

HUDSON COUNTY COMMUNITY COLLEGE
70 Sip Avenue
Jersey City, NJ 07306

Regular Meeting – Board of Trustees
Tuesday, May 17, 2022
5:00 P.M., Via Zoom

Download the Zoom app onto a PC, Mac, iPad, iPhone, or Android device. Only members of the public who download the Zoom app and join from a computer or mobile device will be able to participate during the *Comments from the Public* portion of the meeting.

Video functionality is available only to members of the Hudson County Community College Board of Trustees and staff as needed.

Topic: HCCC May 2022 Board of Trustees Meeting

When: May 17, 2022 05:00 PM Eastern Time (US and Canada)

Members of the public may use the following link and join the Zoom Meeting Webinar via Audio-only.

<https://zoom.us/j/91565515084?pwd=amFnM2lFVFJmdjA3V3Q2RmhjVVV3Zz09>

Passcode: 715606

Telephone: 1 (929) 205 6099

Webinar ID: 915 6551 5084

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Please note that members of the public who dial-in by telephone will not have the ability to speak during *Comments from the Public* and will be in listen mode only.

All microphones for public participants are muted except during the *Comments from the Public* portion of the meeting. If you wish to make comments, use the "Raise Hand" notification icon at the bottom of the screen. When you hear your name announced, you may address the Board. After the speaker's time ends, their microphone will be muted to allow others the opportunity to address the Board. Each speaker will participate via audio-only.

AGENDA

I. CALL TO ORDER - FLAG SALUTE

Mr. Netchert

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Joseph Doria

Karen Fahrenholz, Secretary/Treasurer

Pamela Gardner

Frank Gargiulo

Roberta Kenny

Bakari Lee, Vice Chair

William Netchert, Chair

Jasmine Ngin – Student Alumni Representative

Jeanette Peña

Christopher Reber, President

Silvia Rodriguez

Harold Stahl

- III. COMMENTS FROM THE PUBLIC** *Mr. Netchert*
- IV. CLOSED SESSION** *(The Board of Trustees will determine whether there is a need to go into closed session at the beginning of the meeting. If there is such a determination, an announcement will be made as to where the session will be placed on the agenda.)*
- V. REPORTS**
1. *Student Government Association President's Report* *Ms. Beebe*
2. *All College Council Chair's Report* *Dr. Cronrath*
3. *President's Report* *Dr. Reber*
- VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS** *Dr. Reber*
1. *Minutes of Previous Meetings*
2. *Gifts, Grants, and Contracts*
- VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS** *Dr. Reber*
- VIII. PERSONNEL RECOMMENDATIONS** *Dr. Reber*
- IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS** *Dr. Reber*
- X. NEW BUSINESS** *Mr. Netchert*
- XI. ADJOURNMENT** *Mr. Netchert*

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

May 17, 2022

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Joseph Doria _____

Karen Fahrenholz, Secretary/Treasurer _____

Pamela Gardner _____

Frank Gargiulo _____

Roberta Kenny _____

Bakari Lee, Vice Chair _____

William Netchert, Chair _____

Jasmine Ngin, Student Alumni Representative, ex officio _____

Jeanette Peña _____

Christopher Reber, President, ex officio _____

Silvia Rodriguez _____

Harold Stahl _____

This meeting is called in conformance with the "Open Public Meetings Act." A notice of the meeting of the Board of Trustees was transmitted to all Board members; advertised in The Jersey Journal and The Star Ledger; filed with each office of the Hudson County Municipal Clerks; and posted on the Public Bulletin Boards of Hudson County Community College at 70 Sip Avenue, Jersey City, New Jersey, and at the North Hudson Campus, Union City, New Jersey, stating the date, time and place of said meeting.

MEETING INTRODUCTION

This meeting is called in conformance with the Open Public Meetings Act. Members of the public will now have an opportunity to address the Board of Trustees. Comments of each person will be limited to five minutes, including all responses. A member of the public may not provide any portion of his/her five-minute allotment to any other member of the public. Please be aware that the purpose of the public portion of the meeting is for the public to express any ideas, concerns or issues they may have concerning Hudson County Community College. Questions raised to the Board during the public comment period may be referred to the appropriate administrative person(s) at the College for response at a later time.

Any public comments made to the Board, which the Board considers obscene, harassing, or meant to incite, will be prevented by the Board. The person making these remarks may be required to relinquish the remaining time allotted to speak and will be asked to leave the Board of Trustees meeting. Public comments or questions are open to any matters over which the Board has purview and jurisdiction.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

May 17, 2022

III. COMMENTS FROM THE PUBLIC

If you wish to make comments, use the "Raise Hand" notification icon at the bottom of the screen. When you hear your name announced, you may address the Board. After the speaker's time ends, their microphone will be muted to allow others the opportunity to address the Board. Each speaker will participate via audio-only.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

May 17, 2022

IV. CLOSED SESSION

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

May 17, 2022

V. REPORTS

1. *Student Government Association President's Report*
2. *All College Council Chair's Report*
3. *President's Report*

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

May 17, 2022

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETING

The Minutes of the Regular Meeting of April 12, 2022 are herewith submitted to the Board Trustees for approval. (Attachment A)

Recommendation:

It is the recommendation of the President that the Board of Trustees accept the Minutes of the Regular Meeting of April 12, 2022.

2. GIFTS, GRANTS, AND CONTRACTS REPORT

Hudson County Community College has received the following grants:

TITLE: New Jersey Career Accelerator Internship Grant Program (CAIGP)

AGENCY: Office of the Secretary of Higher Education (OSHE)

PURPOSE OF GRANT: To facilitate innovative connections between undergraduate students enrolled at Hudson County Community College and employers for internship opportunities that can potentially lead to full-time employment following graduation.

COLLEGE ADMINISTRATOR: Tatiana Gaona Zuniga

COLLEGE CONTRIBUTION: \$0

AWARD AMOUNT: \$13,613.64

TITLE: Perkins V – Strengthening Career and Technical Education for the 21st Century Act

AGENCY: New Jersey Department of Education

PURPOSE OF GRANT: HCCC received notice of our FY'23 allocation to be utilized for direct instructional support for HCCC CTE programs, and an amendment was submitted for review and approval.

COLLEGE ADMINISTRATOR: Nydia James

COLLEGE CONTRIBUTION: \$0

AWARD AMOUNT: \$1,318,092.00

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees accept Item VI., Regular Monthly Reports and Recommendations 1-2.

INTRODUCED BY: _____

SECONDED BY: _____

DATE: May 17, 2022

Doria, Joseph
Fahrenholz, Karen
Gardner, Pamela
Gargiulo, Frank
Kenny, Roberta
Lee, Bakari
Peña, Jeanette
Rodriguez, Silvia
Stahl, Harold
Netchert, William, Chair

_____ *Aye*

_____ *Nay*

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Regular Meeting of the Board of Trustees
 April 12, 2022

HUDSON COUNTY COMMUNITY COLLEGE

Regular Meeting – Board of Trustees
Tuesday, April 12, 2022
5:00 P.M., via Zoom

MINUTES

PRESENT: Karen Fahrenholz (Secretary/Treasurer); Pamela Gardner; Frank Gargiulo; Roberta Kenny; Bakari Lee (Vice Chair); William Netchert (Chair); Jeannette Peña; Christopher Reber; Silvia Rodriguez; Harold Stahl;

Counsel to the Board: David Blank, Esq., for Scarinci and Hollenbeck

ABSENT: Joseph Doria; Jasmine Ngin (Student Alumni Representative)

I. CALL TO ORDER - FLAG SALUTE

II. ROLL CALL

1a. SWEARING IN OF NEW TRUSTEE

Frank Gargiulo was sworn in as a new member of the Board of Trustees.

III. COMMENTS FROM THE PUBLIC - None

IV. CLOSED SESSION – None

V. REPORTS

1. Student Government Association President's Report

Student Government Association Vice President, Sally Elwir, offered the following report.

Good evening, Trustees, Dr. Reber, faculty, students, and guests.

My name is Sally Elwir, and I will be presenting the SGA Report today. To briefly introduce myself, I am a Criminal Justice major intending to graduate in May 2023 and become a family lawyer in the future. I have been a member of the Student Government Association since November 2021, and I currently serve as the Vice President. I am also the President of HCCC's Criminal Justice Club and assist in event planning for the Office of Student Life and Leadership. It has been a pleasure to be a student leader, as I have been able to be the voice for the student body and advocate for community colleges as a whole.

SGA is planning three big events for the remainder of the semester. On April 19, we will be hosting our first-ever Arab Heritage Fashion Show organized by SGA's Director of Diversity, Equity and Inclusion, Yasmeen Abdelaziz, and myself. We will feature and celebrate ten different Arab countries. There will be refreshments and a raffle for all in attendance. On April 27, we will host our LGBTQIA+ Student Social in honor of HCCC Pride Month. There will be Drag Bingo hosted by

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Harmonica Sunbeam, DIY rainbow candles, DIY tie-dye shirts, rainbow cupcakes, pronoun buttons, karaoke, and much more! This event is organized by SGA's Director of Communications, Christian Rodriguez.

Finally, our biggest event of the semester is the upcoming Spring Festival. Our Winter Festival in December was a huge hit, and we wanted to provide a similar event for this semester. We will have multiple carnival games, food, and a bouncy house. Students may bring their family and friends to enjoy this nice fun-filled day. The Spring Festival is scheduled for May 14, 2022, and promotion of this event will begin soon. I am extending an invitation in hopes you will attend and enjoy all the hard work we put into this program.

Yesterday, I had the pleasure of meeting with Governor Philip Murphy, SGA Senator Tiana Malcolm, and other community college SGA leaders throughout New Jersey. We were invited to speak about issues that community college students experience. I brought up the issue of obtaining childcare, which affects our student parents, and the parking issue. It was a great experience speaking with Governor Murphy and being able to advocate for community colleges and students.

Last, but not least, SGA is preparing to welcome the new Executive Board. We have consistently promoted our SGA application, bringing new board members every week. I can't wait for you all to meet our new group, as they are passionate and excited to continue representing the student body.

Thank you for your time. It has been a pleasure to speak this evening. I am happy to answer any questions and hear any suggestions you may have

2. *All College Council Chair's Report*

All College Council Chair, Dr. Peter Cronrath, offered the following report.

Good evening, Trustees, Dr. Reber, and the HCCC community.

I hope everyone is enjoying the warm weather this spring.

In the March All College Council general meeting, we conducted three votes with the following results:

1. Charter Revision to add DEI Representatives to the ACC Standing Committees

The recommendation passed with 47 votes in favor, 0 against, and 5 abstentions.

The adoption of the Charter Revision, pending final approval, will occur in fall 2022. I want to note that we did have a quorum and just achieved the 2/3 majority vote to make the Charter Revision.

I thank VP of DEI Yeury Pujols, and PACDEI co-chairs Lilisa Williams and Jose Lowe, for their efforts on this Charter Revision.

2. Adding a Financial Aid Statement to the Syllabus

The recommendation passed with 48 in favor, 0 against, and 4 abstentions.

Adoption of the recommended procedure, pending final approval, will occur in fall 2022.

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I thank the Academic Senate, Christine Peterson, and the Office of Financial Aid for their work on this governance recommendation.

3. Reimagining Convocation – ACC recommendation for change

The recommendation passed with 44 in favor, 1 against, and 7 abstentions.

The adoption of the recommended change, pending final approval and with its implementation in the Academic Calendar, is planned for a fall 2023 start.

I thank Dr. Heather Devries, Lilisa Williams, and Co-chairs of the Academic Senate, Dr. Fatma Tat and Karen Hosick, for their work on this recommendation.

The final paperwork and results will be sent to VP for Academic Affairs, Dr. Jones, and President Reber for signatures this month. All three governance recommendations will have a long-term impact on student success, faculty and student best practices, and furthering the mission of HCCC.

ITS staff and the Technology Committee presented computer usage and the results of the technology needs survey conducted across the college community. I would like to thank John Scanlon, Patricia Clay, and Diana Perez for making those presentations. I am happy to report that the college's efforts to improve technology align with those survey results.

At the April ACC general meeting, we plan to hold a vote on the Office Space Allocation Policy and Procedures. This policy outlines the recommended procedures for faculty, staff, and administrators regarding changing offices and meeting the needs of the occupants of those offices.

As the end of the spring 2022 semester quickly approaches, I look forward to offering my end-of-the-year report at the May Board Meeting.

Thank you.

3. *President's Report*

President Reber offered the following remarks.

Good evening, Trustees and colleagues. It is great to be together again, and I hope you all are doing well.

Before I begin, please join me in a moment of silence for the brave Ukrainian people in this time of great challenge for Ukraine and the world community.

Moment of Silence

Thank you.

Sally and Peter, thank you for your reports and leadership.

I join all members of the Hudson County Community College Family in welcoming Frank Gargiulo to the HCCC Board of Trustees. Trustee Gargiulo brings phenomenal education and public

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service leadership and experience to our Board. His legendary service as Superintendent of Hudson County Schools of Technology was recognized in 2018 with the naming of the Schools of Technology Secaucus Campus in his honor. Trustee Gargiulo was the recipient of the Hudson County Community College Foundation's Distinguished Service Award in 2019.

Welcome, Trustee Gargiulo!

Would you like to say a few words?

Trustee Frank Gargiulo expressed his gratitude.

First of all, I thank the County Executive for considering me. It's a pleasure with my age and accomplishments; this is a godsend working with the College. We have a vital function in Hudson County, especially. I've always worked with the College. I always thought they were a gem that was too often kept a secret. I'm happy to be here, meet each of you, and get to know everybody better. Thanks for having me.

President Reber resumed his remarks.

Thank you, Trustee Gargiulo.

As we all are aware, the College's new values statement is organized around the acronym "Hudson Cares." The values that flow from these two words reflect our respect for every member of our community, our community members' love for one another, and our commitment to helping and supporting one another – daily and especially in times of need. Hudson County Community College is built upon – and benefits deeply from – a concrete and meaningful culture of care.

This evening, I have invited several colleagues to discuss the evolution and development of services and supports for students offered through our Hudson Helps Resource Center, which strongly supports and promotes this culture of care.

Joining us this evening are Dr. David Clark, Associate Dean of Student Affairs; Katherine Morales, Director of the Hudson Helps Resource Center; Doreen Pontius, Associate Director of Wellness and Counseling; and Ariana Calle, a Master of Social Work graduate intern supporting students at HCCC through an internship in the Fordham University MSW program. Ariana also manages our Career Clothing Closet.

Colleagues, thanks so much for joining us this evening.

Dr. Clark, I turn the presentation over to you.

Dr. David Clark offered opening remarks on the presentation of [Hudson Helps Resource Center, A Culture of C.A.R.E.](#)

Good evening, everyone.

Thank you, President Reber and Trustees, for inviting us to speak about maintaining a culture of care through one of many initiatives that we have here at the College.

Today, I'm specifically going to talk more about the CARE Team and the work of the Hudson Helps Resource Center and Mental Health Counseling and Wellness Center.

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A caring college community is one in which students, faculty, and staff look out for one another. This is more important now than ever, given the current situation, COVID-19, the atrocities happening worldwide, and other civil and racial unrest.

In the fall of 2019, Hudson County Community College engaged with a consultant to help us assess our response to students in crisis. Dr. Brian Van Brunt, President of the National Behavioral Intervention Team Association, better known as NaBITA, visited our campus and met with students, faculty, and staff regarding how we handle our current processes of dealing with issues or concerns. After his visit, he provided us with a detailed report and a list of recommendations. One of the first recommendations was to form a CARE Team. In January 2020, the CARE Team was formed, and, as we all know, the pandemic began in March 2020. (Please see PowerPoint Presentation for the list and visuals of the CARE Team.)

With the advent of COVID, we shifted into high gear, and the biweekly meetings quickly pivoted to weekly meetings for 90 minutes to review cases of care and concern. We have been meeting for over two years, every Monday, reviewing any new and recurring cases we receive through submission of the form. In the presentation, there is a sample of one of the flyers distributed regularly. The message portrays that if you see something, say something; if you know someone who's experiencing depression or anxiety, if you are having financial issues, etc., complete this form and someone from our CARE Team will reach out to assist.

At this moment, I'll turn the presentation over to my colleague, Doreen Pontius, to talk about the wonderful work she's doing in the areas of health, counseling and wellness.

Doreen Pontius offered remarks.

Hi, everyone. My name is Doreen Pontius. I am the Associate Director of Counseling and Wellness at the Mental Health Counseling and Wellness Center. We provide short-term mental health counseling, group counseling, and remote and in-person counseling options at the center in ways most comfortable for the student. We also provide referrals for services in the community. We run mental health workshops and events geared to awareness and suicide prevention, and to decrease stigma. We also train our staff and faculty with the Mental Health First Aid certificate and Question, Persuade and Refer (QPR), an evidence-based suicide prevention modality that teaches us how to have difficult conversations.

When our office is closed, we offer our students TalkCampus, a 24/7 live peer-to-peer global network support provider. Students can log on and chat with other students all over the world. Clinicians monitor the chat, and if a student posts something concerning, it is moved to a higher level. A clinician reaches out to the particular student and assesses their safety and wellbeing. If students are deemed a danger to themselves or others, the clinician will connect them with either the hospital or crisis intervention. Once I am notified of where they were placed, I follow up and talk about the given treatment plan and how I can best support them while attending school. I help by connecting students with resources, such as access abilities, or working with the teachers to develop a plan for the student to become more successful.

As part of the CARE Team, we have two-level interns. The masters-level interns are from NYU and Rutgers, in their second year, providing clinical support. They report directly to me. Our first-year interns work with Katherine Morales in case management, providing concrete support.

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I will now turn the presentation over to Katherine, who will talk about Hudson Helps.

Thank you, everyone.

Katherine Morales offered remarks

Thank you, Doreen.

Good evening, everyone. Thank you, Dr. Reber and Trustees, for having us at tonight's meeting.

My name is Katherine Morales. I'm the Director of the Hudson Helps Resource Center.

Along with providing students with mental health support services, Hudson Helps provides a thorough list of wraparound services to better serve students outside the classroom. We have two different food pantries, one on each campus. The hours are Mondays, Wednesdays, and Fridays from 11 a.m. to 5 p.m. All students, staff, and faculty can access the pantry. We also have a Career Closet with new or lightly used clothing available to all students in need. The closet contains professional attire for an interview, internship, employment, or even Commencement. It is open Mondays, Tuesdays, and Fridays from 9 a.m. to 5 p.m. The Career Closet Coordinator is Ariana Calle. Although both services are open during specific hours, we are still available to assist if a student needs services outside of these hours.

We team up with different community partners within Hudson County to better serve our students by providing direct services to them. We have a great partnership with the Department of Family Services in Hudson County, which connects our qualified students to State benefits like SNAP, Medicaid, Medicare, WIC, TANF, and more. They also assist students who need rental assistance or other housing assistance such as back rent, forward rent, security deposit, or other related services. We also partner with different community agencies who provide health screenings at little to no cost for students, as well as dental services.

Hudson Helps Resource Center has masters-level social workers from Fordham, NYU, and Rutgers University. These masters-level students help provide case management services to our students once they have completed the Single Stop screener, which is free to all students and helps identify benefits that a student might qualify for. Since August 2021, over 1,400 students have completed the screener and have received staff follow-up support.

Hudson Helps Resource Center and the Mental Health Counseling and Wellness Center are conveniently located next to each other in the same suite to ensure a smooth handoff for the students who seek support.

At this moment, I pass the presentation back to Doreen.

Doreen Pontius continued with her remarks.

When we receive a case, as a team, we discuss the case using the NaBITA Risk Rubric, which allows us to classify the referred student. We base our classification on the treatment plan created once we determine what needs are being met. A majority of our cases are at the moderate level. At times, when they are at the elevated or critical level, a smaller portion of the team, David, and I come together with security to make sure stabilization occurs with the student and they're safe and getting the support they need.

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David, please take over and talk about the cases.

Dr. Clark offered additional remarks.

As shown in the presentation, we reviewed roughly 50 new cases for the entire fiscal year of 2020. Currently, we've already surpassed that number of new cases in this fiscal period, and we haven't reached June yet. The advertising, marketing, and outreach from the family at Hudson County Community College are showing positive results. A few of the cases submitted are related to disjointed thoughts, food and housing insecurity, self-harming behavior, sad behavior, significant changes in appearance or behavior, stressful and anxious behavior, suicidal thoughts, and witness to traumatic events. We have taken those reports and assigned the proper treatment to those individuals based on their needs.

Doreen Pontius resumed her remarks.

In the left pie chart, you will see that from July 2020 to July 2021, the majority of the diagnoses we saw in students were stress-related, mood affective disorder, adjustment disorder similar to a mini-stress reaction, and generalized anxiety disorder. It doesn't mean we didn't see students with other issues, such as attention deficit disorder. It means these cases were predominantly present. As noted in the right pie chart, from August 2021 to the present we saw a rise in stress-related reactions, an increase in depression, and an increase in post-traumatic stress disorder. These are not surprising statistics to a knowledgeable clinician because the COVID-19 pandemic has dramatically increased students' stress and trauma reactions.

We are a small team, and we are doing the best in our ability to support all students. I am proud to say we've been able to manage and not have a waitlist. The turnaround time for a student to receive a call from a team member is no more than three days. If the student is in crisis, we are flexible and will reach out immediately. For instance, if a student is experiencing a suicidal crisis, even if it's on Sunday at five o'clock at night, I'm on the phone helping and making sure I connect the student to the resources in need.

The clinical-level interns are getting ready to graduate. I'm proud to say that one of the interns has passed her Board Exam. This is quite impressive because interns in a placement like this often have difficulty with clinicals, but I feel the training they received at HCCC has been beneficial. We have been working hard to help them learn about social work and learn its different facets.

I will now turn this over to Ariana Calle to discuss her perspectives as an intern.

Thank you.

Ariana Calle offered remarks.

Good evening, everyone.

Thank you, Dr. Reber and Trustees, for having us here to present to everyone tonight.

I am honored and privileged to speak to you on behalf of the MSW Internship Program here at the College. My experience as a first-year intern has been a unique immersive learning experience. The Hudson Helps Resource Center and Mental Health Counseling and Wellness Center teams have been supportive during my time here as a future licensed social worker.

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As an intern, I promote both centers to the college community through programming and events based on mental health awareness prevention training and social welfare programs. I provide direct case management to students centered around emergency funding assistance, housing, health insurance, mental health referrals, and food access. We also have the opportunity to outreach to local organizations and agencies, which is essential in knowing what kinds of services the larger community can provide for students if we are not equipped.

These services are vital for the college community, as many of our students are at risk and vulnerable to external factors that impede their academic success. The experience I have in the College is unique, as I don't believe many field placements can offer micro- and macro-levels of social work in one setting. I can provide direct case management on an individual level, link and partner with community agencies, and advocate for students on a larger scale to ensure they can succeed in and beyond the classroom.

Being born and raised in Jersey City, I feel as though I understand the needs of most of the students. Students have several barriers to completing their higher education, including food insecurity, housing insecurity, inadequate healthcare access, and lack of support from day-to-day stressors. My sister is a graduate of HCCC, and without the education, she wouldn't have been the first in my family to graduate with associate's and bachelor's degrees. Thus, I hold this experience as an intern close to me; not only do I see my sister reflected in the student body, but I see my parents and aunts, who attended but could not finish, and I see my neighbors and other friends as well. I have seen the direct impact these services have on students and how wraparound services can upwardly mobilize at-risk communities for years to come.

Thank you.

Dr. Clark offered concluding remarks.

At the bottom right, a picture says, "Coming Soon." We are in the process of finalizing the agreement with Montclair State University and New Jersey City University to bring on more graduate interns. The program is expanding, and soon we'll be able to reach out further to HCCC students.

Lastly, we offer additional services and resources in partnership with Mental Health Counseling and Wellness, Accessibility Services, Hudson Helps Resource Center, our dynamic Safety and Security team, and, as Doreen mentioned before, TalkCampus.

If there are any questions, we would be more than happy to entertain them.

President Reber resumed his remarks.

Thank you, caring colleagues, for sharing with us what you and so many others are doing to support our culture of care at Hudson County Community College.

Might I add, we have been honored to receive funding support to work directly with the JED Foundation, which is nationally recognized for mental health counseling and best practices. Through this experience, the JED Foundation is helping us create a strategic plan for continuous improvement around mental health counseling and related issues.

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Also, I want to thank Doreen Pontius, whose leadership has been so extraordinary, often behind the scenes. Through Doreen's efforts and the team's efforts, we have been designated as a stigma-free campus and honored by the County of Hudson.

You all are helping ensure that "Hudson is Home" to all who work and study here.

Trustees, this concludes my report.

As always, our presenters and I would be happy to entertain any questions or comments you might have.

Chairman Netchert offered remarks.

I've been listening, and I'm extremely impressed with the program. How does someone get identified? Are they recommended, or do they self contact? Does it happen through a referral?

Dr. Clark responded.

Students are identified through all of the initiatives mentioned in our presentation. On the HCCC homepage, if you scroll to the bottom, you will see a title, "Care and Concern Form." If an instructor notices some behavioral changes in students, they report it or refer students through the Care and Concern Form. We've had anonymous reports that have been sent to us. We want to make the process as seamless as possible and accessible to anyone at any time.

Doreen Pontius offered remarks.

Due to the excessive promotion through the interns and all of the programming to bring awareness, students fill out the forms themselves. At times they will call or text the mental health counseling line, and I fill out the form for them as well. Students are learning about awareness through all of the programs we provide our students. The Care and Concern Form is also available in strategic places like restrooms and the Student Center. We also promote services through social media. We have created videos, including a video talking about mental health and wellness, and instructions on completing the Care and Concern Form. The students have many different avenues to find out how they can access services.

Dr. Clark resumed his remarks.

Again, the graduate interns reflect the students we serve, and it's important they feel comfortable with their concerns, talking to a peer they can relate to. Our staff have done a fabulous job recruiting the class of interns that have come in over the last three-plus years.

Doreen Pontius resumed her remarks.

In my first year as the Associate Director, I'm proud to say that one of my first interns who graduated is now working at a psychiatric hospital. Carla Levine was a Hudson County Community College graduate, and she is showcased on our website. She was asked to come back and speak to our students about her journey, which was graduating from Hudson, attending Rutgers, and then transitioning to NYU. It shows that the students can see themselves reflected in who they're working with because we have to be mindful of all of the barriers that exist from students not seeking support.

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We want to look like the students. When I come in, I'm not dressed in a suit and tie, I'm casual and engaging. Students are welcome; we try to create a culture where they feel accepted for who they are as a person, and I meet them at the level at which they need to be met.

I believe we've done a great job in promoting services and help. We are getting ready to ramp up more promotions and going into classrooms remotely and in-person to continue pushing the word out because there are students out there who aren't utilizing our services but need them. We want to continue that journey.

Chairman Netchert offered comments.

Thank you again, and congratulations on a great job!

This is an example of what Frank Gargiulo referred to in the beginning. We're one of the best-kept secrets of Hudson County. The hidden gem, if you will. I've been saying the same thing since I got here. Pamela, since she has been here, has recognized it. All of us on this Board could honestly say we had no appreciation for how important this College is and how much it does, how much it has done, and how much it plans to do. It is a pleasure to hear all these things, but we need to let the world know what we're doing.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. *The Minutes of the Regular Meeting of March 15, 2022, were approved*
2. *Gifts, Grants, and Contracts Report*

The College has received the following grant award:

TITLE: Perkins V – Strengthening Career and Technical Education for the 21st Century Act

AGENCY: New Jersey Department of Education

PURPOSE OF GRANT: HCCC received notice of our FY 2022 allocation to be utilized for direct instructional support for HCCC CTE programs, and an amendment was submitted for review and approval.

COLLEGE ADMINISTRATOR: Nydia James

COLLEGE CONTRIBUTION: \$0

AWARD AMOUNT: \$1,250,825

Introduced by: Bakari Lee
Seconded by: Jeanette Peña
9 Ayes.....0 Nays

Resolutions Adopted

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Regular Meeting of the Board of Trustees
 April 12, 2022

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS 1-10

1. Resolution Authorizing Purchase of Online Technology Training Certificate Programs, to be funded by the American Rescue Plan (ARP) Grant at a cost not to exceed \$100,000, was approved.
2. Resolution Authorizing Purchase of Computers with Webcams, to be funded by the American Rescue Plan (ARP) Grant at a cost not to exceed \$67,978, was approved.
3. Resolution Authorizing Purchase of Apple Computers for the Gabert Library, to be funded by the American Rescue Plan (ARP) Grant at a cost not to exceed \$36,062, was approved.
4. Resolution Authorizing Renewal of Citrix Software, to be funded by the American Rescue Plan (ARP) Grant at a cost not to exceed \$51,029, was approved.
5. Resolution Authorizing Renewal of Canvas Cloud Software, at a cost not to exceed \$182,428, was approved.
6. Resolution Authorizing Annual Renewal of Internet Services, at a cost not to exceed \$141,777, was approved.
7. Resolution Authorizing Purchase of Portable Air Conditioning Units, at a cost not to exceed \$25,000, was approved.
8. Resolution Authorizing Award of Audit Contract for Fiscal Year 2022, in an amount not to exceed \$76,000, was approved.
9. Resolution Authorizing In-County Tuition Rate for New Jersey Reentry Corporation Clients was approved.
10. Resolution Authorizing a Lease Agreement Between Hudson County Community College and the Jersey City Redevelopment Agency for the Properties Located at 68-74 Sip Avenue and 164-168 Sip Avenue, Jersey City, New Jersey, for a period of three years was approved.

Introduced by: Bakari Lee

Seconded by: Harold Stahl

9 Ayes.....0 Nays

Resolutions Adopted

***Trustee Bakari Lee Abstained from Resolution #10.**

VIII. PERSONNEL RECOMMENDATIONS 1-6

1. RESIGNATIONS

First Name	Last Name	Title	Effective Date
John	Capasso	Senior Maintenance Mechanic	March 18, 2022
Victoria	Marino	Director of Career Services	May 6, 2022
Alexandra	Plante	Director of Library Instruction	April 4, 2022
Imane	Zehaf	Financial Counselor	March 28, 2022

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RECOMMENDATION: The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Resignations above as Personnel Recommendation Item No. 1.

2. APPOINTMENT OF STAFF

First Name	Last Name	Title	Effective Date	Annual Salary
Suhani	Aggarwal	Accounts Payable Officer	April 15, 2022	\$ 52,000.00
Denzil	Hinds	Senior Maintenance Mechanic	April 18, 2022	\$ 72,000.00
Ismael J.	Ramos-Peñaherrera	Customer Service Clerk	April 13, 2022	\$ 36,500.00

RECOMMENDATION: The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Appointment of Staff above as Personnel Recommendation Item No. 2.

3. APPOINTMENT OF TEMPORARY FULL-TIME STAFF

First Name	Last Name	Title	Effective Date	Anticipated End Date	Annual Salary
Deliana	Acosta	Social Worker (Grant-funded)	May 23, 2022	Grant Extension through May 2023	\$ 50,000.00
Tatiana	Gaona Zuniga	Interim Director of Career Services	April 14, 2022	June 30, 2022	\$ 70,000.00
Brianna	Heim	Coordinator, Continuing Education and Workforce Development	April 13, 2022	September 30, 2022	\$ 40,000.00
Mackenzie	Johnson	Academic Counselor (Grant-funded)	May 23, 2022	Grant Extension through May 2023	\$ 48,000.00
Nicholas	Mangal	Academic Counselor (Grant-funded)	May 14, 2022	Grant Extension through May 2023	\$ 48,000.00
Richard	Remoura	Academic Counselor (Grant-funded)	May 23, 2022	Grant Extension through May 2023	\$ 48,000.00
Alyssa	Rupnarain	Academic Counselor (Grant-funded)	May 23, 2022	Grant Extension through May 2023	\$ 48,000.00
Elizabeth	Ryan	Academic Counselor (Grant-funded)	May 23, 2022	Grant Extension through May 2023	\$ 48,000.00

RECOMMENDATION: The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Appointment of Temporary Full-time Staff above as Personnel Recommendation Item No. 3.

4. AUTHORIZATION OF PART-TIME STAFF THROUGH APRIL 2023, AS NEEDED

FIRST NAME	LAST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
Koral	Booth	Advisement and Counseling	Office Assistant	OFFAST-200510	Sheila Dynan
Thomas	Larson	Advisement and Counseling	Social Worker	PTSW-200510	Sheila Dynan
Crystal	Newton	Advisement and Counseling	Office Assistant	OFFAST-200510	Sheila Dynan
Alexandra	Plante	College Libraries	College Archivist	150510	James Cox
Oscar	Alvarez	Continuing Education and Workforce Development	ESL and Spanish Instructor	PTINST-103005	Catherina Mirasol/Chastity Farrell
Carlo	Auguste	Continuing Education and Workforce Development	QuickBooks and Software Instructor	PTINST-102010	Catherina Mirasol/Chastity Farrell
Adefolarin	Bolaji	Continuing Education and Workforce Development	Computer Instructor	PTINST-103005, 606000	Catherina Mirasol/Chastity Farrell

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Sherry	Duan	Continuing Education and Workforce Development	ESL Instructor	PTINST-103005	Catherina Mirasol/Chastity Farrell
Edna	Fameux	Continuing Education and Workforce Development	CNA Instructor	PTINST- 102010, 103005, 605020	Catherina Mirasol
Ivette	Febo	Continuing Education and Workforce Development	ESL and Spanish Instructor	PTINST-103005	Catherina Mirasol/Chastity Farrell
Akram	Girgis	Continuing Education and Workforce Development	EKG and Phlebotomy Instructor	PTINST- 102010, 103005, 605020	Chastity Farrell
Corazon	Lacsamana	Continuing Education and Workforce Development	Microsoft Office Instructor	PTINST-102010	Catherina Mirasol/Chastity Farrell
Andreysis L.	Mosquea	Continuing Education and Workforce Development	EKG and Phlebotomy Instructor	PTINST- 102010, 103005, 605020	Catherina Mirasol/Chastity Farrell
Adrienne	Tolbert	Continuing Education and Workforce Development	Communications Instructor	PTINST-103005	Catherina Mirasol/Chastity Farrell
Maria	Zaman	Continuing Education and Workforce Development	ESL Instructor	PTINST-103005	Catherina Mirasol/Chastity Farrell
Richard	Charles	Enrollment Services	Enrollment Support Assistant	ENS-200525	Wajia Zahur
Betsaida	Rosario	Enrollment Services	Enrollment Support Assistant	ENS-200525	Wajia Zahur
Melanie	Suarez	Enrollment Services	Office Assistant	OFFAST-200525	Wajia Zahur
Shirley	Parra	Facilities	Administrative Assistant	PTADAS-601505	Ilya Ashmyan
Juan	Peralta	Financial Aid	Office Assistant	OFFAST-200520	Sylvia Mendoza
Carol	Bruzzano	Humanities and Social Sciences	APA Prep Instructor	Humanities	Alison Wakefield
Durgesh	Wani	Information Technology	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Mark	Amakar	Information Technology Services	PC Technician	253025	Kenneth Melewski
Sarah	Jarrar	Nursing and Health Sciences	Skills Lab Tutor	101017	Carol Fasano
Victoria	Landa	Nursing and Health Sciences	Skills Lab Tutor	101017	Carol Fasano
Jasmine	Ngin	STEM	Office Assistant	OFFAST-101015	Burl Yearwood
Melanie	Sagun	Student Activities	Student Center Assistant	STUCENT-701000	Veronica Gerosimo

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Authorization of Part-Time Staff listed above, as needed, as Personnel Recommendation Item No 4.*

5. MODIFICATIONS TO STAFFING TABLE

Current Approved Title	New Title/ Deleted Title (if applicable)	Incumbent (If applicable)	Salary Adjustment (If applicable)	Effective Date
Associate Dean, Academic Development and Support Services	Associate Dean, Academic Affairs	Pamela Bandyopadhyay	N/A	April 13, 2022
Associate Director, Writing and Tutoring Center	Associate Director, ESL Programs	Patrizia Barroero	N/A	April 13, 2022

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Director, Writing and Tutoring Center	Director, Academic Affairs	Kenny Fabara	From: \$65,000 To: \$80,000	April 13, 2022
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RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Modifications to Staffing Table listed above as Personnel Recommendation Item No 5.*

6. RESOLUTION TO APPROVE ONLINE LEARNING POLICY

WHEREAS, *the Board of Trustees ("Board") is committed to ensuring regular review and updates of the College's policies; and,*

WHEREAS, *the President, Administration, and Personnel Committee recommend implementation of the Online Learning Policy; and,*

WHEREAS, *the Board will delegate to the President the responsibility to develop procedures and guidelines for the implementation of this policy;*

NOW, THEREFORE, BE IT RESOLVED *that the Board of Trustees approve the attached policy.*

BE IT FURTHER RESOLVED *that the Board of Trustees authorize the College's Administration to take all steps necessary to effectuate the terms of this resolution.*

Introduced by: Karen Fahrenholz

Seconded by: Pamela Gardner

9 Ayes.....0 Nays

Resolutions Adopted

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ONLINE LEARNING POLICY

Purpose

The purpose of the Online Learning Policy is to ensure that Hudson County Community College (“College”) students are at the center of the educational experience and able to successfully pursue their studies online, achieve their educational goals, and engage in life-long learning.

Policy

The College and its Board of Trustees (“Board”) are committed to expanding the scope of learning opportunities and modalities to address and support the diverse needs of students. The Center for Online Learning (“COL”) enables students to achieve educational goals and engage in life-long learning by working with Academic Divisions to provide a wide variety of high-quality, technology-rich online and hybrid courses. The COL supports faculty in designing, developing, and delivering an interactive and accessible curriculum by providing professional development and hands-on assistance. The COL is committed to increasing the number of online degree programs, improving the quality of online courses, educating faculty on best practices around online teaching and learning, and expanding virtual student support services. The Board delegates to the President the responsibility to develop procedures and guidelines for the implementation of this policy. The COL is responsible for implementing the procedures and guidelines developed for this policy.

Approved: April 2022

Approved by: Board of Trustees

Category: Online Learning

Subcategory: Center for Online Learning

Scheduled for Review: April 2025

Responsible Department: Center for Online Learning

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IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS 1-11

1. Resolution Authorizing Establishment of an Alternative County Corrections Police Officers Program, Pursuant to N.J.S.A. 11A:4-1.3, was approved.
2. Resolution Authorizing Affiliation Agreement Between Hudson County Community College and Acclaim Rehabilitation and Health Care Center for Clinical Experiences in the Enhanced Certified Nurse Aide Program was approved.
3. Resolution Authorizing Option in Cannabis Studies to the Associate of Science in Business Administration Degree Program was approved.
4. Resolution Authorizing Academic Certificate in Cannabis Business Manager was approved.
5. Resolution Authorizing Proficiency Certificate in Cannabis Business Agent was approved.
6. Resolution Authorizing Academic Certificate in Construction Management was approved.
7. Resolution Authorizing Proficiency Certificate in Community Healthcare Navigator was approved.
8. Resolution Authorizing Proficiency Certificate in Personal Fitness Trainer was approved.
9. Resolution Authorizing Suspension of Enrollment in the Academic Certificate in Personal Fitness Trainer was approved.
10. Resolution Authorizing Renewal of Agreement Between Hudson County Community College and ZT Systems was approved.
11. Resolution Recognizing April 2022 as Hudson County Community College Month was approved.

Introduced by: Pamela Gardner
 Seconded by: Karen Fahrenholz
 9 Ayes.....0 Nays

Resolutions Adopted

X. NEW BUSINESS – No New Business

XI. ADJOURNMENT at 5:39 p.m.

Introduced by: Bakari Lee
 Seconded by: Jeanette Peña
 9 Ayes.....0 Nays

Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

May 17, 2022

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Resolution Authorizing Architect and Engineering Services for the HCCC Tower Project and Payment for Services

WHEREAS, Hudson County Community College (“College”) previously retained NK Architects to provide professional architectural and engineering services for the HCCC Tower Project (“Project”); and,

WHEREAS, as a result of COVID-19, the Project was halted and the purchase order issued to NK Architects was closed; and,

WHEREAS, the Project is ready to proceed and the College again requires the professional architectural and engineering services of NK Architects; and,

WHEREAS, NK Architects has proposed to perform the remainder of its services for a cost not to exceed \$370,000, which amount is the balance on the prior purchase order that was closed; and,

WHEREAS, NK is on the list of authorized design professionals approved by the Board of Trustees in August 2021 to provide on-call services; and,

WHEREAS, the cost of these services shall be funded from Chapter 12 funds; and,

WHEREAS, the Administration, Finance Committee, and Capital Projects Advisory Committee recommend the contract and payment for the services;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the contract with NK Architects of Little Falls, New Jersey, for the services as described herein at a cost not to exceed \$370,000, which amount includes services previously rendered.

BE IT FURTHER RESOLVED that the Board of Trustees authorize payment for all services rendered to date in an amount not to exceed \$370,000.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

2. Resolution to Approve May 26, 2022 Commencement Date and Venue to be Funded by the Student Life Fee

WHEREAS, Hudson County Community College (“College”) needs to rent space for the Commencement Ceremony to be held at 12:00 noon on May 26, 2022; and,

WHEREAS, Red Bull Arena (“RBA”) has provided a rental contract for the needed space at a total cost not to exceed \$80,000; and,

WHEREAS, the cost of this rental will be funded from the Student Life Fee; and,

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the rental contract with Red Bull Arena of Harrison, New Jersey, in accordance with the terms described herein at a cost not to exceed \$80,000.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

3. Resolution Authorizing May 26, 2022 Commencement Reception Catering to be Funded by the Student Life Fee

WHEREAS, Hudson County Community College (“College”) will hold a formal reception following the Commencement Ceremony to be held at 12:00 noon on May 26, 2022 at Red Bull Arena (“RBA”) in Harrison, New Jersey; and,

WHEREAS, RBA has an exclusive catering contract with Delaware North Sportservice (“DNS”); and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5(a)(7), the procurement of food supplies and services is exempt from public bidding; and,

WHEREAS, DNS submitted a proposal for reception catering services at a total cost not to exceed \$60,000; and,

WHEREAS, the cost of these services will be funded from the Student Life Fee; and,

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the catering services contract with Delaware North Sportservice of Buffalo, New York, in accordance with the terms described herein at a cost not to exceed \$60,000.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take such other and further steps necessary to effectuate the purposes of this resolution.

4. Resolution Authorizing Purchase of Interactive Projector Systems to be Funded by the American Rescue Plan (ARP) Grant

WHEREAS, Hudson County Community College (“College”) needs to purchase seven (7) interactive projector systems to support remote instruction; and,

WHEREAS, pursuant to N.J.S.A 18A:64A:25.11a, the College may, without public advertisement, purchase goods and/or services through cooperatives; and,

WHEREAS, Howard Computers (National Association of State Procurement Officials Contract #MNWNC-114) has submitted a proposal for interactive projector systems and installation at a cost not to exceed \$38,037; and,

WHEREAS, the cost of these services will be funded from the American Rescue Plan (ARP) Grant; and,

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Howard Computers of Laurel, Mississippi, to provide interactive projector systems and installation as described herein at a cost not to exceed \$38,037.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

5. Resolution Authorizing Purchase and Installation of ITV Equipment to be Funded by the American Rescue Plan (ARP) Grant

WHEREAS, Hudson County Community College (“College”) needs to purchase and install ITV equipment in Room J008 for remote work and instruction; and,

WHEREAS, pursuant to N.J.S.A 18A:64A:25.9, the College may, without public advertisement, purchase goods and/or services through State contracts; and,

WHEREAS, Aspire Technology Partners (State Contract # A87720) has submitted a proposal for the purchase and installation of the ITV equipment at a cost not to exceed \$25,414; and,

WHEREAS, the cost of these services will be funded from the American Rescue Plan (ARP) Grant; and,

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Aspire Technology Partners of Eatontown, New Jersey, to provide the equipment and services described herein at a cost not to exceed \$25,414.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

6. Resolution Authorizing Renewal of Nutanix Software

WHEREAS, Hudson County Community College (“College”) needs to renew its Nutanix Software license that provides support for Virtual Desktop Infrastructure (“VDI”) classroom systems; and,

WHEREAS, pursuant to N.J.S.A 18A:64A:25.9, the College may, without public advertisement, purchase goods and/or services through State contracts; and,

WHEREAS, Aspire Technology Partners (State Contract # A87720) has submitted a proposal for the software license renewal at a cost not to exceed \$163,053, which represents no increase from the prior year; and,

WHEREAS, the anticipated term is one (1) year; and,

WHEREAS, the cost of these services will be funded from the operating budget; and,

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Aspire Technology Partners of Eatontown, New Jersey, to provide the software license as described herein at a cost not to exceed \$163,053.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

7. Resolution Authorizing Renewal of Blackboard Software

WHEREAS, Hudson County Community College (“College”) needs to renew its Blackboard Software license to offer assistance for online Instructional and Administrative Services for the disabled; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.11a, the service is exempt from public bidding as the purchase is being made through an approved cooperative; and,

WHEREAS, Blackboard, Inc. (NJEDGE Contract #278834) submitted a proposal to provide the software at a cost not to exceed \$26,460, which represents no increase from the prior year; and,

WHEREAS, the anticipated term is one (1) year; and,

WHEREAS, the cost of these services will be funded from the operating budget; and,

WHEREAS, the Administration and Finance Committee recommend this renewal;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Blackboard, Inc. of Reston, Virginia, to provide the software license as described herein, at a cost not to exceed \$26,460.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

8. Resolution Approving Payment for Emergency Camera System Repairs

WHEREAS, Hudson County Community College ("College") required immediate repairs to damaged security cameras at 119 Newkirk Avenue and 20 Enos Place Parking Lot in order to continue to monitor various locations in the buildings for the protection and safety of the occupants of the buildings; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.6, emergency contracts may be awarded by a county college without public advertising therefore when the county college requires the immediate delivery of services for an emergency affecting the health, safety or welfare of occupants of college property; and,

WHEREAS, the College is a member of the Union County Cooperative Pricing System and has entered into an agreement with the County of Union, which serves as the Lead Agency for purchases; and,

WHEREAS, Johnston Communications Voice and Data ("Johnston") is an approved vendor to provide information technology and security cameras, equipment, and installation services under the Union County Cooperative Pricing System pursuant to contract UCCP 41-2017; and,

WHEREAS, the College retained Johnston Communications ("JC") to perform the emergency security camera repairs at a cost not to exceed \$42,087; and,

WHEREAS, the cost of these services are funded from the operating budget; and,

WHEREAS, the Administration and Finance Committee recommend payment for the emergency repairs;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize payment to Johnston Communications of Kearny, New Jersey, for the emergency security camera system repairs as described herein at a cost not to exceed \$42,087.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take such other and further steps necessary to effectuate the purposes of this resolution.

9. Resolution Authorizing Sale of Personal Property

WHEREAS, Hudson County Community College ("College") owns personal property in the following categories that is no longer needed for College purposes and whose estimated value is less than \$25,000 for each category (see Attachment I for a detailed list of property):

1. Computer Equipment;
2. Projectors;
3. All-In-One CPU Computers; and,

WHEREAS, the estimated fair market value of each category of property is less than \$25,000; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.27, the College may sell personal property no longer needed for College purposes at private sale since the estimated value of each category of property does not exceed the College's bid threshold; and,

WHEREAS, GovDeals.com has provided a proposal to sell the property through the Sourcewell National Cooperative, with the amount of the contract anticipated to be less than 20% of the College's bid threshold; and,

WHEREAS, proceeds collected will be invested in Foundation scholarships; and,

WHEREAS, the Administration and Finance Committee recommend sale of personal property;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby authorize the sale of personal property set forth above.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

10. Resolution Rescinding Request for Proposals for Student Services and Advising Platform

WHEREAS, Hudson County Community College ("College") needs to purchase a platform to assist with student services and advisement ("Services"); and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (1), the Services are exempt from public bidding as they constitute professional services; and,

WHEREAS, the College solicited proposals for the Services from qualified firms using a fair-and-open-process through a Request for Proposals ("RFP"); and,

WHEREAS, the College has determined it needs to revise the scope of services in the RFP, and thus needs to rescind the RFP issued for the Services; and,

WHEREAS, the Administration and Finance Committee recommend rescinding the RFP;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby rescind the RFP for the Services and authorizes the Administration to revise the scope of services and reissue the RFP.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

11. Resolution Approving Emergency Operations Plan

WHEREAS, pursuant to N.J.S.A. 18A:3B-69, the governing board of each institution of higher education shall develop and coordinate an emergency operations plan ("EOP") to ensure the continuity of essential institution functions under all circumstances; and,

WHEREAS, pursuant to N.J.S.A. 18A:3B-69, the governing board of the institution shall also adopt the EOP and submit it for review to the Secretary of Higher Education, the State Office of Emergency Management, the Department of Health, and the Office of Homeland Security; and,

WHEREAS, Hudson County Community College has developed an EOP consistent with the requirements of N.J.S.A. 18A:3B-69;

NOW, THEREFORE, BE IT RESOLVED that the Hudson County Community College Board of Trustees hereby approve the EOP developed by the College and authorizes the Administration to submit the EOP, certified by the President, for review to the Secretary of Higher Education, the State Office of Emergency Management, the Department of Health, and the Office of Homeland Security.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all actions necessary to effectuate the purposes of this resolution.

12. Resolution to Waive Student Tuition and Fees for Up to Six Credits during Summer 2022 Classes, to be Funded by the American Rescue Plan (ARP) Grant

WHEREAS, Hudson County Community College ("College") desires to increase student retention and student graduation rates; and,

WHEREAS, data show that students who take summer courses graduate at a significantly higher rate than those who do not; and,

WHEREAS, the cost of these services will be funded from the American Rescue Plan (ARP) Grant; and,

WHEREAS, the Administration recommends that the College offer students up to six credits during the College's 2022 summer sessions with no tuition and fees in order to assist the College in achieving its retention and graduation rate goals;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby approve offering students up to six credits without tuition and fee charges during the College's 2022 summer sessions.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take such other and further steps as necessary to effectuate the purposes of this resolution.

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, Administration, and Finance Committee as outlined above in **Item VII., Fiscal, Administrative, Lease and Capital Recommendations 1-12.**

1) Resolution Authorizing Architect and Engineering Services for the HCCC Tower Project and Payment for Services; 2) Resolution to Approve May 26, 2022 Commencement Date and Venue to be Funded by the Student Life Fee; 3) Resolution Authorizing May 26, 2022 Commencement Reception Catering to be Funded by the Student Life Fee; 4) Resolution Authorizing Purchase of Interactive Projector Systems to be Funded by the American Rescue Plan (ARP) Grant; 5) Resolution Authorizing Purchase and Installation of ITV Equipment to be Funded by the American Rescue Plan (ARP) Grant; 6) Resolution Authorizing Renewal of Nutanix Software; 7) Resolution Authorizing Renewal of Blackboard Software; 8) Resolution Approving Payment for Emergency Camera System Repairs ; 9) Resolution Authorizing Sale of Personal Property; 10) Resolution Rescinding Request for Proposals for Student Services and Advising Platform; 11) Resolution Approving Emergency Operations Plan; and 12) Resolution to Waive Student Tuition and Fees for Up to Six Credits during Summer 2022 Classes, to be Funded by the American Rescue Plan (ARP) Grant.

INTRODUCED BY: _____

SECONDED BY: _____

DATE: May 17, 2022

Doria, Joseph
Fahrenheit, Karen
Gardner, Pamela
Gargiulo, Frank
Kenny, Roberta
Lee, Bakari
Peña, Jeanette
Rodriguez, Silvia
Stahl, Harold
Netchert, William, Chair

_____ Aye

_____ Nay

Supporting Documents

Attachment I**Property List – Resolution #9 – Authorizing Sale of Personal Property List****1. Computer Equipment (Product Name/Serial Number)**

1. Acer Veriton X480G/7L95DX1
2. Acer Veriton X480G/2RW1DX1
3. Acer Veriton X480G/4BB9XQ1
4. Acer Veriton X480G/7QV5DX1
5. Acer Veriton X480G/4B86XQ1
6. Acer Veriton X480G/49N8XQ1
7. Acer Veriton X480G/2RVZCX1
8. Acer Veriton X480G/2RTYCX1
9. Acer Veriton X480G/49H5XQ1
10. Acer Veriton X480G/2RQ1DX1
11. Acer Veriton X480G/4967XQ1
12. Acer Veriton X480G/496G8XQ1
13. Acer Veriton X480G/2RRZCX1
14. Acer Veriton X480G/49G5XQ1
15. Acer Veriton X480G/4B57XQ1
16. Acer Veriton X480G/N/A
17. Dell 380/3VV5KB2
18. Dell 380/2UA1500L8W
19. Dell 745/496BXQ1
20. Dell 745/2UA1500L8Q
21. Dell 745/2UA939HSX
22. Dell 745/2UA9460Z1J
23. Dell 760/49J5XQ1
24. Dell 760/49Z9XQ1
25. Dell 760/81PDKM1
26. Dell 760/4988XQ1
27. Dell 760/PSV97030029520EA732700
28. Dell 760/2UA1402LTY
29. Dell 760/7LJ6DX1
30. Dell 760/FC4JKM
31. Dell 760/BZ8J0R1
32. Dell 760/PSV9703019010177DE2700
33. Dell 760/PSV97030190101783F2700
34. Dell 760/PSV9703019010178B12700
35. Dell 760/PSV970300294419F602700
36. Dell 760/PSV9703019010178E72700
37. Dell 760/2UA2140KNZ
38. Dell 760/2UA2140KP8
39. Dell 790/D7FWKK1
40. Dell 960/MXL1470R3X
41. Dell 960/F9R8T52
42. Dell 960/2UA2140KM

43.Dell 960/4B27XQ1
44.Dell 960/PSV9703019010177B62700
45.Dell 960/PSV9703019010177E42700
46.Dell 980/TRF3040V4Z
47.Dell 990/81HFKM1
48.Dell 990/MXL206166L
49.Dell 990/5GT9WD1
50.Dell 990/4996XQ1
51.Dell 990/4B6BXQ1
52.Dell 990/81LFKM1
53.Dell 990/4B4BXQ1
54.Dell 990/4B06XQ1
55.Dell 990/2RQYCX1
56.Dell 990/7L75DX1
57.Dell 990/4B77XQ1
58.Dell 990/MXL1470RJY
59.Dell 990/B8FWKK1
60.Dell 990/87FWKK1
61.Dell 990/49R9XQ1
62.Dell 990/4876XQ1
63.Dell 990/2UA1500L80
64.Dell 990/49N6XQ1
65.Dell 990/49H9XQ1
66.Dell 990/MXL1470RJQ
67.Dell 990/49X5XQ1
68.Dell 990/49F6XQ1
69.Dell 990/49BBXQ1
70.Dell 990/49Q5XQ1
71.Dell 990/49S4XQ1
72.Dell 990/2RB1DX1
73.Dell 990/G5K8082
74.Dell 990/9ZW9182
75.Dell 990/QRR0DX1
76.Dell 990/4B85XQ1
77.Dell 990/4B05XQ1
78.Dell 990/MXL2061669
79.Dell 990/PSV970300294419F612700
80.Dell 990/7KZ7DX1
81.Dell 990/2UA83316L5
82.Dell 990/2UA83316L1
83.Dell 990/PSV97030029520EA322700
84.Dell 990/2UA2140KPN
85.Dell 990/4B08XQ1
86.Dell 990/385WKK1
87.Dell 990/4908XQ1
88.Dell 990/2RT0DX1

89. Dell 990/49T7XQ1
90. Dell 990/7KM6DX1
91. Dell 990/4B97XQ1
92. Dell 990/4B45XQ1
93. Dell 990/4B7BXQ1
94. Dell 990/2RZZCX1
95. Dell 990/7LD5DX1
96. Dell 990/3BNVY12
97. Dell 990/4B38XQ1
98. Dell 990/F9RDT52
99. Dell 990/49T5XQ1
100. Dell 990/2UA1500L8H
101. Dell 990/7L08DX1
102. Dell 990/2UA1402LV2
103. Dell 990/68FWKK1
104. Dell 990/PSV9703019010178EA2700
105. Dell 990/2UA83316LD
106. Dell 3020/3YNTSR1
107. Dell 3020/7L97DX1
108. Dell 7010/2RXYCX1
109. Dell 7010/MXL14409WC
110. Dell 7010/N/A
111. Dell 7010/DDRPBK1
112. Dell 7010/2UA1500L8G
113. Dell 7010/N/A
114. Dell 7010/4BB4XQ1
115. Dell 7010/2RRYCX1
116. Dell 7010/H48QS52
117. Dell 7010/G64RVK1
118. Dell 7010/49Z8XQ1
119. Dell 7010/MXL2042JHD
120. Dell 7010/3BQRY12
121. Dell 7010/7KW5DX1
122. Dell 7010/PSV970300294419F512700
123. Dell 7010/FC8KKM1
124. Dell 7010/89450R1
125. Dell 7010/49X4XQ1
126. Dell 7010/49D4XQ1
127. Dell 7010/4B55XQ1
128. Dell 7010/N/A
129. Dell 7010/4985XQ1
130. Dell 7010/2UA9390HS6
131. Dell 7010/49X6XQ1
132. Dell 7010/6DT9WD1
133. Dell 7010/MXL1470R3R
134. Dell 7010/2UA83316L8

135.	Dell	7040/CNCYC42
136.	Dell	7060/49J8XQ1
137.	Dell	7060/2UA83316LC
138.	Dell	7800/2BFWKK1
139.	Dell	7800/HY3SKN1
140.	Dell	7800/PSV97030029520E9872700
141.	Dell	7800/MXL2061666
142.	Dell	7800/774DPM1
143.	Dell	7900/CZC0397KDM
144.	Dell	8100/33FWKK1
145.	Dell	8200/N/A
146.	Dell	8200/49H6XQ1
147.	Dell	8200/PSV9703019004133F02700
148.	Dell	8200/2UA2071V6D
149.	Dell	8200/2UA2321M8R
150.	Dell	8200/2UA2071V6Z
151.	Dell	8200/2UA3140TJM
152.	Dell	8200/2UA1500L8N
153.	Dell	8200/MXL14409VY
154.	Dell	8200/2UA1500L7N
155.	Dell	8200/N/A
156.	Dell	8200/4997XQ1
157.	Dell	8200/2UA1500L7J
158.	Dell	8200/49P4XQ1
159.	Dell	8200/81GGKM1
160.	Dell	9020/7L56DX1
161.	Dell	9020/4B89XQ1
162.	Dell	9020/MXL2120LGS
163.	Dell	9020/2UA2140KP5
164.	Dell	9020/F9SCT52
165.	Dell	9020/49C5XQ1
166.	Dell	9020/CXF7T52
167.	Dell	9020/4B25XQ1
168.	Dell	9020/PSVAW0302024040052700
169.	Dell	9020/2UA9460Z17
170.	Dell	9020/MXL1470R3S
171.	Dell	9060/H47VS52
172.	Dell	9060/49N7XQ1
173.	Dell	9090/2UA2140KP3
174.	Dell	Optiplex 7010/59FWKK1
175.	Dell	Optiplex 7010/88FWKK1
176.	Dell	Optiplex 9020/2UA83316KS
177.	Dell	Optiplex 9020/HZDWKK1
178.	Dell	Optiplex 9020/2UA2140KPH
179.	Dell	Optiplex 9020/2UA2140KP0
180.	Dell	Optiplex 990/2UA83316KL

181.	Dell	Optiplex 990/2UA4280WM4
182.	Dell	Optiplex 990/81KFKM1
183.	Dell	Optiplex 990/F7FWKK1
184.	Dell	Optiplex 990/2UA4280WMF
185.	Dell	Optiplex 990/2UA4280WM3
186.	Dell	Veriton X480G/HY3TKN1
187.	HP	820/PSV97030029520E9322700
188.	HP	6005/2UA8510G14
189.	HP	6005/2UA8510G0R
190.	HP	6005/ 2UA8510G13
191.	HP	6500/3BRQY12
192.	HP	6500/4021WD1
193.	HP	7800/F9S1T52
194.	HP	7800/2UA4280WM1
195.	HP	7800/7KT7DX1
196.	HP	7800/1BFWKK1
197.	HP	7900/7LM6DX1
198.	HP	7900/59T9WD1
199.	HP	7900/MXL206166G
200.	HP	7900/MXL206166M
201.	HP	7900/19FWKK1
202.	HP	7900/2RX1DX1
203.	HP	7900/CW37622
204.	HP	8100/MXL1470R42
205.	HP	8200/2UA83316KX
206.	HP	8200/2UA83316KJ
207.	HP	8200/2UA9390HSX
208.	HP	8200/F9S4T52
209.	HP	8200/4958XQ1
210.	HP	8200/2UA9390HSV
211.	HP	8200/2UA4290WM3
212.	HP	8200/88FWKK1
213.	HP	8200/MXL1470R3S
214.	HP	8200/MXL1470R40
215.	HP	8200/2UA1500L7P
216.	HP	8200/MXL206166S
217.	HP	8200/MXL14409WQ
218.	HP	8200/2UA2071V6F
219.	HP	8200/49Q7XQ1
220.	HP	8200/2UA8510G0K
221.	HP	8200/2UA8510G0L
222.	HP	8200/2UA85110GLZ
223.	HP	8200/2UA85110G0M
224.	HP	8200/2UA85110G0Y
225.	HP	8200/2UA85110G0S
226.	HP	8200/2UA8510G0T

- 227. HP 8200/2UA8510G0W
- 228. HP 8200/49MBXQ1
- 229. HP 8200/49GBXQ1
- 230. HP 8200/3BPSY12
- 231. HP 8300/2UA1500L8J
- 232. HP 9400/2UA8510G11
- 233. HP 9400/2UA8510G0X
- 234. HP 9400/2UA8510G0H
- 235. HP 9400/2UA8510G12
- 236. HP 9400/2UA810G0P
- 237. HP 9400/2UA8510G0V
- 238. HP 9400/2UA218MQ5
- 239. HP 9400/2UA2071V6N
- 240. HP 9400/2UA9460Z17
- 241. HP 9400/2UA1500L7Z
- 242. HP 9400/2UA9390HT0
- 243. HP 9400/2UA4280WMB
- 244. HP 9400/49V5XQ1
- 245. HP 9400/PSV970300294419F742700
- 246. HP 9400/DM7BT52
- 247. HP 9400/4975XQ1
- 248. HP 9400/49P8XQ1
- 249. HP 9400/4B1BXQ1
- 250. HP 9400/2RQ0DX1
- 251. HP 9400/49F5XQ1
- 252. HP ProDesk 400 G1 SFF/MXL206166F
- 253. HP ProDesk 400 G1 SFF/G7FWKK1
- 254. HP ProDesk 400 G1 SFF/2UA4280WM9
- 255. HP ProDesk 400 G1 SFF/2UA4280WLK
- 256. HP ProDesk 400 G1 SFF/2UA8331867
- 257. HP ProDesk 400 G1 SFF/2UA8510G0N
- 258. HP ProDesk 400 G1 SFF/2UA8510G0J
- 259. HP ProDesk 400 G1 SFF/3BRTY12

2. Projectors (Product Name/Serial Number)

- 1. EPSON455Wi/6026190
- 2. EPSON455Wi/6026095
- 3. EPSON455Wi/6026186
- 4. EPSON455Wi/N/A
- 5. EPSON455Wi/QUQF310310L
- 6. EPSON455Wi/QUQF310130L
- 7. EPSON455Wi/PVXF163058L
- 8. EPSON475Wi/6026075
- 9. EPSON475Wi/6015607
- 10.EPSON 475Wi/PVXF163209L
- 11.EPSON G6750WU/PVXF162766L
- 12.EPSON H440A/PVXF162765L

- 13. EPSON H727A/PVXF163074L
 - 14. Mitsubishi WD2000/B012GE25M0185
 - 15. Mitsubishi XD490U/PVXF183136L
 - 16. Mitsubishi XD490U/PC7F191603L
 - 17. Mitsubishi XD490U/PVXF162666L
 - 18. Mitsubishi XD490U/QUQF320220L
 - 19. Mitsubishi XD490U/X3JL750392L
 - 20. NEC P350W/B012GE25M0181
 - 21. SMART UX60/B012GE19M0162
 - 22. SMART UX80/B012CC30D0103
 - 23. SMART UX80/5313
 - 24. SMART UX80/TA5F450013L
3. All-In-One CPU Computers (Product Name/Serial Number)
- 1. Dell 9020 AiO/MXL2221CWV
 - 2. Dell 9020 AiO/MXL2221CWZ
 - 3. HP 8200 2-IN-1/MLX2221CWS
 - 4. HP 8200 2-IN-1/MXL2221CWR
 - 5. HP 8200 2-IN-1/MXL2221CWY
 - 6. HP 8200 2-IN-1/MXL2221CWQ
 - 7. HP 8200 2-IN-1/MXL2221CWT
 - 8. HP 8200 2-IN-1/MXL2221CWN
 - 9. HP 8200 2-IN-1/MXL2221CWM
 - 10. HP 8200 2-IN-1/4XWVV12
 - 11. HP 8200 2-IN-1/MXL2221CWP
 - 12. HP 8200 2-IN-1/MXL4230GL5
 - 13. HP Elite 8300 AiO/12NWL02
 - 14. HP Elite 8300 AiO/MXL31113NN
 - 15. HP Elite 8300 AiO/MXL31113NP
 - 16. HP Elite 8300 AiO/MXL31113NV
 - 17. HP Elite 8300 AiO/MXL31113NJ
 - 18. HP Elite 8300 AiO/MXL31113NH
 - 19. HP Elite 8300 AiO/MXL31113NQ
 - 20. HP Elite 8300 AiO/MXL31113NT
 - 21. HP Elite 8300 AiO/MXL31113NS
 - 22. HP Elite 8300 AiO/MXL31113NM
 - 23. HP Elite One 800 G1 Touch AiO/MXL31113NK

Resolution #11 – Resolution Approving Emergency Operations Plan

[Click here to view HCCC's Emergency Management Plan](#)

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

May 17, 2022

VIII. PERSONNEL RECOMMENDATIONS

1. RETIREMENT

First Name	Last Name	Title	Effective Date
Elena	Gorokhova	Professor, ESL	September 1, 2022

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Retirement above as Personnel Recommendation Item No. 1.*

2. RESIGNATIONS

First Name	Last Name	Title	Effective Date
Karla	Aybar Reyes	Administrative Assistant, College Libraries	May 31, 2022
Roberto	De Fina	Academic Advisor	May 11, 2022
Carol	Fasano	Director of Nursing	September 15, 2022
Omar	Williams	Manager of Web and Portal Services	June 1, 2022

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Resignations above as Personnel Recommendation Item No. 2.*

3. APPOINTMENT OF STAFF

First Name	Last Name	Title	Effective Date	Annual Salary
Kyara	Martin	Counselor, Educational Opportunity Fund	May 18, 2022	\$ 48,000.00
Crystal	Newton	Student Services Assistant	May 18, 2022	\$ 38,000.00
Tejal	Parekh	Assistant Director, Educational Opportunity Fund	May 18, 2022	\$ 55,000.00
Prachi	Patel	Student Services Assistant	May 18, 2022	\$ 38,000.00
Erika	Padilla	Accountant	May 30, 2022	\$ 62,000.00

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Appointment of Staff above as Personnel Recommendation Item No. 3.*

4. APPOINTMENT OF TEMPORARY FULL-TIME STAFF

First Name	Last Name	Title	Effective Date	Annual Salary
Anita	Belle	Director, Workforce Pathways	May 18, 2022	\$ 80,000.00
Kristofer	Fontanez	Interim Manager of Web and Portal Services	May 18, 2022	\$ 53,955.00
Brianna	Heim	Customer Service Manager	May 18, 2022	\$ 40,000.00
Curtis Lee	Mincey Jr.	Financial Counselor	May 18, 2022	\$ 40,000.00
Ridhdhi	Shah	Au Pair Coordinator	May 18, 2022	\$ 40,000.00
Angelica	Villalta	Academic Advisor	May 18, 2022	\$ 48,000.00

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Appointment of Temporary Full-time Staff above as Personnel Recommendation Item No. 4.*

5. APPOINTMENT OF FULL-TIME FACULTY

First Name	Last Name	Title	Effective Date	Annual Salary
Gunes D.	Senturk	Instructor of Physics	August 16, 2022	\$ 55,434.92

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Appointment of Full-time Faculty above as Personnel Recommendation Item No. 5.*

6. PROMOTION OF FULL-TIME FACULTY

REPORTS/BACKGROUND

Faculty members may apply to the Promotion Committee for promotion to a higher academic rank with commensurate salary. Criteria shall include but not be limited to teaching effectiveness, contributions to the College, scholarly and professional achievement, and contributions to the community. A faculty member may not be promoted within three (3) years of the effective date of the last promotion. The Promotion Committee shall forward its recommendations through the Vice President for Academic Affairs to the President for approval and presentation to the Board of Trustees.

The following faculty are recommended for Promotion effective August 16, 2022.

First Name	Last Name	From	To	Increase Added to Base Salary (Per Contract)
Salim	Bendaoud	Associate Professor	Professor	\$3,500
Velino	Joasil	Associate Professor	Professor	\$3,500
Antonio	Acevedo	Assistant Professor	Associate Professor	\$3,000
Alison	Bach	Assistant Professor	Associate Professor	\$3,000
Joseph	Gallo	Assistant Professor	Associate Professor	\$3,000
Jerry	Lamb	Assistant Professor	Associate Professor	\$3,000
Azhar	Mahmood	Assistant Professor	Associate Professor	\$3,000
Denise	Rossilli	Assistant Professor	Associate Professor	\$3,000
Robin	Singer	Assistant Professor	Associate Professor	\$3,000

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Promotions of Full-time Faculty above as Personnel Recommendation Item No. 6.*

7. AUTHORIZATION OF PART-TIME STAFF THROUGH MAY 2023, AS NEEDED

FIRST NAME	LAST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
Ashanii	Huntley	Advisement and Transfer	Advisor	Advisor-200510	Sheila Dynan
Robert	Bennett	Business, Culinary Arts, and Hospitality Management	ADDASIG	ADDASIG-101030	Ara Karakashian
Anthony	Clode	Business, Culinary Arts, and Hospitality Management	PTAACAI	PTAACAI-101030	Ara Karakashian
Kim	Fong	Business, Culinary Arts, and Hospitality Management	PTAACAI	PTAACAI-101030	Ara Karakashian
Victor	Moruzzi	Business, Culinary Arts, and Hospitality Management	ADDASIG	ADDASIG-101030	Ara Karakashian
Matthew	Siciliano	Business, Culinary Arts, and Hospitality Management	ADDASIG	ADDASIG-101030	Ara Karakashian

Tonja	Webb	Business, Culinary Arts, and Hospitality Management	PTAACAI	PTAACAI-101030	Ara Karakashian
Gina	Acevedo	Continuing Education and Workforce Development	ESL Instructor	PTINST-103005	Catherina Mirasol/Chastity Farrell
Thomas S.	Andolfo	Continuing Education and Workforce Development	Instructor	PTINST102010	Catherina Mirasol/Chastity Farrell
Chloe	Bellows	Continuing Education and Workforce Development	Instructor	PTINST102010	Catherina Mirasol/Chastity Farrell
Ricardo	Camacho JR.	Continuing Education and Workforce Development	Instructor	PTINST102010	Catherina Mirasol/Chastity Farrell
Belen	Deri	Continuing Education and Workforce Development	ESL Instructor	PTINST-103005	Catherina Mirasol/Chastity Farrell
Birds	Jacque	Continuing Education and Workforce Development	Instructor	PTINST102010	Catherina Mirasol/Chastity Farrell
Corazon	Lacsamana	Continuing Education and Workforce Development	Computer Instructor	PTINST-103005	Catherina Mirasol/Chastity Farrell
Adole Jeanne	Logossou	Continuing Education and Workforce Development	Instructor	PTINST102010	Catherina Mirasol/Chastity Farrell
Felicia Kazin	Penchina	Continuing Education and Workforce Development	ESL Instructor	PTINST-103005	Catherina Mirasol/Chastity Farrell
Laverne	Ploom	Continuing Education and Workforce Development	Instructor	PTINST-103005	Catherina Mirasol/Chastity Farrell
Brian	Prendergast	Continuing Education and Workforce Development	Instructor	PTINST-103005	Catherina Mirasol/Chastity Farrell
Jose	Torre	Continuing Education and Workforce Development	Instructor	PTINST-103005	Catherina Mirasol/Chastity Farrell
Hany	Zaky	Continuing Education and Workforce Development	TOEFL Instructor	PTINST102010	Catherina Mirasol/Chastity Farrell
Leymi	Abreu	English and ESL	Office Assistant	OFFAST-101035	Jedediah Palmer
Youstina	Abdou	Financial Aid	Office Assistant	OFFAST-200520	Sylvia Mendoza
Elianna	Gullon	Financial Aid	Office Assistant	OFFAST-200520	Sylvia Mendoza
Nour	Hussein	Financial Aid	Office Assistant	OFFAST-200520	Sylvia Mendoza
Safa	Rarhibou	Financial Aid	Office Assistant	OFFAST-200520	Sylvia Mendoza
Lisa	Farkas	Hudson Helps	Food Pantry Manager	PTRYMGR-252025	Kaherine Morales
Claribel	Valdez	Humanities and Social Sciences	Office Assistant	OFFAST-101021	Jacquelyn Delemos
Marvin	Alas	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Hena	Arshad	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Yomna	Awadalla	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Magda	Dimanche	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Mira	Domadiya	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez

Esraa	Emam	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Muhammad	Faruque	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Rosennies	Feliz	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Ana	Hernandez	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Justin	Jandik	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Vinisha	Kapadia	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Jairo	Lopez	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Daniela	Medina	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Ebram	Mekhail	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Tanaisha	Myrick	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Aahnik	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Aaron	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Chirag	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Ayush	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Raj	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Shiv	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Karan	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Tejkumar	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Jonathan	Ramos	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Matthew	Roperos	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Eddie	Russell	Information Technology Services	PTPCTHG	PTPCTHG-601505	Kenneth Melewski
Raj	Shah	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Kevin	Shah	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Selena	Suarez	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Heather	Tabora	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Ana	Velasquez	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Aphyra	Verna	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Ana-Maria S.	Botea	Nursing and Health Sciences	Office Assistant	OFFAST- 101017	Carol Fasano
Reina	Vinas	Nursing and Health Sciences	Skills Lab Tutor	101017	Carol Fasano
Rachid	Afoulki	STEM	LABAST	LABAST-101015	Burl Yearwood
Jasmine	Ngin	STEM	Office Assistant	OFFAST-101015	Burl Yearwood
Samikshya	Poudel	STEM	Office Assistant	OFFAST-101015	Burl Yearwood

Sally	Elwir	Student Life and Leadership	Student Center Info Desk Assistant	STUCENT-701000	Veronica Gerosimo
Atrell	Johnson	Student Life and Leadership	Student Center Info Desk Assistant	STUCENT-701000	Veronica Gerosimo
Birva	Pinto	Student Life and Leadership	Student Center Info Desk Assistant	STUCENT-701000	Veronica Gerosimo
Paulina	Sonza	Student Life and Leadership	Student Center Info Desk Assistant	STUCENT-701000	Veronica Gerosimo

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Authorization of Part-Time Staff listed above, as needed, as Personnel Recommendation Item No 7.*

8. APPOINTMENT OF NEW HIRE ADJUNCT INSTRUCTOR

First Name	Last Name	Department
Achraf	Safsafi	STEM

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the New Hire Adjunct Instructor listed above as Personnel Recommendation Item No. 8.*

9. MODIFICATIONS TO STAFFING TABLE

Current Approved Title	New Title/ Deleted Title (if applicable)	Incumbent (If applicable)	Salary Adjustment (If applicable)	Effective Date
N/A	Customer Service Manager, Continuing Education and Workforce Development	N/A	N/A	May 18, 2022
N/A	Au Pair Coordinator, Continuing Education and Workforce Development	N/A	N/A	May 18, 2022
N/A	NJBIA Coordinator, Continuing Education and Workforce Development	N/A	N/A	May 18, 2022
N/A	Director, Workforce Pathways, Continuing Education and Workforce Development	N/A	N/A	May 18, 2022
Development Assistant	Development Coordinator	N/A	N/A	May 18, 2022

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Modifications to Staffing Table listed above as Personnel Recommendation Item No 9.*

10. Resolution Authorizing an Employee Compensation and Classification System

WHEREAS, Hudson County Community College (“College”) retained the services of Evergreen Solutions, LLC (“Evergreen”) to conduct a College-Wide Employee Compensation and Classification Study in order to establish a framework for internal and external equity in employee compensation; and,

WHEREAS, Evergreen recommended implementation of a new classification system that establishes how its human resources are employed to perform its core services based on the report by Evergreen; and,

WHEREAS, the classification system consists of the titles and descriptions of the different classifications, or positions, which define how work is organized and assigned; and,

WHEREAS, in conjunction with the College making the proposed title changes, Evergreen will provide the College with updated position descriptions to ensure they accurately reflect the work being carried out by employees; and,

WHEREAS, the new structure consists of position classification pay grades, informed by a market study of benchmark institutions similar to HCCC, with minimum-to-maximum pay ranges; and,

WHEREAS, all positions were assigned to an appropriate pay grade within the plan; and,

WHEREAS, the implementation of the proposed structure will transition employee salaries into their new recommended pay ranges; and,

WHEREAS, the College will implement a 30-Year Hybrid Parity Model, an adjustment whereby employees are re-aligned along their salary range based on their "hybrid years," where a hybrid year would give full credit to an employee for each year they have been serving in their current classification and one-half credit for time they have spent at the College in any other classification; and,

WHEREAS, the Administration, Finance Committee, and Personnel Committee recommend the implementation of this system;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College implement the Employee Compensation and Classification System effective July 1, 2022.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

11. Resolution Authorizing Collective Bargaining Agreement Between Hudson County Community College and Hudson County Community College Academic Administrative Association

WHEREAS, the Collective Bargaining Agreement between Hudson County Community College and Hudson County Community College Academic Administrative Association will expire on June 30, 2022; and,

WHEREAS, Hudson County Community College and Hudson County Community College Academic Administrative Association engaged in collective negotiations for a successor Collective Bargaining Agreement for the period July 1, 2022 through June 30, 2025; and,

WHEREAS, the Collective Bargaining Teams of Hudson County Community College and Hudson County Community College Academic Administrative Association reached final agreement on all negotiated issues on May 6, 2022; and,

WHEREAS, the Collective Bargaining Agreement between Hudson County Community College and Hudson County Community College Academic Administrative Association memorialized their final agreement as to all negotiated issues by setting their signatures to a Memorandum of Agreement on May 9, 2022, which recites their final agreement as to all negotiated issues, and which was subsequently ratified by members of the Academic Administrative Association on May 9, 2022; and,

WHEREAS, the Administration, Finance Committee, and Personnel Committee recommend the implementation of this agreement;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Hudson County Community College that the Collective Bargaining Agreement between Hudson County Community College and Hudson County Community College Academic Administrative Association that was in effect from July 1, 2018 through June 30, 2022, be amended and modified by this Memorandum of Agreement.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

12. Resolution Authorizing Collective Bargaining Agreement Between Hudson County Community College and Hudson County Community College Adjunct Faculty Federation

WHEREAS, the Collective Bargaining Agreement between Hudson County Community College and Hudson County Community College Adjunct Faculty Federation will expire on August 31, 2022; and,

WHEREAS, Hudson County Community College and Hudson County Community College Adjunct Faculty Federation engaged in collective negotiations for a successor Collective Bargaining Agreement for the period September 1, 2022 through August 31, 2025; and,

WHEREAS, the Collective Bargaining Teams of Hudson County Community College reached final agreement on all negotiated issues on April 29, 2022; and,

WHEREAS, the Collective Bargaining Teams of Hudson County Community College memorialized their final agreement as to all negotiated issues by setting their signatures to a Memorandum of Agreement on May 6, 2022, which recites their final agreement as to all negotiated issues, and which was subsequently ratified by members of the Adjunct Faculty Federation on May 6, 2022; and,

WHEREAS, the Administration, Finance Committee, and Personnel Committee recommend the implementation of this agreement;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Hudson County Community College that the Collective Bargaining Agreement between Hudson County Community College and Hudson County Community College Adjunct Faculty Federation that was in effect from August 31, 2018 through September 1, 2022, be amended and modified by this Memorandum of Agreement.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

13. Resolution Authorizing Collective Bargaining Agreement Between Hudson County Community College and Hudson County Community College Professional Association

WHEREAS, the Collective Bargaining Agreement between Hudson County Community College and Hudson County Community College Professional Association will expire on June 30, 2022; and,

WHEREAS, Hudson County Community College and Hudson County Community College Professional Association engaged in collective negotiations for a successor Collective Bargaining Agreement for the period July 1, 2022 through June 30, 2025; and,

WHEREAS, the Collective Bargaining Teams of Hudson County Community College reached final agreement on all negotiated issues on April 29, 2022; and,

WHEREAS, the Collective Bargaining Teams of Hudson County Community College memorialized their final agreement as to all negotiated issues by setting their signatures to a Memorandum of Agreement on May 11, 2022, which recites their final agreement as to all negotiated issues, and which was subsequently ratified by members of the Professional Association on May 11, 2022; and,

WHEREAS, the Administration, Finance Committee, and Personnel Committee recommend the implementation of this agreement;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Hudson County Community College that the Collective Bargaining Agreement between Hudson County Community College and Hudson County Community College Professional Association that was in effect from July 1, 2018 through June

30, 2022, be amended and modified by this Memorandum of Agreement.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

14. Resolution Authorizing Collective Bargaining Agreement Between Hudson County Community College and Hudson County Community College Support Staff Federation

WHEREAS, the Collective Bargaining Agreement between Hudson County Community College and Hudson County Community College Support Staff Federation will expire on June 30, 2022; and,

WHEREAS, Hudson County Community College and Hudson County Community College Support Staff Federation engaged in collective negotiations for a successor Collective Bargaining Agreement for the period July 1, 2022 through June 30, 2025; and,

WHEREAS, the Collective Bargaining Teams of Hudson County Community College reached final agreement on all negotiated issues on May 10, 2022; and,

WHEREAS, the Collective Bargaining Teams of Hudson County Community College memorialized their final agreement as to all negotiated issues by setting their signatures to a Memorandum of Agreement on May 11, 2022, which recites their final agreement as to all negotiated issues, and which was subsequently ratified on May 12, 2022; and,

WHEREAS, the Administration, Finance Committee, and Personnel Committee recommend the implementation of this agreement;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Hudson County Community College that the Collective Bargaining Agreement between Hudson County Community College and Hudson County Community College Support Staff Federation that was in effect from July 1, 2019 through June 30, 2022, be amended and modified by this Memorandum of Agreement.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

15. Resolution Authorizing an Increase in Base Salary for All Confidential Employees

WHEREAS, Hudson County Community College ("College") employs Confidential staff; and,

WHEREAS, Confidential staff employees are not represented by any bargaining unit; and,

WHEREAS, the College is committed to taking steps to keep up with the cost of living through adjustment of wages and salaries; and,

WHEREAS, the College is committed to the retention of talented and qualified employees; and,

WHEREAS, the President, upon consultation with the Cabinet, recommends salary increases for Confidential staff consistent with their position placement on the proposed Employee Compensation and Classification System developed by Evergreen Solutions, LLC; and,

WHEREAS, the increase will be effective July 1, 2022 for those Confidential staff employed by the College on or before January 1, 2022; and,

WHEREAS, the Administration, Finance Committee, and Personnel Committee recommend these base salary adjustments;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community

College hereby approve salary increases for Confidential staff consistent with their position placement on the new Employee Compensation and Classification System as set forth in this resolution.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

16. Resolution Authorizing an Increase in Base Salary for All Part-Time Staff Employees

WHEREAS, Hudson County Community College (“College”) employs Part-Time (“PT”) staff; and,

WHEREAS, PT staff are not represented by any bargaining unit; and,

WHEREAS, the College is committed to taking steps to keep up with the cost of living through adjustment of wages and salaries; and,

WHEREAS, the College is committed to the retention of talented and qualified employees; and,

WHEREAS, the President, upon consultation with the Cabinet, recommends salary increases for Part-Time staff consistent with their position placement on the proposed Employee Compensation and Classification System developed by Evergreen Solutions, LLC; and,

WHEREAS, the increase will be effective July 1, 2022 for those Part-Time staff employed by the College on or before January 1, 2022; and,

WHEREAS, the Administration, Finance Committee, and Personnel Committee recommend these base salary adjustments;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby approve salary increases for Part-Time staff employees consistent with their position placement on the proposed Employee Compensation and Classification System as set forth in this resolution.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, Administration, and Personnel Committee as outlined above in **Item VIII., Personnel Recommendations 1-16.**

1) Retirement; 2) Resignations; 3) Appointment of Staff; 4) Appointment of Temporary Full-time Staff; 5) Appointment of Full-time Faculty; 6) Promotion of Full-time Faculty; 7) Authorization of Part-time Staff, as Needed; 8) Appointment of New Hire Adjunct Instructor; 9) Modifications to Staffing Table; 10) Resolution Authorizing an Employee Compensation and Classification System; 11) Resolution Authorizing Collective Bargaining Agreement Between Hudson County Community College and Hudson County Community College Academic Administrative Association; 12) Resolution Authorizing Collective Bargaining Agreement Between Hudson County Community College and Hudson County Community College Adjunct Faculty Federation; 13) Resolution Authorizing Collective Bargaining Agreement Between Hudson County Community College and Hudson County Community College Professional Association; 14) Resolution Authorizing Collective Bargaining Agreement Between Hudson County Community College and Hudson County Community College Support Staff Federation; 15) Resolution Authorizing an Increase in Base Salary for All Confidential Employees; and 16) Resolution Authorizing an Increase in Base Salary for All Part-Time Staff Employees.

INTRODUCED BY:

SECONDED BY:

DATE:

May 17, 2022

Doria, Joseph
Fahrenheit, Karen
Gardner, Pamela
Gargiulo, Frank
Kenny, Roberta
Lee, Bakari
Peña, Jeanette
Rodriguez, Silvia
Stahl, Harold
Netchert, William, Chair

_____ Aye _____ Nay

Supporting Documents

MEMORANDUM OF AGREEMENT

The HUDSON COUNTY COMMUNITY COLLEGE ("HCCC" or the "College") and the HUDSON COUNTY COMMUNITY COLLEGE PROFESSIONAL ASSOCIATION ("Union") hereby enter into this Memorandum of Agreement ("Agreement") with respect to the modifications, amendments and additions to the Collective Bargaining Agreement between HCCC and the Union dated July 1, 2017 to June 30, 2022 ("CBA"). All terms and conditions contained in the CBA shall remain unchanged, except as modified as follows:

1) **Duration:**

- a) Three (3) years – July 1, 2022 to June 30, 2025

2) **Article I – Recognition:**

- a) Commencing with the 2022 academic fall term, the College and the Professional Association will explore the efficacy of bringing nursing lecturer staff into the unit to address the unique needs of the nursing staff and College, upon mutual agreement.

3) **Article IV – Association Rights and Privileges:** add new paragraph 8:

- a) All Professional Association executive officers shall receive release time in order for them to carry out the duties of their office in an effective and professional manner.
- i) The President and Vice President of the Association shall each receive six (6) credits release time per semester, for a total of twelve (12) credits per officer annually.
- ii) The Treasurer, Corresponding Secretary, and Recording Secretary of the Association shall each receive three (3) credits release time per semester, for a total of six (6) credits per officer annually.

4) **Article IX – Qualifications for Tenure and Faculty Rank:** modify sections 1 and 2 as follows:

- a) Purpose: The purpose of promotion in academic rank is to provide eligible faculty with academic rank as an acknowledgement of exceptional teaching and learning, service, scholarship/creative activities to the college and broader community.

1. Tenure at Hudson Community College follows the provisions set forth in NJ Administrative Code 18A:60-16. These provisions are operationalized in the HCCC Tenure Review Handbook, which is maintained by the College.

2. Faculty Rank

A. Instructor

Master's degree in a related area of expertise. In disciplines in which a Master's degree is unavailable or extremely rare, a Bachelor's degree with alternative credentials or a Bachelor's degree with significant industry experience may be substituted for the Master's degree. The Vice President for Academic Affairs will identify/approve terminal degrees in consultation with discipline faculty and division Deans.

B. Assistant Professor

Master's degree plus 12 graduate credits. Minimum of three (3) years' college teaching experience or two years' college teaching experience for those holding a doctoral degree. Instructors granted tenure shall be automatically promoted to Assistant Professor effective the following semester.

C. Associate Professor

Master's degree plus 20 graduate credits and a minimum of seven years' college teaching experience. Minimum of three (3) years at the rank of Assistant Professor. or two years for those holding a doctoral degree.

D. Professor

Completion of an accredited doctoral program with the exception of the dissertation (ABD) or Master's degree plus 30 graduate credits. Minimum of nine (9) years college teaching experience and three (3) years at the rank of Associate Professor.

E. In exceptional circumstances, professional development may be accepted in lieu of graduate credits. Such experience may include but is not limited to industry certifications, attendance and/or coordination and/or presentation at substantive professional conferences, seminars or workshops; leadership positions in professional organizations; publications/exhibitions; significant program/course development, significant contribution to the College's strategic planning, policy development, self-study and accreditation processes. The decision to accept or reject such experience shall be made by the Vice President for Academic Affairs.

5) Article X – Procedures for Promotion: the parties agree to the modifications below:

1. Faculty

All unit members seeking promotion shall follow the same procedures described as follows:

- A. A written application for promotion to a higher rank with commensurate salary, together with appropriate documentation must be submitted to the Promotion Committee in care of the appropriate Administrator on or before February 1, by any eligible faculty member (See eligibility requirements in accordance with minimum requirements as set forth in Article IX "Qualifications for Faculty Rank").
- B. The Promotion Committee shall be appointed in accordance with Article XI "Procedures for Selecting Promotion, Tenure, and Sabbatical Committees."
- C. The application for promotion shall consist of the following:
 1. Cover letter stating rationale for promotion
 2. Current Curriculum Vitae
 3. Supporting documents demonstrating the following criteria:
 - i. Teaching Effectiveness:
Continued excellence in teaching and commitment to growth and development as a teacher.
 - ii. College and Community Contributions:

Meaningful contributions to the College's mission through activities outside of teaching. Relevant activities may include service on committees, governance, and task forces; participation in student activities and club advisement; development of programs and courses; and contributions to the broader community related to the faculty member's field or position at the College.

- iii. Scholarly and professional achievement:
Continued growth and achievement in these areas as suited to the applicant's field and career path. Relevant activities may include continued graduate course work, publications/exhibitions, industry certifications, fellowships, attendance and/or coordination and/or presentation at professional conferences, or substantive activity in professional organizations, awards and special recognition.
- iv. Demonstrated Participation in Academic Assessment: Relevant activities may include assisting with the completion of course, program, or college-wide assessment efforts.

- 4. Written evaluation by the supervisor.
- 5. Comprehensive evaluation(s) completed since the last promotion, as described in Article XX, Section 2 of this agreement.
- 6. Promotion applications should not include material and documents submitted as part of an applicant's Tenure Portfolio or applications for earlier promotions. Upon request, applicants shall provide copies of their Tenure Portfolio or earlier promotion applications to the Promotion Committee.

- D. The Promotion Committee shall review documents including written recommendations of the supervisors, interview candidates and their supervisor so long as the supervisor is not a member of the Promotion Committee, and make recommendations to the Vice President for Academic Affairs by March 30. The Vice President for Academic Affairs shall forward the Promotion Committee's recommendations, along with his/her recommendation, to the President by April 15. The Promotion Committee will notify each candidate of the results of the evaluation on or before April 15. The candidate shall have seven (7) days to make a written response. In the event that an eligible candidate is not recommended for promotion by the Promotion Committee, said candidate may appeal directly to the President. The President shall make promotion recommendations at the May meeting of the Board of Trustees.
- E. A unit member may not be promoted within three (3) years of the effective date of the last promotion, with the exception of those holding a doctoral degree as stipulated in Article IX, Section 1.
- F. Promotions granted shall become effective at the beginning of the academic year immediately following the date of approval by the Board of Trustees.

- G. Promotion Increments: (this section will remain unchanged).
- H. Effective July 1, 2023, date of promotion will be reflected in the first paycheck of the academic year and will precede any contractual increases that year, as per the following schedule:
1. Bring promotion to Minimum.
 2. Add promotional increase per the relevant rank.
 3. Effective % increase.

6) **Article XI – Procedures for Selecting Promotion, Tenure, and Sabbatical Committees**: the parties agree to the modifications as set forth below:

1. Composition of Committees

A. The Promotion Committee will consist of the Vice President for Academic Affairs or designee who will serve as Chair (non-voting); five (5) tenured faculty at-large members chosen through the division (with no more than one from each of the five (5) academic areas listed in section 2. A, below); a tenured union representative (non-voting and non-participatory); a Compliance Officer (either the Vice President for Human Resources or Vice President for Diversity, Equity and Inclusion) (non-voting and non-participatory), and two (2) Deans' Council representatives.

B. The Tenure Committee will consist of the Vice President for Academic Affairs or designee who will serve as Chair (non-voting); five (5) tenured faculty at-large members chosen through the division (with no more than one from each of the five (5) academic areas listed in section 2. A; below), a tenured union representative (non-voting and non-participatory); a Compliance Officer (either the Vice President for Human Resources or Vice President for Diversity, Equity and Inclusion) (non-voting and non-participatory), and two (2) Deans' Council representatives.

C. The Sabbatical Committee will consist of the Vice President for Academic Affairs or designee who will serve as Chair (non-voting); five (5) tenured faculty, at-large members chosen through the division (with no more than one from each of the five (5) academic areas listed in section 2. A, below); a tenured union representative (non-voting and non-participatory); a Compliance Officers (either the Vice President for Human Resources or Vice President for Diversity, Equity and Inclusion) (non-voting and non-participatory), and two (2) Deans' Council representatives.

2. Identification of Committee Members

A. Five (5) tenured, at-large members will be chosen through the divisions (with no more than one representative from each of the following five (5) academic areas: 1. English, Academic Foundations English, and ESL, 2. STEM and Academic Foundations Math, 3. Humanities and Social Sciences, 4. Business, Culinary Arts, and Hospitality Management, 5. Nursing and Health Sciences.

- B. All faculty members serving on Promotion, Tenure, and Sabbatical committees must be tenured.
- C. The Deans' Council elects two (2) representatives for each committee.
- D. Applicants for Tenure, Promotion or Sabbatical may not serve on the committee evaluating their application.
- E. Service in any academic year must be limited to one (1) committee only.
- F. A representative may not serve for two (2) consecutive years on the same committee.
- G. Professional Association representatives will be appointed by the Association President and serve in a compliance capacity.
- H. In the event there is not a tenured faculty member to represent an academic area, the Professional Association President and the Vice President of Academic Affairs will identify a faculty representative from another academic area to serve on that committee. Whenever possible the faculty representative shall be selected from elected alternates.

7) **Article XII- Faculty Responsibilities: revise paragraph 4 as follows:**

A faculty member shall maintain one (1) office hour per week for each five (5) hours of instruction assigned, including overload courses, for student consultation and advisement. Faculty members may elect to hold one of their required office hours remotely. All hours of advisement in excess of three hours per week shall be by appointment only and may be conducted remotely. Faculty who teach in the evening shall accommodate students with office hours in the evening. Faculty who teach online shall accommodate students with online office hours.

8) **Article XIII – Academic Matters: revise section 1 and 10 as follows:**

1. Scheduling of Courses and Overload

A. The assignment of courses and sections shall be determined by the mutual agreement of the faculty member and the division Dean or Program Director. If there is no mutual agreement, whenever possible, preference in the selection of courses and sections shall be assigned on a semester rotation basis among the qualified members in that division. Teaching assignments shall primarily be in the faculty members' area of academic expertise or a related field.

B. For each academic term, full-time faculty shall have the right of first refusal to teach two (2) overload courses in their area of expertise or a related

field. No faculty member shall be scheduled to teach more than two courses of overload in the Fall and Spring semesters.

C. Overload assignments are voluntary.

2. Teaching Hours and Teaching Load

- A. Teaching schedules shall be arranged to provide a minimum of one preparation day per week.
- B. Whenever possible, teaching schedules shall be arranged so that the elapsed time between the beginning of the first class and the end of the last class shall not exceed eight (8) hours in any one day, unless greater elapsed time is agreed to by the affected faculty member.
- C. Overloads shall not be subject to the time restrictions in Section 2(B) above.
- D. As part of his/her normal teaching responsibility, a full-time faculty member shall be given no more than three (3) catalog number preparations per semester.
- E. Faculty shall be free to exchange teaching assignments, provided that the transferees are qualified to teach the course with the approval of the division Dean, Program Director and/or the Vice President for Academic Affairs.
- F. Faculty schedules will be arranged, wherever possible, to allow faculty members to attend classes, for professional development purposes, at other institutions of higher education and/or to facilitate course preparation.
- G. A faculty member not scheduled for classes or other duties specified in this Agreement shall not be required to be present at the College.
- H. Full-time faculty members' class load may be compressed into no fewer than three days of on-campus teaching with the following exceptions:
 - 1. Faculty teaching two or more synchronous or asynchronous online courses and faculty whose schedules include six or more credits of release time may compress their schedules into no fewer than two days of on-campus teaching.
 - 2. Faculty whose teaching schedule is affected by cancellation of classes due to low enrollment or other extraordinary circumstances.

4. Additional Faculty Assignments...

- A. ...(no change)
- B. ...(no change)
- C. ...(no change)

- D. Area/Program/Subject Coordinators shall be compensated at the following rate:
- a. 6 credits per academic semester as either overload or course-release time, effective the Spring 2022 semester.

1. Summer coordinator assignments may be entered into by mutual agreement between the Coordinator and Associate Dean of the Division. Coordinators who choose to coordinate in the summer must continue to perform all of their required duties as outlined in Section F of this agreement, but shall not be required to teach or accept special assignments beyond their designated duties. Compensation for summer sessions shall be as follows:

- a. Summer 1: two (2) credits overload
- b. Summer 2: two (2) credits overload

2. Additional compensation based on the total number of sections within the Coordinator's program, subject, and/or area shall be as follows:

- a. 26-49 total sections shall be compensated at one (1) overload credit beyond the base coordination rate, effective Spring 2022.
- b. 50+ total sections shall be compensated at two (2) total overload credits above the base coordination rate, effective Spring 2022.

3. If a Coordinator accepts a separate second coordinator position, as determined by the Office of Academic Affairs (per item E.1 below), it shall be compensated at an overload rate of 6 credits per semester effective Spring 2022, in addition to compensation for the other coordinator position.

4. No Coordinator shall exceed more than two separate coordinator positions.
 - a. In the event that a faculty member accepts two coordinator positions, no more than one can be utilized as course-release time.

- E. The process for selection of Area/Program/Subject Coordinators shall be determined as follows:

1. The decision on the number and the program/subject/areas for Coordinators rests entirely with the Academic Affairs Office in consultation with the Division Deans/Directors. All academic programs and offerings will be overseen by an academic coordinator.
2. When an opening for a Coordinator in a particular division arises, the Division Dean/Director shall circulate the job responsibilities along with the division's call for nominations at least one month prior to election.
 - a. The official call for nominations and election must be conducted by the Division Dean/Director as part of the regularly scheduled division meeting(s).
 - i. April/May for summer or fall semester coordination
 - ii. November/December for spring semester coordination
 - b. The nomination/election processes must be open to all full-time faculty members within the division. The call for nomination must specify the credentials needed, such as degree and teaching experience in the specified or closely related area. Self-nominations are acceptable.

3. Voting must be conducted by blind balloting for confidentiality with a simple majority required for election.
 - a. Faculty within each discipline shall have the right of first refusal for coordinatorship, followed by faculty within the division. Tenured faculty are preferred.
4. Elections, Evaluations, Term Limits, Right of First Refusal
 - a. Elections: The faculty member will be elected to her or his position as coordinator. Coordinators shall not be appointed, except temporarily under emergency conditions.
 - b. Evaluation: An evaluation process must be implemented for coordinators which is entirely separate from the contractual comprehensive faculty evaluation.
 - i. Evaluation of Coordinators shall be conducted by the end of the second semester of each term with performance matched against a coordination rubric that reflects the language of the current contract.
 - ii. Coordination and annual evaluation are not tied to the academic year (August to June) but rather to two-semester intervals.
 - iii. In case of an unsatisfactory evaluation, the Coordinator shall be mentored by the supervisor with an improvement plan signed by both parties.
 - iv. Removal from coordinatorship may occur after a subsequent and consecutive unsatisfactory evaluation if performance is determined to be detrimental to the vigor and vitality of the program and/or students. Specific criteria must be identified to warrant removal.
 - c. Term Limits: Coordinator terms shall be for two-year periods. No faculty member shall serve in the position of Coordinator for more than two (2) consecutive two-year terms, or for a total of four (4) consecutive years.
 - d. This limit will not apply if no other faculty member within the discipline or division is nominated or self-nominated for the position.

F. Responsibilities of Area/Program/Subject Coordinators are as follows:

1. In consultation with the Associate Dean of the Division, recommend the hiring of adjunct faculty, and staff scheduled classes within the Coordinator's discipline or area.
2. A Coordinator shall supervise and support adjunct faculty within the Coordinator's discipline or area. Such responsibilities include:
 - a. Maintain contact with adjunct faculty in the major or subject area; provide information and orientation materials where appropriate.
 - b. Prepare for and participate in the All College Faculty Orientation twice annually.
 - c. Serve as the initial point of contact for adjunct faculty to direct questions and concerns (e.g., questions regarding the Information Technology department, security, or parking).

- d. Provide consultation and/or refer cases to the Associate Dean should issues related to adjunct faculty performance (e.g., dereliction of duties) arise.
 - e. Conduct up to six (6) class observations of adjunct faculty (in the area of coordination or a closely related field) per academic year and submit written reports to the Associate Dean by the beginning of the subsequent academic term (Fall or Spring) from the term of observation.
 - i. The Coordinator and supervisor (e.g., Associate Dean) shall arrange a meeting within the first four weeks of the academic term to mutually agree upon the instructors to be observed.
 - ii. The Associate Dean, upon mutual agreement with the Coordinator, may delegate additional observations (beyond the required maximum of six (6) per academic year) to other qualified persons.
 - iii. See Article XIII Section F.9.i for compensation procedures.
3. In consultation with the Associate Dean, develop a schedule of instruction for each academic term.
 4. Monitor curriculum and oversee revisions of course materials, which may include providing guidance to faculty members performing such work.
 5. In consultation with faculty in the area and the Associate Dean or program director, review, select, and order required course materials (e.g., textbooks) for classes as well as desk copies for instructors.
 6. Participate in Division meetings and a maximum of one (1) other meeting per semester (at a mutually agreed upon time when needed) with the Associate Dean related to program planning, development, student concerns, and assessment of adjunct faculty.
 7. Provide consultation to the Assessment Coordinator regarding assessment initiatives under the Area/Program/Subject Coordinator's supervision.
 8. Attend one (1) recruitment event annually (e.g., Open House, Major Exploration Fair, etc.).
 9. **Additional Duties and Compensation**
 Additional duties and compensation for coordinator positions not specified in this article shall be entered into by mutual agreement between the Area/Program/Subject Coordinator and the Associate Dean of the Division. Coordinators are under no obligation to enter into additional duties or assignments. Before work is begun, compensation shall be agreed to in writing based on estimated hours of work at the prevailing rate according to academic rank. Such additional assignments may include, but are not limited to, the following:
 - a. Supervision of specialized classrooms and labs (e.g., budgeting, acquisition and maintenance of materials and equipment, and supervision of lab assistants) in the absence of a Lab Coordinator.

- b. Cyclical Program Review
 - i. Cyclical Program Reviews will be allotted five (5) credits, distributed among the participating faculty by mutual agreement between the Area/Program/Subject Coordinator and the Associate Dean.
 - ii. Area/Program/Subject Coordinators may choose not to participate in the Cyclical Program Review, in which case the Associate Dean may delegate the responsibility to a willing faculty participant within the Division.
- c. Preparation of grant or aid requests, program accreditation, or licensing documents
- d. Creation of articulation agreements
- e. Creation and maintenance of program internships, externships, or clinical experience
- f. Attendance at any recruitment events beyond the one required annually per Section XIII.F.8
- g. Service on scoring committees and/or portfolio review
- h. Creation of program-level exams and special materials (e.g., a program handbook)
- i. Additional observations conducted by Coordinators or other unit members will be compensated at the prevailing hourly rate according to academic rank.
- j. Creation and annual convening of an advisory council, including members of the community and/or professional organizations appropriate to the major or program
- k. Course development & revision

In accordance with Article XXVIII, Section 3 of this agreement, compensation for course creation and revision, regardless of modality (i.e., fact-to-face or online), shall be paid as follows:

 - i. Minor Revision: 1.5 credits.
A minor revision involves basic updating due to the passage of time, such as: editing the course outline to conform to a new edition of the same textbook (without changing the sequence of topics, learning outcomes, or assessments)
 - ii. Moderate Revision: 2.0 Credits.
A moderate revision involves work that courses require as a consequence of a textbook change, such as a fine-tuning of assignments, discussions, and instructions. A moderate revision is one in which one quarter of the topics, learning outcomes, or assessments are created anew (not merely edited).
 - iii. Major Revision: 3.0 Credits
A major revision involves substantial work to be done by the faculty member to make the course viable. Any course that needs a major revision has more than half the learning outcomes, assignments, assessments newly created or changed substantially (not merely edited). This involves work such as: creating substantive new course material, aligning to new learning outcomes, creating new assessments, substantially re-writing and updating the course.

iv. New Course Creation: 4 Credits

New course creation involves the complete development of a course, whether redesigned or newly proposed, and whether taught online or face-to-face.

1. Revision of an academic program shall be compensated at the following rates as either overload or course release time, as determined by mutual agreement between the Coordinator and Associate Dean:
 - i. Partial revision: 1.5 credits
 - ii. Moderate revision: 2 credits
 - iii. Major revision: 3 credits
 - iv. Full development of a new academic program: 6 credits
 - v. Development of Options under the major: 4 credits

G. Assessment Coordination

1. Compensation

- a. Assessment Coordinators shall be compensated at 5 credits per academic semester as either overload or course-release time.
- b. Should a need for summer assessment arise, coordination duties may be entered into by mutual agreement between the Coordinator and Division Dean. Assessment Coordinators and participating faculty are under no obligation to agree to summer assessment duties. Assessment Coordinators who choose to coordinate in the summer must perform all duties as stipulated in section G.2.b of this agreement, but shall not be required to teach or accept special assignments beyond their designated duties in order to receive compensation.
- c. Compensation for summer sessions shall be as follows:
 - Summer 1 – two (2) credits overload
 - Summer 2 – two (2) credits overload

2. Responsibilities of Assessment Coordinators

Responsibilities of Assessment Coordinators shall include:

- a. Conduct up to three (3) assessment assignments (e.g., a course-level outcome assessment for ENG 101 or a program-level outcome assessment for Chemistry) per semester.
 - i. Assessment assignments beyond the above stated limit (in section G.2.a.) shall be paid one (1) credit per assignment. All additional assignments must be made in mutual agreement between the Associate Dean and Assessment Coordinator.
- b. Summer assessment duties shall be mutually agreed upon by the Assessment Coordinator and Associate Dean, based upon the overload rate stipulated in section G1.c of this agreement.
- c. Consult Area/Program/Subject Coordinators and Associate Dean in developing program-level and course-level assessment plans and methods.
- d. In conjunction with the Associate Dean and Area/Program/Subject Coordinators, determine the priority and sequence of assessment projects for each semester.
- e. Maintain accurate records of all program-level outcomes, course-level outcomes, and assessment plans/results.

- f. Ensure that assessment activities are completed according to an assessment plan schedule, in accordance with section G.2.a of this agreement.
- g. Collect and analyze data from all participating faculty (full- and part-time) in assessment activities under their coordination.
- h. Complete follow-up reports that summarize the data and recommend strategies for closing-the-loop. Assessment reports must be submitted to the Associate Dean.
- i. In consultation with Area/Program/Subject Coordinators, develop and implement closing-the-loop initiatives.
- j. Report on assessment activities at monthly division meetings.
- k. Report on assessment activities at one Assessment Committee meeting per semester.
- l. Collaborate with the Office of Academic Affairs' assessment personnel to facilitate or participate in up to one (1) assessment-related workshop per semester.
- m. Serve as liaison between the Area/Program/Subject Coordinators and Office of Institutional Research for all assessment-related activities.
- n. Develop and maintain fluency in WEAVE or any other assessment-management software. The Office of Academic Affairs shall provide any necessary training.
- o. Participate in Cyclical Program Reviews for areas under their area of coordination.
 - i. Assessment Coordinators will be paid overload from the allotted five (5) credits for participation in each Cyclical Program Review.

10. Multiple Location

The College will make every reasonable effort to schedule faculty members' classes each day so as to avoid back and forth movement between college buildings and campuses. Teaching assignments at multiple locations shall be accepted on a voluntary basis at the faculty member's discretion.

9) Article XIV - Compensation:

- a) Replace and modify the current language (where necessary) with the following:
 - i) Compensation System – for all Full Time Employees

- (1) The College will implement a 30-Year Hybrid Parity Model, as a one time adjustment, where employees are re-aligned along their salary range based on their "hybrid years." A hybrid year would give full credit to an employee for each year they have been serving in their current classification and one-half credit for time they have spent at the College in any other classification. By way of example, the analysis is based upon a 30-year basis, meaning employees with 30 or more hybrid years of experience would be placed at their grade maximum, whereas employees with 15 years would be placed at the midpoint of the range.

b) Salary Increases:

i) Effective July 1, 2022, all full-time members shall receive an increase ranging from 3% to 15% to base salary, with a cap of \$9,000 in accordance with the 30-Year Hybrid Parity Model. For the 2022–2023 contract year, any applicable market wage adjustment based on the agreed Hybrid Parity Model will be applied immediately prior to any applicable salary increase resulting from rank promotion. All wage increases will be implemented on July 1, 2022.

ii) Effective July 1, 2023, all full-time members shall receive an increase of 3% to base salary. For the 2023–2024 contract year, any applicable salary increase resulting from a rank promotion will be applied immediately prior to the 3% base wage increase for that contract year. All wage increases will be implemented on July 1, 2023.

iii) Effective July 1, 2024, all full-time members shall receive an increase of 3% to base salary. For the 2024–2025 contract year, any applicable salary increase resulting from a rank promotion will be applied immediately prior to the 3% base wage increase for that contract year. All wage increases will be implemented on July 1, 2024.

10) Article XIX – Staff Development:

a) Replace “Staff” with “Faculty” in this Article

b) Modify Article as per below:

i) 1. Commitment to Faculty Development

The Association and Administration acknowledge the importance of faculty development and encourage Unit Members to participate fully in available professional development activities. The College will provide its full-time faculty with the opportunity to pursue professional growth.

A. Conference and Travel

Members of the Association shall have the right to apply for payment, reimbursement or prepayment for attendance at job-related professional conferences, workshops, seminars or other training conferences, subject to prior approval. When the College approves such attendance, the College shall pay all expenses.

1. Meal allowances will be reimbursed at the Federal per diem rates effective upon Board ratification (including gratuities). Per diem rates would be determined in accordance with the U.S. General Services Administration.
2. Receipts will be required for all reimbursed expenses. Meals included in registration fees shall be deducted from the per diem amount.
3. Receipts will be required for all reimbursed expenses. The College will not pre-pay hotel accommodations.
4. In the event that a unit member attends an approved conference or professional development event during class time, their attendance shall not require use of a personal day.

B. Tuition Waiver

1. Full-time employees, their spouses and dependents may take credit courses at the College tuition free, provided space is available in the class requested. Tuition and 25% of all fees for culinary arts courses will be waived provided the student completes the course and receives a grade of "C" or better. If a student does not receive a grade of "C" or better, the student is responsible for all tuition and costs of that course.

11. Article XXI - Discipline:

The progressive steps and procedures for the coaching, counselling and disciplinary action of faculty members are set forth in this article.

1. Standards of Behavior

All employees are expected to perform their duties with the highest degree of professionalism and ethics. To that end, each supervisor must be certain that employees are aware of the following:

- Expectations of the job.
- Necessary information to perform the job.
- Appropriate responsibility and/or authority to perform the job.

2. Support and Performance Management

The process and outcomes outlined in this section are not intended to be disciplinary in nature. They are separate and distinct from the procedures for disciplinary charges set forth in Section 3, Disciplinary Action. The process outlined in this section is intended to be collaborative and may lead to a professional improvement plan where needed. If the matter is resolved to the satisfaction of the Dean/Supervisor and the faculty member, any documents relating to it will remain with the Dean/Supervisor. No records relating

to the matter will be kept in the faculty member's personnel file maintained by the College and/or Department.

Academic issues concerning a faculty member's teaching or pedagogical responsibilities (as set forth within Article XII - Faculty Responsibilities of this Collective Bargaining Agreement), will be addressed by the Dean/Supervisor who may consult with other senior administrators and Human Resources before meeting with the Member. The focus of the meeting will be restricted to the issue(s) under consideration and how it/they will be addressed. Such meetings must be supported by documented information provided to the faculty member.

If the academic issue is the result of a complaint, the Dean/Supervisor will confirm the validity of the complaint or allegation made against the employee's work performance before moving forward with any coaching or counseling. Information provided to faculty should include the identity of the complainant(s) and a written summary of the complaint.

In the event of a valid complaint or unresolved issue, the following procedure for support and performance management will be followed:

A. Coaching

The supervisor should offer coaching (proactive criticism) at the first sign of an improvement opportunity and a developing problem. When coaching an employee, the following rules of coaching will be observed:

1. Know what is going on; that is, to investigate thoroughly and identify the pattern.
2. Set the stage – always coach in private in a neutral setting.
3. Ask and listen – does the employee know what is expected, is it fair and reasonable, and/or does the employee know the consequences?
4. Reach agreement – identify that a problem exists; agree on solutions to the problem.
5. Review – schedule a follow-up meeting on a specific day; keep records.

B. Counseling

The supervisor should provide counseling for employees when a performance problem continues after coaching has taken place. When counseling, the following should be observed:

1. Review supervisory file, College policy, and procedure.
2. Set the tone – which should be professional; the session should be conducted in the supervisor's office.
3. Discuss performance improvement plan and together develop a written improvement plan.
4. Document the improvement plan, listing all options. Any records of counseling of an employee will be kept only in the supervisor's/dean's

records for the employee and not become part of the employee's HR personnel records.

5. Follow-up date should be set as well as stating positive and negative consequences.

3. Progressive Discipline

A. Procedures

1. If the same performance problem persists after an employee has been provided with coaching and counseling, then formal disciplinary action may begin according to the progressive procedures described in this section.
2. If a problem is sufficiently serious, then accelerated disciplinary procedures will be followed. (See Section 4 below.)
3. Any disciplinary action must be based on a sufficient and fair investigation as is required under just cause standards for discipline and should follow the requirements for notification and involvement of the member and the association detailed below in this article. Both the supervisor and Human Resources will keep records of warnings and disciplinary actions.
4. Faculty have the right to respond in writing within ten days to any warning or disciplinary action; this response will be included in the documentation of the case.
5. The College must provide reasonable advance notice in writing of any meeting related to a disciplinary action. This notice will include the reasons for the meeting or interview. The employee is entitled to the presence of a representative of the Association during such meetings.

B. Disciplinary Actions

1. *Verbal warning.* If the employee is being formally disciplined for an issue for the first time, the employee will be counseled by the supervisor and advised that this is the first step in the progressive discipline procedure.
2. *Written warning.* If the same disciplinary issue recurs within a year of the verbal warning, an employee will receive a written warning. This warning will chronologically list specific details of the event. It will refer to verbal warning(s), stating their dates, and will set clear standards for improvement. It will also contain a deadline for improvement and will list consequences if the disciplinary issue persists or recurs. The deadline for improvement will not be more than 12 months from the date of the written warning.
3. *Disciplinary suspension or salary reduction.* The employee may be given a suspension or a reduction in salary for failing to improve according to the terms of the most recent written warning. A suspension may be for no less than one (1) working day and no more than ten (10) working days, depending on the seriousness of the violation. In consultation with Human Resources, the Division Dean will write a recommendation for suspension or salary reduction that

includes a history of all past incidents related to the specific disciplinary issue and a history of the supervisory efforts to correct the problem. This recommendation is submitted to the Vice President for Academic Affairs for approval. If approved by the Vice President for Academic Affairs, the recommendation will be reviewed by Human Resources, which will send notice of the disciplinary action to the employee. The notice will include detailed documentation of the facts related to the issues. A copy of the notice will be confidentially transmitted to the HCCC Professional Association.

4. *Termination.* When all efforts to correct negative performance fail, the final disciplinary action shall be termination from employment. In consultation with Human Resources, the Division Dean will write a recommendation for termination that includes a history of all past incidents related to the specific disciplinary issue and a history of the supervisory efforts to correct the problem. This recommendation is submitted to the Vice President for Academic Affairs for approval. If approved by the Vice President for Academic Affairs, the recommendation will be reviewed by Human Resources, which will send notice of the termination to the employee and to the Association. The employee may request the full documentation of the recommendation. The termination recommendation may not be submitted to the Board of Trustees until after the member has had the opportunity for an in-person meeting and a written response in accordance with the terms above.

4. Accelerated Disciplinary Procedures

The disciplinary process may be accelerated to any of the steps in the disciplinary actions procedures in either of the following situations: the presence of the Member is determined to be dangerous to the welfare of the College's employees or students or detrimental to the reputation of the College; or the Member is being investigated under a policy or procedure the College is legally obligated to address.

The College will provide a member reasonable notice of accelerated disciplinary procedures. This notification will also be sent to the Association and will describe the terms of the accelerated disciplinary procedures and include the reason(s) for the acceleration and detailed documentation of the related facts.

A. Administrative Leave

1. As part of accelerated disciplinary procedures, Members may be placed on administrative leave pending an investigation.
2. Members on administrative leave may be required to restrict their activities; these restrictions may include not teaching their classes, coming to campus, or attending college meetings. Members on administrative leave are not suspended, still receive their salary, and are obligated to fulfill any professional obligations that are not restricted by the terms of their administrative leave.
3. The College will notify a member that he or she is being placed on administrative leave at least 24 hours before the leave takes effect.

5. Just Cause Provision

No member shall be disciplined, reprimanded, reduced in rank or compensation, discharged or suspended without just cause. Any such action asserted by the College or any representative thereof shall be subject to the grievance procedure herein set forth. The College will make every effort to notify the Unit Member prior to the filing of any formal actions against them. This provision shall not apply in the case of non-renewal.

6. Reinstatement

An employee suspended or terminated under any of the terms outlined above has the right to file a grievance pursuant to Article XXII of this Agreement. Should the grieving employee prevail in the determination of such grievance, the employee will be reinstated in the employ of the College, with retroactive pay and benefits in full.

12. Miscellaneous:

(a) This Memorandum of Agreement contains the entire agreement of the parties.

(b) This Memorandum of Agreement is subject to ratification by the Board of Trustees of Hudson County Community College and by the membership of the Hudson County Community College Professional Association. The undersigned represent that they are authorized to enter into this Memorandum of Agreement on behalf of their respective principals.

() HCCC shall prepare a collective bargaining agreement incorporating this Memorandum.

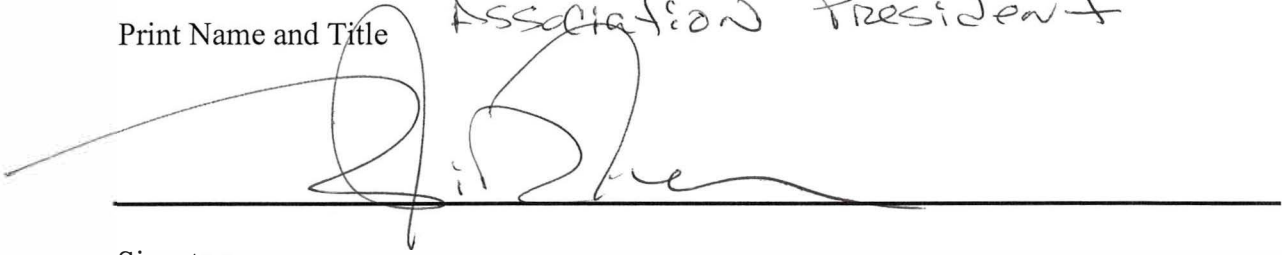
() The parties agree to recommend that their respective principals ratify this Memorandum of Agreement.

HUDSON COUNTY COMMUNITY COLLEGE PROFESSIONAL ASSOCIATION

Michael J. Fertise, HCCC Professional.

Print Name and Title

Association President



Signature

Date

May 12, 2022

HUDSON COUNTY COMMUNITY COLLEGE

Anna Krupitskiy, Vice President HR

Print Name and Title

Anna Krupitskiy

Signature

5/12/22

Date

MEMORANDUM OF AGREEMENT

The HUDSON COUNTY COMMUNITY COLLEGE ("HCCC") and the HUDSON COUNTY COMMUNITY COLLEGE CHAPTER - UNITED FACULTY OF NEW JERSEY, AFT-NJ LOCAL 2222, AFL-CIO ("Union") hereby enter into this Memorandum of Agreement ("Agreement") with respect to the modifications, amendments, and additions to the collective bargaining agreement between HCCC and the Union dated September 1, 2018, to August 31, 2022 ("CBA"). All terms and conditions contained in the CBA shall remain unchanged, except as modified as follows:

1. Duration and Union Title:

- Duration: September 1, 2022 — August 31, 2025
- Modify/Replace Title of Union with “Hudson County Community College Chapter- United Adjunct Faculty of New Jersey, AFT-NJ Local 2222, AFL-CIO”

2. Article IV – Chapter Rights and Privileges

- Delete and Replace “Federation” with “Chapter” in the Title of Article IV
- Delete and replace: 4. C. to read “The deduction of union dues shall be deducted from every paycheck paid to adjunct faculty who are Chapter members.”

3. Article XXII - Compensation:

Replace current language with the following:

- Unit members will receive a base salary increase as follows:
 - Year 1: 7%
 - Year 2: 3%
 - Year 3: 3%
- Pay shall be distributed on a semi-monthly basis (twice per month)
- Unit members, as recognized under the recognition clause in Article II of the CBA, teaching 20 or more semesters as of August 31, 2022, and who teach a Fall (September) 2022 course shall receive a one-time only sum of \$300, which shall be outside of and not included in the per credit compensation above. The payment of the sum of \$300 will be made at the conclusion of the Fall (September) 2022 course.

4. Article VII – Grievance Procedure

- Change “Director of Human Resources” to “Vice-President for Human Resources” throughout Article VII.

5. Article XIV – Terms and Conditions of Employment

Delete and Replace with Following Language:

Bargaining unit members may teach a maximum of 12 credit hours per week. Unit members shall not apply for or accept a credit workload or any other assignment during any semester which results in the adjunct exceeding the above-stated maximum work credit hours per week.

Miscellaneous:

- a) This Memorandum of Agreement contains the entire agreement of the parties.
- b) This Memorandum of Agreement is subject to ratification by the Board of Trustees of the Hudson County Community College and by the membership of the Hudson County Community College Chapter- United Adjunct Faculty of New Jersey, AFT-NJ Local 2222, AFL-CIO. The undersigned represent that they are authorized to enter into this Memorandum of Agreement on behalf of their respective principals.
- c) HCCC shall prepare a collective bargaining agreement incorporating this Memorandum.
- d) The parties agree to recommend that their respective principals ratify this Memorandum of Agreement.

Nancy Hynes Lasek

HUDSON COUNTY COMMUNITY
COLLEGE CHAPTER- UNITED ADJUNCT
FACULTY OF NEW JERSEY, AFT-NJ
LOCAL 2222, AFL-CIO

Date: 5/6/22

HUDSON COUNTY COMMUNITY
COLLEGE

Date: 5/6/22

MEMORANDUM OF AGREEMENT

The HUDSON COUNTY COMMUNITY COLLEGE ("HCCC") and the HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC ADMINISTRATIVE ASSOCIATION ("Union") hereby enter into this Memorandum of Agreement ("Agreement") with respect to the modifications, amendments and additions to the collective bargaining agreement between HCCC and the Union dated July 1, 2018 to June 30, 2022 ("CBA"). All terms and conditions contained in the CBA shall remain unchanged, except as modified as follows:

1. Duration:

- i. July 1, 2022 to June 30, 2025 — three (3) year contract.

2. Article XXII - Compensation:

- a. Add a provision to this Article that employees hired by April 1st of a given academic year, shall be entitled to the negotiated salary increases are scheduled for July 1st; however, employees hired after April 1st of a given academic year, shall not be eligible for the subsequent salary increase scheduled for July 1st in the same year.
- b. Replace and modify the current language (where necessary) with the following:
 - i. Compensation System – for all Full Time Employees
 - 1. The College will implement a 30-Year Hybrid Parity Model, as a onetime adjustment, where employees are re-aligned along their salary range based on their “hybrid years.”

2. A hybrid year would give full credit to an employee for each year they have been serving in their current classification and one-half credit for time they have spent at the College in any other classification.
3. By way of example, the analysis is based upon a 30-year basis, meaning employees with 30 or more hybrid years of experience would be placed at their grade maximum, whereas employees with 15 years would be placed at the midpoint of the range.

ii. Salary Increases:

1. Effective July 1, 2022, all full-time members shall receive an increase ranging from 3% to 15% to base salary, with a cap of \$9,000, with the exception of positions that are moved to the minimum of the range, in accordance with the 30-Year Hybrid Parity Model.
2. Effective July 1, 2023, all full-time members shall receive an increase of 3% to base salary.
3. Effective July 1, 2024, all full-time members shall receive an increase of 3% to base salary.

3. Article XIV – Insurance:

a. Modify #3 regarding dental benefits to read:

- i. The dental benefits provided by the College to all Unit Members is increased to a maximum of \$2000.00, per contract year.

4. Article VIII – Leaves of Absence

- a. Vacation Leave:
 - i. Modify paragraph A in Section 6 of Article VIII to increase the vacation carryover from 22 days to 24 days for a total increase of two (2) days to the vacation carryover.
 - ii. The parties agree that members shall be allowed to be paid out a maximum of 24 days, they have earned such time based upon years of service, at time of separation of employment.

Miscellaneous:

(a) This Memorandum of Agreement contains the entire agreement of the parties.


(b) This Memorandum of Agreement is subject to ratification by the Board of Trustees of the Hudson County Community College and by the membership of the Hudson County Community College Academic Administration Association. The undersigned represent that they are authorized to enter into this Memorandum of Agreement on behalf of their respective principals.

() HCCC shall prepare a collective bargaining agreement incorporating this Memorandum.

() The parties agree to recommend that their respective principals ratify this Memorandum of Agreement.

HUDSON COUNTY COMMUNITY COLLEGE ("HCCC")

Anna Krupitskiy, Vice President for Human Resources

Print Name and Title 

Signature

5/11/22
Date

HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC ADMINISTRATIVE ASSOCIATION

CHRISTINE PETERSEN/PRESIDENT
Print Name and Title


Signature

5-11-2022
Date

MEMORANDUM OF AGREEMENT

The HUDSON COUNTY COMMUNITY COLLEGE ("HCCC") and the HUDSON COUNTY COMMUNITY COLLEGE SUPPORT STAFF FEDERATION ("Union") hereby enter into this Memorandum of Agreement ("Agreement") with respect to the modifications, amendments and additions to the collective bargaining agreement between HCCC and the Union dated July 1, 2018 to June 30, 2022 ("CBA"). All terms and conditions contained in the CBA shall remain unchanged, except as modified as follows:

1. **Duration:**

Three (3) years - July 1, 2022 — June 30, 2025

2. **Article XV – Staff Development**

- a. Change language in paragraph c to increase age for tuition waiver to 26.
- b. Delete and Replace Section D – Tuition Reimbursement – with the following language:

D. Tuition Reimbursement

1. Full-time employees may receive a refund of tuition, inclusive of fees, of a maximum of \$6,000 for eligible courses taken during any fiscal year, subject to fund availability. Effective July 1, 2019, the tuition reimbursement limit will be increased to \$9,000 per fiscal year inclusive of applicable fees, subject to fund availability.
2. At the College's sole discretion, it may offer full-time employees the option for prepayment of tuition, subject to any applicable requirements or forms.
3. Course(s) must be part of an accredited undergraduate, graduate or doctoral degree program applicable to current or future responsibilities and/or a potential career path at Hudson County Community College.
4. A Professional Development Plan must be submitted with the Tuition Reimbursement Application and approved by the supervisor, department head and the Office of Human Resources during the application process.
5. The Professional Development plan is required one time unless the applicant changes his or her career interest or academic program in a subsequent tuition application.

6. The employee must secure the supervisor's approval and budget authorization prior to enrolling to ensure that the program/course(s) contemplated will qualify for reimbursement and that funds are committed.
7. A request to be reimbursed must be submitted within ninety (90) days of completion of the course(s) together with the employee's proof of payment and a grade report. The applicant shall obtain a grade of "C" or better for reimbursement.
8. The employee must be employed by the College at the time s/he requests reimbursement.

c. Delete and Replace Section F with the following language:

Once a unit member obtains an Associate's Degree, he/she will receive a one-time merit increase to his/her base salary of \$1,000. Once a unit member obtains a Bachelor's Degree, he/she will receive a one-time merit increase to his/her base salary of \$2,000. Once a unit member obtains a Master's Degree, he/she will receive a one-time merit increase to his/her base salary of \$2,000. Credits alone are insufficient to receive a merit increase. Any of the above degrees must be obtained during the term of this Agreement in order to receive the one-time merit increase to his/her base salary.

3. **Article X - Compensation:**

- Add the following language under Section 7 "Longevity" Section B as follows:
 - A. Entitlement for longevity will be based on the date of hire as a permanent, full-time employee only.
 - B. The longevity increment will be implemented as indicated below:
 - End of five (5) years of service \$250.00
 - End of ten (10) years of service \$500.00
 - End of fifteen (15) years of service \$750.00
 - End of twenty (20) years of service \$1000.00
 - End of twenty-five (25) years of service \$1250.00

- C. The longevity increment will not be included in the base salary but will be paid once each year on or about June 30th.

- Replace and modify the current language (where necessary) with the following:

i. Compensation System – for all Full Time Employees

1. The College will implement a 30-Year Hybrid Parity Model, as a onetime adjustment, where employees are re-aligned along their salary range based on their “hybrid years.”
2. A hybrid year would give full credit to an employee for each year they have been serving in their current classification and one-half credit for time they have spent at the College in any other classification.
3. By way of example, the analysis is based upon a 30-year basis, meaning employees with 30 or more hybrid years of experience would be placed at their grade maximum, whereas employees with 15 years would be placed at the midpoint of the range.

ii. Salary Increases:

1. Effective July 1, 2022, all full-time members shall receive an increase ranging from 3% to 15% to base salary, with a cap of \$9,000, except for positions that are moved to the minimum of the range, in accordance with the 30-Year Hybrid Parity Model.

- a. Full-time members who are identified as receiving a 3% adjustment in accordance with the 30-Year Hybrid Parity Model, effective July 1, 2022, shall receive a one-time lump sum payment of \$750.00.

2. Effective July 1, 2023, all full-time members shall receive an increase of 3% to base salary.

- iii. Effective July 1, 2024, all full-time members shall receive an increase of 3% to base salary.

4. **Article XII – Holidays**

- Add “Juneteenth” Under List of Recognized Holidays with language “permitting the use of the Juneteenth Holiday by the end of September of that calendar year”.

5. **Article XIII – Insurance**

- Delete and Replace Section 6 to read:
 - i. The dental benefits provided by the College to all unit members is increased to a maximum of \$2,000.

6. **Article XIV – Leaves of Absence**

- Modify Section 2B “Vacation Leave” to read:
 - i. For new unit members during their first year of employment, vacation days will be credited on the twenty-fifth (25th) day of the month. A unit member may only carry over a maximum amount of one year’s vacation leave days from a unit member’s anniversary year to the next, up to a maximum of 22 days. Employees may not carry over the previous anniversary year vacation leave days beyond the next anniversary year without approval of the President or his designee.

Miscellaneous:

(a) This Memorandum of Agreement contains the entire agreement of the parties.

(b) This Memorandum of Agreement is subject to ratification by the Board of Trustees of the Hudson County Community College and by the membership of the Hudson County Community College Support Staff Federation. The undersigned represent that they are authorized to enter into this Memorandum of Agreement on behalf of their respective principals.

() HCCC shall prepare a collective bargaining agreement incorporating this Memorandum.

() The parties agree to recommend that their respective principals ratify this Memorandum of Agreement.

HUDSON COUNTY COMMUNITY
COLLEGE SUPPORT STAFF
FEDERATION

HUDSON COUNTY
COMMUNITY COLLEGE

Dorothea Graham-King, President
Print Name and Title

*HCCC, Local
6026*

Dorothea Graham-King
Signature

May 11, 2022
Date

Anna Krupitskiy, Vice President for Human Resources

Print Name and Title

AK

Signature

5/11/22

Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

May 17, 2022

IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS

1. Resolution Authorizing Memorandum of Understanding Between Hudson County Community College and Hudson County Economic Development Corporation

WHEREAS, Hudson County Community College (“College”), as one of the nation’s leading and most diverse urban community colleges, aspires to offer consistently best-practice, transformative educational and economic opportunities for its students and all residents of Hudson County; and,

WHEREAS, the Hudson County Economic Development Corporation (“HCEDC”) shares this vision as it aspires to build a healthy local economy through collaborative partnerships for businesses, organizations, and individuals; and,

WHEREAS, the College seeks to enter into a Memorandum of Understanding (“MOU”) with HCEDC whereby the College and HCEDC will work collaboratively to support entrepreneurs and small businesses in Hudson County in ways that may include workshops, business training programs, the sharing of data, surveys, and grant-funded programs; and,

WHEREAS, this MOU will remain in effect for three (3) years unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the MOU between Hudson County Community College and Hudson County Economic Development Corporation;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the Memorandum of Understanding between Hudson County Community College and Hudson County Economic Development Corporation, retroactive to March 1, 2022.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the College’s Administration to take all steps necessary to effectuate the terms of this resolution.

2. Resolution Authorizing Memorandum of Understanding Between Hudson County Community College and the International Union of Operating Engineers Local 825 for the NJPLACE 2.0 Program

WHEREAS, Hudson County Community College (“College”) seeks to offer pathways to academic credit-bearing credentials for individuals who have completed rigorous industry-specific training programs; and,

WHEREAS, the International Union of Operating Engineers (“IUOE”) Local 825 has been awarded a New Jersey Pathways Leading Apprentices to a College Education (“NJPLACE 2.0”) grant by the New Jersey Department of Labor and Workforce Development, and the goal of the NJPLACE 2.0 grant is to promote equality of opportunity, upward economic mobility, and economic fairness; and,

WHEREAS, the College seeks to enter into a Memorandum of Understanding (“MOU”) with IUOE Local 825 to deliver a Degree Apprenticeship Dual Education Program (“Learn and Earn Program”) where IUOE Local 825 Apprentices will be dually enrolled in the apprenticeship program and a degree program at the College; and,

WHEREAS, this MOU will remain in effect for two (2) years unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the approval of the Memorandum of Understanding between Hudson County Community College and the International Union of Operating Engineers Local 825;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the Memorandum of Understanding between Hudson County Community College and the International Union of Operating Engineers Local 825, retroactive to January 1, 2022.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the College's Administration to take all steps necessary to effectuate the terms of this resolution.

3. Resolution Authorizing Agreement with the Hudson County Department of Housing and Community Reintegration to Deliver and Expand the Academic Workforce Pathway Program in Partnership with the Department of Corrections and Rehabilitation

WHEREAS, Hudson County Community College ("College") and the Hudson County Department of Housing and Community Reintegration, in partnership with the Department of Corrections and Rehabilitation, propose to enter into an agreement to deliver and expand the Academic Workforce and Pathway Program to provide college credits to those housed in the Hudson County Correctional Center ("Program"); and,

WHEREAS, through the Program, the College can offer sixty certificate and degree programs to inmates, a program not found in any other county jail in New Jersey; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (b), the proposed agreement may be entered into between the parties without public advertising for bids; and,

WHEREAS, the proposed term of the agreement is for one (1) year; and,

WHEREAS, the Administration, and the Academic and Student Affairs Committee, recommend this agreement;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the agreement between Hudson County Community College and the Hudson County Department of Housing and Community Reintegration for the Program as described herein, effective June 1, 2022.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the College's Administration to take all steps necessary to effectuate the terms of this resolution.

4. Resolution Authorizing Memorandum of Understanding Between Hudson County Community College and WomenRising, Inc. for the Delivery of Instruction in the Academic and Workforce Pathway Program

WHEREAS, Hudson County Community College ("College") seeks to optimize community engagement through the development of seamless academic pathways and training programs with community partners and in support of the College's mission to provide high-quality educational opportunities that promote student success and upward social and economic mobility; and,

WHEREAS, the College offers credit-bearing, continuing education, and workforce development programs as part of its Mission; and,

WHEREAS, the College has partnered with the Hudson County Department of Housing and Community Reintegration to deliver credit, continuing education, and workforce development instruction through the Academic and Workforce Pathway Program (“AWPP”) to those housed at the Hudson County Correctional Center; and,

WHEREAS, the College seeks to offer instruction in Employment Skills and Life/Coping Skills as part of the AWPP; and,

WHEREAS, WomenRising, Inc. can meet this need; and,

WHEREAS, the College seeks to enter into a Memorandum of Understanding (“MOU”) with WomenRising, Inc. whereby WomenRising, Inc. will serve as the educational provider for instruction in Employment Skills and Life/Coping Skills in the AWPP, effective June 1, 2022; and,

WHEREAS, this MOU will remain in effect for one (1) year unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the Memorandum of Understanding between Hudson County Community College and WomenRising, Inc.;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the Memorandum of Understanding between Hudson County Community College and WomenRising, Inc., effective June 1, 2022.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the College’s Administration to take all steps necessary to effectuate the terms of this resolution.

5. Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Montclair State University (MSU) for HCCC to Serve as a Practicum Environment for MSU’s Master of Social Work Students

WHEREAS, Montclair State University (“MSU”) offers a Master of Social Work (“MSW”) Program; and,

WHEREAS, the MSW Program requires students to complete practicum experiences; and,

WHEREAS, the MSW Program requires facilities at which students can complete their practicum experiences; and,

WHEREAS, Hudson County Community College (“College”) has the capacity to meet this need; and,

WHEREAS, Hudson County Community College seeks to enter into an Agreement (“Agreement”) with MSU whereby students enrolled in MSU’s MSW Program will be able to complete the requisite practicum experiences at the College, effective as of the date of last signature; and,

WHEREAS, this Agreement will remain in effect for the term established in the Agreement unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the Agreement between Hudson County Community College and Montclair State University;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the Agreement between Hudson County Community College and Montclair State University, effective as of the date of last signature.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the College's Administration to take all steps necessary to effectuate the terms of this resolution.

6. Resolution Authorizing Renewal of Affiliation Agreement Between Hudson County Community College and Hackensack Meridian Health for Clinical Experiences in Nursing

WHEREAS, Hudson County Community College ("College") offers an Associate of Science in Nursing Degree Program ("Program") through its Division of Nursing and Health Sciences; and,

WHEREAS, this Program includes a clinical component; and,

WHEREAS, the Program requires additional sites at which its students can fulfill the requisite clinical experiences; and,

WHEREAS, Hackensack Meridian Health has the capacity to meet the needs of the Program; and,

WHEREAS, Hudson County Community College seeks to renew its Affiliation Agreement ("Agreement") with Hackensack Meridian Health whereby students enrolled in the Program will be able to complete clinical experiences, retroactive to December 31, 2021; and,

WHEREAS, this Agreement will remain in effect for the term established in the Agreement unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the Agreement between Hudson County Community College and Hackensack Meridian Health;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the Agreement between Hudson County Community College and Hackensack Meridian Health, retroactive to December 31, 2021.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the College's Administration to take all steps necessary to effectuate the terms of this resolution.

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration, and the Academic and Student Affairs Committee as outlined above in **Item IX., Academic and Student Affairs Recommendations 1-6.**

1) Resolution Authorizing Memorandum of Understanding Between Hudson County Community College and Hudson County Economic Development Corporation; 2) Resolution Authorizing Memorandum of Understanding Between Hudson County Community College and the International Union of Operating Engineers Local 825 for the NJPLACE 2.0 Program; 3) Resolution Authorizing Agreement with the Hudson County Department of Housing and Community Reintegration to Deliver and Expand the Academic Workforce Pathway Program in Partnership with the Department of Corrections and Rehabilitation; 4) Resolution Authorizing Memorandum of Understanding Between Hudson County Community College and WomenRising, Inc. for the Delivery of Instruction in the Academic and Workforce

Pathway Program; 5) Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Montclair State University (MSU) for HCCC to Serve as a Practicum Environment for MSU's Master of Social Work Students; and, 6) Resolution Authorizing Renewal of Affiliation Agreement Between Hudson County Community College and Hackensack Meridian Health for Clinical Experiences in Nursing.

INTRODUCED BY: _____

SECONDED BY: _____

DATE: May 17, 2022

<i>Doria, Joseph</i>	_____
<i>Fahrenheit, Karen</i>	_____
<i>Gardner, Pamela</i>	_____
<i>Gargiulo, Frank</i>	_____
<i>Kenny, Roberta</i>	_____
<i>Lee, Bakari</i>	_____
<i>Peña, Jeanette</i>	_____
<i>Rodriguez, Silvia</i>	_____
<i>Stahl, Harold</i>	_____
<i>Netchert, William, Chair</i>	_____

_____ Aye _____ Nay

Supporting Documents



MEMORANDUM OF UNDERSTANDING

March 1, 2022 – February 28, 2025

Between:

Hudson County Community College (HCCC) and the Hudson County Economic Development Corporation (HCEDC)

1. Description

The purpose of this Memorandum of Understanding is for HCCC and HCEDC to work together to mutually support each organization's mission. HCCC and HCEDC will work collaboratively to support entrepreneurs and small businesses in Hudson County, as well as the HCCC community. This may include workshops, business training programs, sharing data, surveys, and grant-funded programs. HCCC will work with staff, students, faculty, other college departments, and partners to support initiatives. HCEDC will work with staff, and other partners to support initiatives. Both HCCC and HCEDC will share resources to expand capacity to support entrepreneurs, small businesses, and the HCCC community.

2. Roles and Responsibilities

It is agreed that the following will be the roles and responsibilities of the participating organizations.

HCEDC

- a. Promote HCCC programs and events for entrepreneurs and small businesses.
- b. Collaborate on programs, including workshops, business training sessions, sharing data, surveys, and grant-funded programs.
- c. Engage in planning sessions with HCCC and leverage HCEDC resources for the benefit of students, faculty, and Hudson County entrepreneurs and small businesses.

HCCC

- a. Promote HCEDC programs and events.
- b. Collaborate on programs, including workshops, business training sessions, sharing data, surveys, and grant-funded programs.
- c. Engage in planning sessions with HCEDC and leverage HCCC resources for the benefit of HCEDC, Hudson County entrepreneurs, and small businesses.

3. Provisions and Amendments

This Memorandum of Understanding contains all provisions agreed upon by the parties. Any amendments to this Memorandum of Understanding must be in writing and signed by either parties or their duly authorized representative. It is further understood that the term of this agreement is for the period: March 1, 2022 – February 28, 2025. Any continuation is subject to a new agreement.

Michelle Richardson
Executive Director
Hudson County Economic Development
Corporation

Dr. Christopher M. Reber
Hudson County Community College

Date

Date

Attested by/date:



MEMORANDUM OF UNDERSTANDING
Between
Hudson County Community College
and
International Union of Operating Engineers Local 825 Apprenticeship Program
January 1, 2022 – December 31, 2023

Description

The International Union of Operating Engineers Local 825 Apprenticeship Program (“IUOE Local 825”) has been awarded a New Jersey Pathways Leading Apprentices to a College Education (NJPLACE 2.0) grant by the New Jersey Department of Labor and Workforce Development. The main goal of the NJPLACE 2.0 program is to promote equality of opportunity, upward mobility, and economic fairness. Due to the rise of globalization, international trade, advances in information technology, mechanical automation of production processes, and reductions in union membership over the past few decades, American workers have increasingly found themselves displaced by new technologies and in competition with overseas labor markets. Advances in technology have expanded the use of mechanization in the production process and in professional spaces that are not often attributed to skill-based technical change. These technological advances have increased demand for more technically advanced, high-skilled positions that require occupational training at the secondary, post-secondary, and adult education levels.

Purpose of the Grant: With a growing need for skilled workers in high demand fields, and a decline in college enrollment, employers are seeking individuals that possess both theoretical and applied knowledge, skills, and abilities. The concept of a Degree Apprenticeship is fairly new; at its core, this model combines postsecondary education with paid on-the-job learning experiences through USDOL Registered Apprenticeship programs while the apprentice is simultaneously enrolled in a degree program, or through the awarding of credits toward a degree through a prior learning assessment. Given the renewed emphasis on growing apprenticeships in traditional, as well as nontraditional sectors/occupations, a new policy approach is warranted wherein apprentices have the opportunity to simultaneously complete their apprenticeship program and a college degree.

The Dual Education Model efficiently integrates career-oriented classroom education with work-based learning. By placing individuals in the classroom for a portion of their training, and under the supervision of an employer-based mentor during an on-the-job training arrangement, student apprentices have the ability to learn through both theoretical and applied methods in their given profession.

Learn and Earn Program: IUOE Local 825 will recruit apprentices who will be dually enrolled in the apprenticeship program and a degree program at Hudson County Community College (HCCC). Students



will be enrolled in the Associate of Applied Science degree in Technical Studies. The first 18 months of the program will be aligned with the NJ PLACE 2.0 grant. This program is an innovative, dual education opportunity which will prepare apprentices for a career as an Operating Engineer through hands-on apprenticeship experience and training at IUOE Local 825's training center in Dayton, New Jersey and through classroom education at HCCC.

Roles and Responsibilities

It is agreed that the following will be the roles and responsibilities of the participating organizations:

International Union of Operating Engineers Local 825 Apprenticeship Program

- a) IUOE Local 825 will recruit apprentices who agree to dually enroll in the Apprenticeship and Associate degree programs.
- b) IUOE Local 825 will provide HCCC student information for enrollment and registration.
- c) IUOE Local 825 and HCCC will consult to determine the academic course load and scheduling for each semester.
- d) IUOE Local 825 agrees to designate a contact person and meet on a regular basis with HCCC on the program.
- e) IUOE Local 825 will keep HCCC informed about activities and/or requirements for apprentices which may impact their school work.
- f) IUOE Local 825 will reimburse HCCC for eligible tuition and book expenses for students enrolled in the NJ PLACE 2.0 grant program within 30 days after receiving an invoice.
- g) IUOE Local 825 shall be responsible for its actions as well as the actions of its members enrolled in the program taking classes. HCCC agrees to be responsible for the actions of any of its employees performing instructional services at HCCC. IUOE Local 825 agrees to defend, indemnify and hold HCCC harmless from any and all damages incurred by, or claims brought against, HCCC, its employees, administrators, trustees, agents and representatives, in connection with any actions or omissions that may result from participation, instruction, or other student or IUOE member interaction. HCCC agrees to defend, indemnify and hold harmless IUOE for any claims brought against IUOE arising from the actions of HCCC employees performing instructional services while at the Facility.

Hudson County Community College (HCCC)

- a) HCCC agrees to enroll eligible students referred by IUOE Local 825.
- b) HCCC will provide an orientation for new students.
- c) HCCC will provide academic and non-academic support for IUOE Local 825 students.
- d) HCCC will consult with IUOE Local 825 as needed regarding participants' current and future academic course load.



- e) HCCC agrees to designate a contact person and meet on a regular basis with IUOE Local 825 on the program.
- f) HCCC agrees to keep IUOE Local 825 informed about student progress.
- g) HCCC will provide virtual instruction in subject areas required by their degree program.
- h) HCCC will schedule and assign the apprentices' course load each semester.
- i) HCCC will work with IUOE Local 825 to develop new concentrations and/or courses in the Technical Studies major, aligned with market demand.

Student Information

To the extent the parties receive any confidential student information during the provision of the services, they agree to comply with the requirements of the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, et seq. and the regulations promulgated there under at 34 C.F.R. Part 99.

Invoicing

- a) HCCC will invoice IUOE Local 825 once per semester for eligible expenses.
- b) IUOE Local 825 will pay invoices within 30 days of receipt. Payments not received timely shall be subject to a late payment fee of one percent (1%) per month.

Dispute Resolution

Any and all claims, disputes or other matters in question between HCCC and IUOE Local 825 arising out of or relating to this Agreement or the alleged breach thereof, exclusively shall be subject to the jurisdiction and determined by the Superior Court of New Jersey venue in Hudson County, New Jersey.

Governing Law

This Agreement shall be governed by and in accordance with the laws of the State of New Jersey, without references to any choice of law or conflicts of laws provisions therein.

Assignment

The rights of HCCC or IUOE Local 825 under this Agreement are personal to each party, and neither party shall assign, transfer, hypothecate or otherwise assign its rights or delegate its duties under this Agreement, whether voluntarily, involuntarily or by operation of law, without the prior written consent of the other party to this Agreement.

Notices



Any notices required or permitted to be given pursuant to the terms of this Agreement shall be sufficiently given when delivered personally, by courier services (such as Federal Express) or certified mail, return receipt requested (or when such mail is refused), addressed to each party as follows:

As to the IUOE:

International Union of Operating Engineers
 338 Deans Rhode Hall Road
 Dayton NJ 08810

As to the College:

Hudson County Community College
 26 Journal Square
 Jersey City, New Jersey 07306

Provisions and Amendments

This Memorandum of Understanding contains all provisions agreed upon by the parties. Any amendments to this Memorandum of Understanding must be in writing and signed by either party or their duly authorized representative. It is further understood that the term of this agreement is for the period: January 18, 2022 – December 31, 2023 and shall not automatically renew. Any continuation, renewal or extension is subject to a new agreement.

International Union of Operating Engineers
 Local 825 **Apprenticeship Program**

Hudson County Community College

By: _____

By: _____

 Date

 Date



**Proposal for Year Two
Academic and Workforce Pathway Program
June 1, 2022 – May 31, 2023**

I. Hudson County Community College (HCCC):

Founded in 1974, Hudson County Community College is a comprehensive, award-winning student- and community-centered urban institution focused on fostering understanding, attaining success, and building better lives. The mission is to provide high-quality educational opportunities that promote student success and are accessible, comprehensive, and learning-centered.

Hudson County Community College looks forward to continuing this partnership with the Hudson County Department of Housing and Community Reintegration, Hudson County Department of Corrections and Rehabilitation Hudson County/Jersey City Workforce Development Board, and the Hudson County Economic Development Corporation.

II. The Academic and Workforce Pathway Program (AWPP):

Goal: Provide an educational program for individuals incarcerated at the Hudson County Corrections and Rehabilitation facility to pursue an associate degree or workforce education. All students will also participate in Life Skills and Financial Literacy and Employment Readiness. Based on the success of Year One (June 1, 2021 – May 31, 2022) and lessons learned, the proposal is to continue to grow and expand the program in Year Two (June 1, 2022 – May 31, 2023) to include female students (Year One only included male students). The program includes an array of academic and non-academic support services for students which are provided in virtual and in-person modalities to ensure student success while incarcerated and upon reintegration into the community.

III. Program Overview:

Degree Track:

Individuals who are eligible (based on Hudson County Corrections and Rehabilitation criteria) and interested will be offered the opportunity to enroll in one of the 60 certificate and degree programs that HCCC currently provides and earn college credits towards that degree/certificate program. While students are not required to have their H.S. Diploma or G.E.D. to enroll at HCCC, it is required for financial aid, and therefore is a requirement to participate to ensure financial aid upon release. Students will receive advisement in



determining a career path and will be evaluated to determine if developmental and/or ESL. classes are required prior to registering for college-level courses

Many students choose to continue their education after graduation from HCCC; both Fairleigh Dickinson University and New Jersey City University accept transferring HCCC students to their four-year B.A. and/or their Masters' degree programs, and both offer scholarship packages. Also, students may be eligible for the Rutgers NJ STEP program to continue their education at Rutgers. HCCC will offer information on transfer pathways once per semester.

Workforce Track:

Incarcerated individuals who choose the Workforce track will be offered virtual courses in one or more of the following: Basic Computer Skills, Microsoft Word, Excel, Word Press; Blogging and Website Design, Supply Chain Management Principles and English as a Second Language. Students in need of or interested in attending English as a Second Language (ESL) will be assessed to determine the level of ESL placement. Classes will be scheduled based on student interest and computer availability. During the spring 2022, Hudson County Department of Housing and Community Reintegration will assess interest of incarcerated individuals to identify additional courses to offer.

Additional programs resulting in industry-recognized credentials are available at HCCC if students would like to continue in the workforce track upon reintegration into the community. Students will be referred to the One-Stops for tuition assistance.

Workforce Partner: We have partnered with WomenRising a long-standing partner of HCCC, to provide soft skills courses online (or in-person) in Life Skills & Financial Literacy, and Employment Readiness. All participants who attend and complete the training programs will receive a certificate of completion for each program.

IV. Academic Development and Support Services: See Appendix D and E for details

Participants enrolled in online college bearing credit courses will also have access to all of HCCC academic development and support services offered to all students to include:

Online tutoring using "Smarthinking," an academic support program that gives students access to live, one-tone assistance. It is available 24-hr, every day of the year.

Access to HCCC online library resources includes over 100 databases that include videos, books, e-books, articles, journals, encyclopedias, dictionaries, etc. on all subjects.



V. Summary of Year One - Fall Semester 2021

Year One of the AWPP was a success. Students in the degree program completed the following classes: College Student Success 100 (CSS-100), and English 112 (Public Speaking) or CSC 100 (Introduction to Computers). In addition, there was one student who completed an American History course, required for his major. The average GPA for the students was 3.8. During the Fall 2021 semester students (aka Scholars) faced challenges primarily due to Covid-19 but also challenges adjusting to college expectations and workload. All students were enrolled in Life Skills and Financial Literacy and Employment Readiness classes with Women Rising.

There were 28 students enrolled in the program in the fall semester, 17 in the degree program and 11 in the workforce program. There were no voluntary withdrawals from the program. Of the 17 students, 2 were released during the semester and 5 were removed from the program due to disciplinary reasons, with 59% completing. Of the 11 workforce students, 1 was released during the semester, 1 was transferred and 3 were removed from the program for disciplinary reasons, with 55% completing. In the first semester, there were 3 students who were released. Of those 3, 1 enrolled in the spring semester and the other 2 are inactive.

The Spring Semester is underway with students in the academic and workforce pathways. Students enrolling into their second semester term in the academic program are registered for math foundations and those enrolled in their first semester are registered for College Student Success (CSS 100). Students in the workforce programs are enrolled in Computer Basics and will also be offered Microsoft Word and Excel classes.

VI. Proposal for Year 2 (June 1, 2022 – May 31, 2023)

Year Two Recommendations

HCCC will assign the same instructor for all CSS 100 classes, who was very instrumental in student success in the fall semester. The instructor will also be included in the initial contact upon release in the community, and along with the Student Success Coach, connect the student to academic and non-academic services, including a laptop loan, food pantry, tutoring, library, and a detailed list of contact for services. The Student Success Coach will remain in contact and support the student with regular check-ins during the first six months of transition to the community, and possibly longer. In addition, HCCC and the Hudson County Department of Housing and Community Reintegration are engaged in a process of continuous improvement. Included will be regularly schedule reviews, identification of best practices and areas for improvement.



Program Budget

The AWPP budget for Year Two is based on serving up to 90 students. The budget includes all expenses related to the degree and workforce tracks. Specifically, the budget includes:

- Tuition, fees, books, and supplies for students in the academic degree track
- Tuition, supplies, and certificate exam fees for students in the workforce track
- Life Skills and Financial Literacy and Employment Readiness classes with Women Rising
- Staffing at HCCC to support the AWPP program

The HCCC budget for Year Two will not exceed \$299,163. There is an option to renew the agreement for Year Three (June 1, 2023 – May 31, 2024). Invoices will be submitted for reimbursement of expenses. Please see Appendix G for details.

ATTACHMENTS

Appendix A: Post-Secondary Education in Prison	Page 5
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Appendix A: Post- Secondary Education for Incarcerated People Matters

Based on a Fact Sheet (January 2019) from the Vera Institute of Justice, 'Investing in Futures: Economic and Fiscal Benefits of Postsecondary Education in Prison, Expanding Access to Postsecondary Education in Prison.' Research shows that **postsecondary education in prison can help individuals overcome barriers and return successfully to the community.** Without these educational opportunities, they are less likely to have the skills needed to be placed in gainful employment - making it more difficult to find stable housing, provide for their families, and prosper.

Also, research shows that "**those who receive a postsecondary education in prison reenter their communities with competitive skills and qualifications, leading to higher rates of employment and increased earnings.**" Individuals who return to the community inadequately prepared to participate in the competitive nature of the job market often get thrust into the revolving door of poverty and the criminal justice system. "The corrosive effects are more than individual: They extend into the larger economy, reducing the size of local skilled labor pools and swelling fiscal burdens for states' correctional, public safety, and social welfare systems."

Findings and projections are as follows:

- Most people in prisons are eligible for but cannot access the resources for postsecondary education.
- Postsecondary education in prison increases employment and earnings for individuals returning to the community post-incarceration.
- Postsecondary education in prison provides workers with skills that employers seek.
- Greater access to postsecondary education in prison is expected to reduce state prison spending.

Expanding access to postsecondary education in prison is likely to reduce recidivism rates, resulting in a decrease in incarceration costs across states of \$365.8 million per year.



Appendix B: Labor Market Trends

To address the access to postsecondary education for Hudson County Corrections and Rehabilitation inmates, HCCC is proposing to continue the innovative Academic and Workforce Pathway Program which began last year. It is anticipated that this program will result in the benefits cited above.

The following labor market data is being considered to guide the need for services identified herein and for the development of course offerings for incarcerated students:

U.S. Labor Market Trend Post Pandemic: According to the New York Times in an article titled "The Jobs the Pandemic May Devastate" on March 1, 2021, the original B.L.S. projections, made last year without taking pandemic effects into account, called for cumulative economywide job growth of 3.7 percent from 2019 to 2029. The new pandemic-informed forecasts cut that to 2.9 percent. Both of these new outlooks assume more remote work and higher demand for relevant technology services; less in-person entertainment and travel; and more investment in public health than would have happened without the pandemic. **The decline in projected employment growth because of the pandemic is almost entirely concentrated in jobs requiring only a high school diploma or no diploma.**

New Jersey Labor Market Information: The New Jersey Department of Labor and Workforce Development Labor Market March 2021 (N.J.L.W.D.) update reports an increase of 3,300 new hires in the Trade, Transportation, and Utilities sector. This growth outlook is not surprising as Choose NJ reports Port Newark as "New Jersey is one of the world's fastest-growing hubs for logistics and distribution. New Jersey is home to the second-largest seaport and the busiest airport system in the U.S. when combined with New York City and Philadelphia. With a centralized location, skilled workforce and robust supply chain, New Jersey is quickly becoming "the warehouse state." Amazon, Goya Foods, Destination Maternity, Williams-Sonoma, Volkswagen, Barnes & Noble, Coca Cola, The Home Depot, IKEA, W.W. Grainger, Hyundai, Crate & Barrel, Five Below and Wakefern Food Corporation, the largest retailer-owned cooperative in the U.S., all have major distribution centers here. New Jersey simply moves goods like no other state."

Also reported in the NJLWD LMI March 2021 update is a forecasted increase of 22.5% in Software Development and Applications jobs between 2016-2026 and a forecasted increase of 8% in Marketing and Sales Managers, indicating the need for computer tech skills in a post-pandemic world. Acquiring these specific technical skill sets can lead to job opportunities and entrepreneurship opportunities for those reintegrating individuals who have an interest and the drive to start a business.

In addition, one out of every four websites is powered by the WordPress software. Based on the Bureau of Labor Statistic Occupational Outlook Handbook, the employment of web developers and digital designers is projected to grow 8% from 2019 to 2029 as e-commerce continues to expand. "Online



purchasing is expected to grow faster than the overall retail industry. As retail firms expand their online offerings, demand for these workers will grow. In addition, a rise in the use of mobile devices to search the web will lead to increased demand for web developers and digital designers." New Jersey is projected to have an annual opening of 340 for Web Developers, a 5% overall increase in employment growth. Acquiring these specific technical skill sets can lead to career and entrepreneurship opportunities for those reintegrating individuals who have an interest and the drive to start a business. This affords those who chose the workforce track opportunities in the market as employees or entrepreneurs.

Hudson County Labor Market Information: Economic Modeling Specialist International (E.M.S.I.) Job Posting Analytics for Hudson County reports a unique total of 2,131 jobs postings in Supply Chain Management-related occupations between January 2021 and April 2021. The job posting titles vary from entry-level to mid-level occupations. E.M.S.I. also reports monthly hiring of approximately 406 hires with an average median wage of \$15.69 per hour in job titles such as:

- Stockers and Order Fillers
- Transportation, Storage, and Distribution Managers
- Logisticians
- Helpers-Production Workers
- Production, Planning, and Expediting Clerks, Procurement Clerks

Also reported by Economic Modeling Specialist International (E.M.S.I.) Job Posting Analytics for Hudson County is a unique total of 1,820 job postings in Web Services-related occupations between January 2021 and April 2021. The job posting titles reported vary from entry-level to mid-level occupations. E.M.S.I. also reports monthly hiring of approximately 34 hires with an average median wage of \$37.54 per hour in job titles such as:

- Creative Designers
- Java Front End Developers
- Java Spring Developers
- Front End Leads

Hudson County In-Demand Skills: In the local area, the hard skills that are currently in highest demand are software development, programming, accounting, and web services. The most frequently requested common skills in job postings are communication and problem-solving (E.M.S.I. Job Posting Analytics, March 2021).

In partnership with the Hudson County One-Stop, Jail-Based American Job Center, and the Jersey City One Stop, all pre/post-release individuals are positioned to work with trained staff on an individual basis from engagement with the criminal justice system to re-entry into the community. These partners have



developed strong relationships with employers in the Hudson County area who are eager to place post-release individuals in gainful employment. Some of the employers are:

- Goya Foods, Inc.
- The Holland Hotel
- Forem Facility
- U.P.S.
- Blue Storage

In addition, students will continue to receive support post-release from HCCC.



Appendix C: HCCC. Tuition & Fee Estimates for School Year 2020-2021

Tuition & Fee Estimates for School Year 2020-2021

Hudson County Community College - Cost of Attendance Estimate Grid

The figures presented below are by term, may be subject to change without notice and may not reflect the actual cost associated with your registration.

For the most current tuition & fee schedule, visit www.hccc.edu/tuition or (for current students)

visit the Bursar/Student Accounts portal page at <https://myhudson.hccc.edu/bursar>

CREDITS	TUITION			FEES				ESTIMATED COST TUITION & FEES			CREDITS
	TUITION RESIDENTS (In-County)	TUITION NON RESIDENTS (Out of County)	TUITION INTERNATIONAL or OUT OF STATE	STUDENT LIFE FEE (per/cr.)	GENERAL SERVICE (per/cr.)	REGISTRATION (per/term)	TECHNOLOGY (per/cr.)	TOTAL RESIDENTS (In-County)	TOTAL NON RESIDENTS (Out-of-County)	TOTAL INTERNATIONAL or OUT OF STATE	
1	149.00	298.00	440.00	6.50	25.00	25.00	18.00	223.50	372.50	514.50	1
2	298.00	596.00	880.00	13.00	50.00	25.00	36.00	422.00	720.00	1004.00	2
3	447.00	894.00	1320.00	19.50	75.00	25.00	54.00	620.50	1067.50	1493.50	3
4	596.00	1192.00	1760.00	26.00	100.00	25.00	72.00	819.00	1415.00	1983.00	4
5	745.00	1490.00	2200.00	32.50	125.00	25.00	90.00	1017.50	1762.50	2472.50	5
6	894.00	1788.00	2640.00	39.00	150.00	25.00	108.00	1216.00	2110.00	2962.00	6
7	1043.00	2086.00	3080.00	45.50	175.00	25.00	126.00	1414.50	2457.50	3451.50	7
8	1192.00	2384.00	3520.00	52.00	200.00	25.00	144.00	1613.00	2805.00	3941.00	8
9	1341.00	2682.00	3960.00	58.50	225.00	25.00	162.00	1811.50	3152.50	4430.50	9
10	1490.00	2980.00	4400.00	65.00	250.00	25.00	180.00	2010.00	3500.00	4920.00	10
11	1639.00	3278.00	4840.00	71.50	275.00	25.00	198.00	2208.50	3847.50	5409.50	11
12	1788.00	3576.00	5280.00	78.00	300.00	25.00	216.00	2407.00	4195.00	5899.00	12
13	1937.00	3874.00	5720.00	84.50	325.00	25.00	234.00	2605.50	4542.50	6388.50	13
14	2086.00	4172.00	6160.00	91.00	350.00	25.00	252.00	2804.00	4890.00	6878.00	14
15	2235.00	4470.00	6600.00	97.50	375.00	25.00	270.00	3002.50	5237.50	7367.50	15
16	2384.00	4768.00	7040.00	104.00	400.00	25.00	288.00	3201.00	5585.00	7857.00	16
17	2533.00	5066.00	7480.00	110.50	425.00	25.00	306.00	3399.50	5932.50	8346.50	17
18	2682.00	5364.00	7920.00	117.00	450.00	25.00	324.00	3598.00	6280.00	8836.00	18
19	2831.00	5662.00	8360.00	123.50	475.00	25.00	342.00	3796.50	6627.50	9325.50	19
20	2980.00	5960.00	8800.00	130.00	500.00	25.00	360.00	3995.00	6975.00	9815.00	20
21	3129.00	6258.00	9240.00	136.50	525.00	25.00	378.00	4193.50	7322.50	10304.50	21

NOTE: Students in programs such as Nursing, Paramedic Science, Radiography and Culinary Arts programs are subject to charges not reflected in this grid. Students should contact the program coordinators for further information, or refer to each program's website, for further information. The above schedule does not include lab or other fees that may apply. Fees are subject to change. The above schedule does not include lab or other fees that may apply. Fees are subject to change.

Registration Fee - This fee is a flat fee charged once per semester and is used to cover costs associated with the processing of registrations.

Student Life Fee - This fee is charged per credit hour to all students enrolled in courses for credit. Departments and programs receiving funding from this fee may include: Student Life and Leadership, Student Government Association, Student Clubs and Activities, Honor Societies, Cultural Affairs, Career Services, Advising & Transfer, Academic Affairs, and costs related to graduation events and Commencement.

Technology Fee - This fee is charged per credit hour to all students enrolled in courses for credit. The funds are used to offset costs, and maintain and upgrade all student lab equipment, library automation, and other instructional technology.

General Service Fee - This fee is charged per credit hour to all students enrolled in courses for credit. The funds contribute to the support of construction, restoration, and maintenance for various student academic facilities on campus. This revenue also supports services not funded by the State, such as free transportation between campuses.



Appendix D: HCCC. Academic and Other Student Support Services Summary

The HCCC. Divisions of Academic Development and Support Services provides students a comprehensive array of resources. **For a complete list, please go to: <https://www.hccc.edu/adcatalog/>.** Below is a summary of some of the services and programs offered.

Accessibility Services:

- Coordination of appropriate accommodations to provide students with disabilities access to programs, activities, and services
- Self-advocacy skills
- Testing Accommodations
- Note Takers/Readers
- Sign Language Interpreters

Enrollment Services:

- Student ID Card
- **MyHudson Portal:** The HCCC. Portal (MyHudson) offers students, on and off-campus, a personalized, intelligent College experience by bringing together every system without having to access multiple networks. Some of the features of MyHudson include Canvas, student announcements, a calendar of College events and activities, a College email account, College department pages, and specialized student services
- **Liberty Link Self-Service:** Plan your degree, View your class schedule, academic progress, and grades, register for classes, and Pay your account online securely.
- **Canvas – Learning Management System:** Online courses at HCCC. are offered entirely via Canvas. The college's learning management system is used to support online, hybrid, and traditional face-to-face courses. Faculty will use this system to communicate with students and share documents that are related to their courses. Each course has a presence on Canvas, which can be accessed 24/7/365 from any computer, tablet, or smartphone.
- **HCCC. Student Email:** Each student is issued a College email account. This account is the college's official means of communication with all HCCC. students. Students are able to check their accounts daily for important notifications, College news, and upcoming events.
- **HCCC. Mobile App** (available from iTunes, Google Play, & Amazon): a free app that brings the power of Liberty Link to your phone, tablet, or other mobile devices. Students can receive notifications, access



course schedules and grades, and even register for courses. All users can get walking and driving directions around campus, connect with social media, link to their email, and access other campus resources.

- **Emergency Notification Portal (Connect-ED):** The College's official emergency notification system is used for school closing information and emergency notifications. Users are encouraged to update or register additional emergency notification contact information such as home, work, and cell phone numbers.
- **Campus Wireless Access:** Stay connected on campus using your smartphone, laptop, tablet, or any mobile device.
- **Library:** The HCCC Library is accessible online on the MyHudson Portal. Students can visit for research assistance or search for e-books, articles, streaming videos, and more.

Registrar Services:

Registrar is the administrator at an educational institution who maintains academic records and manages registration, maintenance of class enrollments, student academic records, registration, readiness for graduation, and enforcement of the student privacy act (F.E.R.P.A.).

Advisement and Transfer Center Services

In support of the college's mission, the Advisement and Transfer Center provides guidance and support to HCCC students by assisting them with identifying and achieving their educational, career, and personal goals. Services include academic advising, major selection, course planning and registration, goal setting, and transfer planning. The center is staffed by academic counselors who provide accurate and up-to-date information about academic programs and college policies.

Advisement now offers, free for all HCCC students, resources available 24 hours, seven days a week through the college's partners with "Talk Campus." This service connects students with instant peer-to-peer support. It is a safe place to be, can be anonymous or not, talk about anything judgment-free.

Financial Aid Information and Services

Many options exist to help students pay for their college education. Federal and state options are administered through the Financial Aid Office.

Center for Online Learning:

The Center for Online Learning is to lead the development of innovative, accessible, fully online, and hybrid programs for the community. The mission of C.O.L. is to enable students to successfully pursue their studies



online to meet educational goals and engage in life-long learning by providing a wide variety of high-quality online and hybrid technology-rich courses.

Degree Program Course Modalities: Below are descriptions of the modality courses that can be delivered:

Online Courses (Asynchronous)

Hudson Online courses and programs are created for fully online teaching and learning. This means most work is completed on students' own time schedule as long as the work is submitted when it is due.

On-Ground Courses

On-ground courses are offered at one of HCCC.'s campuses: Journal Square, North Hudson, or Secaucus. On-ground courses could be combined with other modalities. For example, a lab could occur on-ground, with the lecture occurring either through remote or online instruction.

Remote Courses (Synchronous)

Remote courses are similar to the experience of being in a face-to-face on-ground class. This means that students will be attending class remotely or virtually at the time the class is scheduled.

Hybrid and Hyflex Courses are a combination of on-ground and remote courses

Career Services:

Career Services at HCCC. serves a diverse group of unique individuals in different stages of their careers: from career exploration to career readiness to career management. Some of the services offered are:

Big Interview:

"Big Interview" is a virtual tool for students to watch video lessons and record themselves practicing interview questions. Feeling comfortable talking about yourself and sharing your professional stories takes time and practice! This is a great platform to learn and experiment with. Students can also send their interviews to faculty, coordinators, and career services professionals to receive feedback on how they interview. This is important career stuff! Video interviews and A.I. interviews are a real thing!

Dress for Success/Suit for Success:

Need new clothes for your new job or internship? Schedule an appointment with Career Services for a referral to Dress for Success / Suits for Success. They will provide you with professional clothes if you have a scheduled interview or new job/internship

Employment Services/Internship



CareerSpark is a platform where students can access jobs, internships, events, and resources.

Virtual Workshops

These are virtual versions of Career Services presentations and workshops and Career Services videos on YouTube.

Resume Skills

- How to create a resume
- How to create a resume - Spanish audio

Interview Skills

- How to improve your interviewing skills
- How to improve your interview skills (Spanish audio)
- How to use the Mock Interview module in CareerSpark
- "Know Your Stories worksheet" This document is helpful to complete so you can start thinking about how you would answer common interview questions.

LinkedIn

Create your own LinkedIn profile from LinkedIn Learning. Access to free resources from LinkedIn University.

- LinkedIn Overview
- Top 5 Profile To Do's
- Using LinkedIn to Get Hired
- LinkedIn One - Sheets
- LinkedIn Student Job Hunting Handbook

Hudson Helps:

Provides a thorough list of services, programs, and resources that address many basic needs of HCCC. students beyond the classroom. These non-academic support services for students include:

Food Pantry Services

- Food Pantry Wish List



- SNAP Retailer Locator Data
- Apply to CARES Act

Hudson CARES Team

Mental Health Counseling & Wellness introduces TalkCampus, another mental health resource free for all HCCC. students. HCCC. has partnered with Talk Campus resources available 24 hours, seven days a week.

They will connect you with instant peer-to-peer support. It is a safe place to be, anonymous or not, and can talk about anything judgment-free. "TalkCampus also provides free guided meditations, wellness tips, sleep tips, and also journaling."

Financial Information Services

- The Student Life Guide
- Emergency Grants
- HCCC. Scholarships
- HCCC. Book Vouchers Information
- Single Stop – Benefits Screener
- 1-1 Financial Counseling



Appendix E: Gabert Library Resources

Access Online Resources: HCCC. students have full access to HCCC. library's online resources. HCCC. credentials are required for off-campus access. Below are some categories that students can use for searching information:

- Library Catalog: find books, e-books, DVDs, and technical items.
- eBooks Collection: a list of library databases for electronic books.
- Journal Finder: find a particular journal, magazine, or newspaper.
- Streaming Videos: a list of library databases for streaming videos.
- Databases A-Z: a complete list of 129 library subscribed databases, organized alphabetically.
- Research Guides: ninety-two librarian curated resource guides for a subject, topic, or course.
- Google Scholar: searches across a wide range of scholarly literature, including articles, books, thesis, conference papers, and technical reports.

Additional Online Library Assistance includes:

- Online Chat: LibChat
- Email: librarian@hccc.edu
- Book an appointment with a librarian

Research Tools Categories:

- Academic Search Complete
- E.B.S.C.O. Databases
- Encyclopedia Britannica Online
- Gale Power Search
- Gale Virtual Reference Library
- J.S.T.O.R.
- MasterFILE Elite
- ProQuest
- Statistical Abstract of the United States

Research Guides Subject Areas:

Accounting	Economics	Gun Control Issues	New York Times Digital Edition -	STEM Program
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			Academic Site License	
African-American Studies	Education	Health Science	News	Students Tech Guide
Anatomy and Physiology	Elementary & Secondary Education	History - Western Civilization	Nursing	Teaching As a Career
Art & Architecture	Eng 102-LIT (Bach)	Hospitality & Tourism	Occupational Therapy	The Novel
Bibliotherapy	English 102 The Progressive Era	Human Services	Open Educational Resources (OER)	The Short Story
Biology	English 102: Gun Control and Violence	Immigration Issues	Philosophy	Theatre & Acting
Business & Management	English 102: Preventing Childhood Obesity	Information & Media Literacy	Plagiarism - What is it and how to avoid it	United States Government
Career & Job Resources	English as a Second Language	Latin American History	Poetry	Women's History Month
Chemistry	Entrepreneurs & Entrepreneurship	Latin American Literature	Poetry	World Economies
Children's Literature	Environmental Issues	Latino Studies	Poetry and Criticism	
Citation & Style Guides	ESL II ~ Famous U.S. Immigrants	Legal Issues	Poster Presentations	
Comedy	ESL II ~ Native American Tribes	LGBTQIA Resources	Primary Sources	



Composition & Writing	ESL III ~ Birth Order, Development, Generations	Library Resources for the Social Sciences	Psychology	
Computer Science	ESL III ~ Researching American Culture	LinkedIn Learning	Psychology Learning Community	
Controversial Issues	Family Narrative	Math & Algebra	Religions of Asia	
Copyright Guidelines	Film & Television	Microbiology	Religions of the West	
Criminal Justice	Food and Culture	Microsoft Office	Research Writing ~ How to Write a Research Paper	
Culinary Arts	Foundational Learning Center	Mono Sen South Asian Community Collection Finding Aid	Scanning Documents	
Culture and Values	Genetic Selection & Modification	Music of the Americas	Sociology	
Culture, Diversity and Healthcare	Geology	Native Americans	Speech	
Cultures & Values ~ Colicchio	Global Business	New Jersey Resources	Statistics & Polls	



Appendix F: Description of Workforce Pathway Training Programs:

Programs to be provided remotely (synchronous).

English as a Second Language (ESL): Based on the results of testing, HCCC. will determine if and which levels to offer. Each Level of ESL is 32 hours.

- **ESL Level 1:** This course is designed for students who are literate in their native tongues & have some fluency in using the Roman alphabet to associate sounds with symbols; are typically unable to formulate complete sentences in English; are knowledgeable of individual words or phrases, but unable to express basic thoughts.
- **ESL Level 2:** This course is designed for students who are somewhat able to communicate ideas in writing but need improvement to basic writing style and grammar; demonstrate a basic understanding of the verb system or word order, and have a minimal ability to convey ideas in writing and speaking, but may understand more than they can express.
- **ESL Level 3:** This course is designed to challenge students to think critically, as they acquire and process the English language critically. It is designed to teach and reinforce the acquisition of all four-language skills: listening, speaking, reading, and writing. This class is designed to help improve reading and writing in the English language. The goal is to refine skills in reading comprehension and composition and grammar, spelling, and mechanics.
- **ESL Level 4:** This course is designed for students who have attained sufficient English proficiency to function adequately in social and survival contexts and are now ready to begin refining those skills. It is designed to build upon previously learned skills to create more sophisticated speech and writing with the correct use of tenses and study nouns, pronouns, modals, and adjectives in greater depth. The goal is to learn how to extend conversations by telling anecdotal stories and begin to prepare for academic success by reading, writing, speaking about, and listening to materials on topics beyond their everyday experiences.
- **ESL Level 5:** This course is designed for students who can communicate effectively in a variety of familiar and unfamiliar contexts and are prepared to begin working on advanced-level tasks. It is designed to practice identifying and correcting grammar errors in their writing and speech. The goal is to learn about and discuss academic topics and learn to discuss opinions on divisive issues politely. They develop strategies for expanding their vocabulary and improving their pronunciation and presentation skills.
- **ESL Level 6:** This course is designed for the individual who can converse on many everyday subjects, read and write simple descriptions, short essays, and narratives on familiar topics, have consistent use of basic punctuation, and can function independently to meet most survival needs. The goal is to prepare students for career advancement and postsecondary academic studies by active face-to-face conversations, reading authentic materials on everyday subjects, and writing multi-paragraph essays with a clear introduction and development of ideas with minimum grammatical errors.



Soft Skills Classes:

Life Skills & Financial Management (40 hours): Recognizing that life skills are a life-long process, the purpose of this course is to teach competency-based strategies that better prepare people for living on their own and inter-dependently. The curriculum is comprised of individual, group, and self-directed learning activities to assist learners in reaching their goals and master skills such as Daily Living, Housing, Community & Money Management, Self-Care, and Social Relationships.

Employability Skills – Career Labs (40 hours): Career Labs is a professional skills course. The course helps new and entry-level employees gain and practice skills that they can immediately apply to their work. Through highly engaging group activities and work simulations, we help participants build a supportive cohort and learning community and together address the skills gap that often prevents success in the workplace.

Workforce Training Programs: (Labor market based)

Computer Classes:

Computer Basics (15 hours): Those who do not use computers or are computer novices. Students will learn how to operate a computer with confidence.

Word and Excel (15 hours each): Microsoft Office Word and Excel are productive benchmarks used in almost every business, school, and home. Master the basics of these two powerful tools and use them confidently.

The Principle of Supply Chain Management (45 hours): This certification track is a great place to start and is considered to be a 'launch pad' to begin your supply chain education and certification process. It provides a high-level overview of each of the functions in a supply chain. After you complete this track, you will have a broad appreciation for how each of the individual supply chain functions operates and how they are 'linked' in a chain to enable organizations to plan and execute product and service delivery to achieve customer satisfaction. Since all of the remaining seven certification tracks are introduced at a high level in Principles, this might spark your interest, enthusiasm, and choice for your next track enrollment. This course also includes a career coaching service to provide technical assistance in resume development, job searching, and interview techniques.

WordPress: Blogging and Website Design (45 hours): This course explores the use of WordPress as a social networking blogging platform, marketing tool, and content management system for commercial websites. Examines how to install and set up WordPress for a personal blog, install and modify a theme,



add widgets and plug-ins, create and format posts, manage subscribers, promote a blog, and maintain the blog. A certificate of completion will be given to all who successfully complete the course.



Appendix G: Women Rising, Inc. - Soft Skills Consultant



For over 110 years, WomenRising has been helping women and their families. Our clients are in need - in need of jobs, safety from domestic violence, freedom from substance abuse, safe homes for children.

WomenRising meets these needs by providing supportive counseling, crisis intervention, workforce development and job placement, shelter for victims of domestic violence, outreach, advocacy, and referrals.

WomenRising is the foremost community-based organization for women in Hudson County. WomenRising assists women and their families in achieving self-sufficiency and living safe, productive, and fulfilling lives through social services, economic development, and advocacy services.



Appendix H: Line Item Budget

Hudson County Community College	
AWPP Budget Year Two (June 1, 2022 - May 31, 2023)	
	Up to 90 Students
Staff	\$123,400
Fringe	\$39,716
Supervision (20%)	\$16,600
Total Staff	\$179,716
OTPS	
Books and Materials	\$10,000
Exam Fees	\$2,000
Tuition and Fees	\$44,700
Consultant (Women Rising)	\$28,800
Web Access	\$3,000
Travel and Transportation	\$3,750
Total OTPS	\$92,250
Indirect (10%)	\$27,197
Grand Total	\$299,163
Note: Reimbursement budget. Invoices submitted for actual expenses.	
Prepared: April 11th, 2022	



MEMORANDUM OF UNDERSTANDING

Between

Hudson County Community College

and

WomenRising, Inc.

June 1, 2022 to May 31, 2023

Description

Hudson County Community College (HCCC) through the Division of Continuing Education and Workforce Development (CEWD) and WomenRising, Inc. have established a partnership whereby Women Rising, Inc. will deliver Employment Skills and Life/Coping Skills (soft skills) classes at the Hudson County Department Correction and Rehabilitation (DOCR) for the HCCC Academic and Workforce Pathway Program (AWPP) funded by the Department of Housing and Community Integration (DOHCR).

Roles and Responsibilities

It is agreed that the following will be the roles and responsibilities of the participating organizations:

WomenRising, Inc.

- a) WomenRising, Inc. will consult with HCCC to determine the training course subject(s) and scheduling for the AWPP Soft Skills component.
- b) WomenRising, Inc. agrees to provide soft skills training onsite at the Department of Corrections and Rehabilitation located at 30-35 Hackensack Ave, Kearny, NJ 07032.
- c) WomenRising, Inc. agrees to monitor and manage students to assure attendance at the assigned times.
- d) WomenRising, Inc. agrees to submit weekly electronic attendance to HCCC Student Success Coach.
- e) WomenRising, Inc. agrees to report directly to the Student Success Coach all concerns/questions regarding class schedule, class topics/activities, class attendance.
- f) WomenRising, Inc. agrees to review, discuss and agree upon with HCCC CEWD to transition an active in-person class to a remote/online modality on an on-needed basis.



Hudson County Community College, Continuing Education and Workforce Development (HCCC CEWD)

- a) HCCC CEWD will contract Women Rising Inc to deliver in person classroom-based instruction in subject areas agreed upon by HCCC and DOHCR.
- b) HCCC CEWD agrees to consult with WomenRising, Inc. regarding training course offerings for the AWPP Soft Skills component.
- c) HCCC CEWD agrees that Women Rising will deliver the training classes at the Facility - 30-35 Hackensack Ave, Kearny, NJ 07032 (with option to online/remote learning).
- d) HCCC CEWD agrees to review, discuss and agree upon with WomenRising, Inc. to transition an active in-person class to a remote/online modality on an on-needed basis.
- e) HCCC CEWD will review, discuss and agree upon with WomenRising, Inc on curriculum for each training class requested.
- f) HCCC CEWD will hold Women Rising, Inc. responsible for maintaining student attendance.
- g) HCCC CEWD will provide final evaluations and certificate of completion for those who successfully complete.

Invoicing

- a) Prices for each course will be determined by HCCC and presented to WomenRising, Inc. for approval. The following breakdown are the agreed amount per hour, which does not include the cost of books and materials:
 - 1. Employability Skills - Career Labs: \$75.00 per hour
 - 2. Life/Coping Skills (40 hours): \$75.00 per hour
- b) Additional courses may be provided, based on additional agreements between HCCC CEWD and Department of Housing and Community Integration. Pricing will be discussed with WomenRising, Inc. for approval prior to scheduling.
- c) Women Rising, Inc. will invoice HCCC CEWD upon completion of the training course section.
- d) HCCC CEWD will pay Women Rising, Inc. invoices within 30 days of receipt.

Dispute Resolution

Any and all claims, disputes or other matters in question between the College and the Vendor arising out of or relating to this Agreement or alleged breach thereof, exclusively shall be subject to and determined by the Superior Court of New Jersey venue in Hudson County, New Jersey.



Governing Law

This Agreement shall be governed by and in accordance with the laws of the State of New Jersey, without references to any choice of law or conflicts of law's provisions therein.

Assignment

The rights of the College or the Vendor under this Agreement are personal to each party, and neither party shall assign, transfer, hypothecate or otherwise assign its rights or delegate its duties under this Agreement, whether voluntarily, involuntarily or by operation of law, without the prior written consent of the other party to this Agreement.

Notices

Any notices required or permitted to be given pursuant to the terms of this Agreement shall be sufficiently given when delivered personally, by courier services (such as Federal Express) or certified mail, return receipt requested, addressed to each party as follows:

As to the Women Rising, Inc.:

270 Fairmount Avenue
Jersey City, New Jersey 07306
Attention: Rosemary Nwabueze, Director Community Economic Development
WomenRising, Inc.

As to the College:

Hudson County Community College
26 Journal Square
Jersey City, New Jersey 07306
Attention: Jeff Roberson, Director of Contracts and Procurement

Provisions and Amendments

This Memorandum of Understanding contains all provisions agreed upon by the parties. Any amendments to this Memorandum of Understanding must be in writing and signed by either parties or their duly authorized representative. It is further understood that the term of this agreement is for



the period: June 1, 2022 to May 31, 2023 and shall not automatically renew. Any continuation, renewal or extension is subject to a new agreement.

Women Rising, Inc.

Hudson County Community College

By: _____
Director, Community Economic
Development
WomenRising, Inc.

By: _____
Lori Margolin, Associate Vice President of
Continuing Education and Workforce
Development

Date

Date

MEMORANDUM OF AGREEMENT
BETWEEN
MONTCLAIR STATE UNIVERSITY
AND
Hudson County Community College

THIS AGREEMENT by and between MONTCLAIR STATE UNIVERSITY, herein MSU, a public institution of higher education in the State of New Jersey with its principal place of business at Upper Montclair, New Jersey 07043 and 1 Normal Avenue, Montclair, New Jersey 07043, and Hudson County Community College, herein the Facility, with its principal place of business at 70 Sip Avenue Jersey City, New Jersey 07306.

RECITALS

WHEREAS MSU, through its Department of Social Work and Child Advocacy is desirous of providing training of its students for the development of excellence as future professionals, specifically students enrolled in the Master of Social Work Program; and

WHEREAS the Facility is desirous of providing a practicum environment for such MSU students through service at its organization:

NOW THEREFORE, in consideration of the mutual promises and covenants set forth below, MSU and the Facility agree as follows:

1. Scope. Under this agreement, MSU shall provide students to serve in a practical educational environment provided by the Facility.
2. MSU Responsibilities. MSU agrees, under the terms of this agreement to:
 - a. Be responsible for preparation for the field experience;
 - b. Select and assign an agreed upon (with Facility) number of students in accordance with the Facility's placement requirements and agreed-to-schedule;
 - c. Maintain the personal records of students necessary for conducting their education, and to provide the Facility with forms for the evaluation of the students;
 - d. Withdraw any MSU student from the Facility when the student is found unacceptable by the Facility for reasons of health, performance or other reasonable causes;

e. Assign a program director to act as liaison between the student, MSU and the Facility. The program director will act as an advisor to the MSU students for the experience;

f. Ensure that each student submit a completed Health Examination form supplied by the facility if required;

g. Ensure that each MSU student has a general liability insurance policy covering the student for \$1,000,000 for each incident and \$3,000,000 aggregate, a copy of which shall be provided to the Facility for its review and approval prior to the beginning of the practicum experience if required.

h. Ensure that if professional liability insurance is required, that each student will provide proof of policy to the site prior to the practicum experience.

3. Facility Responsibilities. The Facility agrees under the terms of this agreement to:

a. Plan and implement meaningful and appropriate learning experiences aimed at the achievement of the objectives of this phase of the Program.

b. Provide supervision by a master's level social worker (with a minimum 2 years post graduate experience).

c. Orient the students to all applicable policies, procedures and rules of the facility.

d. Provide final evaluations of the student's performance, and a mid-experience evaluation if the rotation is longer than one week.

e. Provide facilities, equipment and supplies needed for the educational experience.

f. Arrange for access to emergency health care to students. Students will be individually responsible for the fees for such care.

g. Provide information which may be needed by MSU to comply with accreditation standards.

h. Remove any MSU student from the Facility and program when, in the Facility's sole discretion, the Student is determined to be disruptive or unacceptable for any reason.

i. Notify the University immediately in the event of an emergency or problem which may threaten a student's successful completion of the field experience.

4. Length of Agreement and Termination. This agreement shall be effective when signed by both parties and is intended to continue until terminated by one of the parties. This agreement can be terminated by either party for any reason upon at least thirty days written notice to the other party, provided, however, that all MSU students enrolled in a practicum under this agreement at the time of such notice shall be allowed to complete their field experience prior to the termination of the program.

5. Non-Discrimination. Both parties agree that they are equal opportunity/affirmative action institutions and do not discriminate on the basis of sex, age, race, religion, color, national origin, or physical disability. Both parties further agree specifically to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act of 1990.

6. Indemnification. The Facility agrees to indemnify, defend and hold harmless MSU from and against any and all liability, losses, damages, claims, causes of action, costs or expenses arising out of the performance of this Agreement and caused by or resulting from the negligent acts or omissions of the Organization, its agents, servants or employees.

7. Applicable Law. This Agreement shall be governed by the laws of the State of New Jersey and be subject to all of the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:13-1 et seq., the New Jersey Contractual Liability Act, N.J.S.A. 59:13 et seq., and the availability of appropriations. The State of New Jersey does not carry public liability insurance, but the liability of the State and the obligations of the State to be responsible for tort claims against its employees is covered under the terms and provisions of the New Jersey Tort Claims Act.

8. Amendments. This agreement may only be amended by mutual agreement of the parties which shall be set forth in writing and signed by both parties.

9. Assignment. Neither party shall assign or transfer any interest under this agreement without the express written consent of the other party.

10. Entire Agreement. Both parties to this Agreement confirm that they have read this Agreement, understand it and agree to be bound by its terms. Both parties further agree that this written instrument is the complete and exclusive statement of their agreement which supersedes all prior statements, oral or written, relating to the subject matter of this agreement.

IN WITNESS THEREOF, MONTCLAIR STATE UNIVERSITY AND
Hudson County Community College do hereby execute this Agreement in duplicate
originals on the date set forth below by their duly authorized representatives.

Date: _____

Dean, College of Humanities and Social Sciences

Date: _____

President,
Hudson County Community College



Clinical Experience Agreement

Hudson County Community College RN Nursing Program

This Agreement of Clinical Learning Experience for undergraduate nursing students is between Hackensack Meridian Health (“HMH”) and Hudson County Community College (“College”). This Agreement shall be for the term of two (2) years commencing on 12/31/2021 through 12/31/2023 (the “Term”).

This Agreement shall remain in effect as hereinafter specified unless amended or terminated. Written notice shall be given by either party at least one hundred and twenty (120) days prior to the effective date of amendment or termination, except no notice shall be required if the agreement expires at the end of the Term. Students assigned to clinical or other experiences at HMH at the time of termination, including at the end of the Term, shall be allowed to complete their current semester, and the parties agree that the terms of this Agreement will remain in effect with respect to such students until completion of their semester. No modification of this Agreement will have any force or effect unless such modification is in writing, signed by both parties and referencing the specific sections of this Agreement and/or the Addendum to be modified.

HMH and College hereby mutually agree to the following:

1. Students enrolled in the Nursing Program at the College may use for clinical learning experiences the specified areas of HMH on the days and hours agreed upon.
2. Changes in the policies or procedures of HMH and of the College shall be communicated in writing through HMH and the Dean of Hudson County Community College.
3. The College agrees to notify HMH if they or any of their employees, students or agents are sanctioned by or otherwise excluded from participation in any federally funded plan or program.
4. Both the College and HMH, shall at all time comply with the standards of documentation and confidentiality mandated by State and federal regulatory agencies and accrediting agencies, as same may be modified and amended from time to time including applicable requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the standards of the Joint Commission on Accreditation of Healthcare Organizations, administrative and medical record policies and guidelines established and approved by HMH, which shall be made available to faculty and students. The parties agree that they will be liable for the errors, acts or omissions of themselves and their its employees to the extent permitted under the New Jersey Tort Claims Act, N.J.S.A., 59:1-1 et seq. For any action that may arise from the inappropriate use or release of confidential patient information by the College, its students or agents, HMH may terminate the agreement, dismiss the student, and/or file a complaint with the Office of Civil Rights.
5. The student’s access to and use of any patient information of HMH’s patients will be solely in connection with the training supervised by HMH’s personnel and no patient information from HMH’s patients will be disclosed to the College.

6. The Parties agree to comply with additional terms and conditions noted in **Exhibit B** to this Agreement.

Specific Responsibilities of HMH to the HCCC College

1. HMH shall provide the College faculty with orientation to HMH.
2. HMH shall make available clinical facilities for student learning, including equipment and supplies required for patient care.
3. HMH shall permit students and faculty the use of HMH cafeteria at their own expense.
4. HMH shall make available emergency health care to students and faculty in the event of illness or an accident during the time spent at HMH and then refer these individuals to the College Health Service and/or their private physicians. The student or faculty member shall be responsible for ensuring reimbursement to HMH for care.
5. HMH represents that it has reasonable policies in place consistent with applicable laws to prevent and report instances of sexual harassment, sexual discrimination, and sexual misconduct and it will comply with these policies in participating in the program. The Parties agree that all students receiving clinical experience pursuant to this Agreement shall be selected without discrimination on account of sex, race, creed, color, religion, handicap/disability, gender, gender expression, gender identity, genetic information, age, marital status, sexual orientation, veteran status, pregnancy status, ancestry or national origin and that each shall fully comply with all Federal and State statutes concerning discrimination in connection with their respective obligations pursuant to this Agreement
6. HMH shall maintain its health facility licensure as required by applicable law and meet criteria for accreditation as established by The Joint Commission, or other appropriate accrediting agency, as applicable. College shall have the right to immediately terminate this Agreement for cause if at any time during the term of the Agreement HMH's authority or ability to operate is lost, altered or otherwise jeopardized (e.g. loss of licensure or accreditation).
7. HMH maintains the ultimate responsibility for the patient care provided.
8. HMH shall have the right to request the removal of any faculty member or student at any time HMH determines that the student or faculty member does not meet HMH's standards of performance or for just cause.

Specific Responsibilities of the College to HMH

1. The College shall provide orientation to the educational program for HMH staff.
2. The College faculty members shall be directly responsible for the educational program while using the facilities of HMH.

3. The College administration shall request students' clinical placements in writing. The College will notify HMH at least two (2) months in advance of its planned schedule of student assignments to the clinical areas for approval.
4. The College shall assure that the faculty of the College will abide by all the applicable policies, procedures, rules and regulations of HMH.
5. The College shall notify the students they are responsible for complying with all the applicable policies, procedures, rules and regulations of HMH.
6. The College shall require each student and faculty member to meet the health requirements on **Exhibit A** to this Agreement.
7. The College shall require all students to conform to the uniform policy of HMH.
8. The College agrees to complete and provide evidence to Hackensack Meridian Health that a criminal background check has been performed on its students. The College shall immediately advise Hackensack Meridian Health regarding any issues raised during the criminal background check process.

General Provisions

1. **Indemnification.** College agrees to indemnify, defend and hold HMH and its affiliates, its directors, trustees, officers, agents, and employees harmless against any and all claims, damages, costs, expenses, losses, liabilities or injuries to persons or property of whatever kind of nature, including court costs and reasonable attorney fees, arising out of or directly resulting from to the negligence or intentional act(s) of College, its students, faculty, employees, representatives provided however that such act(s) or omission(s) are not performed or omitted under the supervision or direction of any employee, representative or agent of HMH. HMH agrees to indemnify, defend and hold harmless, College and its affiliates, its directors, trustees, officers, agents, students, faculty and employees against any and all claims, demands, damages, costs, expenses of whatever nature, including court costs and reasonable attorney fees, arising out of or resulting from the negligence, intentional act(s) or willful misconduct of HMH, its faculty, employees, agents, representatives and/or contractors in the performance of this Agreement.
2. **Insurance.** The College shall furnish HMH with evidence that all students and faculty are covered by the commercial general liability insurance covering the activities of faculty and students in the amounts of \$2,000,000/\$4,000,000 in the annual aggregate. The College shall furnish HMH with evidence that all students and faculty carry professional liability insurance in the amount of \$1,000,000 per medical incident/\$3,000,000 annual aggregate. If the faculty will be onsite at a HMH location the College shall furnish HMH with evidence that all faculty are covered with Workers' Compensation insurance as required under New Jersey law which shall include \$1,000,000 bodily injury by accident / \$1,000,000 each employee disease / \$1,000,000 policy limit disease.

[STATE UNIVERSITIES ONLY] Any agreement or arrangement signed and entered into on behalf of the State of New Jersey by a State official or employee shall be subject to the

provisions of the New Jersey Tort Claims Act, N. J.S. A. 59:1-1 et. seq. and the New Jersey Contractual Liability Act, N. J. S. A. 59:13-1 et. seq. and the availability of appropriations. The State of New Jersey does not carry public liability insurance, but the liability of the State and the obligations of the State to be responsible for tort claims against its employees are covered under the terms and conditions of the New Jersey Tort Claims Act. The Act also creates a special self-insurance fund and provides for payment of claims against the State of New Jersey or against its employees whom the State is obligated to indemnify against tort claims which arise out of the performance of their duties.

3. Independent Contractors. Each Party acknowledges participating students will not be considered employees or agents of HMH or College for any purpose. Participating students will not be entitled to receive any compensation from HMH or College or any benefits of employment from HMH or College, including health care or workers' compensation benefits, vacation, sick time, or other direct or indirect benefit of employment. The Parties hereby acknowledge that they are independent contractors, and neither party including any of its agents, representatives, students, or employees shall be considered agents, representatives, or employees of the other. In no event shall this Agreement be construed as establishing a partnership or joint venture or similar relationship between the Parties. Each party shall be liable for its own debts, obligations, acts and omissions, including the payment of all required withholding, social security and other taxes or benefits. No student shall look to HMH or College for any salaries, insurance or other benefits. No student or other third person is entitled to, and shall not, receive any rights under this Agreement. Neither Party shall have the right or authority nor hold itself out to have the right or authority to bind the other Party and neither shall either Party be responsible for the acts or omissions of the other except as provided specifically to the contrary herein.
4. Amendments. This Agreement may be amended at any time by mutual agreement of the Parties without additional consideration, provided that before any amendment shall become effective, it shall be reduced to writing and signed by the Parties. Notwithstanding the foregoing, should any provision of this Agreement be in conflict with the law of the State in which the Facilities are located or Federal law, it shall be deemed amended to eliminate the conflict.
5. Assignment. Neither Party shall assign or otherwise transfer this Agreement without the other Party's prior written consent, which may be held for any reason or for no reason. Any purported assignment in violation of this Section shall be null and void.
6. [Intentionally Omitted].
7. Captions. Any captions to or headings of the articles, sections, subsections, paragraphs, or subparagraphs of this Agreement are solely for the convenience of the Parties, are not a part of this Agreement, and shall not be used for interpretation or determination of validity of this Agreement or any provision hereof.
8. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.

9. Entire Agreement. This Agreement, together with all attachments, is the entire agreement between the Parties and no other agreements, oral or written, have been entered into with respect to the subject matter of this Agreement.
10. Force Majeure. Neither Party shall be liable nor deemed to be in default for any delay or failure in performance under this Agreement or other interruption of service or employment resulting, directly or indirectly, from acts of God, civil or military authority, acts of public enemy, war, accidents, fires, explosions, earthquakes, floods, failure of transportation, machinery or supplies, vandalism, strikes or other work interruptions beyond the reasonable control of either Party.
11. Governing Law. The validity, interpretation and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey without regard to New Jersey's conflicts of laws provisions or principles.

The aforementioned Agreement has been reviewed by both parties and all conditions are agreed to.

College/University:

Hudson County Community College

Address:

70 Sip Avenue

Jersey City, New Jersey 07306

HMH:

Hackensack Meridian Health

Address:

30 Prospect Avenue

Hackensack, New Jersey 07601

Signature

Christopher M. Reber

President

Hudson County Community College

Signature

Jeffrey R. Boscamp, MD

Co-Chief Academic Officer

Hackensack Meridian Health

Date

Date

EXHIBIT A

College/University assures that each student and Instructor has met the following health requirements prior to the first day of the clinical experience at Hackensack Meridian Health and can present documentation of such upon request:

1. Entire physical exam.
2. Negative two-step Mantoux test within the past twelve (12) months. For positive Mantoux test, documentation of a chest x-ray within six (6) months of positive result and documentation of annual symptom review thereafter. In the alternate, a negative quantiferon test within the past twelve (12) months without subsequent exposure will be accepted.
3. Documentation of Measles (rubeola), Mumps, Rubella (MMR) and varicella (chicken pox) immunization date or positive titer.
4. Documentation of Hepatitis B series or proof of positive Hepatitis B surface antibody titer, or a signed waiver prior to their affiliation at HMH is also required.
5. Documentation of a negative 9 Panel substance abuse urine drug screen, within the past twelve (12) months, which includes the following: Amphetamines, Barbiturates, Benzodiazepines, Cocaine Metabolites, Methadone, Methaqualone, Opiates, Phencyclidine, Propoxyphene.
6. Students and on-site faculty are required to comply with Hackensack Meridian Health's current flu vaccination policy that is in effect incorporated herein as Exhibit A.1, which is subject to change.
7. Students and on-site faculty are required to comply with Hackensack Meridian Health's current COVID vaccination policy that is in effect incorporated herein as Exhibit A.2, which is subject to change.
8. Students and on-site faculty are required to comply with Hackensack Meridian Health's current Fit Testing Requirements in effect incorporated herein as Exhibit A.3 and Exhibit A.4, which is subject to change.

Additionally, exposure to any of these communicable diseases by a susceptible person must be reported within 48 hours to Occupational Medicine at Hackensack Meridian Health.

EXHIBIT B

The Parties agree to the following:

1. The number of students to be assigned to the specified clinical area shall be in conformity with the ruling as stated by the New Jersey Board of Nursing, a 1: 10 instructor/student ratio.
2. The environment maintained by the nursing faculty of the College and the staff at HMH shall be such as will provide for maximum student learning.
3. Student assignments shall be made jointly with input from the nursing faculty and the nurse manager or charge nurse of the assigned clinical area of HMH. The nurse manager or charge nurse approves patient assignments.
4. An observational experience is defined as a student placement in which the student will not be delivering direct patient care to any patient under HMH's care.
5. The student will be observing the role of the nurse performing patient care activities within the assigned clinical area.
6. For undergraduate students a faculty member is not required to provide direct supervision during the student's observational experience. However, the faculty member must be present at the clinical site and available to the student.
7. The College faculty is required to provide written clinical objectives to the nurse manager and/or staff nurse for all observational experiences.
8. With patients' approval, students may gather data about the patients from the medical record and obtain information from the caregivers. This information is considered privileged and confidential and is to be used only for educational purposes.
9. The College shall furnish HMH with satisfactory evidence that all students and faculty who are licensed as Registered Nurses hold a current New Jersey license as a Registered Professional Nurse.
10. Graduate level clinical students are expected to contribute/participate in HMH's Evidence Based Practice and Research activities.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

May 17, 2022

X. NEW BUSINESS

INTRODUCED BY: _____

SECONDED BY: _____

DATE: May 17, 2022

- Doria, Joseph* _____
- Fahrenheit, Karen* _____
- Gardner, Pamela* _____
- Gargiulo, Frank* _____
- Kenny, Roberta* _____
- Lee, Bakari* _____
- Peña, Jeanette* _____
- Rodriguez, Silvia* _____
- Stahl, Harold* _____
- Netchert, William, Chair* _____

_____ Aye _____ Nay

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

May 17, 2022

XI. ADJOURNMENT

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED THAT the May 17, 2022 meeting of the Hudson County Community College Board of Trustees be adjourned at ____P.M.

INTRODUCED BY: _____

SECONDED BY: _____

DATE: May 17, 2022

- Doria, Joseph _____
- Fahrenheit, Karen _____
- Gardner, Pamela _____
- Gargiulo, Frank _____
- Kenny, Roberta _____
- Lee, Bakari _____
- Peña, Jeanette _____
- Rodriguez, Silvia _____
- Stahl, Harold _____
- Netchert, William, Chair _____

_____ Aye _____ Nay