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

BOARD OF TRUSTEES
PUBLIC MEETING

Paramus Campus – Technology Building – Conference Rooms B and C
400 Paramus Road, Paramus, New Jersey 07652

Tuesday, May 7, 2024 – 5:00 p.m.

I. Call to Order

II. Open Public Meetings Act Statement

III. Roll Call

IV. Pledge of Allegiance

V. Reports:
- A. Vice Chairman
- B. Secretary
- C. Treasurer
- D. President
  - ❖ Remarks
- E. Committees
  1. Audit, Finance and Legal Affairs
  2. Education and Student Affairs
  3. Personnel
  4. Site and Facilities
  5. Strategic Planning and Issues
- F. Alumni Trustee
- G. Chairwoman

VI. Unfinished Business / Board Members

VII. New Business / Board Members

VIII. Open to the Public

IX. Actions
- A. Approval of Board Minutes: Tuesday, April 9, 2024
- B. Consent Agenda: Tuesday, May 7, 2024

X. Adjournment

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CONSENT AGENDA

Tuesday, May 7, 2024
Paramus Campus – Technology Building – Conference Rooms B and C
5:00 p.m.

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

Approval of Board Minutes – Tuesday, April 9, 2024

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize the award of Public Bid P-2390 for Electrical Asset Preventive Maintenance Services to Sal Electric Co., Inc.
3. To authorize the renewal of the college's annual Microsoft Campus agreement for volume licensing of various Microsoft software through SHI International Corporation.
4. To authorize the purchase and installation of a replacement capacitor to repair the College's Powerware UPS datacenter battery through Static Power Conversion.
5. To authorize increasing the amount for Public Bid P-2359 for fire alarm services to United Fire Systems to adjust for unforeseen emergency repairs.
6. To authorize purchases from Pearson Education, Inc. for various textbooks and related learning materials that will be used in the Ciarco Learning Center for Fiscal Year 2025.
7. To authorize the services of Trane New Jersey to complete emergency repair of the Technology Building Management System (HVAC).

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. To authorize submission of an application to the United States Department of Education (DOE) Office of Post Secondary Education for Grants under *the Gaining Early Awareness and Readiness for Undergraduate Programs* (GEAR UP), and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
2. To authorize submission of an application to the United States Department of Justice (DOJ) Office of Violence Against Women (OVW) for a *Grant to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program*, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
3. To approve an amended plan for the Early College Dual Enrollment Program for North Arlington High School to be offered at Bergen Community College at the Meadowlands.

INSTITUTIONAL (I)

1. To approve the Financial Disclosure Statement Policy.
2. To approve the Weapons on Campus Policy.
3. To approve the Code of Ethics for the Board of Trustees Policy.

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CONSENT AGENDA

Tuesday, May 7, 2024

PERSONNEL (P)

1. A. Separations
   B. Rescind Separation - Confidential
2. Appointments – Confidential and Grant Funded
3. Appointments – Professional
4. Appointments – Support
5. Reappointment – Technical/Professional Assistants
6. Correction: Faculty Second Reappointment
7. Appointment: Stipends
8. Promotions
9. Promotion: Faculty
10. Job Descriptions and Positions

SITE AND FACILITIES (S/F)

1. To authorize Change Order #2 for additional engineering services necessary for the removal of existing exhaust piping to support the replacement of emergency generators to RSC Architects.
2. To award professional services to Di Cara-Rubino Architects for the preparation of plans and specifications for Pitkin Dining Hall & Café renovations.

STRATEGIC PLAN (SP)

1. To approve the final draft of the 2024-2029 Strategic Plan themes and goals.

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BOARD OF TRUSTEES ACTION A/F1
Approval Date: May 7, 2024

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

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

Action Requested
Approval for payment of the following legal vouchers:

DeCotiis, FitzPatrick, Cole & Giblin. LLP.

March 1, 2024, to March 31, 2024, $ 24,364.47

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	$ 24,364.47

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BOARD OF TRUSTEES ACTION A/F 2
Approval Date: May 7, 2024

Resolution
To authorize the award of Public Bid P-2390 for Electrical Asset Preventive Maintenance Services to Sal Electric Co., Inc.

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

Action Requested
To authorize the award Public Bid P-2390 for Electrical Asset Preventive Maintenance Services to Sal Electric Co. Inc. for three years from May 2024 through April 2027 at an amount not to exceed $950,000.

Justification
The College requires preventive maintenance services from electrical service vendors to maintain mission critical electrical equipment and infrastructure, improve the reliability of electrical systems, and provide safe facilities. Ten companies registered for the bid package, and one bid was received.

Sal Electric Co., Inc.

Charge To: College Operating Funds
Account Number: 10-06-610100-607550
Total Amount: $950,000

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BOARD OF TRUSTEES ACTION A/F 3
Approval Date: May 7, 2024

Resolution
To authorize the renewal of the college's annual Microsoft Campus agreement for volume licensing of various Microsoft software through SHI International Corporation.

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

Action Requested
To renew the College's annual Microsoft Campus Licensing agreement for a one-year term from June 1, 2024, through May 31, 2025, from SHI International Corporation on the EdgeMarket Cooperative Contract 269EMCPS-19-001 for Microsoft Licensing at a cost of $155,841.98.

Justification
The Microsoft Campus Licensing Agreement allows 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: 10-01-165100-607526
Amount: $155,841.98

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BOARD OF TRUSTEES ACTION A/F 4
Approval Date: May 7, 2024

Resolution
To authorize the purchase and installation of a replacement capacitor to repair the College's Powerware UPS datacenter battery through Static Power Conversion.

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

Action Requested
To authorize the purchase and installation of a replacement capacitor and associated parts to repair the Powerware Uninterruptible Power Supply (UPS) in the College's datacenter through Static Power Conversion at a cost of $8,398.00.

Justification
This major replacement component to complete the UPS repair is not included in the College's annual Static Power Conversion maintenance agreement. This purchase will exceed our allowable aggregate total for this vendor for fiscal year 2024.

Charge to: College Operating Funds
Account: 10-01-165100-607511
Amount: $8,398.00

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BOARD OF TRUSTEES ACTION AF 5
Approval Date: May 7, 2024

Resolution
To authorize increasing the amount for Public Bid P-2359 for fire alarm services to United Fire Systems to adjust for unforeseen emergency repairs.

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

Action Requested
To authorize increasing the original bid amount of $277,177.00 for fire alarm services by the allowable 20% or $55,427.20.

Justification
The College needs to adjust the original bid award amount to continue fire alarm services through July 2024. The original award was insufficient to cover unforeseen emergency repairs and replacements that were not covered in the original scope of work. The additional work includes repairs to sprinkler pipes, replacement of fire alarm equipment, additional labor, and emergency services and response. The new total authorization will be $332,612.40 including the original bid of $277,177.00 and the $55,427.20 change.

Charge To: Contractual Services
Account Number: 10-06-610100607550
Total Addition: $55,427.20

BOARD OF TRUSTEE ACTION A/F 6
Approval Date: May 7, 2024

Resolution
To authorize purchases from Pearson Education, Inc. for various textbooks and related learning materials that will be used in the Ciarco Learning Center for Fiscal Year 2025.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Cinzia D'Iorio, Executive Director of Continuing Education and Workforce Development
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
Authorization of an estimated amount of $90,000.00 to purchase textbooks and related learning materials through June 30, 2025, from Pearson Education, Inc.

Justification
The College needs to purchase textbooks and related materials to conduct non-credit ESL courses. Pearson Inc. is the publisher for the books used in these ESL courses. This book series aligns well with our program curriculum.

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

This purchase is exempt from bidding in accordance with County College Contracts Law, N.J.S.A. 18A:64A-25.5 (a) (6) (textbooks and publications).

Charge To:	College Operating Funds
Account Number:	10-03-391600-607544
Total:	$90,000

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BOARD OF TRUSTEES ACTION A/F 7
Approval Date: May 7, 2024

Resolution
To authorize the services of Trane New Jersey to complete emergency repair of the Technology Building Management System.

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

Action Requested
To authorize the services of Trane New Jersey to complete emergency repair of the Technology Building Management System through OMNIA Partners, Contract # 3341-Co-op for an estimated amount of $64,995.00.

Justification
The College's Technology Building requires repairs to the Building Management System to appropriately monitor, control, and adjust HVAC systems. This repair is critical to return the Technology building to its normal operation.

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

Charge To: Chapter 12
Account Number: 20-00-180203-604218
Total Amount: $64,995.00

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BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: May 7, 2024

Resolution
To authorize submission of an application to the United States Department of Education (DOE) Office of Post Secondary Education for Grants under *the Gaining Early Awareness and Readiness For Undergraduate Programs* (GEAR UP), and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

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

Action Requested
To authorize submission of an application to the U.S. DOE for GEAR UP, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification
The College is applying for $5.6 million for an 84-month period in partnership with two Bergen County school districts. The primary objective of this grant is to expand support for eligible low-income students, including students with disabilities, to obtain secondary school diplomas and prepare for success in post-secondary education.

Primary goals include:

1. Providing comprehensive mentoring, outreach and support services to students participating in the programs.
2. Provide information regarding financial aid for post-secondary education to students in the cohort.
3. Encourage student enrollment in rigorous and challenging curricula and coursework to reduce the need for remedial courses at the post-secondary level.
4. Increase the number of participating students who:
    a. Obtain a secondary school diploma.
    b. Complete applications for and enroll post-secondary education programs.

100% in-kind match is required over the period of seven years. The match will be covered via in-kind expenses associated with personnel and overhead costs from all participating institutions. No direct cash outlay is anticipated.

The project description and budget are in development.

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BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: May 7, 2024

Resolution
To authorize submission of an application to the United States Department of Justice (DOJ) Office of Violence Against Women (OVW) for a *Grant to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program*, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Anthony J. Trump, Vice-President Student Support Services
Dr. Anjali Thanawala, Director Grants Administration
Mr. David Borzotta, Associate Vice President Safety and Security

Action Requested
To authorize submission of a grant application to the U.S. DOJ for an OVW program, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents. The performance period of this grant will be for 36 months, and Bergen Community College is applying for $400,000.

Justification
The *Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program* is providing funding for institutions of higher education to develop and strengthen security and investigation strategies to combat domestic violence, dating violence, sexual assault, and stalking on campus. Objectives include developing and strengthening prevention education, awareness programs, and victim services.

No Matching funds are required.

The project description and budget are in development.

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BOARD OF TRUSTEES ACTION E/SA3
Approval Date: May 7, 2024

Resolution
To approve an amended plan for the Early College Dual Enrollment Program for North Arlington High School to be offered at Bergen Community College at the Meadowlands.

Submitted By
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Interim Vice President of Academic Affairs
Dr. Anthony J. Trump, Vice President of Student Affairs

Action Requested
Approve the attached amended Memorandum of Understanding between Bergen Community College and North Arlington High School.

Justification
The Early College Program for North Arlington High School located at Bergen Community College at the Meadowlands in fall 2024 represents a continuation of the partnership between the two institutions and a unique opportunity for the College to carry out its mission. This dual enrollment partnership provides students with the opportunity to concurrently pursue their high school education while earning up to 60 degree-credits toward an associate degree from BCC. Early College students earn a high school diploma and associates degree by the end of senior year in high school.

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BOARD OF TRUSTEES ACTION I-1
Approval Date: May 7, 2024

Resolution
To approve the Financial Disclosure Statement Policy.

Submitted By
Dr. Eric M. Friedman, President
Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested
To approve the Financial Disclosure Statement Policy.

Justification
Bergen Community College is committed to preserving the trust and confidence of the public. In keeping with this commitment and as required by the Local Government Ethics Law, N.J.S.A. 40A:9-22.1 et seq., members of the Bergen Community College Board of Trustees and Bergen Community College employees holding an identified position must file an annual Financial Disclosure Statement Form with the Local Finance Board.

This policy was reviewed by legal counsel and the All College Forum, and adopted by the Policy Advisory Council.

Bergen Community College
Board of Trustees
Section:

Policy #:
Effective Date:
Responsible Official: Vice President of Human Resources and Organizational Development

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Financial Disclosure Statement

Policy Statement:

In keeping with N.J.S.A. 40A:9-22.1 et seq., the *Local Government Ethics Law*, and New Jersey higher education law, N.J.S.A. 18A:64A-1 et seq., Bergen Community College (the "College") is committed to preserving the trust and confidence of the public. As required by the *Local Government Ethics Law*, all members of the Bergen Community College Board of Trustees and Bergen Community College employees holding an identified position must file a Financial Disclosure Statement Form with the Local Finance Board.

Who Should Read This Policy:

Identified employees, as defined in this Policy, and Board of Trustee members.

Definitions:

"*Confidential employee*" is defined as an employee who has access to confidential information of the employer, which is relevant to the labor relations of the local government agency.

"*Identified employee*" is defined as an employee that maintains a position matching that of a "confidential employee" or "managerial executive" defined within this policy (e.g. Executive Director, Vice President, Chief Financial Officer, or Provost).

"*Local government agency*" is defined as any agency, board, governing body, including the chief executive officer, bureau, division office, commission or other instrumentality within a county or municipality and any September 20, 1991, independent local authority, including any entity created by more than one county or municipality, which performs functions other than of a purely advisory nature, but shall not include a school board. (N.J.S.A. 40A:9-22.3(e))

- Pursuant to Attorney General Opinion 91-0093,[1] the Boards of Trustees of County Colleges are "local government agencies" within the scope of the *Local Government Ethics Act.*

"*Local government officer*" is defined as any person, whether compensated or not, whether part-time or full-time:

(1) elected to any office of a local government agency;

(2) serving on a local government agency, which has the authority to enact ordinances, approve development applications or grant zoning variances;

(3) who is a member of an independent municipal, county or regional authority; or

(4) who is a managerial executive employee of a local government agency, as defined in rules and regulations adopted by the Director of the Division of Local Government Services in the Department of Community Affairs pursuant to the "Administrative Procedure Act..." (N.J.S.A. 40A:9-22.3(g)).

- Pursuant to Attorney General Opinion 91-0093, members of the boards of trustees of a county college are "local government officer" within the scope of the *Local Government Ethics Act* as a "managerial executive" or "confidential employee."

- Members of the Board of Trustees of Bergen Community College and identified employees ("confidential employees" and "managerial executives") are considered local government officers ("LGOs").

"*Managerial executive*" is defined as persons who formulate management policies and practices, and persons who are charged with the responsibility of directing the effectuation of such management policies and practices. (N.J.S.A. 34:13A-3(f)). Pursuant to the Employer-Employee Relations Act, managerial executives as defined above are excluded from local collective bargaining agreements. N.J.S.A. 34:13A-5.3.

"*Member of the immediate family*" is defined as the spouse or dependent child of a local government officer or employee residing in the same household.

[1] Financial Disclosure Statements Required by Local Government Officers, Op. Att'y Gen. 91-0093 (Sept. 20, 1991).

Procedure:

A. Identified employees and members of the Board of Trustees must file a FDS annually with the Local Finance Board by April 30th or within 30 days of taking office. The Financial Disclosure Statement is a short document comprised of three sections: (1) Personal Information; (2) Financial Information; (3) Certification and Online Filing Process.[2]

B. To ensure compliance with the *Local Government Ethics Law*, Bergen Community College shall establish and maintain procedures that detail the necessary steps and actions to fulfill the obligations imposed by the statute. These procedures will be regularly reviewed and updated to reflect any changes in the law.

C. The failure of any Local Government Officer to comply with the annual filing requirement subjects the Local Government Officer personally to the penalties and disciplinary action provisions set forth in N.J.S.A. 40A:9-22.10 and 40A:9-22.11.

Related Documents/Policies:

n/a

Policy History: (adopted/amended)

Adopted:
Amended:
Reviewed:

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[2] Further guidance can be found at:
New Jersey Department of Community Affairs, Financial Disclosure Statements Definitions and Instructions, (Feb. 7, 2024), https://www.nj.gov/dca/divisions/dlgs/resources/fds_docs/fds_general_form_instructions.pdf;
New Jersey Department of Community Affairs, Financial Disclosure Statements and Instructions, (Feb. 7, 2024), nj.gov/dca/dlgs/resources/fds.shtml.

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BOARD OF TRUSTEES ACTION I-2
Approval Date: May 7, 2024

Resolution
To approve the Weapons on Campus Policy.

Submitted By
Dr. Eric M. Friedman, President
David Borzotta, Associate Vice President of Safety and Security

Action Requested
To approve the Weapons on Campus Policy.

Justification
Bergen Community College is committed to the safety and security of the College community, as well as guests and visitors to the campus. The purpose of this policy is to prohibit weapons on College property and during working hours for employees regardless of where they are performing College services. In addition, this policy sets forth the prohibitions, limited exceptions, and reporting process for the use, possession, sale, transfer, transport or storage of any explosives, firearms, knives, or other weapons or accessories on campus.

This policy was reviewed by legal counsel and the All College Forum, and adopted by the Policy Advisory Council.

Bergen Community College
Board of Trustees
Section:

Policy #:
Effective Date:
Responsible Officials:
Vice President of Human Resources and Organizational Development
Associate Vice President of Safety and Security

Weapons on Campus

Policy Statement:

Bergen Community College ("BCC" or "College") is committed to the safety and security of the College Community, as well as guests and visitors to the campus. Pursuant to that commitment, the College prohibits the use, possession, sale, transfer, transport or storage of any Explosives, Firearms, Knives, or Other Weapons or Accessories on campus other than with the limited exceptions set forth in this Policy. This Policy applies to all areas of campus and all property owned, leased, or controlled by BCC. This includes items stored or kept in vehicles parked on College-owned, leased, or controlled property ("College Property").

Reason for Policy:

To prohibit weapons on campus, as part of the College's commitment to the safety and security of the College community, including guests and visitors to the campus.

Who Should Read This Policy:

This Policy applies to all members of the College Community (defined below) who visit any College Property. This prohibition exists whether or not an individual possesses a federal or state license to possess or carry a weapon.

Definitions:

A. **College Community** includes the following persons associated with BCC at all three (3) campus in Paramus, Hackensack, and Lyndhurst New Jersey:
   (1) the Board of Trustees;
   (2) faculty, including adjunct professors and visiting faculty;
   (3) staff including temporary employees;
   (4) researchers, including persons conducting research at or under the auspices of the College;
   (5) volunteers;
   (6) students;
   (7) visitors; and
   (8) others who are performing activities or providing services at or under the auspices of BCC, including consultants, vendors, and contractors.

B. **Weapon(s)** means anything readily capable of lethal use or of inflicting serious bodily injury (New Jersey Statute Title 2C:39-1r), and for the purposes of this policy, more specifically identified as follows:

1. **Explosive** means any chemical compound or mixture combined in such a way that ignition or detonation may cause sudden generation of highly heated gasses or particles capable of producing a destructive effect. This includes, but is not limited to firecrackers/fireworks, black powder, dynamite, plastic explosive, Nitroglycerin, or any improvised compound or device with the same properties, and any detonating device.

2. **Firearm** means any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle, or any gun, device or instrument in the nature of a weapon from which may be fired or ejected any solid projectable ball, slug, pellet, missile or bullet, or any gas, vapor or other noxious thing, by means of a cartridge or shell.

3. **Knife** means an instrument consisting of a thin blade with a sharp edge and/or point. Knife includes, but is not limited to, daggers, stilettos, hunting knives, machetes, switchblades, swords, spears, throwing knives or stars, hatchets, arrows, and axes, regardless of whether the item is considered decorative. Knife, for the purposes of this Policy, does not include pocket knives or multi-tools if such objects have a blade or cutting surface that is three (3) inches in length or less.

4. **Other Weapon or Accessory** means any other objects or substances brought to BCC with the intent to injure, alarm, incapacitate, or cause illness to another, or put another in fear for their life, including, but not limited to tasers, stun guns, cattle prods, martial arts weapons, paintball guns, air guns, bows and crossbows, blackjacks, nunchucks, Billy clubs, brass knuckles, sling shots, dangerous materials and chemicals

such as mace, bear spray, anthrax, tear-gas; imitation firearms, ammunition, and accessories such as holsters and magazines.

C. **Prop Weapons** include, but are not limited to, guns, knives, swords, daggers, spears, bows and arrows, crossbows, slingshots, nooses, handcuffs, shackles, restraints, and any other implements fashioned in a threatening manner, whether capable of inflicting actual bodily harm or not, that are non-firing, rubber and/or toy.

D. **Theatrical Use** refers to use in a stage or film production sponsored and/or authorized by BCC, including during rehearsals.

E. **Stage Combat** is any physical confrontation, in which bodily harm is represented, with or without actual physical contact. Slapping, wrestling, shoving, and simulated fighting can potentially cause injury and are considered to be stage combat. Depictions of self-injury or sexual assault are also considered to be stage combat.

F. **Governing Officer** for the purpose of this Policy means the Associate Vice President of Public Safety and Security or their designee.

G. **Possession** for this Policy shall be as enumerated under N.J.S.A. 2C:39-5e (1), N.J.S.A. 2C:39-5e (2), and N.J.S.A. 2C:39-5e (3). These statutes strictly prohibit the possession of firearms, any other weapon, or any imitation as such, on or in any part of campus grounds or buildings, "irrespective of whether he/she possesses a valid permit to carry a firearm or valid firearms purchaser identification card." Possession shall include on your person or stored within property including, but are not limited to, a vehicle, locker, backpack, handbag, or briefcase.

The Policy:

PROHIBITIONS

A. The College Community is prohibited from the Possession of any Explosive, Firearm, Knife, or Other Weapon or Accessory by the College Community while on College-related premises.

B. While representing the College during working hours, employees are prohibited from Possessing any Explosive, Firearm, Knife, or Other Weapon or Accessory while performing College services off the College premises.

C. The College Community is prohibited from storing or transporting any Explosive, Firearm, Knife, or Other Weapon or Accessory in a vehicle parked on a BCC campus this includes, but is not limited to, private vehicles, New Jersey Transit, the Bergen County Shuttle, and Access Link services.

D. The College Community is prohibited from threatening to bring any Explosive, Firearm, Knife, or Other Weapon or Accessory to campus, to College-related premises, or to College-related events, including academic, athletic, and social events held away from campus.

E. Theatrical Use or Film Crew rentals as Performed on BCC properties:

1) The College prohibits any Prop Weapon or Staged Combat not approved by the designated Theater faculty member or an authorized theatrical production staff of BCC's Department of Performing Arts in conjunction with the Governing Officer.

a. Requests for the use of Prop Weapons and/or Staged Combat must be made at least six (6) weeks prior to the first rehearsal date. Both requests must be made in writing to the Governing Officer.

b. BCC Prop Weapons may not be taken off-campus without approval from BCC's Department of Performing Arts in conjunction with the Governing Officer. All transportation plans shall be emailed to the Governing Officer at publicsafety@bergen.edu at least 24 hours in advance. Proper documentation must be included within the transportation plan using the Prop Weapon Chain of Custody Form and Check-In Log. These forms can be found with the Department of Performing Arts.

c. The rental, borrowing, or purchase of Prop Weapons from any source other than the College's Department of Performing Arts must be arranged in consultation with the designated Theater faculty member and the Governing Officer.

d. At least one designated employee of BCC, will be responsible for oversight of all Prop Weapons used in a production.

e. Prop weapons must be transported in a locked transport case provided by the designated Theater faculty member and must be secured in a locked cabinet or room when not in use. At no time may prop weapons be stored in a classroom or in a student's vehicle. Unsecured prop weapons may be eliminated from a production at the discretion of the designated Theater faculty member and the Governing Officer.

f. Arrangement for the use and secure storage of Prop Weapons in other campus venues must be made with BCC's Department of Performing Arts, the Governing Officer, and with the manager of the particular venue. This arrangement must be documented in writing or email and shared with the appropriate parties.

2) The College prohibits any Prop Weapon or Staged Combat not approved by or obtained from the film production staff renting College property in conjunction

with the Governing Officer.

EXCEPTIONS

A. Any active Municipal, County, or State law enforcement officer (as recognized by the New Jersey Police Training Commission), or Federal law enforcement officer may carry their duty firearm and weapons on any BCC campus. Any officer possessing a firearm must be easily identifiable as a Law Enforcement Officer; this can be either a Class A or Class B uniform. Identification can be accomplished when the law enforcement officer is either wearing a visible badge on his/her belt, and an outermost garment (shirt/jacket) that identifies them as a police officer and the law enforcement agency that they are employed by.

B. "On-duty" or "Off-duty" law enforcement officers who are in plain clothes are permitted to carry firearms or weapons while on campus, but are required to notify the Governing Officer in advance of their visit to campus. Upon arrival, plain clothes officers must provide the Governing Officer their badge and their department issued identification.

C. Retired Law Enforcement Officers are permitted to possess firearms while on campus, but are required to notify the Governing Officer in advance of their visit to campus. Upon arrival, retired officers must provide their "retired law enforcement officer permit to carry a handgun" issued by the Superintendent of the New Jersey State Police.

D. Permission is granted for the use of starting pistols at athletic events, weapons used for instruction during martial arts classes, College events where a color guard is presented, and College events with licensed fireworks displays.

E. The College has established agreements and/or contracts with Armored Service Companies that perform various functions on BCC campuses. Armored vehicles and armed personnel employed by authorized vendors may enter any BCC campus specifically for the purpose of fulfilling their responsibilities to the College.

F. If an outside law enforcement agency is conducting an undercover operation on campus, they are required to notify the on-duty Bergen County Sheriff's Department personnel assigned to the College, and/or the Governing Officer.

G. Any private non-law enforcement armed security officer (also known as "private security"), may be permitted to possess a firearm on campus at the discretion of the Governing Officer and the College President. If permission is granted, the private security officer must provide the required documentation and permit issued by the Superintendent of the New Jersey State Police authorizing him/her to carry a firearm.

H. Knives that are utilized for educational purposes in classes and laboratories including, but not limited to, Culinary Arts, Health Professions, Science, or Veterinary Technology

are permitted.

I. This Policy may have inadvertently excluded extenuating unforeseen circumstances regarding the Possession of a Weapon on campus. If such a circumstance arises, the Governing Officer in conjunction with the President of the College retains the authority to review and determine the permission or prohibition on a case-by-case basis that is unique to the above cited exceptions.

REPORTING

1. Any member of the College community or guest who observes an individual possessing or using items prohibited by this Policy, or who witnesses a threat or act of violence, should immediately call 9-1-1, and then report the activity to the Department of Public Safety at telephone number (201) 447-9200, which is available 24 hours a day, 7 days a week.
2. If an individual is permitted to carry a weapon on campus, and that weapon is either lost or stolen, the owner of that weapon is required to notify the Department of Public Safety or the Bergen County Sheriff's Office immediately.
3. The Governing Officer will maintain a file containing the proper documentation for all members of the College Community who are permitted to carry firearms or weapons on campus. This file will be shared with the President of the College upon his/her request.
4. The Governing Officer will notify the Bergen County Sheriff's personnel assigned to BCC of each member of the College Community who are permitted to carry firearms or weapons on campus.

VIOLATIONS

Any person(s) who knowingly has in their possession any Explosive, Firearm, Knife, or Other Weapon or Accessory in or upon any BCC owned, leased, or otherwise affiliated buildings or grounds without the written authorization of the College's Department of Public Safety may be charged with a crime and is subject to arrest, termination from employment, expulsion, and/or other disciplinary action from BCC. Violations also may subject the individual to civil liability.

The following New Jersey Statutes apply to this Policy:

2C:39-3 Prohibited Weapons and Devices

2C:39-4 Possession of a Weapon for an Unlawful Purpose

2C:39-5 Unlawful Possession of a Weapon

2C:39-6 Exemptions

2C:39-7 Certain Persons Not to Have Weapons

2C:58-3 Permit to Purchase a Handgun

2C:58-7 Persons Possessing Explosives or Destructive Devices to Notify Police

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Related Documents/Policies:

BCC Authorization Form
BCC Prop Weapons Chain of Custody Form
BCC Prop Weapon Chain of Custody Log

Policy History: (adopted/amended)

Adopted:

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BOARD OF TRUSTEES ACTION I-3
Approval Date: May 7, 2024

Resolution
To approve the Code of Ethics for the Board of Trustees Policy.

Submitted By
Dr. Eric M. Friedman, President
Mrs. Dorothy Blakeslee, Chair of the Board of Trustees

Action Requested
To approve the Code of Ethics for the Board of Trustees Policy.

Justification
In keeping with New Jersey Conflicts of Interest Law, N.J.S.A. 52:13D-12 et seq., Bergen Community College is committed to preserving the trust and confidence of the public. This Policy is an attempt to ensure that no detriment or appearance of detriment to the College's interests results from a conflict between the best interests of the College and the interests of a Board member. The policy clearly outlines expectations of what a Trustee shall and shall not do, including disclosure requirements, in fulfilling their responsibilities as a member of the Bergen Community College Board of Trustees.

This policy was reviewed by legal counsel and the All College Forum and adopted by the Policy Advisory Council.

Bergen Community College
Board of Trustees
Section:

Policy #:
Effective Date:
Responsible Official:

Code of Ethics for the Board of Trustees

Policy Statement:

In keeping with New Jersey Conflicts of Interest Law, N.J.S.A. 52:13D-12 et seq., Bergen Community College (the "College") is committed to preserving the trust and confidence of the public. This Policy is an attempt to ensure that no detriment or appearance of detriment to the College's interests results from a conflict between the best interests of the College and the interests of a Board member. This Code of Ethics serves as a supplement to the New Jersey Uniform Ethics Code. All trustees are required to comply with all of the provisions and requirements of the New Jersey Conflicts of Interest Law.

Who Should Read This Policy:

Members of the Board of Trustees

Definitions:

"*Board*" means the Board of Trustees of Bergen Community College

"*College matter*" means any employment application, application for admission, award, bid, claim, contract, license, proceeding, resolution or transaction made by, to, against or with the College, or which requires any official action by the Board, Officers or employees.

"*Conflicts law*" means the New Jersey Conflicts of Interest Law, N.J.S.A. 52:13D-12 et seq.

"*Employee*" means any person compensated for full or part-time employment services rendered to the College.

"*Gift*" means any fee, commission, service, compensation, gratuity, or other thing of value of any kind.

- If an item has more than a nominal monetary value, it will be characterized as a gift.
- A gift includes admission to an event for which a member of the general public would be charged, a meal, transportation, or offer of employment.

"*Immediate family member*" means the spouse, natural or adopted child, grandchild, parent, or sibling of trustee.

"*Interest*" means any personal, financial, economic, property or other concern amounting to a right, advantage, share or portion inuring either directly or indirectly to a trustee or to an immediate family member of a trustee, either singly, or in affiliation with any person or party defined herein.

"*Person or party*" means any natural person, association, corporation, estate, partnership, proprietorship, trust or other legal entity.

Standards of Ethics:

A. Trustees SHALL NOT:

1. Have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, which is in substantial conflict with the proper discharge of the trustee's duties of the College.

2. Use his or her official position to secure unwarranted privileges or advantages for himself or herself or others.

3. Act in his or her official capacity in any College matter in which the trustee or an immediate family member of the trustee has a direct or indirect financial interest that might reasonably be expected or give the appearance to impair the trustee's objectivity or independence of judgement.

4. Engage in any business, profession, trade or occupation which is subject to licensing or regulation by a specific agency of State Government. If same occurs, the Trustee shall promptly file notice of such activity with the Board Secretary, and with notice to the College President.

5. Undertake any employment or engage in any business, transaction, service or professional activity, whether compensated or not, which might reasonably be

expected to impair the trustee's objectivity or independence of judgement in the exercise of his or her official duties as a trustee.

6. Accept, directly or indirectly, any gift, favor, service or other things of value under circumstances from which it might be reasonably inferred, or which the trustee knows or has reason to believe, is offered for the purpose of influencing the performance of his or her duties as trustee.

7. Knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public having knowledge of the trustee's acts, that he or she may be engaged in conduct violative of his or her trust as a public official.

8. Appear or negotiate on behalf of a party not affiliated with the College, in any matter before the College or in any cause or proceeding involving the College. In addition, a trustee's immediate family member, employee, or firm or corporation with which the Trustee is affiliated, may not appear or negotiate on behalf of a party not affiliated with the College, in any matter before the College or in any cause or proceeding involving the College.

9. Use, or allow to be used, his or her public office, or any information not generally available to members of the public, which the trustee receives in the course of or by reason of the trustee's office, to secure financial gain, unwarranted privileges, advantages or employment for himself or herself, his or her immediate family members, or others with whom the trustee is associated.

10. Act as if he or she has legal authority outside of the meeting of the Board.

11. Approve for employment or promotion a family member, associate, or close friend.

12. During his or her term of office or a period of one year subsequent to the expiration of such term:

    i. Be awarded any contract which is not publicly bid on;
    ii. Allow a former trustee to appear to represent, or negotiation on behalf of, any other party before the College; or

iii. Employ for compensation any former trustee of the College.

13. Be eligible to accept a position as an employee of the College for a period of two years following resignation or expiration of his term.

B. A trustee SHALL:

1. Become familiar with, committed to, and abide by the major responsibilities and duties of the Board as set out in the College policies.

2. Devote time, thought, and study to the duties and responsibilities of a College trustee so as to render effective and creditable service.

3. Prepare carefully for, regularly attend, and actively participate in Board meetings and committee assignments.

4. Approve the policies and goals of the College and audit the performance of the administration in the fulfillment of these policies and goals.

5. Understand the role of the Board as a policymaking body and avoid participation in the administration of policy.

6. Leave the conduct of the educational program and the College's businesses to the President and the Administration of the College.

7. Think independently and make informed decisions based on what is in the best interests of the institution and the advancement of higher education yet support the majority decision of the Board and work cooperative with fellow trustees and the Administrative to advance the goals of the College and higher education.

8. Exhibit cooperation and respect for the opinions of fellow trustees, leaving personal prejudices and biases out of the Board discussions, and supporting the actions and the decisions of the Board.

9. Recuse him or herself on an official Board matter if he or she has a financial or personal interest that is incompatible with the proper discharge of his or her public duties.

Disclosure of Potential Conflict:

A. A trustee shall immediately disclose to the Board Chair the precise nature of the interest or involvement of the trustee or the trustee's immediate family member in any College matter to be considered by the Board of Trustees.
    1. Each trustee shall file with the secretary of the Board, a form of statement specified by the Board disclosing the nature of any financial interest or business relationship the trustee has which relates to the College, or which the trustee is otherwise required to disclose under this Code of Ethics.

B. Trustees should always err on the side of caution when considering potential conflicts of interest. If a conflict exists where the Board Chair is involved, same shall be reported to the Board Secretary, with notice to the College President.

C. Trustees must annually file Financial Disclosure Statements with the Local Finance Board, pursuant to N.J.S.A. 40A:9-22.1 et seq and the College's Financial Disclosure Statement Policy.

Upon Appointment or Reappointment:

The President of the College shall provide the trustee with a copy of this Code of Ethics annually within thirty (30) days after the organizational meeting of the Board.

Enforcement:

Violations of this Code of Ethics may constitute cause for removal of a trustee pursuant to N.J.S.A. 18A:64A-9 or imposition of other sanctions determined by the Board to be appropriate.

Related Documents/Policies:

- Financial Disclosure Statement
- New Jersey Uniform Code of Ethics
- New Jersey Conflicts of Interest Law: N.J.S.A. 52:13D-12 et seq.

Policy History: (adopted/amended)

Adopted:
Amended:
Reviewed:

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BOARD OF TRUSTEES ACTION P1A
Approval Date: May 7, 2024

Resolution
Separations

Submitted By
Dr. Eric M. Friedman, President
Dr. Tonia McKoy, Dean of Research and Institutional Effectiveness
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Andrew Tomko, Interim Vice President of Academic Affairs
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested
To accept the separation of the following individuals:

	Name	Reason	Position/Department/Division/Unit	Effective Date
1.	Jazmine Gutierrez	Resignation	Admissions Specialist/Enrollment Services/Student Affairs/Professional	05/03/2024 (retroactive)
2.	Marimer Santiago Rivas	Resignation	CLNA Data Analyst/Research and Institutional Effectiveness/Grant	04/18/2024 (retroactive)
3.	Molly McIntosh	Resignation	Resource Accommodation Specialist/ Student Support Services/Student Affairs/Professional	05/15/2024
4.	Jaclyn Park	Resignation	Associate Instructor/Health Professions/Faculty	06/30/2024
5.	Jianhua Falcone	Retirement	Managing Director of Financial Administration/Finance/Executive	04/19/2024 (retroactive)
6.	Lou Ethel Roliston	Retirement	Professor/Humanities/Academic Affairs/Faculty	07/01/2024

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BOARD OF TRUSTEES ACTION P1B
Approval Date: May 7, 2024

Resolution
Rescind Separation – Confidential

Submitted By
Dr. Eric M. Friedman, President
Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested
To rescind the resignation of the following individual (Board of Trustees Action P1, April 9, 2024):

Name	Position/Division	Unit	Effective Date
Krystal Carbajal	Benefits and Compensation Assistant/Human Resources	Confidential	Rescind P1, 4/9/24

Justification
Rescind resignation

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BOARD OF TRUSTEES ACTION P2
Approval Date: May 7, 2024

Resolution
Appointments – Confidential and Grant Funded

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

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.	Andrew Tomko	Vice President of Academic Affairs and Provost/Academic Affairs	Executive	$155,000.00	07/01/2024
2.	Russie Allen	Associate Director of Financial Aid and Compliance/Student Affairs	Confidential	$90,000.00	05/16/2024
3.	Annie Echeverry	Bergen Cares Coordinator/ Student Affairs	Grant	$52,368.96	05/16/2024

Justification

1. To approve the title change from Interim Vice President of Academic Affairs to Vice President of Academic Affairs and Provost. This position is at-will.

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

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

1. 10-01-139100-601110
2. 10-02-243100-601110
3. 50-02-598900-601110

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BOARD OF TRUSTEES ACTION P3
Approval Date: May 7, 2024

Resolution
Appointments – Professional

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

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
Julia Gibson	Interim NJ Stars Coordinator/ Enrollment Services	Professional	$84,980.40	05/16/2024

Justification
To fill an interim position until the successful completion of the College search process.

Charge to: College Operating Funds
Account Number: 10-02-230300-601110

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BOARD OF TRUSTEES ACTION P4
Approval Date: May 7, 2024

Resolution
Appointments – Support

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

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.	Maritza Benitez	Custodian/Facilities	Support	$33,999.00	05/16/2024
2.	Jerome Creary	Custodian/Facilities	Support	$33,999.00	05/16/2024
3.	Christopher Gosda	Custodian/Facilities	Support	$33,999.00	05/16/2024
4.	Matthew Stone	Custodian/Facilities	Support	$33,999.00	05/16/2024
5.	Chimene Taylor	Custodian/Facilities	Support	$33,999.00	05/16/2024
6.	Dennis Van Dunk	HVAC B Mechanic/Facilities	Support	$65,000.00	05/16/2024

Justification

#1.-6. To fill a budgeted vacant position through a successful search process pending successful completion of background checks and references.

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

1.-5. 10-06-620100-601135
6. 10-06-610100-601135

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BOARD OF TRUSTEES ACTION P5
Approval Date: May 7, 2024

Resolution
Reappointment – Technical/Professional Assistants

Submitted By
Dr. Eric M. Friedman, President
Mr. Ronald Spaide, Chief Information Officer
Dr. Andrew Tomko, Interim Vice President of Academic Affairs
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested
That the following individuals be reappointed to the positions indicated for the academic year, commencing July 1, 2024 through June 30, 2025 (One-year contract):

Name	Title	Discipline/Division
Valeria Correa	Technical Assistant II	Tutorial Supervisor STEM/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
Michele Kenyon	Technical Assistant I	Dental Hygiene/Health Professions
Yumi Pak	Technical Assistant II	Library Services/Academic Affairs

That the following individuals be reappointed to the positions indicated for the academic year, commencing July 1, 2024 through June 30, 2026 (Two-year contract):

Name	Title	Discipline/Division
Cliff Cargill	Technical Assistant I	Physical Sciences/Math, Science, and Technology
Dominic Ciaccio	Professional Assistant	Information Technology
Christopher Cioppa	Professional Assistant	Wellness and Exercise Science/Humanities
Barbara DeStefano	Technical Assistant I	Biology and Horticulture/Mathematics, Sciences And Technology
John Findura	Professional Assistant	Writing Tutorial Supervisor/Cerullo Learning Assistance Center/Academic Affairs
Mary Ann Kho	Professional Assistant	Media Technology/Information Technology
Madhvi Shah	Professional Assistant	Mathematics Tutorial Supervisor/Cerullo Learning Assistance Center/Academic Affairs

Name	Title	Discipline/Division
Peter Kolankowski	Professional Assistant	Media Technology/Information Technology
Juan Leon	Technical Assistant II	Visual Arts/ Business, Arts and Social Sciences
Mike Martinez	Professional Assistant	Enrollment Services/Student Affairs
Robert Papp	Professional Assistant	Media Technology/Information Technology
Sharon Sawey	Professional Assistant	Biology & Horticulture/Mathematics, Science, and Technology/Academic Affairs
Yolanda Sheppard	Professional Assistant	Library Services/Academic Affairs
Sherry Wilson	Professional Assistant	Hotel Restaurant Management/Business, Arts and Social Sciences

Justification
In accordance with Article XIII of the BCCFA contract.

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BOARD OF TRUSTEES ACTION P6
Approval Date: May 7, 2024

Resolution
Correction: Faculty Second Reappointment

Submitted By
Dr. Eric Friedman, President
Dr. Andrew Tomko, Interim Vice President of Academic Affairs
Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested
To reappoint the following individual for their second reappointment to the indicated division and rank for the period September 1, 2024 through June 30, 2025 unless otherwise noted.

Name	Rank	Discipline/Department/Division
S.H.Chung	Associate Professor (correction to P7, 4/9/24)	Physical Sciences/Chemistry Mathematics, Science and Technology

Justification
Second reappointment was incorrectly listed as Assistant Professor. The correct title is Associate Professor. In Accordance with Article XIII of the BCCFA contract.

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BOARD OF TRUSTEES ACTION P7
Approval Date: May 7, 2024

Resolution
Appointment: Stipends

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

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

Name	Position	Stipend (prorated)	Unit	Effective Date (retroactive)
Patrick Fuchs	Head Men's Basketball Coach	$1,000.00	N/A	04/15/2024-06/30/2024

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

Charge to: College Operating Funds
Account Number: 60-09-910000-601161

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BOARD OF TRUSTEES ACTION P8
Approval Date May 7, 2024

Resolution
Promotions

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested
To approve the promotion of the following individuals to the position and annual salary indicated in the list below:

Name	Position/Division	Unit	Salary (prorated)	Effective Date
Michael Francois	Head Working Electrician/ Facilities	Support	$72,016.88	05/16/2024

Justification
To appoint this individual to the position due to obtaining the Master Electrician certification and as part of the changing scope and level of confidentiality and responsibilities.

Charge to: College Operating Funds
Account Number: 10-06-610100-601135

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BOARD OF TRUSTEES ACTION P9
Approval Date: May 7, 2024

Resolution
Promotion: Faculty

Submitted By
Dr. Eric M. Friedman, President
Dr. Andrew Tomko, Interim Vice President of Academic Affairs
Ms. Ellianne Gallardo, Associate Director of Employee Relations and Organizational Development

Action Requested
That the individuals listed below be promoted effective September 1, 2024 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**
Joan Dalrymple	Library/Library Services
Maureen Ellis Davis	Business and Social Sciences/Social Sciences/ Sociology
Shari Franschman	Business and Social Sciences/Social Sciences/ Sociology
Thomas LaPointe	Humanities/English/Writing and Literature
Anthony Yankowski	Business and Social Sciences/Social Sciences/Psychology

Associate Professor

Name	**Department-Division/Discipline**
Marie McCrary	Mathematics, Physical Sciences and Technology/ Physical Science/Physics
Lisa Picht	Health Professions/Veterinary Technology

Justification

In accordance with Article XIII of the BCCFA contract.

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BOARD OF TRUSTEES ACTION P10
Approval Date: May 7, 2024

Resolution
Job Descriptions and Positions

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

Action Requested
To approve the job descriptions of the following positions and titles:

Position/Division	Unit	Effective Date
NJ STARS Coordinator/Student Affairs	Professional	05/08/2024

Justification
To create a job description for the vacant position that meets the scope and responsibility of the position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: NJ STARS Coordinator (Professional Staff)

DEPARTMENT: Enrollment Services, Division of Student Affairs

FUNCTION: The NJ STARS Coordinator at Bergen Community College (BCC) plays a pivotal role in supporting the recruitment, retention, and transfer of NJ STARS students. This position involves leading collaborative efforts among key stakeholders to ensure compliance with state regulations while providing comprehensive support to prospective and current NJ STARS students. Responsibilities include overseeing program documentation, maintaining the program webpage, advising students, coordinating recruitment activities, collaborating with various college offices, and serving as the lead representative for NJ STARS initiatives on campus. The coordinator also focuses on student support, assessment, and leveraging technology to enhance program efficiency. Overall, the NJ STARS Coordinator serves as a central figure in guiding students through their academic journey and ensuring their success at BCC.

REPORTS TO: Dean of Enrollment Services

SUPERVISES: Assigned student workers.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Leads the Bergen Community College (BCC) NJ STARS committee, a collaborative group of key stakeholders, to support the recruitment, retention, and transfer of students and ensures compliance with all State rules and regulations including but not limited to NJ FAM's requirements.
2. Produces and maintains an NJSTARS manual, documenting all area responsibilities, and follows up to ensure procedures are being followed.
3. Oversees the BCC NJ STARS webpage and ensures information is up to date.
4. Supports, communicates with, and guides prospective NJ STARS students through the recruitment, advisement, registration, and financial aid process in conjunction with the appropriate college offices.
5. Advises NJ STARS students on policies, requirements, and expectations for BCC and for the NJ STARS program, including transfer to other state institutions.
6. Identifies, recruits, and facilitates transition of potential NJ STARS students from high school into BCC.
7. Manages and ensures compliance with regulations for all NJ STARS students at BCC.
8. In coordination with Admissions, Recruitment, Public Relations, and Marketing, develops and implements a communications/marketing plan for potential and continuing NJ STARS students.

9. Collaborates with key offices and leads information sessions and all other NJ STARS recruitment and informational activities (NJ STARS Open House tabling, NJ STARS Advising Days, NJ STARS Financial Aid sessions, etc.).
10. Works closely with other College offices including but not limited to Admissions, Financial Aid, Bursar, One Stop, Student Life and Development, Student Affairs, and Academic Affairs.
11. Serves as the lead NJ STARS representative on campus and coordinates campus efforts to address Statewide NJ STARS initiatives and projects for students. Acts as the lead NJ STARS resource for faculty, staff, and students. Advises appropriate administrators / offices of NJ STARS program changes and conducts training sessions for other departments and staff on the NJ STARS program.
12. Identifies and provides support for at-risk students in the program, including those failing to meet program requirements. Maintains working knowledge of services offered by College personnel and departments, and assists students in fully utilizing all the resources available to them at the college.
13. Develops and implements an assessment and evaluation plan for the NJ STARS program at BCC.
14. Assists in supporting an automated, barrier-free, NJ STARS certification process and documents a workflow design with SOP's. Monitors data and is committed to continuous improvement.
15. Utilizes appropriate technology including the SIS, advising CRM, student planning software, the queue flow, appointment system, and more. Documents all student interactions and follows up as needed.
16. Supports New Student Orientation and other retention/persistence services and initiatives as they relate to NJ STARS.
17. Supports the proactive and effective academic advising of all NJSTARS students. Provides holistic support and guides students throughout their time at the College; assists students in exploring options, setting goals, and creating a plan to achieve desired outcomes; communicates proactively with students throughout all phases of the student experience.
18. Works with supervisor and makes recommendations to support a holistic enrollment services budget that includes NJ STARS expenses.
19. Performs other tasks or assume other duties as may be assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities: Specific knowledge of Ellucian Colleague, Laserfiche, and MS Office Suite. Ability to manage multiple complex tasks. Strong oral and written communication skills and interpersonal skills with the ability to translate technical concepts into language users can understand. Peer to peer and classroom training.

Education: Bachelor's degree required. Master's Degree strongly preferred.

Experience: Demonstrated general knowledge Enrollment Management, including but not limited to financial aid, admissions, and retention. Experience with computers, software, and

technology related to articulation, transfer, student services, recruitment, and instruction Excellent verbal, written, interpersonal, and group communication skills. Demonstrated experience with detailed work. Ability to work independently with limited supervision.

Submitted by:_____ Date:_____

Approved by:_____ Date:_____

Reviewed by:_____ Date:_____
HR

Board Approval:_____ Date:_____
Board Member

The College reserves the right to modify job descriptions with or without notice at any time. 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.

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BOARD OF TRUSTEES ACTION S/F 1
Approval Date: May 7, 2024

Resolution
To authorize Change Order #2 for additional engineering services necessary for the removal of existing exhaust piping to support the replacement of emergency generators to RSC Architects.

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

Action Requested
Authorization to issue Change Order #2 to RSC Architects for $13,732.00 for additional engineering services necessary for the removal of existing exhaust piping to support the replacement of emergency generators.

Current Contract Amount	-	$ 92,275.00
Change Order #2	-	$ 13,732.00
Revised Contract Amount	-	$106,007.00

Justification
The exhaust piping for the existing Pitkin emergency generator must be removed to make space for new, larger exhaust piping to support replacement generators. The existing exhaust piping is encased with an asbestos containing material, which must be abated. Additional engineering services will ensure that the existing piping is removed in a safe and compliant manner.

Item #1 - $13,732.00 for abatement drawings, specifications, testing, and monitoring, as required by State and Federal regulations, for the removal of existing exhaust piping to support the replacement of emergency generators.

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."

Change Order Classification: CCO-2
Charge To: Chapter 12
Account Number: Various
Total: $13,732.00

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BOARD OF TRUSTEES ACTION S/F 2
Approval Date: May 7, 2024

Resolution
To award professional services to Di Cara-Rubino Architects for the preparation of plans and specifications for Pitkin Dining Hall & Café renovations.

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

Action Requested
Authorization to pay $128,250.00 to Di Cara-Rubino Architects for the preparation of plans and specifications for Pitkin Dining Hall & Café renovations.

Received Proposals

DiCara & Rubino Architects	$128,250.00
RSC Architects	$187,000.00
H2M Architects & Engineers	$216,700.00
Mancini & Duffy Architects	$571,500.00

Justification
The College's current Café and Dining Hall require renovations to enhance the dining experience for students, faculty, and staff. The current Café and Dining Hall have inefficient designs, poor layout, and dated aesthetics. Renovations will attempt to improve the efficiency of front and back of house operations, incorporate mobile ordering, increase sales, and provide an inclusive and welcoming environment. Renovations present an opportunity to expand menu offerings as well as a mobile order pick up experience at the café level.

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

Charge to: Chapter 12
Account Number: Various
Amount Total: $128,250.00

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BOARD OF TRUSTEES ACTION SP1
Approval Date: May 7, 2024

Resolution
To approve the final draft of the 2024-2029 Strategic Plan themes and goals.

Submitted By
Dr. Eric M. Friedman, President
Dr. Tonia McKoy, Dean of Research, and Institutional Effectiveness
Dr. Gary Porter, Accreditation Liaison Officer

Action Requested
To adopt the final draft of the 2024-2029 Strategic Plan themes and goals.

Justification
The College's new Strategic Plan has been finalized and is ready for implementation pending approval by the Board of Trustees.

BERGEN COMMUNITY COLLEGE

STRATEGIC PLAN

2024-2029









Strategic Themes:

- Student Achievement and Enrollment
- Diversity, Equity, Inclusion, and Belongingness
- Marketing, Communication, and Outreach
- Innovation

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Strategic Themes

Strategic Theme 1: Student Achievement and Enrollment

Fostering and improving student achievement during all phases of a student's educational journey is vital to achieving the College's Mission. Increasing access to higher education must be supported by an equal commitment to promoting and facilitating student success. The College is committed to providing programs and services that meet the unique needs of its students in inclusive and equitable ways, including comprehensive advising and counseling services, scholarships and other forms of financial assistance, and holistic mental health and wellness services.

Strategic initiatives that focus on all aspects of enrollment, persistence, and degree completion are critical to the success of students and the College's financial stability. Initiatives will positively impact all stages of student enrollment and success, from recruitment through persistence and culminating in graduation, transfer, and career success. The goal of these initiatives should also be to stabilize and increase a sustainable enrollment model while being mindful of the varying needs of Bergen students.

Goals:

1. Improve graduation rates by one percent annually for the next five years.
2. Develop and implement a comprehensive plan to improve retention rates by one percent annually for the next five years.
3. Strengthen the College's partnerships with four-year institutions. Develop new collaborative opportunities to increase students' attainment of associate and bachelor's degrees and career success. This should include reverse transfer agreements, 3+1 agreements, and innovative on-site bachelor's degree completion programs.
4. Ensure the current inventory of programs meets the evolving needs of the workforce and expand stackable credentials in key areas.

Strategic Theme 2: Diversity, Equity, Inclusion, and Belongingness (DEIB)

Bergen Community College aspires to be a national leader in promoting diversity, equity, inclusion, and belongingness. The College celebrates the rich diversity of its communities and is committed to fostering belongingness and engagement. Bergen has been recognized as a college community that accepts and values everyone for their unique backgrounds, perspectives, and talents.

The College endorses and supports goals and initiatives that support academic success, lead to career success, and promote civic engagement. We are committed to taking actionable steps that provide a sense of being accepted, valued, included, and encouraged. Bergen is committed to continuing to build partnerships that enrich its DEIB efforts and contribute to the success of its students and community members.

A key focus of these efforts is the increasing acceptance and celebration of all forms of diversity on campus and in the community. The College will expand its efforts to integrate diversity, equity, inclusion, and belongingness into recruitment and hiring practices, community and cultural events, curricula, and professional development for faculty and staff.

The College urges leaders at all levels of the organization to collaborate on developing plans that expand upon current practices and contain measurable outcomes.

Goals:

1. Establish structure on the organizational chart to centralize multicultural services and activities and support the expansion of inclusive and equitable practices.
2. Continue to improve students' sense of belonging and inclusion through the implementation of the DEI Action Plan.
3. Assess the current diversity requirement in the General Education program. Identify and implement improvements that focus on diversity and inclusion.
4. Expand professional developmental opportunities for faculty and staff that improve awareness, enhance pedagogical strategies, and lead to more inclusive environments.

Strategic Theme 3: Marketing, Communication, and Outreach

Higher education's marketing and communication strategies have evolved in recent years. Bergen combines traditional communication strategies with new technologies to ensure its messages are targeted, aligned with audiences' needs, and delivered through methods that produce results.

Strategic Initiatives within this theme will focus on improving how the College centralizes information and simplifies access to that information for internal and external constituents. To enhance outreach and communication, the College will craft targeted marketing and messaging that supports and attracts new students, donors, and partners.

Goals:

1. Develop a modern, user-centric website to transform our online presence into a dynamic information hub.
2. Use innovative techniques to market our programs and services, tell our story, and cultivate new partnerships that align with our mission.
3. Establish a robust internal communication plan with seamless cross-departmental collaboration.

Strategic Theme 4: Innovation

Experiential learning is an essential component of providing impactful and innovative programs for Bergen's students.

To launch transformative initiatives requiring robust strategies, innovation, and collaboration, leaders at all levels of the College will be called upon to provide the leadership to evaluate and enhance existing programs and services. This work will be done with a framework built upon partnership and inclusiveness that encourages all members of the College community to share ideas and lead new initiatives.

Goals:

1. Promote continuous improvement through innovation in academic and administrative programs and services.
2. Support an environment and revise the structures that facilitate idea generation and follow-through.
3. Review relevant data to identify new and existing funding sources in support of innovative initiatives.
4. Create and implement a technology plan that includes emerging technologies, expanded process automation, learning space improvements, and technology-enhanced pedagogy both online and in the classroom.