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

BOARD OF TRUSTEES
PUBLIC MEETING

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

Tuesday, October 8, 2024 – 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. Kaylie Quezada, Alumni Trustee

IV. Roll Call

V. Pledge of Allegiance

VI. Reports:
- A. Vice Chairman
- B. Secretary
- C. Treasurer
- D. President
  - ❖ Presentation: Kids and Teens Summer Learning Academy
    By: Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development
- E. Committees
  1. Audit, Finance and Legal Affairs
  2. Education and Student Affairs
  3. Personnel
  4. Site and Facilities
  5. Strategic Planning and Issues
- F. Alumni Trustee
- G. Chairwoman

VII. Unfinished Business / Board Members

VIII. New Business / Board Members

IX. Open to the Public

X. Actions

A.	Approval of Board Minutes:	Thursday, September 5, 2024
B.	Consent Agenda:	Tuesday, October 8, 2024

XI. Adjournment

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CONSENT AGENDA

Tuesday, October 8, 2024
Paramus Campus – Technology Building – Conference Rooms B and C
5:00 p.m.

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

Approval of Board Minutes – Thursday, September 5, 2024

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To enter into a 3-year contract with Aspire Technology Partners LLC to renew the College's subscription to Cisco's Umbrella Cloud Security for Education Product.
3. To renew the College's Elevate software application with Ellucian, Inc. for a term of one-year.
4. Authorization to purchase and install furniture as needed through discounted pricing on various co-operative, county, and state purchasing agreements and contracts for the Fiscal Year ending June 30, 2025.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. To accept an award from the Office of the Secretary of Higher Education's (OSHE) for **The Center for Adult Transition** grant, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
2. To accept an award from Office of the Secretary of Higher Education's (OSHE) for a **Community College Opportunity Grant (CCOG)** grant and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
3. To submit a grant application for the **Some College, No Degree Institutional Grant and Evaluation 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.

PERSONNEL (P)

1. To approve the specified personnel separations.
2. To approve the appointments of the specified Grant-funded personnel.
3. To approve the appointments of the specified Lecturers for the Fall 2024 Semester
4. To approve the appointment of the specified Professional personnel.
5. To approve the job description for the specified positions.
6. To approve the Promotions of the specified confidential personnel.
7. To approve the Promotions of the specified professional personnel.
8. To approve the change of funding source.

SITE AND FACILITIES (S/F)

1. Authorization to award Public Bid P-2397 for Tech Building #128 Roof Top Unit (RTU) Replacement to Hanna's Mechanical Contractors, Inc.
2. Authorization to award Public Bid P-2399 for the Pitkin Education Center's First Floor Café Renovation to AB Contracting, L.L.C.
3. To award professional engineering services to T&M Associates for the evaluation of the Bergen Community College Lyndhurst Campus parking lot.
4. To authorize the adoption of the recommended proprietary specifications for the New Culinary Arts Building project.

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BOARD OF TRUSTEES ACTION A/F1
Approval Date: October 8, 2024

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

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

Action Requested
Approval for payment of the following legal vouchers:

DeCotiis, FitzPatrick, Cole & Giblin. LLP.

August 1, 2024 to August 31, 2024 $30,985.66

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	$30,985.66

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BOARD OF TRUSTEES ACTION A/F 2
Approval Date: October 8, 2024

Resolution
To enter into a 3-year contract with Aspire Technology Partners LLC to renew the College's subscription to Cisco's Umbrella Cloud Security for Education Product.

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 3-year contract with Aspire Technology Partners LLC through Naspo Valuepoint Contract #AR3227 (#21-TELE-01506) and to renew the College's subscription to Cisco's Umbrella Cloud Security for Education for the term of 11/14/2024 - 11/13/2027 in the amount of $68,600.68.

Justification
Umbrella is a part of our portfolio of security tools which allows us to close a significant gap in our attack surface area. Umbrella reduces our vulnerability to phishing emails and potentially harmful websites. Additionally, it provides a high level of control and visibility into the College's internet utilization. Entering into a 3-year agreement will save the college $7,566.53 and will be payable in three annual installments of $22,866.89.

Quotations for this renewal were received from the companies listed below.

Aspire Technology Partners LLC	$68,600.68
SHI Internation Corp.-	$89,094.48
CDW Government -	No quote
Insight Public Sector -	$69,450
Presidio -	$71,962.53

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

Charge to: College Operating Funds
Account: 10-01-165100-607526
Total: $68,600.68

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BOARD OF TRUSTEES ACTION A/F 3
Approval Date: October 8, 2024

Resolution
To renew the College's Elevate software application with Ellucian, Inc. for a term of one-year.

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 the renewal of the College's cloud based Elevate software application with Ellucian, Inc. for the period of November 1, 2024 through October 31, 2025 in the amount of $46,795.

Justification
Elevate is the Customer Relationship Management (CRM) system that manages the registration, financial, scheduling, and reporting processes for Continuing Education. Using Elevate substantially improves student and participant experiences by providing industry-standard "shopping cart" "search and purchase" experience. Elevate is delivered with built in integration to the College's Student Information System (Colleague) and is utilized by Continuing Education, corporate training, summer, 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: 10-01-165100-607656
Amount: $46,795.00

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BOARD OF TRUSTEES ACTION A/F 4
Approval Date: October 8, 2024

Resolution
Authorization to purchase and install furniture as needed through discounted pricing on various co-operative, county, and state purchasing agreements and contracts for the Fiscal Year ending June 30, 2025.

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

Action Requested
Authorization to increase purchasing amount from $200,000 (June 2024 BOT meeting) to $400,000.00 by utilizing approved New Jersey State Contract Vendors on ESCNJ, Hunterdon County, and E&I Cooperative contracts, OMNIA Partners, Sourcewell, TIPS, and National Cooperative Purchasing Alliance, all of which Bergen Community College has maintained memberships with.

Justification
The College requires the purchase, delivery, and installation of furniture at the College. Furniture is critical to provide transformative and inclusive places for the College community that foster collaboration, innovation, and belongingness.

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

Charge to:	Various
Account Number:	Various
Total Amount:	$400,000.00

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BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: October 8, 2024

Resolution

To accept an award from the Office of the Secretary of Higher Education's (OSHE) for **The Center for Adult Transition** grant, 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 Student Affairs
Dr. Anjali Thanawala, Director of Grants Administration

Action Requested

To authorize acceptance of **The Center of Adult Transition** grant award of $269,620.94 for the Budget period 09/01/2024- 06/30/2025, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

This grant will provide students (up to the age of 24) who have developmental disabilities with the support and resources necessary to more successfully transition from secondary school to postsecondary education and adult employment. The grant activities will increase students' readiness for independent living opportunities by developing appropriate skills to be successful.

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

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BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: October 8, 2024

Resolution
To accept an award from Office of the Secretary of Higher Education's (OSHE) for a **Community College Opportunity Grant (CCOG)** grant 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 Student Affairs
Dr. Anjali Thanawala, Director of Grants Administration

Action Requested
To authorize acceptance of a **CCOG** grant award of $383,694.00 for the budget period 07/01/2024-06/30/2025, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

CCOG is New Jersey's initiative to cover the cost of community college tuition for students by providing last-dollar awards. It is available to New Jersey residents attending community college with an annual adjusted gross income (AGI) of under $65,000. For students with an AGI between $65,001 and $80,000, a proportional reduction in the level of tuition supported is applied after receiving up to half of the maximum CCOG award. For AGIs between $80,001 and $100,000, students receive a reduced level of tuition support after up to one-third of the maximum CCOG award.

The CCOG funds aim to boost student enrollment and support the initiative's goals by enhancing capacity, improving student completion rates, and easing financial burdens.

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

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BOARD OF TRUSTEES ACTION E/SA 3
Approval Date: October 8, 2024

Resolution
To submit **Some College, No Degree Institutional Grant and Evaluation 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 Student Affairs
Dr. Anjali Thanawala, Director of Grants Administration

Action Requested
To authorize submission of **Some College, No Degree** grant application for $100,000 for FY25, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

These Grant funds will be committed to re-engage and re-enroll SCND students and help them complete their degree program by providing them improved support services. These funds will also be used to study the impact of institutional and state-wide policies in improving the outcomes for SCND students.
The funds will be broadly used as follows:

1. **Student focused Initative funding-** 25% of the total funds will be used for basic needs support for students; student initiatives for participation, re-enrollment, or persistency; application fee waivers; credit for prior learning assessment vouchers.
2. **Institution- Focused funding-** 75% funds will be used for developing infrastructure to support SCND students. Some eligible use of funds include development of a website for communication and marketing of the program; extending hours for key student support programs; and paying staff working with SCND students.

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

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BOARD OF TRUSTEES ACTION P1
Approval Date: October 8, 2024

Resolution
To approve the specified personnel separations.

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 accept the separation of the following individuals:

	Name	Reason	Position/Department/Division/Unit	Effective Date
1.	Michael Francois	Resignation	Head Working Electrician/ Facilities/Support	09/09/2024
2.	John Giaimo	Retirement	Associate Professor/Veterans and Military Affairs/Student Affairs/Faculty	01/02/2025
3.	Peter Sforza	Retirement	Custodian/Facilities/Support	11/01/2024

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BOARD OF TRUSTEES ACTION P2
Approval Date: October 8, 2024

Resolution
To approve the appointments of the specified Grant-funded personnel.

Submitted By
Dr. Eric M. Friedman, President
Ms. Cinzia D'Iorio, Vice President of Continuing Education and Workforce Development
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

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

	Name	Position/Division	Unit	Salary (pro-rated)	Effective Date
1.	Luciana Lew	Program Supervisor PACE Grant/ Continuing Education and Workforce Development	Grant	$47,000.00	10/09/2024
2.	Olivia Sanchez	Bilingual Academic Advisor/ Student Affairs	Grant	$45,000.00	10/16/2024

Justification
To fill budgeted vacant positions through successful search processes pending completion of background checks and references. These positions are at-will.

Charge to:
Grant Fund Account Numbers in accordance with the list below:
1. 50-03-518800-601110
2. 50-04-519000-601110

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BOARD OF TRUSTEES ACTION P3
Approval Date: October 8, 2024

Resolution
To approve the appointments of the specified Lecturers for the Fall 2024 Semester

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 appointment of the following individuals as Lecturers for the Fall 2024 semester at the salary indicated:

Name	Discipline/Division	Salary
Graham Elliott	Performing and Visual Arts/Humanities	$22,558.06
Matthew Stokes	English/Humanities	$22,558.06

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 P4
Approval Date: October 8, 2024

Resolution
To approve the appointment of the specified Professional personnel.

Submitted By
Dr. Eric M. Friedman, President
Ms. Tonia McKoy, Dean of Research and Institutional Effectiveness
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
Danielle Pragdat	Research and Operations Assistant/Research and Institutional Effectiveness	Professional	$52,000.00	10/14/2024

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

Charge to: College Operating Funds
Account Number: 10-01-189100-601110

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BOARD OF TRUSTEES ACTION P5
Approval Date: October 8, 2024

Resolution
To approve the job description for the specified positions.

Submitted By
Dr. Eric M. Friedman, President
Ms. Nishika Gupta, Assistant Vice President, Information Technology
Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

Action Requested:
To approve the following actions:

	Title	Action	Unit
1.	Associate Director of Benefits Administration	Title Change from Benefits Administrator and New Job Description	Confidential
2.	Business Systems Analyst	Revised Job Description	Professional
3.	IT Endpoint Engineer	Job Description	Professional

Justification
To provide job descriptions that meets the scope and responsibility of the position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: **Associate Director of Benefits Administration**

DEPARTMENT: Human Resources

FUNCTION: The Associate Director of Benefits Administration is responsible for overseeing the strategic design, implementation, and administration of Bergen Community College's employee benefits programs. The incumbent establishes, administers, and maintains all employee benefit plans/programs for the College and ensures legal and regulatory compliance.

REPORTS TO: Vice President of Human Resources and Organizational Development

SUPERVISES: Benefits and Compensation Assistant

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Serves as the certifying officer to State benefits agencies and private insurance carriers.
2. Develop, implement, and continuously refine benefits strategies that align with the College's goals, fostering a competitive edge in attracting and retaining top talent. Ensure that benefit programs are innovative, cost-effective, and compliant with state and federal regulations.
3. Performs benefits enrollment, processing and problem resolution; conducts benefits fairs and open enrollment.
4. Primary benefits liaison between the college and third-party administrators for health, dental and prescription plan, and compliance reporting. Act as a liaison with the division of pension for defined benefits (PERS), defined contribution (ABP) retirement plan.
5. Manage and conduct audits for healthcare benefits (including medical, dental, and vision), pension plans, supplemental annuities (403b), life insurance, FMLA, workers' compensation, and flexible spending accounts (FSA).
6. Ensure the College's benefits programs meet all legal and regulatory requirements. Stay informed of changes in laws and regulations, and proactively adjust policies and practices to maintain compliance and mitigate risk.
7. Utilize competitive data, industry trends, and cost analyses to recommend and develop innovative benefits program.
8. Prepare statistical reports for negotiations and other projects as needed.
9. Ensures timeliness and accuracy of required filings.
10. Maintain the College's benefit website.
11. Oversee of various benefits platform including self-service portals and the Benefit mailbox.
12. Prepare budgetary recommendation and assist in the monitoring, verifying, and reconciling budgeted funds.

13. Administer and communicate all aspect of leave and ADA interactive process and accommodation. Provide extensive case management and coordinate administrative aspect of the cases and claims.
14. Develop communication tool to enhance understanding of the College's benefit packages. Provides customer service support to all college employees.

Administrative and Other Duties

1. Performs additional tasks or duties as assigned.

ORGANIZATIONAL RELATIONSHIPS: (1) Reports to the Vice President of Human Resources and Organizational Development Assistant Director of Human Resources. (2) Ability to relate well to people at all levels within the institution to ensure that the office is projected in an effective manner in dealing with both internal and external constituencies of the College. (3) Performs work in a manner that furthers the College's mission and values.

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

QUALIFICATIONS: 1) Education: Bachelor's degree in Human Resources or a related field preferred or Associate Degree with three years of relevant experience required (2) Knowledge, Skills and Abilities: (a) Must have knowledge of benefit contract language, pertinent federal and state regulations, and filing and compliance requirements affecting employee benefit programs, both adopted and pending. This includes ERISA, COBRA, FMLA, NJFLA, FLSA, ADA, SECTION 125, Workers Compensation, Medicare, COBRA, and Social Security and DOL requirements. Strong analytical skills and thorough knowledge of plan designs. Ability to understand, evaluate and make judgements on the proposals of new benefits. Knowledge of benefits contract language. Exhibits strong skills in Communication, Customer and Student.

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

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

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

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Business Systems Analyst

DEPARTMENT: Information Technology Services

FUNCTION: The Business Systems Analyst (BSA) will work as part of a team that is responsible for analysis, documentation, solution design, implementation, and training/communication for Business Process Improvement initiatives at Bergen Community College. This role will be responsible for streamlining, simplifying, and improving end-to-end processes, and fostering a culture of continuous improvement with systems and tools to enhance productivity and provide a unified user experience. This position will utilize strong technical competencies and functional business expertise to identify, evaluate, and develop processes that meet institutional requirements.

The BSA will work closely with cross-functional teams to understand business needs and develop automated solutions. This position requires the ability to analyze complex business requirements and variable factors to develop creative, cost-effective solutions that integrate across platforms. Essential skills also include the ability to communicate technical information and solutions to faculty, staff, and administration. The BSA requires expertise in systems design and development, application integration, and business process analysis.

REPORTS TO: Assistant Vice President, Information Technology

SUPERVISES: Part time employee(s)

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Gather and analyze business needs and requirements for innovative solutions.
2. Consult and collaborate cross-divisionally to maximize functionality and the efficient use of assigned information systems.
3. Research and identify solutions that fit the College's business needs.
4. Prepare documentation detailing proposed solutions and framing the scope of the engagement.
5. Develop solutions using a combination of out-of-the-box enterprise software and custom-coded solutions tailored to the college's business needs.
6. Provide configuration support for all enterprise business applications.
7. Ensure that the system interface is functional, user-friendly, ADA Compliant, and uses consistent themes.
8. Analyze, evaluate, and test system upgrades, new releases, bundles, and patches.
9. Research and estimate the costs of upgrades and new implementations.

10. Identify and develop integration solutions needed for data flow between various enterprise systems.
11. Provide Level 2 technical support and expertise for assigned applications.
12. Develop reports for end users.
13. Produce and maintain project schedules, meeting minutes, and action plans.
14. Research emerging technologies that are potential solutions for adding value to current or planned tools and processes.
15. Provide training to the user community.
16. Develop metrics that provide data for process measurement.
17. Understand and monitor the product roadmap to stay ahead of emerging trends that will challenge existing processes or tools.
18. Performs additional tasks or duties as assigned.

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

QUALIFICATIONS:

(1) Education: Minimum Associate's degree in a computer or technology-related field is required. Equivalent work experience will be considered on a case-by-case basis.

(2) Knowledge, Skills, and Abilities:

a) Experience designing RESTful APIs including best practices in its design with XML and JSON. Knowledge of industry-proven Web service interaction patterns.
b) Knowledge and experience in HTML, JavaScript, Java, C++, XSD, XML.
c) Strong relational database knowledge/experience (e.g., SQL database) is desirable.
d) Experience writing SQL queries, PL/SQL programs, procedures, functions, and data transformation packages is desirable.
e) Technologically proficient in common office desktop software and familiarity with cloud-based computing and collaborative platforms and software.
f) Ability to multitask and complete multiple complex technical projects.
g) Ability to professionally adapt and manage frequent changes to processes and requirements.
h) Ability to reach closure on projects.
i) Ability to function well within a diverse team environment.
j) Ability to employ a balanced and positive approach to work activities and collaborate across internal departments, divisions, vendors, and external constituencies as needed.
k) Demonstrate understanding of the community college mission and practices an open-door policy.
l) Good oral and written communication skills.
m) Exhibit strong skills in building relationships, organizing, and planning.

(3) Experience:

a) Experience in business process analysis with a history of measurable business results.
b) 2+ years of experience with implementing and managing a large enterprise system.
c) Experience designing RESTful APIs and including best practices in its design with XML and JSON. Knowledge of industry-proven Web service interaction patterns.
d) Knowledge and experience in JavaScript, Java, C++, XSD, XML, PDF.
e) Strong relational database knowledge/experience (e.g., SQL database) is desirable.
f) Experience in writing SQL queries, PL/SQL programs, procedures, functions, and packages is desirable.

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

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

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

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: IT Endpoint Engineer

DEPARTMENT: Information Technology Services

FUNCTION: Design, deploy, and administer endpoint management solutions to ensure efficient management and security of desktops, laptops, and mobile devices across the campus. Configure and maintain virtualized desktop environments.

REPORTS TO: Assistant Director, User Services

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Administer college-wide computer endpoint management solutions.
2. Manage virtualized desktop infrastructure environments.
3. Develop and maintain device policies to enforce standardized configurations and streamline management of endpoint devices.
4. Coordinate with the IT Help Desk and other support teams to troubleshoot endpoint-related issues, ensuring timely resolution and minimal disruption to campus operations.
5. Administer endpoint antivirus and security software to detect and mitigate security risks and malware threats.
6. Evaluate and recommend enhancements or solutions for emerging technologies and trends in endpoint management and security, prioritizing effectiveness and the support of learning space improvements and college technology initiatives.
7. Develop and maintain standardized images for endpoint devices to ensure consistency and efficiency in deployment across the campus.
8. Participate in the planning and execution of large-scale endpoint projects, such as campus-wide upgrades or technology refresh cycles.
9. Conduct regular audits and assessments of endpoint configurations and security settings to identify vulnerabilities and areas for improvement.
10. Lead efforts in Windows OS deployment, upgrades, and patch management to ensure endpoints are up to date with security patches and software updates.
11. Performs additional tasks or duties as assigned.

PERFORMANCE STANDARDS: Performance in this position is 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) the Analyst maintains effective, cooperative, and productive relationships across the College, and (4) confidential aspects of the position are maintained.

QUALIFICATIONS:

(1) Education: A minimum of an Associate's Degree or equivalent from 2-year college or technical school. 4+ years related experience and/or training; or equivalent combination of education and experience will be considered on a case-by-case basis.

(2) Experience:

a) Experience in overseeing the design, development, and implementation of software systems, applications, and related products
b) Deployment of endpoint device operating systems and software.
c) Software deployment systems such as Intune.
d) Scripting in a language such as PowerShell.

(2) Knowledge, Skills, and Abilities:

a) Possesses strong working knowledge in desktop systems, both hardware and software.
b) Technologically proficient in common office desktop software.
c) Demonstrates the ability to reach closure on projects.
d) Demonstrates the ability to function well within a team environment.
e) Must have demonstrated the ability to employ a balanced and positive approach to all work activities and work collaboratively across internal departments and divisions of the College and with vendors and external constituencies.
f) Demonstrates understanding of the community college mission and practices an open-door policy
g) Excellent oral and written communication skills.
h) Exhibits strong skills in building relationships, organizing, and planning.

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 P6
Approval Date: October 8, 2024

Resolution
To approve the Promotions of the specified confidential personnel.

Submitted By
Dr. Eric M. Friedman, President
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 (prorated)	Effective Date
1.	Amelia Malak	Associate Director of Benefits Administration/ Human Resources	Confidential	$91,000.00	10/09/2024

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

Charge to:
College Operating Funds in accordance with the list below:
1. 10-01-126100-601110

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BOARD OF TRUSTEES ACTION P7
Approval Date: October 8, 2024

Resolution
To approve the Promotions of the specified professional personnel.

Submitted By
Dr. Eric M. Friedman, President
Ms. Nishika Gupta, Assistant Vice President of Information Technology
Ms. Ellianne Gallardo, Vice President of Human Resources and Organizational Development

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

	Name	Position/Division	Unit	Salary (prorated)	Effective Date
1.	Matthew Calamari	IT Endpoint Engineer/ Information Technology	Professional	$72,000.00	10/09/2024
2.	Alexander Radayev	Business Systems Analyst/ Information Technology	Professional	$72,000.00	10/09/2024

Justification
To appoint the individuals to the positions and titles indicated as part of the changing scope and level of responsibilities.

Charge to:
College Operating Funds in accordance with the list below:
1. 10-01-165300-601110
2. 10-01-165500-601110

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BOARD OF TRUSTEES ACTION P8
Approval Date: October 8, 2024

Resolution
To approve the change of funding source.

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 change in funding source for the following individuals to the position and annual salary indicated.

	Name	Position/Department/Division	Unit	Salary	Effective Dates
1.	Darlene Tomlinson	Group Teacher/Child Development Center/Academic Affairs	Professional	$43,074.96	10/01/2024 - 06/30/2025
2.	Anna Sitaras	Assistant Teacher, Child Development Center/Academic Affairs	Professional	$32,760.00	10/01/2024 - 06/30/2025

Justification
These full-time positions are being transitioned from grant-funded to college-funded in order to maintain state requirements for staffing and ratios in childcare.

Charge to:
College Operating Funds in accordance with the list below:
1. 10-10-830000-601110
2. 10-10-830000-601130

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BOARD OF TRUSTEES ACTION S/F 1
Approval Date: October 8, 2024

Resolution
Authorization to award Public Bid P-2397 for Tech Building #128 Roof Top Unit (RTU) Replacement to Hanna's Mechanical Contractors, Inc.

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

Action Requested
Authorization to award Public Bid P-2397 for Tech Building #128 RTU Replacement to Hanna's Mechanical Contractors, Inc. in the total amount of $445,250.00, with a base bid including allowances at $263,000, alternate 1 at $177,000 and alternate 2 at $5,250.

Justification
The Technology Buildings RTU is out of service, beyond its useful lifespan, and must be replaced. The RTU is necessary to maintain facility cooling operations within the conference room and other areas of the Technology Building.

Bids were received from:

Hanna's Mechanical Contractors, Inc.
Base Bid: $243,567 with Allowance: $263,000 Alt. 1: $177,000 Alt.2: $5,250

Centralpack Engineering Corp.
Base Bid: $249,567 with Allowance: $269,000 Alt.1: $191,000 Alt.2: $8,700

Environmental Climate Control
Base Bid: $270,067 with Allowance: $289,500 Alt.1: $218,000 Alt.2: $9,500

TM Brennan Service
Base Bid: $273,567 with Allowance: $293,000 Alt.1: $237,000 Alt.2: $10,000

In-Line Air Conditioning Co. Inc.
Base Bid: $278,634 with Allowance: $298,067 Alt.1: $ 227,585 Alt.2: $11,675

Envirocon, LLC
Base Bid: $279,270 with Allowance: $298,703 Alt.1: $203,000 Alt. 2: $8,500

K&D Contractors, LLC
Base Bid: $375,567 with Allowance: $ 395,000 Alt.1: $210,000 Alt.2: $7,000

Charge To: **Chapter 12**
Account Number: **20-00-180203-604238**
Amount: $445,250.00

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BOARD OF TRUSTEES ACTION S/F 2
Approval Date: October 8, 2024

Resolution
Authorization to award Public Bid P-2399 for the Pitkin Education Center's First Floor Café Renovation to AB Contracting, LLC.

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

Action Requested
Authorization to award Public Bid P-2399 for Pitkin Education Center's First Floor Café Renovation to AB Contracting, LLC in the amount of $1,026,500.00 which includes the Base bid, allowances and alternate #1.

Justification

The College's current Café, on the first floor of the Pitkin Education Center provides convenient access to food and beverages for the College and serves as a critical social and community hub. The current cafe is in need of renovation to support student experience and engagement, upgrade technology and equipment, expand menu offerings, and improve accessibility. The renovation will upgrade the campus facility and create an inviting atmosphere for students, faculty and staff.

Bids were received from:

	Base Bid w. Allowances	Alternate #1
AB Contracting, LLC	$949,000.00	$77,500.00
Magic Touch Construction Co. Inc	$987,090.23	$87,833.33
Molba Construction	$1,102,984.00	$87,575.00
Northeastern Interior Services LLC	$1,150,000.00	$95,000.00
SMBA Construction LLC	$1,155,000.00	$88,000.00
Skopye LLC	$1,183,000.00	$92,000.00
M&M Construction Company, Inc	$1,327,000.00	$90,000.00
BRAHMA Construction	$2,119,000.00	$94,561.00

Charge To: Chapter 12
Account Number: 20-00-170301-604238
Amount: $1,026,500.00

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BOARD OF TRUSTEES ACTION S/F3
Approval Date: October 8, 2024

Resolution
To award professional engineering services to T&M Associates for the evaluation of the Bergen Community College Lyndhurst Campus parking lot.

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 pay $44,750.00 for the evaluation of the parking lot at the Bergen Community College Lyndhurst Campus.

Justification
The Lyndhurst Campus parking lot exhibits significant ponding during rainfall events. The ponding at the parking lot poses a safety risk to the community, students, and staff. The purpose of the requested assessment is to identify issues, evaluate environmental conditions, and propose solutions to stormwater runoff at the Lyndhurst Campus parking lot.

Received Proposals

T & M Associates - $44,750.00

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: Operating
Account Number: 10-06-610100-60777 (Consultant's Fees)
Amount: $44,750.00

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BOARD OF TRUSTEES ACTION S/F 4
Approval Date: October 8, 2024

Resolution
To authorize the adoption of the recommended proprietary specifications for the New Culinary Arts Building project.

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

Action Requested
Authorization to adopt the recommended proprietary specifications included in the bid specifications for the New Culinary Arts Building.

Justification
The College recognizes the need for the new Paramus Campus Culinary Arts Building to integrate and operate seamlessly with our other buildings across campuses. Taking this approach will be more cost-effective, allow for more efficient project development and execution, and facilitate seamless integration with the College's existing systems and technologies. Additionally, the College will be able to leverage existing personnel knowledge on these systems to mitigate the need for new training, system expertise, and ongoing maintenance. As a result, it is necessary to incorporate compatible door hardware, access control hardware, audio/visual equipment, and Information Technology equipment that complement existing programs and equipment to maximize efficient educational integration. The proprietary specifications are listed in the project specifications as indicated in the list below.

The following products or manufacturers have been recommended for approval by the owner for proprietary specification and use in this Project:

1. Door Hardware: (Specification Section: Division 08 - Openings)
    - Mortise Locks: Schlage
    - Cylindrical Locks – Grade 1 (Mechanical): Schlage
    - Auxiliary Locks: Schlage
    - Exit Devices (Interior): Von Duprin
    - Exit Devices (Exterior): Von Duprin

- Electric Strikes: HES
- Cylinders (Existing Keying System): Schlage
- Door Closers: LCN
- Electro-Hydraulic Automatic Operators: Gyro Tech
- Door Trim: Von Duprin

2. Access Control Hardware: (Specification Section: Division 28 – Electronic Safety And Security)
    - Access Control Reader: Schlage
    - Cards: Mifare
    - Intelligent Controller: Mercury Security
    - Power Supply Unit (Access Control only): LifeSafety
3. A/V Equipment: (Specification Section: Division 27 - Communications)
    - Rack: Middle Atlantic
    - Matrix Switcher: Crestron
    - PoE Switch: Crestron
    - Touch Screen Display: Crestron
    - Audio Processor: Crestron
    - Power Amplifier: QSC
    - Smart UPS: APC
    - Digital Receiver: Sennheiser
    - Antenna Splitter: Sennheiser
4. IT Equipment: (Specification Section: Division 27 - Communications)
    - Switches: Cisco
    - UPS: APC