

PAC Meeting Agenda

September 8, 2022

Agenda

1. Review of 4 policy submissions:
 - a. Nepotism Policy
 - b. Readmission Policy
 - c. Credit Card Policy
 - d. IT Account Lifecycle
2. Next meeting: **October 8th, 2-4pm** (no August meeting)

9/8/22 Meeting Minutes:

Present: Drorit Beckman, Lawrence Joel, Katherine McGivern, Christopher Talmo, Denise Avrutik, Felipa Bernard, Gemma Figaro, Jeffrey Hering, Jacqueline Ottey, John Scardina, Kate Brunetto, Marie Jardine, Nishika Gupta, Jaime Pardo

*Minutes were taken as notes on the Policy Review Form for each respective policy. Votes are noted on the form.



**BERGEN COMMUNITY COLLEGE POLICY:
NEPOTISM AND PERSONAL RELATIONSHIPS**

Policy Name:	Employment of Relatives				
Section #:		Section Title:		Former #:	
Approval Authority:		Adopted:		Reviewed:	
Responsible Executive:		Revised:	New		
Responsible Office:	Department of Human Resources		Contact:	Vice President of Human Resources and Organizational Effectiveness	

1. Policy Statement

The college maintains a policy to ensure the effective supervision, problem solving, safety and security of all faculty, full-time and part-time employees.

2. Prohibition on Nepotism

Nepotism is a prohibited conflict of interest that occurs when:

- a. College member directly influences the College employment (e.g., hiring, promotion, supervision, evaluation, and determination of salary) or academic progress (e.g., grading and advising) of a College member with whom they have a personal relationship (e.g., a relative, romantic or business partner, or close personal friend); or
- b. A personal relationship between College members has a negative impact on the College educational or work environment.

3. Reason for Policy

To establish basic criteria for employment, appointment and promotion, of all college faculty, full-time and part-time staff and student employees, will be based on appropriate qualifications and performance. It is the intent of the College to avoid instances that could be influenced by the family relationship in the hiring, performance evaluation, promotion, reclassification, discipline, grievance or dismissal process. The intent of College is to also to avoid instances where the employee or an immediate family of the employee has a direct or indirect interest that might be reasonably be expected to impair the employee's objectivity or independence of judgement.



4. Who Should Read this Policy

All Executives, Faculty and Staff including part-time staff

5. Definition

- a. **Nepotism** - Favoritism applied, without regard to merit, through authority or influence by someone in a position of power, toward family members or others for whom the employee, Trustee or County Government Employee is legally responsible. Favoritism is shown by giving preferential treatment in any employment action to family members and others as defined in this policy.

1. The following are examples of nepotism:

- a. when an employee directly supervises an individual with whom the employee has a personal relationship;
- b. when an instructor grades the work of an individual with whom the instructor has a personal relationship;
- c. when an employee makes or influences a hiring decision for an individual with whom the employee has a personal relationship;
- d. when a faculty member votes on the promotion or tenure of an individual with whom the faculty member has a personal relationship;
- e. when an employee favors an individual with whom the employee has a personal relationship by prioritizing, funding, or allocating resources to the individual's work areas or assignments;
- f. when colleagues in a romantic relationship engage in repeated public displays of affection toward one another, or engage in conflict related to their romantic relationship with one another, in the workplace and this conduct has a substantial negative impact on the educational or work environment for other College members;
- g. granting unwarranted benefits or treatment, and taking or withholding official action in order to affect a matter in which the employee or the employee's family member has a personal or financial interest



- h. A non-competitive appointment of a spouse or partner of another employee that is otherwise authorized by College policy or procedures does not constitute nepotism under this policy. However, once the spouse or partner begins work at the College, the actions and interactions of the spouses or partners are subject to this policy and the College's Policy regarding Personal Relationships.

- b. **Family Member** - Spouse, domestic partner, mother, father, sister, brother, biological, adopted, or foster child, step-child, legal ward, grandparent, grandchild, first cousin, aunt, uncle, niece, nephew, parents-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent-in-law, grandchild-in-law, or corresponding step-relatives, or corresponding relatives of the employee, Trustee's or County Government Employee's partner, other persons for whom the employee, Trustee, or County Government Employee is legally responsible, and anyone who stood in loco parentis to the employee, Trustee or County Government Employee as a child.

- c. **Personal Relationship** - A personal relationship includes the following: marital or other committed relationship; significant familial relationship, including relationships by blood, adoption, marriage, or domestic partnership; a family member including a partner, parent, grandparent, child, sibling, first cousin, uncle, aunt, nephew, niece, spouse, brother- or sister-in-law, father- or mother-in-law, son- or daughter-in-law, step-parent or step-child; consensual sexual or romantic relationship; a close personal friendship; or a significant business relationship.

- d. **Responsible Administrator** - The supervisor(s) of the parties to a nepotism situation, or the supervisor(s)'s designee.

- e. **Senior Administrator(s)** - The vice president(s), executive director(s), dean(s), associate vice president(s), director(s) or manager(s) who oversee the unit(s) in which the parties work.

- f. **College Community Member** - Any employee, student, or other individual engaged in any College activity or program.

- g. **College Employment** - For purposes of this policy, College employment covers the work of the following individuals for the College:
 - 1. All individuals defined as employees by Board of Trustees' Policy, including
 - a. faculty;
 - b. academic professionals;
 - c. academic administrators;
 - d. professionals in training (including postdoctoral associates);



- e. civil service staff;
- f. union-represented staff;
- g. graduate assistants;
- h. student employees;
- i. fellows;
- j. volunteers;
- k. temporary employees; and,
- l. interns.

6. The Policy

All selection of personnel will be based on job-related qualifications to avoid the potential for problems of favoritism, conflicts in loyalty, discrimination, and appearances of impropriety or conflict of interest. Family members of employees, Trustees or County Government Employee may be employed, as long as a family member is not directly or indirectly responsible for or influences any employment action.

7. The Procedure

a. NON-STUDENT RELATIVES

1. Employees, Trustees and County Government Employees are required to self-disclose to the Vice President of Human Resources and Organizational Development, if any family member, business associate or close friend applies for a position for which they will be responsible or may influence the employment actions referred to in this policy or experience any changes in their personal situations, which may be covered under this policy. (See, BCC Policy Form, *Disclosure of Family Member/Application for Employment*; see also, *Declaration of Familial Relationships and Nepotism Waiver*).
2. Internal and external applicants are required to self-disclose, to the Vice President of Human Resources and Organizational Development, at the time of application, if they are related to any current Bergen Community College employees, Trustees or County Government Employees and specifically, if the position for which they are applying reports to or supervises a family member. (See, BCC Policy Form, *Disclosure of Family Member/Application for Employment*; see also, *Declaration of Familial Relationships and Nepotism Waiver*).
3. When a conflict of interest cannot be eliminated through alternative arrangements, the hire will not be approved by the President of BCC.



4. In the case when two employees in a supervisory or other influential employment relationship get married, join in a civil union or domestic partnership, the one with the shorter length of service will be required to transfer, resign or be terminated within 60 days unless the other does so voluntarily. (See, BCC Policy Form, *Employee Assignment to Position Under Supervision or Control of Family Member*).
5. All instances of change in personal relationships, as it relates to this policy, must be reported to the Vice President of Human Resources Organizational Development. (See, BCC Policy Form, *Employee Assignment to Position Under Supervision or Control of Family Member*).
6. In all instances of possible nepotism, decisions will be referred to the President for final approval of employment or assignment. (See, BCC Policy Form, *Declaration of Familial Relationships and Nepotism Waiver*).

b. STUDENT RELATIVES

1. All instructional staff have authority in the classroom and are in a position of power. The intent of this policy, as prescribed above regarding relatives, also applies to academic actions. No instructional employees (full-time faculty, Adjunct Instructors, Continuing Education Instructors, Staff members) shall accept a student relative into their class or influence any academic actions of relatives.
2. In the case of a student relative, it is the employee's responsibility to avoid having the student register for the employee's class. If for any reason, a student is registered for a related employee's class, the employee must report the situation to the Director of Human Resources for referral to the appropriate Vice President and the President. Efforts will be made to place the student in another course section.
3. All instances of change in personal relationships, as it relates to this policy, must be reported to the Director of Human Resources. (See, *BCC Policy Form, Employee Assignment to Position Under Supervision or Control of Family Member*).
4. In all instances of possible nepotism, decisions will be referred to the President for final approval of student placement.

8. Obligations of Responsible Administrators and Senior Administrators to Respond to Nepotism Situations



A responsible administrator who becomes aware that a nepotism situation may exist must take effective responsive action as outlined below (but note that this is not an exhaustive list):

- a. Determine whether a nepotism situation exists, typically through consultation with the parties in the personal relationship, the parties' supervisors, and/or others who have an interest in the parties' work. If not, no further action is needed under this policy.
- b. Possible Actions to Eliminate or Effectively Mitigate a Nepotism Situation
 1. When a nepotism situation arises, the College has strong interests in both 1) preventing and eliminating conflicts of interest between College members' personal relationships and College roles, and 2) continuing to provide access to education and employment to College members in a personal relationship to the extent possible.
 2. In many cases, a nepotism situation can be eliminated or effectively mitigated by restructuring the conditions of the employment or academic association of the parties in a personal relationship, or by taking other effective actions. For example, this could involve removing the hiring or other employment decision-making authority from one of the parties, reassigning the job responsibilities of one or both parties, or changing a party's advisor or class assignment. In cases where the parties are likely to continue to interact with one another in their College roles, changes made to eliminate or effectively mitigate a nepotism situation must be memorialized in a management plan.
- c. A management plan must include, at a minimum, the following elements:
 1. an explanation of the parties' employment or academic roles and how they interact with one another;
 2. a description of any changes to either party's job responsibilities that are made to eliminate or effectively mitigate the nepotism situation;
 3. in situations where one party has supervisory or oversight duties over the other, the designation of an individual or individuals who will assume these supervisory or oversight duties in order to eliminate or effectively mitigate the nepotism situation;
 4. an agreement by the parties to make best efforts to avoid conflicts that impact the work or academic environment;



5. the designation of an individual to monitor and oversee the management plan;
 6. notice that a responsible administrator or their designee will develop a communication plan as needed to share information about the nepotism situation with those who need to know; and
 7. signatures of the individuals in a personal relationship, the individual designated to monitor and oversee the management plan, the responsible administrator, and others as appropriate.
- d. Actions taken to eliminate or effectively mitigate the nepotism situation should not unreasonably disadvantage either individual in the personal relationship. In addition, particular consideration should be given to protect and not unreasonably disadvantage College members who hold subordinate positions compared to the individual with whom they are in a personal relationship.

9. Additional Responsive Actions in Nepotism Situations Involving Romantic or Sexual Relationships

- a. Because nepotism situations involving a romantic or sexual relationship between parties in the workplace or academic environment could in some situations lead to concerns of sexual harassment, such parties to a nepotism situation should be reminded of their obligations and rights under College Policies regarding *Sexual Harassment*.

10. Responsibilities of College Administrators/Staff and Members

- a. **Retaliation Human Resources Professionals (e.g., HR Leads and Office of Human Resources representatives)** - Provide consultation and support to the responsible administrator. May serve as the designee of the responsible administrator.
- b. **Office of Equal Opportunity and Affirmative Action** - Provide consultation. May serve as the designee of the responsible administrator in particularly complex nepotism situations.
- c. **Responsible Administrator** - Receive reports of nepotism situations. Respond to nepotism situations by eliminating the nepotism situation or effectively mitigating the nepotism situation in ways that allow both parties in the personal relationship to remain in their current College positions. If this is not possible, forward the matter to the senior administrator to determine whether to grant an exception to this policy. Draft and monitor management plans as appropriate.



- d. **Senior Administrator** - Where a nepotism situation cannot be eliminated or effectively mitigated, determine whether to grant an exception to this policy.
- e. **College Community Member** - Report nepotism situations to the appropriate responsible administrator. Parties to a nepotism situation should additionally take appropriate steps to eliminate or effectively mitigate the prohibited or potential conflict of interest caused by their personal relationship.

11. Retaliation

- a. No member of the College community may retaliate against an individual because of the individual's good faith reporting or otherwise expressing opposition to, suspected or alleged misconduct;
- b. Participating in any process designed to review or investigate suspected or alleged misconduct or non-compliance with applicable policies, rules, and laws;
- c. Accessing the Department of Human Resources services;
- d. A causal relationship between the good faith participation in one of these activities and an adverse action is needed to demonstrate that retaliation has occurred.
- e. Retaliation Concerns
 - 1. Individuals who believe that retaliation is occurring or has occurred, as a result of their good faith participation in one of the above referenced activities, should follow the reporting options available to them in College Policies regarding harassment and other misconduct in the workplace.
 - 2. Reports of retaliation will be reviewed and investigated in the same manner in which other concerns of misconduct are handled. Any College member who engages in retaliation may be subject to disciplinary action up to and including termination of employment or expulsion.

12. Intentionally False Reports/Information

- a. Individuals who knowingly or intentionally file a false report or provide false or misleading information in connection with an investigation may be subject to disciplinary action up to and including termination of employment, or expulsion.

13. Failure to Comply with this Policy

- a. Failure to comply with this policy, including a failure of parties in a personal relationship to report a nepotism situation as required by this policy, may result in disciplinary action. When



parties to a nepotism situation fail to participate in the processes described herein, the matter will be reported to the senior administrator and disciplinary action may be imposed.

- b. Non-compliance with this Policy may also be reported to the Office of Equal Opportunity and Affirmative Action, and/or the Vice President of Human Resources and the President of the College.

**College Policy & Procedures Review
Policy Review Form
Action Form**

Date of Request: 7/7/22 (Received 7/27/22 DB)

Policy #:

Policy name: BCC Nepotism Policy

Person/Unit Submitting Policy for Review: Meredith Gatzke, Vice President of Human Resources and Organizational Development/ Office of Human Resources

Statement of Need:

Per Dr. Friedman's request, a policy is needed to ensure that family members are being hired in accordance with the College's hiring process.

Policy Advisory Council Action:

approve not approved postponed

Reason for Decision:

The Policy Advisory Council has advised that the items below need to be addressed. The PAC recommends that the policy be resubmitted for approval by PAC prior to board approval.

1. The purpose of the policy is unclear. It should be to define what is allowed and what is not allowed when there is a personal relationship.

For example: To ensure/permit relatives or other individuals in a personal relationship to be employed by the College, while promoting and ensuring fairness and preventing conflicts of interest that may be caused by nepotism and/or favoritism.

2. Need to distinguish between nepotism and personal relationships.

There needs to be a clearer indication of what the College's policy/stand is on scenarios involving nepotism and personal relationships. What is accepted/allowed and what is not. For instance when are personal relationships allowed and not allowed per College policy for Supervisor-Subordinate Relationships and for Faculty-Student Relationships?

All nepotism scenarios involve personal relationships, but not all personal relationships qualify or involve nepotism. Nepotism involves favoritism, or the appearance of favoritism, in hiring, promotions, etc.. Also the Nepotism examples provided under 5.a.1 include both nepotism and personal relationship scenarios. They should be separated.

3. Merit needs to be emphasized
4. The policy talks about reporting all instances of change in personal relationships to HR, etc. However no timeframe is given. Shouldn't there be an indication that such matters should be reported within x number of days?

1 approve/0 not approved/12 postponed

Approval of President:

Approval of Board of Trustees:

Effective Date:



BERGEN COMMUNITY COLLEGE POLICY

Policy Name:	Readmission Policy				
Section #:		Section Title:		Former #:	
Approval Authority:			Adopted:		Reviewed:
Responsible Executive:	Dr. Anthony J. Trump VPSA		Revised:		
Responsible Office:	Admissions and Registration		Contact:		

1. Policy Statement

Matriculated students pursuing a degree or certificate, who have no attempted credits on record for the previous two years (six consecutive semesters which includes fall, spring, and summer), who would like to return and continue their studies are considered "Readmits."

Students may re-apply by submitting an application to the Admissions Office. Students have the option of returning to their original program, if available, or choosing a new program.

2. Reason for Policy

To remove the ACTIVE program status from the Student Information System after a period of consecutive non-attendance. Ensures that students attain the benefit of the most current program requirements along with changes to services. Ensures the College has and maintains the students most current directory information for effective communications.

3. Who Should Read this Policy

Admissions, Registration, Academic Affairs, Information Technology (IT), and Students (as presented in the college's catalog)

4. Resources

1. Readmission Application
2. Note: Previous readmission policy was last published in 1997 - 1998 catalog.

5. Definitions

All policies are subject to amendment. Please refer to the Bergen Community College Policy Library website (bergen.edu/policylibrary) for the official, most recent version.



Readmitted student “Readmit”: Matriculated students who have no attempted credits on record for the previous two years (six consecutive semesters which includes fall, spring, and summer), who would like to return and matriculate.

6. The Policy

Readmitted students enrolled in deactivated academic programs will be required to change their program and follow the degree requirements that are in effect at the time. Matriculated students who have no attempted credits on record for the previous two years (six consecutive semesters which includes fall, spring, and summer) and would like to return and matriculate are considered “Readmits.”

A readmitted student may re-apply by submitting a readmission application to the Admissions Office. Students have the option of returning to their original program, if available, or choosing a new program.

This policy is expected to increase retention by:

1. Allowing for appropriate and accurate communication with the student
2. Simplifying student course planning by having only one open program
3. Reducing interruptions in financial aid by having only one open program

This policy will streamline administrative efforts

1. Allowing for more accurate reporting and data integrity
2. Reduces need for manual data cleansing, as there are currently 150,000 students who would more appropriately be considered “Readmits” under this policy

Please Note: *Academic programs that have a Leave of Absence policy, as determined by accrediting bodies, supersede this policy.*

Who is a Readmit Applicant?

1. Readmits are former students who were enrolled in an academic program at Bergen Community College and have not enrolled for two years (six consecutive semesters which includes fall, spring, and summer).
2. A Readmitted student may include students who left on academic or conduct action, such as probation and/or suspension and would seek to return to the College.
 - a) Students separated from the College for at least two years (six consecutive semesters which includes fall, spring, and summer) and seeking to re-enroll may be eligible for Academic Forgiveness. Please refer to Academic Forgiveness Policy.

Students NOT considered a readmit:

1. Those that have applied for Admission and have never registered for classes.
2. Those that registered and officially Dropped registration during the Add/Drop period.
3. Those who attended as Visiting students and/or took courses as a non-degree seeking (non-matriculated).



A student classified as a Readmit, follows the process below:

1. All Readmits must fill out an Application for Admission.
2. Readmits should provide an official academic transcript from any college or university attended since leaving if desiring Transfer Credit.
3. Students who did not complete college-level English or mathematics may be required to prove college readiness per the College's placement standards.

7. The Procedure

Step I: At the end of each fall and spring registration cycle, the Registration Office will identify matriculated students that have no current attempted credits over the past two years (six consecutive semesters which includes fall, spring, and summer).

Step II: Students identified will have their academic program status changed from Active to Inactive.

Step III: Students will be notified in advance of the change to their status to provide them an opportunity to return.

Step IV: The Admissions Office will continue to actively recruit all students that may be classified as a readmit.

College Policy & Procedures Review
Policy Review Form
Action Form

Date of Request: 7/28/22

Policy #: New Policy – No Previous Policy – Last published policy was in 1997-1998 Catalog

Policy name: Readmission Policy

Person/Unit Submitting Policy for Review: Student and Academic Affairs; Brock Fisher, A.J. Trump, Jennifer Reyes, Peter Vida, Kate Brunetto Ilene Kleinman, Tyler Beebe

Statement of Need:

This policy formalizes the rules of readmission to BCC. This will assist with the consistent removal of an ACTIVE program status from a student account in the Student Information System after a period of consecutive non-attendance. It ensures that students attain the benefit of the most current program requirements along with changes to services. It ensures the College has and maintains the students most current directory information for effective communications. It also assists with Financial Aid compliance with Title IV.

Policy Advisory Council Action:

approve not approved postponed

Reason for Decision:

1. PAC recommends the following edits: consistent language “six consecutive semesters” and explicitly state that it does NOT include summer and winter terms (if that is the intention)
2. Suggested additions to the policy that should be considered:
 - a. Students seeking readmission will be held to the same priority processing deadlines as new student applicants.
 - b. Automatic readmission is not guaranteed, as BCC reserves the right to review all student materials as part of the readmission process.
 - c. Academic and financial status restrictions are verified upon readmission application review, and students with outstanding balances may not be granted readmission until all financial obligations are resolved/settled.
 - d. Students serving suspension and/or not in good academic standing may not be granted readmission until appeal processes have been completed.
 - e. Readmission may be denied to any student who provides false or misleading information.

- f. Students that are permanently dismissed from the College are not eligible for readmission.

3. Additional Questions to consider:

- a. Does BCC have any minimum earned credit hours requirement and/or grade requirement for readmission consideration?
- b. Are there more requirements for students on suspension or academic dismissal? If yes, this should be included in the policy document.
- c. Do College staff routinely reach out to students who have not taken courses for several semesters, and inquire why and encourage them to readmit? If yes, are there specific steps or protocol that BCC staff must follow? If yes, this could be included in this policy document.

5 approve/9 postpone

Policy Advisory Council Action: Review #2 (ad hoc) 9/28/22

approve not approved postponed

Reason for Decision:

Suggestions:

PAC - needs clarification on whether or not summer should be included.

Under "Who is a Readmit Applicant", a) should be replaced with 3.

See other suggestions from the original review above.

9 approve/1 not approved/ 1 abstain

Approval of President:

Approval of Board of Trustees:

Effective Date:



BERGEN COMMUNITY COLLEGE POLICY

Policy Name:	Credit Card Usage Policy and Procedure				
Section #:		Section Title:		Former #:	n/a
Approval Authority:	Board of Trustees		Adopted:		Reviewed:
Responsible Executive:	Chief Financial Officer		Revised:	n/a	
Responsible Office:	Department of Finance		Contact:	wthomas-hooke@bergen.edu	

1. Policy Statement

Bergen Community College credit cards ("Corporate Card") are issued to employees in good standing upon approval of the President or Chief Financial Officer ("CFO") when deemed necessary to conduct business on behalf of the College. Limited use of personal credit cards ("Card") is allowed for reimbursable expenses when an employee does not have a Corporate Card and is authorized to incur expenses in the performance of their jobs. College-related Corporate Cards and Cards are to be used **only** for business-related purposes, and should be used only when completing purchases via the Purchasing Department is not practical.

2. Reason for Policy

The purpose of this policy is to define responsibility for the use of a Corporate Card or Card to conduct Bergen Community College business, including reporting and administrative requirements related to purchases. This policy is intended to provide guidelines to improve card program and usage oversight, establish clear guidelines for use, reduce the cost and efficiency of processing card payments or reimbursements, and mitigate the risk of potential abuse or use for unauthorized purposes.

3. Who Should Read this Policy

All Bergen Community College corporate card cardholders and personnel who under limited circumstances use a personal credit card for reimbursable expenses.

4. Resources

Purchasing Policy, Travel Policy, Mileage Rates.



5. Definitions

Item	Definition
Cardholder	The individual who is authorized to hold and use a Corporate Card.
Corporate Card	A College-issued credit card linked to the College's corporate card account.
Personal Credit Card	An employee's non-college-issued personal credit card that is used to complete limited transactions on behalf of the college.
Monthly Spending Limit	A set dollar amount representing the spending limit for all changes made during a monthly billing cycle.
Transaction limit	A dollar amount representing the spending limit for each purchase made using the card. Transaction limits will vary depending on the needs of the cardholders and as approved by the President or CFO.
Chart Field Information	Fund-Function-Department-Object Example: 10-01-140100-601110
Supporting Documentation	A merchant-produced document that outlines the details of a transaction.
Splitting Charges	Splitting charges into smaller dollar amounts to circumvent the Cardholder's established transaction limit is not allowed.

6. The Policy

Bergen Community College authorizes some employees to use Corporate Cards or Cards ("the Cards") to complete business transactions on behalf of the institution. The Cards should be used **only** for business transactions, and **only** when it is impractical to complete a transaction via the Purchasing Office and purchase order/invoice is not an available method of vendor payment. All transactions require supporting documentation, and card users are responsible for ensuring that supervisor approval is secured prior to incurring an expense. Cardholders are also responsible for ensuring that sufficient funds are available in the cost center's budget to cover the expenditure. Only business-related expenses are eligible for reimbursement by the College. Corporate Cards and Cards are methods of payment only, and their use does not nullify the need to adhere to the College's purchasing requirements, including obtaining quotes when applicable.

6.1. Examples of Appropriate Card Usage

Card usage as a method of payment should be limited where possible. Acceptable card usage includes but is not limited to the following:

- Booking conferences
- Online web training/seminars
- Food & entertainment while traveling on business
- Entertainment expenses (limited)
- Note
 - The Purchasing Department is able to make Amazon.com purchase via the college's tax-exempt account.



6.2. Supporting Documentation

A legible, merchant-produced document that outlines the details of a transaction such as a sales receipt, original invoice, or credit card receipt that includes details listed below. Must include the following relevant details:

- Quantities
- Line item description
- Line item amounts and total
- Merchant's name and address
- Cardholder signature

6.3. Pre-Authorization for Card Purchase

Card purchases must be pre-approved by a supervisor or Cabinet-level manager prior to execution of the transaction. Cabinet-level card users do not need prior approval for use, but are expected to exercise good judgement and adhere to card usage requirements as outlined in this policy.

6.4. Budget / Funding

- 6.4.1. Prior to granting pre-authorization for Corporate Card or Card expenditure, the approving manager must ensure that sufficient unspent funds are available in the cost center budget to cover the planned card expenses.
- 6.4.2. Cardholders are responsible for obtaining pre-authorization from their supervisor or cabinet-level approver, and in doing so, confirm that funds are available in the cost center budget to cover planned expenditures.

6.5. Splitting Charges

- 6.5.1. Splitting charges into smaller dollar amounts to circumvent the Cardholder's established transaction limit is not allowed.
- 6.5.2. For example, splitting a \$1,000 transaction into two separate \$500 transactions to exceed the \$500 transaction limit is not allowed.
- 6.5.3. Cardholders who split purchases in this manner to circumvent the established transaction limit may lose their card privileges.

6.6. Payment / Reimbursement Submission Deadlines

- 6.6.1. Requests for reimbursement of expenses incurred on personal credit cards must be submitted within 60 day of the transaction date.
- 6.6.2. Monthly statements for Corporate Cards should be reconciled and submitted to the Accounts Payable Office for payment as soon as feasible, but no longer than one week prior to the statement payment due date.

7. The Procedure



7.1. Cardholder Responsibilities

- 7.1.1. After obtaining pre-authorization for credit card transactions and ensuring that available budgets are available to cover planned expense, the cardholder may proceed with the credit card purchase. The cardholder is responsible for ensuring that planned expenditures are appropriate for Corporate Card or Card processing, that each transaction meets the College's card usage policy, and for seeking guidance from the Purchasing Department for clarification if needed.
- 7.1.2. Cardholders must retain transactional evidence to support all charges. An acceptable receipt for reimbursements of claimable business expenses on the Card is an original receipt (which may include a receipt emailed by the vendor). **Card purchases without receipts are ultimately the responsibility of the Cardholder.**
- 7.1.3. Cardholders or designees must reconcile original receipts to the Credit Card monthly statements and forward the approved statement and receipts to the Accounts Payable Department (AP) for processing.
- 7.1.4. Cardholders should keep a copy of the card on file for their own records (back and front)
- 7.1.5. Reimbursement for return of goods and/or services must be credited directly to the Corporate Card. The Cardholder should receive no cash for return of goods.
- 7.1.6. Employees are required to reimburse the college for any refunds on transactions already reimbursed by the College.
- 7.1.7. Lost or stolen Corporate Cards must be canceled immediately by the Cardholder by contacting the Lost/Stolen Cards Unit of the credit card bank along with notifying Accounts Payable and Purchasing.
- 7.1.8. Prior to departure and/or upon termination of employment at the College, the cardholder must reconcile all expenditures on their Card account.
- 7.1.9. The cardholder must surrender the card to their immediate supervisor or the Office of the CFO upon request, or upon separation from the College.
- 7.1.10. Supervisors must return Corporate Cards to the Office of the CFO.
- 7.1.11. Cardholders are responsible for receiving any shipped items related to card purchases, receiving these items, and obtaining all documentation (receipts, packing slips, mail order form copies, etc.) related to the purchase and verifying that the documentation complies with the requirements for support documentation.
- 7.1.12. Cardholders are responsible for ensuring that pursuant to the College's non-taxable status, taxes are not on purchases where feasible.

8. Corporate Card Payments and Payment Requests for Reimbursement

- 8.1. The cardholder is responsible for completing a payment request form for Cabinet Member's authorization and signature.
- 8.2. The cardholder is responsible for submitting card payments and/or request for reimbursement of purchases on personal credit cards within **60 days** of the transaction date.
- 8.3. The cardholder is responsible for providing the relevant description and justification for transactions such that the executive-level approver has sufficient information to understand and validate appropriateness of approving payments.



- 8.4. The cardholder is responsible for ensuring that sufficient funds remain in the department's budget to cover the cost of the card transaction.
- 8.5. Payment request forms should include the following:
 - 8.5.1. The correct budget codes for the department charges.
 - 8.5.2. Receipts for each charge with the payment request.
 - 8.5.3. Statement of credit card entries with description and justification for all charges.
- 8.6. Upon sign-off by the Executive Team member, signed payment requests, receipts, and applicable documentation must be forwarded to the Accounts Payable department for payment processing.

9. Card Reviewer

- 9.1. Authorized employee responsible for verifying that all charges against the Cardholder's account are supported by appropriate documentation which must accompany payment requests.
- 9.2. Cardholders may be their own Card Reviewers, or this may be assigned to another person within the department.

9.3. The card reviewal process includes:

- 9.3.1. Reviewing expenses for legitimacy, accuracy, and sufficiency of documentation.
- 9.3.2. Promptly reporting a cardholder's departure from approved policies to the Purchasing Departments and/or the Office of the CFO.
- 9.3.3. Obtaining the card from a departing employee and returning it to the Office of the CFO;
- 9.3.4. Reporting known or suspected misappropriations to the Department of Human Resources and the Office of the CFO.
- 9.3.5. Ensuring that any state and/or federal taxes are excluded from transactions were applicable.

10. Card Approver Responsibility

- 10.1. Authorized, College employee responsible for approving card transactions after verification by the Card Reviewer.
- 10.2. A Card Approver may oversee more than one Cardholder account.
- 10.3. The Card Approver must be in a position to objectively question any and all card purchases.
- 10.4. Card Approvers also have the ability to decline individual charges as appropriate.
- 10.5. Card Approvers must verify availability of funds in their cost center budget to cover the cost of card transactions.

11. Finance Staff Responsibilities

- 11.1. Distributing a copy of the relevant statement page containing charges to each employee who has incurred charges.
- 11.2. Reviewing expenses to ensure compliance with College policies and to confirm transaction coding on a monthly basis.
- 11.3. Reconciling master statements to individual cardholder statements for the College.
- 11.4. Vouchering Corporate Card activity in the College's accounting system.



11.5. Ensuring that Corporate Card balances are paid in a timely manner.

12. Corporate Card Limits

12.1. Each Card has a maximum spending limit per payment cycle. Cardholders will not be able to exceed the assigned limit (typically \$5,000). Spending limits are determined on the basis of expected need and available budget.

13. Authorized Card Usage

13.1. Use of the Corporate Card does not override the College's Purchasing policies and procedures.

13.2. All purchasing policies apply to card purchases. The card serves only as a mechanism for payment, not justification or a means of bypassing purchasing requirements.

13.3. Cards are to be used only when it is not practical to complete a business purchase using a requisition and purchase order.

13.4. Within the College's purchasing guidelines and as stipulated in this policy, cardholders are authorized to use the Corporate Card to purchase any merchandise or services required as a function of their duties.

13.5. Only the Cardholder whose name is embossed on the Corporate Card is authorized to use the card and is responsible for ensuring that all charges made with the card comply with the College's Policies and Procedures.

13.6. The total value of any one card transaction may not exceed the single transaction limit (if stipulated).

13.7. The Cardholder must purchase from state contract vendors and/or preferred merchants whenever possible to take advantage of negotiated pricing and terms.

Examples:

- Office Supplies and services
- Computers and small equipment

14. Unauthorized Use and/or Inappropriate Card Use

14.1. The Corporate Card must never be used to purchase items for personal use or for non-business purposes, even if the Cardholder intends to reimburse the College.

14.2. A Cardholder who makes an unauthorized purchase or uses the Corporate Card in an inappropriate manner may be subject to disciplinary action including possible card cancellation, termination of employment, and/or referral for criminal prosecution if warranted.

14.3. The Corporate Card should not be used for purchases with vendors that the College has already established a contract or net terms.

14.4. Examples of Inappropriate Use:

- Items that can be purchased via the Purchasing office by requisition
- Items where reimbursement is dependent on satisfying eligibility criteria at a future date, such as reimbursable tuition that is contingent on obtaining a passing grade
- Items for non-college purposes
- Cash advances
- Contracting services
- Separate transactions that cumulatively exceed the monthly Corporate Card limit, including when such purchases are made using a personal credit card
- Purchases that exceed the cardholder's transaction limit
- Any purchase prohibited by College policy



15. Merchandise Returns and Exchanges

- 15.1. A. The Cardholder is responsible for contacting the merchant when merchandise purchased with the Corporate Card is not acceptable (incorrect, damaged, defective, etc.) and arranging a return for credit or an exchange.
- 15.2. If merchandise is returned for credit, the Cardholder is responsible for obtaining a credit receipt from the merchant and retaining that receipt with the support documentation for that purchase. Receiving cash or checks to resolve a credit is prohibited.
- 15.3. If merchandise is to be exchanged, the Cardholder is responsible for returning the merchandise to the merchant and obtaining a replacement as soon as possible. Documentation showing the proper resolution of the exchange is to be retained with the support documentation for that purchase.

16. Record Retention

- 16.1. The Cardholder is responsible for obtaining purchase documentation from the merchant (sales receipt, packing slip, etc.) to support all purchases made with the Corporate Card and verifying that the documentation complies with College requirements.
- 16.2. The Cardholder must retain and make documentation available upon request for purchases made via the Corporate Card.
- 16.3. Document retention should conform to college policies and procedures.

17. Corporate Card Charge Dispute Resolution

- 17.1. In the case of a disputed charge, the Cardholder must attempt to resolve the dispute directly with the merchant.
- 17.2. If the dispute cannot be resolved, the Cardholder must notify the Purchasing Department.

18. Corporate Card Audit

- 18.1. The card program administrator and/or the Purchasing Department may conduct random audits of card transactions.
- 18.2. Cardholders will be required to provide copies of the requested statements and related supporting documentation.
- 18.3. Failure to provide the requested audit documentation may result in loss of card privileges.

19. Corporate Card Security

- 19.1. It is the Cardholder's responsibility to safeguard the Corporate Card and related account information at all times.
- 19.2. Cardholders must keep their cards in a secure location at all times.
- 19.3. Cardholders must not allow anyone else to use their Corporate Cards and/or card account numbers.
- 19.4. Cardholders must not post their Corporate Card account numbers where others can easily obtain them.

20. Lost, Stolen or Damaged Corporate Card



- 20.1. If a Corporate Card is lost, stolen or damaged, the Cardholder must notify the bank immediately.
- 20.2. Cardholders must notify the Purchasing Department if their cards are lost, stolen or damaged within 24 hours after reporting the incident to the Bank.
- 20.3. After the above notification procedures have been completed, a new Corporate Card may be issued to the Cardholder.
- 20.4. A Corporate Card that is found after it has been reported lost or stolen must be destroyed by shredding or cutting into unusable pieces.

21. Corporate Card Cancellation

- 21.1. The Program Administrator must be notified immediately when a Corporate Card is to be canceled.
- 21.2. The physical card must be forwarded to the Office of the CFO or the Purchasing Department.

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Appendix A

Cardholder Agreement Form

As a cardholder, I hereby agree to comply with the terms and conditions of the Bergen Community College (the "College") Corporate Credit Card Policy as it currently exists and as it may be subsequently revised from time to time (the "Policy"). I acknowledge receipt of the Policy and confirm that I have read and understand its terms and conditions.

As the holder of a Corporate Credit Card, I agree to accept responsibility for the protection and proper use of the card and to keep and submit proper documentation for all purchases as outlined in the Policy. I understand that the College will audit the use of the Corporate Credit Card or any transactions submitted for reimbursement. I understand that the Corporate Credit Card is to be used for business purposes only.

I further understand that improper use of the Corporate Credit Card may result in disciplinary action, up to and including termination of employment. Should I fail to use the Corporate Credit Card in accordance with the Policy, I understand that I will be personally responsible for any improper charges on the Corporate Credit Card. I agree that Bergen Community College may take any steps necessary to collect any amounts owed by me even if I am no longer employed by the College, including payroll deductions. If the College initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees incurred by the College in such proceedings.

I understand that the College may terminate my right to use the Corporate Credit Card at any time for any reason. I agree to return the Corporate Credit Card to the College immediately upon request or upon termination of employment. I understand and agree that this Agreement supersedes and replaces any prior agreements between me and the College regarding the Corporate Credit Card.

Cardholder's Name (Print Name)

Cardholder's Signature Date

Supervisor's Name (Print Name)

Supervisor's Signature Date

Note:

This page represents a sample of the cardholder agreement. Distribution of the cardholder agreement and submission of signed documents will be done electronically via the College's electronic signature system.

**College Policy & Procedures Review
Policy Review Form
Action Form**

Date of Request: 8/22/22

Policy #: n/a

Policy name: Credit Card Usage Policy and Procedure

Person/Unit Submitting Policy for Review: Wilton Thomas-Hooke

Statement of Need:

The purpose of this policy is to define responsibility for the use of a Corporate Card or Card to conduct Bergen Community College business, including reporting and administrative requirements related to purchases. This policy is intended to provide guidelines to improve card program and usage oversight, establish clear guidelines for use, reduce the cost and efficiency of processing card payments or reimbursements, and mitigate the risk of potential abuse or use for unauthorized purposes.

Policy Advisory Council Action:

approve not approved postponed

Reason for Decision:

1. This policy should not go into the details of purchasing policy and procedures, rather, it should make reference to those policies.
2. When credit card usage is allowed per the purchasing policy, then this is how you go about it.
3. Distinguish between corporate card (paid directly by College) vs. personal credit card (paid directly by employee)
4. Cardholders should not be responsible for ensuring availability of funds unless they are responsible for the department's budget
5. Define the employee levels/positions which are eligible for a BCC corporate card, and the dollar limits for those levels/positions
6. Include limits for card usage
7. Card usage should never be used to circumvent the College's purchasing policy, procedures and approval
8. Section 6.1 should include airfare as an example, as this is a common charge incurred on personal credit cards.
9. Under section 6.2, transaction date should be included

0 approve/0 not approve/13 postpone

Approval of President:

Approval of Board of Trustees:

Effective Date:



BERGEN COMMUNITY COLLEGE POLICY

Policy Name:	IT Account Lifecycle				
Section:	IT	Section Title:	Information Technology	Former #:	
Approval Authority:	Board of Trustees		Adopted:		Reviewed:
Responsible Executive:	Chief Information Officer		Revised:		
Responsible Office:	Information Technology		Contact:	ngupta@bergen.edu	

1. Policy Statement

The purpose of this policy is to define the stages and timing of the Bergen Community College's student IT account lifecycle.

2. Reason for Policy

This policy provides Bergen Community College with explicit timelines on the closure of user accounts. The College must keep an accurate and timely account registry to protect the personally identifiable information of our community members, the integrity and availability of our systems, and to further maintain cost efficient infrastructure and licensing.

3. Who Should Read this Policy

This policy applies to applicants, students, former students, current employees and former employees of the College and applies to all systems such as but not limited to operating systems, applications, databases, devices, directory services, e-mail, cloud applications, and stand-alone systems.

4. Definitions

“Active Directory” is the centralized user account directory that users authenticate against to obtain access to applications, devices, and data.

“User” is a person that has been authorized to interact with an Information Technology system such as an application, device, database, or dataset among others.

“User Account” is an account configured by a system administrator either manually or using automation which is assigned to an individual user. Accounts can be locally configured or part of a User Account Directory such as Active Directory.

5. The Policy

New Students

All policies are subject to amendment. Please refer to the Bergen Community College Policy Library website (bergen.edu/policylibrary) for the official, most recent version.



Individuals who apply and are admitted to Bergen Community College will be provided with a *Basic Student Account* which provides limited access to systems needed for testing, registering for college courses and applying for financial aid . Admitted students, who are not registered, will **NOT** be issued a Bergen email and all communication from the college will be sent to the personal email provided in the application. This account will remain active for 1 year from the time of applying and will then be deleted

Registered Students

Basic Student Accounts will be transitioned to a *Full Student Account* automatically when the student registers and accounts will be further provisioned with access to additional systems as required. Full Student Accounts will remain active for 6 months after the last day of class in which they were registered. After that period the full student accounts will transition to a *Basic Student Account* for a total period of 2 years from their last day of attendance. Students will lose access to most College systems including BCC Email and Google Drive. Students are encouraged to copy personal items to personal storage and anticipate the closure of their accounts. Mailbox contents are not recoverable after account closure.

Students returning within 2 years:

Students returning within 2 years of their last day of attendance can reactivate their Active Directory accounts by registering for a course. The student will be assigned a Full Student Account with the same student username and email.

Students returning after 2 years

Students returning after a hiatus of 2 or more years will need to reapply to the college. The student will be issued the same student ID, as it will never change or be used by another student. However, students may be issued a different username and email address, depending on the uniqueness of their name.

Employees

Employee user accounts are enabled on the official start date of the employee. User account credentials are to be sent to the new employee's personal e-mail as recorded at the time of hire. All employees are provided a bergen.edu email address. The direct supervisor is responsible for requesting additional access for specific systems. Employee's user account and email access is disabled at the end of their last day of employment.

Employees are advised to set an out of office alert identifying their direct supervisor as the contact one week before the last day of employment. Human Resources or the direct supervisor may request this message to be set on the employee's mailbox after the employee's last date by contacting the Information Technology department. It is the responsibility of the employee to copy and remove any content that is personal which is not the intellectual property or sensitive information owned by the College.

Retirees

Employees who retire from Bergen Community College do not retain systems access or access to their bergen.edu email address. Retirees can request a retiree.bergen.edu email account. Such a request should be made in writing to the Human Resources department.



Third Party Accounts (College affiliates, contractors, professional services)

The College may create accounts for contractors or other third parties to perform work or represent the College. The contract manager is responsible for establishing the identity of the individual and submitting an Access Request Form to the IT Help Desk and authorizing the individual's access. Third Party Accounts receive access to only what is requested and are not automatically entitled to e-mail, portal, or other licensed services. The third-party individual must sign the access request form as acknowledgement of Acceptable Use Policies. The maximum duration of a third-party account is 6 months and access is set to automatically disable. If access is required for longer than 6 months, the Bergen Community College contact responsible for the third-party account may reauthorize an extension only at the end of the 6 months.

Electronic Contents After Employment

Information Technology will maintain contents created by employees on home drives and mailboxes for 6 months in backup. Upon request and authorization of an Executive Team Member, access to this information may be provided temporarily to the departed employees manager or to Human Resources. All such access will be revoked after 60 days. It is the responsibility of the departed employee's manager to copy/move data to a shared resource. Information may be retained indefinitely if it is subject to litigation.

Deceased Students and Employees

Bergen Community College community members who become deceased may have their beneficiary or estate request access to the electronic content through legal process. These requests will be handled on a case by case basis and privacy of College information will be carefully handled. All personal user created content belonging to the deceased will be deleted after 1 year.

**College Policy & Procedures Review
Policy Review Form
Action Form**

Date of Request: 09/07/2022

Policy #: TBD

Policy name: IT Account Lifecycle Policy

Person/Unit Submitting Policy for Review: Nishika Gupta/Ron Spaide

Statement of Need:

This policy provides Bergen Community College with explicit timelines on the closure of user accounts. The College must keep an accurate and timely account registry to protect the personally identifiable information of our community members, the integrity and availability of our systems, and to further maintain cost efficient infrastructure and licensing.

Policy Advisory Council Action:

approve not approved postponed

Recommendations: that professors emeriti maintain their bergen.edu email address.

10 approve/0 not approved/0 postponed/1 abstain

Approval of President:

Approval of Board of Trustees:

Effective Date: