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

Health Professions Building

Conference rooms – 302 / 304

Public Agenda

Tuesday, August 2, 2022 – 5:00 p.m.

I. Call to Order

II. Open Public Meetings Act Statement

III. Oath of Office – Administered by Ms. Judy Verrone, Esq., DeCotiis, FitzPatrick, Cole and Giblin, L.L.P.

- ❖ Miss Alicia Guidolin Hocman, Alumni Trustee

IV. Roll Call

V. Reports:
- A. Vice Chairman
- B. Secretary
- C. Treasurer
- D. President ✱ Remarks
  2022 Community College Innovation Challenge by the American Association of Community Colleges (AACC) and The National Science Foundation (NSF) STEM Presentation
  By: Luis DeAbreu, Director of the STEM Program
- E. Committees
  1. Audit, Finance and Legal Affairs
  2. Education and Student Affairs
  3. Personnel
  4. Site and Facilities
  5. Strategic Planning and Issues
- F. Alumni Trustee
- G. Chairwoman

VI. Unfinished Business / Board Members

VII. New Business / Board Members

VIII. Open to the Public

IX. Actions:
- A. Approval of Board Minutes — Tuesday, June 7, 2022
- B. Approval of Consent Agenda — Tuesday, August 2, 2022

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BOARD OF TRUSTEES
PUBLIC MEETING

Public Agenda

Tuesday, August 2, 2022 – 5:00 p.m.

X. Executive Session, if required

XI. (New Business / Open to the Public)

XII. Adjournment

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CONSENT AGENDA

Tuesday, August 2, 2022

Paramus Campus – Health Professions Building

Conference Rooms 302 / 304

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 – Tuesday, June 7, 2022

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize the purchase of periodical titles and online subscription services that contain over 680 journals from EBSCO Industries, Inc. (doing business as: EBSCO Information Services, LLC) for the Sidney Silverman Library.
3. To authorize renewals for the Sidney Silverman Library's annual subscription for sixteen full-text electronic databases from LYRASIS.
4. To authorize payment to Edge (formerly NJEDge, Inc.), fiduciary agent for The Virtual Academic Library Environment of New Jersey (VALE) Consortium, for the College Library's share of the cost of electronic periodical databases.
5. To authorize the purchase of library products and services, including but not limited to electronic books and online article database subscriptions, from ProQuest LLC.
6. To authorize the purchase of print and e-books from Yankee Book Peddler, Inc. (doing business as: GOBI Library Solutions from EBSCO).
7. Authorization to award Public Bid P-2363 Hybrid Learning Classrooms x 35 to Technotime Business Solutions.
8. To authorize award of Public Bid P-2359 for fire protection equipment, maintenance and repairs at the Paramus Campus to United Fire Protection Corporation.
9. To amend resolution AF7 approved by the Board of Trustees on March 1, 2022 for the College's Fiscal Year 2023 Chapter 12 funding request to the County of Bergen Board of School Estimate.

EDUCATION AND STUDENT AFFAIRS

1. To delete the curriculum for the Associate in Arts, Fine and Performing Ars, Theatre (AS.FPA.THTR)
2. To delete the curriculum for the Associate in Arts, Fine and Performing Arts, Theatre, Acting (AS.FPA.THTR.ACT)
3. To delete the curriculum for the Associate in Applied Science, Industrial Technology, Electronics Technology (AAS.IDT.ELECT.TECH)

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CONSENT AGENDA

Tuesday, August 2, 2022

INSTITUTIONAL (I)

1. To approve the revised annual board meeting notice for 2022.
2. To approve the naming of the Math and Science Tutoring Center as the **Professor R. Neil Ender Memorial Mathematics and Science Walk-in Center**, effective October 20, 2022.

PERSONNEL (P)

1. A. Appointment: Faculty
   B. Appointment: Confidential
   C. Appointment: Student Affairs Athletic Program (Coaching Staff)
   D. Approve: Extension of Stipend
   E. Promotion: Confidential
   F. Appointment: Confidential
   G. Appointment: Faculty
   H. Appointment: Professional
2. Reclassification: Technical / Professional Assistants
3. Promotion: Confidential Staff
4. A. Approve: Revised Job Description
   B. Approve: Revised Job Description
   C. Approve: Revised Job Description
   D. Approve: Revised Job Description
   E. Approve: Professional – Associate Registrar
   F. Approve: Confidential – Title Change and Revised Job Description
   G. Approve: Professional – Title Change and Revised Job Description
5. Approve Support Staff Merit Award Program recipients as per the agreement in the Support Staff Memorandum of Agreement, Article XXXI, approved by the Board of Trustees on February 2, 2016.
6. A. Retirement: Support Staff
   B. Retirement: Professional Staff
   C. Retirement: Support Staff
   D. Retirement: Administrator
7. A. Resignation: Faculty
   B. Resignation: Support
   C. Resignation: Confidential
   D. Resignation: Support
   E. Resignation: Support

STRATEGIC PLAN (S/P)

1. Approve the 2022-2025 Academic Master Plan.

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BOARD OF TRUSTEES ACTION A/F1
Approval Date: August 2, 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.

May 1, 2022 to May 31, 2022	$ 17,704.00
June 1, 2022 to June 30, 2022	$ 16,669.57

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	$ 34,373.57

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BOARD OF TRUSTEES ACTION A/F 2
Approval Date: August 2, 2022

Resolution
To authorize the purchase of periodical titles and online subscription services that contain over 680 journals from EBSCO Industries, Inc. (doing business as: EBSCO Information Services, LLC) for the Sidney Silverman Library.

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President of Academic Affairs
Mr. David Marks, Dean, Library Services
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
Authorization to purchase periodicals for the Sidney Silverman Library for the period July 1, 2022 through June 30, 2023; from EBSCO Industries, Inc. (doing business as: EBSCO Information Services, LLC) at a cost not to exceed $60,000.00.

Justification
EBSCO is a leading comprehensive subscription service for periodicals for academic libraries. EBSCO has been the College's subscription service for scholarly journals and magazines since the mid 1990's. EBSCO provides value-added electronic services which are compatible with the College's integrated library management system.

The College has a need to procure the above library materials and services pursuant to a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. EBSCO Information Services, LLC has completed and submitted a Political Contribution Disclosure Form in accordance with N.J.S.A. 19:44A-20.26, a Stockholder Disclosure Certification, and a Business Entity Disclosure Certification, 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 Form, Stockholder Disclosure Certification, and Business Entity Disclosure Certificate shall be placed and maintained on file at the College.

Library materials and services are exempt from Public Bidding in accordance with New Jersey County College Contracts Law 18A:64A-25.5 (a) (6).

Charge To:	College Operating Funds
Account Number:	10-04-490000-607537
Amount:	$54,000.00
Account Number:	10-04-490000-607765
Amount:	$6,000.00

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BOARD OF TRUSTEES ACTION A/F 3
Approval Date: August 2, 2022

Resolution
To authorize renewals for the Sidney Silverman Library's annual subscription for sixteen full-text electronic databases from LYRASIS.

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President of Academic Affairs
Dr. David Marks, Dean, Library Services
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
Authorization to renew the annual database subscriptions for the library for the period July 1, 2022 through June 30, 2023 from LYRASIS at a cost not to exceed $50,000.00. LYRASIS provides discounted annual subscriptions of full-text electronic databases, which are available 24/7.

Justification
The Bergen Community College Sidney Silverman Library has historically purchased electronic resources through WALDO (Westchester Academic Library Directors Organization), a membership organization supporting the procurement and administration of electronic information services for libraries. WALDO has turned over all purchasing administration responsibilities to LYRASIS, a non-profit member organization serving and supporting libraries, archives, museums, and cultural heritage organizations around the world. As a result, the College's electronic resource renewals are now processed through LYRASIS, which has supported the procurement and administration of electronic information services for libraries since 2009. Additionally, LYRASIS provided discounts to annual subscriptions of full-text electronic databases, which are available 24/7.

Library materials are exempt from public bidding in accordance with 18A:64A-25.5 (a) (6).

LYRASIS is a non-profit organization and is exempt from Pay-to-Play.

Charge To: College Operating Funds
Account Number: 10-04-490000-607765
Amount: $50,000.00

Proposed Subscriptions from LYRASIS
2022-2023

Provider	Database(s)
ABC-CLIO	World Religions - Belief, Culture & Controversy
Alexander Street	Music Online: Listening Music Reference Collection
Bloomsbury	Berg Fashion Library
Digital Theatre	Database Plus
Gale	Biography in Context Opposing Viewpoints in Context Testing & Education Reference Center
JSTOR	Language & Literature Ecology & Botany
Mergent Online	Hoover's Academic
Oxford	Oxford/Grove Music
PowerNotes	PowerNotes tool
Statista	Statista Expert

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BOARD OF TRUSTEES ACTION A/F 4
Approval Date: August 2, 2022

Resolution
To authorize payment to Edge (formerly NJEDge, Inc.), fiduciary agent for The Virtual Academic Library Environment of New Jersey (VALE) Consortium, for the College Library's share of the cost of electronic periodical databases.

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President of Academic Affairs
Mr. David Marks, Dean, Library Services
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
Authorization to pay Edge in the amount of $115,000.00 for the VALE Consortium, for the College Library's share of the cost of electronic periodical databases for the period July 1, 2022 through June 30, 2023.

Justification
The VALE Consortium is the cooperative purchasing consortium for NJ academic Libraries which allows substantial discounts for annual subscriptions to full-text electronic databases, available 24/7 to off-campus and on-campus users. The organization currently has fifty-two active member institutions. We subscribe to databases offered through the consortium's discount program. See attachment for list of databases.

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

Edge is a non-profit and is therefore exempt from Pay-to-Play.

Charge To: College Operating Funds
Account Number: 10-04-490000-607765
Amount: $115,000.00

Proposed Subscriptions from VALE
2022-23

Provider	Database
The Chronicle of Higher Ed	The Chronicle of Higher Education Online
EBSCO	CINAHL Complete
Gale	Literature Resource Center
Infobase	Films on Demand: Nursing
LexisNexis	Nexis Uni
Nature	Nature/Scientific American
ProQuest	PQ Central PsychArticles
Springshare	LibAnswers (w/ Screensharing) LibGuides
StackMap	Collection Mapping Tools
ALA	RDA Toolkit

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BOARD OF TRUSTEES ACTION A/F 5
Approval Date: August 2, 2022

Resolution
To authorize the purchase of library products and services, including but not limited to electronic books and online article database subscriptions, from ProQuest LLC.

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President of Academic Affairs
Mr. David Marks, Dean, Library Services
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
Authorization to purchase library products and services to support student, faculty, and staff research for the period July 1, 2022 through June 30, 2023 from ProQuest LLC at a cost not to exceed $40,000.00.

Justification
ProQuest LLC is a key provider of information, partnering with many content-creators to preserve and make available to libraries and researchers a variety of content, including electronic books and online periodical (newspaper, magazine, and journal) articles. ProQuest has been a business partner with libraries since before the internet became prevalent, and it has assets that pre-date online services.

The College has a need to procure the above library materials and services pursuant to a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. ProQuest LLC. has completed and submitted a Political Contribution Disclosure Form in accordance with N.J.S.A. 19:44A-20.26, a Stockholder Disclosure Certification, and a Business Entity Disclosure Certification, 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 Form, Stockholder Disclosure Certification, and Business Entity Disclosure Certificate shall be placed and maintained on file at the College.

Library materials and services are exempt from Public Bidding in accordance with New Jersey County College Contracts Law 18A:64A-25.5 (a) (6).

Charge To:	College Operating Funds
Account Number:	10-04-490000-607765
Amount:	$40,000.00

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BOARD OF TRUSTEES ACTION A/F 6
Approval Date: August 2, 2022

Resolution
To authorize the purchase of print and e-books from Yankee Book Peddler, Inc. (doing business as: GOBI Library Solutions from EBSCO).

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President of Academic Affairs
Mr. David Marks, Dean, Library Services
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
Authorization to purchase library materials and services for the period July 1, 2022 through June 30, 2023 from Yankee Book Peddler, Inc. (doing business as GOBI Library Solutions from EBSCO) at a cost not to exceed $45,000.00.

Justification
Yankee Book Peddler Inc. specializes in academic content and offers the broadest publisher coverage (66,000 publishers) and the most extensive inventory (592,000 titles) when compared to other academic book vendors. It offers a comparable discount to other vendors and, in addition, offers free shipping and an online ordering system compatible with the Library's cataloging and ordering system. Yankee Book Peddler Inc. is the preferred book vendor for approximately 40 academic libraries in New Jersey. The college will be purchasing approximately 1,000 print and e-books, supporting all subjects/courses.

The College has a need to procure the above library materials and services pursuant to a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Yankee Book Peddler, Inc. has submitted a Stockholder Disclosure Certification, and a Business Entity Disclosure Certification, 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 Form, Stockholder Disclosure Certification, and Business Entity Disclosure Certificate shall be placed and maintained on file at the College.

Library materials and services are exempt from Public Bidding in accordance with New Jersey County College Contracts Law 18A:64A-25.5 (a) (6).

Charge To:	College Operating Funds
Account Number:	10-04-490000-607530
Amount:	$45,000.00

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BOARD OF TRUSTEES ACTION A/F 7
Approval Date: August 2, 2022

Resolution
Authorization to award Public Bid P-2363 Hybrid Learning Classrooms x 35 to Technotime Business Solutions.

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fischer, V.P. Academic Affairs
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 Public Bid P-2363 West Hall and Health Professions Building Media System Tech Upgrade to Technotime Business Solutions in the amount of $304,100.00

Justification
Immersive Classrooms play a significant role in the future of education, enabling connections between local and remote learners and faculty in having a learning environment. Immersive Learning supports students and faculty in having a more engaging and participative role in the learning process via connections that are made with modern audio and visual technologies. The College seeks to further accommodate the growing demand to support students that are attending classes virtually both during and after the Covid-19 pandemic. As a result, there is a need to implement "Immersive Classroom" technologies in the Health Professions and West Hall buildings. These classroom technologies consist of high-quality cameras, microphones, and speakers in each classroom.

The College received three bids, with the lowest bid from CDW Government LLC. Due to the submission of an incomplete bid by CDW Government LLC (the bid price was for supplies only and did not include installation or services), their bid is rejected. The second low bidder with a complete bid, Technotime Business Solutions, was selected.

Bids were received from:	
Technotime Business Solutions	$304,100.00
SHI International Corp.	$413,891.37
CDW Government LLC (incomplete)	$257,786.87

Charge to: HEERF
Account Number: 20-06-596500-604209
Amount: $304,100.00

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BOARD OF TRUSTEES ACTION A/F 8
Approval Date: August 2, 2022

Resolution
To authorize award of Public Bid P-2359 for fire protection equipment, maintenance and repairs at the Paramus Campus to United Fire Protection Corporation.

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

Action Requested
Authorization to award Public Bid P-2359 Fire Protection Equipment Maintenance and Repairs, to United Fire Protection Corporation for the period of July 7, 2022 through July 6, 2024, for an estimated amount of $277,136.00

Justification
This award secures maintenance, repair, and testing services for the College's fire alarms, sprinkler systems, and special hazard systems at the Paramus Campus. Fire protection equipment maintenance and testing is required by state and local codes to conform to National Fire Protection Association standards.

A total of seven companies registered for bid packages and one bid was received.

Charge To: College Operating Funds
Account Number: 10-06-610100-607550
Amount: $277,136.00

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BOARD OF TRUSTEES ACTION A/F 9
Approval Date: August 2, 2022

Resolution
To amend resolution AF7 approved by the Board of Trustees on March 1, 2022 for the College's Fiscal Year 2023 Chapter 12 funding request to the County of Bergen Board of School Estimate.

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

Action Requested
To amend the College's fiscal year 2023 Chapter 12 funding request to align with the $4,100,000 million dollars allocation approved by the Board of School Estimates. This resolution supersedes AF7 that was approved with a preliminary amount on March 1, 2022.

Funds will be used for general renovations to campus facilities, HVAC system replacement, and building refurbishment for the Ciarco Learning Center.

Justification
NJ State Public Law 1971, Chapter 12, provides a self-renewing capital program for Community Colleges funded 50% by the State and 50% by the local County.

The renovation/expansion will enable the College to provide improved instructional/student space.

Account: To be allocated upon approval
Amount: $4,100,000

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BOARD OF TRUSTEES ACTION E/SA1
Approval Date: August 2, 2022

Resolution
To delete the curriculum for the Associate in Arts, Fine and Performing Arts, Theatre (AA.FPA.THTR)

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President, Academic Affairs
Prof. Adam Goodell, Interim Dean, Business, Arts and Social Sciences
Dr. Ilene Kleinman, Associate Dean, Curriculum

Action Requested
The college will be deleting the curriculum for the Associate in Arts, Fine and Performing Arts, Theatre.

Justification
Per the New Jersey Presidents Council's Academic Issues Committee Manual, Board approval is required whenever the college deletes a program.

The AA.FPA.THTR does not provide graduates with sufficient skills to succeed in the highly competitive theatre industry. Students who are interested in theatre are encouraged to enroll in the Associate of Fine Arts (AFA) in Theatre which includes performance, design, and a theoretical skill set necessary for a pathway toward a bachelor degree in theatre arts.

Due to the aforementioned, deletion of this program is requested.

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BOARD OF TRUSTEES ACTION E/SA2
Approval Date: August 2, 2022

Resolution
To delete the curriculum for the Associate in Arts, Fine and Performing Arts, Theatre, Acting (AA.FPA.THTR.ACT)

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President, Academic Affairs
Prof. Adam Goodell, Interim Dean, Business, Arts and Social Sciences
Dr. Ilene Kleinman, Associate Dean, Curriculum

Action Requested
The college will be deleting the curriculum for the Associate in Arts, Fine and Performing Arts, Theatre, option Acting.

Justification
Per the New Jersey Presidents Council's Academic Issues Committee Manual, Board approval is required whenever the college deletes a program.

The AA.FPA.THTR.ACT does not provide graduates with sufficient skills to succeed in the highly competitive theatre industry. Students who are interested in acting are encouraged to enroll in the Associate of Fine Arts (AFA) in Theatre which includes performance, design, and a theoretical skill set necessary for a pathway toward a bachelor degree in theatre arts.

Due to the aforementioned, deletion of this program is requested.

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BOARD OF TRUSTEES ACTION E/SA3
Approval Date: August 2, 2022

Resolution
To delete the curriculum for the Associate in Applied Science, Industrial Technology, Electronics Technology (AAS.IDT.ELECT.TECH)

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President, Academic Affairs
Dr. Emily Vandalovsky, Dean, Math, Science and Technology
Dr. Ilene Kleinman, Associate Dean, Curriculum

Action Requested
The college would like to delete the curriculum for the Associates in Applied Science, Electronics Technology.

Justification
Per the New Jersey Presidents Council's Academic Issues Committee Manual, Board approval is required whenever the college deletes a program.

The AAS.IDT.ELECT.TECH (Electronics technology) and the AAS.IDT.ENGIN.TECH (Engineering technology) are very similar programs. The academic department decided to 1) update the electronics courses and AAS in Engineering Technology program and 2) consolidate the two academic programs into one.

Due to the aforementioned, deletion of this program is requested.

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BOARD OF TRUSTEES ACTION I-1
Approval Date: August 2, 2022

Resolution
To approve the revised annual board meeting notice for 2022.

Submitted By
Dr. Eric M. Friedman, President
Maria V. Ferrara, Office of the President / Board of Trustees Office

Action Requested
The following revised dates and locations are to be approved for the regular meetings of the Board of Trustees for 2022.

Revisions to the location and date of the remaining Regular Meetings of the Board of Trustees for 2022 are indicated below in **bold underline**. All meetings will be held **in person.**

Revised 2022 Annual Notice of Meetings

Day	Date	Time	Location
Tuesday	August 2	5:00 p.m.	Paramus Campus Health Professions Building **Conference rooms 302/304**
Wednesday	September 7	5:00 p.m.	Paramus Campus Technology Building 128BC
Thursday	**October 13**	5:00 p.m.	Ciarco Learning Center Hackensack Conference rooms 102 / 103
**Tuesday	November 22	5:00 p.m.	Paramus Campus Technology Building 128BC

**Reorganization Meeting

Formal action may be taken at any of the meetings listed above. Portions of all meetings may be held in executive session to the extent allowed by law.

Paramus Campus: 400 Paramus Road, Paramus, New Jersey
Ciarco Learning Center: 355 Main Street, Hackensack, New Jersey

Justification
To establish dates of the Board of Trustees Meetings in conformance with Policy 004-002:2018 Board Meetings with Official Publications. These dates will be published in the following newspapers: The Record and The Herald News.

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BOARD OF TRUSTEES ACTION I-2
Approval Date: August 2, 2022

Resolution
To approve the naming of the Math and Science Tutoring Center as the **Professor R. Neil Ender Memorial Mathematics and Science Walk-in Center**, effective October 20, 2022.

Submitted By
Dr. Eric M. Friedman, President
Mr. Ronald G. Miller, Executive Director, BCC Foundation
Mr. Wilton Thomas Hooke, Chief Financial Officer
Mr. Nathaniel Saviet, Vice President of Facilities

Action Requested
To approve the naming of the Math and Science Tutoring Center as the **Professor R. Neil Ender Memorial Mathematics and Science Walk-in Center**, effective October 20, 2022.

Justification
On June 22, 2022, the BCC Foundation Board formally accepted a $250,000 gift to create an endowment to support the Math and Science Tutoring Center. The action creates a new endowment with the donor interest/request for the naming of the Math and Science Walk-in Center in the Pitkin Building (room # L-131) - adjacent to the Tutoring Center - and part of the Henry and Edith Cerullo Learning Assistance Center (CLAC). The name of the center will become: **Professor R. Neil Ender Memorial Mathematics and Science Walk-in Center.**

The BCC Foundation Board of Directors fully support this naming request.

The earnings from the new endowment will be used for STEM tutorial support, including math specialists and faculty to train an increased and renewable cohort of tutors. Learning effective tutoring techniques is an invaluable skill that positions our tutors to more effectively assist students. These enhanced techniques also improve the tutors' ability to articulate instructions and draw out salient concepts and ideas from the students they assist. The funds are not to be used for capital improvement or renovation.

Currently, the CLAC, including the Mathematics / Science Walk-in center, assists close to 6,000 students each year.

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BOARD OF TRUSTEES ACTION P1A
Approval Date: August 2, 2022

Resolution
Appointment: Faculty

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

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

Name	Position/Division	Salary	Effective Date
Goran Dojcinoski	Assistant Professor / College Level Mathematics / Math, Science and Technology / Academic Affairs	$66,164.53 (pro-rated)	9/01/22

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

Charge to: College Funds
Account Number: 10-03-351003-601120

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BOARD OF TRUSTEES P1B
Approval Date: August 2, 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
Chanel Smith	HR Coordinator/ Human Resources	$54,000.00	08/22/22

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 P1C
Approval Date: August 2 , 2022

Resolution
Appointment: Student Affairs Athletic Program (Coaching Staff)

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

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

Name	Head Coach Position	Stipend	Effective Dates
Jane Elder	Women's Volleyball	$5,500.00	09/01/22 – 11/30/22
Christopher DiSanto	Wrestling	$5,500.00	10/15/22 – 03/15/23
David Mosconi	Women's Basketball	$6,630.00	09/01/22 – 05/31/23
Steve Mimms	Baseball	$7,625.00	09/01/22 – 06/30/23
Paul Nganansou	Women's Soccer	$5,500.00	09/01/22 – 11/30/22
Giovanni Soto	Men's Soccer	$5,500.00	09/01/22 – 11/30/22
Anthony Vaughn	Cross Country (M&W)	$5,500.00	09/01/22 – 11/30/22
Anthony Vaughn	Track and Field (M&W)	$5,500.00	12/01/22 – 05/31/23

Name	Asst. Coach Position	Stipend	Effective Dates
Ricky Brito	Baseball	$3,500.00	09/01/22 – 06/30/23
Anthony Fajardo	Wrestling	$3,500.00	10/12/22 – 03/31/23
Anthony Ratti	Baseball	$3,500.00	09/01/22 – 06/30/23
Lesley Megan Vanderbeck	Women's Volleyball	$3,500.00	06/01/22 – 11/30/22
Erika Czujko-Wood	Track and Field (M&W)	$3,500.00	11/01/22 – 05/31/22

Name	Asst. Coach Position	Stipend	Effective Dates
Gabriel Luzbet	Men's Soccer	$3,500.00	08/01/22 – 11/30/22

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

Justification
The above-mentioned stipends are seasonal.
Charge To: College Operating Funds
Account Number: Various

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BOARD OF TRUSTEES ACTION P1D
Approval Date: August 2, 2022

Resolution
Approve: Extension of Stipend

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

Action Requested
To the monthly stipend for the following individual for assuming additional responsibilities in their respective areas:

Name	Position / Division	Monthly Amount	Effective Dates
Cinzia D'Iorio	Interim Executive Director / Continuing Education and Workforce Development	$850.00	07/01/22 – 07/31/22 (retroactive)
Tonia McKoy	Interim Dean of Assessment, Accreditation and Compliance / Academic Affairs	$750.00	07/01/22 – 07/31/22 (retroactive)

Justification
Continuting Education:
To provide a stipend for additional day-to-day operational responsiblities within Continuing Education and Workforce Development. To also provide day to day leadership and supervision of operations and staff until such time a replacement is hired to oversee the function.

Institutional Effectiveness:
To provide a stipend for additional day-to-day operational responsiblities within Assessment, Accreditation and Compliance. To also provide day to day leadership and supervision of operations and staff until such time a replacement is hired to oversee the function.

Charge to: College Operating Funds
Account Number:

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BOARD OF TRUSTEES ACTION P1E
Approval Date: August 2, 2022

Resolution
Promotion: Confidential

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

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

Name	Position/Division	Salary	Effective Date
Tonia McKoy	Dean of Assessment, Accreditation and Compliance / Institutional Effectiveness	$118,500	08/08/22

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

Charge to: College Funds
Account Number:

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BOARD OF TRUSTEES ACTION P1F
Approval Date: August 2, 2022

Resolution
Appointment: Confidential

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

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

Name	Position/Division	Salary	Effective Date
Anjali Thanawala	Assistant Director, Grants / Grants Administration / Finance	$80,000	08/15/22

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

Charge to: College Funds
Account Number: 10_01_199500_601110

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BOARD OF TRUSTEES ACTION P1G
Approval Date: August 2, 2022

Resolution
Appointment: Faculty

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

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

Name	Position/Division	Salary	Effective Date
Victor Conversano	Assistant Professor / Criminal Justice / Business, Arts and Social Sciences / Academic Affairs	$67,179.51	09/01/22

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

Charge to: College Funds
Account Number: 10-03-351003-601120

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BOARD OF TRUSTEES ACTION P1H
Approval Date: August 2, 2022

Resolution
Appointment: Professional

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

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

Name	Position/Division	Salary	Effective Date
Valeria Correa	STEM Tutorial Supervisor / Tutoring Center / Academic Affairs	$55,000	08/08/22

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

Charge to: College Funds
Account Number: 10-03-386000-601125

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BOARD OF TRUSTEES ACTION P2
Approval Date: August 2, 2022

Resolution
Reclassification – Technical/Professional Assistants

Submitted By
Dr. Eric M. Friedman, President
Mr. Ron Spaide, Chief Information Officer
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the reclassification of the following Technical Assistants to the position indicated, effective July 1, 2022 (retroactive) and reappointed for the period July 1, 2022 to June 30, 2023 (retroactive):

Name	Discipline/Division	From	To
Joshua Gordon	Media Technologies / IT	Technical Assistant I	Professional Assistant
Peter Kolankowski	Media Technologies / IT	Technical Assistant I	Professional Assistant
Mary Ann Kho	Media Technologies / IT	Technical Assistant I	Professional Assistant

Justification
In accordance with Article XIII of the BCCFA contract.

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BOARD OF TRUSTEES ACTION P3
Approval Date: August 2, 2022

Resolution
Promotion: Confidential Staff

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

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

Name	Position/Division	Salary	Effective Date
Cinzia D'Iorio	Executive Director of Continuing Education and Workforce Development / Continuing Education and Workforce Development	$127,500.00	08/08/22

Justification
To appoint this individual to the vacant 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:

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BOARD OF TRUSTEES ACTION P4A
Approval Date: August 2, 2022

Resolution
Approve: Revised Job Description

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

Action Requested
To approve the revised job description for the Dean of Business and Social Sciences

Justification
To approve the revised job description to better reflect the responsibilities of the position. The Dean of Business and Social Sciences position will be responsible for overseeing all disciplines under the umbrella of Business and Social Sciences. It will also have responsibility for supervision of the Department Chairs and Coordinators. This position is at-will.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: **Dean of Business and Social Sciences**

DEPARTMENT: Business and Social Science/Academic Affairs

At New Jersey's largest community college, our goals are centered on an ethic of care, student success, and continuous improvement. We take our mission to help students attain their goals very seriously; the Dean of Business and Social Sciences is an invaluable part of that effort. The Division of Academic Affairs is led by a Vice President and six talented and diverse Deans. We are a highly collaborative team, and eliminate barriers to completion and empower our award-winning faculty to reach even greater levels of engagement and goal achievement.

FUNCTION: Strategic planning and operational leadership for the Division of Business and Social Science. Leads department heads, coordinators and faculty in the development, implementation and evaluation of new and existing curricula. Ensures systematic assessment activities, reviews facilities requirements, and manages fiscal resources.

The dean works collaboratively with department chairs to oversee the development of annual goals consistent with the College's strategic plan and the president's board approved goals. Conducts systematic assessment of academic programs, departments, and student learning.

MAJOR RESPONSIBILITIES: Responsibilities include but are not limited to:
1. Plans and develops the instructional objectives for the Division of Business and Social Science.
2. Leads the development of pedagogical techniques and supplemental instruction to support student success in divisional courses and programs; provides guidance in 2 + 2, school-to-work and workforce development programs.
3. Evaluates full and part time faculty performance, engages in classroom observations and prepares summative reports.
4. Recommends the appointment, reappointment and promotions of full and part time faculty and professional/technical assistants; supervises recruitment and oversees salaries.
5. Designates faculty for various assignments including teaching, registration and committee participation.
6. Responsibilities for supplies and equipment used to support instructional programs; oversees master course scheduling and facilities use.
7. Provides leadership to department heads, coordinators and faculty in development of grants.
8. Serves on the Dean's Council, Management Team & and other appropriate college committees.
9. Oversees development and implementation of agreements between high schools, Bergen Community College, and 4-year institutions.
10. Prepares and/or supervises communications, catalogs and other informational literature for instructional division; prepares/compiles general and annual reports.
11. Serves or may serve as the administration representative on the negotiations or other

committees; and as grievance hearing officer at the informal stage of grievance procedures.
12. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College's Assessment Program.
13. Prepares, track, monitors and adheres to an annual budget; does cost projections for all activities, programs and courses and approves work orders and purchase requisitions.
14. Acts as performance manager for all direct reports including managing day to day performance, completing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
15. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote employees.
16. Performs additional tasks or duties as assigned by the Vice President of Academic Affairs or other designated management.

ORGANIZATIONAL RELATIONSHIPS: (1) Reports to Vice President of Academic Affairs (2) Supervises: Manages the following direct reports and oversees the staffs of their respective organizations: Managing Director of the Child Development Center; Chairs of: Business and Hotel/Restaurant/Hospitality Management; Criminal Justice and Legal Studies; Social Sciences; and an Executive Secretary; oversees Senior Secretaries (3) Exhibits strong communication and collaboration skills, effectively works with both internal and external constituencies of the College. (4) Performs work in a manner that furthers the College's mission and values.

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

QUALIFICATIONS: Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open-door policy. Must have demonstrated ability to employ a balanced and positive approach to all work activities and work collaboratively across various constituencies of the College and with vendors and external constituencies. Exhibits strong skills in communication, customer and student focus, building relationships, organizing, and planning; 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
- Planning

Education: Master's Degree required; Doctorate preferred

Experience: Minimum of 7 years of higher education experience including 2 years of administrative experience as a department chair or higher, plus 2 years of community college teaching or administration. Disciplinary experience in Business and Social Sciences preferred.

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

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

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

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BOARD OF TRUSTEES ACTION P4B
Approval Date: August 2, 2022

Resolution
Approve: Revised Job Description

Submitted By
Dr. Eric M. Friedman, President
Mr. Ronald Miller, Executive Director, Bergen Community College Foundation
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the revised job description for the Development Administrator

Justification
To approve the revised job description to better reflect the responsibilities of the position. The Development Administrator position will be responsible for overseeing scholarship activities as well as supporting Foundation initiatives and events. This position is at-will.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Development Administrator

DEPARTMENT: Bergen Community College Foundation

FUNCTION: The Foundation's Development Administrator oversees the scholarship award process, coordinating the exchange of data with other institutional systems as well as donors and college departments.

MAJOR RESPONSIBILITIES:
Responsibilities include but are not limited to:

- Award scholarships to students in different award cycles throughout each school year and revise application questions when necessary
- Provide award data to the Bursar, Financial Aid office and Foundation Accountant
- Liaise with and respond to inquiries from internal college staff, faculty and department heads, as well as donors and students using the scholarship software, emails, texts, and college's daily notifications – including monitoring the BCCScholarship email
- Take the lead on using the Foundation's scholarship software (Blackbaud's AcademicWorks or similar) to set up new scholarships and their criteria
- Upload each scholarship's donor/contact information as well as biographies on memorial or honoree scholarships for use in publicly displaying the Foundation's 150+ scholarships awarded through the application process
- Coordinate and work with scholarship review committee/groups for assistance in recipient selections
- Work with the Foundation accountant to manage the available balances of scholarships
- Become knowledgeable with Federal and State Financial Aid and how each type of aid is affected by scholarships
- Become knowledgeable with the college's student database to work with Financial Aid staff to resolve issues as they arise
- Work with Foundation's Annual Fund Coordinator to provide data for awards ceremonies
- Supply scholarship data requested from Foundation's auditors
- Attend Foundation events and professional meetings as assigned
- Work with Executive Director in communicating with and documenting new scholarship donors
- Maintain all documentation in a thorough and systematic/logical method
- Attend Foundation Board meetings
- Performs additional tasks or duties as assigned.

ORGANIZATIONAL RELATIONSHIPS: (1) Reports to the Executive Director of the Foundation, (2) ability to relate well to people at all levels within the institution to ensure that the office is projected in an effective manner in dealing with both internal and external constituencies of the College, and (3) performs work in a manner that furthers the College's mission and values.

PERFORMANCE STANDARDS: Performance in this position is considered satisfactory when: (1) mutually agreed upon objectives have been attained within a specified time frame, (2) responsibilities of the position have been carried out at a level consistent with performance requirements, (3) effective cooperative relationships exist with team members across the College, (4) confidential aspects of the position are maintained, (5) Ability to relate well to people at all levels within the institution to ensure that the office is projected in an effective manner in dealing with both internal and external members of the College community and (6) Performs work in a manner that furthers the College's mission and values.

QUALIFICATIONS: (1) Education: Minimum of an Associate's Degree (2) Knowledge, Skills and Abilities: (a) Experience with Excel, in particular, pivot tables and filters. Exceptionally organized and detail oriented with the ability to multitask. Must be able to work with minimal supervision and to collaborate effectively with team members. Able to set priorities, manage multiple projects, and meet deadlines. Manage various external and internal relationships. Previous experience working with culturally diverse populations a plus. (3) Experience: (a) Minimum of three years of professional experience, preferably in college, scholarship management or financial aid department. For all positions: (b) demonstrates understanding of the community college mission and practices an open-door policy; (c) must have demonstrated ability to employ a balanced and positive approach to all work activities and work collaboratively across various constituencies of the College and with vendors and external constituencies; (d) exhibits strong skills in communication, customer and student focus, building relationships, organizing, and planning; (e)
technologically proficient in common office desktop software and familiar with cloud based computing and collaborative platforms and software.

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

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____

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BOARD OF TRUSTEES ACTION P4C
Approval Date: August 2, 2022

Resolution
Approve: Revised Job Description

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

Action Requested
To approve the revised job description for the Assistant Vice President of Student Affairs

Justification
To approve the revised job description to better reflect the responsibilities of the position. The Assistant Vice President position will be responsible for assisting the Vice President with oversight of the entire department including maintaining compliance with state and federal guidelines. This position is at-will.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Assistant Vice President of Student Affairs

DEPARTMENT: Student Affairs

FUNCTION: Supervises and manages units within Student Affairs including Student Services (Summer Intensive/College Readiness, Dual Credit, Educational Opportunity Fund, Office of Specialized Services, and Student Conduct/Title IX), Personal Counseling, Bergen Cares, Academic Advising, Transfer and Career Counseling, and Health Services. Serves as the lead administrator of the Behavioral Intervention Team (BIT). Is accountable for developing and implementing components of the division's strategic and operational plans, goals, and policies and makes appropriate policy recommendations, implementations, and interpretations to ensure student success. Ensures effective use of technology and student data management software in all functions pertaining to support services and retention in all College locations.

REPORTS TO: Vice President of Student Affairs

SUPERVISES: Head administrators from reporting units; Student Services; Personal Counseling; Academic Advising/Transfer/Career; and Health Services; Executive Secretary; other FT Staff as Assigned

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Supervises, evaluates, coordinates, and/or directs all College functions pertaining to counseling and advising students.
2. Co-leads New Student Orientation with Student Life Office leadership.
3. Implements the use of technology to optimize student services, manage data and utilize data to drive decision making processes.
4. Ensures Student Support services are consistent, represented at all College locations and meet the highest standards of confidentiality and customer service.
5. Works with faculty to determine academic advising needs and provides training as needed.
6. Prepares and manages payroll, office schedules, monthly and annual reports and as directed by the VPSA.
7. Participates in professional organizations and collaborates with state affinity groups and regional organizations to pursue and enhance recruitment and retention initiatives.
8. Co-leads College commencement initiatives and related activities that are conducted prior and post commencement.
9. Engages in continuous assessment of services provided by offices within Student Affairs, prepares reports and implements data-driven changes.

10. Designs educational programming to foster the psychology of well-being and development in the College's student population.
11. Supervises Behavioral Intervention Team (BIT) and recommends training, professional development, and updates to policies, practices, and procedures.
12. Works in collaboration with college counterparts to ensure appropriate administration, training, and provides guidance for the Code of Student Conduct and process.
13. Develops overall vision and framework of development for units reporting under Student Affairs
14. Oversees and supports retention and college success efforts through participation on committees and collaboration with key college departments.
15. Serves as a liaison to strategic educational partnership groups and committees to help foster an appreciation of students from diverse ethnic, cultural and socio-economic backgrounds.
16. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College's Outcomes Assessment Program.
17. Prepares, track, monitors, and adheres to an annual budget.
18. 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.
19. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
20. Performs additional tasks or duties as assigned by the Vice President of Student Affairs or other designated management.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open-door policy. Possesses full knowledge and understanding of FERPA. Must have the knowledge, understanding and the ability to manage counseling services and wellness programs to include prevention, counseling and referral services pertaining to depression, substance abuse, anxiety, crisis management and other related concerns. Demonstrated knowledge of student data management software and various technologies used in support services (i.e. e-counseling). Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

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

- Organizing and Planning

Education: Master's Degree or a higher degree in Counseling, Psychology, Student Personnel, or related areas

Experience: Minimum of 7 years of progressive managerial experience within an institution of higher education

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

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Member

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BOARD OF TRUSTEES ACTION P4D
Approval Date: August 2, 2022

Resolution
Approve: Revised Job Description

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

Action Requested
To approve the revised job description for the Dean of Adjunct Administration

Justification
To approve the revised job description to better reflect the responsibilities of the position. The Dean of Adjunct Administration position will be responsible for the oversight of the entire department including maintaining compliance with state and federal guidelines. This position is at-will.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Dean of Adjunct Administration

DEPARTMENT: Adjunct Administration/Academic Affairs

FUNCTION: The Assistant Dean of Adjunct Administration is responsible for overseeing the development of annual goals consistent with the College's strategic plan and for the systematic assessment of relevant programs, departments, and services. Directs the general operations and activities related to adjunct administration. Partners with Academic Deans to identify areas requiring staff augmentation to meet demand requirements. Leads Faculty in the recruitment, hiring and support of adjunct instructors. Serves as the liaison between the College administration and adjunct faculty to ensure the successful implementation of courses and programs.

REPORTS TO: Vice President of Academic Affairs

SUPERVISES: Senior Secretary of Adjunct Administration

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Oversees the development of annual goals consistent with the College's strategic plan.
2. Responsible for the systematic assessment of programs and services.
3. Directs the general operations and activities related to adjunct administration.
4. Partners with Academic Deans to identify areas requiring staff augmentation to meet demand requirements and establishes adjunct specifications.
5. Leads Faculty in the recruitment, hiring and support of adjunct instructors; ensures the completion of background checks and produces agreement letters to formally document teaching assignments, related details and terms of remuneration.
6. Develops and adheres to the process of determining adjunct pay scales and tracking all additional compensation requirements outlined in the Adjunct Agreement.
7. Collaborates with the department of Academic Affairs to determine needs related to adjunct staff and recruits, interviews and recommends new hires as needed by academic departments.
8. Conducts Orientation Sessions for new adjunct instructors, reviews position responsibilities and provides ongoing support for job success.
9. Leads and coordinates the adjunct professional development and evaluation processes; assists in the design of services for adjunct instructors.
10. Evaluates adjunct staff as determined and makes recommendations to support department goals.
11. Oversees the preparation and submission of payroll for adjunct staff.
12. 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 to support the division's goals.
13. Prepares, track, monitors and adheres to an annual budget; does cost projections for all activities, programs and courses.

14. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
15. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote employees.
16. 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

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

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

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BOARD OF TRUSTEES ACTION P4E
Approval Date: August 2, 2022

Resolution
Approve: Professional – Associate Registrar

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

Action Requested
To approve the creation of the new title and job description for the Associate Registrar.

Justification
To approve the following position creation to better represent the role and responsibilities of the department.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Associate Registrar

DEPARTMENT: Registration and Records / Enrollment Services

FUNCTION: Building on longstanding excellence in community college education, the Associate Registrar, under the direct supervision of the Registrar, supports the maintenance and integrity of student records and provides leadership to staff within the Office of Registration and Records. The ideal candidate brings both experience in student records administration and the ability to support the Registrar as they manage and lead change. As a key member of the Office of Registration and Records, the Associate Registrar upholds the academic integrity of associate degrees and certificates and is responsible for all aspects of student registration; the integrity and maintenance of student academic records and course records; recommending and implementing policies and procedures; and ensuring that resources and support are available to deliver quality service to students, staff, and faculty. They ensure that the processes of grade changes, transfer credits, course substitutions, prior learning credit, credit by exam, and academic amnesty, all follow regulatory and institutional requirements. Assumes the role of the Registrar in their absence.

REPORTS TO: Registrar

SUPERVISES: Professional assistants and part-time staff assigned to the registrar's office

RESPONSIBILITIES:

- Manages full- and part-time staff in the day-to-day operations of the Office of Registration and Records
- Ensures compliance with academic, regulatory, and accreditation policies in the collecting, recording, maintaining, and reporting of student records
- Supports all operations in the registration process (record creation, grade processing, transcript issuance, and student enrollment verification)
- Supports all operations in the transfer credit process including prior learning credit process (evaluation of transcripts, posting of credit, processing and building of transfer credit rules)
- Provides timely, effective services and communications with all students, departments, and other stakeholders
- Works in cooperation with the Office of Academic Affairs, department chairs, and faculty on a regular basis and/or as requested; participates in the development of the academic calendar
- Ensures the registrar website and Chat-Bot information is current and accurate
- Assists with the development of the College's course catalog
- Maintains current knowledge of issues relating to registration procedures and student records; attends college meetings and serves on college committees
- Exercises professionalism and sensitivity in handling challenging student service issues and works effectively with students, faculty, staff, administration, and external agencies in resolving issues
- Uses computer to create reports, forms and charts from oral instructions or notes
- Ensures timely reporting on enrollment and degree attainment to the institutional research department
- Maintains and updates articulation agreements with post-secondary institutions; maintains working knowledge of high school enrollment programs
- Establishes and maintains collaborative and effective working relationships with a diverse group across the College, and with affinity groups within the State of New Jersey

- Develops departmental and college policies, procedures, and strategies
- Assists the registrar in directing staff responsibilities; assists in the training and development of staff
- Serves as an administrator of the Family Education Rights and Privacy Act (FERPA) and Solomon Amendment.
- Provides technical leadership for the College's Student Information System (Colleague) for department-related matters and collaborates with information technology staff with system upgrades and implementation
- Participates in commencement activities; certifies all student record documents related to degree completion; produces diplomas
- Evaluates high school transcripts for testing prerequisites including SAT and ACT scores.
- Demonstrates excellent communication, leadership, and organizational skills
- Demonstrates excellent supervisory skills with a diverse population; leads with an ethic of care
- Has excellent technical, analytical, and problem-solving skills
- Supervises federal work-study students and part-time staff
- Performs other duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices a policy of inclusion. Ability to communicate effectively with a diverse population. Proficiency in all aspects of Microsoft Office suite, Ellucian's Colleague, and other software that serves students and stakeholders. Demonstrated skills in processes improvement, problem-solving, interpersonal skills, team-building, people management. Ability to maintain a working knowledge of relevant policies and procedures, both internal and external. Effective communication on matters of importance and significance. Ability to develop, organize, and report on outcome measures. Technological skills: Microsoft Office, Google Workspace, Ellucian/Colleague (or similar)

Education: Bachelor's degree required; Master's degree preferred
Experience: Minimum of three years of supervisory experience in a Registrar, Registration, Enrollment Services or related service environment. Community college experience preferred.
Hours: Flexible schedule to meet department needs. Some evenings, weekends, and extended hours may be required.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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BOARD OF TRUSTEES ACTION P4F
Approval Date: August 2, 2022

Resolution
Approve: Confidential - Title Change and Revised Job Description

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

Action Requested
To approve the title change and revised job description for the Registrar

Justification
To approve the following title change: from Managing Director of Records and Registration to Registrar, and the revised job description to better reflect the responsibilities of the position. This position is at-will.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Registrar
DEPARTMENT: Registration and Records / Enrollment Services

FUNCTION: Building on longstanding excellence in community college education, the Registrar maintains the integrity of student records and provides strategic direction and leadership to staff within the Office of Registration and Records. The ideal candidate brings significant experience in student records administration and the ability to manage and lead change. As the strategic leader of the Office of Registration and Records, the Registrar position requires a combination of effective leadership, technical, and interpersonal skills and supports programs and policies established by federal, state, administrative, and institutional sources. The Registrar upholds the academic integrity of associate degrees and certificates and is responsible for all aspects of student registration; the integrity and maintenance of student academic records and course records; recommending and implementing policies and procedures; and ensuring that resources and support are available to deliver quality service to students, staff, and faculty. The Registrar ensures that all assigned policies and processes follow regulatory and institutional requirements.

REPORTS TO: Dean of Enrollment Services

SUPERVISES: Associate Registrar

RESPONSIBILITIES:

- Provides critical strategic oversight in leading the Office of Registration and Records; manages and leads change with an ethic of care
- Ensures compliance with all operations in the registration process including but not limited to record creation, student information system (SIS) registration and rule setups, classroom assignments, final exam calendar, grade processing, prerequisite fail audits, transcript and diploma issuance, graduation evaluations, and student enrollment verifications
- Develops, evaluates, interprets, and enforces departmental and college policies, procedures, and strategies in coordination with other departmental units across the College
- Promotes a culture of assessment within the department as a means for continuous improvement
- Ensures compliance with Policies and Procedures as they pertain to the Registrar's Office
- Oversees all operations in the transfer credit process and prior learning credit process (evaluation of transcripts, posting of credit, processing and building of transfer credit rules)
- Stays current with operational and reporting trends, regulations, and technology solutions; recommends solutions to improve effectiveness and efficiency within registration and testing offices
- Actively engages in the development of the academic calendar by participating on committees that contribute to its development
- Ensures that all information on public facing media, i.e. website, AI Chat-Bot, is accurate and current
- Assists with the timely development of the College Catalog
- Responsible for the start of term processing, including building terms and sessions
- Responsible for timely and accurate enrollment and degree reporting of National Student Clearinghouse data to the College's institutional research office
- Establishes and maintains collaborative and effective working relationships with a diverse group of leaders across the College, and with the relevant affinity group within the State of New Jersey
- Manages the fiscal affairs of the department, including budget development and prioritization in accordance with institutional goals; exercises direct fiscal control over the approved budget and

maintains accountability in keeping the department within budget each fiscal year
- Enforces the Family Education Rights and Privacy Act (FERPA) and acts as the College's chief compliance officer in all matters relating to FERPA
- Supports Open Record Requests (OPRA) and adheres to the requirements of the Solomon Amendment
- Provides technical leadership for the College's Student Information System (Colleague or similar) and participates in the testing of appropriate systems with each implementation and upgrade, including that of all relevant third party software packages
- Participates in commencement activities and certifies student documents related to degree completion
- Manages the production and distribution of diplomas for mail and in-person pickup
- Works effectively with internal faculty, students, administrators, and staff, as well as external organizations and agencies in adherence with departmental, academic, and college-wide policies
- Demonstrates excellent communication, leadership, supervisory, technical, and organizational skills
- Performs other duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and follows best practices related to equity and inclusion. Communicates effectively with and provides leadership to a diverse student and staff population. Maintains proficiency in all aspects of Microsoft Office suite, Ellucian's Colleague (or similar), and other software that serves students and stakeholders. Demonstrates skills in processes improvement, problem solving, interpersonal skills, team building, and people management.
Exhibits strong skills in:
- Communications
- Use of technology
- Developing and maintaining interpersonal relationships
- Ability to plan, organize, and report on key outcome measures

Flexible schedule; some evenings, weekends and extended hours may be required
Education: Bachelor's Degree required; Master's Degree preferred
Experience: Seven years' experience in a Registrar, Registration or related services environment. Three years' supervisory experience. Community college experience preferred. Colleague experience preferred.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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BOARD OF TRUSTEES ACTION P4G
Approval Date: August 2, 2022

Resolution
Approve: Professional - Title Change and Revised Job Description

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

Action Requested
To approve the title change and revised job description for the Assessment Coordinator

Justification
To approve the following title change: from Director of Assessment to Assessment Coordinator, and the revised job description to better reflect the responsibilities of the position. This position is at-will.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Assessment Coordinator

DEPARTMENT: Institutional Effectiveness

FUNCTION: The Assessment Coordinator supports the Institutional Effectiveness office by managing the College's outcomes assessment practices. These practices include the assessment and evaluation of all academic courses, departments, programs, and Administrative and Education Support (AES) units. The coordinator works collaboratively with faculty, staff, and administrators to deepen a culture of assessment and inquiry that lead to curricular and departmental improvements. The coordinator also oversees the development and maintenance of the assessment and program review cycles and collects and archives all assessment reports and related documents.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

- Assist the College's Senior Institutional Effectiveness officer with the development and implementation of college-wide assessment-related policies, processes, and planning.
- Collaborate with CIE staff and affiliates (fellows, assessment liaison, etc.), department chairs, and AES unit leaders to ensure assessment plans that are aligned with program/unit goals and accreditation standards.
- Advise, train, and educate academic and AES units, faculty, and staff on how to improve their assessment practices, with a focus on using the data and assessment findings to improve student learning and institutional effectiveness.
- Create and maintain resources supporting best practices in course, program, and AES department assessment.
- Maintain an inventory of assessment and program review activities including final reports, handbooks, templates, policies, and procedures.
- Identify assessment needs, develop data collection systems, oversee data analysis, and develop reports to support curricular and departmental improvements, and student success outcomes.
- Support accreditation efforts and the College's Accreditation Liaison Officer (ALO) by documenting the alignment between the College's assessment efforts and accreditation standards, and maintaining evidence to support this alignment.
- Assist in the planning, delivery, and evaluation of assessment related professional development activities at the College, including workshops, presentations, and forums.
- Support committees (e.g. Learning Assessment Committee) and attend meetings that further the College's commitment to assessment.
- Serve as a representative of the Center for Institutional Effectiveness and the College by engaging with state-wide and national assessment communities.

- Perform other duties as assigned by the Senior Institutional Effectiveness Officer or other designated management.

ORGANIZATIONAL RELATIONSHIPS: (1) Reports to the Senior Institutional Effectiveness Officer.

PERFORMANCE STANDARDS: Performance in this position is considered satisfactory when: (1) mutually agreed upon objectives have been attained within a specified time frame, (2) responsibilities of the position have been carried out at a level consistent with performance requirements, (3) effective cooperative relationships exist with team members across the College, (4) confidential aspects of the position are maintained, (5) Ability to relate well to people at all levels within the institution to ensure that the office is projected in an effective manner in dealing with both internal and external members of the College community and (6) Performs work in a manner that furthers the College's mission and values.

QUALIFICATIONS:

(1) Education: Master's Degree in Education or related field. Doctorate preferred.
(2) Knowledge, Skills, and Abilities: Strong written and verbal communication skills. Proficiency in quantitative and qualitative data collection and data analysis, especially in an educational setting. Familiarity with college data management systems preferred. (Colleague or similar). Work experience with evaluation and learning outcomes assessment at the course or academic program level required. Must exhibit strong skills in customer and student focus, building relationships, organizing, project management, and planning.

Must have proficiency in the full use of the Microsoft Office Suite, and databases. Must demonstrate understanding of the community college mission and practice an open-door policy. Understanding accreditation standards and requirements is a plus. Strong attention to detail, and precisions, balanced with the ability to see the "big picture."
(3) Experience: Minimum of 3 years experience in a higher education institution, preferable in a role related to assessment.

For all positions: (b) demonstrates an understanding of the community college mission and practices an open-door policy; (c) must have demonstrated ability to employ a balanced and positive approach to all work activities and work collaboratively across various constituencies of the College and with vendors and external constituencies; (d) exhibits strong skills in communication, customer and student focus, building relationships, organizing, and planning; (e)
technologically proficient in common office desktop software and familiar with cloud based computing and collaborative platforms and software.

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

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

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BOARD OF TRUSTEES ACTION P5
Approval Date: August 2, 2022

Resolution
Approve Support Staff Merit Award Program recipients as per the agreement in the Support Staff Memorandum of Agreement, Article XXXI, approved by the Board of Trustees on February 2, 2016.

Submitted By
Dr. Eric M. Friedman, President
Mr. David Borzotta, Associate Vice President of Safety and Security
Dr. Brock Fisher, Vice President, Academic Affairs
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Nathaniel Saviet, Vice President of Facilities
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the merit award increases for the following individuals with the contractual increase of 5.5% retroactive to 7/1/19:

Name	Position/Department/Division	New Salary
Elizabeth Hairston	Senior Accounting Assistant /Bursar / Finance	$69,583.66
Shaily Mahajan	Executive Secretary / Humanities / Academic Affairs	$58,049.39
Geraldine McQueen	Public Safety Officer / Public Safety	$44,434.94
Peter Sforza	Custodian / Facilities	$53,620.28

Justification
The individuals listed were reviewed and approved for this award in accordance with the Support Staff Memorandum of Agreement, Article XXXI, and approved by the Board of Trustees on February 2, 2016. The merit increase is for members of the Support Staff Association for the fiscal year 2018 – 2019.

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BOARD OF TRUSTEES ACTION P6A
Approval Date: August 2, 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

Action Requested
To approve the retirement of the following individual:

Name	Position/Rank/Department/Division	Hire Date	Effective Date
Margot Amancay	Senior Custodian / Facilities	10/14/91	08/01/22 (retroactive)

Justification
Retirement

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BOARD OF TRUSTEES ACTION P6B
Approval Date: August 2, 2022

Resolution
Retirement: Support Staff

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

Action Requested
To approve the retirement of the following individual:

Name	Position/Rank/Department/Division	Hire Date	Effective Date
Hosea DeShields	Coordinator – Printing Services and Copying / Purchasing / Finance	03/28/94	08/01/22 (retroactive)

Justification
Retirement

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BOARD OF TRUSTEES ACTION P6C
Approval Date: August 2, 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

Action Requested
To approve the retirement of the following individual:

Name	Position/Rank/Department/Division	Hire Date	Effective Date
John Daniels	Senior Custodian / Facilities	01/05/87	09/01/22

Justification
Retirement

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BOARD OF TRUSTEES ACTION P6D
Approval Date: August 2, 2022

Resolution
Retirement: Administrator

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

Action Requested
To approve the retirement of the following individual:

Name	Position/Rank/Department/Division	Hire Date	Effective Date
Sally Dionisio	Director / Child Development Center / Academic Affairs	09/08/82	09/01/22

Justification
Retirement

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BOARD OF TRUSTEES ACTION P7A
Approval Date: August 2, 2022

Resolution
Resignation: Faculty

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

Action Requested
To accept the resignation of the following individual:

Name	Position/Department/Division	Hire Date	Effective Date
Kelly Horgan	Associate Professor / Health Professions / Academic Affairs	09/04/08	06/30/22 (retroactive)

Justification
Resignation

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BOARD OF TRUSTEES ACTION P7B
Approval Date: August 2, 2022

Resolution
Resignation: Support

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

Action Requested
To accept the resignation of the following individual:

Name	Position/Department/Division	Hire Date	Effective Date
Kaisang Dolma	Custodian / Facilities	04/06/22	07/01/22 (retroactive)

Justification
Resignation

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BOARD OF TRUSTEES ACTION P7C
Approval Date: August 2, 2022

Resolution
Resignation: Confidential

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

Action Requested
To accept the resignation of the following individual:

Name	Position/Department/Division	Hire Date	Effective Date
Yvette Aviles	Associate Director / Human Resources	08/07/19	08/11/22

Justification
Resignation

Bergen
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BOARD OF TRUSTEES ACTION P7D
Approval Date: August 2, 2022

Resolution
Resignation: Support

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

Action Requested
To accept the resignation of the following individual:

Name	Position/Department/Division	Hire Date	Effective Date
Thomas Meyers	Officer / Public Safety	05/19/03	07/31/22 (retroactive)

Justification
Resignation

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BOARD OF TRUSTEES ACTION P7E
Approval Date: August 2, 2022

Resolution
Resignation: Support

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

Action Requested
To accept the resignation of the following individual:

Name	Position/Department/Division	Hire Date	Effective Date
Elyssa Molina	Secretary / Facilities	01/12/22	08/04/22

Justification
Resignation

Bergen
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BOARD OF TRUSTEES ACTION S/P1
Approval Date: August 2, 2022

Resolution
Approve the 2022-2025 Academic Master Plan.

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President, Academic Affairs

Action Requested
To adopt the new 2022-2025 Academic Master Plan.

Justification
The College's new 2022-2025 Academic Master Plan has been finalized and is ready for implementation pending approval by the Board of Trustees. See attached document.



ACADEMIC MASTER PLAN

Bergen Community College

Core Strategic Directions and Associated Academic Initiatives

Strategic Direction #1: Advancing an All-modalities Teaching and Learning Educational Environment

Academic Action Initiative #1: update and modernize the learning management system and campus-wide technologies and capabilities.

Academic Action Initiative #2: reimagine students' first year experience.

Academic Action Initiative #3: provide training to faculty on universal design of instruction to create an inclusive and equitable learning environment.

Strategic Direction #2: Goal-Aligned Innovative Academic Programs for All Learners

Academic Action Initiative #4: enhance experiential and service learning opportunities through expanded industry and business partnerships.

Academic Action Initiative #5: expand offerings for professional certification.

Academic Action Initiative #6: expand options for online learning.

Academic Action Initiative #7: complete a systematic review of current academic programs.

Strategic Direction #3: Supporting Holistic Student Experiences

Academic Action Initiative #8: create an essential skills development initiative for students.

Academic Action Initiative #9: enhance student support services for students in need.

Strategic Direction #4: Bergen Community and College Together for Academic Success

Academic Action Initiative #10: institute a faculty advising program.

Academic Action Initiative #11: promote persistence and college completion through enhanced communication practices.

Academic Action Initiative #12: update the college's understanding and training in diversity, equity, and inclusion in the classroom.

Strategic Direction #1: Advancing an All-Modalities Teaching and Learning Educational Environment

Vision Statement:
BCC provides flexible and inclusive learning options (traditional, Hyflex, hybrid, and online) using state-of-the-art technologies. We offer professional development and training opportunities for faculty, staff, and students to prepare them for teaching and learning in all modalities. We foster a collaborative decision-making process across key college departments, including information technology, academic affairs, and student affairs for deciding how technology will be used in teaching and learning environments.

Academic Initiative 1:

Update and Modernize the Learning Management System and Campus-wide Technologies and Capabilities

Purpose of the Initiative:

The purpose of this initiative is to create a system that enhances the quality of education and to provide faculty members (full-time and part-time) and students with the technology tools needed for success.

Organization Unit Responsible for Implementation:

- Center for Innovation, Teaching, and Learning

Partnering Organizational Units for Implementation:

- Academic Departments
- Department Chairs and Deans
- Faculty Senate
- Office of Information Technology
- Division of Academic Affairs
- Office of Specialized Services

Partnering External Agencies/Organizations:

- Bergen County Government
- Ellucian

Action Step	Date to Begin	Completion	Metrics
1. Transition to Hyflex Classrooms.	Spring 2022	Fall 2022	• 50 Hyflex classrooms complete in multiple buildings • # / % of students taking Hyflex courses • # / % of courses designed for Hyflex modality
2. Adopt and	Spring 2022	Fall 2023	

transition to new LMS other student supports (for example, computer, internet, and peripheral equipment access). Create a timeline for training.			• New LMS selected • Phase In Approach - # of courses/semester TBD • Selection of New LMS • Course Conversions # / %
3. Hire Instructional Designers and increase online instructional support.	Spring 2022	Ongoing	• # / % Course Conversions • # / % of faculty participating in professional development
4. Create and adopt a policy and strategy to support all modalities of student learning.	Fall 2022	Ongoing	• Policy created • Support for all instructional technologies instituted

Academic Initiative 2:

Reimagine Students' First Semester Experience

Purpose of the Initiative:

The purpose of this initiative is to ensure all students have a foundation of skills to succeed in the connected world of the future.

Organization Unit Responsible for Implementation:

- AVPs of Academic and Student Affairs

Partnering Organizational Units for Implementation:

- Center for Innovation, Teaching, and Learning
- Faculty
- Faculty Senate
- Grants Office
- Division of Academic Affairs
- Office of Information Technology
- Division of Student Services
- Office of Success 101

Partnering External Agencies/Organizations:

- N/A

Action Step	Date to Begin	Completion	Metrics
1. Establish a cross-campus committee and review the current student success course 101 and relevant data on the current onboarding process.	Fall 2022	Spring 2023	• # of programs that have this course as a requirement • Completed review/assessment of student success course 101
2. Develop a new college support platform via the onboarding process.	Fall 2022	Ongoing	• Develop an assessment tool for the new approach
3. Institute a baseline for measuring the new approach.	Fall 2023	Fall 2024	• Collect and analyze data for assessment with both faculty and students using both qualitative and quantitative measurements

Academic Initiative 3:

Provide training to faculty on Universal Design of Instruction to create an inclusive and equitable learning environment.

Purpose of the Initiative:

Universal design will enable the design of teaching and learning tools and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design.

Organization Unit Responsible for Implementation:

- Center for Innovation, Teaching, and Learning

Partnering Organizational Units for Implementation:

- College Library
- Department Chairs and Deans
- Faculty Development Committee
- Faculty Senate
- Office of Information Technology
- Division of Academic Affairs
- Office of Specialized Services

Partnering External Agencies/Organizations:

- Ellucian
- Federal ADA Compliance
- LMS Partner
- Quality Matters

Action Step	Date to Begin	Completion	Metrics
1. Create and implement a training plan for faculty that focuses on Universal Classroom Design in multiple modalities.	Fall 2022	Spring 2025	• # / % of faculty and staff who complete the training module/program
2. Create and implement an accessibility and accommodation training program that addresses the gaps in the Universal Classroom Design	Fall 2022	Spring 2025	• # / % of faculty and staff who complete the training module/program

training in Step 1.			
3. Track course accessibility scores through Ally to gauge improvement across all disciplines.	Spring 2022	Ongoing	• % of improvement in accessibility scores, semester over semester

Strategic Direction #2: Goal-Aligned Innovative Academic Programs for All Learners

Vision Statement:
Bergen offers innovative academic programs for all learners across multiple learning modalities. These programs give students a solid foundation to meet varied goals. These goals may include attaining a 4-year college degree, beginning a career in one's area of interest, or advancing one's position in the workforce.

Academic Initiative 4:

Enhance Experiential and Service-Learning Opportunities through Expanded Industry and Business Partnerships

Purpose of the Initiative:

The purpose of this initiative is to enhance the curriculum with interactive learning experiences to draw Bergen students deeper into the curriculum and provide them with the benefits of vital partnerships.

Organization Unit Responsible for Implementation:

- Academic Affairs
- Offices of Career Education and Placement

Partnering Organizational Units for Implementation:

- Academic Departments
- Bergen Community College Career Offices
- Continuing Education and Workforce Development
- Faculty Senate
- Division of Academic Affairs
- Division of Student Services

Partnering External Agencies/Organizations:

- Local Industry and Business Partners

Action Step	Date to Begin	Completion	Metrics
1. Identify curricular areas in which experiential learning and co-op can be integrated.	Fall 2022	Spring 2023	• Created a targeted list of new experiential programs to develop
2. Identify external partners for experiential learning and coop opportunities.	Spring 2023	Fall 2023	• Created a targeted list of partners for these opportunities and arrange the partnerships • Increased # of partners

3. Implement student experiential learning connections with partners.	Fall 2023	Spring 2024	• Increased # of students participating in experiential learning • Increased # of programs with integrated experiential learning and co-op

Academic Initiative 5:

Expand Offerings for Professional Certifications

Purpose of the Initiative:

The purpose of this initiative is to expand our certifications in professional fields to reach more students who want to find opportunities quickly in the professional marketplace. We will also utilize bridges and laddered certification to transition these students into credit programs or more beneficial certifications.

Organization Unit Responsible for Implementation:

- Office of Workforce Development and Continuing Education

Partnering Organizational Units for Implementation:

- Academic Department Chairs
- College Library
- Division of Health Professions
- Faculty
- Faculty Development Committee
- Faculty Senate
- Office of Human Resources
- Division of Academic Affairs
- Office of Curriculum
- Division of Student Services

Partnering External Agencies/Organizations:

- Regional Community Organizations

Action Step	Date to Begin	Completion	Metrics
1. Form a continuing education and academic deans' workgroup to collaborate on identifying areas that include Prior Learning Assessment /stackable credentials.	Fall 2022	Spring 2023	• Workgroup formed • # of programs with Prior Learning Assessment • # of students enrolled
2. Increase Continuing Education and Workforce Development courses that	Spring 2022	Spring 2023	• Selection of third-party vendor expert in identified program offering areas

prepare students to achieve in demand credentials.			• Increased offerings from third party credentials
3. Determine the potential and viability of offering Digital Badges in Continuing Education and co-curricular areas.	Summer 2022	Summer 2023	• Complete evaluation of digital credential vendors

Academic Initiative 6:

Expand Options for Online Learning

Purpose of the Initiative:

The purpose of this initiative is to establish an Online College at BCC to establish campus-wide best practices in online teaching and learning.

Organization Unit:

- Office of Academic Affairs

Partnering Organizational Units for Implementation:

- Student Affairs (Admissions, Advising, Student Life)
- Center for Innovation, Teaching, and Learning
- Continuing Education
- Department Chairs and Deans
- Faculty Senate
- Office of Information Technology
- Library
- Office of Specialized Services
- Public Relations
- Tutoring Center

Partnering External Agencies/Organizations:

- Ellucian
- LMS Vendor

Action Step	Date to Begin	Completion	Metrics
1. Identify 1-2 programs that can be marketed as fully online as a pilot, with formalized course review and scheduling strategy.	Fall 2022	Spring 2023	• Produced a strategy, approved courses, programs, and a Z-degree (Zero-cost textbooks to complete the degree program)
2. Create a marketing plan for online programs with Student Services and Public Relations.	Summer 2022	Fall 2022	• Produced plan
3. Develop an expanded online learning orientation for students that includes LMS-specific information, support services for students.	Fall 2022	Spring 2023	• Created orientation • # of students orientated on new LMS
4. Revive online training	Summer	Fall 2022	• Offered online training

program (TOPP) for certifying faculty to teach an online course.	2022		to additional faculty identified to teach online courses • Recertification after (X# of years).
5. Partner with support areas to provide full range of services to students: tutoring, library, student services, office of specialized services, information technology.	Fall 2022	Spring 2023	• Provided appropriate textbook and other learning materials embedded in a new LMS by Fall 2022 • Provided designated faculty and staff for online assistance to students in collaboration Student Services, Advising and the Library
6. Assess, adjust, and scale online programs.	Spring 2023	Ongoing	• # of Quality Matters Course Review • # of online programs/year • Audited online program offerings

Academic Initiative 7:

Complete a Systematic Review of Current Academic Programs

Purpose of the Initiative:

The purpose of this initiative is to ensure currency of program offerings.

Organization Unit Responsible for Implementation:

- Office of Academic Affairs

Partnering Organizational Units for Implementation:

- Department Chairs and Deans
- Faculty Senate
- Division of Student Affairs
- Union Representatives

Partnering External Agencies/Organizations:

- N/A

Action Step	Date to Begin	Completion	Metrics
1. Share relevant enrollment data trend analysis widely and utilizing the Faculty Senate approval process, identify programs that are eligible to be discontinued and notify students currently active in these programs.	Spring 2022	Spring 2023	• # of inactive programs • Dean and departments work together to bring the program forward to curriculum for deletion • Senate vote for program deletion • All students notified
2. Departments, chairs, and deans work together to review programs that are no longer viable.	Fall 2023	Spring 2024	• Audit of program health (50% per semester) • # of low enrolled programs
3. Utilizing the Faculty Senate approval process, consider and create new programs to fill community and student goals.	Fall 2024	Spring 2025	• Creation of new programs to reflect community need

Strategic Direction #3: Supporting Holistic Student Experiences

Vision Statement:
BCC provides holistic student experiences for all learners. The College fosters an environment that connects students to college resources that meets their needs. The College provides a clear pathway for students from onboarding through graduation and career.

Academic Initiative 8:			
Create An Essential Skills Development Initiative for Students			
Purpose of the Initiative:			
Enable students to learn to integrate essential skills into their academic and employment environment. These essential skills may include teamwork, critical thinking, communication (oral and written), problem solving, conflict resolution and time management.			
Organization Unit Responsible for Implementation:			
• Continuing Education and Workforce Development • Office of Academic Affairs			
Partnering Organizational Units for Implementation			
• Department Chairs and Deans (Academic and Continuing Education) • Division of Student Services • Faculty • General Education Committee • Division of Academic Affairs • Success 101 Coordinator			
Partnering External Agencies/Organizations:			
• Essential Skills experts (ex. Manpower Group North America) • Local and regional business partners			
Action Step	**Date to Begin**	**Completion**	**Metrics**
1. Offer relevant educational workshops and integrate Essentials Skills as a core component of course syllabi where appropriate.	Fall 2023	Spring 2025	• % of courses with essential skills integrated into course syllabi
2. Create an essential skills assessment tool to be	Fall 2023	Spring 2025	• Utilize assessment at completion of courses and programs to

incorporated in annual course assessments.			evaluate the development of essential skills
3. Expand or Enhance Essential Skills Workshops (Communication, Critical Thinking Skills, Teamwork, Time Management, Problem Solving, Conflict Resolution and Interpersonal Development) for all student populations (UG and CE).	Spring 2023	Fall 2025	• Evaluation from students, faculty, and workshop instructors

Academic Initiative 9:

Enhance Student Support Services for Students in Need

Purpose of the Initiative:

The purpose of this initiative is to address holistic student mental health, financial, housing, and clothing insecurities of BCC students through enhanced support service offices.

Organization Unit Responsible for Implementation:

- Office of Student Services

Partnering Organizational Units for Implementation:

- BCC Foundation
- Bergen Cares
- Culinary Department
- Fashion Design Department
- Office of Human Resources
- Division of Academic Affairs

Partnering External Agencies/Organizations:

- N/A

Action Step	Date to Begin	Completion	Metrics
1. Survey the college to gauge awareness of student mental health, financial, housing, and clothing insecurities.	Fall 2022	Fall 2022	• % of college employees and students who report a high level of awareness of mental health, financial, housing, and clothing insecurities • Completed Hope Survey
2. Develop and implement a training strategy to address the gaps and concerns that emerge from the survey.	Spring 2023	Spring 2025	• List of strategies and implementation steps • # of faculty and staff participants in initiatives.
3. Develop a student coalition led by faculty and staff to	Fall 2022	Spring 2025	• # of cases addressed by coalition • # of students served

address student hardships and include college wide resource listings.			

Strategic Direction #4: Bergen Community and College Together for Academic Success

Vision Statement:
BCC actively connects with the Bergen community through innovative outreach and engagement practices that serve to enhance the retention, graduation, and success of all students. To sustain a culture of academic success, BCC is committed to inclusiveness, partnerships, and community engagement.

Academic Initiative 10:			
Institute a Faculty Advising Program			
Purpose of the Initiative:			
The purpose of this initiative is to link faculty advisors with students to improve the attainment of their educational goals from onboarding through completion in such areas as academic progress, tutoring, scholarships, and specialized advising matters.			
Organization Unit Responsible for Implementation:			
• Office of Academic Affairs			
Partnering Organizational Units for Implementation:			
• Department Chairs and Deans • Faculty Senate • Division of Student Services			
Partnering External Agencies/Organizations:			
• Increase/continue HS partnerships, companies, alumni, Etc.			
Action Step	**Date to Begin**	**Completion**	**Metrics**
1. Administration and faculty leadership agree on common goals for the program.	Fall 2023	Spring 2024	• Created committee and agreed on goals
2. Administration and a faculty senate committee (with outside student services members and students) establish guidelines for a Faculty Advising Program.	Spring 2024	Fall 2024	• Initiated Faculty Advising Program with guidelines
3. Implement Faculty Advising Program.	Fall 2024	Ongoing	• Successful implementation and assessment of program • % of faculty participation;

			# hours of faculty participation consistent with contractual obligation • % of students served

Academic Initiative 11:

Promote Persistence and College Completion Through Enhanced Communication Practices

Purpose of the Initiative:

The purpose of this initiative is to identify and support students needing assistance in meeting educational goals throughout their time at the college.

Organization Unit Responsible for Implementation:

- Office of Student Affairs

Partnering Organizational Units for Implementation:

- Department Chairs and Deans
- Faculty Senate
- Division of Academic Affairs
- Office of Information Technology

Partnering External Agencies/Organizations:

- N/A

Action Step	Date to Begin	Completion	Metrics
1. Utilize newly-created enrollment management committee to reach consensus on communications tactics. Engage outside experts as needed.	Fall 2022	Spring 2023	• Explored a range of technologies to better communicate with students • # of vendor visits • Completion of a report with recommendations
2. Pilot new communication technologies both in the classroom and in student services.	Fall 2023	Spring 2024	• # of pilots • # / % of students using new technology • Rate of faculty, staff, and student satisfaction with new technologies
3. Select communication technology for regular incorporation.	Fall 2024	Ongoing	• Selected new communication modes for permanent incorporation and developed testing metrics for continued assessment

Academic Initiative 12:

Update the College's Understanding and Training in Diversity, Equity, and Inclusion in the Classroom

Purpose of the Initiative:

The purpose of this initiative is to provide professional development opportunities about diversity, equity, and inclusion for the faculty and staff to enable them to better connect and work with our diverse student body.

Organization Unit Responsible for Implementation:

- Office of Academic Affairs

Partnering Organizational Units for Implementation:

- Department Chairs and Deans
- Equity Council
- Faculty Development Committee
- Faculty Senate
- Division of Student Services
- Office of Specialized Services
- PACDEI Council
- Sidney Silverman Library

Partnering External Agencies/Organizations:

- Municipal and community partners

Action Step	Date to Begin	Completion	Metrics
1. Convene a taskforce to assess current DEI efforts in Academic Affairs. Consider newly formed Academic Affairs Committee of the All College Forum as an appropriate group.	Fall 2023	Spring 2024	• Created a taskforce to review the climate survey and other relevant documents
2. Work with the taskforce to select or create professional development programs.	Spring 2024	Fall 2024	• Identified professional development training programs for BCC's academic DEI efforts

3. Implement professional development programs and observe outcomes.	Fall 2024	Spring 2025	Assess effectiveness of the professional development programs: • # of faculty and staff participating • # of faculty adopting DEI practices • Continued monitoring of student engagement as measured by the number of faculty adopting DEI practices and student success metrics within target at-risk demographics as defined by the Equity Council