Bergen
COMMUNITY COLLEGE
400 Paramus Road, Paramus, New Jersey 07652
201-447-7100 • www.bergen.edu

BOARD OF TRUSTEES
PUBLIC MEETING

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

Tuesday, April 5, 2022 – 5:00 p.m.

I. Call to Order

II. Open Public Meetings Act Statement

III. Roll Call

IV. Pledge of Allegiance

V. Reports:
- A. Vice Chairman
- B. Treasurer
- C. President
- D. Committees
  1. Audit, Finance and Legal Affairs
  2. Education and Student Affairs
  3. Personnel
  4. Site and Facilities
  5. Strategic Planning and Issues
- E. Alumni Trustee
- F. Chairwoman

VI. Unfinished Business / Board Members

VII. New Business / Board Members

VIII. Open to the Public

IX. Actions
- A. Approval of Board Minutes: Tuesday, March 1, 2022
- B. Consent Agenda: Tuesday, April 5, 2022

X. Executive Session, if required.

XI. (New Business/Open to the Public)

XII. Adjournment

Bergen COMMUNITY COLLEGE
400 Paramus Road, Paramus, New Jersey 07652
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CONSENT AGENDA

Tuesday, April 5, 2022
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 1, 2022

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. Authorization to award Public Bid P-2354 for on-call HVAC services to Kalas Heating & Cooling Inc.
3. **PLACEHOLDER:** To award financial auditing services to _____ in accordance with RFP # R-095.
4. Authorizing Bergen Community College to enter into a cooperative pricing agreement with Hunterdon County Education Services Commission.

EDUCATION AND STUDENT AFFAIRS

1. Accept a grant award of $39,048 from the New Jersey Community College Consortium for Workforce and Economic Development (Consortium) and authorize President Eric M. Friedman, Ph.D., or his designee, to execute required documents.
2. Authorize submission of an application for Supplemental Community Development Block Grant (CDBG) CARES Act funding for $250,000, and authorize President Eric M. Friedman, Ph.D., or his designee, to execute required documents.
3. Authorize acceptance of a grant award $4,125 from the Institute of International Education, Inc. (IIE), and authorize President Eric M. Friedman, Ph.D., or his designee, to execute required documents.

INSTITUTIONAL (I)

1. Resolution of the Board of Trustees of Bergen Community College Accepting the Report and Recommended Final Decision of the Protest Committee in the Matter of the Bid Protest of Vanore Electric, Inc. Challenging the Award of a Contract for Public Bid No. P-2353, On-Call Electrical Services, to Sal Electric Co, Inc.

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400 Paramus Road, Paramus, New Jersey 07652
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CONSENT AGENDA

Tuesday, April 5, 2022

PERSONNEL (P)

1. A. Appointment: Grant Funded Staff
   B. Appointment: Support Staff
   C. Appointment: Confidential
   D. Appointment: Support Staff
   E. Appointment: Confidential
   F. Appointment: Support Staff
   G. Appointment: Support Staff
2. A. Reappointment Faculty: First Reappointment
   B. Reappointment: Project Personnel – Grants
3. Abolishment of Vacant Position
4. Approve: New Position – Confidential
5. Approve: Confidential - Title Change and Revised Job Description
6. A. Retirement: Faculty
   B. Retirement: Support Staff
   C. Retirement: Confidential
   D. Retirement: Support Staff
   E. Retirement: Professional Staff
   F. Retirement: Faculty
   G. Retirement: Faculty
7. Stop Stipend
8. Termination: Grant

SITE AND FACILITIES (S/F)

1. To award Public Bid #P-2356 for the installation of ionization systems for all roof top units at the Hackensack and Lyndhurst Campuses.
2. **PLACEHOLDER** - Authorization for the Board of Trustees to adopt an institutional Emergency Operations Plan (EOP) guided by PL 2011 c.214.

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BOARD OF TRUSTEES ACTION A/F1
Approval Date: April 5, 2022

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, 2022 to February 28, 2022 $ 23,892.22

Legal bills will be available on the College's web site under the Board of Trustees at the following address:

http://www.bergen.edu/about-us/board-of-trustees/legal-bills

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	$ 23,892.22

Bergen
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BOARD OF TRUSTEES ACTION A/F2
Approval Date: April 5, 2022

Resolution
Authorization to award Public Bid P-2354 for on-call HVAC services to Kalas Heating & Cooling Inc.

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

Action Requested
Authorization to award Public Bid # P-2354 for On-Call HVAC Services at all Bergen Community College campuses to Kalas Heating & Cooling Inc., for the period of April 6, 2022 through April 5, 2024 with an option to extend for one (1) additional year in the estimated amount of $1,149,120.00.

Justification
The College needs an on-call HVAC contractor to provide routine and emergency repairs to the Heating, Ventilation and Air Conditioning systems in all the college buildings on all three campuses.

A total of ten (10) companies registered for bid packages and two (2) bids were received from the following.

Kalas Heating & Cooling Inc.	$1,149,120.00
McCloskey Mechanical Contractors Inc.	$1,161,000.00

Charge to: College Operating Funds
Account Number: 10-06-610100-607550
Amount: $1,149,120.00

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DRAFT
BID OPENING MARCH 29, 2022

BOARD OF TRUSTEES ACTION A/F3
Approval Date: April 5, 2022

Resolution
To award financial auditing services to _____ in accordance with RFP # R-095.

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 award RFP # R-095 Independent Auditing Services to _____ for a two-year agreement at a cost of _____ for year one and _____ for year two. Award includes an option to renew for a third year at a cost of _____.

Justification
Financial auditing services for fiscal years 2022 and 2023 with an option to renew for 2024 at the sole discretion of the College. Services include financial statement audit, OMB Circular A-133 and NJ OMB Circular 04-04 and enrollment audit.

At total of _____ proposals were received in response to RFP #R-095. _____ was selected due to its strong experience and expertise in community college financial auditing, qualifications and responsiveness of its staff, and reputation of the firm.

Proposals were received from the companies listed below.

Professional services are exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (1).

The Request for Proposals was advertised on the college website in accordance with New Jersey P.L. 2004 Chapter 19 "Pay to Play" Law and conforms to a Fair and Open Process.

Charge to: College Operating Funds
Account: 10-01-186100-607567

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BOARD OF TRUSTEES ACTION A/F4
Approval Date: April 5, 2022

Resolution
Authorizing Bergen Community College to enter into a cooperative pricing agreement with Hunterdon County Education Services Commission.

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

Action Requested
Approve the attached resolution authorizing member participation in a cooperative pricing system with Hunterdon County Education Services Commission.

See attached resolution.

RESOLUTION FOR MEMBER PARTICIPATION IN A COOPERATIVE PRICING SYSTEM

A RESOLUTION AUTHORIZING BERGEN COMMUNITY COLLEGE TO ENTER INTO A COOPERATIVE PRICING AGREEMENT

Board of Trustees Action A/F 4
Approval Date: April 5, 2022

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Hunterdon County Educational Services Commission Cooperative Pricing System (the "Cooperative Pricing System") has been approved by the Division of Local Government Services in the Department of Community Affairs, pursuant to N.J.A.C. 5:34-7.1 et seq.; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.11a, Bergen Community College (the "College") is authorized to enter into cooperative pricing systems that have been established pursuant to New Jersey law; and

WHEREAS, the College's Board of Trustees duly considered participation in the Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

TITLE

This **RESOLUTION** shall be known and may be cited as the Cooperative Pricing Resolution of the Bergen Community College.

AUTHORITY

Pursuant to the provisions of N.J.S.A. 18A:64A-25.11a, the College is authorized to participate in the Cooperative Pricing System and hereby authorizes the College's Chief Financial Officer to enter into the Cooperative Pricing Agreement with the Hunterdon County Educational Services Commission Cooperative Pricing System, attached hereto as Exhibit A, as the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This RESOLUTUION shall take effect immediately upon passage.

ROLL CALL VOTE:

CERTIFICATION

The foregoing is a true and accurate copy of the Resolution adopted by the Board of Trustees at a duly advertised public meeting on April 5, 2022.

_____

Maria Ferrara, Executive Assistant to the
Board of Trustees and the President

EXHIBIT A

Cooperative Pricing Agreement with Hunterdon County Educational Services Commission

Hunterdon County Educational Services Commission
37 Hoffmans Crossing Road
Califon, New Jersey 07830
Phone: 908-439-4280 Fax: 908-975-3753

Marie Gorey/ Superintendent x4500
Corinne Steinmetz, SBA/Board Secretary x4501
Doreen Pirozzi, Purchasing Manager x1513

COOPERATIVE PRICING AGREEMENT

This agreement, made and entered into this 1st *day of* March *, 20* 22 *by and between the Board of Directors of Hunterdon County Educational Services Commission, referred to as the "Lead Agency" and various governing boards, authorities, commissions and other governmental contracting units within the State of New Jersey.*

WITNESSETH

WHEREAS, the Lead Agency is conducting a voluntary Cooperative Pricing System with boards of education, municipalities, and other types of public bodies located within the State of New Jersey, utilizing the Lead Agency's administrative purchasing services and facilities in order to effect substantial economies in the purchase of work, materials and supplies; and

WHEREAS, the Cooperative Pricing System is authorized by N.J.S.A. 40A: 11-11 and has been approved by the Division of Local Government Services in the Department of community Affairs pursuant to N.J.A.C. 5:34-7.1 et seq., and

WHEREAS, all the parties hereto shall approve this Agreement by Ordinance or Resolution, as appropriate, in accordance with the aforesaid statue; and

NOW, THEREFORE, it is mutually agreed as follows:

1) *The work, materials or supplies to be priced cooperatively may include fuels, office supplies, paper products, instructional materials and equipment, vehicles, modulars and such other items and services as two or more participating contracting units in the system agree can be purchased on a cooperative basis.*

2) *Upon approval of the Cooperative Pricing System and during each January thereafter, the Lead Agency shall publish a legal ad in such format as required by the State Division of Local Government Services in a newspaper normally used for such purpose by it, to include such information required by N.J.A.C. 5:34-7.9. as may be amended from time to time, including:*

a. *The name of the participating contracting unit, and*
b. *The name of the Lead Agency soliciting competitive bids or informal quotations, and*
c. *The address and telephone number of Lead Agency, and*
d. *The State Identification Code for the Cooperative Pricing System, and*
e. *The expiration date of the Cooperative Pricing Agreement.*

3) *Each of the participating contracting units shall indicate, in writing to the Lead Agency, the items to be purchased by the contracting unit, the approximate quantities desired, the location for delivery and other such requirements necessary for the Lead Agency to prepare specifications as provided by law. Although the Lead Agency endeavors to serve the needs of all registered members of the Cooperative Pricing System, the Lead Agency may not be able to prepare specifications and/or solicit bids for all projects and makes no such guarantee.*

4) *The specifications shall be prepared and approved by the Lead Agency and filed as required by law, and no changes shall thereafter be made except as permitted by law. Nothing herein shall be deemed to prevent changes in specifications for subsequent purchases.*

5) *A single advertisement for bids/proposals or the solicitation of informal quotations for the work, materials or supplies to be purchased shall be presented by the Lead Agency on behalf of all registered members desiring to purchase any item in the Cooperative Pricing System. All advertisements and solicitations shall be made in compliance with the Public School Contracts Law.*

6) *The Lead Agency shall receive bids or quotations on behalf of all participating contracting units. The Lead Agency shall review said bids and, on behalf of all registered members, either reject all bids, or award a contract in compliance with the Public School Contract Law and the specifications. This award shall result in the Lead Agency entering into a master contract with the successful bidder(s) providing for two categories of purchases:*

a. *The quantities ordered for the Lead Agency's own needs, and*
b. *The estimated aggregate quantities to be ordered by other participating contracting units by separate contract, subject to the specifications and prices set forth in the Lead Agency's overall (master) contract.*

The Lead Agency shall enter into a formal written contract(s) directly with the successful bidder(s) when required by law and, only after the Lead Agency has certified the funds available only for its own needs.

Each registered member shall: (1) certify that it has the funds available necessary for its own order(s) from the Cooperative Pricing System; (2) enter into a formal written contract directly with the successful bidder(s) when required by law and the project specifications; (3) issue purchase orders in its own name directly to the successful bidder(s) against said contract; (4) accept its own deliveries; (5) be invoiced by and receive statements from the successful bidder(s) and (6) be responsible for any tax liability. No registered member shall be responsible for payment for any items ordered or for performance generally, by or to any other registered member. Each registered member shall accordingly be liable only for its own performance and for items ordered and received by it.

The provisions of this paragraph shall be quoted or referred to and sufficiently described in all advertisements for bids by the Lead Agency so that each bidder shall be on notice as to the respective responsibilities and liabilities of the registered members.

7) *Nothing in this Agreement shall prevent any registered member from awarding contracts of purchase, individually and on its own behalf, with or without advertising, except that invitations for such individual bids shall not be advertised nor bids be received during the period in which the Lead Agency is advertising for and receiving bids for the same items or commodities other than, in the case of the registered member's emergency or hardship.*

8) *The Lead Agency reserves the right to exclude any item or commodity from within said system if, in its opinion, the pooling of purchasing requirements or needs of the participating contracting units is either not beneficial or not workable as to the Lead Agency or the registered members..*

9) *The Lead Agency shall appropriate sufficient funds to enable it to perform the administrative responsibilities assumed pursuant to this Agreement. It is understood that all fees for each participating contracting unit are paid to the Lead Agency by the successful bidder(s) with the exception of the fuel participation. This amount shall be paid forty-five (45) days from the receipt of billing from the Lead Agency.*

10) *This agreement shall become effective upon approval of the Director of the Division of Local Government Services and shall continue in effect for a period of five (5) years pursuant to N.J.A.C. 5:34-7.5(f), or until a party to this Agreement shall give written notice of its intention to terminate its participation in the Cooperative Pricing System..*

11) *All records or documents maintained or utilized pursuant to terms of this Agreement shall be identified by the code number assigned by the Director, Division of Local Government Services and such other numbers as are assigned by the Lead Agency for purposes of identifying each contract and item awarded.*

12) *Additional local contracting units may from time to time, execute this Agreement by means of a Rider annexed hereto, which addition shall not invalidate this agreement with respect to other signatories. The Lead Agency is authorized to execute the Rider on behalf of the members of the System.*

13) *This Agreement shall be binding upon and inure to the benefit of the successors and assigns of the respective parties hereto.*

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed and executed by their authorized corporate officers and their respective seals to be hereto affixed.

GOVERNING BOARD / BOARD OF EDUCATION

DISTRICT/MUNICIPALITY: Bergen Community College

*ATTEST:*_____ *BY:* _____
Secretary to the Board *Chief Financial Officer*

DATE: _____

LEAD AGENCY
HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION

*ATTEST:*_____ *BY:* _____
Secretary to the Board *Board President*

DATE: _____

Bergen
COMMUNITY COLLEGE
400 Paramus Road, Paramus, New Jersey 07652
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BOARD OF TRUSTEES ACTION E/SA1
Approval Date: April 5, 2022

Resolution
Accept a grant award of $39,048 from the New Jersey Community College Consortium for Workforce and Economic Development (Consortium) and authorize President Eric M. Friedman, Ph.D., 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
Dr. Susan Barnard, Dean of Health Professions
Dr. Emily Vandalovsky, Dean of Mathematics, Science and Technology
Dr. P.J. Ricatto, Professor, Physical Sciences Department
Dr. William Yakowicz, Director of Grants Administration

Action Requested
Authorize acceptance of a grant award total of $39,048 from the New Jersey Community College Consortium (NJ CCC) for Workforce and Economic Development for the College's participation in the planning phase of the New Jersey Pathways to Career Opportunities initiative, and authorize President Eric M. Friedman, Ph.D., or his designee, to execute required documents.

Justification
New Jersey's community colleges are launching a broad initiative to promote the earning of stackable, industry-valued credentials by designing and offering robust and inclusive pathways that are guided by industry-specific employer leadership groups and informed by labor market intelligence. The Bergen Community College award totals $39,048 from the New Jersey Community College Consortium for Workforce and Economic Development for the College's participation in the planning phase of the New Jersey Pathways to Career Opportunities initiative and specifically for the following Centers of Workforce Innovation:

1. Patient Care ($5,714). Dr. Susan Barnard, Lead;
2. Research and Development ($20,000). Dr. Emily Vandalovsky, Lead; and
3. Renewable Energy ($13,334). Dr. P.J. Ricatto, Lead.

No College match is required.
The award notification follows.

Community College Consortium
FOR WORKFORCE & ECONOMIC DEVELOPMENT
Bridging the Skills Gap

NJ PATHWAYS
Aligning Education to Build an Innovative Workforce

NJCC New Jersey's Community Colleges

NJBIA

March 2, 2022

Dr. Eric Friedman, President
Bergen Community College
400 Paramus Road
Paramus, NJ 07652

Re: REVISED: Notice of Award – New Jersey Pathways to Career Opportunities (Planning Phase)

President Friedman,

Bergen Community College is awarded a total of $39,048 from the New Jersery Community College Consortium for Workforce and Economic Development (Consortium) for the college's participation in the **planning phase** of the New Jersey Pathways to Career Opportunities initiative and the following Centers of Workforce Innovation:

1. Patient Care ($5,714);
2. Research and Development ($20,000), and
3. Renewable Energy ($13,334).

This award is based on each Center of Workforce Innovation receiving a total of $40,000 shared equally by all Community College partners in the Center to collectively produce a work plan and budget that specifically outlines the Center deliverables, recommended partners, and proposed funding for all of the Center partners.

The *NJ Pathways to Career Opportunities* initiative is an unprecedented education and training pathways initiative that will innovate the state's workforce for residents, businesses, and the state economy for years to come. The ten Centers of Workforce Innovation of this initiative will develop new curriculum and strengthen existing education and workforce training pathways aligned with the needs of employers to build an innovative workforce.

Thank you for Bergen Community College's participation in this critically important pathways initiative.

Sincerely,

Aaron R. Fichtner, Ph.D.
President

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BOARD OF TRUSTEES ACTION E/SA2
Approval Date: April 5, 2022

Resolution
Authorize submission of an application for Supplemental Community Development Block Grant (CDBG) CARES Act funding for $250,000, and authorize President Eric M. Friedman, Ph.D., or his designee, to execute required documents.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Nat Saviet, Vice President of Facilities
Ms. Tracy Rand, Managing Director of Specialized Services
Dr. William Yakowicz, Director of Grants Administration

Action Requested
To authorize submission of a proposal to the Bergen County Division of Community Development for $250,000 to improve disability access to facilities, and to authorize President Eric M. Friedman, Ph.D., or his designee, to execute required documents.

Justification
Proposed funding through the County's Supplemental CDBG grant will help ensure that facilities at the Bergen Community College main campus, 400 Paramus Road, are refurbished for handicapped accessibility as required to address COVID-19 accommodation standards and required operational safeguards as per US Department of Housing and Urban Development guidelines.

No college matching funds are required.

The project design and budget are in development.

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BOARD OF TRUSTEES ACTION E/SA3
Approval Date: April 5, 2022

Resolution
Authorize acceptance of a grant award $4,125 from the Institute of International Education, Inc. (IIE), and authorize President Eric M. Friedman, Ph.D., or his designee, to execute required documents.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Professor Amparo Codding, International Student Center
Dr. William Yakowicz, Director of Grants Administration

Action Requested
To accept a grant award of $4,125 from the Institute of International Education, Inc. (IIE) to participate in the American Passport Project, and to authorize President Eric M. Friedman, Ph.D., or his designee, to execute required documents.

Justification
The purpose of IIE's American Passport Project is to assist first-year students who are eligible for Pell grants to obtain a U.S. passport in order to facilitate international experiences as part of their post-secondary education. The $4,125 award will only be used to distribute $165 to each of twenty-five (25) first-year students who are U.S. citizens, are Pell grant eligible, and who meet diverse identity criteria.

No college matching funds are required.

The project design and budget are in development.

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BOARD OF TRUSTEES ACTION I-1
Approval Date: April 5, 2022

Resolution
Resolution of the Board of Trustees of Bergen Community College Accepting the Report and Recommended Final Decision of the Protest Committee in the Matter of the Bid Protest of Vanore Electric, Inc. Challenging the Award of a Contract for Public Bid No. P-2353, On-Call Electrical Services, to Sal Electric Co, Inc.

Submitted By
Protest Committee:
Trustee Mark Longo
Trustee Louis DeLisio
Trustee Joseph Barreto

Action Requested
Accepting the Protest Committee's Report and Recommended Final Decision (the "Report") in the Matter of the Bid Protest of Vanore Electric, Inc. Challenging the Award of a Contract for Public Bid No. P-2353, On-Call Electrical Services, to Sal Electric Co., Inc.; ratifying and affirming the procedures and process followed by the Protest Committee; and adopting the Protest Committee's Report as the Final Decision of the of the Board of Trustees of Bergen Community College.

Justification
On January 11, 2022, the Board of Trustees of Bergen Community College (the "College") awarded a contract for Public Bid No. P-2353, On-Call Electrical Services (the "Contract") to Sal Electric Co., Inc. ("Sal"). On January 21, 2022, Vanore Electric, Inc. ("Vanore") filed a petition with the College, challenging the award of the Contract, and demanding a hearing before the College pursuant to N.J.S.A. § 18A:3B-6. Accordingly, on February 23, 2022 a hearing was held before the Protest Committee selected by the Board: Trustee Mark Longo, Trustee Louis DeLisio and Trustee Joseph Barreto. Both Vanore and Sal participated in the hearing through legal counsel. The Protest Committee Report has been filed with the Board of Trustees. The Report recommends rejection of Vanore's protest and affirmation of the award of the Contract to Sal based on the findings of fact and conclusions of law contained therein.

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BOARD OF TRUSTEES ACTION P1A
Approval Date: April 5, 2022

Resolution
Appointment: Grant Funded 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 Effectiveness
Ms. Yvette Aviles, Associate Director of Human Resources

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

Name	Position/Division	Salary	Effective Date
Amy Alexander	Success Coach / Student Support / Student Affairs	$50,000.00 (pro-rated)	03/01/22-06/30/22 (retroactive)
Sierra Dones	Success Coach / Student Support / Student Affairs	$50,000.00 (pro-rated)	03/01/22-06/30/22 (retroactive)
Brendan Williams	Success Coach / Student Support / Student Affairs	$50,000.00 (pro-rated)	03/01/22-06/3022 (retroactive)

Justification
To fill a budgeted position through a successful search process pending successful completion of background checks and references. These positions are at-will and are full time grant funded.

Charge to: HEERF Funds
Account Number: 50-06-596500-601110

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BOARD OF TRUSTEES ACTION P1B
Approval Date: April 5, 2022

Resolution
Appointment: Support Staff

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness
Ms. Yvette Aviles, Associate Director of Human Resources

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

Name	Position/Division	Salary	Effective Date
Noe Burgos	Custodian / Facilities 3rd Shift	$31,124.00	04/06/22 (pro-rated)
Kaisang Dolma	Custodian / Facilities 3rd Shift	$31,124.00	04/06/22 (pro-rated)

Justification
To fill a budgeted position through a successful search process pending successful completion of background checks, references and 90-day probation. This position is at-will.

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

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BOARD OF TRUSTEES ACTION P1C
Approval Date: April 5, 2022

Resolution
Appointment: Confidential

Submitted By
Dr. Eric M. Friedman, President
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness
Ms. Yvette Aviles, Associate Director of Human Resources

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

Name	Position/Division	Salary	Effective Date
Michael Vivenzio	Talent and Development Manager / Human Resources	$68,500.00	04/06/22 (pro-rated)

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:

Bergen
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BOARD OF TRUSTEES ACTION P1D
Approval Date: April 5, 2022

Resolution
Appointment: Support Staff

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness
Ms. Yvette Aviles, Associate Director of Human Resources
Ms. Stephanie Weise, Director, Purchasing and Services

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

Name	Position/Division	Salary	Effective Date
Kyle Carter	Senior Buyer / Purchasing / Finance and Accounting	$70,000	04/18/22 (pro-rated)

Justification
To fill a budgeted position through a successful search process pending successful completion of background checks, references and 90-day probation. This position is at-will.

Charge to: College Funds
Account Number: 10-01-145100-601130

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BOARD OF TRUSTEES ACTION P1E
Approval Date: April 5, 2022

Resolution
Appointment: Confidential

Submitted By
Dr. Eric M. Friedman, President
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness
Ms. Yvette Aviles, Associate Director of Human Resources

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

Name	Position/Division	Salary	Effective Date
Christine Hill	Administrative Assistant / President's Office	$57,500	04/18/22 (pro-rated)

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:

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BOARD OF TRUSTEES ACTION P1F
Approval Date: April 5, 2022

Resolution
Appointment: Support Staff

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness
Ms. Yvette Aviles, Associate Director of Human Resources

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

Name	Position/Division	Salary	Effective Date
Robert Kitchell	Plumber / Facilities	$64,000 (pro-rated)	04/11/22

Justification
To fill a budgeted position through a successful search process pending successful completion of background checks, references and 90-day probation. This position is at-will.

Charge to: College Funds
Account Number: 10-06-610100-601135

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BOARD OF TRUSTEES ACTION P1G
Approval Date: April 5, 2022

Resolution
Appointment: Support Staff

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
Ms. Yvette Aviles, Associate Director of Human Resources

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

Name	Position/Division	Salary	Effective Date
Esmeralda Armendariz	Executive Secretary / Health Professions Division	$52,000.00	04/06/22

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

Charge to: College Operating Funds
Account Number: 10-04-417500-601130

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BOARD OF TRUSTEES ACTION P2A
Approval Date: April 5, 2022

Resolution
Reappointment Faculty: First 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
Ms. Yvette Aviles, Associate Director of Human Resources

Action Requested
To reappoint the following individual for her first reappointment to the indicated discipline, division and rank for the period September 1, 2022 through June 30, 2023 unless otherwise noted.

Name	Rank	Discipline/Division
Diana Constantino	Assistant Professor	Nursing / Heath Professions / Health Professions Division

Justification
In Accordance with Article XIII of the BCC / BCCFA contract

Charge To: College Operating Funds

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BOARD OF TRUSTEES ACTION P2B
Approval Date: April 5, 2022

Resolution
Reappointment: Project Personnel – Grants

Submitted By
Dr. Eric M. Friedman, President
Dr. Jennifer Migliorino-Reyes, Assistant Vice President, Academic Affairs
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development
Ms. Yvette Aviles, Associate Director of Human Resources

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

Name	Position/Division	Salary	Effective Date
Barbara Brown-Abolafia	Project Manager / OMI / Student Affairs	$60,000.00	04/01/22 (retroactive)

Justification
To manage all activities supporting the Opportunity Meets Innovation Grant.

Reappointment of grant-funded position. This position is at will.

Charge to: Grant Funds
Account Number: 50-02-597300-601110

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BOARD OF TRUSTEES ACTION P3
Approval Date: April 5, 2022

Resolution
Abolishment of Vacant Position

Submitted By
Dr. Eric M. Friedman, President
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness
Ms. Yvette Aviles, Associate Director of Human Resources

Action Requested
To abolish the following position effective April 6, 2022:

Position/Division
Executive Vice President / Administration

Justification
To abolish this position due to the reorganization of the College's management structure.

Charge to: College Funds
Account Number:

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BOARD OF TRUSTEES ACTION P4
Approval Date: April 5, 2022

Resolution
Approve: New Position – Confidential

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

Action Requested
To approve the following position to be added to the College's organizational chart.

Vice President of External Affairs

Justification
To approve the newly created position in order to manage the expanding portfolio of relationships with donors, community groups, strategic partners, and county, state, and federal organizations that interact with and support the College. This position does not currently exist and is needed to further the College's strategic outreach efforts and develop additional funding sources for College initiatives. This position is at-will.

Charge To: College Operating Funds
Account Number:

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Vice President of External Affairs

DEPARTMENTS: Oversight for the College's Foundation and the Office of Public Relations, Community and Cultural Affairs. Responsibilities for aspects of Governmental Affairs.

FUNCTION: Senior, cabinet-level leadership for a wide variety of outreach activities, strategic partnerships, communications and public relations, governmental affairs, and fundraising at the College. The Vice President of External Affairs works closely with the College President to strategically lead, based on demonstrable experience, in the areas of outreach, development of new sources of revenue, and governmental affairs. The Vice President promotes Bergen's mission and vision through creating and sustaining strategic partnerships with individuals and a wide range of community, governmental, philanthropic, educational, and business organizations.

The Vice President oversees the departments that create institutional messaging and build support and sources of funding. Through the departments of Communications/Public Relations and the College Foundation, the Vice President works directly with the President to expand community awareness of the College's many successes and bolster the College's reputation. In close collaboration with the President, executive team colleagues, faculty, Trustees, and other important stakeholders, this strategic development, communications, and outreach professional will advance a robust, sustainable external relations operation and expand philanthropic capacity.

This is a new Vice President position at Bergen Community College. The VPER will have the opportunity to provide transformative leadership, alongside the College President, for community and government relations, strategic communications, and advancement.

REPORTS TO: President of Bergen Community College

SUPERVISES: Executive Director of Public Relations, Community and Cultural Affairs, and Executive Director of Bergen Community College Foundation.

MAJOR RESPONSIBILITIES:
Responsibilities include but are not limited to:

- Supports the President in his role as chief spokesperson and story-teller for the College.
- Serves as a senior-level, strategic advisor to the President.
- Develops opportunities for the President to liaise with key governmental and legislative officials.
- Supports the College's enrollment strategies by leading and supporting the development of successful communications strategies, employing state-of-the-art tools to market and advertise.

- Works alongside the College's Executive Director of Public Relations to lead crisis communications and related activities as needed.
- Formulates strategies and undertakes initiatives that advance and enhance the College's reputation and relationship with the public and its stakeholders.
- Leads and supports efforts in the Bergen Community College Foundation to plan and implement development activities and strategies that build financial support for the College. Supports efforts to execute high-quality donor events. Engages and solicits new donors. Ensures the provision of quarterly quantitative and qualitative reports on successes and challenges.
- Partners with staff, faculty and executive leadership to address gaps, trends and opportunities for increasing the visibility and stature of the College.
- Leads and supports efforts in alignment with Bergen's Diversity, Equity, and Inclusion initiatives.
- Identifies and leads the development of strengthening the College's role in economic development, innovation, and fiscal sustainability by partnering with a wide range of internal and external constituents.
- Supports the communications team in the development of key strategic messages that promote strategic plan initiatives and the President's goals.
- Supports the Executive Director of the Foundation's process of developing a strategic plan and executing on the same, including programs for faculty and staff donations, annual campaigns, and solicitation of major corporate gifts and grants.
- Leads the strategic development and cultivation of external relationships, including community and corporate organizations, to support the College's mission.
- Develops a set of core outcomes for departments overseen by the VPER and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the President; fully engages with the College's Office of Institutional Research and Institutional Effectiveness.
- Prepares, tracks, monitors and adheres to an annual budget.
- 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 College rules, regulations and unit collective bargaining agreements. Actively builds and fosters an achievement-oriented, team-based culture that welcomes constructive input and tracks goal achievement.
- Subject to executive review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
- Performs additional tasks or duties as assigned by the President or other designated management.

REQUIREMENTS

1. Master's degree required.
2. Minimum of 8-10 years of progressive leadership experience, preferably in a community college setting, in an area relevant to the above-mentioned responsibilities.

Knowledge, Skills and Abilities:

Demonstrates a deep understanding of the community college mission. Possesses influencing skills and has the ability to conceive, plan, and execute complex projects. Excellent public presentation skills required. Must reflect a strong base of experience with significant accomplishments in development of strategic partnerships, identifying and securing new sources of funding, adeptness with government relations, knowledge of best practices in advancement, a record of success working in a complex, multi-stakeholder organization (preferably community college or university). Possesses the ability to engage with people through story-telling skills. Demonstrates experience in fostering strong teamwork environments. Has proficiency in the use of the Microsoft Office suite.

Exhibits strong skills in:

- Leadership
- Managing Teams
- Written and Verbal Communication; Development of Persuasive Messaging
- Student Success Focus
- Building Strategic Partnerships and Professional Relationships
- Strategic Planning

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

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BOARD OF TRUSTEES ACTION P5
Approval Date: April 5, 2022

Resolution
Approve: Confidential - Title Change and Revised Job Description

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
Ms. Yvette Aviles, Associate Director of Human Resources

Action Requested
To approve the title change and revised job description for the Assistant Director of Grants. (Effective upon vacancy – April 15, 2022.)

Justification
To approve the following title change: from Senior Manager, Grants, to Assistant Director of Grants, and the revised job description to better reflect the responsibilities of the position. This will be effective upon vacancy April 15, 2022. This position is at-will.

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BOARD OF TRUSTEES ACTION P6A
Approval Date: April 5, 2022

Resolution
Retirement: Faculty

Submitted By
Dr. Eric Friedman, President
Dr. Jennifer Migliorino-Reyes, Assistant Vice President, Student Affairs
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development
Ms. Yvette Aviles, Associate Director of Human Resources

Action Requested
To approve the retirement of the following individual:

Name	Position/Rank/Department/Division	Hire Date	Effective Date
Cristina Haedo	Associate Professor / Student Affairs	09/01/00	03/01/22 (retroactive)

Justification
Retirement

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BOARD OF TRUSTEES ACTION P6B
Approval Date: April 5, 2022

Resolution
Retirement: Support Staff

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

Action Requested
To approve the retirement of the following individual:

Name	Position/Rank/Department/Division	Hire Date	Effective Date
Roy Burgher	Sergeant / Public Safety	11/28/88	05/01/22

Justification
Retirement

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BOARD OF TRUSTEES ACTION P6C
Approval Date: April 5, 2022

Resolution
Retirement: Confidential

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

Action Requested
To approve the retirement of the following individual:

Name	Position/Rank/Department/Division	Hire Date	Effective Date
Laura Frazer	Senior Manager Grants / Grants Administration	11/04/16	04/15/22

Justification
Retirement

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BOARD OF TRUSTEES ACTION P6D
Approval Date: April 5, 2022

Resolution
Retirement: Support Staff

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

Action Requested
To approve the retirement of the following individual:

Name	Position/Rank/Department/Division	Hire Date	Effective Date
Edward Edwards	Senior Custodian / Facilities	03/23/98	07/01/22

Justification
Retirement

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BOARD OF TRUSTEES ACTION P6E
Approval Date: April 5, 2022

Resolution
Retirement: Professional Staff

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

Action Requested
To approve the retirement of the following individual:

Name	Position/Rank/Department/Division	Hire Date	Effective Date
Aretha McMillan	Coordinator, Educational Outreach / Admissions / Student Affairs	06/19/02	06/20/22

Justification
Retirement

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BOARD OF TRUSTEES ACTION P6F
Approval Date: April 5, 2022

Resolution
Retirement: Faculty

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

Action Requested
To approve the retirement of the following individual:

Name	Position/Rank/Department/Division	Hire Date	Effective Date
Ann Watkins	Assistant Professor / Academic Affairs	09/01/80	07/01/22

Justification
Retirement

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BOARD OF TRUSTEES ACTION P6G
Approval Date: April 5, 2022

Resolution
Retirement: Faculty

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

Action Requested
To approve the retirement of the following individual:

Name	Position/Rank/Department/Division	Hire Date	Effective Date
Thomas Jewell	Professor / Academic Affairs	09/01/01	07/01/22

Justification
Retirement

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BOARD OF TRUSTEES ACTION P7
Approval Date: April 5, 2022

Resolution
Stop Stipend

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
Ms. Yvette Aviles, Associate Director of Human Resources

Action Requested
To stop the monthly stipend for the following individuals as indicated:

Name	Position/Division	Monthly Amount	Effective Date
Stephanie Weise	Director of Purchasing / Finance and Accounting	$750.00	04/01/22

Justification
To stop the monthly stipend for additional day-to-day operational responsiblities within their respective departments.

Charge to:
Account Number:

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BOARD OF TRUSTEES ACTION P8
Approval Date: April 5, 2022

Resolution
Termination: Grant

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
Ms. Yvette Aviles, Associate Director of Human Resources

Action Requested
To approve the termination of the following individual:

Name	Position/Division	Effective Date
Barbara Brown-Abolafia	Summer Explorations Coordinator (Title V)	03/31/22 (retroactive)

Justification
To terminate this individual in the Title V grant-funded position due to the expiration of the grant.

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BOARD OF TRUSTEES ACTION S/F 1
Approval Date: April 5, 2022

Resolution
To award Public Bid #P-2356 for the installation of ionization systems for all roof top units at the Hackensack and Lyndhurst Campuses.

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

Action Requested
Award Public Bid P-2356 Bi-Polar Ionization Upgrades for Existing Roof Top Units at Hackensack and Lyndhurst Campuses in the amount of $71,922.00 to McCloskey Mechanical Contractors, Inc.

Justification
To further improve indoor air quality and prevent the spread of bacteria and viruses (including COVID-19), ionization systems will be installed in all rooftop HVAC units at the Hackensack and Lyndhurst facilities. There are six (6) units to be upgraded in total. This equipment has been identified in the College's Reopening Plan to improve ventilation.

A total of (17) companies registered for bid packages and (3) bids were received.

See table below for bids received.

McCloskey Mechanical Contractors, Inc.	$71,922.00
Echelon Services, LLC	$76,580.00
DeSesa Engineering Co., Inc.	$115,000.00

Charge To: HEERF GRANT
Account Number: 50-06-596500-607611
Total: $71,922.00

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PLACEHOLDER

BOARD OF TRUSTEES ACTION S/F2
Approval Date: April 5, 2022

Resolution
Authorization for the Board of Trustees to adopt an institutional Emergency Operations Plan (EOP) guided by PL 2011 c.214.

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Mr. David Borzotta, Associate Vice President, Safety and Security

Action Requested
Approval of the updated Emergency Operations Plan (EOP) guided by the PL 2011 c.214 legislation.

Justification
Pursuant to NJ Rev Stat § 18A:3B-69 (2016) a governing board of each institution of higher education is required to submit an emergency operations plan guided by the PL 2011 c.214 legislation to the Office of the Secretary of Higher Education, the New Jersey Office of Homeland Security and Preparedness, the New Jersey Department of Health, and the New Jersey Office of Emergency Management every five years for review and approval. The PL 2011 c.214 legislation is an act concerning the disaster preparedness of institutions of higher education and supplementing chapter 3B of Title 18A of the New Jersey Statutes and directs each institution of higher education to develop and coordinate a comprehensive disaster preparedness plan.