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

BOARD OF TRUSTEES
PUBLIC MEETING

Tuesday, September 3, 2019 – 5:00 p.m.

Paramus Campus – TECHNOLOGY BUILDING – Conference rooms BC

I. Call to Order

II. Open Public Meetings Act Statement

III. Roll Call

IV. Pledge of Allegiance

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

Presentation:
Promoting Transformation
Dr. Larry Hlavenka, Executive Director Public Relations
Community and Cultural Affairs

- 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

VI. Unfinished Business/Board Members

VII. New Business/Board Members

VIII. Open to the Public

IX. Actions
- A. Approval of Minutes: August 6, 2019 and August 20, 2019
- B. Consent Agenda: Tuesday, September 3, 2019

X. Executive Session, if required
(New Business/Open to the Public)

XI. Adjournment

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CONSENT AGENDA

Tuesday, September 3, 2019

Technology Building – Conference Rooms BC

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: August 6, 2019 and August 20, 2019

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To renew our annual subscription with Turnitin for web-based plagiarism detection system through the New Jersey Council of County Colleges Joint Purchasing Consortium.
3. Authorization to pay annual E-Commerce Volume Fee to Ellucian.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. Authorize acceptance of a grant award (P031S160134-19) for the Hispanic Serving Institution Title V Pathways Scholars Program from the U.S. Department of Education in the amount of $472,103.00, and authorize President Michael D. Redmond, or his designee, to execute required documents.
2. Accept a grant from the State of New Jersey Department of Environmental Protection in the amount of $48,000, and to authorize President Michael D. Redmond, or his designee, to execute required documents.

PERSONNEL (P)

1. Appointment: Confidential Staff
2. Appointment: Professional Staff
3. Appointment: Professional Staff
4. Appointment: Support Staff (This appointment is being made in accordance with the Bergen Community College Support Staff Association (BCCSSA) contract, Article XV, after successful completion of the probationary period.)
5. Appointment: Tenure Track Faculty
6. Reappointment: Project Personnel – Grants
7. Approve: Return from Leave of Absence/Support Staff
8. Approve: Leave of Absence/Support Staff
9. Resignation: Professional Staff
10. Resignation: Confidential
11. Resignation: Coaching Staff
12. Approve grant funded Positions/Titles and job descriptions.

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BOARD OF TRUSTEES ACTION A/F 1
Approval Date: September 3, 2019

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

Submitted By
Dr. Brian D. Agnew, Executive Vice President

Action Requested
Approval for payment of the following legal vouchers:

July 1, 2019 to July 31, 2019	DeCotiis, FitzPatrick, Cole & Giblin. LLP.	$ 29,817.15

Legal bills are 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

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BOARD OF TRUSTEES ACTION A/F 2
Approval Date: September 3, 2019

Resolution
To renew our annual subscription with Turnitin for web-based plagiarism detection system through the New Jersey Council of County Colleges Joint Purchasing Consortium.

Submitted By
Dr. Brian Agnew, Executive Vice President
Mr. Ron Spaide, Chief Information Officer
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization to renew Turnitin plagiarism detection subscription for the period of 10/1/19 through 9/30/20 at an estimated cost of $27,197.94 in accordance with Request for Proposal #20-706 issued by Ocean County College on behalf of the New Jersey Council of County Colleges Joint Purchasing Consortium.

Justification
This is our web-based plagiarism detection service used to improve student writing, originality checking, and formative feedback with or without our Learning Management System.

The lead college, Ocean County, has advertised a Request for Proposals on behalf of the Consortium. The award to Turnitin was ratified by the Ocean County College Board of Trustees at the August 22, 2019 meeting.

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

Charge to: College Operating Funds
Account: 10-01-165100-607526

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BOARD OF TRUSTEES ACTION A/F 3
Approval Date: September 3, 2019

Resolution
Authorization to pay annual E-Commerce Volume Fee to Ellucian.

Submitted By
Dr. Brian D. Agnew, Executive Vice President
Mr. Ronald Spaide, Chief Information Officer
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Approval to pay an estimated amount of $34,200.00 to Ellucian to cover E-Commerce volume fees for the period of July 1, 2019 through June 30, 2020 as well as an overage fee of $1,291.91 for FY19. The total estimated payment is $35,490.91.

Justification
$34,200.00 is the estimated volume fee for the processing of E-Commerce transactions for FY20. Ellucian charges the college an E-Commerce fee of 0.001% per dollar for all online financial transactions. An overage fee of $1,290.91 is also being charged at this time for exceeding the prepaid FY19 estimate of $32,075.75.

The college has a need to purchase these software licenses 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) which exempts software use from public bidding.

Charge to: College Operating Funds
Account: 10-01-165100-607656

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BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: September 3, 2019

Resolution:
Authorize acceptance of a grant award (P031S160134-19) for the Hispanic Serving Institution Title V Pathways Scholars Program from the U.S. Department of Education in the amount of $472,103.00, and authorize President Michael D. Redmond, or his designee, to execute required documents.

Submitted By
Dr. Brian D. Agnew, Executive Vice President
Dr. Brock Fisher, Vice President of Academic Affairs
Ms. Priscilla Klymenko, Interim Vice President for Student Services
Dr. William J. Yakowicz, Director of Grants Administration

Action Requested
Accept Year 4 of this second Title V project campaign to further build on the substantial success of the first 1,2,3 Connect Title V initiative as well as the success of Years 1, 2 and 3 of this Title V Phase II. The grant period (October 1, 2019 through September 30, 2020) is designed to strengthen Bergen's capacity to enhance and expand support services for students as they embark on their academic careers. The total award for the five-year grant period from October 1, 2016 through September 30, 2021 is $2,046,001.00. A total of $472,103.00 is allocated for Federal FY 2020.

No additional college funds are required. However, in-kind contributions of administrative time, faculty and support services, facilities, and related resources are expected to be incrementally increased in order to sustain project components after funding concludes.

Charge to: Title V
Account: 50-03-590600

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BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: September 3, 2019

Resolution

Accept a grant from the State of New Jersey Department of Environmental Protection in the amount of $48,000, and to authorize President Michael D. Redmond, or his designee, to execute required documents.

Submitted By

Mr. William Corcoran, Vice President of Facilities, Planning, Operations and Public Safety
Dr. Brian D. Agnew, Executive Vice President
Ms. Barbara Hamilton-Golden, Director of Purchasing and Services
Dr. William J. Yakowicz, Director of Grants Administration

Action Requested

Accept an *It Pays to Plug In: NJ's Electric Vehicle Workplace Charging Grant (Grant Identifier AQ19-082)* from the NJ Department of Environmental Protection. The $48,000 award covers costs associated with purchase, installation, and maintenance of eight (8) dual-port Level 2 Webasto charging stations to be installed in Parking Lots A, Lower A, B, Ender Hall, and West Hall.

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BOARD OF TRUSTEES P1
Approval Date: September 3, 2019

Resolution
Appointment: Confidential Staff

Submitted By
Dr. Michael D. Redmond, President
Dr. Brian D. Agnew, Executive Vice President

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

Name	Position/Division	Salary	Effective Date
Wilton Thomas-Hooke	Managing Director of Finance/ Finance/Executive Vice President	$135,000.00 (pro-rated)	09/09/19

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:

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BOARD OF TRUSTEES P2
Approval Date: September 3, 2019

Resolution
Appointment: Professional Staff

Submitted By
Dr. Michael D. Redmond, President
Dr. Brian D. Agnew, Executive Vice President
Dr. Christine Gillespie, Executive Director, Continuing Education and Workforce Development

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

Name	Position/Division	Salary	Effective Date
Natalie Delgado	Program Supervisor/Continuing Education and Workforce Development	$50,000.00 (pro-rated)	09/30/19

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

Charge to: College Operating Funds
Account Number:

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BOARD OF TRUSTEES P 3
Approval Date: September 3, 2019

Resolution
Appointment: Professional Staff

Submitted By
Dr. Michael D. Redmond, President
Dr. Brian D. Agnew, Executive Vice President
Dr. William Yakowicz, Director of Grants Administration

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

Name	Position/Division	Salary	Effective Date
Monica Rodriguez	Grant Writer	$59,000.00	09/16/19

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

Charge to: College Operating Funds
Account Number:

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BOARD OF TRUSTEES P 4
Approval Date: September 3, 2019

Resolution
Appointment: Support Staff (This appointment is being made in accordance with the Bergen Community College Support Staff Association (BCCSSA) contract, Article XV, after successful completion of the probationary period.)

Submitted By
Dr. Michael D. Redmond, President
Dr. Brian D. Agnew, Executive Vice President
Mr. William Corcoran, Vice President, Facilities Planning, Operations & Public Safety

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

Name	Position/Division	Salary	Effective Date
Bekim Sahatciu	Custodian/Buildings & Grounds	$31,124.00 (pro-rated)	04/29/19 (retroactive)

Justification
To fill budgeted position through successful search process and completion of probationary period.

(This appointment is being made in accordance with the Bergen Community College Support Staff Association (BCCSSA) contract, Article XV, after successful completion of the probationary period.)

Charge to: College Operating Funds
Account Number:

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BOARD OF TRUSTEES ACTION P 5
Approval Date: September 3, 2019

Resolution
Appointment: Tenure Track Faculty

Submitted By
Dr. Michael D. Redmond, President
Dr. Brian D. Agnew, Executive Vice President
Dr. Brock Fisher, Vice President, Academic Affairs

Action Requested
To approve the appointment of the following individuals to the positions and annual salaries indicated. This action supersedes the previously approved board action (P4 dated August 6, 2019) for these individuals.

Name	Rank/Discipline/Division	Salary	Effective Dates
Vincent Louis	Assistant Professor/Business/ Business, Arts and Social Sciences	$58,729.00	09/01/19 – 06/30/20
Aaron Morrisey	Associate Instructor/Hotel and Restaurant Management - Culinary/ Business, Arts and Social Sciences	$51,115.00	09/01/19 – 06/30/20
Jose Orozco Rodriguez	Instructor/Mathematics/ Math, Science and Technology	$56,671.00	09/01/19 – 06/30/20

Justification
To fill budgeted positions through successful search processes.

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BOARD OF TRUSTEES ACTION P6
Approval Date: September 3, 2019

Resolution
Reappointment: Project Personnel – Grants

Submitted By
Dr. Michael D. Redmond, President
Dr. Brian D. Agnew, Executive Vice President
Dr. Brock Fisher, Vice President, Academic Affairs

Action Requested
That the grant personnel listed below be reappointed to the positions indicated for the period commencing October 1, 2019 through June 30, 2020.

Name	Position
Barbara Abolafia	Summer Explorations Coordinator (Title V)
Reyniel Afuang	Program Assistant (First in the World)
Joan Connelly	Supplemental Instruction (SI) Coordinator (STEM HSI/Cerullo Learning Assistance Center)
Luis DeAbreu	STEMatics Grant Program Director (STEMatics)
Randy Dodd	Mentoring Coordinator (TPSID 2)
Lauren Fowler	Professional Success Coach/Academic Counselor (Title V)
Randi Greene	Financial Literacy Specialist/Buyer (STEMatics/Grants Administration)
Erica James	Professional Success Coach/Academic Counselor (Title V)
Laura Madera	Peer Mentor Coordinator/Coach (Title V)
Alan Manzueta	Professional Success Coach (Title V)
Erin Meccia	Professional Success Coach (TPSID 2)
Majeda Sultana	STEMatics Academic Counselor (STEMatics)
Colleen Tedesco	Success Coach (TPSID 2)

Justification
Reappointment of grant-funded positions. These positions are at will.

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BOARD OF TRUSTEES ACTION P 7
Approval Date: September 3, 2019

Resolution
Approve: Return from Leave of Absence/Support Staff

Submitted By
Dr. Michael D. Redmond, President
Dr. Brian D. Agnew, Executive Vice President
Mr. William Corcoran, Vice President, Facilities Planning, Operations, and Public Safety

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

Name	Position/Division	Annual Salary	Effective Dates
Michael Zullo	Public Safety Officer/Public Safety	$36,670.00 (pro-rated)	06/22/19 – 07/26/19 (retroactive)

Justification
Return from unpaid leave of absence.

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BOARD OF TRUSTEES ACTION P 8
Approval Date: September 3, 2019

Resolution
Approve: Leave of Absence/Support Staff

Submitted By
Dr. Michael D. Redmond, President
Dr. Brian D. Agnew, Executive Vice President
Mr. William Corcoran, Vice President, Facilities Planning, Operations, and Public Safety

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

Name	Position/Division	Effective Dates
Darryl Dobbs	Custodian/Buildings & Grounds	08/01/19 (retroactive)

Justification
Medical Leave

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BOARD OF TRUSTEES ACTION P9
Approval Date: September 3, 2019

Resolution
Resignation – Professional Staff

Submitted By
Dr. Michael D. Redmond, President
Dr. Brian D. Agnew, Executive Vice President
Dr. Lawrence Hlavenka, Executive Director, Public Relations & Community and Cultural Affairs
Ms. Priscilla Klymenko, Interim Vice President, Student Affairs

Action Requested
To approve the resignation of the following individuals:

Name	Position/Department/Division	Effective Date
Jesse Jacondin	Research Analyst/Institutional Research/ Institutional Effectiveness	09/04/19
Ronald McKnight	Manager of Multicultural and Community Affairs/ Public Relations and Community and Cultural Affairs	09/05/19
Kaca Res	Financial Aid Specialist/Financial Aid/ Student Affairs	09/03/19

Justification
Resignation

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BOARD OF TRUSTEES ACTION P 10
Approval Date: September 3, 2019

Resolution
Resignation – Confidential

Submitted By
Dr. Michael D. Redmond, President
Dr. Brian D. Agnew, Executive Vice President

Action Requested
To approve the resignation of the following individual:

Name	Position/Department/Division	Effective Date
Priscilla Klymenko	Interim Vice President of Student Affairs	09/xx/19

Justification
Resignation

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BOARD OF TRUSTEES ACTION P 11
Approval Date: September 3, 2019

Resolution
Resignation: Coaching Staff

Submitted By
Dr. Michael D. Redmond, President
Dr. Brian D. Agnew, Executive Vice President
Ms. Priscilla Klymenko, Interim Vice President, Student Affairs

Action Requested
To accept the resignation of the following individual.

Name	Position/Sport	Effective Date
Rhonyelle Sowell	Assistant Coach/Volleyball	08/22/19 (retroactive)

Justification
Resignation

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BOARD OF TRUSTEES ACTION P 12
Approval Date: September 3, 2019

Resolution
Approve grant funded Positions/Titles and job descriptions:

Submitted By
Dr. Michael D. Redmond, President
Dr. Brian D. Agnew, Executive Vice President
Dr. Christine Gillespie, Executive Director of Continuing Education and Workforce Development
Dr. William J. Yakowicz, Director of Grants Administration

Action Requested
To approve the following grant funded positions and titles:

- Project Director, Scaling Apprenticeship grant
- Health Professions Success Coach, Scaling Apprenticeship grant
- Health Professions Business Liaison

Justification
These three positions are needed to carry out responsibilities associated with the US Department of Labor *Scaling Apprenticeships through Sector-Based Strategies (Award number:**HG-33026-19-60-A-34)*** awarded to Bergen Community College on July 15, 2019.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: NJ HealthWorks Project Director **Grant-funded**

DEPARTMENT: Grants/Continuing Education and Workforce Development

FUNCTION: The grant-funded Project Director for the Scaling Apprenticeships through Sector-Based Strategies (NJ HealthWorks) project is responsible for successfully implementing and managing state-wide & regional/national capacity building initiative to strengthen and expand health care sector apprenticeships. This position will also lead the Employer and Consortium Advisory Councils as described in the grant project.

Reporting to the Principal Investigator through the Bergen Community College Grants Office, the Project Director will manage and oversee a $12,000,000 four-year project with annual budgets approaching $3,000,000.00. The position will establish, monitor, and provide staff supervision and oversight to ensure that initiative activities are fully implemented with measurable outcomes. The Director will facilitate and ensure effective partnership management, communications, fiscal management and accountability, facility, administrative support and provision of equipment, adaptive technologies, counseling, reporting and ongoing evaluation required to implement and sustain the NJ HealthWorks Project.

The Project Director is responsible for overseeing/facilitating success of all program functions, managing program team members, and providing overall coordination and facilitation of project activities engaging partner support, to include:

(1) Thirteen public higher education institutions;

(2) Six (with plans to include many more) local and regional health care industry employers;

(3) New Jersey State and Federal-level Coordinating Entities:

- New Jersey Office of Apprenticeship
- New Jersey Department of Labor and Workforce Development (including local Workforce Development Boards and One-Stop Career Centers)
- U.S. Department of Labor – Office of Apprenticeship

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to, the following:

1. Developing strong working relationships with all Consortium partners, employers, and state/county partners to expand knowledge of and access to apprenticeship, promoting and expanding service delivery and resource sharing.

2. Interpretation and clarification of state and federal policies governing apprenticeship training programs, and will provide information and assistance to trainees, training providers, and companies interested in registering an apprenticeship program or DOL & industry-recognized apprenticeship program.

3. Operational oversight to ensure the successful implementation of project activities and attainment of outcomes. Recommends solutions to identified impediments to the Advisory Councils for discussion and resolution.

4. Establishment of close working relationships with and regularly meets with project staff to provide overall project direction and leadership.

5. Meeting with staff to ensure that barrier-free career pathways are provided for individuals underrepresented in health care professions to access training and certification opportunities, education, academic counseling, and support services needed to enroll in and complete apprenticeships in health care in-demand occupations.

6. Development of drafts of Policies and Procedures Guidelines for review and approval of the Advisory Committee to ensure the long-term sustainability of the initiative and on-going relationships with partner agencies and to describe the administrative operations and functional services provided.

7. Development of project activities for ongoing implementation of programming and activities consistent with the needs of service populations, health care industry employers, and the scaling of apprenticeship programs nationally.

8. Consulting with appropriate Community College Student Services staff to accommodate the needs of students as deemed necessary and attends related professional development workshops, seminars, and conferences.

9. Production of statistical reports that are within the scope of the Project Director's duties and responsibilities and supports the Bergen Community College Center for Institutional Effectiveness (CIE) and partner colleges to ensure that program data for project activities and initiatives are appropriately assessed and consistent with College reporting policies and requirements.

10. Close collaboration with the Office of Grants Administration and internal as well as external partners to identify and secure additional grants and resources.

11. With input from the Principal Investigator, Advisory Councils, partners and staff, support core grant outcomes, short and long-range goals for the grant and assists in the data collection to track annual performance against objectives.

12. Performs additional tasks or duties as assigned by the Principal Investigator, Managing Director of Grants, or other designated management.

ORGANIZATIONAL RELATIONSHIPS: (1) Reports to the Executive Director, Continuing Education, and Workforce Development or other College/CE/WFD manager, as appropriate. (2) Manages the following direct reports and oversees the employee populations of their respective organizations: NJ Healthworks Business Liaisons, as assigned. (3) Coordinates work within the office and between offices with other staff. (3) Ability to relate well to people at all levels within the institution to ensure that the office is projected in an effective manner when dealing with both internal and external constituencies of the College. (4) 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: Relevant Master's degree in Business, Education or related Health Profession; PhD/EdD degree preferred; (2) Knowledge, Skills and Abilities: (a) demonstrates understanding of the community college mission and practices an open door policy; (b) possesses a strong understanding of the uses of information technology to deliver, monitor and evaluate programs and services for students and the ability to work collaboratively across various constituencies of the College; (c) strong interpersonal as well as technical skills and must be detail-oriented; (d) proficiency with staffing and customer relationship management software and various databases such as Colleague and Salesforce.com; (e) must have a valid driver's license, private transportation and ability to work a varied schedule, including the ability and willingness to work weekends and evenings as necessary; (f) exhibits strong

skills in: leadership, managing people, communication, customer and student focus, building relationships, organizing, and planning; (3) Experience: (a) Minimum of of 5-7 years experience in health professions, professional development, career placement, internship or related experience, grant management, and apprenticeship experience preferred. Work history in private industry and/or higher education preferred; (b) experience in and leadership of community college and or career and technical education, direction of grant funded projects, development and coordination of resource networks, and related initiatives; (c) excellent project management, group facilitation, and technical skills, with an ability to prioritize tasks and deliver quality products within agreed upon timeframes, with limited supervision; (d) demonstrated ability to research (qualitative and quantitative), analyze, synthesize, and communicate complex workforce topics to experts/non-experts in a variety of formats (e.g. toolkits, reports, graphic displays, presentations, etc.); (e)working proficiency in various CRM software products, reporting tools, and web-based marketing; (f) exceptional leadership skills and ability to build and maintain collaborative working relationships with internal and external stakeholders and constituents; (g) strong interpersonal, oral and written communication skills, and strong organizational skills; (h) ability to lead and facilitate large-scale collaborations; (i) Demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, including those with disabilities.

Preferred Skills: Large grant project development and program management experience; extensive experience required in leadership, planning, implementation, and adherence to project budgets in order to meet contract deliverables and ensure successful completion of large, complex, grant-funded and high-priority projects.

Continuance of position is dependent upon the positive employment and career progression of participants and accurate and timely reporting and communication with the local and regional workforce system.

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: _____ Name/Title Date: 8/14/2019

Approved by: _____ Name/Title Date: 8/19/19

Reviewed by: _____ Human Resources Date: 8/16/19

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

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: NJ HealthWorks Success Coach **Grant-funded

DEPARTMENT: CE Health Professions/ Continuing Education and Workforce Development

FUNCTION: This position is responsible for supporting the academic and workplace success of all local health professions apprentices participating in the HealthWorks grant.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to, the following:

1. Planning and marketing of all participant/employer orientation sessions to inform potential apprentices about the HealthWorks Grant and available career pathways through apprenticeship.
2. Development and monitoring of all career exploration activities related to health professions program selection.
3. Maintainance of all program-related files and documentation related to participant outreach, placement, completion and wage increases.
4. Establishment and maintenance of an organized and confidential data information management system.
5. Development and growth of ongoing relationships with potential employers.
6. Build and maintain positive and proactive relationships with key College and community stakeholders.
7. Assist in research related to current job demand and interpret job descriptions to determine suitability.
8. Confer and obtain student and employer feedback regarding students' apprenticeship experiences
9. Interact and collaborate with community-based partners regarding employment initiatives
10. Collaborate with the Associate Dean of Health Professions; Director, Career Services, Business Liaisons, and Office of Grants Administration staff to complete all program-related responsibilities and reporting as outlined in the HealthWorks grant.
11. Participation in staff meetings, in-service trainings, staff development meetings and meetings as needed with community partners
12. Serve as a liaison to other areas within the College and outside agencies as needed to support students goals towards employment
13. Preparation and tracking of all career-based activities and outcomes
14. Perform additional tasks or duties as assigned by the Associate Dean of Health Professions, Director, Career Services; HealthWorks Business Liaisons, and Office of Grants

ORGANIZATIONAL RELATIONSHIPS: (1) Reports to the Associate Dean, CE Health Professions, or other College/CE/WFD manager, as appropriate. (2) Works collaboratively with other Success Coaches in their respective organizations. (3) Coordinates work within the office and between offices with other staff. (3) 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. (4) 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: Associate Degree and/or related experience in Education, Human Services, Vocation Rehabilitation, specific Health Profession or related field; (2) Knowledge, Skills and Abilities: (a) demonstrates understanding of the community college mission and practices an open door policy; (b) possesses a strong understanding of the uses of information technology to deliver, monitor and evaluate programs and services for students and the ability to work collaboratively across various constituencies of the College; (c) strong interpersonal skills and must be detail-oriented; (d) proficient in staffing and customer relationship management software and various databases such as Colleague and Salesforce.com; (e) must have a valid driver's license, private transportation and ability to work a varied schedule, including the ability and willingness to work weekends and evenings as necessary; (f) exhibits strong skills in: leadership, managing people, communication, customer and student focus, building relationships, organizing, and planning; (3) Experience: (a) a minimum of 2-3 years of experience working in advising/counseling, career placement, apprenticeship or human resources; previous experience in job placement field and working knowledge/ability to learn Salesforce.com and other CRMs preferred; (b) business acumen and knowledge of current labor market demands and trends in various industry clusters; (c) working proficiency in reporting tools, and web-based marketing; (d) excellent customer service and written communication skills; (e) ability to work in a team environment; strategic thinker; self-starter; ability to present before a large or small audience.

Continuance of position is dependent upon the positive employment and career progression of participants and accurate and timely reporting and communication with the local and regional workforce system.

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: 8/16/2019
Name/Title

Approved by: _____ Date: 8/19/19
Name/Title

Reviewed by: _____ Date: 8/16/19
Human Resources

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

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: NJ HealthWorks Business Liaison **Grant-funded**

DEPARTMENT: Grants/ USDOL Scaling Apprenticeship Grant

FUNCTION: The **HealthWorks Business Liaison** is responsible for the development, oversight, and marketing of apprenticeship opportunities for the HealthWorks Grant. Through the development of approved apprenticeship work process documentation in identified career pathways, marketing materials, and cultivation of employer relationships, this position will serve as a key role for the grant consortium to meet all employment enrollment, and completion metrics. Stimulation and growth of existing business accounts through consultative sales and the development of apprenticeship programming and partnerships with government agencies, training providers, and industry partnerships is expected to continue simultaneously. This position will also serve as a primary communication conduit presenting environmental scan information and progress reports to the Employer and Consortium Advisory Councils on a regular basis.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to, the following:

1. Generation and development of new business leads for the Consortium contributing to the achievement of grant performance metrics; specifically including total participants, total employed, and total completed.
2. Coordination, development, and federal registration of selected healthcare apprenticeships as specified in grant.
3. Perform client needs assessments, collaborates in the development of training plans, and develops fiscally sound program budgets.
4. Solicit, analyze, communicate, and act upon student and client evaluations and feedback.
5. Monitor local and national trends, best practices, and models in the field to adopt and implement as appropriate.
6. Attend workshops, conferences, courses, meetings, or other activities on or off-site as directed.
7. Represent the HealthWorks Consortium in working relationships with state, community, and local professional organizations and consortiums.
8. Investigate, manage and communicate pertinent information related to available funding initiatives at both the state and federal levels and assist with all required performance and organizational documentation and reporting requirements.
9. Assist in the timely receipt of all invoices and payables.
10. With input from the Project Director, Leadership Team, and Advisory Councils, support core grant outcomes, short and long-range goals for the grant and assist in the data collection to track annual performance against objectives.
11. Performs additional tasks or duties as assigned by the Principal Investigator, Grant Director, or other designated management.

ORGANIZATIONAL RELATIONSHIPS: (1) Reports to the Grant Director or other College/CE/WFD manager, as appropriate. (2) Works collaboratively with the Success Coaches in their respective organizations. (3) Coordinates work within the office and between offices with other staff. (3) 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. (4) Performs work in a manner that furthers the College's mission and values.

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QUALIFICATIONS: (1) Education: B.S. or equivalent experience in Business, Education, Technical Education, Adult Education or related field in the Health Professions; Master's degree preferred; (2) Knowledge, Skills and Abilities: (a) demonstrates understanding of the community college mission and practices an open door policy; (b) possesses a strong understanding of the uses of information technology to deliver, monitor and evaluate programs and services for students and the ability to work collaboratively across various constituencies of the College; (c) strong interpersonal as well as technical skills and must be detail-oriented; (d) fluent in staffing and customer relationship management software and various databases such as Colleague and Salesforce.com; (e) must have a valid driver's license, private transportation and ability to work a varied schedule, including the ability and willingness to work weekends and evenings as necessary; (f) exhibits strong skills in: leadership, managing people, communication, customer and student focus, building relationships, organizing, and planning; (3) Experience: (a) A minimum of 3-5 years experience in sales, education, training, or related field; solid experience in sales or apprenticeship, private industry and/or higher education preferred; (b) business acumen and knowledge of current labor market demands and compensation rates in health professions clusters; (c) working proficiency in various CRM software products, reporting tools, and web-based marketing; (d) experience with staffing and customer relationship management software; (e) excellent customer service and written communication skills; (f) ability to work in a team environment; strategic thinker; self-starter; ability to present before a large or small audience.

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Submitted by: _____ Date: 8/16/2019
Name/Title

Approved by: _____ Date: 8/20/19
Name/Title

Reviewed by: _____ Date: 9/16/19
Human Resources

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