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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 3, 2023 – 5:00 p.m.

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Roll Call
- IV. Pledge of Allegiance
- V. Reports:
 - A. Vice Chairman
 - B. Treasurer
 - C. President
- ❖ Remarks
- ❖ 2023 New Century Workforce Pathway Scholar Award
Presented by: Anna Gergen to Marie Eng
- D. Committees
 - 1. Audit, Finance and Legal Affairs
 - 2. Education and Student Affairs
 - 3. Personnel
 - 4. Site and Facilities
 - 5. Strategic Planning and Issues
- E. Alumni Trustee
- F. Chairwoman
- VI. Unfinished Business / Board Members
- VII. New Business / Board Members
- VIII. Open to the Public
- IX. Actions
 - A. Approval of Board Minutes: Wednesday, September 6, 2023
 - B. Consent Agenda: Tuesday, October 3, 2023
- X. Executive Session, if required.



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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 3, 2023 – 5:00 p.m.

Page 2

- XI. (New Business/Open to the Public)
- XII. Adjournment



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CONSENT AGENDA

Tuesday, October 3, 2023

Ciarco Learning Center

**355 Main Street
Hackensack, New Jersey 07601**

Conference Rooms 102 / 103

5:00 p.m.

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

Approval of Board Minutes – Wednesday, September 6, 2023

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize renewal of the College's cloud based Elevate software application with Ellucian, Inc.
3. To authorize the award of Public Bid P-2384 Athletic Uniforms, Apparel, Footwear, Equipment and Accessory Products to BSN Sports LLC.
4. Authorization to increase funding for On-Call Mowing and Landscaping Services.
5. To authorize the extension of temporary accounting services through Accounting Principals, a division of The Adecco Group, for the Finance department.
6. To authorize the purchase and implementation of Entrinsik's Informer reporting application to replace and upgrade the College's existing reporting tool.
7. To authorize the renewal of a two-year agreement with EAB to continue program services for the College's virtual tour.

EDUCATION AND STUDENT AFFAIRS

1. To accept a United States Department of Agriculture (USDA) grant award for \$996,251 over four years, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
2. To accept a grant award of \$20,200 from the New Jersey Community College Consortium for Workforce and Economic Development (NJCC Consortium) and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
3. To accept a United States Environmental Protection Agency (EPA) grant award of \$100,000, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.



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CONSENT AGENDA

Tuesday, October 3, 2023

Page 2

PERSONNEL (P)

1.
 - A. Appointment: Confidential
 - B. Appointment: Confidential
 - C. Appointment: Lecturers, Fall 2023 Semester
 - D. Appointment: Professional
 - E. Appointment: Student Affairs Athletic Program (Coaching Staff)
 - F. Appointment: Professional
 - G. Appointment: Grant
 - H. Appointment: Support Staff
 - I. Appointment: Support Staff
 - J. Approve: Appointment
2. Promotion: Confidential
3.
 - A. Approve: Professional - Title change and salary adjustment
 - B. Approve: Grant - revised job description and salary adjustment
4. Approve: Support - Add vacant position to the organizational chart
5. Grant Extension
6. Rescind Stipend: Nursing Clinical Faculty for Fall 2023 semester
7. Retirement: Faculty
8.
 - A. Resignation: Support
 - B. Resignation: Professional
 - C. Resignation: Faculty
 - D. Resignation: Professional
 - E. Resignation: Executive
9. Approval of Memorandum of Agreement between Bergen Community College and the Bergen Community College Faculty Association. ("BCCFA").

SITE AND FACILITIES (S/F)

1. To award professional services to T&M Associates for the preparation of plans and specifications for the replacement one air handling unit at the Technology Building.
2. To award professional services to RSC Architects for the preparation of plans and specifications for Culinary Addition to West Hall.



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BOARD OF TRUSTEES ACTION A/F1
Approval Date: October 3, 2023

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, 2023 to August 31, 2023 \$ 29,957.25

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	\$ 29,957.25



BOARD OF TRUSTEES ACTION A/F 2
Approval Date: October 3, 2023

Resolution

To authorize renewal of the College's cloud based Elevate software application with Ellucian, Inc.

Submitted By

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

Action Requested

Authorization to renew the College's Elevate software application with Ellucian, Inc., for a one-year term (November 1, 2023 – October 31, 2024) in the amount of \$43,734.

Justification

The Elevate software application is the College's Customer Relationship Management (CRM) system that supports the Continuing Education operation. The system manages registration, financial requirements, scheduling, and reporting processes for Continuing Education. The Elevate system improves student and participant experiences by providing "shopping cart" and "search and purchase" functionality that mirror industry standard. Elevate has built-in integration to the College's Student Information System (Colleague), and it supports corporate training, summer and grant-funded programs, and various other Bergen Community College events and conferences for the Continuing Education division.

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

This purchase is exempt from bidding in accordance with County College Contracts Law, N.J.S.A. 18A:64A-25.5 (a) (19) (software)

Charge to: College Operating Funds
Account Number: 10-01-165100-607656
Amount Total: \$43,734



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BOARD OF TRUSTEES ACTION A/F 3
Approval Date: October 3, 2023

Resolution

To authorize the award of Public Bid P-2384 Athletic Uniforms, Apparel, Footwear, Equipment and Accessory Products to BSN Sports LLC.

Submitted By

Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Anthony J. Trump, Vice President of Student Affairs
Mr. Jorge Hernandez, Director of Athletics
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested

Authorization to award Public Bid P-2384 Athletic Uniforms, Apparel, Footwear, Equipment and Accessory Products to BSN Sports LLC in the estimated amount of \$25,000.

Justification

This bid for services allows the Athletics Department to utilize one vendor for College uniforms and apparel purchases. This approach will secure improved vendor discounts and pricing as well as more consistency of color, fonts and logos in items purchased. Currently, the College has multiple vendors, and each has different styles of color, fonts, and logos, which may result in inconsistent quality in our sports uniforms and apparel. BSN Sports LLC offered Under Armour as the brand and an overall better discount rate and incentive package to the College.

A total of ten (10) vendors registered for the bid and two (2) bids were received.

BSN Sports LLC
American Process Lettering, Inc DBA Ampro

Charge To:	College Operating Funds
Account Number:	Various
Total:	\$25,000 (Estimated)



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BOARD OF TRUSTEES ACTION A/F 4
Approval Date: October 3, 2023

Resolution

Authorization to increase funding for On-Call Mowing and Landscaping Services.

Submitted By

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

Action Requested

Authorization to increase funding for On-Call mowing and Landscaping Services by \$80,370. The new total authorization will be \$482,220, including the original bid of \$401,850.

Justification

The College requires additional funds to continue mowing and landscaping services through December 2023. Existing funds were needed for emergency repairs and replacements, above and beyond the original scope of work. This includes repairs to unsafe retaining walls and pavers, irrigation and sprinkler systems, and tree trimming and stump removal.

Charge to:

College Operating Funds

Account Number:

10-06-630100-607558

Amount:

\$ 80,370.00



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BOARD OF TRUSTEES ACTION A/F 5
Approval Date: October 3, 2023

Resolution

To authorize the extension of temporary accounting services through Accounting Principals, a division of The Adecco Group, for the Finance department.

Submitted By

Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Jeffrey Dulow, Controller
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested

Authorization to extend temporary accounting services through Accounting Principals, a division of The Adecco Group, for an estimated amount not to exceed \$30,000.

Justification

Senior accounting support is needed in the Finance department to assist with federal and state coronavirus-relief grants and related accounting needs.

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

These services are exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (15). (Professional Consulting Services)

Charge to: College Operating Funds
Account Number: 10-01-140100-607550
Amount Total: \$30,000



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BOARD OF TRUSTEES ACTION A/F 6
Approval Date: October 3, 2023

Resolution

To authorize the purchase and implementation of Entrinsik's Informer reporting application to replace and upgrade the College's existing reporting tool.

Submitted By

Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Tonia McKoy, Dean of Research and Institutional Effectiveness
Mr. Ron Spaide, Chief Information Officer
Ms. Stephanie Weise, Director Purchasing and Services

Action Requested

Authorization to purchase and implement Entrinsik's Informer reporting application to replace the current Business Objects reporting tool at a cost of \$117,300. Yearly maintenance and support for the Entrinsik Informer application will be \$16,700 beginning year two.

Justification

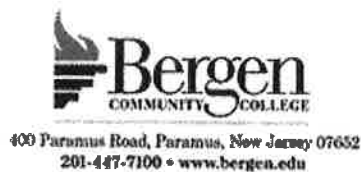
The College's current reporting application, Business Objects, is at the end of its lifecycle and requires upgrade. An assessment of other data reporting applications in the marketplace yielded a compatible system that provides more capabilities and more effectively meets the college's reporting requirements. Implementation of this new system will provide a more user-friendly experience for users, and it will also broaden the number of stakeholders that can create their own reports.

Three (3) data reporting applications were evaluated: SAP Business Objects, EAB Edify, and Entrinsik Informer. The SAP and EAB systems were priced at more than \$50,000 per year compared to Entrinsik Informer. As a result, the College opted for the Entrinsik Informer reporting platform to leverage its ease of integration, report dashboard capabilities, user-friendly interfaces, and the cost savings.

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

This purchase is exempt from bidding in accordance with County College Contracts Law, N.J.S.A.
18A:64A-25.5 (a)(19) (software)

Charge to: HETI grant
Account: 20-00-115700-604202
Total Amount: \$117,300



BOARD OF TRUSTEES ACTION A/F 7
Approval Date: October 3, 2023

Resolution:

To authorize the renewal of a two-year agreement with EAB to continue program services for the College's virtual tour.

Submitted By

Dr. Eric M. Friedman, President
Dr. Anthony J. Trump, Vice President of Student Affairs
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested

Authorization to renew the College's EAB program agreement for two years beginning November 20, 2023, through November 19, 2025.

Justification

The Virtual Tour is a professionally designed electronic tool used to showcase our campus, capture the attention of prospective students, and encourage them to visit our campus to experience first-hand the facilities and activities offered at Bergen Community College.

Charge To: Marketing and Promotions – Admissions CCOG
Account: TBD
Amount(s): \$20,475.00 – November 20, 2023, to November 19, 2024
\$21,499.00 – November 20, 2024, to November 19, 2025



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BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: October 3, 2023

Resolution

To accept a United States Department of Agriculture (USDA) grant award for \$996,251 over four years, 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. Brock Fisher, Vice President of Academic Affairs
Dr. Anjali Thanawala, Director of Grants Administration
Ms. Ronda Drakeford, Assistant Professor, Coordinator, Hotel Restaurant Management

Action Requested

To authorize acceptance of a **USDA NIFA HSI** grant award of \$996,251 to implement a **Bergen Community College Food and Agriculture Science Education Pathways (FASE)** program for the budget period 09/15/2023- 09/14/2027, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

1. USDA NIFA HSI grant funding is a collaborative effort between Bergen Community College and Rutgers, The State University of New Jersey (Rutgers) to enhance the quality of teaching and learning and more closely align Bergen's Culinary, Food, Plant, Biology, Horticulture and Environmental Science curriculum to meet the pre-requisite course requirements of Rutgers in agriculture and food systems.
2. The project will expand experiential learning opportunities for student to acquire the skills required by business partners in the region's farm-to-table continuum, and it will enhance our partners' capacity to effectively support academic and career attainment goals for more students, especially those who are underrepresented in agriculture and food systems occupations.
3. The project will serve approximately 300 students, including high school juniors and seniors participating in Bergen Dual Enrollment programs, and current BCC students enrolled in culinary and food sciences, horticulture, and hotel, restaurant management programs.
4. The project will supports 25 students in obtaining two-year degrees or certificates in these food systems disciplines, with an emphasis on enrolling students with special needs to provide certification and experiential learning opportunities.
5. The project will transfer an estimated 15 students to enrollment in Bachelor of Science degree programs in Agriculture and Food Systems.

6. The project will create new courses and curricula and engage local farmers, organizations and agricultural agencies to support project outcomes

No college funds are required.

The project budget documents are in development.



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BOARD OF TRUSTEES ACTION E/SA 2

Approval Date: October 3, 2023

Resolution

To accept a grant award of \$20,200 from the New Jersey Community College Consortium for Workforce and Economic Development (NJCC Consortium) 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. Brock Fisher, Vice President Academic Affairs
Dr. Emily Vandalovsky, Dean of Mathematics, Science and Technology
Dr. P.J. Ricatto, Professor, Physical Science Department
Dr. Anjali Thanawala, Director of Grants Administration

Action Requested

To authorize acceptance of a NJCC Consortium for NJ Pathways to Career Opportunities Initiative Phase II grant award of \$20,200 to be expended by May 3, 2024, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

New Jersey's community colleges have launched a broad initiative to promote student's ability to earning stackable, industry-valued credentials through robust and inclusive pathways that are guided by industry-specific employer leadership groups and labor market intelligence. Bergen Community College has been awarded \$20,200 from the New Jersey Community College Consortium for Workforce and Economic Development to participate in the second phase of the New Jersey Pathways to Career Opportunities in Electric Vehicles (EV). The funding will be used to implement three projects in collaboration with Bergen County Technical School (BCTS). The projects are as follows:

- Two (2) EV GoKart builds
- One (1) EV Rover Course Implementation

No college funds are required.

The project budget documents are in development.



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BOARD OF TRUSTEES ACTION E/SA 3
Approval Date: October 3, 2023

Resolution

To accept a United States Environmental Protection Agency (EPA) grant award of \$100,000, 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. Brock Fisher, Vice President of Academic Affairs
Dr. P.J Ricatto, Professor, Physical Science Department
Dr. Anjali Thanawala, Director of Grants Administration

Action Requested

To authorize acceptance of a **United States Environmental Protection Agency** grant award of \$100,000 for the budget period 07/01/2023 - 12/31/2024, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

This grant enables Bergen Community College to collaborate with five qualified high schools from Bergen, Passaic, and Essex Counties to offer environmental education programs. These programs will provide exploratory learning modules that challenge students to think critically and engage in problem solving to complete Sustainability Design Challenges (SDC's) focused on reducing food waste, with the programs directly tied to recently established NJ Student Learning Standards (NJSLS). The two main priorities that are targeted by this project are:

Educational Priorities: Include projects that encourage students to become community environmental stewards and support faculty in implementing curricula to meet education goals (based on Guidelines for the Preparation and Professional Development of Environmental Educators addressing EE teaching skills).

Environmental Priorities: Include projects that address environmental priorities such as food waste in landfills.

The College is required to provide an in-kind match of \$33,500.

The budget documents are in development.



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BOARD OF TRUSTEES ACTION P1A
Approval Date: October 3, 2023

Resolution

Appointment: Confidential

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President of Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve the following title change and job description:

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Dates</u>
Peter Christopher Tully	Director of STEM Research Center / Academic Affairs	\$98,500	11/1/2023-06/30/2024

Justification:

To approve the following title change from Interim Director of STEM and Equity Initiatives to Director of STEM Research Center.

Charge To: College Operating Funds

Account Number: 10-01-139100-601110

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Director of STEM Research Center

DEPARTMENT: STEM

FUNCTION: The Director will lead the College in promoting STEM programs and opportunities for students. Actively works to encourage students of diverse backgrounds to pursue an interest and future career in STEM. Plans and organizes professional development for staff and students centered on equity and inclusion to build student success in the area of STEM. The incumbent will expand partnerships between the College and relevant associations that promote student success.

REPORTS TO: Vice President of Academic Affairs

SUPERVISES: STEM Student Success Coordinator and STEM Research Interns

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Collaborates with the Dean of Mathematics, Science & Technology and the STEM faculty and staff to carry out department goals and objectives related to student success and equity.
2. Plans and directs biweekly meetings with the STEM Student Scholars Program Coordinator, Supplemental Instruction Supervisor and STEM Counselors.
3. Plans and directs monthly meetings with the STEM Leadership Team to inform them about project activities, related budget expenditures, and progress being made towards the achievement of project outcomes.
4. Gathers and analyzes all data associated with STEM projects and initiatives and the student successes.
5. Works closely with the Supplemental Instruction STEM Coordinator to ensure the implementation of online tutoring resources for STEM students.
6. Conducts STEM student services meetings with faculty participants in Tutoring programs.
7. Submits comprehensive annual progress reports to the Dean of STEM and Vice President of Academic Affairs.
8. Performs assessments and evaluations of all grant funded projects.
9. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College's Outcomes Assessment Program.
10. Subject to senior administration review and Board of Trustees approval, has the responsibility, power and authority to hire, fire, discipline and promote employees.
11. Responsible for the administration and implementation of collective bargaining agreements, in a supervisory role to union members.

12. Prepares, tracks, monitors and adheres to an annual departmental budget including other sources of funding pertaining to students with disabilities such as agency, State, and/or Federal grants.
13. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
14. Other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Business Administration or STEM related fields is required; Master's degree preferred
- Must have effective supervisory and project management experience in higher education setting
- Excellent organizational, interpersonal, oral and written communication skills required
- Strong oral and written communication skills, including the ability to develop and conduct presentations for a variety of audiences
- Able to multitask
- Able to work with a diverse population
- Deep working knowledge of systemic inequities in higher education
- Possess intermediate-expert proficiency in the use of Microsoft Office Suite
- Experience with web-based software for tracking student participation
- Able to coach and mentor STEM students
- Must be able to travel to conferences and trainings out-of-state
- Bilingual English/Spanish a plus
- Experience with preparing grant applications
- Experience with outreach activities

Physical Requirements: This position has physical components which include, but is not limited to, sitting for extended periods of time at a computer station, standing for extended periods of time and the ability to quickly move from one room to another in a short amount of time. Thus, mobility in a fast-paced environment is required.

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

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval



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BOARD OF TRUSTEES ACTION P1B

Approval Date: October 3, 2023

Resolution

Appointment: Confidential

Submitted By

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Elizabeth Fontes	Director of Student Financial Services / Finance	\$118,000 (prorated)	11/01/2023

Justification

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

Charge to: College Operating Funds

Account Number: 10-01-140600-601110



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BOARD OF TRUSTEES ACTION P1C
Approval Date: October 3, 2023

Resolution

Appointment: Lecturers, Fall 2023 Semester

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President of Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve the appointment of the following individuals as Lecturers for the Fall 2023 semester at the salary indicated.

<u>Name</u>	<u>Discipline/Division</u>	<u>Salary</u>
Robin Gadsden	English / Humanities	\$22,558.06
Louis Gentile	Visual Performing Arts / Business, Arts and Social Sciences	\$22,558.06
Priya Swaminathan	Physical Science / Math, Science and Technology	\$22,558.06
Qaiser Tarique	Biology / Math, Science and Technology	\$22,558.06
Michelle Turnbull	Communications / Humanities	\$22,558.06

Justification

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



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BOARD OF TRUSTEES ACTION P1D

Approval Date: October 3, 2023

Resolution

Appointment: Professional

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Helen Witte	Testing Assistant / Office of Specialized Services / Student Affairs	\$40,000 (prorated)	10/16/2023

Justification

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

Charge to: College Operating Funds

Account Number: 10-02-230200-601110



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BOARD OF TRUSTEES ACTION P1E
Approval Date: October 3, 2023

Resolution

Appointment: Student Affairs Athletic Program (Coaching Staff)

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

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

<u>Name</u>	<u>Head Coach Position</u>	<u>Season</u>	<u>Stipend</u>	<u>Effective Dates</u>
Sean Perkarsky	Basketball (W)	Winter	\$9,000.00	09/01/23 – 06/30/24

The hiring of the coaches is contingent on Bergen Community College approving a fall, winter or spring athletic season.

Justification

The above-mentioned stipends are seasonal.

Charge To: College Operating Funds

Account Number: 60-09-910000-601161



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BOARD OF TRUSTEES ACTION P1F
Approval Date: October 3, 2023

Resolution

Appointment: Professional

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve the appointment, title change and job description of the following individual to the vacant position and annual salary indicated.

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Samatha Pletsch	Athletic Trainer and Coordinator of Be Well Bergen / Student Affairs	\$58,000 (prorated)	10/04/2023

Justification

To fill the budgeted vacant position through a successful search process pending successful completion of background checks and references. Approve the title change from Coordinator of Athletics, Intramurals and Wellness to Athletic Trainer and Coordinator of Be Well Bergen.

Charge to: College Operating Funds

Account Number: 60-09-910000-601110

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Athletic Trainer and Coordinator of Be Well Bergen

DEPARTMENT: Intercollegiate Athletics

FUNCTION: The Athletic Trainer and Coordinator of Be Well Bergen is responsible for overseeing various programs and initiatives related to wellness and athletics at the institution. The primary focus of this position is to plan, design, implement, and evaluate a comprehensive wellness program, known as "Be Well Bergen," that encompasses physical, mental, financial, social, and spiritual wellness for all employees at the College. Additionally, this role provides athletic training coverage for collegiate athletic programs which includes planning, coordinating, and implementing programs for the prevention, evaluation, therapeutic, rehabilitative and emergency medical care of students engages in intercollegiate sport programs at the college.

REPORTS TO: Director of Athletics

SUPERVISOR: Director of Athletics

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Establishes an effective athletic training program for collegiate athletics.
2. Oversees the institutions "Be Well Bergen" program by planning, designing, and evaluating a comprehensive wellness program focused on physical, mental, financial, social and spiritual wellness for all employees at the College.
3. Fosters a collaborative culture that values and respects all College members by utilizing facilities, faculty, and staff expertise and services already in place at the College.
4. Supports inventory of equipment and uniforms, preparation of team gear, site supervision, gameday operations, pool readings and operational requirements, fitness center and equipment maintenance and care, facility cleanliness, and daily athletic department operations.
5. Promotes a "culture of care" environment by promoting positive lifestyle choices that influence all aspects of wellness and fosters interpersonal relationships and an overall sense of caring and compassion for all faculty, staff, students, and community members.
6. Provides professional engagement and development opportunities to enhance the health and wellness of community stakeholders and help fulfill the College's vision, mission, values, and strategic initiatives.
7. Develops, implements, and maintains a communication plan to share relevant information consistently and social media platforms through cross departmental collaboration.
8. Provides first aid and injury assessment/treatment/rehabilitation/reconditioning for Bergen Community College student-athletes. The athletic trainer will also be responsible for making appropriate physician referrals.

9. Provides coverage at home events and practices from the beginning of the fall sport season to the conclusion of the spring season.
10. Coordinates the annual required athletic physicals and supervises the clearance of injured athletes prior to and during the sport season.
11. Maintains a line of communication with the team physician(s) regarding athletic health care and recommended treatment/rehabilitation for all athletic injuries.
12. Assists coaching staff in evaluating and implementing sport specific conditioning programs and methods.
13. Maintains an effective and efficient athletic training room.
14. Maintains communication with student-athletes on the care & treatment of their injury/condition.
15. Files all necessary reports associated with athletic injuries and/or incidents.
16. Maintains a daily treatment log.
17. Oversees the ordering of supplies and equipment pertaining to the athletic training room and maintains up to date inventory. Provides the Director of Athletics with an annual budget for supplies and equipment.
18. Equips each team with appropriate medical equipment.
19. Assists in the selection and fitting of protective equipment, including special taping, pads or braces.
20. Creates a safe playing environment by monitoring and controlling environmental risks.
21. Shares professional literature relative to athletic training with the school's coaching staff.
22. Performs related duties as assigned.

The athletic trainer will practice said profession with the parameters of the New Jersey Athletic Trainers Licensing Law as laid out by the New Jersey Board of Athletic Trainer Examiners and will follow both the Standards of Practice and Code of Ethics as set forth by the National Athletic Trainers Association. These duties are based on the needs of the school and its athletics programs. The athletic trainer's duties, enumerated in this document, should not be considered all inclusive. The Director of Athletics, as necessary, shall modify duties. The athletic trainer will be present at home athletic contests and practices and shall attend other post-season and home-hosted contest as directed by the Athletic Director

MINIMUM QUALIFICATIONS:

Maintain current certification and continuing education requirements as set forth by the National Athletic Trainers' Association Board of certification. Maintain current state licensure in accordance with the New Jersey Board of Athletic Trainer Examiners. Maintain current certification in CPR/Emergency Cardiac Care. Demonstrates understanding of the community college mission. Possesses a strong understanding of the uses of information technology to deliver, monitor and evaluate programs and services for staff and the ability to work collaboratively across various constituencies of the College. Strong interpersonal as well as technical skills and must be detail oriented. Technologically proficient in common office desktop software and familiar with cloud based computing and collaborative platforms and software.

Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Staff and Student Focus
- Building Relationships
- Organizing
- Planning

This position works evenings and weekends and, at times, requires travel to conference, regional, and national events.

Education: A bachelor's degree from a recognized college or university which included or was supplemented by completion of the undergraduate course work/ subject matter requirements set by the Commission of Accreditation of Athletic Training Education (CAATE).

A master's degree from a recognized college of university in a related field is desirable.

Experience: 2+ years of related experience is desirable.

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Submitted by:

Name/Title

Date: _____

Approved by:

Name/Title

Date: _____

Reviewed by:

Human Resources

Date: _____

Board Approval:

Board Member

Date: _____



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BOARD OF TRUSTEES ACTION P1G
Approval Date: October 3, 2023

Resolution

Appointment: Grant

Submitted By

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Barbara Brown-Abolafia	Project Director for NextGen / Grants Administration	\$70,000 (prorated)	11/01/2023

Justification

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

Charge to: Grant funded

Account Number: 50-04-570700-601110



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BOARD OF TRUSTEES ACTION P1H
Approval Date: October 3, 2023

Resolution

Appointment: Support Staff

Submitted By

Dr. Eric M. Friedman, President

Mr. Nathaniel Saviet, Vice President of Facilities

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Moises Robles	HVAC Mechanic A /Facilities	\$75,000 (pro-rated)	11/01/2023

Justification

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

Charge to: College Operating Funds

Account Number: 10-06-610100-601135



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BOARD OF TRUSTEES ACTION P11
Approval Date: October 3, 2023

Resolution

Appointment: Support Staff

Submitted By

Dr. Eric M. Friedman, President

Mr. Nathaniel Saviet, Vice President of Facilities

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Hector David Mejia	Senior Custodian /Facilities	\$38,080 (pro-rated)	10/12/2023

Justification

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

Charge to: College Operating Funds

Account Number: 10-06-620100-601135



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BOARD OF TRUSTEES ACTION P1J
Approval Date: October 3, 2023

Resolution

Approve: Appointment

Submitted By

Dr. Eric M. Friedman, President

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve the following individual to perform interim responsibilities related to the position of Vice President of Academic Affairs:

Name

Andrew Tomko

Position / Division

Interim Vice President of Academic Affairs /
Academic Affairs

Effective Date

October 4, 2023

Justification

To perform interim responsibilities during the transition period.



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BOARD OF TRUSTEES ACTION P2
Approval Date October 3, 2023

Resolution

Promotion: Confidential

Submitted By

Dr. Eric M. Friedman, President

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve the promotion and revised job description of the following individual to the position and annual salary indicated.

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Carol Clarke	Senior Administrative Assistant / President's Office	\$78,500 (prorated)	10/04/2023

Justification

To appoint this individual to the position as part of the changing scope and level of confidentiality and responsibilities. This position is at will.

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

**BERGEN COMMUNITY
COLLEGE**

JOB DESCRIPTION

TITLE: Senior Administrative Assistant

DEPARTMENT: Office of the President

FUNCTION: Provides executive level administrative and secretarial support to the Office of the President. Requires understanding of issues related to policy, procedures and confidential matters. Able to exercise discretion and independent judgment and action. Must be organized, flexible and responsible.

REPORTS TO: President

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Prepares confidential material for the President.
2. Prepares correspondence, forms and other materials. Initiates the preparation of routine correspondence for the President's signature.
3. Receives and reads incoming correspondence and information. Prioritizes review of correspondence. Screens out items to be handled personally and forwards remainder as appropriate.
4. Receives and screens telephone calls and visitors. Independently handles procedural matters and inquiries or refers callers to appropriate area.
5. Exercises independent judgment and initiative in establishing and revising filing system and reviews practices to identify the most efficient system.
6. Enters, updates, and retrieves information stored in files and databases.
7. Provides guidance and instruction to office support staff and others in order to maintain accurate files and records and to assemble and summarize data required by the President. Ensures confidentiality of information.
8. Maintains the President's electronic calendar.
9. Coordinates schedules, plans and food service for meetings, luncheons and Board of Trustee meetings.
10. Handles all necessary travel arrangements and performs required administrative follow-up and record keeping.
11. Follows established commencement timelines in the performance of tasks supported by the President's office, including the initiation of correspondence for the President's signature, letters of invitation to platform guests and various dignitaries, condition inventory robes for Board of Trustee members, etc.
12. Acts as the timekeeper, assist in administrating the department budget, ordering supplies, equipment, and services.

13. Oversees the efficient operation of the Office of the President and adjoining conference rooms.
14. Works cooperatively with the Division of External Affairs and the college community in the coordination of various campus events.
15. Supports the office by using automated equipment, such as facsimile machines, computer, printer, copy equipment, e-mail system and telephone equipment.
16. Monitors timelines on various calendars that impact the President, brings necessary items to President's attention.
17. Adheres to timelines in the faculty contractual calendar and activates appropriate correspondence for the President regarding exceptionality promotions, reappointments and reclassifications in addition to other collective bargaining agreements.
18. Maintains accurate records of the President's affiliations and attendance at meetings for inclusion in the President's annual report and for purposes of keeping the President's vita current.
19. Projects a professional and positive image; understands and follows oral and written instructions; interacts with students, public officials, and staff at all levels in a courteous and efficient manner; plans, organizes, prioritizes, and executes complicated and continuing assignments; manages office operations.
20. Assists the secretary to the Board of Trustees when necessary.
21. Performs other duties and projects as assigned by the President.

Supervision Exercised:

The Senior Administrative Assistant to the President/Confidential gives work direction to the administrative assistants, secretaries, clerical employees and student aides in the office of the President.

Supervision Received:

The Senior Administrative Assistant to the President/Confidential reports to the resident.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open-door policy. Has intermediate proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Completion of two (2) years of college or business or secretarial school or eight (8) years of equivalent experience.

Experience: Minimum of 3 years of administrative experience supporting an executive level position, preferably in a higher education environment; business and/or supervisory experience is a plus.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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WITH OR WITHOUT NOTICE**



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BOARD OF TRUSTEES ACTION P3A
Approval Date: October 3, 2023

Resolution

Approve: Professional - Title change and salary adjustment

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President of Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

Action Requested

To approve the following title change, job description and salary increase:

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date:</u>
Rosa Franco	Learning Support Coordinator / Cerullo	\$56,303.44	10/04/2023
	Learning Assistance Center (CLAC) /	(prorated)	
	Academic Affairs		

Justification

To approve the following title change: from Office Services Supervisor to Learning Support Coordinator.
The title change better reflects the responsibilities of the position.

Charge to: College Operating Funds
Account Number:

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Learning Support Coordinator

DEPARTMENT: Cerullo Learning Assistance Center/Academic Affairs

FUNCTION: To supervise and maintain the daily operational activities for the facilities and stakeholders of the Cerullo Learning Assistance Center (CLAC) at Bergen Community College.

REPORTS TO: Dean of Learning Support

SUPERVISES: Front desk staff (Office Assistants and Student Aides)

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

- Assist the Dean of Learning Support, CLAC Manager, and all CLAC personnel with day-to-day operational needs and provide administrative support to ensure a successful workflow of the centers
- Hire, supervise, train, and evaluate the front desk staff (Office Assistants and Student Aides)
- Oversee the CLAC's part-time hiring process, including review all incoming applications and complete the appropriate Human Resources or Student Services paperwork for new and returning employees at the CLAC
- Utilize the center's online appointment system (TutorTrac) and the College's scheduling system (Astra) to schedule appointments, meetings, interviews, and special events
- Maintain confidential electronic tutor records and personnel files
- Schedule and coordinate coverage for the front desk operations of the Tutoring Center, Math & Science Walk-In Center, and Writing Center
- Prepare statistical reports from existing data
- Assign and oversee responsibilities of the front desk personnel; coordinate and troubleshoot situations as needed
- Act as liaison between the CLAC, Human Resources, and Student Employment offices
- Review and verify part-time payroll for the front desk personnel
- Provide immediate support to students, faculty, and staff who visit the Center
- In collaboration with the Dean and Manager, monitor the budget and process purchase requisitions
- Utilize the center's online appointment system (TutorTrac) and the College's scheduling system (Astra) to schedule appointments, meetings, interviews, and special events
- Collaborate with Facilities and other College departments regarding scheduling and events
- In collaboration with the Tutorial Supervisors, enforce CLAC policies and regulations
- Develop systems for streamlining the clerical and daily activities of the CLAC
- Process daily schedule updates for tutors and front desk personnel as needed

- Order, maintain, and organize center supplies and resources
- Serve as time-keeper for the full-time personnel's time activity
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Demonstrates a strong commitment to the mission of the community college. Demonstrates excellent interpersonal and leadership skills. Demonstrates ability to work independently in a fast-paced environment doing multiple tasks and projects while attending to the immediate needs of members of the campus community. Has proficiency with office and online technology (MS Office Suite, scheduling software, LaserFiche, WebEx). Exhibits strong skills in:

- Written and Verbal Communication
- Organization and Multitasking
- Customer Service - must be able to interface with all campus personnel, including students, faculty, staff, and executives
- Respect for Confidential Information
- Ability to Work with a Diverse Population

Physical Requirements: This position has physical components which include, but is not limited to, sitting for extended periods of time at a computer station, standing for extended periods of time and the ability to quickly move from one room to another in a short amount of time. Thus, mobility in a fast paced environment is required.

Education: Bachelor's degree required

Experience: Minimum of 5 years of related experience.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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BOARD OF TRUSTEES ACTION P3B

Approval Date: October 3, 2023

Resolution

Approve: Grant - revised job description and salary adjustment

Submitted By

Dr. Eric M. Friedman, President

Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve the following revised job description and salary adjustment:

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date:</u>
Elizabeth Gieske DeFeo	Project Director, DOL Grant / Continuing Education and Workforce Development	\$68,000 (prorated)	10/01/2023 (retroactive)

Justification

To approve the revised job description and salary adjustment to better reflect the additional responsibilities of the position. This position is at will.

Charge to: Grant funded

Account Number: 50-03-599400-601110

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Project Director, DOL

DEPARTMENT: Continuing Education and Workforce Development

FUNCTION:

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to: The Project Director at the DOL Grant is responsible for the management of all aspects of program development, staffing, and instructional quality on behalf of the Division of Continuing Education and Workforce Development. This position is for the English as a Second Language and High School Equivalency courses. Duties include planning, scheduling, and monitoring of these programs.

Project Director/Management

- Actively participates in the Adult Basic Skills Grant Program and attend regularly scheduled meetings of the Consortium partners.
- Provides and oversees all grant funded adult literacy and IELCE instruction both on-and-off site.
- Initiates recruitment activities to ensure that the contracted number of clients served is met.
- Ensures all program students are pretested and then post-tested after the delivery of 50 to 60 hours of instruction.
- Integrates NRS EFL and EFF methods and standards into instruction and curriculum.
- Supervises student progress during enrollment and transfers to ensure placement into classes that is based on assessment results and what is in the best interest of students educationally.
- Collects data relevant to the above activities and any other data that contributes to the evaluation of the impact of the activities on the population served.
- Cooperates with any monitoring, evaluation, and/or audit conducted by the NJDOLWD or their agents.
- Actively contributes to Adult Basic Skills Grant Program Team meetings to ensure project success and to maintain project quality control.
- Attends technical assistance meetings in Trenton.
- Collects, maintains and contributes information and statistical data for inclusion in progress reports to meet reporting requirements.
- Prepares interim and annual program narrative reports in compliance with deadlines.
- Analyzes program reporting data and makes improvement to meet all state-established benchmarks as detailed in the NGO and MOU.
- Conducts teacher observations, analyzes results, and makes recommendations for improvement.

- Manages the schedule to ensure that the contracted number of clients are enrolled within the funding available.
- Carries out the spending plan based on the approved budget for the purposes and functions of the project. Dollars may not be used for purposes other than the Adult Basic Skills and Integrated English Literacy and Civics Ed programs.
- Selects classroom materials. Reviews existing inventories and initiates requests to purchase books, pre- and post-assessment materials, and instructional supplies for ABE, ESL and IELCE programs.
- Prepares monthly fiscal reports for submission to the College Office of Grant Accounting for review and approval prior to submission. Submits monthly fiscal report to the Manager of Grants and Projects at the lead agency and files them in state database.
- Ensures that invoices and supporting documentation to back-up the expenditure reports is submitted.
- Interviews and hires new project personnel following established College processes and guidelines.
- Supervises full time Program Supervisor and part time project personnel (Project Coordinators, Project Assistants, & Instructional personnel) and project activities of matching/in-kind personnel.
- Reviews project personnel timesheets and payroll information for accuracy in processing monthly reports.
- Establishes and continues to cultivate relationship with Consortium lead agency and partner.
- Responsible for whatever projects/assignments are given in tandem with partners.
- Prepares budget and narrative for grant application.
- Supervises the setup of IET classes in collaboration with Continuing Education departments.
- Oversees the development of more streamlined paper flow and conversion to online records storage.
- Ensures that all grant benchmarks are met; including successful completion of NRS tables.

ORGANIZATIONAL RELATIONSHIPS: (1) Reports to the Vice President, Continuing Education and Workforce Development or other CEWFD manager, as appropriate. (2) Manages the following direct reports and oversees the employee populations of their respective organizations: Instructors, Program Supervisor and supportive staff as assigned. (3) Coordinates work within the DOL and between CE offices with other supportive staff. (4) Ability to relate well to people at all levels within the institution to ensure that the office is projected in an effective manner in dealing with both internal and external constituencies of the College. (5) Performs work in a manner that furthers the College's mission and values.

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

QUALIFICATIONS: (1) Education: Bachelor's Degree required, a degree in education preferred; (2) Knowledge, Skills and Abilities: (a) demonstrates understanding of the community college mission; (b) possesses a strong understanding of the uses of information technology to deliver, monitor and evaluate programs and services for students; (c) must have demonstrated ability to employ a balanced and positive approach to all work activities and work collaboratively across various constituencies of the College and external constituencies; (d) strong interpersonal as well as technical skills and must be detail-oriented; (e) technologically proficient in common office desktop software; (f) must have private transportation and ability to work a varied schedule, including the ability and willingness to work weekends and evenings as necessary; (g) exhibits strong skills in: leadership, managing people, communication, customer and student focus, building relationships, organizing, and planning; (3) Experience: (a) Minimum of 2-3 years of experience with post K-12 educational programming, preferably in Adult, Continuing or Community Education, or Correctional Facilities; experience in a community college environment desirable but not essential; (b) demonstrated achievement in developing, implementing and assessing educational programs; (c) working proficiency in various CRM software products, reporting tools, and web-based marketing; (d) experience with budgets and financial reporting; (e) strong oral and written communication skills required.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disabling condition, marital status, affectional or sexual orientation, gender identity and expression, veteran's status or other non-job related criteria. Equal employment opportunity includes, but is not limited to, recruitment, hiring, retention, tenure, promotion, transfer, compensation, fringe benefits and other terms and conditions of employment in accordance with state laws and regulations.

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

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BOARD OF TRUSTEES ACTION P4

Approval Date: October 3, 2023

Resolution

Approve: Support - Add vacant position to the organizational chart

Submitted By

Dr. Eric M. Friedman, President

Mr. Nathaniel Saviet, Vice President of Facilities

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve the following vacant position be added to the College's organizational chart:

Plumber

Justification

To approve adding an additional position to better represent the changing scope of work and additional responsibilities of the department.



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BOARD OF TRUSTEES ACTION P5
Approval Date: October 3, 2023

Resolution

Grant Extension

Submitted By

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve the extension of the following individuals:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Dates</u>
Barbara Brown-Abolafia	Project Manager / OMIC Grant / Academic Affairs	10/01/2023 – 10/31/2023
Darlene Tomlinson	CCAMPIS Teacher / Child Development Center / Academic Affairs	10/01/2023 – 09/30/2024

Justification

Extension of grant-funded positions due to renewal of the CCAMPIS grant and closure of the OMIC grant. Salaries will remain the same. These positions are at-will.

Charge to: Grant funded

Account Number:



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BOARD OF TRUSTEES ACTION P6
Approval Date: October 3, 2023

Resolution

Rescind Stipend: Nursing Clinical Faculty for Fall 2023 semester.

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President of Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To rescind the stipend of the following individual (P3, September 6, 2023):

<u>Name</u>	<u>Department/Division</u>	<u>Effective Date</u>	<u>Annual Stipend</u>
Ashley Pianko	Health Professions	09/01/2023	\$2,400.00

Justification

To rescind the stipend due to not teaching as an adjunct for the Fall 2023 semester.



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BOARD OF TRUSTEES ACTION P7
Approval Date: October 3, 2023

Resolution

Retirement: Faculty

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To accept the retirement of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Kim Smokowski	Professor / Counseling Center / Student Affairs	03/06/1990	12/01/2023

Justification

Retirement



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BOARD OF TRUSTEES ACTION P8A
Approval Date: October 3, 2023

Resolution

Resignation: Support

Submitted By

Dr. Eric M. Friedman, President

Mr. David Borzotta, Associate Vice President of Safety and Security

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To accept the resignation of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Rosalba Garcia	Officer / Public Safety	03/28/2022	09/16/2023 (retroactive)

Justification

Resignation



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BOARD OF TRUSTEES ACTION P8B
Approval Date: October 3, 2023

Resolution

Resignation: Professional

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To accept the resignation of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Giselle Pacheco	Senior Financial Aid Specialist / Student Affairs	11/25/2013	09/18/2023 (retroactive)

Justification

Resignation



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BOARD OF TRUSTEES ACTION P8C
Approval Date: October 3, 2023

Resolution

Resignation: Faculty

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President of Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To accept the resignation of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Elena S Tartaglia	Associate Professor / Biology/ Academic Affairs	09/01/2013	07/01/2023 (retroactive)

Justification

Resignation



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BOARD OF TRUSTEES ACTION P8D
Approval Date: October 3, 2023

Resolution

Resignation: Professional

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To accept the resignation of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Colleen Tedesco	Success Coordinator / Student Affairs	04/01/2019	09/08/2023 (retroactive)

Justification

Resignation



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BOARD OF TRUSTEES ACTION P8E
Approval Date: October 3, 2023

Resolution

Resignation: Executive

Submitted By

Dr. Eric M. Friedman, President

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To accept the resignation of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Dr. Brock Fisher	Vice President of Academic Affairs / Academic Affairs	07/15/2019	12/31/2023

Justification

Resignation



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BOARD OF TRUSTEES ACTION P9
Approval Date: October 3, 2023

Resolution

Approval of Memorandum of Agreement between Bergen Community College and the Bergen Community College Faculty Association. ("BCCFA").

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President of Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

Authorization to enter into a Memorandum of Agreement with the Bergen Community College Faculty Association regarding alterations to the terms and conditions for faculty members hired by the College on a three-year accelerated tenure clock. The signed documents are on file in the President's Office and the Office of Human Resources.



BOARD OF TRUSTEES ACTION S/F1
Approval Date: October 3, 2023

Resolution

To award professional services to T&M Associates for the preparation of plans and specifications for the replacement one air handling unit at the Technology Building.

Submitted By

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

Action Requested

Authorization to pay \$34,100.00 including direct costs to T&M Associates for the preparation of plans and specifications for the replacement of one air handling unit at the Technology Building.

Justification

One of the Technology Building air handling units is broken and must be replaced. The unit is necessary to maintain comfortable conditions within the Moses Conference Center and other adjacent areas of the Technology Building.

Received Proposals

LAN Associates -	RFP Non- responsive
H2M Architects & Engineers	\$63,150.00 including not to exceed Direct Costs
Colliers Engineering & Design	RFP Non-responsive
T & M Associates	\$34,100 including not to exceed Direct Costs
RSC Architects	RFP Declined

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:	Various
Amount:	\$ 34,100.00



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BOARD OF TRUSTEES ACTION S/F 2
Approval Date: October 3, 2023

Resolution

To award professional services to RSC Architects for the preparation of plans and specifications for Culinary Addition to West Hall.

Submitted By

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

Action Requested

Authorization to pay \$ 1,566,200.00 including Direct Costs to RSC Architects for the preparation of plans and specifications for Culinary Facilities Addition to West Hall

Justification

The College has determined that relocating proposed Culinary Facilities from the Hackensack campus to the Paramus Campus will better serve the Culinary Program, enhance collaborative and partnership opportunities, and better support the Community. In order for the proposed Culinary Facilities to be relocated from the Hackensack Campus to the Paramus Campus, the Architect needs to redesign the project as an addition to West Hall and create new contract documents, which will allow the College to put the project out for public bid.

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

Charge To: Chapter 12

Account Number: 20-TBD

Total: \$1,566,200.00