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

Meadowlands Campus
1280 Wall Street West, Lyndhurst, New Jersey
Conference Rooms C504 / 505 – fifth floor

Tuesday, April 11, 2023 – 5:00 p.m.

I. Call to Order

II. Open Public Meetings Act Statement

III. Roll Call

IV. Pledge of Allegiance

V. Reports:
- A. Vice Chairman
- B. Secretary
- C. Treasurer
- D. President
  - ❖ Remarks
    - ➢ Presentation: Phi Theta Kappa Student Success at Regional Conference
      By: Ms. Anna Gergen, PTK and Honors Coordinator
- E. Committees
  1. Audit, Finance and Legal Affairs
  2. Education and Student Affairs
  3. Personnel
  4. Site and Facilities
  5. Strategic Planning and Issues
- F. Alumni Trustee
- G. Chairwoman

VI. Unfinished Business / Board Members

VII. New Business / Board Members

VIII. Open to the Public

IX. Actions
- A. Approval of Board Minutes: Tuesday, March 7, 2023
- B. Consent Agenda: Tuesday, April 11, 2023

X. Executive Session, if required.

XI. (New Business/Open to the Public)

XII. Adjournment

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CONSENT AGENDA

Tuesday, April 11, 2023
5:00 p.m.

Meadowlands Campus
1280 Wall Street West, Lyndhurst, New Jersey
Conference Rooms C504 / 505 – fifth floor

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

Approval of Board Minutes – Tuesday, March 7, 2023

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize the extension of temporary accounting services through Accounting Principals, a division of The Adecco Group, for the Finance department.
3. To authorize the purchase of Accuplacer computerized exam units from the College Board for the Office of Testing Services through the New Jersey Council of County Colleges Joint Purchasing Consortium (JPC).
4. To authorize the purchase of fifty-one (51) iPads, keyboard covers, one (1) charging cart, and software apps from Apple Inc. through the Educational Services Commission of New Jersey Cooperative.
5. To authorize the purchase of additional Cohesity Datacenter Back Up and Disaster Recovery storage nodes from Aspire Technology Partners, LLC.
6. To authorize the purchase of a GT Training System and accessories for the Aviation academic program in the Mathematics, Science and Technology Division through Precision Flight Controls.
7. To authorize the purchase of two (2) robotic floor scrubbers from Bio-Shine, LLC.
8. To authorize the purchase of fifty-four (54) vacuums from Home Depot Pro Institutional.
9. To authorize renewal the College's property insurance policy for Bergen Community College at the Meadowlands through Otterstedt Insurance Agency, Inc.
10. To authorize the purchase of one block of Nutanix nodes from Innovative Network Solutions Corp. (INSC).
11. Authorization to purchase furniture and ancillary installation services as needed through discounted pricing through various co-operative, county, and state purchasing agreements and contracts for an amount not to exceed the total sum of $1,500,000.00.

EDUCATION AND STUDENT AFFAIRS

1. To authorize submission of an application for the Opportunity Innovation Grant (FY23 County College-Based Centers for Adult Transition) from the New Jersey 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 accept a one-year New Jersey Pathways to Career Opportunities (Work Phase) grant award for a Cyber Security Pathway from the NJ Community College Consortium for Workforce and Economic Development, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

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3. To authorize submission of a grant application to the New Jersey Department of Labor and workforce development under ***New Jersey Builders' Utilization Initiative for Labor Diversity (NJBUILD) Women and Minorities in Construction Trades Program***, and authorize Dr. Eric M. Friedman, President, or his designee, to execute required documents.
4. To accept National Endowments of the Arts (NEA) funding for $10,000 to support the Gallery Bergen's Faith Ringgold: Coming to Jones Road Series, and to authorize Dr. Eric M. Freidman, President, or his designee, to execute the required documents.
5. To authorize Bergen Community College (Bergen) as the lead agency to partner with the Jamaica Theological Seminary (JTS) to submit a collaborative application to the United States Agency for International Development (USAID) for a Higher Education for Leadership, innovation, and Exchange (HELIX) grant, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
6. To authorize submission of a fiscal year 2023 budget amendment for the College's Perkins grant to the state of New Jersey Department of Education, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents and activities.

PERSONNEL (P)

1. A. Appointment: Professional
   B. Appointment: Confidential
   C. Appointment: Student Affairs Athletic Program (Coaching Staff)
   D. Appointment: Grant funded
   E. Appointment: Confidential
   F. Approve: Confidential - Title Change
   G. Appointment: Confidential
   H. Approve: New Position - Confidential
   I. Appointment: Support
   J. Approve: Deobligation of Position – Professional
   K. Approve: New Position – Professional
   L. Appointment: Professional
   M. Appointment: Grant funded
2. A. Reappointment Faculty-First Reappointment
   B. Reappointment Faculty- Second Reappointment
3. A. Promotion: Confidential
   B. Promotion: Confidential
4. A. Approve: New Position – Confidential
   B. Approve: New Position – Confidential
   C. Approve: New Position – Grant funded
   D. Approve: New Position - Professional
   E. Approve: New Position – Professional
   F. Approve: New Position – Professional

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CONSENT AGENDA

Tuesday, April 11, 2023

PERSONNEL (P)

5. Salary Adjustment – Support Staff
6. Approve stipends for Nursing Clinical Faculty for the Spring 2023 semester
7. Confer Professor Emeritus Status
8. Approve: Leave of Absence / Support Staff
9. A. Retirement: Faculty
   B. Retirement: Faculty
10. A. Resignation: Professional
    B. Resignation: Support
    C. Resignation: Support

SITE AND FACILITIES (S/F)

1. Authorization to award Public Bid P-2379 for Ender Hall HVAC Replacement to Centralpack Engineering Corp.
2. To award professional services to RSC Architects to prepare the required contract documents for Athletic Fields Irrigation Well Pumping System modifications/upgrade. These documents allow the College to advertise the project to secure bids.

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BOARD OF TRUSTEES ACTION A/F1
Approval Date: April 11, 2023

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

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

Action Requested
Approval for payment of the following legal vouchers:

DeCotiis, FitzPatrick, Cole & Giblin. LLP.

February 1, 2023 to February 28, 2023 $ 18,681.75

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	$ 18,681.75

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BOARD OF TRUSTEES ACTION A/F 2
Approval Date: April 11, 2023

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

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

Action Requested
Authorization to extend temporary accounting services through June 30, 2022 for an estimated amount not to exceed $50,000.00 with Accounting Principals, a division of The Adecco Group.

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

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

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

Charge to:	HEERF Funds
Account Number:	50-06-596500-607550
Amount Total:	$50,000.00

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BOARD OF TRUSTEES ACTION A/F 3
Approval Date: April 11, 2023

Resolution
To authorize the purchase of Accuplacer computerized exam units from the College Board for the Office of Testing Services through the New Jersey Council of County Colleges Joint Purchasing Consortium (JPC).

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

Action Requested
Authorization to purchase approximately 28,000 Accuplacer computerized placement exam units for the Office of Testing Services from the College Board, at an estimated cost of $54,000 through the New Jersey Council of County Colleges Joint Purchasing Consortium contract # R-1313. The cost per unit is $1.95.

Justification
The examination units will be used by the Testing Office to continue the implementation of web-based basic skills testing for incoming students and post-test assessment using College Board's Accuplacer.

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

Charge To:	OMIC Grant Fund
Account Number:	50-02-597300-607504
Amount Total:	$15,999.75

Charge To:	Testing Center
Account Number:	10-03-383000-607620
Amount Total:	$31,200.00

Charge To:	HEERF Funds
Account Number:	50-06-596500-607620
Amount Total:	$6,499.35

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BOARD OF TRUSTEES ACTION A/F 4
Approval Date: April 11, 2023

Resolution
To authorize the purchase of fifty-one (51) iPads, keyboard covers, one (1) charging cart, and software apps from Apple Inc. through the Educational Services Commission of New Jersey Cooperative.

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

Action Requested
Authorization to purchase fifty-one (51) iPads and associated equipment with Apple through the Educational Services Commission of New Jersey Cooperative Bid # ESCNJ 18/19-67 in the amount of $50,331.45.

Justification
Twenty (20) iPads, keyboard cases, software apps and one charging cart will be purchased through the Perkins grant to support the Visual Arts department curriculum.

Thirty-one (31) iPads and cases will be purchased in support of continued online learning brought on by the COVID-19 pandemic. These devices will be used for students, faculty or staff that require a computer for remote learning and teaching.

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

Charge to: Carl Perkins Grant
Account Number: 50-02-599000-607509, 20-02-599000-604201, 20-02-599000-604301
Amount Total: $28,354.95

Charge to: HEERF Funds
Account Number: 20-06-596500-604301
Amount Total: $21,976.50

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BOARD OF TRUSTEES ACTION A/F 5
Approval Date: April 11, 2023

Resolution
To authorize the purchase of additional Cohesity Datacenter Back Up and Disaster Recovery storage nodes from Aspire Technology Partners, LLC.

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

Action Requested
Authorization to purchase additional Cohesity Datacenter Back Up and Disaster Recovery storage nodes from Aspire Technology Partners, LLC in the amount of $251,737.79.

Justification
Cohesity is the College's offsite datacenter backup and disaster recovery solution which provides comprehensive protection and flexibility to easily address evolving business requirements. This solution integrates seamlessly with our Nutanix environment. The College's current Cohesity storage capacity is reaching its limit and needs due to pandemic-driven increased demand for electronic storage. This purchase will secure an additional 64 TB of storage nodes to add to our existing off-site recovery infrastructure.

Aspire Technology Partners, Inc. has completed and submitted, a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution Disclosure, the Stockholder Disclosure Certification and Business Entity Disclosure will be maintained on file at the College.

Computer Hardware, Software and Support are exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (19).

Quotes were requested from the companies listed below.

Aspire Technology Partners	$251,737.79
Insight Public Sector, Inc.	$259,608.56
CDW Government, Inc.	$266,518.31
SHI International Corp.	$271,966.07
Dell	No Response
Continental Resources	No Response
PCMG, Inc	No Response
Pascack Data	No Response

Charge to: HEERF Funds
Account Number: 20-06-596500-604300
Amount Total: $251,737.79

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BOARD OF TRUSTEES ACTION A/F 6
Approval Date: April 11, 2023

Resolution
To authorize the purchase of a GT Training System and accessories for the Aviation academic program in the Mathematics, Science and Technology Division through Precision Flight Controls.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Brock Fisher, Vice President of Academic Affairs
Dr. Emily Vandalovsky, Dean of Mathematics, Science and Technology
Ms. Stephanie Weise, Director Purchasing and Services

Action Requested
To authorize the purchase of a GT Training System through Precision Flight Controls in the amount of $96,896.00.

Justification
The GT Training System will provide students in the Aviation program with experiential learning opportunities to operate a Flight Simulator. Aligned with the program and course learning objectives, students will gain the necessary skills to succeed in Aviation courses. Students who studied fully online during the COVID-19 pandemic had no exposure to the instructional flight simulators, therefore the need for their utilization substantially increased in post-pandemic semesters.

This procurement is exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5(a) (3) (Sole Source).

Charge To:	HEERF Funds
Account Number:	20-01-596500-604217
Amount Total:	$96,896.00

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BOARD OF TRUSTEES ACTION A/F 7
Approval Date: April 11, 2023

Resolution
To authorize the purchase of two (2) robotic floor scrubbers from Bio-Shine, LLC.

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President, Facilities
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Christopher Talmo, Managing Director, Custodial Operations
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
Authorization to purchase two (2) robotic floor scrubbers from Bio-Shine, LLC through HCESC 34HUNCCP Equipment BID CAT – 23-03, in the amount of $155.931.80.

Justification
During the pandemic, the College modified cleaning protocols to expand and improve cleaning efficiency and effectiveness for our facilities. As the College continues to abide by enhanced cleaning and disinfection protocols, this equipment is required to continue to support these tasks. Purchasing robotic floor scrubbers will improve the efficiency of custodial staff, allowing them to spend more time cleaning surfaces and supporting the College's cleaning protocols. New equipment requires less maintenance, provides improve performance, and has enhanced safety functions.

Tennant Sales & Service Company is a global leader in sustainable cleaning technologies. This equipment is well-built, durable, and easy to maintain and service. Tennant offers onsite preventive maintenance and service repairs.

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

Charge To: HEERF
Account Number: 20-06-596500-604217
Amount Total: $155,931.80

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BOARD OF TRUSTEES ACTION A/F 8
Approval Date: April 11, 2023

Resolution
To authorize the purchase of fifty-four (54) vacuums from Home Depot Pro Institutional.

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President, Facilities
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Christopher Talmo, Managing Director, Custodial Operations
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
Authorization to purchase fifty-four (54) vacuums from Home Depot Pro Institutional through Omnia Partners Award #22-07, in the amount of $45,014.70.

Justification
The College requires cleaning equipment that supports a clean, healthy, and safe environment within all facilities. The College continues to abide by enhanced cleaning and disinfection protocols, which require equipment to support these tasks. Purchasing vacuums and wide vacuums will improve the efficiency of custodial staff, allowing them to spend more time cleaning surfaces and supporting the College's cleaning protocols. This equipment requires less maintenance, provides improve performance, and has enhance safety functions for staff.

Tennant Sales & Service Company is a global leader in sustainable cleaning technologies. This equipment is well-built, durable, and easy to maintain and service. Tennant offers onsite preventive maintenance and service repairs.

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

Charge To: HEERF Funds
Account Number: 20-06-596500-604217
Amount Total: $45,014.70

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BOARD OF TRUSTEES ACTION A/F 9
Approval Date: April 11, 2023

Resolution
To authorize renewal the College's property insurance policy for Bergen Community College at the Meadowlands through Otterstedt Insurance Agency, Inc.

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

Action Requested
Authorization to renew the property insurance policy for BCC at the Meadowlands property located at 1280 Wall Street, Lyndhurst, NJ, with Chubb through Otterstedt Insurance Agency, Inc. for one (1) year, from March 31, 2023 through March 31, 2024 at a cost of $28,482.74.

Justification

The College needs to secure a property insurance policy to mitigate liabilities that stem from ongoing operations. The College's insurance consultant, Otterstedt Insurance Agency, recommends purchasing liability insurance from Chubb, which is able to provide coverage for the $1,100,000 business insurance threshold that is necessary on this policy. Chubb provides renewal that is relatively flat and adjusts for more closely aligning the policy with current replacement costs.

Quotes were solicited from the companies listed below:

Chubb: $28,482.74

Other Companies declined to quote.

The selected quote is below the County College bid threshold. Insurance is exempt from bidding in accordance with County College Contacts Law 18A:64A-25.5(11).

Charge To: College Operating Funds
Account Number: 10-01-188100-607590
Amount Total: $28,482.74.

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BOARD OF TRUSTEES ACTION A/F 10
Approval Date: April 11, 2023

Resolution
To authorize the purchase of one block of Nutanix nodes from Innovative Network Solutions Corp. (INSC).

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

Action Requested
Authorization to purchase one block of Nutanix nodes, licensing and support, from Innovative Network Solutions Corp. at a cost of $203,166.55

Justification
Having the Virtual Desktop Infrastructure environment in place allowed Bergen to seamlessly switch to a working, teaching and learning remote environment when the pandemic first hit. The environment was not however built with this specific use case in mind and as a result has been pushed to its extreme limits. In order to ensure that the use cases required by students, faculty and staff who are now working in hybrid models are fully supported, Bergen needs to increase the capacity of the underlying infrastructure as well as its resiliency and implement technologies to ensure that this environment is tuned both for on and off campus workloads. This purchase will increase not only the capacity of the virtual desktop environment itself but also the supporting server infrastructure providing the backend storage and computer services.

Network Solutions Corp. 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 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 Contributions Disclosure, the Stockholder Disclosure Certification, Business Entity Disclosure will be maintained on file at the college.

Quotes were requested from the companies listed below.

Network Solutions Corp.	$203,166.55
CDW Government Inc	$397,376.94
SHI International Corporation	$410,570.36
Presidio Networked Solutions Group LLC	Did not provide pricing
Aspire Technology Partners LLC	Did not provide pricing
Ocean Computer Group Inc.	Did not provide pricing

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

Charge to: HEERF Funds
Account Number: 20-06-596500-604300
Amount Total: $203,166.55

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BOARD OF TRUSTEES ACTION A/F 11
Approval Date: April 11, 2023

Resolution
Authorization to purchase furniture and ancillary installation services as needed through discounted pricing through various co-operative, county, and state purchasing agreements and contracts for an amount not to exceed the total sum of $1,500,000.00.

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President Facilities
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Michael Hyjeck, Managing Director, Physical Plant
Mr. Chris Talmo, Managing Director, Custodial Operations
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
Authorization to purchase, deliver, and install lounge, cafeteria, and office furniture, as needed, from the following co-operative, county, and state purchasing agreements and contracts:

E&I EI00140, CNR01354, CNR01448
ESCNJ.AEPA-22A
ESCNJ 22/23-08
BC-NOI-21-001
NJ State Contract # G-2004 Furniture
HUNCCP Furniture, School & Office #202
OMNIA Partners

Justification
The national availability of Coronavirus vaccines and the more recent easing of safety protocols including mask requirements have not completely stopped the spread of the virus. Therefore, the College must remain vigilant in offering accommodations to maintain the safety and security of the large number of students, faculty, and staff that come to campus each day. To reduce incidences of crowding and large congregations of community members within confined, internal spaces, it is prudent to improve indoor and outdoor spaces to continue social distancing, improve ventilation, increase sunlight exposure, and use resilient antimicrobial fabrics and materials that will withstand continuous cleaning. The furniture and equipment will outfit various campus spaces to provide a safer environment, which will be more conducive to indoor/outdoor education, interactions, and collaboration. This resolution replaces Resolution A/F5 adopted October 13, 2022 by the Board of Trustees as it allows the College to procure the needed goods and related services from a variety of state and local contracts to provide the best pricing and availability.

The procurement of goods and services through New Jersey State Contracts and Cooperative Pricing Agreements are allowed in accordance with County College Contracts Law, 18A-64A-25.1 et seq.

Charge To: HEERF
Account Numbers: Various
Total: Estimated $1,500,000.00

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BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: April 11, 2023

Resolution
To authorize submission of an application for the Opportunity Innovation Grant (FY23 County College-Based Centers for Adult Transition) from the New Jersey 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. Jennifer Migliorino-Reyes, Assistant Vice President, Student Affairs
Ms. Tracy Rand, Senior Director of Student Access and Transition Services
Dr. Anjali Thanawala, Director of Grants Administration

Action Requested
To approve submission of an application for the Opportunity Innovation FY 23 Center for Adult Transition grant for an estimated amount of $500,000 from NJ OSHE, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification
In January 2022, Governor Murphy signed into law P.L. 2021 c.425, which requires all New Jersey county colleges with state appropriations amounts that exceed $4.5 million to operate adult centers for transition of individuals with intellectual and developmental disabilities ("centers"). These centers are intended to provide individuals up to age 24 and with developmental disabilities access to the support and resources necessary to successfully transition from secondary school to postsecondary education, adult employment, and independent living opportunities and skills, as appropriate.

The funding for this grant must be used to provide service, programs, and resources to students with intellectual and developmental disabilities. The types of support available through this grant include services, programs, and resources, including wrap-around support such as mentoring, job coaching, and skill training.

This grant submission is for the second round of funding. BCC is making progress in providing services to in-county and out-of-county special need students and young adults.

No college matching funds are required.

The project description and budget are in development.

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BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: April 11, 2023

Resolution
To accept a one-year New Jersey Pathways to Career Opportunities (Work Phase) grant award for a Cyber Security Pathway from the NJ Community College Consortium for Workforce and Economic Development, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Brock Fisher, Vice President of Academic Affairs
Dr. Emily Vandalovsky, Dean of Math, Science and Technology
Dr. Anjali Thanawala, Director Grants Administration

Action Requested
To authorize acceptance of the New Jersey Pathways to Career Opportunities (Work Phase) award in the amount of $22,500 for the Budget period 07/01/2022- 06/30/2023. The award will be distributed in two equal payments to Bergen Community College (Bergen) as the lead for cyber security pathways.

Justification
On behalf of Northern New Jersey Ecosystem, NJ-NEST, Bergen is accepting the grant award to establish two Pathways as Cybersecurity Pathway lead.

Pathway 1- Networking Fundamentals (Cisco)
Northern New Jersey Ecosystem, NJ-NEST will work in the Center of Workforce Innovation for Cybersecurity with Bergen Community College, Ocean County College, Rowan College at Burlington County and Raritan Valley Community College to develop train-the trainer resources for Professional Development on this Cybersecurity Pathway initiative.

Pathway 2- Networking Fundamental (CompTIA)
This initiative will help the participating colleges to evaluate non-credit industry credentials (CompTIA A+, Comp TIA Network+, Comp TIA Security+, CompTIA CYSA+), as well as certificate programs for stackable credits into AS or AAS degree programs at Rowan College at Burlington County and Camden County College.

The pathways initiative brings together employers, industry associations, labor unions, education institutions, and workforce development partners to provide students, adult learners, and workers with the education and career pathways necessary to earn competitive wages, while providing employers with access to a highly skilled, innovative workforce to meet the critical labor market needs.

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

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BOARD OF TRUSTEES ACTION E/SA 3
Approval Date: April 11, 2023

Resolution
To authorize submission of a grant application to the New Jersey Department of Labor and workforce development under ***New Jersey Builders' Utilization Initiative for Labor Diversity (NJBUILD) Women and Minorities in Construction Trades Program***, and authorize Dr. Eric M. Friedman, President, or his designee, to execute required documents.

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

Action Requested
To authorize submission of a grant application to the New Jersey Department of Labor and workforce development under ***New Jersey Builders' Utilization Initiative for Labor Diversity (NJBUILD) Women and Minorities in Construction Trades Program***, and authorize Dr. Eric M. Friedman, President, or his designee, to execute required documents. An application was submitted on April 6th, 2023, for an amount of $450,000 to support 20 apprentices from July1, 2023 to December 31, 2024.

Justification
This grant's primary goal is to increase opportunities for women and minorities to acquire skills, increase employment opportunities, and benefit economically from construction/infrastructure projects within New Jersey. Through this grant, College's Continuing Education Division will:

1. Engage contractors in the development and provision of construction-related occupational skills training.
2. Assist participants with job placement services targeting employment in USDOL Registered Apprenticeship program or construction related jobs, including lead abatement occupations. These are construction jobs with pay rates no less than $15 per hour. Participants are required to earn a minimum of one industry-valued credential.
3. Provide career pathways (rigorous and high-quality education, training, and other services) in construction-related fields.

No college matching funds are required.

The project description and budget are in development.

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BOARD OF TRUSTEES ACTION E/SA 4
Approval Date: April 11, 2023

Resolution
To accept National Endowments of the Arts (NEA) funding for $10,000 to support the Gallery Bergen's Faith Ringgold: Coming to Jones Road Series, and to authorize Dr. Eric M. Freidman, President, or his designee, to execute the required documents.

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President of Academic Affairs
Mr. Adam Goodell, Senior Dean, Humanities
Professor Timothy Blunk, Director of Gallery Bergen
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Anjali Thanawala, Director Grants Administration

Action Requested
To authorize acceptance of the NEA grant award in the amount of $10,000 for the budget performance period 01/01/2023-05/31/2023 to expand student education and community acknowledgement of the works and contributions of Faith Ringgold, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification
Faith Ringgold - painter, sculptor, performance artist, educator, writer, feminist, activist - is one of the most significant American artists of the 20th and 21st centuries. Born 1930 in Harlem, New York, Faith Ringgold moved to Englewood, New Jersey, in 1992. She and her family encountered racial hostility from their new neighbors who objected to her building a studio on the property. After a long and public struggle, she ultimately prevailed. Thirty years later, Gallery Bergen seeks to document and and highlight Faith Ringgold's struggles and triumps via a multilayered, community-based, student-centric presentation of the continuing impact of her work. A working group, led by Gallery Bergen's director, Timothy Blunk, will create a community-wide exploration of the show's themes, including the complex and contradictory histories of her experiences. The project includes more than a dozen activities, engaging public libraries, Head Start programs, and local partnerships with the National Coalition of Black Women, and with the artist, Faith Ringgold.

The grant requires a 1 to 1 funding match from the College that will be covered entirely by in-kind contributions.

The budget is under development.

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BOARD OF TRUSTEES ACTION E/SA 5
Approval Date: April 11, 2023

Resolution

To authorize Bergen Community College (Bergen) as the lead agency to partner with the Jamaica Theological Seminary (JTS) to submit a collaborative application to the United States Agency for International Development (USAID) for a Higher Education for Leadership, innovation, and Exchange (HELIX) grant, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By

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

Action Requested

To approve submission of a collaborative grant application by Bergen and JST for a USAID HELIX grant for a September 2023 through June 2028 performance period, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

Bergen has a track record of providing excellent educational opportunities for a diverse student population. This commitment to student success underlies the College's invitation to serve as a mentor institution to JTS and its partner community colleges in developing strategies for providing online education, technological approaches, student support services, assessment, and faculty development.

Through this partnership, Bergen and JTS is applying for funding from the USAID HELIX grant for a limited mentorship award to support the partner country's (Jamaica) progress in achieving sustainable results through effective partnerships. The anticipated awards range from a $1.0 million to $60.0 million dollars. It is anticipated that the cost for personnel and other resources needed to support this initiative will be included in the grant's budget.

The dual goal of the USAID HELIX initiative is to:

1. Improve the capacity of individuals, institutions, and/or systems through higher education.

2. Empower new and underutilized partners to solve problems that are not adequately addressed by other USAID investments by engaging through, in connection to, or with higher education.

This initiative also seeks to build an evidence base for how higher education can function as a central actor in developing and leveraging higher education research expertise to provide data and evidence to address development challenges. In alignment with the goals of the HELIX program, Bergen will engage in knowledge sharing and technology usage as channels for instructional delivery, service, and institutional development. Specifically, Bergen will provide mentorship in best practices in online education, technological solutions, faculty development and mentorship, assessment, and student support services. Although the award is aimed at benefiting the mentored institution(s), there are also considerable benefits for Bergen.

No college funds are required.

The budget documents are under development.

Project Summary

In response to the Jamaica Education Transformation Commission 2021 Report and the USAID HELIX New Program Initiative goals, the partnership between Bergen and JTS aims to increase enrollment of low-income students in tertiary education and improve their academic performance, education readiness, success, and employability. The report highlights a noticeable gap by socioeconomic level, gender, and geographic location of persons who access tertiary level education. Students living in rural areas and those from socially and economically disadvantaged populations are less likely to access tertiary education. JTS has been collaborating with the Jamaica Ministry of Education since 2016 to serve unattached youth, which is a targeted group of this proposal. The project is therefore built on the precept that a multi-dimensional strategy holds significant promise for achieving sustainable development objectives. The partnership will ultimately enhance economic and social development in Jamaica, and it will increase access to quality education for students in rural poor communities. Furthermore, the project will improve educational outcomes and strengthen the capacity of Jamaican institutions to lead new research collaborations. Over time, the objective of the project is to reduce poverty among the target group of students and promote sustainable development in Jamaica.

In alignment with the goals of the USAID HELIX program, Bergen will engage in knowledge sharing and technology usage as channels for instructional delivery, service, and institutional development. Specifically, Bergen will provide mentorship in best practices in online education, technological solutions, faculty development and mentorship, assessment, and student support services. The partnership between Bergen and JTS aims to increase enrollment of low-income students in higher education and improve their academic performance, education readiness, success, and employability. It provides students with a pathway for completing degree programs in various disciplines.

Prospective participants are students who are in their final two years of completing high school. These students would be dual-enrolled at Bergen, allowing them to take college credits towards the general education requirements for their selected program. The dual-enrolled students will be afforded the option to take courses towards their general education requirements completely online through Bergen, or at any of the partner institutions of higher learning in Jamaica. In addition to increasing student enrollment, this approach provides the opportunity for Bergen to better understand and overcome cultural challenges that may surface from serving Caribbean students. Through its partnership with JTS, Bergen intends to develop symbiotic partnerships with the Ministries of Tourism and Education, rural high schools, the Jamaica Hotels and Tourist Association (JHTA), and other strategic partners to leverage resources and provide additional opportunities for students.

Through the development of articulation agreements with 4-year institutions, Bergen will create opportunities for students who are interested in pursuing a Baccalaureate program in their chosen areas of studies. The College will assist the students in securing the proper documentation that is required to secure student visas, which will allow them to study in the United States. However, measures will be implemented to encourage graduates to return to Jamaica so that they can assist with the development of the country.

The initiative will establish a Multidisciplinary Innovation and Incubation Laboratory designed to house intervention resources related to institutional ecosystem, support for faculty professional development, parental coaching, community organization mobilization and engagement, and data to be used by policymakers to measure outcomes and achievement of established objectives. It will also include a development panel that supports entrepreneurism, a data center, and an island-wide management council to ensure maximum impact of the initiative.

Benefits to Bergen

- This partnership provides Bergen with the opportunity to extend its borders beyond New Jersey. In addition to Jamaica, JTS has developed partnerships with colleges in the Eastern Caribbean, including St. Vincent and St. Lucia to offer some degree programs. This initiative will significantly increase Bergen's international student enrollment.

- Students participating in the program can take credit courses or complete entire degree programs through Bergen.

- The target population for this initiative are rural students who have limited access to higher education. Bergen courses and programs will be available to potential students, ranging from dual-enrolled high school students, current college students, as well as industry employees seeking to update their skills for better workforce opportunities.

- Participation offers expanded opportunities to develop symbiotic partnerships with the Ministries of Tourism and Education, rural high schools, the Jamaica Hotels and Tourist Association (JHTA), and other strategic partners to leverage resources and provide additional opportunities for students. Bergen can provide education and training for various industries and small businesses. JHTA and chamber of Commerce leaders have already expressed interest in such partnerships.

- Bergen County is home to a significant population of Jamaican families, including many who choose to study at Bergen. Participation in the program will provide Bergen with the opportunity to improve understanding of the educational environment in Jamaica, the characteristics of its students, and the cultural benefits and challenges it may face in serving Caribbean students.

- In addition to the anticipated grant funds, the Jamaican Ministry of Education will provide scholarships to rural and at-risk students. These scholarships will be a source of ready revenue. The grant would also provide funds for additional scholarships.

- Participation will enhance Bergen's visibility and influence.

- Participation will complement Bergen's Diversity, Equity, and Inclusion (DEI) efforts.

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BOARD OF TRUSTEES ACTION E/SA 6
Approval Date: April 11, 2023

Resolution
To authorize submission of a fiscal year 2023 budget amendment for the College's Perkins grant to the state of New Jersey Department of Education, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents and activities.

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President of Academic Affairs
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Anjali Thanawala, Director Grants Administration
Ms. Stephanie Weise, Director of Purchasing and Services
Mr. John Scardina, Manager, Grants and Regulatory Compliance

Action Requested
To authorize submission of a budget amendment request for the College's Perkins grant for fiscal year 2023 (July 1,2022 through June 30,2023) to the New Jersey Department of Education, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute required documents. The budget amendment includes reallocation of $284,512.04 of the total $799,796.00 funding to build on a Comprehensive Local Needs Assessment conducted with key community and employer stakeholders to identify priority career and technical education (CTE) needs in Bergen County.

Justification
The State of New Jersey Department of Education requires a formal resolution to accept the Perkins grant funds and recognize the amendment of the fiscal year 2023. Several budget lines are adjusted, including amounts allocated for computers, conference and travel costs, funded positions, supplies, equipment. The recommended project adjustments and activities will continue to enhance the quality of the College's CTE programs.

No college matching funds are required.

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BOARD OF TRUSTEES ACTION P1A
Approval Date: April 11, 2023

Resolution
Appointment: Professional

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

Action Requested
To approve the appointment and new job description for the following individual to the position and annual salary indicated.

Name	Position/Division	Salary	Effective Date
Jhonatan Garcia	Program Supervisor / Continuing Education and Workforce Development	$50,000 (prorated)	04/16/2023

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

Charge to: College Funds
Account Number: 10-04-450000-601110

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BOARD OF TRUSTEES ACTION P1B
Approval Date: April 11, 2023

Resolution
Appointment: Confidential

Submitted By
Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

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

Name	Position/Division	Salary	Effective Date
Erin Van Nostrand	Associate Director of Athletics / Student Affairs	$87,500 (prorated)	04/16/2023

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

Charge to: College Funds
Account Number: 60-09-910000-601110

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BOARD OF TRUSTEES ACTION P1C
Approval Date: April 11, 2023

Resolution
Appointment: Student Affairs Athletic Program (Coaching Staff)

Submitted By
Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

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

Name	Asst. Coach Position	Stipend	Effective Dates
Deana Fletcher	Head Softball Coach	$5,500.00	02/01/2023 – 06/30/2023 (retroactive)
Stephanie Gomez	Assistant Softball Coach	$3,500.00	02/01/2023 – 06/30/2023 (retroactive)

**The hiring of the coaches is contingent on having a sufficient number of students participating in the College's various athletic programs.*

Justification
The above-mentioned stipends are seasonal.
Charge To: College Operating Funds
Account Number: 60-09-91000-601161

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BOARD OF TRUSTEES ACTION P1D
Approval Date: April 11, 2023

Resolution
Appointment: Grant funded

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

Action Requested
To approve the appointment and new job description for the following individual to the position and annual salary indicated.

Name	Position/Division	Salary	Effective Date
Mounira Gad	Program Supervisor of DOL Grant Program / Continuing Education and Workforce Development	$50,000 (prorated)	04/16/2023

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

Charge to: Grant funded
Account Number: 50-03-598000-601110

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BOARD OF TRUSTEES ACTION P1E
Approval Date: April 11, 2023

Resolution
Appointment: Confidential

Submitted By
Dr. Eric M. Friedman, President
Mr. David Borzotta, Associate Vice President of Safety and Security
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

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

Name	Position/Division	Salary	Effective Date
John Booth	Associate Director of Public Safety-Operations / Public Safety	$85,000 (prorated)	04/16/2023

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

Charge to: College Funds
Account Number: 10-01-192100-601110

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BOARD OF TRUSTEES ACTION P1F
Approval Date: April 11, 2023

Resolution
Approve: Confidential - Title Change

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the title change for Facility Systems Administrator (vacant).

Justification
To approve the following title change: from Director of Facilities Administration to Facility Systems Administrator.

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BOARD OF TRUSTEES ACTION P1G
Approval Date: April 11, 2023

Resolution
Appointment: Confidential

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilitates
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

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

Name	Position/Division	Salary	Effective Date
Steven Salcito	Facility Systems Administrator / Facilities	$71,000 (prorated)	04/16/2023

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

Charge to: College Funds
Account Number: 10-01-610100-601135

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BOARD OF TRUSTEES ACTION P1H
Approval Date: April 11, 2023

Resolution
Approve: New Position - Confidential

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the following new title and job description be added to the College's organizational chart:

Director of Capital Projects

Justification
To approve the newly created position to better represent the changing scope of work and additional responsibilities of the department.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Director of Capital Projects

DEPARTMENT:

FUNCTION: The Director of Capital Construction and Programs performs strategic and day-to-day construction management on projects for the College. The director promotes the completion of non-capital and capital projects by developing, monitoring, and managing project budgets, plans, and renderings. Works with campus constituencies to develop the project requirements and timeline. Works with multiple contractors, consultants, and other external parties to develop the most cost-effective approach for accomplishing projects. In concert with Purchasing, issues RFPs and reviews contracts for appropriate structure and language, in accordance with College guidelines. Strives to ensure projects are completed timely, with a high level of quality, and within budget. Directs the work of architects, engineers, subcontractors, and in-house trades.

REPORTS TO: Managing Director of Physical Plant & Grounds

SUPERVISES: Architectural and Engineering vendors, contractors

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

- Researches, prepares, and reviews requests for proposals (RFPs), contract documents, reports, engineering and construction documents, grant proposals, and other documentation for Facilities.
- Creates and manages Facility documents including contracts, as-built drawings, specifications, operation and maintenance manuals, records, licenses, permits, etc. Uses technology to digitally record all documentation and materials.
- Manages, tracks, and oversees capital and major operating funds, prepares budget submissions and estimates for ongoing operating and capital needs.
- Prepares standard operating procedures and processes for facilities departments, contractors, and College community
- Facilitates communicate between facilities and the College community at large to ensure clear understanding of impacts to students, faculty, and staff.
- Engages directly with vendors, contractors, and external parties to complete projects at the College.
- Transitions construction and capital work into ongoing preventative maintenance routines, schedules and tracks work using computerized maintenance management systems (CMMS).
- Manages operating and maintenance manuals and the transitions for new equipment and assets to facilities and maintenance routines.
- Maintains and updates the College's Facility Condition Assessment and tracks progress on addressing deferred maintenance and maintenance backlogs.

- Coordinates with financial departments for insurance reimbursements related to facility claims.
- Manages the College's energy and utility usage portfolio, sustainability and energy efficiency measures.
- Memorializes and documents all procedures and workflows, creating/editing practices and processes, as needed. Leverages technology to automate and streamline processes.
- Analyzes space, logistical requests and solutions for alignment with the College's goals. Ensures that design, processes, and specifications align with College needs and goals.
- Develops space requirements and design criteria with architects to ensure efficient space management and operation and to anticipate long- term needs and technological developments.
- Collects interprets, and presents data on space, utility usage, computerized maintenance management systems (CMMS), asset and space down time, costs, and other critical key performance indicators. Prepares charts, graphs, and reports that illustrate needs and support College goals.
- Subject to senior administration review and final Board of Trustees approval, has the responsibility, power and authority to hire, fire, discipline and promote employees.
- Works within a unionized environment to communicate and deliver improvements.
- Willingness and ability to work a varied work schedule, assist the team with event setups and/or emergencies as needed to support the College.
- Performs additional tasks or duties as assigned by Supervisor.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

- Demonstrated knowledge of facility operations, maintenance, and personnel management
- A strong background and knowledge of construction, buildings, and building systems, mechanical and electrical controls, environmental issues, and code and regulatory compliance, including code knowledge, such as Federal and State environmental, building, OSHA, etc.
- Proficiency with Microsoft Office Suite and Google business suite experience preferred.
- Proficiency with AutoCAD and other design software packages.
- Participates in the College community and shared and participatory governance processes
- Experience with computerized maintenance management systems (CMMS), time keeping, and financial software preferred.
- Demonstrated experience with life-cycle cost analysis, financial analysis and control, capital renewal, deferred maintenance, infrastructure and space planning.
- Provides excellent customer service to students, faculty, and staff.
- Must be able to lift 30 lbs., climb ladders, work in high places
- Must be able to walk, stand, bend, climb, kneel, etc. for long periods of time
- Must be able to work in unconditioned spaces and have adequate environmental tolerance, including the ability to work in variable and sometimes extreme weather conditions
- Must wear protective equipment as needed (i.e., eye glasses, gloves, hard hat, coveralls).
- Must have a valid Driver's License
- Excellent attention to detail
- Excellent verbal and written communication skills
- Excellent organizational, time management, presentation, and organizational skills

Education:

- Bachelor's degree in architecture, engineering, business administration, finance, or related field
- Must have a Project Management Professional Certification, or be able to obtain within one year of hire.

Experience:

- Ten years of progressively responsible work experience in facilities management, project management, construction management, business administration, or related field

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

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Member

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

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BOARD OF TRUSTEES ACTION P1I
Approval Date: April 11, 2023

Resolution
Appointment: Support

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the appointment of the following individuals to the positions and annual salaries indicated.

Name	Position/Division	Salary	Effective Date
Marlon Bellefleur	Custodian / Facilities	$33,999 (prorated)	04/16/2023
Dakim Lyons	Custodian / Facilities	$33,999 (prorated)	04/16/2023

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

Charge to: College Funds
Account Number: 10-06-620100-601135

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BOARD OF TRUSTEES ACTION P1J
Approval Date: April 11, 2023

Resolution
Approve: Deobligation of Position – Professional

Submitted By
Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the following vacant position to be deobligated from the College organizational chart:

New Student Enrollment Coordinator

Justification
This vacant position is being repurposed to meet the needs of the current college community.

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BOARD OF TRUSTEES ACTION P1K
Approval Date: April 11, 2023

Resolution
Approve: New Position – Professional

Submitted By
Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the following new titles and job descriptions to be added to the College's organizational chart:

Academic Advisor, Center for Student Success
Academic Advisor, Center for Student Success / Transfer Coordinator
Academic Advisor, Center for Student Success / Federal Work Study Coordinator
Academic Advisor, Center for Student Success / Career Coordinator

Justification
To approve the newly created positions to better represent the changing scope of work and additional responsibilities of the department. Bergen Community College has implemented Early Alert and retention software and has the need to increase the level of proactive and intervention support for students. These positions will support increasing proactive outreach, interventions, and activities that will impact persistence, retention, graduation, transfer, and career placement rates of students.

Charge to: College Operating Funds
Account Number:

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Academic Advisor, Center for Student Success

DEPARTMENT: Center for Student Success, Student Affairs

FUNCTION: This position is primarily responsible for providing holistic and proactive advising for students with the goal of supporting student persistence, transfer, graduation, and career placement. The Academic Advisor provides advisement and awareness activities directly to students both in-person and online. This position also assists in College initiatives designed to increase retention and completion rates. The Advisor provides advisement and educational programs and services for new, transfer, and continuing students including admission and academic advisement workshops, first year student advisement workshops and registration activities, transfer planning workshops, academic intervention and persistence services, and other activities, as assigned.

REPORTS TO: Assigned Administrator for the Center for Student Success

SUPERVISES: N/A

PRIMARY RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Advises and assists on-campus and online students, both in-person and via virtual advising, in the selection of a degree program, course selection and registration, and successful completion of degree/program requirements.
2. Provides holistic and proactive advising for students, guiding students throughout their time at the College; assists students in exploring options, setting goals, and creating a plan to achieve desired outcomes; communicates proactively with students throughout all phases of the student experience.
3. Identifies and intervenes to support academically at-risk or struggling students and refers students to appropriate college resources to support the successful completion of their goals.
4. Monitors the academic performance and progress of assigned students and supports their persistence, graduation, and success through outreach, intervention, and collaboration with relevant support offices.
5. Works closely with other College offices including but not limited to Financial Aid, Bursar, One Stop, Student Life and Development, Health Services, Student Affairs, and Academic Affairs.
6. Utilizes appropriate technology including the SIS, advising CRM, student planning software, the queue flow, appointment system, and more. Documents all student interactions and follows up as needed.
7. Advises students transferring to four-year institutions, including educating students on

the NJ Statewide Transfer Agreement, tools such as NJ Transfer, and the transfer process.
8. Supports student Career exploration and inquiries and stays up to date on the available Career resources at the institution. Works closely with Career staff and refers students as needed.
9. Collaborates with administration to set and reach individual and unit goals; measures and tracks performance against objectives; contributes to a departmental annual assessment report; and fully supports the College's Outcomes Assessment Program.
10. Maintains working knowledge of services offered by College personnel and departments, and assists students in fully utilizing all the resources available to them at the college.
11. Develops knowledge of and adherence to College policies and procedures related to degree requirements, courses, course selection, scheduling. pre-registration and registration, and college admission.
12. Assists with the planning and execution of special events, such as college fairs, career fairs, Information Sessions, and Transfer Activities.
13. Participates in group and individual advising for new students, including freshmen and students transferring to BCC
14. Facilitates workshops on college success and develops initiatives to enhance retention and graduation rates of students.
15. Participates in NACADA events and other internal and external professional development opportunities which encourages continuous professional growth and development as an Advisor.
16. Serves on campus committees as required.
17. Performs other duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open-door policy. Has basic proficiency in the use of the Microsoft Office suite. Knowledge and experience working with advising and academic planning/management software.
Exhibits strong skills in:

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

Education: Associate's Degree required; Bachelor's degree preferred. Associate degree hires must be willing to earn a Bachelors degree within 2 years of hire.

Experience: 1-2 years of full-time academic advising experience in higher education. Community college experience preferred. Ellucian Colleague, Advise, Student Planning, and Qnomi software experience preferred.

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

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Academic Advisor, Transfer Coordinator

DEPARTMENT: Center for Student Success, Student Affairs

FUNCTION: This position is primarily responsible for providing holistic and proactive advising for students with the goal of supporting student persistence, transfer, graduation, and career placement. The Academic Advisor, Transfer Coordinator provides advisement and transfer awareness activities directly to students both in-person and online. This position also assists in College initiatives designed to increase retention, completion, and transfer rates. The Academic Advisor, Transfer Coordinator serves as a liaison with the Bergen Community College transfer partners and is the departmental expert on transfer programs and pathways for students.

REPORTS TO: Assigned Administrator for the Center for Student Success

SUPERVISES: N/A

PRIMARY RESPONSIBILITIES:

Shared responsibilities include but are not limited to:

1. Advises and assists on-campus and online students, both in-person and via virtual advising, in the selection of a degree program, course selection and registration, and successful completion of degree/program requirements.
2. Provides holistic and proactive advising for students, guiding students throughout their time at the College; assists students in exploring options, setting goals, and creating a plan to achieve desired outcomes; communicates proactively with students throughout all phases of the student experience.
3. Identifies and intervenes to support academically at-risk or struggling students and refers students to appropriate college resources to support the successful completion of their goals.
4. Monitors the academic performance and progress of assigned students and supports their persistence, graduation, and success through outreach, intervention, and collaboration with relevant support offices.
5. Works closely with other College offices including but not limited to Financial Aid, Bursar, One Stop, Student Life and Development, Health Services, Student Affairs, and Academic Affairs.
6. Utilizes appropriate technology including the SIS, advising CRM, student planning software, the queue flow, appointment system, and more. Documents all student interactions and follows up as needed.
7. Advises students transferring to four-year institutions, including educating students on the NJ Statewide Transfer Agreement, tools such as NJ Transfer, and the transfer process.
8. Supports student Career exploration and inquiries and stays up to date on the available

Career resources at the institution. Works closely with Career staff and refers students as needed.

9. Collaborates with administration to set and reach individual and unit goals; measures and tracks performance against objectives; contributes to a departmental annual assessment report; and fully supports the College's Outcomes Assessment Program.
10. Maintains working knowledge of services offered by College personnel and departments, and assists students in fully utilizing all the resources available to them at the college.
11. Develops knowledge of and adherence to College policies and procedures related to degree requirements, courses, course selection, scheduling. pre-registration and registration, and college admission.
12. Assists with the planning and execution of special events, such as college fairs, career fairs, Information Sessions, and Transfer Activities.
13. Participates in group and individual advising for new students, including freshmen and students transferring to BCC
14. Facilitates workshops on college success and develops initiatives to enhance retention and graduation rates of students.
15. Participates in NACADA events and other internal and external professional development opportunities which encourages continuous professional growth and development as an Advisor.
16. Serves on campus committees as required.
17. Performs other duties as assigned

Transfer Coordinator Responsibilities include but are not limited to:

1. Serves as the departmental expert for students transferring to four-year colleges or universities.
2. Understands and assists students seeking the benefits afforded to them under the Comprehensive New Jersey State-wide Transfer Agreement.
3. Coordinates all aspects of transfer advising and outreach programs to students and potential students including programming and resources to aid students in the transfer process and quality control.
4. Coordinates campus efforts to address statewide initiatives and projects related to transfer agreements, and implements training for campus stakeholders as needed.
5. Develops and executes comprehensive transfer fairs once per semester (Fall and Spring) to support student transfer and success.
6. Facilitates coordination of existing articulation agreements. and consults with four-year college transfer counselors, as well as state and federal agencies. to facilitate the transfer process for students.
7. In collaboration with departmental administrators, oversees on-campus transfer partners, activities, and requests and ensures activities fall within the scope of the partner agreements.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open-door policy. Has basic proficiency in the use of the Microsoft

Office suite. Knowledge and experience working with advising and academic planning/management software.
Exhibits strong skills in:

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

Education: Associate's Degree required; Bachelor's degree preferred. Associate degree hires must be willing to earn a Bachelors degree within 2 years of hire.

Experience: 1-2 years of full-time academic advising experience in higher education. Community college experience preferred. Ellucian Colleague, Advise, Student Planning, and Qnomi software experience preferred.

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

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Academic Advisor, Federal Work Study Coordinator

DEPARTMENT: Center for Student Success, Student Affairs

FUNCTION: This position is primarily responsible for providing holistic and proactive advising for students with the goal of supporting student persistence, transfer, graduation, and career placement. The Academic Advisor, Federal Work Study (FWS) Coordinator provides online and in-person academic advising and oversight of the institution's FWS program. This position also assists in College initiatives designed to increase retention and completion. The Academic Advisor, FWS Coordinator provides academic advising and educational programs and services for new, transfer, and continuing students including admission and academic advisement workshops, first year student advisement workshops and registration activities, transfer planning workshops, academic intervention and persistence services, and other activities, as assigned.

REPORTS TO: Assigned Administrator for the Center for Student Success

SUPERVISES: N/A

PRIMARY RESPONSIBILITIES:

Shared responsibilities include but are not limited to:

1. Advises and assists on-campus and online students, both in-person and via virtual advising, in the selection of a degree program, course selection and registration, and successful completion of degree/program requirements.
2. Provides holistic and proactive advising for students, guiding students throughout their time at the College; assists students in exploring options, setting goals, and creating a plan to achieve desired outcomes; communicates proactively with students throughout all phases of the student experience.
3. Identifies and intervenes to support academically at-risk or struggling students and refers students to appropriate college resources to support the successful completion of their goals.
4. Monitors the academic performance and progress of assigned students and supports their persistence, graduation, and success through outreach, intervention, and collaboration with relevant support offices.
5. Works closely with other College offices including but not limited to Financial Aid, Bursar, One Stop, Student Life and Development, Health Services, Student Affairs, and Academic Affairs.
6. Utilizes appropriate technology including the SIS, advising CRM, student planning software, the queue flow, appointment system, and more. Documents all student interactions and follows up as needed.

7. Advises students transferring to four-year institutions, including educating students on the NJ Statewide Transfer Agreement, tools such as NJ Transfer, and the transfer process.
8. Supports student Career exploration and inquiries and stays up to date on the available Career resources at the institution. Works closely with Career staff and refers students as needed.
9. Collaborates with administration to set and reach individual and unit goals; measures and tracks performance against objectives; contributes to a departmental annual assessment report; and fully supports the College's Outcomes Assessment Program.
10. Maintains working knowledge of services offered by College personnel and departments, and assists students in fully utilizing all the resources available to them at the college.
11. Develops knowledge of and adherence to College policies and procedures related to degree requirements, courses, course selection, scheduling. pre-registration and registration, and college admission.
12. Assists with the planning and execution of special events, such as college fairs, career fairs, Information Sessions, and Transfer Activities.
13. Participates in group and individual advising for new students, including freshmen and students transferring to BCC
14. Facilitates workshops on college success and develops initiatives to enhance retention and graduation rates of students.
15. Participates in NACADA events and other internal and external professional development opportunities which encourages continuous professional growth and development as an Advisor.
16. Serves on campus committees as required.
17. Performs other duties as assigned

Federal Work Study Responsibilities include but are not limited to:

1. Serves as liaison for students, staff and local/State agencies regarding federal work study programs.
2. Enforces policies and procedures that ensure consistency and equity in the delivery of the work study program.
3. Supports development of work study opportunities for students.
4. Aids students in placement and provides appropriate training to students and supervisors.
5. Develops and updates forms, manuals, orientation packets, student and supervisor handbooks and newsletters.
6. Collaborates with Financial Aid to ensure a compliant program that complies with applicable local, State and federal laws, policies, procedures and regulations.
7. Sets priorities for and coordinates the operation and continuous improvement of the program.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open-door policy. Has basic proficiency in the use of the Microsoft

Office suite. Knowledge and experience working with advising and academic planning/management software.
Exhibits strong skills in:

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

Education: Associate's Degree required; Bachelor's degree preferred. Associate degree hires must be willing to earn a Bachelors degree within 2 years of hire.

Experience: 1-2 years of full-time academic advising experience in higher education. Community college experience preferred. Ellucian Colleague, Advise, Student Planning, and Qnomi software experience preferred.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
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: Academic Advisor, Career Coordinator

DEPARTMENT: Center for Student Success, Student Affairs

FUNCTION: This position is primarily responsible for providing holistic and proactive advising for students with the goal of supporting student persistence, transfer, graduation, and career placement. The Academic Advisor, Career Coordinator provides advisement and career awareness activities directly to students both in-person and online. This position also assists in College initiatives designed to increase retention and completion. This position provides comprehensive career, internship, and employment services and programs for College students at Bergen Community College. This position provides one-on-one and group career counseling to students, maintains the current career CRM, and plans and executes career workshops and special events.

REPORTS TO: Assigned Administrator for the Center for Student Success

SUPERVISES: N/A

PRIMARY RESPONSIBILITIES:

Shared responsibilities include but are not limited to:

1. Advises and assists on-campus and online students, both in-person and via virtual advising, in the selection of a degree program, course selection and registration, and successful completion of degree/program requirements.
2. Provides holistic and proactive advising for students, guiding students throughout their time at the College; assists students in exploring options, setting goals, and creating a plan to achieve desired outcomes; communicates proactively with students throughout all phases of the student experience.
3. Identifies and intervenes to support academically at-risk or struggling students and refers students to appropriate college resources to support the successful completion of their goals.
4. Monitors the academic performance and progress of assigned students and supports their persistence, graduation, and success through outreach, intervention, and collaboration with relevant support offices.
5. Works closely with other College offices including but not limited to Financial Aid, Bursar, One Stop, Student Life and Development, Health Services, Student Affairs, and Academic Affairs.
6. Utilizes appropriate technology including the SIS, advising CRM, student planning software, the queue flow, appointment system, and more. Documents all student interactions and follows up as needed.
7. Advises students transferring to four-year institutions, including educating students on

the NJ Statewide Transfer Agreement, tools such as NJ Transfer, and the transfer process.

8. Supports student Career exploration and inquiries and stays up to date on the available Career resources at the institution. Works closely with Career staff and refers students as needed.
9. Collaborates with administration to set and reach individual and unit goals; measures and tracks performance against objectives; contributes to a departmental annual assessment report; and fully supports the College's Outcomes Assessment Program.
10. Maintains working knowledge of services offered by College personnel and departments, and assists students in fully utilizing all the resources available to them at the college.
11. Develops knowledge of and adherence to College policies and procedures related to degree requirements, courses, course selection, scheduling. pre-registration and registration, and college admission.
12. Assists with the planning and execution of special events, such as college fairs, career fairs, Information Sessions, and Transfer Activities.
13. Participates in group and individual advising for new students, including freshmen and students transferring to BCC
14. Facilitates workshops on college success and develops initiatives to enhance retention and graduation rates of students.
15. Participates in NACADA events and other internal and external professional development opportunities which encourages continuous professional growth and development as an Advisor.
16. Serves on campus committees as required.
17. Performs other duties as assigned

Career Coordinator Responsibilities include but are not limited to:

1. Provides career guidance, administers and interprets assessments to Bergen Community College students
2. Designs and implements comprehensive career development/planning programs to infuse career development in curricula and courses; trains faculty and appropriate staff on career development and career pathways.
3. Collaborates with internal and external stakeholders to facilitate student internships and Co-ops.
4. Develops, coordinates and conducts seminars and workshops on topics related to career, employment, academic and personal development.
5. Maintains expertise in trends and research on career counselling, especially in higher education.
6. Interacts and responds to inquiries from students, staff, faculty and community constituents about career and employment related issues.
7. Represents career services at campus events; plans and executes Career Fairs and other career events on campus.
8. Administers and maintains current career CRM, including employer and job posting approvals, student accounts, and communications.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open-door policy. Has basic proficiency in the use of the Microsoft Office suite. Knowledge and experience working with advising and academic planning/management software.
Exhibits strong skills in:

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

Education: Associate's Degree required; Bachelor's degree preferred. Associate degree hires must be willing to earn a Bachelors degree within 2 years of hire.

Experience: 1-2 years of full-time academic advising experience in higher education. Community college experience preferred. Ellucian Colleague, Advise, Student Planning, and Qnomi software experience preferred.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
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
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BOARD OF TRUSTEES ACTION P1L
Approval Date: April 11, 2023

Resolution
Appointment: Professional

Submitted By
Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the appointment of the following individuals to the positions and annual salaries indicated.

Name	Position/Division	Salary	Effective Date
Ross Billings	Academic Advisor, Center for Student Success / Student Affairs	$55,300 (prorated)	04/16/2023
Randy Dodd	Academic Advisor, Center for Student Success / Student Affairs	$55,300 (prorated)	04/16/2023
Sierra Dones	Academic Advisor, Center for Student Success / Student Affairs	$55,300 (prorated)	04/16/2023
Melisa Guzman	Academic Advisor, Center for Student Success / Student Affairs	$55,300 (prorated)	04/16/2023
Sadeja Jones	Academic Advisor, Center for Student Success / Student Affairs	$55,300 (prorated)	04/16/2023
Luis Aguilera	Academic Advisor, Center for Student Success / Federal Work Study Coordinator / Student Affairs	$56,500 (prorated)	04/16/2023
Brandon Velez	Academic Advisor, Center for Student Success / Transfer Coordinator / Student Affairs	$56,500 (prorated)	04/16/2023
Brendan Williams	Academic Advisor, Center for Student Success / Career Coordinator / Student Affairs	$56,500 (prorated)	04/16/2023

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

Charge to: College Funds
Account Number: 10-02-230100-601171

Bergen
COMMUNITY COLLEGE
400 Paramus Road, Paramus, New Jersey 07652
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BOARD OF TRUSTEES ACTION P1M
Approval Date: April 11, 2023

Resolution
Appointment: Grant funded

Submitted By
Dr. Eric M. Friedman, President
Dr. Tonia McKoy, Dean of Research and Institutional Effectiveness
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

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

Name	Position/Division	Salary	Effective Date
Marimer Santiago	CLNA Data Analyst / Research and Institutional Effectiveness	$55,000 (prorated)	04/16/2023

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

Charge to: Grant funded
Account Number: 50-02-599000-601110

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: CLNA Data Analyst -- Comprehensive Local Needs Assessment

DEPARTMENT: Center for Institutional Effectiveness / Grants Administration

FUNCTION: This grant-funded position supports all Perkins Grant-related Comprehensive Local Needs Assessment (CLNA) activities overseen by the Center for Institutional Effectiveness and the Office of Grants Administration. Ensures compliance with Perkins Grant mandate to prioritize and document clear, data-informed evidence that proposed expenditures are directly tied to identified needs. Focuses on the collection and analysis of internal performance data and external labor market information supporting program needs, and identifies gaps, and opportunities for improvement. Supports divisional and departmental growth of partnerships within Perkins-specific business and industry sectors to increase internships, apprenticeships, and other workplace learning opportunities.

REPORTS TO: Dean of Research and Institutional Effectiveness

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Takes a leadership role in support of the Center for Institutional Effectiveness and Grants Administration in the development and preparation of the College's written CLNA plan
2. Facilitates and supports Career and Technical Education (CTE) program leaders' collection and analysis of feedback from Advisory Committees and other stakeholders.
3. Collects and analyzes internal data and prepares grants reports, including the Perkins/Vocational Education Data System (VEDS) file on CTE program and student performance, and the attainment of state-negotiated standards and measures.
4. Collects and analyzes external data, including local and regional K-12, census, economic, employment/labor market, and industry feedback.
5. Collects and analyzes feedback from Perkins-defined required stakeholders (K-12 and higher education partners, Workforce Development Board, students, parents, Native American Tribes, and special populations)
6. Assists with the evaluation of data points with an emphasis on program size, scope, and quality to ensure programmatic/service shortfalls are identified and addressed
7. Collaborates with deans, department chairs, faculty, and other personnel to analyze and interpret CLNA findings and Perkins outcomes.
8. Drafts reports for internal dissemination or in response to external requests.
9. Assists in the design of appropriate research instruments and data collection protocols, including the coordination and distribution of stakeholder surveys, focus groups, and meetings.
10. Initiates the annual Perkins application process with College department heads/deans, which includes summarizing and analyzing all funding requests and their alignment with CLNA results.
11. Provides Perkins Grant assistance and administrative support to the Center of Institutional Effectiveness and the Office of Grants Administration.
12. Assists in the completion of the local application and budget in the EWEG application.
13. Performs additional tasks or duties as assigned by the Dean of Research and Institutional Effectiveness or designee.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities: Demonstrates understanding of the community college mission, possesses strong research and statistical analysis skills, and understands the use of information technology for delivering, monitoring, and evaluating programs and services for students. Has the ability to work collaboratively across various constituencies of the College and exhibits, strong interpersonal and collaboration skills. Is technologically proficient in common office desktop software, cloud-based computing, collaborative platforms and software, database applications and statistical software (such as SPSS), with Colleague experience preferred. Demonstrates knowledge of federal and state regulations governing grant-funded projects. Is detail-oriented with the ability to handle multiple time-sensitive projects simultaneously, and to work effectively on high-performing collaborative teams. Is comfortable with conducting internet research. Exhibits excellent interpersonal skills; is a team player with strong collaboration skills, the ability to form and maintain effective business relationships, and the ability to identify, articulate, and recommend solutions to problems. Is a demonstrated self-starter able to effectively work independently, on work teams, and within the broader organization. Has the ability to effectively manage uncertainty associated with changing conditions and requirements for new start-up endeavors. Exhibits strong skills in:

- Leadership
- Project Facilitation
- Communication
- Customer and Student Focus
- Collaboration and Relationship Building
- Organizing
- Planning

Education: Bachelor's degree in Psychology, Sociology, Economics, Political Science, or related field. Master's degree preferred.

Experience: Minimum of 2 years in social science or educational research experience. Grants experience a plus.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, pregnancy, gender identity or expression, disability, genetic information, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military services, veteran status and any other category protected by law.

Submitted by:	E-SIGNED by Tonia Mckoy on Dec 08, 2022 19:57:10:10 GMT Tonia McKoy, Dean of Research and Institutional Effectiveness	Date:	11/30/2022
Approved by:	E-SIGNED by Wilton Thomas-Hooke on Dec 08, 2022 20:06:13:13 GMT Name/Title	Date:	December 08, 2022
Reviewed by:	E-SIGNED by Meridith Gatzke on Dec 08, 2022 20:07:26:26 GMT Human Resources	Date:	December 08, 2022
Board Approval:	E-SIGNED by Eric Firedman on Dec 08, 2022 22:58:46:46 GMT Board Member	Date:	December 08, 2022

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

Bergen
COMMUNITY COLLEGE
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BOARD OF TRUSTEES ACTION P2A
Approval Date: April 11, 2023

Resolution
Reappointment Faculty-First Reappointment

Submitted By
Dr. Eric Friedman, President
Dr. Brock Fisher, Vice President, Academic Affairs
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To reappoint the following individuals for their first reappointment to the indicated division and rank for the period September 1, 2023 through June 30, 2024 unless otherwise noted.

Name	Rank	Discipline/Department/Division
Marites Alconis	Assistant Professor	Medical Surgical Nursing/ Health Professions
Jorge Cardenas	Assistant Professor	Physical Sciences/Chemistry Mathematics, Science and Technology
S.H.Chung	Assistant Professor	Physical Sciences/Chemistry Mathematics, Science and Technology
Joana Constantino	Assistant Professor	Medical Surgical Nursing/ Health Professions
Victor Conversano	Assistant Professor	Criminal Justice/ Criminal Justice and Legal Studies/ Business, Art, and Social Sciences
Goran Dojcinoski	Assistant Professor	College Level Mathematics/Mathematics Mathematics, Science and Technology
Jake Dynes	Assistant Professor	Developmental Mathematics/Mathematics Mathematics, Science and Technology

Resolution: P2A
Reappointment Faculty-First Reappointment
April 11, 2023

Name	Rank	Discipline/Department/Division
Irene Erazo	Assistant Professor	Respiratory/Health Professions
Jessica Gorham	Associate Instructor	Diagnostic Medical Sonography/ Health Professions
Jaehyum Julie Lee-Hong	Assistant Professor	Psychology/Social Sciences/ Business, Arts and Social Sciences
Nicole Humphreys	Assistant Professor	Veterinary Technology/Health Professions
Christina Mouser	Associate Professor	College Mathematics, Mathematics, Science and Technology
Leonard Allen Smith	Assistant Professor	Business/ Business, Arts and Social Sciences

Justification
In Accordance with Article XIII of the BCCFA contract
Charge To: College Operating Funds

Account Number:

Bergen COMMUNITY COLLEGE
400 Paramus Road, Paramus, New Jersey 07652
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BOARD OF TRUSTEES ACTION P2B
Approval Date: April 11, 2023

Resolution
Reappointment Faculty- Second Reappointment

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President, Academic Affairs
Ms.Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To reappoint the following individual for their second reappointment to the indicated division and rank for the period September 1, 2023 through June 30, 2024

Name	Rank	DisciplineDepartment/Division
Diana Constantino	Assistant Professor	Nursing/Health Professions/Health Professions

Justification
To fill budgeted positions through successful search processes.

Bergen COMMUNITY COLLEGE
400 Paramus Road, Paramus, New Jersey 07652
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BOARD OF TRUSTEES ACTION P3A
Approval Date: April 11, 2023

Resolution
Promotion: Confidential

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the promotion and job description for the following individual to the position and annual salary indicated.

Name	Position/Division	Salary	Effective Date
John Scardina	Director of College Compliance / Finance	$110,000 (prorated)	07/01/2023

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

Charge to: College Operating Funds
Account Number:

Bergen
COMMUNITY COLLEGE
400 Paramus Road, Paramus, New Jersey 07652
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BOARD OF TRUSTEES ACTION P3B
Approval Date April 11, 2023

Resolution
Promotion: Confidential

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President of Academic Affairs
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

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

Name	Position/Division	Salary	Effective Date
Anna Gergen	Assistant Director of PTK and Honors	$70,000 (prorated)	4/16/2023

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

Charge to: College Funds
Account Number:

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Assistant Director of Phi Theta Kappa and Honors

DEPARTMENT: Phi Theta Kappa and Honors

FUNCTION: The Assistant Director must have the ability to articulate and implement a vision for Bergen Community College's Phi Theta Kappa chapter and work collaboratively with the faculty Director of the Judith K. Winn School of Honors to lead and support a holistic honors program at the College. The Assistant Director will have prior experience in academia with supervision of personnel and the responsibility for strategic management of PTK and honors programs and resources. They will have a clear and demonstrated understanding of and commitment to diversity, equity, and inclusion that aligns with the College's mission. They will inspire the Honors community to expand their global knowledge and enrich student lives using innovative approaches. The Assistant Director will require strong consensus building and interpersonal skills to work effectively with diverse constituencies within the College community and with external stakeholders, including donors and alumni.

REPORTS TO: Vice President of Academic Affairs

SUPERVISES: Senior Secretary for Phi Theta Kappa and Honors
Student Aides

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

- Provides academic honors advising to honor students in all disciplines.
- Advises Phi Theta Kappa and honor students on honors programs and requirements.
- Works with academic advisors and other College personnel regarding honors related matters - requirements within each major, course availability, registration and special permissions, housing, scholarships, recruiting.
- Instructs and supervises student officers on program planning and mentor them throughout the academic year.
- Coordinates conferences: identify appropriate conferences; process relevant documents for travel, hotel, and registrations for local, regional, and national conferences for students and others; facilitate meetings at conferences and serve as chaperone as needed.
- Develops promotional materials including social media posts, newsletters, and advertisements for events.
- Serves as a liaison for students with administrative offices and committees (registrar, financial aid, BCC Foundation, academic departments).
- Serves as a resource for the articulation of honors course(s) from other institutions.
- Advises and assist new students; refer students to appropriate College resources when needed.
- Provides referral to other College support services when appropriate.
- Plans PTK events; assist in planning Judith K. Winn School of Honors events.

- Utilizes and maintain all social media platforms, update advising and recruiting materials, maintain and update the website.
- Accompanies student chapter leaders to various on- and off-campus groups including the faculty, media, student government, employers, area high schools, and/or the general public.
- Enters and updates membership lists with the PTK Headquarters and on the College database.
- Works with student chapter leaders and Faculty Advisor(s) to develop strategies to include activities representative of all students on campus.
- Assists in the development of networking opportunities with other chapters and alumni.
- Serves as the Undergraduate Transfer Scholarship Representative for the College for Jack Kent Cooke, All-USA Scholarship.
- Oversees and maintain the PTK budget, and provides assistance for the JKW budget.
- Advises honors/PTK students on the college transfer and scholarship application process.
- Implements innovative strategies to maintain and grow enrollment of new PTK members each semester.
- Grows the program's reputation by presenting at PTK and other regional and international conferences.
- Designs and lead workshops on relevant topics to present to honors/PTK students on campus and online.
- Co-facilitates the Honors Seminar along with a faculty advisor and VP of Academic Affairs.
- Composes and publishes a Weekly Email for PTK/Honors news and other relevant opportunities for students.
- Facilitates weekly meetings for student leader teams including PTK general board, e-board, service, recruitment, finance, and communications.
- Oversees the Honors Lounge S-347 and ensure appropriate conduct.
- Promotes Honors and PTK programs around campus by sharing opportunities with other campus organizations and faculty, updating bulletin boards, submitting events for the Bergen Daily, and other promotional initiatives.
- Performs additional tasks or duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

- Prior experience in academia with supervision of personnel and the responsibility for strategic management of programs and resources.
- A clear and demonstrated understanding of and commitment to diversity, equity, and inclusion that aligns with the College's mission and strategic plan.
- An ability to inspire the Honors community to expand their knowledge and understanding in a global perspective.
- A commitment to innovative approaches to enrich student lives in and out of the classroom.
- Strong consensus building and interpersonal skills.
- An ability to work effectively with diverse constituencies within the College community and with external stakeholders, including donors and alumni.
- Flexibility in work hours to accommodate evening and weekend meetings.
- Proficiency in social media including but not limited to Instagram, Facebook, Twitter, LinkedIn, TikTok, and YouTube

Education:

- Bachelor's degree required, master's degree preferred

Experience:

- Achievements and demonstrated innovation in undergraduate education.
- Background in an honors program or other academic programs of excellence.
- Fundraising and grant writing experience.
- Familiarity with the community college environment.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Member

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BOARD OF TRUSTEES ACTION P4A
Approval Date: April 11, 2023

Resolution
Approve: New Position - Confidential

Submitted By
Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the following new title and job description be added to the College's organizational chart:

Director, EOF (Educational Opportunity Fund)

Justification
To approve the newly created position to better represent the changing scope of work and additional responsibilities of the department.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Director, EOF (Educational Opportunity Fund)

DEPARTMENT: Educational Opportunity Fund/Student Affairs

FUNCTION: Administrative (Confidential)

REPORTS TO: Assistant Vice President for Student Affairs

SUPERVISES: Part-time and full-time EOF staff

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Provides visionary and strategic leadership for a comprehensive academic, personal, and career counseling program for a diverse population of academically and financially challenged EOF students.
2. Designs, coordinates, and implements quality EOF support programs, activities, and events.
3. Ensures college compliance with all EOF regulations, budgets, and policies with the State of New Jersey.
4. Develops and implements strategies for EOF student recruitment, persistence, retention, and graduation.
5. Recruits, interviews, evaluates and finalizes admissions decisions for incoming EOF students in consultation with the Office of Admissions.
6. Facilitates workshops on college success and develops initiatives to enhance the retention of EOF students with a focus on first- and second-year students.
7. Recruits incoming students for the EOF program.
8. Serves on College committees as an engaged campus citizen.
9. Directly oversees the development and implementation of a five-week summer EOF program that prepares incoming freshmen students for admission to Bergen Community College.
10. Conducts on-going personal, academic, career and financial counseling sessions for EOF students by maintaining a student caseload and related records as required.
11. Assists in monitoring tutorial services for EOF students in conjunction with relevant academic support offices.
12. Monitors the academic performance and progress of EOF students and supports their persistence, graduation, and success through internal EOF based supports and collaborations with relevant support offices.

13. Works closely with other College offices that include Financial Aid, Bursar, Center for Academic Advising and Career Education, Center for Student Leadership and Engagement, Health Services, Student Affairs, and Academic Affairs.
14. Implements departmental, divisional, and college-wide goals and objectives for the EOF Program.
15. Collaborates with other New Jersey EOF programs on group programs and activities.
16. Completes required College and New Jersey State documents and reports as required.
17. Provides as needed evening and weekend services.
18. Develops a set of core outcomes for student and unit success; measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College's Outcomes Assessment Program.
19. Prepares, track, monitors, and adheres to an annual budget.
20. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
21. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
22. Performs additional tasks or duties as assigned by the Assistant Vice President for Student Affairs or other designated management as assigned.

MINIMUM QUALIFICATIONS:

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

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

1. **Education:** Master's degree required in Counseling, Student Personnel, Higher Education, or related degree. • 3 years of supervisory experience • Must possess excellent interpersonal, leadership, and organizational skills to address the needs of underprepared students. • Demonstrated analytical skills and the ability to use data to drive decision-making. • Strong written and verbal communication skills are essential and a proven ability to interact with a variety of academic disciplines, individuals, and organizations. • Ability to handle multiple assignments, work under pressure, and meet deadlines. • Ability to motivate staff and students to create an effective team environment.

Experience: Minimum of three to five years' experience required in a college/university EOF program or related area/field. 3 years of supervisory experience required.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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BOARD OF TRUSTEES ACTION P4B
Approval Date: April 11, 2023

Resolution
Approve: New Position - Confidential

Submitted By
Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the following new title and job description be added to the College's organizational chart:

Senior Director, Center for Student Success

Justification
To approve the newly created position to better represent the changing scope of work and additional responsibilities of the department.

Charge to: College Operating Funds
Account Number:

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Senior Director, Center for Student Success

DEPARTMENT: Center for Student Success/Student Affairs

FUNCTION: The Senior Director of the Center for Student Success serves as a member of the Student Affairs leadership team and oversees a comprehensive team of Academic Advisors and Counselors providing academic, transfer, and career advising services to students. This position is responsible for directing and supervising all functions and programming within the Center for Student Success. The Senior Director collaborates with key departments and staff to ensure comprehensive services and growth opportunities for students as it relates to the strategic plan and mission of Bergen Community College. The Senior Director develops, implements, and assesses the advising, transfer, and career services strategic plan, sets goals, and ensures staff are meeting objectives.

REPORTS TO: Assistant Vice President of Student Affairs

SUPERVISES: Assigned Center for Student Success Administrators and Staff

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Oversees the daily and general operations (including budget planning and management) of the Center for Student Success including the implementation and assessment of services and programming related to retention and completion for all students (both in-person and online). Develops long-term sustainable strategies for career, transfer, and advising services.
2. Provides leadership for institutional academic advising policies, practices, programs and training in support of an effective early warning system, student development, retention, persistence, graduation, and transfer rates.
3. Provides overall management and supervision for advisors/counselors including hiring, training, evaluation, performance reviews, scheduling, etc. Designs and implements mandatory, on-going training programs for all staff to disseminate information pertinent to academic programs.
4. Leads advising staff with the implementation and assessment of advising services and programming such as degree planning, advising interventions, areas of study advising, proactive advising, Advise CRM, Student Planning, new student orientation, fast start registration events, college academic programs, transfer workshops, career workshops, newsletters, classroom presentations, etc. to promote student retention and completion.
5. Tracks statistics, monitors data, compiles reports and metrics to inform key decisions, set goals, and ensure staff effectiveness. Directs and evaluates academic advising: analyzes data on enrollment, retention, and graduation statistics to continually enhance current advising services and programs.
6. Collaborates with Public Relations to develop and revise advising resources and promotional materials such as web pages, brochures, degree workshops, student degree planning guides, etc. Oversees Center for Student Success web content. Acts as a central resource for the College on all advising, career, and transfer information, marketing materials, and related events information for the

community.

7. Provides leadership with the Academic Standing Committee to support students on academic warning, probation, and suspension. Serves on relevant and appropriate committees such as Curriculum committee, etc.
8. Collaborates with instructional deans and faculty on development of new degrees and programs.
9. Represents Bergen Community College as a liaison to other institutions of higher education and provides expertise regarding program requirements and transfer articulation/advising issues for college/university partner projects.
10. Provides strategic direction and planning for advising delivery systems and supports technologies needed to accommodate an ever-changing student population.
11. Supports New Student Orientation and other retention/persistence services and initiatives. Provides staff coverage and supports College events, i.e. Open House, Career Fairs, Transfer Fairs, etc.
12. Collaborates with External Affairs to develop and implement career and transfer fairs in collaboration with students, advisors, faculty, alumni and other relevant stakeholders.
13. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College's Outcomes Assessment Program.
14. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
15. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
16. Participates in appropriate professional development to maintain current knowledge of advising best practices and higher education laws and policies.
17. Serves as a resource for staff/students with degree problems or challenges.
18. Provides student advising assistance as needed.
19. Performs additional tasks or duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Master's Degree in Educational Administration, Counseling or appropriate academic discipline. Doctorate preferred.

Experience: Seven years of progressively responsible education experience of which at least three years were at a Director level in academic advising/counseling position. Minimum three years of experience with higher education best practices in advising and different models for delivering academic advising services. Four years of supervisory experience. Demonstrated ability to use Microsoft Office Suite, PowerPoint and database platforms to prepare complex documents, presentations and reports.

Preferred: Prior experience with an Ellucian systems. Prior experience managing a Career Services function within a higher education institution. Prior experience with Ellucian Advise CRM.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Member

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BOARD OF TRUSTEES ACTION P4C
Approval Date: April 11, 2023

Resolution
Approve: New Position – Grant funded

Submitted By
Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the following new title and job description be added to the College's organizational chart:

Admissions Representative

Justification
To approve the newly created position to better represent the changing scope of work and additional responsibilities of the department. This position will be funded by the CCOG grant.

Charge to: Grant funded
Account Number: 50-02-598900-601120

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Admissions Representative

DEPARTMENT: Office of Admissions

FUNCTION: The Admissions Representative position participates in the development and implementation of recruiting strategies and recruits prospective students for enrollment at Bergen Community College. This position is expected to build and maintain key relationships and deliver information to potential students with the objective of meeting annual goals. This position also coordinates and assists with the planning, operations, and execution of admissions events, outreach, and projects.

This position will focus primarily on economically disadvantaged, historically underrepresented, and/or underserved populations. The incumbent is primarily responsible for creating new opportunities to recruit, enroll, and support a diverse group of students and to re-enroll students who have stopped attending the institution. This position will provide support to prospective students with navigating the enrollment process while maintaining a high level of customer service throughout all interactions.

REPORTS TO: Senior Director of Admissions

SUPERVISES: Assigned part time staff

PRIMARY RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Recruits prospective students from economically disadvantaged, historically underrepresented, and/or underserved populations, providing admission and enrollment information with the objective of meeting annual goals.
2. Supports students through their initial inquiry, application, and enrollment in the College.
3. Builds a network of relationships with local high schools, employers, and community outreach programs in order to enhance outreach and recruitment of students from economically disadvantaged, historically underrepresented, and/or underserved populations.
4. Cultivates leads and increases market share by delivering presentations and identifying new opportunities in the region.

5. Identifies trends and interests that are important to potential students based on generational, demographic and cultural filters.
6. Presents recommendations for programs to stimulate interest in the College with a focus on underrepresented and underserved populations.
7. Assists with the execution of departmental processes and procedures, events, mailings, and the utilization of departmental recruitment and admissions software.
8. Works collaboratively with other offices across campus including but not limited to the Office of Multicultural Services and Activities and Office of the Educational Opportunity Fund, to assist with the coordination and execution of recruitment and retention events and programs.
9. Collaborates with the Office of Multicultural Services and Activities to ensure intentional support of enrolled students and maximize student satisfaction, support, belongingness, and retention.
10. Obtains and utilizes demographic enrollment data to increase the representation of the College at community events.
11. Performs general admissions advising by appointment and on a walk -in basis and assists students via email, phone and webex as needed. This includes supporting general activities in the Office including but not limited to health professions applications and change of curriculum forms.
12. Evaluates academic credentials for admissions and registration purposes.
13. Monitors and ensures the timeliness and relevance of information on the Admissions website and other digital platforms.
14. Manages the Welcome Desk and tour guides and tours schedules.
15. Evaluates and reports out on program activities to show impact on the community and enrollment.
16. Supports departmental assessment and continuous improvement efforts.
17. Serves on college committees as needed.
18. Performs additional tasks or duties as assigned by the Senior Director of Admissions

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has proficiency in the use of the Microsoft Office suite and familiarity with Colleague and using a CRM.

Exhibits strong skills in:

- Communication
- Customer service
- Relationship building
- Organizing
- Planning

Education: Bachelor's degree required, Master's Degree preferred

Experience: Minimum of 3 years of experience working in an Admissions office. Knowledge of financial aid is strongly preferred. Bi-lingual preferred.

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Submitted by: _____ Date: _____

Name/Title

Approved by: _____ Date: _____

Name/Title

Reviewed by: _____ Date: _____

Human Resources

Board Approval: _____ Date: _____

Board Approval

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Budget code: 50-02-598900-601120 CCOG grant

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BOARD OF TRUSTEES ACTION P4D
Approval Date: April 11, 2023

Resolution
Approve: New Position - Professional

Submitted By
Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the following new title and job description be added to the College's organizational chart:

Coordinator of International Services

Justification
Due to a retirement in the admissions office and the changing scope of work, a revised and elevated position is needed.

Charge to: College Operating Funds
Account Number:

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Coordinator of International Services

DEPARTMENT: International Student Center

FUNCTION: The Coordinator of the International Student Center, under the supervision of the Senior Director of Admissions, will manage the day-to-day operations of the International Student Center, including managing the Student and Exchange Visitor Information System (SEVIS). The Coordinator will assist in the development and implementation of an effective international recruitment strategy to meet enrollment targets.

REPORTS TO: Senior Director of Admissions

SUPERVISES: Assigned full time and part time staff

PRIMARY RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Serves as a Designated School Official (DSO) ensuring F-1 visa holders are in compliance with the Student and Exchange Visitor Program (SEVP); provides guidance to students to make informed academic decisions regarding their nonimmigrant student status; signs and issues Certificates of Eligibility Form I-20s.

2. Provides academic and immigration advising and registration for visa holders and Dreamers.

3. Maintains SEVIS records in compliance with USCIS regulations including: meeting mandated timelines for reporting enrollment and changes in status; releases and processes SEVIS records to designated colleges and universities for students transferring in /out of the College; ensures consistency between data in SEVIS and the Colleague data management system.

4. Monitors F-1 visa holder course loads, academic progress, and work authorizations to ensure compliance with federal regulations; notifies students of pending expiration dates; ensures changes in status are entered into SEVIS.

5. Reviews initial, transfer, change of status and reinstatement application documents and processes in SEVIS.

6. Coordinates all applications and communication plans in the College's CRM for F-1 and J-1 students, including the processing of all inquiries, online application maintenance, and follow up with current students, faculty and Deans.

7. Reports enrollment statistics and trends to various international organizations including the Institute of International Education (Open Doors) and on campus departments.

8. Manages the J-1 (au-pair) program, including the coordination of special tuition payments, orientation for new au-pairs and maintenance of the J-1 academic records.

9. Coordinates outreach for international recruitment, including designing brochures, blogs, and ads for international media, working with recruitment agencies to coordinate representation at fairs abroad, managing mass mailings (domestic and overseas).

10. Cultivates relationships for recruitment purposes, including presentations at local language schools.

11. Conducts multiple workshops for BCC students on available financial resources, transfer opportunities, academic scholarships and grants.

12. Advises the International Student Association Club

13. Performs additional tasks or duties as assigned by the Senior Managing Director

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Minimum of 3 years experience within an office of International Services. Demonstrates an understanding of the community college mission as it pertains to international students and an ability to communicate effectively with a diverse population. Has proficiency in the use of Microsoft Office suite, Colleague, SEVIS and managing an admissions CRM.

Exhibits strong skills in:

- Communication
- Customer service

- Relationship building
- Organizing
- Planning
- Bi- lingual preferred

Education: Bachelor's degree required, Master's Degree preferred

Experience: Minimum of 3 years of experience working in an Admissions office; community college experience preferred.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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BOARD OF TRUSTEES ACTION P4E
Approval Date: April 11, 2023

Resolution
Approve: New Position - Professional

Submitted By
Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the following new title and job description be added to the College's organizational chart:

Assistant Director of Admissions

Justification
Due to the changing scope of work in the department, additional administrative support is needed to lead onboarding, assessment, admissions processes and procedures in addition to international programs and testing.

Charge to: College Operating Funds
Account Number:

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Assistant Director of Admissions

DEPARTMENT: Office of Admissions

FUNCTION: The Assistant Director of Admissions assists in implementing enrollment initiatives and goals, overseeing recruitment and campus community outreach efforts and is ultimately accountable to the Senior Director for analyzing their effectiveness and achieving desired results. The Assistant Director assists in the development and implementation of an effective recruitment and onboarding strategy to meet enrollment targets. In addition, this position actively contributes to the planning, marketing, communication and execution of enrollment management plans for each target market segment and makes recommendations to help improve their effectiveness. This position supervises and trains designated recruitment personnel, manages the day-to-day operations of the Office of Admissions, communicates admission steps to prospective students, develops and delivers admissions presentations, and is the primary coordinator of all related on and off campus admission events. The Assistant Director supports institutional Strategic Enrollment Management goals and ensures the Office provides excellent service while maintaining compliant, timely, accurate, effective and efficient operations.

REPORTS TO: Senior Director of Admissions

SUPERVISES: Assigned full time and part time staff

PRIMARY RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Oversees recruitment and campus community outreach efforts and analyzes initiatives, programs and metrics for effectiveness in reaching departmental goals.
2. Meets enrollment targets by overseeing the completion, review and conversion of applications to enrolled students.
3. Supports and meets Strategic Enrollment Management plan priorities, initiatives, and goals.
4. Supervises, trains, sets goals, and monitors assigned staff's progress in reaching goals.
5. Supports continuous improvement in yield numbers and supports a simplified enrollment process by monitoring key metrics. Makes recommendations to improve the new student onboarding process.

6. Assists with the development and implementation of department procedures, remains current on admissions technology including the CRM, and trains designated staff on office procedures and technology.

7. Contributes to planning, marketing, communicating and executing enrollment management plans for each target market segment and makes recommendations to improve their effectiveness.

8. Monitors and ensures the timeliness and relevance of information on the Admissions website, calendar, etc. and collaborates with Enrollment Services and Public Relations to align strategic recruitment and outreach campaigns and communications.

9. Coordinates and serves as the primary point of contact for all Open House events, Information Sessions, group tours, and other large-scale prospective student events for the purpose of achieving goals and providing information to potential students and their families.

10. Establishes and sustains relationships with community partners (including teachers, parents, counselors, librarians, non-profit directors, etc.) that support enrollment/outreach initiatives.

11. Supports the efficiency of health professions applications and change of curriculum forms.

12. Tracks, assesses and regularly updates Senior Director on new student enrollment activity, including testing, F-1 students, advising, registration and financial aid completion.

13. Oversees the application-based scholarship program, including: development of the scholarship applications, development of a communication plan, review of applications, creation and distribution of scholarship reports, and serving as liaison to other departments and offices as necessary.

14. Works with Senior Director of Admissions on research, analytical and assessment assignments, as well as undertakes special projects as assigned.

15. Assists with the management of the Office of Testing Services and the International Student Center as needed.

16. Supports departmental assessment efforts and continuous improvement.

17. Other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Minimum of 3 years supervisory experience within an office of Admissions. Experience managing an admissions CRM, recruitment schedules and large scale yield events. Demonstrates understanding of the community college mission and practices an open door policy. Ability to communicate effectively with a diverse population. Has proficiency in the use of Microsoft Office suite, Colleague and managing an admissions CRM.

Exhibits strong skills in:

- Communication
- Customer service
- Relationship building
- Organizing
- Planning

Education: Bachelor's degree required, Master's Degree preferred

Experience: Minimum of 3 years of experience working in an Admissions office; community college experience preferred. Bi-lingual preferred.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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BOARD OF TRUSTEES ACTION P4F
Approval Date: April 11, 2023

Resolution
Approve: New Position - Professional

Submitted By
Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the following new title and job description be added to the College's organizational chart:

Admissions Specialist

Justification
To approve the newly created position to better represent the changing scope of work and additional responsibilities of the department.

Charge to: College Operating Funds
Account Number:

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Admissions Specialist, Health Professions

DEPARTMENT: Office of Admissions

FUNCTION: Coordinates the admissions and recruitment for all health professions programs at the College.

REPORTS TO: Senior Director of Admissions

SUPERVISES: Student aides or part timers as assigned.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Processes all Health Professions (HP) applications (including re-admission and change of curriculum) for: Dental Hygiene, Diagnostic Medical Sonography, Nursing, Paramedic Science, Respiratory Care, Radiography and Veterinary Technology programs.
2. Coordinates and manages a high volume of admissions related communications for programs listed above.
3. Prepares all documents for the HP Review committees.
4. Assists in the coordination of HP info sessions using the College's CRM.
5. Provides HP enrollment reports / statistics to HP and Admissions supervisors.
6. Monitors HP phone and email inquiries.
7. Performs additional tasks or duties as assigned by the Senior Director of Admissions.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and a strong understanding of the BCC HP programs and the academic requirements. Has strong skills in using a CRM, excel, Google drive, scanning programs, laserfishe and the Microsoft Office suite.

Exhibits strong skills in:

- Communication
- Customer service
- Relationship building
- Organizing and planning events

- Bi- lingual preferred

Education: Associates degree required; Bachelor's Degree preferred.

Experience: At least 2 years experience working in an Admissions office. Experience recruiting or advising for HP programs is preferred.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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

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BOARD OF TRUSTEES ACTION P5
Approval Date: April 11, 2023

Resolution
Salary Adjustment – Support Staff

Submitted By
Dr. Eric M. Friedman, President
Mr., Nathaniel Saviet, Vice President of Facilities
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve a salary adjustment for the following individuals as indicated.

Name	Position	Annual Salary	Effective Date
Daniel Diaz	Maintenance Repairperson	$54,000	04/16/2023
Minir Toska	Maintenance Repairperson	$54,000	04/16/2023

Justification
Based on the results of a salary review an increase in salaries is to be made to be consistent with salaries earned by other employees in the same position.

Charge To: College Operating Funds
Account Number: 10-06-610100-601135

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BOARD OF TRUSTEES ACTION P6
Approval Date: April 11, 2023

Resolution
Approve stipends for Nursing Clinical Faculty for the Spring 2023 semester

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President, Academic Affairs
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve payment of stipends for the following individuals in the Nursing Clinical Faculty in the amounts indicated for the Spring 2023 semester.

Name	Semester stipend amount
Adjuncts	
Barbara Albanese*	$1,200.00
Corazon Dumalagan*	$1,200.00

* for ½ semester clinical only

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

Charge To: Nursing: Stipends
Account Number: 10-03-352000-601153

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BOARD OF TRUSTEES ACTION P7
Approval Date: April 11, 2023

Resolution
Confer Professor Emeritus Status

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President, Academic Affairs
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

That the Board of Trustees confer Professor Emeritus status on the following individuals:

Professor Richard Comerford	Economics/Business, Arts and Social Science
Dr. Randolph Forsstrom	Mathematics/Mathematics/Sciences/Technology
Dr. Anne Maganzini	Psychology/Business, Arts and Social Sciences
Dr. Geoffrey Sadock	Composition and Literature/Humanities
Dr. Jon Yasin	English/Humanities

Justification
Recommended by the Vice President of Academic Affairs, Dr. Brock Fisher, the Professor Emeritus Committee and President, Dr. Eric M. Friedman.

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BOARD OF TRUSTEES ACTION P8
Approval Date: April 11, 2023

Resolution
Approve: Leave of Absence / Support Staff

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve an unpaid leave of absence per NJ FMLA guidelines, for the following individual from the position listed below, effective dates as indicated:

Name	Position/Division	Effective Date
Azize Cornejo	Senior Secretary / Facilities	4/14/2023 – 5/24/2023 FMLA unpaid with benefits 5/25/2023 - 6/30/2023 unpaid with no benefits

Justification
Medical Leave

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BOARD OF TRUSTEES ACTION P9A
Approval Date: April 11, 2023

Resolution
Retirement: Faculty

Submitted By
Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the retirement of the following individual:

Name	Position /Division	Hire Date	Effective Date
Dallas Gray	Associate Professor, Counseling Center / Student Affairs	11/18/1985	07/01/2023

Justification
Retirement

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BOARD OF TRUSTEES ACTION P9B
Approval Date: April 11, 2023

Resolution
Retirement: Faculty

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President of Academic Affairs
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the retirement of the following individual:

Name	Position/Department/Division	Hire Date	Effective Date
Robert Wiater	Professor / Business, Arts and Social Sciences / Academic Affairs	09/01/1971	07/01/2023

Justification
Retirement

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BOARD OF TRUSTEES ACTION P10A
Approval Date: April 11, 2023

Resolution
Resignation: Professional

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President of Academic Affairs
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To accept the resignation of the following individual:

Name	Position/Department/Division	Hire Date	Effective Date
Joseph Pitre	Senior Math Lab Assistant / Academic Affairs	09/07/2011	02/24/2023 (retroactive)

Justification
Resignation

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BOARD OF TRUSTEES ACTION P10B
Approval Date: April 11, 2023

Resolution
Resignation: Support

Submitted By
Dr. Eric M. Friedman, President
Mr. David Borzotta, Associate Vice President of Safety and Security
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To accept the resignation of the following individual:

Name	Position/Department/Division	Hire Date	Effective Date
Liam Foley	Officer / Public Safety	03/15/2023	03/20/2023 (retroactive)

Justification
Resignation

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BOARD OF TRUSTEES ACTION P10C
Approval Date: April 11, 2023

Resolution
Resignation: Support

Submitted By
Dr. Eric M. Friedman, President
Mr., Nathaniel Saviet, Vice President of Facilities
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To accept the resignation of the following individual:

Name	Position/Department/Division	Hire Date	Effective Date
Christopher Latraverse	Head Groundskeeper / Facilities	06/13/2022	03/07/2023 (retroactive)

Justification
Resignation

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BOARD OF TRUSTEES ACTION S/F 1
Approval Date: April 11, 2023

Resolution
Authorization to award Public Bid P-2379 for Ender Hall HVAC Replacement to Centralpack Engineering Corp.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Nathaniel Saviet, Vice President, Facilities
Mr. Michael Hyjeck, Managing Director, Physical Plant
Mr. Robert P. Coane, Director of Campus Planning and Improvements
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
Authorization to award Public Bid # P-2379 for Ender Hall HVAC Replacement to Centralpack Engineering Corp. in the estimated amount of $468,590. The award amount includes the Base Bid plus a $15,000 allowance.

Justification
The existing Ender Hall Roof Top Unit has failed and is unrepairable. Additionally, it is beyond its useful life, and needs to be removed and replaced in order to restore the existing building heating and cooling capabilities.

A total of twenty-one (21) companies registered for bid packages and eight (8) bids were received from the following.

Centralpack Engineering Corp.	$468,590
Environmental Climate Control	$487,000
TM Brennan Service, Inc	$489,000
A & A Industrial Piping, Inc.	$506,365
DeSesa Engineering Co, Inc.	$513,000
C. Dougherty & Co., Inc.	$514,000
ACP Contracting, Inc.	$527,000
In-Line Air Conditioning Co., Inc.	$689,050

Charge to: Chapter 12
Account Number: 20-00-116500-604218
Amount Total: $468,590

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BOARD OF TRUSTEES ACTION S/F 2
Approval Date: April 11, 2023

Resolution
To award professional services to RSC Architects to prepare the required contract documents for Athletic Fields Irrigation Well Pumping System modifications/upgrade. These documents allow the College to advertise the project to secure bids.

Submitted By
Dr. Eric Friedman, President
Mr. Wilton Thomas-Hooke, Chief Finance Officer
Mr. Nathaniel Saviet, Vice President of Facilities
Ms. Stephanie Weise, Interim Director, Purchasing & Services
Mr. Michael Hyjeck, Managing Director, Physical Plant

Action Requested
Authorization to engage RSC Architects to prepare the required contract documents for Athletic Fields Irrigation Well Pumping System modifications/upgrade project at an estimated cost of $77,200.00, including direct costs.

Justification
Water for the College's athletic field irrigation system is sourced from an existing well and pump system that is located in an underground vault. This method of sourcing water requires that the well and pump system operate in extremely harsh conditions that create maintenance and reliability issues. The current well and pump system for the athletic field needs to be upgraded to improve maintenance efficiency and provide a durable and reliable solution for athletic field irrigation.

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

Charge To: Chapter 12
Account Number: TBD
Total: $77,200