

BOARD OF TRUSTEES
PUBLIC MEETING

Paramus Campus – Technology Building – Conference Rooms B and C
400 Paramus Road, Paramus, New Jersey 07652

Thursday, September 10, 2026 – 5:00 p.m.

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Oath of Office – Administered by Mrs. Arlene Q. Perez, Esq.,
DeCotiis, FitzPatrick, Cole, and Giblin, L.L.P.
 - ❖ Dr. Mark Hayes, Trustee
- IV. Roll Call
- V. Pledge of Allegiance
- VI. Reports:
 - A. Secretary
 - B. Treasurer
 - C. President
 - D. Committees
 - 1. Audit, Finance, and Legal Affairs
 - 2. Education and Student Affairs
 - 3. Personnel
 - 4. Site and Facilities
 - 5. Strategic Planning and Issues
 - E. Alumni Trustee
 - F. Chairperson
- VII. Unfinished Business / Board Members
- VIII. New Business / Board Members
- IX. Open to the Public
- X. Actions
 - A. Approval of Board Minutes: Tuesday, August 4, 2026
 - B. Consent Agenda: Thursday, September 10, 2026
- XI. Executive Session, if required.
- XII. Adjournment

CONSENT AGENDA

Tuesday, September 10, 2026
Paramus Campus – Technology Building – Conference Rooms B and C
5:00 p.m.

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

Approval of Board Minutes – Tuesday, August 4, 2026

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize the annual renewal of the College's Informer software licensing and platinum managed services hours through Entrinsik for the term of October 19, 2026 through October 18, 2027.
3. To authorize the transfer of seven (7) surplus College vehicles and one (1) mobile sign to the County of Bergen.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. To authorize submission of an application for a **College Readiness Now XIII (CRN XIII)** grant to the Office of the Secretary of Higher Education (OSHE) and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
2. To authorize submission of an application for **The Hunger-Free Campus Grant** to the Office of the Secretary of Higher Education (OSHE) and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
3. To authorize Bergen Community College to accept a \$15,000 subaward from the **New Jersey Department of Human Services, Division of Aging Services ("NJ DHS")**, under the NJ Wellness Senior Initiative awarded to Korean Community Service of Metropolitan New York, Inc. ("KCS") as lead agency, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute all required documents.
4. To authorize acceptance of a \$10,687 grant award from the New Jersey Council of County Colleges **Harvesting Community to Expand Opportunity: Building Community to Expand Food Access Throughout New Jersey** program, funded by **New Jersey Food Fund (NJFF)**, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
5. To authorize submission of a grant application to the **United States Department of State, Bureau of Educational and Cultural Affairs (ECA)**, for the Global Online Course (GOC) on *Teaching English with Technology*, administered by **FHI 360**, for the January 5 through August 31, 2027 performance period, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
6. To authorize submission of an application for **The Tepper Foundation Community to Opportunity 2.0 Initiative** grant to the New Jersey Council of County Colleges, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

CONSENT AGENDA

Tuesday, September 10, 2026

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7. To authorize Bergen Community College (BCC) to accept a \$95,472 subaward from **the National Science Foundation (NSF)** to implement the **Northern New Jersey Bridges to the Baccalaureate Degree (NNJ-B2B)** program under the **Louis Stokes Alliance for Minority Participation Program (LSAMP)**, Grant Award #HRD 2308618, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
8. Acceptance of \$4000 from **New Jersey Community College Consortium for New Jersey Community Colleges Participating in the AI Sprinternships™ Initiative, part of AI Ready New Jersey** and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
9. To submit **the Center for Adult Transition** grant application to the Office of the Secretary of Higher Education (OSHE) and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

PERSONNEL (P)

1. To approve the specified personnel separations.
2. To approve the appointment of specified Professional personnel.
3. To approve the appointment of the specified Support personnel.
4. To approve the appointment of the specified Grant personnel.
5. To approve the appointments of the specified Lecturers for the Fall 2026 Semester.
6. To approve the appointment of the specified personnel to a stipend position.
7. Approve stipends for Nursing Clinical Faculty for the Fall 2026 semester
8. To amend the stipend amount of the specified Clinical Coordinators.
9. To approve a monthly stipend
10. To extend the appointment of the specified temporary full-time (TFT) personnel.
11. To approve the title change and job description for the specified vacant position.
12. To approve the job description for the specified position.
13. To authorize designer fee stipends to college personnel providing services for the Bergen Community College theatre productions for Fall, 2026.
14. To rescind the appointment of the specified Lecturer for the Fall 2026 semester.

SITE AND FACILITIES (S/F)

1. To authorize the award of Public Bid P-2424 Concrete and Exterior Repairs at the Hackensack Campus, Philip Ciarco Jr. Learning Center to Adamo Brothers Construction.



BOARD OF TRUSTEES ACTION A/F1
Approval Date: September 10, 2026

Resolution

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

Submitted By

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

Action Requested

Approval for payment of the following legal vouchers:

DeCotiis, FitzPatrick, Cole & Giblin. LLP.

July 1, 2026, to July 31, 2026 \$ 9,198.90

Charge to: College Operating Funds
Account Number: 10-01-186100-607566
Amount: \$ 9,198.90



BOARD OF TRUSTEES ACTION A/F2
Approval Date: September 10, 2026

Resolution

To authorize the annual renewal of the College's Informer software licensing and platinum managed services hours through Entrinsik for the term of October 19, 2026 through October 18, 2027.

Submitted By

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

Action Requested

Authorization to renew the College's Informer software licensing and platinum managed services hours through Entrinsik at a cost of \$46,117 for the term of October 19, 2026 through October 18, 2027.

Justification

Informer is a web-based data and business intelligence platform that connects multiple data sources, supports ad-hoc reporting, and enables College stakeholders to create dashboards, comparison boards, and data views.

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. Entrinsik 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: 10-01-165100-607526
Total Amount: \$46,117



BOARD OF TRUSTEES ACTION A/F 3
Approval Date: September 10, 2026

Resolution

To authorize the transfer of seven (7) surplus College vehicles and one (1) mobile sign to the County of Bergen.

Submitted by

Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Nathaniel Saviet, Vice President of Facilities
Mr. David Borzotta, Vice President of Safety and Security
Ms. Stephanie Weise, Director, Purchasing and Services

ACTION REQUESTED:

Authorization to transfer ownership of seven (7) surplus College vehicles and one (1) mobile sign to the County of Bergen. The vehicles to be included are:

JUSTIFICATION:

All listed units have been removed from service due to poor mechanical condition and are currently non-operational.

1991 Chevy 2500 - VIN#1GCFC24Z7ME162660
2011 Ford Escape - 1FMCU9DG9BKB04180
2003 Cushman Truck Utility Vehicle – Serial Number – LM14300
2004 Ford 350 Econoline 12 Passenger Van– VIN# - 1FBNE31L34HA13421
2001 Ford 350 Van – VIN# - 1FBSS31SXYHB40644
1992 Club Car Golf Cart – N/A
2002 Dodge Ram 2500 Van – VIN# - 2B5WB250X2K125449
2013 Lite Reader Electronic sign 1030F-AR – Serial Number – IM9US111OCD597032



BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: September 10, 2026

Resolution

To authorize submission of an application for a **College Readiness Now XIII (CRN XIII)** grant to the Office of the Secretary of Higher Education's (OSHE) and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By

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

Action Requested

Authorization to submit an application for a **CRN XIII** grant award of \$52,492.00 for Fiscal Year 2027, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

This is the thirteenth (13th) year of the grant. CRN XIII promotes college readiness, broadens student eligibility, permits the inclusion of career pathway components, and supports two types of college credit opportunities. Bergen's CRN program provides underrepresented students from Hackensack, Teaneck, Garfield, and other collaborating school districts with access to college preparatory opportunities. In its thirteenth year, the grant will support three primary approaches.

1. **Traditional College Readiness Programs** - These programs include summer bridge, boot camp, or semester-long offerings and serve only students who are not yet college ready.
2. **Accelerated Learning Program (ALP)** - Students who are not yet college ready enroll in a college credit-bearing course while receiving additional academic support.
3. **Introductory Meta-Major Survey Courses** - Students who successfully complete the college readiness portion of the program and become eligible may enroll in introductory meta-major survey courses, such as courses in STEM, health professions, and energy.

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



BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: September 10, 2026

Resolution

To authorize submission of an application for **The Hunger-Free Campus Grant** to the Office of the Secretary of Higher Education (OSHE) and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By

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

Action Requested

Authorization to submit a \$25,000 application for **The Hunger-Free Campus** grant for the period July 1, 2026, through June 30, 2027, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

Combating Student Hunger: Funding will directly address food insecurity among students by implementing programs that provide reliable access to nutritious food options.

Promoting Sustainable Solutions: BCC will leverage the grant funds to develop and promote sustainable initiatives that ensure ongoing support for students facing food insecurities. This will include initiatives focused on food production, distribution, and waste reduction.

Raising Awareness of Campus Services: BCC will raise awareness of existing campus services that cater to basic food and hygiene needs. This will include educational campaigns and outreach efforts to ensure that students are aware of and utilize available resources.

Building Strategic Partnerships: To strengthen our impact, BCC will establish and nurture strategic partnerships at the local, state, and national levels.

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



BOARD OF TRUSTEES ACTION E/SA 3
Approval Date: September 10, 2026

Resolution

To authorize Bergen Community College to accept a \$15,000 subaward from the **New Jersey Department of Human Services, Division of Aging Services (“NJ DHS”)**, under the NJ Wellness Senior Initiative awarded to Korean Community Service of Metropolitan New York, Inc. (“KCS”) as lead agency, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute all required documents.

Submitted By

Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Anjali Thanawala, Director of Grants Administration

Action Requested

Authorization to accept a \$15,000 grant subaward from the **New Jersey Department of Human Services, Division of Aging Services (“NJ DHS”)** for the budget period 06/01/2026- 05/31/2027, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

Bergen Community College (BCC), through its Institute for Multicultural Learning, will partner with KCS, the lead agency, to implement Phase I of the Intergenerational Visiting Companion Program. Grant-funded student interns will be trained to visit and provide companionship to older adults in Bergen County, New Jersey, reducing social isolation and fostering stronger community connections. Activities will be delivered through student cohorts scheduled in alignment with BCC’s academic calendar.

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



BOARD OF TRUSTEES ACTION E/SA 4
Approval Date: September 10, 2026

Resolution

To authorize acceptance of a \$10,687 grant award from the New Jersey Council of County Colleges ***Harvesting Community to Expand Opportunity: Building Community to Expand Food Access Throughout New Jersey*** program, funded by **New Jersey Food Fund (NJFF)**, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By

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

Action Requested

Authorization to accept a \$10,687 grant award from the New Jersey Council of County Colleges ***Harvesting Community to Expand Opportunity: Building Community to Expand Food Access Throughout New Jersey*** program, funded by **New Jersey Food Fund (NJFF)**, for Fiscal Year 2027, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

Bergen Community College will use these funds to address student food insecurity through a coordinated three-part approach: expanding on-campus food pantries through formal logistics partnerships with regional food banks, creating farm-to-table channels with agricultural nonprofits such as America's Grow-A-Row to provide fresh produce directly to students with the greatest need, and using institutional data to connect eligible students with Supplemental Nutrition Assistance Program (SNAP) benefits, and support them in meeting state work requirements.

No Match is required.
Budget is in Development



BOARD OF TRUSTEES ACTION E/SA 5
Approval Date: September 10, 2026

Resolution

To authorize submission of a grant application to the **United States Department of State, Bureau of Educational and Cultural Affairs (ECA)**, for the Global Online Course (GOC) on *Teaching English with Technology*, administered by **FHI 360**, for the January 5 through August 31, 2027 performance period, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By

Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Anjali Thanawala, Director of Grants Administration

Action Requested

Authorization to submit a grant application to the **United States Department of State** for the development and delivery of a university-level Global Online Course (GOC) on Teaching English with Technology, administered by FHI 360, for the January 5 through August 31, 2027 performance period, with a maximum award of \$65,000, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute required documents.

Justification

This grant will support “Teaching English with Technology,” an eight-module Global Online Course (GOC) for non-native English-speaking educators worldwide. Based on sound pedagogical practices, the course will cover multimodal communication, digital assessment, accessibility, and the responsible use of emerging tools, including generative AI. Instead of emphasizing short-term platforms, the curriculum will help participants evaluate, select, and integrate technology effectively, with particular attention to resources from U.S.-based companies. This project will allow the institution to broaden its global reach, advance international professional development, and help educators create meaningful, technology-supported language learning experiences. A separate award will be negotiated for delivery of the course pilot.

College funding will include a required in-kind allowable cost share of \$6,500.

The project description and budget are in development.



BOARD OF TRUSTEES ACTION E/SA 6
Approval Date: September 10, 2026

Resolution

To authorize submission of an application for **The Tepper Foundation Community to Opportunity 2.0 Initiative** grant to the New Jersey Council of County Colleges, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By

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

Action Requested

Authorization to submit an application for **The Tepper Foundation Community to Opportunity 2.0 Initiative** grant award of \$485,000 and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents. The performance period of this grant is July 2026 through June 2030.

Justification

This initiative supports Bergen Community College (BCC) in addressing non-academic barriers—including food and housing insecurity, mental health challenges, and limited awareness of public benefits—which disproportionately contribute to student attrition. Core components of the initiative include establishing and strengthening centralized one-stop support hubs, embedding trauma-informed mental health care, implementing peer navigator models to reduce stigma, and partnering with county social services to host on-campus SNAP enrollment days. Ultimately, targeted and data-informed holistic student support services improve retention rates, foster long-term economic mobility for students, and enhance institutional fiscal sustainability through higher enrollment.

No Match is required.
Budget is in Development



BOARD OF TRUSTEES ACTION E/SA 7
Approval Date: September 10, 2026

Resolution

To authorize Bergen Community College (BCC) to accept a \$95,472 subaward from the **National Science Foundation (NSF)** to implement the **Northern New Jersey Bridges to the Baccalaureate Degree (NNJ-B2B)** program under the **Louis Stokes Alliance for Minority Participation Program (LSAMP)**, Grant Award #HRD 2308618, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By

Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Anjali Thanawala, Director of Grants Administration

Action Requested

Authorization to accept a \$95,472.00 grant subaward from **NSF** to implement the **NNJ-B2B** program and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents. The performance period for this grant is May 1, 2026 through April 30, 2027.

Justification

As a partner institution, BCC is committed to increasing the enrollment, persistence, degree completion, and successful transfer of students in Science, Technology, Engineering, and Mathematics (STEM) disciplines into four-year baccalaureate programs.

Funded through the National Science Foundation (NSF), the NNJ-B2B initiative scales proven, high-impact transfer practices across partner campuses. Key efforts include peer-led support services such as Supplemental Instruction, undergraduate research opportunities, and cross-campus peer mentoring. NSF resources will be leveraged alongside institutional supports to transform the STEM learning environment and foster strong academic networks for underrepresented students. Furthermore, the consortium will develop innovative recruitment and retention strategies, expand four-year institutional partnerships, and establish sustainable frameworks to institutionalize these high-impact practices long-term.

No college funds are required.

The budget is in development.



BOARD OF TRUSTEES ACTION E/SA 8
Approval Date: September 10, 2026

Resolution

Acceptance of \$4000 from **New Jersey Community College Consortium for New Jersey Community Colleges Participating in the AI Sprinternships™ Initiative, part of AI Ready New Jersey** and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By

Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President Academic Affairs and Provost
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Anjali Thanawala, Director Grants Administration

Action Requested

To accept \$4000 from **New Jersey Community College Consortium for New Jersey Community Colleges Participating in the AI Sprinternships™ Initiative, part of AI Ready New Jersey**, for FY27 and to authorize President Eric M. Friedman, Ph.D., or his designee, to execute the required documents.

Justification

Created in partnership with Break Through Tech, the Sprinternships™ Initiative gives New Jersey community college students three weeks of paid, hands-on experience on employer-sponsored AI projects. Key details include:

- **Direct Compensation:** Students are paid directly by the NJCCC.
- **Core Goals:** Provide equitable access to applied AI work, strengthen employer-college relationships, and gather insights to expand the Sprinternships™ framework.

No Match is required.

Budget is in Development



BOARD OF TRUSTEES ACTION E/SA 9
Approval Date: September 10, 2026

Resolution

To submit **the Center for Adult Transition** grant application to the Office of the Secretary of Higher Education (OSHE) and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By

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

Action Requested

To authorize submission of **The Center of Adult Transition** grant award of \$100,000 for the Budget period 07/01/2026- 06/30/2027, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

The purpose of this grant is to provide students (up to the age of 24) who have developmental disabilities the support and resources necessary to experience more successful transitions from secondary school to postsecondary education and adult employment, and to promote independent living opportunities by providing appropriate skills to be successful.

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



BOARD OF TRUSTEES ACTION P1
Approval Date: September 10, 2026

Resolution

To approve the specified personnel separations.

Submitted By

Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Sarah Riker, Director of Human Resources

Justification:

To accept the separation of the following individuals:

	<u>Name</u>	<u>Reason</u>	<u>Position/Department/Division/Unit</u>	<u>Effective Date</u>
1.	Adrian Batista	Resignation	Custodian/Facilities/Support	08/18/2026 (retroactive)
2.	Christian Newman	Resignation	CCOG Recruiter/Student Affairs/Grant	08/25/2026 (retroactive)
3.	Brian Cordell	Resignation	Associate Professor/English/Academic Affairs/Faculty	08/31/2026 (retroactive)
4.	Mark Molisani	Retirement	Senior Grant Writer/Grants Administration/Professional	11/01/2026

BOARD OF TRUSTEES ACTION P2
Approval Date: September 10, 2026

Resolution

To approve the appointments of specified Professional personnel.

Submitted By

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

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date</u>
1. Angelica Firetto	Instructional Designer/ Center for Innovation in Teaching and Learning/Academic Affairs	Professional	\$53,000.00	09/16/2026
2. Marena Gad	Success Coordinator/ Center for Student Success/ Student Affairs	Professional	\$55,000.00	09/16/2026

Justification

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

Charge to:

College Operating Funds in accordance with the list below:

1. 10-03-390100-601110
2. 10-02-230100-601110

BOARD OF TRUSTEES ACTION P3
Approval Date: September 10, 2026

Resolution

To approve the appointments of the specified Support personnel.

Submitted By

Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Ms. Sarah Riker, Director of Human Resources

Action Requested

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

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date</u>
1.	Alexander Itzkowitz	Custodian/Facilities	Support	\$43,750.00	09/16/2026
2.	Elena Lopez	Custodian/Facilities	Support	\$43,750.00	09/16/2026
3.	Carolyn Jimenez	Secretary/Math, Science and Technology/Academic Affairs	Support	\$44,000.00	09/16/2026
4.	Esther Haeun Kim	Secretary/Business and Social Sciences/Academic Affairs	Support	\$44,000.00	09/16/2026

Justification

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

Charge to:

College Operating Funds in accordance with the list below:

- 1.-2. 10-06-620100-601135
3. 10-04-417800-601130
4. 10-04-417700-601130

BOARD OF TRUSTEES ACTION P4
Approval Date: September 10, 2026

Resolution

To approve the appointment of the specified Grant personnel.

Submitted By

Dr. Eric M. Friedman, President

Dr. Tonia McKoy, Assistant Vice President of Research and Institutional Effectiveness

Ms. Sarah Riker, Director of Human Resources

Action Requested

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

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date</u>
1.	Samuel Gray	Research Analyst/ Research and Institutional Effectiveness	Grant	\$63,500.00	09/16/2026

Justification

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

Charge to:

Grant Funds in accordance with the list below:

1. 50-03-599001-601110 - 80%
50-03-570700-601110 - 10%
50-03-588800-601110 - 10%



BOARD OF TRUSTEES ACTION P5
Approval Date: September 10, 2026

Resolution

To approve the appointments of the specified Lecturers for the Fall 2026 Semester.

Submitted By

Dr. Eric M. Friedman, President

Dr. Andrew Tomko, Vice President of Academic Affairs and Provost

Ms. Sarah Riker, Director of Human Resources

Action Requested

To approve the appointment of the following individuals as Lecturers for the Fall 2026 semester at the salary indicated:

<u>Name</u>	<u>Discipline/Division</u>	<u>Salary</u>
Joseph DeLuccia	Communications/Humanities	\$25,070.86
Bina Dugan	ESL/Humanities	\$25,070.86
Lisa Herms	Nursing/Health Professions	\$25,070.86
Pamela Hughes	English/Humanities	\$25,070.86
Carl Jablonski	Visual Arts/Humanities	\$25,070.86
So Yi Jeong	Chemistry/Science, Mathematics and Technology	\$25,070.86
Juhyun Kim	Mathematics/Science, Mathematics and Technology	\$25,070.86
Michelle Prezioso	English/Humanities	\$25,070.86
Stephanie Shewciw	Developmental Mathematics/Science, Mathematics and Technology	\$25,070.86
Matthew Stokes	English/Humanities	\$25,070.86

Justification

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

BOARD OF TRUSTEES ACTION P6
Approval Date: September 10, 2026

Resolution

To approve the appointments of the specified personnel to a stipend position.

Submitted By

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

Action Requested

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

<u>Name</u>	<u>Position</u>	<u>Stipend</u>	<u>Effective Dates</u> <u>(retroactive)</u>
1. Jovan Acree	Assistant Men's Basketball Coach	\$5,000.00	07/01/2026 – 06/30/2027
2. Davius Bunch	Assistant Men's Wrestling Coach	\$4,500.00	07/01/2026 – 06/30/2027
3. Davius Bunch	Assistant Women's Flag Football Coach	\$3,500.00	07/01/2026 – 06/30/2027
4. Luis Colon	Assistant Baseball Coach	\$4,500.00	07/01/2026 – 06/30/2027
5. Stacey Daniels, Jr.	Assistant Women's Basketball Coach	\$5,000.00	07/01/2026 – 06/30/2027
6. Thomas Derr	Esports Head Coach	\$8,000.00	07/01/2026 – 06/30/2027
7. Janet Elder	Head Women's Volleyball Coach	\$8,000.00	07/01/2026 – 06/30/2027
8. Nicholas Grasso	Head Baseball Coach	\$8,000.00	07/01/2026 – 06/30/2027
9. Lawrence (Luke) Gomez	Head Men's Basketball Coach	\$9,000.00	07/01/2026 – 06/30/2027
10. Rey Miller	Head Wrestling Coach	\$8,500.00	07/01/2026 – 06/30/2027
11. Rey Miller	Head Women's Flag Football Coach	\$7,000.00	07/01/2026 – 06/30/2027
12. Jonathan Sanchez	Head Men's Soccer Coach	\$8,000.00	07/01/2026 – 06/30/2027
13. Jorge Rodriguez	Head Men's Volleyball Coach	\$8,000.00	07/01/2026 – 06/30/2027
14. Diego Rondon	Assistant Women's Volleyball Coach	\$4,000.00	07/01/2026 – 06/30/2027
15. Diego Rondon	Assistant Men's Volleyball Coach	\$4,000.00	07/01/2026 – 06/30/2027
16. Brian Vargas	Assistant Women's Wrestling Coach	\$4,500.00	07/01/2026 – 06/30/2027

Justification

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

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

Coaches 1 through 16: 60-09-910000-601161

BOARD OF TRUSTEES ACTION P7

Approval date: September 10, 2026

Resolution

Approve stipends for Nursing Clinical Faculty for the Fall 2026 semester

Submitted By

Dr. Eric M. Friedman, President

Dr. Andrew Tomko, Vice President of Academic Affairs and Provost

Ms. Sarah Riker, Director Human Resources

Action Requested

To approve payment of stipends for the following individuals in the Nursing Clinical Faculty in the amounts indicated for the Fall 2026 semester.

Fall 2026

<u>Name</u>	<u>Semester stipend amount</u>
--------------------	---------------------------------------

<u>Full time</u>	
-------------------------	--

Marites Alconis	\$3,111.90
Diana Constantino	\$3,111.90
Joana Constantino	\$3,111.90
Claire Cyriax	\$3,111.90
Joanne Diamantidis*	\$4,445.57
Sharon Mancini**	\$1,778.23
Tiffany Cuello-Siegel	\$3,111.90

Adjuncts

Edward Acquah	\$3,111.90
Krysbelle Alconis-Vo	\$3,111.90
Christina Banroft**	\$1,778.23
Valeria Burgos**	\$1,778.23
Cyndi Chiulli**	\$1,778.23
Diahana Defina	\$3,111.90
Cora Dumalagan**	\$1,778.23
Ceki Fox**	\$1,778.23
Brian Garcia**	\$1,778.23
Jose Garcia (N)	\$3,111.90
Gonxhe Hadzi	\$3,111.90
Natalie Hanikeh	\$3,111.90
Maureen Imbrogno	\$3,111.90
Noli Imperial	\$3,111.90
Siew Jackson	\$3,111.90
Laleh Jasmidi**	\$1,778.23

Reny Joseph	\$3,111.90
James Keogh	\$3,111.90
Saideh Labibi	\$3,111.90
Theresa LaFlam**	\$1,778.23
Shelley Larsen**	\$1,778.23
Easter Grace Mana-ay-Rio	\$3,111.90
Sherry-Ann Munroe	\$3,111.90
Lilith Okossi**	\$1,778.23
Issac Oppong	\$3,111.90
Camile Richards**	\$1,778.23
Kristina Rioux**	\$1,778.23
Kristina Schmidt	\$3,111.90
Mary Jo Sharples	\$3,111.90
T. Dolma Siphur	\$3,111.90
Robelisa Sistoso	\$3,111.90
Lashaun Smith (N)	\$3,111.90
Tara Spruill	\$3,111.90
Patricia Strickland	\$3,111.90
Chun Tse	\$3,111.90
Cecelia Valdez	\$1,778.23
Vesna Vidojevic	\$3,111.90
Eric Waga	\$3,111.90

* for additional ½ semester clinical

** for ½ semester clinical only

(N) New adjunct clinical faculty



BOARD OF TRUSTEES ACTION P8
Approval Date: September 10, 2026

Resolution

To amend the stipend amount of the specified Clinical Coordinators.

Submitted By

Dr. Eric M. Friedman, President

Dr. Andrew Tomko, Vice President of Academic Affairs and Provost

Ms. Sarah Riker, Director of Human Resources

Action Requested

To approve the amended stipend amount for the Clinical Coordinators listed below for the period of July 1, 2026 – June 30, 2027.

CLINICAL COORDINATORS

<u>Name</u>	<u>Department/Division</u>	<u>Annual Stipend (retroactive)</u>
Daniel Brancato	Radiation Therapy/Health Professions	\$2,861.84
Amy Cacciatore	Radiation Therapy/Health Professions	\$2,861.84

Justification

Amend the stipend amount from the P9, June 16, 2026 board resolution. The correct annual stipend amount should be \$2,861.84. In accordance with the terms of the Agreement between Bergen Community College and the Bergen College Faculty Association, Article XXI of the contract.



BOARD OF TRUSTEES ACTION P9
Approval Date: September 10, 2026

Resolution

To approve a monthly stipend.

Submitted By

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

Dr. Andrew Tomko, Vice President of Academic Affairs and Provost

Ms. Sarah Riker, Director of Human Resources

Action Requested

To approve a stipend for the following individual for assuming additional responsibilities:

<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Amount</u>	<u>Effective Dates</u>
1. Anna Gergen	Assistant Director, P.T.K. and Honors/Academic Affairs	Confidential	\$375	09/15/2026 – 05/31/2027

Justification

To provide a monthly stipend not to exceed (\$3,000) for assuming additional responsibilities in support of the Grant awarded by the New Jersey Department of Human Services, Division of Aging Services.

Charge to:

Grant Funds in accordance with the list below:

1. 50-02-520000-601153

BOARD OF TRUSTEES ACTION P10

Approval Date: September 10, 2026

Resolution

To extend the appointment of the specified temporary full-time (TFT) personnel.

Submitted By

Dr. Eric M. Friedman, President

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

Ms. Sarah Riker, Director of Human Resources

Action Requested

To extend the following individual for the temporary full-time position and annual salary indicated below:

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Dates</u>
1.	Roberto Diaz	Coordinator TFT/ Continuing Education and Workforce Development	N/A	\$58,500.00	10/1/2026 – 12/31/2026

Justification

1. Extension of temporary full-time position. This position is at-will.

Charge to:

College Operating Funds in accordance with the list below:

1. 10-04-450000-601110



BOARD OF TRUSTEES ACTION P11
Approval Date: September 10, 2026

Resolution

To approve the title change and job description for the specified vacant positions.

Submitted By

Dr. Eric M. Friedman, President

Mr. Tyler Beebe, Chief Information Officer

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

Ms. Sarah Riker, Director of Human Resources

Action Requested:

To approve the title change on the organizational chart for the vacant positions listed:

	<u>Title</u>	<u>Action</u>	<u>Unit</u>
1.	Workforce Program Assistant	Title Change	Support
2.	Technical Process Engineer	Title Change	Professional

Justification

1. To approve the title change and job description for the following vacant position: from Administrative Assistant, Bergen for Business to Workforce Program Assistant. The title better reflects the scope and responsibilities of the position.
2. To approve the title change and job description for the following vacant position: from Business Systems Analyst to Technical Process Engineer. The title better reflects the scope and responsibilities of the position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Workforce Program Assistant

DEPARTMENT: Continuing Education and Workforce Development

FUNCTION: The Workforce Program Assistant provides administrative and operational support for Bergen for Business, the College's employer engagement and workforce development division. Bergen for Business serves more than 700 employer partners and 5,000 employees annually through customized corporate training, manufacturing workforce initiatives, free employer workshops, small business consulting, and the Bergen for Business Accelerator. These initiatives support regional economic development by helping employers address workforce needs while creating experiential learning, internship, and career opportunities for Bergen Community College students.

The Program Assistant provides administrative support by assisting with participant registration, maintaining employer and participant records, preparing reports, supporting marketing activities, coordinating program logistics, and assisting with the day-to-day operations of Bergen for Business.

REPORTS TO: Dean, Continuing Education and Workforce Development

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

- Assist the Business Development Manager with participant registration and enrollment for customized corporate training, workforce development programs, employer workshops, and related initiatives. Process registrations, maintain participant records, and provide excellent customer service to employers, employees, and participants.
- Maintain employer and participant information within the customer relationship management (CRM) system. Update records, track program participation, and assist with maintaining accurate employer and customer data.
- Assist with the preparation and distribution of email campaigns, promotional materials, employer communications, social media content, and outreach materials using platforms such as Constant Contact, Canva, and Adobe Creative Suite.
- Enter, maintain, and verify program data using Excel, CRM systems, registration systems, and reporting tools. Prepare routine reports that support grant reporting, program

administration, and departmental operations.

- Assist with compliance documentation and reporting requirements for grant-funded programs.
- Assist in documenting administrative procedures and maintaining standardized processes that support efficient operations, accurate recordkeeping, and consistent program delivery.
- Assist with scheduling training programs, workshops, meetings, and special events. Coordinate facilities, materials, instructor communications, and participant notifications to support successful program delivery.
- Respond to routine inquiries from employers, participants, instructors, consultants, and community organizations. Direct complex questions to the appropriate staff member and assist with routine communications related to workforce development programs.
- Maintain accurate information within registration, CRM, workforce development, and reporting systems to support program administration, data accuracy, and reporting requirements.
- Provide general administrative support by preparing correspondence, reports, presentations, contracts, and program materials. Maintain departmental files and assist with the daily operations of Bergen for Business.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

- Excellent organizational skills with the ability to manage multiple assignments, coordinate schedules, meet deadlines, and maintain accurate records while demonstrating strong attention to detail.
- Excellent written and verbal communication skills with the ability to interact professionally with employers, participants, instructors, consultants, community partners, and College personnel while providing outstanding customer service.
- Experience maintaining customer and employer databases, updating records, tracking participation, and supporting reporting activities.
- Working knowledge of Constant Contact, Canva, Adobe Creative Suite, or similar software to assist with email marketing, promotional materials, and digital communications.
- Proficiency in Microsoft Office, Excel, CRM systems, and enterprise software with the ability to maintain data, prepare reports, and support departmental operations.
- Ability to organize files, maintain documentation, prepare correspondence, coordinate meetings, and support multiple projects simultaneously.
- Ability to maintain accurate documentation and support reporting requirements for grant-funded programs while ensuring compliance with applicable policies and procedures.
- Ability to work independently and collaboratively, exercise sound judgment, adapt to changing priorities, manage multiple assignments, and maintain a high level of customer service in a fast-paced environment.

Education: Associate's degree in Business Administration, Marketing, Communications, Office Administration, or a related field required. Bachelor's degree in a related field preferred.

Experience: Two (2) years of administrative, program coordination, employer relations, customer service, or workforce development experience.

Other: An equivalent combination of education and experience may be considered.

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Submitted by: E-SIGNED by Linda Caruso
on Aug 05, 2026 15:43:20:20 GMT Date: August 05, 2026
Name/Title

Approved by: E-SIGNED by Cinzia D'Iorio
on Aug 05, 2026 15:45:20:20 GMT Date: August 05, 2026
Name/Title

Reviewed by: E-SIGNED by Sarah Riker
on Aug 05, 2026 15:46:14:14 GMT Date: August 05, 2026
Human Resources

Board Approval: _____ Date: _____
Board Approval

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

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Technical Process Engineer

DEPARTMENT: Information Technology Services

FUNCTION: The Technical Process Engineer will work as part of a team that is responsible for analysis, documentation, solution design, implementation, and training/communication for Business Process Improvement initiatives at Bergen Community College. This role will be responsible for streamlining, simplifying, and improving end-to-end processes, and fostering a culture of continuous improvement with systems and tools to enhance productivity and provide a unified user experience. This position will utilize strong technical competencies and functional business expertise to identify, evaluate, and develop processes that meet institutional requirements. The Technical Process Engineer requires expertise in systems design and development, application integration, and business process analysis.

The Technical Process Engineer will work closely with cross-functional teams within IT as well as across divisions to understand business needs and develop automated solutions. This position requires the ability to analyze complex business requirements and various technical and technological factors to develop creative, cost-effective solutions that integrate across platforms. Essential skills also include the ability to communicate technical information and solutions to faculty, staff, and administration.

REPORTS TO: Assistant Vice President, Information Technology

SUPERVISES: Part time employee(s)

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Gather and analyze business needs and requirements for innovative technological solutions.
2. Consult and collaborate cross-divisionally to maximize functionality and the efficient use of assigned information systems.
3. Develop solutions using a combination of out-of-the-box enterprise software and custom-coded solutions tailored to the college's business needs.
4. Provide configuration support for all enterprise business applications.
5. Administer and configure Laserfiche as the primary platform for forms and business process automation, ensuring efficient and secure document management and workflow integration.
6. Utilize Ellucian Ethos/Data Access to facilitate seamless connectivity between enterprise systems and Colleague, enabling reliable data exchange and synchronization.
7. Write, test, and optimize complex PL/SQL programs, procedures, and database packages to manage backend institutional workflows and data integrity.

8. Design, build, and maintain RESTful APIs and web services using XML, JSON to connect core enterprise applications (such as LMS, ERP, and CRM).
9. Develop and maintain custom scripts and applications using Java, C++, and JavaScript to enhance, automate, or extend the capabilities of the core enterprise systems.
10. Design and automate document generation workflows, leveraging dynamic formatting capabilities (such as PDF generation and parsing) to support reporting and end-user administration
11. Oversee, update, and maintain front-end Cascading Style Sheets (CSS) across enterprise applications to ensure visual consistency, modern user interface (UI) standards, and alignment with the College's branding guidelines.
12. Ensure that the system interface is functional, user-friendly, ADA Compliant, and uses consistent themes.
13. Analyze, evaluate, and test system upgrades, new releases, bundles, and patches.
14. Provide Level 2 technical support and expertise for assigned applications.
15. Develop reports for end users.
16. Produce and maintain project schedules, meeting minutes, and action plans.
17. Research emerging technologies that are potential solutions for adding value to current or planned tools and processes.
18. Provide training to the user community.
19. Develop metrics that provide data for process measurement.
20. Understand and monitor the product roadmap to stay ahead of emerging trends that will challenge existing processes or tools.
21. Performs additional tasks or duties as assigned.

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

QUALIFICATIONS:

- (1) Education: Minimum Bachelor's degree in a computer or technology-related field is required. Equivalent work experience will be considered on a case-by-case basis.
- (2) Preferred Knowledge, Skills, and Abilities:
 - a) Experience designing RESTful APIs including best practices in its design with XML and JSON. Knowledge of industry-proven Web service interaction patterns.
 - b) Knowledge and experience in HTML, Python, JavaScript, C#, XML, CSS.
 - c) Strong relational database knowledge/experience (e.g., SQL database) is desirable.
 - d) Experience writing SQL queries, PL/SQL programs, procedures, functions, and data transformation packages is desirable.
 - e) Experience working with Ellucian Ethos Data Model to sync real-time operations across third-party applications like Laserfiche, Canvas, Ad Astra, Civitas
 - f) Technologically proficient in common office desktop software and familiarity with cloud-based computing and collaborative platforms and software.

- g) Ability to multitask and complete multiple complex technical projects.
- h) Ability to professionally adapt and manage frequent changes to processes and requirements.
- i) Ability to reach closure on projects.
- j) Ability to function well within a diverse team environment.
- k) Ability to employ a balanced and positive approach to work activities and collaborate across internal departments, divisions, vendors, and external constituencies as needed.
- l) Demonstrate understanding of the community college mission and practices an open-door policy.
- m) Good oral and written communication skills.
- n) Exhibit strong skills in building relationships, organizing, and planning.

(3) Required Experience:

- a) Experience in business process analysis with a history of measurable business results.
- b) 2+ years of experience with implementing and managing a large enterprise system.
- c) Experience designing RESTful APIs and including best practices in its design with XML and JSON. Knowledge of industry-proven Web service interaction patterns.
- d) Knowledge and experience in JavaScript, Java, C++, XSD, XML, PDF.
- e) Strong relational database knowledge/experience (e.g., SQL database) is desirable.
- f) Experience in writing SQL queries, PL/SQL programs, procedures, functions, and packages is desirable.

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

Submitted by:	E-SIGNED by Nishika Gupta on Sep 02, 2026 16:15:41:41 GMT Name/Title	Date: <u>September 02, 2026</u>
Approved by:	E-SIGNED by Nishika Gupta on Sep 02, 2026 16:15:48:48 GMT Name/Title	Date: <u>September 02, 2026</u>
Reviewed by:	E-SIGNED by Sarah Riker on Sep 02, 2026 16:19:28:28 GMT Human Resources	Date: <u>September 02, 2026</u>

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



BOARD OF TRUSTEES ACTION P12
Approval Date: September 10, 2026

Resolution

To approve the job description for the specified position.

Submitted By

Dr. Eric M. Friedman, President

Dr. Andrew Tomko, Vice President of Academic Affairs and Provost

Ms. Sarah Riker, Director of Human Resources

Action Requested:

To approve the following action:

<u>Title</u>	<u>Action</u>	<u>Unit</u>
1. Assistant Director of Multicultural Services and Activities	New Job Description	Faculty, Group C

Justification

1. To provide a job description that meets the scope and responsibilities of the position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Assistant Director, Office of Multicultural Services and Activities (OMSA) / Academic Affairs

DEPARTMENT: Office of Multicultural Services and Activities

FUNCTION: The Assistant Director of Multicultural Services and Activities is responsible for assisting the Dean with the development and implementation of multicultural services and activities. Designs and delivers signature events aligned with the College's mission and strategic priorities. Expands the College's portfolio of experiential learning initiatives. In this role, the Assistant Director fosters belongingness and inclusivity among faculty, staff, and students while leveraging strong leadership and networking abilities to build collaborative relationships with divisional leaders, external stakeholders, and community partners.

REPORTS TO: Dean of Multicultural Services and Activities

SUPERVISES: Division Staff as assigned

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Assists the Dean of Multicultural Services and Activities in coordinating efforts to centralize community-building and heritage initiatives at the College, including, but not limited to, the Equity Council, Black History Month Committee, Hispanic Heritage Month Committee, Women's History Month Committee, Asian Heritage Month Committee, Italian Heritage Month Committee, and others. Expansion of the portfolio as appropriate.
2. Engages students through experiential learning opportunities, projects, career networking opportunities, volunteer initiatives, and leadership training. Engages students in event planning and event management. Creates a portfolio of experiential learning opportunities for students and facilitates same.
3. Develops and designs interdisciplinary, robust events that connect academic learning with cultural awareness and community engagement.
4. Collaborates with College division leaders to identify opportunities for faculty, students, and staff to participate in OMSA programming through applied learning projects.
5. Broadens participation of external partners, including cultural organizations, nonprofit agencies, healthcare organizations, museum and art organizations, local business, and government agencies in College events with strong outreach expansion.
6. Assists with facilitating meetings and activities of the President's Advisory Council on Diversity, Equity, and Inclusion (PACDEI) and all related programs and initiatives.

7. Aligns OMSA programming with the Middle States Commission on Higher Education standards and requirements.
8. Documents all budget transactions with clear accounting for all resources.
9. Conducts assessment on programs and continually improves services based on data. Designs, facilitates, and assesses project-based learning experiences.
10. Educates peers on aspects of experiential pedagogy.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities:

- Demonstrated knowledge in the administration and development of OMSA programs.
- Strong ability to design, implement, and evaluate signature multicultural programming, heritage month events, and campus-wide inclusion initiatives.
- Possesses a high level of knowledge of managing event logistics.
- Proven ability to build collaborative, cross-functional relationships with campus leaders, faculty, staff, alumni, and external community partners.
- Strong knowledge of the College's disciplines, divisions, and departments, as well as familiarity with external partnerships and community organizations.
- Ability to establish and maintain positive and effective working relationships with students, staff, and the community.
- Strong organizational skills and strategic networking abilities to mobilize campus and community resources.
- Demonstrated excellent supervisory, administrative, communication, interpersonal, and leadership skills.
- Proficiency in using quantitative and qualitative data to assess program outcomes and report on defined goals.
- Proficiency with Microsoft Office, databases, and other technologies used to support program administration, reporting and communication.
- Skill in working effectively in a team environment with a customer service focus.
- A strong understanding of the community college mission and practices.
- Ability to improve success metrics for cohorts of students.

Education: Master's Degree in a relevant area required.

Experience:

- Minimum five (5) years of progressively responsible experience in higher education program administration.
- Minimum of five (5) years of experience in event planning and organization.
- Experience developing and nurturing employer and community partnerships.
- Experience and demonstrated achievement in assessing effectiveness of programs.

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

Submitted by: E-SIGNED by Andrew Tomko
on Aug 18, 2026 21:02:22:22 GMT Date: August 18, 2026
Name/Title

Approved by: E-SIGNED by Andrew Tomko
on Aug 18, 2026 21:02:25:25 GMT Date: August 18, 2026
Name/Title

Reviewed by: E-SIGNED by Sarah Riker
on Aug 18, 2026 21:27:15:15 GMT Date: August 18, 2026
Human Resources

Board Approval: _____ Date: _____
Board Approval

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



BOARD OF TRUSTEES ACTION P13
Approval Date: September 10, 2026

Resolution

To authorize designer fee stipends to college personnel providing services for the Bergen Community College theatre productions for Fall, 2026.

Submitted by

Dr. Eric M. Friedman, President

Dr. Andrew Tomko, Vice President of Academic Affairs and Provost

Ms. Sarah Riker, Director of Human Resources

Action Requested

Authorization for designer fee stipends to the following individuals for their work on the Fall 2026 Bergenstages production of Red Herring.

RED HERRING – July 21 – November 7, 2026

<u>Name</u>	<u>Position</u>	<u>Designer Fee Stipend</u>
Graham Frye	Scenic Designer	\$1,900.00
Miru Kim	Lighting Designer	\$1,200.00
Rod Shepard	Sound Designer	\$ 900.00
Soraya Marone	Costume Designer	\$1,200.00

Justification:

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

Charge To:

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



BOARD OF TRUSTEES ACTION P14
Approval Date: September 10, 2026

Resolution

To rescind the appointments of the specified Lecturers for the Fall 2026 semester.

Submitted By

Dr. Eric M. Friedman, President

Dr. Andrew Tomko, Vice President of Academic Affairs and Provost

Ms. Sarah Riker, Director of Human Resources

Action Requested

To rescind the appointment of the following individual as a Lecturer for the Fall 2026 semester:

<u>Name</u>	<u>Discipline/Division</u>	<u>Salary</u>
George Haramuniz	Developmental Mathematics/Science, Mathematics and Technology	\$23,877.45
Theresa Laflam	Nursing/Health Professions	\$25,070.86

Justification

To rescind the Lecturer appointments from board resolution P5, August 4, 2026.



BOARD OF TRUSTEES ACTION S/F 1
Approval Date: September 10, 2026

Resolution

To authorize the award of Public Bid P-2424 Concrete and Exterior Repairs at the Hackensack Campus, Philip Ciarco Jr. Learning Center to Adamo Brothers Construction.

Submitted By

Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested

Authorization to award Public Bid P-2424 Concrete and Exterior Repairs at the Hackensack Campus, Philip Ciarco Jr. Learning Center to Adamo Brothers Construction in the amount of \$380,000 which includes the Base bid, allowance and alternates no.1 and 2.

Justification

Emergency structural repairs are required to address the deteriorated concrete ceiling slab supporting the Passaic Street main entrance and driveway at the Philip Ciarco Jr. Learning Center. Long-term water infiltration corroded the reinforcing steel and caused substantial concrete spalling, compromising the slab's structural integrity and creating an immediate safety hazard. As a result, the entrance has been closed to all traffic. The emergency repairs are necessary to stabilize and restore the structure, eliminate the hazard, and safely reopen this critical access point for students, employees, visitors, and emergency responders.

Bids received:

	Base bid with allowances	Add alternate(s)	Total
Adamo Brothers Construction	\$355,000	#1 - \$10,000 #2 - \$15,000	\$380,000
Pax Mundus Enterprise LLC	\$376,730.79	#1 - \$28,092.45 #2 - \$52,184.44	\$457,007.68
Senco Metals LLC	\$502,800	#1 - \$19,850 #2 - \$96,750	\$619,400
Madina Restoration Inc. (*error in bid bond)	\$1,165,000	#1 - \$38,000 #2 - \$98,000	\$1,301,000

Charge To: Chapter 12
Account Number: 20-00-183007-604218
Amount: \$380,000