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 6, 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, November 25, 2025
  Tuesday, January 6, 2026
- B. Consent Agenda:

X. Executive Session, if required.

XI. Adjournment

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# CONSENT AGENDA

**Tuesday, January 6, 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, November 25, 2025**

## AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize payment for financial auditing services to PKF O'Connor Davies, LLP for Fiscal Year 2025 (July 1, 2024 through June 30, 2025).
3. To authorize the renewal of the College's Message Platform license with Modern Campus USA Inc. at an estimated cost of $32,167.52 for the period (03/01/2026 through 02/28/2027).
4. To authorize the purchase of a Gaumard Advanced Pediatric HAL simulator for the Paramedic Science program.
5. To authorize the purchase of replacement Uninterruptible Power Supply (UPS) batteries for all three College campuses through Aspire Technology Partners.
6. To authorize the purchase of ORION Fraud Detection software from SHI International Corporation.
7. To authorize the purchase of student and faculty support resources from Assessment Technologies Institute (ATI) nursing education to increase retention and student outcomes on the National Council Licensure Examination-Registered Nurse (NCLEX-RN).

## EDUCATION AND STUDENT AFFAIRS (E/SA)

1. To authorize accepting an award of $27,500 to facilitate the **Hunger-Free Campus Grant** program from the Office of the Secretary of Higher Education's (OSHE) and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
2. **To authorize submission of a grant application to the United States Department of Education (USDOE), Improvement of Post-Secondary Education-Special Projects (FIPSE-SP)** program for $4,000,000 for a 48-month performance period, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
3. To authorize an amendment to budget for the E/SA 6 resolution approved on November 26,2024 for the USDA NEXTGEN Grant for the period of 6/1/23 - 5/31/28.

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## CONSENT AGENDA

**Tuesday, January 6, 2026**


### PERSONNEL (P)

1. To approve the specified personnel separations.
2. Approve: Contractual Salary Increase for Dr. Eric M. Friedman, President, Bergen Community College
3. To approve the appointment of the specified Confidential personnel.
4. To approve the appointments of the specified Professional personnel.
5. To approve the appointments of the specified Support personnel.
6. To approve stipends for Nursing Clinical Faculty for the Spring 2026 semester
7. To approve the appointment of the specified Grant personnel.
8. To approve the appointments of the specified Lecturers for the Spring 2026 Semester.
9. To approve the appointment of the specified Academic Chair
10. To approve the appointment of the Diagnostic Medical Sonography Clinical Coordinator for the Fall 2025 and Spring 2026 semesters.
11. To approve the title change and job description for the specified vacant positions.
12. Merit Award Program for Professional Staff
13. Merit Award Program for Support Staff
14. To authorize stipends to college personnel for providing piano accompaniment services for the Bergen Community College music productions for the Fall 2025 Bergensounds productions.
15. To approve Leave of Absence

### SITE AND FACILITIES (S/F)

1. To authorize Bergen Community College ("the College") to enter into an agreement with Acari & Iovino Architects to prepare contract drawings and specifications at an estimated cost of $19,500.00, including direct costs, to renovate the Child Development Center restrooms in Classrooms #1 and 3.
2. To award a professional services contract in the amount of $40,600.00 to H2M Architects & Engineers for the preparation of plans and specifications for the Bergen Community College Campus Security Plan project.
3. To award T&M Associates for the preparation of contract drawings and specifications for the next phase of HVAC replacements at the College.

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**BOARD OF TRUSTEES ACTION A/F1**
**Approval Date: January 6, 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.

November 1, 2025, to November 30, 2025, $ 24,188.65

| | |
|---|---|
| Charge to: | College Operating Funds |
| Account Number: | 10-01-186100-607566 |
| Amount: | $ 24,188.65 |

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**BOARD OF TRUSTEES ACTION A/F 2**
**Approval Date: January 6, 2026**

**Resolution**
To authorize payment for financial auditing services to PKF O'Connor Davies, LLP for Fiscal Year 2025 (July 1, 2024 through June 30, 2025).

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

**Action Requested**
Authorization to pay PKF O'Connor Davies, LLP for financial auditing services for Fiscal Year 2025 (July 1, 2024 through June 30, 2025) in the amount of $60,600.

**Justification**
The College is required to prepare financial statements each fiscal year and needs to secure the services of an audit firm to complete the statements for Fiscal Year 2025 (July 1, 2024 through June 30, 2025). Services include Basic Financial Statements, Management's Discussion and Analysis, and Schedules of Expenditures of Federal Awards and State Financial Assistance. The gross fees for the audits include expenses will be as follows:

| Financial Statement Audit | Single Audit | Estimated Indirect Expense Charge | Total |
|---|---|---|---|
| $40,000 | $18,500 | $2,100 | $60,600 |

Professional services are exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (1).

**Charge to:** College Operating Funds
**Account Number:** 10-01-186100-607567
**Amount:** $60,600

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

**Resolution**
To authorize the renewal of the College's Message Platform license with Modern Campus USA Inc. at an estimated cost of $32,167.52 for the period (03/01/2026 through 02/28/2027).

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

**Action Requested**
Authorization to renew the College's Message Platform license with Modern Campus USA Inc. for the period of 3/1/26 through 2/28/27 at a cost of $32,167.52.

**Justification**
Modern Campus Message (formerly Signal Vine) offers a powerful, user-friendly conversational texting platform that ensures students stay informed and act when needed. The message enables the college to send timely, personalized messages that drive engagement throughout the learner's lifecycle.

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

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

| | |
|---|---|
| **Charge to:** | College Operating Funds |
| **Account Number:** | 10-01-165100-607526 |
| **Amount:** | $32,167.52 |

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**BOARD OF TRUSTEES ACTION A/F4**
**Approval Date: January 6, 2026**

**Resolution**
To authorize the purchase of a Gaumard Advanced Pediatric HAL simulator for the Paramedic Science program.

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

**Action Requested**
Authorization to purchase a Gaumard Advanced Pediatric HAL® S2225 medium skin tone five-year-old simulator package with a one-year limited warranty for the estimated cost of $80,685.40.

**Justification**
Simulation is an integral component of the Paramedic Science program and is essential for preparing graduates for credentialing and practice. This simulator is a pediatric simulator that will provide experience for the students focusing on emergency management in scenarios for a child patient that is in an emergency situation. This is required to meet program requirements and credentialing requirements. This is a sole source simulator.

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

| | |
|---|---|
| **Charge to:** | Perkins 2026 |
| **Account Number:** | 20-02-599001-604212 |
| **Amount:** | $80,685.40 |

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**BOARD OF TRUSTEES ACTION A/F 5**
**Approval Date: January 6, 2026**

**Resolution**
To authorize the purchase of replacement Uninterruptible Power Supply (UPS) batteries for all three College campuses through Aspire Technology Partners.

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

**Action Requested**
Authorization to purchase replacement UPS batteries for the college's Paramus, Lyndhurst, and Hackensack campuses from Aspire Technology Partners through the National Cooperative Purchasing Alliance at a cost of $98,293.23.

**Justification**
UPS batteries allow the equipment in the college's IDF closets to power down properly in the event of a power failure. The backup units therefore protect the equipment and allow for a safe reboot upon power restoration. UPS batteries have a useful life of approximately 5 years, at which time they need replacement. Several of the models in our environment have exceeded their useful life and are beginning to fail. This purchase will allow the College to replace failing models at all three campuses.

The college has a need to procure these services through a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Aspire Technology Partners 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.

Cooperative procurement is allowed in accordance with County College Contracts Law 18A:64A-25.10.

| | |
|---|---|
| **Charge to:** | FY25 County Bond |
| **Account Number:** | 20-00-181900-604300 |
| **Amount**: | $98,293.23 |

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**BOARD OF TRUSTEES ACTION A/F 6**
**Approval Date: January 6, 2026**

**Resolution**
To authorize the purchase of ORION Fraud Detection software from SHI International Corporation.

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

**Action Requested**
Authorization to purchase ORION Fraud Detection software from SHI International Corporation through the National Cooperative Purchasing Alliance at a cost of $35,000.

**Justification**
The College has seen a significant increase in the number of fraudulent student applications aimed at accessing financial aid and other funding. This is a national problem that has become highly visible across higher education, including the community college sector. The College currently has a highly manual process that becomes more inefficient and unsustainable as the number of fraud attempts increases. As a result, there is a critical need to explore best-practice, automated options to more effectively mitigate fraud risk. The ORION Fraud Detection software provides a means to employ automation and analytics techniques to detect fraudulent applications at the source.

The college has a need to procure these services through a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. SHI International Corporation 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.

Cooperative procurement is allowed in accordance with County College Contracts Law 18A:64A-25.10.

| | |
|---|---|
| **Charge to:** | College Operating Funds |
| **Account Number:** | 10-01-165100-607526 |
| **Amount**: | $35,000 |

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**BOARD OF TRUSTEES ACTION A/F 7**
**Approval Date: January 6, 2026**

**Resolution**
To authorize the purchase of student and faculty support resources from Assessment Technologies Institute (ATI) nursing education to increase retention and student outcomes on the National Council Licensure Examination-Registered Nurse (NCLEX-RN).

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

**Action Requested**
Authorization to spend an amount not to exceed $185,182.96 during the 2025-26 academic year for the Assessment Technologies Institute Program (ATI).

**Justification**
ATI offers standardized testing, student resources, developmental learning (remediation), and faculty evaluation support. Resources include seminars, nine content area assessments, self-assessment inventories, entrance and exit exams, comprehensive predictors, Nurse Logic, Pharmacology Made Easy, Dosage Calculation, Skills and Review Modules, individualized remediation, reporting features, and faculty training for integrating ATI tools.

The Test Taking Strategies Seminar for nursing students focuses on early intervention and is offered for all newly admitted students and at-risk students each semester.

The NCLEX Experience component will prepare students for the NEXT GENERATION NCLEX exam that incorporates knowledge, critical thinking, and clinical application of the information.

We anticipate higher student retention and improved NCLEX-RN readiness as a result of providing these services. Integrating ATI resources last year increased first-time NCLEX pass rates among graduates.

**A/F7**
**January 6, 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. Assessment Technologies Institute 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 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 Contributions Disclosure, the Stockholder Disclosure Certification, and Business Entity Disclosure will be maintained on file at the college.

This procurement is exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (2) (Extraordinary and unspecifiable services)

| | |
|---|---|
| **Charge to:** | Nursing Testing & Assessment |
| **Account Number:** | 10-03-352000-607620 |
| **Amount:** | $185,182.96 |

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**BOARD OF TRUSTEES ACTION E/SA 1**
**Approval Date: January 6, 2026**

**Resolution**
To authorize accepting an award of $27,500 to facilitate the **Hunger-Free Campus Grant** program from the Office of the Secretary of Higher Education's (OSHE) and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

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

**Action Requested**
Authorization to accept an award of $27,500 for the **Hunger-Free Campus Grant** program for the Budget period 07/01/2025- 06/30/2026, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

**Justification**
Combatting Student Hunger: Funding directly addresses student food insecurity by providing reliable access to nutritious food options.

Promoting Sustainable Solutions: The College will use the grant funds to develop and promote sustainable initiatives that improve ongoing support for students facing food insecurity. This effort includes initiatives focused on food production, distribution, and waste reduction.

Raising Awareness of Campus Services: The College will use the grant funds to raise awareness of existing campus services that cater to basic food and hygiene needs. This effort will include educational campaigns and outreach efforts to improve student awareness and encourage use of available resources.

Building Strategic Partnerships: Establish and nurture strategic partnerships at the local, state, and national levels to strengthen the program's impact.

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

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**BOARD OF TRUSTEES ACTION ES/A 2**
**Approval Date: January 6, 2026**

**Resolution**
To authorize submission of a grant application to the **United States Department of Education (USDOE), Improvement of Post-Secondary Education-Special Projects (FIPSE-SP)** program for $4,000,000 for a 48-month performance period, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

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

**Action Requested**
Authorization to submit a grant application for $4,000,000 for a 48-month performance period to the U.S. Department of Education, FIPSE-SP program, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

**Justification**
The Fiscal Year 2025 **USDOE FIPSE-SP** program provides grants to support innovation in postsecondary education, focusing on national needs such as capacity-building for high-quality short-term programs. The College's grant submission proposes to expand capacity and create new, high-demand short-term stackable certificate programs (8-15 weeks). These certificates will be Pell-eligible and directly focused on workforce readiness in critical sectors such as health professions, manufacturing, information technology, and business. This grant will allow the College to build new courses and expand existing offerings to meet the rapidly evolving regional and national workforce demands.

The project plan and budget are in development.

No college funds are required.

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**BOARD OF TRUSTEES ACTION E/SA 3**
**Approval Date: January 6, 2026**

**Resolution**
To authorize an amendment to budget for the E/SA 6 resolution approved on November 26,2024 for the USDA NEXTGEN Grant for the period of 6/1/23 - 5/31/28.

**Submitted By**
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, V. P Academic Affairs and Provost
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Anjali Thanawala, Director Grants Administration

**Action Requested**
Authorization to amend the budget amount indicated for payment to Rutgers, The State University of New Jersey as a sub awardee in the USDA NEXTGEN Grant during the period 06/01/2023-05/31/2028, for the Rutgers 2024 Summer Residential Program in the amount of $332,824.00.

as opposed to $81,922.46 ( which was budgeted for only the first year of the five year period)

**Justification**
The E/SA 6 resolution approved on November 26, 2024 included only the first-year amount of $81,922.46 instead of the full amount of $332,824 for the entire 5-year performance period. This resolution corrects the budget approved for this grant to reflect the total award amount.

The NextGen BCC grant sub-award to Rutgers School of Environmental and Biological Sciences (SEBS) aimed at enhancing institutional alignment and experiential learning opportunities for students.

1. **Institutional Alignment**: Rutgers SEBS will collaborate with BCC to align curricula with the requirements of four-year FANH degree programs. Key deliverables include establishing a 2+2 articulation agreement for AS to BS degree transfers, creating MOUs for curriculum planning, and involving Rutgers faculty in BCC's advisory committee. Additionally, a SEBS Open House will be organized to inform BCC students about the transfer process (Years 1-5).
2. **Experiential Learning Objectives**: To expand hands-on learning, an Experiential Learning Program (ELP) will be implemented, pairing BCC students with Rutgers graduate students for research opportunities. Deliverables include recruiting five BCC students to participate as summer visiting students, providing housing and meals, stipends for participants, and funding for lab supplies (Years 2-5).

3. **Summer Career Exploration and Enrichment Program**: To engage high school students in FANH disciplines, Rutgers will offer workshops as part of BCC's summer program. Deliverables include presentations by Rutgers students about life in SEBS, workshops on careers in FANH, and a session on Horticultural Therapy (Year 2).

This initiative aims to strengthen academic pathways and provide valuable experiential learning opportunities, thereby fostering student engagement in agriculture and related fields.

| | |
|---|---|
| **Charge to:** | NEXTGEN Grant |
| **Account Number:** | 50-04-570700-607550 |
| **Amount:** | $ 332,824.00 |

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**BOARD OF TRUSTEES ACTION P1**
**Approval Date: January 6, 2026**

**Resolution**
To approve the specified personnel separations.

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

**Justification:**
To accept the separation of the following individuals:

| | Name | Reason | Position/Department/Division/Unit | Effective Date |
|---|---|---|---|---|
| 1. | Iyad Boxton | Resignation | Custodian/Facilities/Support | 11/17/2025 (retroactive) |
| 2. | Ellianne Gallardo | Resignation | Vice President of Human Resources and Organizational Development/ Executive | 12/19/2025 (retroactive) |
| 3. | Yessika Garcia-Guzman | Resignation | Assistant Vice President of Financial Aid and Compliance/Student Affairs/Executive | 01/30/2026 |
| 4. | Luis Velasco | Retirement | Sr. Public Safety Officer/Safety and Security/Support | 12/27/2025 (retroactive) |

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**PLACEHOLDER**

**BOARD OF TRUSTEES ACTION P2**
**Approval Date: January 6, 2026**

**Resolution**
Approve: Contractual Salary Increase for Dr. Eric M. Friedman, President, Bergen Community College.

**Submitted By**
Ms. Dorothy Blakeslee, Chairperson, Board of Trustees
Ms. Ritzy Moralez-Diaz, Chairperson, Personnel Committee

**Action Requested**
To approve a merit increase, based on the President's performance, of _____ % to President Eric M. Friedman per his employment contract.

**Justification**
Per the performance evaluation conducted by the Board of Trustees, as stipulated in his contract.

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**BOARD OF TRUSTEES ACTION P3**
**Approval Date: January 6, 2026**

**Resolution**
To approve the appointment of the specified Confidential 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. | Samantha Pletsch | Associate Director of Athletics/Student Affairs | Confidential | $80,000.00 | 01/16/2026 |

**Justification**
1. To fill budgeted vacant positions through successful search processes pending completion of background checks and references. This position is at-will.

**Charge to:**
College Operating Funds in accordance with the list below:
1. 60-09-91000-601110

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**BOARD OF TRUSTEES ACTION P4**
**Approval Date: January 6, 2026**

**Resolution**
To approve the appointments of the specified Professional personnel.

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

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

| | Name | Position/Division | Unit | Salary (pro-rated) | Effective Date |
|---|---|---|---|---|---|
| 1. | Travis Stuart | Maintenance Supervisor, Grounds/Facilities | Professional | $73,000.00 | 02/02/2026 |
| 2. | Hilda Buitriago | Assistant Director of College Readiness and Early College Programs/Student Affairs | Professional | $80,000.00 | 01/16/2026 |
| 3. | TBD | Athletic Department Assistant/ Student Affairs | Professional | TBD | TBD |

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

**Charge to:**
College Operating Funds in accordance with the list below:
1. 10-06-610100-601110
2. 10-02-230900-601110
3. TBD

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# BOARD OF TRUSTEES ACTION P5
## Approval Date: January 6, 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
Mr. Nathaniel Saviet, Vice President of Facilities
Ms. Sarah Riker, Associate Director of Human Resources

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

| | Name | Position/Division | Unit | Salary (pro-rated) | Effective Date |
|---|---|---|---|---|---|
| 1. | Hany Saleh | Custodian/Facilities | Support | $42,500.00 | 01/16/2026 |
| 2. | Rashaad Milow | Custodian/Facilities | Support | $42,500.00 | 01/16/2026 |

**Justification**
1.-2. 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.-2 10-06-620100-601135

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**BOARD OF TRUSTEES ACTION P6**
**Approval Date: January 6, 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 |
|---|---|
| **Full time** | |
| Marites Alconis | $3,008.12 |
| Diana Constantino* | $4,297.31 |
| Joana Constantino | $3,008.12 |
| Claire Cyriax | $3,008.12 |
| Joanne Diamantidis* | $4,297.31 |
| Sharon Mancini | $1,718.93 |
| Tiffany Cuello-Siegel | $3,008.12 |
| **Adjuncts** | |
| Edward Acquah | $3,008.12 |
| Krysbelle Alconis-Vo | $3,008.12 |
| Jessica Brown** | $1,718.93 |
| Valeria Burgos** | $1,718.93 |
| Jessica Colucci** | $1,718.93 |
| Diahana Defina | $3,008.12 |
| Cora Dumalagan** | $1,718.93 |
| Ceki Fox** | $1,718.93 |
| Gonxhe Hadzi (N) | $3,008.12 |
| Natalie Hanikeh | $3,008.12 |
| Maureen Imbrogno | $3,008.12 |
| Noli Imperial (N) | $3,008.12 |
| Siew Jackson | $3,008.12 |
| Laleh Jasmidi | $1,718.93 |
| Rommell Jimenez | $3,008.12 |

| | |
|---|---|
| Reny Joseph | $3,008.12 |
| James Keogh | $3,008.12 |
| Saideh Labibi | $3,008.12 |
| Theresa LaFlam** | $1,718.93 |
| Shelley Larsen** | $1,718.93 |
| Easter Grace Mana-ay-Rio | $3,008.12 |
| Sherry-Ann Munroe** | $1,718.93 |
| Issac Oppong | $3,008.12 |
| Mark Petesa | $3,008.12 |
| Kristi Schmidt | $3,008.12 |
| Mary Jo Sharples** | $1,718.93 |
| T. Dolma Siphur | $3,008.12 |
| Robelisa Sistoso | $3,008.12 |
| Tara Spruill | $3,008.12 |
| Patricia Strickland | $3,008.12 |
| Tenzin Lama-Tamang | $3,008.12 |
| Cecelia Valdez (N) | $3,008.12 |
| Vesna Vidojevic | $3,008.12 |
| Eric Waga (N) | $3,008.12 |
| Mandelia Williamson** | $1,718.93 |

* for additional ½ semester clinical

** for ½ semester clinical only

(N) New adjunct clinical faculty

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

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# BOARD OF TRUSTEES ACTION P7
## Approval Date: January 6, 2026

**Resolution**
To approve the appointment of the specified Grant 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. | Tisha Varughese | Personal Counselor, Bilingual | Grant | $70,000.00 | 02/16/2026 |

**Justification**
1. To fill a budgeted vacant position. This position is at-will.

**Charge to:**
Grant Funds in accordance with the list below:
1. 50-03-596000-601110

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**BOARD OF TRUSTEES ACTION P8**
**Approval Date: January 6, 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 |
|---|---|---|
| Heba Abdulghani | Business/Business and Social Sciences | $24,234.76 |
| Sammy Alkhalili | College Mathematics/Science, Mathematics and Technology | $24,234.76 |
| Michael Aldi | Biology/Science, Mathematics and Technology | $24,234.76 |
| Jennifer Campenot | Biology/Science, Mathematics and Technology | $24,234.76 |
| George Chudyk | Computer Science/Science, Mathematics and Technology | $24,234.76 |
| Joseph Deluccia | Communications/Humanities | $24,234.76 |
| Bina Dugan | ESL/Humanities | $24,234.76 |
| Erika Egan | Mathematics/Science, Mathematics and Technology | $24,234.76 |
| Graham Elliot | Performing and Visual Arts/Humanities | $24,234.76 |
| Jared Gallegos | College Mathematics/Science, Mathematics and Technology | $24,234.76 |
| Nirosha Gamalath | Biology/Science, Mathematics and Technology | $24,234.76 |
| George Haramuniz | Developmental Mathematics/Science, Mathematics and Technology | $23,081.15 |
| Lisa Herms | Nursing/Health Professions | $24,234.76 |
| Goli Kocharian | Dental Hygiene/Health Professions | $23,081.15 |
| Joseph Migliaccio | Biology/Science, Mathematics and Technology | $24,234.76 |
| Michael Mikhaiel | Physical Science/Math, Science and Technology | $24,234.76 |
| Drew Onat | Chemistry/Science, Mathematics and Technology | $24,234.76 |
| Noreen Petraitis | English/Humanities | $24,234.76 |
| Michelle Prezioso | English/Humanities | $24,234.76 |
| Philip G. Ross III | WEX/Health Professions | $24,234.76 |
| Priya Swaminathan | Physical Science/Science, Mathematics and Technology | $24,234.76 |
| Myung Hee Yoon | Developmental Mathematics/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 P9**
**Approval Date: January 6, 2026**

**Resolution**
To approve the appointment of the specified Academic Chair

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

**Action Requested**
To appoint the individual listed below to the position of Academic Department Chair at stipend and release time shown for the period January 1, 2026 – June 30, 2026.

**ACADEMIC DEPARTMENT CHAIR**

| Name | Department | Annual Stipend (prorated) | Annual Release Time (prorated) |
|---|---|---|---|
| Tomira Rozar | Dental Hygiene/Health Professions | $3,000.00 | 22 credits |

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

Charge To: Dental Hygiene

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**BOARD OF TRUSTEES ACTION P10**
**Approval Date: January 6, 2026**

**Resolution**
To approve the appointment of the Diagnostic Medical Sonography Clinical Coordinator for the Fall 2025 and Spring 2026 semesters.

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

**Action Requested**
To approve the appointment and payment of stipends for the following individual in the Diagnostic Medical Sonography program for Fall 2025 and Spring 2026, effective September 1, 2025.

**CLINICAL COORDINATORS**

| Name | Department/Division | Annual Stipend |
|---|---|---|
| Jiyoun Park | Diagnostic Medical Sonography/ Health Professions | $5,532.79 |

**Justification**
In accordance with the terms of the Agreement between Bergen Community College and the Bergen College Faculty Association, Article VII of the BCCFA contract.

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# BOARD OF TRUSTEES ACTION P11
## Approval Date: January 6, 2026

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

**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 title changes on the organizational chart for the vacant positions listed:

| | Title | Action | Unit |
|---|---|---|---|
| 1. | Registration Coordinator | Title Change and Job Description | Professional |
| 2. | Athletic Department Assistant | Title Change and Job Description | Professional |
| 3. | Program Assistant, Continuing Education | Title Change and Job Description | Support |

**Justification**
1. To approve the title change for the following vacant position: from Department Coordinator, Continuing Education to Registration Coordinator. The title and job description better reflect the scope and responsibilities of the position.
2. To approve the title change for the following vacant position: from from Athletic Trainer and Coordinator of Be Well Bergen to Athletic Department Assistant. The title and job description better reflect the scope and responsibilities of the position.
3. To approve the title change for the following vacant position: from Administrative Assistant, Continuing Education to Program Assistant, Continuing Education. The title and job description better reflect the scope and responsibilities of the position.

**TITLE**: Registration Coordinator

**DEPARTMENT**: Continuing Education and Workforce Development

**FUNCTION:**

The Coordinator plays a vital role in supporting the efficient operation of Continuing Education programs by overseeing student records, managing registration workflows, coordinating program schedules, completing monthly monitoring and performance reports, and providing comprehensive administrative support. This position demands a high level of accuracy and attention to detail working across multiple systems (Elevate, Colleague, Astra), as well as strong communication skills to effectively engage with staff, faculty, students, and parents. Additionally, the Coordinator works closely with program supervisors to assist in the planning and execution of educational offerings. A key responsibility of this role is maintaining the integrity and functionality of the registration system, ensuring all data is accurate and systems operate smoothly, and completing reports that will assist in making data-driven decisions for the programs.

**MAJOR RESPONSIBILITIES:**

Responsibilities include but are not limited to:

- Maintain accurate student registration data across systems, resolving discrepancies and managing duplicate records.
- Process student registrations (in-person, phone, and online) and ensure course schedules and grades are accurately recorded.
- Troubleshoot registration system issues and coordinate with technical support teams (e.g., Ellucian) as needed.
- Prepare and maintain reports for IPEDS, IGX ETPL (NJ), and internal dashboards to support data-driven decision-making.
- Monitor enrollment trends and collaborate with teams to improve registration processes and student retention.
- Work closely with marketing and outreach to support enrollment growth and increase program visibility.
- Assist with administrative tasks and help streamline registration and payment processes for continuing education programs.
- Provides leadership in data management and reporting to assess program performance and guide improvements.
- Support institutional goals aligned with the college's strategic plan.

- Performs additional tasks or duties as assigned.

## ORGANIZATIONAL RELATIONSHIPS:

- Reports to the Vice President, Continuing Education and Workforce Development.
- Coordinates work with internal stakeholders, including finance, enrollment services, IT, and procurement teams.
- Maintains relationships with external partners.
- Ensures compliance with institutional policies and external regulatory requirements.
- Works collaboratively with staff across the department to support a seamless student experience.

## PERFORMANCE STANDARDS:

Performance in this position is considered satisfactory when:

- Enrollment and operational processes are executed efficiently and accurately.
- Effective cooperative relationships exist across the College and with external partners.
- Confidential aspects of the position are maintained with integrity.

## REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in Business Administration, Finance, Accounting, or a related field.
- Minimum of three to five years of experience in administrative operations, preferably in an educational or nonprofit setting.
- Experience with enrollment management/reporting, additional experience with financial reporting a plus.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITY:

- Advanced level Excel/Google Sheet skills, with the ability to analyze and interpret data.
- Proficiency in financial and administrative software systems.
- Excellent organizational skills with the ability to manage multiple priorities.
- Strong problem-solving and decision-making abilities.
- Ability to interpret and apply institutional policies and regulatory guidelines.
- Effective communication and interpersonal skills to collaborate with diverse stakeholders.
- Experience in process improvement and operational efficiency initiatives.
- Ability to work effectively in a team environment with a customer service focus.
- Commitment to the mission of community colleges and lifelong learning.

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 opportunities include, 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: E-SIGNED by Cinzia D'Iorio on Dec 02, 2025 15:54:32:33 GMT Date: December 02, 2025
Name/Title

Approved by: E-SIGNED by Cinzia D'Iorio on Dec 02, 2025 15:54:34:34 GMT Date: December 02, 2025
Name/Title

Reviewed by: E-SIGNED by Ellianne Gallardo on Dec 03, 2025 15:33:43:43 GMT Date: December 03, 2025
Human Resources

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

**Bergen Community College**

JOB DESCRIPTION

**TITLE:** Athletic Department Assistant

**DEPARTMENT:** Athletics

**FUNCTION:** The Athletic Department Assistant provides high-quality administrative, logistical, and customer service support for Bergen Community College's intercollegiate athletics program. The position reports directly to the Director of Athletics and works in close collaboration with the Associate Director of Athletics, coaching staff, and all Athletics Department personnel to ensure efficient daily operations, accurate recordkeeping, and responsive service to student-athletes, visiting institutions, and internal campus partners.

**REPORTS TO:** Director of Athletics

**SUPERVISOR:** Director of Athletics

**MAJOR RESPONSIBILITIES:**

Responsibilities include but are not limited to:

**Student-Athlete and Eligibility Support**

- Assist with the collection of documentation required for student-athlete eligibility and compliance under the direction of Athletic leadership.

**Customer Service and Departmental Support**

- Serve as the primary in-person and telephone point of contact for the Athletics Department, providing accurate information, routing inquiries, and supporting high-quality customer service.
- Supports intake and initial inventory of packages and important items from the mailroom.
- Respond to inquiries from other colleges, athletic directors, coaches, and conference officials as directed.
- Support the communication of community events such as senior swimming hours, open swim for faculty, staff, and students, and any changes to those schedules.
- Submit work orders in the system as directed by Athletic leadership.

**Transportation Scheduling**

- Support scheduling of college vans and buses for athletics team travel and other institutional needs; direct all requests to the Director or Associate Director for approval.
- Assist in coordinating travel arrangements, hotel reservations, reimbursements, and itineraries for athletic events and team travel.

**Events, Competitions and Game Management**

- Assist department staff as directed with scheduling contests, game rescheduling, and coordination with opposing schools, officials, vendors, or facilities.
- Support event logistics including rosters, game contracts, facility access, visiting team confirmations and communications, travel arrangements, etc.

**Communications, Reporting and Information**

- Disseminate department-approved information, announcements, general policies, and promotional materials relating to Bergen Community College athletics.
- Assist with departmental reporting, filing, scheduling, and internal communication workflows as assigned.

**Departmental Operations**

- Support basic purchasing, budget, and travel documentation processes, including vendor paperwork, mileage forms, and reimbursement submissions.
- Works closely with the Foundation to support deposits and withdrawals from team fundraising accounts and keep accurate records of team fundraising balances.
- Provide administrative assistance to athletic leadership, including calendar support, meeting coordination, and document preparation.
- Assists with supervision of assigned college work-study students, interns, and temporary support personnel.
- Support and work College events such as Open House, athlete award ceremonies, club days, etc.

## MINIMUM QUALIFICATIONS:

- Associate degree required; bachelor's degree preferred.
- Familiarity with athletic administration, college athletics, student services, or physical education functions are desirable.
- Demonstrated organizational, communication, and customer service skills with the ability to manage multiple priorities in a fast-paced environment.
- Ability to work effectively with student-athletes, coaches, faculty, vendors, and college partners while maintaining professionalism and confidentiality.
- Proficiency in scheduling, recordkeeping, communication technology, and modern office applications.

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

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Member

# JOB DESCRIPTION

**TITLE:** Program Assistant Continuing Education

**DEPARTMENT:** Continuing Education and Workforce Development

**FUNCTION:**
The Program Assistant provides administrative, operational, and marketing support for continuing education and workforce development programs. This role works closely with the program managers to support program logistics, student services, database management, marketing initiatives, and day-to-day operations to ensure efficient and effective program delivery.

**REPORTS TO:** Vice President of Continuing Education and Workforce Development

## MAJOR RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Assist with student registration and enrollment, ensuring accurate and timely processing of participant information.
- Maintain and manage program databases and customer relationship records, tracking enrollment, engagement, and program outcomes.
- Support marketing and outreach efforts, including creating and sending email campaigns through platforms such as Constant Contact.
- Develop promotional materials and digital assets using tools such as Canva for flyers, social media, and website content.
- Track and manage program data using Excel and Google Sheets, producing reports for internal use.
- Assist with the implementation and documentation of administrative procedures to improve workflow efficiency.
- Maintain program calendars and coordinate scheduling of classes, meetings, and events.
- Provide front-line customer service by responding to inquiries from students, instructors, and community partners by phone, email, and in person.
- Support instructor onboarding and logistics, including preparation of materials and room or virtual setup.
- Assist with event coordination, including workshops, orientations, site visits, and job fairs.
- Progress from supporting program management to managing CEWD programs, under the supervision of the program manager.

- Provide general administrative and clerical support to ensure smooth department operations.

## QUALIFICATIONS

### Education:

- Associate degree required, bachelor's degree preferred.

### Experience:

- Related administrative, customer service, or program support experience.

### Knowledge, Skills, and Abilities:

- Strong organizational skills and attention to detail.
- Proficiency with Microsoft Excel and Google Sheets.
- Experience with email marketing platforms (Constant Contact preferred).
- Experience with Canva or other design tools.
- Strong written and verbal communication skills.
- Ability to manage multiple priorities and meet deadlines.
- Customer-focused, professional, and collaborative work style.
- Ability to use AI-assisted tools to draft documents, summarize information, organize data, and support routine clerical tasks.
- Uses AI responsibly while following College policies on confidentiality and accuracy.
- Comfortable learning and adapting to new AI systems as part of ongoing administrative work.

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**BOARD OF TRUSTEES ACTION P12**
**Approval Date: January 6, 2026**

**Resolution**
Merit Award Program for Professional Staff

**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. Suzanne Wetzel, Vice President of External Affairs
Ms. Sarah Riker, Associate Director of Human Resources

**Action Requested**
To approve the merit award increases in accordance with the Professional Staff Association Contract, 6.75% will be added to the current base salary for the following individuals retroactive to July 1, 2024 for the fiscal year 2023-2024:

| Name | Position/Department/Division | Unit |
|---|---|---|
| Christopher Houle | Technical Support Specialist II/ Information Technology | Professional |
| Thomas O'Neill | Senior Technical Coordinator/ Events Planning/External Affairs | Professional |
| Gregory Reilly | Enrollment Services Coordinator, Meadowlands/Student Affairs | Professional |
| Maira Urena | Accountant/Continuing Education and Workforce Development | Professional |

**Justification**
The individuals listed were reviewed and approved for this award in accordance with the Professional Staff Association Contract. The merit increase is for the fiscal year 2023-2024.

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**BOARD OF TRUSTEES ACTION P13**
**Approval Date: January 6, 2026**

**Resolution**
Merit Award Program for Support Staff

**Submitted By**
Dr. Eric M. Friedman, President
Mr. David Borzotta, Associate Vice President of Safety and Security
Mr. Nathaniel Saviet, Vice President of Facilities
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Sarah Riker, Associate Director of Human Resources

**Action Requested**
To approve the merit award increases in accordance with the Support Staff Association Contract, 5.5% will be added to the current base salary for the following individuals retroactive to July 1, 2024 for the fiscal year 2023-2024:

| Name | Position/Department/Division | Unit |
|---|---|---|
| Ronald Barker | Custodian/Facilities | Support |
| Tabatha Jones | Enrollment Services Generalist/ Student Affairs | Support |
| Daniel Landers | Public Safety Officer/Safety and Security | Support |
| Elise Tikijian-Pearce | Accounting Assistant/Bursar/Finance | Support |

**Justification**
The individuals listed were reviewed and approved for this award in accordance with the Support Staff Association Contract. The merit increase is for the fiscal year 2023-2024.

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**BOARD OF TRUSTEES ACTION P14**
**Approval Date: January 6, 2026**

**Resolution**
To authorize stipends to college personnel for providing piano accompaniment services for the Bergen Community College music productions for the Fall 2025 Bergensounds productions.

**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 piano accompanist work on the BCC CHORUS & APPLIED MUSIC CONCERTS, December 17-18, 2025.

| | Name | Position | Stipend |
|---|---|---|---|
| 1. | Sunbin Kim | Piano Accompaniment | $750.00 |
| 2. | Katherine Sheppard | Piano Accompaniment | $500.00 |

**Justification:**
Bergensounds productions require 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 the list below.

**DISTINGUISHED ARTISTS**
10-03-396300-601153

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**BOARD OF TRUSTEES ACTION P15**
**Approval Date: January 6, 2026**

**Resolution**
To approve Leave of Absence

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

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

| | Name | Position/Division/Bargaining Unit | Effective Dates (retroactive) |
|---|---|---|---|
| 1. | Karla Orellana | Custodian/Facilities/Support | 11/16/2025 – 12/21/2025 unpaid FMLA with benefits |

**Justification**
1. Family Leave

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**BOARD OF TRUSTEES ACTION S/F 1**
**Approval Date: January 6, 2026**

**Resolution**
To authorize Bergen Community College ("the College") to enter into an agreement with Acari & Iovino Architects to prepare contract drawings and specifications at an estimated cost of $19,500.00, including direct costs, to renovate the Child Development Center restrooms in Classrooms #1 and 3.

**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 for the College to enter into an agreement with Acari & Iovino Architects at an estimated cost of $19,500.00, including direct costs, to prepare the contract drawings and specifications required to renovate the Child Development Center restrooms in Classrooms #1 and 3.

**Justification**
The College anticipates receiving grant funds to renovate the Child Development Center restrooms #1 and 3 restrooms. The current restrooms are outdated and must be improved to support the children attending the Child Development Center. Contract drawings and specifications will outline the scope of work and technical requirements, ensuring that bidders have the information needed to complete the project in accordance with the College's standards and grant requirements.

Received Proposal:

Acari & Iovino Architects - $19,500.00 including 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:** Grant
**Account Number:** TBD
**Amount:** $19,500.00

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**BOARD OF TRUSTEES ACTION S/F 2**
**Approval Date: January 6, 2026**

**Resolution**
To award a professional services contract in the amount of $40,600.00 to H2M Architects & Engineers for the preparation of plans and specifications for the Bergen Community College Campus Security Plan project.

**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 a contract in the amount of $40,600.00 to H2M Architects & Engineers for the preparation of plans and specifications for the Bergen Community College Campus Security Plan project.

**Justification**
As part of ongoing security and safety improvements, a new Public Safety headquarters will be required. A new headquarters will provide the necessary infrastructure, real-time monitoring, coordinate response, and maximize the Colleges' investments to security and safety. The dedicated hub will provide immediate, unified command and oversight of all surveillance feeds across all campuses. Centralized monitoring will enhance the operational efficiency of law enforcement and align with current best practices for campus security.

**Received Proposals**

H2M Architects & Engineers- $40,600.00

**Charge to:** Chapter 12
**Account Number:** 20-00-170200-604246
**Amount:** $40,600.00

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**BOARD OF TRUSTEES ACTION S/F 3**
**Approval Date: January 6, 2026**

**Resolution**
To award T&M Associates for the preparation of contract drawings and specifications for the next phase of HVAC replacements at the College.

**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 pay $154,900.00, including direct costs, for preparation of contract drawings and specifications for the next phase of HVAC replacements at the College.

**Justification**
The College must continue to replace HVAC equipment that is beyond its usable life to support the learning environment and community. Roof Top Units (RTUs) are critical to providing reliable building operations and comfort to the College. New RTUs will provide modern automation systems, remote monitoring, variable-speed technologies, and reduce service calls and maintenance costs.

**Proposals Received**

| | |
|---|---|
| T&M Associates | $154,900.00 |
| Whitman | $156,750.00 |
| H2M | $284,900.00 |
| DiCara Rubino | $390,500.00 |

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:** | 20-00-180404-604218 |
| | 20-00-182300-604218 |
| **Amount:** | $154,900.00 |