



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

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

Wednesday, September 7, 2022 – 5:00 p.m.

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Roll Call
- IV. Pledge of Allegiance
- V. Reports:
 - A. Vice Chairman
 - B. Secretary
 - C. Treasurer
 - D. President
 - ❖ Remarks
 - ❖ Presentation: HealthWorks and CareerAdvance Apprenticeships
Mrs. Cinzia D'Iorio, Executive Director of
Continuing Education and Workforce Development
 - ❖ Banned Book Week
Dr. Kate McGivern, Reference and Instruction Librarian
- Theater reading performance: "The Family Book"
- E. Committees
 - 1. Audit, Finance and Legal Affairs
 - 2. Education and Student Affairs
 - 3. Personnel
 - 4. Site and Facilities
 - 5. Strategic Planning and Issues
- F. Alumni Trustee
- G. Chairwoman
- VI. Unfinished Business / Board Members
- VII. New Business / Board Members
- VIII. Open to the Public
- IX. Actions
 - A. Approval of Board Minutes: Tuesday, August 2, 2022
 - B. Consent Agenda: Wednesday, September 7, 2022

BOARD OF TRUSTEES
PUBLIC MEETING

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

Wednesday, September 7, 2022 – 5:00 p.m.

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



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CONSENT AGENDA

Wednesday, September 7th, 2022

Paramus Campus – Technology Building – Conference Rooms B and C

5:00 p.m.

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

Approval of Board Minutes – Tuesday, August 2, 2022

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To award Public Bid P-2361, Dental Hygiene Supplies 2022-23, to various vendors. The equipment and supplies will be used in the Dental Hygiene laboratories.
3. To authorize the sale of six (6) surplus College vehicles to the highest bidder at the County of Bergen Online Auction.
4. To award Public Bid #P-2365 for pressure washing and exterior window washing.
5. Placeholder: To award Public Bid #P-2367 for brick floor refinishing and resurfacing.
6. Authorization to renew the College's Maintenance Agreement with Ellucian Inc. at a cost of \$524,587 for a term of one year.
7. Authorization to procure temporary IT staffing services through Optima Global Solutions Inc. and/or Mondo International LLC.

EDUCATION AND STUDENT AFFAIRS

1. To authorize acceptance of the Perkins FY 2023 grant award from the State of New Jersey Department of Education, and to authorize President Eric M. Friedman, Ph.D., or his designee, to execute required documents and activities.
2. To authorize acceptance of a grant award from the State of New Jersey Office of the Secretary of Higher Education, and to authorize President Eric M. Friedman, Ph.D., or his designee, to execute all required documents and activities.
3. To accept a grant of \$414,000.00 for the Bergen County Consolidated Adult Basic Education and Integrated English Literacy and Civics Education (ABE & IELCE) Grant Program funded through the New Jersey Department of Labor and Workforce Development, and to authorize President Eric M. Friedman, Ph.D., or his designee, to execute required documents.
4. Exempt from Bidding: Authorization: Best Buddies, Inc Professional Consulting Services for the Center for Adult Transition Grant.
5. Authorize submission of a grant application to the New Jersey Office of the Secretary of Higher Education (OSHE) for \$81,457.00 and authorize President Eric M. Friedman, Ph.D., or his designee to execute required documents.

CONSENT AGENDA

Wednesday, September 7, 2022

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6. **Placeholder:**

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

PERSONNEL (P)

1.
 - A. Appointment: Student Affairs Athletic Program (Coaching Staff)
 - B. Approve: Title Change and Revised Job Description
 - C. Appointment: Lecturers, Fall 2022 Semester
 - D. Appointment: Grant Funded
 - E. Appointment: Confidential
 - F. Appointment: Grant Funded
 - G. Appointment: Grant Funded
 - H. Appointment: Support Staff
 - I. Appointment: Support Staff
 - J. Appointment: Support Staff
 - K. Appointment: Testing Coordinators
 - L. Appointment: Confidential
2.
 - A. Approve: New Position – Confidential
 - B. Approve: New Position – Confidential
 - C. Approve: New Position – Support
 - D. Approve: New Position – Professional
 - E. Approve: New Position – Confidential
 - F. Approve: New Position – Support Staff
3.
 - A. Promotion: Confidential
 - B. Promotion: Confidential
 - C. Promotion: Support Staff
4.
 - A. Reclassification: Professional
5.
 - A. Approve: Stipend
 - B. Approve: Stipend
 - C. Stipend Adjustment

CONSENT AGENDA

Wednesday, September 7, 2022

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6. A. Approve: Professional – Title Change and Revised Job Description
- B. Approve: Confidential – Title Change and Revised Job Description
7. Non-Renewal – Support Staff
8. Approve: De-obligation of Position - Confidential
9. A. Retirement: Confidential
- B. Retirement: Support Staff

SITE AND FACILITIES (S/F)

1. Approval for PSE&G to perform a no-cost energy audit of all College facilities to identify Energy Efficiency Measures (EEMs) and determine potential benefits of participating, at the College's discretion, in PSE&G's Commercial and Industrial Engineered Solutions Program.



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BOARD OF TRUSTEES ACTION A/F1
Approval Date: September 7, 2022

Resolution

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

Submitted By

Dr. Eric M. Friedman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

Action Requested

Approval for payment of the following legal vouchers:

DeCotiis, FitzPatrick, Cole & Giblin, LLP.

July 1, 2022 to July 31, 2022 \$ 8,949.00

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	\$ 8,949.00



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BOARD OF TRUSTEES ACTION A/F2
Approval Date: September 7, 2022

Resolution

To award Public Bid P-2361, Dental Hygiene Supplies 2022-23, to various vendors. The equipment and supplies will be used in the Dental Hygiene laboratories.

Submitted By

Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President, Academic Affairs
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Susan Barnard, Dean, Health Professions
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested

Authorization to award the purchase dental hygiene supplies for 2022-23, in accordance with Public Bid P-2361 to the vendors listed below. Quantities are estimated. The award is based on the lowest responsible bid for each line item. An additional bid may be necessary due to secure additional items not supplied by the vendors below.

Thirteen companies registered for the bid package and three (3) bids were received.

VENDOR	ITEMS AWARDED	TOTAL ESTIMATED AMOUNT
Benco Dental Supply Co	See attached	\$13,612.81
Hu-Friedy Mfg. Co., LLC	See attached	\$1,698.76
Patterson Dental	See attached	\$16,328.40

Justification

Estimated need for Dental Hygiene supplies for the Fall 2022 and Spring 2023 semesters.

Charge To: College Operating Funds
Account Number: 10 03 3540 02 607509
Total: \$31,639.97 (Estimated)



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BOARD OF TRUSTEES ACTION A/F3
Approval Date: September 7, 2022

Resolution

To authorize the sale of six (6) surplus College vehicles to the highest bidder at the County of Bergen Online Auction.

Submitted by

Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Nathaniel Saviet, Vice President of Facilities
Mr. David Borzotta, Associate Vice President of Safety and Security
Ms. Stephanie Weise, Director, Purchasing and Services

ACTION REQUESTED:

Authorization to sell six (6) surplus College vehicles to the highest bidder at the County of Bergen Auction, which will be an Online Auction. The vehicles to be included are:

Year and Model

2010 Ford Crown Victoria - VIN#2FABP7BVOAX138569
2012 Ford Escape - VIN#1FMCU9DGCKB33746
Public Safety golf cart: Club Car (no other information)
2006 Ford Econoline E-350 - VIN#1FBNE31L96DB40152
2003 Ford Econoline E-350 - VIN#1FBNE31L73HA27840
Backhoe: 1967(No other information)

JUSTIFICATION:

The County of Bergen conducts auto auctions periodically to sell used vehicles to the general public. All of these vehicles have been taken out of service due to poor mechanical condition, are currently not operational and will have to be towed by the County to the auction site.



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BOARD OF TRUSTEES ACTION A/F4
Approval Date: September 7, 2022

Resolution

To award Public Bid #P-2365 for pressure washing and exterior window washing.

Submitted By

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

Action Requested

Award Public Bid P-2365 Pressure Washing and Exterior Window Washing in the amount of \$287,512.00 to Cristi Cleaning Service.

Justification

The College requires these services to clean walkways, sidewalks, building facades, parking lots, windows, and atriums. Performing this work will beautify the College buildings and grounds and provide aesthetic improvements.

A total of (23) companies registered for bid packages and (6) bids were received.

Cristi Cleaning Service	\$287,512.00
Clearview Washing, LLC	\$385,702.00
Fleetwash, Inc	\$436,246.80
DGB Technologies, LLC	\$757,250.00
Precision Power Wash, LLC	\$798,300.00
In-Line AGM Inc.	\$806,460.00

Charge To:

Account Number: 10-06-610100-607550

Total: \$287,512.00



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DRAFT
BID OPENING IS SEPTEMBER 2

BOARD OF TRUSTEES ACTION A/F5
Approval Date: September 7, 2022

Resolution

To award Public Bid #P-2367 for brick floor refinishing and resurfacing.

Submitted By

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

Action Requested

Award Public Bid P-2367 Brick Floor Refinishing and Resurfacing in the amount of
\$_____ to _____.

Justification

These services will refinish roughly 2,300 square feet of brick flooring and cover base in the Pitkin Education Center L-Wing. This area of the building often serves as overflow for events occurring in the main Pitkin Education Center hallway outside of the newly renovated One Stop. Refinishing the brick floor is a cost-effective alternative to full floor replacement which will provide an improved aesthetic and flooring which is easy to clean and maintain.

A total of () companies registered for bid packages and () bids were received.

Charge To:
Account Number:
Total: \$



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BOARD OF TRUSTEES ACTION A/F6
Approval Date: September 7, 2022

Resolution:

Authorization to renew the College's Maintenance Agreement with Ellucian Inc. at a cost of \$524,587 for a term of one year.

Submitted By

Dr. Eric M. Friedman, President
Mr. Wilton Thomas Hooke, Managing Director, Finance
Mr. Ron Spaide, Chief Information Officer
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested

To renew the College's Maintenance Agreement with Ellucian Inc. for all modules for the term of 7/1/22 through 6/30/23 at a total cost of \$524,587.

Justification

This is the College's Colleague software license and maintenance renewal for all modules (Core, Finance, HR, Student, Reporting, App Development Environment, and Partner modules).

The college has a need to award this procurement as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. Ellucian Inc. has submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution Disclosure, the Stockholder Disclosure Certification and Business Entity Disclosure will be maintained on file at the college.

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

Charge to: College Operating Funds
Account: 10-01-165100-607656
Amount: \$524,587.00



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BOARD OF TRUSTEES ACTION A/F7
Approval Date: September 7, 2022

Resolution

Authorization to procure temporary IT staffing services through Optima Global Solutions Inc. and/or Mondo International LLC.

Submitted By

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

Action Requested

Authorization to spend an amount not to exceed \$405,000 with Optima Global Solutions Inc. and/or Mondo International LLC for the provision of 5 temporary IT employees.

Justification

Recruiting efforts for certain high-demand IT personnel have been unsuccessful over the last six months as the College has not been able to secure personnel with the necessary skillsets through positions postings and the traditional hiring process. High-impact projects and declining time to complete are affecting the ability of the IT department to effectively support the needs of the user community. In addition to providing user support to troubleshoot/resolve/implement routine requests, the IT Department also needs to implement and support new technologies request that have limited time to implementation due to pending expiration of our HEERF Grant, including remote/hybrid learning and teaching, security, wireless, and other enterprise applications in a timely manner. Therefore, additional personnel are required as soon as possible to effectively facilitate new technology implementations and higher demand for support. Securing personnel with the right skillsets through a temporary staffing agency will allow the IT Department to fill staffing needs quickly, provide necessary technical services, and deliver on high-impact projects that have approaching funding deadlines.

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

Charge to: HEERF III
Account: 50-06-596500-607550
Amount: \$350,000.00

Charge to: College Operating Funds
Account: 10-01-165100-607550
Amount: \$55,000



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BOARD OF TRUSTEES ACTION E/SA1
Approval Date: September 7, 2022

Resolution

To authorize acceptance of the Perkins FY 2023 grant award from the State of New Jersey Department of Education, and to authorize President Eric M. Friedman, Ph.D., or his designee, to execute required documents and activities.

Submitted By

Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President of Academic Affairs
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Stephanie Weise, QPA, Director of Purchasing and Services
Mr. John Scardina, CPA, Manager, Grants and Regulatory Compliance
Dr. William J. Yakowicz, Director, Grants Administration

Action Requested

Accept the Fiscal Year 2023 Perkins Grant award from the New Jersey Department of Education for approximately \$799,796 and authorize President Eric M. Friedman, Ph.D., or his designee, to execute required documents and activities.

Justification

The State of New Jersey Department of Education allocated \$799,796 in Perkins funding to Bergen Community College for the Fiscal Year 2023 (July 1, 2022 through June 30, 2023). The application builds on the Comprehensive Local Needs Assessment conducted with key community and employer stakeholders to identify priority career and technical education (CTE) needs in Bergen County.

The Bergen Community College Perkins funding plan includes equipment, supplies, professional development activities, conference and consultant fees, and professional staff as outlined below:

- Equipment, instrumentation, and instructional supplies for Business and Hotel Restaurant Management, Fashion Design, Music and Theater Arts, Communications, Industrial Design Technology, and Health Professions programs.
- CTE consultants, counseling staff, academic coaches, and other student support services staff.
- Conference, seminar, and workshop attendance for professional development and training, especially for nationally recognized credentials, nontraditional student retention, completion, and employment in high pay, high skill, in-demand occupations.
- Industry/employer guest speakers and workplace experiences to strengthen student and staff learning and development.

No college funds are required.



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BOARD OF TRUSTEES ACTION E/SA2
Approval Date: September 7, 2022

Resolution

To authorize acceptance of a grant award from the State of New Jersey Office of the Secretary of Higher Education, and to authorize President Eric M. Friedman, Ph.D., or his designee, to execute all required documents and activities.

Submitted By

Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Anthony J. Trump, Vice President of Student Affairs
Ms. Tracy Rand, Managing Director, Office of Specialized Services
Dr. William J. Yakowicz, Director, Grants Administration

Action Requested

Accept a grant of \$250,000.00 from the New Jersey Office of the Secretary of Higher Education and authorize President Eric M. Friedman, Ph.D., or his designee, to execute required documents and activities.

Justification

Recent New Jersey legislation, S-4211/A-6228, establishes or expands county college-based adult centers supporting the transition of individuals with developmental disabilities. All county colleges are to provide a college-based adult center for transition supported by a \$250,000.00 grant for FY 2023 (June 15, 2022 – June 30, 2023). Bergen Community College's Center for Adult Transition will provide individuals with intellectual disabilities and developmental disabilities (ID/DD) and their families the resources, support, and guidance needed to encourage the greatest level of independence possible. The Center collaborates with and supports individuals with ID/DD to promote access to community-based services and resources for education, training, and employment.

No college funds are required.



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BOARD OF TRUSTEES ACTION E/SA3
Approval Date: September 7, 2022

Resolution

To accept a grant of \$414,000.00 for the Bergen County Consolidated Adult Basic Education and Integrated English Literacy and Civics Education (ABE & IELCE) Grant Program funded through the New Jersey Department of Labor and Workforce Development, 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, Chief Financial Officer
Dr. Brock Fisher, Vice President of Academic Affairs
Ms. Cinzia Diorio, Executive Director of Continuing Education and Workforce Development
Dr. William J. Yakowicz, Director, Grants Administration

Action Requested

Accept a grant of \$414,000.00 to implement the FY 2023 Bergen County Consolidated Adult Basic Education and Integrated English Literacy and Civics Education (ABE & IELCE) Grant Program, and to authorize President Eric M. Friedman, Ph.D., or his designee, to execute required documents.

Justification

The New Jersey Department of Labor and Workforce Development awarded one Adult Basic Education grant to Bergen County Technical Schools (Lead Agency) in partnership with Bergen Community College and Greater Bergen Community Action to continue their long-standing consortium partnership that has successfully operated since July 1, 2005. This grant enables the consortium to deliver adult basic skills education, English-as-a Second Language, and Integrated English Literacy and Civics Education programs for Bergen County residents and workers. The Bergen Community College portion of the grant to provide instructional services is \$414,000.00 to serve 257 participants.

The grant requires a 25% match to be provided either in cash or in-kind. Bergen Community College's financial match is in-kind and derived from facility usage fees, fringe benefits, and a small portion of administrative salary for oversight.

Charge To: Grant Administration
Account Number:



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BOARD OF TRUSTEES ACTION E/SA4
Approval Date: September 7, 2022

Resolution

Exempt from Bidding: Authorization: Best Buddies, Inc Professional Consulting Services for the Center for Adult Transition Grant.

Submitted By

Dr. Eric M. Friedman, President
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Dr. Anthony J. Trump, Vice President of Student Affairs
Ms. Tracy Rand, Managing Director, Office of Specialized Services
Dr. William J. Yakowicz, Director, Grants Administration

Action Requested

Authorize compensation totaling \$50,000.00 for performance-based professional consulting services by Best Buddies International New Jersey for the Bergen Community College Center for Adult Transition Campus grant project from September 30, 2022 through June 30, 2023. The proposed subcontract agreement and the scope of work and budget are attached.

Justification

Best Buddies International NJ has a long-standing working relationship with Bergen Community College and has a proven record of capacity building and training to support education, internships, and employment for individuals with intellectual and developmental disabilities. Best Buddies worked closely with BCC to design and develop the grant plan, authorized by the Board of Trustees on June 7, 2022, and awarded by the Office of the Secretary of Higher Education on June 15, 2022. The partnership will help the college strengthen its capacity to successfully prepare students to secure industry-recognized credentials, paid internships, and employment.

The College has a need to procure the above consulting services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. Best Buddies, International NJ. as a 501 (c) 3 not-for-profit organization is exempt from Pay-to-Play pursuant to P.L.2007, Chapter 304. Professional consulting services are exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (15).

No college funds are required.

Charge To: Grant Administration
Account Number:

**Bergen Community College
Subcontract-award Agreement**

Bergen Community College 400 Paramus Road Paramus, NJ 07652-1595	Subcontractor: Best Buddies International of New Jersey P.O. Box 5382 Clinton, NJ 08809
Grant Award #:	Sub-contract: Vocational Consultant
Awarding Organization: NJ Council of County Colleges	Sub-contract Period of Performance: October 1, 2022--September 1, 2023
Award Period: October 1, 2022--June 30, 2023	Subcontract Amount: As scheduled in the attached work plan – Not to exceed \$50,000
Project Title: The Bergen Community College Adult Transition Center	
Reporting Requirements: See attached Scope of Work and budget	

THIS AGREEMENT entered into this 1st day of October 2022 BY AND BETWEEN BERGEN COMMUNITY COLLEGE, a body corporate of the State of New Jersey (hereinafter, "BCC"); and Best Buddies International of New Jersey (hereinafter Best Buddies), a not-for-profit Developmental Disability Transition Services Provider licensed by the State of New Jersey. Collectively BCC and the Licensed Transition Services Provider shall hereinafter be known as the "Parties" to this Agreement.

WHEREAS, on June 7, 2022, the Bergen Community College Board of Trustees authorized the submission of a proposal in partnership with Best Buddies to operate a Center for Adult Transition in which BCC, as the lead agency, assumes all programmatic and fiduciary responsibility in connection with the implementation of a program to be known as the "The Bergen Community College Adult Transition Project" (the "Project"); and

WHEREAS, Bergen Community College ("the College") entered into an agreement with the Office of the Secretary of Higher Education (OSHE), a public agency of the State of New Jersey, Adult Transition Program Grant in June 2022 to implement the Bergen Community College Adult Transition Project in collaboration with Best Buddies, as described in the approved grant proposal plan; will promote access to community-based services and resources in the areas of education, training, and employment to young adults with ID/DD between the ages of 18-24yrs.

WHEREAS, Bergen Community College intends to contract with **Best Buddies** ("Consultant") as an independent contractor for the performance of specific grant implementation activities; and

WHEREAS Best Buddies is engaged as a not-for-profit Transition Services agency and has complied with all federal, state, and local laws regarding business permits and licenses of any kind that may be required to carry out the said business and tasks to be performed under this subcontract;

WHEREAS, in the performance of sub-contract work, Best Buddies shall be an independent entity and not an employee or agent of Bergen Community College;

WHEREAS, this sub-contract has been authorized by the Bergen Community College Board of Trustees;

THEREFORE, for good and valuable consideration, the two parties to this subcontract, intending to be legally bound, agree to the following terms and conditions:

1. **Services to be Provided.** The College hereby engages Best Buddies to perform, complete, and provide in a professional manner Bergen Community College Campus Adult Transition services as described in the statement of work (Attachment 1). The conditions, timeline, and deliverables presented in the statement of work and the approved proposal shall define services to be provided, including submitting interim formative reports and interim/final summative reports according to the schedule in Attachment 1. The consultant shall supply all tools and materials needed to accomplish designated tasks. Consultant shall retain the sole and exclusive right to control or direct the matter or means by which the Services are to be performed. The College shall comply with the proposed statement of work and terms and conditions of the Prime Award.
2. **Terms of Payment.** The College awards this cost-reimbursable subcontract, as described above, to the Consultant and shall reimburse the Consultant for allowable costs as budgeted and scheduled in the attached statement of work. All invoices shall be submitted using the subcontractor's standard invoice. The total consulting fee will be prorated for the period covered by this sub-contract and shall not exceed \$50,000 paid in increments at the end of each 90 days upon invoice. No income or payroll tax shall be withheld or paid by the College on behalf of the Consultant, Consultant's associates, or employees. Furthermore, no workers' compensation insurance shall be obtained by the College concerning the Consultant or Consultant's associates or employees. The latter shall comply with the workers' compensation laws concerning Consultant, associates, and employees and be responsible for the reporting and payment of any relevant local, state, or federal taxes.
3. **Term, Termination, or Renewal.** This subcontract shall be effective from October 1, 2022 through June 30, 2023, unless earlier terminated as provided herein. Either party may terminate this agreement with a thirty-day written notice to the appropriate party's administrative contact. Based on the quality of performance of this subcontract, a subcontract renewal shall be considered contingent upon the College's Board approval and in a manner compliant with the College's purchase of services and independent contractors' policies and with the terms and conditions of the Prime Award.
4. **Indemnification and Insurance.** Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law. Consultant shall defend, indemnify, and hold harmless the College, its trustees, officers, and employees from and against any and all claims, losses, liabilities, or expenses that may arise from Consultant's or his associates or employees' activities under this subcontract or their presence on the College property, including but not limited to those arising from personal injuries or death or loss or damage to property of the College or any other party. If requested, the Consultant shall provide the College with evidence of adequate insurance coverage to support the obligations under this provision of this subcontract.
5. **Confidentiality and Intellectual Property.** To enable the Consultant to perform the services described, the College and its partners may make certain confidential and proprietary

information available to the Consultant, including but not limited to enrollment figures, institutional strategic plans, marketing and pricing strategies, and institutional data. All such information shall be treated confidentially by the Consultant, who shall take all necessary precautions to prevent the disclosure of such information to third parties. Consultant agrees not to use such confidential information for any other purpose than to perform this subcontract. Any confidential information owned by a third party, if disclosed to the Consultant, shall be handled in accordance with the terms of any agreement between the disclosing party and third party. Any reports presented by the Consultant to the College shall be considered copyrighted material belonging to the College. Any data series collected through this subcontract shall be the property of the College, along with any ancillary models developed expressly for this project by the Consultant. Any database created by the Consultant or owned by the Consultant used for this project shall remain the property of the Consultant and his associates. Consultant may only publish work referring to analyses prepared for this project if the College provides prior written approval, studies are presented in aggregate only with no reference to individual participants, and appropriate credit and acknowledgment are given to relevant parties. Parties to this agreement further agree to keep strictly confidential and hold in trust all academic, medical, and any other information of students participating in activities. This shall include not disclosing confidential information to any third party without the express prior written consent of the parties hereto. This obligation shall survive the termination of the agreement.

6. **Compliance with Laws and Regulations and Jurisdiction.** This Sub-contract is subject to the terms and conditions of the Prime Award (Attachment 2). Consultant shall comply with all laws, registrations, and regulations about the services provided under this subcontract; payments for these services as specified herein shall be deemed to include the cost for these items. This Subcontract shall be construed and enforced by all applicable laws of the State of New Jersey.
7. **Debarment and Suspension**
Best Buddies certifies that neither it nor its principals are debarred, suspended, or declared ineligible from participating in this agreement by any federal or state agency.
8. **Resource Contacts.** Invoices and questions concerning invoice receipts or payments should be directed to Marilyn Simpson, College Office of Grants Administration. Matters concerning the technical performance of this sub-award should be directed to William Yakowicz, Director of Grants Administration.

By signing below, Best Buddies agrees to this subcontract's terms and conditions, the scope of work, and budget.

By Authorized Official of Bergen Community College: Name: Wilton Thomas-Hooke, Chief Financial Officer <hr/> <div style="text-align: right;">Date</div>	By Authorized Official of Best Buddies: Name: <hr/> <div style="text-align: right;">Date</div>
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Attachment 1

Scope of Work and Budget

Agency: Best Buddies, International of New Jersey
Mailing Address: P.O. Box 5382 Clinton, NJ 08809

On-Site Best Buddies Coordinator: To Be Determined
ADDRESS
Phone / email

Period of Performance: *October 1, 2022 – September 30, 2023*

Deliverables/Compensation Milestones

Year 1

Best Buddies will provide Pre-Employment Transition Services (Pre-ETS), preparing and resulting in internship opportunities for BCC students with intellectual and developmental disabilities (IDD).

The mission of Best Buddies is to create opportunities for one-to-one friendships, integrated employment, leadership development, and inclusive living for individuals with intellectual and developmental disabilities (IDD).

I. **Roles and Responsibilities**

A. **Bergen Community College**

1. Provide workspace for Best Buddies staff to deliver programs.
2. Distribute program materials to participating students/staff.
3. Provide pertinent information on all participating students.
4. Provide annual surveys to students to evaluate program effectiveness.

B. **Best Buddies**

1. Provide Best Buddies staff on-site support for the following:
Fall semester: classroom instruction through curriculum-based learning
Spring semester: internship placement/support
2. Provide student progress summary on a regular basis
3. Provide outcome data for all internship and employment placements for enrolled students from 10/1/2022 through 6/30/2023.

II: Compensation

Compensation shall be provided as a cost-reimbursable subcontract to Best Buddies, Inc and shall reimburse the Consultant for allowable costs as budgeted in the grant award from The Office of the Secretary of Higher Education, a public agency of the State of New Jersey and scheduled below. All invoices shall be submitted using the subcontractor's standard invoice.

The total consulting fee for the period covered by this sub-contract shall not exceed \$50,000.00, paid in increments at the end of each 90-day period upon invoice.

No income or payroll tax shall be withheld or paid by the College on behalf of the Consultant, Consultant's associates, or employees. Furthermore, no workers' compensation insurance shall be obtained by the College concerning the Consultant or Consultant's associates or employees. The latter shall comply with the workers' compensation laws concerning Consultant, associates, and employees and be responsible for the reporting and payment of any relevant local, state, or federal taxes.

Attachment 2

Award Document with Terms and Conditions



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BOARD OF TRUSTEES ACTION E/SA5

Approval Date: September 7, 2022

Resolution

Authorize submission of a grant application to the New Jersey Office of the Secretary of Higher Education (OSHE) for \$81,457.00 and 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, Chief Financial Officer
Dr. Anthony Trump, Vice President, Student Affairs
Dr. Jennifer Migliorino-Reyes, Assistant Vice President for Student Support Services
Ms. Khairia Fazal, Managing Director, Supplemental Instruction
Dr. William J. Yakowicz, Director, Grants Administration

Action Requested

Submit a grant proposal to OSHE for \$81,457 for the College Readiness Now IX (CRN IX) and authorize President Eric M. Friedman, Ph.D., or his designee to execute the required documents.

Justification

The College Readiness Now (CRN) program, funded by the New Jersey Office of the Secretary of Higher Education, is now in its ninth (9th) year. Bergen's CRN project annually supports the Summer Bridge initiative that brings underrepresented students from Hackensack, Teaneck, Garfield, and other collaborating school districts to the college campus for college preparatory opportunities. Seventy to eighty (70-80) students participate in developmental and college credit-bearing mathematics and English courses. They also take the Success 101 course and gain access to supportive services such as mathematics, writing, and English tutoring, financial literacy and enrollment assistance, intensive academic advising, peer and professional mentoring, and a range of learning resources. Students can earn six or more college credits for their experience. The grant covers tuition and related expenses. There is no cost to eligible student participants.

No college matching funds are required. However, the administration of project implementation and oversight are integrated with ongoing departmental responsibilities.

Project plans and budget are being finalized.



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PLACEHOLDER / DRAFT

BOARD OF TRUSTEES ACTION E/SA6
Approval Date: September 7, 2022

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

WHEREAS: The Board of Trustees (the "Board") of Bergen Community College (the "Institution") desires to approve the undertaking, implementation, and financing of three projects consisting of; and

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

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

WHEREAS: The Board desires to approve the aggregate costs of the Project paid and/or financed through all sources in an amount not to exceed \$ XXXXXXX ; and

- WHEREAS:** The Board desires to finance all or a portion of the Project through one or more of the hereinafter defined Programs made available by the State of New Jersey (the "State") for certain projects of New Jersey institutions of higher education (the "Programs"); and
- WHEREAS:** The Programs are the Higher Education Fund Capital Improvement Fund Act, N.J.S.A. 18A:72A-72 et seq. ("CIF"); the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A:72A-49 et seq. ("HEFT"); the Higher Education Technology Infrastructure Trust Fund Act, N.J.S.A. 18A:72A-59 et seq. ("HETI"); and the Higher Education Equipment Leasing Fund Act, N.J.S.A. 18A:72A-40 et seq. ("ELF");
- WHEREAS:** The Board has determined that the Project will assist in serving the needs of its students and providing a benefit to the Institution; and
- WHEREAS:** The Board desires to approve financing of all or portions of the Project through [CIF, HEFT, HETI, and/or ELF] 5; and
- WHEREAS:** Portion(s) of the Project may also be financed by bonds issued by the New Jersey Educational Facilities Authority which bear tax- exempt interest for federal income tax purposes ("Tax-Exempt Bonds"), commercial loans or funds otherwise available to the Institution; and
- WHEREAS:** In order to provide maximum flexibility and most efficient borrowing costs, the Board wishes to authorize financing the Project through [insert Programs for which applying] (the "Proposed Programs"), issuance of Tax-Exempt Bonds, commercial loans and funds otherwise available to the Institution or any combination thereof (the "Financing Structure"); and
- WHEREAS:** The Board wishes to approve the form of the Application to be submitted to the Secretary of Higher Education (the "Secretary") for the Proposed Programs for the Project, and to designate and authorize officers of the Institution to take necessary and desirable actions to undertake, implement and submit to the Secretary the Application for the Project; and
- WHEREAS** The Board hereby approves the Long-Range Facilities Plan of the Institution in the form attached hereto as Exhibit A and authorizes and directs the officers designated in this resolution to include the Long-Range Facilities Plan in the Application (s) approved herein; 8] and
- WHEREAS** The Board desires to authorize certain officers of the Institution to determine the Financing Structure which is most economically advantageous to the Institution provided the Financing Structure includes utilization of the Proposed Programs, and take all action necessary or beneficial to accomplish the financing of the Project including the financing of capitalized interest, if any, and other costs of issuing any debt including, Tax-Exempt Bonds or other financings ("Financing Costs"); and
- WHEREAS** The Board reasonably expects to reimburse expenditures for costs of the Project paid prior to issuance of Tax-Exempt Bonds or any debt bearing interest which is exempt from gross income for federal income tax purposes which will fund an applicable Project and/or Program;

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

SECTION 1. The Board approves the Project and authorizes the undertaking, implementation, and financing of the Project in a maximum aggregate amount not to exceed \$ (including Financing Costs). [The Board approves the Long Range Facilities Plan of the Institution in the form attached hereto as Exhibit A].⁹

SECTION 2. The Board approves the financing of all or any portion of the Project through the HEFT, HETI, and ELF Programs. The Board approves the Application for funding of the Project through such Program[s] in the form submitted to the Board and authorizes and directs the herein defined Designated Officers to submit such Application to the Secretary with such changes, modifications, and additions as are approved by the Designated Officers and such changes, modifications, and additions shall be conclusively evidenced by the submission of the Application to the Secretary. The Board expressly directs and authorizes the Designated Officers to submit the Long-Range Facilities Plan in the Application for any Program for which it is required.] The Board acknowledges and agrees that approval of the Application and receipt of funds pursuant to the Program(s) will obligate the Institution to: (a) provide funds for the operation and maintenance of the Project, (b) contribute to the cost of the Project;¹⁰ (c) pay all or a portion of debt service on Tax-Exempt Bonds issued to fund the Proposed Program(s) as applicable; and (d) fulfill other conditions imposed under the Program(s) and hereby directs and authorizes the Designated Officers to certify such acknowledgement and agreement as part of the submitted Application. The Designated Officers are hereby authorized and directed to fulfill all conditions of the Proposed Program(s) including without limitation providing for the operation and maintenance of the Project and using available funds of the Institution to pay for such operation and maintenance and to satisfy conditions of the Proposed Program(s) to contribute to the cost of Projects and/or debt service on Tax-Exempt Bonds issued to fund the Proposed Program(s) from available funds of the Institution.¹¹

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

SECTION 4. [The Board Chairperson, the Board Secretary, the Executive Assistant to the Board, the President and Vice President of Administration and Finance] (each an "Authorized Officer") are each hereby authorized and directed to approve, execute and deliver any and all agreements necessary to undertake,

implement and finance the Project and any and all other financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the [Board/Institution], in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution thereon and to attest the same and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Project and to pay Financing Costs including through the financing thereof. The Authorized Officers are further authorized and directed to do and

10 If applying for HETI funding, the Resolution must state the dollar amount of the Matching Funds, which must be equal to or greater than the requested HETI grant amount.

11 The Applications requires commitment of the institution to fulfill the actions described in the last 2 sentences of Section 2.

perform such other acts and to take such other actions as may be necessary or required, or which may be deemed to be appropriate to implement the purposes of this resolution to undertake, implement and finance the Project and Financing Costs and the payment and/or repayment thereof.

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

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

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

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

RESOLUTION ADOPTED:

DULY CERTIFIED:



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BOARD OF TRUSTEES ACTION P1A

Approval Date: September 7, 2022

Resolution

Appointment: Student Affairs Athletic Program (Coaching Staff)

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

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

<u>Name</u>	<u>Asst. Coach Position</u>	<u>Stipend</u>	<u>Effective Dates</u>
Kimberly Williams	Women's Basketball	\$3,500.00	10/01/22 – 03/31/23

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

Justification

The above-mentioned stipends are seasonal.

Charge To: College Operating Funds

Account Number: Various



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BOARD OF TRUSTEES ACTION P1B
Approval Date: September 7, 2022

Resolution

Approve: Title Change and Revised Job Description

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve the following title change:

<u>Name</u>	<u>Current Title</u>	<u>New Title</u>	<u>Effective date:</u>
Jenny Gamez	Coordinator of Student - Conduct and Student Information	Student Life Coordinator - Student Conduct and Development	09/12/2022

Justification

The title change better reflects the responsibilities of the job.

Charge to: College Operating Funds

Account Number:

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Student Life Coordinator, Student Conduct and Development

DEPARTMENT: Student Affairs

FUNCTION: The Student Life Coordinator, under the supervision of the Director of Student Life and Development, coordinates activities within the Office of Student Life. This Coordinator is primarily responsible for student conduct and development including the investigation and adjudication of student conduct cases. This Coordinator collaborates with campus stakeholders to provide programming and the development of educational sanction programs.

REPORTS TO: Director of Student Life and Development

SUPERVISES: Part-time and student staff

PRIMARY RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Supports the day-to-day operational management of the student conduct process in collaboration with the College's lead conduct administrator.
2. Adjudicates alleged academic and nonacademic violations of the Student Code of Conduct that may result in sanctions ranging from informal resolution to expulsion.
3. Recommends effective sanctions that emphasize education, student development and responsible behavior. Initiates referrals when appropriate to resources/ departments on campus.
4. Maintains files on all assigned cases, tracks sanctions and conducts investigations as necessary. Oversees the maintenance, training, and support for the case management software.
5. Serves as part of the Student Government Association advising team, as the direct advisor to the conduct branch.
6. Serves as a case manager of the Behavioral Intervention Team.
7. Facilitates equitable conflict resolution processes.
8. Adheres to code of conduct due process standards, which must follow New Jersey state statutes and federal laws.
9. Develops campus-wide programming centered upon the core values of the Student Code of Conduct, as well as other initiatives including but not limited to Campus Safety, CSA Training, Safe Space, and Sexual Assault Awareness Month.
10. Engages in identification and implementation of best practices within the area of student development and participation initiatives.

11. Supports the maintenance of the Student Code of Conduct through the college's marketing tools (i.e. Student Handbook, Student Life and Student Conduct website), updating annually.
12. Ensures appropriate student training and awareness, interpretation, and implementation of the Code of Conduct.
13. Serves and participates on appeal boards and committees, Behavioral Intervention Team, and designated Title IX cases; supports the Title IX Coordinator and Conduct Administrator.
14. Prepares annual reports, recommends, and implements data-driven changes.
15. Participates in appropriate NaBITA, ASCA, ATIXA, and other related training.
16. Performs additional tasks or duties as assigned by the Director or other designated management.

SECONDARY/SHARED RESPONSIBILITIES:

1. Provides front-end support for the Office of Student Life
2. Supports major college events, including Orientation and Commencement
3. Chaperones off-campus trips and events
4. Represents Student Life at meetings, events, etc. as needed
5. Supports the student complaint process as required by the MSCHE
6. Participates in appropriate cross-training activities in order to serve as backup for other Coordinators in their absence

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Knowledge and experience working with case-management software.

Exhibits strong skills in:

- Communication
- Conflict Resolution
- Customer and Student Focus
- Building Relationships
- Technology
- Leadership

Flexible schedule to meet department needs. Some evening, weekends and extended hours may be required.

Education: Bachelor's degree

Experience: Minimum of three years' experience, in a college setting, in student conduct. Additional experience with student activities preferred.

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

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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



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BOARD OF TRUSTEES ACTION P1C
Approval Date: September 7, 2022

Resolution

Appointment: Lecturers, Fall 2022 Semester

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

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

<u>Name</u>	<u>Discipline/Division</u>	<u>Salary</u>
Alex Chan	Communications / Humanities	\$22,285.00
George Chudyk	Computer Science / Math, Science and Technology	\$22,285.00
Andrea Da Conturbia	Mathematics / Math, Science and Technology	\$22,285.00
Tyrone DeLeon	Radiography / Health Professions	\$22,285.00
Lisa Duddy	Dental Hygiene / Health Professions	\$22,285.00
George Haramuniz	Mathematics / Math, Science and Technology	\$21,224.00
Jamila Haramuniz	Mathematics / Math, Science and Technology	\$21,224.00
Sam Kadko	Hotel and Restaurant Management / Business, Arts and Social Sciences	\$21,224.00
Kalpana Kanwar	College Mathematics / Math, Science and Technology	\$22,285.00
Thomas Kokoska	Information Technology / Computer Science	\$22,285.00
Derek Levine	Social Sciences / Business, Arts and Social Sciences	\$22,285.00
Chanda-Louise Oton	College Mathematics / Math, Science and Technology	\$22,285.00
Steven Porzl	Business and Accounting / Business, Arts and Social Sciences	\$22,285.00
Michelle Prezioso	English / Humanities	\$22,285.00
Philip G. Ross III	WEX / Health Professions	\$22,285.00
Michael Sanzari	Communications / Humanities	\$22,285.00
Stephanie Shewciw	Mathematics / Math, Science and Technology	\$22,285.00
Bernadette Szasz	Biology / Math, Science and Technology	\$22,285.00
Elizabeth Terhune	Medical Office Assistant / Health Professions	\$21,224.00
Myung Hee Yoon	Mathematics / Math, Science and Technology	\$22,285.00
Gerald Wisz	English / Humanities	\$22,285.00

Justification

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



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BOARD OF TRUSTEES ACTION P1D
Approval Date: September 7, 2022

Resolution

Appointment: Grant Funded

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Kelli Hayes	Academic Coaching Supervisor/ Cerullo Learning Assistance Center/ Academic Affairs	\$53,000.00	09/16/22

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: OMIC Grant and HEERF

Account Number: 50-02-597300-601167 OMIC Grant 61%

50-06-596500-601110 HEERF 39%



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BOARD OF TRUSTEES ACTION P1E
Approval Date: September 7, 2022

Resolution

Appointment: Confidential

Submitted By

Dr. Eric M. Friedman, President

Mr. Ronald Spaide, Chief Information Officer

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Alexander Radayev	Process Automation Specialist/ Information Technologies	\$60,000.00	09/12/22

Justification

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

Charge to: College Funds

Account Number: 10-01-165500-601110



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BOARD OF TRUSTEES ACTION P1F
Approval Date: September 7, 2022

Resolution

Appointment: Grant Funded

Submitted By

Dr. Eric M. Friedman, President

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Lonzell Bowles	Be Well Bergen Coordinator / Human Resources	\$50,000 (pro-rated)	9/12/2022

Justification

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

Charge to: HEERF Funds

Account Number: 50-06-596500-601110



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BOARD OF TRUSTEES ACTION P1G
Approval Date: September 7, 2022

Resolution

Appointment: Grant Funded

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Luis Aguilera	Career Advisor / Student Support Services / Student Affairs	\$50,000.00 (pro-rated)	9/16/22

Justification

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

Charge to: HEERF Funds

Account Number: 10-06-610100-601135



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BOARD OF TRUSTEES ACTION P1H
Approval Date: September 7, 2022

Resolution

Appointment: Support Staff

Submitted By

Dr. Eric M. Friedman, President

Mr. Nathaniel Saviet, Vice President of Facilities

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Edinson Perez Santana	Custodians / Facilities	\$31,124.00 (pro-rated)	09/13/22
Justin Slaughter	Custodians / Facilities	\$31,124.00 (pro-rated)	09/08/22
Michael Zahorniak	Custodians / Facilities	\$31,124.00 (pro-rated)	09/12/22

Justification

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

Charge to: College Funds

Account Number: 10-06-610100-601135



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BOARD OF TRUSTEES ACTION P11

Approval Date: September 7, 2022

Resolution

Appointment: Support Staff

Submitted By

Dr. Eric M. Friedman, President

Mr. Nathaniel Saviet, Vice President of Facilities

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Jose Tumux Calel	HVAC C /Facilities	\$48,000 (pro-rated)	09/16/22

Justification

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

Charge to: College Funds

Account Number: 10-06-610100-601135



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BOARD OF TRUSTEES ACTION P1J

Approval Date: September 7, 2022

Resolution

Appointment: Support Staff

Submitted By

Dr. Eric M. Friedman, President

Mr. David Borzotta, Associate Vice President of Safety and Security

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

Action Requested

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

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

Justification

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

Charge to: College Funds

Account Number: 10-01-192100-601138



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BOARD OF TRUSTEES ACTION P1K
Approval Date: September 7, 2022

Resolution

Appointment: Testing Coordinators

Submitted By

Dr. Eric M. Friedman, President

Dr. Brock Fisher, Vice President, Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

Action Requested

To appoint the individuals listed below to the position of Testing Coordinators at the stipends shown for the period September 1, 2022 – June 30, 2023

<u>Name</u>	<u>Department/Discipline</u>	<u>Annual Stipend</u>
Peter A. Helff	EBS/English	\$1,000.00
Leah Carmona	ALP Level One/English	\$1,000.00
Olga Weston	ALP Level Two/English	\$1,000.00
Maria Kasparova	ALP Level Three/English	\$1,000.00
Susana Lansangan	ALP Foundations/English	\$1,000.00
Heidi Lieb	ALP Speech/English	\$ 500.00

Justification

In accordance with the terms of the Agreement between Bergen Community College and the Bergen Community College Faculty Association.



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BOARD OF TRUSTEES ACTION P1L
Approval Date: September 7, 2022

Resolution

Appointment: Confidential

Submitted By

Dr. Eric M. Friedman, President

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Suzanne Wetzel	Vice President of External Affairs / External Affairs	\$158,000 (pro-rated)	TBD

Justification

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

Charge to: College Funds

Account Number: 10-01-1211000-601110



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BOARD OF TRUSTEES ACTION P2A
Approval Date: September 7, 2022

Resolution

Approve: New Position – Confidential

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve the following position to be added to the approved position listing:

Assistant Director of Athletics

Justification

To approve the newly created position due to the need to help manage the increasing amount of participating students in the College's various sports programs. The new Assistant Director of Athletics position will support the Athletic Director in the management of the day to day ground operations of the Athletics department. This position is at-will.

Charge To: College Operating Funds
Account Number: 60-09-910000-60110

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Assistant Director of Athletics

DEPARTMENT: Intercollegiate Athletics

FUNCTION: The Assistant Director of Athletics is responsible for assisting the College intercollegiate athletics program. The Assistant Director will establish policies and procedures that support student academic success, development, and the creation of quality, competitive athletics teams. The Assistant Director of Athletics ensures compliance with applicable National Junior Collegiate Athletic Association (NJCAA), Region XIX, Garden State Athletic Conference (GSAC), and College rules and regulations. The Assistant Director of Athletics supports the administrative oversight of all athletic programs, coaches and staff, department goal setting, performance management, budgeting, and planning. This position maintains team statistics, web and social media presence, and the release of sports information.

REPORTS TO: Managing Director of Athletics

SUPERVISES: Assigned Full Time and Part Time staff.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Assists the intercollegiate athletics program and supports student-athletes, coaches and staff within the program.
2. Supports compliance with NJCAA, Region XIX, and GSAC rules and regulations governing eligibility. Coordinates with other administrative departments e.g., Admissions, IT, Registrar, and Financial Aid to verify compliance with rules and regulations regarding student-athlete eligibility.
3. Ensures student and staff development by modeling and teaching the ideals of sporting behavior and professionalism and holding people accountable during teachable moments.
4. Maintains a philosophy that prioritizes academics before athletics and monitors student-athlete academic progress. Plans for and supports student-athlete academic interventions as needed and works with coaching staff to ensure student academic success.
5. Provides support for compliance with NJCAA rules by training and setting guidelines and/or policies to team coaching staff and student-athletes.
6. Develops strategies and initiatives in conjunction with institutional commitment to diversity, equity, and inclusion to promote the value of it in intercollegiate athletics. Supports the compliance with the Equity in Athletics Disclosure Act (EADA) and Title IX regulations.
7. Facilitates a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
8. Supports the student conduct process and manages, in conjunction with the Athletic Administration, student-athlete welfare and discipline issues.
9. Supports equitable coordination of team schedules for practice and competition.
10. Supports the coordination, oversight, and management of home athletic events including appropriate event support staff are onsite with sufficient supplies and equipment and ready to perform their duties.
11. Acts as the supervisor on site for home athletic events.
12. Collects and analyzes athletic department data and prepares reports as needed for administration.

13. Promotes a positive image of the intercollegiate athletics program and the College by participating in community and professional organizations and representing the College, as a spokesperson for intercollegiate athletics, at professional meetings and on community committees.
14. Collaborates with Public Relations to design, write, and oversee the production of printed promotional materials including catalogs, brochures, flyers, and program and media guides.
15. Writes and edits promotional materials including press releases, newsletters, programs, and brochures; gathers, inputs, and compiles statistical information. Oversees maintenance of the athletics website ensuring that all content is accurate, current and consistent with approved style guidelines.
16. Supports the planning, coordination, and management of special events and athletic banquets.
17. Travels with athletic teams as needed; provides information to representatives of the opponent's sports information office about the team, including updating starting lineups.
18. Manages sports information at all home games, including overseeing the statistics crew, live stream, and screening all public service announcements.
19. Organizes and supervises photo sessions for all sports to provide head and shoulder photos of athletes and posed action shots; mails film clips of each week's games/matches to media covering succeeding games.
20. Ensures website, templates, documentation, and all public communications comply with federal ADA regulations.
21. Other duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Minimum of 3 years supervisory experience within an athletic field. Experience managing sports information including websites, statistics, and video/livestream technology. Demonstrates understanding of the community college mission and practices a policy of inclusion. Ability to communicate effectively with a diverse population. Proficiency in all aspects of Microsoft Office suite and other software that serves students and stakeholders. Demonstrated skills in Problem Solving, Interpersonal Skills, Team Building, People Management.

Exhibits strong skills in:

- Communication
- Supervision
- Diversity, Equity, and Inclusion
- Use of Technology
- Developing and Maintaining Inter-personal Relationships
- Ability to Plan, Organize and Report on Outcomes

Flexible schedule to meet department needs. Some evening, weekends and extended hours may be required.

Education: Bachelor's Degree required; Master's Degree preferred

Experience: Three years' experience in athletic administration including supervision; community college experience preferred.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of

race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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WITH OR WITHOUT NOTICE**



BOARD OF TRUSTEES ACTION P2B
Approval Date: September 7, 2022

Resolution

Approve: New Position – Confidential

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve the following position to be added to the approved position listing:

Assistant Vice President of Financial Aid and Compliance

Justification

To approve the newly created leadership position due to the need to manage the sizeable amount of federal and state funding that the College uses to support student education. The new Assistant Vice President of Financial Aid and Compliance position will serve as the strategic leader for the Office of Financial Aid, and the student conduct process including Title IX investigations. This position is at-will.

Charge To: College Operating Funds

Account Number: 10-01-121100-601110

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Assistant Vice President of Financial Aid and Compliance

DEPARTMENT: Student Affairs

FUNCTION: The Assistant Vice President of Financial Aid and Compliance oversees the College's Financial Aid, Title IX, and Student Conduct functions, ensuring that they are compliant with relevant federal and state guidelines and best practices. The Assistant Vice President serves as the strategic leader for the Office of Financial Aid and the student conduct process. This position serves as a supervising Title IX investigator and collaborates with the institution's Title IX Coordinators. The Assistant Vice President of Financial Aid and Compliance focuses on developing and implementing practices and policy, a rigorous calendar of training, and awareness programming. This position guides appropriate investigations, timely resolutions, and responses to Title IX and student conduct cases. This position manages, trains, and oversees the use of technology (student incident reporting and management software). This position adheres to compliance guidelines and training requirements associated with the Campus Security Act (CSA).

REPORTS TO: Vice President of Student Affairs

SUPERVISES: Assigned Full Time and Part Time staff.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Provides leadership and strategic oversight of the Office of Financial Aid and works closely with College leadership and legal counsel to ensure compliance with federal and state regulations. Provides leadership for all training initiatives and office effectiveness strategies.
2. Represents the College as the lead for Financial Aid Compliance at BCC, both internally and externally, providing subject matter expertise. Makes appropriate recommendations to College administration regarding matters impacting financial aid practices and policy.
3. Works with the Financial Aid staff to review business processes and procedures and enacts improvements that ensure compliance, effectiveness, and efficiency. Ensures all processes, policies, and procedures within the Office of Financial Aid are documented and adhere to federal and state regulations.
4. Collaborates with appropriate College offices, including but not limited to, Finance, Academic Affairs, Registrar, Enrollment Management, Academic Advisement and Student Success, Student Affairs, Information Technology, and Institutional Advancement and serves as the lead College official for all financial aid matters. The position must maintain close communications with other student service offices to successfully balance customer service needs with institutional goals.
5. Supports the development and implementation of an integrated student financial aid process and communications plan with the goal of ensuring that every student knows how to finance their education and receives the highest level of customer service.
6. Provides regular status reports, engages in appropriate audits, remediation work, and monitors performance against institutional targets and other relevant benchmarks.
7. Comprehensively and holistically provides professional development for staff.
8. Ensures college-wide compliance with Title IX policy and procedure requirements in regard to students, including but not limited to: researching, updating and writing new policies and procedures; conducting meetings with student complainants and respondents; providing information regarding the

college complaint process, available resources, interim measures, and reporting and resolution options.

9. Ensures the effective and timely administration of the Student Code of Conduct through annual goal setting and outcomes assessment, maintenance of accurate and complete records, and effective communication of the Student Code of Conduct policies, procedures, and services through print and online materials.
10. Oversees an annual review of the Student Code of Conduct and student conduct processes and recommends appropriate revisions. Provides statistical reports and summaries for various departments and agencies regarding caseloads, types of conduct cases, and outcomes.
11. In consultation with designated Title IX Coordinator and conduct investigators, coordinates the prompt and equitable investigation and resolution, including sanctions, of complaints and maintains official college files/database of student complaints, investigations and resolutions.
12. Collects and reviews relevant documentation from investigators and prepares written findings and appropriate supporting documents related to the resolution of each complaint for adjudication.
13. Collaborates with Public Safety, Human Resources, and other designated college personnel involved in compliance, investigations, and ensuring a safe and compliant learning and working environment.
14. Maintains ongoing professional development activities, affinity group memberships, and certification(s) to ensure a current and full understanding of the legal requirements and best practices related to compliance with Federal Financial Aid, State Aid, Title IX, VAWA, Campus SaVE, and other related federal and state laws.
15. Collaborates across the College community to ensure the development and delivery of rich and meaningful training and awareness programs. Identifies individuals for various Title IX roles (investigator, hearing panel member, etc.) – ensures initial and ongoing training.
16. Serves as a key member of the behavioral intervention team (BIT) and supports coordination of the delivery of prevention programming in compliance with DFSCA, VAWA, and Title IX.
17. Creates and supports new meaningful workshops, sanctions, processes, and programs to support student development goals.
18. Other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Minimum of 10 years supervisory experience within a Financial Aid Department. Experience managing student conduct and Title IX. Demonstrates understanding of the community college mission and practices a policy of inclusion. Ability to communicate effectively with a diverse population. Proficiency in all aspects of Microsoft Office suite and other software that serves students and stakeholders including Maxient or similar, as well as Ellucian Colleague or similar. Demonstrated skills in Problem Solving, Interpersonal Skills, Team Building, People Management.

Exhibits strong skills in:

- Communication
- Supervision
- Diversity, Equity, and Inclusion
- Use of Technology
- Developing and Maintaining Inter-personal Relationships
- Ability to Plan, Organize and Report on Outcomes

Flexible schedule to meet department needs. Some evening, weekends and extended hours may be required.

Education: Master's Degree required

Experience: Ten years' experience in higher education financial aid including supervising experience. Community college experience preferred.

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

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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BOARD OF TRUSTEES ACTION P2C
Approval Date: September 7, 2022

Resolution

Approve: New Position – Support

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve the following position to be added to the approved position listing:

Program Assistant, College Readiness and Early College Program

Justification

To approve the newly created position due to the need to support the increasing amount of high school students who enroll in programs that under the college readiness and early college program office. The new Program Assistant, College Readiness and Early College Program position will support the day to day ground operations of the department.

Charge To: College Operating Funds

Account Number:

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Program Assistant, College Readiness and Early College Program

DEPARTMENT: Student Affairs - College Readiness and Early College Program

FUNCTION: The Program Assistant for the College Readiness and Early College Program provides program assistance to all aspects of the College Readiness and Early College Program.

REPORTS TO: Director of College Readiness and Early College Program

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Serves early college and high school partnership students both on and off campus.
2. Provides program information to staff, students, and public.
3. Provides support as advised by the supervisor including onboarding and registration of new and continuing students.
4. Arranges testing for students, schedules meetings, facilities, classrooms, and equipment according to established procedures, as requested by the supervisor.
5. Assists with orientation, graduation, and financial literacy workshops.
6. Composes, edits, types, and proofs correspondences, reports, memos, and other documents as assigned by supervisor.
7. Coordinates, attends, represents the College at, and presents at registration, recruitment, and other events on campus and in the community.
8. Assists in responding to and escalating communications as appropriate.
9. Maintains and updates program promotional materials and website.
10. Maintains confidential files for students, faculty, & staff.
11. Supports and participates in strategic initiatives and performs other duties as assigned.
12. Liaises with high school personnel.
13. Performs additional tasks or duties as assigned by the Director or other designated management.

MINIMUM QUALIFICATIONS:

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

- Communication
- Customer and Student Focus

- Building Relationships
- Organizing
- Planning

Education: Associate degree

Experience: 2-5 years' experience in higher education student affairs

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

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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BOARD OF TRUSTEES ACTION P2D

Approval Date: September 7, 2022

Resolution

Approve: New Position – Professional

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve the following position to be added to the approved position listing:

Student Life Coordinator, Student Leadership and Technology

Justification

To approve the newly created position due to the need to support the increasing amount of student inquiries regarding student activities and student related technology. The new Student Life Coordinator, Student Leadership and Technology position will support the day to day ground operations of the department.

Charge To: College Operating Funds

Account Number: 60-09-950000-601130

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Student Life Coordinator, Student Leadership and Technology

DEPARTMENT: Student Affairs

FUNCTION: The Student Life Coordinator, under the supervision of the Director of Student Life and Development, coordinates activities within the Office of Student Life. This Coordinator is primarily responsible for the student leadership program and student technology. The position assists with the development of a vibrant and inclusive series of student leadership programs and activities. This Coordinator utilizes specialized software and online platforms to support student organization management, commencement, and other college initiatives.

REPORTS TO: Director of Student Life and Development

SUPERVISES: Part-time and student staff

PRIMARY RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Assists in developing a comprehensive series of co-curricular student programs and events to reinforce student learning.
2. Develops social events to foster a sense of community and connection to the campus.
3. Advises the Student Government Association and Student Activities Board.
4. Develops and manages student leadership programming, including the Leadership Lunch Series, Leadership Development Day, and/or other similar programs.
5. Manages departmental social media to increase student engagement.
6. Assists in development of data-gathering and co-curricular student involvement tracking through web- and app-based student organization management systems.
7. Serves on the core planning committees for major college events such as Orientation and Commencement.
8. Manages student portal software for Commencement ceremony.
9. Assists in training of student organization leaders and advisors each semester.
10. Identifies and recommends new technologies that can be leveraged to assist with student leadership and development.
11. Processes, logs, and files all contracts, purchase orders and payment requests related to the Office of Student Life.
12. Coordinates and oversees student events at the Meadowlands, Hackensack, and all BCC campuses.
13. Publicizes all Student Life events through various available outlets.

14. Prepares and presents workshops to various student groups.
15. Represents Student Life on specialized committees and working groups where appropriate.
16. Performs additional tasks or duties as assigned by the Director or other designated management.

SECONDARY/SHARED RESPONSIBILITIES:

1. Provides front-end support for the Office of Student Life
2. Supports major college events, including Orientation and Commencement
3. Chaperones off-campus trips and events
4. Represents Student Life at meetings, events, etc. as needed
5. Supports the student complaint process as required by the MSCHE
6. Participates in appropriate cross-training activities in order to serve as backup for other Coordinators in their absence

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Knowledge and experience working with organization-management programs and other specialized software.

Exhibits strong skills in:

- Leadership
- Technology
- Public Speaking
- Accounting/Bookkeeping
- Planning
- Communication
- Customer and Student Focus
- Building Relationships

Flexible schedule to meet department needs. Some evening, weekends and extended hours may be required.

Education: Bachelor's degree

Experience: Minimum of three years' experience, in a college setting, in student activities and/or accounting and bookkeeping.

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

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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BOARD OF TRUSTEES ACTION P2E

Approval Date: September 7, 2022

Resolution

Approve: New Position – Confidential

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve the following position to be added to the approved organizational chart:

Director of Food Service

Justification

To approve the newly created position due to the need for leadership and oversight of food services and related activities.

Charge To: College Operating Funds

Account Number:



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BOARD OF TRUSTEES ACTION P2F
Approval Date: September 7, 2022

Resolution

Approve: New Position – Support Staff

Submitted By

Dr. Eric M. Friedman, President

Mr. Nathaniel Saviet, Vice President of Facilities

Mr. Michael Hyjeck, Managing Director, Physical Plant

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve the following position to be added to the College's organizational chart:

Senior Groundskeeper

Justification

To approve the created position due to the evolving needs of the groundskeeping department. This position will provide support to the department and day to day operations allowing the department to operate efficiently. This position is at-will.

Charge To: College Operating Funds

Account Number:



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BOARD OF TRUSTEES ACTION P3A
Approval Date: September 7, 2022

Resolution

Promotion: Confidential

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

Action Requested

To approve the promotion and revised job description of the following individual to the position and annual salary indicated.

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Gregory Fenkart	Director Student Life and Development/ Student Life /Student Affairs	\$90,777.52	9/16/22

Justification

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

Charge to: College Funds

Account Number: 60-09-950000-60110

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Director of Student Life and Development

DEPARTMENT: Student Affairs

FUNCTION: The Director of Student Life and Development, under the supervision of the Vice President of Student Affairs, is responsible for management and supervision of the Student Life Program and the Student Center, and for advising the Student Government Association. In addition, under the supervision of Student Affairs Administration, the Director of Student Life and Development supports the student conduct process and collaborates with the appropriate divisional leadership to oversee recruitment, selection, and training of conduct committee members and advises and counsels students and board members regarding rights and procedures.

REPORTS TO: Vice President for Student Affairs

SUPERVISES: Supervises full-time and part-time Student Life staff

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Oversees the day-to-day operation of the Office of Student Life including development and planning of co-curricular and extra-curricular programs, coordination of scheduling, supervision of staff, oversight of club activities, and use of space.
2. Supports the operations of the student conduct process and serves as the liaison with the Office of the Vice President for Student Affairs for receiving initial complaints, coordinating investigations, hearings, meeting with reporting and responding parties, and recommending appropriate proceedings and sanctions.
3. Prepares, tracks, monitors, and administers annual budget for the Office of Student Life and related programs.
4. Recommends and administers policies and procedures for Student Clubs and all related co and extra-curricular activities.
5. Develops, coordinates and evaluates a varied program of cultural, educational, social and recreational activities, including serving as a resource for faculty and staff to assist in planning co-curricular programs.
6. Co-coordinates new student orientation and commencement.
7. Provides leadership training and advice/direction for all student organizations and clubs.
8. Recommends contracts pertaining to Student Life programming.
9. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College's commitment to assessment and continuous improvement.
10. Oversees the Student Life webpage and other technology that supports student

engagement and development.

11. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
12. Assesses departmental functions and makes recommendations for continuous improvement.
13. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
14. Performs additional tasks or duties as assigned by the Vice President or other designated management.

MINIMUM QUALIFICATIONS:

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

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

Education: Master's degree.

Experience: Minimum of five years' experience in a college setting in student center management and/or student activities, including at least three years of increasing administrative responsibility. Knowledge and experience working with Student Judicial Affairs.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____

Human Resources

Board Approval:

Board Approval

Date:

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BOARD OF TRUSTEES ACTION P3B
Approval Date: September 7, 2022

Resolution

Promotion: Confidential

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

Action Requested

To approve the promotion and revised job description of the following individual to the position and annual salary indicated.

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Kate Brunetto	Senior Director of Admissions, Testing And International Programs / Admissions / Student Affairs	\$115,187.57	09/16/22

Justification

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

Charge to: College Funds

Account Number: 10-02-275500-601110

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Senior Director of Admissions

DEPARTMENT: Enrollment Services/Student Affairs

FUNCTION: Directs all international and domestic admission and recruitment activities and manages the day-to-day operations of the department including maintenance of official academic records for students such as degree certifications, official transcripts, and data releases. Special focus given to supporting the strategic enrollment management plan, streamlining the enrollment funnel, removing barriers to admissions, testing and enrollment, improving interdepartmental coordination, supporting diversity initiatives, promoting the College domestically and internationally, improving and achieving enrollment targets, and maintaining compliance with U.S. Immigration requirements.

REPORTS TO: Dean of Enrollment Services

SUPERVISES: Staff within the International Student Center, Testing and the Admission and Recruitment Office.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Directs all international and domestic admission and recruitment activities and manages the day to day operations of the department including maintenance of official academic records for students such as degree certifications, official transcripts, and data releases.
2. Ensures all student files, SEVIS records, and related documentation are current, accurate, and properly maintained, in compliance with U.S. Immigration requirements and deadlines.
3. Liaises with administrators, faculty and others on all international student matters; functions as the primary resource regarding international issues.
4. Oversees all F-1 student immigration cases; this includes the disposition of certificates of eligibility (1-20) and the provision of counsel for students regarding regulations and immigration status.
5. Serves as the College's Primary Designated School Official (PDSO), ensuring compliance with current U.S. immigration requirements; stays current with related rules and regulations.
6. Actively seeks to partner with key stakeholders and formulates the College's admission and recruiting strategy; tracks statistics, monitors data, compiles reports and metrics to inform key decisions.
7. Provides appropriate academic advisement and oversees the coordination of the New International Student Orientation; actively supports New Student Orientation initiatives; promotes students' assimilation through active encouragement to participate in appropriate clubs and activities.
8. Collaborates with Public Relations to develop and implement recruitment and marketing strategies and materials; actively promotes the College to increase recruitment, improve retention, and achieve enrollment targets; engages with community groups and regional organizations, agencies, professional organizations, state affinity groups, and schools.

9. Oversees the admissions web content including the online admissions process; tracks statistics, monitors data, compiles reports and metrics to inform key decisions and makes recommendations to modify the College's admission and recruiting strategy.
10. Provides admissions and testing staff coverage at all College locations and events.
11. Oversees the receipt and timely evaluation of transcripts and effectively manages the integrity and confidentiality of all data.
12. Oversees all day-to-day operations of the Testing Center. Works with the testing staff to develop and update services, policies and procedures in response to changing demands. Schedules and publicizes services, communicates program policies/procedures to campus and community and maintains integrity of testing environment.
13. Schedules and directs the work of Testing Center staff, including hiring and supervision of personnel. Provides input on full- and part-time employee performance for evaluation purposes.
14. Observes college, state/federal, and test agency policies and procedures for security/confidentiality of testing records; includes adherence to FERPA as it relates to BCC and testing services.
15. Maintains security of tests and materials by routinely inventorying materials, reviewing procedures for security, ensuring secure storage and returning all test booklets and related materials to appropriate testing companies.
16. Maintains Testing Center statistics including number of people tested, number of tests given and type of tests. Prepares monthly and annual reports and makes recommendations on staffing and programming implications.
17. Acts as a central resource for the College on all programmatic information, marketing materials, access information, and related events information for the community.
18. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College's Outcomes Assessment Program.
19. Prepares, tracks, monitors, and adheres to an annual budget.
20. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
21. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
22. Performs additional tasks or duties as assigned by the Dean of Enrollment Services or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Possess strong analytical and problem solving skills. Has a working knowledge of the Federal SEVIS system for tracking international students and dependents and understands the processes for J-1, F-1 and H-1B petitions. Possesses comprehensive knowledge and understanding of FERPA. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership

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

Education: Master's Degree required.

Experience: Proven track record for promoting and sustaining excellent customer service in a busy office with a variety of complex issues in a multicultural environment. Requires a minimum of 5 years of experience in the functions of admission and recruitment in an academic setting. Has programmatic experience with student international relations (H1-B, F-1, and J-1).

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Member

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BOARD OF TRUSTEES ACTION P3C
Approval Date: September 7, 2022

Resolution

Promotion: Support Staff

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

Action Requested

To approve the promotion and revised job description of the following individual to the position and annual salary indicated.

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Joli Nelson	Department Coordinator/ Student Life / Student Affairs	\$48,177.12	09/16/22

Justification

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

Charge to: College Funds

Account Number: 60-09-950000-601130

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Department Coordinator

DEPARTMENT: Student Affairs

FUNCTION: The Student Life Department Coordinator, under the supervision of the Director of Student Life and Development, manages all front-facing aspects of the Office of Student Life. In addition, the Department Coordinator supports staff travel logistics, events, scheduling, and special projects.

REPORTS TO: Director of Student Life & Development

SUPERVISES: Part-time and student staff

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Serves as primary front-end contact for students, faculty, staff, and all other visitors to the Student Life office.
2. Provides information and/or refers to appropriate staff members; resolve complaints and sensitive issues with students, staff, and the public; refers to administrators as necessary.
3. Serves as primary contact for all general departmental inquiries, phone, email, etc.
4. Manages calendars and makes appointments for office staff members.
5. Makes all travel and logistical arrangements for Student Life-sponsored trips, off-campus programs, and conferences.
6. Manages display case reservations.
7. Manages seasonal/thematic decorations, banners, postings, etc. in all Student Life office spaces, the Student Center, and Student Leadership Commons.
8. Manages front-office student staff.
9. Partners with the Turning Point program to facilitate intern placement in the Student Life office & supervise interns.
10. Serves as liaison with community groups to facilitate specialized programming, including but not limited to targeted food drives, addiction/recovery programs, and 9/11 remembrance programs.
11. Processes ticket sales for Student Life events.
12. Monitors and maintains adequate supplies of essential office supplies, as well as more specialized supplies needed for student event support.

13. Provides administrative support in special projects; performs special duties and coordinates special projects as requested.
14. Conducts specialized student workshops in the areas of customer service, organizational leadership, etc.
15. Performs additional tasks or duties as assigned by the Director or other designated management.

SECONDARY/SHARED RESPONSIBILITIES:

1. Provides front-end support for the Office of Student Life
2. Supports major college events, including Orientation and Commencement
3. Chaperones off-campus trips and events
4. Represents Student Life at meetings, events, etc. as needed
5. Supports the student complaint process as required by the MSCHE

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Knowledge and experience with customer service, and ability to communicate effectively with diverse groups of students, staff, faculty, and the public.

Exhibits strong skills in:

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

Flexible schedule to meet department needs. Some evening, weekends and extended hours may be required.

Education: Bachelor's degree

Experience: Minimum of five years' experience, in a college setting, in office management and customer service.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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BOARD OF TRUSTEES ACTION P4
Approval Date: September 7, 2022

Resolution

Reclassification: Professional

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

Action Requested

To approve the reclassification and revised job description of the following individual to the position and annual salary indicated.

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Nicole Babington	Student Life Coordinator, Student Organizations and Events / Student Life / Student Affairs	\$50,036.56	09/16/22

Justification

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

Charge to: College Funds

Account Number: 60-09-950000-60110

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Student Life Coordinator, Student Organizations and Events

DEPARTMENT: Student Affairs

FUNCTION: The Student Life Coordinator, under the supervision of the Director of Student Life and Development, coordinates activities within the Office of Student Life. This Coordinator is primarily responsible for oversight of student organizations and events. This position coordinates all event logistics for programs hosted by student organizations and the Office of Student Life. This Coordinator will also support student organization development through coaching student leaders on successful event planning and recruitment practices.

REPORTS TO: Director of Student Life and Development

SUPERVISES: Part-time and student staff

PRIMARY RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Coordinates all event logistics for all programs hosted by student organizations, as well as programs planned or supported by Student Life. These logistics include but are not limited to:
 - a. Room reservations
 - b. Facilities requests
 - c. Media support
 - d. Catering orders
 - e. Approval of promotional materials
2. Maintains updated contact lists for student organization leaders and faculty/staff advisors
3. Manages student organization rosters and other documentation using electronic student organization management platforms.
4. Maintains detailed records and statistics for all programs.
5. Facilitates proper training of student organization leaders and advisors each semester.
6. Attends student club meetings in an advisory capacity as needed.
7. Communicates with student organization leaders & advisors regarding events, policies, procedures, deadlines, etc.
8. Meets regularly with student club leadership to advise on successful event-planning.
9. Advises student clubs on fundraising efforts and ensures appropriate policies, processes and procedures are followed.
10. Serves as the primary point of contact for voter registration programming, reporting, etc.

11. Performs additional tasks or duties as assigned by the Director or other designated management.

SECONDARY/SHARED RESPONSIBILITIES:

1. Provides front-end support for the Office of Student Life
2. Supports major college events, including Orientation and Commencement
3. Chaperones off-campus trips and events
4. Represents Student Life at meetings, events, etc. as needed
5. Supports the student complaint process as required by the MSCHE
6. Participates in appropriate cross-training activities in order to serve as backup for other Coordinators in their absence

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Knowledge and experience working with scheduling and organization-management software.

Exhibits strong skills in:

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

Flexible schedule to meet department needs. Some evening, weekends and extended hours may be required.

Education: Bachelor's degree

Experience: Minimum of three years' experience, in a college setting, in event planning/logistics and/or student activities

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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BOARD OF TRUSTEES ACTION P5A

Approval Date: September 7, 2022

Resolution

Approve: Stipend

Submitted By

Dr. Eric M. Freidman, President

Dr. Brock Fisher, Vice President of Academic Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve a monthly stipend for the following individual for assuming additional responsibilities with the Child Development Center:

<u>Name</u>	<u>Position / Division</u>	<u>Monthly Amount</u>	<u>Effective Dates</u>
Shylah Oldano	Interim Director / Child Development Center / Academic Affairs	\$650 per month	9/1/22-11/30/22

Justification

To provide a stipend for additional day-to-day operational responsibilities for the Child Development Center

Charge to: College Operating Funds
Account Number: 10-10-83000-601110



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BOARD OF TRUSTEES ACTION P5B
Approval Date: September 7, 2022

Resolution

Approve: Stipend

Submitted By

Dr. Eric M. Freidman, President

Mr. Wilton Thomas-Hooke, Chief Financial Officer

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve a monthly stipend for the following individual for assuming additional responsibilities with the Accounts Payable Department:

<u>Name</u>	<u>Position / Division</u>	<u>Monthly Amount</u>	<u>Effective Dates</u>
Vladimir Gonel	Senior Accounting Assistant / Accounts Payable / Finance	\$500 (retroactive)	04/25/22 – 10/15/22

Justification

To provide a stipend for additional day-to-day operational responsibilities with the Accounts Payable department.

Charge to: College Funds

Account Number: 10-01-140400-601130



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BOARD OF TRUSTEES ACTION P5C
Approval Date: September 7, 2022

Resolution

Stipend Adjustment

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To adjust the monthly stipend related to Covid-19 for the following individuals as indicated:

<u>Name</u>	<u>Position/Division</u>	<u>Monthly Amount</u>	<u>Effective Date</u>
Dania Huie-Pasigan	Associate Director of Health Services / Health Services / Student Affairs	\$300.00	10/01/22 – 12/31/22
Dr. Lawrence Hlavenka	Executive Director of Public Relations and Community And Cultural Affairs / Public Relations And Community and Cultural Affairs	\$500.00	10/01/22 – 12/31/22

Justification

To adjust the monthly stipend for additional day-to-day operational responsibilities within their respective departments.

Charge to:

Account Number:



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BOARD OF TRUSTEES ACTION P6A
Approval Date: September 7, 2022

Resolution

Approve: Professional - Title Change and Revised Job Description

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve the title change and revised job description for the Coordinator of Testing Services

Justification

To approve the following title change for a vacant position: from Manager of Testing Services to Coordinator of Testing Services. The revised job description is to better reflect the responsibilities of the position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Coordinator of Testing Services

DEPARTMENT: Enrollment Services / Student Affairs

FUNCTION: Under the direction of their supervisor, the Coordinator of Testing Services will coordinate the campus testing center, including testing accommodations, admissions testing, make-up testing, contracted testing, proctoring, etc. In addition, the Coordinator of Testing Services will ensure all state requirements and test publisher procedure/policies are followed and all testing is conducted in a clean, comfortable, and honorable testing environment.

REPORTS TO: Senior Director of Admissions, Testing, and International Programs

SUPERVISES: Testing Assistants, Testing Coordinator, Secretary, Readers/Scribes, Student Aides and part-time support staff

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Coordinates and supports the day to day operations of the Testing Office including scheduling students and staff, administration of tests, determining test eligibility, waivers, etc.
2. Supervises and coordinates student testing processes with Admissions and Recruitment and Records and Registration. Establishes the master schedule of all testing activities and services. Collaborates with faculty, divisional deans, department heads and coordinators on testing needs.
3. Supervises and coordinates college-wide testing systems including serving as the Institutional Administrator for the College's Accuplacer placement testing account adhering to all College Board regulations; keeping track of all accounts and authorizing and maintaining all necessary access to OTS site managers and proctors; keeping apprised of all updates and changes to Accuplacer testing platform and collaborating with IT to ensure proper updating and keeping OTS staff and College constituents informed; prepares all necessary reports detailing all testing activities.
4. Oversees departmental budget, approves purchase of testing units, and works with supervisor to recommend technology purchases and new processes and procedures to improve effectiveness and efficiency.
5. Represents the department in meetings and the College in appropriate professional associations.

6. Prepares and submits appropriate reports to management and performs continuous quality review of testing activities and services.
7. Ensures the consistent application of all college policies and procedures pertaining to testing.
8. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
9. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
10. Performs additional tasks or duties as assigned.

MINIMUM QUALIFICATIONS:

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

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

Education: Bachelor's degree in Education or related discipline required; Master's degree preferred.

Experience: Minimum of 2 years of experience in test administration and staff supervision; emphasis on placement testing and experience in an institution of higher education or learning environment preferred. Must possess demonstrated familiarity and knowledge with higher education policies including but not limited to the American Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

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Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Member

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BOARD OF TRUSTEES ACTION P6B
Approval Date: September 7, 2022

Resolution

Approve: Confidential - Title Change and Revised Job Description

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve the title change and revised job description for the vacant Director of College Readiness and Early College Programs.

Justification

To approve the following title change for a vacant position: from Director of Summer Intensive Program to Director of College Readiness and Early College Programs. The revised job description is to better reflect the responsibilities of the position. This position is at-will.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

Title: Director of College Readiness and Early College Programs

Department: College Readiness and Early College Programs /Student Affairs

FUNCTION: The Director of College Readiness and Early College Programs oversees and manages the Student Affairs functions related to the College's early college, dual enrollment, and college readiness programs. This position maintains a clear vision for efficiency, and ensures program components, processes, and objectives are aligned to foster quality programs that place Bergen Community College as a state and national leader in high school partnerships. The Director collaborates with administration and faculty to ensure programs are aligned with and strengthen Bergen Community College's strategic goals and statewide initiatives. The Director fosters new and existing partnerships in collaboration with academic and student affairs administration, high school administrators and teachers, and college readiness colleagues to alleviate silos and identify emergent and cutting-edge opportunities.

MAJOR RESPONSIBILITIES:

1. Creates the College's strategic plan for developing, marketing and implementing relevant programs and courses with all High School and Colleges in the North Jersey Community. These programs include College Readiness Grant, Dual Enrollment (DE), Early College (EC) and College Experience.
2. Expands and promotes consistency with the Dual Enrollment and Early College programs.
3. Coordinates the planning, implementation and assessment of the College Readiness Now Grant Program which introduces high school students to transition programs to college.
4. Networks with state representatives to ensure maximum state reimbursement funds and best practices are being met.
5. Researches and implements leading innovations in high school partnerships. Keeps abreast of changes within the state to ensure the college meets legislative goals and secures state reimbursements.
6. Oversees and generates new articulation and dual admissions agreements.
7. Collaborates with marketing on all high school partnership recruitment efforts for the College. Collaborates with Academic Affairs administrators and faculty leaders in the regular review and assessment of the programs to ensure academic integrity, quality and stakeholder satisfaction.
8. Creates and maintains key reports and databases on program performance.
9. Oversees a vibrant on-boarding process to engage high school colleagues in on-campus professional development activities with Bergen Community College faculty.
10. Develops a set of core outcomes for the unit, measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College's outcomes assessment program.

11. Prepares, tracks, monitors and adheres to an annual budget.
12. Creates and maintains contracts with external partners and works closely with faculty leadership to onboard instructors.
13. Works with IT to automate all registration, payment and reporting processes.
14. Provides Leadership to the team to create a program under National Alliance of Concurrent Enrollment Partnerships (NACEP) guidelines that seeks to gain and maintain program accreditation.
15. Performs additional tasks or duties as assigned by the Vice President of Academic Affairs or other designated management.

ORGANIZATIONAL RELATIONSHIPS: (1) Reports to the Assistant Vice President of Student Affairs. (2) Manages direct reports and supportive personnel as assigned by the AVP of Student Affairs. (3) Coordinates work within the office and between offices with other staff. (4) 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. (5) 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: Master's Degree in Education, Counseling, Administration or related area required. Advanced degree preferred. (2) Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open-door policy. Proficient in the use of Microsoft Office suite. Experience working with an Enrollment Management system such as Ellucian Colleague is a plus. Demonstrated skills in people management, leadership, client and student focus, planning, communication and building relationships (3) Experience: A minimum of five years of student affairs, teaching, student development or administrative experience, preferably in a multi-campus community college setting. Experience with working with first generation/low income student populations preferred. Previous experience in college/high school programming such as Dual Enrollment and Early College preferred.

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:

Human Resources

Date: _____

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BOARD OF TRUSTEES ACTION P7
Approval Date: September 7, 2022

Resolution

Non-Renewal – Support Staff

Submitted By

Dr. Eric M. Friedman, President

Mr. David Borzotta, Associate Vice President, Safety and Security

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

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

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Fernando Leonor	Officer / Public Safety	08/08/22 (retroactive)

Justification

Non-Extension



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BOARD OF TRUSTEES ACTION P8
Approval Date: September 7, 2022

Resolution

Approve: Deobligation of Position – Confidential

Submitted By

Dr. Eric M. Friedman, President

Dr. Anthony Trump, Vice President of Student Affairs

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve the following vacant position to be deobligated from the College organizational chart:

Executive Assistant to the Vice President of Student Affairs

Justification

To meet the new demands of an evolving student affairs division, this vacant position is being repurposed to meet the needs of the current college community.



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BOARD OF TRUSTEES ACTION P9A
Approval Date: September 7, 2022

Resolution

Retirement: Confidential

Submitted By

Dr. Eric M. Friedman, President

Mr. Ron Miller, Executive Director, BCC Foundation

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve the retirement of the following individual:

<u>Name</u>	<u>Position/Rank/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Gail Cannarozzi	Finance and Scholarship Manager / Manager / BCC Foundation	05/27/10	11/01/22

Justification

Retirement



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BOARD OF TRUSTEES ACTION P9B
Approval Date: September 7, 2022

Resolution

Retirement: Support Staff

Submitted By

Dr. Eric M. Friedman, President

Mr. Nathaniel Saviet, Vice President of Facilities

Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested

To approve the retirement of the following individual:

<u>Name</u>	<u>Position/Rank/Department/Division</u>	<u>Hire Date</u>	<u>Effective Date</u>
Ansel James	Senior Custodian / Facilities	03/30/98	10/01/22

Justification

Retirement



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BOARD OF TRUSTEES ACTION S/F1
Approval Date: September 7, 2022

Resolution

Approval for PSE&G to perform a no-cost energy audit of all College facilities to identify Energy Efficiency Measures (EEMs) and determine potential benefits of participating, at the College's discretion, in PSE&G's Commercial and Industrial Engineered Solutions Program.

Submitted By

Mr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President Facilities
Mr. Michael Hyjeck, Managing Director, Physical Plant

Action Requested

Authorization for the Vice President of Facilities and the President to complete an application for and subsequently execute a Master Customer Agreement for the performance of a no-cost energy audit to identify EEMs and to determine potential benefits of participating, at the College's discretion, in PSE&G's Commercial and Industrial Engineered Solutions Program (the "Program").

Justification

As part of its New Jersey Board of Public Utilities approved Clean Energy Future – Energy Efficiency Program, PSE&G is offering this Program. PSE&G will perform an energy audit of all College facilities at no-cost to the College to determine if the College may benefit from participating in the program. The audit is the primary mechanism to identify energy efficiency investment opportunities to systems such as lighting, HVAC, building envelope, motor and others that are appropriate, cost effective, and meet the program requirements. Once the audit is complete, the College will be provided with recommended energy efficiency measures and program eligibility details.

Charge To:

Account Numbers:

Total: