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, February 3, 2026 – 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
- 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. Chairperson

VI. Unfinished Business / Board Members

VII. New Business / Board Members

VIII. Open to the Public

XI. Actions
- A. Approval of Board Minutes: Tuesday, January 6, 2026
- B. Consent Agenda: Tuesday, February 3, 2026

X. Executive Session, if required.

XI. Adjournment

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CONSENT AGENDA

Tuesday, February 3, 2026
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 listed herein may be removed from the Agenda by the Board prior to passage.

Approval of Board Minutes – Tuesday, January 6, 2026

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize the College to enter into a new one-year agreement for Cisco Flex Enterprise with Aspire Technology Partners LLC.
3. To authorize execution of a lease agreement with Devils Arena Entertainment LLC to secure a venue for the College's 2026 commencement ceremony.
4. To authorize the purchase of Student Impact Platform with Civitas Learning.
5. To authorize continuation of the College's cyber, privacy, and security liability insurance coverage through Chubb/ACE American Insurance.
6. To authorize Bergen Community College to contract with Entrinsik for 40 months to utilize Enrole, an enrollment management system, to manage and administer continuing education programs.
7. To authorize the College to contract with Cenero (a Ricoh Company) through the NASPO Cooperative Agreement to upgrade the audiovisual technology at the Lyndhurst Conference Center.
8. To authorize Bergen Community College to act as the "lead agency" for the NJ County College Joint Purchasing Consortium to renew a three-year agreement with ReadSpeaker for text to speech software licenses on behalf of the participating community colleges.
9. To authorize renewal of the agreement between Bergen Community College and Ready Education to continue providing services via the Bergen Community College App and Campus Groups platforms.

PERSONNEL (P)

1. To approve the specified personnel separations.
2. To approve the appointments of the specified Professional personnel.
3. To approve the appointments of the specified Support personnel.
4. To approve the title change and job description for the specified vacant position.
5. To approve the appointment of the specified temporary full-time (TFT) personnel.
6. To approve the appointments of the specified Lecturers for the Spring 2026 Semester.
7. To rescind the appointment of the specified Lecturer for the Spring 2026 semester.
8. Reappointment Faculty – Fifth Reappointment (with tenure).
9. To approve stipends for Nursing Clinical Faculty for the Spring 2026 Semester.
10. To authorize designer fee stipends to college personnel providing services for the Bergen Community College theatre productions for Spring 2026.

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11. To authorize stipends to college personnel providing services for film scoring presentations for Sound for Visual Media classes on December 1, 2025, and December 3, 2025, and audio supervision for the musical production Bergen Rocks! At Debonair Music Hall, December 10, 2025.
12. Approve Sabbatical Leave of Absence.
13. To approve Leave of Absence.

SITE AND FACILITIES (S/F)

1. To authorize the award of Public Bid P-2418 Library Wing Roof Replacement to _____.
2. To authorize a professional services contract with RSC Architects to prepare plans and specifications for the renovation and expansion of the College's existing culinary facilities in the Pitkin Education Center at the Paramus Campus.
3. To authorize a Shared Service Agreement between the College and the County of Bergen for two seasons of snow and ice removal from October 1, 2025, to April 30, 2027.
4. To authorize a Shared Service Agreement between the College and the County of Bergen for landscaping services from March 12, 2026, to March 11, 2028.

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BOARD OF TRUSTEES ACTION A/F1
Approval Date: February 3, 2026

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.

December 1, 2025, to December 31, 2025, $ 36,365.86

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	$ 36,365.86

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BOARD OF TRUSTEES ACTION A/F 2
Approval Date: February 3, 2026

Resolution
To authorize the College to enter into a new one-year agreement for Cisco Flex Enterprise with Aspire Technology Partners LLC.

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

Action Requested
Authorization to enter into a one-year maintenance and support agreement for Cisco Flex Enterprise voice and collaboration services with Aspire Technology Partners LLC through the National Cooperative Purchasing Alliance (NCPA 01-0169) from March 3, 2026, through March 2, 2027, in the amount of $109,534.90.

Justification
Through this Cisco's Flex Enterprise agreement, Bergen Community College will receive licenses for both Cisco Call Manager and Unity, along with 600 Webex accounts that will be available to faculty, staff, and students. The agreement also includes technical support, system upgrades, and security patches for the college's essential telephony systems.

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

Charge to:	College Operating Funds
Account Number:	10-01-165100-607526
Amount:	$109,534.90

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PLACEHOLDER

BOARD OF TRUSTEES ACTION A/F 3
Approval Date: February 3, 2026

Resolution
To authorize execution of a lease agreement with Devils Arena Entertainment LLC to secure a venue for the College's 2026 commencement ceremony.

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

Action Requested
Authorization to execute a lease agreement with Devils Arena Entertainment LLC for an estimated cost of $_____ to secure a hosting site for the College's 2026 commencement ceremony to be held on May 15, 2026.

Justification
Due to engagement for the FIFA World Cup at MetLife Stadium, the College requires an alternate commencement venue for 2026. A comprehensive review of options, including site visits, walk-throughs, and independent vetting, resulted in the selection of the Prudential Center in Newark. The venue provides the arena and concourse, dais platform, chair rental, maintenance and operations, permits, cleaning, audio/visual and media services, security, State police, medical personnel, some parking facilities and staff, guest services, and staff meals.

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

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

Charge to: Student Activities Fund
Account Number: 60-09-938000-607678 (Commencement)
Amount: $_____

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BOARD OF TRUSTEES ACTION A/F 4
Approval Date: February 3, 2026

Resolution
To authorize the purchase of Student Impact Platform with Civitas Learning.

Submitted By
Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Mr. Tyler Beebe, Director of Technical Services
Mr. Wilton Thomas-Hooke, Chief Financial Officer

Action Requested
Authorization to enter into a three-year agreement from April 1, 2026 through March 31, 2029, with Civitas Learning to utilize their Student Impact Platform at a cost of $78,000 for year one, $120,000 for year two, and $120,000 for year 3.

Justification
The Civitas Learning Student Impact Platform is a comprehensive data analytics and student success solution that uses predictive analytics and institution-specific modeling to identify at-risk students, assess program effectiveness, and support proactive, coordinated interventions. The platform also serves as a foundational step in developing a data warehouse by integrating data from multiple systems into a centralized environment that supports consistent, reliable, and actionable reporting.

Through configurable dashboards and analytics, the platform provides meaningful, real-time insights into student engagement, academic momentum, equity gaps, course performance, and intervention effectiveness. These dashboards support advising, retention initiatives, strategic enrollment management, program review, and institutional planning by enabling users to monitor outcomes, identify trends, and evaluate the impact of student success strategies.

Bergen will initially deploy the platform within Student Affairs and Academic Advising to advance its strategic goal of increasing retention and graduation rates by 1% annually over the next five years. By improving data accessibility, system integration, and assessment capabilities, the platform supports proactive student support, informed resource allocation, and evidence-based decision making, directly contributing to Bergen's goal of becoming a first-choice institution.

The annual contract cost is as follows:
- Year 1: April 1, 2026 - March 31, 2027, $78,000
- Year 2: April 1, 2027 - March 31, 2028, $120,000
- Year 3: April 1, 2028 - March 31, 2029, $120,000

The institution seeks to purchase these services through a sole source process in accordance with N.J. Admin. Code § 19:70-3.8. The vendor, Civitas Learning, has completed and submitted the following required documentation:

- Political Contribution Disclosure Form
- Stockholder Disclosure Certification
- Business Entity Disclosure Certification

These documents certify that Civitas Learning has not made any reportable political contributions in New Jersey in the past year, and the contract will prohibit such contributions during its term. All documentation will be maintained on file at the institution.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF BERGEN COMMUNITY COLLEGE AS FOLLOWS:

WHEREAS, after review, study and investigation undertaken by the College's administration, Civitas has been found to offer unique features, not available from other vendors, that meet the College's service needs; and

WHEREAS, more particularly, the College has determined that the Civitas product best fits the College's strategic and presidential objectives for student support, retention initiatives, and data analysis for quick action; and

WHEREAS, the College has not been successful in identifying a comparable product; and

WHEREAS, given the unique features of the Civitas product, and the College's determined need, this award is being made as a sole source purchase,

NOW, THEREFORE, BE IT RESOLVED that the Bergen Community College Board of Trustees authorizes the College to enter into an agreement with Civitas Learning to acquire its Student Impact platform.

This purchase is exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (3), on the basis that the platform offers unique capabilities not available from other vendors, including institution-specific predictive models, comprehensive integration with existing systems, and proven success with similar institutions.

Charge to:	College Operating Funds
Account Number:	TBD
Amount:	$318,000

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PLACEHOLDER

BOARD OF TRUSTEES ACTION A/F 5
Approval Date: February 3, 2026

Resolution
To authorize continuation of the College's cyber, privacy, and security liability insurance coverage through Chubb/ACE American Insurance.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Tyler Beebe, Director of Technical Services
Ms. Stephanie Weise, Director, Purchasing & Services

Action Requested
To authorize the renewal of the College's cyber, privacy, and security liability insurance coverage for one year from March 3, 2026, through March 3, 2027, with Chubb/ACE American Insurance through the Otterstedt Insurance Agency at a cost of $_____.

Justification
The College's technology infrastructure is exposed to cyber security risks. Coverage through this policy will help to mitigate financial exposure from digital threats from ongoing operations. Coverage will help to secure specialized resources to assist with restoring the capital equipment and related services necessary to recover from a cyberattack.

The College needs to procure this insurance through a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Otterstedt Insurance Agency. 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. Purchase of insurance is exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (11).

Charge To: College Operating Funds
Account Number: 10-01-188100-607888
Amount: $_____

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BOARD OF TRUSTEES ACTION A/F 6
Approval Date: February 3, 2026

Resolution
To authorize Bergen Community College to contract with Entrinsik for 40 months to utilize Enrole, an enrollment management system, to manage and administer continuing education programs.

Submitted By
Dr. Eric M. Friedman, President
Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development
Mr. Tyler Beebe, Director of Technical Services
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
Authorization to enter into a 40-month agreement from July 1, 2026, through October 16, 2029 with Entrinsik for the purchase and implementation of Enrole, an enrollment management system.

Justification
The Continuing Education division's current CRM, Elevate, no longer supports the division's needs. Its limited features have led to administrative challenges and made student enrollment less efficient. Switching to Enrole by Entrinsik increase automation of manual tasks and offer a smoother registration experience. After evaluating three software options, Enrole was chosen as the strongest and most affordable solution to boost enrollment and streamline operations. The cost covers an initial prorated amount of $7,327 for a partial first year, and $25,400 for the next 3 consecutive years. There will also be a one-time cost of $35,300 for implementation services, commencing in March 2026.

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

This purchase is exempt from bidding in accordance with County College Contracts Law, N.J.S.A. 18A:64A-25.5 (a)(19) (software)

Charge to:	College Operating Funds
Account Number:	10-01-165100-607526 & 10-01-165100-607550
Amount:	$118,827

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BOARD OF TRUSTEES ACTION A/F 7
Approval Date: February 3, 2026

Resolution
To authorize the College to contract with Cenero (a Ricoh Company) through the NASPO Cooperative Agreement to upgrade the audiovisual technology at the Lyndhurst Conference Center.

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

Action Requested
Authorization to contract with Cenero through the NASPO cooperative agreement to upgrade the audiovisual technology at the Lyndhurst Conference Center for an estimated amount of $155,238.

Justification
The Conference Center rooms located at our Lyndhurst Campus are currently outdated and equipped with technology that has exceeded its useful life. Cenero will provide all equipment, hardware and cabling for the planned upgrade. In addition, Cenero will oversee the design, engineering, installation, and commissioning of rooms C504, C505, C503, and closet 500. Upon completion, these areas will be equipped with advanced audio and visual systems, enhancing their appeal to vendors and increasing their suitability for conferences and meetings.

Purchases through the NASPO cooperative contract are allowed in accordance with County College Contracts Law 18A:64A-25.9.

Charge to:	FY25 County Capital Bond
Account Number:	20-00-182000-604209
Amount:	$155,238

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BOARD OF TRUSTEES ACTION A/F 8
Approval Date: February 3, 2026

Resolution
To authorize Bergen Community College to act as the "lead agency" for the NJ County College Joint Purchasing Consortium to renew a three-year agreement with ReadSpeaker for text to speech software licenses on behalf of the participating community colleges.

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

Justification
The College will assume the lead role for this consortium purchase to help to secure better pricing. This agreement keeps the participating colleges in compliance with ADA regulations.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF BERGEN COMMUNITY COLLEGE AS FOLLOWS:

WHEREAS, Bergen Community College requires the acquisition of ReadSpeaker text to speech software by means of a non-fair and open contract; and

WHEREAS, N.J.S.A. 18A:64A-25.10 authorizes the boards of trustees of two or more county colleges to provide jointly by agreement for the purchase of work, materials, or supplies for their respective colleges; and

WHEREAS, the NJ County College Joint Purchasing Consortium has determined that it would be advantageous to combine the purchasing power of New Jersey's county colleges in order to obtain the best pricing for ReadSpeaker.

WHEREAS, Bergen Community College will serve as Lead Agency in this joint agreement for the participating colleges, and

WHEREAS, the college administration has determined that ReadSpeaker, can supply the participating colleges (estimated to be 5 colleges) with these items for a 3-year term at an estimated total cost of $24,716.00 per year to be allocated amongst these colleges based on Full Time Equivalent (FTE) students. Bergen Community Colleges share is estimated to be $6,803.00 per year.

NOW, THEREFORE, BE IT RESOLVED that the Bergen Community College Board of Trustees authorizes the College to enter into a joint agreement with approximately 5 of New Jersey's community colleges for the procurement of ReadSpeaker.

ReadSpeaker 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.

Proprietary computer software is exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (19).

Charge to: College Operating Funds
Account Number: 10-01-165100-607526
Amount: $6,803.00 per year

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BOARD OF TRUSTEES ACTION AF 9
Approval Date: February 3, 2026

Resolution
To authorize renewal of the agreement between Bergen Community College and Ready Education to continue providing services via the Bergen Community College App and Campus Groups platforms.

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

Action Requested
Authorization to renew the agreement between Bergen Community College and Ready Education for a one-year term (February 1, 2026 – December 31, 2026) in the amount of $59,736.00.

Justification
The Ready Campus platforms provide an updated combination of the Campus App and Campus Groups platforms. Ready Campus lets students connect, find college and academic information, view schedules, and use the Canvas online course delivery system and other features. The features support student onboarding and enhance student success and retention by placing important college information in an easily accessible format on mobile devices. It also includes a student organization management platform that allows students to join clubs, register their clubs, manage their rosters, submit event proposal forms, and promote events. This platform allows tracking of co-curricular student engagement, and it provides data to measure the impact on student retention and completion.

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

This procurement is exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5(a) (3) (Sole Source)

Charge To:	College Operating Funds
Account Numbers:	10-02-230000-607550 60-09-930000-607561
Amount:	$59,736.00

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BOARD OF TRUSTEES ACTION P1
Approval Date: February 3, 2026

Resolution
To approve the specified personnel separations.

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
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.	Rashaad Milow	Rescind Appointment (board resolution P5, January 6, 2026)	Custodian/Facilities/Support	01/12/2026 (retroactive)
2.	Carmine Salerno	Retirement	Senior Custodian/Facilities/Support	03/01/2026

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BOARD OF TRUSTEES ACTION P2
Approval Date: February 3, 2026

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

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Date
1.	Yanara Burgos	Financial Aid Specialist/ Student Affairs	Professional	$56,470.32	02/16/2026

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

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

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BOARD OF TRUSTEES ACTION P3
Approval Date: February 3, 2026

Resolution
To approve the appointments of the specified Support personnel.

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
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.	Mia Nebab-Perez	Administrative Assistant, Bergen for Business/ Continuing Education and Workforce Development	Support	$42,000.00	02/16/2026
2.	Besjana Adili	Public Safety Officer/ Safety and Security	Support	$42,500.00	03/16/2026
3.	Jose Rivera	Public Safety Officer/ Safety and Security	Support	$42,500.00	02/16/2026

Justification
1.-3. 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. 10-04-480000-601130
2.-3. 10-01-192100-601138

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BOARD OF TRUSTEES ACTION P4
Approval Date: February 3, 2026

Resolution
To approve the title change and job description for the specified vacant position.

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 title change on the organizational chart for the vacant position listed:

	Title	Department/Division	Action
1.	Coordinator / TFT (Temporary Full-Time)	Continuing Education and Workforce Development	Title Change and Job Description

Justification
1. To approve the title change for the following vacant position: from Ciarco Instructor to Coordinator TFT (Temporary Full-Time). The title and job description better reflect the scope and responsibilities of the position.

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JOB DESCRIPTION

JOB TITLE: Coordinator

DEPARTMENT: Continuing Education and Workforce Development

REPORTS TO: Vice President of Continuing Education and Workforce Development

FUNCTION:
The Coordinator in the Continuing Education and Workforce Development (CEWD) division, engages current and prospective students to support enrollment, retention, successful completion of ESL and high school equivalency programs, and transition from non-credit to credit-bearing coursework. The Coordinator provides advising and transition support to guide students into Continuing Education programs and, where applicable, credit-bearing degree pathways. The Coordinator works closely with a diverse student population to promote Bergen Community College's educational programs, services, and opportunities.

MAJOR RESPONSIBILITIES: Responsibilities include, but are not limited to:

- Advise current and prospective students on academic and workforce pathways across credit, noncredit, grant-funded, and self-funded programs, ensuring alignment with individual career and educational goals.
- Develop and implement outreach and engagement strategies that inform prospective students about the college experience, enrollment processes, and available academic and workforce pathways.
- Provide individualized bi-lingual advising to help students identify and pursue appropriate pathways for credential attainment and career advancement.
- Support CEWD leadership in the development, expansion, and continuous improvement of programs that serve Bergen's diverse community.
- Manage and coordinate all aspects of the workforce transition program for justice-impacted individuals, including program delivery, staffing, compliance, and reporting.
- Design and implement structured transition pathways that enable students to move from Continuing Education programs into credit-bearing academic programs.
- Leverage data and assessment findings to evaluate and enhance student-centered initiatives that promote access, persistence, and social and economic mobility.
- Engage in program and student assessment initiatives to support continuous improvement, accountability, and student success outcomes.
- Assist with ongoing program evaluation efforts and contribute to the development of recommendations for program enhancement.

- Collaborate regularly with the Office of Special Services to coordinate academic and workforce pathway support for students with identified needs and concerns.
- Partner with the Office of Multicultural Services and Activities (OMSA) to strengthen student engagement, outreach, and retention through OMSA.
- Attend CEWD divisional meetings and contribute to strategic planning, program development, assessment, and operational initiatives.
- Provide implementation and operational support for CEWD programs and initiatives as needed.
- Deliver CEWD instruction as required to support program delivery.

Required Education and Experience

- Bachelor's degree from an accredited college or university required; Master's degree preferred in education, higher education administration, ESL counseling, social work, public administration, or a related field.
- Minimum of three (3) to five (5) years of progressively responsible experience in student services, continuing education, adult education, workforce development, community-based education, or a related field.
- Demonstrated experience working with diverse student populations, including adult learners, multilingual students, first-generation students, and justice-impacted individuals.
- Experience providing academic advising, case management, or student success coaching in an educational or workforce training environment.
- Experience supporting student transitions across educational programs, including ESL, high school equivalency, continuing education, and credit-bearing pathways.
- Experience coordinating programs, services, or initiatives that support student access, retention, and completion.
- Demonstrated experience teaching in continuing education, adult education, or workforce development programs.

Required Knowledge, Skills, and Abilities

- Strong commitment to the mission of the community college and to advancing access, equity, and student success.
- Demonstrated ability to build trust and rapport with students from diverse cultural, linguistic, and socioeconomic backgrounds.
- Excellent interpersonal, advising, and coaching skills with a student-centered approach.
- Strong organizational and case management skills with the ability to manage multiple students, programs, and priorities.
- Ability to design and implement outreach, engagement, and retention strategies for adult and nontraditional learners.
- Strong written and verbal communication skills in both English and Spanish.
- Ability to collaborate effectively with faculty, staff, and campus partners to coordinate holistic student support.

- Proficiency with student information systems, registration platforms, CRM tools, and standard business software.
- Ability to analyze student data to inform advising strategies and program improvement.
- Self-directed, adaptable, and able to work independently while contributing to a collaborative team environment.

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, veteran's 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.

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

Submitted by: _____ Date: _____ Name/Title

Approved by: _____ Date: _____ Name/Title

Reviewed by: _____ Date: _____ Human Resources

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BOARD OF TRUSTEES ACTION P5
Approval Date: February 3, 2026

Resolution
To approve the appointment of the specified temporary full-time (TFT) personnel.

Submitted By
Dr. Eric M. Friedman, President
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 following individuals for the temporary full-time positions and annual salaries indicated below:

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Dates
1.	Roberto Diaz	Coordinator TFT/ Continuing Education and Workforce Development	N/A	$58,500.00	02/16/2026 – 09/30/2026
2.	Nallivy Osorio	New Jersey Licensed Athletic Trainer TFT/ Student Affairs	N/A	$58,500.00	02/16/2026 – 05/30/2026

Justification
1. This is a temporary full-time position. This position is at-will.

2. This is a temporary full-time position to support the health, well-being, and ongoing care of our student-athletes during the Spring athletic season. Continued athletic training coverage is essential to ensure appropriate injury prevention, assessment, treatment, and return-to-play oversight for our teams. This support is critical to maintaining student-athlete safety and compliance with State and NJCAA regulatory compliance. This position is at-will.

Charge to:
College Operating Funds in accordance with the list below:
1. 10-04-450000-601110
2. 60-09-910000-601110

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BOARD OF TRUSTEES ACTION P6
Approval Date: February 3, 2026

Resolution
To approve the appointments of the specified Lecturers for the Spring 2026 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 Spring 2026 semester at the salary indicated:

Name	Discipline/Division	Salary
Bryanna Astor	Library/Academic Affairs	$24,234.76
Margarita Lavides	Biology/Science, Mathematics and Technology	$24,234.76
Douglas Platt	Mathematics/Science, Mathematics and Technology	$24,234.76
Shaimaa Sabry	Chemistry/Science, Mathematics 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: February 3, 2026

Resolution
To rescind the appointment of the specified Lecturer for the Spring 2026 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 rescind the appointment of the following individual as a Lecturer for the Spring 2026 semester:

Name	Discipline/Division	Salary
Drew Onat	Chemistry/Science, Mathematics and Technology	$24,234.76

Justification
To rescind the Lecturer appointment from board resolution P2, January 6, 2026.

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BOARD OF TRUSTEES ACTION P8
Approval Date: February 3, 2026

Resolution
Reappointment Faculty – Fifth Reappointment (with tenure)

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 reappoint the following individuals for their fifth year with tenure to the indicated division & rank for the period September 1, 2026 through June 30, 2027 unless otherwise noted.

Fifth Reappointment

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

Justification
In Accordance with Article XIII of the BCCFA contract.

Charge To:
College Operating Funds

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BOARD OF TRUSTEES ACTION P9
Approval date: February 3, 2026

Resolution
To approve stipends for Nursing Clinical Faculty for the Spring 2026 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 payment of stipends for the following individuals in the Nursing Clinical Faculty in the amounts indicated for the Spring 2026 semester.

Spring 2026

Name	Semester stipend amount
Adjuncts	
Brian Garcia **(N)	$1,718.93
Sherry-Ann Munroe*	$1,718.93 (additional clinical group 1st rotation)
Kristina Rioux **	$1,718.93 (new assignment 2nd rotation)
Chun Chung (Jack) Tse (N)	$1,718.93

* for additional ½ semester clinical
** for ½ semester clinical only
(N) New adjunct clinical faculty

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BOARD OF TRUSTEES ACTION P10
Approval Date: February 3, 2026

Resolution
To authorize designer fee stipends to college personnel providing services for the Bergen Community College theatre productions for Spring, 2026.

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
Authorization for designer fee stipends to the following individuals for their work on the Spring, 2026 Bergenstages productions of The Drawer Boy and Hair.

THE DRAWER BOY – October 15, 2025 – March 7, 2026

Name	Position	Designer Fee Stipend
Graham Frye	Production Designer	$ 1,900.00
Miru Kim	Lighting Designer	$ 1,200.00
Stephen Schwartz	Sound Designer	$ 900.00

HAIR – November 20, 2025 – April 11, 2026

Name	Position	Designer Fee Stipend
Eireann Ingersoll	Production Designer	$ 2,050.00
Miru Kim	Lighting Designer	$ 1,200.00
Dean Mattson	Sound Designer	$ 900.00
Soraya Marone	Costume Designer	$ 1,350.00
Jessica Abrams	Musical Director/Pit Musician	$ 3,800.00
John LaBarbera	Pit Musician	$ 1,300.00

Justification:
Bergenstages productions require the support of personnel with specific technical and/or artistic skillsets, and these additional duties fall outside the regular responsibilities and working hours of the faculty and staff providing these services. These services are contracted on a per-production basis, and the designer fee stipends are inclusive of all prep/rehearsal time, performance, and other ancillary activities related to the production.

Charge To:
College Operating Funds in accordance with below.
10-02-955000-601153

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BOARD OF TRUSTEES ACTION P11
Approval Date: February 3, 2026

Resolution
To authorize stipends to college personnel providing services for film scoring presentations for Sound for Visual Media classes on December 1, 2025 and December 3, 2025 and audio supervision for the musical production *Bergen Rocks! At* Debonair Music Hall, December 10, 2025.

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
Authorization for stipends to the following individuals for their work on:
Sound for Visual Media film scoring presentations, December 1, 2025 and December 3, 2025
Bergen Rocks! December 10, 2025, Debonair Music Hall, Teaneck, NJ

Name	Position	Stipend
John La Barbera	Film Scoring Workshop Presenter	$300
Nicholas Gonzalez	Video Supervisor, Bergen Rocks!	$500

Justification:
The music program at Bergen Community College requires the support of personnel with specific technical and/or artistic skill sets, and these additional duties fall outside the regular responsibilities and working hours of the faculty and staff providing these services. These services are contracted on a per-production basis, and the stipends are inclusive of all prep/rehearsal time, performance, and other ancillary activities related to the production.

Charge To:
College Operating Funds in accordance with below.
10-03-396300-601153

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BOARD OF TRUSTEES ACTION P12
Approval Date: February 3, 2026

Resolution
Approve Sabbatical Leave of Absence

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
That the following Sabbatical Leave of Absence with pay for the period indicated be granted to the faculty members listed below, subject to financial allocations from the State of New Jersey and Bergen County, as indicated in the 2026-2027 proposed College budget:

Name	Rank	Department	Period
Joan Dalrymple	Full Professor	Library	Fall 2026

Purpose
To facilitate completion of a doctoral dissertation in Educational Leadership from Rowan University. The fall 2026 semester will be used to finish writing and revising the dissertation.

Name	Rank	Discipline	Period
David Wang	Associate Professor	Computer Science, Engineering & Information Technology	Fall 2026

Purpose
To research the latest theories on Artificial Intelligence development and their implications for integrating and developing AI into current and future coursework and curricula at the College.

Justification
In accordance with Article XII, Item 5, BCCFA Contract

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BOARD OF TRUSTEES ACTION P13
Approval Date: February 3, 2026

Resolution
To approve Leave of Absence

Submitted By
Dr. Eric M. Friedman, President
Ms. Nishika Gupta, Assistant Vice President of Information Technology
Ms. Sarah Riker, Associate Director of Human Resources

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

	Name	Position/Division/Bargaining Unit	Effective Dates (retroactive)
1.	Alexander Radayev	Business Systems Analyst/ Information Technology/Professional	12/01/2025 – 02/22/2026

Justification
1. Family Leave

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PLACEHOLDER
BIDS DUE 1/21/26

BOARD OF TRUSTEES ACTION S/F1
Approval Date: February 3, 2026

Resolution
To authorize the award of Public Bid P-2418 Library Wing Roof Replacement to _____.

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

Action Requested
Authorization to award Public Bid P-2418 Library Wing Roof Replacement to _____ in the amount of $_____, which includes the Base bid, $130,000 allowance, and Alternates 1 for the replacement of sloped insulated skylights.

Justification
The Library Wing roof in the Pitkin Education Center is significantly deteriorated, past the end of its functional life, and is a risk to effectively maintaining the building's integrity. The sloped insulated skylights have developed holes in the outer layer, compromising weathertightness and structural integrity. Replacing the roof and damaged skylights will preserve safety, maintain the envelope, and prevent operational disruptions.

Bids were received from:

	Base Bid	Base Bid w. Allowances

Charge To: Chapter 12
Account Number: 20-00-190000-604221
Amount: $

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BOARD OF TRUSTEES ACTION S/F 2
Approval Date: February 3, 2026

Resolution
To authorize a professional services contract with RSC Architects to prepare plans and specifications for the renovation and expansion of the College's existing culinary facilities in the Pitkin Education Center at the Paramus Campus.

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 contract with RSC Architects for an estimated amount of $394,00.00, including direct costs, for the preparation of plans and specifications for the renovation and expansion of the existing culinary facilities in the Pitkin Education Center at the Paramus Campus.

Justification
The culinary facilities at the College are outdated, spread throughout campus, and in need of significant upgrades. By renovating and expanding the second floor of the Pitkin Education Center at Paramus Campus, the culinary program will be strengthened, and students will be better equipped to meet industry standards. This project will foster collaboration and provide greater benefits to the community. To move forward with the renovation and expansion, new project documents are necessary for public bidding.

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:	TBD
Total:	$394,000.00

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BOARD OF TRUSTEES ACTION S/F 3
Approval Date: February 3, 2026

Resolution
To authorize a Shared Service Agreement between the College and the County of Bergen for two seasons of snow and ice removal from October 1, 2025 to April 30, 2027.

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 Shared Service Agreement between the College and the County of Bergen for snow and ice removal services for the two winter seasons from October 1, 2025, to April 30, 2027 at an amount not to exceed $350,000.

Justification
The College requires snow and ice removal services at each of its three (3) campus locations to maintain safe grounds during winter seasons. This agreement will cover the two winter seasons from October 1, 2025, to April 30, 2027. The College acknowledges the mutual benefits of a shared services agreement with the County of Bergen.

Charge To:	Operating
Account Number:	10-06-630100-607555
Amount:	Not to Exceed $350,000

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PLACEHOLDER

BOARD OF TRUSTEES ACTION S/F 4
Approval Date: February 3, 2026

Resolution
To authorize a Shared Service Agreement between the College and the County of Bergen for landscaping services from March 12, 2026 to March 11, 2028.

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 Shared Service Agreement between the College and the County of Bergen for landscaping services from March 12, 2026 to March 11, 2028 for an estimated amount of $XXX,XXX.XX.

Justification
The College needs landscaping services at its three campuses to maintain safe and attractive grounds. Services include mowing, irrigation, seasonal plantings, and athletic field upkeep. Partnering with Bergen County helps secure these services at a lower cost through a shared agreement.

Charge To:	Operating
Account Number:	10-06-630100-607550
Amount:	$XXX,XXX.XX (estimated)