

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

Regular Meeting – Board of Trustees
Tuesday, January 19, 2021
5:00 P.M., Via Zoom

Please download the Zoom app on a computer or mobile device and use the following Zoom Meeting Webinar ID: 947 1823 6264, Passcode: 417962. Alternatively, members of the public may visit the following link and join the meeting via Video Conference:

<https://zoom.us/j/94718236264?pwd=SmdEOVNUZHc2NVljM2RScDIKWVhRdz09>

Members of the public may also join by telephone by dialing US: +1 929 205 6099 or +1 301 715 8592 and entering the Zoom Meeting Webinar ID: 947 1823 6264, Passcode: 417962.

Video functionality will only be turned on for the Hudson County Community College Board of Trustees and staff as needed. If you are a member of the public and wish to participate in the public portion of the meeting, please “raise your hand” with the hand raising notification icon.

All microphones of public speakers will be muted except during the public portion of the meeting. When you hear your name announced during the public portion of the meeting, you may address the Board of Trustees. After a speaker’s time expires, that individual’s microphone will be muted to allow other speakers the opportunity to address the Board. Each user will have the capability to participate via audio-only.

Only members of the public using Zoom Webinar will be able to participate during the public portion. Members of the public will not be able to speak in the public portion if using the telephone number option.

AGENDA

I. CALL TO ORDER - FLAG SALUTE Mr. Netchert

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Koral Booth – Student Alumni Representative

Joseph Doria

Karen Fahrenholz, Secretary/Treasurer

Adamarys Galvin

Pamela Gardner

Roberta Kenny

Bakari Lee, Vice Chair

William Netchert, Chair

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* *Mr. Rodriguez*
 2. *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
January 19, 2021**

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Koral Booth, Student Alumni Representative, ex officio _____

Joseph Doria _____

Karen Fahrenholz, Secretary/Treasurer _____

Adamarys Galvin _____

Pamela Gardner _____

Roberta Kenny _____

Bakari Lee, Vice Chair _____

William Netchert, Chair _____

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
January 19, 2021**

III. COMMENTS FROM THE PUBLIC

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 19, 2021**

IV. CLOSED SESSION

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 19, 2021**

V. REPORTS

1. *Student Government Association President's Report*
2. *President's Report*

Lori Margolin, Dean of Continuing Education and Workforce Development

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 19, 2021**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETING

The Minutes of the Reorganization Meeting and the Regular Meeting of November 24, 2020 are herewith officially 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 Reorganization Meeting and the Regular Meeting of November 24, 2020.

2. GIFTS, GRANTS, AND CONTRACTS REPORT

Hudson County Community College has received the following grant award:

TITLE: *Gateway to Innovation*

AGENCY: *JPMorgan Chase Foundation*

PURPOSE OF GRANT: The award will fund the College’s initiative to address and improve Hudson County’s COVID-related workforce challenges and rethink what is needed to achieve lasting improvement in the workforce ecosystem in Hudson County. The program will provide short-term, upskilling credential attainment opportunities in health care; career services for alumni in areas such as health care, information technology, finance, insurance, and logistics; enhanced non-academic support for students, including financial counseling and access to other benefits; and deeper engagement with employers in technology, finance and other recession-resistant sectors that will lead to resilient career pathways.

COLLEGE ADMINISTRATORS: *Lori Margolin*

COLLEGE CONTRIBUTION: *\$0*

AWARD AMOUNT: *\$850,000/One Year*

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: January 19, 2021

Doria, Joseph _____
Fahrenheit, Karen _____
Galvin, Adamarys _____
Gardner, Pamela _____
Kenny, Roberta _____
Lee, Bakari _____
Peña, Jeanette _____
Rodriguez, Silvia _____

Stahl, Harold
Netchert, William, Chair

_____ *Aye*

_____ *Nay*

Minutes
Reorganization Meeting and Regular Meeting
11-24-20

HUDSON COUNTY COMMUNITY COLLEGE
Board of Trustees Meeting
Remote Participation via Zoom
5:00 P.M.

REORGANIZATION AND REGULAR MEETING – BOARD OF TRUSTEES
November 24, 2020

Reorganization Meeting

MINUTES

PRESENT: Koral Booth, Student Alumni Representative (ex officio); Joseph Doria; Karen Fahrenholz; Adamarys Galvin; Pamela Gardner; Roberta Kenny; Bakari Lee; William Netchert; Jeanette Peña; Christopher Reber (ex officio); Silvia Rodriguez; and Harold Stahl

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

I. CALL TO ORDER - FLAG SALUTE

I a. SWEARING IN OF TRUSTEE

New Student Alumni Representative, Koral Booth was sworn in. She will serve until the next Reorganization Meeting on November 23, 2021.

II. ROLL CALL

III. CLOSED SESSION – None

IV. ELECTION OF OFFICERS - CHAIR, VICE CHAIR, SECRETARY AND TREASURER

Chair - William Netchert

Nominated by: Harold Stahl
Seconded by: Pamela Gardner

Vice Chair - Bakari Lee

Nominated by: Harold Stahl
Seconded by: Pamela Gardner

Secretary/Treasurer - Karen Fahrenholz

Nominated by: Harold Stahl
Seconded by: Pamela Gardner

Introduced by: Harold Stahl
Seconded by: Pamela Gardner
10 Ayes 0 Nays

Resolution Adopted

V. ANNUAL SCHEDULE OF MEETINGS OF THE HUDSON COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES

WHEREAS, the Board of Trustees establishes the following calendar for their regular monthly meetings to be held:

**TRUSTEE LIAISONS TO COLLEGE
COMMENCEMENT COMMITTEE**

Koral Booth, Student Alumni Representative

Adamarys Galvin

Bakari Lee

FOUNDATION LIAISON

Karen Fahrenheitz

**VII. APPOINTMENT OF COUNSEL TO HUDSON COUNTY COMMUNITY COLLEGE FOR
2020-21**

1. *Resolution Authorizing Renewal of Real Estate Counsel Services for Fiscal Year 2021 to John Curley, LLC of Jersey City, New Jersey*
2. *Resolution Authorizing General Legal Counsel Service for Fiscal Year 2021 to Scarinci Hollenbeck, LLC of Lyndhurst, New Jersey.*

Introduced by: Pamela Gardner

Seconded by: Adamarys Galvin

10 Ayes.....0 Nays

Resolution Adopted

**VIII. ADJOURNMENT OF REORGANIZATION MEETING AND CONVENING OF REGULAR
MEETING**

Introduced by: Joseph Doria

Seconded by: Harold Stahl

10 Ayes.....0 Nays

Resolution Adopted

REGULAR MEETING – BOARD OF TRUSTEES

November 24, 2020

Regular Monthly Meeting

MINUTES

I. CALL TO ORDER - FLAG SALUTE

II. ROLL CALL

III. COMMENTS FROM THE PUBLIC – *There were no comments from the public.*

IV. CLOSED SESSION – *None*

V. REPORTS

Awards, Recognitions and Special Reports

1. *Student Government Association Co-President Karen Riera offered the following report.*

Good evening Board of Trustees, President Reber, students, guests and others. As we approach a new year, this academic semester has been quite different from what we've known.

We held our first community service event today at Liberty State Park. I volunteered as well. The event was held outside with approximately 20 people in attendance while social distancing and wearing masks.

We will try to schedule other events before the semester ends. As mentioned at the last Board of Trustees meeting, the SGA's framework of goals for the 2020-21 Academic Year is aimed at promoting SGA awareness, such as introducing tips on how to guide student life, navigating through college to completion, etc.

2. *All College Council President's Report*

All College Council President Lauren Drew offered the following report.

Since the last Board of Trustees Meeting, there have been two ACC General Meetings. In October, the Council overwhelmingly voted to approve a syllabus statement on diversity, equity, and inclusion that was initially developed by the President's Advisory Council on Diversity, Equity, and Inclusion, and thereafter reviewed and moved forward by the ACC's Academic Affairs Committee. Faculty will be encouraged to include the statement in their course syllabi beginning in spring 2021.

In the last two ACC General meetings, there has also been robust discussion of spring 2021 course modalities and course scheduling, as well as questions relating to the request for students to keep their web cameras on in remote classes. I would like to thank the administration for following up on these conversations. Specifically, thank you to Dr. Jones, Dr. Friedman, and Patricia Clay for hosting two Faculty Dialogue Sessions, and to Academic Affairs for providing a statement on "cameras-on" in remote classes, which provides legal clarity as well as guidance on how to balance academic rigor with a culture of care.

In its most recent committee meeting, the Academic Affairs Committee reviewed and approved a COVID-19 syllabus statement for spring 2021. The Committee also continues to examine the impact of different modalities on student success, particularly with regards to definitions of participation and attendance in the various class formats.

The Technology Committee is also focused on promoting student success in various course modalities and is working to ensure that the right technology gets into the hands of those who need it, including access to internet service.

Similarly, the Student Affairs Committee will be reviewing the results of a student survey conducted by IR, which focuses on students' experiences in the various class formats. The Chair of the Student Affairs Committee, Dr. Chris Conzen, attended the recent *ATD* Student Parent Summit, and will be bringing back some of the ideas and recommendations from the summit to the Committee for their consideration.

The Development and Planning Committee is proud to announce that the Johanna van Gendt Scholarship has been launched. ESL Professors are currently recommending students who have shown great progress and dedication to their courses, and who have contributed positively to the learning experience of their class. The Committee hopes to be able to recognize the scholarship recipients at College Service Day.

The Space and Facilities Committee has formed an ad hoc subcommittee on office space allocation, which should begin meeting soon. The Committee is also examining classroom furniture to ensure accessibility and comfort for all in the classroom, and they are hoping to pilot a model classroom. The Committee is also examining best practices arising as a result of COVID protocols, such as better security tracking of those in the building, one-way traffic flow, and increased use of outdoor spaces.

Finally, the College Life Committee is continuing its collaboration with the Center for Teaching, Learning, and Innovation on Open Educational Resource workshops and ACUE information sessions.

The spring 2021 ACUE cohort will focus specifically on research-based best practices in remote and online teaching. The Committee is also working on planning a virtual holiday party in conjunction with HR.

3. *President's Report*

President Reber offered the following remarks.

Good evening, Trustees.

We are all deeply affected by the continuing pandemic and the rising number of citizens who have contracted the virus, including HCCC community members and their families and loved ones.

Please join me in a moment of silence for all of the victims of the pandemic, and those close to them.

Moment of Silence

Karen and Lauren, thank you for your reports and your leadership.

Lauren, kudos to you! The All College Council is so vibrant. The virtual attendance has been strong. Obviously, important work is being done. We thank you and your colleagues.

On behalf of our entire College community, I, too, would like to welcome our new Student Alumni Representative to the Board of Trustees, Koral Booth. Dr. Friedman did a wonderful job of introducing her. Koral, we are all looking forward to your participation on the Board of Trustees during the coming year. Would you like to offer any brief remarks?

Koral Booth offered the following remarks.

I just want to say thank you to everyone and I really look forward to working with everyone and getting to know everyone a little better.

I've always been a big advocate for student representation. I have a voice, so this gives me the perfect opportunity to share a student and alumni perspective. I can't wait to start.

President Reber resumed his remarks.

Thanks so much, Koral.

Trustees and colleagues, as you are aware, Bergen Community College's Board of Trustees passed a resolution last week to negotiate with Dr. Eric Friedman as the candidate selected to be their next President.

We all celebrate and thank Eric for his exceptional service and leadership at HCCC over the past 14 years. During that time, Eric served as Dean of Community Education, then Vice President for Academic Affairs, Senior Vice President for Academic Affairs, followed by Executive Vice President and Provost and Chief Operating Officer for the College during the past nearly three years.

Eric, you are more than ready to take this exciting next step in your career. We are very happy for you, and we will miss you greatly. Would you like to say a few words?

Provost Eric Friedman offered the following remarks.

Good evening. Thank you so much, President Reber, Chairman Netchert and all of the Trustees, students, my colleagues and friends at this wonderful, impactful college.

We talk so often about the transformative impact that HCCC has on our students. Well, I have been transformed in numerous ways by my engagement with the College and the wider Hudson County community: superintendents from across the county, Workforce Development board members, trustees from across the State who travel to Washington to advocate for our students, members of the Hudson County business community, leaders in the public and private sectors, my colleagues on the Academic Officers Affinity Group, my fellow accreditation officers, those in county government, the staff at the New Jersey Council of County Colleges, and the list goes on and on. I say this to faculty members, students, administrators and staff members: you will get from your time at Hudson according to your level of engagement. Stretch yourselves. Your willingness to give of yourselves, to participate, to attend community meetings and outreach events, will make the difference.

Before the pandemic, I was invited to a school district Board meeting at Bayonne High School. The most exciting part of the evening was getting the chance to meet the 9th graders, all wearing HCCC t-shirts, who were entering the HCCC Early College program. They were truly excited to be joining our community. Broad smiles and joy. That, and so many wonderful experiences like that, have been my fuel. Our community believes in us and we are stewards of their trust and their aspirations. What this community college does—and I am so proud to have been part of it—is nothing short of amazing.

It starts with our Board and President. The Board of Trustees and Chris provide a best-practices model for collaborative, supportive leadership. That leadership provides the foundation stones for what all of us do every day. It is working!

In my time at the College, I have been part of developing programs and partnerships that have greatly expanded how we are able to serve our community members. You may not think about it this way, but we are Servant Leaders.

It has been incredibly rewarding to work here and to benefit from the mentorship and guidance of two remarkable presidents. I mean that sincerely. They have believed in me and brought out the best in me. And I have watched with joy as a culture of care has taken root and made a difference in how we work together and how we serve our communities. This surprising “soft” side of our culture has helped us to join the pantheon of great community colleges.

We have an amazing and caring team. A special thank you to my team for all you do. And I need to say this: I would stack our faculty up against any in the country. Yes, they are that good!

It's not the same college I walked into over 13 years ago. I know that you will continue to reach new levels of excellence. And to all my friends and colleagues: I won't be far away, you are making a tremendous difference in people's lives. Engage, participate, and please enjoy the journey! I have benefitted from having known each and every one of you.

Thank you for everything.

Trustee Netchert offered the following remarks.

Eric, as the Chair of the Board, on behalf of the Board, I said to you privately that we're going to miss you. We've all watched you grow into the person you are today. A person ready to take on a presidential leadership role. We look forward to a long productive partnership between HCCC and Bergen Community College. We'll look forward to hearing good things. We're really proud of you.

Trustee Lee offered the following remarks.

Eric, you and I have had conversations in the past about your aspirations. It was no doubt or surprise to me that you would one day become a president at a community college. I'm glad that it's a school that's near us, in fact, New Jersey's largest community college. You have been a president in waiting for a long time in my view. It was just a matter of finding the opportunity that allowed you to realize openly what you already were internally, and now was just the time for you to take that opportunity and run with it and be everything that you are capable of being.

Despite your vast experience, you will need the opportunity to bounce things off of colleagues and peers. The friendships and relationships that you've cultivated over your history and particularly with respect to your relationship with Chris, you will certainly need, as all presidents do. I have no doubt that you will become one of the premier community college presidents in the country as a result of who you are as a person and the foundation that was afforded to you and that you took advantage of here at Hudson County Community College. Your continued success is our continued success, as far as I'm concerned, and we all look forward to seeing you shine brightly.

President Reber resumed his remarks.

Thank you, Eric and Trustees.

I have begun focused planning with our Cabinet and all college constituencies to consider how best to address the upcoming vacancy in our Executive Vice President and Provost role. Trustees, I anticipate recommending to you a number of structural changes that will provide growth opportunities for current HCCC employees. These include opportunities to support our student success work, and our diversity, equity and inclusion goals.

We are all looking forward to the College's 23rd Annual Holiday Gala Fundraiser. This year's "Gala at Home" will take place on Thursday, December 3 at 6 p.m. Proceeds from the celebration will fund scholarships for deserving students, the Foundation Art Collection, faculty development, and the College's physical expansion. Donors to the event will receive a basket filled with a gourmet dinner prepared by chefs of our award-winning Culinary Arts Institute. The baskets will contain cold seafood, antipasto, assorted cheeses, breads and crackers, a two-entrée dinner, desserts and beverages.

We look forward to honoring our gifted and esteemed colleague, HCCC Associate Dean of Business, Culinary Arts and Hospitality Management, Paul Dillon.

We thank Vice President Nicholas Chiaravalloti, Assistant to the Vice President Mirta Sanchez, Interim Associate Dean Ara Karakashian and our Culinary faculty and students, and our Foundation Directors for their leadership and stewardship of this one-of-a-kind annual holiday event and fundraiser.

Trustees, at this time of reflection and Thanksgiving, allow me to thank you and the College community for all you do to support this great College, and for allowing me the continuing honor of serving as your president. I wish everyone a safe and enjoyable holiday.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. *Minutes of the Regular Meeting of October 13, 2020*

2. *Gifts, Grants, and Contracts Report*

The College has received the following grant award:

TITLE: College Readiness Now VII (FY 2021)

AGENCY: NJ Council of County Colleges (NJCCC) in partnership with the NJ Office of the Secretary of Higher Education (OSHE)

PURPOSE OF THE GRANT: To increase college readiness of high school students prior to graduation.

COLLEGE ADMINISTRATOR: Jennifer Rodriguez (Project Director)

COLLEGE CONTRIBUTION: \$0

AWARD AMOUNT: \$52,894.00 (October 1, 2020 – August 20, 2021)

Introduced by: Jeanette Peña

Seconded by: Bakari Lee

10 Ayes.....0 Nays

Resolution Adopted

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS 1-14

1. *Resolution Authorizing Purchase of Security Camera System Upgrades for North Hudson Campus*

2. *Resolution Authorizing Purchase of Nursing Mannequin to be Funded by CARES Act Grant*

3. *Resolution Authorizing Purchase of Furniture for North Hudson Campus Multipurpose Room to be Funded by CARES Act Grant*

4. *Resolution Authorizing Purchase of Personal Hot Spots to be Funded by CARES Act Grant*

5. *Resolution Authorizing Purchase of Exams for Online Testing to be Funded by CARES Act Grant*

6. *Resolution Authorizing Purchase of Mental Health Texting Platform to be Funded from the New Jersey Community College Opportunity Grant*

7. *Resolution Authorizing Renewal of Subscription Service for Gabert Library*

8. *Resolution Authorizing Extension of Security Services Contract*

9. *Resolution Authorizing Sponsorship of Annual Foundation Dinner*

10. *Resolution Authorizing Purchase of Building Signage Replacement*

11. *Resolution Authorizing Fire Alarm Maintenance*

Minutes

Reorganization Meeting and Regular Meeting

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12. Resolution Authorizing Agreement for Credit Card Processing Services for Fiscal Year 2021
13. Resolution Authorizing Maverick Settlement
14. Resolution Authorizing Approval of the 2020 Audit

Introduced by: Bakari Lee

Seconded by: Adamarys Galvin

10 Ayes.....0 Nays

Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS 1-5**1. APPOINTMENT OF STAFF**

| First Name | Last Name | Title | Effective Date | Annual Salary |
|-------------------|------------------|----------------------------------------|-----------------------|----------------------|
| Sheila Marie | Aitouakrim | Associate Director, Financial Aid, NHC | November 25, 2020 | \$55,000.00 |
| Kacie M. | Cleary | Instructional Designer | November 30, 2020 | \$75,000.00 |
| Tatiana | Gaona | Career Coach | December 1, 2020 | \$48,000.00 |
| Jamar | Johnson | Academic Advisor | November 25, 2020 | \$45,000.00 |
| Wim Anneke | Shepherd | Senior Accountant | November 30, 2020 | \$75,000.00 |

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

2. APPOINTMENT OF TEMPORARY FULL-TIME STAFF THROUGH JUNE 30, 2021

| First Name | Last Name | Title | Effective Date | Annual Salary |
|-------------------|------------------|------------------------------------------------------|-----------------------|----------------------|
| Chrissto | Canales | TFT Academic Advisor | January 1, 2021 | \$48,000.00 |
| Christopher | Ericson | TFT Instructional Technologist | January 1, 2021 | \$58,000.00 |
| Geraldine | Kiefer-Necklen | Interim Program Director, Practical Nursing | January 1, 2021 | \$75,000.00 |
| Alison | Wakefield | Interim Associate Dean, Humanities & Social Sciences | January 1, 2021 | \$95,000.00 |

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. 2.

3. APPOINTMENT OF TEMPORARY FULL-TIME FACULTY SPRING 2021

| First Name | Last Name | Title | Effective Date | Annual Salary |
|-------------------|------------------|-----------------------------------------------------|-----------------------|----------------------|
| Philip | Doku | TFT, Instructor, Mathematics | January 25, 2021 | \$53,690.00 |
| Rumana | Syed | TFT, Instructor, Computer Science and Cybersecurity | January 25, 2021 | \$53,690.00 |
| Marjorie | Wood | TFT, Instructor, Humanities & Social Sciences | January 25, 2021 | \$53,690.00 |

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

Minutes

Reorganization Meeting and Regular Meeting

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4. AUTHORIZATION OF PART-TIME STAFF THROUGH DECEMBER 2021, AS NEEDED

| FIRST NAME | LAST NAME | DEPARTMENT | TITLE | POSITION ID | SUPERVISOR |
|-------------------|------------------|------------------------------------------|---------------------------|--------------------|----------------------|
| Darius | Gilmore | Academic Affairs | Office Assistant | OFFAST-101014 | Darryl Jones |
| Andrea | Siegel | Academic Affairs | PT Coordinator | PTART-101014 | Darryl Jones |
| Michelle | Cruz | Academic Foundations Math Department | Office Assistant | OFFAST-101041 | Pamela Bandyopadhyay |
| Rushika | Kapadia | Academic Foundations Math Department | Student Assistant | OFFAST-101041 | Pamela Bandyopadhyay |
| Amira | Griffith | Accessibility Services | Sign Language Interpreter | SIGNLAU-150525 | Karine Davis |
| Laura | Robertson | ADJ Academic Support Services Department | Teaching Assistant | 150505 | Pamala Bandyopadhyay |
| Asia | Abazeid | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Marwa | Abdelaziz | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Marystella | Ahmed | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Marco | Ashmalla | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Rushi | Bhatt | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Ann | Boby Mathews | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Juan | Cacho | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Phill | Carrillo | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Jun | Chen | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Rose | Dalton | ADJ Academic Support Services Department | Head Academic Mentor | MENTOR-150505 | Pamela Bandyopadhyay |
| Anthony | Davenport | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Natasha | Digenio | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Dalila | Djerroud | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Tahar | Dob | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Carlos | Dunn-Fernandez | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Delfin | Ganapin | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Carlo-Angelo | Gochuico | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Matthew | Gomez | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Ernesto | Grassi | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Rose | Grimaldi | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |

Minutes

Reorganization Meeting and Regular Meeting

11-24-20

| | | | | | |
|-----------|------------------|------------------------------------------|-------------------------------|---------------|----------------------|
| Sarra | Hayoune | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Madelyn | Hoffman | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Hugo | Iglesias | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Vishwa | Jain | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Karima | Jlifi | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Fatima | Khan | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Steven | Lewis | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Christian | Liebl | ADJ Academic Support Services Department | Evening/Weekend Administrator | EWKADM-150505 | Pamela Bandyopadhyay |
| Alejandro | Lopez Villanueva | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Liliana | Macavilca | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Gustavo | Maia de Amorim | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Reda | Mastouri | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Mark | McCarthy | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Daniel | Mendez | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| David | Mercado | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| James | Morgan | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Yousef | Mustafa | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Olivia | Na | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Soumeya | Nasri | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Keith | Olkewicz | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Rafael | Osorio | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Dimarie | Pagan | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Derkyl | Paton | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Saedel | Pensoy | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Angline | Plummer | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Laura | Robertson | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Rodrigo | Romea | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| James | Ryan | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |

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| Achraf | Safsafi | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Heba | Salem | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Alyssa | Smith | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Selena | Suarez | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Sandra | Valanzola | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Marjorie | Wood | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Salah | Zain | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Isabelita | Zulueta | ADJ Academic Support Services Department | Tutor | TUTOR-150505 | Pamela Bandyopadhyay |
| Alena | De La Cruz | Advisement & Counseling | PT Advisor | ADVISOR-200510 | Sheila Dynan |
| Edward | Gotia Jr. | Advisement & Counseling | Office Assistant | OFFAST-200510 | Sheila Dynan |
| Marina | Khalil | Advisement & Counseling | PT Advisor | ADVISOR-200510 | Sheila Dynan |
| Lewis | Livesay | Advisement & Counseling | PT Advisor | ADVISOR-200510 | Sheila Dynan |
| David | Martinez | Advisement & Counseling | Office Assistant | OFFAST-200510 | Sheila Dynan |
| Grace Kelly | Rosado | Advisement & Counseling | PT Advisor | ADVISOR-200510 | Sheila Dynan |
| Rafaela | Rodriguez | Business, Culinary Arts & Hospitality Management | Assistant | 101030 | Ara Karakashian |
| Trianne | Harabedian | Center for Online Learning | PT Instructional Technologist | PTITECH-101055 | Archana Bhandari |
| John | Dodds | College Libraries | PT Librarian | PTLRN-150510 | Ellen Renaud |
| Martha | Gawchik | College Libraries | PT Librarian | PTLRN-150510 | Ellen Renaud |
| Anne | Hutchinson | College Libraries | PT Librarian | PTLRN-150510 | Ellen Renaud |
| Scott | Kushner | College Libraries | PT Librarian | PTLRN-150510 | Ellen Renaud |
| Victoria | Luther | College Libraries | PT Librarian | PTLRN-150510 | Ellen Renaud |
| Amorfina | Muhi | College Libraries | PT Librarian | PTLRN-150510 | Ellen Renaud |
| Hussein | Odeh | College Libraries | PT Librarian | PTLRN-150510 | Ellen Renaud |
| Vanessa | Soto | College Libraries | PT Librarian | PTLRN-150510 | Ellen Renaud |
| Cathleen | Sova | College Libraries | PT Librarian | PTLRN-150510 | Ellen Renaud |
| Michaiyla | Carmichael | College Libraries | Library Associate | PTLRASO-150510 | James Cox |
| Sohir | Elgebily | College Libraries | Library Associate | PTLRASO-150510 | James Cox |

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| Justin | Epps | College Libraries | Library Associate | PTLRASO-150510 | James Cox |
| Shila | Gonsalves | College Libraries | Library Associate | PTLRASO-150510 | James Cox |
| Sara | Haizoun | College Libraries | Library Associate | PTLRASO-150510 | James Cox |
| Melanie | Miranda | College Libraries | Library Associate | PTLRASO-150510 | James Cox |
| Eileen | Molina | College Libraries | Library Associate | PTLRASO-150510 | James Cox |
| Jeanette | Nelson | College Libraries | Library Associate | PTLRASO-150510 | James Cox |
| Tahiri | Nunez-Geronimo | College Libraries | Library Associate | PTLRASO-150510 | James Cox |
| Kimberly | Romulus | College Libraries | Library Associate | PTLRASO-150510 | James Cox |
| Krishna | Sahadeo | College Libraries | Library Associate | PTLRASO-150510 | James Cox |
| Leslie | Soriano | College Libraries | Library Associate | PTLRASO-150510 | James Cox |
| Angelita | Tubungbanua | College Libraries | Library Associate | PTLRASO-150510 | James Cox |
| Katherine | Zambrano | College Libraries | Library Associate | PTLRASO-150510 | James Cox |
| Reda | Agourram | College Libraries | Library Associate Technology | PTLRTEC-150510 | Jing Yang |
| Mariana | Fuentes | College Libraries | Library Associate- Technology | PTLRTEC-150510 | Jing Yang |
| Manuel | Lendorf | College Libraries | Library Associate- Technology | PTLRTEC-150510 | Jing Yang |
| Wayne | Pena | College Libraries | Library Associate- Technology | PTLRTEC-150510 | Jing Yang |
| Robert | Richard | College Libraries | Library Associate- Technology | PTLRTEC-150510 | Jing Yang |
| Hussein | Bakheet | Continuing Education & Workforce Development | Evening/Weekend Administrator | EWKADM-252010 | Alexis Muniz |
| Gloria | Derteano | Continuing Education & Workforce Development | Evening/Weekend Administrator | EWKADM-252010 | Alexis Muniz |
| Linda | Digiacommo | Continuing Education & Workforce Development | Evening/Weekend Administrator | EWKADM-252010 | Alexis Muniz |
| Mariam | Elkholy | Continuing Education & Workforce Development | Evening/Weekend Administrator | EWKADM-252010 | Alexis Muniz |
| Mohamed | Helmy | Continuing Education & Workforce Development | Evening/Weekend Administrator | EWKADM-252010 | Alexis Muniz |
| Sheila | James | Continuing Education & Workforce Development | Evening/Weekend Administrator | EWKADM-252010 | Alexis Muniz |
| Dwayne | Lumbsden | Continuing Education & Workforce Development | Evening/Weekend Administrator | EWKADM-252010 | Alexis Muniz |
| Indra | Sanders | Continuing Education & Workforce Development | Evening/Weekend Administrator | EWKADM-252010 | Alexis Muniz |
| George | Testa | Continuing Education & Workforce Development | Evening/Weekend Administrator | EWKADM-252010 | Alexis Muniz |
| James | Wiggins | Continuing Education & Workforce Development | Evening/Weekend Administrator | EWKADM-252010 | Alexis Muniz |
| Sarah | Abdel Azem | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 | Catherina Mirasol |

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|---------------|-------------|----------------------------------------------|------------------|-----------------------|-------------------|
| Marwa | Abdelaziz | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 | Catherina Mirasol |
| Sirhan | Abdullah | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Adael | Acosta | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Tahrier M. | Ahmad | Continuing Education & Workforce Development | Office Assistant | OFFAST-103005 | Catherina Mirasol |
| Michaelangelo | Alkuino | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Emmanuel A. | Ankrah | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 | Catherina Mirasol |
| Stephanie | Arena | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 | Catherina Mirasol |
| Nihad | Atlic | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Shkelzen | Badivuku | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Donna | Banks | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 | Catherina Mirasol |
| Paul | Baxer | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Nicole | Behman | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 | Catherina Mirasol |
| Ahmed | Bekkouche | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 | Catherina Mirasol |
| Otoniel | Bolanos | Continuing Education & Workforce Development | PT Instructor | PTINST-103005 | Catherina Mirasol |
| Robert H. | Bolmer | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Jairo | Borja | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 | Catherina Mirasol |
| Ricardo | Camacho Jr. | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Juan S. | Carvajal | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Sajid | Chaudhry | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Anthony | Clark | Continuing Education & Workforce Development | PT Instructor | PTINST-103005 | Catherina Mirasol |
| Peter | Cronrath | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 | Catherina Mirasol |
| Yusuf | Dag | Continuing Education & Workforce Development | PT Instructor | PTINST-103005 | Catherina Mirasol |
| Omnia A. | Daoud | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 | Catherina Mirasol |

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| Aya | Daoud | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Elissa | D'Aries | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 | Catherina Mirasol |
| Cherise | Dawson | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Abdoulaye | Diallo | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 | Catherina Mirasol |
| Afraa | El Khyat | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 | Catherina Mirasol |
| Doris | Ervin | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 | Catherina Mirasol |
| Chastity | Farrell | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 | Catherina Mirasol |
| Ernest | Fiabu | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Herbert | Forsberg | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Dorisneida | Gaviria | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Tanya | Gilliam | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 | Catherina Mirasol |
| Carmen P. | Guerra | Continuing Education & Workforce Development | PT Coordinator | PTINST-102010 | Catherina Mirasol |
| Brianna | Heim | Continuing Education & Workforce Development | Customer Service Assistant | CATAST-102010 | Catherina Mirasol |
| Rene | Hewitt | Continuing Education & Workforce Development | PT Instructor | CACEINS-102010 | Catherina Mirasol |
| John Eric | Jacobson | Continuing Education & Workforce Development | PT INSTRUCTOR | PTINST-102010 &103005 | Catherina Mirasol |
| Bushra | Khanam | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 | Catherina Mirasol |
| Hydah | Kilonzo | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Luisa | La Spisa | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Bola | Ladeji-Kuku | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Kevin | Le | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Johnstone O. | Libutsi | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Adole (Jeanne) | Logossou | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 | Catherina Mirasol |

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| Lilian | Martinez | Continuing Education & Workforce Development | Customer Service Assistant | CATAST-102010 | Catherina Mirasol |
| Romulo A. | Meneses | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Noemi | Minaya-Mendez | Continuing Education & Workforce Development | PT Instructor | PTINST-103005 | Catherina Mirasol |
| Melissa S. | Molinero | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Jose A. | Montalvo | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Victor | Moruzzi | Continuing Education & Workforce Development | PT Instructor | PTINST-103005 | Catherina Mirasol |
| Victor | Moya | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Jihan Z. | Nakhla | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Ruth B. | Oden | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Abiodun | Oladeji | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Stephen | Palmer | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| LaToya | Pryce | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Lori | Radcliffe | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Qua'Fayshia I. | Ransom | Continuing Education & Workforce Development | PT Asst Coordinator | PTCOORD-102010 | Catherina Mirasol |
| Qamar | Raza | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 | Catherina Mirasol |
| Tamara | Reyes | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 | Catherina Mirasol |
| Darnelle L. | Richardson | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Alexandra | Rojas | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 | Catherina Mirasol |
| Lucia | Rubi-Godoy | Continuing Education & Workforce Development | Customer Service Assistant | CATAST-102010 | Catherina Mirasol |
| Janet | Ryan | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Maria Lita | Sarmiento | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |

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| Ridhdhi | Shah | Continuing Education & Workforce Development | Customer Service Assistant | CATAST-102010 | Catherina Mirasol |
| Gregory S. | Simon | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Angelo | Soto | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Sudio | Sudarsan | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Djadi | Sylla | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 | Catherina Mirasol |
| Olga | Tablada | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 | Catherina Mirasol |
| Fariha | Tasneem | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Lilisa J. | Williams | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 | Catherina Mirasol |
| Cynthia D. | Wilson | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 &103005 | Catherina Mirasol |
| Saliha | Yagoubi | Continuing Education & Workforce Development | PT Instructor | PTINST-102010 | Catherina Mirasol |
| Joseph | Cummins | English/ESL | Ad-hoc Scorer | SCORER-101040 | Jenny Bobea |
| Sybil | Ponder | English/ESL | Ad-hoc Scorer | SCORER-101040 | Jenny Bobea |
| Ruth | Sezer | English/ESL | Ad-hoc Scorer | SCORER-101035 | Jenny Bobea |
| Ragunauth | Bansaraj | Facilities | Facilities Worker | PTF-WK-300510 | Mark Murray |
| Aries | Gomes | Facilities | Facilities Worker | PTF-WK-300510 | Mark Murray |
| Apolinar | Velez | Facilities | Facilities Worker | PTF-WK-300510 | Mark Murray |
| Jennifer | Ramirez | Finance | Accounts Receivable Clerk | PTACBUR-253015 | Leslie Lang |
| Camila | Avalos | Finance | Office Assistant | OFFAST-253015 | Zuany Chicas |
| Asmita | Ghimire | Finance | Office Assistant | OFFAST-253015 | Zuany Chicas |
| Suhani | Aggarwal | Finance | Office Assistant | OFFAST-253015 | Geoffrey Sims |
| Cynthia | Tavard | Financial Aid | Office Assistant | OFFAST-200520 | Sylvia Mendoza |
| Stephanie | Pina | Human Resources | Office Assistant | OFFAST-253020 | Anna Krupitskiy |
| Ana | Hernandez | ITS | Instructional Lab Assistant | ISTLAB | Diana Perez |
| Raj | Patel | ITS | Instructional Lab Assistant | ISTLAB | Diana Perez |
| Harshkumar | Patel | ITS | Instructional Lab Assistant | ISTLAB | Diana Perez |

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| Tejkumar | Patel | ITS | Instructional Lab Assistant | ISTLAB | Diana Perez |
| Henil | Shah | ITS | Instructional Lab Assistant | ISTLAB | Diana Perez |
| Reem | Sharaf | ITS | Instructional Lab Assistant | ISTLAB | Diana Perez |
| Ram | Vyas | ITS | Instructional Lab Assistant | ISTLAB | Diana Perez |
| Stephany | Cruz | North Hudson Campus | Office Assistant | OFFAST-253020 | Yeurys Pujols |
| Laura | Riano | North Hudson Campus | Office Assistant | OFFAST-253020 | Yeurys Pujols |
| Angelica | Villalta | North Hudson Campus | Office Assistant | OFFAST-253020 | Yeurys Pujols |
| Melanie | Gutierrez | Nursing & Health Sciences | Office Assistant | OFFAST-101016 | Maritess Wiggins |
| Hafeez | Tayyaba | Nursing & Health Sciences | Office Assistant | OFFAST-101016 | Maritess Wiggins |
| Ronny | Canales | STEM | Office Assistant | OFFAST-101015 | Burl Yearwood |
| Amjed | Hedhli | STEM | CSC Lab Assistant | 101015 | Burl Yearwood |
| Suton | Jordan | STEM | Bio Lab Assistant | 101015 | Burl Yearwood |
| Melissa | Vasquez | Student Services | Food Pantry Coordinator | PTRYMGR-252025 | David Clark |
| Mona | Mokdessi | Testing and Assesment | Testing Aide | TAIDE-200530 | Darlery Franco |

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. APPOINTMENT OF NEW HIRE ADJUNCT INSTRUCTORS

| <i>First Name</i> | <i>Last Name</i> | <i>Department</i> |
|--------------------------|-------------------------|-------------------------------------------------|
| Todd | Barry | Business, Culinary Arts, Hospitality Management |
| William D. | Cundiff | Business, Culinary Arts, Hospitality Management |
| Michael | Donahue | Business, Culinary Arts, Hospitality Management |
| Norman | Eckstein | Business, Culinary Arts, Hospitality Management |
| Jason | Hungreder | Business, Culinary Arts, Hospitality Management |
| Sara | Khalil | Business, Culinary Arts, Hospitality Management |
| Dayneesa | McMillan | Business, Culinary Arts, Hospitality Management |
| David | Ritter | Business, Culinary Arts, Hospitality Management |
| Dolores | Urena | Business, Culinary Arts, Hospitality Management |
| Daniel | Nieves | Humanities and Social Sciences |

RECOMMENDATION: The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Appointment of New Hire Adjunct Instructors listed above as Personnel Recommendation Item No 5.

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 1-5:**

1) Appointment of Staff; 2) Appointment of Temporary Full-Time Staff Through June 30, 2021; 3) Appointment of Temporary Full-Time Faculty Spring 2021; 4) Authorization of Part-Time Staff Through December 2021, As Needed; and 5) Appointment of New Hire Adjunct Instructors.

Introduced by: Pamela Gardner

Seconded by: Joseph Doria

10 Ayes.....0 Nays

Resolution Adopted

IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS 1-11

1. *Resolution Authorizing Agreement between Hudson County Community College and Jersey City Board of Education*
2. *Resolution Authorizing Agreement between Hudson County Community College and Hudson County Meadowview Psychiatric Hospital through NJHealthWorks Apprenticeship Grant*
3. *Resolution Authorizing Agreement Renewal of Advanced Manufacturing Apprenticeship*
4. *Resolution Authorizing Agreement Between Hudson County Community College and New Jersey City University to Offer an A.S. in Exercise Science to B.S. in Exercise Science Degree Pathway*
5. *Resolution to Approve an Academic Certificate in Culinary Business Innovation (30 credits) [CIP Code: 12.0500]*
6. *Resolution to Approve Academic Calendars for the Fall 2021 through Summer 2022 Terms*
7. *Resolution to Authorize Renewal of Affiliation Agreement between Hudson County Community College and Hudson Regional Hospital*
8. *Resolution to Authorize Renewal of Affiliation Agreement between Hudson County Community College and IJKG Opco LLC d/b/a CarePoint Health-Bayonne Medical Center*
9. *Resolution to Authorize Renewal of Affiliation Agreement between Hudson County Community College and Hudson Hospital Opco LLC d/b/a CarePoint Health-Christ Hospital*
10. *Resolution to Authorize Renewal of Affiliation Agreement between Hudson County Community College and HUMC Opco LLC d/b/a CarePoint Health-Hoboken University Medical Center*
11. *Resolution to Authorize Renewal of Affiliation Agreement between Hudson County Community College and Richmond University Medical Center.*

Introduced by: Karen Fahrenholz

Seconded by: Adamarys Galvin

10 Ayes.....0 Nays

Resolution Adopted

X. NEW BUSINESS

1. *Resolution Approving Board of Trustee Goals for 2020-21 Academic Year*
2. *Resolution Approving Second Amended and Restated Employment Agreement of Christopher M. Reber, HCCC President*

Minutes

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Introduced by: Bakari Lee
Seconded by: Adamaris Galvin
10 Ayes.....0 Nays

Resolution Adopted

XI.

ADJOURNMENT 5:54 P.M.

Introduced by: Silvia Rodriguez
Seconded by: Karen Fahrenholz
10 Ayes.....0 Nays

Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 19, 2021**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Resolution Authorizing Online Course Support Consultation to be Funded by CARES Act Grant

WHEREAS, due to COVID-19 and the need to transition to online learning to protect the health and safety of Hudson County Community College ("College") students, the College awarded a contract to Instructure, Inc. in the amount of \$170,407 to serve as a consultant for the Online Learning Division in order to provide instructional technology services to assist in preparing online courses during COVID; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.6, the College may award a contract without public advertising for bids when an emergency affecting the health, safety, or welfare of occupants of College property requires the immediate delivery of the materials or supplies; and,

WHEREAS, the cost of these services will be funded from the United States Department of Education CARES Act Grant; and,

WHEREAS, the Administration and Finance Committee recommend payment of this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize payment to Instructure, Inc. of Salt Lake City, Utah for its provision of online course consultation support as described herein in an amount not to exceed \$170,407.

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 Authorizing Online Learning and Instructional Design Course Development Program to be Funded by CARES Act Grant

WHEREAS, due to COVID-19 and the need to transition to online learning to protect the health and safety of Hudson County Community College ("College") students, the College awarded a contract to NJEdge.net to expand the inventory of online courses available for students; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.6, the College may award a contract without public advertising for bids when an emergency affecting the health, safety, or welfare of occupants of College property requires the immediate delivery of the materials or supplies; and,

WHEREAS, NJEdge.net provided thirty (30) online courses for a total cost of \$195,000; and,

WHEREAS, the cost of these services will be funded from the United States Department of Education CARES Act Grant; and,

WHEREAS, the Administration and Finance Committee recommend payment of this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize payment to NJEdge.net of Newark, New Jersey, for its provision of the online courses as described herein in an amount not to exceed \$195,000.

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 Software and Maintenance Expansion Required for Virtual Desktop Infrastructure Classrooms to be Funded by CARES Act Grant

WHEREAS, due to COVID-19 and the need to enhance its remote learning capabilities, Hudson County Community College ("College") awarded a contract for Innovative Network Solutions to provide necessary software and maintenance for the infrastructure of additional, higher capability virtual desktop computers ("VDI") to improve the remote student experience at the College; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.6, the College may award a contract without public advertising for bids when an emergency affecting the health, safety, or welfare of occupants of College property requires the immediate delivery of the materials or supplies; and,

WHEREAS, Innovative Network Solutions provided the necessary software and is providing software maintenance for up to 250 users for a total cost of \$176,505; and,

WHEREAS, the anticipated term is two (2) years; and,

WHEREAS, the cost of these services will be funded by the United States Department of Education CARES Act Grant; and,

WHEREAS, the Administration and Finance Committee recommend payment of this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize payment to Innovative Network Solutions of Stamford, Connecticut, for the provision of the software, software maintenance, set up, and implementation of the VDI at a cost not to exceed \$176,505.

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

4. Resolution Authorizing Review and Testing Courses for Practical Nursing and Registered Nursing Program

WHEREAS, Hudson County Community College ("College") offers an undergraduate program for students pursuing a Practical Nursing ("PN") Degree and Registered Nursing ("RN") Degree; and,

WHEREAS, as part of the PN and RN programs, the College offers its students the ability to take an online review course, including support and maintenance, at discounted rates; and,

WHEREAS, Kaplan, Inc. has provided a proposal to the College to provide its proprietary software for the review course, including support and maintenance for a fee of \$128,000; and,

WHEREAS, pursuant to Kaplan, Inc's proposal, tuition and fees for students shall be as follows:

- PN/RN Cohorts scheduled to graduate in 4 semesters: \$165 per semester
- PN/RN Cohorts scheduled to graduate in 3 semesters: \$220 per semester
- PN/RN Cohorts scheduled to graduate in 2 semesters: \$330 per semester
- PN/RN Cohorts scheduled to graduate in 1 semester: \$660
- Any additional PN/RN cohorts not listed above: \$165 per student per academic term based on 4 semesters of use; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (3), this service is exempt from public bidding as materials or supplies that are patented or copyrighted; and,

WHEREAS, the cost of these services will be funded from the Carl D. Perkins 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 Kaplan, Inc. of Fort Lauderdale, Florida, for the Review Courses as described herein at a cost of \$128,000.

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

5. Resolution Authorizing Purchase of Recruitment Program for the Enrollment Services Department to be Funded by the New Jersey Community College Opportunity Grant (CCOG)

WHEREAS, Hudson County Community College (“College”) seeks to purchase a recruitment program platform for the Enrollment Services Department; and,

WHEREAS, pursuant to N.J.S.A. 64A:25-19, the College may award a contract without public bidding and the solicitation of quotations when the cost is less than the College’s bid threshold; and,

WHEREAS, Hobsons submitted a proposal to provide these services at a total cost of \$5,400; and,

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

WHEREAS, the cost of the program platform will be funded from the New Jersey Community College Opportunity Grant (CCOG); and,

WHEREAS, the Administration and the Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Hobsons of Cincinnati, Ohio, for a recruitment program for the Enrollment Services Department at a cost not to exceed \$5,400.

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 Student Services ChatBot Platform for the Enrollment Services Department

WHEREAS, Hudson County Community College (“College”) seeks to renew its Student Services ChatBot Platform, “Libby”, for the Enrollment Services Department; and,

WHEREAS, pursuant to N.J.S.A. 18 A: 64A-25.5 (a) (20), this service is exempt from public bidding as personnel recruitment and advertising, including without limitation advertising seeking student enrollment; and,

WHEREAS, CareerAmerica, LLC submitted a proposal to provide these services at an annual cost of \$23,500 and total cost of \$47,000, which represents a 4% increase from the prior year; and,

WHEREAS, the anticipated term is two (2) years; and,

WHEREAS, the cost of this service will be funded from the operating budget; and,

WHEREAS, the Administration and the Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to CareerAmerica, LLC of Boulder, Colorado, for the renewal of Student Services ChatBot Platform, "Libby", for the Enrollment Services Department as described herein at a cost not to exceed \$23,500 per year and a total cost of \$47,000.

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

7. Resolution Authorizing Lease Renewal of Mail Inserting System

WHEREAS, Hudson County Community College ("College") needs to renew its lease for a mail inserting system for the Mail and Copy Center; and,

WHEREAS, pursuant to N.J.S.A.52:34-6.2, the College may, without public bidding, purchase goods and services through national cooperatives; and,

WHEREAS, Pitney Bowes was awarded a contract through E&I Cooperative Services, a national cooperative, and has quoted a price for an upgraded mail inserting system at a cost not to exceed \$172,418, which represents a decrease of 11% from the prior lease agreement; and,

WHEREAS, the term for the lease is 60 months; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Pitney Bowes of Stamford, Connecticut, to provide the mail inserting system as described herein at a cost not to exceed \$172,418.

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 Authorizing Server Maintenance and Upgrades

WHEREAS, Hudson County Community College ("College") desires to maintain and upgrade its M1000E servers; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (3), this purchase is exempt from bidding as the cost is below the College's bid threshold; and,

WHEREAS, Dell Inc. submitted a proposal to provide M1000E server maintenance and upgrades for a total cost of \$22,902, which represents a decrease of 1% 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 Dell Inc. of Round Rock, Texas, to provide server maintenance and upgrades at a cost not to exceed \$22,902.

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

9. Resolution Authorizing Licensing, Formatting, and Migration of College-Wide Imaging Solution

WHEREAS, Hudson County Community (“College”) needs to license, format, and complete the migration of its document imaging system started with Hyland, LLC (“Hyland”) in order to be compatible with the College’s new vendor, Accelerated Information Systems (“AIS”); and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (3), this purchase is exempt from bidding as the cost is below the College’s bid threshold; and,

WHEREAS, Hyland provided a proposal to complete the service at a cost not to exceed \$24,220; 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 Hyland, LLC of Westlake, Ohio, to format and migrate data at a cost not to exceed \$24,220.

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 Authorizing Preventive Generator Maintenance

WHEREAS, Hudson County Community College (“College”) requires the services of a company to provide preventive maintenance services (“Services”) for the generators located in the Library, Student Lounge, STEM Building, and North Hudson Campus; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.10, the College may award a contract without public advertising for bids when the purchase is made through a purchasing cooperative; and,

WHEREAS, the Educational Services Commission of New Jersey (“ESCNJ”) has awarded a contract for the Services to Foley Power Systems; and,

WHEREAS, Foley Power Systems has quoted a price under the Education Services Commission of New Jersey (“ESCNJ”) cooperative contract at a cost not to exceed \$35,000; 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 purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Foley Power Systems of Piscataway, New Jersey, to provide preventive generator maintenance under the ESCNJ cooperative contract as described herein at a cost not to exceed \$35,000.

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

11. Resolution Authorizing Purchasing Bid Threshold

WHEREAS, the County College Contracts Law provides that purchases, contracts or agreements for the performance of any work or the furnishing or hiring of materials or supplies, the cost or price of which does not exceed a college’s bid threshold of \$36,400, may be made, negotiated and awarded by a contracting agent, when so authorized by resolution of the Board of Trustees, without public advertising for bids and bidding; and,

WHEREAS, the Board of Trustees of Hudson County Community College (“College”) recognizes that such a resolution will result in the more efficient operation of the College; and,

WHEREAS, the Administration and Finance Committee recommend that such a resolution be passed;

NOW, THEREFORE, BE IT RESOLVED that pursuant to N.J.S.A. 18A:64A-25.3, the Board of Trustees of Hudson County Community College hereby authorize that any purchase, contract or agreement for the performance of any work or the furnishing or hiring of materials or supplies, the cost of which does not exceed the bid threshold, may be made, negotiated and awarded by the Director of Contracts and Procurement without public advertising for bids and bidding.

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 1-11:**

- 1) Resolution Authorizing Online Course Support Consultation to be Funded by CARES Act Grant; 2) Resolution Authorizing Online Learning and Instructional Design Course Development Program to be Funded by CARES Act Grant; 3) Resolution Authorizing Software and Maintenance Expansion Required for Virtual Desktop Infrastructure Classrooms to be Funded by CARES Act Grant; 4) Resolution Authorizing Review and Testing Courses for Practical Nursing and Registered Nursing Program; 5) Resolution Authorizing Purchase of Recruitment Program for the Enrollment Services Department to be Funded by the New Jersey Community College Opportunity Grant (CCOG); 6) Resolution Authorizing Renewal of Student Services ChatBot Platform for the Enrollment Services Department; 7) Resolution Authorizing Lease Renewal of Mail Inserting System; 8) Resolution Authorizing Server Maintenance and Upgrades; 9) Resolution Authorizing Licensing, Formatting, and Migration of College-Wide Imaging Solution; 10) Resolution Authorizing Preventive Generator Maintenance; and 11) Resolution Authorizing Purchasing Bid Threshold.

INTRODUCED BY: _____

SECONDED BY: _____

DATE: January 19, 2021

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

_____ Aye _____ Nay

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 19, 2021**

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATIONS

| First Name | Last Name | Title | Effective Date |
|-------------------|------------------|--------------------------------------|-----------------------|
| Ruth | Aman | Instructor | December 25, 2020 |
| Daniel | Andre | Accountant | November 30, 2020 |
| Eric | Friedman | Executive Vice President and Provost | December 31, 2020 |

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 |
|-------------------|------------------|-------------------------------------------------------------------------------------------------------|-----------------------|----------------------|
| Manuel | Arroyo | Custodial Supervisor | January 25, 2021 | \$38,000 |
| Dan | Brookes | Business Developer, Continuing Education and Workforce Development (Grant-funded) | January 20, 2021 | \$65,000 |
| John | Capasso | Senior Maintenance Mechanic | January 25, 2021 | \$70,000 |
| Glen | Cook | Alumni Manager, Continuing Education and Workforce Development (Grant-funded) | January 20, 2021 | \$50,000 |
| Laurice | Dukes | Healthcare Coordinator, Continuing Education and Workforce Development (Grant-funded) | January 20, 2021 | \$40,000 |
| Ifesonye | Emefieh | Clinical Site Coordinator, Nursing | January 20, 2021 | \$65,000 |
| Andres | Estrella | Accountant, Finance | January 25, 2021 | \$60,000 |
| Joshua | Keeton | Healthcare Recruiter and Job Developer, Continuing Education and Workforce Development (Grant-funded) | January 20, 2021 | \$40,000 |
| Ojanae | Marshall | Grant Program Assistant, Continuing Education and Workforce Development (Grant-funded) | January 20, 2021 | \$35,000 |
| Alexander | Pampalone | Vice President for Advancement and Communications | February 8, 2021 | \$200,000 |
| John A. | Urgola | Institutional Effectiveness Coordinator, Institutional Research | February 1, 2021 | \$62,500 |

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 FACULTY

| First Name | Last Name | Title | Effective Date | Annual Salary |
|-------------------|------------------|----------------------------------------|-----------------------|----------------------|
| Inez | Cruz | Instructor, Radiography (Tenure-track) | January 20, 2021 | \$53,690 |

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

4. APPOINTMENT OF TEMPORARY FULL-TIME STAFF THROUGH JUNE 30, 2021

| First Name | Last Name | Title | Effective Date | Annual Salary |
|-------------------|------------------|----------------------------------------------------------------------------------------|-----------------------|----------------------|
| Omar | Hamza | TFT Student Services Assistant, Enrollment | January 20, 2021 | \$38,000 |
| Erika | Teran | TFT Student Success Coach, Secaucus Center | January 25, 2021 | \$40,000 |
| Katherine | Zambrano | TFT Library Associate, College Libraries | January 20, 2021 | \$30,000 |
| Imane | Zehaf | TFT Financial Counselor, Continuing Education and Workforce Development (Grant-Funded) | January 20, 2021 | \$40,000 |

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 TEMPORARY FULL-TIME FACULTY SPRING 2021

| First Name | Last Name | Title | Effective Date | Annual Salary |
|-------------------|------------------|-----------------------------------------------------|-----------------------|----------------------|
| Ahmed Ali | Awadallah | TFT Instructor, Environmental Studies (Non-tenured) | January 25, 2021 | \$53,690 |
| Jonathan | Cabrera | TFT Instructor, Criminal Justice (Non-tenured) | January 25, 2021 | \$53,690 |

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

6. AUTHORIZATION OF PART-TIME STAFF THROUGH JANUARY 2022, AS NEEDED

| First Name | Last Name | Department | Title | Position ID | Supervisor |
|-------------------|------------------|----------------------------------------------|---------------------|--------------------|-------------------|
| Domonique | Callens | Academic Affairs | PT Office Assistant | OFFAST-252010 | Priyanka Naik |
| Deyanaria | Flores | Accessibility Services | Notetaker/Reader | READER-150525 | Karine Davis |
| William | Bird | Advisement & Counseling | PT Advisor | ADVISORr-200510 | Sheila Dynan |
| Octavio | Cadenas | Advisement & Counseling | PT Advisor | ADVISOR-200510 | Sheila Dynan |
| Sirhan | Abdullah | Continuing Education & Workforce Development | PT Instructor | PTINST-605020 | Catherina Mirasol |
| Ricardo | Camacho | Continuing Education & Workforce Development | PT Instructor | PTINST-605020 | Catherina Mirasol |
| Yusuf | Dag | Continuing Education & Workforce Development | PT Instructor | PTINST-603084 | Catherina Mirasol |

| | | | | | |
|------------|-----------|----------------------------------------------|-----------------------------|---------------|-------------------|
| Ernest | Fiabu | Continuing Education & Workforce Development | PT Instructor | PTINST-605020 | Catherina Mirasol |
| Hydah | Kilonzo | Continuing Education & Workforce Development | PT Instructor | PTINST-605020 | Catherina Mirasol |
| Melissa | Moliner | Continuing Education & Workforce Development | PT Instructor | PTINST-605020 | Catherina Mirasol |
| Jose | Montalvo | Continuing Education & Workforce Development | PT Instructor | PTINST-605020 | Catherina Mirasol |
| Jihan | Nakhla | Continuing Education & Workforce Development | PT Instructor | PTINST-605020 | Catherina Mirasol |
| Abiodun | Oladeji | Continuing Education & Workforce Development | PT Instructor | PTINST-605020 | Catherina Mirasol |
| Stephen | Palmer | Continuing Education & Workforce Development | PT Instructor | PTINST-605020 | Catherina Mirasol |
| Laverne | Ploom | Continuing Education & Workforce Development | PT Instructor | PTINST-605020 | Catherina Mirasol |
| Janet | Ryan | Continuing Education & Workforce Development | PT Instructor | PTINST-605020 | Catherina Mirasol |
| Angelo | Soto | Continuing Education & Workforce Development | PT Instructor | PTINST-605020 | Catherina Mirasol |
| Fiordaliza | Avila | Early College Program | Office Assistant | OFFAST-101005 | Hope Guirantes |
| Jacqueline | Garcia | Early College Program | Office Assistant | OFFAST-101005 | Hope Guirantes |
| Natalie | Mejia | Financial Aid | Office Assistant | OFFAST-200520 | Sylvia Mendoza |
| Kirwin | Alcantara | ITS | PT PC Technician | PTTECH-253025 | Kenneth Melewski |
| Mira | Dimayadi | ITS | Instructional Lab Assistant | ISTLAB-253025 | Diana Perez |
| Christian | Dominguez | ITS | PT PC Technician | PTTECH-253025 | Kenneth Melewski |
| Tainish | Myrick | ITS | Instructional Lab Assistant | ISTLAB-253025 | Diana Perez |
| Richwyn | Nicandro | ITS | PT PC Technician | PTTECH-253025 | Kenneth Melewski |

| | | | | | |
|------------|----------|---------------------|-----------------------------|----------------|------------------|
| Tejkumar | Patel | ITS | Instructional Lab Assistant | ISTLAB-253025 | Diana Perez |
| Reem | Sharaf | ITS | Instructional Lab Assistant | ISTLAB-253025 | Diana Perez |
| Reynel | Zamora | ITS | PT PC Technician | PTTECH-253025 | Kenneth Melewski |
| Suri | Hidalgo | North Hudson Campus | Office Assistant | OFFAST-252030 | Yeurys Pujols |
| Larry | Anderson | Student Affairs | PT Food Pantry Manager | PTRYMGR-252025 | David Clark |
| Bernadette | Barnes | Student Affairs | PT Food Pantry Manager | PTRYMGR-252025 | David Clark |

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. 6.

7. APPOINTMENT OF NEW HIRE ADJUNCT INSTRUCTORS

| <i>First Name</i> | <i>Last Name</i> | <i>Department</i> |
|--------------------------|-------------------------|-----------------------------|
| Veronica | Jones | Nursing and Health Sciences |
| Elizabeth | Piech | Nursing and Health Sciences |
| Pedro | Melendina | STEM |

RECOMMENDATION: The President, Administration and Personnel Committee recommend that the Board of Trustees approve New Hire Adjunct Instructors listed above as Personnel Recommendation Item No. 7.

8. MODIFICATIONS TO STAFFING TABLE

- a. **Summary:** In the wake of the resignation of Executive Vice President and Provost, Dr. Eric Friedman, we have chosen not to refill the position. Consequently, we are recommending that the position be removed from the staffing table. **By eliminating the position, the College will realize approximately \$106,000 of net in-base savings through a focused reorganization affecting multiple divisions.** At the same time, we will provide a small number of team members with growth and development opportunities as they assume additional leadership responsibilities and expanded administrative roles through a redistribution of former Executive Vice President and Provost responsibilities. Dr. Friedman had a large and varied portfolio of responsibilities and these leaders will step up to carry the work forward. For a detailed list of changes in the responsibilities and job descriptions please see *Restructuring Proposal* summary in the Supplemental Documents.

Impacted Titles:

| <i>Current Approved Title</i> | <i>New Title/ Deleted Title (if applicable)</i> | <i>Incumbent (If applicable)</i> | <i>Salary Adjustment (If applicable)</i> | <i>Effective Date</i> |
|-----------------------------------------------|--------------------------------------------------------|-----------------------------------------|---------------------------------------------------|------------------------------|
| Executive Vice President and Provost | Delete Title and Remove Position from Staffing Table | Vacant | Vacant, last salary at \$212,000 (salary savings) | January 1, 2021 |
| Associate Vice President for Academic Affairs | Vice President for Academic Affairs | Darryl Jones | From: \$138,535 to \$165,000 | January 1, 2021 |
| Associate Dean, Academic Affairs | Dean, Academic Affairs and Assessment | Heather DeVries | From: \$95,000 to \$115,000 | January 1, 2021 |

| | | | | |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------|-----------------|
| Vice President for Student Affairs and Enrollment | <i>No Title Change</i> | Lisa Dougherty | From: \$159,135 to \$165,000 | January 1, 2021 |
| Director of Faculty and Staff Development | <i>No Title Change</i> | Lilisa Williams | From: \$66,226 to \$72,226 | January 1, 2021 |
| Vice President for Human Resources | <i>No Title Change</i> | Anna Krupitskiy | From: \$154,500 to \$158,500 | January 1, 2021 |
| Dean, Continuing Education and Workforce Development | Associate Vice President for Continuing Education and Workforce Development | Lori Margolin | From: \$132,612 to \$140,000 | January 1, 2021 |
| Vice President for External Affairs and Senior Counsel to the President | <i>No Title Change</i> | Nicholas Chiaravalloti | From: \$148,526 to \$155,000 | January 1, 2021 |
| Vice President for Diversity, Equity and Inclusion | <i>New Title (See Position Description in Supplemental Documents)</i> | <i>Internal Search to Commence in Spring 2021</i> | Additional estimated salary for internal appointee: \$30,000 | <i>TBA</i> |

b. Other Staffing Table Modifications

| Current Approved Title | New Title/ Deleted Title (if applicable) | Incumbent (If applicable) | Salary Adjustment (If applicable) | Effective Date |
|--------------------------------------|-------------------------------------------------|----------------------------------|--------------------------------------------------------------------|-----------------------|
| Enrollment Support Assistant | Student Services Assistant | <i>Vacant</i> | Vacant, last salary at \$45,000 (small salary savings anticipated) | January 20, 2021 |
| Instructor, Accounting (Non-tenured) | Instructor, Accounting (Tenure-track) | Carrie R. Xiao | No salary adjustment | January 20, 2021 |

RECOMMENDATION: *The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Modifications of the Staffing Table listed above as Personnel Recommendation Item No 8.*

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 1-8:**

1) Resignations; 2) Appointment of Staff; 3) Appointment of Faculty; 4) Appointment of Temporary Full-Time Staff through June 30, 2021; 5) Appointment of Temporary Full-time Faculty Spring 2021; 6) Authorization of Part-Time Staff through January 2022, As Needed; 7) Appointment of New Hire Adjunct Instructors; and 8) Modifications to Staffing Table.

INTRODUCED BY: _____

SECONDED BY: _____

DATE: January 19, 2021

Doria, Joseph
Fahrenheit, Karen

Galvin, Adamarys
Gardner, Pamela
Kenny, Roberta
Lee, Bakari
Peña, Jeanette
Rodriguez, Silvia
Stahl, Harold
Netchert, William, Chair

_____ Aye

_____ Nay

Attachment for Item VIII: Personnel Recommendation #8



Restructuring Proposal, January 2021

Redistribution of Former Executive Vice President and Provost Responsibilities

Background:

In the wake of the resignation of Executive Vice President and Provost, Dr. Eric Friedman, we have chosen not to refill the position. Consequently, we are recommending that the position be removed from the staffing table. **By eliminating the position, the College will realize approximately \$106,000 of net in-base savings through a focused reorganization affecting multiple divisions.**

At the same time, we will provide a small number of team members with growth and development opportunities as they assume additional leadership responsibilities and expanded administrative roles through a redistribution of former Executive Vice President and Provost responsibilities. Dr. Friedman had a large and varied portfolio of responsibilities and these leaders will step up to carry the work forward.

Impacted Titles, Roles and Responsibilities:

1. Vacant Executive Vice President and Provost

Recommendation: We are proposing to eliminate the position from the staffing table. Budget impact: \$212,000 (savings).

2. Dr. Darryl Jones Previous Title: Associate Vice President for Academic Affairs
New Title: Vice President for Academic Affairs

Dr. Darryl Jones will now report directly to the President as a senior member of the Cabinet. In addition to his leadership for all of the academic divisions, expanded responsibilities include:

- Supervisory oversight for the College Libraries.
- Supervisory oversight for the Center for Online Learning.
- Supervisory oversight for the Dean of Academic Affairs and Assessment/Accreditation Liaison Officer (see Heather DeVries below).

5. Dr. Christopher Conzen, Executive Director of the Secaucus Center and Early College Programs

Recommendation: We are recommending a reporting change. Dr. Christopher Conzen will now report to Lisa Dougherty, Vice President for Student Affairs and Enrollment.

6. Lisa Dougherty, Vice President for Student Affairs and Enrollment

Lisa Dougherty will now supervise Christopher Conzen, Executive Director of the Secaucus Center and Early College Programs. Expanded responsibilities include:

- Leadership for Early College Programs.
- Supervisory oversight and support for Dr. Christopher Conzen, Executive Director of the Secaucus Center and Early College Programs, and his team.

Recommendation: We are recommending a salary adjustment. Budget impact: \$5865. (New salary: \$165,000).

7. Lilisa Williams, Director of Faculty and Staff Development

Lilisa Williams will now report to Anna Krupitskiy, Vice President for Human Resources. Expanded responsibilities include:

- Recruitment of part-time and full-time faculty.
- Collaboration with the Chief Information Officer, President's Advisory Council on Diversity, Equity, and Inclusion, Center for Teaching and Learning, and others to provide, schedule, and communicate comprehensive professional development offerings to the entire College community.
- Support for broader Human Resources activities and services.

Recommendation: We are recommending a reporting change with a salary adjustment. Budget impact: \$6,000. (New salary: \$72,226).

8. Anna Krupitskiy, Vice President for Human Resources

Anna Krupitskiy will now supervise Lilisa Williams, Director of Faculty and Staff Development, and oversee expanded faculty and staff development activities and services.

Recommendation: We are recommending a salary adjustment. Budget impact: \$4,000. (New salary: \$158,500).

plan and annual action plans, and oversee the Office of Accessibility Services and the Department of Cultural Affairs. This officer will also serve as the College-wide Title IX Coordinator, and support the activities of PACDEI.

Recommendation: We are recommending the addition of a new position to the staffing table, to be filled internally following an internal campus-wide search. Budget impact: \$30,000 (estimated). (Salary: \$150,000)

Total Budget Impact: \$212,000 (Savings from Elimination of Executive Vice President/Provost Position)

\$106,192 (Estimated New Expenses for Expanded Staff Responsibilities)

\$105,808 Estimated Net Savings*

* Depending upon the internal selection of a new Vice President for Diversity, Equity and Inclusion, an additional investment of approximately \$25,000-\$35,000 is anticipated to address staffing of the finalist's vacated responsibilities.

Position Description

Position Title: **Vice President for Diversity, Equity and Inclusion**

Department: Executive/Cabinet Member

Reports to: President

Position Summary

Reporting to the President, the Vice President for Diversity, Equity and Inclusion (DEI) is responsible for advancing, supporting and sustaining the College's DEI goals and initiatives. The Vice President will lead College-wide efforts to develop and enhance a strategic vision and an operational plan that systemically advances diversity, equity and inclusion values and best practices in all parts of the College. The Vice President will lead and support college-wide DEI strategic and annual action planning, support the activities of the President's Advisory Council on Diversity, Equity and Inclusion (PACDEI), and serve as the College's Title IX Coordinator. The Vice President will supervise and support the College's Office of Accessibility Services, and Department of Cultural Affairs. The Vice President will lead, coordinate and/or support as appropriate the design, development, implementation and administration of all policies, procedures, practices, programs, and activities related to diversity, equity and inclusion. The Vice President is a member of the Cabinet and the President's Executive Council.

Principal Responsibilities

- Advance and support the College's mission, goals, activities, policies and initiatives related to diversity, equity and inclusion.
- Advise and work closely with the President and Cabinet to establish, oversee, evaluate and effectively communicate DEI goals, progress, activities and outcomes, to and among all College and community constituencies.
- Lead, support and coordinate programs designed to increase the participation and engagement of all members of the College-community. These include but are not limited to cultural celebrations and observations; diversity programs; training related to cultural competency, gender differences, access, LGBTQ concerns, sexual harassment, and educational and professional development opportunities for students, faculty and staff; and other programs and activities designed to increase awareness and support of equity and inclusion values, and ensure compliance with applicable laws.
- Review data periodically pertaining to employee, student, and regional demographics; employee and student recruitment and retention; campus climate; and other metrics to inform DEI goals, initiatives and continuous improvement.

- Advise College leadership regarding ongoing and new initiatives that have the potential to create a more diverse and inclusive campus community.
- In collaboration with the Office of Human Resources and Cabinet officers, consult and advise department, division and other college leaders on approaches to recruit, retain, and promote faculty and staff from diverse and underrepresented populations so that employee diversity increasingly reflects the diversity of students; and, similarly, support efforts to ensure that student diversity reflects the diversity of Hudson County.
- Working closely with faculty, academic leaders and *Dream Team* colleagues, support college-wide efforts to promote student success with a particular focus on achievement and equity gaps within specific student communities.
- Working closely with the Division of Student Affairs and Enrollment, and *Care Team* colleagues, support college-wide initiatives to help address issues of food insecurity, housing insecurity, and specific issues of concern to student, faculty and staff immigrants.
- Serve as an advocate for historically underrepresented and marginalized groups to increase their sense of belonging and inclusivity on campus and in the community.
- Evaluate the quality and efficacy of DEI programs and practices using qualitative and quantitative methods, and recommend changes and improvements based on data and best practices.
- Act as a community resource on issues of diversity, equity and inclusion. Share best practices and relevant research and scholarship.
- Develop annual budget recommendations for the Office of Diversity, Equity and Inclusion, and manage allocated resources.
- Support the development and career growth of DEI staff.
- Encourage and foster college-wide collaboration, engagement, commitment and participation in strategies and activities that promote DEI goals and initiatives and support the College's Mission, Vision and Values.
- Create, lead and support the growth and development of external partnerships to address College interests and needs, and Hudson County and community priorities.

- Bring visibility to successful efforts and contributions that promote the academic, employment, and life success of a diverse college community.
- Assume other duties as assigned by the President.

Required Education and Skills

- Master's degree required, plus a minimum of five years of college-level administrative and/or teaching experience. Community college experience preferred.
- Knowledge and experience in diversity, equity and inclusion activities, processes, and best practices, preferably in postsecondary education.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Strong leadership skills and ability to effectively translate plans into tangible, achievable goals and outcomes.
- Excellent communication and interpersonal skills, including written, verbal, presentation and listening skills.
- Skills for interacting with, engaging and supporting culturally diverse populations.
- Knowledge of equal opportunity, affirmative action, Title IX, ADA and other applicable laws and federal legislation concerning equity in employment and education.
- Experience with regulatory and grant-related compliance management.
- Strong understanding of shared governance and the ability to work collaboratively to advance diversity, equity and inclusion as core components of the College's mission.
- Understanding of leadership and administration within a collective bargaining environment.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 19, 2021**

IX. ACADEMIC AND STUDENT AFFAIRS

1. Resolution Authorizing Agreement Renewal Between Hudson County Community College and West New York Board of Education

WHEREAS, Hudson County Community College (“College”) desires to renew its Agreement with the West New York Board of Education (“WNYBOE”) for the delivery of dual credit instruction; and,

WHEREAS, the College agrees to provide dual credit instruction in selected college courses for Memorial High School students; and,

WHEREAS, the term of the agreement is through the end of the current academic year; and,

WHEREAS, Memorial High School students participating in dual credit instruction will be billed for tuition costs directly by HCCC; 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 for the Program between Hudson County Community College and West New York Board of Education of West New York, New Jersey.

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 Authorizing Agreement Between Hudson County Community College and the International Brotherhood of Electrical Workers Local 164 to Establish an Education and Training Program

WHEREAS, Hudson County Community College’s Division of Continuing Education and Workforce Development (“College”) desires to enter into an Agreement with the International Brotherhood of Electrical Workers Local 164 (“IBEW Local 164”) to establish an education and training program (“Program”); and,

WHEREAS, the term of the Agreement is three (3) years; 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 International Brotherhood of Electrical Workers Local 164.

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 Agreement Between Hudson County Community College and Alaris Health at Jersey City

WHEREAS, Hudson County Community College (“College”) offers a Certified Nurse Aide (“CNA”) Program through its Division of Continuing Education and Workforce Development (“CEWD”); and,

WHEREAS, the CNA Program includes a clinical experience component; and,

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

WHEREAS, Alaris Health at Jersey City has the capacity to meet these needs of the CNA Program; and,

WHEREAS, Hudson County Community College seeks to enter into an Agreement with Alaris Health at Jersey City whereby students enrolled in the CNA Program will be able to complete clinical experiences at Alaris Health at Jersey City, retroactive to January 1, 2021; and,

WHEREAS, this Agreement 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 agreement between Hudson County Community College and Alaris Health at Jersey City;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the agreement between Hudson County Community College and Alaris Health at Jersey City, retroactive to January 1, 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 - 3:** (1) Resolution Authorizing Agreement Between Hudson County Community College and West New York Board of Education; (2) Resolution Authorizing Agreement Between Hudson County Community College and the International Brotherhood of Electrical Workers Local 164 to Establish an Education and Training Program; and, (3) Resolution Authorizing Agreement Between Hudson County Community College and Alaris Health at Jersey City.

INTRODUCED BY: _____

SECONDED BY: _____

DATE: January 19, 2021

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

_____ Aye _____ Nay

Attachments for Item IX: Academic and Student Affairs Recommendations
1-3

**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE
AND
WEST NEW YORK BOARD OF EDUCATION
FOR
THE DELIVERY OF DUAL CREDIT INSTRUCTION
FOR ACADEMIC YEAR 2020-2021**



Hudson County Community College (HCCC) agrees to re-establish its partnership with the Memorial High School (MHS) campus of the West New York Board of Education to include on-campus dual credit instruction. This approach permits MHS students to earn HCCC credits for selected college courses taught either (1) by their high school instructors during or after school as part of their regular teaching responsibilities, or (2) by HCCC faculty either on-campus or through a remote modality.

Faculty Qualifications and Responsibilities

1. Course instructors are required to meet the minimum educational requirements in the subject area(s) being taught or in a closely related discipline and must receive approval from the HCCC faculty coordinator or Associate Dean responsible for that subject area.
2. Faculty must follow the HCCC curricula, utilize required texts, maintain required minimum instructional hours (i.e., 750 minutes per credit), administer HCCC exams and submit both grades and attendance reports to HCCC on specified dates.
3. Class observation(s) will be conducted by the appropriate HCCC supervisor(s).

Provision for Alternate Scheduling and Registration

1. Instruction for each approved course on the MHS campus may follow the high school schedule as it relates to start-and-end dates and frequency, as long as the required minimum instructional hours and all course outcomes are met.

Student Enrollment

1. Selection for participation in the dual credit courses will initially be determined by MHC, provided that all selected students meet all course pre-and-co-requisites. MHC will select students who demonstrate a proficiency for college-level work and a reasonable chance for successful completion.
2. HCCC will arrange with MHS for the administration of the College Placement Test and students must meet the minimum scores required by each academic department to qualify to take specific HCCC courses. Students who do not meet the minimum requirements will be permitted to take required developmental and/or pre-requisite courses at the same tuition rates listed below.
3. Participating students must complete the HCCC Early College online application and student agreement form within the time frames established by HCCC. MHS will submit completed student agreement forms to the HCCC Coordinator for Early College Programs.

Courses for AY 2020-2021

Selected students may enroll in the following courses to be offered during the Spring 2021 semester:

- English Composition I- ENG 101
- Calculus- MAT 111

Upon written agreement by both parties, the courses being offered for dual credit can be changed prior to the start of the semester. Enrollment in the above courses does not exclude one or more additional courses to be added for the Spring semester.

Fiscal Arrangement

- A. MHS students will be billed directly for tuition by HCCC. The following per-credit charges are applicable for the program:
1. For courses taught by high school instructors during the school day as part of their regular teaching responsibilities, MHS students will be required to pay HCCC tuition of \$37.25 per credit.
 2. For courses taught by HCCC faculty during or after the school day, MHS students will be required to pay HCCC tuition of \$74.50 per credit.
- B. The tuition rate for this program will be determined on an annual basis. For the Spring 2021 semester, classes taught at the high school taught by the high school teacher during the day, the tuition for each three-credit course will be \$111.75 (\$37.25 per credit) and for each four-credit course will be \$149.00 (\$37.25 per credit).
- C. HCCC will waive non-tuition fees (e.g., admission, registration, technology, student activity) for MHS students in the dual credit program excluding fees for classes that require material fees.
- D. MHS students will follow the refund schedule published by HCCC and will be responsible for submitting payment prior to the end of the Spring semester (May 17, 2021). Students who do not submit payment prior to the due date may not be permitted to register for HCCC courses in subsequent semesters or request a transcript from HCCC until payment is made. Non-payment may also result in unpaid accounts being referred to collections in accordance with HCCC policies.
- E. MHS will make arrangements directly with the HCCC Bookstore for the purchase of required textbooks prior to the start of classes.

Terms of Contract

This Agreement shall commence January 20, 2021 and will be effective through the end of the academic year. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

President or Designee
Hudson County Community College

Date

Superintendent or Designee
West New York Board of Education

Date

**Agreement Between
Hudson County Community College
and
International Brotherhood of Electrical Workers Local 164
January 1, 2021- December 31, 2023**

Description

Hudson County Community College (HCCC) and the International Brotherhood of Electrical Workers Local 164 (IBEW) have established a partnership to provide education and training to IBEW Local 164 members. The partnership includes granting College credits for demonstrated academic proficiency in the study of Construction Management acquired by persons who are apprentices and have completed at least Year 2 of the 5 year apprenticeship program with the Electrical Training Alliance IBEW - NECA program, and the provision of continuing education classes at the IBEW Training Facility.

Partnership Activity 1: Articulation Agreement

I. Purpose and Goals

The primary objective of the Agreement for Partnership Activity 1 is to provide articulation with the International Brotherhood of Electrical Workers, Local 164 (the "IBEW") and Hudson County Community College (the "College"), granting College credits for demonstrated academic proficiency in the study of Construction Management acquired by persons who are apprentices and have completed at least Year 2 of the 5 year apprenticeship program with the Electrical Training Alliance IBEW - NECA program.

The IBEW apprenticeship program has an extensive curriculum that is accredited by the American Council on Education. The program includes work in electrical circuits, the physics of electricity, electrochemistry, mathematics through trigonometry, use of design software, engineering graphics, and aspects of material science.

The curriculum at IBEW is developed and approved by the Electrical Training Alliance. The Electrical Training Alliance curriculum is a five-year curriculum with core competencies that must be learned within each curriculum year. The five-year curriculum identifies the number of granted college credits for each learning lesson within the annual curriculum. The primary instructional format is in the form of classroom instruction. The training occurs over a period of five years with an average of twelve core competency lessons per year. In order to move from one level of learning to the next, apprentices must demonstrate established

levels of proficiency in each of the standardized curriculum's functional areas of instruction by passing written examinations.

The College awards an Associate in Applied Science (AAS) degree in Construction Management.

It is anticipated that the College credits awarded by this Agreement will inform and encourage graduates of the Electrical Training Alliance curriculum to pursue the educational and career advancement opportunities that matriculation at the College will provide, as well as afford such persons the ability to expedite the successful completion of their degree requirements.

II. The Transfer Articulation Application Process and Procedures

International Brotherhood of Electrical Workers Local 164 (“IBEW Local 164”) and Hudson County Community College (“College”) enter into this Articulation Agreement and agree as follows:

1. Subject to adherence to the criteria and procedures listed herein, students who successfully complete the Electrical Training Alliance IBEW - NECA apprenticeship will be awarded credits at the College for the following courses:

| Course | Code | Credits |
|-----------------------------------------------------|-------------|----------------|
| College Algebra | MAT 100 | 3 |
| Introduction to Engineering Science and Calculation | CNM 120 | 4 |
| Introduction to Physical Science | SCI 101 | 3 |

2. In order to receive the 10 credits at the College described in the preceding paragraph, students must: (a) be admitted to the College, (b) be matriculated in the College's Construction Management program, and (c) present to the Registrar an official document indicating enrollment in the Electrical Training Alliance IBEW-NECA.
3. To be eligible to receive the 10 credits described in paragraph 1 herein, students must be currently enrolled in the Electrical Training Alliance program.
4. The 10 credits identified in paragraph 1 herein will be reflected on the College transcript as "Credit by Examination", in the same manner as credits obtained through other external standardized examinations, such as the College Level Examination Program (CLEP), and such credits will not be counted in computing a student's Grade Point Average (G.P.A.).

5. The policies reflected in this Agreement apply only to the College's records. In the case of transfer to another institution of higher education, the acceptance of all credits awarded by this Agreement will be in accordance with the prevailing policies of the receiving institution.
6. Transfer of credits earned at other institutions of higher education, by examination, or other assessment of prior learning shall adhere to HCCC Transfer Policy.
7. No tuition or fees will be charged to any student for the credits earned by articulation pursuant to this Agreement.
8. Appropriate members of the faculties of the College and representatives of IBEW Local 164 will meet annually to address areas of mutual concern, including but not limited to, sharing of recommendations regarding the content and implementation of this Agreement, and curriculum and programmatic changes. The minutes of this annual meeting will be provided to the appropriate Dean, the Chief Academic Officer, and the College's Construction Management Advisory Committee.

III. Institutional Responsibilities

IBEW Local 164 and the College agree to promote the Articulation Program in appropriate publications and at recruitment and outreach activities.

1. IBEW Local 164 and the College agree to cooperate in communicating with each other and with their common and respective communities concerning the relationship between the two institutions. IBEW Local 164 and the College agree to acknowledge and recognize the articulation programs on each institution's website and via other marketing and publicity methods.
2. IBEW Local 164 and the College agree to promptly communicate with each other any future curriculum changes, policy changes or resident credit requirements that will affect this agreement.
3. Each institution will designate in writing an employee who will serve as the point of contact for the administration of this agreement.

IV. Agreement Review

1. IBEW Local 164 and the College will notify one another of curricular changes upon institutional approval. This Agreement will continue in effect and will be automatically renewed from academic year to academic

year, for up to three years, although either IBEW Local 164 or the College may withdraw from this Agreement upon written notification to the other party at the end of any academic year of the College.

2. This Agreement shall be reviewed and modified, as needed, every three years by officials at IBEW Local 164 and the College.
3. This agreement represents the entire agreement between IBEW Local 164 and the College through their authorized agents and will be deemed fully executed on the date of the last signature. All negotiations, oral agreements, and understandings are merged herein and any change(s) in the terms must be made in writing and signed by all parties.

Partnership Activity 2: Continuing Education Classes

I. Purpose and Goals

The primary objective of the Agreement for Partnership Activity 2 is to establish a partnership between the Hudson County Community College (HCCC) Division of Continuing Education and Workforce Development (CEWD) and the International Brotherhood of Electrical Workers Local 164 (IBEW) whereby HCCC CEWD will deliver continuing education classes at the IBEW Local 164 Training Facility (“Facility”).

II. Institutional Responsibilities

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

International Brotherhood of Electrical Workers (IBEW) Local 164

- a) IBEW Local 164 will consult with HCCC to determine the training course subject(s) and scheduling.
- b) IBEW Local 164 agrees to provide a classroom for training onsite at the Facility for use by HCCC CEWD.
- c) IBEW Local 164 agrees to recruitment and notification of members to assure that members are in attendance at the assigned times.
- d) IBEW Local 164 shall be responsible for its actions as well as the actions of its members and anyone taking classes. IBEW Local 164 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 IBEW member interaction.

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

- a) HCCC CEWD agrees to consult with IBEW Local 164 regarding training course offerings.
- b) HCCC CEWD will provide classroom based instruction in subject areas requested by IBEW Local 164.
- c) HCCC CEWD will hold the training classes at the Facility located at 65 W Century Rd, Paramus, NJ 07652 (with option to online/remote learning).
- d) HCCC CEWD will develop and/or provide curricula for each training class requested.
- e) HCCC CEWD will record and maintain student attendance.
- f) HCCC CEWD will provide final evaluations and certificate of completion for those who successfully complete the program.

III. Invoicing

- a. Prices for each course will be determined by HCCC and presented to IBEW Local 164 for approval along with a course outline.
- b. HCCC CEWD will invoice International IBEW 164 upon completion of the training course.
- c. IBEW Local 164 will pay invoices within 30 days of receipt. Payments not received within that timeframe shall be subject to a late payment fee of one percent (1%) per month.

IV. 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.

V. 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.

VI. 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.

VII. 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 IBEW:

IBEW Local 164 JATC
65 W. Century Rd
Paramus, New Jersey 07652
Attention: Warren M. Becker, Training Director

As to the College:

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

VIII. Independent Contractors

The Vendor is and shall perform its services under this Agreement as an independent Vendor and not as the College's agent, partner or joint venture. The Vendor is employed to render the services only, as specified herein, and any payments made by the College are compensation solely for such services rendered.

Partnership Agreement 1 and 2:

I. 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.

II. Term

It is further understood that the term of this agreement is for the period of January 1, 2021 – December 31, 2023 and shall not automatically renew. Any continuation, renewal or extension is subject to a new agreement.

International Brotherhood
of Electrical Workers Local 164

Hudson County Community College

By: _____

By: _____
Dr. Christopher M. Reber, President

Date

Date

**AFFILIATION AGREEMENT
BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE
AND
ALARIS HEALTH AT JERSEY CITY**

Affiliation agreement, effective December 1, 2020, by and between Hudson County Community College, located at 161 Newkirk Street Jersey City, New Jersey 07306, and Alaris Health at Jersey City at 198 Stevens Avenue, Jersey City, NJ 07305 for the Enhanced Certified Nurse Aide Program.

1. **TERM**

This contract shall be for a period commencing December 1, 2020, and continuing until December 1, 2022.

This agreement shall be reviewed at the end of the term and may be renewed by a new written agreement of both parties.

Either party may at any time during the term of this agreement, with or without cause, terminate this agreement upon one hundred twenty (120) days written notice to the other party.

Alaris Health may immediately terminate a student(s) participation in the program established under this agreement, if Alaris Health believes that the continued participation of the student(s) is unsafe, disruptive, detrimental to resident care, or otherwise not in conformity with the Alaris Health's standards, policies, procedures, or health requirements.

2. **COLLEGE RESPONSIBILITIES**

The College as the sponsoring agency agrees:

- a. To assume full responsibility for the planning and the execution of the curriculum for its students including the administration, curriculum content, and Faculty appointments.
- b. To assure that all instructors possess a current, valid License to practice nursing in The State of New Jersey and meet the academic qualifications of their academic role.
- c. To provide a clinical assignment schedule of dates for the affiliation periods throughout the academic year.
- d. That students assigned for clinical experience will receive no compensation.
- e. To maintain a student to instructor ratio not to exceed 10 students to 1 instructor.
- f. To assure that students conform to the rules, regulations, and policies of Alaris Health. These rules, regulations and policies will be available and reviewed with the students/Faculty by Alaris Health.

- g. To require student's statement of health screening to include:
 - a. Physical exam
 - b. Proof of negative reaction to two (2) consecutive Mantoux tests given within three (3) weeks, or if positive reaction, negative chest x-ray result or a negative result on the QuantiFERON-TB-Gold test on file
 - c. Submission of a criminal background check and fingerprinting prior to certification
 - d. Completion of drug screening before clinical rotation:
 - Ten-panel drug test
 - Marijuana (THC)
 - Cocaine
 - Amphetamines
 - Opiates
 - Phencyclidine (PCP)
 - Barbiturates
 - Benzodiazepines
 - Methadone
 - Methaqualone (Quaaludes)
 - Propoxyphene
 - e. Most recent COVID-19 test results
- h. To provide medical documentation of any special physical needs of students and to provide for any special allergic needs of the students.
- i. To verify correct completion of all resident care records and co-sign all student documentation during the clinical experience.
- j. To complete criminal background checks on students and provide Alaris Health with such evidence upon request.

3. **ALARIS HEALTH RESPONSIBILITIES**

Alaris Health agrees:

- a. To participate in joint evaluation of the effectiveness of the clinical experiences through meetings and/or written evaluations of the students and Faculty.
- b. To provide necessary supplies, facilities, and supervision as may be required to ensure quality education for the students without impairing quality resident care.
- c. To provide an orientation of its facilities, policies, and procedures for the College's Faculty and students.

4. **MUTUAL OBLIGATIONS**

- a. Alaris Health shall at all times retain sole responsibility for all resident care, and the extent of participation of the student in assisting with or observing resident care. (However, the foregoing statement is not meant to address the issue of ultimate legal liability in the event of a claim.)

- b. Responsibility for planning the clinical experience with Alaris Health will be jointly shared by Alaris Health's staff and the College's instructors, subject at all times to the policies, rules, and regulations of Alaris Health.
- c. A student of the College may be assigned to any facilities or programs within the Alaris Health system.
- d. Student curriculum, attendance, and scheduling shall be under the direction of the College as long as they do not conflict with Alaris Health's policies, rules, and regulations.
- e. Students are not employees of either party during the hours in which they participate in this program.
- f. The student of the College will start his/her clinical experience program as determined by mutual agreement. Minor adjustments in the length of service and the period during which it shall be rendered may be made with the mutual consent of the College and Alaris Health.

5. **INSURANCE**

During the term of this Agreement, the College shall at all times maintain Professional Liability Insurance including coverage for any acts of negligence of its students, Faculty, officers, or employees with respect to any liability arising out of their participating in the program in amounts of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate per year. The College shall also provide general liability coverage in the minimum amount of \$1,000,000 for personal injury, or property damage and \$3,000,000 in the aggregation.

6. **CONFIDENTIALITY**

Both the College and Alaris Health shall at all times comply with standards mandated by state and federal law of regulatory agencies and accrediting agencies, including those pertaining to confidentiality and documentation.

7. **INDEMNIFICATION**

The College agrees to protect, indemnify, and hold harmless Alaris Health, and its respective officers, trustees, employees, Faculty, students, house staff, and attending physicians from and against any and all claims, demands, causes of action, damages and judgments (including, but not limited to, such on behalf of a resident or that resident's agent or family) which may be imposed upon, incurred, or brought against Alaris Health as a result of any negligent acts of omission or commission by the College or its officers, directors, employees, students or Faculty committed in connection with this Agreement, except that such indemnity shall not apply to the extent that a claim, demand, cause of action, damage or judgment arises out of the negligent or wrongful acts or omissions of the Alaris Health.

Alaris Health agrees to protect, indemnify, and hold harmless the College and its officers, trustees, employees, Faculty, students, house staff, and attending physicians from and against any and all claims, demands, causes of action, damages, and judgments

(including, but not limited to such on behalf of a resident or that resident's agent or family), which may be imposed upon, incurred, or brought against the College as a result of any negligent acts of omission or commission by Alaris Health or its officers, directors, employees, or Faculty committed in connection with this agreement, except that such indemnity shall not apply to the extent that a claim, demand, cause of action, damage or judgment arises out of the negligent or wrongful acts or omissions of the College, its officers, directors, employees, students or Faculty.

8. **EMERGENCY MEDICAL CARE – How does this change in a COVID-19 Pandemic**

Alaris Health agrees that College personnel assigned to Alaris Health in conjunction with their participation in this agreement shall have access to emergency medical care in the event of illness or injury requiring medical attention. However, such medical care shall be at the individual's own expense.

9. **REGULATORY REQUIREMENTS**

Both parties agree to meet and fulfill all applicable standards as outlined by the State Department of Health and all applicable regulatory requirements.

Hudson County Community College

Name: _____

Title:

Signature: _____

Date: _____

Alaris Health

Name: Linda Dooley, RN

Title: Chief Operating Officer, Alaris Health

Signature: _____

Date: _____

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 19, 2021**

X. NEW BUSINESS

INTRODUCED BY: _____

SECONDED BY: _____

DATE: January 19, 2021

Doria, Joseph _____

Fahrenheit, Karen _____

Galvin, Adamarys _____

Gardner, Pamela _____

Kenny, Roberta _____

Lee, Bakari _____

Netchert, William, Chair _____

Peña, Jeanette _____

Rodriguez, Silvia _____

Stahl, Harold _____

_____ Aye _____ Nay

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 19, 2021**

XI. ADJOURNMENT

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED, that the meeting of January 19, 2021 be adjourned

at _____ P.M.

INTRODUCED BY: _____

SECONDED BY: _____

DATE: January 19, 2021

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

_____ Aye _____ Nay