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

Tuesday, October 7, 2025 – 5:00 p.m.

I. Call to Order

II. Open Public Meetings Act Statement

III. Oath of Office – Administered by Mrs. Arlene Q. Perez, Esq., DeCotiis, FitzPatrick, Cole, and Giblin, L.L.P.

- ❖ Ms. Michele Dilorgi, Trustee

IV. Roll Call

V. Pledge of Allegiance

VI. Reports:
- A. Vice Chairman
- B. Secretary
- C. President
- D. Committees
  1. Audit, Finance, and Legal Affairs
  2. Education and Student Affairs
  3. Personnel
  4. Site and Facilities
  5. Strategic Planning and Issues
- E. Chairwoman

VII. Unfinished Business / Board Members

VIII. New Business / Board Members

IX. Open to the Public

X. Actions
- A. Approval of Board Minutes: Thursday, September 4, 2025
- B. Consent Agenda: Tuesday, October 7, 2025

XI. Adjournment

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CONSENT AGENDA

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

Tuesday, October 7, 2025 – 5:00 p.m.

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

Approval of Board Minutes – Thursday, September 4, 2025

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize renewal of the College's Elevate software application with Ellucian, Inc. for a one-year term in the amount of $50,071.00.
3. To authorize Bergen Community College (the College) to submit a grant application to the New Jersey Office of the Secretary of Higher Education (NJ OSHE) under the Higher Education Capital Facilities Programs, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
4. To authorize the College to enter into a three-year contract to renew the annual Laserfiche electronic form software subscription from Accelerated Information Systems, Inc. at a cost of $254,055.56.
5. To authorize the Division of Continuing Education contract with JK Deluxe for the delivery of Advanced Manufacturing Instruction for an amount not to exceed $81,000.
6. To authorize entering into a one-year, month-to-month Bridge Agreement with Ellucian Company L.P. to provide information technology management services from November 1, 2025, through October 31, 2026.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. To authorize acceptance of a grant award in the amount of $601,566 for the Bergen County Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education (ABS & IELCE) Grant Program funded through the New Jersey Department of Labor and Workforce Development, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
2. To authorize submission of a grant application for the **Hunger-Free Campus Grant** program to the Office of the Secretary of Higher Education's (OSHE), and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
3. To authorize acceptance of Office of the Secretary of Higher Education's (OSHE) Community College Opportunity Grant (CCOG) for fiscal year 2026, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
4. To authorize submission of an application for a **College Readiness Now XII (CRN XII)** grant to the Office of the Secretary of Higher Education's (OSHE), and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
5. To authorize submission of an application to the New Jersey Community College Consortium for two new NJ Pathways projects, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

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CONSENT AGENDA

Tuesday, October 7, 2025

PERSONNEL (P)

1. To approve the specified personnel separations.
2. To approve the appointments of the specified Professional personnel.
3. To approve the appointments of the specified Support personnel.
4. To approve the appointment of the specified Grant personnel.
5. To approve the appointment of the specified temporary full-time (TFT) personnel.
6. To approve a Grant extension.
7. To approve the promotion of the specified confidential personnel.
8. To approve the appointment of the specified personnel to a stipend position.
9. To approve the appointment of the specified personnel to a stipend position.
10. To discontinue a monthly stipend.
11. To approve the change of title and funding source.
12. To approve Leave of Absence
13. Approval of the Military Leave of Absence Policy (Employees Only).
14. Approval of the Pre-Employment Screening (Background Check) Policy.

SITE AND FACILITIES (S/F)

1. To authorize the award of Public Bid P-2414 Ender Hall Roof Replacement to _____.

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

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

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

Action Requested
Approval for payment of the following legal vouchers:

DeCotiis, FitzPatrick, Cole & Giblin. LLP.

August 1 2025, to August 31, 2025 $ 25,300.35

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	$ 25,300.35

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

Resolution
To authorize renewal of the College's Elevate software application with Ellucian, Inc. for a one-year term in the amount of $50,071.00.

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

Action Requested
To authorize renewal of the College's cloud based Elevate software application with Ellucian, Inc. for a one-year term, November 1, 2025, through October 31, 2026, in the amount of $50,071.00.

Justification
The Elevate software application is the Customer Relationship Management (CRM) system that runs the Continuing Education operation. The system manages the registration, financial, scheduling, and reporting processes for Continuing Education. This CRM system improves student and participant experiences by providing industry standard shopping cart, search, and purchase experiences. Elevate's built-in integration to the College's Student Information System (Colleague) is utilized by Continuing Education, corporate training, summer and grant-funded programs, and other Bergen events and conferences.

The college has a need to award this procurement as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. Ellucian 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 and Business Entity Disclosure will be maintained on file at the college.

This purchase is exempt from bidding in accordance with County College Contracts Law, N.J.S.A. 18A:64A-25.5 (a) (19) (software)

Charge to:	College Operating Funds
Account Number:	10-01-165100-607656
Amount:	$50,071.00.

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BOARD OF TRUSTEES ACTION A/F3
Approval Date: October 7, 2025

Resolution
To authorize Bergen Community College (the College) to submit a grant application to the New Jersey Office of the Secretary of Higher Education (NJ OSHE) under the Higher Education Capital Facilities Programs, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

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

Action Requested
To authorize the submission of a Higher Education Facilities Trust Fund (HEFT) grant application to NJ OSHE in the amount of $18,500,000, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification
The HEFT program, established by the New Jersey State Legislature (N.J.S.A. 18A:72A-49 to -58), provides grant funds to institutions of higher education for the cost, or a portion of the cost, of capital construction projects, including reconstruction, development, extension, and improvement of instructional, laboratory, communication, and research facilities. This HEFT application will support four major capital improvement projects at the College's Paramus campus.

The College is proposing four projects for the HEFT application. Each project is designed to align with the College's 2021-2031 Master Plan, and each addresses the specific application criteria for the HEFT grant.

Proposed Projects:
1. **Manufacturing Lab:** Construction of new lab facilities to support workforce development, skills development, and manufacturing education at the Technology Education Center on the Paramus campus.
2. **STEM Lab:** Construction of new lab facilities to support STEM education at the Meadowlands Campus.
3. **Culinary Lab and Cafe Renovation:** This project will provide a new hands-on culinary education lab, including server and cafeteria space to provide an

immersive hospitality and restaurant management education. This space is integrated with the College's dining operations at the Pitkin Education Center.

4. **Roof Replacement:** A critical, high-priority deferred maintenance initiative to replace sections of ballasted roofs on the Pitkin Education Center. This project will enable continued use of classroom and student support spaces that are otherwise subject to damage from water penetration.

Project Alignment:
Each of these proposals has been developed to meet the following key HEFT criteria:

- **Expanded Opportunities:** Improve and expand educational and experiential learning opportunities for our students.
- **Workforce Readiness:** Promote academic excellence and support the state's economic competitiveness by producing a highly skilled workforce.
- **Strategic Consistency:** Remain consistent with the institution's long-range facilities plan and educational mission.
- **Operational Excellence:** Be cost-effective, construction-ready, and designed for energy efficiency.
- **Proven Commitment:** Demonstrate the College's commitment to the maintenance and remediating facilities funded by previous state grants.
- **Curriculum Enhancement:** Enrich existing coursework and increase the College's capacity to deliver industry-valued credentials.

College will match $ 7,649,870.00

A detailed for each project is in development and will be available for review upon completion of the design requirements.

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

Resolution
To authorize the College to enter into a three-year contract to renew the annual Laserfiche electronic form software subscription from Accelerated Information Systems, Inc. at a cost of $254,055.56.

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

Action Requested
Authorization to enter into a three-year contract to renew the College's annual Laserfiche electronic form software subscription from Accelerated Information Systems, Inc. for the term of December 22, 2025, through December 21, 2028, at a cost of $254,055.56.

Justification
Laserfiche is a comprehensive electronic forms solution that is user-friendly, integrates fully with the College's current technology platforms, allows for conditional workflow and queuing, and is ADA-compliant. Laserfiche also serves as the official electronic records repository for the College and is authorized by the State of NJ. Committing to a three-year contract allows the College lock in fixed price increases of 3% annually, payable as follows:

FY 2026 - $82,342.25
FY 2027 - $84,812.52
FY 2028 - $87,356.89

The college has a need to award this procurement as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. Accelerated Information Systems, 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 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 Contributions Disclosure, the Stockholder Disclosure Certification, and Business Entity Disclosure will be maintained on file at the college.

These services are exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (19). (Computer Software)

Charge to:	College Operating Funds
Account Number:	10-01-165100-607526
Amount:	$254,055.56

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

Resolution
To authorize the Division of Continuing Education contract with JK Deluxe for the delivery of Advanced Manufacturing Instruction for an amount not to exceed $81,000.

Submitted By
Dr. Eric M. Friedman, President
Ms. Cinzia D'Iorio, Vice President, Continuing Education and Workforce Development
Mr. Wilton Thomas-Hooke, Chief Financial Officer

Action Requested
Approval to contract for an amount not to exceed $81,000 with JK Deluxe for the delivery of up to four (4) cohorts of training courses in advanced manufacturing and automation to adult students on campus at Bergen Community College.

Justification

JK Deluxe is the selected training provider for the Division of Continuing Education and Workforce Development to deliver instruction in Computer Numerical Control (CNC) Advanced Manufacturing. This vendor will provide experienced instructors, all necessary course materials, and software licenses to support the delivery of training programs designed to upskill adult learners for employment in the advanced manufacturing sector. This program will support workforce development initiatives that prepare students for careers in advanced manufacturing in alignment with regional employer demand and economic development priorities.

Each cohort will receive multiple weeks of hands-on, industry-aligned training at Bergen Community College. The following is a representative example of the training program:

Advanced Manufacturing Machines and Automation Course Description
This course provides comprehensive instruction in advanced manufacturing processes, including CNC Milling, CNC Lathe, CNC laser cutting, and CNC 3D printing. Students will gain practical skills in G-code programming, Geometric Dimensioning and Tolerancing (GD&T), machining operations, materials science, tooling, blueprint reading, and precision measuring tools. The course also covers 3D modeling using Fusion 360 and SolidWorks, manual inspection techniques, and an introduction to robotics integration and automation technologies.

Procurement and Compliance Information

In accordance with the New Jersey Pay-to-Play Law (N.J.S.A. 19:44A-20.4 et seq.), this procurement will be awarded as a non-fair and open contract. JK Deluxe has submitted all required documentation, including:

- Political Contribution Disclosure Form
- Stockholder Disclosure Certification
- Business Entity Disclosure Certification

These documents confirm that JK Deluxe has not made any reportable political contributions in Bergen County during the past year and will be prohibited from doing so for the duration of the contract. All documentation will be maintained on file at the College.

Charge to: College Operating Funds
Account Number: 10-03-392019-607550
Total Amount Not to Exceed: $81,000

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

Resolution
To authorize entering into a one-year, month-to-month Bridge Agreement with Ellucian Company L.P. to provide information technology management services from November 1, 2025, through October 31, 2026.

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

Action Requested
Authorization to enter into a Bridge Agreement on a month-to-month basis with Ellucian Company L.P. to provide information technology management services and staffing, from November 1, 2025, through October 31, 2026, at a cost of $216,000 per month.

Justification
The College's current agreement with Ellucian Company L.P. for technology management services and staffing is set to expire on October 31, 2025. The College requires the continuation of services from Ellucian Company L.P. to assist in managing our information technology resources while mapping a path forward. This Bridge Agreement will be superseded by any new agreement between the College and Ellucian Company L.P. The parties agree to continue to work in good faith to establish a path forward in reasonable haste. If no Renewal Agreement is reached, the Bridge Agreement will continue until it is terminated.

The College has a need to procure these services pursuant to a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Ellucian Company L.P. has submitted a Stockholder Disclosure Certification and a Business Entity Disclosure Certification, 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 Form, Stockholder Disclosure Certification, and Business Entity Disclosure Certificate shall be placed and maintained on file at the College. A copy of the executed agreement will be maintained on file in the Purchasing Department office.

Services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development for the hardware is exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (19).

Charge to: College Operating Funds
Account: 10-01-159900-607838
Amount: $216,000 monthly

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

Resolution

To authorize acceptance of a grant award in the amount of $601,566 for the Bergen County Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education (ABS & IELCE) Grant Program funded through the New Jersey Department of Labor and Workforce Development, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By

Dr. Eric M. Friedman, President
Ms. Cinzia D'Iorio, Vice President, Continuing Education and Workforce Development
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Anjali Thanawala, Director, Grants Administration

Action Requested

Authorization to accept a grant award in the amount of $601,566 to implement the FY 2026 Bergen County Consolidated Adult Basic Education and Integrated English Literacy and Civics Education (ABS & IELCE) Grant Program, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

The New Jersey Department of Labor and Workforce Development awarded one Adult Basic Skills grant to Bergen County Technical Schools (Lead Agency) in partnership with Bergen Community College and Greater Bergen Community Action. The grant proceeds facilitate continuation of the long-standing consortium the parties have successfully operated since July 1, 2005. This grant enables the consortium to deliver adult basic skills education, English-as-a Second Language, Integrated English Literacy, and Civics Education programs for Bergen County residents and workers. This grant operates under the federal Workforce Investment Opportunity Act (WIOA) of 2014 (P.L. 113-128), Title II, the Adult Education and Family Literacy Act (AEFLA).

The Bergen Community College portion of the grant to provide instructional services for FY 2026 is as follows:

$296,100.00 to instruct 99 ABS/ESL students.
$105,300 to instruct 36 IELCE students.
$200,133 in state funds.

No matching funds are required.

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

Resolution
To authorize submission of a grant application for the **Hunger-Free Campus Grant** program to the Office of the Secretary of Higher Education's (OSHE), and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

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

Action Requested
Authorization to apply to the **Hunger-Free Campus** grant program to request $25,000 for the Budget period 07/01/2025- 06/30/2026, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification
Combatting Student Hunger: Directly addresses food insecurity among students by implementing programs that provide reliable access to nutritious food options.

Promoting Sustainable Solutions: The College will develop and promote sustainable initiatives that provide ongoing support for students facing food insecurities. This effort includes initiatives focused on food production, distribution, and waste reduction.

Raising Awareness of Campus Services: The College will raise awareness of existing campus services that cater to basic food and hygiene needs. This effort will include educational campaigns and outreach to increase students' awareness of and utilization of available resources.

Building Strategic Partnerships: The College will work to establish and nurture strategic partnerships at the local, state, and national levels.

No matching funds are required.

Budget documents are in development.

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

Resolution
To authorize acceptance of Office of the Secretary of Higher Education's (OSHE) Community College Opportunity Grant (CCOG) for fiscal year 2026, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

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

Action Requested
Authorization to accept a CCOG grant award in the amount of $179,643.00 for the budget period 07/01/2025- 06/30/2026, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification
CCOG is New Jersey's initiative that offers free or reduced, last-dollar community college tuition awards. New Jersey residents attending community college with an annual adjusted gross income (AGI) of under $65,000 receive full tuition awards. Residents with a family AGI between $65,001 and $80,000 pay a reduced tuition after receiving up to half of the maximum CCOG award. For AGIs between $80,001 and $100,000, students receive reduced tuition after up to one-third of the maximum CCOG award.

The CCOG program aims to increase student enrollment, enhance capacity, improve student completion rates, and ease tuition financial burdens on low-income families.

No matching funds are required.

Budget documents are in development.

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BOARD OF TRUSTEES ACTION E/SA 4
Approval Date: October 7, 2025

Resolution
To authorize submission of an application for a **College Readiness Now XII (CRN XII)** grant to the Office of the Secretary of Higher Education's (OSHE), and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

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

Action Requested
Authorization to apply for a **CRN XII** grant program to request $55,717 for the Budget period 07/01/2025 - 06/30/2026, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification
The CRN XII grant program focuses on college readiness, expanding student eligibility, incorporating career pathways elements, and supporting two types of college credit components. Bergen's CRN program has supports students from Hackensack, Teaneck, Garfield, and other collaborating school districts, allowing them to come to the campus for college preparatory opportunities. Three primary approaches that will be supported by the grant in this funding cycle.

1. **Traditional College Ready Programs:** Includes summer bridge, boot camps, or semester-long programs and only serves only students who are not yet college ready.

2. **Accelerated Learning Program (ALP):** Students who are not yet college ready enroll in a college credit-bearing course while also having access to additional support services.

3. **Introductory Meta-Major Survey Courses:** Supports students who successfully complete the college readiness portions of the program and have become eligible to enroll in introductory survey meta-major courses, for example introductory courses in STEM, health professions, and energy.

No matching funds are required.

Budget documents are in development.

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BOARD OF TRUSTEES ACTION E/SA 5
Approval Date: October 7, 2025

Resolution
To authorize submission of an application to the New Jersey Community College Consortium for two new NJ Pathways projects, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

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

Action Requested
Authorization to apply to the New Jersey Community College Consortium for Year-4 funding from the New Jersey Pathways to Career Opportunities program for $745,000.00, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification
The NJ Pathways program brings together employers, industry associations, unions, education institutions, and workforce partners to provide students, adult learners, and workers with the education and career opportunities needed to secure higher-paying jobs. The program also improves employers' access to a skilled workforce to address labor market demands. Launched in December 2021, the program has built a statewide education ecosystem with over 1,800 partners. The initiative objectives include:

1. Fostering collaboration between industry and education experts.
2. Creating pathways in New Jersey's fastest-growing industries.
3. Building a workforce that is adaptable to the changing economy.
4. Promoting a more resilient and equitable economy for all NJ residents.

Bergen Community College is proposing a new NJ Pathway initiative called the **Center for Food, Nutrition, and Agribusiness**. This center will promote a curriculum leading to associate's and graduate degrees in the related fields.

The College is also allocating funding for Research and Development Pathways.

No matching funds are required.

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BOARD OF TRUSTEES ACTION P1
Approval Date: October 7, 2025

Resolution
To approve the specified personnel separations.

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President of Facilities
Dr. Andrew Tomko, Vice President of Academic Affairs
Dr. Tonia Mckoy, Assistant Vice President of Research and Institutional Effectiveness
Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workplace Development
Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

Justification:
To accept the separation of the following individuals:

	Name	Reason	Position/Department/Division/Unit	Effective Date
1.	Takeyah McCain	Resignation	Custodian/Facilities/Support	08/30/2025 (retroactive)
2.	Joan Cohen	Retirement	Associate Professor/Library/ Academic Affairs/Faculty	01/01/2026
3.	Rickey Davis	Termination	Custodian/Facilities/Support	09/10/2025 (retroactive)
4.	Danny Ramos	Termination	Research Analyst/ Research and Institutional Effectiveness/Grant	09/19/2025 (retroactive)
5.	Artur Jablonski	Resignation	System Administrator II/ Information Technologies/Professional	09/16/2025 (retroactive)

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BOARD OF TRUSTEES ACTION P2
Approval Date: October 7, 2025

Resolution
To approve the appointments of the specified Professional personnel.

Submitted By
Dr. Eric M. Friedman, President
Mr. David Borzotta, Associate Vice President of Safety and Security
Mr. Ronald Spaide, Chief Information Officer
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

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

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Date
1.	Esma Gecir	Coordinator of Educational Outreach/Student Affairs	Professional	$55,000.00	10/16/2025
2.	Abiud Caban	Public Safety Sergeant/ Safety and Security	Professional	$70,359.08	10/16/2025
3.	Kamau Phillips	Network Administrator II/ Information Technology	Professional	$94,000.00	10/16/2025

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

Charge to:
College Operating Funds in accordance with the list below:
1. 10-02-211000-601110
2. 10-01-192100-601110
3. 10-01-165200-601110

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BOARD OF TRUSTEES ACTION P3
Approval Date: October 7, 2025

Resolution
To approve the appointments of the specified Support personnel.

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

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

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Date
1.	Zainab Kahloon	Office Assistant/Student Affairs	Support	$44,000.00	10/16/2025
2.	Saleem Allen	Custodian/Facilities	Support	$42,500.00	10/16/2025
3.	Sokol Doci	Custodian/Facilities	Support	$42,500.00	10/16/2025
4.	Angel Utrera	Custodian/Facilities	Support	$42,500.00	10/16/2025

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

Charge to: College Operating Funds in accordance with the list below:
1. 70-00-705000-601130
2.-4. 10-06-620100-601135

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BOARD OF TRUSTEES ACTION P4
Approval Date: October 7, 2025

Resolution
To approve the appointment of the specified Grant personnel.

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

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

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Date
1.	Christian Abreu	CTE Advisor/Success Coach/Student Affairs	Grant	$55,000.00	10/16/2025

Justification
1. To fill a budgeted vacant position. This position is at-will.

Charge to:
Grant Funds in accordance with the list below:
1. 50-02-599001-601110

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BOARD OF TRUSTEES ACTION P5
Approval Date: October 7, 2025

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

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

Action Requested
To approve the following individual for the temporary full-time position and annual salary indicated below:

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Dates (retroactive)
1.	Joan Kalisch	Enrollment Generalist (TFT)/ Student Affairs	N/A	$40,040.00	10/16/2025

Justification
1. This is a temporary full-time position filling a maternity leave. This position is at-will.

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

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BOARD OF TRUSTEES ACTION P6
Approval Date: October 7, 2025

Resolution
To approve a Grant extension.

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

Action Requested
To approve the extension of the following individual:

	Name	Position/Division	Effective Dates (retroactive)
1.	Brittany Weiner	Workforce Development Coordinator/ Student Affairs	10/01/2025 - 03/15/2026

Justification
Extension of the TIPSID grant-funded position. This position is at-will.

Charge to:
Grant Funds in accordance with the list below:
1. 50-03-596100-601110

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BOARD OF TRUSTEES ACTION P7
Approval Date: October 7, 2025

Resolution
To approve the promotion of the specified confidential personnel.

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

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

Name	Position/Division	Unit	Salary	Effective Date
Christine Silvestri	Executive Administrative Assistant/ Academic Affairs and Provost	Confidential	$73,000.00	10/16/2025

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

Charge to:
College Operating Funds
10-01-139100-601130

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Executive Administrative Assistant/Academic Affairs/Provost

DEPARTMENT: Academic Affairs

FUNCTION: The Executive Administrative Assistant provides high-level administrative support for the Vice President, Academic Affairs and Provost (VPAAP) Office and ensures the successful workflow for the department including but not limited to assisting in preparation of reports, handling information requests and other support functions such as office budget management, preparing correspondence, receiving visitors, arranging conference calls, and facilitating meetings.

REPORTS TO: Vice President, Academic Affairs and Provost

SUPERVISES: Part-Time Staff

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Event coordinator for Fall and Spring Faculty Conference and Academic Awards Ceremony
2. Collaborates with faculty, addressing immediate concerns, and facilitates meetings with VPAAP
3. Responsible for reporting (and uploading into college software) students' data who meet the criteria for the Dean's and Honors List. Creates certificates for eligible students
4. Organizes and manages the selection process of graduating students who meet the eligibility for academic awards and potential valedictorian
5. Point of contact for students bringing concerns to VPAAP. Collects background information to facilitate and resolve student concerns
6. Prepares letters, reports, agendas, academic and contractual calendars
7. Creates and revises office systems and procedures by analyzing processes, recordkeeping/reporting systems; files and effectively manages files; contributes to team effort by accomplishing related results as needed
8. Chairs monthly Academic Secretaries meetings to align the academic and college goals, hold training sessions to promote professional growth and foster a strong team dynamic
9. Maintains calendar and schedules appointments, meetings, rooms, equipment, and catering; confirms attendance and makes appropriate arrangements prior to meeting/event; utilize judgment and be able to set priorities, organize appointments/meetings and keep leadership informed.
10. Manages and supports Bergen website as it relates to academic departments and curriculum
11. Assists the Dean of Curriculum with external reporting to NJCCC
12. Serves as liaison for the department and maintains confidentiality of all records and issues handled in the assigned areas

13. Maintains accurate files and records for travel reimbursement and purchasing documents for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines
14. Prepares and creates requisitions and manages follow up throughout the purchasing process
15. Performs additional tasks or duties as assigned by the VPAAP

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open-door policy. Has proficiency in the use of the Google and Microsoft Office suite. Strong problem-solving skill set with self-initiative, creativity, and the ability to anticipate and address issues. Works independently as well as collaborating with interdepartmental teams. Strong team player, comfortable engaging with Senior Management, maintaining confidentiality, and building relationships across all organization levels.

Exhibits strong skills in:

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

Education: Postsecondary vocational training in office administration or college degree is preferred.

Experience: Minimum of 3 years of office administrative experience supporting an executive level position, preferably in high education environment: business and/or supervisory experience a plus.

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

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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

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BOARD OF TRUSTEES ACTION P8
Approval Date: October 7, 2025

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

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

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

Name	Position	Stipend	Effective Dates (retroactive)
1. Nicholas Grasso	Head Baseball Coach	$8,000.00	09/01/2025 – 06/30/2026
2. Lawrence Luke Gomez	Head Men's Basketball Coach	$9,000.00	09/01/2025 – 06/30/2026
3. Jason Smith	Assistant Men's Basketball Coach	$4,500.00	09/01/2025 – 06/30/2026
4. Aticus Tamman	Assistant Women's Soccer Coach	$4,000.00	08/15/2025 – 06/30/2026

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

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

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

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BOARD OF TRUSTEES ACTION P9
Approval Date: October 7, 2025

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

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

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

	Name	Position	Monthly Stipend	Effective Dates (retroactive)
1.	Johanna Reyes	Senior Financial Aid Specialist	$500.00	03/15/2025 – 09/15/2025

Justification
To approve a retroactive monthly stipend for assuming additional responsibilities within the Financial Aid Department following the retirement of one employee, the separation from another, and the medical leave of a third.

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

1. 10-02-243100-601110

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BOARD OF TRUSTEES ACTION P10
Approval Date: October 7, 2025

Resolution
To discontinue a monthly stipend.

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

Action Requested
To discontinue the monthly stipend for the following individual as indicated:

Name	Position/Division	Unit	Monthly Amount	Effective Date (retroactive)
Candice Kaup-Scioscia	Manager, Cerullo Learning Assistance Center/Academic Affairs	Professional	$1,000.00	09/12/2025

Justification
To discontinue the monthly stipend for additional responsibilities as the Interim Dean of Learning Assistance Services for the Cerullo Learning Assistance Center.

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BOARD OF TRUSTEES ACTION P11
Approval Date: October 7, 2025

Resolution
To approve the change of title and funding source.

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

Action Requested
To approve the change in title and funding source for the following individual to the position and annual salary indicated.

	Name	Position/Department/Division	Unit	Salary	Effective Dates
1.	Olivia Sanchez	Academic Advisor, NextGen/Counseling Center/Student Affairs	Grant	$55,824.96	10/01/2025 - 06/30/2026

Justification
This full-time, grant-funded, Title V Bi-Lingual Advisor is transitioning to the vacant, grant-funded NextGEN Academic Advisor position.

Charge to:
Grant Funds in accordance with the list below:
1. 50-04-570700-60110

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BOARD OF TRUSTEES ACTION P12
Approval Date: October 7, 2025

Resolution
To approve Leave of Absence

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Ellianne Gallardo, Vice President of Human Resource and Organizational Development

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

	Name	Position/Division/Bargaining Unit	Effective Dates (retroactive)
1.	Bonnie Rodriguez	Senior Financial Aid Specialist/ Student Affairs/Professional	08/06/2025 – 09/17/2025 Revised end date, Unpaid FMLA with benefits
2.	Charlmaine Dunbar	Financial Aid Specialist/Student Affairs/Professional	03/25/2025 – 9/24/2025 Revised end date, unpaid with no benefits
3.	Susan Sanchez	Buyer/Purchasing and Services/ Support	09/04/2025 – 09/22/2025 Unpaid FMLA with benefits
4.	Serina May	Enrollment Generalist (Temporary Full-Time)/Student Affairs/N/A	09/23/2025 – TBD Unpaid FMLA with benefits

Justification
1.- 3. Medical Leave
4. Maternity Leave

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BOARD OF TRUSTEES ACTION P13
Approval Date: October 7, 2025

Resolution
Approval of the Military Leave of Absence Policy (Employees Only).

Submitted By
Dr. Eric Friedman, President
Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development
Mrs. Suzanne Wetzel, Vice President of External Affairs

Action Requested
To approve the College's Military Leave of Absence Policy (Employees Only).

Justification
The purpose of this policy is, in keeping with federal and state laws, to protect the job rights of employees who are absent on military leave.

See the attached policy.

Bergen Community College
Board of Trustees
Section: (HR)

Policy #:

Effective Date:

Responsible Official:
Vice President of Human Resources and Organizational Development

Military Leave of Absence Policy (Employees Only)

Policy Statement: Bergen Community College is committed to protecting the job rights of employees who are absent on military leave. In compliance with federal and state laws, no employee or prospective employee will face discrimination based on membership in or obligations to perform service for any uniformed service of the United States. This includes protections against adverse actions, such as denial of employment, promotion, or other employment benefits, as well as retaliation for exercising their rights under this policy or applicable law.

If an employee believes they have been subjected to discrimination in violation of this policy, they should immediately contact the Human Resources Department.

Reason for Policy: This policy ensures compliance with federal and state regulations governing military leave, safeguarding employee rights and fostering an inclusive, supportive workplace environment.

Who Should Read This Policy:

- Employees eligible for or engaged in military service.
- Supervisors and managers responsible for handling leave requests.
- Human Resource Department personnel managing leave and reemployment processes.

Definitions:

- **Extended Military Leave**: Absences exceeding 31 days for military service.
- **Military Leave**: Leave taken for military duties such as training, active service, funeral honors duty, federally authorized National Guard duty, or examinations to determine fitness for service.
- **Uniformed Services**: Includes active and reserve components of the Armed Forces, National Guard, National Disaster Medical System ("NDMS"), the Commissioned Corps of the Public Health Service ("PHS"), Federal Emergency Management Agency ("FEMA")

reservists, and other uniformed services.

- Organized Militia: Members of the New Jersey National Guard or other state's Guard.
- **Uniform Services Employment and Reemployment Rights Act** ("USERRA"): is a federal law passed in 1994 that protects the civilian employment rights and benefits of service members (active and reservists) and veterans. The USERRA:
    - Prohibits employment discrimination based on military service
    - Ensures that service members are promptly reemployed in their civilian jobs after returning from duty.
    - Requires that returning service members are reemployed in the same (or similar) position with the same seniority, status and pay.
    - Mandates that reasonable efforts (e.g., training or retaining) be made to allow returning service members to refresh or upgrade their skills to help them qualify for reemployment or provide for alternative reemployment positions.
    - Protects health insurance coverage for service members and their dependents.

The Policy: Bergen Community College provides leave of absence and reemployment rights to employees fulfilling military duties, as outlined by the Uniformed Services Employment and Reemployment Rights Act ("USERRA") and relevant state laws.

Key Provisions:

1. No discrimination or retaliation against employees due to military service.
2. Reemployment in positions reflecting seniority, status, and pay, based on the duration of military service and qualifications.
3. Maintenance of benefits as prescribed under the law.

Procedure:

Eligibility

Employees taking part in a variety of military duties are covered under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including active duty, reserve, or National Guard, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. This policy also covers individuals serving in the active components of the armed forces and the National Disaster Medical System ("NDMS") as well as reservists for the Federal Emergency Management Agency ("FEMA") when they are deployed to disasters and emergencies on behalf of FEMA, and other uniformed services. Covered employees are eligible for a cumulative total of five years, subject to certain exceptions outlined in federal and state laws.

Procedures for Military Leave

Unless military necessity prevents it, or is otherwise impossible or unreasonable, an employee should provide Bergen Community College with notice of the need for leave at least thirty (30) days in advance, or as far in advance as is reasonable under the circumstances.

To request a temporary or extended military leave of absence, the employee should generally obtain a request for leave of absence form from the Human Resource Department. Written notice is preferred, but not required under the law or this policy.

The Human Resource Department will review the request for leave of absence, collect any applicable insurance premiums from the employee, generate other applicable documents and process the leave of absence accordingly. In the event of verbal notice by the employee, the Human Resource Department will document the military leave on a leave of absence form. The Human Resource Department may require submission of military orders or training schedules.

Employees on temporary or extended military leave may, at their option, use any or all accrued paid vacation or personal leave during their absence. When the employee intends to return to work, he or she must make application for reemployment to the Human Resource Department within the application period set forth below. If the employee does not intend to return to work, he or she should notify the Human Resource Department as soon as practicable.

Benefits

If an employee is absent from work due to military service, benefits will continue as follows: An employee on extended military leave may elect to continue group health insurance coverage for the employee and covered dependents under the same terms and conditions for a period less than 31 days from the date the military leave of absence begins. The employee must pay, per pay period, the premium normally paid by the employee. After the initial 31-day period, the employee and covered dependents can continue group health insurance for up to 24 months at 102% of the overall (both employer and employee) premium rate. Employees must elect coverage and make the required payments to the Human Resource Department in a timely manner to continue coverage. As stipulated by federal and state laws.

Pursant to N.J.S.A. 38A:4-4, any employee who is a member of the Organized Militia is entitled to leave of absence without loss of pay on all work days during which they are engaged in a period of State or Federal active duty for up to ninety (90) work days in the aggregate in a calendar year. Any leave in excess of ninety (90) work days shall be unpaid.

Pursuant to N.J.S.A. 38:23-1Any employee who is a member of the organized reserves is entitled to leave of absence without loss of pay on all work days during which they are engaged in a period of Federal active duty, for up to thirty (30) work days in the aggregate in a calendar year. Any leave in excess of thirty (30) work days shall be unpaid.

Employees do not accrue vacation time while out on an unpaid leave of absence. With respect to Bergen Community College's retirement plan, upon reemployment, employees who have taken military leave will be credited for purposes of vesting with the time spent in military service and will be treated as not having incurred a break in service. Immediately upon reemployment, the employee may, at the employee's election, make any or all employee contributions that the employee would have been eligible to make had the employee's employment not been interrupted by military service. Such contributions must be made within a period that begins with

the employee's reemployment and that is not greater in duration than three times the length of the employee's military service. Employees will receive all associated company match for such contributions.

During an extended military leave of absence, employees' college accounts will be suspended, except for access to essential employment-related systems, in compliance with federal and state laws.

Reemployment

Upon an employee's prompt application for reemployment (as defined below), an employee will be reinstated to employment in the following manner depending upon the employee's period of military service:

- *Less than 91 days of military service* – reinstated to a position that the employee would have attained if employment had not been interrupted by military service; or, if found not qualified for such position after reasonable efforts by Bergen Community College, in the position in which the employee had been employed prior to military service.
- *More than 90 days and less than 5 years of military service* – reinstated to a position that the employee would have attained if employment had not been interrupted by military service or a position of like seniority, status and pay, the duties of which the employee is qualified to perform; or, if proved not qualified after reasonable efforts by Bergen Community College, in the position the employee left, or a position of like seniority, status and pay, the duties of which the employee is qualified to perform.
- *Employee with a service-connected disability* – if after reasonable accommodation efforts by the employer, an employee with a service-connected disability is not qualified for employment in the position he or she would have attained or in the position that he or she left, the employee will be employed in another position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by Bergen Community College; or, if no such position exists, in the nearest approximation consistent with the circumstances of the employee's situation.

Application for Reemployment

An employee who has engaged in military service must, in order to be entitled to the reemployment rights set forth above, submit an application for reemployment to the Human Resource Department according to the following schedule:

- *If service is less than 31 days (or for the purpose of taking an examination to determine fitness for service)* - the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service and the expiration of eight hours after a time for safe transportation back to the employee's residence.
- *If service is for 31 days or more but less than 181 days* - the employee must submit an application for reemployment with HR no later than 14 days following the completion of service.
- *If service is over 180 days* - the employee must submit an application for reemployment

with the Human Resource Department no later than 90 days following the completion of service.

- *If the employee is hospitalized or convalescing from a service-connected injury* - the employee must submit an application for reemployment with HR no later than two (2) years following completion of service.

Exceptions to Reemployment

In addition to the employee's failure to apply for reemployment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

- Bergen Community College's circumstances have so changed as to make reemployment impossible or unreasonable.
- Reemployment would pose an undue hardship upon Bergen Community College.
- The employee's employment prior to the military service was merely for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.
- The employee did not receive an honorable discharge from military service.

General Benefits Upon Reemployment

Employees reemployed following military leave will receive seniority and other benefits determined by seniority that the employee had at the beginning of the military leave, plus any additional seniority and benefits the employee would have attained, with reasonable certainty, had the individual remained continuously employed. An employee's time spent on active military duty will be counted toward eligibility for FMLA leave. Additionally, upon reemployment, a covered employee will not be discharged except for cause for up to one year following reemployment.

Documentation

The Human Resource Department will, upon the employee's reapplication for employment, request that the employee provide Bergen Community College with military discharge documentation to establish the timeliness of the application for reemployment, the duration of the military service, and the honorable discharge from the military service, if applicable.

Retaliation

The College prohibits retaliation against individuals who, in good faith, assert their rights under any College policy or applicable law, including but not limited to the Uniformed Services Employment and Reemployment Rights Act ("USERRA"). This protection extends to individuals who bring a complaint, participate in an investigation, or protest conduct prohibited by college policy or federal and state laws. Retaliation is a separate offense from the original complaint and will be considered independently of the merits of the underlying claim. Individuals who believe they have been subjected to retaliation should report the conduct to the Human Resources Department.

Related Documents/Policies:

Policy History: (adopted/amended)

Adopted:
Amended:

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BOARD OF TRUSTEES ACTION P14
Approval Date: October 7, 2025

Resolution
Approval of the Pre-Employment Screening (Background Check) Policy.

Submitted By
Dr. Eric Friedman, President
Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development
Mrs. Suzanne Wetzel, Vice President of External Affairs

Action Requested
To approve the College's Pre-Employment Screening (Background Check) Policy.

Justification
The purpose of this policy is to establish the framework and guidelines for how background checks are conducted during the College's hiring process.

See the attached policy.

Bergen Community College
Board of Trustees
Section: (HR)

Policy #:

Effective Date:

Responsible Official:
Vice President of Human Resources and Organizational Development

Pre-Employment Screening (Background Check)

Policy Statement:

Pre-employment screening (i.e., background check) is performed on applicants being considered for employment, as part of the hiring process of Bergen Community College (the College). A background check searches public records, databases, and other sources of information on a candidate's history, which provides the College with insight into a candidate's experience and qualifications, criminal history if any, and other information as required by law, industry regulations, or as warranted by the position.

Reason for Policy:

To establish the framework and guidelines for how background checks are conducted during the College's hiring process to ensure their effectiveness, consistent and standardized application, and compliance with federal and state law requirements.

Who Should Read This Policy:

- Faculty and staff members with managerial or supervisory responsibilities for staff or operations.
- Human Resources Department Employees

Definitions:

Background Check - An examination or investigation of an individual's history and past, which utilizes third-party resources to examine public records, law enforcement information, credit bureau reports, academic records, and previous work history. It can uncover information about an individual such as education and employment history, criminal records, credit history and more. The purpose of background checks is to confirm that individuals are who they say they are and uncover any potential issues or conflicts. Background checks are a type of consumer report covered under the Fair Credit Reporting Act ("FCRA"). Thus, consumer reporting agencies who collect and provide background check information, and employers who use such information in their hiring decisions must adhere to strict FCRA requirements.

Consumer Reporting Agency - entity which collects information and provides reporting to third parties about individuals/consumers that is used in various decision-making situations. This includes pre-employment screening (i.e., background check) services provided to employers used in the hiring process, which includes information and verification of a candidate's education, certifications attained, prior employment, and criminal history (i.e., misdemeanor and felony convictions).

Expungement of Criminal Record (expunged record) - criminal record that has been destroyed or sealed from state or federal records by a court order, which instructs the court to treat the conviction as if it never happened, removing the record from the individual's record and ideally the public record.

Fair Credit Reporting Act ("FCRA") - enforced by the Federal Trade Commission is among the most important federal laws governing background checks and hiring processes. The FCRA protects consumer privacy and ensures fairness and accuracy of information collected and disclosed by consumer reporting agencies. It also controls how employers can use the information they receive on pre-employment background check reports. Before an employer can conduct a background check, it must first notify and secure the candidate's written consent to conduct a background check. If an employer decides not to hire a candidate based on information contained in the background check, it must adhere to FCRA's adverse action process before making a final decision (discussed in further detail later in this policy). While this law was initially meant to protect financial information, its scope was expanded to include background check information.

Title VII of the 1964 Civil Rights Act - the federal anti-discrimination law in the U.S., which prohibits employment discrimination based on the following protected classes: race, color, national origin, sex, religion, disability, genetic information, or age (40 or older). The law applies to background checks for employment when they reveal that an applicant has a criminal record. Although criminal history is not a protected class, Title VII prohibits use of criminal background checks in a way that discriminates against a protected class. The Equal Employment Opportunity Commission ("EEOC") which enforces Title VII requires employers to individually assess criminal records on pre-employment background checks, and any convictions must be assessed as they relate to the specific position the employer is hiring under EEOC guidance.

American Disabilities Act ("ADA") of 1990 - civil rights law enforced by the EEOC that prohibits discrimination based on disability, which includes both mental and physical medical conditions. From an employment standpoint, employers with 15 or more employees must provide individuals with disabilities an equal opportunity to benefit from employment-related opportunities available to others. The ADA limits when and how employers can consider medical information in the hiring process to prevent discrimination against people with disabilities. The law prohibits using qualification standards, employment tests, discriminatory background checks, or other selection criteria that screen out an individual with a disability unless the qualification standard, test, or other criteria, is shown to be job-related for the position.

Genetic Information Nondiscrimination Act - enacted in 2008 to prohibit some types of genetic discrimination by barring the use of genetic information in health insurance and employment decisions. From an employment standpoint it bars employers from using individuals' genetic information when making hiring, firing, job placement, or promotion decisions.

New Jersey Opportunity to Compete Law - sometimes referred to as the Ban the Box Law, which applies to New Jersey public and private employers with 15 or more employees. Employers are prohibited from advertising that individuals with criminal records will not be considered and cannot ask about criminal history information during the initial application process. Employers may not inquire into a candidate's criminal history until after conducting a first interview and may not consider expunged or pardoned convictions when making hiring decisions.

Exceptions are made for positions that legally require criminal background checks, for employers that have a stated intention to hire candidates with criminal histories, and when applicants voluntarily disclose their criminal record.

New Jersey Clean Slate Act - allows for the expungement of criminal records after ten years following the date of conviction, payment of fines, completion of parole, or release from incarceration, whichever is latest, and as soon as three to five years for certain indictable convictions. The act allows individuals with convictions to petition the court for an expungement of their criminal records. While the law applies to most offenses, certain more serious convictions such as murder, manslaughter, treason, kidnapping, arson, robbery, and rape are not eligible for expungement and are reportable. Conspiracies, attempts, or aiding and assisting others to commit these offenses also cannot be expunged. Expunged records are not reported to consumer reporting agencies, and employers are not allowed to rely on such information, if known, when making hiring decisions.

The Policy:

The College utilizes background checks during the hiring process, which serve as a critical screening tool to verify information on an applicant's resume and job application. This helps to limit or reduce the risk of potential hiring liabilities or issues, protect workplace safety, identify candidates who have disqualifying criminal convictions, uphold the College's reputation and ethical standards, maintain a culture of trust and transparency, and assist the College in making the right hiring decisions. The use of background checks helps the College bring clarity and validation to hiring decisions.

Background checks are conducted for all external candidates chosen for part-time and full-time vacant/open positions when conditional offers of employment are extended. An offer of employment is conditioned upon successfully passing a pre-employment background check, which must be completed prior to the start of employment.

Candidates for full-time positions must also be approved by the Board of Trustees ("BOT") prior to joining the College. The nature and extent of the background check conducted may vary depending on the requirements and responsibilities of the open position. Thus, more comprehensive background checks may be conducted for candidates, including internal applicants, who are hired for positions that require a higher level of responsibility and authority. Entry level positions and positions with less responsibility and authority are still subject to comprehensive general background checks. The College's Human Resources Department which oversees the background check process utilizes a reputable third-party consumer reporting agency ("CRA") that is FCRA-compliant to conduct all background checks. The College does not conduct or use investigative reports on candidates based on such things as personal interviews concerning individuals' character, general reputation, personal characteristics, and lifestyle.

Background Check Information Obtained

Depending on the requirements and responsibilities of the position, background checks will provide some or all the following information about the candidate:

- **Education verification** – schools attended, degrees or courses of study, and attendance and graduation dates.
- **Certifications, licensing, and credentials** – nature and type earned, issuance and expiration dates if applicable, status (i.e., current, valid, and in good standing), and any public discipline/sanctions levied.
- **Employment verification** – employers worked for, titles/positions held, dates of employment, and employment status.
- **Credit checks** – financial management-related information such as bankruptcies, accounts in collection, and payment histories
- **Criminal background checks** – criminal history records such as misdemeanor and felony convictions, arrests that may lead to convictions, and pending criminal cases.
- **Child Abuse Record Information ("CARI") checks** – verification of any substantiated report of physical or sexual child abuse and/or neglect. CARI checks in addition to criminal background checks are utilized in the hiring of Child Development Center ("CDC") staff. Such checks are performed upon each staff's license renewal, and only CDC staff that have cleared both checks may provide unsupervised care of children.
- **Civil court checks** – non-criminal court history, including judgements, lawsuits, or claims.
- **Motor vehicle records** – driving history and verification of license status for positions that require driving on the job.
- **Drug screening** – detects signs or actual use of one or more illegal or prescription drugs. Conducted on all candidates for Public Safety Office positions and candidates who will operate College vehicles.
- **Other personal information** - information such as date of birth, current and prior home addresses, and social security number verification.

Health Professions faculty participating in clinical education programs must be cleared of the required background checks prior to joining these programs and as part of their clinical affiliate agreement.

Compliance with Federal and New Jersey State Laws

Background checks and related hiring practices are conducted in compliance with all applicable federal and New Jersey state laws. From a federal law standpoint this includes compliance with the FCRA, Title VII of the 1964 Civil Rights Act, the American Disabilities Act, and the Genetic Information Nondisclosure Act. For New Jersey state law purposes, this includes compliance with the New Jersey Opportunity to Complete Law (aka Ban the Box Law) and the New Jersey Clean Slate Act; various state statutes that are consistent with or in addition to FCRA requirements which address background check notifications, adverse action rights, and prohibited inquiry of social media information; and New Jersey Bill A1094 passed into law which prohibits employers from making any pre-employment salary inquiries of applicants until after a conditional offer of employment has been made. Failure to comply with such laws and statutes could subject the College to penalties, fines, and litigation.

To ensure a standard, consistent, and compliant background check process, the College undertakes the following steps:

Prior to Obtaining a Background Check

The College takes the following steps prior to obtaining a background check to be in compliance with EEOC and FCRA requirements.

- Background checks are conducted for all external candidates selected for part- time and full-time open positions who are extended conditional offers of employment. A reputable third party CRA is used to conduct all background checks. The College provides the CRA with the candidates' names and email addresses. The CRA then contacts and works directly with the candidates to obtain all required information and comply with FCRA requirements.
- Prior written notice is provided to all candidates that they will be subject to a background check. This includes informing the candidate that information obtained from the background check may be used in the employment decision and job offer. This notice is in a stand-alone format and not included in the employment application.
- Candidates' written permission to conduct background checks are obtained by the CRA before they are performed. This can be part of the written notice informing candidates that they will be subject to a background check or can be in a separate document. Candidates that refuse to give authorization for a background check are informed that they will no longer be considered for employment.
- Candidates are provided with a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act". The name, address, and telephone number of the CRA are also provided.
- Candidates can request or be given the option to receive a copy of their background check upon being conducted and available.
- A candidate's genetic information which includes family medical history is not obtained, and no medical questions are asked before a conditional job offer has been made. If such information is known or disclosed by the candidate, it is not used in the employment decision-making process.
- The College certifies with the CRA that the candidate was notified of the background check and received the candidate's permission, that all FCRA requirements were

complied with, that the candidate is not discriminated against, and that the information gathered is not misused, in violation of federal and state laws and regulations.

Use of the Background Check Information

Strict guidelines are adhered to by the College in the use of information obtained from a background check, to ensure that such information is not used in a discriminatory manner, which is in violation of federal laws.

- The same standards are applied in the review process of all background check information obtained, regardless of the candidates' protected class, which includes race, national origin, color, sex, religion, disability, genetic information (including family medical history), or age (40 or older).
- The results of background checks are communicated to candidates after they have been reviewed and assessed. Candidates with clean background checks are informed of this. Candidates with background checks that identify issues/problems, and which may lead to an adverse action taken (i.e., candidate not hired) are informed through the process addressed later in this policy.
- Special care and consideration are taken when basing employment decisions on background issues/problems that may be more common among individuals of a protected class.
- Consideration is taken, and possible exceptions made, for matters revealed during background checks that were caused by a disability. This includes allowing candidates to demonstrate their ability to perform the required job responsibilities despite the matter(s) identified in the background information, unless doing so would cause significant financial and/or operational difficulty to the College.
- For positions paying less than $75,000, the FCRA has a seven-year lookback rule provision for background checks. This provision limits the reporting of certain information to the previous seven years which includes civil judgements, civil lawsuits, liens, bankruptcies, and arrests not leading to convictions. This provision does not apply to criminal convictions. Thus, an individual's entire criminal history is available, unless a conviction has been expunged. The FCRA's lookback period also does not apply to employment history, education, or credentials, which can be reported regardless of the age of the information. The seven-year lookback rule provision does not apply to positions earning $75,000 or more. However, the College performs background checks on all external candidates chosen for part-time and full-time vacant/open positions when conditional offers of employment are extended, regardless of the amount they will be compensated.
- All background check information obtained by the College shall be treated as confidential. Such information will be securely stored in accordance with applicable laws and College policies to prevent unauthorized access, use, or disclosure. Access to background check records will be limited solely to individuals who have a legitimate reasons in order to perform their duties.

Criminal Records/Convictions Identified in the Background Check

When a candidate's background check identifies a criminal conviction(s), several factors are assessed and considered in the hiring decision.

- When reviewing criminal records, the College considers the type of offense that was committed, as well as the time that has passed since the incident. EEOC guidelines are adhered to by the College when deciding not to hire an individual based on arrests or convictions identified during the background check. Since an arrest does not mean that the individual was found guilty of committing the crime, there are no grounds to deny employment for that reason alone, unless further investigation shows clear wrongdoing. Even if an individual has a conviction that appears on the background check, EEOC guidelines are followed which recommend that extra consideration is taken to ensure the conviction information is accurate before denying employment based on that finding. Criminal conviction information is individually assessed as it directly pertains to the position for which the candidate applied.
- When a criminal conviction is identified in a background check, an individualized assessment is performed and the following is considered by the College in making the final hiring decision,
  - The type and nature of the conviction and whether it relates to the position.
  - The time elapsed since the conviction.
  - How many convictions the candidate has.
  - The candidate's prior history and evidence of rehabilitation.
  - Clarifying information provided by the candidate.
  - Whether hiring the candidate would create an unreasonable risk to the College community.
- Since background checks are only conducted on candidates who receive conditional offers of employment, they are guaranteed employment upon passing a background check (i.e., background check does not identify any issues/problems) and for the full-time positions being approved by the Board of Trustees.

Adverse Action Taken Based on Background Information Obtained

When a candidate's background check may or does result in an adverse employment action taken (i.e., candidate not hired) the FCRA has additional requirements which are designed to protect the candidate, to promote fairness and transparency in the hiring process, and to alert the candidate that negative information was the basis for the adverse action taken.

- Before an adverse action is taken, candidates are provided with:
  - A notice (i.e., pre-adverse action letter) that highlights the problematic information and includes a copy of the background check report that is used by the College to make its decision. This provides candidates with the opportunity to review the report and inform the College if it is correct or not, and the reason(s) why.
  - A copy of "A Summary of Your Rights Under the Fair Credit Reporting Act" obtained from the CRA that conducted the background check.
  - A reasonable amount of time to respond (typically five business days) which is referenced in the notice. Candidates can dispute any information they believe is inaccurate and can provide evidence that the information is wrong, that they have been rehabilitated, etc. The CRA will then investigate and resolve any disputed information.
  - A final notice of the adverse action taken, describing the reasons for same.

- When an adverse employment action is taken, candidates are informed either orally, in writing, or electronically:
  - That they were not hired because of the information in the background check.
  - The name, address, and phone number of the CRA that conducted the background check.
  - That the CRA did not make the hiring decision and cannot provide specific reasons for the decision reached.
  - Their rights under New Jersey state law and FCRA. That they have the right to dispute the accuracy or completeness of the background check and can obtain a free background check report from the CRA within 60 days from the point they were informed of the hiring decision.

Disposal of Background Information

Employment and hiring related information including background check reports have record retention requirements. Once all requirements have been met, such information may be disposed of, which must be done in a secure manner.

- Any personnel or employment records (e.g., application forms, background check reports, and other hiring records) must be preserved for two years after the records were made, or after a personnel action was taken, whichever comes later, regardless of whether the candidate was hired or not. If a candidate files a charge of discrimination, the records are maintained until the case is concluded.
- When all applicable recordkeeping requirements are satisfied, all background check information can be disposed, which must be done in a secure manner. This can be done by burning, pulverizing, or shredding paper documents and disposing of electronic information so that it cannot be read or reconstructed.

Roles and Responsibilities

The Human Resources Department and hiring managers of the College are impacted by and play a critical role in the background check process. Although not privy to this policy, candidates also have a role and responsibilities in this aspect of the hiring process which makes it more timely, accurate and efficient.

- Human Resources
  - Oversee and manage the College's background check process.
  - Ensure compliance with this policy and all applicable federal and state laws and statutes, regarding the way background checks are conducted and how the information is used. This includes identifying, addressing, and implementing all new laws or changes to existing laws.
  - Determine the nature and extent of the background check required for each position.
  - Assess the ongoing support and services provided by the CRA used by the College and its compliance with federal and state laws.
  - Work with and apprise hiring managers of the status of their candidates' background checks, including any issues/problems identified.
  - Assess all adverse issues identified during the background check process, and the impact on the final hiring decision, which includes working with hiring managers

and/or the College's legal counsel and complying with all adverse action requirements.
    - Ensure the proper handling and disposal of background check and other hiring-related information.
- Hiring Managers
    - Understand and comply with all requirements of the background check process.
    - Provide HR with all requested information about the position and its responsibilities, and work with HR where needed to address all issues/concerns identified during the background check process.
    - Support all adverse hiring decisions reached by HR and/or the College's legal counsel.
- Candidates
    - Provide accurate and complete information in the College's employment application and in their resumes.
    - Provide all requested information in a timely manner.
    - Provide any adverse information that is pertinent to the hiring process prior to the background check process, which may be considered and factored into the final hiring decision.
    - Provide written permission/approval to conduct a background check when a conditional offer of employment has been received.

Procedure:

The Human Resources Department will provide the candidate with detailed instructions on how to submit the background check request.

Related Documents/Policies:

Policy History: (adopted/amended)

Adopted:
Amended:

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PLACEHOLDER
BIDS DUE 10/3/25

BOARD OF TRUSTEES ACTION S/F1
Approval Date: October 7, 2025

Resolution
To authorize the award of Public Bid P-2414 Ender Hall Roof Replacement to _____.

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

Action Requested
Authorization to award Public Bid P-2414 Ender Hall Roof Replacement to _____ in the amount of _____ which includes the Base bid and allowances.

Justification
The existing Ender Hall roof has reached the end of its functional life and has significant deterioration that can compromise the integrity of the building envelope. Replacing the roof will maintain the structural integrity, safety, and building envelope for Ender Hall and limit disruptions to ongoing building operations.

Bids were received from:

Base Bid w. Allowances

Charge To: Chapter 12
Account Number: 20-00-190000-604221
Amount: $