

Justification
In November 2023, the Board of Trustees formally adopted a revised participatory and shared governance structure at Bergen Community College. That action established the All College Forum (ACF) as a college-wide forum through which faculty, staff, students, and administrators may participate in the development of recommendations and institutional decision-making.

Since its establishment, the ACF has been operating as one of the College's participatory governance bodies. After a process of assessment, the ACF has identified opportunities to clarify and strengthen the Charter in order to support effective committee operations, representative participation, communication, accountability, continuity of leadership, and ongoing assessment.

The revised Charter maintains the original purpose and inclusive intent of the ACF while refining provisions related to its structure, membership, committees, leadership, procedures, and annual review. These revisions reflect lessons learned during the ACF's initial period of operation and are intended to ensure that the Forum can continue to serve the College community effectively, transparently, and collaboratively.

The draft of the revised Charter has been distributed to the College community for a period of comment.

Approval of the revised Charter does not alter the statutory authority of the Board of Trustees, nor does it supersede the established roles and responsibilities of other College governance and representative bodies. Rather, it supports the continued development of a clear, inclusive, and responsive participatory governance process at Bergen Community College.

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BOARD OF TRUSTEES ACTION P1
Approval Date: October 13, 2026

Resolution
To approve the appointments of the specified Professional personnel.

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

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

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Date
1.	Jared Farra	Assistant Director of Student Life/ Student Affairs	Professional	$76,500.00	10/16/2026
2.	Lourdes Keochgerien	Program Supervisor/ Continuing Education and Workforce Development	Professional	$58,000.00	11/04/2026

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

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

1. 60-09-950000-601110
2. 10-04-450000-601110

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BOARD OF TRUSTEES ACTION P2
Approval Date: October 13, 2026

Resolution
To approve the appointments of the specified Support personnel.

Submitted By
Dr. Eric M. Friedman, President
Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development
Mr. Nathaniel Saviet, Vice President of Facilities
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Sarah Riker, Director of Human Resources

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

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Date
1..	Hailey Lippman	Enrollment Services Generalist/ Student Affairs	Support	$45,000.00	10/16/2026
2.	Serina May	Enrollment Services Generalist/ Student Affairs	Support	$45,000.00	10/16/2026
3.	Nicole Savoia	Enrollment Services Generalist, Meadowlands/Student Affairs	Support	$60,443.00	11/02/2026
4.	Grace Marini **	Workforce Program Assistant/Continuing Education and Workforce Development	Support	$44,000.00	10/16/2026
5.	Christian Dobrev	Custodian/Facilities	Support	$43,750.00	10/16/2026
6.	Abdull Hamdan	Custodian/Facilities	Support	$43,750.00	10/16/2026

** This position is supported in part by funding through the New Jersey Workplace Literacy and Basic Skills Training Program, administered through the New Jersey Council of County Colleges (NJCCC).

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

Charge to:
College Operating Funds in accordance with the list below:
1.-2. 10-02-268100-601130
3. 10-04-418100-601110
4. 10-04-480000-601130
5.-6. 10-06-620100-601135

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BOARD OF TRUSTEES ACTION P3
Approval Date: October 13, 2026

Resolution
To approve the appointment of the specified Grant personnel.

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

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

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Date
1.	Graham Frye	Technical Theatre Coordinator/ Academic Affairs	Grant	$45,000.00	10/16/2026

Justification
1. To fill a budgeted vacant position. This position is at-will.

Charge to:
Grant Funds in accordance with the list below:
1. 50-02-530700-601110

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BOARD OF TRUSTEES ACTION P4
Approval Date: October 13, 2026

Resolution
To appoint a Program Coordinator and amend release time for an Academic Chair.

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

Action Requested
To appoint the individual listed below to the position of Program Coordinator at the stipend and release time shown for the period July 1, 2026 - June 30, 2027.

ACADEMIC COORDINATOR

Name	Department//Division	Annual Stipend (retroactive)	Annual Release Time (retroactive)
Melanie Walker	Mathematics/Mathematics, Science and Technology	$3,778.73	20 credits

Action Requested
To amend the release time for the individual listed below in the position of Academic Chair for the period July 1, 2026 - June 30, 2027. Stipend amount remains the same.

ACADEMIC CHAIR

Name	Department/Division	Annual Stipend (retroactive)	Annual Release Time (retroactive)
Robert Fusco	Mathematics/Mathematics, Science and Technology	$7,557.47	27 credits

Justification
To appoint the Academic Department Chairs, Program Coordinator in accordance with the Bergen Community College agreement with the BCCFA, Article XXI of the BCCFA contract

Charge To: Academic Division

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BOARD OF TRUSTEES ACTION P5
Approval Date: October 13, 2026

Resolution
Merit Award Program for Professional Staff

Submitted By
Dr. Eric M. Friedman, President
Ms. Sarah Riker, Director of Human Resources

Action Requested
To approve the merit award increases in accordance with the Professional Staff Association Contract, 6.75% will be added to the current base salary for the following individuals retroactive to July 1, 2025 for the fiscal year 2024-2025:

Name	Position/Department/Division	Unit
Mine Ugurlu	Coordinator of International Services/ Admissions/Student Affairs	Professional
Christopher Maccarone	Systems Administrator II/Information Technology/Information Technology	Professional

Justification
The individuals listed were reviewed and approved for this award in accordance with the Professional Staff Association Contract. The merit increase is for the fiscal year 2024-2025.

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BOARD OF TRUSTEES ACTION P6
Approval Date: October 13, 2026

Resolution
Merit Award Program for Support Staff

Submitted By
Dr. Eric M. Friedman, President
Ms. Sarah Riker, Director of Human Resources

Action Requested
To approve the merit award increases in accordance with the Support Staff Association Contract, 5.5% will be added to the current base salary for the following individuals retroactive to July 1, 2025 for the fiscal year 2024-2025:

Name	Position/Department/Division	Unit
Elizabeth Stichauner	Senior Library Assistant/Library Services/ Academic Affairs	Support
Vivian Tongue	Executive Secretary/Continuing Education and Workforce Development/ Continuing Education and Workforce Development	Support

Justification
The individuals listed were reviewed and approved for this award in accordance with the Support Staff Association Contract. The merit increase is for the fiscal year 2024-2025.

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BOARD OF TRUSTEES ACTION P7
Approval Date: October 13, 2026

Resolution
To approve a title change and job description for the specified position.

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

Action Requested:
To approve a title change and job description for the individual listed below:

Name	Position/Division	Unit	Effective Date
Dr. Ilene Kleinman	Associate Dean of Academic Pathways/Academic Affairs	Confidential	11/02/2026

Justification
To approve the title change and job description for the following position: from Associate Dean of Curriculum to Associate Dean of Academic Pathways. The title better reflects the needs of the college at this time. There is no salary adjustment. This position is at-will.

Charge to:
College Operating Funds in accordance with the list below:
10-01-139100-601110

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Associate Dean of Academic Pathways

DEPARTMENT: Academic Affairs

FUNCTION: The Associate Dean of Academic Pathways provides leadership and a hands-on work ethic to eliminate the barrier between Bergen Community College's Continuing Education/Workforce Development offerings and its traditional Academic credit programs.

This position serves as the primary architect of the college's Stackable Credential Framework, designing portable learning pathways that turn short-term workforce certificates into academic credit toward degree programs. The Associate Dean works with academic deans, faculty, registrar office staff, and regional employers to ensure that every workforce offering provides students with an immediate career credential and a clear, frictionless on ramp to an associate degree where appropriate.

REPORTS TO: Vice President of Academic Affairs and Provost

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Stackable Credential Architecture & Pathway Creation

- **Pathway Mapping:** Design and execute clear, transparent, and bidirectional pathways that allow non-credit continuing education courses, certificates, and industry-recognized credentials to stack directly into Associate of Applied Science (A.A.S.), Associate of Science (A.S.), and certificate programs.
- **Prior Learning Assessment (PLA) Systems:** Standardize PLA, Credit for Prior Learning (CPL), and competency-based assessment models so students completing short-term workforce training can cleanly claim earned academic credits without redundant coursework or excessive costs.
- **Modular Curriculum Alignment:** Collaborate with Academic Deans, Department Chairs, and Curriculum Committee to structure credit and non-credit courses into modular, stackable blocks, creating early exit points with recognized credentials and immediate re-entry points into degree programs.

- **Dual-Benefit Enrollment Strategy:** Lead cross-divisional efforts to register workforce students into academic pathways early, providing them with academic advising, credit tracking, and clear roadmaps for long-term degree completion.

2. Regulatory Compliance & Workforce Pell Administration

- **Program Eligibility & Architecture:** Coordinate the operational design of short-term certificate programs (150 to 599 clock hours across 8 to 15 weeks) to ensure strict compliance with federal Workforce Pell Grant standards.
- **Outcome & Employability Tracking:** Establish data tracking systems to guarantee and document the federally mandated **70% completion rate** and **70% job placement rate** for eligible workforce programs.
- **Value-Added Earnings Assessment:** Collaborate with institutional research to audit tuition structures against post-completion graduate earnings, ensuring programs deliver measurable economic mobility and satisfy federal value-added metrics.

3. MSCHE Accreditation Alignment

- **Unified Learning Evaluation:** Apply the **MSCHE Standards for Accreditation** to non-credit education, unifying quality assurance and assessment across all learning experiences, whether credit-bearing or workforce-based.
- **Credit Mobility Evidence:** Assist in building robust, data-backed evidence portfolios demonstrating student success, stackable progression, and credit mobility, directly supporting MSCHE's emphasis on student learning outcomes and continuous institutional improvement.
- **Cross-Divisional Quality Control:** Standardize learning outcomes between non-credit training and credit courses so articulated pathways maintain academic rigor and satisfy regional accrediting bodies.

4. Employer & Community Engagement

- **Industry-Aligned Competencies:** Work with regional employers and industry advisory boards to identify critical skill gaps, mapping employer-needed competencies directly into both non-credit training modules and academic degree requirements.
- **Regional Workforce Integration:** Collaborate with the New Jersey Governor’s Office and the State Workforce Development Board to align stackable pathways with state-certified "high-skill, high-wage, or in-demand" occupational frameworks.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

- Expertise in curriculum design, stackable credential mapping, and competency-based education (CBE).
- Operational familiarity with Title IV federal financial aid and the compliance parameters of short-term Workforce Pell eligibility.
- Understanding of regional accreditation expectations (MSCHE), particularly around learning outcomes assessment and credential mobility.
- Familiarity with labor market data systems (e.g., Light cast) and workforce outcome tracking.
- Exceptional cross-functional collaboration, advanced curriculum cross walking capability, data literacy, and strong negotiation skills across academic departments.

Education: Master's degree in Higher Education Administration, Curriculum & Instruction, Educational Leadership, Public Policy, Business Administration, or a related field.

Experience: Minimum of 5 years of progressive leadership experience in higher education, with proven success in designing stackable credentials, articulation agreements, or credit-for-prior-learning frameworks across Continuing Education and Academic Affairs.

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

Submitted by:	E-SIGNED by Andrew Tomko on Sep 18, 2026 19:41:14:14 GMT Name/Title	Date:	September 18, 2026
Approved by:	E-SIGNED by Andrew Tomko on Sep 18, 2026 19:41:15:15 GMT Name/Title	Date:	September 18, 2026
Reviewed by:	E-SIGNED by Sarah Riker on Sep 21, 2026 13:47:27:27 GMT Human Resources	Date:	September 21, 2026

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

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BOARD OF TRUSTEES ACTION P8
Approval Date: October 13, 2026

Resolution
To approve the job description for the incumbent in the specified position.

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Ms. Sarah Riker, Director of Human Resources

Action Requested:
To approve the following action:

	Title	Action	Unit
1.	Assistant Vice President of Capital Projects	New Job Description	Executive

Justification
1. To approve the revised job description.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Assistant Vice President of Capital Projects

DEPARTMENT: Facilities

FUNCTION: Provides strategic leadership and oversight of the College's multi-year capital portfolio across all campuses, including capital planning, facility development, infrastructure renewal, design and construction initiatives. Directs the planning, prioritization, governance, and execution of capital projects to ensure alignment with institutional priorities, long-range master planning objectives, regulatory requirements, lifecycle asset management, capital asset renewal planning, and responsible stewardship of the College's physical and financial resources. Collaborates with campus stakeholders, consultants, contractors, public agencies, and senior leadership to advance projects that support the College's mission, enhance the campus environment, strengthen the student experience, and promote effective utilization of capital assets.

REPORTS TO: Vice President of Facilities

SUPERVISES: Provides leadership to project teams and directs the performance and deliverables of architects, engineers, construction managers, consultants, contractors, and other project resources through contract administration and established project governance. May supervise assigned employees or an internal capital project team as organizational needs and the capital program evolve, subject to applicable administrative and Board approvals. Serves as the Vice President of Facilities' designee on assigned capital, facilities, and institutional matters and may assume delegated responsibilities during the Vice President's absence or as necessary, within established authority.

MAJOR RESPONSIBILITIES

Responsibilities include but are not limited to:

- Leads the development, coordination, prioritization, phasing, and execution of the College's multi-year capital project portfolio, including infrastructure improvements, major capital renewal projects, deferred maintenance, space improvements, accessibility, sustainability design standards, energy conservation, and campus planning initiatives.
- Establishes a structured capital planning and project governance process, including project intake, feasibility review, scope validation, prioritization, budget development, approval checkpoints, risk review, and project phasing to align project priorities with the College's strategic plan, academic needs, facilities condition assessments, master planning objectives, regulatory requirements, available funding, student experience, operational risk, safety, asset condition, lifecycle cost, and long-term campus stewardship.
- Provides strategic oversight of procurement activities, including research, preparation, and review of RFQs, RFPs, consultant scopes, contract documents, engineering and construction agreements, reports, capital grant-related materials, and project documentation to ensure alignment with College policies, institutional standards, project governance, and capital program objectives.
- Establishes and maintains institutional design, construction and delivery standards, procedures, workflows, templates and technology tools addressing building systems, materials, accessibility, maintainability, durability, sustainability and lifecycle cost to ensure consistency, quality, compliance and operational efficiency across all capital initiatives.
- Provides strategic oversight of capital project budgets, funding strategies, financial forecasting, project cash flow, lifecycle cost analysis, resource allocation, budget submissions, and related operating impacts for assigned capital and major facilities initiatives.
- Establishes and maintains technology tools for capital planning to improve consistency, compliance, efficiency, documentation, automation, and accountability.

- Provides executive oversight of stakeholder communications related to capital projects, ensuring clear and timely communication of campus impacts, disruptions, project milestones, operational constraints, and decision points across academic, administrative, student, and community stakeholders.
- Reviews and approves project scopes, budgets, schedules, procurement strategies, consultant proposals, change orders, delivery approaches, and project phasing within delegated authority,and makes recommendations on matters requiring approval by the Vice President,President or Board of Trustees.
- Managers vendors, contractors, consultants, and external partners to ensure successful delivery of capital projects in alignment with scope, budget, schedule, safety, quality, contract requirements, and institutional governance standards.
- Ensures appropriate closeout and turnover of completed capital projects to Facilities operations, including O&M manuals, warranties, asset information, manufacturer documentation, maintenance requirements, preventive maintenance schedules, CMMS updates, and other required documentation to support long-term lifecycle management and ongoing operational use.
- Provides oversight of energy management, sustainability initiatives, and energy-efficiency design standards as they relate to capital planning, design, and infrastructure improvements, supporting lifecycle cost reduction, operational efficiency, and environmental stewardship.
- Provides strategic oversight of space utilization, planning requests, design criteria, and logistical solutions, collaborating with planners to ensure alignment with institutional priorities, academic needs, operational efficiency, accessibility, technology requirements, and long-term campus planning.
- Develops and presents capital plans, project dashboards, key performance indicators, financial forecasts, funding recommendations, risk updates, and major decision items to senior leadership and, as requested, the Board of Trustees or its committees.
- May supervise assigned capital project management staff–in accordance with College policies and applicable collective bargaining agreements as the capital program and organizational structure evolve, subject to applicable administrative and Board approvals.
- Leads within a unionized environment, collaborating with supervisors, staff, Human Resources, and labor representatives as appropriate to support operational improvements, capital project delivery, coordination, communication, and continuity of campus operations.
- At the direction of the Vice President of Facilities, represents the institution on assigned capital planning and project matters and provides leadership during critical project phases, construction-related disruptions, and emergency conditions affecting active project sites or continuity of the capital program. A varied work schedule may be required.
- Performs additional tasks or duties as assigned by the Vice President that align with the scope of capital planning, design, and project management.
- Develops recommendations for the strategic allocation of approved capital funds and collaborates with the Vice President of Facilities, Finance, Grants, and other stakeholders on funding strategies, financial forecasting, project cash flow, budget control, resource allocation, and required reporting.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

- Demonstrates comprehensive knowledge of capital planning, architectural and engineering design, construction project delivery, facility infrastructure systems, asset lifecycle management, environmental issues, and code compliance, including applicable federal and state building, workplace safety, and environmental regulations.and capital project governance.
- Demonstrates experience with lifecycle cost analysis, financial analysis and control, capital renewal planning, deferred maintenance strategy, infrastructure investment, capital program management, and space utilization planning.
- Ability to review and interpret architectural, engineering, and construction documents.

- Experience with project management, capital planning, budgeting, financial management, asset management, CMMS, and capital program reporting.
- Ability to engage effectively with stakeholders, including students, faculty, staff, and external partners.
- Strong organizational, project management, time management, communication, and presentation skills, with the ability to manage multiple priorities, projects, stakeholders, and institutional expectations.
- Evaluates vendor, supplier, and product capabilities in coordination with College procurement requirements to support durable, cost-effective, and institutionally appropriate purchasing decisions.
- Valid driver's license and ability to travel among all College locations as required.
- Strong analytical skills and attention to detail.
- Ability to visit and inspect active construction sites and facilities, which may require walking, standing, climbing stairs, and working in variable indoor and outdoor conditions while using appropriate personal protective equipment.

Education

- Bachelor's degree in architecture, engineering, urban planning, or a related field.
- Project Management Professional (PMP) preferred.

Experience

- Ten years of progressively responsible experience in capital planning, design, construction, project delivery, infrastructure renewal, or facilities planning, including at least five years leading complex capital programs, project portfolios, professional teams, consultants, or contractors within higher education, healthcare, the public sector, or another complex institutional environment.
- Experience coordinating budgets and reporting in public or institutional settings preferred.
- Experience with contract administration and public bidding processes.

Technology

- Familiarity with capital planning, project management, construction management, asset management, CMMS, and design-document review technologies.
- Experience working with planning software and tools, such as AutoCAD, Revit, and Adobe Creative Suite or similar design platforms.
- Experience working with Microsoft Office Suite, Google Workspace.
- *Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by:	E-SIGNED by Nathaniel Saviet on Sep 10, 2026 20:39:17:17 GMT Name/Title	Date:	September 10, 2026
Approved by:	E-SIGNED by Nathaniel Saviet on Sep 10, 2026 20:39:18:18 GMT Name/Title	Date:	September 10, 2026
Reviewed by:	E-SIGNED by Sarah Riker on Sep 15, 2026 15:07:34:34 GMT Human Resources	Date:	September 15, 2026
Board Approval:	_____ Board Member	Date:	_____

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

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BOARD OF TRUSTEES ACTION P9
Approval Date: October 13, 2026

Resolution
To approve the title change for the specified vacant position.

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

Action Requested:
To approve the title change on the organizational chart for the vacant position listed:

	Title	Action	Unit
1.	Program Manager	Title Change	Professional

Justification
1. To approve the title change for the following vacant position: from *Associate Dean of Continuing Education and Workforce Development/Health Programs* to *Program Manager.* The title better reflects the scope and responsibilities of the position.

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BOARD OF TRUSTEES ACTION P10
Approval Date: October 13, 2026

Resolution
To approve the appointment of the specified personnel to a stipend position.

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

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

	Name	Position	Stipend	Effective Dates (retroactive)
1.	Glehvajan Zotaj	Assistant Men's Soccer Coach	$4,000.00	07/01/2026 - 06/30/2027
2.	Richard Larcara	Head Women's Basketball Coach	$9,000.00	07/01/2026 - 06/30/2027

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

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

1.-2. 60-09-910000-601161

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BOARD OF TRUSTEES ACTION P11
Approval Date: October 13, 2026

Resolution
To authorize stipends to college personnel providing services for Bergensounds productions in October 2026.

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

Action Requested
Authorization for stipends to the following individuals for their work on the following Bergensounds production:

Music Professors Can Do 2!: American Composers

Name	Position	Stipend
Allison Christiansen	Musician	$150
Anthony Competello	Musician	$150
Lauren D'Imperio	Musician	$150
Peter Furlan	Musician	$150
Louis Gentile	Musician	$150
Nicholas Gonzalez	Musician	$150
John La Barbera	Musician	$150
Nelson Riveros	Musician	$150
Benjamin Schwartz	Musician	$150
Rod Shepard	Musician	$150
Kathy Sheppard	Musician	$150
Steven Viola	Musician	$150

Justification:
The music program at Bergen Community College requires the support of personnel with specific technical and/or artistic skill sets, and these additional duties fall outside the regular responsibilities and working hours of the faculty and staff providing these services. These services are contracted on a per-production basis, and the stipends are inclusive of all prep/rehearsal time, performance, and other ancillary activities related to the production.

Charge To:
College Operating Funds in accordance with below.
10-03-396300-601153

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BOARD OF TRUSTEES ACTION P12
Approval Date: October 13, 2026

Resolution
To authorize stipends to college personnel providing services for the Bergen Community College theatre.

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

Action Requested
Authorization for designer fee/stipends to the following individuals for their work on the Fall, 2026 Bergenstages musical production of *She Loves Me*.

SHE LOVES ME August 18 – December 12, 2026

Name	Position	Designer Fee Stipend
Eireann Ingersoll	Scenic Designer	$ 2,050.00
Miru Kim	Lighting Designer	$ 1,350.00
Dean Mattson	Sound Designer	$ 1,200.00
Marie Natali	Costume Designer	$ 1,350.00
Jessica Abrams	Musical Director	$ 2,500.00
Sun Bin Kim	Audition/Rehearsal Pianist	$ 1,500.00

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

Charge To:
College Operating Funds in accordance with below.
10-02-955000-601153

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BOARD OF TRUSTEES ACTION S/F 1
Approval Date: October 13, 2026

Resolution

To authorize Change Order #1 for additional engineering services for the proposed second floor culinary facility renovation.

Submitted By

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

Action Requested

Authorization to issue Change Order #1 to RSC Architects for $45,375.00 to provide additional engineering design services necessary for the proposed second floor culinary facility renovation.

Current Contract Amount	-	$394,000.00
Change Order #1	-	$45,375.00
Revised Contract Amount	-	$439,375.00

Justification

Additional engineering services are required to design new HVAC systems that meet the capacity requirements of the proposed second-floor culinary facility renovations. Evaluations indicate that the existing system lacks sufficient capacity for the proposed culinary project. The services will also include an investigation of the Pitkin Education Center's existing gas line loads to ensure adequate capacity for the project.

Item #1
$45,375.00 for additional engineering design services to provide HVAC and supporting infrastructure for the proposed existing second floor culinary facilities.

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."

Change Order Classification:	CCO-3
Charge To:	Chapter 12
Account Number:	20-00-170000-604226
Total:	$45,375.00

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BOARD OF TRUSTEES ACTION S/F 2
Approval Date: October 13, 2026

Resolution
To authorize Bergen Community College ("the College") to enter into an agreement with RSC Architects for the preparation of contract documents for replacement of Technical Education Center building damaged lobby roof system.

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

Action Requested
To authorize the College to enter into an agreement with RSC Architects to prepare contract documents for replacement of the Technical Education Center building lobby roof system and metal soffit panels at an estimated cost of $28,800.00, including direct costs.

Justification
A severe storm on July 4, 2026, damaged the Technical Education Center lobby roof system, fascia, and metal soffit panels. The extent of the damage requires these components to be replaced. Upon completion, the project will restore the roof and soffit systems to their pre-storm, weathertight condition.

Received Proposal:
RSC Architects - $28,800.00 including Direct Costs

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

Charge To:	Chapter 12
Account Number:	10-06-610100-607550
Total:	$28,800.00