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

Public Agenda

Virtual WebEx Meeting Event

Tuesday, April 6, 2021 – 5:00 p.m.

I. Call to Order

II. Open Public Meetings Act Statement

III. Roll Call

IV. Reports:
- A. Vice Chairman
- B. Secretary
- C. Treasurer
- D. President
- 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

V. Unfinished Business / Board Members

VI. New Business / Board Members

VII. Open to the Public

VIII. Actions:

A.	Approval of Board Minutes	Tuesday, March 2, 2021
B.	Approval of Executive Session Minutes	Tuesday, March 2, 2021
C.	Approval of Consent Agenda	Tuesday, April 6, 2021

IX. Executive Session: Personnel Matters
(New Business / Open to the Public)

X. Adjournment

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CONSENT AGENDA
Tuesday, April 6, 2021
Virtual WebEx Event
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 and Executive Session Minutes: Tuesday, March 2, 2021

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, L.L.P.
2. To authorize the renewal of the Support and Operate Contract for a single sign-on server with Gluu, Inc.
3. To authorize the purchase of ACF self-service kiosks, software, licenses, annual support and professional services through ACF Technologies for the One-Stop Center.
4. To authorize the purchase of HP Multifunction OfficeJet printers from SHI International Corp. for the One-Stop Center.
5. Authorization to lease six (6) Canon copiers on a 48-month term from Canon U.S.A. to replace the existing copiers whose leases have expired.
6. To authorize the purchase of the College's annual Microsoft Campus agreement for volume licensing of various Microsoft software through SHI International Corp.
7. To authorize the purchase of two (2) additional years of Virtru Enterprise Email Encryption software licensing from RED74 LLC.
8. To authorize the annual renewal of ManageEngine ServiceDesk Plus Enterprise license software for the Help Desk and standard licensing for Public Safety from Zoho Corporation.
9. To authorize payment for the purchase of additional student support resources from Assessment Technologies Institute (ATI) nursing education learning system.
10. To authorize Safety Down Under, Inc. to provide delivery and installation services for playground equipment related to phase two of the Child Care Access Means Parents in School (CCAMPIS) grant initiative for the Child Development Center.
11. To award Public Bid P-2342 for the purchase of a laser machine for use in the Manufacturing Technology A.A.S., Drafting and Design A.A.S., and Computer Aided Drafting Certificate programs.
12. Authorization to renew the College's property insurance policy for Bergen Community College at the Meadowlands with Chubb through Otterstedt Insurance Agency, Inc.
13. To authorize the purchase of an estimated 2,534 additional Moodlerooms Help Desk support incidents as well as the implementation of Blackboard Self Service.
14. Delegating authority to the College's Contracting Agent to negotiate and award contracts under the College's Bid Threshold, pursuant to N.J.S.A. 18A:64A-25.3, and ratifying and confirming all such contract awards heretofore made by the Contracting Agent pursuant to the aforesaid statute.
15. Authorization for the College's Fiscal Year 2022 Chapter 12 funding request to the County of Bergen Board of School Estimate.
16. Authorization for the College's funding request to the County of Bergen for technology initiatives and general construction on the Paramus campus for Fiscal Year 2022.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. To authorize submission of an Opportunity Meets Innovation grant proposal in the amount $1,500,000.00 to the New Jersey Office of the Secretary of Higher Education, and to authorize President Eric M. Friedman, Ph.D., or his designee, to execute required documents.
2. To authorize joining a partnership with the Bergen County Sheriff's Office / the Bergen County Jail on a USDOJ-Bureau of Justice Assistance FY 21 Innovations in Reentry Initiative: Building System Capacity and Testing Strategies to Reduce Recidivism grant, and to authorize President Eric M Friedman, Ph.D., or his designee to execute required documents.
3. To authorize submission of a Hunger Free Campus grant proposal in the amount $100,000.00 to the New Jersey Office of the Secretary of Higher Education, and to authorize President Eric M. Friedman, Ph.D., or his designee, to execute required documents.

INSTITUTIONAL (i)

1. Approval of revisions to the spring 2021 reopening plan.

PERSONNEL (P)

1. Appointment: Confidential
2. Appointment: Student Affairs Athletic Program (Coaching Staff) / part-time.
3. Reappointment Faculty-Second Reappointment
4. Rescind Appointment: Lecturer
5. Approve: Title Change and Revised Job Description (Confidential)
6. Approve: Return from Leave of Absence/Support Staff
7. Retirement: Support Staff
8. Resignation: Support Staff
9. Approve: Title Change (Confidential)
10. Approve: Title Change (Confidential)
11. Approval of Position / New Title: Controller (Confidential)
12. Approval of Position / New Title: Vice President for Human Resources and Organizational Development (Confidential)
13. Authorization to approve settlement of litigation entitled Cristina Grisales v. Bergen Community College, Superior Court of New Jersey, Law Division, Docket No. BER-L-007266-19.
14. Termination – Confidential Staff

SITE AND FACILITIES (S/F)

1. Change Order: Echelon Services, LLC. – Bi-Polar Ionization Upgrades for Existing Roof Top Units.

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BOARD OF TRUSTEES ACTION A/F1
Approval Date: April 6, 2021

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

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Managing Director of Finance

Action Requested
Approval for payment of the following legal vouchers:

Invoices: January 1, 2021 to January 31, 2021		$ 28,070.20
Invoices: February 1, 2021 to February 28, 2021		$ 18,331.37
DeCotiis, FitzPatrick, Cole & Giblin. LLP.	Total	$ 46,401.57

Legal bills will be available on the College's web site under the Board of Trustees at the following address:

http://www.bergen.edu/about-us/board-of-trustees/legal-bills

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	$ 46,401.57

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BOARD OF TRUSTEES ACTION A/F2
Approval Date: April 6, 2021

Resolution
To authorize the renewal of the Support and Operate Contract for a single sign-on server with Gluu, Inc.

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

Action Requested
Authorization to renew the Support and Operate Contract for a single sign-on server with Gluu, Inc. for one (1) year from May 1, 2021 through April 30, 2022 at a cost of $35,000.00.

Justification:
The Gluu server enables the college single sign-on support for various applications including NJVID, Portal, Moodle, Library Catalog, Hobsons, Maxient, National Student Clearinghouse, Laserfiche, Google etc. The two Gluu server identity providers (IDP's) provide monitoring, service level agreement (SLA) reporting, configuration management, revision control, package updates and operational assistance.

The college has a need to procure these services through a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Gluu Inc. has completed and 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 below the county college bid threshold and is exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (19) (computer software and hardware).

Charge to: College Operating Funds
Account: 10-01-165100-607511
Total: $35,000.00

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BOARD OF TRUSTEES ACTION A/F3
Approval Date: April 6, 2021

Resolution
To authorize the purchase of ACF self-service kiosks, software, licenses, annual support and professional services through ACF Technologies for the One-Stop Center.

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

Action Requested
Authorization to purchase four (4) ACF self-service kiosks, software, licenses, annual support and professional services through ACF Technologies at a cost of $68,757.12.

Justification
With the redesign and construction of the new student One-Stop Center, Student Services requires the purchase of four (4) new ACF widescreen self-service kiosks, magnetic card readers, ticket printers, corresponding enterprise software and licensing for the Q-Flow communication module, calendar and booking module and Q-flow online form module which will provide selection options specific to the services offered. We are also purchasing professional services to install and configure all software redesigns and hardware implementations to accommodate the new student traffic flow, all of which will result in more efficient movement of students throughout the system, improve service levels and reduce costs while enhancing the overall student experience.

The college has a need to procure these items through a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. ACF Technologies, Inc. has completed and 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.

ACF Technologies, Inc. is the sole source provider of Q-Flow products and services for the government, education, finance, health and telecommunication sectors within the United States.

This purchase is exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (3) (sole source).

Charge to:	Chapter 12
Accounts:	20-00-180000-607526, 20-00-180000-604304, 20-00-180000-607511 20-00-180000-607550
Total:	$68,757.12

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BOARD OF TRUSTEES ACTION A/F4
Approval Date: April 6, 2021

Resolution
To authorize the purchase of HP Multifunction OfficeJet printers from SHI International Corp. for the One-Stop Center.

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

Action Requested
Authorization to purchase four (4) HP Multifunction OfficeJet printers from SHI International Corp. on NJ State Contract # MNNVP-133 / #89974 NASPO Computer Equipment in the amount of $12,020.46.

Justification
These four (4) HP printers will be installed in the new One-Stop Center for shared use throughout the new space.

Quotes were solicited from the companies listed below.

SHI International Corp.	$12,020.46
CDW Government, Inc	$13,592.36
Softchoice Corporation	No response
Insight Public Sector, Inc	No response
E-Plus Technology, Inc	No response

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

Charge to: Chapter 12
Account: 20-00-180000-604302
Total: $12,020.46

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BOARD OF TRUSTEES ACTION A/F5
Approval Date: April 6, 2021

Resolution
Authorization to lease six (6) Canon copiers on a 48-month term from Canon U.S.A. to replace the existing copiers whose leases have expired.

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

Action Requested
Authorization to lease six (6) Canon copiers from Canon U.S.A. on NJ State Contract # A40462_G-2075 for 48 months at a monthly lease cost of $1,077.00. Copy charges and toner will be billed on a usage basis per month. On-site service and repairs will be provided by Canon U.S.A. Estimated Total cost for 6 copiers for the 48-month lease is $51,696.00.

Justification
The replacement of the expired copiers is needed to maintain departmental operations. These copiers are networkable and can be used to copy, print, and scan documents. These copiers are located in various departments such as Nursing, Human Resources and Employee Relations, Library, Faculty Copier Room, Vice President Suite Room and the Office of Finance.

Quotes were solicited from the companies listed below.

Canon U.S.A.	$1077.00/month
Ricoh USA	$1405.27/month
Kyocera	No response

Purchase through NJ State Contract is allowed in accordance with County College Contracts Law 18A:64A-25.9

Charge To: College Operating Funds
Account: 10-01-160100-607508
Total: $51,696.00

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BOARD OF TRUSTEES ACTION A/F6
Approval Date: April 6, 2021

Resolution
To authorize the purchase of the College's annual Microsoft Campus agreement for volume licensing of various Microsoft software through SHI International Corp.

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

Action Requested
Authorization to purchase an annual Microsoft Campus licensing agreement, for the period June 1, 2021 through May 31, 2022 through NJ Edge, contract # 269EMCPS-19-001 from SHI International Corp. at a cost of $138,200.51.

Justification
Microsoft Campus licensing agreement entitles the college to utilize Microsoft volume licensing for one year. Microsoft software includes: Datacenter and Standard Edition servers (central server operating systems), SQL servers, Exchange online plan for students, Windows virtual desktop access, and 365 subscription licenses for education qualified users. This is a $7,700 savings over last years' agreement.

Quotes were solicited from the companies listed below.

SHI International Corp.	$138,200.51
CDW Government, Inc	$138,270.51
Dell Marketing L.P.	No response
Insight Public Sector, Inc	No response
PCMG, Inc.	No response

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

Charge to: College Operating Funds
Account: 10-01-165100-607526
Amount: $138,200.51

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BOARD OF TRUSTEES ACTION A/F7
Approval Date: April 6, 2021

Resolution
To authorize the purchase of two (2) additional years of Virtru Enterprise Email Encryption software licensing from RED74 LLC.

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

Action Requested
Authorization to purchase two (2) additional years of Virtru Enterprise Email Encryption software licensing from RED74 in the amount of $32,000.00.

Justification
Virtru is an email encryption tool that allows users to easily protect emails and attachments and secure messages containing personal identifiable information (PII). This tool gives users the ability to set an expiration on a message, disable message forwarding, and watermark attachments with recipient's names to deter them from sharing sensitive information. The College has an opportunity to commit to an additional 2-year extension with no increase in the annual cost through December 13, 2023.

Quotes were requested from the companies listed below.

RED74 LLC	$32,000.00
SHI International Corp.	$55,000.00
CDW Government, Inc.	$55,000.00

The college has a need to procure this software through a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. RED74 has completed and 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 below the county college bid threshold and software is exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (19).

Charge to: College Operating Funds
Account: 10-01-165100-607526
Total: $ 32,000.00

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BOARD OF TRUSTEES ACTION A/F8
Approval Date: April 6, 2021

Resolution:
To authorize the annual renewal of ManageEngine ServiceDesk Plus Enterprise license software for the Help Desk and standard licensing for Public Safety from Zoho Corporation.

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

Action Requested
Authorization to renew ManageEngine ServiceDesk Plus software licensing for the Help Desk and Public Safety at a cost of $27,049.50 from Zoho Corporation.

Justification
ManageEngine ServiceDesk Plus is the ticket management system in use by the IT Help Desk and Public Safety departments. This system allows for ticket assignment, tracking and monitoring of all help desk and public safety calls and incidents as well as management of the College's assets.

Quotes were solicited from the companies listed below.

Zoho Corporation	$27,049.50
CDW Government, Inc	$28,240.26
Insight Public Sector, Inc	$29,337.32
SHI International Corp.	No response

The college has a need to procure this renewal through a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Zoho has completed and 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.

Software support is exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (19).

Charge To: College Operating Funds
Account: 10-01-165100-607526
Total: $27,049.50

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BOARD OF TRUSTEES ACTION A/F9
Approval Date: April 6, 2021

Resolution
To authorize payment for the purchase of additional student support resources from Assessment Technologies Institute (ATI) nursing education learning system.

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President, Academic Affairs
Mr. Wilton Thomas-Hooke, Managing Director of Finance
Dr. Susan Barnard, Dean, Health Professions
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization to pay for the purchase of additional online resources for the Nursing program from Assessment Technologies Institute (ATI) in the amount of $158,999.89.

Justification
Assessment Technologies Institute (ATI) is a nursing education learning system that provides content mastery series assessments for the nursing program. This is a virtual learning platform in which all the students can access through their personal computers. To support the students to be successful in our nursing program, we have added additional programs (Health Assessment, Real Life Scenarios, EHR-Electronic Health Records, and Proctorio-online testing) to enhance and engage this new style of learning, with the ability to replace clinical experiences with "Real Life Scenarios". Initially, we had the basic package in which the students had tutorials, case studies, quiz banks and intuitive assessments. These additional programs are interactive to engage our students and enhance their learning environment. Most importantly, this learning platform has received great results in high-stakes test preparation with pass rates closer to 100% for our NCLEX licensure exam.

The college has a need to procure these services through a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. ATI has completed and 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 procurement is exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (2) (extraordinary and unspecifiable services).

Charge to:	Perkins Grant
Account:	50-02-595600-607544
Total:	$158,999.89

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BOARD OF TRUSTEES ACTIO A/F10
Approval Date: April 6, 2021

Resolution
To authorize Safety Down Under, Inc. to provide delivery and installation services for playground equipment related to phase two of the Child Care Access Means Parents in School (CCAMPIS) grant initiative for the Child Development Center.

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President, Academic Affairs
Dr. Adam Goodell, Interim Dean, Business, Arts and Social Sciences
Dr. William Yakowicz, Director, Grants Administration
Mr. Wilton Thomas-Hooke, Managing Director of Finance
Ms. Sally Dionisio, Director, Child Development Center
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization to pay Safety Down Under for the delivery and installation of playground equipment for the Child Development Center in the amount of $6,723.48.

Justification
The CCAMPIS grant provides for the upgrade of the outside playground facility at the Child Development Center on the Paramus campus. The project is divided into three phases of work. Phase one of the project (initial grant year), included removal of old equipment, ground leveling, and preparation for phase two of the project. Phase two of the project (current grant year) includes the purchase and installation of major playground equipment. Phase three of the project (next grant year) includes completion of the playground improvements with smaller play items.

The college has a need to procure these services through a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Safety Down Under has completed and 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 is below the county college bid threshold and is not required to be bid.

Charge to:	CCAMPIS Grant
Account:	50-03-594400-607509
Total:	$6,723.48

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BOARD OF TRUSTEES ACTION A/F11
Approval Date: April 6, 2021

Resolution
To award Public Bid P-2342 for the purchase of a laser machine for use in the Manufacturing Technology A.A.S., Drafting and Design A.A.S., and Computer Aided Drafting Certificate programs.

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President of Academic Affairs
Mr. Wilton Thomas-Hooke, Managing Director of Finance
Ms. Barbara Golden, Director of Purchasing and Services

Action Requested
Award Public Bid P-2342 for the purchase of one (1) Trotec Speedy 400 Flexx laser engraver and laser cutting machine to Trotec Laser Incorporated at a cost of $74,414.00.

Justification
The laser engraver and cutter will be a shared-use device for the Manufacturing Technology A.A.S., Drafting and Design A.A.S., and Computer Aided Drafting certificate programs. The laser engraver will be used to develop concept models, and produce architectural models using a variety of materials such as cardboard, matboard, plexiglass, acrylic, thin woods, etc., in addition to process and fabrication, and technical illustration.

A total of three companies registered for bid packages and two bids were received. See below for bids received.

Trotec Laser Incorporated	$74,414.00
Technology International Inc.	$85,400.00

Charge to: Perkins Grant
Account: 20-02-595600-604212
Total: $74,414.00

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BOARD OF TRUSTEES ACTION A/F12
Approval Date: April 6, 2021

Resolution
Authorization to renew the College's property insurance policy for Bergen Community College at the Meadowlands with Chubb through Otterstedt Insurance Agency, Inc.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Managing Director of Finance

Action Requested
Authorization to renew property insurance policy for the Bergen Community College at the Meadowlands property located at 1280 Wall Street, Lyndhurst, NJ, with Chubb through Otterstedt Insurance Agency, Inc. for one (1) year, from March 31, 2021 through March 31, 2022 at a cost of $22,776.85.

Justification
The insurance consultant, Otterstedt Insurance Agency, recommends purchasing this insurance from Chubb. Chubb has been able to keep the renewal pricing relatively flat since inception, while increasing the building coverage limit to align with current replacement cost.

Quotes were solicited from the companies listed below:

Chubb:	$22,776.85
Selective Insurance	$29,322.00
Travelers	Declined to quote
The Hanover Insurance Group, Inc.	Declined to quote

This is below the County College bid threshold. Insurance is exempt from bidding in accordance with County College Contacts Law 18A:64A-25.5(11).

Charge To: College Operating Funds
Account: 10-01-188100-607590
Total: $22,776.85

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BOARD OF TRUSTEES ACTION A/F13
Approval Date: April 6, 2021

Resolution
To authorize the purchase of an estimated 2,534 additional Moodlerooms Help Desk support incidents as well as the implementation of Blackboard Self Service.

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

Action Requested
Authorization to purchase an estimated 2,534 additional Moodlerooms Help Desk support incidents as well as Blackboard Self Service for the current term expiring on January 31, 2022 with NJEdge at a cost of $29,601.19.

Justification
Due to the COVID-19 pandemic and the subsequent impact on the number of online classes the College has been required to maintain and support, it is estimated that there will be a large increase in the number of Moodlerooms Help Desk incidents for the current term ending January 31, 2022. Based on last year's usage reports as well as our current trajectory of use to date, the projected number of total incidents is estimated to increase by 2,534. Blackboard Help Desk support includes assistance with inquiries via telephone, web tickets and chat for the Open LMS platforms and we are now implementing the Blackboard Self Service capabilities as well in an effort to minimize the number of required incidents.

Software support is exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (19).

Charge to: CARES Act Fund
Account: 50-06-595000-607526
Total: $29,602.19

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BOARD OF TRUSTEES ACTION A/F14
Approval Date: April 6, 2021

Resolution
Delegating authority to the College's Contracting Agent to negotiate and award contracts under the College's Bid Threshold, pursuant to N.J.S.A. 18A:64A-25.3, and ratifying and confirming all such contract awards heretofore made by the Contracting Agent pursuant to the aforesaid statute.

Submitted By
Dr. Eric M. Friedman, President

Action Requested
Delegate authority to the College's Contracting Agent, as that term is defined in N.J.S.A. 18A:64A-25.2(c), to negotiate and award contracts under the College's Bid Threshold, currently $36,400, pursuant to N.J.S.A. 18A:64A-25.3, and ratify and confirm all such contract awards heretofore made by the Contracting Agent pursuant to the aforesaid statute. Such delegation specifically includes the authority to award contracts over the State's Pay to Play threshold of $17,500 but under $36,400 (commonly referred to as "Window Contracts"), without resolution of the Board, but subject to all other requirements of the State Pay to Play statutes.

Justification
Delegating authority to the College's Contracting Agent to award contracts below the College's bid threshold, including Window Contracts, pursuant N.J.S.A. 18A:64A-25.1 et seq., will facilitate award of such contracts that, in turn, will ensure timely delivery of goods and services as the need may arise.

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BOARD OF TRUSTEES ACTION A/F15
Approval Date: April 6, 2021

Resolution
Authorization for the College's Fiscal Year 2022 Chapter 12 funding request to the County of Bergen Board of School Estimate.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Managing Director of Finance

Action Requested
Authorization by the Board of Trustees for the College's Fiscal Year 2022 Chapter 12 funding request to the Bergen County Board of School Estimate, not to exceed $6,207,000.00.

Portions of these funds will be used for renovation of the Technology Center to accommodate program expansion for the Securing Our Future grant initiative, athletics facilities including the baseball and softball dugouts, bleachers, and fences.

In addition, these funds will be used for general renovations to campus facilities HVAC system replacement and building refurbishment for the Pitkin Education Center.

Justification
NJ State Public Law 1971, Chapter 12, provides a self-renewing capital program for Community Colleges funded 50% by the State and 50% by the local County.

The renovation/expansion will enable the College to provide improved instructional/student space.

Account: To be allocated upon approval
Total: $6,207,000.00

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BOARD OF TRUSTEES ACTION A/F16
Approval Date: April 6, 2021

Resolution
Authorization for the College's funding request to the County of Bergen for technology initiatives and general construction on the Paramus campus for Fiscal Year 2022.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Managing Director of Finance
Mr. Ron Spaide, Chief Information Officer

Action Requested
Authorization by the Board of Trustees for the College's FY 2022 County of Bergen capital funding request of $700,000.00.

Justification
The College's annual capital request for technology lifecycle replacements and general construction funding from the County of Bergen. These funds will be used for campus surveillance systems upgrade, and repairs to both the theatre roof and the track block house on the Paramus campus.

Account: To be allocated upon approval
Total: $700,000.00

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BOARD OF TRUSTEES ACTION E/SA1
Approval Date: April 6, 2021

Resolution
To authorize submission of an Opportunity Meets Innovation grant proposal in the amount $1,500,000.00 to the New Jersey Office of the Secretary of Higher Education, and to authorize President Eric M. Friedman, Ph.D., or his designee, to execute required documents.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Managing Director of Finance
Dr. Ralph Choonoo, Interim Vice President for Student Services
Dr. Brock Fischer, Vice President of Academic Affairs
Dr. Jennifer Migliorino-Reyes, Dean of Student Support Services
Dr. William J. Yakowicz, Director of Grants Administration

Action Requested
Authorize submission of a grant proposal to the New Jersey Office of the Secretary of Higher Education in the amount of $1,500,000.00 to implement high-impact strategies that will enable Bergen Community College to attain its goal of increasing student success rates while helping New Jersey to achieve its goal of 65% of working-age residents attaining a high-quality credential by 2025.

Justification
In March 2020, the Office of the Secretary of Higher Education (OSHE) released Governor Murphy's working group's vetted best practices on making college more affordable and accessible, closing equity and attainment gaps, and improving the safety and inclusion of campus communities. These best practices are consistent with many effective practices that have been successfully tested or implemented at Bergen Community College. This proposed project will implement best practices identified by the Bergen's working group in order to attain two interrelated goals:

1) Increase enrollment, retention and completion of all students and
2) Close performance gaps between underrepresented minority student groups and majority represented (Caucasian) students.

No matching funds or additional College expenditures are required.

The project concept follows. The proposed budget is forthcoming.

Proposed Concept

The grant program supports sustainable best practices that improve student success and lead to a measurable impact on college completion. The grant enables institutions to integrate best practices vetted by the State in the following five areas:

1) ***Creating On-ramps to College***: Piloting and/or scaling up programs (including dual enrollment activities targeting low-income students) aimed at early exposure to college with a focus on priority populations (such as underserved minority communities, etc.).
2) ***Making College Affordable:*** Activities to support student access to affordable enrollment, persistence and retention (not covered by Hunger Free initiatives). Includes OER support.
3) ***Fostering Student Success:*** Developing a multi-intervention student success model with a set of at least three interventions. At least one intervention must serve as an advising or mentoring approach.
4) ***Promoting Safe and Inclusive Learning Environments:*** Activities to promote student safety and sense of belonging on campus; help faculty and staff promote inclusive and more diverse campus environments; and ensure equitable access to mental health supports and resources on campuses and virtually to all faculty, staff, students, and community members.
5) ***Cultivating Research, Innovation, and Talent:*** Supports increasing the number of students participating in undergraduate research; establishing supports and mechanisms to grow student entrepreneurialism; expanding experiential learning (EL) opportunities for students.

BCC Approach

Bergen Community College is seeking funding from the OSHE Opportunity Meets Innovation Challenge Grant to support the further development, implementation, expansion, and sustainability of the College's current best practices identified in each of the above five areas.

BCC's proposed activities for this project will build on best practices the College has in place that are consistent with New Jersey's vetted interventions. To evaluate the success of interventions on goal attainment, the development team is considering a randomized control trial similar to the one implemented with its First in the World project. The initiative intends to attain two goals:

1) Increase enrollment, retention and completion of all students
2) Close the performance gap between underrepresented minority student groups and majority represented (white) student groups.

In a preliminary discussion with initial Opportunity Grant team members (3/12/21), the development team identified a number of effective practices currently in use by the College that can support goal attainment while addressing NJ State identified needs in the five "menu" interventions.

Proposed practices include but are not limited to the following. Introducing smaller class sizes that integrate intensive/intrusive advising for select gateway courses. Implementing accelerated mathematics courses that have been tested through Bergen's First In The World project. Expanding use of Supplemental Instruction, peer tutoring, peer mentoring, summer bridge programming, and related tested interventions. Identifying, implementing, and assessing Chatbot and related AI solutions to support the management, responsiveness, and equity of enrollment, admissions, financial aid, academic advising, and supportive services.

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Board of Trustees Action E/SA2
Approval Date: April 6, 2021

Resolution
To authorize joining a partnership with the Bergen County Sheriff's Office / the Bergen County Jail on a USDOJ-Bureau of Justice Assistance FY 21 Innovations in Reentry Initiative: Building System Capacity and Testing Strategies to Reduce Recidivism grant, and to authorize President Eric M Friedman, Ph.D., or his designee to execute required documents.

Submitted By
Dr. Eric M. Friedman, President
Dr. Christine Gillespie, Executive Director, Continuing Education and Workforce Development
Mr. Wilton Thomas-Hooke, Managing Director of Finance
Dr. Brock Fisher, Vice President of Academic Affairs
Ms. Cinzia D'iorio, Dean of Continuing Education and Workforce Development
Dr. William Yakowicz, Director of Grants Administration

Action Requested
Authorize joining a partnership with the Bergen County Sheriff's Office/Jail, lead agency, and key Bergen County service providers on a grant project proposal to the United States Department of Justice Bureau of Justice Assistance that is designed to build capacity and reduce jail inmate recidivism. Bergen's portion of this initiative involves design and delivery of educational and workforce development programming.

Justification
Inmate recidivism is a significant challenge in Bergen County, as it is throughout much of the nation. This proposed project intends to use a random control trial to test the use of a newly designed reentry program that integrates higher education best practices and workforce development with ongoing social services and additional reentry supportive measures.
The college has partnered with the Bergen County Sheriff's Office and the Bergen County Jail for well over a decade, providing educational opportunities for incarcerated individuals. This project continues a highly successful collaboration.

No matching funds are required from the college, although there is a match for the lead agency.

The project description and proposed budget are forthcoming.

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BOARD OF TRUSTEES ACTION E/SA3
Approval Date: April 6, 2021

Resolution
To authorize submission of a Hunger Free Campus grant proposal in the amount $100,000.00 to the New Jersey Office of the Secretary of Higher Education, and to authorize President Eric M. Friedman, Ph.D., or his designee, to execute required documents.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Managing Director of Finance
Dr. Ralph Choonoo, Interim Vice President for Student Services
Dr. Brock Fischer, Vice President of Academic Affairs
Dr. Jennifer Migliorino-Reyes, Dean of Student Support Services
Dr. William J. Yakowicz, Director of Grants Administration

Action Requested
Authorize submission of a grant proposal to the New Jersey Office of the Secretary of Higher Education in the amount of $100,000.00 that addresses student hunger insecurity on the Bergen Community College campus.

Justification
Results of a 2020 Bergen Community College Hope Center survey generating responses from 1,177 students indicated the following:

- 37% of respondents experienced food insecurity in the prior 30 days
- 43% of respondents experienced housing insecurity in the previous year
- 15% of respondents experienced homelessness in the previous year

The Bergen Community College Hunger-Free Task Force estimates that 56% of students at the College experienced at least one of these forms of basic need insecurity in the past year. The proposed project will address these insecurities in order to better support student educational efforts.

No matching funds or additional College expenditures are required.

The project concept follows. The proposed budget are forthcoming.

Project Concept

Bergen Community College will apply for HFC grant for $100,000 (maximum funding) to expand and enhance support services to address food insecurity and other emergency issues for students and families served by the College. The grant will fund program activities through September 30, 2023 that support, enhance, and/or expand the following:

- Conducting BCC Hunger Task force meetings (minimum of three times per academic year) to establish at least two goals with action plans for the project period and beyond.

- Assisting underserved students with enrollment in the New Jersey Supplemental Nutrition Assistance Program (NJSNAP).

- Expanding options for students to utilize SNAP benefits at campus stores or other ways to utilize SNAP benefits on-campus.

- Developing National Hunger and Homelessness Awareness Week campaign activities and events on campus and in the communities served by the College.

- Improving physical food pantry capacity and access on campus and to support broader community access to separate, stigma-free arrangements to address food insecurities.

- Increasing opportunities for students and families to obtain free vouchers for meals, and to address pharmacy and food store supplies, transportation and other vital needs impacting their health and well-being.

- Conducting, at minimum, annual student surveys on hunger, developed by OSHE, to assess student and family needs and impact of program services to address food insecurity and other emergency issues.

- Preparing a best practices campus profile, including a brief description of campus efforts to address food insecurity among students, highlights from the student hunger survey, and any other BCC activities to combat food insecurity and other emergency issues faced by students, their families, and the College community.

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BOARD OF TRUSTEES ACTION I-1
Approval Date: April 6, 2021

Resolution
Approval of revisions to the spring 2021 reopening plan.

Submitted By
Dr. Eric M. Friedman, President
Dr. Larry Hlavenka, Executive Director - Public Relations, Community and Cultural Affairs / Reopening Coordinator

Action Requested
Grant approval of revisions to the athletics subsection of the spring 2021 reopening plan, as recommended by Dr. Eric M. Friedman and Dr. Larry Hlavenka.

Justification
During the COVID-19 pandemic, the Board of Trustees approves any substantive changes to the institution's Reopening Plan that outlines the guidelines, protocols and procedures associated with on-ground operations. The institution's preparations and protocols are intended to provide a safe environment, while maintaining academic, business and operational continuity as COVID-19 remains a threat to public health.

Specifically, the revisions to the updated plan pertain to the athletics subsection and permit the College to resume athletic competition, which were suspended in March 2020 due to the pandemic. The revisions detail both general guidelines and athletics-specific protocols, while also detailing measures to ensure compliance.

The revised document will supersede the spring 2021 reopening plan approved by the Board of Trustees in February. Upon board approval, the College will communicate the relevant changes with the Bergen community.

Athletics (if applicable)

- *What is the institution's plan for resumption of athletic programs on campus?*
- *What is the institution's protocol for mandating frequent screening and testing for coaching staff and student-athletes?*
- *What are the written protocols for student-athlete and staff orientation/trainings regarding the transmission of COVID-19 and the handling of high-touch items?*
- *How will the institution limit equipment-sharing?*
- *How will the institution ensure team meetings are socially distanced with general safeguarding protocols?*
- *What is the institution's quarantine/isolation protocol for student-athletes who have tested positive for COVID-19, come into contact with those who have tested positive, or who have developed symptoms?*
- *How will the institution limit nonessential visitors, staff, volunteers, vendors, and media?*
- *How will student-athletes and athletic staff be educated on policies and protocols prior to arrival on campus?*
- *What are the institution's protocols for traveling for games or hosting teams in competition?*
- *How will the institution work with local, state, and conference partners to ensure the safety of student-athletes, employees, and other athletic stakeholders? If you submitted a plan to your conference, please share as an attachment.*

What is the institution's plan for resumption of athletic programs on campus?

The College has developed a series of protocols that will enable its sponsorship of spring 2021 sports. However, the date of the institution's participation in intercollegiate athletic competition remains contingent upon securing coaches, athletic trainers, student-athletes and applicable insurance. Once these elements are in place, the College will resume on-campus athletic competition for one or more outdoor sports in spring 2021. Protocols established by the institution, the Centers for Disease Control, New Jersey Department of Health and Region XIX regarding general safeguarding - and specific guidelines for athletics such as baseball, softball and track and field - will govern these low- and medium-risk activities as defined by the State's health department.

Student-athletes can participate in spring 2021 sports provided they have met the institution's existing medical, academic and eligibility standards and agree to sign a pledge that commits themselves to acting and behaving responsibly before returning to campus. This pledge is included within the College's required SafeColleges training. (*See* Appendix C for the pledge). Students who fail to adhere to the College's health and safety guidelines may be subject to disciplinary action, up to and including, suspension. Reports of noncompliance can be securely submitted here.

In addition to following the general safeguarding guidelines outlined as part of this plan for all individuals on campus - including coaches, student-athletes, athletics department staff, athletics officials and spectators - the College will adopt additional safeguarding protocols specifically for athletics, including:

- Placing social distancing markers in mustering areas such as dugouts, bleachers and sidelines;
- Installing sanitizing stations in areas such as dugouts, bleachers and sidelines and requiring their use before entering the field of play and returning to the dugout, bleachers or sideline;
- Prohibiting team celebrations or gatherings in areas such as the field of play, dugouts, bleachers and sidelines - including postgame handshakes;
- Mandating the use of individual athlete-supplied water bottles;
- Prohibiting spitting and gum chewing;
- Limiting the interaction of the athletics trainer with student-athletes to emergency/injury treatment;
- Banning the interpersonal interaction of spectators and opposing team members with Bergen student-athletes and coaches;
- Creating an outdoor "athletics facilities bubble" via stanchions or similar apparatus to create a secured environment for athletic competition with a single entrance and exit;
- Posting a public safety officer at the entrance to the College's outdoor athletic facilities entrance and another inside the bubble to monitor the number of individuals entering and ensuring protocol compliance;
- Prohibiting the exit and reentry of the athletics facilities bubble within the same day - leaving the bubble forfeits one's right to return to the bubble that day; readmittance is not permitted;
- Establishing a ticket process for spectators that will include COVID-19 awareness training to set expectations while on campus;
- Requiring all individuals - including student-athletes, coaches, athletics department staff, athletics officials and spectators - entering the athletics bubble to successfully complete a negative fever thermal temperature screening and receive an approved entry message in the #CampusClear risk assessment questionnaire;
- Vacating the athletics bubble within 10 minutes of the end of a practice/game and requiring that all individuals depart campus within 15 minutes of the end of a practice/game;
- Allowing student-athletes to "opt-out" from their seasons for any reason, any time, by formal notification to coaches and the managing director of athletics;
- Providing student-athletes with the ability to "op-out" of away games where host college protocols do not adequately address any health and best practices concerns;
- Designating the managing director of athletics as the responsible party for ensuring the day-to-day compliance with athletic protocols, including by attending, observing and managing compliance with all home and away practices and games; and
- Prohibiting the use by student-athletes of any indoor athletic resource (including, but not limited to locker rooms, team rooms, the gymnasium and pool).

All indoor athletics facilities, such as the main campus gymnasium and pool, will remain closed, though the College will open its outdoor "blockhouse" to provide basic restroom

facilities for one person at a time. The blockhouse will be cleaned and sanitized according to the institution's reopening standards after each athletic practice/game.

Region XIX has also created a series of best practices, which the College will follow. These practices include:

- When serving as a host institution, providing visiting teams and athletics officials with information pertaining to the College's specific protocols at least 48 hours prior to a scheduled game;
- Conducting region-specific screening for athletics officials at entry to the athletics facilities bubble;
- Requiring the visiting coach to certify the region's travel roster questionnaire on arrival and submitting additional requested data to the managing director of athletics before arrival;
- Adhering to roster limits;
- Sport-specific guidelines for play (baseball and softball);

What is the institution's protocol for mandating frequent screening and testing for coaching staff and student-athletes?

The College will partner with a vendor to offer rapid testing before each game for student-athletes and coaches. Student-athletes and coaches must test negative before entering the College's outdoor athletics facilities bubble. A positive test by a student-athlete or coach prior to a practice or game will cancel that day's event until contact tracing has taken place.

If student-athletes or coaches test positive, become sick with COVID-19 or experience any COVID-19 symptoms on practice- or game-days or non-practice or game-days, the College advises them to follow the steps outlined by the Centers for Disease Control and:

- Coaches should immediately notify the Managing Director of Athletics (jhernandez@bergen.edu), Office of Human Resources (humanresourcesgroup@bergen.edu) and College nurse (dhuie-pasigan@bergen.edu).
- Student-athletes should immediately notify the Managing Director of Athletics (jhernandez@bergen.edu), Interim Vice President of Student Affairs (rchoonoo@bergen.edu) and College nurse (dhuie-pasigan@bergen.edu).

A coach or student may return to work/school only if the criteria set forth by the CDC are met. Coaches must also contact the Office of Human Resources for clearance to return to work (return to work medical release). Returning student-athletes must contact Interim Vice President of Student Affairs Ralph Choonoo (rchoonoo@bergen.edu) before returning to the athletics facilities bubble.

The College will require all individuals - including student-athletes, coaches, athletics department staff, athletics officials and spectators - entering the athletics bubble to successfully complete a negative fever thermal temperature screening and receive an

approved entry message in the #CampusClear risk assessment questionnaire. The questionnaire will also assist in contact tracing.

Additionally, the College will abide by all Region XIX screening protocols noted in the "Athletics" subsection.

What are the written protocols for student-athlete and staff orientation/trainings regarding the transmission of COVID-19 and the handling of high-touch items?

In addition to completing training through the SafeColleges web-based platform that provides safety and compliance training for all on-campus students, the College's reopening coordinator will develop a comprehensive outreach and awareness plan to engage student-athletes regarding the protocols outlined in this document. This engagement will detail the protocols and expectations, while leveraging the managing director of athletics, athletics department staff and coaches as ambassadors for distributing the information as well. The reopening coordinator will schedule an information session with the aforementioned groups to discuss the protocols, address questions and share expectations regarding their role in ensuring individual student-athlete compliance.

Additionally, the outreach and awareness conducted by the reopening coordinator will feature electronic and printed materials highlighting the protocols outlined in this document. These materials will include electronic flyers and on-site signage.

How will the institution limit equipment-sharing?

Student-athletes will use their own equipment during the spring 2021 semester - including, but not limited to bats, gloves, batting gloves, hats, shoes and jerseys. The College will not supply any personal equipment for athletics, though it will provide team equipment necessary for practice and games such as tees, bases and pitching machines. Bergen-issued equipment will be sanitized by coaches after each practice or game.

The College will also provide baseball/softballs for use only by Bergen student-athletes when in the field. Visiting teams must abide by the same practice by supplying their own baseball/softballs for use in the field. Student-athletes from opposing teams should not handle the other team's baseballs/softballs.

Additionally, the College will not offer laundry service for uniforms during the spring 2021 semester.

How will the institution ensure team meetings are socially distanced with general safeguarding protocols?

As previously noted within the "Athletics" subsection, in addition to placing social distancing markers in mustering areas such as dugouts, bleachers and sidelines, the College will install sanitizing stations in areas such as dugouts, bleachers and sidelines, require their use before entering the field of play and returning to the dugout, bleachers or sideline

and prohibit team celebrations or gatherings in areas such as the field of play, dugouts, bleachers and sidelines. During both practices and games, coaches and student-athletes must abide by these protocols.

The managing director of athletics remains the responsible party for ensuring the day-to-day compliance with athletic protocols, including by observing both home and away practices and games, while noting issues related to compliance and taking immediate corrective action.

What is the institution's quarantine/isolation protocol for student-athletes who have tested positive for COVID-19, come into contact with those who have tested positive, or who have developed symptoms?

If a student-athlete or coach tests positive, develops symptoms or contact tracing has identified him or her as someone at risk, the College will be notified either by the individual directly or by the Bergen County Department of Health Services. All parties involved in this protocol must strive to keep personally identifiable information confidential. Any exception in the case of students must be strictly justified by FERPA's "safety and health" exception and must be approved by the College president or his/her designee.

If student-athletes or coaches test positive, become sick with COVID-19 or experience any COVID-19 symptoms, the College advises them to follow the steps outlined by the Centers for Disease Control and:

- Coaches should immediately notify the Managing Director of Athletics (jhernandez@bergen.edu), Office of Human Resources (humanresourcesgroup@bergen.edu) and College nurse (dhuie-pasigan@bergen.edu).
- Student-athletes should immediately notify the Managing Director of Athletics (jhernandez@bergen.edu), Interim Vice President of Student Affairs (rchoonoo@bergen.edu) and College nurse (dhuie-pasigan@bergen.edu).

A coach or student may return to work/school only if the criteria set forth by the CDC are met. Coaches must also contact the Office of Human Resources for clearance to return to work (return to work medical release). Returning student-athletes must contact Interim Vice President of Student Affairs Ralph Choonoo (rchoonoo@bergen.edu) before returning to the athletics facilities bubble.

The College will require all individuals - including student-athletes, coaches, athletics department staff, athletics officials and spectators - entering the athletics bubble to successfully complete a negative fever thermal temperature screening and receive an approved entry message in the #CampusClear risk assessment questionnaire.

In the event of a positive test reported to the College, or a nonapproved response trigger on the #CampusClear app, the individual's practice/sport will be suspended until contact tracing can be completed. The nurse will use information on the #CampusClear app, and

with the assistance of the Bergen County Department of Health Services, to identify student-athletes or coaches who may need to quarantine based on the College's established protocols:

- Individuals will be divided into three (3) risk categories that are based on their risk of contact: **primary** (direct contact with the affected individual for a cumulative total of more than 10 minutes); **secondary** (potential un-sustained direct contact with the affected individual); and **tertiary** or lower (limited or no un-sustained direct contact with the affected individual). The risk categories will feature the following responses by the College:

    - **Primary** - individuals will receive notification letters, as outlined in Appendices A and B of this plan. Additionally, the individual will participate in a College-sponsored COVID-19 screening offered by a licensed healthcare provider, to determine if a COVID-19 test remains necessary. The individual will self-isolate at home for the stated quarantine period and follow the best practices for exposure provided by the CDC. All individuals with a positive COVID-19 test result will receive patient education on how to manage treatment of the virus.

        - ***Coaches/Athletics Staff***: Will be advised to remain at home and consult with their personal healthcare providers to assist in monitoring symptoms and access to medical care if necessary.

        - ***Students-Athletes***: Will be advised to remain at home and assess their symptoms daily to determine if the student should be tested, if it has not already been done, or to seek care from their personal healthcare provider. If a student receives a positive test result, he/she will be advised to contact his/her professors to advise of their illness. Students must receive clearance from the College nurse before terminating quarantine and returning to campus.

    - **Secondary** - As a precaution, individuals within this category will participate in a College-sponsored COVID-19 screening offered by a licensed healthcare provider to determine if a COVID-19 test remains necessary and self-isolate at home until the test result becomes available. The individual will follow the protocols outlined in this plan based on the receipt of a positive or negative test. All individuals with a positive COVID-19 test result will receive patient education on how to manage treatment of the virus in the form of resources from the CDC.

        - ***Coaches/Athletics Staff***: Will quarantine at home.

        - ***Students***: Will be required to remain off campus and will be advised to closely monitor their symptoms during the course of

their quarantine. Students must receive clearance from the College nurse before terminating quarantine and returning to campus.

- **Tertiary** - requires no notification or test.
  - ***All***: Remaining individuals on campus will be monitored and directed to self-monitor symptoms.

In the event of a student-athlete, coach, athletics department staff member, athletics official or spectator becoming symptomatic while in the athletics facilities bubble, he or she must notify the managing director of athletics, who will contact the College nurse while moving the affected individual to an isolated, tented location in the bubble. The nurse will then provide direction regarding how to assess the individual's symptoms and what further action should take place in accordance with the protocols outlined in the "Athletics" subsection regarding symptomatic individuals.

How will the institution limit nonessential visitors, staff, volunteers, vendors, and media?

The College will limit attendance to those engaging in athletic competition and will remain in compliance with the state's established outdoor gathering limits as it relates to permitting spectators (currently 25 people and with more than two parents/guardians per player). Public safety officers will remain stationed both outside and inside the athletics facilities bubble to ensure compliance. Prior to entering, spectators will need to obtain a ticket to enter the athletics facilities bubble for a game. As part of obtaining a ticket through a digital portal that the College will distribute through student-athletes, potential spectators must complete COVID-19 awareness training that will discuss expectations of those on campus. Tickets will be distributed on a first-come, first-served basis and must be presented at entry to the athletics facilities bubble. Spectators must remain in the stanchioned area marked for their use and abide by all general safeguarding measures outlined within the "Athletics" subsection.

Additionally, and as previously noted within the "Athletics" subsection, the College will create an outdoor "athletics facilities bubble" to create a secured environment, effectively eliminating the possibility of non-screened individuals from entering the bubble.

The managing director of athletics remains the responsible party for ensuring the day-to-day compliance with athletic protocols, including by observing both home and away practices and games.

The College will not permit spectators from visiting teams.

How will student-athletes and athletic staff be educated on policies and protocols prior to arrival on campus?

As previously noted within the "Athletics" subsection, student-athletes will receive training through the #SafeColleges web-based platform, information from the athletics administration and continued awareness items distributed by the reopening coordinator.

What are the institution's protocols for traveling for games or hosting teams in competition?

The College will not sponsor any travel to away games. Student-athletes and coaches must provide their own mechanism for attending games. As per Centers for Disease Control recommendations, individuals travelling together should remain limited to those in the same household.

Additionally, the College will only participate in games within the local area as either a host or visitor. Should athletics teams become eligible for a national tournament, the College will review the feasibility of allowing the team to travel based on the progression of COVID-19 and associated protocols.

When travelling to away games, the College will provide the managing director of athletics and coaches with mobile sanitization kits to ensure sanitary conditions at the host site. Additionally, the managing director of athletics will serve as the point-of-contact and travel coordinator that will work with the host colleges to understand their specific protocols and ensure on-site compliance. Should student-athletes feel uncomfortable with the away team's protocols, they can follow the opt-out policy outlined within the "Athletics" subsection.

As a host, the College will require visiting student-athletes, coaches, athletics department staff, athletics officials and spectators to participate in the institution's established screening protocol for the athletics bubble outlined within the "Athletics" subsection.

Region XIX has also created a series of best practices regarding hosting and travelling; these are noted in the "Athletics" subsection as well.

How will the institution work with local, state, and conference partners to ensure the safety of student-athletes, employees, and other athletic stakeholders? If you submitted a plan to your conference, please share as an attachment.

The College has continually monitored the progression of COVID-19 and sought guidance from federal, state, county and College health officials. Prior to resuming athletic competition, College leaders also sought the input of the institution's reopening taskforce, the reopening taskforce athletics subcommittee and student-athletes.

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BOARD OF TRUSTEES ACTION P1
Approval Date: April 6, 2021

Resolution
Appointment: Confidential

Submitted By
Dr. Eric M. Friedman, President

Action Requested
To appoint the following individual to the indicated position at the annual rate, title and effective date as noted:

Name	Position/Division	Salary	Effective Date
Fae Brown	Human Resources Generalist/Human Resources and Employee Relations	$70,000.00 (pro-rated)	04/26/21

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

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

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BOARD OF TRUSTEES ACTION P2
Approval Date: April 6, 2021

Resolution
Appointment: Student Affairs Athletic Program (Coaching Staff) / part-time

Submitted By
Dr. Eric M. Friedman, President
Dr. Ralph Choonoo, Interim Vice President, Student Affairs

Action Requested
To approve the appointment of the following individuals to part-time Head Coach and Assistant Coach positions at the stipends indicated:

Name	Head Coach Position	Stipend	Effective Dates
Anthony Vaughn	Track & Field (M&W)	$5,500.00	03/15/21 – 06/30/21 (retroactive)
Steven Mimms	Baseball	$7,625.00	03/15/21 – 06/30/21 (retroactive)

Name	Assistant Coach Position	Stipend	Effective Dates
Jack Winters	Men's Baseball	$3,500.00	03/15/201– 06/30/21 (retroactive)
Junior Lewis	Men's Baseball	$3,500.00	03/15/21-6/30/21 (retroactive)

Name	Position	Salary	Effective Dates
Lisa McNerney	Athletic Trainer	$28.00/hour	03/15/21 – 06/30/21 (retroactive)
Megan Smith	Athletic Trainer	$28.00/hour	03/15/21 – 06/30/21 (retroactive)

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

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BOARD OF TRUSTEES ACTION P3
Approval Date: April 6, 2021

Resolution
Reappointment Faculty-Second Reappointment

Submitted By
Dr. Eric M Friedman, President
Dr. Brock Fisher, Vice President, Academic Affairs

Action Requested
To reappoint the following individuals for their second reappointment to the indicated division & rank for the period September 1, 2021 through June 30, 2022 unless otherwise noted.

Name	Rank	Discipline/Division
Abdullah Aqeel	Assistant Professor	Physical Sciences/Microbiology/ Math, Science and Technology
Mark Balzarette*	Assistant Professor	Manufacturing Technology/ Math, Science and Technology
Claire Cyriax	Assistant Professor	Nursing/Health Professions
Jacqueline Dartley	Instructor	Physical Sciences/Biology/ Math, Science and Technology
Amy Diaz	Instructor	Radiation Therapy Technology/ Health Professions
Vincent Louis	Assistant Professor	Business/Business, Arts & Social Sciences
Aaron Morrisey	Associate Instructor	Hotel & Restaurant Management-Culinary/Business, Arts & Social Sciences
Jose Orozco-Rodriguez	Instructor	Mathematics/College Mathematics/ Math, Science, and Technology

*Based upon the MOU signed 10/2/2019, upon earning a Master's degree by September 1, 2021, the second reappointment shall be with tenure. In accordance with Article XIII of the BCCFA contract revised in contract negotiations in 2007 to administratively promote eligible Instructors receiving tenure to rank of Assistant Professor, he will be administratively promoted from Instructor to the rank of Assistant Professor.

Justification
In Accordance with Article XIII of the BCCFA contract

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BOARD OF TRUSTEES ACTION P4
Approval Date: April 6, 2021

Resolution
Rescind Appointment: Lecturer

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President, Academic Affairs

Action Requested
To rescind the appointment of the following individual as Lecturer for the Spring 2021 semester (P1A, January 12, 2021):

Name	Department/Division	Effective Date	Salary
Lorraine Lago	Accounting/Business, Arts and Social Sciences	01/19/21 (retroactive)	$21,420.00

Justification
Rescind the appointment as Lecturer for the Spring 2021 semester.

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BOARD OF TRUSTEES ACTION P5
Approval Date: April 6, 2021

Resolution
Approve: Title Change and Revised Job Description (Confidential)

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President, Academic Affairs

Action Requested
To approve the following title change: from Phi Theta Kappa Administrative Advisor to Phi Theta Kappa and Honors Coordinator, and its respective revised job description.

Justification
To approve the following title change: from Phi Theta Kappa Administrative Advisor (current), to Phi Theta Kappa and Honors Coordinator (new), and the revised job description to better reflect the responsibilities of the position. This position is at-will.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Phi Theta Kappa and Honors Coordinator
Posting Date:

Department/Division Introduction:
The Judith K. Winn School of Honors is an academic program offering advanced course work to the College's highest achieving, most motivated students: incoming freshmen, transfer and continuing students. Taught by scholarly faculty with a commitment to Honors, our curriculum provides select students with an enriched academic experience to foster intellectual growth and enhance their competitiveness in admissions to excellent universities.

The Alpha Epsilon Phi Chapter of Phi Theta Kappa (PTK) was established at Bergen Community College in 1979. Members of the chapter participate in a variety of activities inspired by the Society's Hallmarks: Scholarship, Leadership, Service, and Fellowship. The chapter's goal is to provide members with the resources and opportunities to make their transition to four-year institutions easier. They also gain access to exclusive scholarships and receive preferential attention in their college transfer applications.

In 2020, Bergen's Phi Theta Kappa chapter, Alpha Epsilon Phi, earned both the international and regional Distinguished Chapter Team Award, continuing a decade of record-setting success for the group. In the previous year, Bergen's chapter won the international and regional Most Distinguished Chapter awards, making it the top chapter worldwide.

Position Summary/Job Description:
The Coordinator must have the ability to articulate and implement a vision for Bergen Community College's Phi Theta Kappa chapter and work collaboratively with the Director of the Judith K. Winn School of Honors to lead and support a holistic honors program at the College. The Coordinator will have prior experience in academia with supervision of personnel and the responsibility for strategic management of PTK and honors programs and resources. They will have a clear and demonstrated understanding of and commitment to diversity, equity, and inclusion that aligns with the College's mission, "To inspire our community to realize a better future." They will inspire the Honors community to expand their global knowledge and enrich student lives using innovative approaches. The Coordinator will require strong consensus building and interpersonal skills to work effectively with diverse constituencies within the College community and with external stakeholders, including donors and alumni.

Responsibilities include but are not limited to:
- Provide academic honors advising to honor students in all disciplines.
- Advise Phi Theta Kappa and honor students on honors programs and requirements.
- Work with academic advisors and other College personnel regarding honors related matters - requirements within each major, course availability, registration and special permissions, housing, scholarships, recruiting.

- Instruct and supervise student officers on program planning and mentor them throughout the academic year.
- Coordinate conferences: identify appropriate conferences; process relevant documents for travel, hotel, and registrations for local, regional, and national conferences for students and others; facilitate meetings at conferences and serve as chaperone as needed.
- In collaboration with the College's Communications team, develop promotional materials, newsletters, and advertisements for events.
- Organize, conduct, attend, and write minutes of weekly meetings and distribute to attendees.
- Verify completion of honors requirements and submit honors designations to the Registrar for posting on student transcripts.
- Serve as a liaison for students with administrative offices and committees (registrar, financial aid, BCC Foundation, academic departments).
- Serve as a resource for the articulation of honors course(s) from other institutions.
- Advise and assist new students; refer students to appropriate College resources when needed.
- Provide referral to other College support services when appropriate.
- Plan PTK events; assist in planning Judith K. Winn School of Honors events.
- In collaboration with the College's Communications office, utilize and maintain all social media platforms, update advising and recruiting materials, and website.
- Accompany Officer Team to various on- and off-campus groups including the faculty, media, student government, employers, area high schools, and/or the general public.
- Enter and update membership lists with the PTK Headquarters and on the College database.
- Work with Officer Team and Faculty Advisor(s) to develop strategies to include activities representative of all students on campus.
- Assist in the development of networking opportunities with other chapters and alumni.
- Serve as the Undergraduate Transfer Scholarship Representative for the College for Jack Kent Cooke, All-USA Scholarship.
- Performs additional tasks or duties as assigned.

Required/Minimum Qualifications:

- Bachelor's degree; Associate's degree with PTK or related membership.
- Prior experience in academia with supervision of personnel and the responsibility for strategic management of programs and resources.
- A clear and demonstrated understanding of and commitment to diversity, equity, and inclusion that aligns with the College's mission and strategic plan.
- An ability to inspire the Honors community to expand their knowledge and understanding in a global perspective.
- A commitment to innovative approaches to enrich student lives in and out of the classroom.
- Strong consensus building and interpersonal skills.
- An ability to work effectively with diverse constituencies within the College community and with external stakeholders, including donors and alumni

Preferred Qualifications:

- Achievements and demonstrated innovation in undergraduate education.
- Background in an honors program or other academic programs of excellence.
- Fundraising and grant writing experience.
- Familiarity with the community college environment.

Closing Date of Applications:

Review of applications to begin:

Applications

For full consideration please send resume, cover letter, salary expectations and a list of three professional references to **employment@bergen.edu**.

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

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's 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: April 6, 2021

Resolution
Approve: Return from Leave of Absence/Support Staff

Submitted By
Dr. Eric M. Friedman, President
Ms. Marie Jardine, Interim Managing Director, Public Safety

Action Requested
To approve the return from a Leave of Absence, without pay, for the following individual from the position listed below, effective date as indicated:

Name	Position/Division	Salary	Effective Date
Kimberly Marriott-Holliday	Public Safety Officer/ Public Safety	$39,524.00 (pro-rated)	02/24/21 (retroactive)

Justification
Return from medical leave.

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BOARD OF TRUSTEES ACTION P7
Approval Date: April 6, 2021

Resolution
Retirement: Support Staff

Submitted By
Dr. Eric M. Friedman, President
Mr. Michael Hyjeck, Managing Director, Physical Plant
Mr. Christopher Talmo, Managing Director, Custodial Operations

Action Requested
To approve the retirement of the following individuals:

Name	Position/Department/Division	Hire Date	Effective Date
Stephen Graves	HVAC Mechanic A	02/22/93	05/01/21
Louis Lanza	Sr. Custodian/Buildings and Grounds	06/17/91	07/01/21

Justification
Retirement

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BOARD OF TRUSTEES ACTION P8
Approval Date: April 6, 2021

Resolution
Resignation: Support Staff

Submitted By
Dr. Eric M. Friedman, President
Mr. Christopher Talmo, Managing Director, Custodial Operations

Action Requested
To approve the resignation of the following individual:

Name	Position/Department/Division	Hire Date	Effective Date
Dahiana Santiago	Custodian/Buildings and Grounds	09/12/16	03/8/21

Justification
Resignation

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BOARD OF TRUSTEES ACTION P9
Approval Date: April 6, 2021

Resolution
Approve: Title Change (Confidential)

Submitted By
Dr. Eric M. Friedman, President

Action Requested
To approve the following title change: from Vice President Facilities / Planning / Operations / Public Safety to Vice President, Facilities.

Justification
To approve the following title change: from Vice President Facilities / Planning / Operations / Public Safety to Vice President, Facilities. This position is at-will.

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BOARD OF TRUSTEES ACTION P10
Approval Date: April 6, 2021

Resolution
Approve: Title Change (Confidential)

Submitted By
Dr. Eric M. Friedman, President

Action Requested
To approve the following title change: from Managing Director of Public Safety to Associate Vice President, Safety and Security.

Justification
To approve the following title change: from Managing Director of Public Safety to Associate Vice President, Safety and Security. This position is at-will.

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BOARD OF TRUSTEES ACTION P11
Approval Date: April 6, 2021

Resolution
Approval of Position / New Title: Controller (Confidential)

Submitted By
Dr. Eric M. Friedman, President

Action Requested
To approve the following position / new title:

Controller

Justification
To approve the following position / new title (Controller) pertaining to the financial betterment of the College. This position is at-will.

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BOARD OF TRUSTEES ACTION P12
Approval Date: April 6, 2021

Resolution
Approval of Position / New Title: Vice President for Human Resources and Organizational Development (Confidential)

Submitted By
Dr. Eric M. Friedman, President

Action Requested
To approve the following position / new title:

Vice President for Human Resources and Organizational Development (Confidential)

Justification
To approve the following position / new title: Vice President for Human Resources and Organizational Development (Confidential) for the reorganization of the Human Resources Department to better fulfill the needs of the College. This position is at-will.

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BOARD OF TRUSTEES ACTION P13
Approval Date: April 6, 2021

Resolution
Authorization to approve settlement of litigation entitled Cristina Grisales v. Bergen Community College, Superior Court of New Jersey, Law Division, Docket No. BER-L-007266-19

Submitted By
Dr. Eric M. Friedman, President

Action Requested
Approve settlement of litigation entitled, Cristina Grisales v. Bergen Community College, Superior Court of New Jersey, Law Division, authorizing the President to enter into a settlement agreement and release in the amount of $35,000 and increasing Plaintiff's base salary by $7,000. The settlement agreement and release shall be on file in the President's office.

Justification
Resolve pending litigation against the College to avoid additional costs of litigation.

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BOARD OF TRUSTEES ACTION P14
Approval Date: April 6, 2021

Resolution
Termination – Confidential Staff

Submitted By
Eric M. Friedman, Ph.D., President

Action Requested
To approve the Termination of the following individual:

Name	Position	Effective Date
Gwendolyn Harewood	Managing Director of Human Resources and Employee Relations	April 1, 2021 (Retroactive)

Justification
Reorganization

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BOARD OF TRUSTEES ACTION S/F1
Approval Date: April 6, 2021

Resolution
Change Order: Echelon Services, LLC. – Bi-Polar Ionization Upgrades for Existing Roof Top Units.

Submitted By
Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Managing Director of Finance
Mr. Michael Hyjeck, Managing Director, Physical Plant
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization to issue Change Order #1, $41,494.54 to Echelon Services, LLC – Bi-Polar Upgrades for Existing Roof Top Units

Original Contract Amount	-	$ 444,400.00+
Change Order #1	-	$ 41,494.54
Revised Contract Amount	-	$ 485,894.54

Percentage Increase over Original Contract Amount 10%

Justification
To be able to add 10 additional Bi-Polar Ionization Upgrades to the Pitkin Building. With these 10 additional Bi-Polar Ionization units being installed, we are helping to prevent contaminants from circulating inside the building. This could be from Viruses, Allergens, Mold and other types of contaminants. This will help with the safe return of Students and Staff back onto the campus.

Item #1 - Not-to Exceed $41,494.54 for additional 10 Ionization Units.

Charge To: CARES Act Emergency Funds
Account Number: 50-06-595000-607550
Total: $41,494.54