

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

**Regular Meeting – Board of Trustees**  
**Tuesday, January 18, 2022**  
**5:00 P.M., Via Zoom**

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

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

Topic: HCCC Board of Trustees Meeting

When: January 18, 2022, 5:00 p.m. Eastern Time (US and Canada)

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

<https://zoom.us/j/98665545258?pwd=d0p0QzFORFNMUW44NXN6bWtmeXpBQT09>

Passcode: 196971

Telephone: 1 301 715 8592

Webinar ID: 986 6554 5258

Passcode: 196971

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

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

**AGENDA**

**I. CALL TO ORDER - FLAG SALUTE**

*Mr. Netchert*

**II. ROLL CALL AND RECOGNITION OF VISITORS**

**Trustees:**

*Joseph Doria*

*Karen Fahrenholz, Secretary/Treasurer*

*Adamarys Galvin*

*Pamela Gardner*

*Roberta Kenny*

*Bakari Lee, Vice Chair*

*William Netchert, Chair*

*Jasmine Ngin – Student Alumni Representative*

*Jeanette Peña*

*Christopher Reber, President*

*Silvia Rodriguez*

*Harold Stahl*

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

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
January 18, 2022**

**CALL TO ORDER**

**I. FLAG SALUTE**

**II. ROLL CALL AND RECOGNITION OF VISITORS**

**Trustees:**

Joseph Doria \_\_\_\_\_

Karen Fahrenholz, Secretary/Treasurer \_\_\_\_\_

Adamarys Galvin \_\_\_\_\_

Pamela Gardner \_\_\_\_\_

Roberta Kenny \_\_\_\_\_

Bakari Lee, Vice Chair \_\_\_\_\_

William Netchert, Chair \_\_\_\_\_

Jasmine Ngin, Student Alumni Representative, ex officio \_\_\_\_\_

Jeanette Peña \_\_\_\_\_

Christopher Reber - President, ex officio \_\_\_\_\_

Silvia Rodriguez \_\_\_\_\_

Harold Stahl \_\_\_\_\_

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

### **MEETING INTRODUCTION**

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

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

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
January 18, 2022**

**III. COMMENTS FROM THE PUBLIC**

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

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
January 18, 2022**

**IV. CLOSED SESSION**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
January 18, 2022**

**V. REPORTS**

1. *Student Government Association President's Report*
2. *All College Council President's Report*
3. *President's Report*  
*"Hudson Scholars" Project*  
*Dr. Gretchen Schulthes, Assistant Director of Advising and Counseling*  
*John Urgola, Institutional Effectiveness Coordinator*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
January 18, 2022**

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

**1. MINUTES OF PREVIOUS MEETING**

The Minutes of the Reorganization Meeting and Regular Meeting of November 23, 2021 are herewith submitted to the Board Trustees for approval. (Attachment A)

Recommendation:

It is the recommendation of the President that the Board of Trustees accept the Minutes of the Reorganization Meeting and Regular Meeting of November 23, 2021.

**2. GIFTS, GRANTS, AND CONTRACTS REPORT**

Hudson County Community College has received the following grants:

TITLE: Non-Credit Alignment Lab Initiative

AGENCY: Association of Community College Trustees (ACCT) and Education Strategy Group (ESG)

PURPOSE OF GRANT: The Noncredit and Credit Alignment Lab (NCAL) program is a two-year initiative to support ten community college governance units (e.g. systems, districts, or colleges) to develop new or improved pathways between noncredit and credit programs. This initiative will leverage the framework for noncredit and credit pathway alignment to inform the design of a community of practice and set of technical assistance provisions. ACCT will provide a \$3000 stipend for the College's participation to offset the cost of data collection.

COLLEGE ADMINISTRATOR: Lori Margolin

COLLEGE CONTRIBUTION: \$0

AWARD AMOUNT: \$3,000.00 (Stipend)

**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 18, 2022

Doria, Joseph \_\_\_\_\_  
Fahrenheit, Karen \_\_\_\_\_  
Galvin, Adamarys \_\_\_\_\_  
Gardner, Pamela \_\_\_\_\_  
Kenny, Roberta \_\_\_\_\_  
Lee, Bakari \_\_\_\_\_  
Peña, Jeanette \_\_\_\_\_



Rodriguez, Silvia  
Stahl, Harold  
Netchert, William, Chair

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Aye

\_\_\_\_\_ Nay

**ATTACHMENT A****ITEM VI - Minutes of Previous Meeting**

Minutes

Reorganization Meeting and Regular Meeting

11-23-21

**HUDSON COUNTY COMMUNITY COLLEGE  
Board of Trustees Meeting  
Remote Participation via Zoom**

**REORGANIZATION MEETING AND  
REGULAR MEETING – BOARD OF TRUSTEES  
November 23, 2021  
5:00 P.M.**

**MINUTES**

**PRESENT:** Joseph Doria; Karen Fahrenholz; Adamarys Galvin; Pamela Gardner; Roberta Kenny; Bakari Lee; William Netchert; Jasmine Ngin, Student Alumni Representative (ex officio); Jeanette Peña; Christopher Reber (ex officio)

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

**ABSENT:** Silvia Rodriguez and Harold Stahl

**I. CALL TO ORDER - FLAG SALUTE****I a. SWEARING IN OF STUDENT ALUMNI REPRESENTATIVE**

*New Student Alumni Representative, Jasmine Ngin, was sworn in. She will serve until the next Reorganization Meeting on November 22, 2022*

**II. ROLL CALL****III. CLOSED SESSION – None****IV. ELECTION OF OFFICERS - CHAIR, VICE CHAIR, SECRETARY AND TREASURER**

*Chair - William Netchert*

*Nominated by: Joseph Doria  
Seconded by: Jeanette Peña*

*Vice Chair - Bakari Lee*

*Nominated by: Joseph Doria  
Seconded by: Jeanette Peña*

*Secretary/Treasurer - Karen Fahrenholz*

*Nominated by: Joseph Doria  
Seconded by: Jeanette Peña*

*Introduced by: Joseph Doria  
Seconded by: Jeanette Peña  
8 Ayes            0 Nays*

*Resolution Adopted*

**V. 2022 SCHEDULE OF MEETINGS OF THE HUDSON COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES**

**LOCATION (In Person and Via Zoom)**

December	-	No Meeting
January 18, 2022	-	Mary T. Norton Room, 4 <sup>th</sup> Floor, 70 Sip Avenue, Jersey City, NJ
February 22, 2022	-	Mary T. Norton Room, 4 <sup>th</sup> Floor, 70 Sip Avenue, Jersey City, NJ
March 15, 2022	-	Mary T. Norton Room, 4 <sup>th</sup> Floor, 70 Sip Avenue, Jersey City, NJ
April 12, 2022	-	Mary T. Norton Room, 4 <sup>th</sup> Floor, 70 Sip Avenue, Jersey City, NJ
May 17, 2022	-	Mary T. Norton Room, 4 <sup>th</sup> Floor, 70 Sip Avenue, Jersey City, NJ
June 14, 2022	-	Mary T. Norton Room, 4 <sup>th</sup> Floor, 70 Sip Avenue, Jersey City, NJ
July	-	No Meeting
August 9, 2022	-	Mary T. Norton Room, 4 <sup>th</sup> Floor, 70 Sip Avenue, Jersey City, NJ
September 13, 2022	-	Mary T. Norton Room, 4 <sup>th</sup> Floor, 70 Sip Avenue, Jersey City, NJ
October 11, 2022	-	Mary T. Norton Room, 4 <sup>th</sup> Floor, 70 Sip Avenue, Jersey City, NJ
November 22, 2022	-	Mary T. Norton Room, 4 <sup>th</sup> Floor, 70 Sip Avenue, Jersey City, NJ (The Reorganization Meeting and the Regular Monthly Meeting will be held on this date.)

Board Meetings begin at 5:00 p.m. and are held at the location listed above and via Zoom.

Introduced by: Bakari Lee

Seconded by: Pamela Gardner

8 Ayes.....0 Nays

Resolution Adopted

**VI. APPOINTMENT OF COMMITTEES - Chairman Netchert named the following members to standing and ad hoc committees of the Board of Trustees for 2022.**

**EXECUTIVE COMMITTEE**

William Netchert (Chair)

Bakari Lee (Vice Chair)

Karen Fahrenholz (Secretary/Treasurer)

**ACADEMIC AND STUDENT AFFAIRS COMMITTEE**

Pamela Gardner (Chair)

Adamarys Galvin

Roberta Kenny

Silvia Rodriguez

Jasmine Ngin, Student Alumni Representative

**CAPITAL PROJECTS ADVISORY COMMITTEE**

William J. Netchert (Chair)

Bakari Lee

Jeanette Peña

Harold Stahl

**FINANCE COMMITTEE**

Bakari Lee (Chair)

Joseph Doria

Karen Fahrenholz

Jeanette Peña

**PERSONNEL COMMITTEE**

Karen Fahrenholz (Chair)

Joseph Doria

Minutes  
Reorganization Meeting and Regular Meeting  
11-23-21

*Pamela Gardner  
Harold Stahl*

**TRUSTEE LIAISONS TO COLLEGE  
COMMENCEMENT COMMITTEE**

*Adamarys Galvin  
Bakari Lee  
Jasmine Ngin, Student Alumni Representative*

**FOUNDATION LIAISON**

*Karen Fahrenholz*

**VII. APPOINTMENT OF COUNSEL TO HUDSON COUNTY COMMUNITY COLLEGE FOR 2021-22**

1. *Resolution Authorizing Renewal of Real Estate Counsel Services for 2021-22 to John Curley, LLC of Jersey City, New Jersey*
2. *Resolution Authorizing General Legal Counsel Service for 2021-22 to Scarinci Hollenbeck, LLC of Lyndhurst, New Jersey.*

*Introduced by: Bakari Lee  
Seconded by: Adamarys Galvin  
8 Ayes.....0 Nays Resolution Adopted*

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

*Introduced by: Joseph Doria  
Seconded by: Karen Fahrenholz  
8 Ayes.....0 Nays Resolution Adopted*

**REGULAR MEETING – BOARD OF TRUSTEES  
November 23, 2021**

**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**

1. *Student Government Association President’s Report*

*Student Government Association President Angel Beebe offered the following report.*

*Good afternoon, Trustees, President Reber, faculty, staff and students.*

Last month SGA had the pleasure of meeting with staff from the Center for Online Learning to discuss some issues that students had with online courses. We were able to address many of the concerns such as information that needed to be updated, disconnect from the PowerPoints, readings to the tests and quizzes that were given, and suggestions on what would make courses more engaging, organized, and beneficial for the students. We thank the Center for Online Learning for listening to us and for caring for the students' needs.

On Thursday, December 9, from 4:00 to 6:00 p.m., SGA, in collaboration with Phi Theta Kappa, is hosting a Winter Festival to celebrate the end of the semester and the upcoming holidays. During this event, we will have games, karaoke, an ugly sweater competition, vendors, food and more. We are so excited for students to participate with their friends and family to celebrate with us.

Also for December, SGA is bringing back "31 Days of Tips". During each day on our Instagram account we will be posting videos sharing information about the many resources that are available for the students. These videos will include topics such as, "How to Join Phi Theta Kappa", "What is EOF?" (Educational Opportunity Fund), and which students are eligible? Information will be provided about federal work study, career services, B2B, and more. We hope these videos will help students become more informed about the amazing opportunities that await them.

Thank you for your time! I am open to any questions, comments, or concerns.

## 2. *All College Council President's Report*

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

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

I first want to wish everyone a happy and healthy Thanksgiving, and a successful holiday shopping weekend. Please do not forget to support "Small Business Saturday," which has a great impact on the local community.

At the last ACC meeting, in conjunction with the HCCC Office of Diversity, Equity, and Inclusion (DEI), and the President's Advisory Committee on Diversity, Equity, and Inclusion (PACDEI), I proposed a future charter revision for the All College Council to include designated DEI representatives on each of the standing committees. These positions and responsibilities will be outlined in the charter revision, pending review and a vote, with the goal that each standing committee will have a representative assigned before the end of this academic year.

I also announced the formation of a Joint Task Force of the Calendar Committee, the Convocation Planning Team, and the Academic Senate, to reimagine Convocation for future years. The Task Force will consider various options and ideas, present them to the college community through a survey, and make a

recommendation based on their findings. I will keep the board up-to-date on any recommendations.

The College Life Committee is hosting the Holiday Mixer on the tentative date of December 17, 2021.

The Technology Committee's SGA student representative provided student feedback and concerns related to the computers in the Writing Center, Tutorial Center, and some PCs in the Library. The PCs are older models. ITS will replace the older units and upgrade some of the units with better SD memory to improve performance.

The Development and Planning Committee assisted Nicole Johnson in organizing a "Giving Tuesday" Campaign.

The Space and Facilities Committee will be meeting with Dr. Jones and Veronica Zeichner to present a proposal on upgrading some older classroom furniture; approval and funding to be determined.

The Student Life Events Committee is still making sure students are busy with activities and has already started planning events for the spring semester.

The Academic Senate cannot believe the semester is almost over! They are delegating members to work on the ACC website redesign, the Convocation Reimagining Task Force, and finalizing the wording for a Financial Aid Syllabus Statement on Attendance.

Thank you, and have a Happy Thanksgiving!

### 3. *President's Report*

*President Reber offered the following remarks.*

Good evening, Trustees, colleagues, students and guests.

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

On behalf of our entire College community, it is a pleasure to welcome our new Alumni Representative to the Board of Trustees, Jasmine Ngin.

Jasmine graduated last May with an Associate of Science degree in Computer Science. While a student here, Jasmine earned Dean's List recognition, served as the Director of Finance for the Student Government Association, was one of eight students in the HCCC Cohort of the Goldman Sachs Local College Collaborative, and served on HCCC's *Achieving the Dream* student leader strategy team, among other involvements.

## Minutes

## Reorganization Meeting and Regular Meeting

11-23-21

Currently, Jasmine is attending Rutgers University where she is double-majoring in Business Analytics Information Technology, and Finance. She is active at Rutgers in their Student Assembly, Asian Student Council, and Scarlet Honor Council.

Also here this evening is outgoing Alumni Representative, Koral Booth. Koral, thank you again for your outstanding participation on the Board over the past year!

And, welcome, Jasmine! We all look forward to your service on the Board of Trustees during the coming year. Would you like to offer brief remarks?

*Jasmin Ngin offered the following remarks.*

Thank you so much, President Reber, and thank you to the rest of the Board! I'm very excited to work along side you. I look forward to serving as Alumni Representative and helping my future Hudson alumni achieve all that they can.

Thank you so much.

*President Reber resumed his remarks.*

Thanks so much, Jasmine.

Today, it's my great honor to introduce Hudson County Community College's Inaugural 2021-22 Student Poet Laureate, Natalie Akel. But, first, I want to thank Assistant Professor of English, Eric Adamson; colleagues in the Gabert Library, Department of Cultural Affairs, Division of English and ESL, and others for developing this idea, and then creating and organizing a process for the selection of a Student Poet Laureate each year.

Our Hudson County Community College Student Poet Laureate is invited to read original poetry at events such as Commencement and College Service Day; have their work archived at the Gabert Library and on display in the Dineen Hull Gallery; read poetry in workshops and to children in area elementary and middle schools; have their work published in the College's *Crossroads* literary magazine, and many other opportunities.

Natalie Akel is a first-generation American, whose family is from the Dominican Republic and Lebanon. She graduated from the University of Vermont in 2019 with a Bachelor of Arts in English degree. After some time deciding between social work and nursing, Natalie chose to continue her education at Hudson County Community College as a nursing major. Her dream is to one day become a midwife. Natalie has shared that, throughout her educational journey, poetry has remained her "consistent place to go to process, escape, or express her feelings, frustrations, and fears." Natalie's poetry is beautiful, with themes that integrate nature, love, and issues of reproductive and social justice, channeled through raw human feeling and emotion.

Congratulations, Natalie! We appreciate your joining us this evening to share an example of your work.

*Natalie Akel read an original poem.*

*Muddy Elbows*

*We have come to learn.  
How beautiful that is  
as the world strived not to be broken,  
as we learned even air is something you can fear  
Trying not to let it get too close to our bodies,  
We chose to learn  
Why things are*

*The way  
that they are  
To listen  
To the words of people most hurt*

*We chose to search  
Look under microscopes to see what our cells are made out of*

*We chose to yearn  
To run when our lungs gasp, blacken, and shrink  
Only to expand again.  
To say air,  
we can be friends, I am not mad at you,  
only scared of what could have been; what might be.*

*Together we take one more step*

*We ask why.  
And if the reply doesn't suffice  
We go into the field  
Muddy our elbows on our own device  
The dirt shines on your skin  
like an answer that fell off your very own tongue.*

*This choice  
To gather prose and numbers  
and make them apart of ourselves  
like a finely draped dress you keep sneaking peeks at yourself in the mirror to see.  
Look at all you are made up of, all you strive to be.  
Everything you wear and everything you gather  
Your neighbors on the street  
They stare at you in awe  
as you go by*

*They have chosen you  
To light up their sky*



*President Reber resumed his remarks.*

Thanks so much, Natalie! You are so talented! All members of our HCCC family are proud of you and honored to celebrate your talent and creativity!

This evening, I have asked Executive Director of the Center for Online Learning, Matthew LaBrake, to speak about our growing and exceedingly important online programs and services.

Welcome, Matt.

*Matthew LaBrake offered the following remarks regarding his Powerpoint presentation: [Center for Online Learning Update](#).*

Good evening! Thank you, Dr. Reber, esteemed members of the Board, and the HCCC community.

My name is Matt LaBrake and I have the pleasure of serving at Hudson as the new Executive Director of the Center for Online Learning. I've come to Hudson with over a decade of experience in online education leadership, most recently serving as Senior Director of Digital Support Services at Berkeley College, in addition to serving as an adjunct faculty member in their fully online Information Technology Management Program. Throughout my career I've been active in the national online education community, and I currently serve as an Advisory Board Member for the newly launched Global Online Learning Development Network.

I last addressed you during the September Board of Trustees meeting, introducing myself as a new hire. Ten weeks later, I'm excited to showcase some of the work we've accomplished within the Center for Online Learning, and our plans for the future.

### **COL Listening Tour – Driving our Services and Vision for the Future**

Since coming on-board, I've made it a priority to truly understand the needs of stakeholders throughout the HCCC community. We will use this feedback, in combination with national best practices, to fine-tune a plan for growth, quality, and innovation across the online learning experience at Hudson.

Over the last two months, the COL team has embarked on a college-wide listening tour, attending Academic Division meetings, consulting with various departments, and tapping into the wisdom of the Online Learning Advisory Council. We also attended a Student Government Association meeting, spending time with our student leaders to learn more about their experiences with online courses. We've received valuable input throughout this process, which has prompted many of the initiatives I'm about to speak to.

### **Professional Development for Faculty**

One area that I will be focusing on in 2022 and beyond is professional development for faculty. Here you see a snapshot of the workshops we offered in alignment with the start of the ONB term this fall. These are largely focused on the learning management system and will continue to be offered at the start of each semester.

Moving forward, you will see the COL expand our workshop offerings to focus on effective online teaching practices. We will also offer workshops on our various third-party technologies used for student engagement, academic integrity, and accessibility.

### **OLC Institutional Membership – Partnership for External PD Offerings; OLC Innovate Conference 3/28-4/1**

In an effort to expand our professional development offerings, I'm excited to announce a new partnership with the Online Learning Consortium, a national organization that has been leading the advancement of quality online education for over twenty years. Our new institutional membership will allow the COL to offer specialized training and workshops to interested faculty, as well as within our own team. You can expect a marketing campaign to build awareness of this partnership in the coming months.

On that note, please save the dates for the week of March 28 through April 1 for the virtual Online Learning Consortium Innovate Conference. As a first step in our new partnership, the COL will be providing institutional access to this conference, allowing up to 100 faculty members to register for a full week of virtual professional development focused on best practices in online teaching, accessibility, instructional technology, course design, and more.

### **New Position – Multimedia Specialist; Video Studio Planning**

Another way we plan to support faculty, and ultimately improve the online learning experience for students, is through an increased focus on developing engaging, interactive, and accessible multimedia content to support online courses. On your agenda today for approval is an updated COL position for an Instructional Technologist Multimedia Specialist, created to focus on these efforts. This person will work hands-on with faculty to create video presentations, screen captures, simulations, animations, and more.

In alignment with this effort, we are also planning for a small video studio for faculty, to be used in creating content to support online courses. We are collaborating with ITS and the Center for Teaching, Learning and Innovation on this initiative, and hope to have a proposal in front of you at the January Board meeting to potentially fund this project through grants.

### **Student Experience in Canvas; Newly Created Student Orientation Videos**

In addition to focusing on the needs of our faculty, we are paying close attention to the user experience for our online students. Here you see a screen shot from a forthcoming series of bite-sized student orientation videos, developed based on faculty feedback on where they see online students struggling in their courses. By the Spring semester, these videos will be available in all Canvas courses.

### **Newly Created Canvas Home Page Template**

We've also just completed an overhaul of the homepage in all Canvas courses. In addition to enhancing the look and feel of our online courses, we've reflected on student feedback in regards to what are the most important links to emphasize within this prime real estate. With the rollout of the new home page, the resources that contribute most to student success are available here at point-of-need.

### **Library Collaboration**

Another area of focus is integrating student support services into the online learning experience. At this time, we have a multi-faceted collaboration in the works with the library.

All instructional librarians now have accounts in Canvas, and we've provided them with a sandbox course to experiment with content development. A special "librarian" role has been created and faculty members may invite librarians into their courses to embed resources and deliver information literacy instruction.

Additionally, the COL has integrated the Library's LibGuide technology into Canvas, allowing faculty and instructional designers the ability to embed research guides, with links to electronic journal articles, eBooks, videos, and open educational resources, into courses and assignments.

### **ADT and Accessibility**

One area that I'm truly passionate about is accessibility, and I feel strongly that we need to take a proactive approach to meeting the needs of students with disabilities. As I've started to dive into various projects around improving accessibility in online courses, I was excited to be invited to serve as a Co-Lead for a new *Achieving the Dream* implementation team focused on accessibility services. This will allow me to tap into other stakeholders across the College to work towards this goal, and will add fuel to some initiatives that I've already put into motion.

With a focus on assistive technology, course development, and faculty training, my team will be working to ensure a universally designed online learning experience that not only benefits students with disabilities, but also the entire student body, as barriers to access are removed and content becomes more accessible to all.

### **Online Course and Program Development/Timeline and Priorities**

Lastly, I want to share our plans for online course and program development in the months and years ahead. Both the HCCC Strategic Plan and the Academic Master Plan emphasize the expansion of online courses and programs, and the COL has been working closely with academic divisions to strategize for the future.

In addition to fully overhauling the online course development process in the last two months, we've also significantly changed our timeline for course development cycles. Employing overlapping cycles throughout the calendar year will allow us more flexibility in meeting the ever-evolving curricular needs across the College.

In collaboration with the Associate Deans, we've now mapped out the majority of our online course development work for 2022, and have tentative plans in place for online program development over the next few years.

### **Tentative Plans for Programs, 2022-25**

Ultimately, the goal of the Center for Online Learning is to bring three or more programs fully online each year moving forward. What you see here is tentative as I still need to get a better feel for the amount of work my team can handle, and the availability of faculty developers to complete the work. However, I'm confident that we will meet and exceed goals for program development in the years to come.

In the Division of Humanities and Social Sciences, we will focus on our education programs over the next few years. We've mapped out a series of courses that will be developed in the next twelve months that will lead to three new programs in this area coming online by the end of 2022. The remaining Education programs will follow.

In Nursing and Health Sciences, our immediate focus will be on Medical Billing and Coding, followed by the new Health Services Public Health Option. Both of these programs are expected to be fully online by 2023.

In Business, Culinary Arts and Hospitality, we hope to bring the Business Liberal Arts program online early in 2022, and then work towards the Entrepreneurship program, followed by Supply Chain Management in the years to follow.

In STEM, as we focus on computer science over the next few years, many of the courses we develop will also be relevant to the forthcoming Data Science Program. We anticipate bringing all the programs in this area online by 2025.

Additionally, we will continue to develop more English and Literature electives, academic foundations courses in English and Math, and we are even considering the idea of piloting an online ESL course.

## 1) NC-SARA Contract Renewal

In closing, I want to draw your attention to our recently renewed NC-SARA membership. This agreement allows us to recruit students from every state except for California. Combined with our ability to offer in-county tuition rates to out-of-state students, I see much opportunity to increase enrollment in our fully online programs, especially as we tap into more specialized and in-demand program offerings such as Cybersecurity and Data Science.

That's all I have this evening. I thank you again for your time, and now would welcome any questions you may have!

*President Reber resumed his remarks.*

Thanks so much, Matt!

We greatly appreciate your leadership for the continued growth and development of our online and remote learning programs and services!

We are all looking forward to the College's 24<sup>th</sup> Annual Holiday Gala Fundraiser. This year's Gala, "Hats Off to Hudson's Heroes," will take place on Thursday, December 2 at 6 p.m. in the Culinary Conference Center. It will be wonderful to celebrate back on ground this year. Proceeds from the celebration will fund scholarships for deserving students, the Foundation Art Collection, faculty development, and the College's physical expansion.

We look forward to honoring Jose "Pepe" Garcia, Founder and President of Maverick Building Services, and our HCCC front-line heroes in Maintenance, Facilities, Information Technology, and beyond.

We thank Vice President Nicole Johnson; Assistant to the Vice President, Mirta Sanchez; Interim Associate Dean, Dr. Ara Karakashian; our Foundation Directors; and, of course, our Culinary faculty and students, for their leadership and stewardship of this event and fundraiser.

Since the Board doesn't meet in December, this is Jennifer Oakley's last Board of Trustees meeting before her retirement in January.

As you are aware, we will be celebrating Jennifer Oakley's and Marcella Williams' collective 75 years of service to HCCC at an event in December, but I wanted to also take this opportunity to thank both of them this evening for their unparalleled service to the Board, numerous Presidents, and the College at large throughout most of Hudson County Community College's history.

Jen and Marcy, thank you, from the bottom of all of our hearts, for your legendary and steadfast commitment and service to Hudson County Community College!

Jen and Marcy, would you like to say a few words?

*Jennifer Oakley offered the following remarks.*

Thank you, President Reber.

It's hard to believe that I have spent my entire career here. How fortunate I am to have witnessed the growth and impact Hudson County Community College has had on our community. I want to thank all of the wonderful coworkers I have met over the past forty-two years, President Reber, and especially the Board of Trustees, and I can't ever forget Dr. Gabert. Thank you for this privilege and opportunity.

*Marcella Williams offered the following remarks.*

Good evening, Chairman Netchert, Vice Chair Lee, Trustees, President Reber, and to the rest of my HCCC family.

It has been my desire and plan to retire once I reached retirement age. After almost 34 years of being employed at HCCC, I can't believe that time is finally here.

Everyone has a story to tell, and I thank you for giving me the opportunity to tell mine before I leave. I promise it will only take me two minutes.

I am the eldest of nine children and a first-generation college graduate of HCCC. When I enrolled at the College in 1984, at the age of 23, I was married, working at a manufacturing company, while attending cosmetology school at night. I decided to change the course of my life, so I enrolled in classes at HCCC, seeking to attain a marketable skill. I did not know what to expect.

I did not know that I would graduate, be employed as a secretary in the Finance and Administration Department followed by the Office of the President, and that my employment would span almost 34 years.

I did not know that I would have the opportunity to serve, support and encourage students, and receive the feeling of immense gratitude.

I did not know that:

In 2000, at the age of 40, I would be in the hospital fighting for the survival and to give birth to my first and only child, Chanté. That I would be surrounded by the love and support through close relationships developed with my HCCC family – faculty, students and especially staff. And that, that baby girl would grow into this amazing twenty-one year old young woman, who was just recently accepted into the Doctor for Physical Therapy Program at Duke University in North Carolina

In 2001, on September 11, at 8:46 a.m., I, along with other colleagues from the College, would witness from the roof of 25 Pathside the beginning of a nightmare – the burning of the North Tower of the World Trade Center, moments after the terrorist attack.

In 2019, my HCCC family and I would be navigating through the start of a pandemic called COVID 19 – fighting for our survival.

I would be part of a College community that not only provided an education for its students, but also provided food, clothing, financial assistance, as well as mental health services, if needed.

I would witness the growth of the College over the past thirty years from the dedication, hard work and commitment provided by staff; as well as former Presidents Joseph Scott, Narcissa Polonio, Glen Gabert and the current President, Christopher Reber; or by former Trustees, to name a few, like Joseph Cundari, Charles Epps, Joanne Kosakowski, and Adrienne Sires, and by the current Trustees, Karen Fahrenholz, Bakari Lee, William Netchert, as well as the other remaining seven trustees.

And, I did not know that I would work for twenty-eight years alongside an amazing woman by the name of Jennifer Oakley. A woman whom I would grow to love and develop a close relationship with. Someone who is hard-working, intelligent, loyal, and possesses an abundance of loving-kindness.

Since 1984, I have witnessed the College evolve and expand from renting facilities, to purchasing facilities, to the construction of facilities. This evolution has changed the landscapes of Jersey City and Union City. The countless initiatives made by this College have improved services for the community and for generations of students to come, which you should all be extremely proud of.

In conclusion, I did not know what to expect when I left the Admissions Office that day in 1984, but, God knew. I thank Him for always being present through every bit of my journey here. And, I thank all of you, for it has been an honor and a privilege to serve you.

*Chairman Netchert offered the following remarks.*

Jennifer and Marcella, I said before that we are going to miss your smiling faces. For me, in particular, as the Chair, I am going to miss you guys. I couldn't have done this without you. I mean it sincerely. There's a lot that goes on that none of the other trustees are involved in, like people showing up at my door with diplomas or vacation requests to sign, and Jennifer starting out by saying, "I'm sorry, Mr. Netchert, to bother you again." But, I liked it all, and I'm going to miss it all.

*Trustee Peña offered the following remarks.*

I just want to thank you both. You kept the Board organized. Thank you for being on top of me. I'm so lucky we crossed paths. Thank you for everything.

*Trustee Lee offered the following remarks.*

I have been on this Board for a long time. And Jen and Marcy, you've both been absolutely fantastic. You have been a source of security and comfort throughout my tenure on this Board. We're very close, all of us on the Board, and the College is a beautiful family that we have here, and you guys are like aunties to me. I look at you like that and I feel that way about you.

I'm always proud of the opportunity for someone who wants to retire and do something different in life. I would never want to withhold the opportunity for you to engage your life in a different way and do other things that you might want to do. But, at the same time, as others have expressed, you are going to be missed. I hope that we will get to see you and hear from you from time to time.

I just wanted to thank you personally for all of the affection and love that you put into the College and into your jobs. And how reliable you have been over the years. And just for being a security blanket, an ever present warm and loving security blanket to me, and I think to everybody on the Board and everyone in the entire College community. Each of you has made this experience far more than it ever could have been had you not been here. And I just want to thank you for that.

*President Reber resumed his remarks.*

Trustees, this concludes my report.

As always, I would be happy to entertain any questions or comments you might have, and Matt would also be happy to answer questions.

Have a safe and enjoyable holiday!

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

1. *Minutes of the Regular Meeting of October 19, 2021*
2. *Gifts, Grants, and Contracts Report – No Grant Report*

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

*Resolution Adopted*



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

1. Resolution Approving a Change Order to the Construction Contract Dated February 11, 2019 for Student Center Renovations at 81 Sip Avenue
2. Resolution Authorizing Sale of Personal Property
3. Resolution Approving Award of College-Wide Training for a Welcoming and Inclusive Campus in Accordance with Title IX, to be Funded by the OSHE Opportunity Meets Innovation Challenge Grant
4. Resolution Approving Award of Diversity and Inclusion Certificate Training for Faculty and Staff to be Funded by the OSHE Opportunity Meets Innovation Challenge Grant
5. Resolution Approving Award of Security Services
6. Resolution Authorizing Sponsorship of Annual Foundation Dinner
7. Resolution Approving Payment for Emergency Plumbing Repairs at 70 Sip Avenue
8. Resolution Authorizing Purchase of Specialty Food Products for Culinary Conference Center
9. Resolution Authorizing Purchase of Seafood Products for Culinary Conference Center
10. Resolution Authorizing Purchase of Dairy Products for Culinary Conference Center
11. Resolution Authorizing Purchase of Meat Products for Culinary Conference Center
12. Resolution Authorizing Legal Counsel for Cyber-Data Breach
13. Resolution Authorizing Renewal of Bloomberg Terminal Software
14. Resolution Authorizing Approval of the 2021 Audit

Introduced by: Bakari Lee  
 Seconded by: Joseph Doria  
 8 Ayes.....0 Nays Resolution Adopted

**VIII. PERSONNEL RECOMMENDATIONS 1-9**

**1. RETIREMENTS**

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Effective Date</b>
Maria	Arroyo	Senior Accountant	January 1, 2022
Mary Ellen	Cvek	College Lecturer, Nursing Program	January 7, 2022
Salvador	Figuerras	Professor	December 31, 2021

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

**2. RESIGNATIONS**

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Effective Date</b>
Monica	Buitrago	Instructor, Nursing	November 11, 2021
Madeline	Carchia	Administrative Assistant	October 29, 2021

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Michael	Carchia	Counselor	October 29, 2021
Jazmene	Mosley	Student Success Coach	November 12, 2021
Erika N	Teran	Student Success Coach	October 29, 2021

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

### 3. APPOINTMENT OF STAFF

First Name	Last Name	Title	Effective Date	Annual Salary
Tahrier	Ahmad	ESL Secretary	November 29, 2021	\$35,000.00
Janet	Chavez	Executive Administrative Assistant, President's Office	November 29, 2021	\$60,000.00
Samantha	Ceballo	Academic Counselor	November 24, 2021	\$48,000.00
Lawrence	Louie	Senior PC Technician	November 29, 2021	\$51,000.00
Frederick	Medina	Customer Service Manager	November 29, 2021	\$52,000.00
Candice	Peterson	Administrative Assistant, Office of Diversity, Equity and Inclusion	November 29, 2021	\$38,000.00
Madeline	Rivera	Executive Administrative Assistant for Vice President, External Affairs and Senior Counsel to the President	November 29, 2021	\$60,000.00
Hamza	Saleem	Admissions Advisor	November 24, 2021	\$38,000.00
Tamara	Williams	Academic Counselor	November 24, 2021	\$48,000.00

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

### 4. APPOINTMENT OF TEMPORARY FULL-TIME STAFF

First Name	Last Name	Title	Effective Date	Anticipated End Date	Annual Salary
Anita	Belle	Grant Project Director (Grant-funded)	November 24, 2021	March 31, 2022	\$80,000.00
Dan	Brookes	Business Developer (Grant-funded)	November 24, 2021	March 31, 2022	\$67,600.00
James	Cox	Interim Dean of College Libraries	January 1, 2022	June 30, 2022	\$95,000
Laurice	Dukes	Healthcare Coordinator (Grant-funded)	November 24, 2021	March 31, 2022	\$41,600.00
Tyiesha Nicole	Hargrove	CTE Academic Mentor (Grant-funded)	November 24, 2021	June 30, 2022	\$48,000.00
Anne	Hutchinson	Librarian	January 1, 2022	June 30, 2022	\$53,000.00
Ara	Karakashian	Interim Associate Dean of Business, Culinary Arts, and Hospitality Management	January 1, 2022	June 30, 2022	\$98,800
Ojanae	Marshall	Program Assistant (Grant-funded)	November 24, 2021	March 31, 2022	\$40,000.00
Lilian	Martinez	Administrative Assistant	November 24, 2021	June 30, 2022	\$40,000.00

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Mhonerra	Mauleon	Receiving Clerk	November 24, 2021	June 30, 2022	\$38,000.00
Rodrigo	Romea	Coordinator	November 24, 2021	June 30, 2022	\$40,000.00
Maria Lita	Sarmiento	Alumni Manager (Grant-funded)	November 24, 2021	March 31, 2022	\$52,000.00
Alison	Wakefield	Interim Associate Dean, Humanities and Social Sciences	January 1, 2022	June 30, 2022	\$98,800.00
Imane	Zehaf	Financial Counselor (Grant-funded)	November 24, 2021	March 31, 2022	\$40,000.00

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

#### 5. APPOINTMENT OF TEMPORARY FULL-TIME FACULTY, SPRING 2022

First Name	Last Name	Title	Effective Date	Annual Salary
Iveth	Bernardez	Instructor (Non-tenured)	January 21, 2022	\$ 55,434.92
Stephanie	Campos	Instructor (Non-tenured)	January 21, 2022	\$ 55,434.92
Christopher	Cody	Instructor (Non-tenured)	January 21, 2022	\$ 55,434.92
Yusef	Dag	Instructor (Non-tenured)	January 21, 2022	\$ 55,434.92
Amal	Eddegouj	Instructor (Non-tenured)	January 21, 2022	\$ 55,434.92
Raffi	Manjikian	Instructor (Non-tenured)	January 21, 2022	\$ 55,434.92
Victor	Moruzzi	Instructor (Non-tenured)	January 21, 2022	\$ 55,434.92
Nicole	Quinones	Instructor (Non-tenured)	January 21, 2022	\$ 55,434.92
Wendy	Trach	Instructor (Non-tenured)	January 21, 2022	\$ 55,434.92
Michelle	Vera	Instructor (Non-tenured)	January 21, 2022	\$ 55,434.92
Saliha	Yagoubi	Instructor (Non-tenured)	January 21, 2022	\$ 55,434.92

**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 NOVEMBER 2022, AS NEEDED

FIRST NAME	LAST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
Michelle	Cruz	Academic Foundations Math Department	Office Assistant	OFFAST-101041	Pamela Bandyopadhyay
Deyanira	Flores	Accessibility Services	Notetaker	READER-150525	Karine Davis
Mariana	Flores	Accessibility Services	Notetaker	READER-150525	Karine Davis
Amira	Griffith	Accessibility Services	Sign Language Interpreter	150525	Karine Davis
Yiree	Hernandez	Accessibility Services	Notetaker	READER-150525	Karine Davis
Komal	Khera	Accessibility Services	Notetaker	READER-150525	Karine Davis
Mohamed	Makalou	Accessibility Services	Notetaker	READER-150525	Karine Davis
Jacqueline	Molina	Accessibility Services	Notetaker	READER-150525	Karine Davis
Sara	Nesheiwat	Accessibility Services	Notetaker	READER-150525	Karine Davis
Gabriele	Rosado	Accessibility Services	Notetaker	READER-150525	Karine Davis

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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
Rushi	Bhatt	ADJ Academic Support Services Department	Tutor	TUTOR-150505	Pamela Bandyopadhyay
Phill	Carrillo	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
Marc	Edma	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
Sarra	Hayoune	ADJ Academic Support Services Department	Tutor	TUTOR-150505	Pamela Bandyopadhyay
Madelyn	Hoffman	ADJ Academic Support Services Department	Tutor	TUTOR-150505	Pamela Bandyopadhyay
Fatima	Khan	ADJ Academic Support Services Department	Tutor	TUTOR-150505	Pamela Bandyopadhyay

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Christian	Liebl	ADJ Academic Support Services Department	Evening/Weekend Administrator	EWKADM-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
James	Morgan	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	Teaching Assistant	Teaching Assistant-150505	Pamela Bandyopadhyay
James	Ryan	ADJ Academic Support Services Department	Tutor	TUTOR-150505	Pamela Bandyopadhyay
Heba	Salem	ADJ Academic Support Services Department	Tutor	TUTOR-150505	Pamela Bandyopadhyay

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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
Salah	Zain	ADJ Academic Support Services Department	Tutor	TUTOR-150505	Pamela Bandyopadhyay
Isabelita	Zulueta	ADJ Academic Support Services Department	Tutor	TUTOR-150505	Pamela Bandyopadhyay
Natalia	Da Silva	Advancement	Development Assistant	255010	Nicole B. Johnson
Darius	Gilmore	Advancement	Office Assistant	OFFAST-255010	Nicole B. Johnson
Andrea	Siegel	Advancement	Art Coordinator	255010	Nicole B. Johnson
William	Bird	Advisement and Transfer	PT Advisor	AdVISOR-200510	Sheila Dynan
Marina	Khalil	Advisement and Transfer	PT Advisor	ADVISOR-200510	Sheila Dynan
Lewis	Livesay	Advisement and Transfer	PT Advisor	ADVISOR-200510	Sheila Dynan
Simranjit	Pannu	Advisement and Transfer	PT Academic Advisor	ADVISOR-200510	Sheila Dynan
Grace Kelly	Rosado	Advisement and Transfer	PT Advisor	ADVISOR-200510	Sheila Dynan
Angelica	Villalta	Advisement and Transfer	PT Advisor	ADVISOR-200510	Sheila Dynan
Athena	Brown	Business, Culinary Arts, and Hospitality Management	Receiving Clerk	CLERK-101030	Ara Karakashian
Rafaela	Rodriquez	Business, Culinary Arts, and Hospitality Management		101030	Ara Karakashian
Michelle	Parades	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol
Diane	Quintana	Continuing Education Workforce Development	Customer Service Representative	CASREP-102010	Catherina Mirasol
Adrian	Toro	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol
Hany Y.	Zaky	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol
Cynthia	Morrison	Continuing Education Workforce Development	PT Instructor	PTINST-102010, 103005 and 21-605020	Catherina Mirasol

Victor	Moya	Continuing Education Workforce Development	PT Instructor	PTINST-102010 and 103005	Catherina Mirasol
Mandanna G.	Naleyanda	Continuing Education Workforce Development	PT Instructor	PTINST-102010, 103005 and 21-605020-505455	Catherina Mirasol
Ruth B.	Oden	Continuing Education Workforce Development	PT Instructor	PTINST-102010 and 103005	Catherina Mirasol
Abiodun ( Abby) O.	Oladeji	Continuing Education Workforce Development	PT Instructor	PTINST-102010, 103005 and 21-605020	Catherina Mirasol
LaVerne	Ploom	Continuing Education Workforce Development	PT Instructor	PTINST-102010, 103005 and 21-605020	Catherina Mirasol
LaToya	Pryce	Continuing Education Workforce Development	PT Instructor	PTINST-102010, INSTRU-103005 and PTINST-103005	Catherina Mirasol
Lori	Radcliffe	Continuing Education Workforce Development	PT Instructor	PTINST-102010, 103005 and 21-605020	Catherina Mirasol
Alexandra	Rojas	Continuing Education Workforce Development	PT Instructor	PTINST-102010 and 103005	Catherina Mirasol
Janet	Ryan	Continuing Education Workforce Development	PT Instructor	PTINST-102010, 103005 and 21-605020	Catherina Mirasol
Gregory S.	Simon	Continuing Education Workforce Development	PT Instructor	PTINST-102010 and 103005	Catherina Mirasol
Maurleen	Simpson	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol
Lesly	Sinchi	Continuing Education Workforce Development	Office Assistant	OFFAST-102010 and 103005	Catherina Mirasol
Angelo	Soto	Continuing Education Workforce Development	PT Instructor	PTINST-102010, 103005 and 21-605020	Catherina Mirasol
Keith	Stith	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol
Djadi	Sylla	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol
Artur	Ujazdowski	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol
Rita	Williams-Bogar	Continuing Education Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Cynthia D.	Wilson	Continuing Education Workforce Development	PT Instructor	OFFAST-102010 and 103005	Catherina Mirasol
Trianne	Harabedian	Center for Online Learning	PT Instructional Technologist	101055	Matthew LaBrake

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Reda	Agourram	College Libraries	Library Associate - Technology	PTLRASO- 150510	Jing Yang
Susannah	Aziz	College Libraries	PT Librarian	150510	Alexandra Plante
Jamary	Bobbe	College Libraries	Library Associate	PTLRASO- 150510	James Cox
Michaiyla	Carmichael	College Libraries	Library Associate	150510	James Cox
Kate	Davis	College Libraries	PT Librarian	150510	Alexandra Plante
John	Dodds	College Libraries	PT Librarian	150510	Alexandra Plante
Sohir	Elgebily	College Libraries	Library Associate	PTLRASO- 150510	James Cox
Justin	Epps	College Libraries	Library Associate	PTLRASO- 150510	James Cox
Martha	Gawchik	College Libraries	PT Librarian	150510	Alexandra Plante
Shila	Gonsalves	College Libraries	Library Associate	PTLRASO- 150510	James Cox
Sara	Haizoun	College Libraries	Library Associate	150510	James Cox
Scott	Kushner	College Libraries	PT Librarian	150510	Alexandra Plante
Manuel	Lendorf	College Libraries	Library Associate - Technology	150510	Jing Yang
Victoria	Luther	College Libraries	PT Librarian	150510	Alexandra Plante
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
Allyson	Neurohr	College Libraries	PT Librarian	150510	Alexandra Plante
Tahiri	Nunez	College Libraries	Library Associate	PTLRASO- 150510	James Cox
Hussein	Odeh	College Libraries	PT Librarian	150510	Alexandra Plante
Wayne	Pena	College Libraries	Library Associate - Technology	150510	Jing Yang
Robert	Richard	College Libraries	Library Associate - Technology	150510	Jing Yang
Kimberly	Romulus	College Libraries	Library Associate	1505 PTLRASO- 15051010	James Cox
Krishna	Sahadeo	College Libraries	Library Associate	PTLRASO- 150510	James Cox
Leslie	Soriano	College Libraries	Library Associate	150510	James Cox
Vanessa	Soto	College Libraries	PT Librarian	150510	Alexandra Plante
Cathleen	Sova	College Libraries	PT Librarian	150510	Alexandra Plante
Angelita	Tubungbanua	College Libraries	Library Associate	PTLRASO- 150510	James Cox
Katherine	Zambrano	College Libraries	Library Associate	PTLRASO- 150510	James Cox



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Julieta	Veiga De Souza	Communications	Office Assistant	OFFAST- 254055	Jennifer Christopher
Beverly	Figuroa	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol
Careen	Griffiths	Continuing Education Workforce Development	PT Instructor	PTINST-102010-505455	Catherina Mirasol
Theresa	Ibrahim	Continuing Education Workforce Development	PT Instructor	PTINST-102010-505455	Catherina Mirasol
Youssef	Megali	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol
Tameka	Moore	Continuing Education Workforce Development	PT Instructor	PTINST-102010-505455	Catherina Mirasol
Sarah	Abdel Azem	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol
Marwa	Abdelaziz	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol
Adael	Acosta	Continuing Education Workforce Development	PT Instructor	PTINST-103005 and 102010	Catherina Mirasol
David	Adeyemi	Continuing Education Workforce Development	PT Instructor	PTINST-103005-505455	Catherina Mirasol
Melanie	Alberto	Continuing Education Workforce Development	PT Instructor	PTINST-102010,103005, and 605020	Catherina Mirasol
Michaelangelo	Alkuino	Continuing Education Workforce Development	PT Instructor	PTINST-102010 and 103005	Catherina Mirasol
Emmanuel A.	Ankrah	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol
Emily	Arowosaye	Continuing Education Workforce Development	PT Instructor	PTINST-21-605020, 103005, and 102010	Catherina Mirasol
Hussein	Bakheet	Continuing Education Workforce Development	Evening & Weekend Off-Site Administrator	252010	Catherina Mirasol
Donna	Banks	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol
Monteria	Bass	Continuing Education Workforce Development	Evening & Weekend Off-Site Administrator	252010	Catherina Mirasol
Paul	Baxer	Continuing Education Workforce Development	PT Instructor	PTINST-102010 and 103005	Catherina Mirasol
Nicole	Behman	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol

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Francisco	Blanco	Continuing Education Workforce Development	PT Instructor	PTINST-102010, 103005 and 21-605020	Catherina Mirasol
Alison	Blumenfeld	Continuing Education Workforce Development	PT Instructor	PTINST-102010, 103005 and 21-605020	Catherina Mirasol
Robert H.	Bolmer	Continuing Education Workforce Development	PT Instructor	PTINST-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 and 21-605020	Catherina Mirasol
Anthony J.	Campo	Continuing Education Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Juan S.	Carvajal	Continuing Education Workforce Development	PT Instructor	PTINST-102010 and 103005	Catherina Mirasol
Macelo	Cazar	Continuing Education Workforce Development	Customer Service Assistant	CSTAST-102010	Catherina Mirasol
Alain	Chahine	Continuing Education Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Sajid	Chaudhry	Continuing Education Workforce Development	PT Instructor	PTINST-102010 and 103005	Catherina Mirasol
Anthony	Clark	Continuing Education Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Elissa	D'Aries	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol
Omnia	Daoud	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol
Cherise	Dawson	Continuing Education Workforce Development	PT Instructor	PTINST 102010, 103005 and -21-605020	Catherina Mirasol
Belen	Deri	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol
Gloria	Derteano	Continuing Education Workforce Development	Evening & Weekend Off-Site Administrator	252010	Catherina Mirasol
Abdoulaye	Diallo	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol
Carmen	Diaz	Continuing Education Workforce Development	PT Instructor	PTINST-102010, 103005 and 21-605020	Catherina Mirasol
Linda	Digiacomio	Continuing Education Workforce Development	Evening & Weekend Off-Site Administrator	252010	Catherina Mirasol

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Robert J.	Dowd	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol
Afraa	El Khyat	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol
Mariam	Elkholy	Continuing Education Workforce Development	Evening & Weekend Off-Site Administrator	252010	Catherina Mirasol
Anass	Ennasraoui	Continuing Education Workforce Development	PT Recruiter	PTRECTR-103005 amd PTINST-103005	Catherina Mirasol
Doris	Ervin	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol
Ernest	Fiabu	Continuing Education Workforce Development	PT Instructor	PTINST-102010, 103005 and 21-605020	Catherina Mirasol
Herbert	Forsberg	Continuing Education Workforce Development	PT Instructor	PTINST-102010 and 103005	Catherina Mirasol
Arlene	Ganess	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol
Dorisneida	Gaviria	Continuing Education Workforce Development	PT Instructor	PTINST-102010 and 103005	Catherina Mirasol
Tanya	Gilliam	Continuing Education Workforce Development	PT Instructor	PTINST-102025-505455	Catherina Mirasol
Patricia H.	Gonzalez	Continuing Education Workforce Development	PT Instructor	PTINST- 102010, 103005 and 21-605020-505455	Catherina Mirasol
Riza	Gozcu	Continuing Education Workforce Development	PT Instructor	PTINST-103005-505455	Catherina Mirasol
Carmen P.	Guerra	Continuing Education Workforce Development	PT Coordinator	PTCOORD-102010-505455	Catherina Mirasol
Michael	Hanna	Continuing Education Workforce Development	PT Instructor	PTINST-103005-505455	Catherina Mirasol
Brianna	Heim	Continuing Education Workforce Development	Customer Service Assistant	CSTAST-102010-505455	Catherina Mirasol
Mohamed	Helmy	Continuing Education Workforce Development	Evening & Weekend Off-Site Administrator	252010	Catherina Mirasol
Ronald	Hewitt	Continuing Education Workforce Development	PT Instructor	PTINST-102010-505455	Catherina Mirasol
John Eric	Jacobson	Continuing Education Workforce Development	PT Instructor	PTINST-102010 and 103005	Catherina Mirasol
Sheila	James	Continuing Education Workforce Development	Evening & Weekend Off-Site Administrator	252010	Catherina Mirasol

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Muhammad	Khan	Continuing Education Workforce Development	PT Instructor	PTINST-102010 and 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 and 21-605020	Catherina Mirasol
Robert	Kotlowitz	Continuing Education Workforce Development	PT Instructor	PTINST-103005 and INSTRU-103005	Catherina Mirasol
Luisa	La Spisa	Continuing Education Workforce Development	PT Instructor	PTINST-103005-505455	Catherina Mirasol
Bola	Ladeji-Kuku	Continuing Education Workforce Development	PT Instructor	PTINST-102010, 103005 and 21-605020-505455	Catherina Mirasol
Kevin	Le	Continuing Education Workforce Development	PT Instructor	PTINST-102010-505455	Catherina Mirasol
Johnstone O.	Libutsi	Continuing Education Workforce Development	PT Instructor	PTINST-102010, 103005 and 21-606000	Catherina Mirasol
Valerie	Lilley	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol
Adole (Jeanne)	Logossou	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol
Dwayne	Lumbsden	Continuing Education Workforce Development	Evening & Weekend Off-Site Administrator	252010	Catherina Mirasol
Lilian	Martinez	Continuing Education Workforce Development	Customer Service Assistant	CSTAST-102010	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 and 21-605020	Catherina Mirasol
Jose A.	Montalvo	Continuing Education Workforce Development	PT Instructor	PTINST-102010, 103005 and 21-605020	Catherina Mirasol
Michael	O'Neill	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol
Qamar	Raza	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol
Indra	Sanders	Continuing Education Workforce Development	Evening & Weekend Off-Site Administrator	252010	Catherina Mirasol
Ridhdhi	Shah	Continuing Education Workforce Development	PT Coordinator	PTCOORD-102010 and PTINST-102010	Catherina Mirasol

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Fariha	Tasneem	Continuing Education Workforce Development	PT Instructor	PTINST-102010 and 103005	Catherina Mirasol
George	Testa	Continuing Education Workforce Development	Evening & Weekend Off-Site Administrator	252010	Catherina Mirasol
James	Wiggins	Continuing Education Workforce Development	Evening & Weekend Off-Site Administrator	252010	Catherina Mirasol
Victoria	Migochi	Educational Opportunity Fund (EOF)	Office Assistant	OFFAST-603001	Jose Lowe
Jacqueline	Garcia	Early College Programs	Office Assistant	OFFAST-101005	Hope Guirantes
Haide	Contla	Early College Programs	PTOFCAS	PTOFCAS-150540	Hope Guirantes
Rossella	Lopez	Enrollment Services	Enrollment Support	ENRSUP-200525	Wajia Zahur
Natalie	Mejia	Financial Aid	Office Assistant	OFFAST	Sylvia Mendoza
Larry	Anderson	Hudson Helps	PT Food Pantry Manager	Pantry Manager	Katherine Morales
Cynthia	Criollo	Human Resources	PT COVID Coordinator	COVID Coord-601510	Anna Krupitskiy
Stephanie	Pina	Human Resources	Office Assistant	OFFAST-253020	Anna Krupitskiy
Christian	Dominguez	Information Technology	PT PC Technician	PC TECH-253025	Kenneth Melewski
Eddie	Russel Jr.	Information Technology	PT PC Technician	PC TECH- Grant-funded	Kenneth Melewski
Victoria	Saint-Lot	Information Technology	PT PC Technician	PC TECH- Grant-funded	Kenneth Melewski
Reynel	Zamora	Information Technology	PT PC Technician	PC TECH-253025	Kenneth Melewski
Yomna	Awadalla	Information Technology Services	Instructional Lab Assistant	INSTLAB-253025	Diana Perez
Dhyey	Patel	Information Technology Services	Instructional Lab Assistant	INSTLAB-253025	Diana Perez
Rutvik	Patel	Information Technology Services	Evening/Weekend Supervisor	21-601505-505455	Diana Perez
Jeet	Patel	Information Technology Services	Network Technician	Network Tech-253025	Hardik Sanghavi
Margie	Tabora	Information Technology Services	Instructional Lab Assistant	INSTLAB-253025	Diana Perez
Dauri	Abad-Ramirez	Maintenance	Facilities Worker	Facilities Worker	Mark Murray
Aries	Gomes	Maintenance	Facilities Worker	Facilities Worker	Mark Murray
Apolinar	Velez	Maintenance	Facilities Worker	Facilities Worker	Mark Murray
Suri	Hidalgo	North Hudson Campus	Office Assistant	OFFAST-252030	Joseph Caniglia
Yadeline	Tineo	North Hudson Campus	Office Assistant	OFFAST-252030	Joseph Caniglia
Lesley	Armengolt	Nursing and Health Sciences	Office Assistant	OFFAST-101016	Catherine Sirangelo
Melanie	Gutierrez	Nursing and Health Sciences	Office Assistant	OFFAST-101016	Catherine Sirangelo
Tayyaba	Hafeez	Nursing and Health Sciences	Office Assistant	OFFAST-101016	Catherine Sirangelo

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Miriam	Masias	Nursing and Health Sciences	Skills Lab Tutor	101017	Carol Fasano
Ronny	Canales	STEM	Office Assistant	OFFAST-101015	Burl Yearwood
Amjed	Hedhli	STEM	CSC Lab Assistant	OFFAST-101015	Burl Yearwood
Suton	Jordan	STEM	Bio Lab Assistant	OFFAST-101015	Faiza Fayyas
Esperanza	Robles	Student Affairs	COVID Coordinator	COVID Coord-601510	Lisa Dougherty
Natalie	Betancourt	Student Life and Leadership	Event Assistant	PTEVAST-701000	Veronica Gerosimo
Hend	Gad	Student Life and Leadership	Student Center Assistant	701000	Veronica Gerosimo
Mona	Mokdessi	Testing and Assessment	Testing Assistant/Proctor	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. 6.

#### 7. APPOINTMENT OF NEW HIRE ADJUNCT INSTRUCTORS

<b><i>First Name</i></b>	<b><i>Last Name</i></b>	<b><i>Department</i></b>
Kali	D'Amato	Business, Culinary Arts, and Hospitality Management
Fernando	Garcia	Business, Culinary Arts, and Hospitality Management
Joseph	Guider	Business, Culinary Arts, and Hospitality Management
Kimberly	Holmes	Business, Culinary Arts, and Hospitality Management
Delcho	Ivanov	Business, Culinary Arts, and Hospitality Management
Eric A	Mercado	Business, Culinary Arts, and Hospitality Management
Patrick	O'Brian	Business, Culinary Arts, and Hospitality Management
Velma	Samuel	Business, Culinary Arts, and Hospitality Management

**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.

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**8. MODIFICATION TO STAFFING TABLE**

<b>Current Approved Title</b>	<b>New Title/ Deleted Title (if applicable)</b>	<b>Incumbent (If applicable)</b>	<b>Salary Adjustment (If applicable)</b>	<b>Effective Date</b>
Instructional Technologist	Instructional Technologist and Multimedia Specialist	N/A	N/A	November 24, 2021

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

**9. RESOLUTION TO APPROVE POLICY ON CONFERRAL OF EMERITUS/EMERITA STATUS**

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

**WHEREAS,** *the President, Administration, and Personnel Committee recommend implementation of the Policy on Conferral of Emeritus/Emerita Status; and,*

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

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

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

**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 1-9.***

*1) Retirements; 2) Resignations; 3) Appointment of Staff; 4) Appointment of Temporary Full-time Staff; 5) Appointment of Temporary Full-Time Faculty; 6) Authorization of Part-time Staff; 7) Appointment of New Hire Adjunct Instructors; 8) Modification to Staffing Table; and 9) Resolution to Approve Policy on Conferral of Emeritus/Emerita Status.*

Introduced by: Karen Fahrenholz

Seconded by: Jeanette Peña

8 Ayes.....0 Nays

Resolution Adopted

***Attachment for Item VIII., Personnel Recommendation #9:*****PRESIDENT'S OFFICE****POLICY ON CONFERRAL OF EMERITUS/EMERITA STATUS****Purpose**

The purpose of the Policy on Emeritus/Emerita Status is to recognize the contributions of long-serving and distinguished faculty and staff upon their retirement from Hudson County Community College ("College") through the conferral of Emeritus/Emerita status.

**Policy**

The College and its Board of Trustees are committed to maintaining a rich intellectual life and a vibrant organizational culture. The President's Office recognizes that fostering and advancing relationships between the College and long-serving and distinguished faculty and staff, following their retirement from the College, is essential to sustaining the College's intellectual life and organizational culture. The President's Office is committed to cultivating these relationships through the conferral of Emeritus/Emerita status to faculty and staff who embody the mission and values of the College.

The Board delegates to the President the responsibility to develop procedures and guidelines for the implementation of this policy. The HCCC Cabinet shall be responsible for implementing the procedures and guidelines developed for this policy.

**Approved: November 2021****Approved by: Board of Trustees****Category: President's Office****Scheduled for Review: November 2024****Responsible Department: President's Office (Cabinet)**



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**IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS 1-10**

- 1. *Resolution Approving Academic Certificate in Accounting (31 credits) [CIP Code: 52.0399]*
- 2. *Resolution Approving Option in Woodwork to the AAS in Advanced Manufacturing Degree Program (60 credits) [CIP Code: 46.0201]*
- 3. *Resolution Authorizing Articulation Agreement Between Hudson County Community College and Thomas Edison State University for the Academic Pathway in Advanced Manufacturing*
- 4. *Resolution Authorizing Articulation Agreement Between Hudson County Community College and New Jersey Manufacturing Extension Program*
- 5. *Resolution Authorizing Memorandum of Understanding Between Hudson County Community College and WomenRising, Inc. for the Delivery of Instruction in the Academic and Workforce Pathways Program*
- 6. *Resolution Authorizing Affiliation Agreement Between Hudson County Community College and Riverside Medical Group for Clinical Experiences*
- 7. *Resolution Approving Agreement Between Hudson County Community College and Marion P. Thomas Charter School for the Delivery of Culinary Arts Instruction*
- 8. *Resolution Approving Amendment to Agreement Between Hudson County Community College and Harrison Board of Education for the Delivery of Culinary Dual Credit and Early College Instruction*
- 9. *Resolution Approving Amendment to Agreement Between Hudson County Community College and Jersey City Board of Education for the Delivery of Culinary Arts Instruction*
- 10. *Resolution Approving the Academic Calendar for the Fall 2022 Term*

*Introduced by: Pamela Gardner*  
*Seconded by: Karen Fahrenholz*  
 8 Ayes.....0 Nays                      *Resolution Adopted*

**X. NEW BUSINESS - None**

**XI. ADJOURNMENT 5:58 P.M.**

*Introduced by: Pamela Gardner*  
*Seconded by: Joseph Doria*  
 8 Ayes.....0 Nays                      *Resolution Adopted*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
January 18, 2022**

**VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS**

**1. Resolution Approving Payment for Gabert Library and North Hudson Campus Glass Barrier Architectural Redesigns to be Funded by the American Rescue Plan (ARP) Grant**

*WHEREAS*, Hudson County Community College (“College”) requires architectural services for the redesign of glass barriers at the Gabert Library and North Hudson Campus; and,

*WHEREAS*, on August 10, 2021, the Board of Trustees awarded contracts to multiple architectural firms to provide on-call architectural services as needed; and,

*WHEREAS*, RSC Architects (“RSC”), one of the firms awarded an on-call architectural services contract, submitted a proposal for the service at a cost not to exceed \$65,000; and,

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

*WHEREAS*, the Administration, Finance Committee, and Capital Projects Advisory Committee recommend payment for the redesign;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorize RSC Architects of Hackensack, New Jersey, to proceed with the glass barrier redesign as described herein at a cost not to exceed \$65,000.

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

**2. Resolution Approving Payment for North Hudson Campus Café Redesigns to be Funded by the American Rescue Plan (ARP) Grant**

*WHEREAS*, Hudson County Community College (“College”) requires architectural services for the redesign of the Café at the North Hudson Campus to enable self-service and outdoor seating that will assist the College in promoting dining and social distancing; and,

*WHEREAS*, on August 10, 2021, the Board of Trustees awarded contracts to multiple architectural firms to provide on-call architectural services as needed; and,

*WHEREAS*, RSC Architects (“RSC”), one of the firms awarded an on-call architectural service contract, submitted a proposal for the service at a cost not to exceed \$68,600; and,

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

*WHEREAS*, the Administration, Finance Committee, and Capital Projects Advisory Committee recommend payment for the redesign;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorize RSC Architects of Hackensack, New Jersey, to proceed with the Café redesign as described herein at a cost not to exceed \$68,600.

**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 Server Upgrades Required for Remote Services and Instruction to be Funded by the American Rescue Plan (ARP) Grant**

*WHEREAS*, Hudson County Community College (“College”) needs to upgrade servers to provide necessary software and maintenance to expand server infrastructure for college applications in order to improve the remote student experience at the College; and,

*WHEREAS*, the Nutanix infrastructure provides the immediate ability to rollover services to a private cloud as needed in an emergency; and,

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

*WHEREAS*, Innovative Network Solutions (NJEDGE Contract #278834) submitted a proposal for the server upgrades at a total cost of \$430,154; and,

*WHEREAS*, the anticipated term is five (5) years; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Innovative Network Solutions of Stamford, Connecticut, for server upgrades as described herein at a cost not to exceed \$430,154.

**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 Software and Maintenance Upgrades Required for Virtual Desktop Infrastructure Classrooms to be Funded by the American Rescue Plan (ARP) Grant**

*WHEREAS*, Hudson County Community College (“College”) needs the services of a vendor to provide necessary hardware, software and maintenance for additional, higher capability virtual desktop infrastructure (“VDI”) and added capacity for remote students at the College; and,

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

*WHEREAS*, Innovative Network Solutions (NJEDGE Contract #278834) submitted a proposal for the VDI expansion at a total cost of \$411,698; and,

*WHEREAS*, the anticipated term is three (3) years; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Innovative Network Solutions of Stamford, Connecticut, for the provision of the software, software maintenance, set up, and implementation of the VDI as described herein at a cost not to exceed \$411,698.

**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 Virtual Desktop Infrastructure Computers to be Funded by the American Rescue Plan (ARP) Grant**

*WHEREAS*, Hudson County Community College (“College”) needs the services of a vendor to provide necessary software and maintenance for the infrastructure of additional, higher capability Citrix virtual desktop computers (“VDI”) for added capacity for remote students at the College; and,

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

*WHEREAS*, Innovative Network Solutions (NJEDGE Contract #278834) submitted a proposal for software and is providing expansion software maintenance for up to two-hundred fifty (250) users for a total cost of \$234,825; and,

*WHEREAS*, the anticipated term is three (3) years; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Innovative Network Solutions of Stamford, Connecticut, for the provision of the software, software maintenance, set up, and implementation of the VDI as described herein at a cost not to exceed \$234,825.

**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 Cloud Migration and Security Software to be Funded by the American Rescue Plan (ARP) Grant**

*WHEREAS*, Hudson County Community College (“College”) needs to purchase software that provides failover to a private cloud when necessary for disaster recovery for remote instruction and remote services; and,

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

*WHEREAS*, Innovative Network Solutions (NJEDGE Contract #278834) submitted a proposal for Innovative Xi Leap software, which provides the required services, at a total cost of \$93,780; and,

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Innovative Network Solutions of Stamford, Connecticut, for the Innovative Xi Leap software as described herein at a cost not to exceed \$93,780.

**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 Passwordless Security Software to be Funded by the American Rescue Plan (ARP) Grant**

**WHEREAS**, Hudson County Community College (“College”) needs passwordless security software for remote operations that offers an extra layer of security on sensitive systems for those at the College who have access to financial and Personally Identifiable Information (“PII”); and,

**WHEREAS**, the software will protect all faculty, staff, and student information; and,

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

**WHEREAS**, SHI International Corp. (part of OMNIA Partners, Public Sector Cooperative/Contract #2018011-02) has submitted a proposal for the Beyond Identity software, which provides the required services, for a total cost of \$26,243; and,

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to SHI International Corp. of Somerset, New Jersey, for the Beyond Identity passwordless security software as described herein at a cost not to exceed \$26,243.

**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 Purchase of Computers for ITV Rooms to be Funded by the American Rescue Plan (ARP) Grant**

**WHEREAS**, Hudson County Community College (“College”) needs to purchase forty-five (45) small form factor computers for sharing content to support hybrid and remote instruction from video immersive ITV classrooms; and,

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

**WHEREAS**, Dell (New Jersey State Contract #89967) has submitted a proposal for computers at a cost not to exceed \$42,221; and,

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

**WHEREAS**, the Administration and Finance Committee recommend this purchase;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Dell of Round Rock, Texas, to provide computers as described herein at a cost not to exceed \$42,221.

**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 Purchase of Apple Computers for the Social Science Department to be Funded by the Carl D. Perkins Grant**

*WHEREAS*, Hudson County Community College (“College”) needs to purchase twenty-five (25) computers from Apple Computer, Inc. (“Apple”) for the Social Science Department’s Digital Arts/Studio Arts Program; and,

*WHEREAS*, pursuant to N.J.S.A. 18A:64A-25.5 (a) (3), the purchase is exempt from public bidding as the Mac computers are required for the program and are only available through Apple; and,

*WHEREAS*, Apple has quoted a price for twenty-five (25) computers at a cost not to exceed \$104,590; 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 purchase;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Apple Computer, Inc. of Austin, Texas, to provide the computers as described herein at a cost not to exceed \$104,590;

**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 Purchase of Apple iPads and Pencils for the Social Science Department to be Funded by the Carl D. Perkins Grant**

*WHEREAS*, Hudson County Community College (“College”) needs to purchase thirty (30) iPads and Pencils from Apple Computer, Inc. (“Apple”) for the Social Science Department’s Digital Arts/Studio Arts Program; and,

*WHEREAS*, pursuant to N.J.S.A. 18A:64A-25.5 (a) (3), the purchase is exempt from public bidding as the iPads are required for the department software needs and are only available through Apple; and,

*WHEREAS*, Apple has quoted a price for thirty (30) iPads and Pencils at a cost not to exceed \$36,540; 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 purchase;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Apple Computer, Inc. of Austin, Texas, to provide iPads and Pencils as described herein at a cost not to exceed \$36,540;

**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 Ratifying and Approving Payment for Emergency Elevator Repairs at 70 Sip Avenue and 4800 Kennedy Boulevard**

*WHEREAS*, Hudson County Community College (“College”) required emergency elevator repair services in November 2021 for water damage to the back elevator of 70 Sip Avenue and elevator P2 in the North Hudson Building at 4800 Kennedy Boulevard, due to excessive rain from a storm; and,

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

**WHEREAS**, the College engaged TK Elevator Corporation ("TKE") to perform the repairs at a cost not to exceed \$41,553; and,

**WHEREAS**, the College paid \$9,650 on January 5, 2021, with the remaining \$31,903 to be paid upon Board of Trustees approval; and,

**WHEREAS**, TKE was awarded a contract and determined to be the lowest responsible bidder for time and material in February 2020, which will expire in January 2022; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorize payment to TK Elevator Corporation of Edison, New Jersey, for the emergency elevator repairs as described herein at a cost not to exceed \$41,553.

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees approve the recommendations of the President, Administration, and Finance Committee as outlined above in **Item VII., Fiscal, Administrative, Lease, and Capital Recommendations 1-11:**

1) Resolution Approving Payment for Gabert Library and North Hudson Campus Glass Barrier Architectural Redesigns to be Funded by the American Rescue Plan (ARP) Grant; 2) Resolution Approving Payment for North Hudson Campus Café Redesigns to be Funded by the American Rescue Plan (ARP) Grant; 3) Resolution Authorizing Server Upgrades Required for Remote Services and Instruction to be Funded by the American Rescue Plan (ARP) Grant; 4) Resolution Authorizing Software and Maintenance Upgrades Required for Virtual Desktop Infrastructure Classrooms to be Funded by the American Rescue Plan (ARP) Grant; 5) Resolution Authorizing Virtual Desktop Infrastructure Computers to be Funded by the American Rescue Plan (ARP) Grant; 6) Resolution Authorizing Cloud Migration and Security Software to be Funded by the American Rescue Plan (ARP) Grant; 7) Resolution Authorizing Passwordless Security Software to be Funded by the American Rescue Plan (ARP) Grant; 8) Resolution Authorizing Purchase of Computers for ITV Rooms to be Funded by the American Rescue Plan (ARP) Grant; 9) Resolution Authorizing Purchase of Apple Computers for the Social Science Department to be Funded by the Carl D. Perkins Grant; 10) Resolution Authorizing Purchase of Apple iPads and Pencils for the Social Science Department to be Funded by the Carl D. Perkins Grant; and 11) Resolution Ratifying and Approving Payment for Emergency Elevator Repairs at 70 Sip Avenue and 4800 Kennedy Boulevard.

**INTRODUCED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**DATE:** January 18, 2022

Doria, Joseph \_\_\_\_\_

Fahrenheit, Karen \_\_\_\_\_

Galvin, Adamarys \_\_\_\_\_

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

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\_\_\_\_\_ Aye

\_\_\_\_\_ Nay



**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
January 18, 2022**

**VIII. PERSONNEL RECOMMENDATIONS**

**1. RETIREMENT**

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Effective Date</b>
Nitzia	Berrio	Secretary, Academic Development and Support Services	December 31, 2021

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

**2. RESIGNATIONS**

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Effective Date</b>
Knight	Ambubuyog	Assistant Director, Educational Opportunity Fund	January 7, 2022
Jenny	Bobea	Associate Dean, English and ESL	January 31, 2022
Ojanae	Marshall	Program Assistant, Grant-funded	December 21, 2021
Jennifer	Rodriguez	Coordinator, Early College Programs	December 3, 2021

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

**3. APPOINTMENT OF FACULTY**

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Effective Date</b>	<b>Annual Salary</b>
Ingrid	Aviles	Instructor, Tenure-Track, Practical Nursing	January 21, 2022	\$ 55,434.92
Madeline I.	Cruz	Instructor, Tenure-Track, Nursing Day Program	January 21, 2022	\$ 55,434.92

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

**4. APPOINTMENT OF STAFF**

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Effective Date</b>	<b>Annual Salary</b>
Sergio	Aparicio	Custodial Supervisor	January 19, 2022	\$ 38,000.00
Andres	Estrella	Senior Accountant	January 1, 2022	\$ 75,000.00
Michelle	Rios	Student Success Coach	January 31, 2022	\$ 45,000.00
Joycelyn	Wong-Castellano	Student Success Coach	January 31, 2022	\$ 45,000.00

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

**5. APPOINTMENT OF TEMPORARY FULL-TIME STAFF**

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Effective Date</b>	<b>Anticipated End Date</b>	<b>Annual Salary</b>
Iraida	Izaguirre	Student Success Coach, Reentry Services (Grant-funded)	January 19, 2022	January 18, 2023	\$ 40,000.00
Kyara	Martin	Counselor, EOF	January 24, 2022	June 30, 2022	\$ 48,000.00

Tejal	Parekh	Interim Assistant Director, EOF	January 24, 2022	June 30, 2022	\$ 55,000.00
Esperanza	Robles-Class	COVID Coordinator (Grant-funded)	January 10, 2022	June 30, 2022	\$ 40,000.00

**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. 5.

**6. APPOINTMENT OF TEMPORARY FULL-TIME FACULTY, SPRING 2022**

First Name	Last Name	Title	Effective Date	Annual Salary
Gabriel	Holder	Instructor, Medical Billing and Coding Certificate Program (Non-tenured)	January 19, 2022	\$ 55,434.92

**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. 6.

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

FIRST NAME	LAST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
Fatima	Javed	Accessibility Services	Notetaker/Reader	READER-150525	Karine Davis
Aisha	Javed	Accessibility Services	Notetaker/Reader	READER-150526	Karine Davis
Ciara Kaye	Umali	Accessibility Services	Notetaker/Reader	READER-150525	Karine Davis
Krysta	Alvarez	ADJ Academic Support Services Department	Tutor	TUTOR-150505	Pamela Bandyopadhyay
Lisa	Bellan-Boyer	ADJ Academic Support Services Department	Tutor	TUTOR-150505	Pamela Bandyopadhyay
Mayra	Gomez	ADJ Academic Support Services Department	Tutor	TUTOR-150505	Pamela Bandyopadhyay
Ayesha	Kashif	ADJ Academic Support Services Department	Tutor	TUTOR-150505	Pamela Bandyopadhyay
Jennifer	Ramirez	Bursar	Accounts Receivable Clerk	253015	Leslie Lang
Anuchit	Pukdeedamrongrit	Business, Culinary Arts, and Hospitality Management	Additional Assignment	PTAACAI-101030	Ara Karakashian
Melissa	Franco	College Libraries	Library Associate	150510	James Cox
Georgette	Batubenge	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Lisa	Ledoux	Continuing Education Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Prachi	Patel	Continuing Education Workforce Development	Bookkeeper/Office Assistant	OFFFAST-103005	Catherina Mirasol
Samantha	Ramirez	Educational Opportunity Fund	Office Assistant	OFFFAST-603001	Jose Lowe
Abanob	Basta	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Asma	Daif Allah	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez

Stephen	Ebrahim	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Tejkumar	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Mansi	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Juhi	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Darshika	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Yaritza	Rodriguez	North Hudson Campus	Office Assistant	OFFAST-252030	Joseph Caniglia
Rachid	Afoulki	STEM	Cyber Security Lab Assistant	OFFAST	Burl Yearwood

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

#### 8. APPOINTMENT OF NEW HIRE ADJUNCT INSTRUCTORS

<b>First Name</b>	<b>Last Name</b>	<b>Department</b>
Michael	Jasonos	Business, Culinary Arts, and Hospitality Management
Nathan	Huseman	English and ESL
Joseph	Williams	English and ESL
Richard	Buchanan	Humanities and Social Sciences
Maria	DeMarzo	Humanities and Social Sciences
Robert	Dowd	Humanities and Social Sciences
Dora	Suarez	Humanities and Social Sciences
Nicolas	Barrios	Nursing and Health Sciences
John	De Oca	Nursing and Health Sciences
Meredith	Gibson	Nursing and Health Sciences
Dagmar	Santana	Nursing and Health Sciences
Ashaar	Arbali	STEM
Vishal	Pathak	STEM
Hussein	Suleyman	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. 8.*

#### 9. MODIFICATION TO STAFFING TABLE

<b>Current Approved Title</b>	<b>New Title/ Deleted Title (if applicable)</b>	<b>Incumbent (If applicable)</b>	<b>Salary Adjustment (If applicable)</b>	<b>Effective Date</b>
Coordinator, Early College Programs	Assistant Director, Early College Programs	N/A	N/A	January 19, 2022

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

#### 10. RESOLUTION TO APPROVE LIBRARY POLICIES

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

**WHEREAS**, the President, Administration, and Personnel Committee recommend implementation of the Policy on Library Archives, Library Collection and College Libraries; and,

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

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

**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.

#### **11. RESOLUTION TO APPROVE STUDENT AFFAIRS POLICIES**

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

**WHEREAS**, the President, Administration, and Personnel Committee recommend implementation of the Policy on Admission, Placement and Registration, and Early College; and,

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

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

**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.

#### **12. RESOLUTION AUTHORIZING THE AWARD OF CANNABIS CURRICULUM DEVELOPMENT SERVICES FOR HUDSON COUNTY COMMUNITY COLLEGE**

**WHEREAS**, Hudson County Community College ("College") needs the services of an external consultant for the development of cannabis curricula; and,

**WHEREAS**, pursuant to N.J.S.A 18A:64A-25.5 (1), this service is exempt from public bidding; and,

**WHEREAS**, the anticipated term is through June 2022; and,

**WHEREAS**, David Serrano is the proposed vendor to provide these services at a total cost not to exceed \$13,000; and,

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

**WHEREAS**, the Administration and Personnel Committee recommend this award;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award David Serrano the external consultancy for the development of cannabis curricula, to provide services at a cost not to exceed \$13,000.

**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.

#### **13. RESOLUTION AUTHORIZING THE AWARD OF PROGRAM ASSISTANCE SERVICES FOR THE JPMORGAN CHASE FOUNDATION, GATEWAY TO INNOVATION GRANT**

**WHEREAS**, Hudson County Community College ("College") needs the services of an external consultant to provide program assistance related to the JPMorgan Chase Foundation, Gateway to Innovation Grant; and,

**WHEREAS**, pursuant to N.J.S.A 18A:64A-25.5 (1), this service is exempt from public bidding; and,

**WHEREAS**, the anticipated term is through March 31, 2022; and,

**WHEREAS**, Ojanae Marshall is the proposed vendor to provide these services at a total cost not to exceed \$8,000; and,

**WHEREAS**, the cost of the services will be funded from the JPMorgan Chase Foundation, Gateway to Innovation Grant; and,

**WHEREAS**, the Administration and Personnel Committee recommend this award;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award Ojanae Marshall the external consultancy to provide program assistance related to the JPMorgan Chase Foundation, Gateway to Innovation Grant at a cost not to exceed \$8,000.

**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.

**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 1-13.**

1) Retirement; 2) Resignations; 3) Appointment of Faculty; 4) Appointment of Staff; 5) Appointment of Temporary Full-time Staff; 6) Appointment of Temporary Full-time Faculty; 7) Authorization of Part-time Staff; 8) Appointment of New Hire Adjunct Instructors; 9) Modification to Staffing Table; 10) Resolution to Approve Library Policies; 11) Resolution to Approve Student Affairs Policies; 12) Resolution Authorizing the Award of Cannabis Curriculum Development Services; and 13) Resolution Authorizing the Award of Program Assistance Services for the JPMorgan Chase Foundation, Gateway to Innovation Grant.

**INTRODUCED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**DATE:** January 18, 2022

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 VIII., Personnel Recommendations #10:****LIBRARY****POLICY ON LIBRARY ARCHIVES****Purpose**

The purpose of the Hudson County Community College (“College”) Policy on Library Archives (“Archives”) is to preserve the history of the College through its official records.

**Policy**

The College and its Board of Trustees (“Board”) recognize the importance of maintaining the Archives as a repository of relevant records that are of administrative and historical value to the College, its administration, alumni, faculty, staff, students, and community members. Archives staff collect the official records of the College. The Archives and archivist are charged with appraising, collecting, organizing, describing, and preserving original source material and making said materials available for institutional, academic, and community research. The Board delegates to the President the responsibility to develop procedures and guidelines for the implementation of this policy.

**Approved:** January 2022

**Approved by:** Board of Trustees

**Category:** Library

**Subcategory:** Library Archives

**Scheduled for Review:** January 2025

**Responsible Department:** Library

## **LIBRARY**

### **POLICY ON LIBRARY COLLECTION**

#### **Purpose**

The purpose of the Policy on Library Collection is to ensure that Hudson County Community College (“College”) collects a wide array of materials and resources applicable to its academic courses and disciplines.

#### **Policy**

The College and its Board of Trustees recognize the intellectual and academic freedoms inherent in the First Amendment of the Constitution of the United States, and support those principles as set forth in the Library Bill of Rights of the American Library Association and the Association of College and Research Libraries. These principles form an indispensable framework for building resource collections that serve the entire community. The development of library resources supports the College’s instruction and research missions by ensuring that the collections represent diversity of perspectives, ideas, subjects, and beliefs. The library staff have primary responsibility for the collection of these resources with input from students, faculty, staff, and alumni. The Board delegates to the President the responsibility for developing appropriate procedures in support of this policy. Library print and non-print resources are managed by library personnel.

**Approved:** January 2022

**Approved by:** Board of Trustees

**Category:** Library

**Subcategory:** Library Collection

**Scheduled for Review:** January 2025

**Responsible Department:** Library

## **LIBRARY**

### **POLICY ON COLLEGE LIBRARIES**

#### **Purpose**

The purpose of the Hudson County Community College (“College”) Policy on College Libraries is to ensure that students, faculty and staff are provided access to scholarly and popular research materials.

#### **Policy**

The College and its Board of Trustees (“Board”) are committed to the mission of the Hudson County Community College Library (“Library”), including support for student success through relevant, current, and accessible materials and resources, in print and online. The Library collects materials for English and non-English speakers with a focus on supporting English as a Second Language (ESL) curricula. The Library makes these resources available to students, alumni, faculty, staff, and, when available, to Hudson County residents. The Library supports the intellectual, social, and cultural development of the College through the acquisition of scholarly and popular materials, information literacy instruction, and other programming. The Board delegates to the President the responsibility to develop procedures and guidelines for the implementation of this policy.

**Approved:** January 2022

**Approved by:** Board of Trustees

**Category:** Library

**Subcategory:** College Libraries

**Scheduled for Review:** January 2025

**Responsible Department:** Library



**Attachments for Item VIII., Personnel Recommendations #11:****STUDENT AFFAIRS****POLICY ON ADMISSION, PLACEMENT, AND REGISTRATION****Purpose**

The purpose of this Policy on Admission, Placement, and Registration is to ensure that Hudson County Community College (“College”) current and prospective students are provided enhanced access to education through barrier-free, equitable, and student-centered admission, placement, and registration processes.

**Policy**

The College and its Board of Trustees (“Board”) are committed to providing current and prospective students with admission, placement, and registration services that enhance and ease access to education and related opportunities. These services recognize the responsibility of educational institutions to prepare individuals to play effective roles as citizens and participants in society. The Office of Enrollment Services is committed to barrier-free, equitable, and student-centered admission, placement, and registration processes.

The Board delegates to the President the responsibility to develop procedures and guidelines for the implementation of this policy. The Office of Enrollment Services shall be responsible for implementing the procedures and guidelines developed for this policy.

**Approved:** January 2022

**Approved by:** Board of Trustees

**Category:** Enrollment Services

**Subcategory:** Admission, Placement, and Registration

**Scheduled for Review:** January 2025

**Responsible Department:** Enrollment Services

## **OFFICE OF EARLY COLLEGE PROGRAMS**

### **POLICY ON EARLY COLLEGE PROGRAMS**

#### **Purpose**

The purpose of this Policy on Early College Programs is to ensure that eligible high school students living in or attending school in Hudson County, or attending an approved partner high school outside of Hudson County, have opportunities to take courses at Hudson County Community College (“College”).

#### **Policy**

The College and its Board of Trustees (“Board”) are committed to providing opportunities for eligible high school students to access College courses through the Office of Early College Programs. The Office of Early College Programs recruits, supports, and coaches eligible high school students to take College courses, individually or through an approved high school partnership, in an effort to provide them with the opportunity to access College courses and earn transferrable credits, often at reduced tuition rates. Students participating in approved dual enrollment programs may also have the additional opportunity of earning an Associate Degree upon high school graduation.

The Board delegates to the President the responsibility to develop procedures and guidelines for the implementation of this policy. The Office of Early College Programs is responsible for implementing the procedures and guidelines developed for this policy.

**Approved:** January 2022

**Approved by:** Board of Trustees

**Category:** Student Affairs and Enrollment

**Subcategory:** Early College

**Scheduled for Review:** January 2025

**Responsible Department:** Office of Early College Programs

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
January 18, 2022**

**IX. ACADEMIC AND STUDENT AFFAIRS**

**1. Resolution Authorizing Memorandum of Understanding Between Hudson County Community College and Optima Health Fountains**

**WHEREAS**, Hudson County Community College (“College”) offers the Enhanced Certified Nurse Aide (“CNA”), Fast Track Patient Care Technician (“PCT”), and Pharmacy Technician (“PharmTech”) NJHealthWorks Scaling Apprenticeship Programs (“Programs”) through its Division of Continuing Education and Workforce Development (“CEWD”); and,

**WHEREAS**, the Programs require employment at a health care facility during Required Technical Instruction (“RTI”); and,

**WHEREAS**, the Programs require a mentor from Optima Health Fountains to oversee the apprentice during RTI; and,

**WHEREAS**, Optima Health Fountains has the capacity to meet these program needs; and,

**WHEREAS**, Hudson County Community College seeks to enter into a Memorandum of Understanding (“MOU”) with Optima Health Fountains whereby students enrolled in the Programs will be able to complete all requirements of the NJHealthWorks Scaling Apprenticeship Grant at Optima Health Fountains, retroactive to January 10, 2022; and,

**WHEREAS**, this MOU will remain in effect through January 10, 2024 unless otherwise terminated by either party in accordance with the parameters established in the MOU; and,

**WHEREAS**, the Administration, and Academic and Student Affairs Committee, recommend the MOU between Hudson County Community College and Optima Health Fountains;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College approve the Memorandum of Understanding between Hudson County Community College and Optima Health Fountains of Secaucus, New Jersey, retroactive to January 10, 2022.

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

**2. Resolution Authorizing Articulation Agreement Between Hudson County Community College and the Statewide Hispanic Chamber of Commerce of New Jersey**

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

**WHEREAS**, the Statewide Hispanic Chamber of Commerce of New Jersey (“SHCCNJ”) seeks to offer students who have completed the Hispanic Entrepreneurship Training Program (“HETP”) the opportunity to earn academic credit towards a degree; and,

**WHEREAS**, this academic credit will be applied towards the College's Associate of Science Degree in Business Administration; and,

**WHEREAS**, the College seeks to enter into an Agreement ("Agreement") with SHCCNJ whereby academic credit towards the Associate of Science Degree in Business Administration will be granted to those students of SHCCNJ who have successfully completed the HETP, effective January 19, 2022; and,

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

**WHEREAS**, the Administration, and Academic and Student Affairs Committee, recommend the approval of the Agreement between Hudson County Community College and the Statewide Hispanic Chamber of Commerce of New Jersey;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College approve the Agreement between Hudson County Community College and the Statewide Hispanic Chamber of Commerce of New Jersey, effective January 19, 2022.

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

**3. Resolution Authorizing Memorandum of Understanding Between Hudson County Community College and the Association of Community College Trustees for Participation in the Noncredit-to-Credit Alignment Lab**

**WHEREAS**, Hudson County Community College ("College") seeks to offer pathways to academic credit-bearing credentials for individuals who have completed rigorous industry-specific training programs, many of which result in industry-recognized credentials, through the Division of Continuing Education and Workforce Development ("CEWD"); and,

**WHEREAS**, the development of noncredit-to-credit pathways is a strategic priority for the College; and,

**WHEREAS**, the College was selected through a competitive application process as one of 14 community colleges nationally to participate in the Association of Community College Trustees' Noncredit-to-Credit Alignment Lab ("NCAL"); and,

**WHEREAS**, participation in the NCAL will support and strengthen the College's strategic priority to develop noncredit-to-credit pathways at no cost to the College; and,

**WHEREAS**, the College seeks to enter into a Memorandum of Understanding ("MOU") with the Association of Community College Trustees for its participation in the NCAL; and,

**WHEREAS**, the College will receive a stipend of \$3,000.00 for its participation in the NCAL; and,

**WHEREAS**, the MOU will remain in effect through August 31, 2023 unless otherwise terminated by either party in accordance with the parameters established in the MOU; and,

**WHEREAS**, the Administration, and Academic and Student Affairs Committee, recommend the approval of the MOU between Hudson County Community College and the Association of Community College Trustees;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College approve the Memorandum of Understanding between Hudson County Community College and the Association of Community College Trustees, effective upon approval.

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

**4. Resolution Authorizing Amended Agreement Between Hudson County Community College and West Orange Board of Education for the Delivery of Culinary Arts Dual Credit Instruction**

**WHEREAS**, Hudson County Community College ("College") seeks to amend its Agreement ("Agreement") with the West Orange Board of Education ("WOBOE") for the delivery of Culinary Dual Credit and Early College instruction with the addition of "CAI-119, Bakeshop" to the course offerings for AY 2021-22, effective January 18, 2022; and,

**WHEREAS**, the term of the Agreement is Academic Year 2021-22; and,

**WHEREAS**, the Administration, and the Academic and Student Affairs Committee, recommend the Agreement as amended;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College approve the amended Agreement between Hudson County Community College and West Orange Board of Education, effective January 18, 2022.

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

**5. Resolution Approving Academic Calendars for the Winter/Spring and Summer 2023 Terms**

**WHEREAS**, Hudson County Community College ("College") is committed to ensuring students' success, and the College develops academic calendars that outline important dates pertinent to academic terms; and,

**WHEREAS**, the Academic Calendar Planning Committee is comprised of individuals from across the College, and the academic calendar planning process is a joint effort between the Divisions of Academic Affairs and Student Affairs; and,

**WHEREAS**, academic calendars have been developed for the winter/spring and summer 2023 terms; and,

**WHEREAS**, these academic calendars comply with all internal and external planning guidelines; and,

**WHEREAS**, the Administration, and Academic and Student Affairs Committee, recommend the Academic Calendars for the winter/spring and summer 2023 terms;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College approve the Academic Calendars for the winter/spring and summer 2023 terms.

**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.

**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 1-5:**

1) Resolution Authorizing Memorandum of Understanding Between Hudson County Community College and Optima Health Fountains; 2) Resolution Authorizing Articulation Agreement Between Hudson County Community College and the Statewide Hispanic Chamber of Commerce of New Jersey; 3) Resolution Authorizing Memorandum of Understanding Between Hudson County Community College and the Association of Community College Trustees for Participation in the Noncredit-to-Credit Alignment Lab; 4) Resolution Authorizing Amended Agreement Between Hudson County Community College and West Orange Board of Education for the Delivery of Culinary Arts Dual Credit Instruction; and, 5) Resolution Approving Academic Calendars for the Winter/Spring and Summer 2023 Terms.

**INTRODUCED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**DATE:** January 18, 2022

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

\_\_\_\_\_ Aye      \_\_\_\_\_ Nay



**MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN:  
HUDSON COUNTY COMMUNITY COLLEGE AND OPTIMA HEALTH FOUNTAINS FOR  
ENHANCED CERTIFIED NURSE AIDE CERTIFICATE,  
FAST TRACK PATIENT CARE TECHNICIAN,  
AND PHARMACY TECHNICIAN (NON-RETAIL)**

**Between:**

This MOU is between Hudson County Community College (HCCC) and Optima Health Fountains for the Apprenticeship Programs through NJHealthWorks Scaling Apprenticeship Grant for the Enhanced Certified Nurse Aide (CNA) Program, the Fast Track Patient Care Technician Program (PCT), and the Pharmacy Technician Program (PharmTech) which will be collectively called the “Programs”.

**Description of Services**

HCCC, through the Continuing Education & Workforce Development department (“CEWD”) and the Center for Business & Industry (“CBI”), will provide the following Required Technical Instruction for the NJHealthWorks Scaling Apprenticeship Grant approved programs if these programs are conducive for both HCCC and Optima Health Fountains. Funding for the Programs will be provided by Bergen Community College through the NJHealthWorks Scaling Apprenticeship Grant.

**Outline of the Apprenticeship Enhanced C.N.A. Program:**

174 hours of Related Technical Instruction (RTI) to incumbent employees at Optima Health Fountains as follows.

- |                                    |          |
|------------------------------------|----------|
| • CNA Certificate                  | 90 hours |
| • Embark Orientation               | 8 hours  |
| • Medical Terminology              | 23 hours |
| • Dementia                         | 16 hours |
| • CPR/BLS for Healthcare Providers | 5 hours  |
| • NHA PersonAbility                | 22 hours |
| • Fundamental Workplace Skills     | 10 hours |

Total hours of the Apprenticeship C.N.A. Program	174 hours
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### Outline of the Apprenticeship Fast Track Patient Care Technician Program:

240 hours of RTI to incumbent employees at Optima Health Fountains as follows:

• <b><i>CNA Certificate Required</i></b>	
• Embark Orientation	8 hours
• OSHA/HIPAA, Infection Control/BLS	22 hours
• EKG & EKG Certificate exam	75 hours
• Phlebotomy & Phlebotomy exam	80 hours
• Advanced PCT Skills & PCT exam	30 hours
• Soft skills	25 hours
Total hours of the Apprenticeship Fast Track PCT Program	240 hours

### Outline of the Apprenticeship Pharmacy Technician Program:

220 hours of RTI to incumbent employees at Optima Health Fountains as follows:

• Embark Orientation	8 hours
• PharmaSeer Math	25 hours
• PersonAbility	22 hours
• PharmaSeer	124 hours
• BLS for Healthcare Provider	5 hours
• Fundamental Workplace Skills	21 hours
• Instructor Review	15 hours
Total hours of the Pharmacy Technician Program	220 hours

### **Roles and Responsibilities**

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

#### Optima Health Fountains

- Optima Health Fountains agrees to identify and provide a staff member for day-to-day communications between Optima Health Fountains and HCCC, CEWD, and CBI.
- Optima Health Fountains agrees to select and refer incumbent employees to enroll in the Programs.
- Optima Health Fountains agrees to change the title, job description and salary of those who have passed the New Jersey Department of Health written exam as required by the NJHealthWorks Scaling Apprenticeship Grant.
- Optima Health Fountains agrees to work with incumbent employees to adjust their schedule so that they can attend the Program.
- Optima Health Fountains agrees to identify and provide a mentor to oversee each apprentice during his/her on-the-job learning (one apprentice to one mentor).
- Optima Health Fountains agrees to complete the competency checklist for each Program while learning on-the-job.
- Optima Health Fountains agrees to make sure the registered apprentice has the necessary instruction and guidance by a mentor or supervisor from Optima Health Fountains to perform tasks safely, correctly, and efficiently.
- Optima Health Fountains agrees to provide apprentice wage increases commensurate with their advancement in skills and knowledge (at least annually).
- Optima Health Fountains agrees not to discriminate against any student with respect to recruitment and participation in the Program.
- Optima Health Fountains agrees to hold HCCC, its employees, administrators, staff, directors, trustees, agents and assigns harmless for any damages or expenses of any kind incurred by HCCC and/or actions brought against or claims



made against HCCC, its employees, administrators, staff, directors, trustees, agents and assigns caused by the acts or omissions of Optima Health Fountains or Program participants.

#### HCCC

- a. HCCC agrees to review the schedule with an Optima Health Fountains representative prior to recruitment.
- b. HCCC will determine student eligibility requirements based on funding guidelines.
- c. HCCC agrees to provide staff for information sessions and explain the eligibility criteria for the NJHealthWorks Scaling Apprenticeship Grant.
- d. HCCC agrees to provide administrative oversight for the Program.
- e. HCCC agrees to include the first and second sets of testing and certification fees as part of the tuition. Any testing beyond this will be the obligation of the student.
- f. HCCC agrees to provide rooms, books, and appropriate instructional materials, the fees for which shall be included in the tuition for each applicable program.
- g. HCCC agrees to hold Optima Health Fountains harmless for any third-party actions brought against Optima Health Fountains resulting from Optima Health Fountains' participation, instruction, or other student interaction in the Programs to the extent caused by the negligence of HCCC.

#### **Funding for Training and Invoicing:**

- a. Funding for training will be provided by Bergen Community College through the NJHealthWorks Scaling Apprenticeship Grant.
- b. HCCC will invoice Bergen Community College for \$2,500 per student for the Enhanced Certified Nurse Aide Program, and for the full amount of the Fast Track Patient Care Technician and the Pharmacy Technician Programs. See the following table:

#### **Apprenticeship Enhanced C.N.A. Program**

HCCC NJHealthWorks Apprenticeship Grant covers total program cost	\$2,500.00 per student
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#### **Apprenticeship Fast Track Patient Care Technician**

HCCC NJHealthWorks Apprenticeship Grant covers total program cost	\$4,000.00 per student
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#### **Apprenticeship Pharmacy Technician**

HCCC NJHealthWorks Apprenticeship Grant covers total program cost	\$3,800.00 per student
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#### **Cancellation Policy**

HCCC and Optima Health Fountains retain the right to cancel this agreement upon the provision of 30 business days' written notice to the other party. All students actively enrolled at the time of the cancellation will be allowed to complete the course subject to the terms and conditions above. There shall be no refund of tuition or other costs paid to HCCC.

**Choice of Law/Dispute Resolution**

This MOU shall be governed by and interpreted in accordance with the laws of the State of New Jersey without regard to New Jersey's conflict of laws principles. All disputes arising out of or relating to this MOU or the services provided thereunder shall be subject to the exclusive jurisdiction of the Superior Court of New Jersey, venued in Hudson County, New Jersey,

**Provisions and Amendments**

This Memorandum of Understanding contains all provisions agreed upon by the parties. Any amendments to this Memorandum of Understanding must be in writing and signed by either parties or their duly authorized representative. It is further understood that the term of this agreement between the parties will begin on January 10, 2022 and end on January 10, 2024. Any continuation is subject to a new agreement.

**Hudson County Community College**

Name: Dr. Christopher Reber  
 Title: President of Hudson County Community College

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Optima Health Fountains**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Item IX. Academic and Student Affairs  
Attachment II  
Resolution 2

**ARTICULATION AGREEMENT**  
**BETWEEN**  
**HUDSON COUNTY COMMUNITY COLLEGE**  
**AND**  
**STATEWIDE HISPANIC CHAMBER OF**  
**COMMERCE OF NEW JERSEY**

This Agreement is entered into between the Hudson County Community College (“HCCC” or “College”) and the Statewide Hispanic Chamber of Commerce (SHCCNJ).

Intending to be bound thereby, HCCC and SHCCNJ agree as follows:

### **I. Purpose and Goals**

The primary objective of this Agreement is to provide articulation with the Statewide Hispanic Chamber of Commerce of New Jersey (SHCCNJ) and Hudson County Community College (the "College" or “HCCC”), granting College credits for demonstrated academic proficiency in the field of entrepreneurship for students who complete the Hispanic Entrepreneurship Training Program (HETP) program and subsequently enroll at HCCC and comply with the requirements of this Agreement.

- (a) Subject to the process and procedures set forth below, students who have successfully completed the SHCCNJ HETP training are eligible to receive HCCC credits for the following course and credit amounts:

Introduction to Entrepreneurship	HMT 111	3 credits
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- (b) Students may also receive credit for additional courses through a form of prior learning assessment (e.g., submitting a work life portfolio, taking a CLEP exam). Receipt of any credits contemplated by this paragraph (1 (b)) shall be subject to HCCC’s policies and procedures. HCCC provides no guarantees that students seeking credit through a form of prior learning assessment shall receive any College credits.

The Hispanic Entrepreneurship Training Program includes 51 hours of instruction. The training is led by industry experts and includes hands-on training exercises to deliver a well-rounded and relevant education to all students. The following is a summary of the (HETP) syllabus.

1. Understand framework for a business plan
2. Identify a buyer’s persona or buyer personas to target for their business
3. Craft agreements, contacts and understand legal matters for their business
4. Hiring and best practices for hiring great candidates
5. Best website practices and setting up e-commerce websites such as Shopify for their business

6. Search Engine Optimization and maximizing registering for Google my Business to be found by customers online
7. Networking your way to success for your business which includes your elevator pitch and building relationships with prospects. Converting prospects to leads to customers
8. How to handle negotiations and rejections
9. Understanding of proposals and best practices of how to prepare RFPs to be submitted to public and private entities
10. Protecting Your Business, being mindful of scams and protecting your customer's information
11. Identify a strategy to understand your finances, break-even point and understanding your financial proforma statements (cash flow, balance sheet, and income statement)

The instructional modality can be in-person, virtual or hybrid. Classes can be conducted at HCCC or at another mutually agreed upon location.

It is anticipated that the College credits awarded by this Agreement will inform and encourage graduates of the SHCCNJ Hispanic Entrepreneurship Training Program to pursue the educational and career advancement opportunities which include additional industry recognized credentials and matriculation at the College for the successful completion of their degree requirements.

### **(c) The Transfer Articulation Application Process and Procedures**

1. Subject to adherence to the criteria and procedures listed herein, existing and future students who **successfully complete** the SHCCNJ Hispanic Entrepreneurship Training Program will be awarded three (3) credits at the College as part of the AS Business Administration program.
2. To receive the three (3) credits at the College described in paragraph 1 (a) students must: (a) be admitted to the College, (b) be matriculated in the College's Business Administration program, and (c) present to the Registrar a "Certificate of Completion", indicating completion of the Hispanic Entrepreneurship Training Program ("HETP").
3. To receive the three (3) credits at the College described in paragraph 1 (a), students must also be admitted to the College within five (5) years of their completion of the Hispanic Entrepreneurship Training Program.
4. The three (3) credits identified in paragraph 1 (a) 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, and any credits earned by Hispanic Entrepreneurship Training Program under this Agreement, shall 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 HCCC based upon the requirements of 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 and be subject to HCCC's Transfer Policy applicable to credits earned at other institutions.
7. No tuition or fees will be charged to any student for the credits earned by articulation pursuant to this Agreement. Notwithstanding same, tuition and any associated fees will be charged for courses taken at HCCC.
8. Appropriate members of the faculty of the College and representatives of SHCCNJ 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 and Chief Academic Officer. The parties may agree to amend this agreement as a result of any such meeting.

**(d) Institutional Responsibilities**

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

1. SHCCNJ 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. SHCCNJ and the College agree to acknowledge and recognize the articulation programs on each institution's website and via other marketing and publicity methods.
2. SHCCNJ 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.
4. Each institution will designate in writing an employee who will serve as the point of contact for the administration of this agreement.

5. The SHCCNJ agrees to allow up to ten (10) participants for each year's HETP for HCCC-enrolled students provided:
  - a. Each student applicant has an existing business in Hudson County not more than five (5) years in operation; and
  - b. Each student applies for, is qualified and accepted into the HETP by the SHCCNJ.

**(e) Term/Agreement Review**

1. SHCCNJ 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 academic years, although either SHCCNJ or HCCC may withdraw from this Agreement upon written notification to the other party at the end of any academic year of the College. After the initial three (3) year term, the agreement may only be renewed by a separate writing agreed upon by the parties.
2. This Agreement shall be reviewed and modified, as needed, every three years by officials at SHCCNJ and HCCC.
3. This agreement represents the entire agreement between SHCCNJ 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.
4. The parties agree to comply with all laws regarding the confidentiality of student personally identifiable information.

**(f) Choice of Law/Venue**

1. This Agreement shall be subject to and interpreted in accordance with the laws of the State of New Jersey regardless of New Jersey's conflict of laws provisions or principles. Any and all disputes between the parties arising out of or relating to this Agreement or the services provided thereunder shall be subject to the exclusive jurisdiction of the Superior Court of New Jersey located in Hudson County, New Jersey.

**(g) Term**

1. Upon execution by the parties, this Agreement will be effective as of January 19, 2022.

**(h) Approvals**

**Statewide  
Hispanic Chamber of Commerce of  
New Jersey**

**Hudson County Community  
College**

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**Statewide Hispanic Chamber of  
Commerce of New Jersey**

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**President  
Hudson County Community College**

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**Date**

---

**Date**

---

**Vice President of Academic Affairs  
Hudson County Community College**

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**Date**



**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**Hudson County Community College**  
**and the**  
**Association of Community College Trustees**

**THIS MEMORANDUM OF UNDERSTANDING (MOU)** is made and entered into this day, \_\_\_\_\_, by and between Hudson County Community College (hereinafter “College”), and the Association of Community College Trustees (hereinafter “ACCT”) for College to engage in the Noncredit and Credit Alignment Lab (hereinafter “NCAL”) and develop new or improved pathways between College’s noncredit and credit programs. ACCT and College agree as follows:

**1. Scope of Collaboration.** With support from ECMC Foundation, ACCT and Education Strategy Group (hereinafter “ESG”) are implementing the Noncredit and Credit Alignment Lab (NCAL), a two-year initiative to support fourteen community college governance units (e.g. systems, districts, or colleges) to develop new or improved pathways between noncredit and credit programs. This initiative will leverage the framework for noncredit and credit pathway alignment in ESG’s guide, *A More Unified Community College*, to inform the design of a community of practice and set of technical assistance provisions. ACCT and ESG plan to use the findings from this initiative to build the case among community colleges that noncredit and credit alignment is critical for both students and institutional bottom lines.

NCAL will provide meaningful spaces for community college leaders to learn and receive support from their peers and national experts. As part of this initiative, community colleges will collectively diagnose current efforts underway to align programs, set a vision, build the case among college constituencies, and receive accountability from their peers to implement. By the end of the initiative in August 2023, each participating college will develop new or improve current pathways between non-credit and credit functions that address critical barriers to alignment related to program design, institutional policy, governance structures, administrative functions, and student supports.

In recognition of the critical need of the community college sector to better align noncredit and credit programs, ACCT and College seek to formalize a collaboration to enhance the capacity of College to develop new or improved pathways between College’s noncredit and credit programs through NCAL, as well as support and benefit both organizations (the “Collaboration”).

**2. College Responsibilities.** In support of this Collaboration, College agrees to participate in the following NCAL activities:

- a) Identify College Team for NCAL Participation
  - i. College will submit a final list of College representatives who will participate in the NCAL initiative on behalf of the College (“College Team”). This list must be submitted by December 29, 2021 to Annie Phillips, ESG Associate Director, [aphillips@edstrategy.org](mailto:aphillips@edstrategy.org).
- b) Complete Self-Assessment
  - i. College will complete a self-assessment prior to the first NCAL launch event, to be held January 2022 – March 2022. ACCT and ESG will provide the self-assessment in early 2022.
- c) Meet Monthly with College Team

- i. Throughout the Collaboration, College will hold monthly internal meetings with College Team to develop goals, implement strategies to achieve NCAL objectives, monitor progress, and report findings.
- d) Engage in Community of Practice Meetings
  - i. ACCT and ESG will offer six Community of Practice Meetings throughout the Collaboration to launch deep implementation of the work and foster relationships across practicing institutions. At least one College Team member shall attend each Community of Practice Meeting.
  - ii. Tentative schedule for Community of Practice Meetings:
    - Community of Practice #1: NCAL Kick-Off: January – March 2022
    - Community of Practice #2: Vision and Planning: April – June 2022
    - Community of Practice #3: Implementation (In-person convening): July – September 2022. In-person convening tentatively scheduled to take place in Washington, DC, August 23-24, 2022.
    - Community of Practice #4: Implementation Supports: October – December 2022
    - Community of Practice #5: Analysis and Pivots: April – June 2023
    - Community of Practice #6: Achievement and Next Steps: July – August 2023
- e) Meet Monthly with NCAL Coach to Develop and Execute Action Plans
  - i. College will be assigned an NCAL Coach (“Coach”) who will assist institutional leaders with goal setting, action planning, student focus groups, developing constituency buy in, project management, and more.
  - ii. College will meet monthly with Coach, either in-person or virtually, to support achievement of NCAL goals.
- f) Implement Strategies to Promote Institutional Noncredit and Credit Alignment
  - i. College will set a vision for alignment by leveraging tools available through ESG’s guide, *A More Unified Community College*.
  - ii. College will increase cross-functional ownership for alignment between noncredit and credit programs through the strategic use of student voice and best practice examples.
  - iii. College will reach full implementation (i.e. all five elements of a high-quality pathway as defined in *A More Unified Community College* are underway) of one (1) high-quality pathway between noncredit and credit programs and begin implementation on one (1) additional high-quality pathway between noncredit and credit. Based on the framework developed by ESG, high-quality pathways will be defined as those that 1) treat noncredit students as equal to credit students; 2) provide automatic or semi-automatic credit determination for noncredit learning experiences; 3) promote the next step on the pathway through clear communications and advising; 4) align operations functions as demonstrated through joint leadership, shared data systems, and/or coordinated processes; and 5) remove barriers to transitioning related to finances, financial aid, registration, and others.
- g) Collect, Share, and Use Data to Inform Progress
  - i. College will report out the following key data points as requested by ACCT and ESG, tentatively scheduled to be collected at approximately the beginning (Fall 2022), middle (Fall 2023, 2024), and end (Fall 2025) of the Collaboration. If capacity to collect or analyze such data does not currently exist at College, College will make a good faith

effort to work internally and with assigned Coach to build out such data-gathering capacity. Requested data points may be adjusted throughout the Collaboration by ACCT and ESG. These metrics may include:

- The number of noncredit pathways articulated for credit.
  - Enrollment for both noncredit and credit programs, with a goal to disaggregate demographic information of students within those programs.
  - Completion in both noncredit and credit programs, with a goal to disaggregate demographic information of students within those pathways.
  - Student transitions from articulated noncredit programs to credit programs and student transitions from non-articulated noncredit programs to credit programs.
- ii. College will share data for two years beyond the scheduled end of the NCAL initiative, August 2023, to assist in tracking long-term progress of noncredit and credit alignment.
- h) Share Lessons Learned from Collaboration
- i. College will participate in ACCT and ESG efforts to share lessons learned from NCAL through the following tools:
- Institutional profiles of participating institutions, showcasing progress made and specific programs that were developed
  - Podcasts
  - Webinar near end date of the Collaboration
  - ACCT and ESG blogs and websites
  - Presentation on key NCAL takeaways at a national conference in partnership with institutions participating in NCAL initiative

**3. ACCT Responsibilities.** In support of this Collaboration, ACCT, with the assistance of ESG, agrees to provide the following support to College:

- a) Community of Practice Meetings
- i. ACCT and ESG will host the six Community of Practice Meetings, including the in-person convening tentatively scheduled to be held August 23-24, 2022 in Washington, DC. The Community of Practice Meetings will anchor the work across institutions.
- b) Access to National Experts
- i. ACCT and ESG will provide access to national experts who will assist with project alignment and provide examples of best practices in the field.
- c) Access to Personal Coaches
- i. ACCT and ESG will match College with a personalized Coach to assist with NCAL goal planning and implementation.
- d) Stipend and Travel Reimbursements for Successful Participation
- i. ACCT will provide a stipend to College as described in Section 4 of this MOU to offset the costs of data collection and submission.
- ii. ACCT will provide travel reimbursements to College as described in Section 4 of this MOU for participation in Community of Practice Meeting #3 in Washington, DC.

**4. Stipends & Travel Reimbursement.** To support the College's participation in the Collaboration, the College will receive the following compensation:

- a) Stipends. College will receive a \$3,000 stipend for participation in the project, to be disbursed as follows:
  - i. Installment 1: \$1,500 to be paid upon execution of this MOU.
  - ii. Installment 2: \$1,500 to be paid in December 2022, contingent upon active participation in NCAL Collaboration.
- b) Travel and lodging expense reimbursement for a mutually agreed upon number of College Team members to attend Community of Practice Meeting #3 with 20+ total participating institutions in Washington, DC, tentatively scheduled for August 23-24, 2022. Expense reimbursement shall require submission of a detailed invoice to ACCT.

## **5. Term & Cancellation.**

5.1 This MOU shall be in effect through August 31, 2023.

5.2 If College seeks to end the Collaboration prior to the termination date, ninety (90) days' written notice shall be provided to allow for the orderly completion of any Collaboration activities currently underway. If MOU is terminated prior to disbursement of second stipend installment, College waives all claims to second stipend installment.

5.3 If ACCT, in its sole discretion, determines that College is not sufficiently meeting the responsibilities as described in this MOU, including participation in NCAL Collaboration activities, data gathering and sharing, Community of Practice meetings, etc., ACCT may terminate this MOU immediately and without penalty. If MOU is terminated prior to disbursement of second stipend installment, College waives all claims to second stipend installment.

## **6. Independent Contractor Relationship.**

6.1 Each party to this MOU is separate and independent and this MOU shall not be deemed to create a relationship of agency, employment, or partnership between or among them. Neither party shall act or hold itself out as having authority to act as agent or partner of the other party, or in any way bind or commit the other party to any obligations, representations, or warranties, except as specified in this MOU.

6.2 This MOU establishes an independent contractor relationship, and neither party shall be entitled to nor shall have any claim under this MOU or otherwise against the other party for workers' compensation, retirement benefits, Social Security, unemployment insurance, local, state, and federal income taxes, or any other withholding pursuant to any law or requirement of any governmental body. All such payments, withholdings, and benefits, if any, are each party's sole responsibility.

**7. Compliance with Law.** Both parties intend to comply with all applicable laws, rules, and regulations as they may be amended from time to time. If any part of this MOU is determined to violate federal, state, or local laws, rules, or regulations, the parties agree to negotiate in good faith revisions to any such provisions. If the parties fail to reach an agreement within a reasonable time to revisions required to bring the MOU into compliance, either party may terminate this MOU upon written notice to the other party.

**8. Intellectual Property.** Except as expressly provided in this MOU, nothing in this MOU shall transfer any rights, title or interests in any intellectual property invented or created before or after the effective date of the MOU by or on behalf of College or ACCT. Materials provided by ACCT are the property of ACCT and are not to be reproduced, distributed, or transmitted in any form or by any means without the consent of ACCT.

**9. Insurance Requirements.** College represents and warrants that it currently has and will maintain insurance coverage of a kind and in an amount that is commercially reasonable to cover its activities and the performance of its obligations under this MOU.

**10. Indemnification.** Notwithstanding anything herein to the contrary, each party shall defend, indemnify, and hold the other party, its directors, officers, agents, representatives, employees and assigns (herein referred to cumulatively as "Indemnitees"), harmless from and against claims for bodily injury or death to any person and damage to property of Indemnitees or others and all reasonable costs and expenses (including without limitation court costs, reasonable attorney's fees, accountant's fees and expert fees) to the extent the same is caused by the intentional or negligent action or negligent inaction of such party, its directors, officers, agents, representatives, employees and assigns. The foregoing indemnity shall not be construed to indemnify any Indemnitee to the extent that any claim or expense is caused by the Indemnitee's negligent action or negligent inaction.

**11. Force Majeure.** The performance of this MOU by either party is subject to any emergency making it illegal or impossible to support this Collaboration or hold meetings, including, without limitation, acts of God, war, pandemic, acts of terrorism, government regulations, disaster, strikes or threat of strikes (except that neither party may terminate this MOU for situations involving that party's own employees), civil disorder, or curtailment of transportation facilities. This MOU may be terminated without liability for any of the above reasons by written notice from one party to the other within ten (10) days of such occurrence or receipt of notice of any of the above occurrences.

**12. Assignment.** Neither party may assign this MOU or any rights or obligations under this MOU to any person or entity without the prior written consent of the other party.

**13. Severability.** If any one or more of the provisions contained in this MOU shall be held illegal or unenforceable by a court, no other provisions shall be affected by this holding.

**14. Waiver.** The waiver of any breach of any term of this MOU does not waive any subsequent breach of that or another term of this MOU.

**15. Headings.** The headings have been inserted for convenience only and are not to be considered when interpreting the provisions of this MOU.

**16. Choice of Law.** The parties agree that this MOU shall be interpreted in accordance with the law of the District of Columbia.

**17. Dispute Resolution.** All disputes concerning the terms of this MOU or claims by either party pursuant to this MOU, including but not limited to termination of this MOU, are subject to and shall be submitted to mandatory arbitration under the auspices of the American Arbitration Association. The Commercial Rules as they exist at the time of the dispute or claim shall apply. Venue for the arbitration

shall be the District of Columbia. Each party shall be individually responsible for the cost of its own attorney fees and its pro rata share of the costs of arbitration including arbitration fees.

**18. Representations and Warranties.** Except as expressly set forth in this MOU, ACCT makes no, and expressly disclaims any, representations or warranties, express or implied, regarding collaboration with College, meetings, and any other service provided by ACCT hereunder.

**19. Limitation of Liability.** Neither party will be liable to the other party for any indirect, incidental, consequential, exemplary, punitive, or special damages arising out of or in relation to this MOU, including lost profits regardless of the form of the action or theory of recovery. This limitation shall not apply to College's indemnification obligations under this MOU, gross negligence, or willful misconduct.

**20. Electronic Signatures.** The parties acknowledge and agree that this MOU may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, "electronic signature" shall include signatures transmitted via DocuSign or other electronic signature services or systems, faxed versions of an original signature, or electronically scanned and transmitted versions (e.g., via Portable Document Format (PDF)) of an original signature.

**21. Entire Agreement.** This MOU constitutes the entire agreement of the parties hereto with respect to the subject matter hereof and supersedes any prior or contemporaneous written or verbal communications or representations regarding such subject matter. This MOU may not be modified except in writing signed by both parties hereto.

**Hudson County Community College**

**Association of Community College Trustees**

\_\_\_\_\_  
**Signature**

**Name:**

**Title:**

**Date:**

\_\_\_\_\_  
**Signature**

**Name:** Jee Hang Lee

**Title:** President & CEO

**Date:**



HUDSON  
COUNTY  
COMMUNITY  
COLLEGE

**Amendment to Agreement  
Between Hudson County Community College and West Orange Board of Education for  
Delivery of Culinary Arts Instruction Academic Year 2021-2022**

This Amendment is to the Agreement between Hudson County Community College and West Orange Board of Education for Delivery of Culinary Instruction Academic Year 2021-2022.

WHEREAS, Hudson County Community College (“HCCC”) and the West Orange Board of Education (“WOBOE”) are parties to an Agreement Between Hudson County Community College and West Orange Board of Education for Delivery of Culinary Arts Instruction Academic Year 2021-2022 (“Agreement”); and,

WHEREAS, HCCC and WOBOE desire to amend the Agreement in accordance with the terms and conditions set forth below.

NOW, THEREFORE, for good and valuable consideration, the adequacy of which is hereby acknowledged, the parties agree to amend the Agreement as follows:

1. Commencing January 18, 2022, the Agreement shall be amended as follows:
2. The section with the heading **Courses for AY (2021-2022)**, located on page 2, is amended as follows:
  - a. Add: Bakeshop I – CAI – 119 (2 credits).
3. All other terms and conditions of the Agreement shall remain the same.

SIGNED:

\_\_\_\_\_  
President or Designee  
Hudson County Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent or Designee  
West Orange Board of Education

\_\_\_\_\_  
Date

**HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC CALENDAR ❖ WINTER/SPRING 2023**

**Winter Intersession**

**Jan. 4 – Jan. 19**      **Winter Intersession**      **Last day to add: 1/4/2023**      **Last day to drop: 1/5/2023**      **Grades due: 1/22/23**

**Semester Start-Up Events**

Wed. Jan. 18      College Service Day  
Thurs.      19      All College Faculty Orientation – 6 p.m.

**15-Week Terms: Regular, Online Regular/Hybrid, Early College, & Culinary Evening: January 23 – May 15**

December 1, 2022      *Deadline to Apply for May Graduation*

Mon. Jan. 16      *Martin Luther King, Jr. Day – College closed*

Mon. Jan. 23      **Classes begin** for Regular, Online Regular/Hybrid, Early College, & Culinary Evening Sessions

**Mon. Jan. 30**      **Last day to add\* ONR/Hybrid classes**  
Fri. Feb. 3      Last day to drop\*\* ONR/Hybrid classes

Mon. Jan. 23      Add\*/Drop\*\* Period for 15-Week Regular,  
Fri. Feb. 3      Early College, & Culinary Evening Terms

Fri. Feb. 17      Classes in session - Administrative Offices Closed

Mon. Feb. 20      *Presidents' Day – No classes - College closed*

Mon. Mar. 13      Midterm Exams/Advisement Period  
Sun.      19

Sun. Mar. 26      Last day to submit Midterm Advisory Grades

Mon. Apr. 3      **Spring Break – No classes**  
Sun. Apr. 9

Fri. Apr. 7      **Easter Break – No classes**  
Sun. 9

Mon. Apr. 10      Last day to complete official withdrawal (W)

Tues. May 9      Last classes and/or final exams  
Mon. 15

Thurs. May 18      Last day to submit final grades

*\*Registration should always occur prior to the first day of class. If a class has already met, registration may be permitted before the class meets for a second time.*

*\*\*For a complete list of refund dates, please consult the Winter/Spring 2023 Student Refund Calendar.*

**Important Dates for Special Sessions**

**Culinary (Day) Cycles:**

**Jan. 23 – Feb. 27**      **Culinary Cycle I**      Last day to add: 1/27      Last day to drop: 2/3      Last day to W: 2/10      Grades due: 3/2

**Feb. 28 – Apr. 10**      **Culinary Cycle II**      Last day to add: 3/6      Last day to drop: 3/13      Last day to W: 3/20      Grades due: 4/13

**Apr. 11 – May 15**      **Culinary Cycle III**      Last day to add: 4/17      Last day to drop: 4/24      Last day to W: 5/1      Grades due: 5/18

**7-Week Online Sessions: Online A & Online B**

**Jan. 23 – Mar. 13**      **Online Session A**      Last day to add: 1/24      Last day to drop: 1/30      Last day to W: 3/6      Grades due: 3/16

**Mar. 20 – May 15**      **Online Session B**      Last day to add: 3/21      Last day to drop: 3/27      Last day to W: 5/1      Grades due: 5/18

**10-Week & 12-Week Terms: “Q” Sections, Off-Site Sections, & College Student Success Courses**

**Jan. 23 – Apr. 13**      **College Student Success (10-week)**      Last day to add\*/drop\*\*: 2/3      Last day to W: 3/20      Grades due: 4/16

**Feb. 13 – May 4**      Last day to add\*/drop\*\*: 2/21      Last day to W: 4/9      Grades due: 5/7

**Feb. 13 – May 15**      **“Q” Sections & Off-Site (12-week)**      Last day to add\*/drop\*\*: 2/21      Last day to W: 4/10      Grades due: 5/18



## HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC CALENDAR ❖ SUMMER 2023

### Summer I: Monday, May 22– Wednesday, June 28, 2023

Monday	May	22	Classes begin, Summer I	<i>*Registration should always occur prior to the first day of class. If a class has already met, registration may be permitted before the class meets for a second time.</i>
Wednesday	May	24	Last day to add*/drop** classes for Summer I	
Monday	May	29	Memorial Day – College Closed	
Wednesday	June	14	Last day to complete official withdrawal for Summer I	
Tuesday	June	27	Final Exams for Summer I	Last day to submit grades: July 1, 2023
Wednesday	June	28		
Tuesday	July	4	Independence Day – College Closed	<i>**For a complete list of refund dates, please consult the Summer/Fall 2023 Student Refund Calendar.</i>

### Online Session A: May 22 – July 3, 2023

Monday	May	22	Classes begin, Online A	
Tuesday	May	23	Last day to add* classes for Online A	
Tuesday	May	30	Last day to drop** classes for Online A	
Wednesday	June	14	Last day to withdraw from Online A	
Monday	July	3	Final Exams for Online A	Last day to submit grades: July 7, 2023

### Summer II: Wednesday, July 12 – Thursday, August 17, 2023

Wednesday	July	12	Classes begin, Summer II	<i>*Registration should always occur prior to the first day of class. If a class has already met, registration may be permitted before the class meets for a second time.</i>
Monday	July	17	Last day to add*/drop** classes for Summer II	
Thursday	August	3	Last day to complete official withdrawal for Summer II	
Wednesday	August	16	Final Exams for Summer II	Last day to submit grades: August 20, 2023
Thursday	August	17		
				<i>**For a complete list of refund dates, please consult the Summer/Fall 2023 Student Refund Calendar.</i>

### Online Session B: July 7 – August 17, 2023

Friday	July	7	Classes begin, Online B	
Monday	July	10	Last day to add* classes for Online B	
Monday	July	17	Last day to drop** classes for Online B	
Monday	July	31	Last day to withdraw from Online B	
Thursday	August	17	Final Exams for Online B	Last day to submit grades: August 20, 2023

### Special Sessions:

Transitional Programs (Enrichment, Bridge, Boot Camps)	June 5 – August 24, 2023 ( <i>Tentative</i> )
EOF Summer Program for New Students	July 10 – August 10, 2023 ( <i>Tentative</i> )

*Note: The College reserves the right to modify the calendar.*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
January 18, 2022**

**X. NEW BUSINESS**

**INTRODUCED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**DATE:** January 18, 2022

- 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 18, 2022**

**XI. ADJOURNMENT**

**RESOLUTION:**

**NOW, THEREFORE, BE IT RESOLVED THAT** the January 18, 2022 meeting of the Hudson County Community College Board of Trustees be adjourned at \_\_\_P.M.

**INTRODUCED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**DATE:** January 18, 2022

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

\_\_\_\_\_ Aye      \_\_\_\_\_ Nay