

BOARD OF TRUSTEES
PUBLIC MEETING

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

Tuesday, April 9, 2024 – 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

 - 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: Thursday, March 7, 2024
 - B. Consent Agenda: Tuesday, April 9, 2024
- X. Adjournment



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CONSENT AGENDA

Tuesday, April 9, 2024

Paramus Campus – Technology Building – Conference Rooms B and C

5:00 p.m.

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

Approval of Board Minutes – Thursday, March 7, 2024

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To award Public Bid P-2393 Laser Cutter Install Project to _____ to perform the necessary modifications to West Hall to create a Maker's Space.
3. To authorize the award of Public Bid P-2391 Hardware Supply and Installation Services of Network Switches to _____.
4. To authorize execution of a lease agreement with New Meadowlands Stadium Company, LLC., to secure a venue for the College's 2024 commencement ceremony at an estimated cost of \$139,205.00.
5. Authorization to award Public Bid P-2390 for Electrical Asset Preventive Maintenance Services to _____.
6. To authorize the purchase of an Epson SureColor Large-Format Printer through the Carl Perkins Grant for use in the newly created Makerspace.
7. To authorize the award of Public Bid P-2388 Tree Implementation Plan to _____ to perform all work necessary to plant over 100 trees at the College's Paramus Campus in coordination with the Trees for Schools Grant.
8. To authorize Bergen Community College to secure membership in The Interlocal Purchasing System (TIPS) purchasing cooperative to procure goods and services.
9. To authorize renewal of Bergen Community College's (Bergen) property insurance policy for the Meadowlands campus through Otterstedt Insurance Agency, Inc.
10. To approve the new tuition and fee schedule for the fiscal year 2025 (July 1, 2024 through June 30, 2025).

PERSONNEL (P)

1. Separations
2. Appointments – Confidential and Grant Funded
3. Appointments – Professional
4. Salary Increase – Confidential Personnel
5. Appointments – Faculty
6. Reappointment Faculty – First Reappointment
7. Reappointment Faculty – Second Reappointment
8. Appointment – Academic Chairs
9. Job Descriptions and Positions
10. Approve – Deobligation of Position
11. Approve – Add vacant position to the organizational chart

SITE AND FACILITIES (S/F)

1. To reject all bids received for Public Bid P-2389 for the New Site Irrigation and Well Pump Replacement project.



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BOARD OF TRUSTEES ACTION A/F1
Approval Date: April 9, 2024

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, 2024, to February 29, 2024 \$ 32,713.72

Charge to: College Operating Funds

Account Number: 10-01-186100-607566

Amount: \$ 32,713.72



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**PLACEHOLDER
BIDS DUE APRIL 3RD**

**BOARD OF TRUSTEES ACTION A/F 2
Approval Date: April 9, 2024**

Resolution

To award Public Bid P-2393 Laser Cutter Install Project to _____ to perform the necessary modifications to West Hall to create a Maker's Space.

Submitted By

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

Action Requested

Award Public Bid P-2393 to _____ in the amount of \$ _____ to perform the necessary modifications to West Hall to create a Maker's Space.

Justification

The College must complete this work to complete the creation of a new Maker's Space in West Hall. West Hall will be outfitted for the installation of a laser engraver and cutter. The existing room will be modified to accommodate the delivery and installation of a new Laser engraver and cutter into the designated space. Additional plumbing and electrical connections that are required to ensure the proper operation of the equipment and complete the project.

(X) companies registered for bid packages and X (X) bids were received. See below for bids received.

Charge to: Perkins Grant
Account Number: 20-02-595600-604212
Total Amount: \$



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PLACEHOLDER
Bids Due April 4, 2024

BOARD OF TRUSTEES ACTION A/F 3
Approval Date: April 9, 2024

Resolution

To authorize the award of Public Bid P-2391 Hardware Supply and Installation Services of Network Switches to _____.

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 award Hardware Supply and Installation Services of Network Switches, Public Bid P-2391 to _____ in the amount of \$_____.

Justification

This project will be completed in two phases and covers the replacement and expansion of the college's network switch infrastructure. This is phase one of the project and is focused on replacing 112 End-of-Life (EOL) network switches on the college's Paramus campus along with replacing all wireless access points across the Paramus, Hackensack, and Meadowlands campuses. This upgrade will also provide the necessary network port expansion, enhancements, and support for the upcoming campus security camera project later this year.

Charge to: HETI Grant
Account Number: 20-06-570100-604300
Amount: \$800,000 (TBD)

Charge to: College HETI Match
Account Number: 20-06-570200-604300
Amount: \$800,000 (TBD)



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BOARD OF TRUSTEES ACTION A/F 4
Approval Date: April 9, 2024

Resolution

To authorize execution of a lease agreement with New Meadowlands Stadium Company, LLC., to secure a venue for the College's 2024 commencement ceremony at an estimated cost of \$139,205.00.

Submitted By

Dr. Eric M. Friedman, President
Ms. Suzanne Wetzel, Vice President of External Affairs
Mr. Wilton Thomas-Hooke, Chief Financial Officer

Action Requested

To authorize execution of a lease agreement with New Meadowlands Stadium Company, LLC. to secure a hosting site for the College's 2024 commencement ceremony to be held on May 14, 2024.

Justification

MetLife Stadium provides a local, in-county venue that comfortably accommodates the College's commencement activities. The venue is to provide stadium field and concourse, canopy structure, stage rental, chair rental, stadium maintenance and operations, tent permits, cleaning, audio/visual and media services, security, State police, medical personnel, parking facilities and staff, guest services, and staff meals.

The College has realized certain efficiencies and cost-savings for the event by partnering with other colleges hosting their ceremonies at MetLife during the same week.

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

This procurement is exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (16). (Entertainment, audiovisual productions)

Charge to:	Student Activities Fund
Account Number:	60-09-938000-607678 (Commencement)
Total Amount:	\$139,205.00



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**PLACEHOLDER
BIDS DUE March 26th**

**BOARD OF TRUSTEES ACTION A/F 5
Approval Date: April 9, 2024**

Resolution

Authorization to award Public Bid P-2390 for Electrical Asset Preventive Maintenance Services to _____.

Submitted By

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

Action Requested

Authorization to award Public Bid P-2390 for Electrical Asset Preventive Maintenance Services to _____, for the period _____, 2024 through _____, 2026, for an estimated amount of \$ _____. An option period at the College's sole discretion will be for one year: _____, 2026 to _____ 2027.

Justification

The College requires preventive maintenance services from electrical service vendors to maintain mission critical electrical equipment and infrastructure, improve the reliability of electrical systems, and provide safe facilities. _____ companies registered for the bid package, and _____ bids were received.

Charge To:	College Operating Funds
Account Number:	10-06-610100-607550
Total Amount:	\$ _____



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BOARD OF TRUSTEES ACTION A/F 6
Approval Date: April 9, 2024

Resolution

To authorize the purchase of an Epson SureColor Large-Format Printer through the Carl Perkins Grant for use in the newly created Makerspace.

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 an Epson SureColor Large-Format Printer from CDW Government LLC for \$13,184.36 through the Carl Perkins Grant.

Justification

This printer will be used in the new Art Makerspace at Bergen Community College. This open lab will facilitate hands-on, creative ways for students to design, experiment, and execute inventive ideas as they engage with a variety of tools and industry standard technology. Makerspaces are multidisciplinary in both approach and in the products created. This dynamic learning environment fuels engagement and innovation for our Career and Technical Education students.

Quotes were solicited from the companies listed below:

SHI International Corp.	no quote received
CDW Government LLC	\$13,184.36
Insight Public Sector	\$13,324.82
Provantage LLC	no quote received
Adorama Inc.	\$15,637.56

Charge to:	Perkins Grant
Account Number:	20-02-599001-604212
Total Amount:	\$13,184.36



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**PLACEHOLDER
BIDS DUE MARCH 27TH**

**BOARD OF TRUSTEES ACTION A/F 7
Approval Date: April 9, 2024**

Resolution

To authorize the award of Public Bid P-2388 Tree Implementation Plan to _____ to perform all work necessary to plant over 100 trees at the College's Paramus Campus in coordination with the Trees for Schools Grant.

Submitted By

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

Action Requested

Authorization to award Tree Implementation Plan, Public Bid P-2388 to _____ in the amount of \$_____ to perform all work necessary to complete tree plantings through the Trees for Schools Grant.

Justification

This work is necessary to plant over 100 trees at the College's Paramus Campus in coordination with the Trees for Schools Grant. The scope of work includes preparation, installation, and maintenance of over 100 trees for the Paramus campus. This work will improve campus aesthetics and provide opportunities for faculty and students in the College's horticulture programs.

Charge to:	Trees for Schools Grant
Account Number:	50-03-549680-607550
Total Amount:	\$



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BOARD OF TRUSTEES ACTION A/F 8
Approval Date: April 9, 2024

Resolution

To authorize Bergen Community College to secure membership in The Interlocal Purchasing System (TIPS) purchasing cooperative to procure goods and services.

Submitted By

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

Action Requested

Authorization to join TIPS – The Interlocal Purchasing System.

Justification

The College, pursuant to the County College Contracts Law, N.J.S.A. 18A:64A-25.10 and the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., is authorized to contract for the purchase of goods and services through the use of a nationally recognized and accepted cooperative purchasing agreement. By utilizing such cooperative purchasing agreements for the procurement of goods and services, the College is able to realize cost savings while making the procurement process more efficient.

The Interlocal Purchasing System, better known as TIPS Purchasing Cooperative, is a nationally recognized purchasing cooperative that services governmental agencies. The College is committed to continuing to make the procurement process for the purchase of goods and services more efficient, and to provide the greatest cost savings to the campus community. For these reasons, the College wishes to join the TIPS Purchasing Cooperative. Membership in TIPS will provide the College with access to discounted pricing for the procurement of goods and services based on public bidding that leverages the aggregate purchasing volume of the TIPS members. All TIPS contracts are publicly advertised and awarded to the “lowest responsible” vendor through a competitive bid process. TIPS membership will also expand the College’s existing purchasing options. It will allow the College to utilize TIPS contracts in addition to the current portfolio of purchasing cooperatives and consortiums in which the College already holds membership.



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BOARD OF TRUSTEES ACTION A/F 9

Approval Date: April 9, 2024

Resolution

To authorize renewal of Bergen Community College's (Bergen) property insurance policy for the Meadowlands campus 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 College's property insurance policy for the Bergen at the Meadowlands property located at 1280 Wall Street, Lyndhurst, NJ, from March 31, 2024, through March 31, 2025, at a cost of \$38,217.15.

Justification

The College needs property insurance for the Bergen at the Meadowlands property to mitigate liabilities from ongoing operations. The College's insurance consultant, Otterstedt Insurance Agency Inc., recommends liability insurance through Chubb Insurance Agency, Inc. (Chubb). Chubb is able to provide coverage for the \$1,100,000 business insurance threshold necessary for this policy.

Quotes were solicited from the companies listed below:

Chubb: \$38,217.15

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
Total Amount: \$38,217.15



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BOARD OF TRUSTEES ACTION A/F 10
Approval Date: April 9, 2024

Resolution

To approve the new tuition and fee schedule for the fiscal year 2025 (July 1, 2024 through June 30, 2025).

Submitted By

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

Action Requested

To approve the new tuition and fee schedule of rates for fiscal year 2025.

Category	Current Rate	New Rate
Tuition-in-County	\$152.50	\$157.45
Out-of-County	\$313.15	\$323.35
Out-of-State	\$329.50	\$340.15
Registration Fee	\$15.80	\$16.30
Technology Fee	\$14.80	\$15.28
Security Fee	\$2.10	\$2.16
General Fee	\$27.55	\$28.45

Justification

To address increases in non-discretionary operating costs and produce a balanced budget, the College needs to implement an average 3.25% tuition increase beginning fiscal year 2025 (July 1, 2024, through June 30, 2025). The tuition and fee rates may be rounded to \$0.05.



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BOARD OF TRUSTEES ACTION P1
Approval Date: April 9, 2024

Resolution
Separations

Submitted By

Dr. Eric M. Friedman, President
Dr. Tonia McKoy, Dean of Research and Institutional Effectiveness
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Andrew Tomko, Interim Vice President of Academic Affairs
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Suzanne Wetzel, Vice President of External Affairs
Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested

To accept the separation of the following individuals:

	<u>Name</u>	<u>Reason</u>	<u>Position/Department/Division/Unit</u>	<u>Effective Date</u>
1.	Angela McCain	Resignation	Accountant/BCC Foundation/ Confidential	03/15/2024 (retroactive)
2.	Jennifer Comppen	Resignation	Development Administrator/BCC Foundation/Confidential	03/18/2024 (retroactive)
3.	Rachel Sloma	Resignation	Bergen Cares Coordinator/Student Support Services/Student Affairs/Grant	03/19/2024 (retroactive)
4.	Elizabeth Fontes	Resignation	Director of Student Financial Services/Bursar/Finance/Executive	03/22/2024 (retroactive)
5.	Cameren Oresto	Resignation	Research and Operations Assistant/Research and Institutional Effectiveness/Professional	04/03/2024 (retroactive)
6.	Krystal Carbajal	Resignation	Benefits and Compensation Assistant/ Human Resources/Confidential	04/05/2024 (retroactive)
7.	Patricia Cioce	Retirement	Annual Fund Coordinator/BCC Foundation/Confidential	07/01/2024
8.	Darlene Zales- Russamano	Retirement	Associate Dean of Nursing/Health Professions/Confidential	05/31/2024



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BOARD OF TRUSTEES ACTION P2

Approval Date: April 9, 2024

Resolution

Appointments – Confidential and Grant Funded

Submitted By

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

Dr. Andrew Tomko, Interim Vice President of Academic Affairs

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested

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

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date</u>
1.	Joao Sedycias	Campus Executive/BCC at the Meadowlands	Executive	\$120,000.00	04/16/2024
2.	Deborah Manning	Dean, Multicultural Services and Activities/Academic Affairs	Executive	\$108,000.00	05/01/2024
3.	Monica Rock	Student Outreach Coordinator USDA NextGen/Grants	Grant	\$56,000.00	04/16/2024
4.	Christian Newman	CCOG Recruiter/Student Affairs	Grant	\$50,000.00	04/16/2024
5.	Annie Echeverry	Interim Bergen Cares Coordinator/ Student Affairs	Grant	\$52,368.96	03/08/2024 (retroactive)
6.	Anna Sitaras	CCAMPIS Teaching Assistant/ Academic Affairs	Grant	\$32,760.00	04/16/2024
7.	Julian Molina	CTE Career Development Coordinator/Grants	Grant	\$55,000.00	04/16/2024

Justification

1. To approve the following title change from Interim Campus Executive/BCC at the Meadowlands to Campus Executive/BCC at the Meadowlands. This is an at will position.
2. To fill a new budgeted vacant position. This is an at will position.
- 3-7. To fill a budgeted vacant position through a successful search process pending successful completion of background checks and references. This is at will position.

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

1. 10-04-418100-601110
2. 10-01-121800-601110
3. 50-04-570700-601110
4. 50-02-598900-601110
5. 50-02-598900-601110
6. 50-03-594400-601120
7. 50-02-599001-601110



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BOARD OF TRUSTEES ACTION P3
Approval Date: April 9, 2024

Resolution

Appointments – Professional

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date</u>
Joanna Bellone	Financial Aid Specialist/Student Affairs	Professional	\$55,419.65	04/16/2024

Justification

To fill a budgeted vacant position through a successful search process.

Charge to: College Operating Funds
Account Number: 10-02-243100-601110



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BOARD OF TRUSTEES ACTION P4

Approval Date: April 9, 2024

Resolution

Salary Increase: Confidential Personnel

Submitted By

Dr. Eric M. Friedman, President

Ms. Ellianne Gallardo, Associate Director, Human Relations and Organizational Development

Action Requested

To approve a three and a quarter percent (3.25%) increase to the base salaries of all confidential personnel for the period of July 1, 2024, through June 30, 2025.

Justification

To increase confidential staff salaries for the period of July 1, 2024 to June 30, 2025.



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BOARD OF TRUSTEES ACTION P5
Approval Date: April 9, 2024

Resolution

Appointments – Faculty

Submitted By

Dr. Eric M. Friedman, President

Dr. Andrew Tomko, Interim Vice President of Academic Affairs

Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date</u>
1. Lynette Quinones	Professional Assistant/Nursing/ Health Professions	Faculty	\$63,938.77	07/01/2024

Justification

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

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

1. 10-03-352000-601125



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BOARD OF TRUSTEES ACTION P6
Approval Date: April 9, 2024

Resolution

Reappointment Faculty – First Reappointment

Submitted By

Dr. Eric M. Friedman, President

Dr. Andrew Tomko, Interim Vice President of Academic Affairs

Ms. Ellianne Gallardo, Associate Director of Employee Relations 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, 2024 through June 30, 2025 unless otherwise noted.

<u>Name</u>	<u>Rank</u>	<u>Discipline/Department/Division</u>
Tiffany Cuello	Instructor	OB/PEDS/ Nursing/ Health Professions
Tyrone DeLeon	Instructor	Radiography/Health Professions
George Liluashvili	Assistant Professor	Cyber Security/Information Technology Mathematics, Science and Technology
Sharon Mancini	Assistant Professor	Mental Health Nursing/ Health Professions
Elizabeth Terhune	Associate Professor	Mental Health/Medical Office Assistant/ Health Professions

Justification

In Accordance with Article XIII of the BCCFA contract



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BOARD OF TRUSTEES ACTION P7

Approval Date: April 9, 2024

Resolution

Reappointment Faculty-Second Reappointment

Submitted By

Dr. Eric Friedman, President

Dr. Andrew Tomko, Interim Vice President of Academic Affairs

Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested

To reappoint the following individuals for their second reappointment to the indicated division and rank for the period September 1, 2024 through June 30, 2025 unless otherwise noted.

<u>Name</u>	<u>Rank</u>	<u>Discipline/Department/Division</u>
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, 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: P7
Reappointment Faculty-Second Reappointment
April 9, 2024

<u>Name</u>	<u>Rank</u>	<u>Discipline/Department/Division</u>
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, 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, and Social Sciences

Justification

In Accordance with Article XIII of the BCCFA contract



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BOARD OF TRUSTEES ACTION P8
Approval Date: April 9, 2024

Resolution

Appointment: Academic Chairs

Submitted By

Dr. Eric M. Friedman, President

Dr. Andrew Tomko, Interim Vice President of Academic Affairs

Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested

To appoint the individuals listed below to the position of Academic Chairs at the stipends and release time shown for the period February 1, 2024 - June 30, 2024.

ACADEMIC CHAIRS

<u>Name</u>	<u>Department//Division</u>	<u>Annual Stipend</u>	<u>Annual Release Time</u>
1. Ronda Drakeford *	Hotel and Restaurant Management/ Business and Social Sciences	\$3,000.00	11 credit hours

* this replaces previous assignment as Program Coordinator from board motion P2A, 6/13/23.

<u>Name</u>	<u>Department/Division</u>	<u>Annual Stipend</u>	<u>Annual Release Time</u>
2. Melissa Krieger	Education/Business and Social Sciences	\$3,000.00	11 credit hours

Justification

To appoint the Academic Department Chairs, Program Coordinators/Directors and Program Liaison in accordance with the agreement with the BCCFA.

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

1. 10-03-396100-601120
2. 10-03-396200-601120



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BOARD OF TRUSTEES ACTION P9
Approval Date: April 9, 2024

Resolution

Job Descriptions and Positions

Submitted By

Dr. Eric M. Friedman, President

Mr. Nathaniel Saviet, Vice President of Facilities

Dr. Andrew Tomko, Interim Vice President of Academic Affairs

Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested

To approve the job descriptions of the following positions and titles:

	<u>Position/Division</u>	<u>Unit</u>	<u>Effective Date</u>
1.	Dean, Multicultural Services and Activities/Academic Affairs	Executive	04/10/2024
2.	Coordinator of Adjunct Administration	Confidential	04/10/2024
3.	Head Working Electrician/Facilities	Support	04/10/2024

Justification

#1.-3. To create a job description for the vacant position that meets the scope and responsibility of the position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Dean, Multicultural Services and Activities

DEPARTMENT: Multicultural Affairs

FUNCTION: The Dean of Multicultural Services and Activities will serve as an institutional leader for the design, delivery, and promotion of inclusionary and equity-based practices for an increasingly diverse student body, faculty and staff. The Dean will develop strategic and educational initiatives that align with the College's mission and strategic goals, promote student persistence and success, and provide leadership for adopting best practices in Diversity, Equity, and Inclusion. This position reports to the Vice President of Academic Affairs and oversees OMSA (the Office of Multicultural Services and Activities). It provides key expertise to develop and assess continuous improvement in the College's DEI (diversity, equity, inclusion) goal attainment. The Dean will lead with an ethic of care and partner with the Center for Faculty Development, all levels of College leadership, faculty (adjunct and full-time), staff, and students to foster a highly equitable college environment where everyone shares a sense of belongingness.

REPORTS TO: Vice President of Academic Affairs

SUPERVISES: Coordinator and staff of OMSA; Chairs and directs those serving on the Steering Committee of the President's Advisory Council on Diversity, Equity and Inclusion; Coordinates the activities of those working on heritage month activities; Directs staff working on partnerships and professional development activities with organizations such as HACU, AACC, NISOD and others.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Provides leadership for, and facilitates meetings and activities of, the President's Advisory Council on Diversity, Equity, and Inclusion (PACDEI) and all related programs and initiatives.
2. Serves as a strategic leader supporting the centralization of all diversity-related initiatives at the College, including but not limited to the Equity Council, Black History Month Committee, Hispanic Heritage Month Committee, Women's History Month Committee, Asian Heritage Month Committee, and others.
3. Maintains oversight of the budget for all diversity-related activities and ensures equity in funding distribution for groups and event committees.
4. Creates, implements, and maintains a Diversity, Equity, and Inclusion (DEI) plan for the College that supports multi-year objectives and aligns with the overall College's strategic plan.
5. Collaborates with organizational stakeholders to develop and execute strategies to promote equity, belongingness, and, consequently, student success (retention, graduation, transfer) within the College.

6. Provides regular progress reports on plan initiatives and activities, including an annual assessment of the DEI plan's effectiveness.
7. Enhances and ensures coordination between various programs and initiatives to build upon continuous improvement of identifying and collaborating to dismantle barriers to equity.
8. Establishes DEI priorities, launches, and leads associated initiatives and ensures communication at all levels of the organization.
9. Participates in professional organizations and collaborates with affinity groups and local/regional organizations to pursue and enhance services and initiatives.
10. Develops and maintains DEI evaluation activities, including tracking demographic information, data from culture surveys, organization-wide DEI activities, national trends, and other indicators as appropriate.
11. Provides expertise, resources, and strategies to integrate DEI concepts into day-to-day practices.
12. Maintains relationships and effectively collaborates with internal and external partners on initiatives. Participates in the College's retention committee.
13. Develops a set of core outcomes for all programming 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. Performs additional tasks or duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities: Demonstrates a deep, practitioner understanding of the community college mission. Takes a collaborative approach to working with internal staff and other departments. Requires knowledge of development of a DEI plan and the ability to provide clear, documented evidence related to DEI initiatives. Strong leadership skills to advance diversity, equity, inclusion and belongingness through collaboration, sharing of best practices, and professional development. Excellent facilitation and presentation skills with the ability to adapt messaging to a variety of audiences. Has intermediate proficiency in the use of the Microsoft Office suite, including excel. Exhibits strong skills in:

- Oral and written communication.
- Student and customer focus.
- Building relationships and collaborating with others, internally and externally.
- Ability to multi-task and effectively organize work.
- Planning and executing tasks through completion.
- Experience with assessing effectiveness of programs and initiatives in a College environment.
- Experience with Ellucian Colleague or similar college data platforms.

Education: Master's degree required; terminal degree preferred

Experience: Minimum of 5 years of leadership experience; strong background with institution of higher education 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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DRAFT

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Coordinator of Adjunct Administration

DEPARTMENT: Adjunct Administration/Academic Affairs

FUNCTION: The Coordinator of Adjunct Administration oversees the general operations and activities related to adjunct faculty. Partners with Academic Deans to identify adjunct staffing needs. Partners with Academic Department Chairs in the recruitment, hiring and support of adjunct faculty. Serves as the liaison between the College administration and adjunct faculty to ensure the successful delivery of instruction. The coordinator oversees the development of annual goals consistent with the College's strategic plan and for the systematic assessment of programs, departments, and services.

REPORTS TO: Vice President of Academic Affairs

SUPERVISES: Senior Secretary of Adjunct Administration

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Collaborates with Academic Affairs to determine needs related to adjunct faculty staffing; leads recruitment of new hires as needed by academic departments.
2. Oversees the general operations and activities related to adjunct administration.
3. Facilitates all personnel actions for new and returning adjunct faculty hires, salary increases, new hire onboarding, and various other status and payroll changes.
4. Assists with and adheres to the process of determining adjunct pay scales and tracking all additional compensation requirements outlined in the Adjunct Agreement.
5. Conducts Orientation Sessions for new adjunct instructors, reviews position responsibilities and provides ongoing support for job success.
6. Leads and coordinates the adjunct professional development and evaluation processes; assists in the design of services for adjunct instructors.
7. Coordinates evaluation of adjunct staff as determined by the College and makes recommendations to support departmental goals.
8. Develops measurable department goals on a yearly basis through continuous assessment of department performance and needs of the College as they are identified through partnering with the office of Assessment; submits goal outcomes on a yearly basis to the Vice President of Academic Affairs and works with academic departments to develop future goals that support the Academic Master Plan.
9. Prepares, tracks, monitors, and adheres to an annual budget; does cost projections for all activities, programs, and courses.
10. 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.
11. Performs additional tasks or duties as assigned by the Vice President of Academic Affairs or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission. Possesses a strong understanding of the uses of information technology to deliver, monitor and evaluate programs and services for students and the ability to work collaboratively across various constituencies of the College. Strong interpersonal as well as technical skills and must be detail-oriented. Technologically proficient in common office desktop software and familiar with cloud based computing and collaborative platforms and software.

Exhibits strong skills in:

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

Education: Bachelor's Degree required in related field; master's degree preferred

Experience: Minimum of 3 years of progressive administrative experience in higher education; experience in a community college setting is a plus

Other: Flexible schedule is required and may include evenings and weekends as necessary

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

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BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Head Working Electrician

DEPARTMENT: Facilities

FUNCTION: The **Head Working Electrician** is responsible for leading the daily operation, installation, maintenance, and repair of electrical systems at the College. This position will be responsible for maintaining, repairing, and replacing, as necessary, all electrical assets at all College campuses and facilities.

REPORTS TO: Maintenance Supervisor

SUPERVISES: Vendors, contractors, and other maintenance staff (as-needed)

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Works as Lead Electrician for the College and directly supervises Electrical trade staff and contractors within the Facilities departments
2. Schedules and assigns tasks and responsibilities to electrical staff, monitors and reports on their progress and completion
3. Plans, coordinates, and oversees short- and long-term projects within Facilities to make sure they are completed on time, within budget, and to the required quality standards
4. Schedules preventative maintenance routines and coordinate with electrical contractors
5. Ensures adherence to all safety policies and standards, coordinates and schedules necessary electrical trainings for Facilities staff including Lockout/Tagout (LOTO), Arch Flash, Electrical Hazard Recognition
6. Supervises contracted staff to ensure compliance with College contracts and specifications
7. Reviews and interprets electrical blueprints, diagrams, and specifications to ensure proper installation and operation
8. Coordinates with project managers, contractors, and other trades to ensure smooth workflow and resolution
9. Manages and replenishes inventory of supplies and equipment, ensuring availability of necessary materials to reduce downtime
10. Coordinates with vendors and supply houses to align with College purchasing and procurement requirements
11. Prepares and collects estimates and proposals, identifies opportunities for cost-savings and efficiency
12. Performs tests and inspects electrical systems to ensure compliance with applicable national and local codes
13. Troubleshoots and resolves electrical issues
14. Maintains accurate and detailed records of work performed, materials used, and project progress, uses Computerized Maintenance Management System (CMMS) to improve efficiency and report work
15. Must respond to emergencies and maintenance tasks, as required, which may include working off-

hours, weekends, or holidays

16. Directly responsible for clearing snow and ice, as needed
17. Performs additional tasks or duties as assigned by Managers and Directors
18. Uses vehicles, lifts, ladders, scaffolding, torches, power and hand tools
19. Collaborates with general contractors, engineers, and other construction professionals.
20. Light construction, carpentry, painting, plastering, flooring, ceiling and, work as required.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

- Advanced knowledge of National Electrical Code (NEC), NJ electrical code, facility operations, maintenance, and industry standards
- Working knowledge of power and hand tools, chemical handling procedures, and associated safety protocols
- Reads and understands blueprints, schematics, wiring diagrams, and layouts
- Provides excellent customer service to students, faculty, and staff
- Embodies a “culture of safety” in all tasks
- Knowledge of building codes, safety regulations, and safety practices
- Ability to complete projects unsupervised and unassisted
- Participates in the College community and shared and participatory governance processes
- Must tolerate prolonged periods walking, standing, bending, stretching, pushing, pulling, climbing ladders, or kneeling on uneven surfaces
- Physical dexterity in limbs and digits to operate hand and power-driven tools and equipment.
- Physical ability to lift, carry, push, and/or pull up to 50 pounds on a regular basis, and occasionally up to 100 pounds
- Able to work in unconditioned, noisy, dimly light, confined, and odorous spaces, including the ability to work in variable and sometimes extreme weather conditions such as rain, snow, storms, heat, cold, and other weather indigenous to the area
- Must be able to wear personal protective equipment (PPE) for prolonged periods of time
- Must be able to climb a ladder and work at heights for extended periods of time, must completed fall protection training

Education:

- High school diploma or equivalent including vocational or technical school education or a relevant apprenticeship required
- Must have a valid Driver’s License
- Master Electrician’s License required
- Motors and Generator’s Certificate required
- Programmable Logic Controller (PLC) Certificate required
- Security and Fire Alarm Certificate required
- Certified Electrical Safety Worker (CESW) or Certified Electrical Safety Compliance Professional (CESCP) preferred
- AED and CPR Training preferred
- Excellent organizational, time management, and communication skills
- Excellent verbal and written communication skills
- Excellent attention to detail
- Excellent problem-solving skills.

Experience:

- High School Diploma or Vocational School education in the electrical field required
- Minimum of 10 years of experience in electrical field
- Experience managing and supervising staff
- Experience administering contracts and overseeing contractor staff
- Experience working in a diverse team setting
- Experience with computerized maintenance management systems (CMMS) preferred
- Experience working in a diverse team setting
- Experience maintaining high-level of professionalism
- Proficiency with Microsoft Office Suite, ADP time keeping, and Google business suite 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 Member

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BOARD OF TRUSTEES ACTION P10

Approval Date: April 9, 2024

Resolution

Approve: Deobligation of Position

Submitted By

Dr. Eric M. Friedman, President

Dr. Andrew Tomko, Interim Vice President of Academic Affairs

Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested

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

Title

Dean of Adjunct Administration

Unit

Executive

Effective Date

05/01/2024

Justification

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



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BOARD OF TRUSTEES ACTION P11

Approval Date: April 9, 2024

Resolution

Approve: Add vacant position to the organizational chart

Submitted By

Dr. Eric M. Friedman, President

Dr. Andrew Tomko, Interim Vice President of Academic Affairs

Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested

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

Coordinator of Adjunct Administration

Justification

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



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BOARD OF TRUSTEES ACTION SF 1
Approval Date: April 9, 2024

Resolution

To reject all bids received for Public Bid P-2389 for the New Site Irrigation and Well Pump Replacement project.

Submitted By

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

Action Requested

To reject all bids received for Public Bid P-2389 for the New Site Irrigation and Well Pump Replacement project.

Justification

The three (3) bids received for this project were over the expected budget.