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, May 6, 2025 – 5:00 p.m.

I. Call to Order

II. Open Public Meetings Act Statement

III. Roll Call

IV. Pledge of Allegiance

V. Presentation to the Saltzman Family – Dr. Andrew Tomko

VI. Reports:
- A. Vice Chairman
- B. Secretary
- C. Treasurer
- D. President — Remarks

Presentation: Phi Theta Kappa (PTK) and Honors
Dr. Andrew Tomko
Ms. Anna Gergen

- E. Committees
  1. Audit, Finance and Legal Affairs
  2. Education and Student Affairs
  3. Personnel
  4. Site and Facilities
  5. Strategic Planning and Issues
- F. Alumni Trustee
- G. Chairwoman

VII. Unfinished Business / Board Members

VIII. New Business / Board Members

IX. Open to the Public

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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, May 6, 2025 – 5:00 p.m.

X. Actions

A.	Approval of Board Minutes:	Tuesday, April 8, 2025
B.	Consent Agenda:	Tuesday, May 6, 2025

XI. Executive Session, if required.

XII. Adjournment

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CONSENT AGENDA

Tuesday, May 6, 2025
Paramus Campus – Technology Building – Conference Rooms B and C
5:00 p.m.

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

Approval of Board Minutes – Tuesday, April 8, 2025

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize the renewal of the College's Cohesity datacenter backup and disaster recovery support and subscription services from Aspire Technology Partners, Inc.
3. To authorize the annual renewal of ManageEngine ServiceDesk and DataSecurity Plus licensing from Zoho Corporation.
4. To authorize renewal of the College's annual FlexApp software licensing through Insight Public Sector Inc.
5. To authorize the award of RFP #R-105 Website Services to Splendor Design Group.
6. To authorize the award of RFP #R-106 Advertising Agency Services to VisionPoint Marketing LLC.
7. To authorize renewal of the College's annual Microsoft Campus agreement for volume licensing of various Microsoft software through SHI International Corporation via the EdgeMarket Cooperative Contract 269EMCPS-19-001 at a cost of $182,388.98.
8. To adopt the Fiscal Year 2026 Revenue/Expense Budget.
9. To approve the new tuition and fee rates for the Child Development Center for fiscal year 2026 (July 1, 2025, through June 30, 2026).
10. To approve the new tuition and fee schedule with a 3.0% increment for fiscal year 2026 (July 1, 2025, through June 30, 2026).
11. To approve an increase in the tuition for the Turning Point program from $6,500 per year to $6,750 per year, effective for the Fall 2025 semester.
12. To authorize the College's 2025 funding request to the County of Bergen for Technology Lifecycle Replacement.
13. To authorize the College's 2025 funding request to the County of Bergen for operational expenses.
14. To authorize the College's 2025 funding request to the County of Bergen for Chapter 12 funding.

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CONSENT AGENDA

Tuesday, May 6, 2025
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EDUCATION AND STUDENT AFFAIRS (E/SA)

1. To approve the curriculum for the Certificate in Essential Learning Foundations (CERT.ELF).
2. To approve the updated curriculum for the Associate of Science, Environmental Studies (AS.ENV.STU).
3. E/SA3: To approve the curriculum for the Certificate of Achievement in Ethics and Society (COA.ETH.SOC).
4. To authorize submission of a fiscal year 2025 budget amendment for the College's Perkins grant to the state of New Jersey Department of Education, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
5. E/SA5: To authorize submission of **Emergency Microgrant Initiative** grant application to the National Association of Student Personnel Administrators (**NASPA) sponsored by** Teachers Insurance and Annuity Association of America (**TIAA)** and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Institutional (I)

1. To approve the revised Bergen Community College Constitution of the General Faculty.
2. To approve the renaming of the "Public Relations" department to "Marketing and Communications."
3. Approval of the new Bergen Community College Hazing Policy.

PERSONNEL (P)

1. To approve the specified personnel separations.
2. To approve the appointment of the specified Professional personnel.
3. To approve the appointments of the specified Support personnel.
4. To approve the promotion of the specified Faculty personnel.
5. Reappointment – To approve the reappointment of the specified Technical/Professional Assistants personnel.
6. To amend the Nursing Health Professions stipend for the Spring 2025 semester.
7. To approve the rescinded appointment: Coaching staff.
8. To approve the title change for the specified, vacant Confidential position.
9. To approve the job description for the specified positions.

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CONSENT AGENDA

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SITE AND FACILITIES (S/F)

1. Authorization to award Public Bid P-2410 Paramus Road Digital Sign Replacement Rebid to _____.
2. To authorize the award of Public Bid P-2409 for the Ciccone Theatre Roof Top Unit (RTU) Replacement to In-Line Air Conditioning Company, Inc.
3. To authorize rejection of all bids received for Public Bid P-2408 NextGen Hydroponics Lab Vestibule Renovation Rebid.
4. To authorize entering into a Shared Service Agreement between Bergen Community College (the "College") and the County of Bergen (the "County") for snow and ice control services for fiscal year 2025.
5. To authorize Bergen Community College ("the College") to enter into an agreement with RSC Architects for the preparation of contract drawings and specifications for the Ender Hall EPDM roof replacement.

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BOARD OF TRUSTEES ACTION A/F1
Approval Date: May 6, 2025

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

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

Action Requested
Approval for payment of the following legal vouchers:

DeCotiis, FitzPatrick, Cole & Giblin. LLP.

March 1, 2025, to March 31, 2025, $ 19,863.65

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	$ 19,863.65

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BOARD OF TRUSTEES ACTION A/F 2
Approval Date: May 6, 2025

Resolution
To authorize the renewal of the College's Cohesity datacenter backup and disaster recovery support and subscription services from Aspire Technology Partners, Inc.

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

Action Requested
Authorization to renew the College's Cohesity datacenter backup and disaster recovery support and subscription services from Aspire Technology Partners, Inc. for the period spanning May 19, 2025, through February 22, 2027, in the amount of $84,679.95 with the National Cooperative Purchasing Alliance.

Justification
Cohesity is a datacenter backup and disaster recovery solution. It provides comprehensive protection in a scale-out design with the flexibility to effectively address evolving business requirements. Instant mass restores recovers data within minutes to reduce downtime. Public cloud integration enables workload agility for long-term-retention, disaster recovery, test/development, and cloud-native backups.

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

Charge to:	College Operating Funds
Account Number:	10-01-165100-607526
Amount:	$84,679.95

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BOARD OF TRUSTEES ACTION A/F 3
Approval Date: May 6, 2025

Resolution
To authorize the annual renewal of ManageEngine ServiceDesk and DataSecurity Plus licensing from Zoho Corporation.

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

Action Requested
Authorization to renew the College's ManageEngine ServiceDesk Plus and DataSecurity Plus licensing for a term of one year (June 3, 2025 - June 2, 2026) through Zoho Corporation at a cost of $38,009.70.

Justification
ManageEngine ServiceDesk Plus is the ticket management system used by the Help Desk, Financial Aid, and One Stop departments. This system allows for ticket assignment, tracking and monitoring of all email requests, phone calls, incidents, and management of the College's assets. DataSecurity Plus is a file auditing and reporting software that delivers enhanced visibility into activities in the Windows file server environment.

Quotations were received from the companies listed below.

Insight Public Sector, Inc.	$37,569.91 (incorrect quantities quoted)
SHI	$38,808.70
Zoho	$38,009.70
CDW Government, LLC	No response

Charge to:	College Operating Funds
Account Number:	10-01-165100-607526
Amount:	$38,009.70

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BOARD OF TRUSTEES ACTION A/F 4
Approval Date: May 6, 2025

Resolution
To authorize renewal of the College's annual FlexApp software licensing through Insight Public Sector Inc.

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

Action Requested
Authorization to renew the College's FlexApp software licensing for 700 concurrent users with Insight Public Sector Inc. for the term of 6/10/25 through 6/10/26 at a cost of $16,310.00.

Justification
The College utilizes a virtual desktop environment to provide students and employees with access to College applications. The FlexApp software reduces the time required to deploy applications in the virtual environment by 90% while managing individual user and pooled profiles. This solution allows for more flexibility when deploying software required for academic and business purposes.

Purchases through State Contract are allowed in accordance with County College Contracts Law 18A:64A-25.9.

Quotes were solicited and received from the following companies:

Aspire Technology Partners, LLC	No response
CDW Government LLC	No response
SHI International Corporation	$18,900
Carahsoft Technology Corporation	$18,634
Presidio	$17,297
Continental Resources Inc.	$18,634
Insight Public Sector Inc.	$16,310

Charge to: College Operating Funds
Account Number: 10-01-165100-607526
Amount: $16,310.00

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BOARD OF TRUSTEES ACTION A/F 5
Approval Date: May 6, 2025

Resolution
To authorize the award of RFP #R-105 Website Services to Splendor Design Group.

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

Action Requested
Authorization to award RFP R-105 Website Services to Splendor Design Group.at a cost of up to $120,000 for a two-year period (June 2025 – June 2027).

Justification
The College will collaborate with a strategic marketing partner to elevate its digital presence through development of a new website. This partnership will directly support the 2025-2029 Strategic Plan Theme #3 - *to develop a modern, user-centric website to transform our online presence into a dynamic information hub.*

This partner will spearhead the design, development, and deployment of a modern, responsive, and accessible website. It is anticipated that this will be a multi-year project split into phases.

The Agency will collaborate with the College's Marketing Director and other key stakeholders as needed to discover, strategize, and develop a custom roadmap for this project. Building on this strategic foundation, the agency will create detailed wireframes, prototypes, and design mockups that emphasize user experience and adhere to accessibility standards. The development process will integrate a robust content management system, seamless third-party integrations, and SEO best practices to ensure optimal performance and scalability. Post-development, the chosen agency will implement comprehensive testing, provide detailed training for internal teams, and establish a post-launch support plan.

A Request for Proposals was advertised on the College website in accordance with New Jersey P.L. 2004 Chapter 19 "Pay to Play" Law and conforms to a "Fair and Open Process."

Website Service is exempt from public bidding in accordance with County College Contracts Law, N.J.S.A.18A:64A-25.5 (a) (20).

A total of seventeen (17) proposals were received from the companies listed below.

Bit Media O LLC
Bright
Infojini, Inc.
RDW Group Inc (iFactory)
Juicebox Interactive
Success Advertising, Inc
Planeteria Media
Symphonize
Splendor Design Group
Iori Digital
Accessu
Exemplifi LLC
Multimedia Solutions
Salem Media of New York
Stamats Communications Inc
XDuce Public Services
Yoodle LLC

The College evaluated proposals received in response to the RFP and determined Splendor Design Group has submitted a comprehensive proposal that meets all the requirements of RFP #R-105 including qualifications, experience and competitive rates.

Charge To: College Operating Funds
Account Number: 10-01-121100-607777
Amount: Up to $120,000

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BOARD OF TRUSTEES ACTION A/F 6
Approval Date: May 6, 2025

Resolution
To authorize the award of RFP #R-106 Advertising Agency Services to VisionPoint Marketing LLC.

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

Action Requested
Authorization to award RFP #R-106 Advertising Agency Services to VisionPoint Marketing LLC. at a cost of $250,000 for one year (July 2025 – June 2026) with an option to extend for an additional year (July 2026 – June 2027).

Justification

- The College will continue to work with a strategic advertising partner to enhance its brand presence. This partner will help to effectively communicate the College's program offerings and value to diverse, targeted audiences.

- The selected Agency will collaborate with the College's Marketing Director to develop and execute comprehensive data-informed advertising campaigns that align with the College's mission and enrollment goals.

- The Agency will demonstrate expertise in strategic media planning, media buying and placement, creative development, digital marketing and retargeting, social media expertise, and performance analysis, ensuring a cohesive and results-oriented approach for Bergen's overall advertising efforts.

A Request for Proposals was advertised on the College website in accordance with New Jersey P.L. 2004 Chapter 19 "Pay to Play" Law and conforms to a "Fair and Open Process."

Advertising is exempt from public bidding in accordance with County College Contracts Law, N.J.S.A.18A:64A-25.5 (a) (20).

A total of 15 proposals were received from the companies listed below.

AccessU
ACEVOX
Bit Media O LLC
Furmanroth
Giovatto
Moxie Strategies
MSO Market Smith
Net Natives
Paskill
Princetonpartners
Propellant Media
SCG
Stamats
The Perception LLC
VisionPoint Marketing LLC

The College evaluated proposals received in response to the RFP and determined VisionPoint Marketing LLC has submitted a comprehensive proposal that meets all of the requirements of RFP #R-106 including qualifications, experience and competitive rates.

Charge To:	College Operating Funds
Account Number:	10-01-121100-607777
Amount:	$250,000

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BOARD OF TRUSTEES ACTION A/F 7
Approval Date: May 6, 2025

Resolution
To authorize renewal of the College's annual Microsoft Campus agreement for volume licensing of various Microsoft software through SHI International Corporation via the EdgeMarket Cooperative Contract 269EMCPS-19-001 at a cost of $182,388.98.

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 renew the College's annual Microsoft Campus Licensing agreement for a one-year term for the period June 1, 2025, through May 31, 2026, from SHI International Corporation via the EdgeMarket Cooperative.

Justification
The Microsoft Campus Licensing Agreement entitles the College to utilize various Microsoft volume licensing and Defender endpoint protection. Licensing includes Datacenter and Standard Edition Servers, SQL servers, Exchange online plan for students, Windows virtual desktop access, the Microsoft desktop software tools (M365) subscription licenses for students and qualified users, and Azure.

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

Charge to: College Operating Funds
Account Number: 10-01-165100-607526
Amount: $182,388.98.

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BOARD OF TRUSTEES ACTION A/F 8
Approval Date: May 6, 2025

Resolution
To adopt the Fiscal Year 2026 Revenue/Expense Budget.

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

Action Requested
To adopt the FY 2026 Revenue and Expense Budget, effective July 1, 2025, through June 30, 2026. The budget details are attached.

Justification
Adoption of the annual revenue and expense budget for Fiscal Year 2026.

Attachment A

BERGEN COMMUNITY COLLEGE
CURRENT FUNDS BUDGET
FOR FISCAL YEAR 2026

	FY2024 Budget 7/1/2023-6/30/2024	FY2025 Budget 7/1/2024-6/30/2025	FY2026 Budget 7/1/2025-6/30/2026	% of Total
REVENUES				
Unrestricted:				
Tuition	$51,054,455	$54,095,190	$55,718,046	48.6%
Student Fees	$16,558,307	$17,559,642	$18,086,431	15.8%
Governmental Appropriation				
State	$13,087,248	$14,987,248	$13,038,906	11.4%
County	$23,758,529	$24,233,699	$25,203,048	22.0%
Other New Jersey Counties	$227,522	$232,072	$239,034	0.2%
Sales & Services of Auxiliary Enterprise	$155,475	$158,584	$161,756	0.1%
Other Sources	$1,728,696	$2,341,270	$2,269,095	2.0%
Total Unrestricted	$106,570,231	$113,607,705	$114,716,316	100.0%
Restricted:				
Student Aid and Other Grants	$47,500,000	$48,300,000	$48,300,000	
Total Current Funds Revenues	$154,070,231	$161,907,705	$163,016,316	

	FY2024 Budget 7/1/2023-6/30/2024	FY2025 Budget 7/1/2024-6/30/2025	FY2026 Budget 7/1/2025-6/30/2026	% of Total
EXPENDITURES & TRANSFERS				
Educational and General:				
Instruction	$36,826,926	$39,423,958	$39,008,810	34.0%
Academic Support	$5,900,515	$6,800,583	$6,852,526	6.0%
Student Services	$7,125,284	$9,482,751	$9,476,892	8.3%
Institutional Support	$45,622,029	$49,749,441	$50,042,842	43.6%
Operation & Maintenance of Plant	$9,363,475	$7,137,824	$7,039,161	6.1%
Education & General Expenditure	$104,838,228	$112,594,557	$112,970,231	98.5%
Mandatory Transfers:				
Principal & Interest (Mortgage)	$1,430,610	$614,798	$1,339,768	1.2%
Total Edu. & General	$106,268,838	$113,209,355	$114,309,999	99.6%
Auxiliary Enterprise Expenditures	$301,393	$398,350	$406,317	0.4%
Total Current Unrestricted	$106,570,231	$113,607,705	$114,716,316	100.0%
Restricted Expenditures:				
Student Aid and Other Grants	$47,500,000	$48,300,000	$48,300,000	
Total Current Funds Expenditures & Transfers	$154,070,231	$161,907,705	$163,016,316	
Net Surplus / (Deficit)	$0	$0	$0	

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BOARD OF TRUSTEES ACTION A/F 9
Approval Date: May 6, 2025

Resolution
To approve the new tuition and fee rates for the Child Development Center for fiscal year 2026 (July 1, 2025, through June 30, 2026).

Submitted By
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Dr. Mi Ahn, Interim Dean of Business and Social Sciences
Mr. Wilton Thomas-Hooke, Chief Financial Officer

Action Requested
To approve the new tuition and fee schedule of rates for fiscal year 2026.

Justification
To address increases in non-discretionary operating costs and bring the childcare center tuition and fees in line with the actual expenses required to provide these services. The new fees (see attachment) remain significantly lower than comparable local market fees.

Registration Fee
The CDC registration fee is currently $50 and should be increased to $68.00. This fee amount is more consistent with the registration fee charged at other childcare centers. This fee will be charged annually during the summer to secure a child's spot on the Fall class roster. The proceeds from the fee will be used to purchase supplies and other items needed for the upcoming school year.

Increase Fees for Short Term / Back up Care:
The CDC offers short-term, back-up childcare for school-aged children on an as-needed basis, such as, for example, during public-school closures. Beginning September 2026, the cost for back-up care will be restructured per the attached tuition table. Bergen Community College faculty / staff members / students will receive a discount.

Attachment - Childcare Center – Tuition and Fees

Registration Fee	$50.00	$68.00
Students Only	**Current Rate**	**New Rate**
Full time (25-50hrs)	$180.00 per week	$200.00
Part Time (16-24hrs)	$140.00 per week	$160.00
Hourly Rate (Up to 15 hours per week)	$8.50 per hour	$10.00
Faculty and Staff		
Full time (25-50hrs)	$200.00 per week	$225.00
Part Time (16-24hrs)	$160.00 per week	$185.00
Community		
Full time (25-50hrs)	$290.00 per week	$315.00
Part Time (16-24hrs)	$240.00 per week	$265.00
Short-Term/Backup Care (daily)		
Students		
FT (6-10 hours per day)	$36.00	$45.00/Day
PT (4-5 hours per day)	$28.00	$45.00/Day
Hourly Rate (up to 3 hours)	$25.50	$40.00/Day
Faculty and Staff		
FT (6-10 hours per day)	$40.00	$55.00/Day
PT (4-5 hours per day)	$32.00	$50.00/Day
Hourly Rate (up to 3 hours)	$29.50	$50.00/Day
Community		
FT (6-10 hours per day)	$58.00	$75.00/Day
PT (4-5 hours per day)	$48.00	$70.00/Day
Hourly Rate (up to 3 hours)	$45.00	$70.00/Day

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BOARD OF TRUSTEES ACTION A/F 10
Approval Date: May 6, 2025

Resolution
To approve the new tuition and fee schedule with a 3.0% increment for fiscal year 2026 (July 1, 2025, through June 30, 2026).

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

Action Requested
To approve the new tuition and fee schedule of rates for fiscal year 2026.

Category	Current Rate	New Rate
Tuition-in-County	$157.45	$162.15
Out-of-County	$323.35	$333.05
Out-of-State	$340.15	$350.35
Registration Fee	$16.30	$16.80
Technology Fee	$15.28	$15.75
Security Fee	$2.16	$2.20
General Fee	$28.45	$29.30

Justification
To address increases in non-discretionary operating costs and produce a balanced budget, the College needs to implement an average 3.0% tuition increase beginning fiscal year 2026 (July 1, 2025, through June 30, 2026). The tuition and fee rates are rounded to the nearest $0.05.

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BOARD OF TRUSTEES ACTION A/F 11
Approval Date: May 6, 2025

Resolution
To approve an increase in the tuition for the Turning Point program from $6,500 per year to $6,750 per year, effective for the Fall 2025 semester.

Submitted By
Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Student Affairs
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Tracy Rand, Senior Director of Student Access and Transition Services

Action Requested
To approve an increase of $250 per year for the Turning Point Program tuition, effective Fall 2025.

Justification
This tuition adjustment is crucial to ensure the continued success and financial sustainability of the program. As inflationary pressures on the cost of delivering these services continue to increase, the proposed tuition increase is a necessary component of long-term plans to address the evolving needs and rising costs associated with delivering a high-quality educational experience for our students.

As of May 2023, there were approximately 300 non-degree programs situated on university and community college campuses across the country. These programs offer students with intellectual disabilities the opportunity to take college courses, engage in career development and independent living activities, and participate in campus social activities. The median annual tuition for similar full-time, inclusive post-secondary programs within the state of New Jersey is between $12,000 - $15,000.

This modest increase to the Turning Point program tuition begins the process of rendering the program financially sustainable over the long run, and it is especially important given that a prior Turning Point grant that has historically supported this program has expired, and those funds are no longer available.

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BOARD OF TRUSTEES ACTION A/F 12
Approval Date: May 6, 2025

Resolution
To authorize the College's 2025 funding request to the County of Bergen for Technology Lifecycle Replacement.

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

Action Requested
Authorization by the Board of Trustees for the College's 2025 County of Bergen funding request for the following:

- Technology Lifecycle Replacement $1,770,000

Justification
The College's capital funding requests are presented to the Bergen County Board of Commissioners for approval each fiscal year. These funds enable the College to continue to provide improved services and keep up to date with evolving technology.

Account Number: To be allocated upon approval
Amount: $1,770,000

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BOARD OF TRUSTEES ACTION A/F 13
Approval Date: May 6, 2025

Resolution
To authorize the College's 2025 funding request to the County of Bergen for operational expenses.

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

Action Requested
Authorization by the Board of Trustees for the College's 2025 County of Bergen funding request for the following:

- County Operating Appropriation $25,203,048

Justification
The College's annual operating funding request is presented to the Bergen County Board of Commissioners for approval each fiscal year. These funds are necessary for the operation of the College for fiscal year 2026, exclusive of the amount to be received from State and other sources.

Account Number: To be allocated upon approval.
Amount: $25,203,048

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BOARD OF TRUSTEES ACTION A/F 14
Approval Date: May 6, 2025

Resolution
To authorize the College's 2025 funding request to the County of Bergen for Chapter 12 funding.

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

Action Requested
Authorization by the Board of Trustees for the College's 2025 County of Bergen funding request for the following:

- Chapter 12 Capital Improvement $3,693,331

Justification
The College's annual capital funding requests are presented to the Bergen County Board of Commissioners for approval each fiscal year. Chapter 12 funding covers building and infrastructure improvement for the Pitkin, Ciarco, and Meadowlands facilities.

Account Number: To be allocated upon approval
Amount: $3,693,331

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BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: May 6, 2025

Resolution
To approve the curriculum for the Certificate in Essential Learning Foundations (CERT.ELF)

Submitted By
Dr. Eric Friedman, President
Dr. Andrew Tomko, Vice President and Provost, Academic Affairs
Dr. Anthony J. Trump, Vice President, Student Affairs
Dr. Ilene Kleinman, Associate Dean, Curriculum

Action Requested
The College would like to approve the curriculum for the Certificate in Essential Learning Foundations.

Justification
Per the New Jersey Presidents Council's Academic Issues Committee, Board approval is required whenever the college approves a new program.

This 30-credit Certificate in Essential Learning Foundations offers students a robust and comprehensive academic foundation for future academic and career success. The certificate focuses on essential learning outcomes such as critical thinking, communication, and interdisciplinary skills.

The name, "Essential Learning Foundations", highlights the program's basis in essential learning, making Bergen Community College's associate's degree more marketable when entering the workforce or transferring to a four-year institution.

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BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: May 6, 2025

Resolution
To approve the updated curriculum for the Associate of Science, Environmental Studies (AS.ENV.STU)

Submitted By
Dr. Eric Friedman, President
Dr. Andrew Tomko, Vice President and Provost, Academic Affairs
Dr. Emily Vandalovsky, Dean, Math, Science and Technology
Dr. Ilene Kleinman, Associate Dean, Curriculum

Action Requested
The College would like to approve the updated curriculum for the Associate of Science, Environmental Studies.

Justification
Per the New Jersey Presidents Council's Academic Issues Committee, Board approval is required whenever the college approves a new program.

The 60-credit Associate of Science in Environmental Studies was approved at the March 7, 2024, Board of Trustees meeting. The curriculum has undergone changes based on feedback from NJCCC and an external consultant.

The degree program now includes the following:

1) Humanities Recommended: HIS-103 Global Environmental History (newly approved course)

2) Social Sciences Recommended: GEO-101 World Geography

3) 12-credit Mathematics and Natural Science Requirement:
MAT-180 Precalculus: College Algebra and Trigonometry (4 credits)
BIO-101 General Biology I (4 credits)
BIO-203 General Biology II (4 credits)

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BOARD OF TRUSTEES ACTION E/SA 3
Approval Date: May 6, 2025

Resolution
To approve the curriculum for the Certificate of Achievement in Ethics and Society (COA.ETH.SOC)

Submitted By
Dr. Eric Friedman, President
Dr. Andrew Tomko, Vice President and Provost, Academic Affairs
Dr. Adam Goodell, Senior Dean, Humanities
Dr. Ilene Kleinman, Associate Dean, Curriculum

Action Requested
The College would like to approve the curriculum for the Certificate of Achievement in Ethics and Society.

Justification
Per the New Jersey Presidents Council's Academic Issues Committee, Board approval is required whenever the college approves a new program.

This 9-credit Certificate in Ethics and Society is designed to provide the intellectual training to analyze moral arguments and apply moral reasoning to both everyday life and professional problems in the workplace. It offers students an academic foundation for future academic and career success. The certificate focuses on the discussion of value-related topics that assist students in developing critical thinking, communication skills, and humanistic analysis.

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BOARD OF TRUSTEES ACTION E/SA 4
Approval Date: May 6, 2025

Resolution
To authorize submission of a fiscal year 2025 budget amendment for the College's Perkins grant to the state of New Jersey Department of Education, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

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

Action Requested
Authorize the submission of a FY2025 budget amendment for the College's Perkins grant to the New Jersey Department of Education, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute required documents.

Justification
The State of New Jersey Department of Education requires a formal resolution that is approved by the College's Board of Trustees for any amendment of the fiscal year 2025 Perkins Grant Budget. The requested modification will support enhancing the quality of the Continuing Technical Education (CTE) programs with the existing budget allocation. The College is therefore requesting a budget amendment to reallocate previously planned line items included for computers, conference and travel, personnel, supplies, and equipment. The budget amendment includes reallocation of $125,354.21 of the total $ 959,460.00 funding to leverage a comprehensive local needs assessment conducted with key community and employer stakeholders. This assessment identifies priority career and technical education (CTE) needs in Bergen County.

No college matching funds are required.

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BOARD OF TRUSTEES ACTION E/SA 5
Approval Date: May 6, 2025

Resolution
To authorize submission of **Emergency Microgrant Initiative** grant application to the National Association of Student Personnel Administrators (**NASPA) sponsored by** Teachers Insurance and Annuity Association of America (**TIAA)** and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

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

Action Requested
To approve submission of **Emergency Microgrant Initiative** grant application to **NASPA sponsored by TIAA** and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

This application requests $10,000 in funding to support many of our students who face significant financial challenges which hinder their ability to persist and complete their education on time. As a diverse, community-focused institution, we serve a large population of students who are at risk of financial instability, particularly those attending on limited resources and those from underrepresented groups. Emergency expenses such as; medical bills, car repairs, or family emergencies can derail their academic progress, and many of our students report they would be unable to cover such costs in a timely manner. By securing these funds, Bergen Community College will be able to provide critical emergency aid to students facing financial crises, ensuring they have the support needed to continue their education without interruptions. These funds are vital for promoting student success, retention, and graduation, ultimately contributing to a stronger, more resilient community.

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

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BOARD OF TRUSTEES ACTION I-1
Approval Date: May 6, 2025

Resolution
To approve the revised Bergen Community College Constitution of the General Faculty.

Submitted By
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Vice President, Academic Affairs
Dr. Tomira Rozar, Nominations and Elections Committee Chair, Senate Vice Chairperson
Dr. Christine Eubank, Secretary, Faculty Senate

Action Requested
To approve the revised Bergen Community College Constitution of the General Faculty.

Justification
The Constitution of the General Faculty document has been revised, reviewed, and approved by the Faculty Senate Committee.

See the attached document from the current to the proposed language.

Current		Proposed	
1.2.a	...After the Senate approves a proposal, it shall be forwarded to the President within one week. If the President concurs with the proposal, the recommendation is in effect. The Senate shall share with the President all proposals it receives for consideration,	1.2.a	... After the Senate approves a proposal, it shall be forwarded to the President within one week. If the President concurs with and signs the proposal, the recommendation is in effect. After the President signs the resolution, or the approved course or curriculum or curriculum modification, it shall be sent to the Vice President for Academic Affairs for implementation. The VPAA, in addition to acting upon implementation, shall return a copy of the approved proposal to the Secretary of the Faculty Senate for inclusion in the Senate files. The Senate shall share with the President...
3.3.d.ii	Maintains a record of the disposition of all Senate resolutions.	3.3.d.ii	Assigns Senate Resolution (SR) numbers to all proposals that come before the Senate and maintains a record of the disposition of all Senate resolutions.

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BOARD OF TRUSTEES ACTION I-2
Approval Date: May 6, 2025

Resolution
To approve the renaming of the "Public Relations" department to "Marketing and Communications."

Submitted By
Dr. Eric M. Friedman, President
Mrs. Suzanne M. Wetzel, Vice President of External Affairs

Action Requested
Approval to rename the "Public Relations Department" to "Marketing and Communications."

Justification
To better reflect the evolving scope and strategic importance of the College's communications efforts, the proposal is to rename the Public Relations department to Marketing and Communications. This change follows the hiring of a Director of Marketing, who now works in tandem with the Executive Director of Public Relations to support institutional goals related to enrollment, branding, community engagement, and storytelling.

The term "Public Relations" no longer captures the full range of responsibilities now housed within the department. The name Marketing and Communications aligns with industry norms and accurately represents the department's dual focus on strategic outreach and public messaging.

The department now operates under a two-leader model, both reporting to the Vice President of External Affairs. The Director of Marketing oversees campaign strategy, brand development, advertising, website, and analytics. The Executive Director of Public Relations leads media relations, social media, internal and external communications, and crisis messaging. This complementary structure enhances the College's capacity to promote programs, support enrollment, and elevate Bergen's public profile.

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BOARD OF TRUSTEES ACTION: I-3
Approval Date: May 6, 2025

Resolution
Approval of the new Bergen Community College Hazing Policy.

Submitted By
Dr. Eric M. Friedman, President
Dr. Anthony J. Trump, Vice President of Student Affairs
Mrs. Suzanne Wetzel, Vice President of External Affairs

Action Requested
To approve the new Bergen Community College Hazing Policy.

Justification
To provide members of the Bergen Community College community with standards and guidelines about the zero tolerance on hazing and to comply with federal and state laws.

See the attached policy.

Bergen Community College
Board of Trustees
Section STU

Policy #:
Effective Date:
Responsible Officials:
Vice President of Student Affairs

College Hazing Policy

Policy Statement:

The issue of hazing on college campuses has gained considerable attention over the years due to its harmful and sometimes fatal consequences. Hazing is the practice of subjecting new (or even existing) members of a group to humiliating or dangerous rituals that have plagued educational institutions. Hazing incidents impact the safety and security of students who are subjected to such practices. Examples of where hazing can occur at two-year institutions of higher learning (IHEs) include sports teams, student clubs, honor societies, and student organizations. They are often associated with hazing rituals or practices that range from humiliation to life-threatening activities, sometimes resulting in severe injuries and even fatalities. For this reason, several states have enacted anti-hazing laws including New Jersey (Timothy J. Piazza Law), and federal regulations (Stop Campus Hazing Act) have been passed which require measures to increase transparency, accountability, and prevention of hazing across IHEs.

Reason for Policy:

To provide members of Bergen Community College (the College) community with information about its zero-tolerance position on hazing which considers and is based on the following:

- Protecting the well-being of students and the entire College community
- Educating the College community on the impact and effects of hazing activities
- Promoting a more inclusive and supportive learning environment where members feel valued, safe, and respected and not pressured to participate in harmful activities to gain acceptance
- Maintaining the institutional reputation and community perception of the College as a safe and secure learning environment
- Complying with all anti-hazing state laws and federal regulations.

Parties Impacted (Who Should Read This Policy):

All students, faculty, staff, and any person(s) affiliated with a College group or association as defined in the Policy section below.

Definitions:

Hazing as defined by New Jersey's Timothy J. Piazza Law - A person is guilty of hazing, if, in connection with initiation of applicants to or members of a student or fraternal organization, whose membership is primarily students or alumni of the organization or an institution of higher education, the person knowingly or recklessly:

1. Causes, coerces, or otherwise induces another person to commit an act that violates federal or State criminal law.
2. Causes, coerces, or otherwise induces another person to consume any food, liquid, alcoholic liquid, drug or other substance which subjects the person to a risk of emotional or physical harm or is otherwise deleterious to the person's health.

3. Subjects another person to abuse, mistreatment, harassment, or degradation of a physical nature, including, but not limited to, whipping, beating, branding, excessive calisthenics, or exposure to the elements.
4. Subjects another person to abuse, mistreatment, harassment, or degradation of a mental or emotional nature, including, but not limited to, activity adversely affecting the mental or emotional health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment.
5. Subjects another person to abuse, mistreatment, harassment, or degradation of a sexual nature; or
6. Subjects another person to any other activity that creates a reasonable likelihood of bodily injury to the person.

Hazing shall not include any reasonable and customary athletic, law enforcement, or military training; contests; competitions; or events.

Hazing as defined by the Stop Campus Hazing Act - Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

1. Is committed during an initiation into, an affiliation with, or the maintenance of membership in, an organization (e.g., a club, athletic team, fraternity, or sorority); and
2. Causes or creates a risk, above the reasonable risk encountered during participation in the IHE or the organization, of physical or psychological injury

Note: The College's Student Code of Conduct also defines hazing as, "An act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent, failing to discourage, and/or failing to report those acts may also violate (the Code of Conduct)".

The Policy:

Bergen Community College recognizes that groups and associations including but not limited to social and academic clubs, organizations, and intercollegiate or club sports teams are an integral part of the College, which contribute to the academic and social experience of the students and entire College community. The College is committed to creating and ensuring a secure and safe learning environment in which students can safely participate in organizations without being subject to the dangers of hazing. The College does not condone and has a zero-tolerance policy regarding any acts of hazing and will take the appropriate actions required to investigate and address all claims involving hazing incidents. All groups, organizations, associations, clubs, and teams and their members are prohibited from engaging in or encouraging others to engage in activities that are defined as hazing. Members of the College community are prohibited from participating in or knowingly permitting the hazing of another member, or prospective member, and are required to report hazing incidents. Hazing violates College policies, state laws, and federal regulations, and any organizations and/or its members involved in such hazing incidents will be charged and disciplined under the College's Code of Conduct and this policy as appropriate.

Types of Hazing

The following components are present and contribute to hazing incidents:

- **Group context** - associated with the process of joining and maintaining membership in a group
- **Abusive behavior** - involves activities that are potentially humiliating and degrading, with the potential to cause physical, psychological, and/or emotional harm.
- **Regardless of individual's willingness to participate** - the appearance of an individual's "choice" or agreement to participate may be offset by peer pressure and coercive/power dynamics that often exist in the context of gaining membership and the strong desire to be in a group. Therefore, a person's

consent to a hazing activity is not a valid defense to any action pursuant to the College's Code of Conduct and this policy.

Hazing usually is characterized by one of four forms:

- **Intimidation/Humiliation** - activities with an emphasis placed on a power imbalance between individuals and other individuals/existing members of the organization, leading to activities or attitudes that breach reasonable standards of mutual respect, and place members on the receiving end of ridicule or embarrassment, including but not limited to the following examples:
  - **Sleep deprivation** - intentionally depriving individuals of sleep for an extended period
  - **Dietary restrictions** - forcing individuals to adhere to specific, unreasonable dietary restrictions or consuming spoiled food
  - **Social isolation** - isolating individuals from friends and family, restricting their contact with non-members
  - **Public humiliation** - making individuals wear embarrassing clothing, perform degrading stunts, or engage in public acts intended to humiliate them

  Note: The Student Code of Conduct also defines hazing as, "An act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent, failing to discourage, and/or failing to report those acts may also violate (the Code of Conduct)".

- **Harassment** - activities that have the potential to cause emotional anguish and/or physical discomfort. Such activities confuse, frustrate, and cause undue stress for individuals, including but not limited to the following examples:
  - **Verbal abuse** - yelling, name-calling, using derogatory language towards individuals, or activities that put someone in reasonable fear of bodily harm by using threatening words or conduct
  - **Personal excessive servitude** - forcing individuals to perform menial tasks for long periods such as carrying heavy items, cleaning excessively, or running errands without reasonable limits
  - **Physical confinement** - forced confinement often in a small area which may involve loud and/or repetitive music. Can also include individuals being dropped off somewhere and forced to find their way back.

- **Violence** - activities and behavior that have the potential to cause physical, emotional, and/or psychological harm, and often includes activities that tend to be the most extreme types of hazing, including but not limited to the following examples:
  - **Physical abuse** - slapping, punching, kicking, paddling, branding, or any other form of physical assault or abuse, exposure to the elements, and inducing an individual to commit sexual acts
  - **Forced consumption** - requiring individuals to consume excessive amounts of alcohol, food, or drugs; forced consumption of unknown substances; or drinking contests.
  - **Dangerous activities** - activities that can lead to physical injury, like blindfolding and forced participation in risky/dangerous stunts

- **Illegal Activity** – activities that violate federal and/or state criminal law, or causing, coercing, or otherwise inducing another to violate federal and/or state criminal law

Federal and State Anti-Hazing Laws

Recent federal regulations and most states, including New Jersey, have passed laws that prohibit hazing, which Bergen Community College complies with.

In December 2024 the Stop Campus Hazing Act (SCHA) was signed into law which requires IHEs that participate in federal student aid programs to report hazing incidents. The act requires IHEs to disclose hazing incidents that were reported to campus security authorities or local police agencies in their annual security report. Additionally, IHEs must include in their annual security report (1) a statement of current policies relating to hazing, how to report hazing incidents, the process used to investigate hazing incidents, and information on applicable laws on hazing; and (2) a statement of policy regarding prevention and awareness programs relating to hazing that includes a description of prevention programs. IHEs must also develop a campus hazing transparency report that summarizes findings concerning any student organization found to be in violation of the IHE's standards of conduct relating to hazing. An IHE is not required to develop or update this report unless the IHE has a finding of a hazing violation. The transparency report will be posted publicly on the College's website, along with information about the College's hazing policies and applicable laws. Additional details and information about the SCHA can be found via the following link: https://www.govinfo.gov/content/pkg/COMPS-17891/pdf/COMPS-17891.pdf.

In August 2021 New Jersey legislation passed the Timothy J. Piazza Law which requires public and non-public middle schools, high schools, and IHEs to adopt anti-hazing policies, enforcement procedures, and penalties for violations of the policies. Under this law, hazing is upgraded from a disorderly person's offense to a fourth-degree crime if it results in bodily injury, and from a fourth-degree crime to a third-degree crime if it results in serious bodily injury or death. The legislation is named after Tim Piazza, a 19-year-old Readington Township, New Jersey resident and Pennsylvania State University student who died because of hazing in February 2017. More information about this law can be found via the following link: https://stophazing.org/policy/state-laws/new- jersey/.

Reporting of Hazing Incidents

The College encourages anyone who believes they are involved in or asked to participate in a hazing incident, or who otherwise witnesses or has knowledge of a hazing incident to report the incident to the Public Safety Department. The Clery Act is a federal law that requires IHEs that receive federal financial aid to comply with several campus safety and security requirements. The Clery Act requires certain College positions, based on their responsibilities and involvement in campus activities, known as Campus Security Authorities (CSAs), to report various crimes/offenses including hazing incidents. Thus, individuals who are informed by the Public Safety Department that they are CSAs based on their position responsibilities are required to report any hazing incidents that they are informed about or are directly aware of.

If a hazing incident is in progress that may jeopardize the safety and well-being of the hazing initiator or others, Public Safety should be contacted or call 911 immediately. If there is not an immediate threat or concern, a report should be submitted using the online reporting form which can be accessed via the following link: https://cm.maxient.com/reportingform.php?BergenCC&layout_id=19. When reporting the hazing incident, be as detailed as possible and provide any supporting information including a description of the hazing incident, parties involved, and date, time, and location if known. Choosing not to report a known hazing incident is a violation of the College's Code of Conduct and this policy. Although hazing incidents are reported to the Public Safety Department, the Office of Student Conduct is responsible for the investigation of the incident, any resolution proceedings if required, and any disciplinary sanctions imposed. The Public Safety Department will assist in the investigation of the incident, determining if it qualifies as hazing, and contacting and working with local law enforcement if the hazing incident committed rises to the level of a criminal offense. If the hazing incident involves sexual assault or sex discrimination of any kind, Public Safety will inform the College's Title IX Coordinator, who will oversee the investigation, any required resolution proceedings, and disciplinary sanctions imposed. If it is not possible to report a hazing incident via the online reporting form, Public Safety can be directly contacted as follows:

- **Paramus Campus (24hrs)**: 201-447-9200 (or ext. "6" if using an internal BCC phone) or visit the Public Safety Office on the ground floor of the L wing (Room L-154) of the Pitkin Education Center.

- **Meadowlands Campus, Lyndhurst:** 201-301-1267 (or ext. "6" if using an internal BCC phone) or visit the Public Safety Office on the ground floor Room 101.
- **Ciarco Learning Center, Hackensack:** 201-301-9700 (or ext. "6" if using an internal BCC phone) or visit the Public Safety Office on the ground floor Room 135.

Retaliation

The College prohibits retaliation of any kind against individuals who, in good faith, assert their rights to report a hazing incident, participate in a hazing incident investigation, or protest the alleged retaliation. Retaliation refers to any act of intimidation against an individual who, in good faith, asserts their right to bring a complaint or participates in an investigation. Retaliation can arise in various forms including, but not limited to, sustained abuse or violence, threats, and intimidation. Any individual or group of individuals can be liable for retaliation.

Retaliation constitutes an offense separate from the original report of a hazing incident and will be considered independently from the merits of the underlying report. Individuals who believe they have been subjected to retaliation should report the conduct to the Public Safety Department, Office of Student Affairs, or Human Resources Department.

Bystander Intervention

In addition to reporting hazing incidents that have occurred, the entire College community has a role to play in hazing prevention. Observers or those with knowledge of hazing can play a critical role in intervening and preventing hazing and offering support to hazing victims, as well as engaging constructively with those who perpetuate hazing. The entire College community is affected when hazing incidents are not timely and properly addressed which contributes to an unsafe environment. Having a supportive College community in the prevention of hazing helps to provide a safe and secure learning environment and culture. Each member of the College can make a difference by being informed, understanding what hazing is, and committing to hazing prevention. However, thoughtful intention and care must be exercised to engage in bystander intervention in ways that are safe and promote mutual respect. To assess if an actual or potential activity is hazing, the following questions should be considered:

- Is the activity part of and required to gain membership in a group?
- Could the activity potentially cause physical, psychological, or emotional harm, including feelings of embarrassment, humiliation, or degradation?
- What are some of the social, emotional, or personal consequences of the activity?
- Are individuals involved pressured or coerced to participate?
- If an individual does not want to participate in the activity, could that jeopardize their standing and/or membership in the group?
- What are the power dynamics in the group? Are there status differences or an imbalance of power among group members involved in the activity?

Bystanders can directly and/or indirectly intervene in a hazing situation by working to change attitudes, behaviors, and dynamics associated with the situation or mindset of those involved in such situations. Direct intervention can include encouraging others not to participate in hazing, discouraging others who are hazing from continuing with the hazing activity, and making it clear that participation in hazing is not an option and not in compliance with federal and state anti-hazing laws and regulations and College policy. Indirect intervention can include improving awareness of hazing policies and laws, educating others on hazing prevention and expanding awareness, and supporting individuals who have experienced hazing and others who want to prevent hazing.

Investigations and Resolution Proceedings

The Bergen Community College Student Code of Conduct and Employee Code of Conduct govern all investigation and resolution proceedings, as well as sanctions for all alleged acts of hazing. When a hazing incident is reported, the Office of Student Conduct oversees the investigation and resolution process in

compliance with the applicable Codes of Conduct. The Student Code of Conduct can be accessed via the following link: https://bergen.edu/student-conduct/student-code- of-conduct/. The Employee Code of Conduct can be accessed via the following link: https://bergen.edu/wp-content/uploads/Employee-Code-of-Professional-Conduct.pdf. The investigation determines whether the reported behavior constitutes hazing and identifies all involved parties.

Notification and Informational Meeting

All individuals named in the reported hazing incident will receive written notification of the investigation, their rights as participants in the process, and any required resolution proceedings. This includes:

- An invitation to an informational meeting
- Collecting and reviewing all available evidence
- Identifying additional sources of information

Resolution Proceedings:

If after reviewing information obtained from the informational meeting, the Vice President of Student Affairs or designee, determines that a hazing incident may have occurred in violation of state laws, federal regulations, the Code of Conduct, or this policy, the matter proceeds through Section VIII of Student Code of Conduct: Process and Procedures. In most cases, these incidents will follow the Formal Resolution pathway in the Code of Conduct which includes a thorough investigation conducted by impartial investigators. Investigations will be thorough, impartial, reliable, and prompt, ensuring fairness for all involved parties, which involves developing an investigation plan, interviewing relevant witnesses, gathering documentary and physical evidence, and allowing the involved parties to have an advisor present for support (without interfering). If additional violations are discovered, further notices may be issued. The investigation is completed in a timely manner, findings are based on a preponderance of the evidence, and a final report is presented to the Director of Student Life and Development. Throughout the process, parties may seek procedural updates, and all conduct meetings and interviews may be recorded.

Outcome and Appeals:

Following the resolution proceedings, all individuals will receive a written Notice of Outcome, including any disciplinary sanctions imposed. Individuals may submit a written appeal request to the Office of Student Conduct within five (5) business days of receiving the outcome.

Grounds for appeal are limited to:

- Procedural irregularities that may have affected the outcome (including a provable existence of a conflict of interest or bias on the part of individuals with oversight of the investigation and/or resolution proceedings)
- New evidence not available during the initial proceedings
- Sanctions imposed falling outside the established range for the specific violation

Appeal requests will be reviewed, and denied if they do not meet the stated grounds. The denial is not subject to further appeal. If an appeal is granted, the findings and/or sanctions may be reconsidered, and any sanctions that were imposed are not enforced during the appeal process. The appeal decision is final, and further appeals will not be permitted, except in cases where a new determination is made, in which case, any new findings or sanctions can be appealed once more, based on the same grounds outlined above.

Disciplinary Sanctions

All disciplinary sanctions for hazing are governed by the Bergen Community College Student and Employee Codes of Conduct. The College may impose a range of disciplinary sanctions on individuals or student organizations found responsible for engaging in hazing. Any faculty or staff member who serves as an Advisor to a student organization and knowingly allows or fails to report hazing will be subject to disciplinary

action. The severity of sanctions will depend on the nature, extent, and impact of the hazing incident. These sanctions include but are not limited to:

- Sanctions for Individuals:
  - Disciplinary warning or probation
  - Suspension or exclusion from a student organization
  - Suspension or expulsion from the College
- Sanctions for Student Organizations:
  - Suspension or revocation of the organization's status or charter
  - Withholding of College funding
  - Other restrictions as deemed appropriate
- Sanctions for Faculty/Staff Involvement:
  - Disciplinary probation
  - Suspension
  - Termination of employment

Legal and Supportive Measures

The College may refer the incident to local law enforcement for potential legal action, including criminal charges.

Hazing victims will not be subject to disciplinary action, regardless of their level of awareness about the hazing activities. Instead, the College will provide supportive and protective measures, including but not limited to:

- Referrals to counseling, medical, and mental health services
- Legal assistance and law enforcement reporting support
- Campus safety escorts and transportation assistance
- Educational training on hazing awareness and prevention

Bergen Community College remains committed to fostering a safe and inclusive environment, ensuring accountability for hazing violations while prioritizing student well-being.

Educational Awareness and Prevention Programs and Training

Bergen Community College is committed to ensuring that hazing does not exist at any of its campus locations, which includes educating the College community on hazing and its negative impact. The College offers educational training programs focused on hazing awareness and prevention. Hazing awareness programs provide information about the College's position on hazing, what to do if you are a victim or aware of a hazing incident, how to recognize hazing, the potential threats and dangers that hazing poses to the College community, how to report hazing incidents, and how to take a stand or position against hazing. Hazing prevention programs present strategies and activities which are focused on changing attitudes and behaviors toward hazing, encouraging positive attitudes and behaviors about bystander intervention, alternatives to traditional hazing practices, skills to prevent hazing, encouraging ethical leadership and group cohesion, and resources for reporting suspected hazing.

Hazing content is included in mandatory training that club officers/advisors must participate in. Educational training programs include live events held during National Hazing Prevention Week in September. Online courses are offered during the school year and during National Hazing Prevention Week as well, which may include but are not limited to the following:

- **Hazing Prevention 101 – College Edition**, offered by the Hazing Prevention Network is a one-hour course that teaches students how to recognize, prevent, and report hazing, and focuses on positive actions and alternatives to hazing practices. This course provides a baseline for understanding the complexities of hazing. https://hazingpreventionnetwork.org/prevention-education/. There are also training programs that build on what students learn in Hazing Prevention 101 which are focused on the following topics – You're Not Alone which is tailored to student athletes, How Hazing Impacts the Family, and Smart Steps 4 Staying Safe. https://hazingpreventionnetwork.org/educational-resources/.
- **The Lonely Dog,** a 15-minute short film intended to generate discussion about what constitutes hazing, why members feel so much pressure to participate, and what makes it so difficult to challenge "tradition". https://hazingpreventionnetwork.org/short-film-the-lonely-dog/.
- **Hazing Education training segments**, offered by the University of Virginia's Gordie Center whose mission is to end hazing and substance misuse among college and high school students nationwide. Includes such topics as Hazing Education Basics, How to Report Hazing, Hidden Harms of Hazing, Alcohol and Hazing, The Myth of Hazing Consent, and Creating Healthy New Member Programs. https://gordie.studenthealth.virginia.edu/learn/hazing-education.
- **Stand Up to Hazing,** offered by StopHazing, a national authority in hazing prevention. This 20-minute course educates about the realities of hazing and how to recognize, intervene, report, and prevent it by developing leadership skills and building healthy, safe, and inclusive campus environments and groups. https://stophazing.org/hazing-prevention-course/

Hazing Resources

There are several internal and external resources that the College community can contact if they are a victim of a hazing incident, need to assist someone who is a victim of hazing, want to discuss or report a hazing incident or practice they are aware of, or want to educate themselves on hazing awareness and prevention:

Internal Resources:

- **Bergen County Sheriff (Paramus Campus, Room #A-114):** 201-689-7607
- **Public Safety at Paramus Campus:** 201-447-9200
- **Public Safety at the Meadowlands Campus:** 201-301-1267
- **Public Safety at the Ciarco Learning Center Hackensack:** 201-301-9700
- **Anonymous Tip Line:** 201-689-7070
- **Associate Vice President of Safety and Security:** 201-879-8921
- **Associate Director of Public Safety:** 201-879-7862
- **Vice President of Student Affairs:** 201-879-1161
- **Personal Counseling:** 201-447-9257
- **Health Services:** 201-447-9257
- **Wellness Center:** 201-612-5365
- **Student Life Conduct & Development:** 201-447-7215
- **Human Resources:** 201-447-7442

External Resources:

- **Hazing Prevention Network**: https://hazingpreventionnetwork.org/
- **Athlete Helpline (Hazing Prevention Network):** https://hazingpreventionnetwork.org/athlete-helpline/
- **Stop Hazing:** https://stophazing.org/
- **Clery Center:** https://www.clerycenter.org/hazing
- **Gordie Center:** https://gordie.studenthealth.virginia.edu/

- **The Max Gruver Foundation:** https://www.maxgruverfoundation.com/
- **Anti-Hazing Coalition:** https://www.antihazingcoalition.org/
- **National Hazing Hotline:** 888-NOT-HAZE or 888-668-4293
- **Bergen County Health Services:** 201-634-2600
- **Paramus Police Department:** 201-262-3400
- **Hackensack Police Department:** 201-646-7777
- **Lyndhurst Police Department:** 201-939-2900
- **Bergen New Bridge Medical Center (Paramus):** 201-967-4000
- **Valley Hospital (Paramus):** 201-447-8000
- **Hackensack University Medical Center:** 551-996-2000

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BOARD OF TRUSTEES ACTION P1
Approval Date: May 6, 2025

Resolution
To approve the specified personnel separations.

Submitted By
Dr. Eric M. Friedman, President
Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development
Mr. Nathaniel Saviet, Vice President of Facilities
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested
To accept the separation of the following individuals:

	Name	Reason	Position/Department/Division/Unit	Effective Date
1.	Nancy Ackerman	Resignation	FANH Career and Academic Advisor/Grants Administration/Grant	03/26/2025 (retroactive)
2.	Paolo Barraca	Resignation	CTE Advisor/Success Coach/ Student Affairs	03/27/2025 (retroactive)
3.	Riley Felton	Resignation	Custodian/Facilities/Support	03/21/2025 (retroactive)
4.	Matthew Stone	Resignation	Custodian/Facilities/Support	04/21/2025 (retroactive)
5.	Lori Yoselow	Retirement	Ciarco Instructor/Continuing Education and Workforce Development/Faculty	04/01/2025 (retroactive)
6.	Dolores Piro	Retirement	Senior Secretary/Business and Social Sciences/Academic Affairs/Support	07/01/2025
7.	Susan Sloan	Retirement	Senior Secretary/Continuing Education and Workforce Development/Support	07/01/2025
8.	Sarah Markgraf	Retirement	Professor/Humanities/Academic Affairs/Faculty	07/01/2025

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BOARD OF TRUSTEES ACTION P2
Approval Date: May 6, 2025

Resolution
To approve the appointment of the specified Professional personnel.

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

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

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Date
1.	Idel Santiago	Group Teacher/Child Development Center/Academic Affairs	Professional	$49,000.00	05/16/2025

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

Charge to:
College Operating Funds 10-10-830000-601110

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BOARD OF TRUSTEES ACTION P3
Approval Date: May 6, 2025

Resolution
To approve the appointments of the specified Support personnel.

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

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

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Date
1.	Robert Gutierrez	Custodian/Facilities	Support	$33,999.00	TBD
2.	John Lopez	Custodian/Facilities	Support	$33,999.00	TBD
3.	Carlyle Myrie	Custodian/Facilities	Support	$33,999.00	TBD

Justification

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

Charge to:
College Operating Funds in accordance with the list below:
1.- 3. 10-06-620100-601135

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BOARD OF TRUSTEES ACTION P4
Approval Date: May 6, 2025

Resolution
To approve the promotion of the specified Faculty personnel.

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

Action Requested
That the individuals listed below be promoted effective September 1, 2025, to the ranks indicated in accordance with the Collective Bargaining Agreement between the Board of Trustees and the BCCFA.

Full Professor

Name	Department-Division/Discipline
Takvor Mutafoglu	Business and Social Sciences/ Economics
Timothy Foote *	Student Affairs/Academic Advising
Dr.Melissa Krieger	Business and Social Sciences/Education

Associate Professor

Name	Department-Division/Discipline
Mecheline Farhat	Business and Social Sciences/Political Science
Ethan Greenbaum	Humanities/ Visual and Performing Arts/Fine Art
Dr.Neel Haldolaarachchige	Mathematics, Physical Sciences and Technology/ Physics
Dr. Kevin Olbrys	Humanities/Philosophy and Religion

Justification

In accordance with Article XIII of the BCCFA contract

*Indicates July 1, 2025, effective date

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BOARD OF TRUSTEES ACTION P5
Approval Date: May 6, 2025

Resolution
Reappointment –To approve the reappointment of the specified Technical/Professional Assistants personnel.

Submitted By
Dr. Eric M. Friedman, President
Mr. Ronald Spaide, Chief Information Officer
Dr. Andrew Tomko, Vice President of Academic Affairs and Provost
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Sarah Riker, Associate Director of Human Resources

Action Requested
That the following individuals be reappointed to the positions indicated for the academic year, commencing July 1, 2025 through June 30, 2026 (One-year contract):

Name	Title	Discipline/Division
Laura Baron	Technical Assistant I	STEM Tutorial Supervisor/Academic Affairs
Melissa Flores	Professional Assistant	Transfer Evaluator/Records and Registration/Student Affairs
Tia Garrison	Technical Assistant III	Hotel, Restaurant Management/Business, Arts and Social Sciences/Academic Affairs
Michele Kenyon	Technical Assistant I	Dental Hygiene/Health Professions/ Academic Affairs
Yumi Pak	Technical Assistant II	Library Services/Academic Affairs
Lynette Quinones	Professional Assistant	Nursing/Health Professions/Academic Affairs

That the following individuals be reappointed to the positions indicated for the academic year, commencing July 1, 2025 through June 30, 2027 (Two-year contract):

Name	Title	Discipline/Division
Patrice Devincentis	Professional Assistant	Performing Arts/Business, Arts and Social Sciences/Academic Affairs
Samantha Ekizian	Professional Assistant	Records and Registration/Enrollment Services/Student Affairs
Joshua Gordon	Professional Assistant	Media Technology/Information Technology
Shawn Kane	Professional Assistant	Media Technology/Information Technology
Elaine Korinko	Professional Assistant	Athletics/Student Life and Conduct/ Student Affairs
Catherine Malone	Professional Assistant	College and High School Partnerships/ Academic Affairs
Marilyn Pongracz	Professional Assistant	Tutorial Supervisor/Cerullo Learning Assistance Center/Academic Affairs
Patrick Simms	Professional Assistant	CITL/Academic Affairs
Richard Tran	Technical Assistant II	Biology and Horticulture/Math, Science and Technology/Academic Affairs

Justification
In accordance with Article XIII of the BCCFA contract.

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BOARD OF TRUSTEES ACTION P6
Approval Date: May 6, 2025

Resolution
To amend the Nursing Health Professions stipend for the Spring 2025 semester.

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

Action Requested
To amend the stipend for the following individual in the amount indicated for the Spring 2025 semester.

Name	Department	Reason	Stipend
Full-Time			
Tiffany Cuello-Siegel*	Nursing/Health Professions	Adjustment	$600.00

* Amend Nursing Clinical stipend for the Spring 2025 semester due to a leave of absence.

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

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BOARD OF TRUSTEES ACTION P7
Approval Date: May 6, 2025

Resolution
To approve the rescinded appointment: Coaching Staff.

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

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

Name	Position	Effective Dates (retroactive)
Jeryl Orsino	Head Softball Coach	03/01/2025 – 04/03/2025

Justification
Appointment rescinded due to termination.

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BOARD OF TRUSTEES ACTION P8
Approval Date: May 6, 2025

Resolution
To approve the title change for the specified, vacant Confidential position.

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

Action Requested
To approve the title changes on the organizational chart for the vacant position listed:

1. From Associate Director, Financial Aid to Director of Financial Aid and Compliance

Justification
To approve the title change for the following vacant position: From Associate Director, Financial Aid to Director of Financial Aid and Compliance. The job description better reflects the updated responsibilities of the position.

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BOARD OF TRUSTEES ACTION P9
Approval Date: May 6, 2025

Resolution
To approve the job description for the specified positions.

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

Action Requested:
To approve the following action:

	Title	Action	Unit
1.	Group Teacher	Revised Job Description	Professional
2.	Financial Aid Generalist	Revised Job Description	Professional
3.	Department Secretary	Revised Job Description	Support
4.	Director of Financial Aid and Compliance	New Job Description	Confidential

Justification
1.-4. To provide a job description that meets the scope and responsibility of the position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Group Teacher

DEPARTMENT: Child Development Center

FUNCTION: The Group Teacher will implement effective operation of the classroom and support the well-being of the children enrolled in the Child Development Center. The Group Teacher is responsible for the supervision and safety of children in their care at all times. The Group Teacher will also prepare effective curriculum, weekly lesson plans, learning materials, and any changes to the classroom environment.

REPORTS TO: Jessica Blundo, CDC Director

SUPERVISES: None.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Supervise children by sight and sound at ALL times.
2. Implement instructional and classroom management activities including curriculum planning and custodial care of the classrooms.
3. Create and organize weekly lesson plans, along with supporting materials and activities.
4. Executes lesson plans in ways that are developmentally appropriate and engaging to young learners.
5. Guides children in learning appropriate behavior and social skills.
6. Assess children's development and learning, both formally and informally.
7. Communicate with families and / or administration about student progress.
8. Maintains strict confidentiality regarding all student-related information and records.
9. Maintains a clean and healthy classroom environment.
10. Promotes and safeguards the well-being and safety of children at all times.
11. Helps with diapering / toileting and other hygienic needs of students.
12. Attends all required staff meetings.
13. Completes full formal assessment of each student three times per year.
14. Attends parent-teacher meetings.
15. Attends staff development and completes professional development hours in areas mandated by the Dept. of Children and Families Manual of Standards.
16. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission, collaborates effectively with peers and other stakeholders, has the ability to effectively communicate and influence internal and external stakeholders, and has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Childcare
- Communication
- Building Relationships
- Organizing
- Planning
- Teaching

Physical Requirements: Must be capable of meeting the physical requirements of the position, including balancing, stooping, kneeling, crouching, and performing other related tasks. Additionally, must be able to lift, carry, push, or pull up to 50 pounds.

Education: Minimum of Associate Degree in Early Childhood Education or related field required.

Experience: Minimum of 1 year experience. Student Fieldwork experience accepted.

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Submitted by: E-SIGNED by Jessica Blundo on Apr 01, 2025 15:15:59:59 GMT Date: April 01, 2025
Name/Title

Approved by: E-SIGNED by Andrew Tomko on Apr 01, 2025 16:44:41:41 GMT Date: April 01, 2025
Name/Title

Reviewed by: E-SIGNED by Sarah Riker on Apr 03, 2025 19:34:29:29 GMT Date: April 03, 2025
Human Resources

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

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Financial Aid Generalist

DEPARTMENT: Financial Aid/Student Affairs

FUNCTION: This position provides support and assistance with all tasks related to the financial aid application review process while adhering to federal and state requirements and makes processing decisions in accordance with established office procedures. Educates and counsels students and parents on financial aid opportunities. Performs verification review and database match resolution.

REPORTS TO: Assistant Vice President of Financial Aid & Compliance

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Determines eligibility for federal, state, institutional, and other aid programs in accordance with all applicable laws, regulations, policies, guidelines, and other governing criteria.
2. Explains financial aid policies, procedures, and regulations to enrolled and prospective students; advises students seeking financial aid according to established guidelines; elevates unique inquiries to the appropriate staff member.
3. 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.
4. Represents the Financial Aid department at various on and off-campus events, including orientation, open house programs, and FAFSA workshops.
5. Prepares, organizes, processes, and maintains office and students' financial aid documents, records, and files; requests additional information in compliance with federal and state laws.
6. Supports development of content for the Financial Aid website and ensures content is accurate and current.
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. Performs federal verification, C-codes and rejects resolutions.
9. 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.
10. Provides outstanding customer service to students, parents, staff, and community. Responds promptly to requests for service and assistance.
11. 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.

12. Assists students with accessing various online Federal and State Financial aid portals required to facilitate the Financial Aid application and verification process.
13. Provides support and assistance in all other Financial Aid Office procedures and works collaboratively with other team members.
14. Performs additional tasks or duties as assigned by the Director 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. 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 or more years of progressively responsible financial aid experience preferably at a community college. Ability to interact with a diverse population, including students, parents, faculty, staff, and external agencies' personnel.

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: Department Secretary

DEPARTMENT: Academic

FUNCTION: Provides administrative support for the Department Chairs and faculty including preparing letters, correspondence, compiling reports, maintaining accurate records and ensuring the successful work flow for the departments.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Provides administrative support for department chairs and faculty including preparing letters, correspondence, photocopying, compiling reports, maintaining accurate records, processing travel reimbursements and ensuring the successful work flow for the departments.
2. Maintains accurate files, reports, memoranda and records including time sheets, reimbursement and purchasing documents; expedites purchase orders and processes requisitions for the departments; prepares and/or coordinates folders for department meetings; serves as liaison for departments; reserves meeting rooms, orders equipment and catering for same; maintains confidentiality of all records and issues.
3. Answers and directs all incoming calls and inquiries for departments; receives external and internal visitors. Receives, reviews, and distributes all internal and external mail and prepares outgoing mail; maintains office supplies, places and expedites orders, and verifies receipt of supplies.
4. Greets and assists all new full time and adjunct employment candidates. Coordinates and verifies all new hire documentation (including applications, resumes, original transcripts, three professional reference letters, teaching philosophy, proper ID) and prepares new hire packet for submission to the Dean after the Chair's approval. Types/edits/creates and orders business cards through Public Relations for full time faculty.
5. Prepares and maintains faculty office hours and mailbox listings.
6. Maintains ADP attendance records for full time and adjunct faculty and other divisional secretaries; posts cancelled faculty classes as needed.
7. Expedites and distributes textbook orders; coordinates high-volume communications with publishers' representatives; reviews, edits and expedites all informational and promotional materials, including brochures, by working with Public Relations.
8. Edits department pages on the college's website and performs additional tasks or duties as assigned.

ORGANIZATIONAL RELATIONSHIPS: (I) Reports to Academic Department Chairs under the direction of Divisional Dean (2) Communicates well to people at all levels within the

institution to ensure that the office is projected in an effective manner among internal and external constituencies of the College. (3) 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:

Education: High school diploma required; Post-secondary vocational training in office administration or college degree preferred (2) Knowledge, Skills and Abilities: (a) Must be a detail-oriented self-starter; ability to work well independently and as a team member in a collaborative manner; (b) must be able to prioritize work and be flexible with schedule and dealing with changing priorities; (c) demonstrates understanding of the community college mission and practices an open door policy; (d) 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 communication, customer and student focus, building relationships, organizing, and planning; (g) technologically proficient in common office desktop software/web site editing and familiar with cloud based computing and collaborative platforms and software; (3) Experience: (a) One to three years general office experience with excellent customer service and a strong level of organizational, interpersonal, written and verbal communication skills. Previous experience in a school or college setting preferred.

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.

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

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Director of Financial Aid and Compliance

DEPARTMENT: Financial Aid/Student Affairs

FUNCTION: Reporting to the Assistant Vice President of Financial Aid and Compliance, supervises and manage daily operations and staff within the Financial Aid department. Provides financial aid educational workshop and counseling to proactively mitigate the lack of understanding of current financial aid regulations. Keeps current with all federal and state guidelines for financial aid. Ensure effective use of financial aid technology in all office procedures.

REPORTS TO: Assistant Vice President of Financial Aid and Compliance

SUPERVISES: Senior Financial Aid Specialists; Financial Aid Specialists; Financial Aid Assistants/Generalists, Student Workers, and other staff as assigned.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Monitors regulatory and administrative requirements for Title IV federal student aid programs; identifies regulatory changes and systematic problems and briefs department administration of recently adopted regulations with respect to Title IV and state aid programs; proposes solutions to changes in regulations and systematic issues and develops plans, recommendations, and timetables for effectively implementing changes appropriately both for compliance and administrative effectiveness; alerts staff of proposed changes.
2. Creates and coordinates an internal policies and procedures manual for each function within the Financial Aid Department. Updates and communicates changes to ensure compliance with regulatory requirements for federal and state aid programs.
3. Works with department administration to ensure the Ellucian Colleague system is configured in a manner that is compliant with federal, state and institutional regulations. Conducts audits of data and systems to ensure the integrity of information. Serves as the central contact in trouble-shooting technology and operational issues that hinder the flow of applicants through the financial aid process.
4. Establishes monitoring and reviewing controls to ensure adherence by staff to the code of federal regulations with respect to Title IV federal student aid and state regulations regarding state financial aid programs.
5. Develops and ensures federal and state compliant content for our financial aid website and assists in the coordination of the relevancy, usefulness, and accuracy of information on College websites related to financial aid and ensures overall compliance with federal consumer protection and disclosure requirements.
7. Responsible for providing staff with professional development opportunities, in addition to providing staff training on state and federal financial aid regulations.

8. Resolves reporting discrepancies, analyzes data sets, and provides analytical/operational reports to improve efficiency.
9. Assists with developing, implementing, and maintaining multiple levels of proactive internal quality control mechanisms to ensure compliance with all federal, state and institutional policies and/or regulations. Develops action plans to remedy any violations or deficiencies noted.
10. Ensures that the multitude of external and auxiliary systems used by financial aid in the administration of aid are set-up and used effectively in daily operations (COD, CPS, SAIG, NSLDS, as well as ELM online services).
11. Participates in professional organizations and collaborates with state affinity groups, regional and national organizations to stay abreast of all regulatory changes.
12. Ensures student concerns pertaining to the Financial Aid Office are promptly and fully addressed and documented.
13. Ensures staff adheres to proper use of technology when communicating with students and documenting student interaction.
14. Engages in continuous assessment and improvement of services provided by the Financial Aid Office.
15. Ensures the timely and accurate packaging and disbursement of student aid; the effective flow of information and documentation throughout the process; the full implementation of all institutional aid programs.
16. 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. 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.
17. Performs federal need analysis, verification, and determines student award eligibility for Title IV, state, and/or institutional aid programs, in compliance with relevant regulations and policies.
18. Calculates and processes Return of Title IV for all students.
19. Assists in the development and execution of the College's default prevention program.
20. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives.
21. Prepares and monitors the annual departmental budget which includes technological needs, personnel expenditures, professional development needs and administrative expenses.
22. Gathers and analyzes data and produces reports as needed for FISAP and other mandatory state reports.
23. Participates in the data gathering and coordination for annual financial aid audits may serve as the lead representative for the FAQs during reviews and assists in post-audit responses.
24. 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.

25. Acts as performance manager for all direct reports including managing day to day performance, scheduling, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
26. 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.
27. Represents the office, as appropriate, on college committees and professional meetings.
28. Performs additional tasks or duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Full knowledge and understanding of FERPA; Full understanding of and ability to apply state and federal guidelines/regulations and institutional financial aid programs; Understanding of the community college mission and open door access policy; Excellent customer service skills and a pleasant professional demeanor at all times. Demonstrates expertise in the use of technology through financial aid software applications.

Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
- Communication

Customer and Student Focus

- Building Relationships
- Organizing
- Planning

Education: Master's degree or a higher degree in business administration, higher education, finance, counseling or related areas.

Experience: Minimum of five (5) years of progressively managerial experience within an institution of higher education.

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
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Placeholder
Bids Due April 29, 2025

BOARD OF TRUSTEES ACTION S/F 1
Approval Date: May 6, 2025

Resolution
Authorization to award Public Bid P-2410 Paramus Road Digital Sign Replacement Rebid to _____.

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

Action Requested
Authorization to award Public Bid P-2410 Paramus Road Digital Sign Replacement Rebid to _____in the amount of _____ which includes the Base bid, allowances and alternate #1.

Justification
Replacement of the Paramus Road Digital Sign will greatly improve the presence at the entrance to the campus, improve messaging, and more effectively welcome visitors from the community. The new sign will better project entry into a modern, innovative College.

Bids were received from:

	Base Bid w. Allowances	Alternate #1	Alternate #2

Charge To: Chapter 12
Account Number: 20-TBD
Amount: $XXXXXXX

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BOARD OF TRUSTEES ACTION S/F 2
Approval Date: May 6, 2025

Resolution
To authorize the award of Public Bid P-2409 for the Ciccone Theatre Roof Top Unit (RTU) Replacement to In-Line Air Conditioning Company, Inc.

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

Action Requested
Authorization to award Public Bid P-2409 for the Ciccone Theatre RTU Replacement to In-Line Air Conditioning Company, Inc. in the amount of $867,379 which includes the Base bid, allowances and alternate #1 and #2.

Justification
The Ciccone Theatre Building roof top unit (RTU-1) is beyond its useful life, currently unusable, and must be replaced. RTU-1 is necessary to maintain cooling operations within the front lobby of the Theatre. Additionally, units (RTU-2) and (RTU-3) have exceeded their manufacturing recommended life expectancy. These failing units exhibit reduced performance, increased maintenance demands, and increased risk of failure during periods of peak cooling demand. Bids were received from the following vendors:

	Base Bid w/Allowance	Alternate 1	Alternate 2
In-Line Air Conditioning Company, Inc.	$416,903	$183,562	$266,914
TM Brennan Service Inc.	$426,000	$226,000	$283,000
Environmental Climate Control	$444,000	$220,000	$277,000
Delta Mechanical Systems, Inc.	$532,500	$187,500	$258,000
EACM Corp.	$560,000	$200,000	$247,000

Charge To: Chapter 12
Account Number: 20-00-180404-604218 and 20-00-180403-604218
Amount: $867,379

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BOARD OF TRUSTEES ACTION S/F 3
Approval Date: May 6, 2025

Resolution
To authorize rejection of all bids received for Public Bid P-2408 NextGen Hydroponics Lab Vestibule Renovation Rebid.

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

Action Requested
Authorization to reject all bids received for Public Bid P-2408 NextGen Hydroponics Lab Vestibule Renovation Rebid.

Justification
The USDA has suspended funding on the NextGen grant. As a result, the College will reject all bids for NextGen grant expenditures pending clarification on the grant's status by the USDA.

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BOARD OF TRUSTEES ACTION S/F 4
Approval Date: May 6, 2025

Resolution
To authorize entering into a Shared Service Agreement between Bergen Community College (the "College") and the County of Bergen (the "County") for snow and ice control services for fiscal year 2025.

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

Action Requested
Authorization to enter into a Shared Service Agreement between Bergen Community College and the County of Bergen for snow and ice control services for fiscal year 2025 at an amount not to exceed $150,000.

Justification
The College has a need for snow and ice control services at each of its three (3) campus locations to maintain safe grounds during winter storms. The College acknowledges the benefits of a shared services agreement with the County.

Charge To:	College Operating Funds
Account Number:	10-06-630110-607555
Amount:	Not to Exceed $150,000

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BOARD OF TRUSTEES ACTION S/F 5
Approval Date: May 6, 2025

Resolution
To authorize Bergen Community College ("the College") to enter into an agreement with RSC Architects for the preparation of contract drawings and specifications for the Ender Hall EPDM roof replacement.

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

Action Requested
Authorization for the College to enter into an agreement with RSC Architects for the preparation of contract drawings and specifications required to remove and replace the Ender Hall EPDM roof, at an estimated cost of $19,500.00, including direct costs.

Justification
The Ender Hall EPDM roof systems are beyond their serviceable life and must be replaced to maintain a watertight building envelope. The roof repair will help to avoid costly emergency repairs that stem from water damage. The contract drawings and specifications will provide the details necessary to bid and complete this work.

Received Proposal:

RSC Architects - $19,500.00 including Direct Costs

Professional services are exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (1). The Request for Qualifications for Architecture Services was advertised, in accordance with the New Jersey P.L. 2004, Chapter 19 "Pay to Play" Law, and conforms to a "Fair and Open Process".

Charge To: Chapter 12
Account Number: 20-00-190000-60421
Amount: $19,500.00