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, March 7, 2023 – 5:00 p.m.

I. Call to Order

II. Open Public Meetings Act Statement

III. Roll Call

IV. Pledge of Allegiance

V. Reports:
- A. Vice Chairman
- B. Secretary
- C. Treasurer
- D. President

❖ Remarks

➢ Presentation: Women's History Month
By: Professor Christine Eubank

➢ Presentation: Athletic Awards
By: Mr. Jorge Hernandez

➢ Presentation: New Jersey Counsel for the Humanities
By: Professor Adam Goodell

- 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

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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, March 7, 2023 – 5:00 p.m.

VIII. Open to the Public

IX. Actions

A. Approval of Board Minutes: Thursday, February 9, 2023
B. Consent Agenda: Tuesday, March 7, 2023

X. Executive Session, if required.

XI. (New Business/Open to the Public)

XII. Adjournment

Bergen
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CONSENT AGENDA

Tuesday, March 7, 2023
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 – Thursday, February 9, 2023

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize the award for the Resurfacing and Refinishing of the Moving Partition Doors to ModernfoldStyles, Inc.
3. To authorize the purchase of seven (7) Centrella smart+ beds from Hill-Rom Holdings, Inc.
4. To award Public Bid P-2378 for surgical table and accessories to STERIS Corporation.
5. To authorize the College to continue purchasing office supply products from W.B. Mason through the Somerset County cooperative bid.
6. To authorize the purchase of supplementary infrastructure equipment for Public Safety and Security Staff.
7. To authorize continuation of the College's coverage for the Cyber, Privacy, and Security Liability insurance policy through Chubb/ACE American Insurance.
8. To authorize the purchase of thirty (30) outdoor benches for use at all College locations through Ben Shaffer Recreation.
9. To authorize the purchase of services to upgrade the exterior playground surface of the Child Development Center.
10. To authorize the purchase of tile restoration services from Architectural Tile Restoration LLC.
11. To authorize the purchase of restroom partitions through Nickerson New Jersey, Inc.
12. To authorize the award of a contract through NJ State Contract for inspection, testing, maintenance and repair of the existing Fire Alarm and Fire Suppression Equipment for BCC at the Meadowlands and the Ciarco Learning Center to Johnson Controls Fire Protection LP/Simplex System.

EDUCATION AND STUDENT AFFAIRS

1. To authorize submission of a grant application to the **United States Department of Agriculture (USDA)** for an **HSI NIFA** collaboration grant on or before **March 30th**, and authorize President Eric M. Friedman, Ph.D., or his designee, to execute the required documents.

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CONSENT AGENDA

Tuesday, March 7, 2023

PERSONNEL (P)

1.	A.	Appointment: Confidential
	B.	Appointment: Support
	C.	Appointment: Grant funded
	D.	Appointment: Student Affairs Athletic Program (Coaching Staff)
	E.	Appointment: Confidential
	F.	Appointment: Professional
	G.	Appointment: Confidential
	H.	Appointment: Confidential
	I.	Appointment: Support
2.	A.	Reappointment Faculty – Fourth Reappointment
	B.	Rescind Appointment: Coaching Staff
3.	A.	Approve Support Staff Merit Award Program recipients as per the agreement in the Support Staff Association Contract, Article XVI, approved by the Board of Trustees on October 2, 2018.
	B.	Adoption of the revised Bergen Community College Title IX Policy Covering Discrimination, Harassment, and Sexual Misconduct.
	C.	Adoption of a new College policy: Nepotism and Personal Relationships.
4.	A.	Promotion: Confidential
	B.	Promotion: Professional
	C.	Promotion: Professional
5.	A.	Approve: Professional - Revised Job Descriptions
	B.	Approve: Change of funding source and move to Professional Staff
6.	A.	Approve: Professional - Title Change and Revised Job Description
	B.	Approve: Confidential - Title Change (vacant position)
	C.	Approve: Confidential - Title Change, Revised Job Description and Funding Source
7.		Resignation: Professional
8.	A.	Retirement: Confidential
	B.	Retirement: Professional
	C.	Retirement: Professional
	D.	Retirement: Support Staff

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BOARD OF TRUSTEES ACTION A/F1
Approval Date: March 7, 2023

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.

January 1, 2023 to January 31, 2023 $ 20,947.84

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	$ 20,947.84

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BOARD OF TRUSTEES ACTION A/F2
Approval Date: March 7, 2023

Resolution
To authorize the award for the Resurfacing and Refinishing of the Moving Partition Doors to ModernfoldStyles, Inc.

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

Action Requested
Authorization to award the contract for Resurfacing and Refinishing the Moving Partition Doors in room Tech 128 to ModernfoldStyles, Inc., for an estimated amount of $65,166.00.

Justification
The moving partitions doors in the College's Conference Center in the Technology Building are damaged. Their coverings and finishes need to be refinished to provide safe and continued operation. This project will improve the aesthetics and indoor environment for the College, and render the conference space not only safe but also more attractive for internal and external users.

Functional partition walls are critical to allow simultaneous, multiple events to occur in the Conference Center. The partitions also provide a physical barrier that promote and encourage social distancing, and provide separation to reduce the spread of the coronavirus and other illnesses.

On two prior occasions, the College completed the bidding process for this project, and at the conclusion of each bid, the costs projected by the participating vendors were significantly over the budget for this project, and therefore both bids were rejected. Under County College law, when bids are rejected twice, quotes may be solicited in the best interest of the College.

These services are exempt from bidding in accordance with County College Contracts Law 18A:64A-25.4.

Charge to: HEERF
Account Number: TBD
Amount Total: $65,166.00

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BOARD OF TRUSTEES ACTION AF3
Approval Date: March 7, 2023

Resolution
To authorize the purchase of seven (7) Centrella smart+ beds from Hill-Rom Holdings, Inc..

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

Action Requested
Authorization to purchase seven (7) Centrella smart+ beds from Hill-Rom Holdings, Inc., in the estimated amount of $44,365.86.

Justification
The College currently owns nine (9) Hill-Rom Advanta Model P-1600 that are located in the Health Professions building nursing lab, room HP207. These are older beds which are no longer in safe working conditions for student and faculty use. The beds have been deemed obsolete by the manufacturer and therefore need to be replaced. The new Centrella smart+ beds will be used by a large number of students from level-1 through level-4, providing safe and adequate equipment for instruction in the nursing lab. Hill-Rom Holdings, Inc. is a sole-source manufacturer for this product.

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

Charge To:	HP Facility Improvement - Equipment
Account Number:	20-00-180801-604217
Amount Total:	$44,365.86

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BOARD OF TRUSTEES ACTION A/F 4
Approval Date: March 7, 2023

Resolution
To award Public Bid P-2378 for surgical table and accessories to STERIS Corporation.

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

Action Requested
Authorization to award Public Bid P-2378 for a surgical table and accessories to STERIS Corporation, in the amount of $48,350.41.

Justification
The Surgical Technology Program is requesting the purchase of a new surgical table to replace the existing 30+ years old equipment that is beyond its useful life. The current table is not able to place a patient in the different surgical positions required to simulate surgical operations. The program utilizes simulation as much as possible to enable students to visualize surgery for the best learning experience. The operating room table is used throughout the duration of the program. Each surgical specialty has various patient positions, and the new model will enable students to practice using the different position requirements for each specialty that is studied.

The table also has various attachments to improve learning experiences for our students and equip them with relevant knowledge prior to entering their clinical rotation.

Most importantly, our students sit for a National Certification exam after graduation, and one of components they are tested on is Surgical Positioning. Therefore, the knowledge facilitated by this equipment is extremely important for the program and the success of our students.

Eight (8) vendors registered for the bid and two (2) bids were received. The College is rejecting the low bid received from Southwest Medical Equipment, Inc. because their bid is based on refurbish equipment as opposed to the desired new equipment specified in the bid.

Bids were received from the following vendors:

STERIS Corporation	$48,350.41
Southwest Medical Equipment, Inc.	$31,063.55

Charge To:	**Perkins Grant**
Account Number:	**20-02-599000-604212**
Amount:	**$48,350.41**

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BOARD OF TRUSTEES ACTION A/F5
Approval Date: March 7, 2023

Resolution
To authorize the College to continue purchasing office supply products from W.B. Mason through the Somerset County cooperative bid.

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 continue purchasing office supplies and equipment, printer toner and ink, and other miscellaneous items from W.B. Mason, through the Somerset County Cooperative Pricing System, Bid # CC-0001-20, until May 31, 2024.

Justification
Purchasing through the Cooperative's public bid provides greater discounts based on the joint buying power of the Cooperative's member entities. For daily-use office supplies, the discount off catalog price can be as high as 63.7%. Toner and ink are discounted at 42.2%. Desktop delivery is included.

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

Charge To: College Funds and miscellaneous
Account Number: Multiple departmental accounts

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BOARD OF TRUSTEES ACTION A/F6
Approval Date: March 7, 2023

Resolution
To authorize the purchase of supplementary infrastructure equipment for Public Safety and Security Staff.

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

Action Requested
Authorization to purchase fourteen (14) LTE Cellular Camera Enclosures that include solar panels and lithium backup batteries. These enclosures will be mounted on existing light poles to support the ongoing security camera project and associated peripherals. This equipment will be purchased through NJ Edge Contract #00278834, DCA #269EMCPS from Mind's Eye Technologies at a cost of $92,500.00.

Justification
The College requires security cameras to improve daily operations, emergency responsiveness, and increased protection for students, faculty, staff, and visitors. This purchase will provide uninterrupted power, energy, and connectivity to support our exterior camera systems. Once mounted, the power source will function independently of the current system in place on the Paramus campus' exterior light poles, which do not provide efficient solutions due to variable sensors and timers. In addition to a sustainable power sources, the installation of this "green" solution will ensure that under circumstances where power on campus is unexpectedly compromised, Public Safety personnel will retain continuous visibility at the installation sites.

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

Charge To:	Capital Bond Ord. #18-23
Account Number:	20-00-170210-604217
Amount Total:	$92,500.00

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BOARD OF TRUSTEES ACTION A/F7
Approval Date: March 7, 2023

Resolution
To authorize continuation of the College's coverage for the Cyber, Privacy, and Security Liability insurance policy through Chubb/ACE American Insurance.

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 Cyber, Privacy, and Security Liability insurance coverage for one year from Chubb/ACE American Insurance through Otterstedt Insurance Agency at a cost of $85,777.76, including 10 % commission and 0.6% NJ Property-Liability Insurance Guaranty Association surcharge.

Justification
The College's insurance consultant, Otterstedt Insurance Agency, recommends purchasing this insurance from Chubb/ACE American Insurance due to the comprehensive coverage and coverage amounts offered. Coverage provides notifications and credit monitoring, forensics and crisis management, privacy, network security and internet media liability, business interruption, and network extortion. CFC Underwriting limited did not provide a quote at the $5,000,000.00 level.

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

Purchase of insurance is exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (11).

Charge To: College Operating Funds
Account Number: 10-01-188100-607888
Amount Total: $85,777.76

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BOARD OF TRUSTEES ACTION A/F8
Approval Date: March 7, 2023

Resolution
To authorize the purchase of thirty (30) outdoor benches for use at all College locations through Ben Shaffer Recreation.

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 purchase thirty (30) outdoor benches from Ben Shaffer Recreation through Bergen County Co-Op Contract #11-BECCP, in the amount of $55,142.50.

Justification
As a result of the pandemic, the college deems it prudent to the use of exterior spaces where feasible to reduce large congregations in small interior spaces and promote greater social distancing. To provide these additional outdoor spaces beyond the heavily-used areas currently available, the College seeks to purchase thirty (30) six-foot outdoor benches to make exterior spaces more attractive and accessible for students and employees. The College has invested in outdoor classrooms and other improvements to provide spaces to support the educational experience, and this purchase will further expand exterior congregation spaces and provide a safer and more welcoming environment.

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

Charge To: HEERF
Account Number: TBD
Amount Total: $55,142.50

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BOARD OF TRUSTEES ACTION A/F9
Approval Date: March 7, 2023

Resolution
To authorize the purchase of services to upgrade the exterior playground surface of the Child Development Center.

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

Action Requested
Authorization to remove the current playground surface, prepare, supply, and install new rubberized playground surfaces through Ben Shaffer Recreation through ESCNJ Co-Op Contract #20/21-02, for an estimated amount of $63,615.00.

Justification
The Child Development Center supports the health, development, and growth of the College community's children. During the pandemic, the center's available space for the children to engage in indoor and outdoor became more important to promote greater social distancing. Therefore, to improve access to functional workspaces for the center, the playground seeks to install new surfaces to improve the safety and environment of the playground. This project will also improve the hygiene of the space, reduce incidences of large congregations of children within internal spaces, expand outdoor spaces that have been heavily utilized, and foster an environment that increases social distancing and encourage outside congregation. The College has invested in outdoor classrooms and other improvements to provide spaces to support the educational experience, and this project will further provide opportunities to balance the use of interior and exterior congregation spaces for the children that use our programs and facilities.

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

Charge To: HEERF
Account Number: TBD
Amount Total: $63,615.00

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BOARD OF TRUSTEES ACTION A/F10
Approval Date: March 7, 2023

Resolution
To authorize the purchase of tile restoration services from Architectural Tile Restoration LLC.

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President Facilities
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Michael Hyjeck, Managing Director, Physical Plant
Mr. Chris Talmo, Managing Director, Custodial Operations
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
Authorization to purchase tile restoration services from Architectural Tile Restoration LLC at an estimated cost of $125,000.00 through ESCNJ Contract #22/23-04.

Justification
The College requires tile and grout restoration and refinishing services to improve restrooms at all campus locations. Refinished restrooms improve campus aesthetics, are easier to clean and maintain, and improve the community's experience with the College's facilities.

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

Charge To: College Operating Funds, Capital
Account Numbers: Various
Amount Total: $125,000 (estimated)

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BOARD OF TRUSTEES ACTION A/F11
Approval Date: March 7, 2023

Resolution
To authorize the purchase of restroom partitions through Nickerson New Jersey, Inc.

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President Facilities
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Michael Hyjeck, Managing Director, Physical Plant
Mr. Chris Talmo, Managing Director, Custodial Operations
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
Authorization to purchase restroom partitions through Nickerson New Jersey, Inc. at an estimated cost of $250,000.00 through ESCNJ Contract #22/23-06.

Justification
The College requires restroom partition replacements to improve hygiene, aesthetics and comply with ADA and Title IX requirements at all College locations. Many of the College's current partitions are failing: frames are pulling out from the wall, latches and hinges are inoperable due to damage from high-use. Refinished restrooms enhance the overall aesthetics of the space, are easier to clean and maintain, reduce incidences of cross-contamination between units, and improve student, staff, and community's experience with the College's facilities.

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

Charge To: College Operating Funds, Capital, HEERF
Account Numbers: Various
Amount Total: $250,000 (estimated)

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BOARD OF TRUSTEES ACTION A/F12
Approval Date: March 7, 2023

Resolution
To authorize the award of a contract through NJ State Contract for inspection, testing, maintenance and repair of the existing Fire Alarm and Fire Suppression Equipment for BCC at the Meadowlands and the Ciarco Learning Center to Johnson Controls Fire Protection LP/Simplex System.

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

Action Requested
Authorization to award the contract for Fire Protection Equipment services to Johnson Controls Fire Protection LP/Simplex System through NJ State Contract #83717 for inspection, testing, maintenance and repair services at both the Meadowlands and Ciarco Learning Center for One (1) year from March 1, 2023 through February 29, 2024 at an estimated cost of $56,957.98.

Justification
The Ciarco and Meadowlands Campuses have Simplex Systems that require routine scheduled inspections, testing, and maintenance to satisfy the mandates of the NFPA 72 fire code regulations, conform to the equipment manufacturer's recommendations, verify proper operation of the fire alarm and fire suppression systems, and provide safe environments for building occupants. In addition, repairs will be required as necessary based on the results of the inspection and testing of the fire alarm and fire suppression systems. Each campus is required by the Bergen County Fire Marshall to complete an annual fire inspection, a semi-annual inspection, and quarterly sprinkler inspections which covers parts, labor, repairs and batteries. The costs for the Lyndhurst and Ciarco campuses are $22,975.22 and $33,982.76 respectively.

Johnson Controls has proprietary and exclusive rights to service Simplex Systems.

Purchase through State Contract #83717 is allowed in accordance with County College Contracts Law 18A:64A-25.9.

Charge To: College Operating Funds
Account Number: 10-06-610100-607550
Amount Total: $56,957.98

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BOARD OF TRUSTEES ACTION E/SA1
Approval Date: March 7, 2023

Resolution
To authorize submission of a grant application to the **United States Department of Agriculture (USDA)** for an **HSI NIFA** collaboration grant on or before **March 30th**, and authorize President Eric M. Friedman, Ph.D., or his designee, to execute the required documents.

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President, Academic Affairs
Mr. Adam Goodall, Senior Dean Humanities
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Anjali Thanawala, Assistant Director of Grants Administration

Action Requested
Authorization to submit a grant application to the **USDA** for an **HSI NIFA** grant for **$1 M** for **four years** and authorize President Eric M. Friedman, Ph.D. or his designee, to execute the required documents.

Justification
The purpose of the HSI Education Grants Program is to encourage innovative teaching and/or education proposals with potential to become models for other institutions that serve underrepresented students at the regional or national levels. Projects supported by this grant will help Bergen and other partner colleges to:

1. Attract and support undergraduate students from underrepresented groups to prepare them for careers related to the food, agricultural natural resources, and human systems and sciences in the United States.
2. Enhance the quality of postsecondary instruction within the above disciplines.
3. Provide opportunities and access to food and agricultural careers in the public, non-profit, and private sectors.
4. Align the efforts of HSIs and other non-profit organizations to support academic development and career attainment of underrepresented groups.

Bergen Community College (Bergen) will be applying as a lead agency along with Hudson Community College (HCCC) and Rutgers University as partner institutions.

No college matching funds are required.

The project description and budget are in development.

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BOARD OF TRUSTEES ACTION P1A
Approval Date: March 7, 2023

Resolution
Appointment: Confidential

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

Action Requested
To approve the appointment of the following individual to the position and annual salary indicated.

Name	Position/Division	Salary	Effective Date
Annette Raymond	Associate Registrar / Enrollment Services / Student Affairs	$90,000 (pro-rated)	03/16/2023

Justification
To fill a budgeted position through a successful search process pending successful completion of background checks and references. This position is at-will.

Charge to: College Funds
Account Number: 10-02-266100-601110

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BOARD OF TRUSTEES ACTION P1B
Approval Date: March 7, 2023

Resolution
Appointment: Support

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

Action Requested
To approve the appointment of the following individual to the position and annual salary indicated.

Name	Position/Division	Salary	Effective Date
Susan Sanchez	Buyer / Purchasing and Services / Finance	$60,000 (prorated)	03/16/2023

Justification
To fill budgeted position through a successful search process pending successful completion of background check and references.

Charge to: College Funds
Account Number: 10-01-145100-601130

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BOARD OF TRUSTEES ACTION P1C
Approval Date: March 7, 2023

Resolution
Appointment: Grant funded

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

Action Requested
To approve the appointment of the following individual to the position and annual salary indicated.

Name	Position/Division	Salary	Effective Date
Nicole Cordoba	Full-Time Teaching Assistant / Child Development Center / Academic Affairs	$35,490 (prorated)	03/01/2023 (retroactive)

Justification
To fill a budgeted temporary full-time position. This position is at-will.

Charge to: Grant funded
Account Number: 50-03-594400-601120

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BOARD OF TRUSTEES ACTION P1D
Approval Date: March 7, 2023

Resolution
Appointment: Student Affairs Athletic Program (Coaching Staff)

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

Action Requested
To approve the appointment of the following individual to part-time Head Coach position at the stipend indicated:

Name	Position	Stipend	Effective Dates
Jorge Hernandez	Head Esports Coach	$5,500	09/01/22 – 06/30/23 (retroactive)

**The hiring of the coaches is contingent on having a sufficient number of students participating in the College's various athletic programs.*

Justification
The above-mentioned stipends are seasonal.
Charge To: College Operating Funds
Account Number: 60-09-91000-601161

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BOARD OF TRUSTEES ACTION P1E
Approval Date: March 7, 2023

Resolution
Appointment: Confidential

Submitted By
Dr. Eric M. Friedman, President
Ms. Cinzia D'Iorio, Executive Director of Continuing Education and Workforce Development
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the appointment and new job description for the following individual to the position and annual salary indicated.

Name	Position/Division	Salary	Effective Date
Linda Caruso	Director of Bergen for Business / Continuing Education and Workforce Development	$98,000 (prorated)	03/20/2023

Justification
To fill a budgeted position through a successful search process pending successful completion of background checks and references. This position is at-will.

Charge to: College Funds
Account Number: 10-04-450000-601110

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Director Bergen for Business

DEPARTMENT: Continuing Education and Workforce Development

FUNCTION: The Director of Bergen for Business in Continuing Education and Workforce Development is responsible for the administration and advancement of customized education and training programs for the corporate environment, grant-funded employer training, workforce development, the Bergen Community College Business Accelerator program for entrepreneurs, and student experiential learning in small business and entrepreneurship programs. The Director of Bergen for Business is also expected to assist the college in achieving its vision and mission of student success and service to the community.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

- Develops a Bergen for Business strategic plan and executes an annual operational plan that drives performance, both in number of students served and revenue for the Division of Continuing Education and Workforce Development.
- Develops high-visibility networks in the community, with local companies and small businesses, by attending business events, association and community meetings. Develops strategic partnerships on behalf of the Division of Continuing Education and Workforce Development.
- Responsible for monitoring the profit and loss for the Bergen for Business area. Supervises the development and management of Bergen for Business budget; produces effective and timely financial reports.
- Responsible for overseeing all aspects of business development and account management in Corporate Training.
- Manages online course offerings with third-party integration for the business community.
- Manages the human resources of Bergen for Business by providing effective leadership and performance evaluation feedback. Supports and encourages professional development opportunities.
- Uses course and instructor evaluations that provide the opportunity for continuous improvement in educational outcomes.
- Works with the Executive Director to coordinate with Marketing and Communications, the development and execution of the Continuing Education and Workforce Development marketing plan with a specific focus on Bergen for Business strategic goals.
- Develops, implements and improves registration and accounts payable processes for Bergen for Business.
- Develops programming innovations related to workforce development, employee education and student experiential learning programs.
- Supports the institutional goals as defined in the college's strategic plan.
- Performance of additional tasks or duties as assigned.

ORGANIZATIONAL RELATIONSHIPS: (1) Reports to the Executive Director, Continuing Education and Workforce Development. (2) Manages the following direct reports and oversees the employee populations of their respective organizations: Business Development Manager, NJBIA Program Supervisor, Business Accelerator Coordinator, Workforce Development and Placement Manager and related administrative support staff (3) Coordinates work within the office and between offices with other supportive staff. (4) Ability to relate well to people at all levels within the institution to ensure that the office is projected in an effective manner in dealing with both internal and external constituencies of the College. (5) Performs work in a manner that furthers the College's mission and values.

PERFORMANCE STANDARDS: Performance in this position is considered satisfactory when: (1) mutually agreed upon objectives have been attained within a specified time frame, (2) responsibilities of the position have been carried out at a level consistent with performance requirements, (3) effective cooperative relationships exist across the College, and (4) confidential aspects of the position are maintained.

Required Education and Experience:

- Bachelor's degree from an accredited college or university. Master's degree preferred.
- Minimum of five (5) to seven (7) years successful work in corporate training, business development either in a college or business setting, with supervisory experience.
- Experience in building partnerships with internal and external constituents in a diverse community.
- Experience with comprehensive grant proposals, budget preparation, statement of work, memorandums of understanding, letters of support, record keeping, evaluation, and required reports and designing and executing contracts.

Required Knowledge, Skills and Ability:

- A strong commitment to the mission of the community college.
- Demonstrate excellent interpersonal and leadership skills; ability to work independently with little direction.
- Demonstrate organizational skills in handling, directing, and prioritizing multiple and complex assignments/projects and maintaining records.
- Strong presentation skills.
- Demonstrate problem solving and communication skills, both oral and writing; proven ability to define problems, collect data, establish facts, draw valid conclusions and effectively present information to administration as well as internal and external groups.
- Proficient in the use of word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- Ability to inspire and motivate individuals to perform at their highest level.
- Ability to establish and maintain positive and effective working relationships with students, College employees and the public.
- Ability to respond to common inquiries from members of the business community.

- Ability to work effectively in a team environment with a customer service focus.
- Possess an entrepreneurial mindset with an eagerness to create new and topical programs.

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

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

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

Bergen COMMUNITY COLLEGE
400 Paramus Road, Paramus, New Jersey 07652
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BOARD OF TRUSTEES ACTION P1F
Approval Date: March 7, 2023

Resolution
Appointment: Professional

Submitted By
Dr. Eric M. Friedman, President
Ms. Cinzia D'Iorio, Executive Director of Continuing Education and Workforce Development
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the appointment and new job description for the following individual to the position and annual salary indicated.

Name	Position/Division	Salary	Effective Date
Lisa Crowne	Program Supervisor of Bergen County Jail / Continuing Education and Workforce Development	$52,000 (prorated)	03/08/2023

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

Charge to: College Funds
Account Number: 10-03-391600-601120

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Program Supervisor, Bergen County Jail

DEPARTMENT: Continuing Education and Workforce Development

FUNCTION:

MAJOR RESPONSIBILITIES:
Responsibilities include but are not limited to: The Program Supervisor at the Bergen County Jail is responsible for the management of all aspects of program development, staffing, and instructional quality on behalf of the Division of Continuing Education and Workforce Development. This position is the lead instructor for the English as a Second Language, High School Equivalency and Computer Literacy courses offered at the jail. Duties include planning, teaching, scheduling, and monitoring of these programs.

Program Development/Management

- Identify, develop, and implement industry-recognized credential and certification programs.
- Manage all aspects of program development including budget, staff, promotional materials, marketing, instructional quality, and student relations.
- Lead instructor for inmate education.
- Prepare schedule of classes for instructors in collaboration with the jail personnel.
- Prepare schedules for courses, workshops, and seminars.
- Assist with the assessment of community needs and make recommendations for educational and learning programs designed to address them.
- Identifiy, recommend and supervise instructional staff.
- Recommend and order textbooks and related instructional materials
- Prepare, distribute, collect, and assess course evaluations and learning outcomes.
- Establish communication and cultivate relationships with public and private entities as well as professional organizations.
- Perform additional tasks or duties as assigned.

ORGANIZATIONAL RELATIONSHIPS: (1) Reports to the Executive Director, Continuing Education and Workforce Development or other CEWFD manager, as appropriate. (2) Manages the following direct reports and oversees the employee populations of their respective organizations: Instructors and supportive staff as assigned. (3) Coordinates work within the Bergen County Jail and between CE offices with other supportive staff. (4) Ability to relate well to people at all levels within the institution to ensure that the office is projected in an effective manner in dealing with both internal and external constituencies of the College. (5) Performs work in a manner that furthers the College's mission and values.

PERFORMANCE STANDARDS: Performance in this position is considered satisfactory when: (1) mutually agreed upon objectives have been attained within a specified time frame, (2)

responsibilities of the position have been carried out at a level consistent with performance requirements, (3) effective cooperative relationships exist across the College, and (4) confidential aspects of the position are maintained.

QUALIFICATIONS: (1) Education: Bachelor's Degree required, a degree in education preferred; (2) Knowledge, Skills and Abilities: (a) demonstrates understanding of the community college mission; (b) possesses a strong understanding of the uses of information technology to deliver, monitor and evaluate programs and services for students; (c) must have demonstrated ability to employ a balanced and positive approach to all work activities and work collaboratively across various constituencies of the College and external constituencies; (d) strong interpersonal as well as technical skills and must be detail-oriented; (e) technologically proficient in common office desktop software; (f) must have private transportation and ability to work a varied schedule, including the ability and willingness to work weekends and evenings as necessary; (g) exhibits strong skills in: leadership, managing people, communication, customer and student focus, building relationships, organizing, and planning; (3) Experience: (a) Minimum of 2-3 years of experience with post K-12 educational programming, preferably in Adult, Continuing or Community Education, or Correctional Facilities; experience in a community college environment desirable but not essential; (b) demonstrated achievement in developing, implementing and assessing educational programs; (c) working proficiency in various CRM software products, reporting tools, and web-based marketing; (d) experience with budgets and financial reporting; (e) strong oral and written communication skills required.

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

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

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

Bergen COMMUNITY COLLEGE
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PLACEHOLDER
BOARD OF TRUSTEES ACTION P1G
Approval Date: March 7, 2023

Resolution
Appointment: Confidential

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

Action Requested
To approve the appointment of the following individual to the position and annual salary indicated.

Name	Position/Division	Salary	Effective Date
TBD	Director of Grants Administration / Finance	TBD	TBD

Justification
To fill a budgeted position through a successful search process pending successful completion of background checks and references. This position is at-will.

Charge to: College Funds
Account Number:

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BOARD OF TRUSTEES ACTION P1H
Approval Date: March 7, 2023

Resolution
Appointment: Confidential

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

Action Requested
To approve the appointment of the following individual to the position and annual salary indicated.

Name	Position/Division	Salary	Effective Date
Krystal Carbajal	Benefits and Compensation Assistant / Human Resources	$55,000 (prorated)	04/01/2023

Justification
To fill a budgeted position through a successful search process pending successful completion of background checks and references. This position is at-will.

Charge to: College Funds
Account Number: 10-01-126100-601110

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BOARD OF TRUSTEES ACTION P1I
Approval Date: March 7, 2023

Resolution
Appointment: Support

Submitted By
Dr. Eric M. Friedman, President
Mr. David Borzotta, Associate Vice President of Safety and Security
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the appointment of the following individuals to the positions and annual salaries indicated.

Name	Position/Division	Salary	Effective Date
Liam Foley	Officer / Public Safety	$36,000 (prorated)	03/15/2023

Justification
To fill budgeted positios through a successful search process pending successful completion of background check and references.

Charge to: College Funds
Account Number: 10-01-192100-601138

Bergen COMMUNITY COLLEGE
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BOARD OF TRUSTEES ACTION P2A
Approval Date: March 7, 2023

Resolution
Reappointment Faculty – Fourth Reappointment

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

Action Requested
To reappoint the following individuals for their fourth reappointment to the indicated division and rank for the period September 1, 2023 through June 30, 2024 unless otherwise noted.

Third Reappointment

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

Justification
In Accordance with Article XIII of the BCCFA contract
Charge To: College Operating Funds

Bergen
COMMUNITY COLLEGE
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BOARD OF TRUSTEES ACTION P2B
Approval Date: March 7, 2023

Resolution
Rescind Appointment: Coaching Staff

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

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

Name	Position/Sport	Effective Date
Anthony Fajardo	Assistant Coach / Wrestling (P1C – 8/2/22)	01/24/2023 (retroactive)

Justification
Rescind appointment

Bergen COMMUNITY COLLEGE
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BOARD OF TRUSTEES ACTION P3A
Approval Date: March 7, 2023

Resolution
Approve Support Staff Merit Award Program recipients as per the agreement in the Support Staff Association Contract, Article XVI, approved by the Board of Trustees on October 2, 2018.

Submitted By
Dr. Eric M. Friedman, President
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development
Ms. Cinzia D'Iorio, Executive Director, Continuing Education and Workforce Development
Mr. Nathaniel Saviet, Vice President of Facilities
Dr. Anthony Trump, Vice President of Student Affairs
Mr. David Borzotta, Associate Vice President of Public Safety and Security
Dr. Brock Fisher, Vice President of Academic Affairs

Action Requested
To approve the merit award increases for the following individuals with the contractual amount of 5.5% retroactive to 7/1/2022:

Name	Position/Department/Division	Salary
Susan Sloan	Senior Secretary/Continuing Education	$52,417.21
Elise Tikijian-Pearce	Accounting Assistant/Finance	$49,909.51
Walesca Rodriguez	Custodian/Facilities	$56,997.59
Dalia Chinchilla	Custodian/Facilities	$54,195.68
Rajmonda Bilalaj	Custodian/Facilities	$40,206.13
Beki Jashari	Custodian/Facilities	$42,106.40
Lucia Mistretta	Senior Registration Assistant/Student Affairs	$40,498.32
Vanessa Pusey	Senior Registration Assistant/Student Affairs	$44,496.86
Cathy Kreh	Senior Secretary/Student Affairs	$46,823.51
Kyran Guerra	Public Safety Officer/Public Safety	$44,473.57
Dolores Piro	Senior Secretary/Academic Affairs	$47,755.03
Franklin Guzman	Library Associate/Academic Affairs	$52,753.46

Justification
The individuals listed were reviewed and approved for this award in accordance with the Support Staff Association Contract, Article XVI, approved by the Board of Trustees on October 2, 2018. The merit increase is for members of the Support Staff Association for the fiscal years 2019-2020, 2020-2021, 2021-2022.

Bergen
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BOARD OF TRUSTEES ACTION P3B
Approval Date: March 7, 2023

Resolution
Adoption of the revised Bergen Community College Title IX Policy Covering Discrimination, Harassment, and Sexual Misconduct.

Submitted By
Dr. Eric M. Friedman, President
Mrs. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the revision of the Bergen Community College Title IX Policy.

Justification
To formally adopt the revised Bergen Community College Title IX Policy.

See attached policy.

Bergen Community College
Board of Trustees
Section (HR)

Policy # HR

Effective Date:
August 14, 2020

Responsible Official:
Title IX Coordinator

Bergen Community College Title IX Policy Covering Discrimination, Harassment, and Sexual Misconduct

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Reason for Policy:

All members of the Bergen Community College campus community, including students, faculty, staff, guests, and visitors have the right to be free from sexual discrimination, harassment and misconduct. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, sanctions will be used to reasonably ensure that such actions are not repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

Entities Affected by this Policy: Faculty, staff, students, vendors, visitors, and guests.

Policy Statement:

Bergen Community College is committed to providing a learning and working environment that promotes personal integrity, civility, and mutual respect in a place free of discrimination on the basis of sex; which includes all forms of sexual misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity. Bergen Community College considers sex discrimination in all its forms to be a serious offense. This policy refers to all forms of sexual misconduct, including but not limited to: sexual harassment, sexual assault, sexual and gender discrimination, sexual violence, domestic violence, dating violence and stalking by employees, students, or third parties.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other federal and state civil rights laws, the College has developed policies and procedures that prohibit sex discrimination in all of its forms.

Bergen Community College does not discriminate on the basis of race, color, age, gender, gender identity, sexual orientation, religion, national origin, veteran status, disability, genetic information or any other basis of prohibited discrimination in its programs and activities. This policy extends to employment, programs, and admission to the College.

This policy applies to all faculty, staff, students, and visitors. It also governs student-on-student sexual discrimination, including sexual assault, both on campus and college sponsored and/or sanctioned off-campus activities.

Persons who experience discrimination, harassment, or sexual misconduct may respond to the experience in many different ways, including feeling confused, vulnerable, out of control, embarrassed, angry, or depressed. The College provides a variety of resources to assist individuals who have experienced discrimination, harassment, or sexual misconduct to address the effects of the incident and to help them determine whether and how to make a formal complaint about the incident.

All reports of discrimination, harassment, and/or retaliation shall be promptly made to the Title IX Officer (or one of the designated Deputy Coordinators), which are listed in full below. The Director of Human Resources serves as the Title IX Officer. The Deputy Coordinators consist of the Assistant Director of Human Resources, Managing Director of Off-site Campus, Assistant Director of Public Safety, and the Executive Assistant to the VP Student Affairs. The College Investigators consists of the Sr HR Generalist, Coordinator of Student Conduct and Director of Athletics.

Notice to the Title IX Coordinator or Deputy Coordinators constitutes "***actual knowledge***" to the College and will trigger an investigation and response to the victim on behalf of the College. In accordance with the Department of Education's (the "Department") Title IX Regulations,

- ***Actual knowledge*** means notice of sexual harassment or allegations of sexual harassment to a Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the College.
- Imputation of knowledge based solely on vicarious liability or constructive notice is sufficient to constitute actual knowledge.
- Notice includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator.

Reporting responsibilities are stated in Section III below for those individuals who become aware of incidents involving discrimination, harassment, or sexual misconduct.

I. Prohibited Conduct

A. Discrimination

Bergen Community College adheres to all federal and state civil rights laws banning discrimination

in public institutions of higher education. The College prohibits discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of any protected class. Protected classes include: age, color, creed, disability, ethnicity, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran or military status, or any other protected category under applicable federal, state, or local law, including protections for those opposing discrimination or participating in any complaint process on campus or with other human rights agencies.

This policy covers discrimination in employment and in access to educational opportunities. Discrimination is defined as adverse treatment of an individual based on that individual's membership in one (1) or more of the protected groups listed above. Therefore, any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, and/or social access, benefits, and/or opportunities of any member of the campus community on the basis of their actual or perceived membership in the protected classes listed above is in violation of the College policy on discrimination.

B. Harassment

Bergen Community College prohibits harassment against any employee, student, applicant, visitor, or guest on the basis of any class protected by College policy or law as identified in Section I.A. above. This policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane but controversial or sensitive subject matters. The sections below describe the specific forms of prohibited harassment under the Title IX policy.

1. Sexual Harassment

This policy prohibits any form of sexual harassment. Sexual harassment is defined as any conduct on the basis of sex that satisfies one (1) or more of the following:

(1) An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct, otherwise known as quid pro quo harassment by a College employee;

(2) Any unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or

(3) Any instance of sexual assault, dating violence, domestic violence, or stalking.

a. **Sexual assault** is defined as an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation (FBI).
b. **Dating violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the

existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

c. **Domestic Violence** is defined as felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of New Jersey, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of New Jersey.
d. **Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or cause a reasonable person to suffer substantial emotional distress.

Anyone experiencing sexual harassment or sex discrimination (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment) in any College program is encouraged to report it online (www.bergen.edu/report), to Bergen's Title IX Coordinator or a Deputy Coordinator, or in person, by mail, by telephone or by email, using the contact information provided for the Title IX Coordinator. Such report may be made at any time (including non-business hours) by using the telephone number or email address provided, or by mail to the office address, as listed for the Title IX Coordinator.

Sexual harassment creates a hostile environment and offenders may be disciplined when it is sufficiently severe, pervasive, and objectively offensive, and indifferent that:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive environment for that individual's employment, education, or participation in a College activity; or social, and/or community programs, or
- Is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.
- Some examples of possible sexual harassment include:
    - A professor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student complies with the request.
    - A student repeatedly sends sexually oriented jokes on an e-mail list that he/she created, even when asked to stop, causing one recipient to avoid the sender on campus and stop attending a class in which they are both registered.
    - Two supervisors frequently rate several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance.

2. Consensual Relationships.

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as faculty and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship may also be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the Employee Code of Conduct. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student) are **strongly discouraged**.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift the student out of being supervised or evaluated by someone with whom they have established a consensual relationship.

3. Sexual Misconduct

This policy prohibits any form of sexual misconduct. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved. The definition of consent below will be used in the interpretation and application of this policy:

Consent. Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent to a specific sexual contact (such as kissing or fondling) cannot be presumed to be consent for another specific sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. Silence or the absence of resistance alone is not consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Individuals can withdraw consent at any time during sexual activity by expressing in words or actions that they no longer want the act to continue, and, if that happens, the other person must stop immediately.

A person cannot consent if he or she is incapacitated. Under this policy, a person is incapacitated if he or she is disabled or deprived of ability to act or reason for one's self, is unable to understand what is happening, or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction). This policy also covers a

person whose incapacity results from mental disability, involuntary physical restraint, and/or from taking an incapacitating substance. A person is incapacitated if the person is temporarily incapable of apprising or controlling the person's own conduct due to the influence of a narcotic, anesthetic, or intoxicating substance; if a person is unable to communicate an unwillingness to act because the person is unconscious, asleep, or is otherwise physically limited; or if the person has a bodily impairment or handicap that substantially limits the person's ability to resist or flee.

An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the respondent to a claim of sexual misconduct was intoxicated and, therefore, did not realize the other person's incapacity.

The following are types of prohibited sexual misconduct under this policy:

A. **Sexual Harassment**

Sexual harassment is any unwelcome sexual advances, requests for sexual favors, or other unwelcome written, verbal, or physical conduct of a sexual nature when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive environment for that individual's employment, education, or participation in a College activity; or
- Submission to, or rejection of, such conduct by an individual is used as the basis for decisions affecting the individual's academic standing, employment status, or participation in a College activity; or
- Submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's education, employment, or participation in a College activity.

B. **Sexual Assault**

Sexual assault consists of non-consensual sexual contact which includes the following:

- Sexual penetration or intercourse (anal, oral, or vaginal) however slight with any object by a person upon another person that is without consent and/or by force.
- Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth-to-genital contact or genital -to-mouth contact, finger, or object, or oral copulation by mouth-to-genital contact or genital-to-mouth contact.
- Any intentional sexual touching however slight with any object by a person upon another person that is without consent and/or by force.
- Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth, or other bodily orifice of another individual or any other bodily contact in a sexual manner.

C. **Domestic and Dating Violence**

- **Dating Violence** – Committed by a person who is or has been in a sexual relationship of a romantic or intimate nature with the complainant. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of Domestic Violence.
- **Domestic Violence** – A felony or misdemeanor crime of violence committed by the following:
    - By a current or former spouse or intimate partner of the Complainant.
    - By a person with whom the Complainant shares a child in common.
    - By a person who cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner.
    - By a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of NJ
    - By any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of NJ.

D. **Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of other's and suffer substantial emotional distress.

E. **Course of conduct** – Means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

F. **Reasonable Person** – Means a reasonable person under similar circumstances and with similar identities to the Complainant.

G. **Substantial Emotional Distress** – Means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

C. Bias-Related Harassment

This policy prohibits any form of harassment on the basis of actual or perceived membership in a protected class, by any member or group of the campus community, which unreasonably interferes with an individual's work or academic environment.

This environment may be created by verbal, written, graphic, threatening and/or physical conduct that is sufficiently severe, pervasive, and objectively offensive so as to interfere with, limit, or deny the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits, or opportunities. Merely offensive conduct and/or harassment of a generic nature not on the basis of membership in a protected class may not result in a violation of this policy but may be addressed through education and/or other resolution methods.

II. Retaliation

The College seeks to create an environment where its students and employees are free, without fear of reprisal, to use its policies and procedures to determine if a violation of an individual's civil rights has occurred. Any act of retaliation will result in appropriate disciplinary action.

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. This includes any individual's right to participate or refuse to participate in a Title IX grievance process. Examples include retaliation against the complainant by the respondent, the respondent's friends or co-workers, or a representative of the College. Retaliation against an individual for alleging a violation of their civil rights, supporting a complainant, or for assisting in providing information relevant to a claim, is a serious violation of this policy.

No employee of the College, student, applicant, third party or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing relating to any Title IX claim.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purposes of interfering with any right or privilege secured by Title IX, constitutes retaliation.

The College will keep confidential the identity of any individual who has made a report or filed a complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as required by law, or to carry out the purposes of the Department's Title IX Regulations, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator or Deputy Coordinators. Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination as provided herein.

III. Other Offenses

This policy prohibits other offenses of a discriminatory, harassing, and/or retaliatory nature not included in the previous sections as follows:

- Intimidation is defined under this policy as implied threats or acts that cause a reasonable fear of harm in another on the basis of actual or perceived membership in a protected class;

- Hazing is defined under this policy as acts likely to cause physical or psychological harm or social ostracism to any person within the College community when related to the admission, initiation, joining, or any other group-affiliation activity on the basis of actual or perceived membership in a protected class;

- Bullying/Cyberbullying is defined under this policy as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class;

- Discrimination (as previously defined); and

- Violation of any other College rule, when it is motivated by sex or gender or the actual or perceived membership of the victim in a protected class, which may be pursued using this policy and process.

A. Sexual Exploitation

Defined as taking non-consensual or abusive sexual advantage of another for their own advantage or benefits, or to benefit or advantage anyone other than the one being exploited. As per the Department's Title IX regulations and in compliance with such rules, the College finds that sexual exploitation constitutes sexual harassment as previously defined. Such misconduct may be reported as a form of sexual harassment in the grievance process as provided herein. Examples of sexual exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed);
- Taking photographs, video recording, or audio recording of another in a sexual act or in any other private activity without the consent of all persons involved in the activity;
- Exceeding the boundaries of consent (such as allowing another person to hide ina closet and observe sexual activity or disseminating sexual pictures without the photographed person's consent);
- Unauthorized sharing or distribution of digital, video, or audio recording of nudity or sexual activity:
- Sexually-based stalking and/or bullying
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) without informing the other person of the infection; and/or
- Administering alcohol or drugs (such as "date rape" drugs) to another person without the person's knowledge or consent.

IV. Scope/Jurisdiction/Application

This policy applies to allegations of discrimination, harassment, and retaliation that take place on Bergen Community College property or at College-sponsored events, within the United States. This policy may also apply to allegations of discrimination, harassment, and retaliation to actions online when the Title IX Coordinator or Deputy Coordinator determines that the online conduct could have an on-campus impact or general impact on the educational mission of the College. Such impact includes:

- An action that constitutes a criminal offense as defined by federal, state, or local law;
- Any situation where it appears that the respondent may present a danger or threat to the health or safety of him/herself or others;
- Any situation that significantly impinges upon the rights, property, or achievements of others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests of the College.

V. Reporting Responsibilities

All College employees who are aware of or witness discrimination, harassment, sexual misconduct, or retaliation are required to promptly report to the Title IX Coordinator, Title IX Deputy Coordinator, or online at www.bergen.edu/report.

Any student who is aware of, or who witnesses discrimination, harassment, sexual misconduct, or retaliation is encouraged to promptly report to the Title IX Coordinator or a Title IX Deputy Coordinator. All initial contacts will be treated with the maximum possible privacy and confidentiality; specific information on any complaint received by any party will be reported to the Title IX Coordinator, but, subject to the College's obligation to investigate and redress violations, every reasonable effort will be made to maintain the privacy of those initiating a report of a complaint. In all cases, the College will consider the complainant with respect to how the complaint is pursued but reserves the right, when necessary to protect the community, to investigate and pursue a resolution when an alleged victim chooses not to initiate or participate in a formal complaint.

Please note: This section addresses reporting obligations for members of the campus community who are made aware of potential violations of this policy. Methods for filing a complaint and the Complaint Resolution Process are detailed in **Procedures Section A.**

A. Title IX Officer and Deputy Coordinators

Title IX Coordinator
Meredith Gatzke
Vice President of Human Resources and Organizational Development
A-316, Pitkin Education Center
201.879.3588

In addition, the following individuals have been designated as Deputy Coordinators to handle inquiries regarding these policies:

Title IX Deputy Coordinator (for Off Campus Sites)
Kim Meekins
Managing Director, Off Campus Sites
Lyndhurst and Hackensack Sites
kmeekins@bergen.edu
201. 612.5254

Title IX Deputy Coordinator (for faculty & staff)
Ellianne Gallardo
Associate Director of Employee Relations and Organizational Development
A-316, Pitkin Education Center
Egallardo1@bergen.edu
201.879.5384

Title IX Deputy Coordinator (for students)
Dr. Jennifer Migliorino-Reyes
Assistant Vice President of Student Affairs OS-140, Pitkin
Education Center
jreyes@bergen.edu
201.447.7456

B. Role of the Title IX Officer and Deputy Coordinators

The Title IX Coordinator and Deputy Coordinators are charged with coordinating the College response to reports of misconduct under this policy. The Title IX Coordinator and Deputy Coordinators do not serve as advocates for either the complainant or the respondent. The Title IX Coordinator or Deputy Coordinators will explain to both parties the informal and formal processes outlined below and the provisions for confidentiality. Where appropriate, the Title IX Coordinator or Deputy Coordinators will provide to both parties' supportive measures on options for obtaining advocacy, medical and counseling services, and making criminal reports, and will assist with providing information on other resources. The Title IX Coordinator and Deputy Coordinators will coordinate with other campus officials to take appropriate interim actions such as no contact orders, academic accommodations, and rearrangement of academic and work assignments.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures may include counseling, extensions of deadlines or other course-related

adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security

and monitoring of certain areas of the campus, and other similar measures. The College will maintain all supportive measures provided to a complainant or respondent as confidential, to the extent such confidentiality would not impair the ability of the College to provide the supportive measures.

The College will ensure that the Title IX Coordinator and Deputy Coordinators will not have a conflict of interest or bias for or against complainants or respondents generally or against an individual complainant or respondent. The Title IX Coordinator and Deputy Coordinators have received proper training on the definition of sexual harassment and how to properly conduct an investigation and grievance process regarding Title IX claims, which may include hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including the avoidance of prejudgment of the facts at issue, conflicts of interest, and bias.

C. Officials with Authority

An "***official with authority***" is a College employee who is explicitly vested with the responsibility to implement corrective measures for harassment, discrimination, and/or retaliatory conduct. When a victim/survivor tells an "Official with Authority" employee about an incident of sexual misconduct, the victim/survivor has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. Notice to a Title IX Coordinator or any "Official with Authority" conveys actual knowledge to the College. An "Official with Authority" employee must report to the Title IX Coordinator and/or Deputy Coordinator all relevant details about the alleged sexual misconduct shared by the victim/survivor. The Title IX Coordinator and/or Deputy Coordinator will need to determine what happened – including the names of the victim/survivor and alleged perpetrator(s) if known, any witnesses, and any other relevant facts, including the date, time and location.

To the extent possible, information reported to an Official with Authority employee will be shared only with people responsible for handling the College's response to the report. A responsible employee should not share information with law enforcement:

A. Without the victim/survivor's consent.
B. Unless the victim/survivor has also reported the incident to law enforcement.
C. Unless otherwise required by the law.
D. Clery Act requires certain information to be provided to campus public safety.

The following employees are the College's "official with authority":

A. Executive Team Members
B. Title IX Coordinator and Deputy Coordinators
C. All Human Resources staff – excluding student assistants
D. All Student Life professional staff
E. Health and Wellness Personal Counselors
F. All Public Safety Staff – excluding interns and student assistants

G. Student Affairs Managerial Staff

Before a victim/survivor reveals any information to a "*responsible employee*," the employee should ensure that the victim/survivor understands the employee's reporting obligations – and, if the victim/survivor does not want to report the matter to the College for investigation, the responsible employee should direct the victim/survivor to confidential resources.

Mandatory Reporting

A "***mandatory reporter***" is an employee of the College who is obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator and/or their supervisor.

The following employees are considered Mandatory Reporters:

A. Administrative, Professional Staff and Support Staff
B. Academic Counselors and Academic Advisors (both Faculty and Staff)
C. Athletics professional staff and coaches - – excluding student assistants
D. Faculty
E. Student Organization Advisors excluding interns and student assistants

D. Police Reporting

In addition to required campus reporting, reports may also be made to the police and/or campus security, especially if a crime is or may be involved, by calling the following numbers:

a. Emergency - 911
b. Office of Public Safety
    i. Paramus Campus (24hrs): Dial "6" or 201.447.7200
    ii. Meadowlands Campus, Lyndhurst: 201.301.1267 – In house, ext. 9600
    iii. Ciarco Learning Center, Hackensack: 201.301.9700
c. Bergen County Sherriff's Office (non-emergency number): 201.336.3500
    i. 10 Main Street, Hackensack, NJ 07601

E. Federal Timely Warning Obligations

Victims of sexual misconduct should be aware that College administrators must issue crime alerts for incidents reported to them that represent a serious or continuing threat to students or employees. The College will withhold a victim's name and other identifying information while providing enough information for community members to make safety decisions in light of the potential danger.

VI. Statement of Rights for Complainants and Respondents

Both complainants and respondents will be afforded the following rights under this policy:

- **A.** To be treated with respect by College officials;
- **B.** To take advantage of campus support resources (such as Counseling Services and College Health Services for students, or EAP services for employees);
- **C.** To experience a safe educational and work environment;

- **D.** To have an advisor (students) or representative (employees) during this process;
- **E.** To refuse to have an allegation resolved through informal procedures;
- **F.** To be free from retaliation;
- **G.** To have complaints heard in substantial accordance with these procedures; and
- **H.** To participate in the process.

Please also refer to the **NEW JERSEY CAMPUS SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS (Appendix B)**

VII. Records

In implementing this policy, records of all complaints, resolutions, and hearings will be kept by the Title IX Coordinator for a maximum of **seven (7) years**.

The College will maintain the following records:

(1) Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript;
(2) Any disciplinary sanctions imposed on the respondent,
(3) Any remedies provided to the complainant designed to restore or preserve equal access to the College's education program or activity;
(4) Any appeal and the result therefrom;
(5) Any informal resolution and the result therefrom;
(6) And all materials used to train the Title IX Coordinator and Deputy Coordinators.
    a. The College will make such training materials publicly available on the College website.

Appendix A

Good Samaritan

The welfare of students in our community is of paramount importance. At times, students on and off-campus may need assistance. The College encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to aid others, for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help take a victim of sexual misconduct to Public Safety or a medical provider). The College pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the College will provide educational options, rather than punishment, to those who offer their assistance to others in need.

Risk Reduction Tips

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help to reduce risk of experiencing a non-consensual sexual act. Below are suggestions to avoid committing a non- consensual sexual act:

A. Know your sexual intentions and limits. You have the right to say "NO" to any unwanted sexual contact. If you are uncertain of what you want, ask your partner to respect your feelings.

B. Communicate your limits firmly and directly. If you say "NO," say it like you mean it. Avoid giving mixed messages. Back up your words with a firm voice and clear body language. Do not assume that someone will automatically know how you feel or will eventually "get the message" without you having to say anything.

C. Remember that some people think that drinking, dressing provocatively, or going to your or your date's room is saying you are willing to have sex. Be clear up front about your limits in such situations.

D. Listen to your gut feelings. If you feel uncomfortable or think you might be at risk, leave the situation immediately and go to a safe place.

E. Don't be afraid to "make waves" if you feel threatened. If you feel you are being pressured or coerced into sexual activity, don't hesitate to state your feelings andleave the situation.

F. Attend large parties with friends you trust. Agree to "look out" for one another.Leave with the group, not alone. Avoid leaving with people that you don't know very well.

G. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

A. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
B. Understand and respect personal boundaries.
C. **DO NOT MAKE ASSUMPTIONS**: about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, then you DO NOT have consent.
D. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
E. Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
F. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse thatpower.
G. Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
H. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

Sexual Offense Prevention and Educational Programming

Bergen Community College recognizes sex discrimination in all its forms as important issues, therefore, the College offers annual educational programming to a variety of groups such as: staff, security, faculty, incoming students, continuing students, student-athletes, and, members of student organizations. Visit www.Notalone.gov for more information and resources on avoiding and preventing sexual assault.

Sexual Misconduct educational programming may address matters such as: a definition of what constitutes sex discrimination, the causes of sex discrimination, myths involved with sex discrimination, prevention, the relationship between sex discrimination and alcohol use, what to do if you are assaulted, the nature of a rape examination, an explanation of the College sexual misconduct policy, how to make a report and file charges within the College, its conduct system, and/or with the local police department, men's issues and sexual assault, and campus community resources to assist both the survivor and the accused.

Federal Enforcer

The U.S. Department of Education, Office for Civil Rights (OCR) is the federal agency charged with enforcing compliance with Title IX. Individuals with complaints of this nature always have the right

to file a formal complaint with the United States Department of Education:

Office for Civil Rights (OCR)

400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline Number: 800.421.3481
FAX: 202.453.6012
TDD#: 877.521.2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

APPENDIX B

BERGEN COMMUNITY COLLEGE

NEW JERSEY CAMPUS SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS

A college or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the university community in achieving these ends.

The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault, and nonconsensual sexual contact, respect for the individual and human dignity are of paramount importance.

The state of New Jersey and Bergen Community College recognize that the impact of violence on victims and the surrounding community can be severe and long lasting. Thus, this Bill of Rights has been established to articulate requirements for policies, procedures, and services designed to ensure that the needs of victims are met and that the colleges and universities in New Jersey create and maintain communities that support human dignity.

Bill of Rights

The following rights shall be accorded to victims of sexual assaults that occur:

- On the campus of any public or independent institution of higher education in the State of New Jersey, and
- Where the victim or alleged perpetrator is a student at that institution; and/or
- When the victim is a student involved in an off-campus sexual assault.

Human Dignity Rights:

- The crimes to be assured of any other right guaranteed under this policy.
- To be free from any suggestion that victims must report.
- To have any allegations of sexual assault treated seriously; the right to be treated with dignity personal publicity.
- To be free from any suggestion that victims are responsible for the commission of crimes against them.
- To be free from any pressure from campus personnel to:
- Report crimes if the victim does not wish to do so;
- Refrain from reporting crimes to avoid unwanted publicity; and/or
- Report crimes as lesser offenses than the victim perceives them to be.

Rights to Resources On – and Off – Campus:

- To be notified of existing campus and community-based medical, counseling, mental health, and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities.
- To have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling.
- To be informed of and assisted in exercising any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy.
- To be informed of and assisted in exercising any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

Campus Judicial Rights:

- To be afforded the same access to legal assistance as the accused.
- To be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed for the accused.
- To be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

Legal Rights:

- To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported.
- To receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
- To receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

Campus Intervention Rights:

- To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants.
- To be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available.

Statutory Mandates:

- Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation.
- Each campus shall make every reasonable effort to ensure that every student at such campus receives a copy of this document.

- Nothing in this policy or in any "Campus Assault Victim's Bill of Rights" developed in accordance with the provisions of this act shall be construed to preclude or in any way restrict any public or independent institution of higher education in the state from reporting any suspected crime or offense to the appropriate law enforcement authorities.

Related Documents/Policies:

Student Code of Conduct
Employee Code of Conduct

Policy History: (adopted/amended)

Section A: AF
Adopted: 10/5/94
Resolution: P14
Updated: 8/7/18

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

BOARD OF TRUSTEES ACTION P3C
Approval Date: March 7, 2023

Resolution
Adoption of a new College policy: Nepotism and Personal Relationships.

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

Action Requested
To formally adopt the new College policy: Nepotism and Personal Relationships.

Justification
The new policy, Nepotism and Personal Relationships, is introduced as part of the College's review of College policies.

See attached policy.

Bergen Community College Board of Trustees

Section:

Policy #: HR 008-001.2023

Effective Date: March 7, 2023

Responsible Official: Vice President of Human Resources and Organizational Development

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Nepotism and Personal Relationships

Policy Statement:

Bergen Community College is committed to appointing and promoting all university faculty, staff, and student employees based on job-related qualifications.

Nepotism is a prohibited conflict of interest that occurs when:

a. a College member directly influences the College employment (e.g., hiring, promotion, supervision, evaluation, and determination of salary) or academic progress (e.g., grading and advising) of a College member with whom they have a personal relationship (e.g., a relative, romantic or business partner, or close personal friend); or
b. personal relationships between College members have a negative impact on the College educational or work environment.

Reason for Policy:

To establish criteria for employment, appointment and promotion, of all college faculty, full-time and part-time staff and student employees; will be based on appropriate qualifications and performance. It is the intent of the College to avoid instances that could be influenced by the family relationship in the hiring, performance evaluation, promotion, reclassification, discipline, grievance or dismissal process. The intent of College is to also to avoid instances where the employee or an immediate family of the employee has a direct or indirect interest that might be reasonably expected to impair the employee's objectivity or independence of judgment.

Who Should Read This Policy:

- All faculty and staff members including student employees

Definitions:

College Community Member: Any employee, student, or other individual engaged in any College activity or program.

College Employment - For purposes of this policy, College employment covers the work of the following individuals for the College: All individuals defined as employees by Board of Trustees' Policy, including:

a. faculty;
b. academic professionals;
c. academic administrators;
d. professionals in training (including postdoctoral associates);
e. civil service staff;
f. union-represented staff;
g. graduate assistants;
h. student employees;
i. fellows;
j. temporary employees; and,
k. interns.

Family Member - Spouse, domestic partner, mother, father, sister, brother, biological, adopted, or foster child, step-child, legal ward, grandparent, grandchild, first cousin, aunt, uncle, niece, nephew, parents-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent-in-law, grandchild-in-law, or corresponding step-relatives, or corresponding relatives of the employee, or other persons for whom the employee is legally responsible for, and anyone who stood in loco parentis to the employee.

Nepotism - Favoritism applied, without regard to merit, through authority or influence by someone in a position of power, toward family members or others for whom the employee or Trustee is legally responsible. Favoritism is shown by giving preferential treatment in any employment action to family members and others as defined in this policy. The following are examples of nepotism:

a. when an employee directly supervises an individual with whom the employee has a personal relationship;
b. when an instructor grades the work of an individual with whom the instructor has a personal relationship;
c. when an employee makes or influences a hiring decision for an individual with whom the employee has a personal relationship;
d. when a faculty member votes on the promotion or tenure of an individual with whom the faculty member has a personal relationship;
e. when an employee favors an individual with whom the employee has a personal relationship by prioritizing, funding, or allocating resources to the individual's work areas or assignments;
f. when colleagues in a romantic relationship engage in repeated public displays of affection toward one another, or engage in conflict related to their romantic relationship with one another, in the workplace and this conduct has a substantial negative impact on the educational or work environment for other College members;
g. granting unwarranted benefits or treatment, and taking or withholding official action in order to affect a matter in which the employee or the employee's family member has a personal or financial interest
h. A non-competitive appointment of a spouse or partner of another employee that is otherwise authorized by College policy or procedures does not constitute nepotism under this policy. However, once the spouse or partner begins work at the College, the actions and interactions of the spouses or partners are subject to this policy and the College's Policy regarding Personal Relationships.

Personal Relationship - A personal relationship includes the following: marital or other committed relationship; significant familial relationship, including relationships by blood, adoption, marriage, or domestic partnership; a family member including a partner, parent, grandparent, child, sibling, first cousin, uncle, aunt, nephew, niece, spouse, brother- or sister-in-law, father- or mother-in-law, son- or daughter-in-law, step-parent or step-child; consensual sexual or romantic relationship; a close personal friendship; or a significant business relationship.

Responsible Administrator - The supervisor(s) of the parties to a nepotism situation, or the supervisor(s)'s designee.

Senior Administrator(s) - The vice president(s), executive director(s), dean(s), associate vice president(s), director(s) or manager(s) who oversee the unit(s) in which the parties work.

The Policy:

All selection of personnel will be based solely on job-related qualifications to avoid the potential for problems of favoritism, conflicts in loyalty, discrimination, and appearances of impropriety or conflict of interest. Family members of employees may be employed as long as a family member is not directly or indirectly responsible for or influences any employment action.

This policy applies to instances of nepotism that existed before the enactment of this policy. Any existing relationships or situations must be disclosed immediately, evaluated, and managed as provided in this policy.

Procedure:

A. NON-STUDENT RELATIVES

1) Employees and Trustees are required to self-disclose to the Vice President of Human Resources and Organizational Development, if any family member, business associate or close friend applies for a position for which they will be responsible or may influence the employment actions referred to in this policy or experience any changes in their personal situations, which may be covered under this policy. (See, BCC Policy Form, *Disclosure of Family Member/Application for Employment*; see also, *Declaration of Familial Relationships and Nepotism Waiver).*
2) Internal and external applicants are required to self-disclose, to the Vice President of Human Resources and Organizational Development, at the time of application, if they are related to any current Bergen Community College employees or Trustees and specifically, if the position for which they are applying reports to or supervises a family member. (See, BCC Policy Form, *Disclosure of Family Member/Application for Employment;* see also, *Declaration of Familial Relationships and Nepotism Waiver).*
3) When a conflict of interest cannot be eliminated through alternative arrangements, the hire will not be forwarded as a recommendation to the President.
4) In the case when two employees in a supervisor/subordinate or other influential employment relationship get married, join in a civil union or domestic partnership, the one with the shorter length of service will be required to transfer or resign within 60 days unless the other does so voluntarily. If not, the

employee may be terminated. (See, BCC Policy Form, *Employee Assignment to Position Under Supervision or Control of Family Member*).

5) All instances of change in personal relationships, as it relates to this policy, must be reported by the involved parties to the Vice President of Human Resources Organizational Development. (See, BCC Policy Form, *Employee Assignment to Position Under Supervision or Control of Family Member*).
6) In all instances of possible nepotism, decisions will be referred to the President for final approval of employment or assignment. (See, BCC Policy Form, *Declaration of Familial Relationships and Nepotism Waiver).*

B. STUDENT RELATIVES

1) All instructional staff have authority in the classroom and are in a position of power. The intent of this policy, as prescribed above regarding relatives, also applies to academic actions. No instructional employees (full-time faculty, Adjunct Instructors, Continuing Education Instructors, Staff members) shall accept a student relative into their class or influence any academic actions of relatives.
2) In the case of a student relative, it is the employee's responsibility to avoid having the student register for the employee's class. If for any reason, a student is registered for a related employee's class, the employee must report the situation to the Vice President of Human Resources and Organizational Development for referral to the appropriate Vice President and the President. Efforts will be made to place the student in another course section.
3) All instances of change in personal relationships, as it relates to this policy, must be reported to the Director of Human Resources. (See, *BCC Policy Form, Employee Assignment to Position Under Supervision or Control of Family Member*).
4) In all instances of possible nepotism, decisions will be referred to the President for final approval of student placement.

C. OBLIGATIONS OF RESPONSIBLE ADMINISTRATORS AND SENIOR ADMINISTRATORS TO RESPOND TONEPOTISM SITUATIONS

A responsible administrator who becomes aware that a nepotism situation may exist must take effective responsive action as outlined below (but note that this is not an exhaustive list):

1) Determine whether a nepotism situation exists, typically through consultation with the parties in the personal relationship, the parties' supervisors, and/or others who have an interest in the parties' work. If not, no further action is needed under this policy.
2) Possible Actions to Eliminate or Effectively Mitigate a Nepotism Situation

i. When a nepotism situation arises, the College has strong interests in both 1) preventing and eliminating conflicts of interest between College members' personal relationships and College roles, and 2) continuing to provide access to education and employment to College members in a personal relationship to the extent possible.
ii. In many cases, a nepotism situation can be eliminated or effectively mitigated by restructuring the conditions of the employment or academic association of the parties in a personal relationship, or by taking other effective actions. For example, this could involve removing the hiring or other employment decision-making authority from one of the parties, reassigning the job responsibilities of one or both parties, or changing a party's advisor or class assignment. In cases where the parties are likely to continue to interact with one another in their College roles, changes made to eliminate or effectively mitigate a nepotism situation must be memorialized in a management plan.

3) A management plan must include, at a minimum, the following elements:
   i. an explanation of the parties' employment or academic roles and how they interact with one another;
   ii. a description of any changes to either party's job responsibilities that are made to eliminate or effectively mitigate the nepotism situation;
   iii. in situations where one party has supervisory or oversight duties over the other, the designation of an individual or individuals who will assume these supervisory or oversight duties in order to eliminate or effectively mitigate the nepotism situation;
   iv. an agreement by the parties to make best efforts to avoid conflicts that impact the work or academic environment;
   v. the designation of an individual to monitor and oversee the management plan;
   vi. notice that a responsible administrator or their designee will develop a communication plan as needed to share information about the nepotism situation with those who need to know; and
   vii. signatures of the individuals in a personal relationship, the individual designated to monitor and oversee the management plan, the responsible administrator, and others as appropriate.
4) Actions taken to eliminate or effectively mitigate the nepotism situation should not unreasonably disadvantage either individual in the personal relationship. In addition, particular consideration should be given to protect and not

unreasonably disadvantage College members who hold subordinate positions compared to the individual with whom they are in a personal relationship.

D. ADDITIONAL RESPONSIVE ACTIONS IN NEPOTISM SITUATIONS INVOLVING ROMANTIC OR SEXUAL RELATIONSHIPS

Because nepotism situations involving a romantic or sexual relationship between parties in the workplace or academic environment could in some situations lead to concerns of sexual harassment, such parties to a nepotism situation should be reminded of their obligations and rights under College Policies regarding *Sexual Harassment.*

E. RESPONSIBILITIES OF COLLEGE ADMINISTRATORS/STAFF MEMBERS

1) **Retaliation Human Resources Professionals (e.g., HR Leads and Office of Human Resources representatives)** - Provide consultation and support to the responsible administrator. May serve as the designee of the responsible administrator.
2) **Office of Equal Opportunity and Affirmative Action** - Provide consultation. May serve as the designee of the responsible administrator in particularly complex nepotism situations.
3) **Responsible Administrator** - Receive reports of nepotism situations. Respond to nepotism situations by eliminating the nepotism situation or effectively mitigating the nepotism situation in ways that allow both parties in the personal relationship to remain in their current College positions. If this is not possible, forward the matter to the senior administrator to determine whether to grant an exception to this policy. Draft and monitor management plans as appropriate.
4) **Senior Administrator** - Where a nepotism situation cannot be eliminated or effectively mitigated, determine whether to grant an exception to this policy.
5) **College Community Member** - Report nepotism situations to the appropriate responsible administrator. Parties to a nepotism situation should additionally take appropriate steps to eliminate or effectively mitigate the prohibited or potential conflict of interest caused by their personal relationship.

F. RETALIATION

No member of the College community may retaliate against an individual:

1) because of the individual's good faith reporting or otherwise expressing opposition to, suspected or alleged misconduct;
2) for participating in any process designed to review or investigate suspected or alleged misconduct or non-compliance with applicable policies, rules, and laws;
3) accessing the Department of Human Resources services;

4) a causal relationship between the good faith participation in one of these activities and an adverse action is needed to demonstrate that retaliation has occurred.
5) Retaliation Concerns
    i. Individuals who believe that retaliation is occurring or has occurred, as a result of their good faith participation in one of the above referenced activities, should follow the reporting options available to them in College Policies regarding harassment and other misconduct in the workplace.
    ii. Reports of retaliation will be reviewed and investigated in the same manner in which other concerns of misconduct are handled. Any College member who engages in retaliation may be subject to disciplinary action up to and including termination of employment or expulsion.

G. INTENTIONALLY FALSE REPORTS/INFORMATION

Individuals who knowingly or intentionally file a false report or provide false or misleading information in connection with an investigation may be subject to disciplinary action up to and including termination of employment, or expulsion.

H. Failure to Comply with this Policy

1) Failure to comply with this policy, including a failure of parties in a personal relationship to report a nepotism situation as required by this policy, may result in disciplinary action. When parties to a nepotism situation fail to participate in the processes described herein, the matter will be reported to the senior administrator and disciplinary action may be imposed.
2) Non-compliance with this Policy may also be reported to the Office of Equal Opportunity and Affirmative Action, and/or the Vice President of Human Resources and the President of the College.

Related Documents/Policies:

n/a

Policy History: (adopted/amended)

Adopted:
Amended:
Reviewed:

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BOARD OF TRUSTEES ACTION P4A
Approval Date: March 7, 2023

Resolution
Promotion: Confidential

Submitted By
Dr. Eric M. Friedman, President
Mr. Ron Spaide, Chief Information Officer
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the promotions and revised job descriptions for the following individuals to the positions and annual salaries indicated.

Name	Position/Division	Salary	Effective Date
Nishika Gupta	Assistant Vice President / Information Technology	$128,000 (prorated)	03/16/2023
James Quimby	Associate Director of Media Technologies / Information Technology	$99,450 (prorated)	03/16/2023
John Rude	Associate Director Infrastructure Services / Information Technology	$98,500 (prorated)	03/16/2023

Justification
To appoint these individuals to the positions and titles indicated as part of the changing scope and level of confidentiality and responsibilities. These positions are at will.

Charge to: College Operating Funds
Account Number: 10-01-165500-601110

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Assistant Vice President, Information Technology

DEPARTMENT: Information Technology

FUNCTION: The Assistant Vice President, Information Technology oversees the College's information and records management, data governance, IT policy development, enterprise applications, and associated digital transformation initiatives. The Assistant Vice President, information Technology focuses on developing and implementing data management practices and policy, a rigorous calendar of training, and awareness programming. This position works closely with college leadership identifying, exploring and executing college-wide initiatives and opportunities to improve institutional effectiveness, efficiency and quality of experience.

REPORTS TO: Chief Information Officer

SUPERVISES: Manages the following direct reports and oversees the employee populations of their respective organizations: Associate Director of Administrative Applications, Associate Director of Media Technologies, Process Automation Specialist, and Business Systems Analyst.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Works with the CIO and College leadership to define, develop, and maintain the strategic direction of all information management, information analysis, communication systems, and IT related operations.
2. Ensures all IT systems, technical services, and application software are compliant with federal, state and local standards and regulations.
3. Partners with the CIO to develop and lead college IT governance that effectively includes key stakeholders in decision making.
4. Engage with cross-divisional governance committees and processes to drive visibility on IT priorities and strategies.
5. Works with the IT Leadership Team to develop and implement IT policies that provide strategic direction and protection for the campus.
6. Lead the Information Management Team responsible for all administration of all enterprise applications (excluding SIS & related products).
7. Acts as performance manager for all direct reports including managing day to day

performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.

8. Directs the evaluation of various software needs, and service resources to identify strengths, weaknesses and potential benefits fit for the College.
9. Ensures the security of data in custody of the College.
10. Provides leadership in automation initiatives to assist the College in achieving the goals identified in its strategic plan; Meets with users to determine quality of service of technology implementation and makes necessary adjustments to accommodate their needs.
11. Develop and help execute a comprehensive change management strategy.
12. Educates College leadership and client stakeholders about current and anticipated IT technologies, trends, opportunities, and risks/threats.
13. Co-chairs with the CIO the Information Technology Advisory Committee (ITAC).
14. Serve as the primary interface to the State of NJ on all records management and retention issues.
15. Ensure that the College's electronic processes for document management and records retention comply with NJ State regulations and are executing in a fashion to maintain the College's Electronic Image Processing certification.
16. In conjunction with the CIO, develop and manage the Information Technology Service department's operating budget and associated capital budgets.
17. Act as a Custodian of Records for all college records. Responsible for compliance with the Open Public Record Act (OPRA).
18. Subject to senior administration review and final Board of Trustees approval, has the responsibility, power and authority to hire, fire, discipline and promote employees.

PERFORMANCE STANDARDS: Performance in this position is considered satisfactory when: (1) mutually agreed upon objectives have been attained within a specified time frame, (2) responsibilities of the position have been carried out at a level consistent with performance requirements, (3) effective cooperative relationships exist across the College, and (4) confidential aspects of the position are maintained.

QUALIFICATIONS:

(1) Education: Master's degree

(2) Knowledge, Skills and Abilities: (a) Ability to understand and document business processes and workflows and translate them to automated solutions; (b) experience in Business Process Management Systems; (c) demonstrate familiarity with IT Governance concepts and processes; (d) demonstrates understanding of the community college mission and practices an open door

policy; (e) must have demonstrated ability to employ a balanced and positive approach to all work activities and work collaboratively across various constituencies of the College and with vendors and external constituencies; (f) exhibits strong skills in leadership, communication, customer and student focus, building relationships, organizing, and planning; (g) technologically proficient in common office desktop software and familiar with cloud-based computing and collaborative platforms and software; (h) must have experience working with database tools such as Microsoft SQL.

(3) Experience: (a) Minimum of 10 years of progressive administrative experience in higher education technology management, preferably in a community college setting; (b) Knowledge and experience working with and implementing information technology systems and processes

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

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

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

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Associate Director of Media Technologies

DEPARTMENT: Information Technology

FUNCTION: Provides vision and expertise on implementing, supporting, and leveraging audio-visual and instructional technology. Coordinates the development and application of new media technologies across campus. As a key member of the Information Technology Services leadership team, the Associate Director of Media Technologies collaborates with academic and administrative departments ensuring successful technology usage and implementation.

REPORTS TO: Assistant Vice President, Information Technology

SUPERVISES: Manages the following direct reports; Media Technologies Manager, and oversees the employee populations of their respective organizations; Media Technologies Technical Coordinator, Technical Assistant I, Technical Assistant II, and Professional Assistant.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Promote Information Technology Services standards and processes in accordance with directives from department leadership.
2. Contribute to the development and implementation of training materials and programs that promote the adoption of technology and reduce support requests.
3. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
4. Mentors team members to help grow troubleshooting skill sets.
5. Researches and evaluates emerging technologies and updates to determine usability and value to the division or school.
6. Create bid specifications and support the procurement process for audiovisual and classroom projects.
7. Create and maintain documentation of procedures/processes.
8. Recommends and/or performs complex or remedial actions to correct problems; provides support at user locations or remotely using diagnostic and remediation technology and tools to install, modify or make repairs to computer hardware and software.

9. Collaborate with College staff and other stakeholders, including staff, faculty, students, and administrators, on the optimal audiovisual setup for specific classrooms, particular venues, and events.
10. Provide excellent communication of process and status for systems and service; keep faculty and staff well informed of any problems or changes to AV systems that may affect them.
11. Subject to senior administration review and final Board of Trustees approval, has the responsibility, power and authority to hire, fire, discipline and promote employees.
12. Performs additional tasks or duties as assigned.

PERFORMANCE STANDARDS: Performance in this position is considered satisfactory when: (1) mutually agreed upon objectives have been attained within a specified time frame, (2) responsibilities of the position have been carried out at a level consistent with performance requirements, (3) effective cooperative relationships exist across the College, and (4) confidential aspects of the position are maintained.

QUALIFICATIONS:
(1) Education: Bachelor's Degree Required.

(2) Knowledge, Skills, and Abilities: (a) Possess strong working knowledge in desktop systems; both hardware and software; (b) excellent project management and planning skills to ensure appropriate scheduling of resources;(c) resolve technical issues over the phone and in-person; (d)Superior communication skills and the ability to articulate technical concepts/ideas in non-technical language; (e) demonstrates an understanding of the community college mission and practices an open door policy; (f) must have demonstrated ability to employ a balanced and positive approach to all work activities and work collaboratively across various constituencies of the College and with vendors and external constituencies; (g) exhibits strong skills in communication, customer and student focus, building relationships, organizing, and planning; (h) technologically proficient in common office desktop software and familiar with cloud-based computing and collaborative platforms and software; (i) must regularly be able to lift and carry small packages of up to 10 pounds. May occasionally be required to lift and carry boxes weighing up to 50 pounds.

(3) Experience: (a) Minimum of 10 years of progressive administrative experience in higher education media and information technology management, preferably in a community college setting; (b) Knowledge and experience working with and implementing media technologies solutions

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disabling condition, marital status, affectional or sexual orientation, gender identity and expression, veterans status

or other non-job related criteria. Equal employment opportunity includes, but is not limited to, recruitment, hiring, retention, tenure, promotion, transfer, compensation, fringe benefits, and other terms and conditions of employment in accordance with state laws and regulations.

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

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

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Associate Director of Infrastructure Services

DEPARTMENT: Information Technology

FUNCTION: The Associate Director of Infrastructure Services is responsible for providing technical leadership, support, and administration of the College network and server infrastructure. The Associate Director of Infrastructure Services is responsible for Network and Server Operations at Bergen Community College's main Paramus, NJ campus and two satellite school locations. The Associate Director is responsible for overseeing the development of annual goals consistent with the College's strategic plan and for the systematic assessment of programs, departments, and services. Directs, leads and oversees the infrastructure services team responsible for network and systems administrator operations.

REPORTS TO: Director of Technical Services

SUPERVISES: Manages the following direct reports and oversees the employee populations of their respective organizations: Systems Administrator I, System Administrator II, Network Administrator I, and Network Administrator II

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Provide technical leadership in the design, development, implementation, and support of integrated technology solutions for approved application designs using standard methodologies.
2. Provide direction and management oversight to the server infrastructure and administration team.
3. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
4. Analyze and forecast technological needs and recommend system and network development and enhancements.
5. Work directly with the technology infrastructure equipment, when needed, to ensure the highest levels of availability.
6. Develop, document, and maintain standards to ensure a consistent approach is followed when configuring and maintaining network system software and devices.
7. Stay current with technological advances in hardware and software equipment, procedures, and methodologies.
8. Coordinate problem determination and resolution for complex systems or environments and

support fixes, changes, upgrades, and related functions as needed.
9. Demonstrate a strong understanding and hands-on experience with file and application server management, virtual computing, and physical infrastructure support.
10. Participate and manage multiple IT projects simultaneously.
11. Participate in monthly after-hours infrastructure maintenance windows.
12. Respond to critical support issues outside of work hours as needed.
13. Provide knowledge transfer to other IT team members.
14. Acts as performance manager for all direct reports, including managing day-to-day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations, and unit collective bargaining agreements.
15. Subject to senior management review and final board approval, has the responsibility, power, and authority to hire, fire, discipline, and promote full and part-time employees.
16. Performs additional tasks or duties as assigned.

PERFORMANCE STANDARDS: Performance in this position is considered satisfactory when: (1) mutually agreed upon objectives have been attained within a specified time frame, (2) responsibilities of the position have been carried out at a level consistent with performance requirements, (3) effective cooperative relationships exist across the College, and (4) confidential aspects of the position are maintained.

QUALIFICATIONS:

(1) Education: Associate's Degree or equivalent from 2-year college or technical school; or 5+ years related experience and/or training; or equivalent combination of education and experience. Certifications preferred: Cisco CCNA, Microsoft Certified Systems Engineer (MCSE), VMware Certified Professional (VCP), and Microsoft Certified Database Administrator (MCDBA).

(2) Knowledge, Skills and Abilities: (a) excellent project management and planning skills to ensure appropriate scheduling of resources; (b) strong organizational, analytical and problem-solving skills; (c) ability to evaluate situations, make recommendations and take prompt, effective corrective action, (d) ability to mentor, coach and foster a progressive and collaborative team environment; (e) demonstrate familiarity with best practices; (f) demonstrates understanding of the community college mission and practices an open door policy; (g) must have demonstrated ability to employ a balanced and positive approach to all work activities and work collaboratively within budget across various constituencies of the College and with vendors and external constituencies; (h) exhibits strong skills in communication, customer and student focus, building relationships, organizing, and planning; (i) technologically proficient in common office desktop software and familiar with cloud-based computing and collaborative platforms and software.

(3) Experience: (a) Minimum of 5+ years of related experience and/or training; or equivalent

combination of education and experience; (b) minimum 5+ years hands-on technical experience within systems and server environments including; Windows and Linux systems Administration, Active Directory, Enterprise e-mail solutions, SQL, SSO, MFA, Scripting, cloud infrastructure, Hyperconvergence, and Virtual Desktop environments. (c) experience in Higher Education.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

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

Bergen
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BOARD OF TRUSTEES ACTION P4B
Approval Date: March 7, 2023

Resolution
Promotion: Professional

Submitted By
Dr. Eric M. Friedman, President
Mr. Ron Spaide, Chief Information Officer
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the promotion and revised job description for the following individual to the position and annual salary indicated.

Name	Position/Division	Salary	Effective Date
William Smith	Assistant Director User Services / Information Technology	$88,000 (prorated)	03/16/2023

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

Charge to: College Operating Funds
Account Number: 10-01-165300-601110

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Assistant Director, User Services

DEPARTMENT: Information Technology Services

FUNCTION: Directs, leads and oversees User Support Services including Help Desk operations, field technical support, desktop hardware and software installations, upgrades, refreshes classroom technology support and management. Drives an efficient and effective customer service model and champions customer service initiatives within Information Technology.

REPORTS TO: Director of Technical Services

SUPERVISES: Manages the following direct reports; Service Desk Manager, Technology Support Specialist I, Technology Support Specialist II, Technology Support Specialist II (Mac), Professional Assistant and oversees the employee populations of their respective organizations.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Directs User Support Services' day to day operations.
2. Collaborates with key College and IT stakeholders to improve timelines and accuracy of user help requests while leveraging available resources.
3. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
4. Provides reports, analyses data and information, and recommendations.
5. Builds strong client relationships; aligns departmental priorities, strategies and resources with the College's mission and goals.
6. Monitors new developments and industry best practices, and incorporates into operational management and strategic planning for enterprise systems.
7. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College's Outcomes Assessment Program.
8. Assist in the procurement of hardware and software.
9. Track and monitor inventory.
10. Adhere to College Asset tag management policy.
11. Prepares, track, monitors, and adheres to an annual budget.

12. Supervise and train Student Technology Consultants and IT Technical Support Specialists on the basic usage of software applications; creates work schedules for proper lab and classroom coverage and initiates dispatch for workstation testing to ensure the proper functioning of computer systems.
13. Performs additional tasks or duties as assigned.

PERFORMANCE STANDARDS: Performance in this position is considered satisfactory when: (1) mutually agreed upon objectives have been attained within a specified time frame, (2) responsibilities of the position have been carried out at a level consistent with performance requirements, (3) effective cooperative relationships exist across the College, and (4) confidential aspects of the position are maintained.

QUALIFICATIONS:
(1) Education: Associate's Degree or equivalent from 2 year college or technical school; or 2 to 4 years related experience and/or training; or equivalent combination of education and experience

(2) Knowledge, Skills, and Abilities: (a) possess strong working knowledge in desktop systems; both hardware and software; (b) excellent project management and planning skills to ensure appropriate scheduling of resources;(c) resolve technical issues over the phone and in-person; (d) superior communication skills and the ability to articulate technical concepts/ideas in non-technical language; (e) demonstrates an understanding of the community college mission and practices an open door policy; (f) must have demonstrated ability to employ a balanced and positive approach to all work activities and work collaboratively across various constituencies of the College and with vendors and external constituencies; (g) exhibits strong skills in communication, customer and student focus, building relationships, organizing, and planning; (h) technologically proficient in common office desktop software and familiar with cloud-based computing and collaborative platforms and software; (i) must regularly be able to lift and carry small packages of up to 10 pounds. May occasionally be required to lift and carry boxes weighing up to 50 pounds.

(3) Experience: Minimum of 5 years of related experience.

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

Submitted by: _____ Date: _____

Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

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

Bergen COMMUNITY COLLEGE
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BOARD OF TRUSTEES ACTION P4C
Approval Date: March 7, 2023

Resolution
Promotion: Professional

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

Action Requested
To approve the promotion and revised job description for the following individual to the position and annual salary indicated.

Name	Position/Division	Salary	Effective Date
Rosa Salazar	Financial Aid Assistant / Student Affairs	$68,206.33 (prorated)	03/16/2023

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

Charge to: College Operating Funds
Account Number: 10-02-243100-601110

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Financial Aid Assistant

DEPARTMENT: Financial Aid/Student Affairs

FUNCTION: To provide quality customer service to students at the One Stop, on the phone, and walk-ins. Educates and counsels students and parents on financial aid opportunities and application process.

REPORTS TO: Assistant Director of Financial Aid

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Provides customer service to students at the One Stop, on the phones, and as walk-ins/appointments. If needed, refer person or caller to appropriate staff person based on information requested.
2. Handles incoming email, mail, and documents received in the Financial Aid Office.
3. Provides outstanding customer service to students, parents, staff, and community. Responds promptly to requests for service and assistance.
4. Maintains current knowledge in all aspects of financial aid including changes to federal and state regulations, participating in annual training, professional organizations, and conferences to keep abreast of new information and program changes to be implemented.
5. Prepares, reviews, and input documents and data in Ellucian Colleague and EasyScan scanner.
6. Prepares, organizes, processes, and maintains office and students' financial aid documents, records, and files.
7. Runs Ellucian Colleague and other systems routines to request save lists, receive reports, and generate letters and communications to students.
8. Assembles and summarizes financial aid program specific data, as requested.
9. Supports development of content for the Financial Aid website and ensures content is accurate and current.
10. Prepares all forms, consumer information disclosures and student communication to inform students of program eligibility requirements, their rights and responsibilities and institutional procedures related to the program or services.
11. Performs financial aid program specific manual and automated routines to process financial aid awards based on program assignment.
12. Coordinates the unemployment tuition waiver program including certification of student eligibility for financial aid (FAFSA/Unemployment eligibility) and documentation maintenance.

13. Reviews and awards institutional and outside scholarships.
14. Defines and implements procedures to determine student eligibility and to deliver aid and other financial aid services to students.
15. Represents the office, as appropriate, on college committees and professional meetings.
16. Performs additional tasks or duties as assigned by the Assistant Director and/or Managing Director of Financial Aid or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of Microsoft Office suite. Ability to work in a fast-paced environment doing multiple tasks and projects while attending to the immediate needs of members of the campus community. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizational Skills
- Multi-tasking
- Confidentiality

Education: High school graduate or equivalent, preferably an Associate's Degree.

Experience: 2 or more years of experience providing reception and phone customer service. Experience working at a college and/or in a financial aid office a plus. Strong interpersonal skills. Ability to interact with a diverse population, including students, parents, faculty, staff, and external agencies' personnel. Willingness and ability to work flexible hours as needed.

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 Approval

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

Bergen
COMMUNITY COLLEGE
400 Paramus Road, Paramus, New Jersey 07652
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BOARD OF TRUSTEES ACTION P5A
Approval Date: March 7, 2023

Resolution
Approve: Professional - Revised Job Descriptions

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

Action Requested
To approve the revised job descriptions for the following positions:

Assistant Director of Financial Aid
Financial Aid Specialist
Senior Financial Aid Specialist, Loans
Senior Financial Aid Specialist, Operations
Senior Financial Aid Specialist, State Programs

Justification
The revised job descriptions are to better reflect the responsibilities of the positions.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Assistant Director of Financial Aid

DEPARTMENT: Financial Aid/Student Affairs

FUNCTION: The Assistant Director manages the Office of Financial Aid's imaging and student information systems; provides guidance to supervisor on program and staff issues; participates in the development and effectuation of the program or unit goals, policies and procedures which may involve development of college policy for the direction of the unit and/or program; does related work as required. Provide students, parents and the campus community with consistent and accurate advice about financial aid, educational expenses, debt management, and the full range of resources available to meet financial obligations at Bergen Community College. Provide a high level customer service in interactions with students and their family members.

REPORTS TO: Assistant Vice President of Financial Aid

SUPERVISES: Financial Aid Specialists, Generalists, and Assistants.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Directs office activities, including setting department goals and priorities, clarifying policies and developing internal procedures.
2. Maintains current knowledge in all aspects of financial aid including changes to federal and state regulations, participating in annual training, professional organizations, and conferences to keep abreast of new information and program changes to be implemented.
3. Assist the Managing Director with managing daily office operations including scheduling, evaluation, and other administrative tasks as assigned.
4. Develops a set of core outcomes for the department and measures and tracks annual performance against objectives.
5. Monitors and reviews projects to ensure that all deadlines are met.
6. Assist the Managing Director in evaluating and updating policies and procedures as well as automating various functions of the office.
7. Ensures the department maintains compliance with all applicable federal, state and institutional rules and regulations.
8. Perform federal need analysis, verification, and determine student award eligibility for Title IV, state, and/or institutional aid programs, in compliance with relevant regulations and policies.
9. Managing campus-based programs, loan programs and other institutional funds.
10. Administers and interprets applicable federal and/or state laws and regulations.
11. Enforces the up-to-date reconciliation of all State and Federal funds; ensures that all federal, state and institutional funds are awarded in compliance with Federal, State and institutional policies, regulations and/or laws.
12. Gathers and analyzes data and produces reports as needed for FISAP and other mandatory state reports.
13. Assists the Managing Director with federal, state, and institutional reviews and annual audits.
14. Monitors awards and students' academic progress to confirm eligibility criteria are met.

15. Creates and/or revises the current College scholarship programs, ensuring scholarships are awarded in a timely manner.
16. Coordinates, processes, and transmits the State of New Jersey's State Grant Programs.
17. Counsels students and parents regarding college financial aid opportunities; participates in workshops, open houses, both on and off campus, promoting financial aid materials and information.
18. Investigates and resolves disputed issues between staff and aid applicants/recipients.
19. Assists Director with the development of informational materials related to financial aid for students, parents, and other interested parties.
20. Educates students on the information required for completing financial aid applications and assists them with accurate data input as required by Federal and State financial aid websites.
21. Supports development of content for the Financial Aid website and ensures content is accurate and current.
22. Assists the Managing Director with maintaining and updating the department policy manual.
23. Collaborates with Public Relations to design, write, and oversee the production of printed promotional materials including catalogs, brochures, flyers, and program and media guides.
24. Provides in-service training for staff in reference to the various federal and state policy changes.
25. Prepares, tracks, monitors, and adheres to an annual departmental budget.
26. Establishes and maintains communication and cooperative working relationships with college administrators, faculty, staff, students and student organizations, government and private agencies and/or the public in order to accomplish the objectives of the sections supervised.
27. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations, and unit collective bargaining agreements.
28. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
29. Represents the office, as appropriate, on college committees and professional meetings.
30. Performs additional tasks or duties as assigned by the Managing Director of Financial Aid and/or the Assistant Vice President of Financial Aid and Compliance or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open-door policy. Possesses broad knowledge of financial aid methodology, financial aid software, and federal regulations governing student Financial Aid programs. Has basic to intermediate proficiency in the use of Microsoft Office suite. Exhibits strong skills in:

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

Education: Bachelor's Degree required; Master's Degree preferred.

Experience: Five years of financial aid experience; community college experience preferred.

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 Approval

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

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Financial Aid Specialist

DEPARTMENT: Financial Aid/Student Affairs

FUNCTION: Coordinates and administers all facets of one or more aid programs and/or major office operations, ensuring that programs and/or office operations are managed effectively and efficiently with a strong customer service orientation, and in compliance with federal, state and institutional regulations. Educates and counsels students and parents on financial aid opportunities and application process. Performs verification review and database match resolution. Delivers funds in a timely fashion. Reconciles and reports on the status of assigned programs or operations.

REPORTS TO: Assistant Director of Financial Aid

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Coordinates and administers all facets of one or more aid programs and/or major office operations with a strong customer service orientation including application process, grant/scholarship program, Direct Loan program and processing, student employment, default loan prevention, SAP review and processing, monitoring of student enrollment status, recalculation of aid eligibility, end of year reconciliation and reporting, consumer information support, as well as, entrance and exit counseling.
2. Maintains current knowledge in all aspects of financial aid including changes to federal and state regulations, participating in annual training, professional organizations, and conferences to keep abreast of new information and program changes to be implemented.
3. Provides outstanding customer service to students, parents, staff, and community. Responds promptly to requests for service and assistance.
4. Counsels students and parents on financial aid opportunities, Direct Loan entrance and exit procedures, application process and status, delivery of funds and managing college costs and debt.
5. Prepares all forms, consumer information disclosures and student communication to inform students of program eligibility requirements, their rights and responsibilities and institutional procedures related to the program or services.
6. Educates students on the information required for completing financial aid applications and assists them with accurate data input as required by Federal and State financial aid websites.
7. Assists students with accessing various online Federal and State Financial aid portals required to facilitate the Financial Aid application and verification process.
8. Supports development of content for the Financial Aid website and ensures content is

accurate and current.

9. Reviews, reconciles and reports on the status of the assigned applications and files and recalculates aid eligibility to verify data accuracy; imports and exports applicant and disbursement rosters and submits changes.
10. Provides technical and administrative support in the fund delivery process; coordinates and manages program funds and their reconciliation program(s) or operation(s) on a monthly and year-end basis.
11. Imports and exports ISIR's and corrects transactions, resolves processing and transmissions errors and runs auto packaging.
12. Coordinates the review and correction of ISIR records selected for verification.
13. Coordinates the unemployment tuition waiver program including certification of student eligibility for financial aid (FAFSA/Unemployment eligibility) and documentation maintenance.
14. Conducts annual financial set-up process.
15. Performs federal verification, including special circumstance reviews, C-codes and reject resolution, dependency overrides and professional judgements.
16. Defines and implements procedures to determine student eligibility and to deliver aid and other financial aid services to students.
17. Represents the office, as appropriate, on college committees and professional meetings.
18. Performs additional tasks or duties as assigned by the Assistant Director and/or Managing Director of Financial Aid or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Comprehensive knowledge and understanding of state and federal laws and regulations of agencies governing the student aid programs assigned to the position. Function knowledge of Ellucian's Colleague or other similar system is preferred. Has basic proficiency in the use of the Microsoft Office suite. Ability to work in a fast-paced environment doing multiple tasks and projects while attending to the immediate needs of members of the campus community. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Bachelor's Degree required

Experience: 3 or more years of progressively responsible financial aid experience.

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 Approval

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

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Senior Financial Aid Specialist, Loans

DEPARTMENT: Financial Aid/Student Affairs

FUNCTION: The Senior Financial Aid Specialist coordinates and administers all facets of one or more aid programs and/or major office operations; ensures that programs and/or office operations are managed effectively, efficiently, with a strong service orientation, and in compliance with federal, state, and institutional regulations. Participates in planning and implementing annual goals and objectives. Educates and counsels students and parents on all aspects of Financial Aid programs; performs verification reviews and database match resolutions.

REPORTS TO: Assistant Director of Financial Aid

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Coordinates and administers all facets of one or more aid programs and/or major office operations with a strong customer service orientation including application process, grant/scholarship program, Direct Loan program and processing, default loan prevention, SAP review and processing, monitoring of student enrollment status, recalculation of aid eligibility, end of year reconciliation and reporting, consumer information support, as well as, entrance and exit counseling.
2. Maintains current knowledge in all aspects of financial aid including changes to federal and state regulations, participating in annual training, professional organizations, and conferences to keep abreast of new information and program changes to be implemented.
3. Manages and performs all aspects of student loan processes, including certification, entrance and exit counseling, preparation of disbursements, adjustments, reconciliations, and default management.
4. Serves on Satisfactory Academic Progress (SAP) appeals committee; reviews appeal documents for accuracy and completeness.
5. Provides outstanding customer service to students, parents, staff, and community. Responds promptly to requests for service and assistance.
6. Counsels students and parents on financial aid opportunities, Direct Loan entrance and exit procedures, application process and status, delivery of funds and managing college costs and debt.
7. Prepares all forms, consumer information disclosures and student communication to inform students of program eligibility requirements, their rights and responsibilities and institutional procedures related to the program or services.

8. Educates students on the information required for completing financial aid applications and assists them with accurate data input as required by Federal and State financial aid websites.
9. Assists students with accessing various online Federal and State Financial aid portals required to facilitate the Financial Aid application and verification process.
10. Supports development of content for the Financial Aid website and ensures content is accurate and current.
11. Reviews, reconciles and reports on the status of the assigned applications and files and recalculates aid eligibility to verify data accuracy; imports and exports applicant and disbursement rosters and submits changes.
12. Performs federal verification, including special circumstance reviews, C-codes and reject resolution, dependency overrides and professional judgements.
13. Defines and implements procedures to determine student eligibility and to deliver aid and other financial aid services to students.
14. Documents in writing policies and procedures related to the aid program, office operations, and Colleague processes that the position is responsible for administering.
15. Reconciles and reports on the status of the assigned program(s) or operation(s) on a monthly and yearly basis.
16. Assists the Managing Director with maintaining and updating the department policy manual.
17. Provides in-service training for staff in reference to the department policy manual.
18. Assists the Managing Director with federal, state, and institutional reviews and annual audits.
19. Represents the office, as appropriate, on college committees and professional meetings.
20. Develops workshops and activities to educate students and parents on Financial Aid opportunities.
21. Performs additional tasks or duties as assigned by the Managing Director of Financial Aid and/or the Assistant Vice President of Financial Aid and Compliance or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Comprehensive knowledge and understanding of state and federal laws and regulations of agencies governing the student aid programs assigned to the position. Function knowledge of Ellucian's Colleague or other similar system is preferred. Has basic proficiency in the use of the Microsoft Office suite. Ability to work in a fast-paced environment doing multiple tasks and projects while attending to the immediate needs of members of the campus community. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Bachelor's Degree required

Experience: 3 or more years of progressively more responsible financial aid experience preferably at a community college.

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 Approval

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

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Senior Financial Aid Specialist, Operations

DEPARTMENT: Financial Aid/Student Affairs

FUNCTION: The Senior Financial Aid Specialist coordinates and administers all facets of one or more aid programs and/or major office operations; ensures that programs and/or office operations are managed effectively, efficiently, with a strong service orientation, and in compliance with federal, state, and institutional regulations. Participates in planning and implementing annual goals and objectives. Educates and counsels students and parents on all aspects of Financial Aid programs; performs verification reviews and database match resolutions.

REPORTS TO: Assistant Director of Financial Aid

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Coordinates and administers all facets of one or more aid programs and/or major office operations with a strong customer service orientation including application process, grant/scholarship program, SAP review and processing, monitoring of student enrollment status, recalculation of aid eligibility, end of year reconciliation and reporting, and consumer information support.
2. Maintains current knowledge in all aspects of financial aid including changes to federal and state regulations, participating in annual training, professional organizations, and conferences to keep abreast of new information and program changes to be implemented.
3. Calculates and processes Return of Title IV for all students.
4. Serves on Satisfactory Academic Progress (SAP) appeals committee; reviews appeal documents for accuracy and completeness.
5. Provides outstanding customer service to students, parents, staff, and community. Responds promptly to requests for service and assistance.
6. Counsels students and parents on financial aid opportunities, Direct Loan entrance and exit procedures, application process and status, delivery of funds and managing college costs and debt.
7. Prepares all forms, consumer information disclosures and student communication to inform students of program eligibility requirements, their rights and responsibilities and institutional procedures related to the program or services.
8. Educates students on the information required for completing financial aid applications and assists them with accurate data input as required by Federal and State financial aid websites.
9. Assists students with accessing various online Federal and State Financial aid portals

required to facilitate the Financial Aid application and verification process.
10. Supports development of content for the Financial Aid website and ensures content is accurate and current.
11. Reviews, reconciles and reports on the status of the assigned applications and files and recalculates aid eligibility to verify data accuracy; imports and exports applicant and disbursement rosters and submits changes.
12. Performs federal verification, including special circumstance reviews, C-codes and reject resolution, dependency overrides and professional judgements.
13. Defines and implements procedures to determine student eligibility and to deliver aid and other financial aid services to students.
14. Documents in writing policies and procedures related to the aid program, office operations, and Colleague processes that the position is responsible for administering.
15. Reconciles and reports on the status of the assigned program(s) or operation(s) on a monthly and yearly basis.
16. Assists the Managing Director with maintaining and updating the department policy manual.
17. Provides in-service training for staff in reference to the department policy manual.
18. Assists the Managing Director with federal, state, and institutional reviews and annual audits.
19. Represents the office, as appropriate, on college committees and professional meetings.
20. Develops workshops and activities to educate students and parents on Financial Aid opportunities.
21. Performs additional tasks or duties as assigned by the Managing Director of Financial Aid and/or the Assistant Vice President of Financial Aid and Compliance or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Comprehensive knowledge and understanding of state and federal laws and regulations of agencies governing the student aid programs assigned to the position. Function knowledge of Ellucian's Colleague or other similar system is preferred. Has basic proficiency in the use of the Microsoft Office suite. Ability to work in a fast-paced environment doing multiple tasks and projects while attending to the immediate needs of members of the campus community. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Bachelor's Degree required

Experience: 3 or more years of progressively more responsible financial aid experience preferably at a community college.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Senior Financial Aid Specialist, State Aid Programs

DEPARTMENT: Financial Aid/Student Affairs

FUNCTION: The Senior Financial Aid Specialist coordinates and administers all facets of one or more aid programs and/or major office operations; ensures that programs and/or office operations are managed effectively, efficiently, with a strong service orientation, and in compliance with federal, state, and institutional regulations. Participates in planning and implementing annual goals and objectives. Educates and counsels students and parents on all aspects of Financial Aid programs; performs verification reviews and database match resolutions.

REPORTS TO: Assistant Director of Financial Aid

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Coordinates and administers all facets of one or more aid programs and/or major office operations with a strong customer service orientation including application process, grant/scholarship program, State aid programs and processing, monitoring of student enrollment status, recalculation of aid eligibility, end of year reconciliation and reporting, and consumer information support.
2. Maintains current knowledge in all aspects of financial aid including changes to federal and state regulations, participating in annual training, professional organizations, and conferences to keep abreast of new information and program changes to be implemented.
3. Coordinates the awarding and reporting requirements for all State of New Jersey financial aid programs, including but not limited to Tuition Assistance Grant (TAG), Community College Opportunity Grant (CCOG), EOF to ensure compliance with regulations and policies.
4. Monitors ongoing student eligibility requirements for state financial aid programs to ensure only eligible students are awarded and paid.
5. Provides outstanding customer service to students, parents, staff, and community. Responds promptly to requests for service and assistance.
6. Counsels students and parents on financial aid opportunities, Direct Loan entrance and exit procedures, application process and status, delivery of funds and managing college costs and debt.
7. Prepares all forms, consumer information disclosures and student communication to inform students of program eligibility requirements, their rights and responsibilities and institutional procedures related to the program or services.
8. Educates students on the information required for completing financial aid applications and

assists them with accurate data input as required by Federal and State financial aid websites.
9. Assists students with accessing various online Federal and State Financial aid portals required to facilitate the Financial Aid application and verification process.
10. Supports development of content for the Financial Aid website and ensures content is accurate and current.
11. Reviews, reconciles and reports on the status of the assigned applications and files and recalculates aid eligibility to verify data accuracy; imports and exports applicant and disbursement rosters and submits changes.
12. Performs federal verification, including special circumstance reviews, C-codes and reject resolution, dependency overrides and professional judgements.
13. Defines and implements procedures to determine student eligibility and to deliver aid and other financial aid services to students.
14. Documents in writing policies and procedures related to the aid program, office operations, and Colleague processes that the position is responsible for administering.
15. Reconciles and reports on the status of the assigned program(s) or operation(s) on a monthly and yearly basis.
16. Assists the Managing Director with maintaining and updating the department policy manual.
17. Provides in-service training for staff in reference to the department policy manual.
18. Assists the Managing Director with federal, state, and institutional reviews and annual audits.
19. Represents the office, as appropriate, on college committees and professional meetings.
20. Develops workshops and activities to educate students and parents on Financial Aid opportunities.
21. Performs additional tasks or duties as assigned by the Managing Director of Financial Aid and/or the Assistant Vice President of Financial Aid and Compliance or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Comprehensive knowledge and understanding of state and federal laws and regulations of agencies governing the student aid programs assigned to the position. Function knowledge of Ellucian's Colleague or other similar system is preferred. Has basic proficiency in the use of the Microsoft Office suite. Ability to work in a fast-paced environment doing multiple tasks and projects while attending to the immediate needs of members of the campus community. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Bachelor's Degree required

Experience: 3 or more years of progressively more responsible financial aid experience

preferably at a community college.

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 Approval

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

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BOARD OF TRUSTEES ACTION P5B
Approval Date: March 7, 2023

Resolution
Approve: Change of funding source and move to Professional staff

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

Action Requested
To approve the following change in funding and revised job description for the following individual:

Name	Position/Division	Effective Date
Joanna Bellone	Financial Aid Generalist /Student Affairs	07/01/2023

Justification
The position is being moved from grant operating funds to college operating funds and into Professional staff.

Charge to: College Operating Funds
Account Number: 10-02-243100-601110

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Financial Aid Generalist

DEPARTMENT: Financial Aid/Student Affairs

FUNCTION: This position provides support to students with the administration of the NJ Community College Opportunity Grant (CCOG) program. The position will provide outreach and counseling to potential CCOG students throughout the application process. The individual will also liaison with various offices, including Admissions, Bursar, Academic Counseling, and Finance to promote the CCOG program and assist with management.

REPORTS TO: Assistant Director of Financial Aid

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Accurately respond to all student inquiries via email, phone or in person.
2. Assist NJ Dreamers students with completing the New Jersey Financial Aid Alternative Application.
3. Represents the Financial Aid department and CCOG program at various on and off-campus events, including orientation, open house programs, and workshops.
4. Maintains current knowledge in all aspects of financial aid including changes to federal and state regulations, participating in annual training, professional organizations, and conferences to keep abreast of new information and program changes to be implemented.
5. Prepares, reviews, and input documents and data in Ellucian Colleague and EasyScan scanner.
6. Prepares, organizes, processes, and maintains office and students' financial aid documents, records, and files.
7. Serves as a resource to faculty and staff on issues pertaining to recruiting students and functioning as liaison to community-based resources.
8. Assembles and summarizes financial aid program specific data, as requested.
9. Supports development of content for the Financial Aid website and ensures content is accurate and current.
10. Prepares all forms, consumer information disclosures and student communication to inform students of program eligibility requirements, their rights and responsibilities and institutional procedures related to the program or services.
11. Posts CCOG awards to students' financial aid records and ensures funds are accurately posted to students' accounts.
12. Develops workshops and activities to educate students and parents on CCOG program.
13. Reconciles funds on a monthly, quarterly, and yearly basis to meet all state reporting

deadlines.

14. Represents the office, as appropriate, on college committees and professional meetings.
15. Performs additional tasks or duties as assigned by the Assistant Director and/or Managing Director of Financial Aid or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Comprehensive knowledge and understanding of state and federal laws and regulations of agencies governing the student aid programs assigned to the position. Has basic proficiency in the use of the Microsoft Office suite. Full knowledge and understanding of FERPA is preferred. Proficiency with Ellucian Colleague or other similar higher education information systems is preferred.Must possess excellent customer service skills and have the ability to multi-task assignments. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Associate's Degree required. Bachelor's Degree preferred.

Experience: 2 years experience working with individuals in nontraditional careers within an institution of higher education. Experience working with student advising required. Knowledge of state and federal laws and statutes relating to the rights of individuals with disabilities with specific attention to Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Ability to interact with a diverse population, including students, parents, faculty, staff, and external agencies' personnel.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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

Bergen COMMUNITY COLLEGE
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BOARD OF TRUSTEES ACTION P6A
Approval Date: March 7, 2023

Resolution
Approve: Professional - Title Change and Revised Job Description

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

Action Requested
To approve the title change and revised job description for the Coordinator of Environmental Health and Safety.

Justification
To approve the following title change: from Manager, Environmental Health and Safety to Coordinator of Environmental Health and Safety. The revised job description is to better reflect the responsibilities of the position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Coordinator of Environmental Health and Safety

DEPARTMENT: Facilities

FUNCTION: Reporting to the Vice President of Facilities, the Coordinator of Environmental Health and Safety is responsible for the College's compliance with federal, state, and local laws regarding workplace safety, materials management, chemical usage, and fire protection and life safety. The Coordinator of Environmental Health & Safety provides leadership, plans, develops, implements, administers, directs, evaluates and maintains programs necessary to ensure a safe and healthful environment for faculty, staff, students, and visitors.

REPORTS TO: Vice President of Facilities

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Maintains the College's compliance with all federal, state and local laws related to chemical inventory management, stormwater, materials disposal, chemical applications, site remediations, air and water permits, training programs, and employee certifications.
2. Manages the compliance of all records, reports, payments, fees, and submissions related to Environmental Health and Safety programs at the College.
3. Performs day-to-day compliance activities necessary to maintain compliance including inspections, collections, and scheduled duties.
4. Responsible for lab safety and compliance including chemical storage, disposal, and training. Coordinates the testing and inspection of lab safety equipment such as eye washes, safety showers, fume hoods, and use of personal protective equipment.
5. Coordinates compliance with fire code, National Fire Protection Association standards, and inspections.
6. Inspects, organizes and maintains inventory of safety equipment including hazardous materials, personal protective, and air monitoring equipment.
7. Creates and updates standard operating procedures for the College and external parties to minimize risks and support community wellbeing.
8. Develops and implements a written hazards communication program; schedules and coordinates trainings for employees on hazards and the appropriate precautions necessary to ensure their safety and the safety of others.
9. Monitors changes in Environmental Health and Safety regulations that could affect the College and identifies potential impacts on the College's policies, procedures and programs.
10. Inspects the College's facilities and grounds to identify hazards and provide alternatives and improvements.
11. Investigates the root-cause of all reported workplace accidents, incidents, and near misses at the

College including slips, trips, and falls. Provides recommendations to promote safety and identifies trends in data.

12. Responds to safety-related issues including spills, odors, unsafe environments and conditions, etc.
13. Coordinates with contracts and vendors to review scopes of work and materials used, identify hazards, and minimize risk to the College community.
14. Serves as the main point of contact and liaison for all environmental health and safety inspections, audits, and investigations.
15. Manages the College's swimming pool including testing, training, and compliance.
16. Leads and coordinates the College's safety committee
17. Serves as the Chief Inspection Officer for incidents involving safety of College students, employees and property.
18. Administers safety activities including evacuation procedures table-top exercises, education and drills; coordinates building and equipment inspections to detect fire hazards according to regulations.
19. Prepares Budget estimates/requests for related environmental and facilities' expenditures.
20. Identifies opportunities for waste minimization and consolidation.
21. Must respond to emergencies, as required, which may include working off-hours or holidays
22. Performs additional tasks as assigned.

MINIMUM QUALIFICATIONS:

- Demonstrated experience interpreting and complying with OSHA, EPA, DOT, NJ State regulations
- Demonstrated experience interpreting and complying with Community Right to Know, Clean Water Act, Clean Air Act, NJ Pollutant Discharge Elimination System, Resource Conservation and Recovery Act, and Public Employees Occupational Safety and Health
- Demonstrated knowledge of facility operations, maintenance, and industry standards
- Knowledge of power and hand tools, landscaping equipment, pool maintenance and associated safety procedures
- Proficiency with Microsoft Office Suite and Google business suite experience preferred
- Provides excellent customer service to students, faculty, and staff
- Participates in the College community and shared and participatory governance processes
- Prolonged periods walking, standing, bending, stretching, pushing, pulling, climbing ladders, or kneeling on uneven surfaces
- Must be able to lift up to 50 pounds at a time
- Able to work in unconditioned, noisy, dimly light, confined, and odorous spaces, including the ability to work in variable and sometimes extreme weather conditions such as rain, snow, storms, heat, cold, and other weather indigenous to the area
- Must be able to wear personal protective equipment (PPE) for prolonged periods of time up to level A
- Must be fit-tested and capable of wearing a respirator or self-contained breathing apparatus (SCBA)
- Must be able to climb a ladder and work at heights for extended periods of time

- Certification as a Certified Hazardous Materials Manager (CHMM) preferred.
- Certified Biological Safety Professional (CBSP); Certified Safety Professionals (CSP); Certified Industrial Hygienist (CIH); Certified health physicist (CHP), Certified Pool Operator (CPO) or the education, training and experience sufficient to become certified in the Environmental Health & Safety (EH&S) profession preferred.
- Must have a valid Driver's License
- Excellent organizational, time management, and communication skills
- Excellent verbal and written communication skills
- Excellent organizational, time management, presentation, and organizational skills
- Experience working in a diverse team setting
- Experience maintaining high-level of professionalism
- Excellent attention to detail
- Related experience preferred. On-the-job training offered.

Education: A Bachelor's Degree from an accredited college or university in Biological Sciences, Chemistry, Industrial Safety or Hygiene, Environmental Science/Engineering, or related field.

Experience: Five (5) years of experience in the management and administration of an environmental, occupational health and safety program, and/or physical plant operations.

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

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

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BOARD OF TRUSTEES ACTION P6B
Approval Date: March 7, 2023

Resolution
Approve: Confidential - Title Change (vacant position)

Submitted By
Dr. Eric M. Friedman, President
Mr. David Borzotta, Associate Vice President of Safety and Security
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the title change for the Associate Director of Public Safety - Operations.

Justification
To approve the following title change: from Assistant Director of Public Safety and Security to Associate Director of Public Safety - Operations. (vacant)

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BOARD OF TRUSTEES ACTION P6C
Approval Date: March 7, 2023

Resolution
Approve: Confidential - Title Change, Revised Job Description and Funding Source

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

Action Requested
To approve the title change, job description, and funding source for the Director of Science, Technology, Engineering, and Mathematics (STEM) Program and Equity Initiatives for the following individual to the position and annual salary indicated.

Name	Position/Division	Salary	Effective Date
Luis DeAbreu	Director of STEM and Equity Initiatives Academic Affairs	$112,500 (prorated)	03/16/2023

Justification
This position is being transitioned from grant-funded to college-funded to ensure programs are sustainable when the grant funding ends. This position is at-will.

Charge to: College Funds
Account Number: TBD

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Director of STEM and Equity Initiatives

DEPARTMENT: STEM

FUNCTION: The Director will lead the College in promoting STEM programs and opportunities for students. Actively works to encourage students of diverse backgrounds to pursue an interest and future career in STEM. This individual works with other departments to ensure that there is a reduction in student success gaps in STEM courses, and strengthens the existing supportive learning environment for students. Plans and organizes professional development for staff and students centered on equity and inclusion to build student success in the area of STEM. The incumbent will expand partnerships between the College and relevant associations that promote minority student success, and serves as the primary point of contact for relevant professional associations.

REPORTS TO: Vice President of Academic Affairs

SUPERVISES: STEM Student Success Coordinator, STEM Research Interns and Faculty Research Mentors, and other staff within the STEM department

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Collaborates with the Dean of Mathematics, Science & Technology and the STEM faculty and staff to carry out department goals and objectives related to student success and equity.
2. Plans and directs biweekly meetings with the STEM Student Success Coordinator, Supplemental Instruction Coordinator, and STEM Counselors.
3. Plans and directs monthly meetings with the STEM Leadership Team to inform them about project activities, related budget expenditures, and progress being made toward the achievement of project outcomes.
4. Gathers and analyzes all data associated with STEM projects and initiatives and the student successes.
5. Works closely with the Supplemental Instruction Coordinator and the STEM Tutorial Supervisor to ensure the implementation of online tutoring resources for STEM students.
6. Conducts STEM student services meetings with faculty participants in relevant student support programs and activities.
7. Participates in the development of research initiatives in the areas of science, technology, engineering, and mathematics (STEM), working collaboratively with faculty and staff to identify and secure funding opportunities.
8. Submits comprehensive annual progress reports to the Vice President of Academic

Affairs, including but not limited to assessments and evaluations of all STEM activities.
9. Develops and implements initiatives to promote equity and inclusion across the college community, working collaboratively with faculty, staff, and students.
10. Provides strategic leadership and administrative oversight for researching, developing, implementing, and maintaining a range of successful practices for supporting a college climate that values and prioritizes equity, diversity, and inclusiveness.
11. Works closely with all relevant departments to ensure equity-focused programs and services.
12. Attends relevant partnership meetings and hosts activities and events in collaboration with associated partners.
13. Develops a set of core outcomes for the unit and measures and tracks annual performance against objectives; prepares and submits annual assessment reports to the designated office; and fully engages with the College's Outcomes Assessment Program.
14. Subject to senior administration review and Board of Trustees approval, has the responsibility, power and authority to hire, fire, discipline and promote employees.
15. Responsible for the administration and implementation of collective bargaining agreements, in a supervisory role to union members.
16. Monitors and evaluates the effectiveness of equity and inclusion initiatives within STEM, making adjustments as necessary to ensure that they are meeting their intended goals.
17. Prepares, tracks, monitors and adheres to an annual departmental budget and seeks alternate funding sources.
18. Acts as performance manager for all direct reports including managing day-to-day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
19. Other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Business Administration or STEM-related fields is required; master's degree preferred
- Minimum of five years of experience working in a higher education leadership role related to equity and inclusion in STEM education and research
- Demonstrated ability to develop and implement successful equity and inclusion initiatives in a complex organizational setting
- Excellent organizational, interpersonal, and communication skills, including the ability to collaborate with individuals from diverse backgrounds and perspectives
- Knowledge of current research and best practices related to equity and inclusion in higher education
- Strong project management skills, with the ability to prioritize tasks and manage multiple projects simultaneously
- Commitment to ongoing learning and professional development related to issues of equity and inclusion
- Must possess the ability to develop and conduct presentations for a variety of audiences
- Deep working knowledge of systemic inequities in higher education
- Possess intermediate-expert proficiency in the use of Microsoft Office Suite
- Experience with web-based software solutions for tracking student participation

- Able to coach and mentor a diverse population of STEM students
- Must be able to travel to conferences and trainings within New Jersey and out-of-state
- Bilingual English/Spanish a plus
- Experience with preparing grant applications
- Experience with outreach activities

Physical Requirements: This position has physical components which include, but is not limited to, sitting for extended periods of time at a computer station, standing for extended periods of time and the ability to quickly move from one room to another in a short amount of time. Thus, mobility in a fast paced environment is required.

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 Approval

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BOARD OF TRUSTEES ACTION P7
Approval Date: March 7, 2023

Resolution
Resignation: Professional

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

Action Requested
To accept the resignation of the following individual:

Name	Position/Department/Division	Hire Date	Effective Date
Ryan Brown	Manager, Environmental Health and Safety / Facilities	12/10/2018	06/30/2023

Justification
Resignation

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BOARD OF TRUSTEES ACTION P8A
Approval Date: March 7, 2023

Resolution
Retirement: Confidential

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

Action Requested
To approve the retirement of the following individual:

Name	Position /Division	Hire Date	Effective Date
Sonia Brown	Associate Professor, Educational Opportunity Fund / Student Affairs	01/30/1990	07/01/2023

Justification
Retirement

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BOARD OF TRUSTEES ACTION P8B
Approval Date: March 7, 2023

Resolution
Retirement: Professional Staff

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

Action Requested
To approve the retirement of the following individual:

Name	Position /Division	Hire Date	Effective Date
Patricia Aguilar	Office Supervisor-SEVIS Coordinator / Student Affairs	05/09/2005	04/01/2023

Justification
Retirement

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BOARD OF TRUSTEES ACTION P8C
Approval Date: March 7, 2023

Resolution
Retirement: Professional

Submitted By
Dr. Eric M. Friedman, President
Ms. Cinzia D'Iorio, Executive Director of Continuing Education and Workforce Development
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the retirement of the following individual:

Name	Position/Department/Division	Hire Date	Effective Date
Maria Shirley Pachon	Business Accelerator Coordinator / Continuing Education and Workforce Development	01/01/2003	04/01/2023

Justification
Retirement

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BOARD OF TRUSTEES ACTION P8D
Approval Date: March 7, 2023

Resolution
Retirement: Support Staff

Submitted By
Dr. Eric M. Friedman, President
Mr. David Borzotta, Associate Vice President of Safety and Security
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the retirement of the following individual:

Name	Position/Department/Division	Hire Date	Effective Date
Brian Fitzpatrick	Public Safety Officer / Public Safety	02/09/2009	1/1/2023 (retroactive)

Justification
Retirement