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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 7, 2025 – 5:00 p.m.**

I. Call to Order

II. Open Public Meetings Act Statement

III. Roll Call

IV. Pledge of Allegiance

V. Reports:
- A. Vice Chairman
- B. Secretary
- C. 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. Chairwoman

VI. Unfinished Business / Board Members

VII. New Business / Board Members

VIII. Open to the Public

IX. Actions

| | | |
|---|---|---|
| A. | Approval of Board Minutes: | Tuesday, November 26, 2024 |
| B. | Consent Agenda: | Tuesday, January 7, 2025 |

X. Adjournment

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# CONSENT AGENDA

**Tuesday, January 7, 2025**
**Paramus Campus – Technology Building – Conference Rooms B and C**
**5:00 p.m.**

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

**Approval of Board Minutes – Tuesday, November 26, 2024**

## AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize the award of Public Bid P-2403 Aviation Desktop Simulators to Redbird Flight Simulations, Inc.
3. To authorize the College's license renewal agreement for campus-wide use of the Adobe Creative Cloud software through Dell Technologies.
4. To authorize the award of a contract for chiller maintenance services to Trane U.S., Inc. via OMIA Partners Cooperative Contract.
5. To authorize the purchase of Accuplacer computerized exam units from the College Board for the Office of Testing Services through the New Jersey Council of County Colleges Joint Purchasing Consortium (JPC).
6. To authorize the renewal of the agreement for the Bergen Community College (BCC) App and Campus Groups platforms through Ready Education.
7. To authorize the award of Public Bid P-2400 for Bus Transportation Services to Alexandria Bus and Travel Corporation.
8. Authorization to exercise the one-year option period for On-Call Locksmith Services to Parent Door Hardware Sales and Service, Inc.

## EDUCATION AND STUDENT AFFAIRS (E/SA)

1. To authorize acceptance of a grant award of $284,500 from the New Jersey Community College Consortium for three NJ Pathways projects, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
2. To authorize acceptance of a $10,000 grant sub-award from the **Department of Health and Human Services** under the ***Substance Abuse and Mental Health Services Administration (SAMSA)***, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
3. To authorize an addendum to update the payment of $90,000 to increase it to $ 386,100.00, a difference of $296,100 to Greens do Good for participation as a sub-awardee in the USDA NEXTGEN Grant for the period of 6/1/2023 - 5/31/2028.

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# CONSENT AGENDA

**Tuesday, January 7, 2025**



## PERSONNEL (P)

1. To approve the specified personnel separations.
2. To approve the appointments of the specified Grant-funded personnel.
3. To approve the appointments of the specified Lecturers for the Spring 2025 Semester
4. To approve the appointment of the specified Professional personnel.
5. To approve the appointment of the specified Support personnel.
6. To approve the appointment of the specified personnel to a stipend position.
7. To approve the specified temporary full-time (TFT) personnel.
8. Amend Appointment: Coaching Staff.
9. To authorize stipends to College personnel providing services for Bergen Community College theatre productions.
10. To approve the job description for the specified position.
11. To approve a Leave of Absence.

## SITE AND FACILITIES (S/F)

1. To reject all bids received for Public Bid P-2392 for the New Culinary Arts Building.
2. To authorize the award of Public Bid P-2404 for the Pitkin First Floor Café Renovation to AB Contracting LLC.
3. To reject the sole bid received for Public Bid P-2405 NextGen Hydroponic Lab Vestibule Renovations.
4. To authorize the award of a professional services contract to H2M Architects & Engineers to prepare plans and specifications for the College's Campus Security Plan Project.

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**BOARD OF TRUSTEES ACTION A/F1**
**Approval Date: January 7, 2025**

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

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

**Action Requested**
Approval for payment of the following legal vouchers:

DeCotiis, FitzPatrick, Cole & Giblin. LLP.

November 1, 2024, to November 30, 2024 $ 13,414.28

| | |
|---|---|
| Charge to: | College Operating Funds |
| Account Number: | 10-01-186100-607566 |
| Amount: | $ 13,414.28 |

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**BOARD OF TRUSTEES ACTION A/F 2**
**Approval Date: January 7, 2025**

**Resolution**
To authorize the award of Public Bid P-2403 Aviation Desktop Simulators to Redbird Flight Simulations, Inc.

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

**Action Requested**
Authorization to award Public Bid P-2403 Aviation Desktop Simulators to Redbird Flight Simulations, Inc. in the amount of $50,155.00.

**Justification**

The requested aviation desktop simulators represent the focal point of the College's Aviation program. The Aviation program produces an AS degree with an option to transfer to a four-year degree. These simulators operate and function exactly like a fixed wing Cessna aircraft and is used by aviation professionals for training.

The aviation curriculum requires students to train using the simulator and course grades are established from this learned experience. In addition to the course curriculum simulator requirements, the College established a dry lease program which allows local area pilots to train for their license requirements. The requested simulators will allow for increased marketing so the Aviation program will continue to grow.

Bids were received from:

| | |
|---|---|
| Redbird Flight Simulations, Inc. | $50,155.00 |
| Burgeon Analytics LLC | $64,500.00 |

**Charge To:** FY23 Perkins - Instructional Equipment
**Account Number:** 20-02-599000-604212
**Amount:** $50,155.00

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**BOARD OF TRUSTEES ACTION A/F 3**
**Approval Date: January 7, 2025**

**Resolution**
To authorize the College's license renewal agreement for campus-wide use of the Adobe Creative Cloud software through Dell Technologies.

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

**Action Requested**
Authorization to renew the campus-wide Adobe Creative Cloud software licensing through Dell Technologies, for a three-year term for the period of February 23, 2025, through February 22, 2028, at an annual cost of $116,583.24.

**Justification**
The College will enter into a three-year contract for the renewal of the Enterprise Term License Agreement (ETLA) with Adobe Inc. through Dell Technologies. This contract includes Creative Cloud for all labs, staff, and faculty, as well as 200 student at-home use licenses. Pricing is based on a three-year agreement with a total cost of $349,749.72 payable in three annual installments of $116,583.24. Pricing is also based on updated FTE count, and a fixed rate for the "per seat" cost through the three-year agreement expiring in February of 2028.

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. Dell Marketing 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 N.J.S.A. 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**: $349,749.72

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**BOARD OF TRUSTEES ACTION A/F 4**
**Approval Date: January 7, 2025**

**Resolution**
To authorize the award of a contract for chiller maintenance services to Trane U.S., Inc. via OMIA Partners Cooperative Contract.

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

**Action Requested**
Authorization to award a contract for chiller maintenance services to Trane U.S., Inc. through OMNIA Partners Cooperative Contract Racine #3341 for a two-year period from January 2025 to December 2026 in the estimated amount of $101,943.00.

**Justification**
Chillers are critical components of the College's heating, cooling and air conditioning (HVAC) systems. Securing maintenance and repair services will facilitate continuous operation of these systems for the College. Preventative maintenance and repairs for the chillers will improve system efficiency, prolong equipment lifespan, ensure regulatory compliance, and maintain a safe and comfortable learning environment.

| | |
|---|---|
| **Charge to:** | College Operating Funds |
| **Account Number:** | 10-06-610100-607549 |
| **Amount**: | $101,943.00 |

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

**Resolution**
To authorize the purchase of Accuplacer computerized exam units from the College Board for the Office of Testing Services through the New Jersey Council of County Colleges Joint Purchasing Consortium (JPC).

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

**Action Requested**
Authorization to purchase approximately 25,365 Accuplacer computerized placement exam units for the Office of Testing Services from the College Board, at an estimated cost of $52,000 through the New Jersey Council of County Colleges Joint Purchasing Consortium contract # R-1313. The cost per unit is $2.05.

**Justification**
The examination units will be used by the Testing Office to continue the implementation of web-based basic skills testing for incoming students and post-test assessment using the College Board's Accuplacer.

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

**Charge To:** Testing Center
**Account Number:** 10-03-383000-607620
**Amount:** $52,000.00

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**BOARD OF TRUSTEES ACTION AF 6**
**Approval Date: January 7, 2025**

**Resolution**
To authorize the renewal of the agreement for the Bergen Community College (BCC) App and Campus Groups platforms through Ready Education.

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

**Action Requested**
Authorization to renew the BCC App and Campus Groups platforms through Ready Education for a one-year term (January 1, 2025 – December 31, 2025) in the amount of $61,967.50.

**Justification**
The BCC App allows students to connect with each other and access general college information, academic information and schedules, the Canvas online course delivery system, and other features. These features of the app aid in the student onboarding process and promote success and retention by placing important college information in an easily accessible form on their phones. There are approximately 3,000 users currently engaged with the app, and its use is increasing.

The College considered competing products and quotes during the selection process. Campus Groups is a student organization management platform that allows students to join clubs, register their clubs, manage their rosters, submit event proposal forms, and promote those events. This platform allows for tracking of co-curricular student engagement, and it provides data to measure the impact on student retention and completion.

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

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

**Charge To:** College Operating Funds
**Account Number:** 10-02-230000-607550
**Amount:** $61,967.50

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**BOARD OF TRUSTEES ACTION A/F 7**
**Approval Date: January 7, 2025**

**Resolution**
To authorize the award of Public Bid P-2400 for Bus Transportation Services to Alexandria Bus and Travel Corporation.

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

**Action Requested**
Authorization to award Public Bid P-2400 for Bus Transportation Services to Alexandria Bus and Travel Corp. in the estimated amount of $38,000.

**Justification**
The College requires a contract for bus transportation services for our Intercollegiate Athletic away game schedule.

Bids were received from:

| | |
|---|---|
| Alexandria Bus and Travel Corp | $38,000 |
| Panorama Tours Inc | $43,903 |
| Coach USA, Community Transport Lines LLC | $48,455 |
| US Bus Charter and Limo | $53,260.50 |
| My Limousine Service | $56,875 |

**Charge To:** Bus Transportation
**Account Number:** 60-09-910000-607842
**Amount:** $38,000

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**BOARD OF TRUSTEES ACTION A/F 8**
**Approval Date: January 7, 2025**

**Resolution**
Authorization to exercise the one-year option period for On-Call Locksmith Services to Parent Door Hardware Sales and Service, Inc.

**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 exercise the period for On-Call Locksmith Services to Parent Door Hardware Sales and Service, Inc. for an estimated amount of $196,356.25 for a one-year period beginning November 30, 2024, through November 29, 2025.

**Justification**
The College requires routine and emergency repair services for all doors and door systems including automatic doors, fire-rated doors, mechanical systems, keys, and latches in all college buildings. These services are required on an ongoing basis to provide continuous coverage and ensure safe and secure facilities.

**Charge To: Contractual Services**
**Account Number: 10-06-610100607550**
**Total: $196,356.25**

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**BOARD OF TRUSTEES ACTION E/SA 1**
**Approval Date: January 7, 2025**

**Resolution**
To authorize acceptance of a grant award of $284,500 from the New Jersey Community College Consortium for three NJ Pathways projects, 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 Academic Affairs and Provost
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Cinzia Diorio, Vice-President Continuing Education and Workforce Development
Dr. Anjali Thanawala, Director Grants Administration

**Action Requested**
Authorization to accept a grant award of $284,500 from the New Jersey Community College Consortium for Year 3 of the New Jersey Pathways to Career Opportunities initiatives, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

**Justification**

The Pathways initiative unites employers, industry associations, unions, education institutions, and workforce partners to offer students, adult learners, and workers the education and career opportunities needed to secure high-paying jobs. It also ensures employers have access to a skilled workforce to address labor market demands. Launched in December 2021, the initiative has built a statewide education ecosystem with over 1,800 partners. Backed by significant investments from Governor Murphy and the Legislature, the initiative:

1. Fosters collaboration between industry and education experts.
2. Creates pathways in New Jersey's fastest-growing industries.
3. Builds a workforce adaptable to the changing economy.
4. Promotes a more resilient and equitable economy for all residents.

Funding for the College is distributed as follows for the three projects.

**Center of Workforce Innovation for Essential Studies & Skills Development**
1. Research Pathway for STEM Scholars - $ 190,000
**Center of Workforce Innovation for Renewable Energy**
1. EV Internship and Faculty Development Pilot - $34,500
**Center of Workforce Innovation for Essential Studies & Skills Development**
1. Pathways to Careers in Teaching - $ 60,000

No Match is required.

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**BOARD OF TRUSTEES ACTION E/SA 2**
**Approval Date: January 7, 2025**

**Resolution**
To authorize acceptance of a $10,000 grant sub-award from the **Department of Health and Human Services** under the ***Substance Abuse and Mental Health Services Administration (SAMSA)***, 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 Grants Administration

**Action Requested**
Authorization to accept a $10,000 grant sub-award from the **Department of Health and Human Services** under the ***SAMSA***, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents for the performance period of this grant is between 09/30/2024- 09/29/2029.

**Justification**

**Bergen County Higher Education Addiction Prevention Consortium (BC HEAP)** will be led by Children's Aid and Family Services Inc.

The purpose of this program is to help reduce the onset and progression of substance misuse and related problems by supporting the development and delivery of community-based substance misuse prevention and mental health promotion services. The program is intended to expand and strengthen the capacity of local community prevention providers to implement evidence-based prevention programs.

Bergen Community College will participate in various activities designed and led by Children's Aid and Family Services Inc. The sub-award funds will be used to cover the administrative expenses associated with related program activities.

No Match is required.

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**BOARD OF TRUSTEES ACTION E/SA 3**
**Approval Date: January 7, 2025**

**Resolution**
To authorize an addendum to update the payment of $90,000 to increase it to $ 386,100.00, a difference of $296,100 to Greens do Good for participation as a sub-awardee in the USDA NEXTGEN Grant for the period of 6/1/2023 - 5/31/2028.

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

**Action Requested**
To authorize payment of $ 386,100.00 to Greens Do Good for participation as a sub-awardee in the USDA NEXTGEN Grant for the period 06/01/2023 - 05/31/2028.

**Justification**
This is a correction to the previous resolution (E/SA7 dated November 26, 2024). The resolution presented to the Board in November included a partial payment, whereas this addendum outlines the payment schedule for the full five-year period. The payment schedule for the five years is as follows:

| | Year One | Year Two | Year Three | Year Four | Year Five | Total |
|---|---|---|---|---|---|---|
| Greens Do Good | $26,450.00 | $116,778.00 | $80,957.33 | $80,957.33 | $80,957.33 | $386,100.00 |

**Charge to:** NEXTGEN Grant
**Account Number:** 50-04-570700-607550
**Amount:** $386,100.00

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**BOARD OF TRUSTEES ACTION P1**
**Approval Date: January 7, 2025**

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

**Submitted By**
Dr. Eric M. Friedman, President
Mr. David Borzotta, Associate Vice President of Safety and Security
Mr. Nathaniel Saviet, Vice President of Facilities
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

**Action Requested**
To accept the separation of the following individuals:

| | Name | Reason | Position/Department/Division/Unit | Effective Date |
|---|---|---|---|---|
| 1. | Valeria Correa Vasquez | Resignation | Technical Assistant II/Cerullo Learning Assistance Center/ Academic Affairs/Faculty | 01/03/2025 (retroactive) |
| 2. | Maritza Benitez | Resignation | Custodian/Facilities/Support | 11/27/2024 (retroactive) |
| 3. | John Booth | Resignation | Associate Director of Public Safety-Operations/Safety and Security/ Confidential | 01/10/2025 |
| 4. | Austin Coiro | Resignation | Officer/Public Safety/Safety and Security/Support | 12/31/2024 (retroactive) |
| 5. | Risandry Almanzar | Resignation | Officer/Public Safety/Safety and Security/Support | 12/30/2024 (retroactive) |
| 6. | Mamadou Diaby | Retirement | Custodian/Facilities/Support | 02/01/2025 |
| 7. | Jorge Hernandez | Termination | Director of Athletics/Student Affairs/Executive | 12/20/2024 (retroactive) |

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**BOARD OF TRUSTEES ACTION P2**
**Approval Date: January 7, 2025**

**Resolution**
To approve the appointments of the specified Grant-funded personnel.

**Submitted By**
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Operating Officer
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

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

| | Name | Position/Division | Unit | Salary (pro-rated) | Effective Date |
|---|---|---|---|---|---|
| 1. | Nancy Ackerman | FANH Career and Academic Advisor/Finance | Grant | $55,000.00 | 01/23/2025 |
| 2. | Eirann Ingersoll | Technical Theatre Supervisor/ Academic Affairs | Grant | $45,000.00 | 01/16/2025 |
| 3. | Yanara Burgos | Financial Aid Literacy Generalist/Student Affairs | Grant | $45,000.00 | 01/16/2025 |

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

**Charge to**:
Grant Fund Account Numbers in accordance with the list below:
1. 50-04-570700-601110
2. 50-02-599001-601110
3. 50-04-519000-601167 64.44% (Title V grant)
   10-02-243100-601167 35.56% (college funded)

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**BOARD OF TRUSTEES ACTION P3**
**Approval Date: January 7, 2025**

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

**Submitted By**
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

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

| Name | Discipline/Division | Salary |
|---|---|---|
| Sammy Alkhalili | College Mathematics/Math, Science and Technology | $22,558.06 |
| Veronica Andrade | Communications/Humanities | $22,558.06 |
| Jennifer Campenot | Biology/Math, Science and Technology | $22,558.06 |
| Alexander Chan | Communications/Humanities | $22,558.06 |
| Jared DeBenedictus | WEX/Health Professions | $22,558.06 |
| Graham Elliot | Performing and Visual Arts/Humanities | $22,558.06 |
| Jared Gallegos | College Mathematics/Math, Science and Technology | $22,558.06 |
| Nirosha Gamalath | Biology/Math, Science and Technology | $22,558.06 |
| Marina Haikin | ESL/Humanities | $22,558.06 |
| Denise Melvin | Communications/Humanities | $22,558.06 |
| Michael Mikhaiel | Physical Science/Math, Science and Technology | $22,558.06 |
| Dylan Orlik | Hotel and Restaurant Management/Business Arts and Social Sciences | $21,484.26 |
| Jose Orozco Rodriguez | College Mathematics/Math, Science and Technology | $22,558.06 |
| Michele Prezioso | English/Humanities | $22,558.06 |
| Stephanie Shewciw | Developmental Mathematics/Math, Science and Technology | $22,558.06 |
| Tara Snyder | Biology/Math, Science and Technology | $22,558.06 |
| Matthew Stokes | English/Humanities | $22,558.06 |
| Daniel Strand | Biology/Math, Science and Technology | $22,558.06 |
| Priya Swaminathan | Physical Science/Math, Science and Technology | $22,558.06 |
| Michelle Turnbull | 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 P4**
**Approval Date: January 7, 2025**

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

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

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

| | Name | Position/Division | Unit | Salary (pro-rated) | Effective Date |
|---|---|---|---|---|---|
| 1. | Vivian Bassily | Success Coordinator/ Student Affairs | Professional | $55,000.00 | 01/16/2025 |

**Justification**

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

**Charge to:**
College Operating Funds in accordance with the list below:
1. 70-00-705000-601130

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**BOARD OF TRUSTEES ACTION P5**
**Approval Date: January 7, 2025**

**Resolution**
To approve the appointment of the specified Support personnel.

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

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

| | Name | Position/Division | Unit | Salary (pro-rated) | Effective Date |
|---|---|---|---|---|---|
| 1. | Fran Francisco | HVAC Mechanic B/ Facilities | Support | $65,000.00 | 01/16/2025 |

**Justification**

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

**Charge to:**
College Operating Funds in accordance with the list below:
1. 10-06-610100-601135

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**BOARD OF TRUSTEES ACTION P6**
**Approval Date: January 7, 2025**

**Resolution**
Appointment: To approve the appointment of the specified personnel to a stipend position.

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

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

| | Name | Position | Stipend (pro-rated) | Effective Dates (retroactive) |
|---|---|---|---|---|
| 1. | Phil Chang | Esports Head Coach | $5,000.00 | 01/01/2025 – 06/30/2025 |
| 2. | Deana Fletcher | Head and Track Field Coach | $7,000.00 | 01/01/2025 – 06/30/2025 |
| 3. | Julian Hernandez | Assistant Women's Soccer Coach | $3,500.00 | 10/01/2024 – 01/01/2025 |
| 4. | Chris Nelson | Assistant Baseball Coach | $4,500.00 | 01/01/2025 – 06/30/2025 |

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

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

1. 60-09-910000-601167
2.-4. 60-09-910000-601161

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**BOARD OF TRUSTEES ACTION P7**
**Approval Date: January 7, 2025**

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

**Submitted By**
Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Ellianne Gallardo, Vice President of Employee Relations and Organizational Development

**Action Requested**
To approve the following individuals for the temporary full-time positions and annual salaries indicated below:

| | Name | Position/Division | Unit | Salary (pro-rated) | Effective Dates (retroactive) |
|---|---|---|---|---|---|
| 1. | Hailey Lippman | Enrollment Generalist/ (TFT) Student Affairs | N/A | $38,220.00 | 01/16/2025 - 06/30/2025 |

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

**Charge to:**
College Operating Funds in accordance with the list below:
1. 10-02-268100-601130

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**BOARD OF TRUSTEES ACTION P8**
**Approval Date: January 7, 2025**

**Resolution**
Amend Appointment: Coaching Staff

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

**Action Requested**
To amend the appointment of the following individual from the position indicated.

| Name | Position | Effective Dates (retroactive) |
|---|---|---|
| Phil Germakian | Head Cross Country Coach and Head Track and Field Coach | 07/01/2024 -11/27/2024 |

**Justification**
Appointment dates revised due to resignation.

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**BOARD OF TRUSTEES ACTION P9**
**Approval Date: January 7, 2025**

**Resolution**
To authorize stipends to College personnel providing services for Bergen Community College theatre productions.

**Submitted By**
Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice-President of Student Affairs
Ms. Ellianne Gallardo, Vice-President of Human Resources and Organizational Development

**Action Requested**
Authorization for stipends to the following individuals for their work on the BergenStages productions of *Harvey*, *Lysistrata* and *Nora: A Doll's House.*

HARVEY - July 1 - Nov. 2 2024

| Name | Position | Stipend |
|---|---|---|
| 1. Rod Shepard | Sound Designer | $ 900.00 |

LYSISTRATA - August 27, 2024 - February 21, 2025

| Name | Position | Stipend |
|---|---|---|
| 1. Graham Frye | Production Designer | $1,900.00 |
| 2. Miru Kim | Lighting Designer | $1,200.00 |
| 3. Marie Natali | Costume Designer | $1,200.00 |
| 4. Dean Mattson | Sound Designer | $ 900.00 |
| 5. Jim Bumgardner | Props Coordinator | $ 900.00 |

NORA: A DOLL'S HOUSE - November 20, 2024 - March 28, 2025

| Name | Position | Stipend |
|---|---|---|
| 6. Eireann Ingersol | Production Designer | $2,100.00 |
| 7. Miru Kim | Lighting Designer | $1,350.00 |
| 8. Dean Mattson | Sound Designer | $ 900.00 |
| 9. Peter Helff | Props Coordinator | $ 900.00 |

Chorus and Applied Music Concerts – December 11, 17 and 18, 2024

| Name | Position | Stipend |
|---|---|---|
| Katherine Sheppard | Piano Accompanist and Keyboard | $1,000.00 |

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

**Charge To:**
College Operating Funds in accordance with the list below.

**HARVEY**
60-09-940045-607818

**LYSISTRATA**
60-09-940045-607820

**NORA: A DOLL'S HOUSE**
60-09-940045-607821

**Chorus and Applied Music Concerts**
10-03-396300-607523

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**BOARD OF TRUSTEES ACTION P10**
**Approval Date: January 7, 2025**

**Resolution**
To approve the job description for the specified position.

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

**Action Requested:**
To approve the following action:

| | Title | Action | Unit |
|---|---|---|---|
| 1. | Assistant Director of Grants Administration | Revised Job Description | Confidential |

**Justification**
To provide the job description that meets the scope and responsibility of the position.

**BERGEN COMMUNITY COLLEGE**

JOB DESCRIPTION

**TITLE:** Assistant Director of Grants Administration

**DEPARTMENT:** Grants Administration

**FUNCTION:** The Assistant Director of Grants plays a key role in securing external grant funding to support the College's strategic priorities. This role works under the oversight of the Director of Grants Administration to oversee the College's pre-award and post-award grant management processes. Responsibilities include working closely with grants and sponsored project managers to facilitate best practice grant development, regulatory compliance, and quality control. The Assistant Director of Grants will collaborate with the Director of Compliance, Senior Grants Development Officer, Grant Manager, and project team members to execute pre-award preparation and submission of competitive grant proposals and manage post-award activities.

**REPORTS TO**: Director Grants Administration

**SUPERVISES**: None

**MAJOR RESPONSIBILITIES:**

**Pre-Award Responsibilities:**

1. Research potential federal, state, local, and private sources of funding including foundations and corporations. Review grant guidelines and eligibility criteria to ensure that submissions align with the College's goals and capabilities.
2. Develop detailed and persuasive grant proposals, including narratives, budgets, and supporting document that are tailored to the granting agency's requirements. Adhere to funding agency's guidelines and regulations in crafting proposals to ensure compliance.
3. Collaborate with internal and external stakeholders to gather information and insights needed for crafting grant proposal, including project details, relevant data, and budgetary information. Serve as the liaison between the College and the funding agencies, addressing inquiries and providing necessary documentation.
4. Develop and submit interim and final progress reports to the funding agencies and internal college leadership, detailing project outcomes and impact. Maintain accurate records of proposals submitted, grants awarded, and communications with the granting agencies.
5. Assist with creating, editing, and proofreading proposals to ensure clarity, accuracy, and adherence to funding requirements. Ensure that proposals are complete and error-free prior to application submission.
6. Manage proposal submission timelines and ensure timely submission of all required documentation. Analyze feedback from funding agencies to improve operational efficiencies and improving future proposals and grant development strategies.
7. Work with organizational leaders to develop research strategies to pursue grants that align with the College's mission and strategic goals. Establish and track objectives and goals for grant-seeking efforts.
8. Conduct periodic training for staff and volunteers on grant writing best practices and the

grant application process. Create and maintain templates, tools, and resources to streamline the grant writing process.

**Post-Award Responsibilities:**

1. Oversee post-award grant processes, including monitoring grant expenditures, managing budgets, and ensuring compliance with financial and programmatic requirements.
2. Oversee project records, payroll, and purchase requisitions to ensure accuracy and adherence to grant terms.
3. Coordinate with the Office of Institutional Research to gather and organize data for interim, annual, and final performance reports.
4. Provide support for post-award startup, implementation, and closeout activities, ensuring effective grant management and quality control.
5. Partner with the Accounting Office, Program Directors, and other constituents to facilitate compliance reviews, audits, and financial reporting.

**Additional Responsibilities:**

1. Assist with designing and implementing processes to enhance grant development and implementation.
2. Establish and maintain collaborative relationships with community leaders, school administrators, and industry representatives to support grant-funded projects.
3. Engage in ongoing professional development to stay abreast of best practices and current trends in grants development and management.

**PERFORMANCE STANDARDS:** Performance in this position deemed is satisfactory when:

1. Mutually agreed upon objectives have been attained within a specified period.
2. Job responsibilities have been carried out at a level that is consistent with performance requirements.
3. The Associate Director of Grants Administration maintains effective, cooperative, and productive relationships across the College.
4. Project confidentiality is maintained consistent with the requirements of the College and the granting agency.

**QUALIFICATIONS:**

Demonstrates understanding of the community college mission. Possesses a strong understanding of the uses of information technology to deliver, monitor and evaluate programs and services for students, and a strong track record of working collaboratively with a diverse group of stakeholders to meet the College's grant objectives. Strong interpersonal and technical skills are required. Technologically proficient in common office desktop software and familiarity with cloud-based computing and collaborative platforms and software. Proficient in spreadsheet, word processing, and database applications, with Datatel experience preferred. Extensive knowledge of federal and state regulations governing grant-funded projects. Detail oriented with the ability to simultaneously manage multiple, time-sensitive projects, and to work effectively on high performing collaborative teams. Comfortable with internet research. Excellent interpersonal skills:

a team player with strong collaboration skills, ability to form and maintain effective on-going business relationships, ability to proactively identify, articulate, and recommend solutions to improve efficiency and solve problems. Demonstrated self-starter able to effectively work independently, on work teams, and within the broader organization. Ability to effectively navigate new start-up endeavors, changing conditions, and requirements. Exhibits strong skills in:

- Leadership
- Technical Analysis and Reporting
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing and Planning
- Managing People

Desired Knowledge, Skills and Abilities:

Education: Master's degree preferred, or equivalent experience required.(a) demonstrates understanding of the community college mission and practices an open door policy; (b) has knowledge of grant proposal writing and budgeting techniques; (c) strong statistical and analytical skills; critical reading, listening, and clarifying skills; (d) excellent writing, editing, oral and interpersonal communication skills; (e) strong interpersonal as well as technical skills; must be detail-oriented; (f) technologically proficient in common office desktop software and familiar with cloud based computing and collaborative platforms and software;

Experience: (1) Minimum of two (2) years of experience in either grant writing, coordination, evaluation and/or reporting, preferably in a higher education setting.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disabling condition, marital status, affectional or sexual orientation, gender identity and expression, veteran status, or other non-job-related criteria. Equal employment opportunity includes, but is not limited to, recruitment, hiring, retention, tenure, promotion, transfer, compensation, fringe benefits and other terms and conditions of employment in accordance with state laws and regulations.*

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

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

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**BOARD OF TRUSTEES ACTION P11**
**Approval Date: January 7, 2025**

**Resolution**
Approve: To approve a Leave of Absence

**Submitted By**
Dr. Eric M. Friedman, President
Mr. David Borzotta, Associate Vice President of Safety and Security
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

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

| | Name | Position/Division/Bargaining Unit | Effective Dates |
|---|---|---|---|
| 1. | Darlene Tomlinson | Group Teacher/Child Development Center/Academic Affairs/Professional | 7/11/2024 – 01/02/2025 revised end date unpaid with no benefits |
| 2. | Cynthia Rivera | Senior Public Safety Officer/ Safety and Security | 11/11/2024 – 12/15/2024 FMLA with benefits |

**Justification**
1.-2. Medical Leave

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**BOARD OF TRUSTEES ACTION SF 1**
**Approval Date: January 7, 2025**

**Resolution**
To reject all bids received for Public Bid P-2392 for the New Culinary Arts Building.

**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**
To reject all bids received for Public Bid P-2392 for the New Culinary Arts Building.

**Justification**
All bids are significantly over the available funds for this project. Consequently, the bid will be rejected.

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**BOARD OF TRUSTEES ACTION S/F 2**
**Approval Date: January 7, 2025**

**Resolution**
To authorize the award of Public Bid P-2404 for the Pitkin First Floor Café Renovation to AB Contracting LLC.

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

**Action Requested**
Authorization to award Public Bid P-2404 to AB Contracting LLC in the amount of $843,221.76. for the Pitkin First Floor Café Renovation which includes the Base bid, allowances and alternate #1.

**Justification**
The College's current Café, on the first floor of the Pitkin Education Center provides convenient access to food and beverages for the College and serves as a critical social and community hub. The current café needs renovation to support student experience and engagement, upgrade technology and equipment, expand menu offerings, and improve accessibility. The renovation will upgrade the campus facility and create an inviting atmosphere for students, faculty, and staff.

Bids were received from:

| | Base Bid | Alternate #1 |
|---|---|---|
| 1. AB Contracting LLC | $ 758,098.76 | $ 85,123.00 |
| 2. Premier Building and Construction Management Inc. | $ 860,000.00 | $ 77,000.00 |
| 3. VMF Construction | $ 894,000.00 | $ 77,000.00 |
| 4. Magic Touch Construction | $ 898,805.45 | $ 86,955.00 |
| 5. Molba Construction | $ 999,782.00 | $ 95,000.00 |
| 6. SMBA Construction LLC | $1,034,000.00 | $ 79,000.00 |
| 7. Brahma Construction | $1,062,000.00 | $101,277.00 |
| 8. SKOPYE LLC | $1,165,000.00 | $ 86,000.00 |

**Charge To:** Chapter 12
**Account Number:** 20-00-170301-604238
**Amount:** $843,221.76

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**BOARD OF TRUSTEES ACTION S/F 3**
**Approval Date: January 7, 2025**

**Resolution**
To reject the sole bid received for Public Bid P-2405 NextGen Hydroponic Lab Vestibule Renovations.

**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**
To reject all bids received Public Bid P-2405 NextGen Hydroponic Lab Vestibule Renovations.

**Justification**
The bid received was over the available funds for this project. Consequently, the bid will be rejected.

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**BOARD OF TRUSTEES ACTION S/F 4**
**Approval Date: January 7, 2025**

**Resolution**
To authorize the award of a professional services contract to H2M Architects & Engineers to prepare plans and specifications for the College's Campus Security Plan Project.

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

**Action Requested**
Authorization to award a contract for the Campus Security Plan Project to H2M Architects & Engineers to prepare plans for the College's Campus Security Plan Project for an estimated amount of $96,800.00.

**Justification**
The Campus Security Plan will prepare the College for security upgrades to enhance the safety and security of the College community. Upgraded security systems will protect students, faculty, and staff as well as College assets and facilities, provide upgraded surveillance systems, access control, and lighting improvements will aid in compliance, improve emergency preparedness, and leverage the latest available technologies.

**Received Proposals**

| | |
|---|---|
| RSC Architects | $ 192,500.00 |
| H2M Architects & Engineers | $ 96,800.00 |
| Settembrino Architects | $ 891,300.00 |

**Charge to:** Chapter 12
**Account Number:** TBD
**Amount:** $96,800.00