



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

Thursday, February 8, 2024 – 5:00 p.m.

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Oath of Office

Administered by Mrs. Arlene Q. Perez, Esq.
DeCotiis, FitzPatrick, Cole and Giblin, L.L.P.

- Mr. Damon J. Englese – Trustee
- Mr. Howard L. Haughton - Trustee

- IV. Roll Call
- V. Pledge of Allegiance

- VI. 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

- VII. Unfinished Business / Board Members



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BOARD OF TRUSTEES
PUBLIC MEETING

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Thursday, February 8, 2024 – 5:00 p.m.

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VIII. New Business / Board Members

IX. Open to the Public

X. Actions

- | | | |
|----|----------------------------|----------------------------|
| A. | Approval of Board Minutes: | Tuesday, January 9, 2024 |
| B. | Consent Agenda: | Thursday, February 8, 2024 |

XI. (New Business/Open to the Public)

XII. Adjournment



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CONSENT AGENDA

Thursday, February 8, 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, January 9, 2024

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. Authorization to award Public Bid P-2385 for Electrical Asset Preventive Maintenance Services to _____.
3. To award Public Bid P-2387 to purchase a laser cutter machine for the Fashion Design and Visual Arts programs.
4. Authorization to award a contract for the removal and replacement of the existing Health Professions Building emergency generator to _____.

EDUCATION AND STUDENT AFFAIRS

1. To accept an award from the Office of the Secretary of Higher Education's (OSHE) **The Center for Adult Transition** grant and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

PERSONNEL (P)

1. Separations
2. Rescind Appointments
3. Appointments – Stipends
4. Appointment: Lecturers, Spring 2024 Semester
5. Appointments – Support
6. Reappointment Faculty – Fifth Reappointment (with tenure)
7. Approve Sabbatical Leave of Absence
8. Approve: Leave of Absence

SITE AND FACILITIES (S/F)

1. To authorize the award of a professional services contract to _____ to prepare plans and specifications for replacement of a Theatre Building Roof Top Unit T1.
2. To authorize Change Order #1 to the Centralpak Engineering Corporation contract scope of work to upgrade the College's obsolete Trane HVAC control system for the new Mammoth Roof Top Unit at Ender Hall.
3. To award the preparation of contract specifications for plumbing preventative maintenance services to T&M Associates.
4. To authorize entering into a Shared Service Agreement between Bergen Community College (the "College") and the County of Bergen (the "County") for the use of College-owned equipment for the Orchard Hills Golf Course.
5. To authorize entering into a Shared Service Agreement between the County of Bergen (the "County") and Bergen Community College (the "College") for the use of County-owned equipment.



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BOARD OF TRUSTEES ACTION A/F1
Approval Date: February 8, 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.

December 1, 2023, to December 31, 2023, \$ 32,783.80

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	\$ 32,783.80



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PLACEHOLDER
BIDS DUE Thurs, Feb. 1st

BOARD OF TRUSTEES ACTION A/F 2
Approval Date: February 8, 2024

Resolution

Authorization to award Public Bid P-2385 for Electrical Asset Preventive Maintenance Services to

_____.

Submitted By

Dr. Eric M. Friedman, President

Mr. Wilton Thomas Hooke, Chief Financial Officer

Mr. Nathaniel Saviet, Vice President, Facilities Planning and Operations

Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested

Authorization to award Public Bid P-2385 for Electrical Asset Preventive Maintenance Services to _____ for the period February 8, 2024, through February 7, 2026, for an estimated amount of \$ _____. The award includes an optional one-year period to be executed at the College's sole discretion. The option period spans February 8, 2026, through February 7, 2027.

Justification

The College requires preventive maintenance services from electrical service vendors to maintain mission critical electrical equipment and infrastructure. These services will help to improve the upkeep and reliability of electrical systems. ____ companies registered for the bid package and ____ bids were received.

Charge To: College Operating Funds

Account Number: 10-06-610100-607550

Amount: \$



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PLACEHOLDER
Bids due February 6, 2024

BOARD OF TRUSTEES ACTION A/F 3
Approval Date: February 8, 2024

Resolution

To award Public Bid P-2387 to purchase a laser cutter machine for the Fashion Design and Visual Arts programs.

Submitted By

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

Action Requested

Award Public Bid P-2387 to purchase one (1) CO2 laser engraver and laser cutting machine to _____ at a cost of \$_____.

Justification

The laser engraver and cutter will be a shared-use device for the Fashion and Visual Arts programs. This device will be used to develop concept models and produce architectural models using materials such as cardboard, matboard, plexiglass, acrylic, thin woods, and others. The device will also be used for processing, fabrication, and technical illustration.

Laser cutters have revolutionized the manufacturing industry by providing unparalleled levels of speed, precision, and creativity. Their versatility facilitates use in a variety of courses from fashion to woodworking. These devices allow students to express their ideas in new ways and prepare for future careers in emerging industries. Furthermore, these devices allow students to create physical replicas of their designs and open up a wide range of opportunities and applications. These laser systems can be integrated into design technology, STEM, graphics, art, and/or fashion curricula with tremendous practical value.

A total of _____ () companies registered for bid packages and _____ () bid was received. See below for bids received.

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



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PLACE HOLDER
Proposals Due to BCC on January 19th, 2024
BOARD OF TRUSTEES ACTION A/F 4
Approval Date: February 8, 2024

Resolution

Authorization to award a contract for the removal and replacement of the existing Health Professions Building emergency generator to _____.

Submitted By

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

Action Requested

Authorization to award _____ in the amount of \$ _____ for services to remove the existing generator and purchase and install a replacement emergency generator for the Health Professions Building.

Justification

The Health Professions Building emergency generator is no longer operational and requires a full replacement. The emergency generator is necessary to maintain critical facility operations and life safety systems on campus in the event of a power failure. The work project will be completed through vendors awarded via Bergen County Co-Op BC-BID-22-19 Licensed Electrical Contractor Services.

Received Proposals

SAL Electric	\$X.00
Magic Touch Construction	\$X.00
Cooper Electric	\$X.00
Multi- Phase	\$X.00
Vanore Electric	\$X.00

Charge to: Chapter 12
Account Number: Various
Amount: \$



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BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: February 8, 2024

Resolution

To accept an award from the Office of the Secretary of Higher Education's (OSHE) **The Center for Adult Transition** grant 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 Student Affairs
Dr. Anjali Thanawala, Director of Grants Administration

Action Requested

To authorize acceptance of second-round, Fiscal Year 2024 funding for **The Center of Adult Transition** grant of \$226,500, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

This grant provides additional support and resources to students up to age 24 with developmental disabilities. The program focuses on enhancing educational and life experiences for these students. The program's primary objectives include facilitating successful transition from secondary to post-secondary education and improving opportunities for adult employment and independent living.

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



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BOARD OF TRUSTEES ACTION P1

Approval Date: February 8, 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

Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development

Ms. Suzanne Wetzel, Vice President, External Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To accept the separation of the following individuals:

	<u>Name</u>	<u>Reason</u>	<u>Position/Department/Division/Unit</u>	<u>Effective Date</u>
1.	Alexander Evans	Resignation	Public Information Assistant/ Public Relations/External Affairs/ Professional	12/05/2023 (retroactive)
2.	Mayda Gonzalez- Bosch	Resignation	Associate Dean/Continuing Education and Workforce Development/ Confidential	01/23/2024 (retroactive)
3.	Joselyn Jimenez de Rodriguez	Resignation	Custodian/Facilities/Support	01/10/2024 (retroactive)
4.	Wayne Marshall	Resignation	Custodian/Facilities/Support	12/07/2023 (retroactive)
5.	Nobile Basile	Retirement	Senior Custodian/Facilities	03/29/2024
6.	Philip Dolce	Retirement	Professor/History and Geography/ Humanities/Faculty	02/01/2024 (retroactive)
7.	Fariba Hajamadi	Retirement	Associate Professor/Visual and Performing Arts/Business, Arts & Social Sciences/Faculty	02/01/2024 (retroactive)
8.	Paul Mindell	Retirement	Professor/Visual and Performing Arts/Business, Arts & Social Sciences/Faculty	02/01/2024 (retroactive)
9.	Linda Wiles	Retirement	Assistant Professor/Math, Science and Technology/Academic Affairs/Faculty	02/01/2024 (retroactive)
10.	Kevin Morales	Termination	Custodian/Facilities/Support	01/12/2024 (retroactive)
11.	Moises Robles	Termination	HVAC Mechanic A/Facilities/ Support	01/10/2024 (retroactive)



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BOARD OF TRUSTEES ACTION P2
Approval Date: February 8, 2024

Resolution

Rescind Appointments

Submitted By

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

Action Requested

To rescind the appointment of the following individuals:

	<u>Name</u>	<u>Board motion information</u>	<u>Unit</u>	<u>Position</u>	<u>Effective Date (retroactive)</u>
1.	Amy Diaz	P2A, June 13, 2023	Faculty	Program Director of Radiography	01/02/2024
2.	Jaclyn Park	P1J, June 13, 2023	Faculty	Clinical Coordinator/ Diagnostic Medical Sonography	10/01/2023
3.	Michael Gilmore	P2, January 9, 2024	NA - Coach	Assistant Men's Basketball Coach	12/13/2023
4.	Anthony Vaughn	P1A, September 6, 2023	NA - Coach	Head Coach Cross Country (M&W)	12/22/2023
5.	Anthony Vaughn	P1A, September 6, 2023	NA - Coach	Head Coach Track and Field (M&W)	12/22/2023
6.	Edwin Dye	P4, January 9, 2024	Support	Custodian	01/10/2024

Justification

1. Rescind appointment for the Spring 2024 semester.
2. Rescind appointment for partial Fall 2023 and Spring 2024 semesters.
- 3.- 6. Rescind appointment.



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BOARD OF TRUSTEES ACTION P3
Approval Date: February 8, 2024

Resolution

Appointment: Stipends

Submitted By

Dr. Eric Friedman, President

Dr. Andrew Tomko, Interim Vice President, Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve the appointments of the following individuals to the following positions, at the stipends shown for the effective dates listed below:

CLINICAL COORDINATORS

<u>Name</u>	<u>Department/Division</u>	<u>Annual Stipend</u>	<u>Effective Dates</u>
Michele Hasbrouck *	Diagnostic Medical Sonography/Health Professions	\$2,078.13	10/01/2023-6/30/2024 (retroactive)
Jiyoun Park *	Diagnostic Medical Sonography/Health Professions	\$2,078.13	10/01/2023-6/30/2024 (retroactive)

* replacements for partial Fall 2023 and Spring 2024 semesters

NURSING CLINICAL FULL-TIME FACULTY

<u>Name</u>	<u>Department/Division</u>	<u>Semester Stipend</u>	<u>Term</u>
Marites Alconis**	Nursing/Health Professions	\$1,200.00	Spring 2024
Diana Constantino	Nursing/Health Professions	\$2,400.00	Spring 2024
Joana Constantino**	Nursing/Health Professions	\$2,400.00	Spring 2024
Claire Cyriax	Nursing/Health Professions	\$2,400.00	Spring 2024
Joanne Diamantidis*	Nursing/Health Professions	\$3,600.00	Spring 2024
Sharon Mancini	Nursing/Health Professions	\$1,200.00	Spring 2024
Tiffany Cuello-Siegel	Nursing/Health Professions	\$1,200.00	Spring 2024

NURSING CLINICAL ADJUNCT FACULTY

<u>Name</u>	<u>Department/Division</u>	<u>Semester Stipend</u>	<u>Term</u>
Edward Acquah	Nursing/Health Professions	\$2,400.00	Spring 2024
Christina Bancroft **	Nursing/Health Professions	\$1,200.00	Spring 2024
Jessica Brown **	Nursing/Health Professions	\$1,200.00	Spring 2024
Cyndi Chiulli	Nursing/Health Professions	\$2,400.00	Spring 2024
Nicole Confini	Nursing/Health Professions	\$1,200.00	Spring 2024
Cora Dumalagan **	Nursing/Health Professions	\$1,200.00	Spring 2024
Amanda George	Nursing/Health Professions	\$2,400.00	Spring 2024
Natalie Hanikeh	Nursing/Health Professions	\$2,400.00	Spring 2024
Elizabeth Plange-Laye **	Nursing/Health Professions	\$1,200.00	Spring 2024
Maureen Imbrogno	Nursing/Health Professions	\$2,400.00	Spring 2024
Siew Jackson	Nursing/Health Professions	\$1,200.00	Spring 2024
Laleh Jasmi	Nursing/Health Professions	\$2,400.00	Spring 2024
Rommell Jimenez	Nursing/Health Professions	\$2,400.00	Spring 2024
Reny Joseph	Nursing/Health Professions	\$2,400.00	Spring 2024
James Keogh	Nursing/Health Professions	\$2,400.00	Spring 2024
Saideh Labibi	Nursing/Health Professions	\$2,400.00	Spring 2024
Theresa LaFlam **	Nursing/Health Professions	\$1,200.00	Spring 2024
Michael Lang	Nursing/Health Professions	\$2,400.00	Spring 2024
Shelley Larson **	Nursing/Health Professions	\$1,200.00	Spring 2024
Easter Grace Mana-ay-Rio	Nursing/Health Professions	\$2,400.00	Spring 2024
Miriam Masias **	Nursing/Health Professions	\$1,200.00	Spring 2024
Sherry-Ann Munroe	Nursing/Health Professions	\$2,400.00	Spring 2024
Lillith Okossi	Nursing/Health Professions	\$2,400.00	Spring 2024
Issac Oppong	Nursing/Health Professions	\$2,400.00	Spring 2024

Resolution: P3
February 8, 2024
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Josephine Rodriguez	Nursing/Health Professions	\$2,400.00	Spring 2024
Kristi Schmidt	Nursing/Health Professions	\$2,400.00	Spring 2024
Cheryl Sfikas	Nursing/Health Professions	\$2,400.00	Spring 2024
Mary Jo Sharples	Nursing/Health Professions	\$2,400.00	Spring 2024
T. Dolma Siphur	Nursing/Health Professions	\$2,400.00	Spring 2024
Robelisa Sistoso	Nursing/Health Professions	\$2,400.00	Spring 2024
Tara Spruill	Nursing/Health Professions	\$1,200.00	Spring 2024
Patricia Strickland	Nursing/Health Professions	\$2,400.00	Spring 2024
Tenzin Lama-Tamang	Nursing/Health Professions	\$2,400.00	Spring 2024
Kryselle Alconis-Vo	Nursing/Health Professions	\$2,400.00	Spring 2024

* for additional ½ semester clinical

** for ½ semester clinical only

***for additional full semester clinical

Justification

In accordance with the terms of the Agreement between Bergen Community College and the Bergen Community College Faculty Association and Bergen Community College Adjunct Association.



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BOARD OF TRUSTEES ACTION P4
Approval Date: February 8, 2024

Resolution

Appointment: Lecturers, Spring 2024 Semester

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 approve the appointment of the following individuals as Lecturers for the Spring 2024 semester at the salary indicated:

<u>Name</u>	<u>Discipline/Division</u>	<u>Salary</u>
Veronica Andrade	Communications/Humanities	\$22,558.06
Zameer Baksh	Business/Business, Arts and Social Sciences	\$22,558.06
George Chudyk	Computer Science/Math, Science and Technology	\$22,558.06
Andrea daConturbia	College Mathematics/Math, Science and Technology	\$22,558.06
Jared DeBenedictus	WEX/Health Professions	\$22,558.06
Lisa Duddy	Dental Hygiene/Health Professions	\$22,558.06
Jamila Haramuniz	Developmental Mathematics/Math, Science and Technology	\$22,558.06
Michelle Hasbrouck	Diagnostic Medical Sonography/Health Professions	\$22,558.06
Esra Ileri	American Language/Humanities	\$22,558.06
Sam Kadko	Hotel and Restaurant Management/Business, Arts and Social Sciences	\$21,484.26
Derek Levine	Social Sciences/Business, Arts and Social Sciences	\$22,558.06
Ariana Lopez	Criminal Justice/Business, Arts and Social Sciences	\$22,558.06
Denise Melvin	Communications/Humanities	\$22,558.06
Jose Orozco Rodriguez	College Mathematics/Math, Science and Technology	\$22,558.06
Shawna Pantzke	Biology/Math, Science and Technology	\$22,558.06
Noreen Petraitis	English/Humanities	\$22,558.06
Philip G. Ross III	WEX/Health Professions	\$22,558.06
Stephanie Shewciw	Developmental Mathematics/Math, Science and Technology	\$22,558.06
Tara Snyder	Biology/Math, Science and Technology	\$22,558.06
Bernadette Szasz	Biology/Math, Science and Technology	\$22,558.06
Kaiser Tarique	Biology/Math, Science and Technology	\$22,558.06
Michelle Turnbull	English/Humanities	\$22,558.06
Gerald Wisz	English/Humanities	\$22,558.06
Myung Hee Yoon	Developmental Mathematics/Math, Science and Technology	\$22,558.06

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 P5

Approval Date: February 8, 2024

Resolution

Appointments – Support

Submitted By

Dr. Eric M. Friedman, President

Dr. Andrew Tomko, 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 individual to the vacant position and annual salary indicated below:

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date</u>
1.	Luz Castillo	Executive Secretary/Business and Social Sciences/Academic Affairs	Support	\$47,000.00	02/15/2024

Justification

#1: 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. 10-04-417700-601130



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BOARD OF TRUSTEES ACTION P6
Approval Date: February 8, 2024

Resolution

Reappointment Faculty – Fifth Reappointment (with tenure)

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 reappoint the following individuals for their fifth year with tenure to the indicated division and rank for the period of September 1, 2024, through June 30, 2025, unless otherwise noted.

Fifth Reappointment

<u>Name</u>	<u>Rank</u>	<u>Discipline/Division</u>
1. Abdullah Aqeel	Assistant Professor	Physical Sciences/Microbiology/ Math, Science, and Technology
2. Claire Cyriax	Assistant Professor	Nursing/Health Professions
3. Jacqueline Dartley	Instructor	Physical Sciences/Biology/ Math, Science, and Technology
4. Amy Diaz	Instructor	Radiation Therapy Technology/ Health Professions
5. Vincent Louis	Assistant Professor	Business/Business, Arts & Social Sciences
6. Aaron Morrisey	Associate Instructor	Hotel & Restaurant Management- Culinary/Business, Arts and Social Sciences

Justification

In accordance with Article XIII of the BCCFA contract.

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

1. 10-03-351003-601120
2. 10-03-352000-601120
3. 10-03-351002-601120
4. 10-03-354010-601120
5. 10-03-396100-601120
6. 10-03-396100-601120



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BOARD OF TRUSTEES ACTION P7
Approval Date: February 8, 2024

Resolution

Approve Sabbatical Leave of Absence

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

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 2024-2025 proposed College budget:

<u>Name</u>	<u>Rank</u>	<u>Discipline</u>	<u>Period</u>
Claire McConaughy	Professor	Visual Arts	Fall 2024-Spring 2025

Purpose

To complete a creative project consisting of a series of large-scale landscape paintings accompanied by poems and essays, which will be the subject of a presentation and exhibit at the College, and also the basis for future grant applications.

<u>Name</u>	<u>Rank</u>	<u>Discipline</u>	<u>Period</u>
Gregg Biermann	Professor	Communications	Fall 2024

Purpose

To complete the editing of a creative project consisting of video animations.

<u>Name</u>	<u>Rank</u>	<u>Discipline</u>	<u>Period</u>
Robert Dill	Professor	Biology	Spring 2025

Purpose

To complete work on his doctoral dissertation, which focuses on how community colleges can reduce their greenhouse gas emissions while educating students, faculty, and staff about their roles in reducing emissions.

Justification

In accordance with Article XII, Item 5, BCCFA Contract



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BOARD OF TRUSTEES ACTION P8
Approval Date: February 8, 2024

Resolution

Approve: Leave of Absence

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 an unpaid leave of absence per NJ FMLA guidelines, for the following individuals from the position listed below, effective dates as indicated:

	<u>Name</u>	<u>Position/Division/Unit</u>	<u>Effective Dates (retroactive)</u>
1.	Daniel Diaz	Maintenance Repairperson/ Facilities/Support	01/02/2024 – 05/31/2024 unpaid with no benefits
2.	Frederick Stickel	Senior Custodian/Facilities/Support	02/20/2024 – 02/29/2024 unpaid leave with no benefits

Justification

1. Military Leave
2. Medical Leave



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PLACE HOLDER

BOARD OF TRUSTEES ACTION S/F 1

Approval Date: February 8, 2024

Resolution

To authorize the award of a professional services contract to _____ to prepare plans and specifications for replacement of a Theatre Building Roof Top Unit T1.

Submitted By

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

Action Requested

Authorization to enter into a professional services contract with <TBD> for an amount not to exceed \$X.00, including direct costs, to prepare plans and specifications for replacement of the Pitkin Theatre Building Roof Top Unit.

Justification

RTU-T1 is beyond its useful life, is not operational, and needs replacement. RTU-T1 is a necessary component of the unit that provides heating and cooling to the front lobby of the Theatre.

Proposals Received

LAN Associates	\$X.00 including not to exceed Direct Costs
H2M Architects & Engineers	\$X.00 including not to exceed Direct Costs
T & M Associates	\$X.00 including not to exceed Direct Costs

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:	\$ X.00



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BOARD OF TRUSTEES ACTION S/F 2
Approval Date: February 8, 2024

Resolution

To authorize Change Order #1 to the Centralpak Engineering Corporation contract scope of work to upgrade the College's obsolete Trane HVAC control system for the new Mammoth Roof Top Unit at Ender Hall.

Submitted By

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

Action Requested

To authorization issuing a Change Order #1 in an amount not to exceed \$25,900.00 to Centralpak Engineering Corporation to upgrade the obsolete Trane HVAC control system for the new Mammoth RTU.

Original Contract Amount	-	\$ 468,590.00
Change Order #1	-	\$ 25,990.00

Revised Contract Amount	-	\$ 494,580.00
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Percentage Increase over Original Contract Amount	5.5%
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Justification

The existing HVAC control system used by the RTU is obsolete and parts are no longer available. Therefore, the existing Trane HVAC control system must be upgraded to a new Mammoth RTU to provide full functionality. See schedule below for detailed description of the approved change order.

Item #1 - \$25,900.00 for upgrade of existing obsolete Trane HVAC control system required for the new Mammoth RTU.

Change Order Classification: COC-3

Charge To: Chapter 12

Account Number: 20-00-116500-604218

Total: \$25,990.00



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BOARD OF TRUSTEES ACTION S/F3
Approval Date: February 8, 2024

Resolution

To award the preparation of contract specifications for plumbing preventative maintenance services to T&M Associates.

Submitted By

Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President Facilities
Mr. Wilton Thomas-Hooke, Managing Director of Finance
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested

Authorization to pay \$16,700.00, including direct costs, for the preparation of contract specifications for plumbing preventative maintenance services.

Justification

The preventative maintenance of plumbing assets is critical to the ongoing operation of the College. The revision and preparation of contractual specifications will clarify the scope of work and enhance preventative maintenance services to align with the strategic priorities within facilities

Requested Proposals

LAN Associates	Did not submit a proposal
H2M Architects & Engineers	Did not submit a proposal
T & M Associates	\$16,700.00 including not to exceed Direct Costs

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:	Maintenance Operation Funds
Account Number:	10-06-610100-607550
Amount:	\$ 16,700.00



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BOARD OF TRUSTEES ACTION S/F 4
Approval Date: February 8, 2024

Resolution:

To authorize entering into a Shared Service Agreement between Bergen Community College (the "College") and the County of Bergen (the "County") for the use of College-owned equipment for the Orchard Hills Golf Course.

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 County of Bergen and Bergen Community College for College-owned equipment.

Justification:

The College owns certain vehicles and equipment ("Equipment") that will be loaned for County use subject to the operational needs of the College.

- 1) The College and the County seeks to enter into a written agreement to govern the terms and conditions under which College-owned Equipment will be available for County use for the operation and maintenance of the Orchard Hills Golf Course.
- 2) Entering into a written agreement allows the College to facilitate County use of its equipment during mutually agreeable times and conditions.
- 3) The Agreement sets forth the terms under which the College will, subject to availability and College's operational needs, loan Equipment to the County for short-term use.
- 4) The County agrees to notify the College as far in advance of the County's need as possible to allow for planning and coordinating requests from local units.
- 5) This agreement shall automatically renew for four (4) successive one-year terms, for a total duration not to exceed five (5) years, pursuant to N.J.S.A. 18A:64A-25.28(f), unless either party provides a notice of its intent to terminate in writing.

In accordance with the Uniform Shared Services and Consolidation Act, P.L.2007, c.63 (N.J.S.A. 40A:65-1, et seq.), the College's Board of Trustees may approve the shared use of Equipment. The Shared Service Agreement is on file at the College.

No College fund are required.



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BOARD OF TRUSTEES ACTION S/F 5
Approval Date: February 8, 2024

Resolution:

To authorize entering into a Shared Service Agreement between the County of Bergen (the "County") and Bergen Community College (the "College") for the use of County-owned equipment.

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 County of Bergen and Bergen Community College for County-owned Equipment.

Justification:

The County of Bergen owns certain vehicles and equipment ("Equipment") that it can be loaned for College use subject to the operational needs of the County.

- 1) The County and the College seeks to enter into a written agreement to govern the terms under which the County will make certain County-owned Equipment available for College use.
- 2) Entering into a written agreement allows the County to facilitate College use of its Equipment during mutually agreed upon times and conditions.
- 3) The Agreement sets forth the terms under which the County will, subject to availability and the County's operational needs, loan Equipment to the College for short-term use.
- 4) The College agrees to notify the County as far in advance of the College's needs as possible to allow for effective planning and coordinating requests from local units.
- 5) This agreement shall automatically renew for four (4) successive one-year terms, for a total duration not to exceed five (5) years, pursuant to N.J.S.A. 18A:64A-25.28(f), unless either party provides a notice of intent to terminate in writing.

In accordance with the Uniform Shared Services and Consolidation Act, P.L.2007, c.63 (N.J.S.A. 40A:65-1, et seq.), the Board of Trustees of the College may approve the shared use of Equipment. The Shared Service Agreement is on file at the College.

No College funds are required.