Bergen Community College
400 Paramus Road, Paramus, New Jersey 07652
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BOARD OF TRUSTEES
PUBLIC MEETING

Paramus Campus – Health Professions Building – Conference Rooms 302/304
400 Paramus Road, Paramus, New Jersey 07652

Tuesday, August 5, 2025 – 5:00 p.m.

I. Call to Order

II. Open Public Meetings Act Statement

III. Roll Call

IV. Pledge of Allegiance

V. Reports:
- A. Vice Chairman
- B. Secretary
- C. President
- D. Committees
  1. Audit, Finance, and Legal Affairs
  2. Education and Student Affairs
  3. Personnel
  4. Site and Facilities
  5. Strategic Planning and Issues
- E. 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 10, 2025
  Tuesday, August 5, 2025
- B. Consent Agenda:

X. Executive Session, if required.

XI. Adjournment

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CONSENT AGENDA

Tuesday, August 5, 2025
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 listed herein may be removed from the Agenda by the Board prior to passage.

Approval of Board Minutes – Tuesday, June 10, 2025

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 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 access to full-text electronic databases from LYRASIS.
4. To authorize payment to Edge, fiduciary agent for The Virtual Academic Library Environment of New Jersey (VALE) Consortium, for the Sidney Silverman Library's share of the cost of electronic databases.
5. To authorize the purchase of ALEKS PPL Learning Solution from McGraw Hill LLC for a three-year term through fiscal year 2028.
6. To authorize the purchase of managed print services provided by MRA International at an estimated cost of $65,000.00 for fiscal year 2026.
7. To authorize the lease of six (6) Canon copiers on a 48-month term from Canon USA to replace the existing copiers whose leases have expired.
8. To award Public Bid P-2413 Vertical Steam Autoclave to J & B Dental Services, Inc.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. To authorize submission of the College's FY 2026 Perkins grant application to the State of New Jersey Department of Education, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents and activities.
2. To authorize submission of a grant application to the United States Department of Justice (DOJ) Office of Violence Against Women (OVW) for the Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
3. To authorize submission of an application for a College Readiness Now XII (CRN XII) grant to the Office of the Secretary of Higher Education's (OSHE) and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
4. To submit the Center for Adult Transition grant application to the Office of the Secretary of Higher Education's (OSHE) and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

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Institutional (I)

1. Approval of the College's Artificial Intelligence (AI) Acceptable Use Policy.

PERSONNEL (P)

1. To approve the specified personnel separations.
2. To approve the appointment of the specified Confidential personnel.
3. To approve the appointments of the specified Professional personnel.
4. To approve the appointment of the specified Faculty personnel.
5. To approve the appointments of the specified Support personnel.
6. To approve the appointments of the specified Lecturers for the Fall 2025 Semester.
7. Appointment: Academic Chair and Coordinator
8. To approve a stipend.
9. To approve a salary adjustment for the specified grant personnel.
10. To approve the promotion of the specified confidential personnel.
11. To approve a salary adjustment for the specified confidential personnel.
12. To approve a salary increase for specified Grant-funded personnel.
13. To approve adding a position to the organizational chart to improve support for student mental health needs.
14. To approve the job descriptions for the specified positions.
15. To approve the reclassification of the following Support personnel.
16. To approve leave of absence.
17. Termination of employment of specified Grant personnel.

SITE AND FACILITIES (S/F)

1. To approve a Mutual Aid Agreement between Bergen Community College (the College) and PSE&G for the use of the College's parking lots during emergency weather and natural disaster response.

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BOARD OF TRUSTEES ACTION A/F1
Approval Date: August 5, 2025

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, 2025, to May 31, 2025,	$ 18,420.28
June 1, 2025, to June 30, 2025	$ 28,571.96

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	$ 46,992.24

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BOARD OF TRUSTEES ACTION A/F 2
Approval Date: August 5, 2025

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

Submitted By
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Dr. 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, 2025, through June 30, 2026; from EBSCO Industries, Inc. for an estimated amount of $45,000.00.

Justification
EBSCO is a leading comprehensive subscription service for periodicals for academic libraries. EBSCO has provided 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:	$35,000.00
Account Number:	10-04-490000-607765
Amount:	$10,000.00

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BOARD OF TRUSTEES ACTION A/F 3
Approval Date: August 5, 2025

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

Submitted By
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
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 Sidney Silverman Library's annual database subscriptions for the period July 1, 2025, through June 30, 2026, from LYRASIS for an estimated amount of $55,000.00.

Justification
LYRASIS provides discounted annual subscriptions of full-text electronic databases, which are available 24/7. LYRASIS is a non-profit member organization serving and supporting libraries, archives, museums, and cultural heritage organizations around the world. As a result, the College now processes its electronic resource renewals through LYRASIS, which has supported the procurement and administration of electronic information services for libraries since 2009. Additionally, LYRASIS provides discounts for annual subscriptions of full-text electronic databases which are available 24/7. See attachment for a list of proposed databases for renewal.

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:	$55,000.00

Proposed Subscriptions from LYRASIS
2025-2026

Provider	Database(s)
ABC-CLIO	World Religions - Belief, Culture & Controversy
Alexander Street	Music Online: Listening Music Reference Collection
Bloomsbury	Berg Fashion Library Bloomsbury Food Library
Digital Theatre	Database Plus
Gale	Biography in Context Opposing Viewpoints in Context
JSTOR	Community College Resource Collection
McGraw-Hill	Access Engineering
Mergent Online	Hoover's Academic
The New York Times	NYT Academic Pass
Oxford	Oxford/Grove Music
PowerNotes	PowerNotes tool
Statista	Statista Expert

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BOARD OF TRUSTEES ACTION A/F 4
Approval Date: August 5, 2025

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

Submitted By
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Dr. 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 the estimated amount of $130,000.00 to the VALE Consortium for the library's share of the cost of our electronic databases for the period of July 1, 2025, through June 30, 2026.

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 that are available 24/7 to off-campus and on-campus users. The library subscribes to databases offered through the consortium's discount program. See attachment for a 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:	$130,000.00

Proposed Subscriptions from VALE
2025-26

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

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BOARD OF TRUSTEES ACTION A/F 5
Approval Date: August 5, 2025

Resolution
To authorize the purchase of ALEKS PPL Learning Solution from McGraw Hill LLC for a three-year term through fiscal year 2028.

Submitted By
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Dr. Anthony J. Trump, Vice President of Student 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 enter into an agreement with McGraw Hill LLC for a three year term through fiscal year 2028 for the purchase of ALEKS PPL learning solution services at an estimated cost of $125,000 per year.

Justification
ALEKS PPL learning solutions is a research-based tool designed to support student success in mathematics. The tool uses adaptive technology to assess students' current knowledge levels, build individualized learning paths, and provide targeted instruction to strengthen foundational skills before the student enters a math course. This approach improves placement accuracy and gives students the opportunity to increase their readiness through personalized learning modules. Students can retake the assessment multiple times within a 12-month period at no additional cost.

To further support students during the learning process, the College offers targeted interventions such as math boot camps and tutoring aligned with the ALEKS learning modules. These interventions reinforce learning, build confidence, and help students place into college-level math courses at higher rates. The cost is fixed at $25 per student, with an estimated annual participation of 5,000 students.

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

This purchase is exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (3) (Not available from more than one supplier).

Charge to:	Testing Center
Account Number:	10-03-383000-607620
Amount:	$375,000.00 (3 Years)

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BOARD OF TRUSTEES ACTION A/F 6
Approval Date: August 5, 2025

Resolution
To authorize the purchase of managed print services provided by MRA International at an estimated cost of $65,000.00 for fiscal year 2026.

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

Action Requested
Authorization to purchase managed print services, including toner, parts, service, and maintenance, for the College's networked printer fleet from MRA International through Bergen County Cooperative Bid #22-24, Resolution #1261-24, at an estimated cost of $65,000.00 for fiscal year 2026.

Justification
As a member of the Bergen County Cooperative Purchasing System, the College is purchasing managed print services through MRA International to consolidate desktop printer support and maintenance, supply consumables, and asset inventory control for our networked printers. These services are provided through one qualified vendor, resulting in a lower total cost of ownership, optimization of current and future printer fleet, and improved printer availability.

Cooperative procurement is allowed pursuant to County College Contracts Law 18A:64A-25.10.

Charge to:	College Operating Funds
Account Number:	10-01-160100-607508
Amount:	$65,000.00

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BOARD OF TRUSTEES ACTION A/F 7
Approval Date: August 5, 2025

Resolution
To authorize the lease of six (6) Canon copiers on a 48-month term from Canon USA to replace the existing copiers whose leases have expired.

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

Action Requested
Authorization to lease six (6) Canon copiers from Canon USA on NJ State Contract # A40462_G-2075 for 48 months at a monthly lease cost of $1,070.00. Charges for copying and toner will be billed on a usage basis per month, and we will provide on-site service and repairs. The estimated total cost for 6 copiers for the 48-month lease is $51,360.

Justification
The replacement of the expired copiers is needed to maintain departmental operations. These copiers are networkable and are used to copy, print, and scan documents. These copiers are dispersed across departments in the College to provide shared printing services at a reduced cost.

Quotes were solicited from the following:

Canon U.S.A.	$51,360.00
Ricoh	$52,071.84
Xerox	$57,751.68

Purchase through NJ State Contract is allowed in accordance with County College Contracts Law 18A:64A-25.9.

Charge To:	College Operating Funds
Account Number:	10-01-160100-607508
Amount:	$51,360.00

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BOARD OF TRUSTEES ACTION A/F 8
Approval Date: August 5, 2025

Resolution
To award Public Bid P-2413 Vertical Steam Autoclave to J & B Dental Services, Inc.

Submitted By
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President & Provost, Academic Affairs
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Susan Barnard, Dean, Division of Health Professions
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
Authorization to award Public Bid P-2413 Vertical Steam Autoclave to J & B Dental Services, Inc. in the amount of $73,795.

Justification
The autoclave is critical to maintain appropriate sterilization methods for patient care. This new equipment will be replacing end of useful life equipment.

Bids were received from:

J&B Dental Services, Inc.	$73,795
Henry Schein, Inc.	$76,492
STERIS Corporation	$108,472.13

Charge to:	**Dental Hygiene Equipment**
Account Number:	**20-03-354002-604217**
Amount:	**$73,795**

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400 Paramus Road, Paramus, New Jersey 07652
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BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: August 5, 2025

Resolution
To authorize submission of the College's FY 2026 Perkins grant application to the State of New Jersey Department of Education, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents and activities.

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

Action Requested
Authorization to submit the College's Fiscal Year 2026 Perkins grant application to the New Jersey Department of Education for approximately $936,025 and authorize Dr. Eric M. Friedman, President, or his designee, to execute required documents and related activities.

Justification
The State of New Jersey Department of Education estimates Bergen Community College's Perkins Grant funding at $936,025 for Fiscal Year 2026 (July 1, 2025, through June 30, 2026). The College's application builds on the Comprehensive Local Needs Assessment conducted with key community and employer stakeholders to identify priority career and technical education (CTE) needs in Bergen County.

The proposed funding plan requires approval by the College's Board of Trustees. The funding will support priority requests for equipment, supplies, professional development activities, conference and consultant fees, and professional staff.

The equipment and services include:

- Equipment, instrumentation, and instructional supplies for the Business and Hotel Restaurant Management, Fashion Design, Music and Theater Arts, and Health Professions programs.
- CTE consultants, counseling staff, academic coaches, and other student support services staff.
- Conference, seminar, and workshop attendance for professional development and training, especially for nationally recognized credentials, nontraditional student retention, completion, and employment in high paying, high skilled, in-demand occupations.
- Industry/employer guest speakers and workplace experiences to strengthen student and staff learning and development.

No college funds are required.

The completed Perkins plan and budget are under development.

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BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: August 5, 2025

Resolution
To authorize submission of a grant application to the United States Department of Justice (DOJ) Office of Violence Against Women (OVW) for the Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

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

Action Requested
Authorization to apply to the DOJ for a $400,000.00 OVW grant for a performance period of 36 months, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification
This grant provides programs and services to address domestic violence, dating violence, sexual assault, and stalking on campus. This grant program funds institutions of higher education to develop and strengthen security and investigation strategies to combat domestic violence, dating violence, sexual assault, and stalking on campus. The grant supports developing and strengthening victim services, including prevention education and awareness to address on-campus incidents.

No Matching funds are required.

The project description and budget are in development.

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BOARD OF TRUSTEES ACTION E/SA 3
Approval Date: August 5, 2025

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

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

Action Requested
To authorize submission of an application for a FY 2026 **CRN XII** grant for $55,717.00, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification
The CRN XII grant focuses on college readiness, expands student eligibility, incorporates career pathways elements into programs, and supports college credit components such as Developmental Math, Developmental English, and English as a Second Language (ESL). Bergen's CRN program allows underrepresented students from Hackensack, Teaneck, Garfield, and other collaborating school districts to come to campus for preparatory opportunities. The grant for the upcoming year supports three primary approaches:

1. **Traditional College Ready Programs** - Include summer bridge, boot camps, or semester-long programs, and serve only students who are not yet college ready.
2. **Accelerated Learning Program (ALP)** – Allows students who are not yet college ready to enroll in a credit-bearing college course and access additional support services.
3. **Introductory Meta-Major Survey Courses** – Allow eligible participating students successfully complete their college readiness portion of the program to enroll in introductory survey meta-major courses. For example, introductory courses in STEM, health professions, and energy.

No college funds are required. The budget is in development.

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BOARD OF TRUSTEES ACTION E/SA 4
Approval Date: August 5, 2025

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

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

Action Requested
To authorize submission of **the Center of Adult Transition** grant application for the budget period 07/01/2025- 06/30/2026, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

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

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

Bergen
COMMUNITY COLLEGE
400 Paramus Road, Paramus, New Jersey 07652
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BOARD OF TRUSTEES ACTION: I-1
Approval Date: August 5, 2025

Resolution
Approval of the College's Artificial Intelligence (AI) Acceptable Use Policy.

Submitted By
Dr. Eric M. Friedman, President
Mr. Ron Spaide, Chief Information Officer
Mrs. Suzanne Wetzel, Vice President of External Affairs

Action Requested
To approve the College's Artificial Intelligence (AI) Acceptable Use Policy.

Justification
The purpose of this policy is to provide guidelines for the appropriate use of Artificial Intelligence (AI) at Bergen Community College.

See the attached policy.

Bergen Community College
Board of Trustees
Section ( )

Policy #

Effective Date:

Responsible Official:
Chief Information Officer

Artificial Intelligence (AI) Acceptable Use Policy

Policy Statement:

AI is a powerful tool that can enhance productivity and efficiency in many aspects of our business; however, it must be used responsibly and ethically to ensure the protection and privacy of our students, and employees. This policy ensures that use of AI at Bergen Community College complies with all applicable legal and ethical standards and that all steps are taken to protect Bergen Community College's confidential data.

Reason for Policy:

The purpose of this Policy is to provide guidelines for the appropriate use of Artificial Intelligence (AI) at Bergen Community College.

Who should read this Policy:

This policy applies to all Bergen Community College employees, contractors and third-party partners or vendors in the performance of their duties of or the provision of services to Bergen Community College.

Definitions:

Artificial Intelligence: Technology that enables computers and machines to simulate human learning, comprehension, problem solving, decision making, creativity and autonomy.

Generative Artificial Intelligence: A type of artificial intelligence (AI) that can create new content based on user prompts.

Policy:

AI Acceptable Use

AI tools, approved by Bergen Community College, may be used for the following purposes:

- Researching and gathering information for work-related tasks
- Assisting with writing and editing internal documents, emails, and other correspondence
- Language translation services
- Analyzing data
- Conducting market research and analysis

In addition to the AI acceptable use requirements outlined above, all use of AI must also meet the acceptable use of technology requirements outlined in Bergen Community College's Acceptable Use Policy and Data Classification Policy. All BCC policies and Code of Conduct apply equally to use of AI tools.

Access Accounts:

- All user accounts utilized in association with the AI tools must be a named account associated with the user's bergen.edu email address.
- The use of personal or shared AI service access accounts is not authorized.
- If service-type accounts are needed to interact with the AI service, they must be approved and managed by Bergen Community College's Information Technology Services (ITS).
- Employees must not give access to any AI tools approved for business use to anyone outside the College.

Using AI Technology or Services for Administrative purposes:

In no event shall an employee, or contractor, obtain or use any AI technology or service (either through a licensed/purchased tool or through open source) for administrative use without first receiving approval from ITS. No personal licensing/purchasing of agreements for AI technology or services are authorized for Bergen Community College use. All licenses/purchases and agreements must be owned by Bergen Community College and under contract terms with Bergen Community college.

Using AI Technology or Services for Pedagogical purposes:

Faculty may use AI tools to support teaching, learning, and curriculum development, provided such use complies fully with the College's Data Classification & Handling Policy. This includes strict adherence to existing restrictions on entering personally identifiable information (PII), or

other sensitive data into systems that have not been explicitly approved and secured by the College. The use of AI for pedagogical purposes should be consistent with the policies and guidance established by the course's academic department.

Disable Learning Requirement:

When utilizing a third-party approved AI service, you must opt-out of allowing that service to use any data input, including Bergen Community College student, employee, vendor or contractor data, and output to train or improve the AI model. All contracts with AI service providers must contain the same restrictions on the use of data input and output to train the AI model. If the service or solution does not provide this option, it is not authorized for use under this policy unless otherwise approved by ITS.

Data Usage:

In addition to any restrictions on the use of data set forth in this Policy, all use of Bergen Community College Private or Confidential Information must adhere to the college's Data Classification Policy. In using any AI tool, employees must not upload or share any confidential, proprietary, or protected data, including data related to employees or students. Employees must ensure any AI tool does not release confidential information to a third party.

Output:

All generative AI output data shall be reviewed by a human for accuracy, quality, and bias before use.

AI Prohibited Use:

The following is a non-exhaustive list of AI usage that is prohibited.

Illegal and Unethical Use: Utilizing AI services to engage in or facilitate activities that are not permitted under any applicable laws, are fraudulent or otherwise unethical, as determined by Bergen Community College in its sole discretion, or any other conduct violating applicable laws and regulations is strictly prohibited. AI tools may not be used in any manner which violates any state, local or federal laws or regulations, licenses or contracts, or any other BCC policy, including but not limited to: cyber security, software licenses, copyrights, civil rights laws, and BCC Code of Conduct.

Impersonation and Misrepresentation: The use of AI services to impersonate another individual or entity, create false identities, or misrepresent the source or nature of any communication, content, or data is prohibited.

Intellectual Property Rights Infringement: Using AI services to access, use, copy, create, distribute, or promote any content that infringes upon the intellectual property rights of Bergen Community College or other entities, including copyright, trademark, and patent violations is prohibited.

AI Security Degradation: Intentionally interfering with or disrupting the functionality, security, or performance of any AI service, either through the introduction of malware, exploitation of a vulnerability or by any other means is prohibited.

Use of AI to Bypass Security: Conversely, using or attempting to use AI services to interfere with or disrupt the functionality, security, or performance of any Bergen Community College's services, systems, data, or related assets is prohibited.

Unauthorized Access: Using an AI service to gain, or attempt unauthorized access to any Bergen Community College service, system, or data is prohibited.

Bias and Discrimination: Intentionally introducing or perpetuating biased or discriminatory behavior into AI services utilized by Bergen Community College, either through biased data input or by explicitly programming such behavior, is prohibited. Employees may not use AI tools in any manner which is harassing, discriminatory, obscene, libelous, or threatening.

False or Misleading Content: Utilizing AI services to create, distribute, or promote AI-generated deep fakes or content meant to mislead, disseminate disinformation, manipulate opinion, or any other activity used for deception, harm, or malicious intent is prohibited.

Enforcement:

This policy is intended to comply with and augment the BCC Student/Employee Code of Conduct and all local, state, and federal laws. Individuals who violate any part of the policy will be subject to college disciplinary action (in accordance with all applicable collective bargaining agreements). Access to select or all BCC resources may be revoked during the investigation of an alleged violation, or a finding of violation of this policy.

Related Documents/Policies:

- Data Classification and Handling Policy
- IT Acceptable Use Policy

Policy History (adopted/amended):

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BOARD OF TRUSTEES ACTION P1
Approval Date: August 5, 2025

Resolution
To approve the specified personnel separations.

Submitted By
Dr. Eric M. Friedman, President
Mr. David Borzotta, Associate Vice President of Safety and Security
Mr. Nathaniel Saviet, Vice President of Facilities
Dr. Anthony J. Trump, Vice President of Student Affairs
Ms. Sarah Riker, Associate Director of Human Resources

Justification:
To accept the separation of the following individuals:

	Name	Reason	Position/Department/Division/Unit	Effective Date
1.	Mackenzie Chery	Resignation	Custodian/Facilities/Support	06/25/2025 (retroactive)
2.	Karla Muchotrigo	Resignation	Public Safety Officer/Safety and Security/Support	06/27/2025 (retroactive)
3.	Kyran Guerra	Resignation	Public Safety Officer/Safety and Security/Support	07/15//2025 (retroactive)
4.	Gemma Figaro	Retirement	Assistant Professor/Humanities/ Academic Affairs/Faculty	07/01/2025 (retroactive)
5.	Donna Collins	Retirement	Office Assistant/Student Support Services/Support	08/01/2025 (retroactive)
6.	Santo Fusco	Retirement	Senior Public Safety Officer/Safety and Security/Support	09/01/2025
7.	Catherine Malone	Retirement	Professional Assistant/Student Support Services/Student Affairs/Faculty	10/01/2025
8.	Lynne Mandel	Retirement	Financial Aid Specialist/ Student Affairs/Professional	10/01/2025

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BOARD OF TRUSTEES ACTION P2
Approval Date: August 5, 2025

Resolution
To approve the appointment of the specified Confidential personnel.

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

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

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Date
1.	Ebony Williams	Director of Financial Aid and Compliance/Student Affairs	Executive	$112,500.00	09/02/2025
2.	Henry Cabrera	Assistant Director of Student Financial Services/Finance	Confidential	$80,000.00	08/11/2025
3.	Esteban Ramirez-Orta	Assistant Dean of Nursing/ Health Professions/Academic Affairs	Confidential	$101,000.00	09/02/2025
4.	Julia DeJesus	Success Coordinator/Student Affairs	Confidential	$55,000.00	08/18/2025

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

Charge to:
College Operating Funds in accordance with the list below:
1. 10-02-243100-601110
2. 10-01-140600-601110
3. 10-03-352000-601110
4. 10-02-242100-601120

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BOARD OF TRUSTEES ACTION P3
Approval Date: August 5, 2025

Resolution
To approve the appointments of the specified Professional personnel.

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Sarah Riker, Associate Director of Human Resources

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

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Date
1.	Nelida Capellan	Assistant Director of Financial Aid/Student Affairs	Professional	$82,000.00	09/02/2025
2.	Allison White	Coordinator of Environmental Health and Safety/Facilities	Professional	$80,000.00	08/18/2025

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

Charge to:
College Operating Funds in accordance with the list below:
1. 10-02-243100-601110
2. 10-06-610100-601135

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BOARD OF TRUSTEES ACTION P4
Approval Date: August 5, 2025

Resolution
To approve the appointments of the specified Faculty personnel.

Submitted By
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested
To approve the appointments of the following individuals to the vacant positions and annual salaries:

	Name	Position/Department/Division	Unit	Salary (pro-rated)	Effective Date
1.	Erin Andersen	Associate Professor/English/ Humanities	Faculty	$83,778.00	09/02/2025
2.	Polikseni Hysi	Assistant Professor/Dental Hygiene/ Health Professions	Faculty	$76,266.00	09/02/2025
3.	Alexander Chan	Assistant Professor/Communications/ Humanities	Faculty	$78,167.00	09/02/2025
4.	Maria Chano	Assistant Professor/Cybersecurity/ Math Science and Technology	Faculty	$73,755.00	09/02/2025
5.	Tara Snyder	Assistant Professor/Biology/ Math, Science and Technology STEM (Student Research Center)	Faculty	$76,329.00	09/02/2025
6.	Bernadett Szasz	Assistant Professor/ Biology/Math, Science and Technology	Faculty	$76,574.00	09/02/2025

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

Charge to:
College Operating Funds in accordance with the list below:
1. 10-03-362003-601120
2. 10-03-354003-601120
3. 10-03-362003-601120
4. 10-03-396500-601120
5.-6. 10-03-351002-601120

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BOARD OF TRUSTEES ACTION P5
Approval Date: August 5, 2025

Resolution
To approve the appointments of the specified Support personnel.

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Ms. Sarah Riker, Associate Director of Human Resources

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

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Date
1.	Victor Apena Encarnacion	Custodian/Facilities	Support	$42,500.00	08/18/2025
2.	Rickey Davis	Custodian/Facilities	Support	$42,500.00	08/18/2025
3.	Luis Rodriguez-Ayala	Custodian/Facilities	Support	$42,500.00	08/18/2025

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

Charge to:
College Operating Funds:
1.-3. 10-06-620100-601135

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BOARD OF TRUSTEES ACTION P6
Approval Date: August 5, 2025

Resolution
To approve the appointments of the specified Lecturers for the Fall 2025 Semester.

Submitted By
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested
To approve the appointment of the following individuals as Lecturers for the Fall 2025 semester at the salary indicated:

Name	Discipline/Division	Salary
Sammy Alkhalili	College Mathematics/Math, Science and Technology	$24,234.76
Jennifer Campenot	Biology/Math, Science and Technology	$24,234.76
George Chudyk	Computer Science/Math, Science and Technology	$24,234.76
Jared DeBenedictus	WEX/Health Professions	$24,234.76
Joseph Deluccia	Communications/Humanities	$24,234.76
Onat Drew	Chemistry/Math, Science and Technology	$24,234.76
Graham Elliot	Performing and Visual Arts/Humanities	$24,234.76
Jared Gallegos	College Mathematics/Math, Science and Technology	$24,234.76
Nirosha Gamalath	Biology/Math, Science and Technology	$24,234.76
Jamila Haramuniz	Developmental Mathematics/Math, Science and Technology	$24,234.76
Goli Kocharian	Dental Hygiene/Health Professions	$23,081.15
Denise Melvin	Communications/Humanities	$24,234.76
Michael Mikhaiel	Physical Science/Math, Science and Technology	$24,234.76
Antoinette Mucha	Dental Hygiene/Health Professions	$23,081.15
Jose Orozco Rodriguez	College Mathematics/Math, Science and Technology	$24,234.76
Noreen Petraitis	English/Humanities	$24,234.76
Michelle Prezioso	English/Humanities	$24,234.76
Philip G. Ross III	WEX/Health Professions	$24,234.76
Matthew Stokes	English/Humanities	$24,234.76
Priya Swaminathan	Physical Science/Math, Science and Technology	$24,234.76
Myung Hee Yoon	Developmental Mathematics/Math, Science and Technology	$24,234.76

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

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BOARD OF TRUSTEES ACTION P7
Approval Date: August 5, 2025

Resolution
Appointment: Academic Chair and Coordinator

Submitted By
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested
To appoint the individual listed below to the position of Academic Chair at the stipend and release time shown for the period July 1, 2025 - June 30, 2026.

ACADEMIC CHAIR

Name	Department//Division	Annual Stipend	Annual Release Time
Ronda Drakeford	Hotel and Restaurant Management/ Business and Social Sciences	$3,000	13 credit hours

Action Requested
To appoint the individual listed below to the position of Academic Coordinator at the stipend and release time shown for the period July 1, 2025 - June 30, 2026

ACADEMIC COORDINATOR

Name	Department/Division	Annual Stipend	Annual Release Time
Mary Bays	Fashion Design/Humanities	$1,500	11 credit hours

Justification
To appoint Academic Department Chairs and Program Coordinators in accordance with the agreement with the Bergen Community College agreement with the BCCFA, Article XXI of the BCCFA contract.

Charge To: Academic Division

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BOARD OF TRUSTEES ACTION P8
Approval Date: August 5, 2025

Resolution
To approve a stipend.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Anjali Thanawala, Director, Grants Administration
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested
To approve stipends for the following individual for assuming additional grant responsibilities.

Name	Position/Division	Unit	Monthly Amount	Effective Date (retroactive)
1. Edward Sanchez	Project Manager, B2B/Grant Administration	Grant	$500.00	07/01/2025 - 04/30/2026
2. Edward Sanchez	Project Manager, NextGen/Grant Administration	Grant	$1,000.00	07/01/2025 - 06/30/2026

Justification
1. This continuation of stipend is for additional responsibilities taken on as the Site Coordinator for the NSF Bridges to Baccalaureate (B2B) Grant. This role demands a considerable time commitment and involves critical tasks essential to the success of the program. These tasks include but are not limited to recruiting students for research opportunities, facilitating transfer visits to four-year colleges, and providing ongoing mentoring for students pursuing STEM and other degree programs.
2. This stipend is for additional responsibilities taken on to effectively administer the NEXTGen Grant. Responsibilities include but are not limited to managing activities with two partner organizations and ensuring the successful execution of all grant-related tasks. This payment is contingent upon the continued availability of funds.

Charge to:
Grant Funds in accordance with the list below:
1. 50-03-582900-601153
2. 50-04-570700-601153

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BOARD OF TRUSTEES ACTION P9
Approval Date: August 5, 2025

Resolution
To approve a salary adjustment for the specified grant personnel.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested
To approve a salary adjustment for the following individual at the annual salary indicated.

	Name	Position/Division	Unit	Salary	Effective Date (retroactive)
1.	Olivia Sanchez	Bilingual Academic Advisor, Title V/ Student Affairs	Grant	$55,000.00	07/01/2025

Justification
Salary adjustment to align with the approved Title V grant budget.

Charge to:
Grant Funds in accordance with the list below:
1. 50-04-519000-601110

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BOARD OF TRUSTEES ACTION P10
Approval Date: August 5, 2025

Resolution
To approve the promotion of the specified confidential personnel.

Submitted By
Dr. Eric M. Friedman, President
Ms. Sarah Riker, Associate Director of Human Resources

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

	Name	Position/Division	Unit	Salary (prorated)	Effective Date
1.	Dr. Tonia McKoy	Assistant Vice President of Research and Institutional Effectiveness	Executive	$135,000	8/5/25

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

Charge to:
College Operating Funds in accordance with the list below:
1. 10-01-189100-601110

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BOARD OF TRUSTEES ACTION P11
Approval Date: August 5, 2025

Resolution
To approve a salary adjustment for the specified confidential personnel.

Submitted By
Dr. Eric M. Friedman, President
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested
To approve a salary adjustment for the following individual at the annual salary indicated.

	Name	Position/Division	Unit	Salary	Effective Date
1.	Ellianne Gallardo	Vice President of Human Resources and Organizational Development/Human Resources	Executive	$142,500.00	08/06/2025

Justification
Salary adjustment

Charge to:
College Operating Funds in accordance with the list below:
1. 10-01-126100-601110

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BOARD OF TRUSTEES ACTION P12
Approval Date: August 5, 2025

Resolution
To approve a salary increase for specified Grant-funded personnel.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested
To approve a 3.15 % increase to the base salaries of the following grant-funded personnel for the period of July 1, 2025 through June 30, 2026.

Name	Position
Randi Greene	Consortium Grant Manager and Compliance Officer

To approve a 3.00 % increase to the base salaries of the following grant-funded personnel for the period of July 1, 2025 through June 30, 2026.

Name	Position
Hilda Buitrago	Project Director, Bergen Rebounds
Aida Castro-Henix	Assistant Director, EOF
Francis Corrigan	Forensic Lab Technician
Raysa Creque	Personal Counselor
Eirann Ingersoll	Technical Theatre Supervisor
Dorothea Jackson	EOF Recruiter
Julian Molina	CTE Career Development Coordinator
Edward Sanchez	Project Manager USDA

To approve a 1.5 % increase to the base salary of the following grant-funded personnel for the period of July 1, 2025 through June 30, 2026.

Name	Position
Danny Ramos	Research Analyst
Olivia Sanchez	Bilingual Academic Advisor

Justification
To increase grant-fund salaries for the period from July 1, 2025, to June 30, 2026.

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BOARD OF TRUSTEES ACTION P13
Approval Date: August 5, 2025

Resolution
To approve adding a position to the organizational chart to improve support for student mental health needs.

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

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

	Title	Department/Division	Unit
1.	Mental Health Support Specialist	Student Support Services/Student Affairs	Professional

Justification
1. To approve a position to the Organizational Chart that will support the Mental Health of the students.

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BOARD OF TRUSTEES ACTION P14
Approval Date: August 5, 2025

Resolution
To approve the job descriptions for the specified positions.

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

Action Requested:
To approve the following action:

	Title	Action	Unit
1.	Mental Health Support Specialist	New Job Description	Professional
2.	Enrollment Services Generalist	New Job Description	Support

Justification
1. To provide a job description that meets the scope and responsibility of the positions.

BERGEN COMMUNITY COLLEGE
JOB DESCRIPTION

TITLE: **Mental Health Support Specialist**
DEPARTMENT: Student Affairs-Wellness, Personal Counseling and Health Services

FUNCTION: The primary purpose of the Mental Health Support Specialist is to participate as a member of the mental health team providing care to assigned veteran and non-veteran students under the direct supervision of the Assistant Vice President Student Affairs.

MAJOR RESPONSIBILITIES:

- Provides mental health counseling to BCC students using evidence-based modalities.
- Responds to on campus urgent and emergency mental health situations and provide assessment and crisis intervention as needed.
- Develops and deliver outreach programs and workshops to students, staff and faculty to enhance awareness and knowledge of mental health issues and resources.
- Facilitates psychoeducational and support groups on topics such as coping skills, mindfulness, self-care, grief, etc.
- Establishes on campus support groups.
- Participates in case consultations with other personal counselors.
- Maintains accurate and timely documentation of counseling sessions and student progress.
- Collaborates with community mental health resources to promote student well-being and refer students who require a higher level of care as needed.
- Performs additional job-related tasks as directed by the supervisor.

QUALIFICATIONS:

- Master's degree in Counseling, Social Work or related field.
- Licensed as a LPC or LCSW
- Minimum of two years of counseling experience.
- Bilingual Spanish/English preferred

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Submitted by: E-SIGNED by Jennifer Migliorino on Apr 16, 2025 20:27:41:41 GMT Date: April 16, 2025
Name/Title

Approved by: E-SIGNED by Anthony Trump on Apr 17, 2025 00:32:08:08 GMT Date: April 17, 2025

Reviewed by: Name/Title
E-SIGNED by Sarah Riker
on Apr 17, 2025 16:18:29:29 GMT
Human Resources

Date: April 17, 2025

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

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Enrollment Services Generalist (Support Staff)

DEPARTMENT: One Stop - Division of Student Affairs

FUNCTION: Under the supervision of the Assistant Director of Enrollment Services or designee, the Enrollment Services Generalist is cross-trained in basic tier one service-related concerns in BCC's One-Stop Center. The One-Stop Enrollment Services Generalist provides support and is knowledgeable of basic functions related to enrollment, registration, student records, student financial aid, scholarship programs, placement testing, advising, college life, career services, on-line resources, and academic support services.

REPORTS TO: Assistant Director of Enrollment Services

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

1. Student Engagement and Support:
   - Serves as the primary point of contact for students, parents, and visitors who come to the Enrollment Services One-Stop Center.
   - Responds to inquiries via in-person, phone, email, and text/chat, offering comprehensive and accurate information regarding admission procedures, registration, and financial aid. Maintains records of all interactions through appropriate software.
   - Engages in initial front facing interactions with students and parents. Provides the highest level of customer service in assisting students with the desired service when entering the One Stop.
   - Demonstrates a working knowledge of other College departments and their functions to ensure students are aware of academic support services, counseling, and extracurricular activities.
   - Assesses students' needs and queues them accordingly in the Q-Flow Student System.
   - Maintains records of students served and services through the Q-Flow Student System.

2. Admissions and Testing:
   - Assists students in the enrollment process by providing basic application assistance and information regarding placement testing, waivers, multiple measures, etc.
   - Provides support for the administration and proctoring of tests within the One-Stop.
   - Provides basic information on BCC policies related to transfer, readmission, stop-outs, visiting, non-degree, and high school students.

3. Advising, Career, Transfer, and Guidance:
   - Conducts academic advising, career, and transfer screenings, ensuring students are appropriately queued to advisors/counselors.
   - Assists students in selecting course sections and understanding basic advising and general education requirements.

4. Registration, Documentation, and Record Management:
   - Provides basic registration assistance to students.

- Maintains accurate and organized student records and performs scanning and verification of documents as needed.
- Reviews and processes enrollment-related paperwork, ensuring its accuracy and timeliness.
- Processes Laserfiche forms including but not limited to: Remote Registration Forms, Withdrawal Forms, Change of Student Data Forms, Enrollment Verification Forms

5. Financial Aid and Scholarship Support:
   - Possesses a strong understanding of the financial aid application process, including the ability to explain eligibility requirements, provide basic award information, and collect required documentation from students.
   - Provides basic information about scholarship opportunities.

6. Payment and Billing:
   - Offers support for students regarding tuition, fees, payment options, and payment deadlines and refers to the Bursar as necessary.
   - Assists students in setting up payment plans and utilizing self-service payment methods.

7. Technology and Systems:
   - Proficiently uses enrollment-related software and databases to access and update student information (Ellucian Colleague, self-service, etc.).

8. Continuous Improvement:
   - Participates in internal College training and professional development opportunities to stay updated on enrollment services policies, procedures, and regulations.
   - Collaborates with supervisors to proactively identify areas for process improvement and suggest enhancements to streamline the enrollment process and enhance the student experience.
   - Maintains knowledge of college policies and procedures and remains current in knowledge of deadlines and general college policies/protocol that relate to financial aid, tuition payment, testing, class registration, add/drop and withdrawal from classes.

9. Performs other related duties and attends functions as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities: Demonstrates understanding of the community college mission and practices a policy of inclusion. Able to communicate effectively with a diverse population. Exhibits proficiency in all aspects of Microsoft Office suite, Ellucian's Colleague, and other software that serves students and stakeholders. Committed to assisting students and providing awareness to the community all while striving to provide excellent customer service. Displays strong interpersonal and communication skills, with a high level of empathy and active listening. Displays knowledge of enrollment services processes and regulations and exhibits proficiency in using enrollment-related software and databases. Able to manage multiple tasks, perform well under pressure, meet deadlines, and adapt to changing technology and procedures.

Exhibits strong skills in:

- Problem Solving
- Organization with Attention to Detail

- Technology
- Interpersonal Interactions
- Customer Service
- Collaboration
- Oral and Written Communication
- Collaboration and Teamwork
- Student Centeredness
- Learning New Processes and Technologies Quickly
- Ability to Plan, Organize and Report on Outcomes

Flexible schedule to meet department needs. Some evening, weekends and extended hours may be required.

Education: Associate's degree required

Experience: Experience in an educational environment, or in the private business sector with specific experience in customer services (preferably student services) is preferred.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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BOARD OF TRUSTEES ACTION P15
Approval Date: August 5, 2025

Resolution
To approve the reclassification of the following Support personnel.

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

Action Requested
To approve the reclassification of the following individuals:

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Date
1.	Tabatha Jones	Enrollment Services Generalist, Student Affairs	Support	$59,113.34	8/16/25
2.	Lucia Mistretta	Enrollment Services Generalist, Student Affairs	Support	$47,393.22	8/16/25
3.	Vanessa Pusey	Enrollment Services Generalist, Student Affairs	Support	$52,072.61	8/16/25
4.	Meaghan Verile Taylor	Enrollment Services Generalist, Student Affairs	Support	$67,717.83	8/16/25

Justification

To reflect updated responsibilities that align with the needs of the College.

Charge to:

College Operating Fund 10-02-268100-601130

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BOARD OF TRUSTEES ACTION P16
Approval Date: August 5, 2025

Resolution
To approve Leave of Absence

Submitted By
Dr. Eric M. Friedman, President
Mr. David Borzotta, Associate Vice President of Safety and Security
Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested
To approve the Leave of Absence, without pay, for the following individuals from the positions listed below, effective dates as indicated:

	Name	Position/Division/Bargaining Unit	Effective Dates (retroactive)
1.	Charlmaine Dunbar	Financial Aid Specialist/Student Affairs/Professional	03/25/2025 – 12/08/2025 Revised end date, unpaid with no benefits
2.	Luis Velasco	Senior Public Safety Officer/Safety and Security/Support	06/19/2025 – 12/27/2025 Unpaid FMLA with no benefits
3.	Bonnie Rodriguez	Senior Financial Aid Specialist/ Student Affairs/Professional	08/06/2025 – 09/22/2025 Unpaid FMLA with benefits
4.	Lucia Mistretta	Senior Registration Assistant/ Student Affairs/Support	08/21/2025 – 09/24/2025 Unpaid FMLA with benefits
5.	Genesis Avellaneda	Administrative Assistant/Continuing Education and Workforce Development/ Support	04/24/2025 – 08/10/2025 Revised end date, Unpaid non-FMLA with no benefits
6.	Julian Molina	CTE Career Development Coordinator/Student Affairs/Grant	06/30/2025 – 10/10/2025 Unpaid FMLA with no benefits

Justification
1.-5. Medical Leave
6. Paternity Leave

Bergen
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BOARD OF TRUSTEES ACTION P17
Approval Date: August 5, 2025

Resolution
Termination of employment of specified Grant personnel.

Submitted By
Dr. Eric M. Friedman, President
Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested
To approve the termination of the following individuals in the positions indicated below:

	Name	Position/Division	Unit	Effective Date (retroactive)
1.	Elizabeth Gieske DeFeo	Project Director/Continuing Education and Workforce Development	Grant	07/10/2025
2.	Mounira Gad	Program Supervisor/Continuing Education and Workforce Development	Grant	07/10/2025

Justification
1.-2. Separation of employment of grant-funded individuals due to the termination of the ABE/DOL grant.

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BOARD OF TRUSTEES ACTION S/F 1
Approval Date: August 5, 2025

Resolution
To approve a Mutual Aid Agreement between Bergen Community College (the College) and PSE&G for the use of the College's parking lots during emergency weather and natural disaster response.

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

Action Requested
Authorization to enter into a Mutual Aid Agreement between Bergen Community College and PSE&G to allow temporary use of designated parking areas as a staging location for PSE&G utility vehicles, equipment, and personnel in the event of a natural disaster or severe weather emergency.

Justification
This Mutual Aid Agreement with PSE&G allows temporary use of designated parking areas at the College as a staging location for vehicles, equipment, and personnel in the event of a natural disaster or severe weather emergency. The agreement will support emergency response operations and regional service restoration efforts, and will include provisions for site coordination, liability management, and post-use restoration. During emergency events, the ability to pre-position or rapidly deploy crews and resources is critical to minimizing service disruptions to the College, homes, businesses, and vital community infrastructure. The College is uniquely positioned to assist in these efforts by making available specific parking areas while maintaining minimal disruption to institutional operations during the emergency period.

No College funds are required.