

**BOARD OF TRUSTEES
BERGEN COMMUNITY COLLEGE
Minutes of the Tuesday, October 8, 2024
PUBLIC MEETING OF THE BOARD OF TRUSTEES**

The Public Meeting of the Board of Trustees of Bergen Community College was held on Thursday, October 8, 2024, in the Technology Building Conference Rooms B and C at Bergen Community College, 400 Paramus Road, Paramus, New Jersey. Chairperson Dorothy Blakeslee called the meeting to order at 5:00 p.m. and the following announcement was made:

The notice requirements of the Open Public Meetings Act of the State of New Jersey have been satisfied by an annual notice, including the date, time, and place of this meeting posted in the first-floor main lobby of the Pitkin Education Center of Bergen Community College, e-mailed, and published in The Record and The Herald News on December 8, 2023, and filed with the Clerk of the County of Bergen.

Oath of Office

Ms. Deena B. Rosendahl, Esq. administered the Oath of Office to Alumni Trustee Kaylee Quezada and Trustee Louis DeLisio.

ROLL CALL

Present

Mrs. Dorothy Blakeslee
Mr. Louis DeLisio
Mr. Damon Englese
Mr. Howard Haughton
Mr. Mark Longo
Ms. Ana Marti
Mrs. Ritzy Morales-Diaz
Dr. Sheetal Ranjan
Mr. Adam Silverstein
Alumni Trustee Kaylie Quezada

Also Present

Dr. Eric M. Friedman
Ms. Deena B. Rosendahl, Esq., DeCotiis, FitzPatrick, Cole, and Giblin, L.L.P.

PLEDGE OF ALLEGIANCE

Chairwoman Blakeslee led those present in the Pledge of Allegiance.

VICE-CHAIR REPORT

Vice Chair Silverstein encouraged those present to take advantage of the early in-person presidential voting services that will be available soon at the Paramus campus.

SECRETARY'S REPORT

Secretary Morales-Diaz had no report.

PRESIDENT'S REPORT

Middle States

President Friedman reported that peer evaluator team chair Dr. Deanna Burt-Nanna, President of Monroe Community College, was here last week for the College's Middle States reaccreditation preliminary site visit. While here, Dr. Burt-Nanna interviewed several groups of employees, as well as students and trustees. Dr. Friedman thanked everyone for their participation during this visit. Dr. Burt-Nanna has provided initial feedback on the College's self-study draft. The larger team visit will occur March 23-26, 2025. Updates on the March visit will be shared.

Title V Grant

Dr. Friedman announced that the College has been awarded a \$2.97 million federal Title V grant. This will assist thousands of students through the program's initiatives during the five-year lifecycle.

Enrollment

Despite FAFSA challenges, enrollment is currently flat year-over-year.

Facilities Notes

Internal testing is completed on the radio communication upgrade. Dr. Friedman thanked John Scardina, David Borzotta, and Dr. Larry Hlavenka for their work on the Annual Security Report. *American School and University Magazine* has named the One-Stop student services center as part of the "2024 Architectural Portfolio for Outstanding Design."

NJCCC Scholarship

Dr. Friedman thanked the New Jersey Council of County Colleges Chair Dr. Sheetal Ranjan, who authorized two scholarships for Bergen students. The Fall 2024 Wellbrock Chair Scholarship Awards went to Chennelle Brown and Zhyldyz Makhmutova.

Open House

The annual Fall Open House will take place on Thursday, October 10, 2024, from 3pm to 6pm.

Student Testimonial

Dr. Friedman shared an email he received from student Maria Rojas to Professor Heidi Lieb regarding the Hispanic Heritage flag parade led on campus.

PRESENTATIONS

Ms. Cinzia D'Iorio, Vice President of Continuing Education, and Mr. Jhonatan Garcia, Assistant Director of Continuing Education, presented on the *Kids and Teens Program* offered at the College.

COMMITTEE REPORTS

AUDIT, FINANCE, AND LEGAL AFFAIRS COMMITTEE

Trustee Longo informed the board members that the Audit and Finance Committee met on September 17, 2024, and will recommend resolutions A/F1 to A/F4.

EDUCATION AND STUDENT AFFAIRS

Trustee DeLisio, Chairperson of the Education and Student Affairs Committee, reported that the Education and Student Affairs Committee met on September 16, 2024, and will recommend resolutions E/SA1 to E/SA3.

PERSONNEL

Trustee Morales-Diaz, Chairwoman of the Personnel Committee, reported that the Personnel Committee met on

September 20, 2024, and will recommend resolutions P1 to P8.

STRATEGIC PLANNING

Trustee Ranjan, Chairwoman of the Strategic Planning and Issues Committee, had no report.

SITE AND FACILITIES

Trustee Longo, Chairperson of the Site and Facilities Committee, informed the board members that Site and Facilities met on September 16, 2024, and will recommend resolutions SF1 to SF4.

ALUMNI TRUSTEE REPORT

Alumni Trustee Quezada thanked the board for the opportunity to serve as the alumni trustee. She presented the newly elected Student Government Association Executive Board:

President: Hanieh Kachooee
Vice-President: Joel Lewis
Treasurer: Ryan Ruiz-Varela
Chief Justice: Meryem Tos
Executive Secretary: Derya Nur Arslan

CHAIRWOMAN'S REPORT

Chairwoman Blakeslee appointed the 2024 Nominating Committee for Election of Officers:

Trustee Longo, Chairman
Trustee DeLisio
Trustee Englese

The Nominating Committee will present the slate of officers at the November 26th board meeting where a vote will take place to approve these appointments.

UNFINISHED BUSINESS/BOARD MEMBERS

Chairwoman Blakeslee requested a motion to open the Unfinished Business portion of the meeting.

Trustee Ranjan announced that Rowan University will host the "Restructuring Higher Education in New Jersey" conference on October 15, 2024.

Chairwoman Blakeslee requested a motion to close the Unfinished Business portion of the meeting. A motion was made by Trustee Haughton and seconded by Trustee Englese. All were in favor.

NEW BUSINESS/BOARD MEMBERS

Chairwoman Blakeslee requested a motion to open the New Business portion of the meeting.

No board members came forward.

Chairwoman Blakeslee requested a motion to close the New Business portion of the meeting. A motion was made by Trustee Haughton and seconded by Trustee DeLisio. All were in favor.

OPEN TO THE PUBLIC

Chairwoman Blakeslee requested a motion to open to the Public. A motion was made by Trustee Longo and

seconded by Trustee Englese.

No members of the public came forward.

Chairwoman Blakeslee requested a motion to close the public portion of this meeting. A motion was made by Trustee Haughton and seconded by Trustee Moralez-Diaz. All were in favor.

ADOPTION OF MINUTES

Chairwoman Blakeslee requested a motion to approve the board meeting minutes dated September 5, 2024. A motion was made by Trustee Haughton and seconded by Trustee Marti.

Roll Call Vote for approval of the board meeting minutes dated September 5, 2024.

Ms. Dorothy Blakeslee - Yes
Mr. Louis DeLisio - Yes
Mr. Damon Englese - Yes
Mr. Howard Haughton - Yes
Mr. Mark Longo – Yes
Ms. Ana Marti - Yes
Ms. Ritzy Moralez-Diaz – Yes
Dr. Sheetal Ranjan – Abstain
Mr. Adam Silverstein – Abstain
Ms. Kaylie Quezada - Abstain

7 Yes, 3 Abstentions

Motion passed for approval of the September 5, 2024, board meeting minutes.

CONSENT AGENDA

Chairwoman Blakeslee requested a motion to approve the Consent Agenda for Tuesday, October 8, 2024. A motion was made by Trustee Silverstein and seconded by Trustee DeLisio. Motion passed for Consent Agenda.

A/F1 to A/F4
E/SA1 to E/SA3
P1 to P8
SF1 to SF4

Roll Call Vote for approval of the Consent Agenda dated October 8, 2024

Ms. Dorothy Blakeslee - Yes
Mr. Louis DeLisio – Yes
Mr. Damon Englese - Yes
Mr. Howard Haughton - Yes
Mr. Mark Longo – Abstain on AF1, yes to A/F2-A/F4
Ms. Ana Marti - Yes
Ms. Ritzy Moralez-Diaz - Yes
Dr. Sheetal Ranjan - Yes
Mr. Adam Silverstein – Yes
Ms. Kaylie Quezada - Yes

9 Yes on A/F1

- 10 Yes on A/F2 to A/F4
- 10 Yes on E/SA1 to E/SA3
- 10 Yes on P1 to P8
- 10 Yes on SF1 to SF4

An executive meeting was not held.

Approved resolutions:

A/F1 – Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, L.L.P.

Approval is hereby granted for payment of the following legal vouchers: DeCotiis, FitzPatrick, Cole & Giblin. LLP.

August 1, 2024 to August 31, 2024	\$ 30,985.66
September 1, 2024 to September 30, 2024	\$ 37,979.81

A/F2 - To enter into a 3-year contract with Aspire Technology Partners LLC to renew the College's subscription to Cisco's Umbrella Cloud Security for Education Product.

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

A/F3 - To renew the College's Elevate software application with Ellucian, Inc. for a term of one-year.

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

A/F4 - Authorization to purchase and install furniture as needed through discounted pricing on various co-operative, county, and state purchasing agreements and contracts for the Fiscal Year ending June 30, 2025.

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

E/SA 1 - To accept an award from the Office of the Secretary of Higher Education's (OSHE) for The Center for Adult Transition grant, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

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

E/SA 2 – To accept an award from Office of the Secretary of Higher Education's (OSHE) for a Community College Opportunity Grant (CCOG) grant and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

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

E/SA 3 – To submit a grant application for the Some College, No Degree Institutional Grant and Evaluation Program to the Office of the Secretary of Higher Education’s (OSHE), and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

Approval is hereby granted to authorize submission of a grant application for the **Some College, No Degree program** for \$125,000 for FY25, and to authorize Dr. Eric M. Friedman, President, or his designee, to execute the required documents.

P/1 – To approve the specified personnel separations.

Approval is hereby granted to accept the separation of the following individuals:

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

P/2- To approve the appointments of the specified Grant-funded personnel.

Approval is hereby granted for the appointments of the following individuals to the vacant position and annual salary indicated below:

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

P/3 - To approve the appointments of the specified Lecturers for the Fall 2024 Semester

Approval is hereby granted for the appointment of the following individuals as Lecturers for the Fall 2024 semester at the salary indicated:

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

P/4 –

To approve the appointment of the specified Professional personnel.

Approval is hereby granted for the appointment of the following individual to the vacant position and annual

salary indicated below:

<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (pro-rated)</u>	<u>Effective Date</u>
Danielle Pragdat	Research and Operations Assistant/Research and Institutional Effectiveness	Professional	\$52,000.00	10/14/2024

P/5 – To approve the job description for the specified positions.

Approval is hereby granted to approve the following actions:

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

P/6 - To approve the Promotions of the specified confidential personnel.

To approve the promotion of the following individual to the position and annual salary indicated below:

	<u>Name</u>	<u>Position/Division</u>	<u>Unit</u>	<u>Salary (prorated)</u>	<u>Effective Date</u>
1.	Amelia Malak	Associate Director of Benefits Administration/ Human Resources	Confidential	\$91,000.00	10/09/2024

P/7 – To approve the Promotions of the specified professional personnel.

Approval is hereby granted for the promotion of the following individuals to the position and annual salary indicated below:

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

P/8 - To approve the change of funding source.

Approval is hereby granted for To approve the change in funding source for the following individuals to the position and annual salary indicated.

	<u>Name</u>	<u>Position/Department/Division</u>	<u>Unit</u>	<u>Salary</u>	<u>Effective Dates</u>
1.	Darlene Tomlinson	Group Teacher/Child Development Center/Academic Affairs	Professional	\$43,074.96	10/01/2024 - 06/30/2025

2. Anna Sitaras	Child Development Center Assistant/Child Development Center/Academic Affairs	Support	\$32,760.00	10/01/2024 - 06/30/2025
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S/F1 – Authorization to award Public Bid P-2397 for Tech Building #128 Roof Top Unit (RTU) Replacement to Hanna’s Mechanical Contractors, Inc.

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

S/F2 – To reject all bids received for Public Bid P-2399 Pitkin Education Center’s First Floor Café Renovation.

Approval is hereby granted to reject all bids received for Public Bid P-2399 for Pitkin Education Center’s First Floor Café Renovation.

S/F3 – To award professional engineering services to T&M Associates for the evaluation of the Bergen Community College Lyndhurst Campus parking lot.

Approval is hereby granted to pay \$44,750.00 for the evaluation of the parking lot at the Bergen Community College Lyndhurst Campus.

S/F4 - To authorize the adoption of the recommended proprietary specifications for the New Culinary Arts Building project.

Approval is hereby granted to adopt the recommended proprietary specifications included in the bid specifications for the New Culinary Arts Building.

ADJOURNMENT

As no further business was brought before the Board of Trustees, Chairwoman Blakeslee asked for a motion to adjourn the board meeting.

A motion was made by Trustee Silverstein, seconded by Trustee Moralez-Diaz. All trustees were in favor.

The board meeting adjourned at 5:31 p.m.

Thank you,

Trustee Ritzy Moralez-Diaz, Secretary, Board of Trustees
Bergen Community College