Bergen COMMUNITY COLLEGE
400 Paramus Road, Paramus, New Jersey 07652
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BOARD OF TRUSTEES
PUBLIC MEETING

Ciarco Learning Center – Conference Rooms 102 / 103
355 Main Street
Hackensack, New Jersey 07601

Thursday, October 13, 2022 – 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
  - ❖ STEM Summer Research
    Mr. Luis DeAbreu, Director, STEM Program
- 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: Wednesday, September 7, 2022
- B. Consent Agenda: Thursday, October 13, 2022

X. Executive Session, if required.

XI. (New Business/Open to the Public)

XII. Adjournment

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CONSENT AGENDA

Ciarco Learning Center

355 Main Street
Hackensack, New Jersey 07601

Conference Rooms 102 / 103

Thursday, October 13th, 2022

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, September 7, 2022

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize an extension of the Gourmet Dining contract through December 31, 2022 to facilitate uninterrupted campus dining services pending completing of the active food service RFP in process.
3. To authorize renewal of membership in Education Advisory Board's (E.A.B.) Community College Executive Forum research and advisory services.
4. To reject all bids for Public Bid # P-2368.
5. To authorize the purchase of furniture and installation as needed through discounted catalog pricing on various co-operative, county, and state purchasing agreements and contracts.

EDUCATION AND STUDENT AFFAIRS

1. Introduction of College Policy: College Readmission Policy.
2. To authorize submission of a grant application in the amount of $300,000 to the National Science Foundation and authorize Dr. Eric M. Friedman, President, or his designee, to execute required documents.
3. To authorize submission of a grant application to the United States Department of Labor Strengthening Community College Training grant program and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
4. To authorize submission of a grant application in the amount of $4,170,304.00 to the New Jersey Office of the Secretary of Higher Education and authorize Dr. Eric M. Friedman, President, or his designee, to execute required documents.

INSTITUTIONAL (I)

1. Adoption of the mission statement for the President's Advisory Council on Diversity, Equity, and Inclusion (PACDEI).
2. Introduction of College Policy: IT Account Lifecycle.

PERSONNEL (P)

1. A. Appointment: Support Staff
   B. Appointment: Clinical Coordinator
   C. Appointment: Support
   D. Appointment: Student Affairs Athletic Program (Coaching Staff)
   E. Appointment / Transfer: Support Staff
   F. Appointment: Confidential
   G. Appointment: Confidential
   H. Appointment: Confidential
   I. Appointment: Support Staff
   J. Appointment: Support Staff
   K. Appointment: Professional
   L. Appointment: Lecturers, Fall 2022 Semester
2. A. Promotion: Professional
   B. Promotion: Professional
   C. Promotion: Support
   D. Promotion: Confidential
      Approve: Confidential - Title Change and Revised Job Description
   E. Promotion: Professional
   F. Approve: Confidential - Title Change and Revised Job Description
3. Correction: Faculty
4. Non-Renewal – Support Staff
5. A. Rescind Appointment: Support Staff
   B. Rescind Appointment: Coaching Staff
6. A. Retirement: Administration
   B. Retirement: Support Staff
7. A. Resignation: Confidential
   B. Resignation: Grant Funded
   C. Resignation: Support

SITE AND FACILITIES (S/F)

1. To award professional services to RSC Architects for the preparation of plans and specifications for the removal and replacement of the Ender Hall existing Mammoth Roof Top Unit. This work must be done immediately to provide adequate heating and cooling to the building.
2. To award professional services to RSC Architects for the investigation of irrigation systems and pump serving the Paramus campus. The investigation will provide recommendations to the College to address the current reliability/maintenance issues with the existing underground setup.
3. To award professional services to RSC Architects for the investigation of Heating, Ventilation, and Air Conditioning (HVAC) system in West Hall and provide recommendations to the College to improve the comfort and condition of the facility.

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BOARD OF TRUSTEES ACTION A/F1
Approval Date: October 13, 2022

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.

August 1, 2022 to August 31, 2022 $ 24,863.28

Charge to: College Operating Funds
Account Number: 10-01-186100-607566
Amount: $ 24,863.28

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BOARD OF TRUSTEES ACTION A/F2
Approval Date: October 13, 2022

Resolution
To authorize an extension of the Gourmet Dining contract through December 31, 2022 to facilitate uninterrupted campus dining services pending completing of the active food service RFP in process.

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

Action Requested
Authorization to spend an amount not to exceed $250,000 with Gourmet Dining Services, to provide uninterrupted campus dining services for the period of August 1, 2022 thru December 31, 2022.

Justification
The College is currently executing an RFP to select a food service vendor and establish a contract that meet our needs into the future. The RFP process is anticipated to complete on or before December 31, 2022, and during the time up to completion of the RFP, the College needs to continue providing campus dining services for our students, faculty, and staff. Therefore, the College seeks to establish an interim five-month renewal of dining services with Gourmet Dining using the most recent costs-plus model to continue uninterrupted food services on campus through the RFP period.

Food supplies and services are exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (7).

Charge to: HEERF
Account: 50-06-596300-607550
Total: $250,000

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BOARD OF TRUSTEES ACTION A/F3
Approval Date: October 13, 2022

Resolution
To authorize renewal of membership in Education Advisory Board's (E.A.B.) Community College Executive Forum research and advisory services.

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

Action Requested
Authorization to enter into an agreement to renew the College's membership with Education Advisory Board for an additional three (3) years in the Strategic Advisory Services for Community Colleges from, October 2022 to October 2025. The cost of membership is $33,810 for the first year, $33,810 for the second year and third year. In addition, an invoice of $1,500 in each Year of the Extended Term to offset travel and other administrative expenses.

Justification
Membership in the Community College Forum provides community college leadership unlimited access to best practice research focusing on Academic Affairs, Business Affairs, Continuing and Online Education and Student Services. E.A.B. currently partners with Bergen Community College in Strategic Enrollment Management, Professional Development with Faculty and Staff, and Best Practices in Innovative Student Support Models.

The college has a need to procure this service as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. Education Advisory Board 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 will be maintained on file at the College.

This service is exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (15) Professional Consulting Services

Charge To:	College Operation Funds
Account Number:	10-01-160100-607502
Amount:	$ 105,930

EAB Global, Inc.
2445 M Street NW
Washington, DC 20037

Program Order Form

Organization: Bergen Community College
Attn: Brock Fisher
400 County Rd
Paramus, NJ 07652

Date: 8/25/2022

Program and Program Fees:

Organization will have access to the Program services set forth below (the "Services"), which are as described in greater detail in each applicable Program Scope available here:

Research - https://scopes.eab.com/research

During the Program Term, the Services will be delivered in all material respects as described in each applicable Program Scope.

Program(s) Term: September 22, 2022 - September 21, 2023	Quantity		Fees
Strategic Advisory Services for Community Colleges		$	33,810.00
Administrative & Travel Fee		$	1,500.00
Total		**$**	**35,310.00**

Program(s) Term: September 22, 2023 - September 21, 2024	Quantity		Fees
Strategic Advisory Services for Community Colleges		$	33,810.00
Administrative & Travel Fee		$	1,500.00
Total		**$**	**35,310.00**

Program(s) Term: September 22, 2024 - September 21, 2025	Quantity		Fees
Strategic Advisory Services for Community Colleges		$	33,810.00
Administrative & Travel Fee		$	1,500.00
Total		**$**	**35,310.00**

The fees offered in this Program Order Form are based on the Program(s) above and any other existing Programs you may have purchased from us. In the event you terminate or discontinue any Program, including any Program in this Program Order Form, prior to the expiration of its Program Term, the Fees may be subject to increase. Any Fees, unless denoted as one-time, reflect the annual price for each year of the Program Term or any portion thereof (each, a "Year").

This Program Order Form is made pursuant to the Master Agreement dated as of 5/28/2020, which along with the applicable scopes of services for the Program, that are incorporated herein by reference, form the entire agreement between the parties with respect to the Programs (and together with any other applicable agreements or supplements, the "Agreement").

Invoicing:

Services will commence at the designated Start Date of the Program Term. EAB will invoice Organization in advance of Services and payment is due within 30 days of the invoice date. Any One-Time Fees will be invoiced at 100% with The Program Fees on the initial invoice of each Year of this agreement as outlined below.

All Program Fees for the first Year will be billed and due within 30 days of the signature of this Agreement or Start Date, whichever is later. In subsequent years, All Program Fees will be billed and due on or before the start of each Year.

Each party represents and warrants to the other that the individual signing below on its behalf is authorized to enter into this Agreement and bind such party. The parties agree and acknowledge that any purchase order or other document subsequently provided by Organization with respect to the Program(s) above that contain additional, conflicting, or different term and condition or otherwise would amend, modify, or supplement this Agreement are unenforceable and shall be deemed null and void.

Please sign this Program Order Form and return it to Pearl Polito ppolito@eab.com to initiate your participation in the Program(s) **no later than** 9/21/2022(after which fees and terms set forth above are subject to change).

EAB Global, Inc.:		**Bergen Community College:**	
Signature:	Alyssa M. Franklin	Signature:	
Name:	Alyssa Franklin	Name:	
Title:	Executive Director	Title:	
Date:	8/25/2022	Date:	

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BOARD OF TRUSTEES ACTION A/F4
Approval Date: October 13, 2022

Resolution
To reject all bids for Public Bid # P-2368.

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

Action Requested
To reject all bids received for Public Bid P-2368 Moving Partition Door Resurfacing and Refinishing.

Justification
The College received 2 bids; A Plus Glass and Metal, LLC @ $94,800 and Tri-State Folding Partitions, Inc. @ $119,000. Both bids are significantly over the budget for this project so therefore we will reject all.

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BOARD OF TRUSTEES ACTION A/F5
Approval Date: October 13, 2022

Resolution
To authorize the purchase of furniture and installation as needed through discounted catalog pricing on various co-operative, county, and state purchasing agreements and contracts.

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

Action Requested
Authorize the purchase, delivery and installation of lounge, cafeteria, and office furniture, as needed, from the following co-operative, county, and state purchasing agreements and contracts:

E&I EI00140, CNR01354, CNR01448
ESCNJ.AEPA-22A
ESCNJ 22/23-08
BC-NOI-21-001
NJ State Contract # G-2004 Furniture
HUNCCP Furniture, School & Office #202

Justification
The College requires the purchase, delivery, and installation of furniture at the College. The contract also provides direct shipping furniture from the warehouse. Furniture is critical to provide transformative and inclusive places for the College community that foster collaboration, innovation, and belongingness. This resolution replaces the June resolution as it allows us the purchase from a variety of contracts to provide the best pricing and availability.

Purchase through NJ State Contract and Consortium agreements are allowed in accordance with County College Contracts Law 18A-64A-25.9 and 18A:64A-25.10.

Charge To: College Operating Funds
Account Numbers: Various
Total: Estimated $250,000.00

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BOARD OF TRUSTEES ACTION E/SA1
Approval Date: October 13, 2022

Resolution
Introduction of College Policy: College Readmission Policy.

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President of Academic Affairs
Dr. Anthony Trump, Vice President of Student Affairs
Dr. Drorit Beckman, Executive Assistant

Action Requested
To introduce the College Policy: College Readmission Policy.

Justification
This policy is being developed and introduced as part of the College's ongoing review of institutional policies. The Readmission Policy will outline the necessary steps and procedures to enable a student to resume their studies following a period of time away from Bergen Community College.

See attached policy.

BERGEN COMMUNITY COLLEGE POLICY

Policy Name:	Readmission Policy				
Section #:		**Section Title:**		**Former #:**	
Approval Authority:		**Adopted:**		**Reviewed:**	
Responsible Executive:	Dr. Anthony J. Trump VPSA	**Revised:**			
Responsible Office:	Admissions and Registration	**Contact:**			

1. **Policy Statement**

   Matriculated students pursuing a degree or certificate, who have no attempted credits on record for the previous two years (six consecutive semesters which includes fall, spring, and summer), who would like to return and continue their studies are considered "Readmits."

   Students may re-apply by submitting an application to the Admissions Office. Students have the option of returning to their original program, if available, or choosing a new program.

2. **Reason for Policy**

   To remove the ACTIVE program status from the Student Information System after a period of consecutive non-attendance. Ensures that students attain the benefit of the most current program requirements along with changes to services. Ensures the College has and maintains the students most current directory information for effective communications.

3. **Who Should Read this Policy**

   Admissions, Registration, Academic Affairs, Information Technology (IT), and Students (as presented in the college's catalog)

4. **Resources**

   1. Readmission Application

   2. Note: Previous readmission policy was last published in 1997 - 1998 catalog.

5. **Definitions**

Readmitted student "Readmit": Matriculated students who have no attempted credits on record for the previous two years (six consecutive semesters which includes fall, spring, and summer), who would like to return and matriculate.

6. **The Policy**

Readmitted students enrolled in deactivated academic programs will be required to change their program and follow the degree requirements that are in effect at the time. Matriculated students who have no attempted credits on record for the previous two years (six consecutive semesters which includes fall, spring, and summer) and would like to return and matriculate are considered "Readmits."

A readmitted student may re-apply by submitting a readmission application to the Admissions Office. Students have the option of returning to their original program, if available, or choosing a new program.

This policy is expected to increase retention by:

1. Allowing for appropriate and accurate communication with the student
2. Simplifying student course planning by having only one open program
3. Reducing interruptions in financial aid by having only one open program

This policy will streamline administrative efforts

1. Allowing for more accurate reporting and data integrity
2. Reduces need for manual data cleansing, as there are currently 150,000 students who would more appropriately be considered "Readmits" under this policy

Please Note: *Academic programs that have a Leave of Absence policy, as determined by accrediting bodies, supersede this policy.*

Who is a Readmit Applicant?

1. Readmits are former students who were enrolled in an academic program at Bergen Community College and have not enrolled for two years (six consecutive semesters which includes fall, spring, and summer).
2. A Readmitted student may include students who left on academic or conduct action, such as probation and/or suspension and would seek to return to the College.
   a)Students separated from the College for at least two years (six consecutive semesters which includes fall, spring, and summer) and seeking to re-enroll may be eligible for Academic Forgiveness. Please refer to Academic Forgiveness Policy.

Students NOT considered a readmit:

1. Those that have applied for Admission and have never registered for classes.
2. Those that registered and officially Dropped registration during the Add/Drop period.
3. Those who attended as Visiting students and/or took courses as a non-degree seeking (non-matriculated).

A student classified as a Readmit, follows the process below:

1. All Readmits must fill out an Application for Admission.
2. Readmits should provide an official academic transcript from any college or university attended since leaving if desiring Transfer Credit.
3. Students who did not complete college-level English or mathematics may be required to prove college readiness per the College's placement standards.

7. **The Procedure**

Step I: At the end of each fall and spring registration cycle, the Registration Office will identify matriculated students that have no current attempted credits over the past two years (six consecutive semesters which includes fall, spring, and summer).

Step II: Students identified will have their academic program status changed from Active to Inactive.

Step III: Students will be notified in advance of the change to their status to provide them an opportunity to return.

Step IV: The Admissions Office will continue to actively recruit all students that may be classified as a readmit.

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BOARD OF TRUSTEES ACTION E/SA2
Approval Date: October 13, 2022

Resolution
To authorize submission of a grant application in the amount of $300,000 to the National Science Foundation and authorize Dr. Eric M. Friedman, President, or his designee, to execute required documents.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Brock Fisher, Vice President of Academic Affairs
Dr. Emily Vandalovsky, Dean of Mathematics, Science, and Technology
Dr. William Yakowicz, Director of Grants Administration

Action Requested
Authorize an Advanced Technological Education grant application submission to the National Science Foundation and authorize President Eric M. Friedman, Ph.D. or his designee to execute required documents.

Justification
Cybersecurity is an issue of critical importance locally as well as nationally. Bergen's Cybersecurity students develop vital technology skills through their course work to help address this need. In addition, however, essential nontechnical skills are required. The CyBERgen Tech Community Center is proposed as a comprehensive, student-facilitated cyber lab offering technical education, hands-on support, and service to the college community. The Center exemplifies the holistic approach to cybersecurity technician education by enabling, as its leading priority, students to utilize the facility and learning environment as a technical playground for honing technical skills. At the same time, they also develop essential marketable skills in problem-solving, research, communication, and presentation through the Center's community engagement.

No college matching funds are required.

The project description and budget are in development.

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BOARD OF TRUSTEES ACTION E/SA3
Approval Date: October 13, 2022

Resolution
To authorize submission of a grant application to the United States Department of Labor Strengthening Community College Training grant 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. Brock Fisher, Vice President of Academic Affairs
Dr. Susan Barnard, Dean of Health Professions
Dr. William J. Yakowicz, Director of Grants Administration

Action Requested
Approve submission of a grant application to the US Department of Labor SCCT program for approximately $1.6 million and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification
The proposed Strengthening Community Colleges grant project is intended to further build Bergen Community College's capacity to equitably increase access to employment through education, training, and economic opportunity. The project will expand educational and career pathways for underrepresented populations' access to skill development, rapid reskilling, and employment in high-pay, high-skill, and in-demand occupations. A primary component supports systemic college-wide change to advance equity and inclusion by identifying and closing the diversity, equity, and inclusion gaps impacting education and employment opportunities. Specific career pathways are to be determined but are expected to include culinary arts, computer science, and cybersecurity.

Project design and budget are in development.

No college funds are required.

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BOARD OF TRUSTEES ACTION E/SA4
Approval Date: October 13, 2022

Resolution
To authorize submission of a grant application in the amount of $4,170,304.00 to the New Jersey Office of the Secretary of Higher Education and authorize Dr. Eric M. Friedman, President, or his designee, to execute required documents.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Brock Fisher, Vice President of Academic Affairs
Dr. A.J. Trump, Vice President of Student Affairs
Mr. Nat Saviet, Vice President of Facilities
Mr. Ron Spaide, Chief Information Officer
Dr. William Yakowicz, Director of Grants Administration

Action Requested
Authorize *The Enhancing a Safe and Inclusive Student Learning Environment* Project grant application submission to the New Jersey Office of the Secretary of Higher Education and authorize President Eric M. Friedman, Ph.D. or his designee, to execute the required documents.

Justification
The *Enhancing a Safe and Inclusive Student Learning Environment Project* consists of three components:

1. The Learning Center Expansion component is designed to address the growing need for improved and enhanced student learning assistance opportunities;
2. The Safe and Secure Student and College Community Learning Environment component meets growing safety and security needs across all college locations through upgraded security cameras and associated information and communication infrastructure; and
3. The Diversity, Equity, and Inclusion component ensures equitable and inclusive access for Bergen's richly diverse student population, with a focus on students with specialized learning needs through in-house closed captioning, way-finding and navigation support, adaptive furniture, and counseling intervention software.

Matching funds are required. as indicated in the attached resolution document based on the model suggested by the New Jersey Office of the Secretary of Higher Education.

The full project description and budget are in development.

Higher Education Capital Facilities Grant Programs
Resolution for Summer 2022 Cycle

RESOLUTION APPROVING AND AUTHORIZING THE UNDERTAKING AND IMPLEMENTATION OF *THE ENHANCING A SAFE AND INCLUSIVE STUDENT LEARNING ENVIRONMENT PROJECT,* CONSISTING OF THREE COMPONENTS: (1) LEARNING CENTER EXPANSION, (2) STUDENT AND COLLEGE COMMUNITY SAFETY, AND (3) SPECIAL POPULATION ACCESS, AND AUTHORIZING THE FINANCING OF ALL OR A PORTION OF THE PROJECTS THROUGH PROGRAM(S) MADE AVAILABLE BY THE STATE OF NEW JERSEY FOR NEW JERSEY INSTITUTIONS OF HIGHER EDUCATION AND OTHER AVAILABLE FUNDING SOURCES; APPROVING AND AUTHORIZING THE FORM OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION FOR PARTICIPATION IN SUCH PROGRAM[(S)] AS ARE APPLICABLE TO THE PROJECTS WITH SUCH CHANGES AS ARE APPROVED BY THE OFFICERS OF THE INSTITUTION DESIGNATED HEREIN AND THE SUBMISSION OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION; APPROVING AND AUTHORIZING THE EXECUTION AND DELIVERY OF ANY AND ALL AGREEMENTS IN CONNECTION WITH UNDERTAKING, IMPLEMENTING AND FINANCING THE PROJECTS IN THE FORM(S) APPROVED BY THE OFFICERS OF THE INSTITUTION EXECUTING SUCH AGREEMENT(S); AND DESIGNATING AND AUTHORIZING THE OFFICERS OF THE INSTITUTION TO TAKE THE AFOREMENTIONED ACTIONS AND TO TAKE ANY AND ALL SUCH OTHER ACTIONS DEEMED NECESSARY OR DESIRABLE TO UNDERTAKE, IMPLEMENT AND FINANCE THE PROJECT(S)

WHEREAS: The Board of Trustees (the "Board") of Bergen Community College (the "Institution") desires to approve the undertaking, implementation, and financing of The Enhancing a Safe and Inclusive Student Learning Environment Project consisting of three components:

1. Learning Center Expansion/Enhancement component:
2. Student and College Community Safety component:
3. Diversity, Equity, Inclusion, and Access component: and

WHEREAS: The Board commits to using the grant funds for the purposes set forth in the Program-specific Project Eligibility Criteria; and

WHEREAS: The Board desires to approve the aggregate costs of the Project paid and/or financed through all sources in an amount not to exceed $4,170,304.00 and

WHEREAS: The Board desires to finance all or a portion of the Project through one or more of the hereinafter defined Programs made available by the State of New Jersey (the "State") for certain projects of New Jersey institutions of higher education (the "Programs"); and

WHEREAS: The Programs are the Higher Education Fund Capital Improvement Fund Act, N.J.S.A. 18A:72A-72 et seq. ("CIF"); the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A:72A-49 et seq. ("HEFT"); the Higher Education Technology Infrastructure Trust Fund Act, N.J.S.A. 18A:72A-59 et seq. ("HETI"); and the Higher Education Equipment Leasing Fund Act, N.J.S.A. 18A:72A-40 et seq. ("ELF");

WHEREAS: The Board has determined that the Project will assist in serving the needs of its students and providing a benefit to the Institution; and

WHEREAS: The Board desires to approve financing of all or portions of the Project through [CIF, HEFT, HETI, and/or ELF] 5; and

WHEREAS: Portion(s) of the Project may also be financed by bonds issued by the New Jersey Educational Facilities Authority, which bear tax-exempt interest for federal income tax purposes ("Tax-Exempt Bonds"), commercial loans, or funds otherwise available to the Institution; and

WHEREAS: In order to provide maximum flexibility and most efficient borrowing costs, the Board wishes to authorize financing the Project through [insert Programs for which applying] (the "Proposed Programs"), issuance of Tax-Exempt Bonds, commercial loans, and funds otherwise available to the Institution or any combination thereof (the "Financing Structure"); and

WHEREAS: The Board wishes to approve the form of the Application to be submitted to the Secretary of Higher Education (the "Secretary") for the Proposed Programs for the Project and to designate and authorize officers of the Institution to take necessary and desirable actions to undertake, implement and submit to the Secretary the Application for the Project; and

WHEREAS The Board hereby approves the Long-Range Facilities Plan of the Institution in the form attached hereto as Exhibit A and authorizes and directs the officers designated in this resolution to include the Long-Range Facilities Plan in the Application (s) approved herein; and

WHEREAS The Board desires to authorize certain officers of the Institution to determine the Financing Structure which is most economically advantageous to the Institution provided the Financing Structure includes utilization of the Proposed Programs, and take all action necessary or beneficial to accomplish the financing of the Project including the financing of capitalized interest if any, and other costs of issuing any debt including, Tax-Exempt Bonds or other financings ("Financing Costs"); and

WHEREAS The Board reasonably expects to reimburse expenditures for costs of the Project paid prior to issuance of Tax-Exempt Bonds or any debt bearing interest which is exempt from gross income for federal income tax purposes which will fund an applicable Project and/or Program;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF BERGEN COMMUNITY COLLEGE AS FOLLOWS:

SECTION 1. The Board approves the Project and authorizes the undertaking, implementation, and financing of the Project in a maximum aggregate amount not to exceed $4,170,304.00 (including Financing Costs). [The Board approves the Long Range Facilities Plan of the Institution in the form attached hereto as Exhibit A].

SECTION 2. The Board approves the financing of all or any portion of the Project through the HEFT, HETI, and ELF Programs. The Board approves the Application for funding of the Project through such Program[s] in the form submitted to the Board and authorizes and directs the herein defined Designated Officers to submit such Application to the Secretary with such changes, modifications, and additions, as are approved by the Designated Officers and such changes, modifications, and additions, shall be conclusively evidenced by the submission of the Application to the Secretary. The Board expressly directs and authorizes the Designated Officers to submit the Long-Range Facilities Plan in the Application for any Program for which it is required. The Board acknowledges and agrees that approval of the Application and receipt of funds pursuant to the Program(s) will obligate the Institution to (a) provide funds for the operation and maintenance of the Project, (b) contribute to the cost of the Project; (c) pay all or a portion of debt service on Tax-Exempt Bonds issued to fund the Proposed Program(s) as applicable, and (d) fulfill other conditions imposed under the Program(s) and hereby directs and authorizes the Designated Officers to certify such acknowledgment and agreement as part of the submitted Application. The Designated Officers are hereby authorized and directed to fulfill all conditions of the Proposed Program(s), including without limitation providing for the operation and maintenance of the Project and using available

funds of the Institution to pay for such operation and maintenance and to satisfy conditions of the Proposed Program(s) to contribute to the cost of Projects and/or debt service on Tax-Exempt Bonds issued to fund the Proposed Program(s) from available funds of the Institution.

SECTION 3. The Board further authorizes the financing of all or any portion of the Project with Tax-Exempt Bonds, commercial loans, and other funds available to the Institution and through the Financing Structure determined to be most economically advantageous to the Institution by and (the "Designated Officers"). The Designated Officers are expressly authorized and directed to determine such Financing Structure, provided that the Financing Structure includes utilization of Programs that are approved by the Secretary for financing the Project.

SECTION 4. [The Board Chairperson, the Board Secretary, the Executive Assistant to the Board, the President and Vice President of Administration and Finance] (each an "Authorized Officer") are each hereby authorized and directed to approve, execute and deliver any and all agreements necessary to undertake, implement and finance the Project and any and all other financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the [Board/Institution], in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution thereon and to attest the same and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Project and to pay Financing Costs including through the financing thereof. The Authorized Officers are further authorized and directed to do and perform such other acts and take such other actions as may be necessary or required, or which may be deemed to be appropriate to implement the purposes of this resolution to undertake, implement and finance the Project and Financing Costs and the payment and/or repayment thereof.

SECTION 5. This Resolution is a declaration of the official intent of the Institution that the Institution reasonably expects and intends to reimburse expenditures for costs of the Project[s] paid prior to issuance of Tax-Exempt Bonds or other tax-exempt debt issued to fund the Projects/Programs ["Applicable Tax-Exempt Debt"] in accordance with Treasury Regulation Section 1.150-2 and that the maximum principal amount of the Applicable Tax-Exempt Debt expected to be issued to finance costs of the Project [s] including amounts to be used to reimburse expenditures for such costs paid prior to the issuance of such applicable Tax-Exempt Debt is $0 (Including Financing Costs).

SECTION 6. All resolutions, orders, and other actions of the Board of the Institution in conflict with the provisions of this resolution to the extent of such conflict are hereby superseded, repealed, or revoked.

SECTION 7. This Resolution shall take effect immediately; and be it further

RESOLVED: No further approvals by the Board are necessary to implement this Resolution.

RESOLUTION ADOPTED:

DULY CERTIFIED:

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BOARD OF TRUSTEES ACTION I-1
Approval Date: October 13, 2022

Resolution
Adoption of the mission statement for the President's Advisory Council on Diversity, Equity, and Inclusion (PACDEI).

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

Action Requested
To formally adopt the mission statement of the President's Advisory Council on Diversity, Equity, and Inclusion (PACDEI).

To memorialize a standing council related to diversity, equity, and inclusion at Bergen Community College.

Justification
The President's Advisory Council on Diversity, Equity, and Inclusion (PACDEI) is an advisory council to the President of Bergen Community College. It provides a place for all of the College's various Diversity, Equity, and Inclusion entities to come together to advance a culture of care. Its work promotes equity in all its forms with a solid commitment to access and belongingness.

PACDEI supports a community where everyone is valued for their unique backgrounds, perspectives, and talents.

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BOARD OF TRUSTEES ACTION I-2
Approval Date: October 13, 2022

Resolution
Introduction of College Policy: IT Account Lifecycle.

Submitted By
Dr. Eric M. Friedman, President
Mr. Ron Spaide, Chief Information Officer
Dr. Drorit Beckman, Executive Assistant

Action Requested
To introduce the College Policy: IT Account Lifecycle.

Justification
This policy provides Bergen Community College with explicit timelines on the closure of user accounts. The College must keep an accurate and timely account registry to protect the personally identifiable information of our community members, the integrity and availability of our systems, and to further maintain cost efficient infrastructure and licensing.

See attached policy.

BERGEN COMMUNITY COLLEGE POLICY

Policy Name:	IT Account Lifecycle Policy					
Section #:	IT	**Section Title:**	Information Technology		**Former #:**	
Approval Authority:	Board of Trustees		**Adopted:**		**Reviewed:**	
Responsible Executive:	Chief Information Officer		**Revised:**			
Responsible Office:	Information Technology		**Contact:**	Nishika Gupta		

1. **Policy Statement**

   The purpose of this policy is to define the stages and timing of the Bergen Community College's student IT account lifecycle.

2. **Reason for Policy**

   This policy provides Bergen Community College with explicit timelines on the closure of user accounts. The College must keep an accurate and timely account registry to protect the personally identifiable information of our community members, the integrity and availability of our systems, and to further maintain cost efficient infrastructure and licensing.

3. **Who Should Read this Policy**

   This policy applies to applicants, students, former students, current employees and former employees of the College and applies to all systems such as but not limited to operating systems, applications, databases, devices, directory services, e-mail, cloud applications, and stand-alone systems.

4. **Resources**

   n/a

5. **Definitions**

   "Active Directory" is the centralized user account directory that users authenticate against to obtain access to applications, devices, and data.

   "User" is a person that has been authorized to interact with an Information Technology system such as an application, device, database, or dataset among others.

   "User Account" is an account configured by a system administrator either manually or using automation which is assigned to an individual user. Accounts can be locally configured or part of a User Account Directory such as Active Directory.

6. The Policy

New Students

Individuals who apply and are admitted to Bergen Community College will be provided with a *Basic Student Account* which provides limited access to systems needed for testing, registering for college courses and applying for financial aid . Admitted students, who are not registered, will **NOT** be issued a Bergen email and all communication from the college will be sent to the personal email provided in the application. This account will remain active for 1 year from the time of applying and will then be deleted

Registered Students

Basic Student Accounts will be transitioned to a *Full Student Account* automatically when the student registers and accounts will be further provisioned with access to additional systems as required. Full Student Accounts will remain active for 6 months after the last day of class in which they were registered. After that period the full student accounts will transition to a *Basic Student Account* for a total period of 2 years from their last day of attendance. Students will lose access to most College systems including BCC Email and Google Drive. Students are encouraged to copy personal items to personal storage and anticipate the closure of their accounts. Mailbox contents are not recoverable after account closure.

Students returning within 2 years:

Students returning within 2 years of their last day of attendance can reactivate their Active Directory accounts by registering for a course. The student will be assigned a Full Student Account with the same student username and email.

Students returning after 2 years

Students returning after a hiatus of 2 or more years will need to reapply to the college. The student will be issued the same student ID, as it will never change or be used by another student. However, students may be issued a different username and email address, depending on the uniqueness of their name.

Employees

Employee user accounts are enabled on the official start date of the employee. User account credentials are to be sent to the new employee's personal e-mail as recorded at the time of hire. All employees are provided a bergen.edu email address.The direct supervisor is responsible for requesting additional access for specific systems. Employee's user account and email access is disabled at the end of their last day of employment.

Employees are advised to set an out of office alert identifying their direct supervisor as the contact one week before the last day of employment. Human Resources or the direct supervisor may request this message to be set on the employee's mailbox after the employee's last date by contacting the Information Technology department.

Retirees

Employees who retire from Bergen Community College do not retain systems access or access to their bergen.edu email address. Retirees can request a retiree.bergen.edu email account. Such a request should be made in writing to the Human Resources department.

Third Party Accounts (College affiliates, contractors, professional services)

The College may create accounts for contractors or other third parties to perform work or represent the College. The contract manager is responsible for establishing the identity of the individual and submitting an Access Request Form to the IT Help Desk and authorizing the individual's access. Third Party Accounts receive access to only what is requested and are not automatically entitled to e-mail, portal, or other licensed services. The third-party individual must sign the access request form as acknowledgement of Acceptable Use Policies. The maximum duration of a third-party account is 6 months and access is set to automatically disable. If access is required for longer than 6 months, the Bergen Community College contact responsible for the third-party account may reauthorize an extension only at the end of the 6 months.

Electronic Contents After Employment

Information Technology will maintain contents created by employees on home drives and mailboxes for 6 months in backup. Upon request and authorization of an Executive Team Member, access to this information may be provided temporarily to the departed employees manager or to Human Resources. All such access will be revoked after 60 days. It is the responsibility of the departed employee's manager to copy/move data to a shared resource. Information may be retained indefinitely if it is subject to litigation.

Deceased Students and Employees

Bergen Community College community members who become deceased may have their beneficiary or estate request access to the electronic content through legal process. These requests will be handled on a case by case basis and privacy of College information will be carefully handled. All personal user created content belonging to the deceased will be deleted after 1 year.

7. **The Procedure**

n/a

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BOARD OF TRUSTEES ACTION P1A
Approval Date: October 13, 2022

Resolution
Appointment: Support Staff

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

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

Name	Position/Division	Salary	Effective Date
Tammy Sullivan	Secretary/Facilities	$36,000 (pro-rated)	10/17/2022

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

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

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BOARD OF TRUSTEES ACTION P1B
Approval Date: October 13, 2022

Resolution
Appointment: Clinical Coordinator

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

Action Requested
To appointment the individual listed below to the position of Clinical Coordinator at the stipends shown for the period September 1, 2022 - June 30, 2023.

Name	Department/Division	Annual Stipend
Lisa Duddy	Dental Hygiene / Health Professions	$4,750.00

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 P1C
Approval Date: October 13, 2022

Resolution
Appointment: Support

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

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

Name	Position/Division	Salary	Effective Date
Keira Eichenlaub	Officer / Public Safety	$35,000 (pro-rated)	10/17/2022
Colin Bleasdell	Officer / Public Safety	$35,000 (pro-rated)	10/17/2022

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

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

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BOARD OF TRUSTEES ACTION P1D
Approval Date: October 13, 2022

Resolution
Appointment: Student Affairs Athletic Program (Coaching Staff)

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

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

Name	Asst. Coach Position	Stipend	Effective Dates
Pablo Carasco	Men's Basketball	$6,630	10/01/22 – 03/31/23

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

Justification
The above-mentioned stipends are seasonal.
Charge To: College Operating Funds
Account Number: Various

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BOARD OF TRUSTEES ACTION P1E
Approval Date: October 13, 2022

Resolution
Appointment/Transfer: Support Staff

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

Action Requested
To approve the transfer of the following individual to the position and salary indicated

Name	Position/Division	Salary	Effective Date
Dolores Piro	Sr. Secretary/ Business/ Academic Affairs	$45,265.44 (remains the same)	10/14/2022

Justification
To fill a budgeted position through a successful search process.

Charge to: College Funds
Account Number:

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BOARD OF TRUSTEES ACTION P1F
Approval Date: October 13, 2022

Resolution
Appointment: Confidential

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

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

Name	Position/Division	Salary	Effective Date
Maureen Rotker	Assistant Director/ HRIS and Compliance	$76,000 (pro-rated)	10/17/2022

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

Charge to: College Funds
Account Number:

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BOARD OF TRUSTEES ACTION P1G
Approval Date: October 13, 2022

Resolution
Appointment: Confidential

Submitted By
Dr. Eric M. Friedman, President
Dr. Anthony Trump, Vice President of Financial Aid and Compliance
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

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

Name	Position/Division	Salary	Effective Date
Yessika Garcia-Guzman	Assistant Vice President/Financial Aid and Compliance/Student Affairs	$120,000 (pro-rated)	10/172022

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

Charge to: College Funds
Account Number: 10-02-230000-601110

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BOARD OF TRUSTEES ACTION P1H
Approval Date: October 13, 2022

Resolution
Appointment: Confidential

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

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

Name	Position/Division	Salary	Effective Date
Ellianne Gallardo	Associate Director/ Employee Relations and Organizational Development	$87,000 (pro-rated)	December 14, 2022

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

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

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BOARD OF TRUSTEES ACTION P1I
Approval Date: October 13, 2022

Resolution
Appointment: Support Staff

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

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

Name	Position/Division	Salary	Effective Date
Arben Spirollari	Custodian/Facilities	$31,124 (pro-rated)	10/17/2022

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

Charge to: College Funds
Account Number: 10-06-620100-601135

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BOARD OF TRUSTEES ACTION P1J
Approval Date: October 13, 2022

Resolution
Appointment: Support Staff

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

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

Name	Position/Division	Salary	Effective Date
Tiana Vega	Secretary/ OSS/ Student Affairs	$40,000 (pro-rated)	10/17/2022

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

Charge to: College Funds
Account Number:

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BOARD OF TRUSTEES ACTION P1K
Approval Date: October 13, 2022

Resolution
Appointment: Professional

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

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

Name	Position/Division	Salary	Effective Date
Jared Farra	Student Life Coordinator, Student Leadership and Technology/ Student Affairs/Student Life	$54,000 (pro-rated)	October 17, 2022

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

Charge to: College Funds
Account Number: 60-0950000-601110

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BOARD OF TRUSTEES ACTION P1L
Approval Date: October 13, 2022

Resolution
Appointment: Lecturers, Fall 2022 Semester

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

Action Requested
To approve the appointment of the following individuals as Lecturers for the Fall 2022 semester at the salary indicated.

Name	Discipline/Division	Salary
Aneta Braczyk	American Language /ESL /Humanities	$22,285
Jamie Keller	Communication / Humanities	$22,285
Alison Matika	English / Humanities	$22,285

Justification
Lecturer appointments to cover full time class loads due to recent leaves, faculty retirements and enrollment trends

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BOARD OF TRUSTEES ACTION P2A
Approval Date: October 13, 2022

Resolution
Promotion: Professional

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

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

Name	Position/Division	Salary	Effective Date
Jack Miller	Group Teacher / Child Development Center / Academic Affairs	$51,069.68	9/1/22 (retroactive)

Justification
To fill a vacated position due to a retirement in the department.

Charge to: College Funds
Account Number: 10-10-830000-601110

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BOARD OF TRUSTEES ACTION P2B
Approval Date: October 13, 2022

Resolution
Promotion: Professional

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

Action Requested
To approve the promotion of the following individual from Senior Accounting Assistant to the position and annual salary indicated.

Name	Position/Division	Salary	Effective Date
Vladimir Gonel	Assistant Manager, Accounts Payable/ Finance	$75,000 (pro-rated)	10/17/2022

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

Charge to: College Funds
Account Number: 10-01-1410400-601130

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BOARD OF TRUSTEES ACTION P2C
Approval Date: October 13, 2022

Resolution
Promotion: Support

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

Action Requested
To approve the promotion of the following individual from custodian to the position and annual salary indicated.

Name	Position/Division	Salary	Effective Date
Minir Toska	Maintenance Repair Person /Maintenance/ Facilities	$45,000 (pro-rated)	10/17/2022

Justification
To fill a budgeted position through a successful search process, an internal candidate was identified.

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

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BOARD OF TRUSTEES ACTION P2D
Approval Date: October 13, 2022

Resolution
Promotion: Confidential

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

Action Requested
To approve the promotion of the following individual from Dean of Arts, Humanities & Wellness to the position and annual salary indicated.

Name	Position/Division	Salary	Effective Date
Adam Goodell	Senior Dean, Arts, Humanities & Wellness/Academic Affairs	$134,000 (pro-rated)	10/17/2022

Justification
To appoint this individual to the position and title as part of the changing scope and level of confidentiality and responsibilities. This position is at-will.

Charge to: College Funds
Account Number: 10-04-417600-601110

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BOARD OF TRUSTEES ACTION P2D
Approval Date: October 13, 2022

Resolution
Approve: Confidential - Title Change and Revised Job Description

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

Action Requested
To approve the title change and revised job description for the Senior Dean of Humanities.

Justification
To approve the following title change: from Dean of Humanties to Senior Dean of Humanities. The revised job description is to better reflect the responsibilities of the position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Senior Dean
DEPARTMENT: Arts, Humanities & Wellness/Academic Affairs

FUNCTION: Plans and develops the instructional objectives for the Division of Humanities. Leads department heads, coordinators and faculty in the development, implementation and evaluation of new and existing curricula; ensures systematic assessment activities, reviews facilities requirements, and cost analyses. Assists Vice President of Academic Affairs in the implementation of data-based initiatives.

The dean works collaboratively with department chairs to oversee the development of annual goals consistent with the College's strategic plan and the president's board approved goals. Conducts systematic assessment of academic programs, departments, and student learning.

REPORTS TO: Vice President of Academic Affairs

SUPERVISES: Chairs of: Communication, Philosophy & Religion, History & Geography, Composition & Literature and English Basic Skills, English as a Second Language & World Literature, Visual and Performing Arts, Executive Secretary; oversees Senior Secretaries and Secretaries

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Plans and develops the instructional objectives for the Division of Humanities.
2. Leads the development of pedagogical techniques and supplemental instruction to support student success in divisional courses and programs.
3. Evaluates the performance of full and part time faculty, engages in classroom observations and prepares summative reports.
4. Recommends the appointment, reappointment and promotions of full and part time faculty and professional/technical assistants; supervises recruitment and oversees salaries.
5. Designates faculty for various assignments including teaching, registration and committee participation.
6. Supervises supplies and equipment used to support instructional programs; oversees master course scheduling and facilities use.
7. Provides leadership to department heads, coordinators and faculty in development of grants.
8. Serves on the President's Management Team and other appropriate college committees.
9. Oversees the development and implementation of agreements between Bergen Community College and 4-year institutions.

10. Prepares and/or supervises communications, catalogs and other informational literature for instructional division; prepares/compiles general and annual reports.
11. Serves or may serve as the administration representative on the negotiations or other committees; and as grievance hearing officer at the informal stage of grievance procedures.
12. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College's Outcomes Assessment Program.
13. Prepares, tracks, monitors and adheres to an annual budget; does cost projections for all activities, programs and courses and approves work orders and purchase requisitions.
14. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
15. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote employees.
16. Serves as a liaison between Academic Affairs and Institutional Research.
17. Assists Academic Affairs with data analysis on instruction and student success.
18. Serves as a liaison between Academic Affairs and Student Affairs in enrollment management and registration.
19. Performs additional tasks or duties as assigned by the Vice President of Academic Affairs or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open- door policy. Has basic proficiency in the use of the Microsoft Office and Google suite. Exhibits strong skills in:

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

Education: Master's Degree required; Doctorate preferred

Experience: Minimum of 7 years of higher education experience including 2 years of administrative experience as a department chair or higher, plus 2 years of community college teaching or administration in Humanities.

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

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____Date: _____
Board Member

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

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BOARD OF TRUSTEES ACTION P2E
Approval Date: October 13, 2022

Resolution
Promotion: Professional

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

Action Requested
To approve the promotion of the following individual from Coordinator of Enrollment Management to the position and annual salary indicated.

Name	Position/Division	Salary	Effective Date
Hilda Buitriago	Coordinator of Educational Outreach/ Student Affairs/Admissions & Recruitment	$59,000 (pro-rated)	10/17/2022

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

Charge to: College Funds
Account Number:

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BOARD OF TRUSTEES ACTION P2F
Approval Date: October 13, 2022

Resolution
Approve: Confidential - Title Change and Revised Job Description

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

Action Requested
To approve the title change and revised job description for the Dean of Learning Support.

Justification
To approve the following title change: from Managing Director of Supplemental Instruction to Dean of Learning Support. The revised job description is to better reflect the responsibilities of the position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Dean of Learning Support
DEPARTMENT: Academic Affairs

FUNCTION: Provide and facilitate quality tutorial services to BCC students. Oversees the Tutoring operations and provides leadership to the Cerullo Learning Assistance Center (CLAC) which includes the Tutoring Center, Writing Center, Math and Science Walk-in Center, English Language Resource Center, Supplemental Instruction Center, Tutoring Center at the Meadowlands Campus, and Academic Coaching Program as well as the leaders who oversee the day-to- day operations of all the areas. Collaborates with faculty to develop instructional strategies for subject area tutoring and incorporates these strategies into respective educational approaches. In addition, is responsible for overseeing the development of annual goals consistent with the College's strategic plan and for the systematic assessment of programs, departments, and services.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Supervises operations of the Learning Assistance Center and ensures adherence to all applicable College policies and procedures.
2. Collaborates with faculty, including faculty liaisons, to develop instructional strategies for specific subject areas.
3. Develops and manages tutorial service metrics, monitors trends and uses data to align tutorial services with a focus on best practice and continuous improvement.
4. Responds to faculty referrals regarding students' needs in the areas of tutoring and academic coaching.
5. Develops a set of core outcomes for unit; measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College's Outcomes Assessment Program.
6. Participates in budget management and capital requests for tutoring services. Prepares, tracks, monitors and adheres to an annual budget.
7. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
8. Recommends appointment, and reappointment for faculty (Technical Assistant and Professional Assistant), administrators and staff members.
9. Ensures the alignment of the CLAC department and services with best practices for diversity, equity, and inclusion.

10. Provides guidance to promote, and assess Academic Coaching services.
11. Collaborates with the Academic Deans, Student Affairs personnel, and other segments of the college community to plan resources for the tutoring services.
12. Assists the Center in following the guidelines for tutor training from the CRLA (College of Reading and Learning Association).
13. Initiates problem-solving techniques, suggests solutions, and acts as a mediator to help resolve matters of concern in relation to students, faculty, tutors, and staff members at the CLAC.
14. Seeks additional revenues for tutorial support and participates in grant initiatives.
15. Develops job descriptions and clarifies the role and responsibilities of Managers, Tutorial Supervisors and staff members.
16. Collaborates with OSS and EOF in conjunction with the CLAC Manager and the Tutorial Supervisors to provide quality tutorial services.
17. Empowers the Managers, Supervisors and staff members to develop administration skills and maximize proactivity.
18. Supports and encourages professional development for the CLAC staff members.
19. 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.
20. Performs additional tasks or duties as assigned by the Vice President of Academic Affairs or other designated management.

ORGANIZATIONAL RELATIONSHIPS: (1) Reports to Vice President of Academic Affairs (2) Manages the following direct reports: Manager of the Cerullo Learning Assistance Center (CLAC), Tutorial Supervisor of the English Language Resource Center (ELRC), Supplemental (SI) Coordinator, Office Services Supervisor, and Tutorial Supervisor at the Meadowlands Campus. Oversees the employee populations of their respective organizations: Learning Assistance Services (3) Coordinates work within the office and between offices with other staff.

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 with team members across the College, (4) confidential aspects of the position are maintained, (5) ability to relate well to people at all levels within the institution to ensure that the office is projected in an effective manner in dealing with both internal and external members of the College community and (6) performs work in a manner that furthers the College's mission and values.

QUALIFICATIONS:

(1)Education: Master's degree is required (2) Knowledge, Skills and Abilities: (a) Must possess strong management and leadership skills, demonstrate excellent written and verbal communication skills and computer proficiency, be student-focused, and maintain an excellent rapport with faculty, students and staff members.(b) demonstrates understanding of the community college mission and practices an open door policy; (c) must have demonstrated ability to employ a balanced and positive approach to all work activities and work collaboratively across various constituencies of the College and with vendors and external constituencies; (d) exhibits strong skills in communication, customer and student focused, building relationships, organizing, and planning; (e) technologically proficient in common office desktop software and familiar with cloud based computing and collaborative platforms and software; (3) Experience: (a) Minimum experience (10+ years) in student services with a minimum of 5 years as a Learning Center administrator, required.

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

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

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

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BOARD OF TRUSTEES ACTION P3
Approval Date: October 13, 2022

Resolution
Correction: Faculty

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

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

Name	Position/Division	Salary	Effective Date
Valeria Correa	Technical Assistant II / Tutoring Center / Academic Affairs (P1H - 8/2/22)	$55,000	08/08/22 (retroactive)

Justification
Original appointment did not indicate "faculty".

Charge to: College Funds
Account Number: 10-03-386000-601125

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BOARD OF TRUSTEES ACTION P4
Approval Date: October 13, 2022

Resolution
Non-Renewal – Support Staff

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

Action Requested
To approve the non-renewal of the following individual prior to their ninety (90) probationary period expiring:

Name	Position/Department/Division	Effective Date
Gregory Khan	Maintenance Repairperson / Facilities	08/19/22 (retroactive)

Justification
Non-Extension

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BOARD OF TRUSTEES ACTION P5A
Approval Date: October 13, 2022

Resolution
Rescind Appointment: Support Staff

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

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

Name	Position/Division	Salary	Effective Date
Paul Hemmendinger	Officer / Public Safety	$35,000.00 (pro-rated)	09/16/22

Justification
Rescind appointment

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BOARD OF TRUSTEES ACTION P5B
Approval Date: October 13, 2022

Resolution
Rescind Appointment: Coaching Staff

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

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

Name	Position/Sport	Effective Date
Paul Nganansou	Head Coach / Women's Soccer (P1C – 8/2/22)	9/7/22 (retroactive)

Justification
Rescind appointment

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BOARD OF TRUSTEES ACTION P6A
Approval Date: October 13, 2022

Resolution
Retirement: Administration

Submitted By
Dr. Eric M. Friedman, President
Dr. Lawrence Hlavenka, Executive Director of Public Relations, Communications and Cultural Affairs
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To accept the resignation for the purpose of retirement of the following individual:

Name	Position/Department/Division	Hire Date	Effective Date
Peter LeDonne	Director of Community and Cultural Affairs / Public Relations, Communications Cultural Affairs	7/1/2010	11/1/2022

Justification
Retirement

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BOARD OF TRUSTEES ACTION P6B
Approval Date: October 13, 2022

Resolution
Retirement: Support Staff

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

Action Requested
To approve the retirement of the following individual:

Name	Position/Rank/Department/Division	Hire Date	Effective Date
Susan DiSanto	Secretary / Health Professions / Academic Affairs	01/06/03	10/01/22 (retroactive)

Justification
Retirement

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BOARD OF TRUSTEES ACTION P7A
Approval Date: October 13, 2022

Resolution
Resignation: Confidential

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

Action Requested
To accept the resignation of the following individual:

Name	Position/Department/Division	Hire Date	Effective Date
Taraiya Dodd	Senior Payroll Generalist / Human Resources	05/25/2021	09/05/22 (retroactive)

Justification
Resignation

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BOARD OF TRUSTEES ACTION P7B
Approval Date: October 13, 2022

Resolution
Resignation: Grant Funded

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

Action Requested
To accept the resignation of the following individual:

Name	Position/Department/Division	Hire Date	Effective Date
Lark Lo	Project Coordinator CCAMPIS / Child Development Center / Academic Affairs	03/30/20	09/02/22 (retroactive)

Justification
Resignation

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BOARD OF TRUSTEES ACTION P7C
Approval Date: October 13, 2022

Resolution
Resignation: Support

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

Action Requested
To accept the resignation of the following individual:

Name	Position/Department/Division	Hire Date	Effective Date
Dylan Rizer	Public Safety Officer/ Campus Safety and Security	5/9/2016	10/10/2022

Justification
Resignation

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BOARD OF TRUSTEES ACTION S/F1
Approval Date: October 13, 2022

Resolution
To award professional services to RSC Architects for the preparation of plans and specifications for the removal and replacement of the Ender Hall existing Mammoth Roof Top Unit. This work must be done immediately to provide adequate heating and cooling to the building.

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

Action Requested
Authorization to pay $38,000.00 including Direct Costs to RSC Architects for the preparation of plans and specifications for the removal and replacement of the Ender Hall existing Mammoth Roof Top Unit.

Justification
The existing Ender Hall Roof Top Unit has failed and is unrepairable. Additionally, it is beyond its useful life, and needs to be removed and replaced in order to restore the existing building heating and cooling capabilities.

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: TBD
Account Number: TBD
Total: $38,000.00

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BOARD OF TRUSTEES ACTION S/F2
Approval Date: October 13, 2022

Resolution
To award professional services to RSC Architects for the investigation of irrigation systems and pump serving the Paramus campus. The investigation will provide recommendations to the College to address the current reliability/maintenance issues with the existing underground setup.

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

Action Requested
Authorization to pay $13,300.00 including Direct Costs to RSC Architects to investigate the existing underground irrigation well pumping system, and provide recommendations to the College to address the current reliability/maintenance issues with the existing underground setup.

Justification
The irrigation system water is drawn from an existing well and pump system that is located in an underground vault. The unconditioned and minimally protected vault requires the well and pump system to operate in extremely harsh conditions and causes maintenance and reliability issues. The existing well and pump system needs to be investigated to establish an existing condition, document issues, and provide recommendations to the College to provide a more reliable/durable irrigation system. The irrigation system is essential to maintain over 150 acres of College grounds, landscaping beds, ornamentals, and athletic fields.

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: TBD
Account Number: TBD
Total: $13,300.00

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BOARD OF TRUSTEES ACTION S/F3
Approval Date: October 13, 2022

Resolution
To award professional services to RSC Architects for the investigation of Heating, Ventilation, and Air Conditioning (HVAC) system in West Hall and provide recommendations to the College to improve the comfort and condition of the facility.

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

Action Requested
Authorization to pay $24,200.00 including Direct Costs, and allowance for HVAC balancing report to RSC Architects to investigate current issues in West Hall and provide recommendations to the College to improve the comfort and condition of the facility.

Justification
The HVAC systems in West Hall have struggled to maintain comfortable building conditions. Furthermore, West Hall houses specialized equipment to support the College's TV Studios, Radio Rooms, control rooms, and supporting classrooms. This specialized equipment puts additional stress on building HVAC systems. The existing HVAC system must be analyzed to determine issues and provide recommendations to the College on how to address these issues and improve building conditions to best support the entire facility, support a comfortable learning environment, and protect valuable equipment housed in West Hall.

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: TBD
Account Number: TBD
Total: $24,200.00