

HUDSON COUNTY COMMUNITY COLLEGE
Mary T. Norton Room
70 Sip Avenue
Jersey City, NJ 07306

Regular Meeting – Board of Trustees
Tuesday, May 11, 2021
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.

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

Video functionality is only turned on for members of the Hudson County Community College Board of Trustees and staff as needed.

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

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

AGENDA

I. CALL TO ORDER - FLAG SALUTE

Mr. Netchert

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Koral Booth – Student Alumni Representative

Joseph Doria

Karen Fahrenholz, Secretary/Treasurer

Adamarys Galvin

Pamela Gardner

Roberta Kenny

Bakari Lee, Vice Chair

William Netchert, Chair

Jeanette Peña

Christopher Reber, President

Silvia Rodriguez

Harold Stahl

III. COMMENTS FROM THE PUBLIC

Mr. Netchert

- IV. CLOSED SESSION** (*The Board of Trustees will determine whether there is a need to go into closed session at the beginning of the meeting. If there is such a determination, an announcement will be made as to where the session will be placed on the agenda.*)
- V. REPORTS**
- | | | |
|----|--|----------------------|
| 1. | <i>Student Government Association President's Report</i> | <i>Mr. Rodriguez</i> |
| 2. | <i>All College Council President's Report</i> | <i>Ms. Drew</i> |
| 3. | <i>President's Report</i> | <i>Dr. Reber</i> |
- VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**
- | | | |
|----|-------------------------------------|------------------|
| 1. | <i>Minutes of Previous Meetings</i> | <i>Dr. Reber</i> |
| 2. | <i>Gifts, Grants, and Contracts</i> | |
- VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS**
- | | | |
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| | | <i>Dr. Reber</i> |
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- VIII. PERSONNEL RECOMMENDATIONS**
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| | | <i>Dr. Reber</i> |
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- IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS**
- | | | |
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| | | <i>Dr. Reber</i> |
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- X. NEW BUSINESS**
- | | | |
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| | | <i>Mr. Netchert</i> |
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- XI. ADJOURNMENT**
- | | | |
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| | | <i>Mr. Netchert</i> |
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**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 11, 2021**

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Koral Booth, Student Alumni Representative, ex officio _____

Joseph Doria _____

Karen Fahrenholz, Secretary/Treasurer _____

Adamarys Galvin _____

Pamela Gardner _____

Roberta Kenny _____

Bakari Lee, Vice Chair _____

William Netchert, Chair _____

Jeanette Peña _____

Christopher Reber - President, ex officio _____

Silvia Rodriguez _____

Harold Stahl _____

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

MEETING INTRODUCTION

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

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

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 11, 2021**

III. COMMENTS FROM THE PUBLIC

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 11, 2021**

IV. CLOSED SESSION

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 11, 2021**

V. REPORTS

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

2021 Jack Kent Cooke Undergraduate Transfer Scholars: Adoum Allamine, Pedro Moranchel, and PTK Advisor Theodore Lai

New HCCC Website: Lisa Dougherty, Vice President for Student Affairs and Enrollment

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 11, 2021**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETING

The Minutes of the Regular Meeting of April 13, 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 Regular Meeting of April 13, 2021.

2. GIFTS, GRANTS, AND CONTRACTS REPORT

Hudson County Community College has been informed of our allocation for the following grant:

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

AGENCY: New Jersey Department of Education

PURPOSE OF GRANT: HCCC received notice of our FY'22 allocation to be utilized for direct instructional support for HCCC CTE programs and CTE students.

COLLEGE ADMINISTRATOR: Nydia James

COLLEGE CONTRIBUTION: \$0

AWARD AMOUNT: \$1,250,825.00

RESOLUTION:

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

INTRODUCED BY: _____

SECONDED BY: _____

DATE: May 11, 2021

- Doria, Joseph _____
- Fahrenholz, 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
 Regular Meeting
 4-13-21

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

REGULAR MEETING – BOARD OF TRUSTEES
April 13, 2021

MINUTES

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

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

ABSENT: *Adamarys Galvin*

I. CALL TO ORDER - FLAG SALUTE

II. ROLL CALL

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

IV. CLOSED SESSION – *No Closed Session.*

V. REPORTS

1. Student Government Association President's Report

Student Government Association President Christian Rodriguez offered the following report.

Good evening Board of Trustees, Dr. Reber, faculty, students and guests. It is my honor to continue to provide a report as the SGA President.

As the semester is almost at a close, SGA is starting to think about appointments for Executive Board positions and will be urging students, clubs and student leaders to think about appointments as well.

We also want to give professors the opportunity to recommend students that they believe would value the opportunity. The promotion for appointments to the SGA E-Board will begin the last week of April. We hope to have a new SGA E-Board appointed by the end of the semester. We are excited about appointing a new E-Board and we're excited for you to meet them as well.

SGA is continuing their SGA Table Talk Series. The last Table Talk is scheduled for April 29 from 4:30 to 5:30 p.m. The Table Talk series allows us to converse with the HCCC student community and address any concerns or questions they may have.

A big event that is approaching for SGA is our Earth Day clean up. The clean up is scheduled for April 24, 2021, from 9:00 to 11:00 a.m. We will be joining Bayonne Nature Club for this event. Ever since our current SGA E-Board was appointed, discussions about helping the environment have occurred multiple times, so we are excited about this event.

We are not the only SGA involved in the clean-up in New Jersey for Earth Day 2021, since most of New Jersey's SGAs have been meeting the last month or so. We plan on making this a collaboration. All New Jersey SGAs will be cleaning up their respective environment on Earth Day 2021, or the weekend closest to Earth Day. We are excited about this and future collaborations. Last, but not least, SGA is still working on initiatives that I have discussed throughout the Semester. However, I do not have any major updates at the moment. Thank you for your time. I will be happy to answer any questions or accept any ideas that you may have.

2. *All College Council President's Report*

All College Council President Lauren Drew offered the following report.

Over the past several months, the Technology Committee has been working in collaboration with Student Affairs to develop a streamlined process for getting the right technology into the hands of students that need it. They are now finalizing their recommendations for a process that will involve the identification of "technology tiers" that are associated with each course, so that when a student registers, it is immediately apparent if they have any specialized software or hardware requirements.

The Student Affairs Committee is also finalizing its recommendations for an updated Children on Campus policy, which aims to be more welcoming and inclusive of student parents.

As I have previously reported, the Space and Facilities Committee has been working to make classroom furniture more comfortable and accessible. They have now made samples of new furniture available for any who are interested to test out and provide feedback. They will be making recommendations for a few pilot classrooms with the new furniture soon.

The Academic Affairs Committee has been reviewing statements and procedures related to academic integrity in order to make sure that definitions are clear for students, and that reporting processes and paths are well-known and uniformly applied across Divisions.

The Development and Planning Committee is continuing to work on fundraising ideas and is considering possibilities for more links on the portal page. They also invited the college's new Alumni Manager, Maria Lita Sarmiento, to their meeting to welcome her to the college, to hear about initiatives that are being planned for alumni, and to offer the support and collaboration of the committee.

The College Life Committee is continuing the "Steps to Wellness" and vendor discount campaigns. They are also planning a live "cook along" event for the college community and preparing for a professional development day to take place on April 26th.

Finally, the terms for me, the Vice Chair, and Secretary will be ending this semester. We have established an ACC Elections Committee, which is overseeing the nomination and election process. Several committees are also in the process of electing new Chairs and Secretaries, and I look forward to sharing the results with you in May.

That concludes my report. If there are any questions I can answer, please let me know.

3. *President's Report*

President Reber offered the following remarks.

Christian and Lauren, thank you for your remarks and your leadership.

Today, we are delighted to welcome back to our Board of Trustees, Dr. Mary Fifield and Dr. Rene Garcia. As you are aware, Mary is our *Achieving the Dream* Leadership Coach, and Rene is our Data Coach. They join us virtually this evening from their homes in Chicago and Miami, respectively.

We are finishing our second full year as a member institution in the *Achieving the Dream* network of high-performing community colleges that are dedicated to the continuous improvement of student success using data and best practices. All of this work is grounded in the principles of equity and inclusion.

Trustees, you have received our recent ATD Coaches' report of observations and suggestions following their second visit with us this year that occurred about three weeks ago.

Mary and Rene have graciously agreed to speak this evening about their perspectives on HCCC's student success initiatives to date. I am pleased to devote my President's Report this evening to their comments. Mary and Rene are also happy to entertain questions following their remarks.

Welcome back, Dr. Fifield and Dr. Garcia!

Mary Fifield offered the following remarks.

Thank you so much, Dr. Reber.

I can't tell you what a pleasure it is to be with all of you again. Our last time was in October and we talked about the progress and the successes of Hudson just having been in *Achieving the Dream* for a little over a year. We're now farther along, despite the fact that we've had a lot of disruptions in our country along the way – COVID and the systemic racism that we've all witnessed. Clearly those two events have taken a toll on the nation. And, because our community colleges are so rooted in our communities, clearly they've had an impact on them as well.

ICAT Capacities with Growth Opportunity

I would, just by the way of history, remind you that it was just a little over a year ago that Hudson, when you joined *Achieving the Dream*, and as is the custom, conducted a college-wide assessment called the Institutional Capacity Assessment Tool (ICAT). Members of the College community, hundreds of faculty, staff and students as well, gave their opinions on the capacity of Hudson County Community College in seven different areas: teaching and learning, engagement and communication, strategy and planning, equity, data and technology, policies and practices, and leadership and vision. And I will say to you, that among those seven capacities, and this probably comes as no surprise, leadership and vision received the strongest rating. That clearly is an acknowledgement not only of Dr. Reber, but of his senior administrative team as well.

By way of review from the ICAT that was filled out by hundreds of people and then followed up by a large scale event consisting of hundreds of people who had the opportunity to exchange views, it became clear that there were two major areas of growth

opportunity at Hudson. One pertains to data and technology, and the other to policies and practices. Each of those by themselves doesn't sound too exciting, but let me explain a little bit more.

- *Data and Technology*

Achieving the Dream has a very strong focus on taking action based on a culture of evidence and data, and a very strong emphasis on equity; that is, the extent to which different populations of students perform. And, as a result, the data and technology capacity all became very important, because when Hudson County Community College, as well as other colleges across the country, focus on data and technology, they're focusing on developing new ways to assist students through the use of evidence and through technological advances that can take the form of improvements in enrollment and support services.

- *Policies and Practices*

Another major growth opportunity for Hudson is in policies and practices, and that's, again, a very generic category, but it does apply to every single policy and practice that Hudson has hopefully developed to assist students to persist and complete.

Action Plan Priorities

Every college that joins *Achieving the Dream* develops an "Action Plan" and the action plan is based on data.

Certainly, the Action Plan is informed by findings from the ICAT that I just talked about, but also from many other kinds of data. The Action Plan also is important because it helps the College see a much bigger picture. What is it that's really important? In this case for Hudson, the following two priorities were chosen.

- *Increase fall-to-fall persistence for first-time/full-time students.*
- *Create a culture of care that supports all students.*

Buttressing these two priorities were seven teams of faculty, staff and students that worked on actions to help increase persistence and to help students feel a sense of belonging. To create a culture of care, there's been a tremendous amount of research done lately about the advantages and the value of students feeling as if they belong. This sense of belonging is a major factor that helps to increase persistence, completion and graduation. So from our perspective, that is Rene and me, these two priorities were right on target and enabled and allowed Hudson to focus on a number of different things.

We just completed a virtual visit at Hudson. Every time we visit, we focus on work that the seven Action Teams are doing that relate to those first two priorities I just showed. We thought that tonight it would be helpful to focus on four of these, which we spent a little more time on during our virtual visit.

Rene Garcia offered the following remarks.

Selected Highlights

- *Culture of Evidence & Inquiry*

We noted that data was an area for possible growth and at Hudson there is real belief in developing a culture of evidence and inquiry. There is much greater interest in requesting and using data to help make decisions. I think this is at least partly related to the sense of transparency that permeates Hudson, because sometimes when you look at data, it is not always rainbows and sunshine. There may be elements of concern. I think Hudson is to be commended for its ability to take a hard look at data and to marshal the forces necessary to address it.

- *ESL Rapid Response Team*

The ESL faculty is working to establish a new model for its program to better serve its students that includes reviewing the mission, and ESL offerings and curricula. It takes great courage to look inward. The ESL faculty is to be commended for their willingness to do so.

Mary Fifield offered the following remarks.

- *Pre-Nursing*

We chose to speak today about pre-nursing. We did this for a couple of different reasons. The first is that it's very impressive to see that Hudson's faculty, staff and leadership don't view any of their planning documents as so set in stone that there's no room for modification or improvement. It's to their credit that, as they looked across the institution, it became increasingly clear that students who apply for nursing typically end up in a wait line. That's not unusual, that happens across the country.

What is unusual is that Hudson looked at the nursing students and said, "we have a long waiting list and that long waiting list is really a deterrent. It's very discouraging for students. What can we do about it?" As a result, they added a nursing priority to their *Student Success Action Plan* that was originally developed. Several things are taking place as a result of it. There will be a pre-nursing orientation and that's for students ahead of time to introduce them to other allied health fields that they may not know about and may be interested in. Or, in the case that they're not going to get into the nursing program, to give them another career path.

In addition to that, Hudson is doing what's called a *Redirect Program*, which is to identify those students who may desire to be nurses, but for several different reasons will simply not meet the criteria for the Nursing Program, to take a very proactive approach to help them find a different field. We see great promise for this.

- *PACDEI*

The President's Advisory Council for Diversity, Equity and Inclusion has been in operation for over a year. We wanted to focus on it because the three goals that this Council is emphasizing really stand to make a huge difference for Hudson employees and for Hudson's students.

The first goal is to create an infrastructure and to develop training programs and initiatives across the College. The second goal is to weave diversity, equity and inclusion guidelines into recruitment and hiring practices. This includes the work of screening committees and policies. There are a lot of institutions, for example, that now advertise positions listing cultural competency as a requirement.

And then, finally, the third goal is to create clear and transparent processes for safety and incident reporting, which is a priority that is emerging across the country, not just in higher education, but in different kinds of organizations.

The most successful colleges that we see are those focused on closing equity gaps; that is, helping all student populations perform to a high standard, placing a great deal of emphasis on equity, on fairness, on how students and employees are treated. We've used Hudson's President's Advisory Council on Diversity, Equity and Inclusion as a best practice example in our work with other colleges. We share it with other colleges that we coach who are just beginning to get involved in a very systematic way to address equity.

Rene Garcia offered the following remarks.

Incorporating the Student Voice

- *Students as Active Participants*

At Hudson, being student centered is not a cliché, it is a reality. An example of that is the fact that one of the strategy teams that Mary referenced, one of the “*How Teams*,” is actually led by students. This is unique.

- *Leverage the Roles of Student Leaders*

In my experience and in Mary's experiences, it is distinctive that a group of students are actually leading an effort that is college-wide, feel empowered to take action, to make recommendations, and this has already borne fruit.

- *“Hudson is Home”*

The idea of “*Hudson is Home*” emerged from discussions with students. They want to share their connection and their feelings about how it changed their lives by saying “*Hudson is Home*.” It becomes the centerpiece of the current outreach and marketing effort. This is a pioneering role for students who, in essence, have developed the marketing approach for the College. I think this bodes well for the institution. It is reflective of how business is done at Hudson and we extend congratulations to the President and everyone else involved in this effort.

Mary Fifield offered the following remarks.

Just as a way of concluding this brief presentation, Rene and I coach quite a number of colleges. We don't coach all of them together, we're also partnered with other coaches, but probably between Rene and me, we've coached at least 20 colleges. I can say with conviction, and promise you, that of all the colleges we coach, the spirit, collaboration, commitment and passion that Hudson has for helping its students comes across loud and clear. I dare say that you are our favorite college to coach and I'll end with that.

Trustee Netchert offered the following remarks.

Congratulations to you, Chris, and to all of the staff, faculty and administrators. This is why we've been on Zoom meetings for the last four hours, this is why we do what we do. To hear people, who were perfect strangers, and after knowing us for a year say the things that they've said, Mary and Rene, makes us all feel like this is a special place and we're doing our jobs.

President Reber resumed his remarks.

Drs. Fifield and Garcia, thank you for your leadership and support. I also want to thank both of you for participating in recent Strategic Planning focus groups. This is beyond the scope of the ATD coaches and their visits with us. We so value your involvement. We're honored to consider you members of our HCCC extended family.

I also want to thank our Trustees. Without the leadership and support of the Trustees for doing this work and for doing all the right things, none of these outcomes would be possible. I also want to thank them for participating earlier today in their own Strategic Planning SOAR session.

Trustees, this concludes my report. Thank you.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

- 1. Minutes of the Regular Meeting of March 9, 2021*
- 2. Gifts, Grants, and Contracts Report*

Hudson County Community College has received the following grants:

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

AGENCY: New Jersey Department of Education

PURPOSE OF GRANT: HCCC received notice of our FY'21 allocation to be utilized for direct instructional support for HCCC CTE programs.

COLLEGE ADMINISTRATOR: Nydia James

COLLEGE CONTRIBUTION: \$0

AWARD AMOUNT: \$1,030,207.00

TITLE: Strengthening Community College and Workforce Partnerships in Construction Management

Award Number (FAIN): 2055313

Award Period of Performance: September 1, 2021 – August 31, 2024

Awarding Agency: National Science Foundation (NSF)

PURPOSE OF GRANT: The primary objectives of this grant are to develop structured partnerships with local employers, seek to develop a strong advisory board to ensure the rigor and relevance of the Construction Management program, and provide recommendations to update the program as needed.

COLLEGE ADMINISTRATORS: Azhar Mahmood

COLLEGE CONTRIBUTION: \$0

AWARD AMOUNT: \$ 298,806.00; IN-KIND: \$0

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

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS 1-12

1. Resolution to Approve the Installation of Data Ports in the Library Building, STEM Building, and North Hudson Campus to be Funded by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Grant
2. Resolution Authorizing Purchase of Laptops and Docking Stations for the Library to be funded by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Grant
3. Resolution to Approve the Installation of Magnetic Door Locks to be Funded by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Grant
4. Resolution Authorizing Purchase of Demountable Partitions for an Adjunct Office to be Funded by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Grant
5. Resolution Authorizing Renewal of Internet Services for Fiscal Year 2022
6. Resolution Authorizing Additional Plumbing Repairs
7. Resolution Approving Payment for Emergency Snow Removal Services
8. Resolution Authorizing Award of Audit Contract for Fiscal Year 2021
9. Resolution Authorizing Purchase of Mannequin Replacement Package to be Funded by the Carl D. Perkins Grant
10. Resolution Authorizing Purchase of Laptops and Cart for the Nursing Department to be Funded by the Carl D. Perkins Grant
11. Resolution Authorizing Purchase of Impact Testing Machine to be Funded by the Carl D. Perkins Grant
12. Resolution Awarding Contract for Electrical Services and Installations on a Time and Material Basis

Introduced by: Bakari Lee
 Seconded by: Pamela Gardner
 9 Ayes.....0 Nays Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS 1-6

1. RESIGNATION

First Name	Last Name	Title	Effective Date
Jean	Leandre	Grant Project Director	March 30, 2021

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

2. APPOINTMENT OF STAFF

First Name	Last Name	Title	Effective Date	Annual Salary
Chrissto	Canales	Counselor, Advisement and Transfer	April 14, 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.2.

3. APPOINTMENT OF TEMPORARY FULL-TIME STAFF

First Name	Last Name	Title	Effective Date	Annual Salary
Anita	Belle	Grant Project Director (Grant-funded)	April 14, 2021 – November 30, 2021	\$80,000
Hamza	Saleem	Enrollment Support Assistant (Grant-funded)	April 14, 2021 – June 30, 2021	\$30,000

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

4. AUTHORIZATION OF PART-TIME STAFF THROUGH APRIL 2022, AS NEEDED

First Name	Last Name	Department	Title	Position ID	Supervisor
Koral	Booth	Advisement and Transfer/CASS	Office Assistant	OFFAST-200510	Sheila Dynan
Crystal	Newton	Advisement and Transfer/CASS	Office Assistant	OFFAST-200510	Sheila Dynan
Sirhan	Abdullah	Continuing Education and Workforce Development	PT Instructor	PTINST-603090	Catherina Mirasol
Ricardo	Camacho Jr.	Continuing Education and Workforce Development	PT Instructor	PTINST-603090	Catherina Mirasol
Ernest	Fiabu	Continuing Education and Workforce Development	PT Instructor	PTINST-603090	Catherina Mirasol
Hydah	Kilonzo	Continuing Education and Workforce Development	PT Instructor	PTINST-603090	Catherina Mirasol
Melissa	Molinero	Continuing Education and Workforce Development	PT Instructor	PTINST-603090	Catherina Mirasol
Jose A.	Montalvo	Continuing Education and Workforce Development	PT Instructor	PTINST-603090	Catherina Mirasol
Jihan Z.	Nakhla	Continuing Education and Workforce Development	PT Instructor	PTINST-603090	Catherina Mirasol
Abiodun O.	Oladeji	Continuing Education and Workforce Development	PT Instructor	PTINST-603090	Catherina Mirasol
Stephen	Palmer	Continuing Education and Workforce Development	PT Instructor	PTINST-603090	Catherina Mirasol

Janet	Ryan	Continuing Education and Workforce Development	PT Instructor	PTINST-603090	Catherina Mirasol
Angelo	Soto	Continuing Education and Workforce Development	PT Instructor	PTINST-603090	Catherina Mirasol
Thomas S.	Larson	Counseling and Wellness/CASS	PT Social Worker	PTSW-200510	Sheila Dynan
Alexander	Benitez	Customer Service	Office Assistant	OFFAST-253035	Gilda Darias-Hershberger
Marina	Laborde	Customer Service	Office Assistant	OFFAST-253035	Gilda Darias-Hershberger
Nandlall	Ramsarran	Customer Service	Office Assistant	OFFAST-253035	Gilda Darias-Hershberger
Jonnathan	Rodriguez	Customer Service	Office Assistant	OFFAST-253035	Gilda Darias-Hershberger
Marco	Scherillo	Customer Service	Office Assistant	OFFAST-253035	Gilda Darias-Hershberger
Jacinda	Velazquez	Facilities/ Operations	Office Assistant	OFFAST-601505	Ilya Ashmyan
Vansh	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Durgesh	Wani	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Stanley	Parrales	Nursing and Health Sciences	Skills Lab Tutor	TUTOR-101017	Carol Fasano

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

5. APPOINTMENT OF NEW HIRE ADJUNCT INSTRUCTORS

First Name	Last Name	Department
Brett	Burroughs	Business, Culinary Arts, and Hospitality Management
Wai	Chu	Business, Culinary Arts, and Hospitality Management
Srinivas	Dhani	Business, Culinary Arts, and Hospitality Management
Stephane	Motir	Business, Culinary Arts, and Hospitality Management
Michelle	Whitmore	Business, Culinary Arts, and Hospitality Management
Jayne	Murphy	Humanities and Social Sciences
Stella	Okah	Nursing and Health Sciences

RECOMMENDATION: *The President, Administration, Personnel, and Academic and Student Affairs Committees recommend that the Board of Trustees approve New Hire Adjunct Instructors listed above as Personnel Recommendation Item No. 5.*

6. 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, Personnel, and Academic and Student Affairs Committees recommend implementation of the Advisement and Transfer Services Policy; Educational Opportunity Fund Policy; Financial Aid Policy; Mental Health Counseling and Wellness Policy; Records Policy; and Student Support Services Policy; and,*

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the attached Advisement and Transfer Services Policy; Educational Opportunity Fund Policy; Financial Aid Policy; Mental Health, Counseling and Wellness Policy; Records Policy; and Student Support Services 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.

CENTER FOR ACADEMIC AND STUDENT SUCCESS (CASS)

POLICY ON ADVISEMENT AND TRANSFER SERVICES

Purpose

The purpose of this Advisement and Transfer Services Policy is to provide prospective, new, continuing, and former Hudson County Community College ("College") students with timely and appropriate guidance related to academic advisement, transfer opportunities, and career exploration.

Policy

The College and its Board of Trustees ("Board") are committed to promoting student success through advisement and transfer services that support students in reaching their academic, transfer, and career goals. The Office of Advisement and Transfer Services informs, supports, and guides students to identify their individual academic needs, aspirations, and ultimate transfer plans. These services are available to assist students as they clarify, recognize, and realize their academic and career goals.

The Board delegates to the President the responsibility to develop procedures and guidelines for the implementation of this policy. The Center for Academic and Student Success is responsible for implementing the procedures and guidelines developed for this policy.

Approved:

Approved by:

Category: Center for Academic and Student Success

Subcategory: Advisement and Transfer Services

Scheduled for Review: April 2023

Responsible Department: Center for Academic and Student Success

STUDENT AFFAIRS

POLICY ON EDUCATIONAL OPPORTUNITY FUND (EOF)

Purpose

The purpose of this Educational Opportunity Fund (EOF) Policy is to provide services and support to Hudson County Community College (“College”) students who participate in the Educational Opportunity Fund (EOF) program.

Policy

The College and its Board of Trustees (“Board”) are committed to promoting student success through the EOF program. This program provides support for students who come from financial, educational, and socio-economic backgrounds that are under-represented in higher education. EOF supports students by providing academic, financial, cultural, and social support to those students who exhibit the need and desire for such services.

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

Approved:

Approved by:

Category: Student Affairs

Subcategory: Educational Opportunity Fund

Scheduled for Review: April 2023

Responsible Department: Student Affairs

FINANCIAL AID OFFICE

POLICY ON FINANCIAL AID AWARDING

Purpose

The purpose of this Financial Aid policy is to assist eligible students with the delivery of financial aid at Hudson County Community College (“College”) and to administer financial aid programs in accordance with the College’s mission, and federal and state regulations.

Policy

The College and its Board of Trustees (“Board”) are committed to helping eligible students and their families meet educational costs through various forms of financial assistance. The College will provide eligible students with information regarding available resources to help students with their educational expenses. The College shall also develop and implement general procedures in order to take a systematic and consistent approach in operating financial assistance programs.

The College maintains a comprehensive financial aid program for students who can demonstrate need and disburses available monies to students experiencing significant financial constraints. The Financial Aid Office awards funds from federal and state sources through

grants, scholarships, loans, and employment. Federal and state guidelines determine students' eligibility and requirements. The College and the Financial Aid Office will continue to promote financial assistance opportunities to students who, without aid, would be unable to attend school.

The Board delegates to the President the responsibility to develop procedures and guidelines for implementing this policy. The Financial Aid Office shall be responsible for implementing the procedures and guidelines developed for this policy.

Approved:

Approved by:

Category: Financial Aid

Subcategory: Financial Aid Awarding

Scheduled for Review: April 2023

Responsible Department: Financial Aid Office

CENTER FOR ACADEMIC AND STUDENT SUCCESS (CASS)

POLICY ON MENTAL HEALTH COUNSELING AND WELLNESS

Purpose

The purpose of this Mental Health Counseling and Wellness Policy is to provide Hudson County Community College ("College") students with access to Mental Health Counseling and Wellness resources and support in a stigma-free environment.

Policy

The College and its Board of Trustees ("Board") are committed to eliminating barriers to student academic success. They empower the Office of Mental Health Counseling and Wellness to foster students' psychological health and well-being in order to further their academic, personal, and professional goals.

The Board delegates to the President the responsibility to develop procedures and guidelines for the implementation of this policy. The Center for Academic and Student Success shall be responsible for implementing the procedures and guidelines developed for this policy.

Approved:

Approved by:

Category: Center for Academic and Student Success

Subcategory: Mental Health Counseling and Wellness

Scheduled for Review: April 2023

Responsible Department: Center for Academic and Student Success

REGISTRAR'S OFFICE

POLICY ON RECORDS

Purpose

The purpose of this Records Policy is to ensure that Hudson County Community College ("College") maintains academic records for all students and meets all student data privacy requirements.

Policy

The College and its Board of Trustees ("Board") are committed to supporting the College's mission by ensuring the integrity, accuracy, confidentiality, and security of student and institutional records.

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

Approved:

Approved by:

Category: Office of the Registrar

Subcategory: Records

Scheduled for Review: April 2023

Responsible Department: Office of the Registrar

STUDENT AFFAIRS

POLICY ON STUDENT SUPPORT SERVICES

Purpose

The purpose of this Student Support Services Policy is to provide inclusive and holistic services to Hudson County Community College (“College”) students to support their personal, social, and academic success.

Policy

The College and its Board of Trustees (“Board”) are committed to providing all students with support services that are accessible, barrier-free, student-focused, and that complement classroom learning and enhance the college experience.

The College and its Board of Trustees promote student success by providing student services through the following Student Affairs Offices: Advisement and Transfer Services, College CARE Team, Career Services, Early College Program, Educational Opportunity Fund (EOF), Enrollment Services, Financial Aid, First Year Experience, Hudson Helps Resource Center, Mental Health Counseling and Wellness, Registration, Student Life and Leadership, and others.

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

Approved:

Approved by:

Category: Student Affairs

Subcategory: Student Support Services

Scheduled for Review: April 2023

Responsible Department: Student Affairs

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 1-6.**

1) Resignation; 2) Appointment of Staff; 3) Appointment of Temporary Full-Time Staff Through November 30, 2021; 4) Authorization of Part-Time Staff Through April 2022, as Needed; 5) Appointment of New Hire Adjunct Instructors; and 6) Resolution to Approve Student Affairs Policies.

Introduced by: Karen Fahrenholz

Seconded by: Harold Stahl

9 Ayes.....0 Nays

Resolution Adopted

IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS 1-15

1. *Resolution to Approve a Proficiency Certificate in ESL (15 credits) [CIP Code: 16.1701]*

2. *Resolution Authorizing Agreement Between Hudson County Community College and ZT Systems*
3. *Resolution Authorizing Agreement Between Hudson County Community College and Alaris Health at Hamilton Park*
4. *Resolution Authorizing Affiliation Agreement Between Hudson County Community College and Alaris Health at Hamilton Park*
5. *Resolution Authorizing Affiliation Agreement Between Hudson County Community College and PROMPT MD*
6. *Resolution Authorizing the Renewal of the Affiliation Agreement Between Hudson County Community College and Newport Swim and Fitness*
7. *Resolution to Authorize Renewal of Affiliation Agreement Between Hudson County Community College and Hudson Hospital Opco LLC d/b/a CarePoint Health – Christ Hospital*
8. *Resolution to Authorize Renewal of Affiliation Agreement Between Hudson County Community College and HUMCO Opco LLC d/b/a CarePoint Health – Hoboken University Medical Center*
9. *Resolution to Authorize Renewal of Affiliation Agreement Between Hudson County Community College and Hackensack Meridian Health – Mountainside Medical Center*
10. *Resolution to Authorize Renewal of Affiliation Agreement Between Hudson County Community College and Hackensack Meridian Health – Palisade Medical Center NJ LLC*
11. *Resolution to Authorize Renewal of Affiliation Agreement Between Hudson County Community College and Peace Care St. Ann's*
12. *Resolution to Authorize Renewal of Affiliation Agreement Between Hudson County Community College and RWJ Barnabas Health Beth Israel*
13. *Resolution to Authorize Renewal of Affiliation Agreement Between Hudson County Community College and University Hospital*
14. *Resolution Authorizing Renewal of Affiliation Agreement Between Hudson County Community College and RWJ Barnabas for Clinical Experiences for the Paramedic Science Program*
15. *Resolution Recognizing April 2021 as Hudson County Community College Month*

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

X. NEW BUSINESS – No New Business.

XI. ADJOURNMENT 5:37 P.M.

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

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 11, 2021**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Resolution Approving Engineering and Construction Administration Services for 119 Newkirk Street Building Roof Repairs

WHEREAS, Hudson County Community College (“College”) requires engineering and construction administration services for roof repairs at 119 Newkirk Street; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (15), professional consulting services are exempt from bidding; and,

WHEREAS, DiCara Rubino Architects submitted a proposal for the services at a cost not to exceed \$18,000; and,

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

WHEREAS, the Administration, Finance Committee, and Capital Projects Advisory Committee recommend approval of the proposal;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to DiCara Rubino Architects of Wayne, New Jersey, to provide engineering and construction administration services as described herein at a cost not to exceed \$18,000.

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 Authorizing Purchase of Plexiglass Shields to be Funded by Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Grant

WHEREAS, in response to COVID-19 and the resumption of in-person activities, Hudson County Community College (“College”) needs to purchase two-hundred fifty (250) plexiglass shields to be installed throughout the College; and,

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

WHEREAS, Action Services Group submitted a proposal for the plexiglass shields at a cost not to exceed \$54,850; and,

WHEREAS, the cost of these services will be funded from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) 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 Action Services Group of Aston, Pennsylvania, to provide plexiglass shields as described herein at a cost not to exceed \$54,850.

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 Approving Payment for Emergency Equipment Maintenance and Repairs

WHEREAS, Hudson County Community College (“College”) has an existing contract with Malachy Parts & Services to provide maintenance and repair services for cooking, refrigeration, and dishwashing equipment in the Culinary Arts Institute (“Services”); and,

WHEREAS, the original contract was for an amount not to exceed \$40,000 based upon the College’s estimated needs for the Services; and,

WHEREAS, due to unforeseen circumstances, the College required more Services than originally anticipated and needs to increase the contract to an amount not to exceed \$75,000; and,

WHEREAS, pursuant to N.J.S.A 18 A:64A-25.5 (a) (7), the College may, without public advertisement, purchase food supplies and services; and,

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

WHEREAS, the Administration and Finance Committee recommend increasing the contract amount;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize an increase in the contract amount with Malachy Parts & Services of Bayonne, New Jersey, to provide the Services as described herein in an amount not to exceed \$75,000.

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

4. Resolution Authorizing Purchase of Demo Dose SimCartRx to be Funded by the Carl D. Perkins Grant

WHEREAS, Hudson County Community (“College”) needs to purchase a Demo Dose SimCartRx unit to assist with hands-on instruction throughout the Nursing Program; and,

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

WHEREAS, Pocket Nurse submitted a proposal to supply the unit at a cost not to exceed \$22,069; and,

WHEREAS, the cost of these services will be funded from the Carl D. Perkins Grant; and,

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Pocket Nurse of Monaca, Pennsylvania, to provide a Demo Dose SimCartRx unit as described herein, at a cost not to exceed \$22,069.

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

5. Resolution Authorizing Purchase of Culinary Equipment to be Funded by the Carl D. Perkins Grant

WHEREAS, Hudson County Community (“College”) needs to purchase various culinary equipment and materials to assist with hands-on instruction throughout the Culinary Program; and,

WHEREAS, pursuant to N.J.S.A. 64A-25.5, (a) (7) the College may, without public advertisement for bids, purchase food supplies and services; and,

WHEREAS, MAP Restaurant Supplies submitted a proposal to supply the necessary equipment and materials at a cost not to exceed \$66,183; and,

WHEREAS, the cost of these services will be funded from the Carl D. Perkins Grant; and,

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to MAP Restaurant Supplies of Newark, New Jersey, to provide culinary equipment and materials as described herein, at a cost not to exceed \$66,183.

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 Purchase of Textbooks for the Early College Program to be Funded by the Carl D. Perkins Grant

WHEREAS, Hudson County Community (“College”) needs to purchase two-hundred thirty-five (235) textbooks to be used by students in the Early College Program; and,

WHEREAS, pursuant to N.J.S.A 18A:64A-25.5 (a) (21), this service is exempt from bidding as educational supplies, books, articles of clothing and other miscellaneous articles purchased by a county college bookstore, or by a service or management company under contract with a county college to operate a county college bookstore for resale to college students and employees; and,

WHEREAS, Follett Corporation submitted a proposal to supply the textbooks at a cost not to exceed \$37,440; and,

WHEREAS, the cost of these services will be funded from the Carl D. Perkins Grant; and,

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Follett Corporation of Jersey City, New Jersey, to provide the textbooks as described herein at a cost not to exceed \$37,440.

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 Purchase of STEM Laboratory Supplies and Accessories to be Funded by the Carl D. Perkins Grant

WHEREAS, Hudson County Community (“College”) needs to purchase supplies and accessories to assist with hands-on laboratory instruction throughout the STEM Programs; and,

WHEREAS, pursuant to N.J.S.A 18A:64A-25.3, this service is exempt from public bidding as the cost of the services is below the College’s bid threshold; and,

WHEREAS, Fisher Science Education submitted a proposal to supply the materials at a cost not to exceed \$13,346; and,

WHEREAS, the cost of these services will be funded from the Carl D. Perkins Grant; and,

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Fisher Science Education of Hanover Park, Illinois, to provide laboratory materials and accessories as described herein, at a cost not to exceed \$13,346.

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 Amending Flik Agreement

WHEREAS, Hudson County Community College (“College”) has an existing contract with Flik International, Inc. (“Flik”) for the management of the College’s Culinary Conference Center, Liberty Café, STEM Café, and Student Center Café; and,

WHEREAS, in response to COVID-19, the services provided by Flik have been curtailed and the parties agreed to reduce Flik’s management fee based upon the level of service provided; and,

WHEREAS, the parties have agreed to amend their agreement as follows: 1) to extend the contract term for the period of time in which Flik receives less than the full management fee under the agreement, and 2) to have Flik provide unattended vending machine services in the Liberty Café; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.28 (h), a contract for these services may be negotiated and awarded by the College by resolution at a public meeting of its Board of Trustees for a period of up to thirty (30) years; and,

WHEREAS, the contract amendment will not cause the contract term to exceed the maximum term permitted by law; and,

WHEREAS, the Administration and Finance Committee recommend the contract amendment;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the contract amendment with Flik extending the contract term for the amount of time Flik receives less than its full management fee, and to have Flik provide unattended vending machine services in the Liberty Café.

BE IT FURTHER RESOLVED by the Board of Trustees that this approval be subject to the execution of a contract amendment approved by the College’s Administration; and,

BE IT FURTHER RESOLVED by the Board of Trustees that the College President is authorized to execute the contract amendment on behalf of the College when ready; and,

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 Amending Agreement with Follett Higher Education Group, Inc. for Bookstore Operation

WHEREAS, Hudson County Community College (“College”) and Follett Higher Education Group, Inc., (“Follett”) are parties to an agreement whereby Follett operates the College’s bookstores; and,

WHEREAS, due to COVID-19, the bookstore located at the College’s North Hudson Campus has been closed; and,

WHEREAS, Follett has proposed to amend the agreement to allow for the opening of the North Hudson Campus Bookstore, which amendment will include the sale of digital course materials (due to remote learning) and a commission payable to the College, and to further alter the commission schedule under the agreement; and,

WHEREAS, the new commission schedule will be as follows:

8% of all Commissionable Sales up to \$3,500,000; plus,

9% of any part of Commissionable Sales over \$3,500,000, but less than \$4,000,000; plus,

10% of any part of Commissionable Sales over \$4,000,000; plus,

7% of all Commissionable Sales of digital course materials (exclusive of other sales); and,

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the amended agreement with Follett Higher Education Group, Inc. as described herein, and subject to approval of the final contract amendment by the College's Administration.

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 Amending Resolution #12 from November 24, 2020 Board of Trustees Meeting

WHEREAS, at its November 24, 2020 regular meeting, the Board of Trustees of Hudson County Community College awarded a contract to Heartland Merchant Services ("HMS") for electronic processing services to collect payment for tuition, fees and other payments ("Services"); and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.28, the permissible length of the contract for the Services is up to two (2) years; and,

WHEREAS, HMS's proposal to provide the services was for a two (2) year term; and,

WHEREAS, the November 24, 2020 resolution inadvertently listed the term of the contract as one (1) year; and,

WHEREAS, the College wishes to amend its prior resolution to reflect that the term of the HMS contract is for two (2) years;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College amend the November 24, 2020 resolution awarding a contract for the Services to Heartland Merchant Services of Jeffersonville, Indiana, so that the term of the contract is for a period of two (2) years.

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 Awarding Contract for Professional Architectural and Engineering Services

WHEREAS, Hudson County Community College ("College") requires the services of a professional architectural and engineering firm to establish a standardized building identity signage system; and,

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

WHEREAS, NK Architects submitted a proposal to provide these services at a total cost not to exceed \$16,800; and,

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

WHEREAS, the Administration and Capital Projects Advisory Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract for architectural and engineering services to NK Architects of New York, New York, as described herein at a cost not to exceed \$16,800.

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 Engineering and Construction Administration Services for 119 Newkirk Street Building Roof Repairs; 2) Resolution Authorizing Purchase of Plexiglass Shields to be Funded by Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Grant; 3) Resolution Approving Payment for Emergency Equipment Maintenance and Repairs; 4) Resolution Authorizing Purchase of Demo Dose SimCartRx to be Funded by the Carl D. Perkins Grant; 5) Resolution Authorizing Purchase of Culinary Equipment to be Funded by the Carl D. Perkins Grant; 6) Resolution Authorizing Purchase of Textbooks for the Early College Program to be Funded by the Carl D. Perkins Grant; 7) Resolution Authorizing Purchase of STEM Laboratory Supplies and Accessories to be Funded by the Carl D. Perkins Grant; 8) Resolution Amending Flik Agreement; 9) Resolution Amending Agreement with Follett Higher Education Group, Inc. for Bookstore Operation; 10) Resolution Amending Resolution #12 from November 24, 2020 Board of Trustees Meeting; and 11) Resolution Awarding Contract for Professional Architectural and Engineering Services.

INTRODUCED BY: _____

SECONDED BY: _____

DATE: May 11, 2021

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

_____ Aye _____ Nay

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 11, 2021**

VIII. PERSONNEL RECOMMENDATIONS

1. RETIREMENTS

First Name	Last Name	Title	Effective Date
Philip	Cafasso	Professor	September 1, 2021
Nabil	Marshood	Professor	August 31, 2021
Denise	Phillips	Assistant Professor	July 1, 2021
Ellen	Renaud	Director of Library Instruction	July 1, 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. RESIGNATION

First Name	Last Name	Title	Effective Date
Cellestine	Mabeya	Admissions Advisor	April 27, 2021

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

3. APPOINTMENT OF STAFF

First Name	Last Name	Title	Effective Date	Annual Salary
Zakia	Hmamou	Instructional Designer	June 1, 2021	\$78,000.00
Samantha	Moran	Financial Aid Specialist	April 14, 2021	\$42,000.00
Yeurys	Pujols	Vice President for Diversity, Equity and Inclusion	July 1, 2021	\$150,000.00

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. PROMOTION OF FULL-TIME FACULTY

REPORTS/BACKGROUND

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

The following faculty are recommended for Promotion effective August 16, 2021 for the Academic Year 2021-22.

First Name	Last Name	From	To	Discipline	Increase Added to Base Salary (Per Contract)
Joseph	Caniglia	Associate Professor	Professor	English and ESL	\$3,500
Patrick	Moore	Associate Professor	Professor	Psychology	\$3,500

RECOMMENDATION: The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Promotions of Full-Time Faculty above as Personnel Recommendation Item No. 4.

5. AUTHORIZATION OF PART-TIME STAFF THROUGH MAY 2022, AS NEEDED

First Name	Last Name	Department	Title	Position ID	Supervisor
Kasandra	Beltran	Business, Culinary Arts, Hospitality Management	Receiving Clerk	RECLERK-101030	Ara Karakashian
LaTyra	Danner	Business, Culinary Arts, Hospitality Management	Office Assistant	OFFFAST-101030	Ara Karakashian
Mhonerra	Mauleon	Business, Culinary Arts, Hospitality Management	Receiving Clerk	RECLERK-101030	Ara Karakashian
Samir	Nour	Business, Culinary Arts, Hospitality Management	Office Assistant	OFFFAST-101030	Ara Karakashian
Anuchit	Pukdeedamrongrit	Business, Culinary Arts, Hospitality Management	Receiving Clerk	RECLERK-101030	Ara Karakashian
Olga	Tablada	Business, Culinary Arts, Hospitality Management	Receiving Clerk	RECLERK-101030	Ara Karakashian
Anya	Tavares-Malave	Business, Culinary Arts, Hospitality Management	Receiving Clerk	RECLERK-101030	Ara Karakashian
Manira	Traore	Business, Culinary Arts, Hospitality Management	Office Assistant	OFFFAST-101030	Ara Karakashian
Anita	Belle	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol
Marcelo	Cazar	Continuing Education and Workforce Development	Customer Service Assistant	CATAST-102010	Chastity Farrell
Anthony	Clark	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Chastity	Farrell	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol
Mandanna G.	Naleyanda	Continuing Education and Workforce Development	PT Instructor	PTINST-605020	Catherina Mirasol
Joseph	Cummings	English and ESL	Ad-Hoc Scorer	SCORER-101040	Jenny Bobea
Shirly	Parra	Facilities/ Operations	Office Assistant	OFFFAST-601505	Ilya Ashmyan
Juan	Peralta	Financial Aid	Office Assistant	OFFFAST-200520	Sylvia Mendoza
Jihan	Nakhla	Grants	Academic Coach	GRATUT-601021	Pamela Bandyopadhyay

Rodrigo	Romea	Grants	Academic Coach	GRATUT-601021	Pamela Bandyopadhyay
Sowmyasri	Tallapalli	Information Technology Services	Instructional Lab Assistant	253025	Diana Perez
Glenda	Cagandahan	Nursing and Health Sciences	Skills Lab Tutor	101017	Carol Fasano
Cheryl	De Dios	Nursing and Health Sciences	Skills Lab Tutor	101017	Carol Fasano
Rodrigo	Gordon	Nursing and Health Sciences	Skills Lab Tutor	101017	Carol Fasano
Stella	Wangai	Nursing and Health Sciences	Skills Lab Tutor	101017	Carol Fasano
Melanie	Sagun	Student Life and Leadership	Information Desk Assistant	701000	Veronica Gerosimo

RECOMMENDATION: The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Authorization of Part-Time Staff listed above, as needed, as Personnel Recommendation Item No. 5.

6. APPOINTMENT OF NEW HIRE ADJUNCT INSTRUCTORS

First Name	Last Name	Department
Anita	O'Malley	Business, Culinary Arts, Hospitality Management
Elizabeth	Perez	Business, Culinary Arts, 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. 6.

7. MODIFICATION TO STAFFING TABLE

Current Approved Title	New Title/ Deleted Title (if applicable)	Incumbent (If applicable)	Salary Adjustment (If applicable)	Effective Date
Associate Director, Continuing Education and Workforce Development	Director, Continuing Education and Workforce Development	Chastity Farrell	From: \$62,400 To: \$75,000	May 12, 2021

RECOMMENDATION: The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Modifications of the Staffing Table listed above as Personnel Recommendation Item No 7.

8. Resolution to Approve Policy on Accommodations

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

WHEREAS, the President, Administration, Personnel, and Academic and Student Affairs Committees recommend implementation of the Policy on Accommodations; and,

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the attached Policy on Accommodations.

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 1-8.**

1) Retirements; 2) Resignation; 3) Appointment of Staff; 4) Promotion of Full-Time Faculty; 5) Authorization of Part-Time Staff Through May 2022, As Needed; 6) Appointment of New Hire Adjunct Instructors; 7) Modification to Staffing Table; and 8) Resolution to Approve Policy on Accommodations.

INTRODUCED BY: _____

SECONDED BY: _____

DATE: May 11, 2021

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

_____ Aye _____ Nay

*Attachment for Item VIII., Personnel Recommendation #8:
Resolution to Approve Policy on Accommodations.*

ACCESSIBILITY SERVICES/HUMAN RESOURCES

POLICY ON ACCOMMODATIONS

Purpose

The purpose of this Policy on Accommodations is to ensure that Hudson County Community College (“College”) provides equal access to employment and educational opportunities, programs, services, and facilities for individuals with disabilities or different learning and working abilities. These students and employees are essential members of the diverse culture on our campus. The College is committed to providing these individuals with an inclusive educational experience.

Policy

The College and its Board of Trustees (“Board”) prohibit discrimination on the basis of disability. The College is committed to providing equal access to employment and educational opportunities, programs, services and facilities for individuals with disabilities and different learning and working abilities in accordance with the Americans with Disabilities Act (ADA) of 1990 as amended in 2008; Section 504 of the Rehabilitation Act of 1973 (Section 504); the New Jersey Law Against Discrimination, which prohibits discrimination on the basis of disability; and other applicable rules and regulations as may be amended from time to time.

The College recognizes that some individuals, including individuals with disabilities as defined by the applicable laws, may need reasonable accommodations to participate in or benefit from its educational programs, services, and activities, and to have equal employment opportunities.

The College will provide reasonable and appropriate accommodations in accordance with the applicable laws to enable qualified employees, students, and visitors to participate fully in the campus community. Employees and students with disabilities who are seeking accommodations are responsible for notifying the appropriate individuals at the College of any accommodation requests and supplying all required supporting documentation.

The Board delegates to the President the responsibility to develop procedures and guidelines for the implementation of this policy. The Office of Human Resources, in consultation with the Office of Accessibility Services, will ensure compliance with this policy in all personnel matters. The Office of Accessibility Services will ensure compliance with this policy in all student matters.

Approved: May 2021

Approved by: Board of Trustees

Category: Human Resources, Accessibility Services

Subcategory: Accommodations

Scheduled for review: May 2024

Responsible Departments: Human Resources, Accessibility Services

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 11, 2021**

IX. ACADEMIC AND STUDENT AFFAIRS

1. Resolution Authorizing Renewal of Dual Admissions Agreement Between Hudson County Community College and New Jersey City University to Offer an A.S. in Nursing to B.S. in Nursing Degree Pathway

WHEREAS, Hudson County Community College (“College”) seeks to optimize community engagement through the development of seamless academic pathways with K-20 partners and in support of the College’s mission to provide high-quality educational opportunities that promote student success; and,

WHEREAS, the College offers an Associate of Science in Nursing degree program as part of its core inventory of health sciences programs; and,

WHEREAS, one goal of the Associate of Science in Nursing degree program is the successful transfer of its students to a four-year university to pursue a Bachelor of Science in Nursing (“B.S.N.”) degree; and,

WHEREAS, New Jersey City University (“NJCU”) offers a B.S.N. degree program through its College of Professional Studies; and,

WHEREAS, the College desires to renew its Dual Admissions Agreement (“Agreement”) with NJCU whereby students who earn an Associate of Science in Nursing degree at the College will be able to transfer seamlessly into the B.S.N. degree program at NJCU, retroactive to March 1, 2021; and,

WHEREAS, this Agreement will remain in effect through April 30, 2024 unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

WHEREAS, the Administration, and the Academic and Student Affairs Committee, recommend the approval of this Agreement;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the renewal of the Dual Admissions Agreement between Hudson County Community College and New Jersey City University, retroactive to March 1, 2021.

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

2. Resolution Authorizing Renewal of Articulation Agreement Between Hudson County Community College and New Jersey City University to Offer an A.S. in Nursing to B.S. in Nursing Degree Pathway

WHEREAS, Hudson County Community College (“College”) seeks to optimize community engagement through the development of seamless academic pathways with K-20 partners and in support of the College’s mission to provide high-quality educational opportunities that promote student success; and,

WHEREAS, the College offers an Associate of Science in Nursing degree program as part of its core inventory of health sciences programs; and,

WHEREAS, one goal of the Associate of Science in Nursing degree program is the successful transfer of its students to a four-year university to pursue a Bachelor of Science in Nursing (“B.S.N.”) degree; and,

WHEREAS, New Jersey City University (“NJCU”) offers a B.S.N. degree program through its College of Professional Studies; and,

WHEREAS, the College desires to renew its Articulation Agreement (“Agreement”) with NJCU whereby students who earn an Associate of Science in Nursing degree at the College, and who are either not eligible for, or not participating in, the Dual Admissions Agreement will be able to transfer seamlessly into the Bachelor of Science in Nursing degree program at NJCU, retroactive to March 1, 2021; and,

WHEREAS, this Agreement will remain in effect through April 30, 2024 unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

WHEREAS, the Administration, and the Academic and Student Affairs Committee, recommend the approval of this Agreement;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the renewal of the Articulation Agreement between Hudson County Community College and New Jersey City University, retroactive to March 1, 2021.

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

3. Resolution Authorizing Agreement Between Hudson County Community College and New Jersey Institute of Technology to Offer Business and Finance Degree Pathways

WHEREAS, Hudson County Community College (“College”) seeks to optimize community engagement through the development of seamless academic pathways with K-20 partners and in support of the College’s mission to provide high-quality educational opportunities that promote student success; and,

WHEREAS, the College offers an Associate of Science in Business Administration degree program as part of its inventory of programs; and,

WHEREAS, a central goal of the Associate of Science in Business Administration degree program is the successful transfer of its students to a four-year university; and,

WHEREAS, New Jersey Institute of Technology (“NJIT”) offers Bachelor of Science degree programs in Business, Business Online Accelerated Entrepreneurship, and Financial Technology (“Programs”) through its Martin Tuchman School of Management; and,

WHEREAS, the College desires to enter into an Agreement (“Agreement”) with NJIT whereby students who earn an Associate of Science in Business Administration degree at the College will be able to transfer seamlessly into one of the Programs at NJIT, effective upon full execution of the Agreement; and,

WHEREAS, this Agreement will be reviewed by both parties every five (5) years unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

WHEREAS, the Administration, and the Academic and Student Affairs Committee, recommend the approval of this Agreement;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the Agreement between Hudson County Community College and New Jersey Institute of Technology, effective upon full execution of the Agreement.

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 Agreement Between Hudson County Community College and Jersey City Board of Education for the Delivery of Credit Instruction and Non-Credit Development of Curricula

WHEREAS, Hudson County Community College (“College”) desires to enter into an Agreement (“Agreement”) with the Jersey City Board of Education (“JCBOE”) for the delivery of credit instruction and non-credit development of curricula; and,

WHEREAS, the College agrees to provide dual credit instruction in selected college courses and to provide an opportunity for the procurement of a certificate in Marketing and other subject areas with curricula developed by the College (“Programs”) for up to 100 high school students enrolled in the Jersey City Public Schools; and,

WHEREAS, the term of the Agreement is June 1, 2021 through June 30, 2022; and,

WHEREAS, JCBOE will be billed for tuition costs directly by HCCC for the students participating in these programs and for costs pursuant to curriculum development for the certificate in Marketing and other subject areas; and,

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the Agreement between Hudson County Community College and Jersey City Board of Education of Jersey City, New Jersey, effective June 1, 2021.

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, the Administration, and the Academic and Student Affairs Committee as outlined above in **Item IX. Academic and Student Affairs Recommendations 1-4:**

- 1) Resolution Authorizing Renewal of Dual Admissions Agreement Between Hudson County Community College and New Jersey City University to Offer an A.S. in Nursing to B.S. in Nursing Degree Pathway; 2) Resolution Authorizing Renewal of Articulation Agreement Between Hudson County Community College and New Jersey City University to Offer an A.S. in Nursing to B.S. in Nursing Degree Pathway; 3) Resolution Authorizing Agreement Between Hudson County Community College and New Jersey Institute of Technology to Offer Business and Finance Degree Pathways; and, 4) Resolution Authorizing Agreement Between Hudson County Community College and Jersey City Board of Education for the Delivery of Credit Instruction and Non-Credit Development of Curricula.

INTRODUCED BY: _____

SECONDED BY: _____

DATE: May 11, 2021

Doria, Joseph _____
 Fahrenholz, Karen _____
 Galvin, Adamarys _____
 Gardner, Pamela _____
 Kenny, Roberta _____
 Lee, Bakari _____

Peña, Jeanette
Rodriguez, Silvia
Stahl, Harold
Netchert, William, Chair

_____ Aye

_____ Nay

Attachments for Item IX: Academic and Student Affairs Recommendations 1-4

Attachment I
Item IX. Academic and Student Affairs
Resolution 1

Dual Admissions Program Agreement

Hudson County Community College

&

New Jersey City University

EFFECTIVE DATE: March 1, 2021

This Dual Admissions Program Agreement (“Agreement”) is entered into on this ___ day of ____, 2021 between Hudson County Community College (“HCCC”) and New Jersey City University (“NJCU”) (collectively, HCCC and NJCU are referred to as the “Parties”, and individually as a “Party”).

The Parties agree as follows:

I. Purpose and Goals

This program is designed to offer students a unique opportunity to complete a Bachelor of Science degree “seamlessly” at two institutions of higher learning. Under this agreement students will enter a sequential degree program wherein a Bachelor of Science in Nursing (B.S.N.) degree at NJCU is predicated upon conferral of an Associate of Science (A.S.) degree in Nursing at HCCC. Additionally, students must possess a current Registered Nurse (RN) license, by the time the student enters the NJCU Nursing clinical course NURS 440 Leadership and Management in Nursing or NURS 475 Population Healthcare in Nursing. Students who participate in this program will be initially identified by recruitment events at Hudson County Community College and will provide notification to NJCU when the student completes the Dual Admit Application, prior to the completion of the designated A.S. degree program. HCCC will monitor the academic progress of students covered by this Dual Admissions Program Agreement. Students who subsequently complete their A.S. degree program and fulfill all criteria of this Dual Admissions Program Agreement will enter NJCU as fully matriculated students with junior-year standing.

II. Benefits/Advantages of the Dual Admit Program

- Creation of a four-year plan for completing the Bachelor of Science in Nursing (B.S.N.) degree.
- Provision of early planning with HCCC and NJCU counselors to ensure a smooth transfer.
- The NJCU RN to BSN Coordinator will advise the HCCC student of any BSN the two pre-requisites (Statistics and Sociology of Family) that can be completed while at HCCC.
- Prospective students will be offered admissions and financial aid advising through scheduled visits to the HCCC campus.
- Ability to earn associate and bachelor’s degrees while maximizing transferability of credits.
- A guarantee that students who meet the stated criteria as outlined in Section III Requirements for Admission to NJCU and the NJCU RN to BSN program under the Dual Admissions Program Agreement will have a reserved place in the RN to BSN program at NJCU.
- Graduation requirements at NJCU will not change if the student meets the criteria outlined under Section V Time Limit.
- Access to NJCU financial aid counselors to facilitate early financial planning and estimates of financial aid and scholarships.

- An opportunity for students to meet with college administrators and faculty members at special events.
- A welcome to NJCU with notification of a student's acceptance into the Dual Admissions Program.
- An orientation program will be offered by NJCU's Monmouth County location to acquaint students with the program, its faculty, and staff.

III. Requirements for Admission to NJCU and the NJCU RN to BSN program under the Dual Admissions Program Agreement

Admission to NJCU is contingent upon a student's:

- Completion and submission of the Dual Admissions Program Application at time of acceptance to the HCCC Nursing Program or any time prior to his/her last semester at HCCC.
- Meeting the general admission criteria of NJCU.
- Completion of your Associate Degree program.
- A final cumulative grade point average of 2.0 or higher.
- Submission of official transcripts from all previously attended colleges.

Acceptance to NJCU's RN to BSN program is contingent upon a student's:

Prior to entering the NJCU RN to BSN clinical courses, NURS 440 Nursing Leadership and Management in Nursing and NURS 475 Population Health in Nursing, the student needs to complete the following:

- Presentation of documentation to Castle Branch:
 1. A current license as an RN in the State of New Jersey.
 2. Up-to-date medical and immunization records.
 3. Proof of personal malpractice insurance.
 4. Up-to-date CPR Certification (American Heart Association Healthcare Provider course).
 5. Up-to-date Health Insurance.
- Complete a current background check through Adam Safeguard

Student's may be provisionally admitted to the RN to BSN program provided they can show proof of eligibility to sit for the National Council Licensure Examination (NCLEX). The Student's records will indicate nursing as the "Intended Major" until such time as the student shows proof of successful completion of the NCLEX.

IV. The Dual Admissions Program Application Process and Procedures

1. The Department of Undergraduate Admissions (NJCU) will mail HCCC Dual Admissions Program applicants a letter of welcome with notification of his/her acceptance into the Dual Admissions Program upon receipt of the Dual Admissions Program Application. NJCU will waive the application fee. The notification letter

will outline the parameters and guarantees of the program and include instructions the student must follow to maintain eligibility in the program.

2. HCCC will maintain records of students enrolled in the program and will provide, free of charge, NJCU with copies (preferably electronic) of student transcripts on or about February 1st in the year of the student's graduation (October 1st for those students intending to enroll in the spring semester). A final, official student transcript will also be obtained by NJCU's Undergraduate Admissions from HCCC upon graduation, on or about July 1st for those graduating in the spring semester (January 15th for those graduating in the Fall semester)
3. NJCU will provide HCCC with aggregate data on retention and graduation rates for students who transfer to NJCU under this Dual Admissions Program Agreement.
4. Representatives of NJCU will meet with students in the Dual Admissions Program at HCCC as needed. The purpose of these meetings will be to provide information about NJCU and its services, re-emphasize NJCU's application requirements, and answer student questions.
5. Dual Admissions Program students will be invited and encouraged to attend NJCU's early scheduling/advisement sessions for new students.

V. Time Limit

If more than four years elapses between the date of initial enrollment in a nursing course at HCCC and the date of matriculation at NJCU, the student must fulfill the degree requirements in place at the time of entrance to NJCU.

VI. Transferability of Credits

Dual Admissions Program students entering NJCU with an A.S. degree will receive credit for NJCU General Studies Requirements. NJCU will accept a maximum of 77 credits when the student enters the University with an A.S. degree.

Transfer of credits in excess of the 77 credits noted in the agreement will be evaluated on a case-by-case basis and only as these credits apply to the RN to BSN program at NJCU.

VII. Bachelor of Science in Nursing Curriculum Requirements

All students entering under this agreement are required to meet the following NJCU All University Requirements (AUR):

- ENGL 101 English Composition (HCCC ENGL 101)
- ENGL 102 English Composition II (HCCC ENGL 102)
- MATH 106 OR 112, College Level Algebra Course (HCCC MAT 100)

No course substitutions are accepted. Students may elect to complete a CLEP exam through the College Board. Transfer credit will be awarded provided the student achieves the minimum score.

HCCC course PSYC 260 Lifespan Development will fulfill NJCU course PSYC 150 Development Birth through Adolescent Psychology. NJCU Nursing requirement for PSYC 152 Development Adolescence to Adult will be waived.

The following general education courses (Nursing Prerequisites) required of the NJCU Nursing major may be taken at HCCC and accepted as transfer credit:

- SOCI 121 Sociology of Families (HCCC equivalent = SOC 201 Marriage and the Family 3 cr.)
- PSYC 230 Statistics for the Social Sciences (HCCC equivalent =MAT 114 Introduction to Probability and Statistics 3 cr.)

The following attachments provide a summary of coursework required of the curriculum. Attachment A, entitled, "RN to BSN Program - Summary of RN to BSN Program Courses," Attachment B, entitled, "RN to BSN Program - Course Descriptions,"

VIII. Institutional Responsibilities

HCCC and NJCU agree to promote the Dual Admissions Program in appropriate college publications and at recruitment and outreach activities.

A representative of the nursing faculty from NJCU will participate in the orientation and open house sessions at HCCC.

IX. Agreement Review

HCCC and NJCU will notify one another of curricular changes upon institutional approval. The term of this Agreement shall be from March 1, 2021 through April 30, 2024. Prior to the expiration of the agreement, the parties shall meet to review the terms of the Agreement for the purposes of entering into a new agreement.

This Agreement may be terminated by either party upon ninety (90) days' written notice to the other party.

This agreement represents the entire agreement between HCCC and NJCU 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.

X. General Provisions:

- a. Neither party shall have the right to assign this agreement without the prior written consent of the other party.

- b. This agreement constitutes the entire agreement of the parties with respect to the subject matter hereof. No modification hereof shall be binding upon any of the parties hereto unless made in writing and signed by the parties.
- c. The parties are not and shall not be considered partners and are not agreeing to a joint venture. The execution of this agreement does not, and shall not, constitute a partnership or a principal/agent relationship between the parties hereto.
- d. Each party represents to the other that the persons signing this agreement have the full authority to do so.
- e. The parties may execute this agreement in two counterparts, each of which shall have full legal force and effect.
- f. This agreement shall be interpreted and construed under the laws of the state of New Jersey, principles of conflicts of law notwithstanding.
- g. If any provision of this agreement shall be held invalid by a court of law for any reason, the remaining provisions shall remain in full force and effect.
- h. This agreement may not be waived, changed, modified, or altered, except by an instrument signed by both parties, unless otherwise provided for in this agreement.

The terms of this Agreement become effective on March 1, 2021

XI. Approvals

For Hudson County Community College

 Dr. Darryl Jones
 Vice President for Academic Affairs
 Hudson County Community College

Date: _____

 Catherine Sirangelo, RN, MA, CCRN
 Associate Dean of Nursing & Health Sciences

Date: _____

 Dr. Chris Reber, President
 Hudson County Community College

Date: _____

For New Jersey City University

Dr. Tamara Jhashi
Provost and Senior Vice President
New Jersey City University

Dr. Sue Henderson, President
New Jersey City University

Date: _____

Date: _____

ATTACHMENT A
NEW JERSEY CITY UNIVERSITY
HUDSON COUNTY COMMUNITY COLLEGE
Summary of RN to BSN Program Courses

Hudson County Community College

NJCU ACCEPTS 77 CREDITS (to include 6 Credits Pre-requisites taken at HCCC)

Course	Credits
CSS 100 - College Student Success	1
ENG 101 - College Composition I	3
ENG 102 - College Composition II	3
CSC 100 - Intro to Computers & Computing	3
MAT 100 - College Algebra OR MAT 114 Introduction to Probability and Statistics	3
BIO 111 - Anatomy and Physiology I	4
PSY 101 - Introduction to Psychology	3
HUM 101 - Cultures & Values Completes (1) course of the following: ANT-101, HUM-101, HUM-128, SOC-260	3
PSY 260 - Lifespan Development	3
ENG 112 - Speech	3
BIO 250 - Microbiology	4
BIO 211 - Anatomy and Physiology II	4
NSG 110 - Nursing I	6
NSG 120 - Nursing II	8
NSG 210 - Nursing III	9
NSG 220 - Nursing IV	9
NSG 240 - Nursing Leadership	2
Total HCCC Nursing credits	
	71 cr.
NJCU SOCI 121 Sociology of Family (HCCC Equivalent SOC 201 Sociology of Family 3 cr.)	
NJCU PSYC 230 Statistics for the Social Sciences (HCCC Equivalent MAT 114, Introduction to Probability and Statistics 3cr.)	
Total HCCC Credits	
	77 cr.

New Jersey City University

Course	Credits
NURS 301 – Nursing Informatics	3
NURS 310 – Contemporary Professional Practice for the Baccalaureate Nurse	3
NURS 351 - Health Assessment for the Professional Nurse	3
NURS 325 – Culture, Diversity, and the Nurse	3
NURS 425 - Quality and Safety	3
NURS 440 – Leadership and Management in Nursing	4
NURS 460 - Nursing Research and Evidenced Based Practice	3
NURS 475 – Population Health	5
NURS Electives The student must take at least (2) Nursing Electives	
	6
NJCU Free Electives determined on the total number of transfer credits	
	10 cr.
Total NJCU Nursing credits	
	43
TOTAL CREDITS EARNED FOR BSN	
	120

NEW JERSEY CITY UNIVERSITY
Nursing Department
RN to BSN Program - Course Descriptions

NURS 303 Nursing Informatics & Technology for Quality Patient Care (3credits)

This course introduces nursing informatics. Basic computer literacy is required. Applications to nursing through identification, retrieval, processing, evaluation, and management of health information systems are explored. Emphasis is placed on experiential learning of selected technologies. The impact of information systems on quality, safety, ethics, and evidence-based practice is examined.

NURS 310 Contemporary Nursing for the Baccalaureate Nurse (3credits)

This course addresses professional communication models, inter-professional collaboration practices, and professional engagement to foster growth and development in nursing theory and practice to advance knowledge and skills. Current and emerging roles of the nurse in contemporary complex healthcare environments will be emphasized.

NURS 325 Culture and Diversity in Nursing Practice (3credits)

This course addresses expressions of health, illness, caring, and healing from trans-cultural focused perspectives. Culturally congruent nursing care practices encompassing individuals, families, groups, and communities are investigated and developed through Transcultural nursing theory, communication principles and ethics of social justice. A self-assessment approach is utilized to examine culture and diversity.

NURS 351 Health Assessment for the Professional Nurse (3credits)

This course focuses on the professional nurse's development of health assessment skills and health promotion techniques across the lifespan. Emphasis is placed on genetic considerations and a culturally sensitive approach to the individual as a whole, both in wellness and in illness. Laboratory practice is integrated throughout the course.

NURS 425 Quality and Safety in Nursing (3credits)

This course explores the knowledge, attitudes, and skills essential to promote safe and quality patient centered care through the QSEN competencies, evidenced based practice, teamwork and collaboration in the practice environment. The course will examine the driving forces needed to transform safe and quality organizations.

NURS 440 Nursing Leadership and Management (4credits)

This course focuses on the professional nurse's role in applying the principles of leadership and management of healthcare organizations across the continuum of care. The course emphasizes the role of, and factors affecting the professional nurse in efficient patient care management as well as barriers to practice, regulatory, legislative and political processes in complex healthcare settings.

NURS 460 Nursing Research & Evidence Based Practice (3credits)

This course explores research methodologies as applied to the nursing discipline. The course will include analysis of selected nursing research studies, identification of researchable problems in nursing practice and evidence-based practice. At the end of this course the student is expected to be an informed nursing research consumer.

NURS 475 Population-Based Healthcare in Nursing (5credits)

This course focuses on assessment and interventions to protect, promote, and provide high quality nursing care of vulnerable populations across the lifespan. Emphasis is placed on evidence-based strategies to reduce healthcare disparities, promote social justice, and optimize the health of local, national, and global communities.

The following courses are approved Nursing Electives:

NURS 301 Pathophysiology (3credits)

This course is designed to introduce the student to pathophysiologic concepts related to altered biological processes affecting individuals across the lifespan and is built on the general principles of health maintenance. A global approach to disease will be emphasized. The course builds on principles from anatomy, physiology, and microbiology.

NURS 320 Integrative Health: Complementary and Alternative Healing in Nursing Practice (3credits)

This course provides an overview of the paradigm of integrative health with a focus upon complementary practices and alternative models of healing. Evidence-based practice support for use is explored across the life span, with an emphasis in adult populations. Nursing role implications are addressed.

NURS 326 Women's Health Disparities (3 credits) This course focuses upon the health issues in women across the lifespan. Health is viewed from the holistic paradigm of biological, physiological, and psychological perspectives, with an integration of cultural implications. Evidence-based literature and implications for nursing practice will be addressed, with emphasis on interdisciplinary health promotional interventions.

NURS 375 Perspectives in Global Health: Healthcare Implications (3credits)

This course presents contemporary issues in global health and implications for nursing practice in the global community. Global health is explored through the societal infrastructures of geography, culture, economics, politics, and health delivery systems. Foundational concepts of disease burden and demographics, health ethics, chronicity, populations, and environmental health are applied.

NURS 376 Healers, Heretics, and Heroines: A History of Nursing Practice (3cr)

This course chronicles the history of the nursing profession through the interpretative lens of historiography and biography. Various social constructs relevant to nursing: class, gender, social justice, race, politics, economics, education, religion, and global conflict are explored through narrative inquiry, literature and the cultural artifacts of film and writing.

LANG 130 Spanish for Health Professionals (3cr)

This course is intended primarily for students planning to enter the health care professions and whose objective is a working knowledge of Spanish. Development of oral skills is fostered through classroom recreations of real-life scenarios. Cultural dimensions are also discussed. Prerequisite: One semester of LANG 103 or 104 Elementary Spanish, or departmental approval.

The following courses are Nursing Pre-Requisites (NJCU Course Descriptions):

MATH 112 – Intermediate Algebra (3credits)

(HCCC Equivalent MAT 100 College Algebra (3cr.))

This course contains many topics usually taught in a second-year algebra course including functions and relations. It is an advanced review of algebra designed for students who desire sufficient knowledge for Precalculus and Calculus. It is a useful aid for increasing one's ability to solve problems in business, nursing, education, and science.

Pre-Requisite(s): MATH 098 Algebra for College or its equivalent in High School

PSYC 230 - Statistics in the Social Sciences (3credits)

(HCCC Equivalent – MAT 114 Introduction to Probability and Statistics (3cr.))

This course offers students an introduction to the quantitative methods necessary to conduct elementary scientific research. Both descriptive and inferential statistics are covered including measures of central tendency, t-test, correlation, and non-parametric methods.

SOCI 121 - Sociology of Families (3credits)

(HCCC Equivalent – SOC 201 Marriage and the Family (3cr.))

Dating, living-together arrangements, mate selection, husband-wife relations, and divorce are topics that receive major attention in this course. Discussion topics include alternatives to marriage and the family of the future.

Attachment II
Item IX. Academic and Student Affairs
Resolution 2

NURSING ARTICULATION AGREEMENT

HUDSON COUNTY COMMUNITY COLLEGE

NEW JERSEY CITY UNIVERSITY

EFFECTIVE DATE: March 1, 2021

NURSING ARTICULATION AGREEMENT

HUDSON COUNTY COMMUNITY COLLEGE NEW JERSEY CITY UNIVERSITY

This Articulation Agreement (“Agreement”) is entered into as of the ____ day of _____, 2021, between Hudson County Community College (“HCCC”) and the New Jersey City University (“NJCU”) (collectively, HCCC and NJCU are referred to as the “Parties” and individually as a “Party”). The Parties agree as follows:

I. Purpose and Goals

The purpose of this agreement is to outline the terms and conditions of the articulation agreement between HCCC’s Associate of Science (A.S.) degree in Nursing and the Bachelor of Science in Nursing (B.S.N.) degree at NJCU. Through this Agreement, HCCC graduates have an opportunity to complete a bachelor of science degree "seamlessly" at two institutions of higher learning. Under this agreement graduates will enter a sequential degree program wherein a Bachelor of Science in Nursing (B.S.N.) degree at New Jersey City University is predicated upon conferral of an Associate of Science degree in Nursing at Hudson County Community College. Students who have completed their A.S. degree program and fulfill all criteria of this Articulation Agreement will enter NJCU as fully matriculated students with junior year standing.

II. Benefits / Advantages of the Articulation Agreement

- ◆ Creation of a four-year plan for completing the Bachelor of Science in Nursing degree.
- ◆ Ability to earn both associate's and bachelor's degrees while maximizing transferability of credits.
- ◆ A guarantee that HCCC graduates who meet the stated criteria as outlined in section III will have a reserved place in the RN to BSN program at NJCU; and
- ◆ Access to NJCU financial aid counselors to facilitate financial planning and estimates of financial aid and scholarships through scheduled visits to HCCC.

III. Requirements for Admission to NJCU and the NJCU RN to BSN Program Under the Articulation Agreement

Admission to NJCU is contingent upon a student’s:

- ◆ Successful completion of the HCCC Nursing program.
- ◆ Attainment of a grade point average of 2.0 or higher at HCCC.
- ◆ Completion of an NJCU Dual Admit OR undergraduate admissions transfer application. (Section IV outlines the two procedures in which the student may apply to NJCU dependent on the level of completion of the HCCC Nursing Program).
- ◆ Submission of official transcript from HCCC and all previously attended nursing programs for those students not completing a Dual Admit form.

- ◆ Submission of official transcripts of all previous college work at each institution attended; and
- ◆ Meeting the general admission criteria of NJCU.

*Acceptance to NJCU's RN to BSN program is contingent upon a student's:

- ◆ Possessing a current RN license in the State of New Jersey and,

*Students may be provisionally admitted to the NJCU RN to BSN program provided they can show proof of eligibility to sit for the National Council Licensure Examination (NCLEX). The Student's records will indicate nursing as the "Intended Major" until such time as the student shows proof of successful completion of the NCLEX. Should the student not pass the NCLEX prior to the first clinical course, the student will not be able to continue in the RN to BSN program. However, the student may be reinstated when he / she passes the NCLEX.

IV. Articulation Agreement Process and Procedures

- ◆ **Dual Admission Application:** HCCC students are encouraged to complete a Dual Admission application to NJCU if they are NOT in their last semester of Nursing. The Dual Admission form may be completed by nursing students at any time in their HCCC curriculum if they are in good academic standing. If the student completes a Dual Admission form, NJCU Admissions will obtain the student's final HCCC transcript with the degree conferred. If the student attended other colleges in addition to HCCC, the student must obtain these other college transcripts, AP course transcripts, CLEP certificates and have the documentation sent to NJCU Undergraduate Admissions.
- ◆ **Transfer Student Application:** If the HCCC student is in the last semester of the Nursing Program, or a graduate of HCCC, the student must apply to NJCU via the Transfer student application at the following link:
<https://www.njcu.edu/about/apply/transfer-application>
 AND send any transcripts from HCCC and any colleges attended to:
 New Jersey City University
 Hepburn Hall, Undergraduate Admissions
 2039 Kennedy Blvd. Jersey City, NJ 07305
- ◆ Once accepted into NJCU's RN to BSN program, students will schedule an advisement appointment with an NJCU faculty member. Students can complete the 77 credits required for the BSN degree on a part- or full-time basis.

V. Time Limit

HCCC graduates will follow NJCU's undergraduate RN to BSN curriculum requirements in place at NJCU at the time of initial enrollment in a nursing course at NJCU.

VI. Transferability of Credits

HCCC graduates entering NJCU with an A.S. degree under this Articulation agreement will receive credit for all NJCU general studies requirements. NJCU will accept a maximum of 77 credits when the student enters the University with an A.S. degree.

Transfer of credits in excess of the 77 credits noted in the agreement will be evaluated on a case-by-case basis and only as these credits apply to the RN to BSN program at NJCU.

VII. Bachelor of Science in Nursing Curriculum Requirements

Attachment A, entitled "RN to BSN Program - Summary of HCCC/NJCU RN to BSN Program Courses,"

Attachment B, entitled "RN to BSN Program - Course Descriptions"

VIII. Institutional Responsibilities

- ◆ HCCC and NJCU will work collaboratively to support and effectively administer this Articulation agreement in the best interest of the students.
- ◆ HCCC and NJCU will regularly communicate regarding changes in program requirements and any other relevant issues and / or concerns.
- ◆ HCCC and NJCU agree to promote the Articulation agreement in appropriate college publications and at recruitment and outreach activities.
- ◆ HCCC agrees to distribute information provided by NJCU to its graduates regarding the Bachelor of Science in Nursing.

IX. Agreement Review

The term of this Agreement shall be for three years, from March 1, 2021 through April 30, 2024. HCCC and NJCU will notify one another of curricular changes upon institutional approval. Prior to the expiration of this Agreement, the Parties shall meet to review the terms of the Agreement for the purposes of entering into a new agreement.

This agreement represents the entire agreement between HCCC and NJCU 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.

This Agreement may be terminated by either Party upon ninety (90) days' written notice to the other Party.

X. General Provisions:

- a. Neither party shall have the right to assign this agreement without the prior written consent of the other party.
- b. This agreement constitutes the entire agreement of the parties with respect to the subject matter hereof. No modification hereof shall be binding upon any of the parties hereto unless made in writing and signed by the parties.
- c. The parties are not and shall not be considered partners and are not agreeing to a joint venture. The execution of this agreement does not, and shall not, constitute a partnership or a principal/agent relationship between the parties hereto.
- d. Each party represents to the other that the persons signing this agreement have the full authority to do so.
- e. The parties may execute this agreement in two counterparts, each of which shall

- have full legal force and effect.
- f. This agreement shall be interpreted and construed under the laws of the state of New Jersey, principles of conflicts of law notwithstanding.
- g. If any provision of this agreement shall be held invalid by a court of law for any reason, the remaining provisions shall remain in full force and effect.
- h. This agreement may not be waived, changed, modified, or altered, except by an instrument signed by both parties, unless otherwise provided for in this agreement.

XI. Approvals

For Hudson County Community College

 Dr. Darryl Jones
 Vice President for Academic Affairs
 Hudson County Community College

Date: _____

 Catherine Sirangelo, RN, MA, CCRN
 Associate Dean of Nursing & Health Sciences

Date: _____

 Dr. Chris Reber, President
 Hudson County Community College

Date: _____

For New Jersey City University

 Dr. Tamara Jhashi
 Provost and Senior Vice President
 New Jersey City University

Date: _____

 Dr. Sue Henderson, President
 New Jersey City University

Date: _____

ATTACHMENT A
 NEW JERSEY CITY UNIVERSITY
 HUDSON COUNTY COMMUNITY COLLEGE
 Summary of RN to BSN Program Courses

Hudson County Community College

NJCU ACCEPTS 77 CREDITS (to include 6 Credits Pre-requisites taken at HCCC)	
Course	Credits
CSS 100 - College Student Success	1
ENG 101 - College Composition I	3
ENG 102 - College Composition II	3
CSC 100 - Intro to Computers & Computing	3
MAT 100 - College Algebra OR MAT 114 Introduction to Probability and Statistics	3
BIO 111 - Anatomy and Physiology I	4
PSY 101 - Introduction to Psychology	3
HUM 101 - Cultures & Values Completes (1) course of the following: ANT-101, HUM-101, HUM-128, SOC-260	3
PSY 260 - Lifespan Development	3
ENG 112 - Speech	3
BIO 250 - Microbiology	4
BIO 211 - Anatomy and Physiology II	4
NSG 110 - Nursing I	6
NSG 120 - Nursing II	8
NSG 210 - Nursing III	9
NSG 220 - Nursing IV	9
NSG 240 - Nursing Leadership	2
Total HCCC Nursing credits	
	71 cr.
NJCU SOCI 121 Sociology of Family (HCCC Equivalent SOC 201 Sociology of Family 3 cr.)	
NJCU PSYC 230 Statistics for the Social Sciences (HCCC Equivalent MAT 114, Introduction to Probability and Statistics 3cr.)	
Total HCCC Credits	
	77 cr.

New Jersey City University

Course	Credits
NURS 301 – Nursing Informatics	3
NURS 310 – Contemporary Professional Practice for the Baccalaureate Nurse	3
NURS 351 - Health Assessment for the Professional Nurse	3
NURS 325 – Culture, Diversity, and the Nurse	3
NURS 425 - Quality and Safety	3
NURS 440 – Leadership and Management in Nursing	4
NURS 460 - Nursing Research and Evidenced Based Practice	3
NURS 475 – Population Health	5
NURS Electives The student must take at least (2) Nursing Electives	6
NJCU Free Electives determined on the total number of transfer credits	10 cr.
Total NJCU Nursing credits	
	43
TOTAL CREDITS EARNED FOR BSN	
	120

ATTACHMENT B
NEW JERSEY CITY UNIVERSITY
Nursing Department
RN to BSN Program Course Descriptions

NURS 310 Contemporary Professional Practice for Baccalaureate Nurse (3 Credits) This course addresses professional communication models, inter-professional collaboration practices, and professional engagement to foster growth and development in nursing theory and practice to advance knowledge and skills. Current and emerging roles of the nurse in contemporary complex healthcare environments will be emphasized.

NURS 303 Nursing Informatics and Technology for Quality Patient Care (3 Credits) This course introduces nursing informatics. Basic computer literacy is required. Applications to nursing through identification, retrieval, processing, evaluation, and management of health information systems are explored. Emphasis is placed on experiential learning of selected technologies. The impact of information systems on quality, safety, ethics, and evidence-based practice is examined.

NURS 325 Culture and Diversity in Nursing Practice (3 Credits) This course addresses expressions of health, illness, caring, and healing from trans-cultural focused perspectives. Culturally congruent nursing care practices encompassing individuals, families, groups, and communities are investigated and developed through Transcultural nursing theory, communication principles and ethics of social justice. A self-assessment approach is utilized to examine culture and diversity.

NURS 351 Health Assessment for Professional Nurse (3 Credits) Course focuses on the professional nurse's development of health assessment skills and health promotion techniques across the lifespan. Emphasis is placed on genetic considerations and a culturally sensitive approach to the individual, both in wellness and in illness. Laboratory practice is integrated throughout the course.

NURS 425 Quality and Safety (3 Credits) This course explores the knowledge, attitudes, and skills essential to promote safe and quality centered care utilizing the national based competencies, evidenced based practice, teamwork, and collaboration in the practice environment. The course will examine the initiatives needed to transform and embrace safe and quality organizations.

NURS 440 Leadership and Management in Nursing (4 Credits) This course focuses on application of the principles of leadership and management across the continuum of care. Course emphasizes factors affecting safe and efficient patient care management, the nurse as change agent, evidence-based practice; and regulatory, legislative, and political processes in complex healthcare settings utilizing an interdisciplinary approach.

NURS 460 Nursing Research and Evidence-Based Practice (3 Credits) This course explores research methodologies as applied to the nursing discipline. The course will include analysis of selected nursing research studies, identification of re-searchable problems in nursing practice

and evidence-based practice. At the end of this course the student is expected to be an informed nursing research consumer. Pre-requisite **PSYC 230 - Statistics in the Social Sciences**

NURS 475 Population Health Care in Nursing (5 Credits) Theory and clinical practice of population-based nursing across the lifespan. Emphasis on the community: assessment and interventions to protect, promote and provide high quality nursing care of populations across the lifespan. Emphasis: evidence-based strategies to reduce healthcare disparities and promote social justice and optimize the health of our communities. **Pre-requisite SOCI 121-- Sociology of the Family (3)**

Nursing Electives (Student must take a minimum of 2 of the following Nursing Electives)

NURS 301 Pathophysiology (3 Credits) Nursing Elective This course is designed to introduce the student to pathophysiologic concepts related to altered biological processes affecting individuals across the lifespan and is built on the general principles of health maintenance. A global approach to disease will be emphasized. The course builds on principles from anatomy, physiology, and chemistry.

NURS 320 Integrative Health: Complementary and Alternative Healing in Nursing Practice (3 Credits) Nursing Elective This course provides an overview of the paradigm of integrative health with a focus upon complementary practices and alternative models of healing. Evidence-based practice for support for use is explored across the life span, with an emphasis in adult populations. Nursing role implications are addressed.

NURS 375 Perspectives in Global Health: Healthcare Implications (3 Credits) Nursing Elective Course presents contemporary issues in global health and implications for nursing practice in global community. Global health is explored through the societal infrastructures of geography, culture, economics, politics, and health delivery systems. Foundational concepts of disease burden and demographics, health ethics, chronicity, populations, and environmental health are applied.

NURS 376 Healers, Heretics, and Heroines: A History of Nursing Practice (3 Credits) Nursing Elective This course chronicles the history of the nursing profession through the interpretative lens of historiography and biography. Various social constructs relevant to nursing: class, gender, social justice, race, politics, economics, education, religion, and global conflict are explored through narrative inquiry, literature and the cultural artifacts of film and writing.

NURS 326 Women's Health Disparities (3 credits) Nursing Elective This course focuses upon the health issues in women across the lifespan. Health is viewed from the holistic paradigm of biological, physiological, and psychological perspectives, with an integration of cultural implications. Evidence-based literature and implications for nursing practice will be addressed, with emphasis on interdisciplinary health promotional interventions.

LANG 130 Spanish for Healthcare Providers (3 Credits) Nursing Electives This course is intended primarily for students planning to enter the health care professions and whose objective

is a working knowledge of Spanish. Development of oral skills is fostered through classroom recreations of real-life scenarios. Cultural dimensions are also discussed.

Required Nursing Prerequisites that may be taken at HCCC

PSYC 230 - Statistics in the Social Sciences (3 credits) HCCC Course MAT 114

Introduction to Probability and Statistics This course offers students an introduction to the quantitative methods necessary to conduct elementary scientific research. Both descriptive and inferential statistics are covered including measures of central tendency, t-test, correlation, and non-parametric methods. Required for Nursing Research NURS 460

SOCI 121 - Sociology of the Family (3 credits) HCCC Course SOC 201 Sociology of the Family

Dating, living-together arrangements, mate selection, husband-wife relations, and divorce are topics that receive major attention in this course. Discussion topics include alternatives to marriage and the family of the future. Required for Population Health NURS 475

**ARTICULATION AGREEMENT BETWEEN
NEW JERSEY INSTITUTE OF TECHNOLOGY
AND
HUDSON COUNTY COMMUNITY COLLEGE
*HCCC-MTSM 2+2 PROGRAM***

The purpose of this Articulation Agreement ("Agreement") is to facilitate the transfer of students enrolled in the A.S. Business Administration degree program offered by the Department of Business Administration at **Hudson County Community College (HCCC)** into the B.S. in Business, B.S. in Business Online Accelerated Entrepreneurship or B.S. in Financial Technology (FinTech) degree programs offered by the Martin Tuchman School of Management (MTSM) at **New Jersey Institute of Technology (NJIT)**:

Effective Date: The date of the last signatory hereto.

Goals and Objectives:

1. To provide students with an opportunity to plan their total baccalaureate experience at the beginning of their college education.
2. To provide students with a seamless transition from the associate degree program into the baccalaureate program with little or no loss of credit.
3. To facilitate the recruitment of students into programs offered by both institutions.

Transfer Guidelines:

1. **New Jersey Institute of Technology** will accept a minimum of 60 transfer credits from the A.S. in Business Administration at **Hudson County Community College** toward fulfillment of the B.S. in Business, B.S. in Business Online Accelerated Entrepreneurship or B.S. in Financial Technology (FinTech) degree programs at NJIT as identified in the attached Program Checklists. The current areas of concentration in the BS in Business are: Accounting, Marketing, Finance, Innovation and Entrepreneurship and Management Information Systems (MIS).
2. Graduates from the **Hudson County Community College**, having earned the A.S. in Business Administration degree may be able to complete all B.S. in Business, B.S. in Business Online Accelerated Entrepreneurship or B.S. in FinTech degree requirements within two (2) years or less, provided they have selected the appropriate courses designated in this Agreement. The credits transferred from **Hudson County Community College** into the selected NJIT baccalaureate program will apply towards the total required credits for degree completion at **New Jersey Institute of Technology** as identified in the attached Program Checklists.
3. General education credits earned by **Hudson County Community College** graduates of the A.S. in Business Administration program covered by this Agreement shall be accepted in their entirety toward the general education core at **New Jersey Institute of Technology** provided they meet the criteria set forth herein.

4. To receive the transfer credit identified above, **Hudson County Community College** students must successfully complete the designated courses identified on the attached Program Checklists with individual course grades of "C" or better and a minimum cumulative Grade Point Average at the time of transfer of 2.5. **Hudson County Community College** students will go through **New Jersey Institute of Technology's** transfer process and therefore must meet all applicable requirements and deadlines pertaining to application for admission, orientation and registration, and payment of tuition and fees.
5. **Hudson County Community College** and **New Jersey Institute of Technology** will develop and maintain accurate, up- to-date course equivalency listings for the A.S. in Business Administration and B.S. in Business, B.S. in Business Online Accelerated Entrepreneurship and B.S. in FinTech.
6. **New Jersey Institute of Technology** will conduct on-campus information sessions at least twice a year at **Hudson County Community College** for the potential students, faculty and high school guidance counselors.
7. Upon admission to **Hudson County Community College**, information about the students who are interested in pursuing **NJIT's** B.S. in Business or B. S. in FinTech Degree programs will be communicated to NJIT. NJIT will correspond directly with each student to provide additional information concerning NJIT and its offerings and to confirm conditional admission to **New Jersey Institute of Technology** contingent upon the satisfactory completion of the A.S. in Business Administration degree and all other **NJIT** admission requirements in effect at such time.
8. **New Jersey Institute of Technology** will accept for admission those students who have successfully completed the specified A.S. in Business Administration degree program at **Hudson County Community College** in good academic, behavioral and financial standing and who have met the minimum 2.5 GPA at the time of transfer as required by **NJIT**.
9. **Hudson County Community College** students, after the completion of the A.S. in Business Administration degree, will have the option to transfer to the BS in Business degree program with concentration in any one of the areas: Accounting, Marketing, Finance, Innovation and Entrepreneurship and MIS, or to the B.S. in Business Online Accelerated Entrepreneurship degree program, or to the BS in FinTech degree program.
10. **Hudson County Community College** students who chose to transfer prior to completion of an associate's degree will have their transcript evaluated on a course-by course basis. Should these students not complete their baccalaureate degree program at **New Jersey Institute of Technology**, **New Jersey Institute of Technology** will work with these students to ensure these students have the opportunity for reverse transfer of credits in accordance with **Hudson County Community College** policies.
11. **New Jersey Institute of Technology** and **Hudson County Community College** will each assign a staff person to serve as liaisons to assure on-going communication between the two institutions. At least once a semester, **Hudson County Community College** and **New Jersey Institute of Technology** faculty and administrative staff will meet to discuss curriculum and other program details. Proposed changes in curriculum by either institution will be addressed to ensure that they are acceptable to the other and that they will not cause unnecessary difficulty for students seeking transfer.
12. **New Jersey Institute of Technology** will provide **Hudson County Community College** with information packets for transfer admissions.
13. **Hudson County Community College** will provide its Business Administration students with transfer information to **New Jersey Institute of Technology**, including the list of course equivalencies pertaining to this Agreement.
14. Subject to the Family Educational Rights and Privacy Act of 1974, **New Jersey Institute of Technology** agrees to submit an Annual Report to the **Hudson County Community College** Transfer Office listing the names of the students who completed degrees covered by this Agreement along with the student's GPAs, and the names of

Hudson County Community College transfer students currently enrolled in the degree programs covered by this Agreement.

Responsibilities of Parties:

1. Each institution shall be solely responsible for establishing, collecting and retaining tuition from students enrolled in any of their degree programs. The intent of the institutions is that neither shall receive any compensation from the other under this Agreement and there will be no tuition or revenue sharing of any kind. Neither institution shall have any financial obligation to the other institution under this Agreement.
2. To the extent allowable by applicable law, each institution hereby assumes all risks of personal injury, property damage and third party claims attributable to the negligent acts or omissions of that institution and the officers, employees and agents thereof.
3. Except with respect to the articulation protocol established in this Agreement, **Hudson County Community College** students must comply with and will be bound by the standards, policies, guidelines and regulations of **New Jersey Institute of Technology** in effect at the time of their application for admission to **New Jersey Institute of Technology** and during their enrollment at the same.
4. This Agreement is not intended to create any independent rights in any students of **Hudson County Community College** nor include **Hudson County Community College** students as parties hereto.
5. During the term of this Agreement, each institution hereby grants to the other institution a non-exclusive and non-transferable right, to use and display the other institution's name and/or logos in print publications in connection with the promotion and implementation of this Agreement. All promotional and/or marketing materials created or used by either institution will be pre-approved by the other institution prior to dissemination; such approval not to be unreasonably withheld.
6. Unless authorized by **New Jersey Institute of Technology**, **Hudson County Community College** will not make any representations or offer any guarantees to prospective **Hudson County Community College** students about the likelihood of awards of financial aid or scholarships or student employment at **New Jersey Institute of Technology**.

Compliance:

1. Implementation and interpretation of this Agreement will be consistent with and subject to all applicable and mandatory approvals, policies and procedures established by the appropriate accreditation bodies, including Middle States Commission on Higher Education, the New Jersey Secretary of Higher Education, the United States Department of Education, and other agencies that have jurisdiction over the operation of either institution.
2. Participation of **Hudson County Community College** students under the articulation protocol established in this Agreement will be permitted in compliance with applicable federal, state, and local non-discrimination laws and regulations.
3. Both institutions shall maintain their respective individual accreditation and this Agreement shall be binding only so long as that accreditation is maintained by both institutions. Each institution shall have sole and final authority and oversight with respect to all academic matters regarding its degree programs, including but not limited to admission and registration processes, tuition and fees (including increases and in-state /out-of-state rate determinations), conferring of degrees and maintenance of all of its own official student educational records.

4. Both institutions recognize that they are bound to comply with the Family Educational Rights and Privacy Act of 1974, as it may be amended from time to time, in the handling of educational records of students enrolled in their institutions.

General Provisions:

1. This Agreement may not be assigned or delegated by either institution without the further written consent of the other institution.
2. Each institution acknowledges and agrees that the relationship with each other is that of independent contractors, and this Agreement shall not be construed to create a partnership, joint venture or agency relationship between **Hudson County Community College** and **New Jersey Institute of Technology**.
3. This Agreement shall not be amended or modified except by written agreement of the institutions. This Agreement represents the entire agreement between the institutions with respect to the subject matter and supersedes all prior agreements related thereto.
4. This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey without regard to its conflicts of laws principles and rules. In the event of a dispute, the institutions shall firstly attempt to settle it by negotiation within thirty (30) days before any other action is taken.
5. Neither institution shall have any liability to the other for consequential, exemplary, special, incidental or punitive damages even if advised of the possibility of such damages, including without limitation lost profits and opportunity.
6. Except as otherwise contained herein, each institution disclaims all warranties and representations, either express or implied, with respect to its programs and/or any courses or services to be provided hereunder.
7. Both institutions recognize that the proprietary information and/or materials of each institution shall remain the property of that institution throughout and subsequent to this Agreement.
8. If the performance of any obligation under this Agreement on the part of either institution should be prevented or delayed by an event of force majeure beyond its reasonable control, including but not limited to acts of war, revolution, insurrection, terrorism, civil unrest, strikes or work stoppages, fire, flood, earthquake, epidemic/pandemic, order of government or public authority, or other natural disaster, then the affected institution's duty to perform its obligations under this Agreement shall be excused as reasonably required or justified by the circumstances, and this Agreement may be terminated upon the written request of either institution.

Longevity of this Agreement:

This Agreement shall continue for five (5) years from the Effective Date or until it is earlier discontinued by either institution by submitting written notification to the other institution at least ninety (90) days before the end of any semester in **New Jersey Institute of Technology's** school year in order to protect all students transferring between the parties. Such early termination notice shall be effective for the upcoming semester and without further liability or obligation to the other institution.

In the event that this Agreement expires and/or is terminated early, NJIT commits that it shall make a good faith effort to formulate a teach-out plan applicable to all then enrolled **Hudson County Community College** students, including permitting such affected students to pursue transfer to **New Jersey Institute of Technology** under the articulation protocols established herein. The institutions agree that any early termination shall be made through a consultative process with one another.

Signatures:

The institutions have duly executed and delivered this Agreement as of the dates set forth below.

Hudson County Community College**New Jersey Institute of Technology**

Fadi P. Deek, Ph.D.
Provost and Senior Executive Vice President

Date: _____

Date: _____

HCCC-MTSM 2+2 PROGRAM

First Semester at HCCC:

3	Introduction to Computer & Computing CSC 100 (General Elective Lower Level)
3	College Composition I ENG 101 (HUM 101)
3	Speech ENG 112 (Free Elective)
3	Principles of Accounting I ACC 121 (ACCT 115)
3	Introduction to Business BUS 103 (MGMT 190)
1	College Student Success CSS 100

Second Semester at HCCC:

3	Principles of Accounting II ACC 121 (ACCT 215)
3	College Composition II ENG 102 (HUM 102)
3	Introduction to Statistics & Probability MAT 114 (MATH 105 or MGMT 116)
3	General Elective
3	Business Law BUS 230 (MGMT 290)

Third Semester at HCCC:

3	Principles of Macroeconomics ECO 201 (ECON266)
3	Principles of Management MAN 121 (Free Elective)
4	Calculus I MAT 111
4	Lab Science (SCI GER)

Fourth Semester at HCCC:

3	Business Communications ENG 211(Free Elective)
3	Principles of Microeconomics ECO 202 (ECON 265)
3	Marketing MAN 221 (MRKT 330)
3	Corporate Finance MAN 241 (FIN 315)
3	Humanities Elective (HUM GER)
60	Total Credits

OPTION 1-BS in Business Traditional**Fifth Semester at NJIT**

3	CS 103 Computer Science with Business Problems (GER)
3	MIS 245 Introduction to Management Information Systems
3	MGMT 216 Business Data Analytics
3	FIN 218 Financial Markets and Institutions
3	History and Humanities 300+ level (GER)
1	MGMT 399 Career Planning and Major Field Test

Sixth Semester at NJIT

3	MIS 385 Database Systems for Managers
3	MGMT 316 Business Research Methods
3	MIS 363 Project Management for Managers
3	OM 375 Management Science
3	MGMT 391 International Business
3	Business Concentration Elective

Seventh Semester at NJIT

3	History and Humanities 300+ level (GER)
3	MIS 445 Decision Support Tool & Tech Mngrs
3	Business Concentration Elective
3	Business Concentration Elective
3	HRM 301 Organizational Behavior

Eighth Semester at NJIT

3	Humanities and Social Sciences Senior Seminar (GER)
3	MGMT 480 Managing Technology and Innovation
3	MGMT 492 Business Policy
3	Business Concentration Elective
3	Business Concentration Elective
64	Total Credits

OPTION 2- BS in Business Online Accelerated Entrepreneurship**Fifth Semester at NJIT**

3	CS 103 Computer Science with Business Problems (GER)
3	MIS 245 Introduction to Management Information Systems
3	MGMT 216 Business Data Analytics
3	ENTR 210 Introduction to Entrepreneurship (Entrepreneurship concentration elective)
3	FIN 218 Financial Markets and Institutions
3	MGMT 391 International Business

Sixth Semester at NJIT

3	MIS 385 Database Systems for Managers
3	MGMT 316 Business Research Methods
3	MIS 363 Project Management for Managers
3	OM 375 Management Science
3	ENTR 330 Entrepreneurial Strategy (Entrepreneurship concentration elective)
1	MGMT 399 Career Planning and Major Field Test

Seventh semester at NJIT

3	History and Humanities 300+ level (GER)
3	History and Humanities 300+ level (GER)
3	MIS 445 Decision Support Tool & Tech Mngrs
3	ENTR 320 Financing New Venture (Entrepreneurship concentration elective)
3	HRM 310 Managing Diversity in Organizations (Entrepreneurship concentration elective)

Eighth semester at NJIT

3	HRM 301 Organizational Behavior
3	Humanities and Social Sciences Senior Seminar (GER)
3	MGMT 480 Managing Technology and Innovation
3	MGMT 492 Business Policy
3	FIN 403 Financial Statement Analysis (Entrepreneurship concentration elective)
64	Total Credits

OPTION 3-BS in FinTech**Fifth Semester at NJIT**

3	CS 103 Computer Science with Business Problems (GER)
3	MIS 245 Introduction to Management Information Systems
3	MGMT 216 Business Data Analytics
3	FIN 218 Financial Markets and Institutions
3	History and Humanities 300+ level (GER)
1	MGMT 399 Career Planning and Major Field Test

Sixth Semester at NJIT

3	MIS 385 Database Systems for Managers
3	FIN 306 Blockchain for Business
3	OM 375 Management Science
3	FIN 320 Financial Data Analytics
3	CS 113 Introduction to Computer Science
3	FIN 310 Data Driven Financial Modeling

Seventh Semester at NJIT

3	History and Humanities 300+ level (GER)
3	FIN 430 Options and Futures Markets
3	CPT Web App Development for Mobile
3	FIN 417 Investments Management
3	FIN 410 Data Mining and Machine Learning
3	CS114 Introduction to Computer Science II

Eighth Semester at NJIT

3	Humanities and Social Sciences Senior Seminar (GER)
3	MGMT 480 Managing Technology and Innovation
3	MGMT 416 Artificial Intelligence
3	HRM 301 Organizational Behavior
3	ENTR 320 Financing New Venture
67	Total Credits



**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE
AND
JERSEY CITY BOARD OF EDUCATION
FOR
THE DELIVERY OF CREDIT INSTRUCTION AND
NON-CREDIT DEVELOPMENT OF CURRICULUM
FROM JUNE 1, 2021 – JUNE 30, 2022**

This Agreement between Hudson County Community College (HCCC) and the Jersey City Board of Education (JCBOE) is for the purpose of HCCC to provide on-campus dual credit instruction and non-credit curricula development in selected courses for up to 100 high school students enrolled in the Jersey City Public Schools (JCPS) of JCBOE. JCPS students enrolled in either of the programs/partnership activities set forth herein shall have the opportunity to earn HCCC credits for selected college courses taught either (1) by their high school instructors during or after school as part of their regular teaching responsibilities, or (2) by HCCC faculty either on-campus or through a remote modality and to earn a certificate in a career and technical education subjects. In addition, JCPS students will have the opportunity to obtain a certificate in Marketing and other subject areas with curriculum developed by HCCC to the extent provided by this Agreement.

Partnership Activity #1 -Marketing

Faculty Qualifications and Responsibilities

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

Provision for Alternate Scheduling and Registration

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

Student Enrollment

1. Selection for participation in the courses covered under this agreement will initially be determined by JCBOE, provided that all selected students meet all course pre-and-co-requisites of JCBOE and HCCC. JCBOE will select students who demonstrate a proficiency for college-level work and a reasonable chance for successful completion.

2. HCCC will arrange with JCBOE for the administration of the College Placement Test for selected students and students must meet the minimum scores required by each applicable HCCC academic department to qualify to take specific HCCC courses. Students who do not meet the minimum requirements shall not be permitted to participate in the courses covered under this agreement. However, such students will be permitted to take required developmental and/or pre-requisite courses for the below listed course at the same tuition rates listed below.
3. Participating students must complete the HCCC Early College online application and student agreement form within the time frames established by HCCC. JCBOE will submit completed student agreement forms, signed by the participating student's school counselor and each student's parent or guardian, to the HCCC Coordinator for Early College Programs. Participating students shall comply with and be subject to all HCCC policies applicable to HCCC students.
4. HCCC and JCBOE are authorized to exchange pertinent student information. Such information shall be considered confidential and shall not be disclosed except to the extent required by law or for a party to fulfill its obligations under this Agreement. HCCC will forward final grades for participating students to the high school administration upon completion of the semester and payment of all fees and tuition required by this agreement.

Fiscal Arrangement

- A. HCCC shall directly invoice JCBOE for participating student tuition in accordance with the following charges and terms. The following per-credit charges are applicable for the program:
 1. For courses taught by high school instructors during the school day as part of their regular teaching responsibilities, JCBOE will be required to pay HCCC tuition of \$37.25 per credit.
 2. For courses taught by HCCC faculty during or after the school day, JCBOE will be required to pay HCCC tuition of \$74.50 per credit.
- B. JCBOE shall make payment to HCCC no later than sixty (60) days of JCBOE's receipt of the bill from HCCC. Non-payment or late payments may result in students being prohibited from registering for future classes, holds on grades and transcripts and the possible referral of the bill for collections. JCBOE agrees to be responsible for all collection fees and costs incurred by HCCC, including court fees and attorneys' fees, in the event that payment is not received from JCBOE within sixty (60) days of JCBOE's receipt of an invoice from HCCC.
- C. HCCC will waive non-tuition fees (e.g., admission, registration, technology, student activity) for the courses covered under this agreement.
- D. JCBOE shall be responsible for making arrangements directly with the HCCC Bookstore for the purchase by JCBOE of required textbooks prior to the start of classes and arrange for the purchase of required textbooks for the courses. The cost of textbooks is not included in the tuition rates set forth herein.

Partnership Activity #2

Description

HCCC through its Division of Continuing Education and Workforce Development (CEWD) will deliver curriculum to JCPS, beginning with a 15-hour training in Digital and Social Media Marketing for 10th, 11th, and 12th grade Jersey City Public School students.

Roles and Responsibilities

HCCC and JCBOE shall have the following roles and responsibilities in connection with Partnership Activity #2. HCCC's roles and responsibilities may be fulfilled by its CEWD and/or Career and Technical Education Department (C&TED), as applicable.

- a. JCBOE; C&TED, in consultation with HCCC, provide information on the training course topics and/or learning objectives.
- b. JCBOE; C&TED agrees to recruit and notify participants/students to assure they are in attendance at the assigned times.
- c. Each party shall be responsible for its actions as well as the actions of their respective employees, representatives, and/or students, as applicable.
JCBOE agrees to defend, indemnify and hold HCCC, its offices, directors, trustees, administrators, employees, agents and representatives harmless from any and all damages incurred by, or claims brought against, HCCC, its employees, administrators, trustees, agents and representatives, in connection with any actions or omissions that may result from HCCC's or JCBOE's or its students participation, instruction, negligence or other student or JCPS; C&TED member interaction in connection with, or related to, this Agreement or the Partnership Activities.
- a. CEWD agrees to consult with JCBOE; C&TED regarding training curricula for a 15-hour curriculum.
- b. CEWD will provide curricula in subject areas requested by JCBOE.
- c. CEWD will develop and/or provide a 15-hour curriculum for each training class requested.
- d. CEWD will provide certificates of completion for those students who successfully complete the 15-hour course.

Invoicing

- a. HCCC will bill JCBOE \$1,875 for each 15-hour curriculum developed. The hourly rate for services shall be \$125/hour. The total invoice for three 15-hour curricula shall be **\$5,625.**
- b. HCCC will send a separate bill to JCBOE for any additional curricula development services at the rates set forth above.
- c. JCBOE shall pay invoices within 30 days of receipt. Payments not received timely shall be subject to a late payment fee of one percent (1%) per month. Additionally, JCBOE agrees to be responsible for, and agrees to reimburse HCCC, all collection fees and costs incurred by HCCC, including court fees and attorneys' fees, in the event that payment is not received by HCCC from JCBOE within thirty (30) days of JCBOE's receipt of an invoice from HCCC.

Cancellation Policy:

- a. Refund policy regarding cancellation is the following:
- JCBOE shall be entitled to cancel the services requested pursuant to Partnership Activity #2 upon 7-days' written notice to HCCC.
 - In the event of JCBOE's cancellation, JCBOE shall be responsible for payment to HCCC for all work performed by HCCC in connection with curriculum developed prior to cancellation, and at the rate of \$125/hour.
 - Invoicing and payment terms for amounts owed shall be the same as set forth above in the "Invoicing" section of this Agreement.

Independent Contractors

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

Partnership Agreement #1 and #2**Terms of Contract**

This Agreement shall be effective as of June 1, 2021 and shall run through June 30, 2022. It may be renewed by the parties by a separate agreement. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

Choice of Law/Dispute Resolution

This agreement shall be subject to the laws of the State of New Jersey regardless of New Jersey's choice of law principles, rules or laws. All claims and/or disputes arising out of or relating to this Agreement shall be subject to the exclusive jurisdiction of the Superior Court of New Jersey venue in Hudson County, New Jersey.

Assignment

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

Notices

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

As to the Jersey City Board of Education:

Attention: Jason Bing
 Jersey City Board of Education
 346 Claremont Avenue
 Jersey City, NJ 07305

As to the College:

Hudson County Community College

26 Journal Square

Jersey City, New Jersey 07306

Attention: Jeff Roberson, Director of Contracts and Procurement

SIGNED:

President or Designee
Hudson County Community College

Date

Superintendent or Designee
Jersey City Board of Education

Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 11, 2021**

X. NEW BUSINESS

INTRODUCED BY: _____

SECONDED BY: _____

DATE: May 11, 2021

Doria, Joseph _____

Fahrenheit, Karen _____

Galvin, Adamarys _____

Gardner, Pamela _____

Kenny, Roberta _____

Lee, Bakari _____

Netchert, William, Chair _____

Peña, Jeanette _____

Rodriguez, Silvia _____

Stahl, Harold _____

_____ Aye _____ Nay

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 11, 2021**

XI. ADJOURNMENT

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED THAT the May 11, 2021 meeting of the Hudson County Community College Board of Trustees be adjourned at _____ P.M.

INTRODUCED BY: _____

SECONDED BY: _____

DATE: May 11, 2021

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

_____ Aye _____ Nay