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

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

Tuesday, January 9, 2024 – 5:00 p.m.

I. Call to Order

II. Open Public Meetings Act Statement

III. Roll Call

IV. Pledge of Allegiance

V. Reports:
- A. Vice Chairman
- B. Secretary
- C. Treasurer
- D. President
  - ❖ Remarks
  - ❖ Presentation: Exceptional Service Awards
    - Dr. Stafford Barton
    - Ms. Mine' Ugurlu
    - Dr. John Cichowski
- 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, November 21, 2023
- B. Consent Agenda: Tuesday, January 9, 2024

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BOARD OF TRUSTEES
PUBLIC MEETING

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

Tuesday, January 9, 2024 – 5:00 p.m.

X. Executive Session – Personnel Matter

XI. (New Business/Open to the Public)

XII. Adjournment

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CONSENT AGENDA

Tuesday, January 9, 2024
Paramus Campus – Technology Building – Conference Rooms B and C
5:00 p.m.

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

Approval of Board Minutes – Tuesday, November 21, 2023

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize the purchase of a 2024 Ford Utility Vehicle and Marked Police Interceptor for the Public Safety Department from Cherry Hill Winner Ford. This purchase is in the amount of $55,131.00 bought through NJ State Contract #20-FLEET-01189.
3. To authorize entering into a shared services agreement with the County of Bergen (the County) to use the Bonfire e-Procurement software to conduct and manage public bids and request for information activities.
4. To authorize the sale of one (1) surplus College vehicle to the highest bidder at the County of Bergen Online Auction.
5. Approving a settlement agreement with Kalas Heating & Cooling, Inc. ("Kalas"), in the amount of $25,000. This settlement resolves the claims in Kalas' Complaint, filed in the New Jersey Superior Court, Law Division (Bergen County), with respect to Kalas' demand for payment for certain HVAC services it claimed to have performed for the College, in or around October 2022.

EDUCATION AND STUDENT AFFAIRS

1. To authorize submission of an application for the Opportunity Innovation Grant from the New Jersey Office of the Secretary of Higher Education (NJ OSHE) for Fiscal Year 2024, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
2. To authorize submission of a grant application for $450,000 to the New Jersey Department of Labor and Workforce Development under the **Pre- Apprenticeship Career Education (*PACE)* *Program***, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
3. To authorize submission of a grant application for $175,000 to **the Bergen County Division of Community Development (BCDCD)** for **Community Development Block Grant (CDBG)**, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

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CONSENT AGENDA

Tuesday, January 9, 2024

PERSONNEL (P)

1. Separations
2. Appointment: Stipends
3. Appointment: Academic Chairs and Program Coordinators/Faculty
4. Appointments – Support
5. Appointments – Confidential and Grant Funded
6. Promotions
7. Merit Award Program for Support Staff and Professional Staff
8. Approve: De-obligation of Positions
9. Changes to Organizational Chart

SITE AND FACILITIES (S/F)

1. To reject the sole bid submitted for Public Bid P-2386 for New Site Irrigation and Well Pump Replacement.
2. To award a contract for professional services to NK Architects to create a 2021-2031 Master Plan update addendum document to supplemental the current 2021-2031 Master Plan.
3. To award a professional services contract to H2M Architects & Engineers to prepare plans and specifications for the replacement of the Emergency Generator in the Health Professions Building.

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

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

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

Action Requested
Approval for payment of the following legal vouchers:

DeCotiis, FitzPatrick, Cole & Giblin. LLP.

October 1, 2023, to October 31, 2023,	$ 20,308.73
November 1, 2023, to November 30, 2023,	$ 31,094.00

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	$ 51,402.73

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

Resolution
To authorize the purchase of a 2024 Ford Utility Vehicle and Marked Police Interceptor for the Public Safety Department from Cherry Hill Winner Ford. This purchase is in the amount of $55,131.00 bought through NJ State Contract #20-FLEET-01189.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. David Borzotta, Associate Vice President Public Safety and Security
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
Authorization to purchase a 2024 Ford Utility Vehicle and Police Interceptor for $55,131.00 through Cherry Hill Winner Ford to reinforce the fleet of vehicles in the Public Safety Department.

Justification
The College's Public Safety Department requires a robust vehicle fleet to satisfy day-to-day operational needs. The vehicle's emergency lights, sirens, and decals are best equipped for situations involving emergency response, traffic control, security patrols, general compliance with the College's motor vehicle regulations, and other security concerns.

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

Charge To:	Chapter 12 (Ordinance 23-18 Public Safety)
Account Numbers:	20-00-181502-604205
Total:	$55,131.00

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

Resolution
To authorize entering into a shared services agreement with the County of Bergen (the County) to use the Bonfire e-Procurement software to conduct and manage public bids and request for information activities.

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

Action Requested
To authorize entering into a shared services agreement with the County to use the Bonfire e-Procurement software for the 18-month period from January 2024 through June 2025.

Justification
The County uses Bonfire, a full featured e-procurement platform, to manage its bid processes. The College can leverage the licenses secured by the County to similarly manage request for proposals (RFP) and related processes. The system will allow the College to leverage this e-procurement platform to increase collaboration opportunities for purchases of goods and services and take advantage of larger aggregate buying power.

The Purchasing Department seeks to improve the College's procurement processes, bid and RFP management, and reduce the need to distribute and receive printed materials. This process change will reduce paper use and improve efficiencies. The Bonfire software digitizes uploaded documents and transforms them into complete Bid or RFP packets. The Bonfire system will be accessible from the Bergen Community College website.

The College can leverage this system at no cost until June 2025. Thereafter, no later than March 1, 2025, the College will notify the County of Bergen if an extension of the agreement is desired. At such time the County of Bergen will establish pricing for the College and offer an amended shared services agreement.

The Uniform Shared Services and Consolidation Act allows for any local unit to enter into an agreement with any other local unit or units to provide or receive mutually beneficial services that either party is empowered to provide.

Funding: No College funds are required.

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

Resolution
To authorize the sale of one (1) surplus College vehicle to the highest bidder at the County of Bergen Online Auction.

Submitted by
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Andrew Tomko, Interim Vice President of Academic Affairs

ACTION REQUESTED:
Authorization to sell one (1) surplus College vehicle to the highest bidder at the County of Bergen Auction, which will be an Online Auction. The vehicles to be included are:

Year and Model
Club Car Custom Utility Vehicle

JUSTIFICATION:
The County of Bergen conducts auto auctions periodically to sell used vehicles to the general public. This vehicle is currently not operational, and it has been taken out of service due to poor mechanical condition. The vehicle will have to be towed by the County to the auction site.

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BOARD OF TRUSTEES ACTION A/F5
Approval Date: January 9, 2024

Resolution
Approving a settlement agreement with Kalas Heating & Cooling, Inc. ("Kalas"), in the amount of $25,000. This settlement resolves the claims in Kalas' Complaint, filed in the New Jersey Superior Court, Law Division (Bergen County), with respect to Kalas' demand for payment for certain HVAC services it claimed to have performed for the College, in or around October 2022.

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

Action Requested
Approval of a settlement agreement with Kalas, in the amount of $25,000, concerning Kalas' claim for payment with regard to five (5) outstanding invoices for HVAC work, totaling $31,025.49.

Justification
On October 4, 2023, the College was served with a Complaint filed by its former HVAC contractor (Kalas). Kalas sought relief in the amount of $31,025.49.

During pre-suit negotiations, the College and legal counsel disputed the claims in the Complaint. In that regard, we highlighted Kalas' deficiencies in providing contract documentation, including, but not limited to, failing to provide invoices and receipts to support parts and material costs; certificates and licenses for personnel; and certification of payroll.

Given the disputed facts, together with the costs of continuing litigation and defending the case, it is in the College's best interest to settle the matter. Kalas has agreed to dismiss its Complaint, in exchange for the payment of $25,000, in full and final settlement of the matter.

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BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: January 9, 2024

Resolution

To authorize submission of an application for the Opportunity Innovation Grant from the New Jersey Office of the Secretary of Higher Education (NJ OSHE) for Fiscal Year 2024, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By

Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Anthony J. Trump, Vice President of Student Affairs
Dr. Jennifer Migliorino-Reyes, Assistant Vice President, Student Affairs
Ms. Tracy Rand, Sr. Director of Student Access
Dr. Anjali Thanawala, Director of Grants Administration

Action Requested

To approve submission of an application for the Fiscal Year 2024, second-round cycle of the Opportunity Innovation Center for Adult Transition grants for an estimated amount of $170,000 from NJ OSHE, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

In January 2022, Governor Murphy signed into law P.L. 2021 c.425, which requires all New Jersey county colleges with state appropriations in excess of $4.5 million to operate adult centers for transition of individuals with intellectual and developmental disabilities. These centers provide individuals up to age 24 with access to additional support services and resources necessary to successfully transition from secondary school to postsecondary education, adult employment, and pursue opportunities for independent living and skills improvement. The types of support available through this grant include programs, resources, and wrap-around support services such as mentoring, job coaching, and skill training. This Fiscal Year FY2024 second-round grant will continue and expand services that began with the first-round grant award of $269,620.94. The performance period for this funding is through June 30, 2024.

No college matching funds are required.

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BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: January 9, 2024

Resolution
To authorize submission of a grant application for $450,000 to the New Jersey Department of Labor and Workforce Development under the **Pre-Apprenticeship Career Education (PACE) Program**, 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
Ms. Cinzia D'Iorio, Vice-President Continuing Education and Workforce Development
Dr. Anjali Thanawala, Director Grants Administration

Action Requested
To authorize submission of a grant application to the New Jersey Department of Labor and Workforce Development under the **Pre-Apprenticeship Career Education (PACE) Program**, and authorize Dr. Eric M. Friedman, President, or his designee, to execute required documents.

Justification
This grant's primary goal is to increase opportunities for upward mobility and economic fairness for a broad range of participants. The funds from this grant will assist the College's Continuing Education Division to fulfill the following objectives:

1. Create a pipeline of qualified individuals that move from pre-apprenticeship programs to registered apprenticeship, employment, and/or post-secondary career pathways.
2. Expand Registered Apprenticeship opportunities to underrepresented, disadvantaged, or low-skill populations.
3. Contribute to developing a highly skilled workforce that possesses the qualifications demanded by industries such as Advanced Manufacturing, Information Technology, Cyber Security, Health Care, Construction and Building Trades, and Early Childhood Services.

The performance period of this grant is 18 months.

No college 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: January 9, 2024

Resolution
To authorize submission of a grant application for $175,000 to **the Bergen County Division of Community Development (BCDCD**) for **Community Development Block Grant (CDBG)**, 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
Mr. Nathaniel Saviet, Vice-President Facilities
Dr. Anjali Thanawala, Director Grants Administration

Action Requested
To authorize submission of a grant application to the BCDCD for a Community Development Block Grant (CDBG), and to authorize Dr. Eric M. Friedman, President, or his designee, to execute required documents.

Justification
This grant's primary goal is to address important community needs, including accessibility improvements for people with disabilities. Bergen Community College's Master Plan identifies accessibility and wayfinding concerns as areas for additional focus in and around the College's campus. The College's proposed project will provide replacement signage to mitigate deficiencies in existing signs for visually impaired students, faculty, and staff, reducing the level of disorientation experienced by on-campus persons who do not have access to these accessibility signs. The College will establish a database to track and maintain accurate, up-to-date room signage information, including room numbers, room assignments, and occupant names and titles. These and other innovations will more effectively reflect the technological environment that best serves the College's current needs.

No college matching funds are required.

The project description and budget are in development.

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

Resolution
Separations

Submitted By
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Interim Vice President of Academic Affairs
Mr. Nathaniel Saviet, Vice President of Facilities
Mr. David Borzotta, Associate Vice President of Public Safety and Security
Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To accept the separation of the following individuals:

	Name	Reason	Position/Department/Division/Unit	Hire Date	Effective Date
1.	Noe Burgos	Resignation	Custodian/Facilities/Support	04/11/2022	10/31/2023 (retroactive)
2.	Christine Estrella	Resignation	Secretary/Dental Hygiene/Health Professions/Support	12/16/2022	11/06/2023 (retroactive)
3.	Carrie Polnyj	Retirement	Professor/Nursing/Health Professions/Faculty	09/01/1994	02/01/2024
4.	Toni Tortorella-Genova	Retirement	Associate Professor/Nursing/Health Professions/Academic Affairs/Faculty	02/04/1998	02/01/2024
5.	Louisa Emirzian	Resignation	Secretary/Continuing Education and Workforce Development/Support	10/08/2012	12/01/2023 (retroactive)
6.	Ivan Hernandez	Resignation	HVAC Mechanic B/Facilities/Support	01/12/2022	11/24/2023 (retroactive)
7.	John Ockay	Retirement	Associate Professor/Math, Science and Technology/Academic Affairs/ Faculty	09/01/1983	02/01/2024
8.	Christopher Honeycutt	Termination	Public Safety Officer/Public Safety/ Support	09/16/2023	12/05/2023 (retroactive)

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BOARD OF TRUSTEES ACTION P2
Approval Date: January 9, 2024

Resolution
Appointment: Stipends

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

Action Requested
To approve the appointment of the following individuals to a vacant, budgeted stipend position at the amount indicated:

	Name	Position	Stipend	Unit	Effective Dates
1.	Michael Gilmore	Assistant Men's Basketball Coach/Fall, Winter	$5,000.00	NA	07/01/2023-06/30/2024
2.	Sara Beck	Head Softball Coach/Winter, Spring	$8,000.00	NA	01/01/2024-06/30/2024
3.	Esteban Ramirez-Orta*	Nursing Clinical Faculty/ Health Professions	$1,200.00	Adjunct Faculty	Fall 2023 Semester

* for additional full semester clinical

Justification

1.-2. To fill vacant assistant coach and head coach positions, the above-mentioned stipend is seasonal. The hiring of the coaches is contingent on Bergen Community College approving a fall, winter or spring athletic season.

3. To fulfill additional full semester clinical duties for a second rotation during Fall 2023 semester.

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

1. 60-09-910000-601161
2. 60-09-910000-601161
3. 10-03-352000-601153

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

Resolution
Appointment: Academic Chairs and Program Coordinators/Faculty

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

Action Requested
To appoint the individuals listed below to the position of Academic Chairs and Program Coordinators/Directors at the stipends and release time shown for the period January 1, 2024 - June 30, 2024.

ACADEMIC CHAIRS

Name	Department//Division	Annual Stipend	Annual Release Time
Eileen Fitzgerald*	English Basic Skills/Humanities	$3,200.00	17 credit hours

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

PROGRAM COORDINATORS/DIRECTORS

Name	Department/Division	Annual Release Time
Daniel Salerno	English Basic Skills/Humanities	13 credit hours
Tyrone DeLeon	Radiography/Health Professions	7 credit hours

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

Charge To:
Account Number: Various

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BOARD OF TRUSTEES ACTION P4
Approval Date: January 9, 2024

Resolution
Appointments – Support

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

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

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Date
1.	Edwin Dye	Custodian/Facilities	Support	$33,999.00	01/16/2024

Justification

#1-3: To fill budgeted vacant positions through a successful search process pending successful completion of background checks and references.

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

1. 10-06-620100-601135

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

Resolution
Appointments – Confidential and Grant Funded

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

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

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Date
1.	Raysa Creque	Personal Counselor, Bilingual/ Student Affairs	Grant – NA	$70,000	01/16/2024

Justification

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

Charge to: Grant Fund Account Number in accordance with the list below:

1. 50-03-596000-601110

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BOARD OF TRUSTEES ACTION P6
Approval Date January 9, 2024

Resolution
Promotions

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

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

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Date
1.	Mark Molisani	Senior Grants Writer/ Grants Administration/ Finance	Professional	$75,000.00	01/10/2024

Justification
#1. To appoint this individual to the position as part of the changing scope and level of confidentiality and responsibilities.

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BOARD OF TRUSTEES ACTION P7
Approval Date: January 9, 2024

Resolution
Merit Award Program for Support Staff and Professional Staff

Submitted By
Dr. Eric M. Friedman, President
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development
Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development
Dr. Anthony Trump, Vice President of Student Affairs
Dr. Andrew Tomko, Interim Vice President of Academic Affairs
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Ronald Spaide, Chief Information Officer

Action Requested
To approve the merit award increases in accordance with the current Support Staff Agreement 5.5% will be added to the current base salary and in accordance with the current Professional Staff Agreement 6.75% will be added to the current base salary for the following individuals retroactive to 7/1/23 for the fiscal year 2023-2024:

Name	Position/Department/Division	Unit
Luisa Castro	Executive Secretary/Career and Transfer Services/Student Affairs	Support
Dolores Hunt	Department Coordinator/Continuing Education and Workforce Development	Support
Carolyn Lyons	Department Coordinator/Enrollment Services/ Student Affairs	Support
Amy Montagnino	Administrative Secretary/Library/Academic Affairs	Support
Abigail Santiago	Accounting Assistant/Accounting/Finance	Support
Nino Schreck	Library Associate/Library/Academic Affairs	Support
Jeannette Dones	Sr. Financial Aid Specialist/Financial Aid/ Student Affairs	Professional

Judith Hungreder	Coordinator Evening and Weekend Services/ Library/Academic Affairs	Professional
Kristen Ko	Manager of Access Services/Library/Academic Affairs	Professional
Kimberly Makoe	Sr. Scheduler and Facilities Planner/Enrollment Services/Student Affairs	Professional
Kimberly Ritchie	Service Desk Manager/User Services/Information Technology	Professional
Robert Sangster	Technical Support Specialist/User Services/ Information Technology	Professional

Justification

The individuals listed were reviewed and approved for this award in accordance with the Support Staff Association Contract, Article XVI, approved by the Board of Trustees on October 2, 2018 and Professional Staff Memorandum of Agreement, Article XXXI, approved by the Board of Trustees on February 2, 2016. The merit increase is for the fiscal year 2023-2024.

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

Resolution
Approve: Deobligation of Positions

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

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

Title	Unit	Effective Date
Supervisor of Grounds	Professional	01/09/2024

Justification
To meet the new demands of an evolving facilities division, these vacant positions are being repurposed to meet the needs of the current college community.

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

Resolution
Changes to Organizational Chart

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development
Mr. Nathaniel Saviet, Vice President of Facilities
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the following titles to appear on the organizational chart:

	Position/Division	Unit	Effective Date
1.	Senior Grants Writer/Grants Administration/Finance	Professional	01/10/2024
2.	Administrative Assistant-Bergen for Business/Continuing Education and Workforce Development	Support	01/10/2024
3.	Custodial Supervisor/Facilities	Professional	01/10/2024
4.	Maintenance Supervisor – Grounds/Facilities	Professional	01/10/2024

Justification

#1-4. To create a job description for the vacant position that meets the scope and responsibility of the position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: **Senior Grant Writer**

DEPARTMENT: Office of Grants Administration

FUNCTION: Collaborates with faculty and staff and takes lead on grant activities including the development, production, and submission of grants, as well as post-award support for staff in charge of grant-funded projects and grants compliance. Has a data-driven approach to assessing programmatic needs, designing studies and program implementation, and creating evaluations that use quantitative and qualitative analyses to determine program effectiveness and identify best practices for Bergen Community College. Identifies, pursues and cultivates external opportunities that present viable funding sources and match College goals, priorities and search requests.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Researches and writes competitive grant proposal narratives and develops comprehensive budgets and budget narratives that secure funding to support the mission, goals, and strategic priorities of Bergen Community College.
2. Works collaboratively with director, faculty, and staff to conduct funding research, design and develop grant projects, and prepare applications to secure funding from diverse federal, state, local, and private funding sources.
3. Designs research studies and evaluations that use quantitative and qualitative analysis to determine program effectiveness and identify best practices.
4. In collaboration with director and staff, designs and delivers training and technical assistance that strengthens college capacity for successful grant acquisition and management, promotes faculty and staff partnership in seeking and securing external resources, and cultivates a culture of entrepreneurial grant development throughout the college.
5. Works cooperatively with external constituents (e.g., local agencies, partners, consortium members, program coordinators) involved in the pursuit, development, implementation, management and evaluation of grants and sponsored projects.
6. Works collaboratively with internal constituents (accounting, human resources, project staff) and provides in-service training and technical assistance on post-award startup activities to ensure effective grants management, compliance and quality control.
7. Assumes primary post award responsibility for funded grant project compliance and quality control, including monitoring of grant projects and oversight/management of grant budget

and accounting activities, project records, payrolls, purchase requisitions, and required reports and audits, both programmatic and financial.

8. Collects supporting data for grants development and reporting, monitors outputs and assists in evaluation of outcomes resulting from project activities.
9. Collaborates with director to create, design and implement processes and procedures for grant proposal development, compliance monitoring, and project management.
10. Monitors contracted enrollment numbers, revenues and expenses; assesses department performance against grant objectives, financial activity, and project proposal funding claims.
11. Participates in the development of a set of core outcomes for unit, and measures and tracks annual performance against objectives; fully engages with the College's Outcomes Assessment Program.
12. Performs additional tasks or duties as assigned by the Director of Grants Administration or other designated management.

ORGANIZATIONAL RELATIONSHIPS: (1) Reports to Director of Grants Administration. (2) Coordinates work within the offices and between offices with other staff. (3) 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. (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 timeframe; (2) responsibilities of the position have been carried out at a level consistent with performance objectives; (3) effective cooperative relationships exist across the College; and (4) confidential aspects of the position are maintained.

MINIMUM QUALIFICATIONS: (1) Education: Bachelor's degree required; Master's degree preferred. (2) Desired Knowledge, Skills and Abilities: (a) demonstrates understanding of the community college mission and practices an open door policy; (b) has knowledge of grant proposal writing and budgeting techniques; (c) strong statistical and analytical skills; critical reading, listening, and clarifying skills; (d) excellent writing, editing, oral and interpersonal communication skills; (e) strong interpersonal as well as technical skills; must be detail-oriented; (f) technologically proficient in common office desktop software and familiar with cloud based computing and collaborative platforms and software; (3) Experience: (1) Minimum of two (2) years of experience in either grant writing, coordination, evaluation and/or reporting, preferably in a higher education setting.

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: Anjali Thanawala, Director Grants Administration Date: 10/18/2023_____
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

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Administrative Assistant - Bergen for Business

DEPARTMENT: Continuing Education and Workforce Development

FUNCTION:
The Administrative Assistant provides administrative support related to Bergen for Business. The primary focus of this position is to register students, manage databases, assist in creating email marketing campaigns and provide general administrative support for Bergen for Business. Additionally, this role contributes to the efficient operation of the department by implementing and documenting procedures, maintaining accurate records, and ensuring the smooth execution of departmental activities.

Reports to: Director Bergen for Business

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

Essential Duties and Responsibilities:

- Student Registration: Facilitate the student registration process, ensuring accurate and timely enrollment in Bergen for Business courses.
- Database Management: Create and maintain databases of customers, tracking their interactions and engagement with Bergen for Business programs.
- Marketing Campaign Assistance: Assist in the creation and execution of marketing campaigns using platforms such as Constant Contact and Canva.
- Excel Spreadsheet Management: Track and manage departmental information using Excel spreadsheets, ensuring data accuracy and accessibility for reporting purposes.
- Procedure Implementation and Documentation: Implement and document administrative procedures to streamline processes within the Bergen for Business department.
- Calendar Maintenance: Maintain the department calendar, scheduling and coordinating courses, events, and activities in alignment with Bergen for Business objectives.
- General Administrative Support: Provide overall support to the Bergen for Business team, including handling inquiries, preparing reports, and assisting with day-to-day tasks.

Knowledge, Skills and Abilities:

- Organizational Skills: Exceptional organizational abilities with a keen attention to detail.
- Communication Skills: Strong written and verbal communication skills, with the ability to interact professionally with both internal and external stakeholders.
- Database Management: Proficient in creating and managing databases, ensuring accuracy and completeness of records.
- Marketing Tools Proficiency: Experience with marketing tools such as Constant Contact and Canva for campaign creation and execution.
- Excel Proficiency: Advanced skills in Microsoft Excel for data tracking, analysis, and reporting.
- Procedural Documentation: Ability to implement and document administrative procedures to enhance departmental efficiency.
- Calendar Management: Experience in maintaining calendars and scheduling activities in a fast-paced environment.
- Team Collaboration: A collaborative mindset with the ability to work effectively as part of a team.
- Adaptability: Ability to adapt to changing priorities and manage multiple tasks concurrently.
- Customer Service Orientation: A customer-focused approach with the ability to provide excellent service to students and stakeholders.

Education

- Possession of an Associate's degree in a relevant field.

Experience

- Demonstrated 2-3 years of related experience in administrative roles, with a proven track record of successful support in similar environments.

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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

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Custodial Supervisor

DEPARTMENT: Facilities

FUNCTION: Reporting to the Director of Custodial Operations, the Custodial Supervisor is responsible for directly supervising, leading, and delivering high-quality custodial services and clean, safe, healthy, and aesthetically appealing facilities. This position is responsible for scheduling staff, inspecting custodial work, and consistently achieving high-quality custodial services across all campuses and over 1 million square feet of space.

This position will primarily be assigned to work 2:15 PM to 10:45 PM Monday through Friday. However, this position must be able to work varied shifts to support the College's operation.

REPORTS TO: Director of Custodial Operations

SUPERVISES: Head Working Custodians, Senior Custodians, Custodians, contractors, vendors, and other staff, as needed

MAJOR RESPONSIBILITIES:

Responsibilities include, but are not limited to:

- Supervises day-to-day custodial operations, schedules, projects, and plans for College custodial needs.
- Develops and coordinates custodial assignments, routines, and procedures for personnel to ensure sanitary, safe, and aesthetically pleasing facilities.
- Leads team to ensure quality standards and specifications for custodial services are met.
- Oversees and manages contracts, space moves, events, and event set-ups/breakdowns.
- Inspects work to ensure standards are met and exceeded in a timely manner whenever possible.
- Develops, trains, coaches, and inspires staff to provide extraordinary results and support overall College Facility needs.
- Memorializes and documents all procedures and workflows and creates/edits practices and processes as needed.
- Appraises staff and departmental operations for all direct reports, including managing day-to-day performance, producing and communicating written performance evaluations, approving requested time off, and other compliance points with College guidelines, policies, and processes.
- Develops goals, measures progress, and tracks performance to complete goals; prepares and submits periodic and as-needed assessment reports; discusses results with staff to improve performance and drive change.
- Monitors, inventories, and orders departmental materials and supplies. Coordinates with vendors to provide services and materials in accordance with state and local procurement laws and regulations.

- Conducts and guides emergency clean-up operations, including, but not limited to, sweeping, shoveling snow, removing ice, plumbing repairs, etc.
- Manages facility work orders and feedback using computerized maintenance management systems (CMMS), inspection software, and other hardware/software, as needed.
- Leverages technology to automate and streamline processes.
- Collects, interprets, reports, and provides recommendations based upon community facilities feedback.
- Compiles data to provide holistic reporting of facility needs and challenges.
- Participates in the hiring process, interview committee, phone screening, and scheduling of candidates.
- Oversees compliance with Federal, state, and local rules and regulations. Establishes a "culture of safety" for their staff and the College community.
- Collaborates within a unionized environment to comply with collective bargaining agreements.
- Oversees, prepares, tracks, monitors, and forecasts applicable operating budgets and costs.
- Manages and oversees aspects of contract administration within custodial operations, including work tracking/completion, documentation, invoice review/verification, walkthroughs, and collection of proposals.
- Subject to senior administration review and final Board of Trustees approval, has the responsibility, power, and authority to hire, fire, discipline, and promote employees.
- Responsible for administrating and implementing collective bargaining agreements in a supervisory role to union members.
- Willingness and ability to work a varied schedule and respond to emergencies as needed to support the College, which may include working off-hours or holidays
- Performs additional tasks or duties as assigned by the Manager.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities:

- Demonstrated thorough knowledge of custodial and maintenance equipment, tools, work methods, and terminology of the facilities maintenance and custodial field; and an understanding of safety practices standard to various trades
- Provides excellent customer service to students, faculty, and staff.
- Demonstrated ability to work in a diverse and inclusive environment and integrate customer service needs into day-to-day decision-making
- Demonstrated experience using personal computers and computer programs, including Gmail, Microsoft Office products, ADP, Work Order Management and inspection software, etc.
- Read, write, and speak English and understand safety data sheets and ability to follow manufacturers' labels and instructions
- Excellent attention to detail.
- Participates in the College community and shared and participatory governance processes.
- Must be able to lift 75 lbs., climb ladders, work in high places
- Able to climb stairs and ladders, use hand tools, and walk on uneven surfaces for long periods
- Able to work in unconditioned spaces and have adequate environmental tolerance, including the ability to work in variable and sometimes extreme weather conditions such as rain, snow, storms, heat, cold, and other weather indigenous to the area.
- Must wear protective equipment as needed (i.e., eyeglasses, gloves, hard hat, coveralls)
- Must have a valid Driver's License

- Must demonstrate the ability to read, understand, and interpret detailed operating instructions, repair manuals, blueprints, diagrams, schematics, safety labels, and numerous gages; plus write reports and troubleshooting information as necessary
- Excellent verbal and written communication skills
- Excellent organizational, time management, presentation, and organizational skills

Education:

- High School diploma or equivalent required, including vocational or technical school education, relevant experience/apprenticeship required
- Associates, vocational, or technical school education, relevant experience/apprenticeship preferred.

Experience:

- Five years of progressively responsible work experience, with three years of direct supervisory and managerial experience in custodial management required.
- Proficiency with payroll systems, scheduling, approving, and budget reconciliation.
- Experience working in union environments and understanding union laws.
- Experience with the latest cleaning equipment technology.
- Experience writing SOPs for janitorial operations
- Experience interpreting and understanding Safety, Health, and Environmental regulations for facilities.
- Experience in project management and cost controls, contract development, and administration.
- Experience with computerized maintenance management systems (CMMS), inspection software, timekeeping, and financial software preferred
- Experience working in education, government, and facilities management required

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Member

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

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Maintenance Supervisor

DEPARTMENT: Facilities

FUNCTION: Reporting to the Managing Director, Physical Plant and Grounds, the Maintenance Supervisor is responsible for maintaining and continuously improving College grounds, athletic facilities, walkways, parking lots, roads, buildings, equipment, and facilities. This position will collaborate with the diverse staff and facility functions at the College and directly supervise grounds, maintenance, custodial, and contractor staff to ensure grounds are safe, clean, and attractive.

REPORTS TO: Managing Director, Physical Plant and Grounds

SUPERVISES: College grounds and maintenance staff, contractors, and vendors

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Manages, directs, and participates in all grounds and fleet maintenance activities at the College.
2. Responsible for directly supervising skilled and semi-skilled trade staff and contractors within the Facilities departments.
3. Plans, coordinates, and supervises grounds and operations and maintenance projects, including but not limited to irrigation, athletic facility care, tree and shrub care, mowing, edging, fertilizing, weed control, and spraying.
4. Administers College contracts and purchasing for grounds and landscaping, irrigation, power washing, paving and roadway/walkway work, tree work, snow, and ice removal, etc. Schedules work, reviews invoices, confirms payments, and tracks costs and budgets.
5. Manages administrative functions for grounds and facilities, including project planning, procurement and purchasing, personnel and contractor relations, inventory and budget management, and preparation.
6. Performs, as necessary, physical tasks associated with the program and care of College grounds and property, including using powered and manual equipment and tools.
7. Oversees and documents work assignments and special duties, including seasonal maintenance plans, preventative maintenance, snow removal, plantings, seeding, and fertilizing. Memorializes plans in written form for snow/ice removal, soil testing and treatment, turf management, etc.
8. Supervising and directing various skilled and semi-skilled crafts, including electricians, plumbers, mechanics, general maintenance repairpersons, and groundskeepers.
9. Directs and coordinates a diverse team of facility professionals to provide general maintenance services, including painting, flooring, ceiling, sheetrock, deep cleaning, etc.

10. Coordinates proactively with College staff to plan and prepare the College for events and activities.
11. Monitors, records, and reports on the operation and maintenance of the College's vehicle fleet, including scheduling services/repairs, monitoring usage/mileage, reviewing invoices, and managing registrations and inspections.
12. Develops a program to maintain power-driven equipment, including mowers, edgers, blowers, carts, etc., and manages material and supplies inventories, orders, issues, and track the use of materials to maintain grounds operations.
13. Coordinates, oversees and participates in snow and ice removal activities at all campus locations.
14. Ensures compliance and safety tasks and training are completed on aboveground storage tanks, stormwater compliance, hazardous materials management and disposal, equipment safety, etc.
15. Follows and trains staff on sound safety procedures for all equipment, supplies, chemicals, and materials
16. Regularly inspects areas of the College and reports irregularities, including, but not limited to, lighting, fire hydrants, roadways/walkways, parking lots, signage, irrigation, drainage, emergency systems, etc.
17. Removes litter and empties trash cans
18. Assists with engineering reviews of studies, contract specifications, drawings, and site visits
19. Works within a unionized environment to communicate and deliver improvements. Ensures staff are working in line with contract provisions and assists with progressive discipline, as needed
20. Must respond to emergencies, as required, which may include working off-hours or holidays
21. Performs additional tasks or duties as assigned by Managers and Directors

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities:

- Demonstrated ability to work in a diverse, collaborative, and inclusive environment and integrate customer service needs into day-to-day decision-making
- Demonstrated excellent organizational skills and demonstrated ability to work independently and prioritize assignments
- Demonstrated thorough knowledge of maintenance equipment, tools, work methods, and terminology of the maintenance field; and an understanding of safety practices standard to various trades
- Excellent verbal and written communication skills
- Excellent organizational, time management, presentation, and organizational skills
- Knowledge of methods to care for lawns, trees, shrubs, and flowers
- Knowledge of fleet management best practices and recordkeeping
- Knowledge of landscape design principles
- Demonstrated knowledge of facility financial operations, maintenance, and management
- Proficiency with Microsoft Word, Excel, and Google business suite experience preferred
- Experience with CMMS, timekeeping, and financial software preferred
- Provides excellent customer service to students, faculty, and staff

- Works collaboratively and respectfully in a diverse and inclusive environment with College staff, students, contractors, and community members
- Demonstrated knowledge of Fire Protection and Life Safety (FPLS) systems, electrical, plumbing, and HVAC codes and regulations.
- Must be able to lift 80 lbs., climb ladders, work in high places
- Must be able to walk, stand, bend, climb, kneel, etc. for long periods
- Must be able to work in unconditioned indoor and outdoor spaces for long periods and have adequate environmental tolerance, including the ability to work in variable and sometimes extreme weather conditions
- Dexterity of hands and fingers to operate various hand and power tools and heavy equipment.
- Must wear protective equipment as needed (i.e., eyeglasses, gloves, hard hat, coveralls)
- Must be able to push and pull equipment and materials as needed.

Education:

- High School diploma or equivalent, including vocational or technical school education, relevant experience/apprenticeship required.
- Must have an associate's degree in landscape management design, horticulture, or similar degree. A bachelor's degree is preferred.

Experience:

- At least five or more years of professional experience in grounds/landscape and/or facility maintenance.
- At least three years of experience directly supervising maintenance and grounds staff.
- At least two years of experience administering contracts and directing contractors
- Must have a valid New Jersey driver's license
- Must have a valid Commercial Pesticide Applicator license
- Must have a Certified Pool Operator (CPO) certification.
- Demonstrated experience using personal computers and computer programs, including Gmail, Microsoft Office products, ADP, Work Order Management software, etc.
- Ability to safely and effectively operate heavy machinery such as forklifts, tractors, mowers, front-end loaders, backhoes, trailers, water tanks, dump trucks, and pickup trucks with plows and salt/brine spreaders.
- Knowledge of methods to care for lawns, trees, shrubs, and flowers
- Knowledge of fleet management best practices and recordkeeping
- Knowledge of landscape design principles

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

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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

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

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

Resolution
To reject the sole bid submitted for Public Bid P-2386 for New Site Irrigation and Well Pump Replacement.

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

Action Requested
To reject the sole bid submitted for Public Bid P-2386 for New Site Irrigation and Well Pump Replacement. The bid received was substantially over the budget established for the project. The College will revise the specifications and rebid.

Bergen
COMMUNITY COLLEGE
400 Paramus Road, Paramus, New Jersey 07652
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BOARD OF TRUSTEES ACTION S/F 2
Approval Date: January 9, 2024

Resolution
To award a contract for professional services to NK Architects to create a 2021-2031 Master Plan update addendum to supplement the current 2021-2031 Master Plan.

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

Action Requested
Authorization to award a contract for professional services in the amount of $88,000.00, including Direct Costs, to NK Architects for the creation of a 2021-2031 Master Plan update addendum.

Justification
The College seeks to update the 2021-2031 Master Plan to address new developments, facilities condition, and opportunities to provide a holistic guide to strategically develop the College. The update to the current Master Plan will assist in balancing and prioritizing deferred maintenance needs, physical plan improvements, sustainability initiatives, new construction, and renovations. This plan will be used in concert with the College's strategic plan as a framework for advancing innovative and student-centered initiatives.

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

Charge To: Operational Accounts
Account Number: 10-06-610100-607550
Total: $88,000.00

Bergen
COMMUNITY COLLEGE
400 Paramus Road, Paramus, New Jersey 07652
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BOARD OF TRUSTEES ACTION S/F 3
Approval Date: January 9, 2024

Resolution
To award a professional services contract to H2M Architects & Engineers to prepare plans and specifications for the replacement of the Emergency Generator in the Health Professions Building.

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

Action Requested
Authorization to contract with H2M Architects + Engineers to prepare plans and specifications for the replacement of the Emergency Generator in the Health Professions Building at a cost of $29,200.00, including direct costs.

Justification
The emergency generator in the Health Profession Building is currently unusable and requires replacement. The emergency generator is an essential component needed to maintain critical facility operations during a power failure or disruption.

Received Proposals

H2M Architects & Engineers	$29,200.00
LAN Associates	$35,902.00
RSC Architects	$45,100.00
Colliers Engineering & Design	Non-responsive

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

Charge to:	Chapter 12
Account Number:	Various
Amount:	$29,200.00