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

BOARD OF TRUSTEES
PUBLIC MEETING

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

Wednesday, September 6, 2023 – 5:00 p.m.

I. Call to Order

II. Open Public Meetings Act Statement

III. Oath of Office

Administered by Mrs. Arlene Q. Perez, Esq.
DeCotiis, FitzPatrick, Cole and Giblin, L.L.P.

- Ms. Marisa Person – Alumni Trustee

IV. Roll Call

V. Pledge of Allegiance

VI. Presentation: In honor of Trustee Stephen F. Pellino, Esq.
By: Chairwoman Blakeslee, President Friedman, and Board of Trustees

VII. Reports:
A. Vice Chairman
B. Treasurer
C. President

- Remarks
- Presentation to - Ricardo Santana, Writing Tutor / Academic Coach was selected as the recipient of the 2023 Rick Sheets Outstanding Tutor Award from the College Reading and Learning Association (CRLA)
By: Dr. John Findura, Writing Center Supervisor

D. Committees
1. Audit, Finance and Legal Affairs
2. Education and Student Affairs
3. Personnel
4. Site and Facilities
5. Strategic Planning and Issues

E. Alumni Trustee
F. Chairwoman

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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 6, 2023 – 5:00 p.m.

VIII. Unfinished Business / Board Members

IX. New Business / Board Members

X. Open to the Public

XI. Actions

A. Approval of Board Minutes: Tuesday, August 1, 2023
B. Consent Agenda: Wednesday, September 6, 2023

XII. Executive Session, if required.

XIII. (New Business/Open to the Public)

XIV. Adjournment

Bergen
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CONSENT AGENDA

Wednesday, September 6, 2023
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 1, 2023

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. To authorize the purchase of Accuplacer computerized exam units from the College Board for the Office of Testing Services through the New Jersey Council of County Colleges Joint Purchasing Consortium (JPC).
3. To authorize renewal of the College's annual agreement with Online Computer Library Center, Inc. (OCLC) for a subscription to a library management system, a cloud-based system with a virtual server for essential services that include database access for EZProxy, archival support for Contentdm, and customized report generation with Report Designer support. This renewal preserves serves to support the cataloging and presentation of the library's holdings in digital format.
4. To amend A/F 7 approved on August 1, 2023 for the new tuition and fee schedule for the fiscal year 2024 (July 1, 2023 through June 30, 2024).

EDUCATION AND STUDENT AFFAIRS

1. To submit application for the College Readiness Now X (CRN X) grant to the Office of the Secretary of Higher Education (OSHE) and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
2. To authorize the submission of an application to The Tepper Foundation for Community to Opportunity: Building Community to Expand Opportunity grant facilitated by the New Jersey Council of County Colleges (NJCCC), and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
3. To authorize submission of an application for the Post-Secondary Student Success Grant Program (PSSG) grant to US Department of Education (USDOE), and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.
4. To accept a grant award of $492,499 from the Bergen County Consolidated Adult Basic Education and Integrated English Literacy and Civics Education (ABE and IELCE) Grant Program funded through the New Jersey Department of Labor and Workforce Development, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

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CONSENT AGENDA

Wednesday, September 6, 2023

INSTITUTIONAL (I)

1. To approve the College's credit card usage policy.

PERSONNEL (P)

1. A. Appointment: Student Affairs Athletic Program (Coaching Staff)
   B. Appointment: Faculty
   C. Appointment: Faculty
   D. Appointment: Support
   E. Appointment: Testing Coordinators
   F. Appointment: Lecturers, Fall 2023 Semester
2. A. Approve: Confidential – Title change and salary adjustment
   B. Approve: Confidential – Title change and job description
3. Approve stipends for Nursing Clinical Faculty for Fall 2023 semester
4. A. Approve: Change of funding source
   B. Approve: Change of funding source and move to Professional staff
5. Approve: Return from Leave of Absence
6. Retirement: Support
7. A. Resignation: Professional
   B. Resignation: Support
8. Termination: Support
9. Approve: Benefit Summaries for Executive and Confidential Staff Members.

SITE AND FACILITIES (S/F)

1. Placeholder: Authorization to award Public Bid P-2383 for the Science Wing Roof Replacement to _____.
2. To award professional services to RSC Architects for the preparation of plans and specifications for the replacement of emergency generators in the Pitkin Education Center.
3. Authorization to award a professional services contract to H2M Architects and Engineers to investigate the parking capacity for Paramus parking lot.

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BOARD OF TRUSTEES ACTION A/F1
Approval Date: September 6, 2023

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, 2023 to July 31, 2023 $ 34,624.38

Charge to:	College Operating Funds
Account Number:	10-01-186100-607566
Amount:	$ 34,624.38

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BOARD OF TRUSTEES ACTION A/F 2
Approval Date: September 6, 2023

Resolution
To authorize the purchase of Accuplacer computerized exam units from the College Board for the Office of Testing Services through the New Jersey Council of County Colleges Joint Purchasing Consortium (JPC).

Submitted By
Dr. Eric M. Friedman, President
Dr. Anthony J. Trump, Vice President Student Affairs
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
Authorization to purchase approximately 29,866 Accuplacer computerized placement exam units for the Office of Testing Services from the College Board, at an estimated cost of $58,240 through the New Jersey Council of County Colleges Joint Purchasing Consortium contract # R-1313.

Justification
The examination units will be used by the Testing Office to administer web-based basic skills testing for incoming students and post-test assessment using College Board's Accuplacer.

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

Charge To:	OMIC Grant Fund
Account:	50-02-597300-607504
Total amount:	$7,040.00
Charge To:	Testing Center
Account:	10-03-383000-607620
Total:	$51,200.00

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BOARD OF TRUSTEES ACTION A/F 3
Approval Date: September 6, 2023

Resolution

To authorize renewal of the College's annual agreement with Online Computer Library Center, Inc. (OCLC) for a subscription to a library management system, a cloud-based system with a virtual server for essential services that include database access for EZProxy, archival support for Contentdm, and customized report generation with Report Designer support. This renewal preserves serves to support the cataloging and presentation of the library's holdings in digital format.

Submitted By

Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President of Academic Affairs
Dr. David Marks, Dean, Library Services
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested

Authorization to renew the College's agreement for three years beginning on July 1, 2023, through June 30, 2026, for WorldShare Management Services (WMS) with OCLC, Inc. The yearly total includes EZ Proxy, Contentdm and Report Designer.

July 1, 2023 – June 30, 2024	**July 1, 2024- June 30, 2025**	**July 1, 2025 –June 30, 2026**
WMS $76,576.59	WMS $79,448.21	WMS $82,427.52
EzProxy $1,550.72	EzProxy $2,215.32	EzProxy $2,879.91
Contentdm $7,817.60	Contentdm $8,400.99	Contentdm $8,821.04
Report Designer $4,561.68	Report Designer $4,732.74	Report Designer $4,910.22
Total: **$90,506.59**	Total: **$94,797.26**	Total: **$99,038.69**

Justification

The WorldShare Management Services (WMS) annual subscription will provide library services including cataloging, metadata, inter-library loans, print and electronic acquisitions with serial control, circulation and delivery, and discovery tools.

EZProxy is an authentication software needed to utilize the WMS for students, faculty, and staff to access the online holdings catalog and the subscription databases offered at the library. This authentication software hosted by the College is solely used between WMS and Bergen Community College, thereby making this software necessary for the full access to our digital and physical collections for all students, faculty, and staff with proper Bergen log-in credentials.

The base subscription for Contentdm is needed for cataloging and accessing BCC Archives. This product is a sole source OCLC database that preserves the cataloging and presentation of our holdings in digital format.

The Report Designer subscription assists with specific department-focused reports, enabling the harvesting of data from all WMS modules such as Circulation, ILL and Discovery. Due to the library's position as an Administrative and Educational Support (AES) unit, the library also prepares an annual report to support the gathering and analysis of IPEDS data. The Report Designer tool helps all library staff and faculty to complete assessment projects effectively and correctly.

OCLC, Inc. is a non-profit library cooperative and is not subject to Pay-to-Play.

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

Charge to: College Operating Funds
Account Number: 10-04-490000-607763
Total: $284,342.54

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BOARD OF TRUSTEES ACTION A/F 4
Approval Date: September 6, 2023

Resolution

To amend A/F 7 approved on August 1, 2023 for the new tuition and fee schedule for the fiscal year 2024 (July 1, 2023 through June 30, 2024).

Submitted By

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

Action Requested

Authorization to amend of the Fiscal Year 2024 tuition and fee schedule of rates.

Category	Current Rate	New Rate
Tuition-in-County	$149.50	$152.50
Out-of-County	$307.00	$313.15
Out-of-State	$323.00	$329.50
Registration Fee	$15.50	$15.80
Technology Fee	$14.50	$14.80
Security Fee	$2.05	$2.10
General Fee	$27.00	$27.55

Justification

To address increases in non-discretionary operating costs and produce a balanced budget, the College seeks to implement an average 2% tuition increase beginning fiscal year 2024 (July 1, 2023, through June 30, 2024). Tuition and fee rates may be rounded to $0.05.

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BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: September 6, 2023

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

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

Action Requested
To authorize submission of **CRN X** grant application in the amount of $83,013.00 for the Budget period 07/01/2023- 06/30/2024, and authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification
The CRN X program focuses on college readiness, expands student eligibility, allows for career pathways elements to be incorporated, and allows for two types of college credit components. Bergen's CRN program has been supporting traditionally underrepresented students from Hackensack, Teaneck, Garfield, and other collaboratin school districts to expand access to college preparatory opportunities. There are three primary approaches that will be supported by the grant:

1. **Traditional College Ready Programs.** This aspect of the program includes summer bridge, boot camps, or semester long programs, and it serves only students who are not yet college ready.
2. **Accelerated Learning Program (ALP).** This aspect of the program allows students who are not yet college ready to enroll in credit-bearing courses and obtain access to additional support services.
3. **Introductory Meta-Major Survey Courses.** This aspect of the program allows students who successfully complete their college readiness portions of the program and meet eligibility requirements to enroll in introductory survey meta-major courses, for example introductory courses in STEM, health professions, and energy.

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

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BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: September 6, 2023

Resolution

To authorize the submission of an application to **The Tepper Foundation for Community to Opportunity: Building Community to Expand Opportunity** grant facilitated by the New Jersey Council of County Colleges (NJCCC), and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By

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

Action Requested

To authorize submission of an application for an $80,000.00 **The Teppers Foundation** grant for the budget period 07/01/2024- 06/30/2026, and to authorize Dr. Eric M. Friedman, President, or his designee to execute the required documents.

Justification

Based on the Theory of Action developed by NJCCC and funded by The Teppers Foundation, the grant funds will be utilized to strengthen and expand community colleges' ability to meet students basic needs and expand the students' economic mobility. If the College is successful in securing this grant, Bergen Community College will become one of the six participants in the **Community to Opportunity College** program, committing to follow the Theory of Action, working with a coach to create and implement a comprehensive approach to strengthen current services, increase outreach, expand campus community awareness and involvement, and increase the number of high-need students obtaining access to the support services that can improve their emotional security, achieve their academic goals, and their lives.This program constitutes a three-year project, and each selected college can choose to participate for a period of two years.

The lessons learned from this initiative will be shared with all 18 New Jersey Community Colleges throughout the three-year period of the project.

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

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BOARD OF TRUSTEES ACTION E/SA 3
Approval Date: September 6, 2023

Resolution

To authorize submission of an application for the **Post-Secondary Student Success Grant Program (PSSG)** grant to **US Department of Education (USDOE)**, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Submitted By

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

Action Requested

To authorize submission of a **PSSG** grant application for funds from the **USDOE,** and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification

The objective of this grant project is to improve equity in postsecondary student outcomes, including retention, transfer (including successful transfer of completed credits), credit accumulation, and degree completion. Focus will be on leveraging data and implementing, scaling, and rigorously evaluating evidence-based activities to support data-driven decisions and action strategies. The primary objective of this effort is to improve outcomes for underserved students. The average award is between $6 million and $8 million for 48 months. There is a 10% matching funds requirement that can be satisfied via cash or in-kind services. The College plans to satisfy this match with in-kind contributions, and therefore no cash contribution is anticipated.

10% matching funds requirement to be satisfied with in-kind personnel and administrative services.

The project description and budget are in development.

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BOARD OF TRUSTEES ACTION E/SA 4
Approval Date: September 6, 2023

Resolution
To accept a grant award of $492,499 from the Bergen County Consolidated Adult Basic Education and Integrated English Literacy and Civics Education (ABE and IELCE) Grant Program funded through the New Jersey Department of Labor and Workforce Development, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

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

Action Requested
To authorize acceptance of a grant award of $492,499 from the New Jersey Department of Labor and Workforce Development to implement the Fiscal Year 2024 Bergen County Consolidated Adult Basic Education and Integrated English Literacy and Civics Education (ABE and IELCE) Grant Program, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Justification
The New Jersey Department of Labor and Workforce Development has awarded this Adult Basic Education grant to Bergen County Technical Schools (Lead Agency) in partnership with Bergen Community College and Greater Bergen Community Action to continue a long-standing 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 is $166,568, and it will provide instructional services for 307 participants in Fiscal Year 2024.

The grant requires a 25% match that will be satisfied with in-kind contributions derived from facilities usage fees, fringe benefits, and a small portion of administrative salary for services required to support the program.

The budget is in development.

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BOARD OF TRUSTEES ACTION I1
Approval Date: September 6, 2023

Resolution
To approve the College's credit card usage policy.

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

Action Requested
To approve the college policy on credit card usage.

Justification
Bergen Community College credit cards ("Corporate Card") may be issued to employees in good standing to conduct business on behalf of the College. This policy provides guidelines to improve card program and usage oversight, establish clear expectations for use, reduce the cost of processing card payments or reimbursements, and mitigate the risk of potential abuse or use for unauthorized purposes.

See attached policy.

Bergen Community College
Board of Trustees
Section (Finance)

Policy #:

Effective Date:

Responsible Official:
Chief Financial Officer or Designee

Credit Card Usage Policy

Policy Statement:

Bergen Community College credit cards ("Corporate Card") are issued to employees in good standing upon approval of the President and/or Chief Financial Officer ("CFO") when deemed necessary to conduct business on behalf of the College.

Reason for Policy:

The purpose of this policy is to define responsibility for the use of a Corporate Card to conduct Bergen Community College business, including reporting and administrative requirements related to purchases. This policy is intended to provide guidelines to improve card program and usage oversight, establish clear guidelines for use, reduce the cost of processing card payments or reimbursements, and mitigate the risk of potential abuse or use for unauthorized purposes.

Who Should Read This Policy:

All Bergen Community College personnel who use a Corporate Card (or under limited circumstances a personal credit card) for reimbursable expenses.

Definitions:

Cardholder: The individual who is authorized to hold and use a Corporate Card.

Corporate Card: A College-issued credit card linked to the College's corporate card account.

Personal Credit Card: An employee's non-college-issued personal credit card that is used to incur expenses on behalf of the College.

Monthly Spending Limit: A set dollar amount representing the spending limit for all charges made during a monthly billing cycle.

Transaction limit: A dollar amount representing the spending limit for each purchase made using the card. Transaction limits will vary depending on the needs of the cardholders and as approved by the President or CFO.

Chart Field Information: Fund-Function-Department-Object (Example: 10-01-140100-601110)

Supporting Documentation: A merchant-produced document or receipt that outlines the details of a transaction.

Splitting Charges: Splitting charges into smaller dollar amounts to circumvent the Cardholder's established transaction limit.

The Policy:

Bergen Community College authorizes approved employees to use Corporate Cards or personal credit cards ("Card") to complete business transactions on behalf of the institution. Employees seeking a Corporate Card must complete and submit a Corporate Credit Card Application and related Corporate Card Agreement (see Attachment A and Attachment B). Credit cards should be used only when allowed by the College's purchasing policy, only for business transactions, and only when it is impractical to complete a transaction via the Purchasing Office.

A. Examples of Appropriate Card Usage

Card usage as a method of payment should be limited where possible. Acceptable card usage includes, but is not limited to, the following:

(1) Airfare
(2) Hotel and lodging
(3) Conference registration and fees
(4) Online training/seminars
(5) Food and entertainment while traveling on business (excluding alcohol)
(6) Business meeting and entertainment expenses
(7) Online purchases allowed by the College's Purchasing Policy

B. Supporting Documentation

A legible, merchant-produced document that outlines the details of a transaction, such as a sales receipt, original invoice, or credit card receipt that includes details listed below.

Must include the following relevant details:

(1) Transaction Date
(2) Quantities
(3) Line-item description
(4) Line-item amounts and total
(5) Merchant's name and address
(6) Cardholder signature

C. Pre-Authorization for Card Purchase

Card purchases must be pre-approved by a supervisor or cabinet-level executive prior to execution of the transaction. Cabinet-level card users do not need prior approval to use their college-issued corporate card, however, executive leaders are expected to exercise good judgment and adhere to card usage requirements as outlined in this policy.

(1) Student-related travel requires completion and submission of a *Student Travel Pre-Approval Request Form (see College's travel policy)*.

(2) A *Group Travel Request Form* must be completed and submitted for approval for multiple travelers (see the College's travel policy).

(3) Individual travel by college employees.

D. Budget / Funding

Prior to granting pre-authorization for Corporate Card or Card expenditures, the approving manager or supervisor must ensure that sufficient unspent funds are available in the cost center budget to cover the planned card expenses.

Cardholders are responsible for obtaining pre-authorization from their supervisor or cabinet-level approver for planned Corporate Card expenditures by completing and submitting the appropriate form (see Attachment D for sample form).

E. Splitting Charges

(1) Splitting charges into smaller dollar amounts to circumvent the Cardholder's established transaction limit is not allowed. For example, splitting a $1,000 transaction into two separate $500 transactions to exceed a $500 transaction limit is not allowed.

(2) Cardholders who split purchases in this manner to circumvent the established transaction limit may lose their card privileges and be subject to disciplinary action.

(3) Transaction limits, if applicable, are set and communicated to the cardholder when the initial Corporate Card is issued.

F. Payment / Reimbursement Submission Deadlines

(1) Requests for reimbursement of expenses incurred on personal credit cards must be submitted within 60 days of the transaction date.

(2) Monthly statements for Corporate Cards must be reconciled and submitted to the Accounts Payable Office for payment as soon as feasible, but no later than one week prior to the statement payment due date.

Procedure:

A. Cardholder Responsibilities

Card users are responsible for ensuring that supervisor approval is secured prior to incurring any expense.

a. Pre-approval is required for all reimbursable expenses, including purchases made with a personal credit card.
b. After obtaining pre-authorization for credit card transactions, the cardholder may proceed with the credit card purchase. Cardholders who do not directly manage the cost center to be charged for the planned expenses are responsible for obtaining approval from the responsible cost center manager.
c. The cardholder is responsible for ensuring that planned expenditures are appropriate for Corporate Card or Card processing, that each transaction is consistent with the College's card usage policy, and for seeking guidance from the Purchasing Department for clarification on the College's purchasing policy if necessary.
d. Credit cards should never be used to circumvent the College's purchasing policy, procedures, and/or approval requirements.
e. Cardholders must retain transaction evidence to support all charges. An acceptable receipt for reimbursements of allowable business expenses on the Card is an original receipt (which may include a receipt emailed by the vendor).
    i. *Card purchases without supporting receipts are ultimately the responsibility of the Cardholder*.

f. Cardholders or designees must reconcile original receipts to the credit card monthly statements and forward the approved statement and receipts to the Accounts Payable Department (AP) for processing.
g. Cardholders should keep a copy of the card on file for their own records (back and front)
h. Reimbursement for return of goods and/or services must be credited directly to the Corporate Card. The Cardholder should receive no cash or other negotiable items for return of goods or card expense refunds.
i. Employees are required to reimburse the College for any refunds on transactions already reimbursed by the College.
j. Lost or stolen Corporate Cards must be canceled immediately by the Cardholder by contacting the Lost/Stolen Cards Unit of the credit card bank along with notifying Accounts Payable and Purchasing.
k. Prior to departure and/or upon termination of employment at the College, the cardholder must reconcile all expenditures on their Card account.
l. The cardholder must surrender the card to their immediate supervisor or the Office of the CFO upon request, or upon separation from the College.
m. Supervisors must return Corporate Cards to the Office of the CFO.
n. Cardholders are responsible for receiving any shipped items related to card purchases, obtaining all documentation (receipts, packing slips, mail order form copies, etc.) related to the purchase, and verifying that the documentation complies with the requirements outlined in this policy.
o. Cardholders are responsible for ensuring that pursuant to the College's non-taxable status, taxes are not levied on purchases where feasible.

B. Supervisor Responsibility

a. Supervisors are responsible for approving credit card expenses incurred by members of their unit.
b. Supervisors are responsible for ensuring that sufficient funds are available in the cost center's budget to cover the expenditure prior to granting approval.
c. A supervisor who is not the manager of the cost center to be charged is responsible for ensuring that sufficient funds are available to cover the planned expense.
    i. The supervisor must consult with the cost center manager if necessary to verify budget availability.
d. Supervisors are responsible for ensuring that that the transactions they approve are appropriate and consistent with business use for the College.

C. Corporate Card Payments and Payment Requests for Reimbursement

a. The cardholder is responsible for completing a payment request form for Cabinet Member's authorization and signature.

b. The cardholder is responsible for submitting card payments and/or request for reimbursement of purchases on personal credit cards within **60 days** of the transaction date.
c. The cardholder is responsible for providing the relevant description and justification for transactions such that the executive-level approver has sufficient information to understand and validate appropriateness of the transactions to be reimbursed or paid.
d. If the card holder is not the cost center manager, the card holder remains responsible for obtaining approval from their supervisor and/or cost center manager before incurring related expenses.
e. Payment request forms should include the following:
    i. The correct budget codes for the department charges.
    ii. Receipts for each charge with the payment request.
    iii. Statement of credit card transactions with description and justification for all charges.
f. Upon sign-off by the executive-level approver, signed payment requests, receipts, and applicable documentation must be forwarded to the Accounts Payable department for payment processing.

D. Card Reviewer

a. The card reviewer is responsible for verifying that all charges against the Cardholder's account are supported by appropriate documentation prior to approving a payment request.
b. The card reviewal process includes:
    i. Reviewing expenses for legitimacy, accuracy, and sufficiency of documentation.
    ii. Promptly reporting a cardholder's departure from approved policies to the Purchasing Departments and/or the Office of the CFO.
    iii. Obtaining the card from a departing employee and returning it to the Office of the CFO.
    iv. Reporting known or suspected card misuse, misappropriations of funds, and/or other infractions to the Department of Human Resources and the Office of the CFO.
    v. Ensuring that any state and/or federal taxes are excluded from transactions were feasible.

E. Card Approver Responsibility

a. Approve card transactions after verification by the Card Reviewer.
b. A Card Approver may oversee more than one Cardholder account.
c. The Card Approver must be able to objectively question any card purchase.
d. Card Approvers also can decline individual charges as appropriate.
e. Provides support, and resources for Cardholders.

F. Finance Staff Responsibilities

a. Distributing a copy of the relevant card statement containing charges to each employee who has incurred charges.
b. Reviewing expenses to ensure compliance with college policies and to confirm transaction coding on a monthly basis.
c. Reconciling master statements to individual cardholder statements for the College.
d. Vouchering Corporate Card activity in the College's accounting system.
e. Ensuring that Corporate Card balances are paid in a timely manner.
f. Sets-up, adds, changes, and deactivates corporate credit card user information and profiles.
g. Assists Corporate credit card users with system access maintenance and credit card transactional issues.

G. Corporate Card Limits

a. Each Corporate Card has a maximum spending limit per payment cycle. Cardholders will not be able to exceed the assigned limit (typically $5,000). Spending limits are determined based on expected need and available budget. A Corporate Cards may also have a transaction limit if deemed necessary by the card administrator.

H. Authorized Card Usage

a. Use of the Corporate Card does not override the College's Purchasing policies and procedures.
b. All purchasing policies apply to card purchases. The card serves only as a mechanism for payment, and it is not justification or a means of bypassing purchasing requirements.
c. Cards are to be used only when it is not practical to complete a business purchase/transaction using a requisition and purchase order.
d. Only the Cardholder whose name is embossed on the Corporate Card is authorized to use the card, and the Cardholder is responsible for ensuring that all charges made with the card comply with the College's Policies and Procedures.
e. If a transaction limit is set for the Card, the total value of any one card transaction may not exceed the single transaction limit. Any transaction limit will be communicated to the cardholder when issued.
f. The Cardholder must purchase from state contract vendors and/or preferred merchants whenever possible to take advantage of negotiated pricing and terms. For example, office supplies and services, computers, and small equipment.

I. Unauthorized Use and/or Inappropriate Card Use

a. The Corporate Card must never be used to purchase items for personal use or for non-business purposes, even if the Cardholder intends to reimburse the College.
b. A Cardholder who makes an unauthorized purchase or uses the Corporate Card in an inappropriate manner may be subject to disciplinary action including card cancellation, termination of employment, and/or referral for criminal prosecution if warranted.
c. The Corporate Card should not be used for purchases with vendors that the College has already established a contract or net terms. Purchases with these vendors must be completed normal purchasing procedures via the Purchasing Department.
d. Examples of Inappropriate Use:
    i. Items that can be purchased via the Purchasing office by requisition.
    ii. Items where reimbursement is dependent on satisfying eligibility criteria at a future date, such as reimbursable tuition that is contingent on obtaining a passing grade.
    iii. Items for non-college purposes.
    iv. Cash advances.
    v. Contracting services.
    vi. Separate transactions that cumulatively exceed the monthly Corporate Card limit, including when such purchases are made using a personal credit card.
    vii. Purchases that exceed the cardholder's transaction limit.
    viii. Any purchase prohibited by College policy.
e. Minor Violations of the policy includes, but is not limited to,
    i. inadvertently using the wrong card; making a purchase that is unallowable. Minor Violations may be re-classified as Major Violations if a supervisor, Approver, President or Chief Financial Officer deems it appropriate.
    ii. Minor violations will be addressed as follows:
        a. First Offense - The Approver is to address the violation with the Cardholder and provide additional guidance as needed. Actions taken should be documented in writing with a copy sent to the Program Administrator.
        b. Second Offense – The Approver is to notify the Program Administrator and Card may be suspended for ninety (90) days.
f. Major Violations of the policy includes, but is not limited to,
    i. Violations that indicate a willful intent to disregard the Cardholder responsibilities outlined in this Corporate Card Policy.
    ii. The circumstances of the violations will determine the appropriate action taken, which may include termination of employment and notice of the misuse to the County Prosecutor's Office to determine whether criminal penalties are necessary.

iii. When a major violation by a Cardholder is suspected, the department supervisor or Approver is to immediately notify the President and/or the Chief Financial Officer.

iv. Upon notification, the Corporate Card will be immediately suspended pending further review by the President, the Chief Financial Officer, or designee. Any charges falling outside of legitimate business expenses must be reimbursed to the College by the Cardholder and may result in loss of Card privileges and/or disciplinary actions up to and including the termination of employment.

g. Suspension or Revocation of Corporate Credit Card

i. The President and/or the Chief financial Officer may terminate the privilege to use a Card at any time for any reason.

ii. The Cardholder must immediately return the Card to Bergen Community College upon request or upon termination of employment.

iii. Improper use of the Card may result in disciplinary actions, up to and including, termination of employment.

h. A Card account may be suspended or revoked due to, but not limited to, the reasons listed below:

i. Cardholder fails to reconcile account statement by the 15th of the month after statement closing date or fails to provide additional information when requested by the 20th of the month after statement closing date.

1. First Offense – Suspension until reconciliation is completed.
2. Second Offense – Suspension for ninety (90) days
3. Third Offense – Permanent revocation of credit card usage

ii. Failure by the Approver to complete the approval process by the 20th of the month after the statement closing date when the Cardholder has completed reconciliation of the account statement by the designated deadline.

1. Card for which Approver failed to complete approval process will be suspended until approval is completed.

iii. Purchasing items with the Card for personal use without reimbursing the College.

1. Permanent revocation.

iv. Failure to return the Card upon request by the Approver, President or Chief Financial Officer.

1. Permanent revocation.

J. Merchandise Returns and Exchanges

a. The Cardholder is responsible for contacting the merchant when merchandise purchased with the Corporate Card is not acceptable (incorrect, damaged, defective, etc.) and arranging a return for credit or an exchange.

b. If merchandise is returned for credit, the Cardholder is responsible for obtaining a credit receipt from the merchant and retaining that receipt with the support

documentation for that purchase. Receiving cash or checks to resolve a credit is prohibited.

c. If merchandise is to be exchanged, the Cardholder is responsible for returning the merchandise to the merchant and obtaining a replacement as soon as possible. Documentation showing the proper resolution of the exchange is to be retained with the support documentation for that purchase.
d. All refunds for Corporate Card accounts must be credited to the card account. Cash, gift card, or other negotiable reimbursement methods are not allowed.

K. Record Retention

a. The Cardholder is responsible for obtaining purchase documentation from the merchant (sales receipt, packing slip, etc.) to support all purchases made with the Corporate Card and verifying that the documentation complies with College requirements.
b. The Cardholder must retain and make documentation available upon request for purchases made via the Corporate Card or the employee's personal card for expenses that are reimbursed by the College.
c. Document retention should conform to College policies and procedures.

L. Corporate Card Charge Dispute Resolution

a. In the case of a disputed charge, the Cardholder must attempt to resolve the dispute directly with the merchant.
b. If the dispute cannot be resolved, the Cardholder must notify the Purchasing Department as soon as possible.

M. Corporate Card Audit

a. The College's auditors or Finance Office designee may examine credit card accounts and usage as part of the auditing process.
b. The card program administrator and/or the Purchasing Department may conduct random audits of card transactions.
c. Cardholders will be required to provide copies of the requested statements and related supporting documentation.
d. Failure to provide the requested audit documentation may result in loss of card privileges.

N. Corporate Card Security

a. It is the Cardholder's responsibility to always safeguard the Corporate Card and related account information.
b. Cardholders must always keep their cards in a secure location.
c. Cardholders must not allow other parties to use their Corporate Cards and/or card account numbers.

d. Cardholders must not post their Corporate Card account numbers where others can easily obtain them.

O. Lost, Stolen or Damaged Corporate Card

a. If a Corporate Card is lost, stolen or damaged, the Cardholder must notify the bank immediately.
b. Cardholders must notify the Purchasing Department if their cards are lost, stolen or damaged within 24 hours after reporting the incident to the Bank.
c. Lost or stolen cards will be immediately deactivated by the Card Administrator.
d. After the above notification procedures have been completed, a new Corporate Card may be issued to the Cardholder.
e. A Corporate Card that is found after it has been reported lost or stolen must be destroyed by shredding or cutting into unusable pieces.

P. Corporate Card Cancellation

a. The Program Administrator must be notified immediately when a Corporate Card is to be canceled.
b. The physical card must be forwarded to the Office of the CFO or the Purchasing Department.

Q. Receipt Requirements

a. Cardholder has the responsibility to obtain itemized transaction receipts for all expenses. Receipts requirements are:
    i. Receipt must be itemized showing goods/services paid for (credit card sales draft showing only the transaction amount is not sufficient).
    ii. Receipt must be dated on the same day as transaction date.
    iii. Receipt must include merchant name and contact information. Note: Departments may set receipt requirements more stringent than outlined in this policy.
    iv. It is highly recommended that the Cardholder submits all receipts, including those that are less than $50. Approvers have the right to inquire and review receipts for expenses under $50 in situations they deem appropriate and in cases where the funding source requires such receipts.
    v. The original receipts must be retained for 90 days after the end of the month in which the transaction took place. The receipt image must be stored for 24 months. Departments are responsible for storing receipts, electronically or hardcopies, when receipts are required to be documented for longer than 24 months.
b. Receipt Requirements for Sponsored Research

Receipts for all expenses, regardless of transaction amount, paid through sponsored research grants, Federal or private, must be retained for 7 years.

c. Missing Documentation
   If an original receipt is missing for Card transactions of $50 or greater, the Cardholder should request a duplicate receipt from the vendor. In the absence of a duplicate receipt, one of the following alternative documentation methods is acceptable:
   i. Vendor confirmation via email or fax for the item(s) purchased, OR
   ii. Packing slip delivered with the item(s)
   iii. A Missing Receipt Form (see Attachment C) must be completed and submitted with the monthly credit card statement submitted to the Accounts Payable Office for payment processing.

d. Alternative documentation must provide sufficient details to:
   i. Enable proper classification of expenses.
   ii. Identify unallowable, allocable and reasonable costs for sponsored projects.

e. Authorization for missing receipts is an exception requiring appropriate approval and a Missing Receipt Form must be completed for each transaction without a receipt or equivalent.
   i. The Missing Receipt Form for expenses less than $1,000 must be reviewed and approved by Department Managers.
   ii. Missing Receipt Form for expenses $1,000 or greater must be reviewed and approved by the Cardholder, the responsible Cabinet Member, and/or the Chief Financial Officer.
   iii. The completed Missing Receipt Form must be saved with the corresponding transaction.
   iv. Cardholders who frequently fail to submit required receipts may lose their card privileges.

f. Approvers are responsible for ensuring that these guidelines are followed consistently. For specific exceptions or if additional guidance, please contact the Financial Office.

Attachment A (Sample)

CORPORATE CREDIT CARD APPLICATION

Instructions: Please complete the required fields and submit the signed form to your Executive Team Member for submission to the Finance Office. For assistance completing this form, please contact the Finance Office.

Accountholder Information

Account Holder Name: _____
(Name on card, 21-character limit.) First Name Middle Name/Initial (optional) Last Name

[ID]: ☐☐☐☐☐☐☐☐☐ **CARD NAME:** _____

Department Number: ☐☐☐☐☐☐

Email Address: _____ **Business Phone:** _____

Campus Mailing Address: _____
Street Address City State Zip Code

Monthly Credit Limit:
(Select the amounts from the dropdown options.)

Additional Comments/Information (Optional)

I agree to use this card for approved purchases only. I further understand that I may be personally liable for any funds misused with this card. In signing below, I attest that I am a permanent employee and at least 21 years of age or older as of the date indicated.

_____ _____
Accountholder Signature Date

Executive-Level Approval

Approver Name: _____
First Name Last Name

Approver Email Address: _____

Department Name: _____ **Department Number:** ☐☐☐☐☐☐

_____ _____
Chief Financial Officer/Department Head Signature Date

Attachment B (Sample)

Cardholder Agreement Form

As a cardholder, I hereby agree to comply with the terms and conditions of the Bergen Community College (the "College") Corporate Credit Card Policy as it currently exists and as it may be subsequently revised from time to time (the "Policy"). I acknowledge receipt of the Policy and confirm that I have read and understand its terms and conditions.

As the holder of a Corporate Credit Card, I agree to accept responsibility for the protection and proper use of the card and to keep and submit proper documentation for all purchases as outlined in the Policy. I understand that the College will audit the use of the Corporate Credit Card, or any transactions submitted for reimbursement. I understand that the Corporate Credit Card is to be used for business purposes only.

I further understand that improper use of the Corporate Credit Card may result in disciplinary action, up to and including termination of employment. Should I fail to use the Corporate Credit Card in accordance with the Policy, I understand that I will be personally responsible for any improper charges on the Corporate Credit Card. I agree that Bergen Community College may take any steps necessary to collect amounts owed by me even if I am no longer employed by the College, including payroll deductions. If the College initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees incurred by the College in such proceedings.

I understand that the College may terminate my right to use the Corporate Credit Card at any time for any reason. I agree to return the Corporate Credit Card to the College immediately upon request or upon termination of employment. I understand and agree that this Agreement supersedes and replaces any prior agreements between me and the College regarding the use a Corporate Credit Card.

Cardholder's Name (Print Name)	Cardholder's Signature	Date
Supervisor's Name (Print Name)	Supervisor's Signature	Date

Attachment C (Sample)

Bergen Community College

MISSING RECEIPT FORM

For Internal Use Only

Upload and Link with Monthly Account Statement

This form is used as documentation only if the actual receipt, invoice, or packing slip is unavailable and you have explored all options to obtain a duplicate receipt from the vendor. This form must be **filled out COMPLETELY and signed by the Cardholder and appropriate Approver*.**

Cardholder Information

Name:		Default GL Code:	
Phone:		Department:	

Why is the original receipt, invoice, packing slip, or other appropriate substitute missing?

What efforts were made to obtain duplicate documentation?

Vendor Information

Vendor Name:				
Vendor Address				
Date of Purchase				
Item Description		Quantity	Unit Price	Amount
			Total:	

Cardholder Signature: _____ Date: _____

Approver Signature: _____ Date: _____

Approver Name (Print): _____

*Appropriate Approver: For transaction total under $1,000, manager or supervisor. For transaction total over $1,000, Cabinet-Level Executive.

Attachment D (Sample)

Bergen Community College

PRE-AUTHORIZATION FORM

For Internal Use Only

Upload and Link with Monthly Account Statement

This form is used to obtain pre-authorization from a supervisor or cabinet-level executive prior to a Credit Card purchase (see the Credit Card Policy). This form must be **filled out COMPLETELY and signed by the Cardholder and appropriate Approver*.**

Cardholder Information

Name:		Default GL Code:	
Phone:		Department:	

Why is it necessary to complete this purchase/payment using a credit card?

Vendor Information

Vendor Name:	
Vendor Address	
Date of Purchase	

Item Description	Quantity	Unit Price	Amount
		Total:	

Cardholder Signature: _____ Date: _____

Approver Signature: _____ Date: _____

Approver Name (Print): _____

*Appropriate Approver: For transaction total under $1,000, manager or supervisor. For transaction total over $1,000, Cabinet-Level Executive.

Note:
The preceding pages represent samples of the cardholder application, the cardholder agreement, and the missing receipt forms. Distribution of the cardholder agreement and related documents for submission and signature may be done electronically. Contact the Finance Office or Purchasing Department for copies of the latest forms.

Related Documents/Policies:

- Purchasing Policy
- Travel Policy

Policy History: (adopted/amended)

Adopted:
Amended:

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BOARD OF TRUSTEES ACTION P1A
Approval Date: September 6, 2023

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 individuals to part-time Head Coach and Assistant Coach positions at the stipends indicated:

Name	Head Coach Position	Season	Stipend	Effective Dates
Pablo Carrasco	Men's Basketball	Winter	$9,000.00	07/01/23 – 06/30/24
Steve Chartoff	Esports Coach	Fall and Spring	$7,000.00	07/01/23 – 06/30/24
Christopher DiSanto	Wrestling	Winter	$8,500.00	07/01/23 – 06/30/24
Janet Elder	Women's Volleyball	Fall	$7,000.00	07/01/23 – 06/30/24
Steven Mimms	Baseball	Spring	$8,000.00	07/01/23 – 06/30/24
Jonathan Monterosso	Women's Soccer	Fall	$8,000.00	07/01/23 – 06/30/24
Jonathan Sanchez	Men's Soccer	Fall	$8,000.00	07/01/23 – 06/30/24
Anthony Vaughan	Cross Country (M&W)	Fall	$7,000.00	07/01/23 – 06/30/24
Anthony Vaughan	Track and Field (M&W)	Spring	$7,000.00	07/01/23 – 06/30/24

Name	Assistant Coach Position	Season	Stipend	Effective Dates
Cadeem Campbell	Men's Basketball	Winter	$5,000.00	07/01/23 – 06/30/24
Phil Germakian	Cross Country	Fall	$3,500.00	07/01/23 – 06/30/24
Phil Germakian	Track and Field	Spring	$3,500.00	07/01/23 – 06/30/24
Anthony Ratti	Baseball	Spring	$4,500.00	07/01/23 – 06/30/24

Marcelo Tripaldi	Women's Soccer	Fall	$4,000.00	07/01/23 – 06/30/24
Lesley Megan Vanderbeck	Women's Volleyball	Fall	$3,500.00	07/01/23 – 06/30/24
Sebastian Rojas	Men's Soccer	Fall	$4,000.00	07/01/23 – 06/30/24

The hiring of the coaches is contingent on Bergen Community College approving a fall, winter or spring athletic season.

Justification
The above-mentioned stipends are seasonal.
Charge To: College Operating Funds
Account Number: 60-09-910000-601161

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BOARD OF TRUSTEES ACTION P1B
Approval Date: September 6, 2023

Resolution
Appointment: Faculty

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 to the vacant positions and annual salaries indicated.

Name	Position/Division	Salary	Effective Date
Tiffany Cuello	Instructor/OB/PEDS Nursing /Health Professions / Academic Affairs	$64,082.00 (pro-rated)	09/01/2023 (retroactive)
Sharon Mancini	Assistant Professor/Mental Health Nursing /Health Professions / Academic Affairs	$70,137.00 (pro-rated)	09/01/2023 (retroactive)

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

Charge to: College Funds
Account Number: 10-03-352000-601120

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BOARD OF TRUSTEES ACTION P1C
Approval Date: September 6, 2023

Resolution
Appointment: Faculty

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 individual to the vacant position and annual salary indicated.

Name	Position/Division	Salary	Effective Date
Elizabeth Terhune	Associate Instructor/Mental Health/ Medical Office Assistant / Health Professions / Academic Affairs	$65,256.00 (pro-rated)	09/01/2023 (retroactive)

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

Charge to: College Funds
Account Number: 10-03-354008-601120

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BOARD OF TRUSTEES ACTION P1D
Approval Date: September 6, 2023

Resolution
Appointment: Support

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 Development

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

Name	Position/Division	Salary	Effective Date
Christopher Honeycutt	Officer / Public Safety	$36,000 (prorated)	09/18/2023
Fernando Sanchez, Jr.	Officer / Public Safety	$36,000 (prorated)	09/07/2023

Justification
To fill budgeted vacant positions 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 P1E
Approval Date: September 6, 2023

Resolution
Appointment: Testing Coordinators

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President of Academic Affairs
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To appoint the individuals listed below to the position of Testing Coordinators at the stipends shown for the period September 1, 2023 - June 30, 2024

Name	Department/Discipline	Annual Stipend
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 P1F
Approval Date: September 6, 2023

Resolution
Appointment: Lecturers, Fall 2023 Semester

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President of 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 2023 semester at the salary indicated.

Name	Discipline/Division	Salary
Zameer Baksh	Business / Business, Arts and Social Sciences	$22,558.06
Sam Kadko	Hotel and Restaurant Management / Business, Arts and Social Sciences	$21,484.26
Kevin Hartnett	Criminal Justice / Business, Arts and Social Sciences	$22,558.06
Derek Levine	Social Sciences / Business, Arts and Social Sciences	$22,558.06

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

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BOARD OF TRUSTEES ACTION P2A
Approval Date: September 6, 2023

Resolution
Approve: Confidential - Title change and salary adjustment

Submitted By
Dr. Eric M. Friedman, President
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Effectiveness

Action Requested
To approve the following title change, job description and salary increase:

Name	Position/Division	Salary	Effective Date:
Cinzia D'Iorio	Vice President of Continuing Education and Workforce Development / Continuing Education and Workforce Development	$140,000 (prorated)	09/01/2023 (retroactive)

Justification
To approve the following title change: from Executive Director of Continuing Education and Workforce Development to Vice President of Continuing Education and Workforce Development. The title change better reflects the responsibilities of the position. This position is at-will.

Charge to: College Funds
Account Number: 10-04-450000-601110

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Vice President of Continuing Education and Workforce Development

DEPARTMENT: Continuing Education, Corporate and Public Sector Training

FUNCTION: Provides vision and leadership for all Continuing Education programs; formulates, recommends, and implements Continuing Education policies and procedures; leads the College's efforts in identifying and developing entrepreneurial opportunities as a member of the Executive Team and serves as the President's designee for workforce and economic development activities. This position is responsible for all aspects of program success, stakeholder engagement, accountability reporting and quality assurance. The Vice President has direct and measurable impact on the achievement of identified priority outputs and outcomes of the College mission, vision and values and institutional and divisional goals.

REPORTS TO: President

SUPERVISES: Dean of Continuing Education, Associate Dean of Health Professions, Director of Bergen for Business and others as assigned.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Leads, plans and directs all continuing education, corporate and workforce development programs, including feasibility studies to assess program need and market demand.
2. Conducts workforce education research and analysis, including market research, data collection and pedagogical advances.
3. In collaboration with the Executive Team, establishes, manages and assesses the goals and outcomes for the division.
4. Formulates, recommends, implements and evaluates policies, procedures, programs, processes and systems for continuing education, which includes setting goals and objectives for non-credit academic, community and workforce programs.
5. Develops, maintains, and enhances non-credit programs; promotes a culture of student learning and development and cultivates creative approaches to teaching and learning.
6. Collaborates with the academic divisions to identify and develop programs with seamless transition into stackable credentials, certificates and associate degree programs.
7. Designs, executes and maintains a strategically designed multi-year non-credit course workforce training and life-long learning catalogue in line with institutional and regional priorities.

8. Provides leadership and direction to staff, including deans, managers and support staff, including the development of programs to meet local and statewide needs.
9. Develops partnerships with external organizations, companies, corporations, workforce development boards and chambers of commerce to ensure that the college is developing programs to meet labor needs.
10. Evaluates training materials, modes of training delivery to optimize training effectiveness, costs and impact.
11. Develops and administers the Continuing Education budget, including forecasting, planning, and monitoring of expenditures; assures that each unit adheres to budgetary guidelines.
12. Provides direction for the division's use of information technology.
13. Pursues funding opportunities, including grants and private foundations, to expand the College's workforce development base.
14. Serves as a member of the President's Executive Council, the Management Team and other administrative committees as assigned.
15. Initiates cooperative relationships with appropriate community constituencies.
16. Participates in robust assessment of continuous improvement initiatives that integrate institutional, statewide, and accreditation perspectives.
17. Participates in local, state, and national professional organizations related to higher education, the community college, and academic services.
18. Develops a set of core outcomes for division and measures and tracks annual performance against objectives and oversees all assessments and program reviews reports.
19. Leads the Ciarco campus in Hackensack as the Executive in charge.
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 executive 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 President or other designated management.

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.

MINIMUM QUALIFICATIONS:

Education: Master's Degree required

Experience: Minimum of 10 years of progressive administrative experience in higher education workforce administration, preferably in a community college setting. Experience with labor market analysis and industry growth projections at the local, regional, state and national levels. Experience representing an institution to business and industry, governmental and community representatives. Experience in collective bargaining environment preferred.

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open-door policy. Technologically proficient in common office desktop software such as Microsoft Office Suite, and familiarity with cloud-based collaborative software and platforms.

Other:
Evidence of: (1) commitment to students and their development, both individually and collectively; (2) team approach to problem solving; (3) ability to manage multiple departments; (4) understanding of the uses of information technology to deliver, monitor, and evaluate programs and services for students; (5) knowledge of disciplinary and judicial processes; (6) strong knowledge of academic affairs and student affairs; and (7) commitment to diversity and multiculturalism.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, pregnancy, gender identity or expression, disability, genetic information, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military services, veteran status and any other category protected by law.

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 P2B
Approval Date: September 6, 2023

Resolution
Approve: Confidential - Title Change and 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 job description for the vacant position: Associate Director of Financial Aid and Compliance.

Justification
To approve the title change for the following vacant position: from Managing Director of Financial Aid to Associate Director of Financial Aid and Compliance. The job description better reflects the responsibilities of the position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Associate Director of Financial Aid and Compliance

DEPARTMENT: Financial Aid/Student Affairs

FUNCTION: The Associate Director of Financial Aid and Compliance is responsible for overseeing and ensuring compliance with regulatory and administrative requirements for Title IV federal student aid programs. They monitor and identify changes in regulations, propose solutions, and develop plans for implementing changes effectively. The role involves maintaining current knowledge of financial aid regulations, conducting reviews of financial aid processes to identify gaps and recommend improvements, and ensuring proper configuration of the student information system for capturing and reporting financial aid data. The Associate Director also manages data integration across various technology platforms, oversees the packaging and disbursement of student aid, and conducts audits to ensure data integrity. They collaborate with department administration to maintain compliance, assist with office operations, and provide training to staff on policy regulations. Additionally, the Associate Director participates in counseling students and parents, collaborates on promotional materials, establishes communication with stakeholders, and acts as a performance manager for direct reports. This position requires a strong understanding of financial aid regulations and systems, exceptional attention to detail, analytical and technological skills, and the ability to collaborate effectively with various stakeholders.

REPORTS TO: Assistant Vice President of Financial Aid and Compliance

SUPERVISES: Financial Aid Specialists, Generalists, and Assistants.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Monitors regulatory and administrative requirements for Title IV federal student aid programs; identifies regulatory changes and systematic problems and briefs department administration of recently adopted regulations with respect to Title IV and state aid programs; proposes solutions to changes in regulations and systematic issues and develops plans, recommendations, and timetables for effectively implementing changes appropriately both for compliance and administrative effectiveness; alerts staff of proposed changes.
2. Maintains current knowledge in all aspects of financial aid including changes to federal and state regulations, participating in annual training, professional organizations, and conferences to keep abreast of new information and program changes to be implemented.
3. Reviews financial aid processes to determine functionality gaps and works with IT and department staff to identify appropriate changes in the processes and/or of new and/or improved functionality to enhance financial aid processing. Ensures that all functionality of the system is optimized in support of efficient and robust operations.

4. Works with other departments to ensure that the student information system, Colleague, is properly configured to capture and report financial aid data.
5. Ensures that the multitude of external and auxiliary systems used by financial aid in the administration of aid are set-up and used effectively in daily operations (COD, CPS, SAIG, NSLDS, as well as ELM online services).
6. Manages and supports the routine import of data into the technology platforms and ensures that information flows between systems in a logical, efficient, and accurate way; leverages the expertise of IT partners to optimize the integration of all technology/data platforms.
7. Ensures the timely and accurate packaging and disbursement of student aid; the effective flow of information and documentation throughout the process; the full implementation of all institutional aid programs.
8. Works with department administration to ensure the Ellucian Colleague system is configured in a manner that is compliant with federal, state and institutional regulations. Conducts audits of data and systems to ensure the integrity of information. Serves as the central contact in trouble-shooting technology and operational issues that hinder the flow of applicants through the financial aid process.
9. Assesses and revises office procedures, document tracking procedures, and outgoing communications. Assists department administration with maintaining and updating the department policy manual.
10. Assists department administration with managing daily office operations including scheduling, evaluation, and other administrative tasks as assigned and assists with evaluating and updating policies and procedures as well as automating various functions of the office. Provides in-service training for staff in reference to the various federal and state policy regulations.
11. Ensures the department maintains compliance with all applicable federal, state and institutional rules and regulations and provides training to direct reports and department staff on updates and issues with respect to state and federal financial aid programs.
12. Performs federal need analysis, verification, and determines student award eligibility for Title IV, state, and/or institutional aid programs, in compliance with relevant regulations and policies.
13. Administers and interprets applicable federal and/or state laws and regulations. Monitors awards and students' academic progress to confirm eligibility criteria are met.
14. Resolves reporting discrepancies, analyzes data sets, and provides analytical/operational reports to improve processing efficiencies.
15. Establishes monitoring and reviewing controls to ensure adherence by staff to the code of federal regulations with respect to Title IV federal student aid and state regulations.
16. Performs random quality assurance testing on processed financial aid files.
17. Gathers and analyzes data and produces reports as needed for FISAP and other mandatory state reports.
18. Participates in the data gathering and coordination for a successful annual financial audit. May serve as the lead representative for the FAQs during reviews, and assists in post-audit responses.
19. Develops a set of core outcomes for the department and measures and tracks annual performance against objectives.
20. Counsels students and parents regarding college financial aid opportunities; participates in workshops, open houses, both on and off campus, promoting financial aid materials and

information. Educates students on the information required for completing financial aid applications and assists them with accurate data input as required by Federal and State financial aid websites.

21. Supports development of content for the Financial Aid website and ensures content is accurate and current. Collaborates with Public Relations to design, write, and oversee the production of printed promotional materials including catalogs, brochures, flyers, and program and media guides.
22. Establishes and maintains communication and cooperative working relationships with college administrators, faculty, staff, students and student organizations, government and private agencies and/or the public in order to accomplish the objectives of the sections supervised.
23. 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.
24. 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.
25. Represents the office, as appropriate, on college committees and professional meetings.
26. 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. Possesses broad knowledge of financial aid methodology, financial aid software, and federal regulations governing student Financial Aid programs. Has basic to intermediate proficiency in the use of Microsoft Office suite. Exhibits strong skills in:

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

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

Experience: Eight years of financial aid experience; Significant technical and functional experience with student information systems and financial aid technology; Colleague experience preferred; 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

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

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BOARD OF TRUSTEES ACTION P3
Approval Date: September 6, 2023

Resolution
Approve stipends for Nursing Clinical Faculty for Fall 2023 semester

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock L. Fisher, Vice President, Academic Affairs
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve payment of stipends for the following individuals in the Nursing Clinical Faculty in the amounts indicated for the Fall 2023 semester.

Fall 2023

Name	Semester stipend amount
Full time	
Marites Alconis	$2,400.00
Diana Constantino	$2,400.00
Joana Constantino	$2,400.00
Claire Cyriax	$2,400.00
Joanne Diamantidis*	$3,600.00
Sharon Mancini	$1,200.00
Carrie Polnyj	$2,400.00
Toni Tortorella-Genova	$2,400.00
Adjuncts	
Edward Acquah	$2,400.00
Christine Bancroft**	$1,200.00
Jessica Brown**	$1,200.00
Cyndi Chiulli	$2,400.00
Nicole Cofini	$1,200.00
Tiffany Cuello Siegel	$2,400.00
Cora Dumalagan	$1,200.00
Amanda George	$2,400.00
Natalie Hanikeh	$2,400.00
Elizabeth Plange-Kaye**	$1,200.00
Maureen Imbrogno	$2,400.00
Laleh Jasmidi**	$1,200.00
Rommell Jimenez	$2,400.00
James Keogh	$2,400.00
Saideh Labibi	$2,400.00

Theresa LaFlam**	$1,200.00
Michael Lang	$2,400.00
Lillith Okossi	$2,400.00
Easter Grace Mana-ay-Rio	$2,400.00
Miriam Masias**	$1,200.00
Sherry-Ann Munroe**	$1,200.00
Issac Oppong	$2,400.00
Joanne Payongayong**	$1,200.00
Ashley Pianko**	$2,400.00
Esteban Ramirez-Orta	$1,200.00
Josephine Rodriguez	$2,400.00
Kristi Rioux **	$1,200.00
Kristi Schmidt	$2,400.00
Cheryl Sfikas	$2,400.00
T. Dolma Siphur	$2,400.00
Robelisa Sistoso	$2,400.00
Patricia Strickland	$2,400.00
Tenzin Lama-Tamang	$2,400.00
Krysbelle Alconis-Vo	$2,400.00

* for additional ½ semester clinical
** for ½ semester clinical only
***for additional full semester clinical

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BOARD OF TRUSTEES ACTION P4A
Approval Date: September 6, 2023

Resolution
Approve: Change of funding source

Submitted By
Dr. Eric M. Friedman, President
Ms. Cinzia D'Iorio, Executive Director of Continuing Education and Workforce Development
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the change in funding source for the following individuals:

Name	Position/Division	Effective Date
Mounira Gad	Program Supervisor, DOL Grant / Continuing Education and Workforce Development	07/01/2023 (retroactive)
Elizabeth Gieske DeFeo	CLC Project Director / Continuing Education and Workforce Development	07/01/2023 (retroactive)

Justification
These positions are being moved to a different funding source. Salary remains the same.

Charge to: Grant funded
Account Number: 50-03-599400-601110

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BOARD OF TRUSTEES ACTION P4B
Approval Date: September 6, 2023

Resolution
Approve: Change of funding source and move to Professional staff

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President of Academic Affairs
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the following change in funding:

Name	Position/Division	Effective Date
Kelli Hayes	Academic Coaching Supervisor / Tutoring Center / Academic Affairs	10/01/2023

Justification
The position is being moved from grant operating funds to college operating funds and into a vacant Professional staff position. Salary remains the same.

Charge to: College Operating Funds
Account Number: 10-03-386000-601125

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BOARD OF TRUSTEES ACTION P5
Approval Date: September 6, 2023

Resolution
Approve: Return from Leave of Absence

Submitted By
Dr. Eric M. Friedman, President
Dr. Brock Fisher, Vice President of Academic Affairs
Dr. Anthony Trump, Vice President of Student Affairs
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

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

Name	Position/Division/Bargaining Unit	Salary	Effective Date
Kriselle Dabal	Supplemental Instruction Coordinator / Academic Affairs Professional staff	$52,786.56 (prorated)	07/17/2023 (retroactive)
Charlmaine McKinney	Financial Aid Specialist / Student Affairs Professional staff	$71,475.60 (prorated)	07/31/2023 (retroactive)
Azize Cornejo	Senior Secretary / Facilities Support staff	$65,367.84 (prorated)	07/17/2023 (retroactive)

Justification
Return from Medical Leave

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BOARD OF TRUSTEES ACTION P6
Approval Date: September 6, 2023

Resolution
Retirement: Support

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 Development

Action Requested
To accept the retirement of the following individual:

Name	Position/Department/Division	Hire Date	Effective Date
Franchot Campbell	Officer / Public Safety	06/14/2010	09/01/2023 (retroactive)

Justification
Retirement

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BOARD OF TRUSTEES ACTION P7A
Approval Date: September 6, 2023

Resolution
Resignation: 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 accept the resignation of the following individual:

Name	Position/Department/Division	Hire Date	Effective Date
Lonzell Bowles	Coordinator of Athletics, Intramurals and Wellness / Student Affairs	09/16/2022	08/11/2023 (retroactive)

Justification
Resignation

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BOARD OF TRUSTEES ACTION P7B
Approval Date: September 6, 2023

Resolution
Resignation: Support

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 accept the resignation of the following individual:

Name	Position/Department/Division	Hire Date	Effective Date
Rashid Darrisaw	Custodian / Facilities	01/17/2017	08/25/2023 (retroactive)

Justification
Resignation

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BOARD OF TRUSTEES ACTION P8
Approval Date: September 6, 2023

Resolution
Termination - Support

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 termination of the following individual:

Name	Position/Department/Division	Hire Date	Effective Date
Carlo Capone	Custodian / Facilities	01/28/2020	07/17/2023 (retroactive)

Justification
Job Abandonment

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BOARD OF TRUSTEES ACTION P9
Approval Date: September 6, 2023

Resolution
Approve: Benefit Summaries for Executive and Confidential Staff Members.

Submitted By
Dr. Eric M. Friedman, President
Ms. Meredith Gatzke, Vice President of Human Resources and Organizational Development

Action Requested
To approve the attached Benefit Summaries effective September 7, 2023.

Justification
The Benefit Summaries set forth the terms and conditions of employment at-will employees who are employed by the College but are not members of a collective bargaining unit and/or are not covered by an individual employment contract approved by the Board of Trustees.

Bergen COMMUNITY COLLEGE

BENEFITS SUMMARY EMPLOYEES LISTED

Vice Presidents, Executive Directors, Sr. Directors, Managing Directors, Directors, Senior Deans, Deans

The following document sets forth the terms and conditions of employment for at-will employees who are employed by the College, but are not members of a bargaining unit with which the College has a collective bargaining agreement and/or are not covered by an individual employment contract approved by the Board of Trustees. The term "Executive" shall be used throughout this document as a reference to the individual employee and the applicable benefits.

I. Time Off

A. Vacation Days

Executive is entitled to twenty-three (23) vacation days per year between July 1st and June 30th, which shall be prorated during the first year of employment. Vacation days shall accrue at the rate of two (2) days per month until July 1st. On July 1st, the Executive shall accrue twenty-three (23) days all at once. If employment begins before the 15th of the month, vacation time shall accrue for that month. If employment begins after the 15th of the month, vacation time will begin to accrue the following month. Vacation time must be pre-approved by the respective supervisor. Vacation days earned must be used within fifteen (15) months of the fiscal year (i.e., vacation time awarded July 1, 2021, must be used by September 30, 2023) and any days not used will be forfeited. An Executive who resigns from their position will be paid for unused, earned vacation days according to the proportion of full months worked in the total fiscal year upon proper notification of resignation, provided the employee has worked a minimum of six (6) months. If the last day worked is before the 15th of the month, vacation days for that month will not be earned. Failure to give the required twenty (20) business days resignation notice in writing shall cause the Executive to have deducted from their accrued vacation time one (1) day of earned pay for each day the notice of resignation is late. The Executive's salary shall be divided by two-hundred and sixty (260) days to calculate the daily amount to be paid at the time of resignation for accrued vacation.

B. Sick Days

Executive is entitled to sixteen (16) sick days per year between July 1st and June 30th, which shall be prorated during the first year of employment. If employment begins before the 15th of the month, sick time shall accrue for that month. If employment begins after the 15th of the month, sick time will begin to accrue the following month. Sick time will accrue at the rate of one (1) per month until July 1st, at which point the Executive shall accrue sixteen (16) days all at once. Sick days will carry over from year-to-year.

Upon retirement or termination, except for cause, after an employee's fifty-fifth birthday and five (5) years of employment or after fifteen years of active employment, the Executive shall be paid for one-half of their unused, accumulated sick days at a daily rate based upon 1/260 of the Executive's base salary at the time of termination or retirement, up to a maximum payment of $15,000 in accordance with applicable regulations for all Executives hired after May 21, 2010. For Executives hired prior to May 21, 2010, maximum payout amount is $17,500. The maximum payout for Executives hired on or after May 21, 2010 shall be in accordance with applicable New Jersey law. (N.J.S.A. 18A:30-3.6).

C. Partial Sick Days

Executive is entitled to five (5) partial sick days per year. During the first year of employment, the Executive is entitled to all five (5) days if hired prior to January 1st. If hired between January 1st and March 31st, the Executive is entitled to two (2) partial sick days. If hired after April 1st, the Executive is not entitled to any partial sick days until July 1st. Partial sick days shall be used within the fiscal year (July 1st through June 30th) and any days not used will be forfeited.

D. Personal Days

Executive is entitled to five (5) personal days per fiscal year (July 1st through June 30th). During the first year of employment, the Executive is entitled to all four (5) days if hired before January 1st. If hired between January 1st and March 31st, the Executive is entitled to two (2) personal days. If hired after April 1st, the Executive is not entitled to any personal days until July 1st. Any personal days shall be used within the fiscal year (July 1st through June 30th) and any days not used will be forfeited.

E. Designated Holidays

The following are designated holidays for which the College is closed, which is subject to change according to the schedule set forth and approved by the Board of Trustees; of the holiday falls on a weekend the holiday will be observed in accordance with state observance schedule; if the holiday falls on a Friday during "summer hours" the holiday will be observed in accordance with the College holiday schedule:

New Year's Day
Martin Luther King Jr. Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Days between Christmas Day and New Year's Eve

F. Floating Holidays

The Executive is entitled to two (2) floating holidays per year. In the first year of employment, the Executive is entitled to one (1) floating holiday if their start date is after January 1st. Floating holidays should be used by the end of each fiscal year (June 30th) and any days not used will be forfeited.

G. Bereavement

The Executive is entitled to four (4) working days for a death in the immediate family. Immediate family is defined as father, mother, sister, brother, child, spouse, significant other, grandchild, grandmother, grandfather, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law. An employee shall be entitled to two (2) working days for the death of other family members. Other family members are defined as aunts, uncles, first cousins, and nieces/nephews of the employee and spouse, plus grandparents of the spouse.

H. Medical Leave

The Executive may be granted a leave of absence without pay for a period of up to one (1) year for medical reasons. Said leave may be extended for a period of up to six (6) months at a time with the approval of the Board of Trustees, but no more than two (2) additional six-month extensions will be granted in total.

The Executive may not be gainfully employed during this period of unpaid leave, the College will continue to pay their portion of all health benefits within the limits prescribed by law in compliance with the rules of the State of New Jersey, Division of Pensions and Benefits. The Executive shall continue to pay their portion of all health benefits during their unpaid leave. Prior to the Executive's return, a certificate confirming that the Executive is able to return to work may be requested; the Executive may be required to be examined by a physician of the College's choosing to substantiate their fitness, in which case the College will pay for the physician's services. Upon their return, the Executive shall be placed in a position and at a salary as close as practical to their position and salary prior to commencing the leave. All leaves under medical leave, sick leave, the Federal Family Medical Leave and/or the New Jersey Family Medical Leave Act shall be taken on a concurrent basis (i.e., there shall be no pyramiding of leaves, nor the scheduling of leaves on a consecutive basis one after another) providing such leaves of absence for which the employee is eligible arise from the same event, circumstance or medical condition.

I. Jury Duty

When an Executive receives a subpoena for jury duty, they must immediately present the notice to their supervisor. An Executive on jury duty is expected to report to work when they are not actively serving as a juror, provided that they have been excused by the judge or other duly authorized court official. When an employee is serving on jury duty, they shall be paid their base salary earnings and shall forward any jury duty pay in excess of $5.00 (less compensation for

mileage) to the College. A certification of the number of days actually spent by an employee on jury service must be obtained from an appropriate court official and submitted to the Human Resources Office.

II. Compensation

A. Salary

At the time of hire the Executive's salary will be set by the President and approved by the Board of Trustees. The annual salary will be paid in twenty-four (24) equal installments in accordance with the College's regular payroll schedule. In each academic year following their date of hire, the Executive will receive an increase as recommended by the President. If an Executive has been employed for less than one-half (1/2) of the academic year, they will receive one-half (1/2) of the agreed upon increase for Executives.

III. Tuition Waiver

A. Bergen Community College (BCC) Courses

a. Dependent Children: Dependent children can take unlimited BCC courses, tuition free, based on class availability. The Executive will be responsible for books and any applicable fees. Tuition waiver for dependent children ceases at the time a child would age out of being eligible for medical benefits (December 31st of the year the dependent turns 26).

b. Employee or Spouse: The Executive and their spouse may take up to six (6) credits per semester tuition free based on class availability. The Executive and/or spouse will be responsible for books and applicable fees.

B. Reimbursement for Executive's Graduate or Undergraduate Courses

a. The College agrees to pay up to the rate charged per graduate credit at Rutgers University (for a maximum of eighteen (18) credits per year) for undergraduate/graduate/doctoral or self-improvement studies related to and within the scope of the Executive's classification at the College, provided the course of study has been submitted for review and pre-approval to Human Resources. Once pre-approval is made, reimbursement will be made upon proof of payment and satisfactory completion of the course(s) (must achieve a grade of "C" or better).

b. If the Executive leaves the college less than two (2) years after completing any coursework for which they receive reimbursement, the Executive will be responsible for repaying any tuition amount that was reimbursed within that two (2) year period.

C. Continuing Education Courses

a. Executives are eligible for reimbursement of up to two (2) BCC continuing education courses per year, based on class availability up to the value of $7,500 per year.

Executives will be responsible for books, any applicable fees and any additional tuition that exceeds the $7,500.

D. Reimbursement for Job Related Courses

a. Executives are eligible for reimbursement of tuition fees (including licenses if required by the College), books, tolls and mileage for special job-related course required and authorized in writing by their Division/Department head and submitted for review and approval to Human Resources.

IV. Teaching Assignments

a. Teaching assignments may be authorized by the College with approval by the Executive's supervisor, cabinet member, Vice President of Human Resources and the President and then filed in their personnel file for record keeping purposes. The Executive may teach one course per the entire semester (fall, spring, summer I, summer II) outside of normal work hours. In no case can an Executive's schedule be adjusted to teach. No more than one course may be taught at one time. Payment for teaching will be based on the current Adjunct rate based on the Executive's credentials.

V. Health Benefits (all benefits are subject to change)

A. Medical

Medical Coverage is available in accordance with current State Health Benefit Plan and School Employee Health Benefit Plans. Any employee hired prior to July 1, 2021 is eligible for the Direct 10 and Direct 15 plans in addition to the SEHBP. Any employee hired after July 1, 2021 is eligible for the NJEHP and that plan of the GSHP that went into effect July 1, 2022 and those two plans only. The waiting period will be determined by the State of New Jersey.

B. Dental

Dental coverage is currently available through Delta Dental of New Jersey for Executives and one (1) eligible dependent at no cost to the employee. Coverage for more than one (1) eligible dependent is available for purchase at an additional cost. An eligible dependent child will be eligible to remain under the dental coverage until the end of the month in which he/she turns twenty-six (26) years old. Executives and eligible dependents will be eligible for dental benefits on the first of the month following two (2) full months of employment.

C. Vision

Vision coverage is currently available through United Healthcare and is provided by the College at no cost to Executives and eligible dependents. Executives and eligible dependents will be eligible for the Vision benefits on the first of the month following two (2) full months of employment. An eligible dependent child will be eligible to remain under the vision coverage until the end of the month in which he/she turns twenty-six (26) years old.

D. Eligible Dependents

Executives may enroll eligible dependents by submitting the required documentation. An eligible dependent child will be eligible to remain under the medical coverage until the end of the year (December 31st) in which they turn twenty-six (26) years old. The College agrees to provide dependent health coverage and pension benefits to the civil union or domestic partners of employees in the same manner as such coverage is provided to the spouse of other employees, provided that the employee meets the requirements of the Civil Union Law, N.J.S.A. 37:1-28, et. seq.

E. Waiving Medical Coverage

If an Executive chooses to waive medical benefits coverage, they are eligible to receive a cash option pay out of 25% of the single rate coverage for NJ DIRECT 10 upon initial waiver up to a maximum of $5,000 per year. The waiver payments are made during each pay period.

Waiving employees must complete the Health Benefit Enrollment form and the State Employee Coverage Waiver form. The Executive must also provide proof of their other coverage when waiving (i.e. a benefit card). If the employee has coverage through the State Health Benefits Plan ("SHBP") or School Employees Health Benefits Program ("SEHBP") or Garden State Health Plan ("GSHP"), he/she will not be eligible to receive the waiver incentive.

F. Flexible Spending Account

The College offers the Flexible Spending Account plan option for all full-time, benefit eligible, employees.

G. Cell Phone Reimbursement (Executive Cabinet Members Only unless approved by the President)

The College will provide a cell phone stipend in the amount of $50 per month to all Executive Cabinet Team members. The Cabinet members will provide their cell phone number to the President of the College in the event they need to be contacted during offhours.

VI. Pension Plan

Executives eligible for the Alternate Benefits Plan ("ABP") shall contribute five percent (5%) of their base salary on a pre-tax basis and the College contributes eight percent (8%) of the employee's base salary - limited to a maximum annual salary established under Chapter 31, P.L. 2010. An employee is vested in the ABP plan after completing one (1) year of employment. Once vested, all of the contributions and accumulations in the employee's account belong to the employee. If the employee leaves the College prior to becoming vested, they will only be eligible for the "employee" contributions and the "employer" contributions will be returned to the College. If an Executive leaves the institution for gross misconduct, the College reserves the right to appeal to the Division of Pensions and Benefits to refund the College's contributions.

If a new employee has an existing qualified retirement account from his/her previous employer or transfers an active or vested New Jersey State-administered retirement system account to the ABP, he/she will be immediately vested, which means that from that point on, all of the contributions and accumulations in his/her account belong to him/her and will provide benefits to him/her at the time that he/she is eligible to receive them.

If a new employee has an existing State of New Jersey pension through PERS or TPAF they will be able to continue contributing to their account in accordance with state rules and regulations.

VII. Summer hours

The period of Summer hours will commence on the first Monday in June and end the 2nd Friday in August; an extension may be granted by the President of the College should there be five (5) Fridays in August. Summer hours, when in effect, are as follows: The College shall remain open Monday through Friday during the period of summer hours. Executives will work four (4) days in a row, either Monday - Thursday or Tuesday - Friday. The four (4) day work week will be established in consultation, and with approval, with their supervisor.

VIII. Life Insurance

The Executive is automatically enrolled in a life insurance plan through the pension plan. The Executive is responsible for the cost of this benefit through payroll deductions related to this benefit.

IX. Short Term Disability Insurance

The Executive has the option to enroll in an individual disability plan with Aflac to purchase short term disability with payroll deduction available to pay for the premiums. Participation in the plan is voluntary.

X. Travel Reimbursements and reimbursement

Travel must adhere to the current College policy and must be pre-approved by the respective supervisor. Please review the policy for additional information (FIN 013001.2018)

XI. Resignation/Termination

An Executive who resigns from their position is expected to submit a written notice twenty (20) business days prior to their resignation date to their immediate supervisor. Failure to give the required notice in writing will result in the employee having deductions from unused, accrued, vacation time of one (1) day of earned pay for each day the notice of resignation is late. At any time after receiving the twenty (20) business day notice of resignation, the College may separate the employee. In this case, the employee will receive all wages due and any other benefits to which he/she may be entitled for the period between separation by the College and the date of resignation.

Upon termination of employment, all employment benefits shall terminate except as otherwise required by law and/or by this benefits summary.

XII. Severance

If the College elects to separate an Executive because of financial exigency or bona fide discontinuance of a program, department or a reorganization, the College will provide an Executive Cabinet Member with ninety (90) days written notice of termination, and for all other Executives forty-five (45) days written notice. The College may elect to end employment prior to the last day of employment, and if so, will pay the Executive the rest of the notice period. The College expects the Executive to continue to perform their duties in a professional manner during the notice period. Should the College exercise its right to terminate the Executive other than for cause, the Executive shall receive severance pay at their current rate of pay based on the last day of employment. The College will remit to the Executive a sum equivalent to one (1) week of pay for each full year of continuous fulltime service up to a maximum of sixteen (16) weeks. It is understood that the Executive is not entitled to severance up to a maximum of sixteen (16) weeks. It is understood that the Executive is not entitled to severance in the case of resignation or termination for cause.

This summary of benefits is subject to change without notice, by the College President and/or the Board of Trustees.

_____ _____

Dr. Eric M. Friedman, President Date

_____ _____

Chairwoman Dorothy Blakeslee Date

Bergen COMMUNITY COLLEGE

BENEFITS SUMMARY EMPLOYEES LISTED

All confidential staff not classified as Administration and not covered by the Executive Policy.

The following document sets forth the terms and conditions of employment for at-will employees who are employed by the College, but are not members of a bargaining unit with which the College has a collective bargaining agreement and/or are not covered by an individual employment contract approved by the Board of Trustees. The term "Confidential Staff" shall be used throughout this document as a reference to the individual employee and the applicable benefits.

I. Time Off

A. Vacation Days

Confidential Staff is entitled to twenty-three (23) vacation days per year between July 1st and June 30th, which shall be prorated during the first year of employment. Vacation days shall accrue at the rate of two (2) days per month until July 1st. On July 1st, the Confidential Staff shall accrue twenty-three (23) days all at once. If employment begins before the 15th of the month, vacation time shall accrue for that month. If employment begins after the 15th of the month, vacation time will begin to accrue the following month. Vacation time must be pre-approved by the respective supervisor. Vacation days earned must be used within fifteen (15) months of the fiscal year (i.e., vacation time awarded July 1, 2021, must be used by September 30, 2023) and any days not used will be forfeited. An Confidential Staff who resigns from their position will be paid for unused, earned vacation days according to the proportion of full months worked in the total fiscal year upon proper notification of resignation, provided the employee has worked a minimum of six (6) months. If the last day worked is before the 15th of the month, vacation days for that month will not be earned. Failure to give the required twenty (20) business days resignation notice in writing shall cause the Confidential Staff to have deducted from their accrued vacation time one (1) day of earned pay for each day the notice of resignation is late. The Confidential Staff's salary shall be divided by two-hundred and sixty (260) days to calculate the daily amount to be paid at the time of resignation for accrued vacation.

B. Sick Days

Confidential Staff are entitled to sixteen (16) sick days per year between July 1st and June 30th, which shall be prorated during the first year of employment. If employment begins before the 15th of the month, sick time shall accrue for that month. If employment begins after the 15th of the month, sick time will begin to accrue the following month. Sick time will accrue at the rate of one (1) per month until July 1st, at which point the Confidential

Staff shall accrue sixteen (16) days all at once. Sick days will carry over from year-to-year.

Upon retirement or termination, except for cause, after an employee's fifty-fifth birthday and five (5) years of employment or after fifteen years of active employment, the Confidential Staff shall be paid for one-half of their unused, accumulated sick days at a daily rate based upon 1/260 of the Confidential Staff's base salary at the time of termination or retirement, up to a maximum payment of $15,000 in accordance with applicable regulations for all Confidential Staff hired after May 21, 2010. For Confidential Staff hired prior to May 21, 2010, maximum payout amount is $17,500. The maximum payout for Confidential Staff hired on or after May 21, 2010 shall be in accordance with applicable New Jersey law. (N.J.S.A. 18A:30-3.6).

C. Partial Sick Days

Confidential Staff is entitled to three (3) partial sick days per year. During the first year of employment, the Confidential Staff is entitled to all three (3) days if hired prior to January 1st. If hired between January 1st and March 31st, the Confidential Staff is entitled to one (1) partial sick day. If hired after April 1st, the Confidential Staff is not entitled to any partial sick days until July 1st. Partial sick days shall be used within the fiscal year (July 1st through June 30th) and any days not used will be forfeited.

D. Personal Days

Confidential Staff is entitled to four (4) personal days per fiscal year (July 1st through June 30th). During the first year of employment, the Confidential Staff is entitled to all four (4) days if hired before January 1st. If hired between January 1st and March 31st, the Confidential Staff is entitled to two (2) personal days. If hired after April 1st, the Confidential Staff is not entitled to any personal days until July 1st. Any personal days shall be used within the fiscal year (July 1st through June 30th) and any days not used will be forfeited.

E. Designated Holidays

The following are designated holidays for which the College is closed, which is subject to change according to the schedule set forth and approved by the Board of Trustees; of the holiday falls on a weekend the holiday will be observed in accordance with state observance schedule; if the holiday falls on a Friday during "summer hours" the holiday will be observed in accordance with the College holiday schedule:

New Year's Day
Martin Luther King Jr. Day
Memorial Day
Juneteenth
Independence Day

Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Days between Christmas Day and New Year's Eve

F. Floating Holidays

The Confidential Staff is entitled to two (2) floating holidays per year. In the first year of employment, the Confidential Staff is entitled to one (1) floating holiday if their start date is after January 1st. Floating holidays should be used by the end of each fiscal year (June 30th) and any days not used will be forfeited.

G. Bereavement

The Confidential Staff is entitled to four (4) working days for a death in the immediate family. Immediate family is defined as father, mother, sister, brother, child, spouse, significant other, grandchild, grandmother, grandfather, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law. An employee shall be entitled to two (2) working days for the death of other family members. Other family members are defined as aunts, uncles, first cousins, and nieces/nephews of the employee and spouse, plus grandparents of the spouse.

H. Medical Leave

The Confidential Staff may be granted a leave of absence without pay for a period of up to one (1) year for medical reasons. Said leave may be extended for a period of up to six (6) months at a time with the approval of the Board of Trustees, but no more than two (2) additional six-month extensions will be granted in total.

The Confidential Staff may not be gainfully employed during this period of unpaid leave, the College will continue to pay their portion of all health benefits within the limits prescribed by law in compliance with the rules of the State of New Jersey, Division of Pensions and Benefits. The Confidential Staff shall continue to pay their portion of all health benefits during their unpaid leave. Prior to the Confidential Staff's return, a certificate confirming that the Confidential Staff is able to return to work may be requested; the Confidential Staff may be required to be examined by a physician of the College's choosing to substantiate their fitness, in which case the College will pay for the physician's services. Upon their return, the Confidential Staff shall be placed in a position and at a salary as close as practical to their position and salary prior to commencing the leave. All leaves under medical leave, sick leave, the Federal Family Medical Leave and/or the New Jersey Family Medical Leave Act shall be taken on a concurrent basis (i.e., there shall be no pyramiding of leaves, nor the scheduling of leaves on a consecutive

basis one after another) providing such leaves of absence for which the employee is eligible arise from the same event, circumstance or medical condition.

I. Jury Duty

When a Confidential Staff receives a subpoena for jury duty, they must immediately present the notice to their supervisor. A Confidential Staff on jury duty is expected to report to work when they are not actively serving as a juror, provided that they have been excused by the judge or other duly authorized court official. When an employee is serving on jury duty, they shall be paid their base salary earnings and shall forward any jury duty pay in excess of $5.00 (less compensation for mileage) to the College. A certification of the number of days actually spent by an employee on jury service must be obtained from an appropriate court official and submitted to the Human Resources Office.

II. Compensation

A. Salary

At the time of hire the Confidential Staff member's salary will be set by their hiring manager and approved by the President and Board of Trustees. The annual salary will be paid in twenty-four (24) equal installments in accordance with the College's regular payroll schedule. In each academic year following their date of hire, the administrator will receive an increase as recommended by the President. If a confidential staff member has been employed for less than one-half (1/2) of the academic year, they will receive one-half (1/2) of the agreed upon increase for Administrators.

III. Tuition Waiver

A. Bergen Community College (BCC) Courses

a. Dependent Children: Dependent children can take unlimited BCC courses, tuition free, based on class availability. The Confidential Staff will be responsible for books and any applicable fees. Tuition waiver for dependent children ceases at the time a child would age out of being eligible for medical benefits (December 31st of the year the dependent turns 26).

b. Employee or Spouse: The Confidential Staff and their spouse may take up to six (6) credits per semester tuition free based on class availability. The Confidential Staff and/or spouse will be responsible for books and applicable fees.

B. Reimbursement for Confidential Staff's Graduate or Undergraduate Courses

a. The College agrees to pay up to the rate charged per graduate credit at Rutgers University (for a maximum of eighteen (18) credits per year) for undergraduate/graduate/doctoral or self-improvement studies related to and within the scope of the Confidential Staff's classification at the College, provided the course of study has been submitted for review and pre-approval to Human Resources. Once pre-approval is made, reimbursement will be made upon proof

of payment and satisfactory completion of the course(s) (must achieve a grade of "C" or better).

b. If the Confidential Staff leaves the college less than two (2) years after completing any coursework for which they receive reimbursement, the Confidential Staff will be responsible for repaying any tuition amount that was reimbursed within that two (2) year period.

C. Continuing Education Courses

a. Confidential Staff are eligible for reimbursement of up to two (2) BCC continuing education courses per year, based on class availability up to the value of $7,500 per year. Confidential Staffs will be responsible for books, any applicable fees and any additional tuition that exceeds the $7,500.

D. Reimbursement for Job Related Courses

a. Confidential Staffs are eligible for reimbursement of tuition fees (including licenses if required by the College), books, tolls and mileage for special job related course required and authorized in writing by their Division/Department head and submitted for review and approval to Human Resources.

IV. Teaching Assignments

A. Teaching assignments may be authorized by the College with approval by the Confidential Staff's supervisor, cabinet member, Vice President of Human Resources and the President and then filed in their personnel file for record keeping purposes. The Confidential Staff may teach one course per the entire semester (fall, spring, summer I and summer II) outside of normal work hours. No more than one course may be taught at one time. Payment for teaching will be based on the current Adjunct rate based on the Confidential Staff member's credentials.

V. Health Benefits (all benefits are subject to change)

A. Medical

Medical Coverage is available in accordance with current State Health Benefit Plan and School Employee Health Benefit Plans. Any employee hired prior to July 1, 2021 is eligible for the Direct 10 and Direct 15 plans in addition to the SEHBP. Any employee hired after July 1, 2021 is eligible for the NJEHP and that plan of the GSHP that went into effect July 1, 2022 and those two plans only. The waiting period will be determined by the State of New Jersey.

B. Dental

Dental coverage is currently available through Delta Dental of New Jersey for Confidential Staffs and one (1) eligible dependent at no cost to the employee. Coverage for more than one (1) eligible dependent is available for purchase at an additional cost. An eligible dependent child will be eligible to remain under the dental coverage until

the end of the month in which he/she turns twenty-six (26) years old. Confidential Staffs and eligible dependents will be eligible for dental benefits on the first of the month following two (2) full months of employment.

C. Vision

Vision coverage is currently available through United Healthcare and is provided by the College at no cost to Confidential Staffs and eligible dependents. Confidential Staffs and eligible dependents will be eligible for the Vision benefits on the first of the month following two (2) full months of employment. An eligible dependent child will be eligible to remain under the vision coverage until the end of the month in which he/she turns twenty-six (26) years old.

D. Eligible Dependents

Confidential Staffs may enroll eligible dependents by submitting the required documentation. An eligible dependent child will be eligible to remain under the medical coverage until the end of the year (December 31st) in which they turn twenty-six (26) years old. The College agrees to provide dependent health coverage and pension benefits to the civil union or domestic partners of employees in the same manner as such coverage is provided to the spouse of other employees, provided that the employee meets the requirements of the Civil Union Law, N.J.S.A. 37:1-28, et. seq.

E. Waiving Medical Coverage

If a Confidential Staff chooses to waive medical benefits coverage, they are eligible to receive a cash option pay out of 25% of the single rate coverage for NJ DIRECT 10 upon initial waiver up to a maximum of $5,000 per year. The waiver payments are made during each pay period.

Waiving employees must complete the Health Benefit Enrollment form and the State Employee Coverage Waiver form. The Confidential Staff must also provide proof of their other coverage when waiving (i.e. a benefit card). If the employee has coverage through the State Health Benefits Plan ("SHBP") or School Employees Health Benefits Program ("SEHBP") or Garden State Health Plan ("GSHP"), he/she will not be eligible to receive the waiver incentive.

F. Flexible Spending Account

The College offers the Flexible Spending Account plan option for all full-time, benefit eligible, employees.

VI. Pension Plan

Confidential Staffs eligible for the Alternate Benefits Plan ("ABP") shall contribute five percent (5%) of their base salary on a pre-tax basis and the College contributes eight percent (8%) of the employee's base salary - limited to a maximum annual salary

established under Chapter 31, P.L. 2010. An employee is vested in the ABP plan after completing one (1) year of employment. Once vested, all of the contributions and accumulations in the employee's account belong to the employee. If the employee leaves the College prior to becoming vested, they will only be eligible for the "employee" contributions and the "employer" contributions will be returned to the College.

If a new employee has an existing qualified retirement account from his/her previous employer or transfers an active or vested New Jersey State-administered retirement system account to the ABP, he/she will be immediately vested, which means that from that point on, all of the contributions and accumulations in his/her account belong to him/her and will provide benefits to him/her at the time that he/she is eligible to receive them.

If a new employee has an existing State of New Jersey pension through PERS or TPAF they will be able to continue contributing to their account in accordance with state rules and regulations.

VII. Summer hours

The period of Summer hours will commence on the first Monday in June and end the 2nd Friday in August; an extension may be granted by the President of the College should there be five (5) Fridays in August. Summer hours, when in effect, are as follows: The College shall remain open Monday through Friday during the period of summer hours. Confidential Staff will work four (4) days in a row, either Monday - Thursday or Tuesday - Friday. The four (4) day work week will be established in consultation, and with approval, with their supervisor.

VIII. Life Insurance

The Confidential Staff is automatically enrolled in a life insurance plan through the pension plan. The Confidential Staff member is responsible for the cost of this benefit through payroll deductions related to this benefit.

IX. Short Term Disability Insurance

The Confidential Staff has the option to enroll in an individual disability plan with Aflac to purchase short term disability with payroll deduction available to pay for the premiums. Participation in the plan is voluntary.

X. Travel Reimbursements and reimbursement

Travel must adhere to the current College policy and must be pre-approved by the respective supervisor. Please review the policy for additional information (FIN 013001.2018)

XI. Resignation/Termination

A Confidential Staff member who resigns from their position is expected to submit a written notice twenty (20) business days prior to their resignation date to their immediate supervisor. Failure to give the required notice in writing will result in the employee having deductions from unused, accrued, vacation time of one (1) day of earned pay for each day the notice of resignation is late. At any time after receiving the twenty (20) business day notice of resignation, the College may separate the employee. In this case, the employee will receive all wages due and any other benefits to which he/she may be entitled for the period between separation by the College and the date of resignation.

Upon termination of employment, all employment benefits shall terminate except as otherwise required by law and/or by this benefits summary.

XII. Severance

If the College elects to separate a Confidential Staff member because of financial exigency or bona fide discontinuance of a program, department or a reorganization, the College will provide a Confidential Staff member with forty-five (45) days written notice. The College may elect to end employment prior to the last day of employment, and if so, will pay the Confidential Staff the rest of the notice period. The College expects the Confidential Staff member to continue to perform their duties in a professional manner during the notice period. Should the College exercise its right to terminate the Confidential Staff member other than for cause, the Confidential Staff member shall receive severance pay at their current rate of pay based on the last day of employment. The College will remit to the Confidential Staff member a sum equivalent to one (1) week of pay for each full year of continuous full-time service up to a maximum of sixteen (16) weeks. It is understood that the Confidential Staff member is not entitled to severance up to a maximum of sixteen (16) weeks. It is understood that the Confidential Staff is not entitled to severance in the case of resignation or termination for cause.

This summary of benefits is subject to change without notice, by the College President and/or the Board of Trustees.

_____ _____

Dr. Eric M. Friedman, President Date

_____ _____

Chairwoman Dorothy Blakeslee Date

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

PLACEHOLDER
BIDS ARE DUE 8/31/23

BOARD OF TRUSTEES ACTION S/F1
Approval Date: September 6, 2023

Resolution
Authorization to award Public Bid P-2383 for the Science Wing Roof Replacement to _____.

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President, Facilities
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Michael Hyjeck, Managing Director, Physical Plant
Mr. Robert P. Coane, Director of Campus Planning and Improvements
Ms. Jennifer Nicodemo, Director of Capital Projects
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
Authorization to award Public Bid # P-2383 for Science Wing Roof Replacement to _____ in the estimated amount of $_____. The award amount includes the Base Bid plus a $100,000 allowance, and Alternates 1 and 2 for the replacement of sloped insulated skylights.

Justification
The existing roof above the Science Wing located in the Pitkin Education Center is leaking and beyond its useful life. The existing sloped insulated skylights that are part of the Science Wing and Business Wing roof areas have developed holes in the outer layer, compromising its weathertightness and structural integrity, and it must be replaced in their entirety.

A total of _____ ( ) companies registered for bid packages and _____() bids were received from the following.

Charge to: Chapter 12
Account Number: Various
Amount Total: $

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BOARD OF TRUSTEES ACTION S/F2
Approval Date: September 6, 2023

Resolution
To award professional services to RSC Architects for the preparation of plans and specifications for the replacement of emergency generators in the Pitkin Education Center.

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President Facilities
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Michael Hyjeck, Managing Director, Physical Plant
Mr. Robert Coane, Director of Campus Planning and Improvements
Ms. Jennifer Nicodemo, Director of Capital Projects
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
Authorization to spend $83,900.00, including direct costs with RSC Architects for the preparation of plans and specifications for the replacement of emergency generators in the Pitkin Education Center.

Justification
The Pitkin Education Center's emergency generators are beyond their useful life and need to be replaced. These emergency generators are necessary to maintain critical facility operations and mitigate the impact of power loss during critical events such as power failures.

Received Proposals

RSC Architects	-	$83,900.00 including not to exceed Direct Costs
H2M Architects & Engineers	-	$277,400.00 including not to exceed Direct Costs
Colliers Engineering & Design	-	Did Not Submit Proposal in Response to Proposal Request

Professional Services are exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (1) The Request for Qualifications for Architecture Services was advertised. In accordance with the New Jersey P.L. 2004, Chapter 19 "Pay to Play" Law, and conforms to a 'Fair and Open Process."

Charge to: Chapter 12
Account Number: Various
Amount: $83,900.00

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BOARD OF TRUSTEES ACTION S/F3
Approval Date: September 6, 2023

Resolution
Authorization to award a professional services contract to H2M Architects and Engineers to investigate the parking capacity for Paramus parking lot.

Submitted By
Dr. Eric M. Friedman, President
Mr. Nathaniel Saviet, Vice President, Facilities
Mr. Wilton Thomas-Hooke, Chief Financial Officer
Mr. Michael Hyjeck, Managing Director, Physical Plant
Mr. Robert P. Coane, Director of Campus Planning and Improvements
Ms. Jennifer Nicodemo, Director of Capital Projects
Ms. Stephanie Weise, Director, Purchasing and Services

Action Requested
Authorization to pay $18,700.00, including direct costs to H2M Architects & Engineers for the investigation and evaluation of parking capacity at the College's Paramus campus.

Justification
Professional engineering services are required to investigate existing parking capacity at the College's Paramus campus. This investigation will collect data on the number of cars parked at select lots on campus. This information is critical to help plan and mitigate any impact of new construction, renovations, and physical plant improvements.

Received Proposals

Boswell Engineering	No Response to Proposal Request
H2M Architects & Engineers	$18,700.00 including not to exceed Direct Costs
Colliers Engineering & Design	$49,500.00 including not to exceed Direct Costs

Professional Services are exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (1) The Request for Qualifications for Architecture Services was advertised. In accordance with the New Jersey P.L. 2004, Chapter 19 "Pay to Play" Law, and conforms to a 'Fair and Open Process."

Charge to: Chapter 12
Account Number: Various
Amount Total: $18,700.00