

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

Regular Meeting – Board of Trustees
Tuesday, June 8, 2021
5:00 P.M., Via Zoom

AGENDA

- | | | |
|--------------|---|---------------------|
| I. | CALL TO ORDER - FLAG SALUTE | <i>Mr. Netchert</i> |
| II. | ROLL CALL AND RECOGNITION OF VISITORS | |
| | Trustees: | |
| | <i>Koral Booth – Student Alumni Representative</i> | |
| | <i>Joseph Doria</i> | |
| | <i>Karen Fahrenholz, Secretary/Treasurer</i> | |
| | <i>Adamarys Galvin</i> | |
| | <i>Pamela Gardner</i> | |
| | <i>Roberta Kenny</i> | |
| | <i>Bakari Lee, Vice Chair</i> | |
| | <i>William Netchert, Chair</i> | |
| | <i>Jeanette Peña</i> | |
| | <i>Christopher Reber, President</i> | |
| | <i>Silvia Rodriguez</i> | |
| | <i>Harold Stahl</i> | |
| III. | COMMENTS FROM THE PUBLIC | <i>Mr. Netchert</i> |
| IV. | CLOSED SESSION <i>(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.)</i> | |
| V. | REPORTS | |
| | 1. <i>President's Report</i> | <i>Dr. Reber</i> |
| VI. | REGULAR MONTHLY REPORTS AND RECOMMENDATIONS | <i>Dr. Reber</i> |
| | 1. <i>Minutes of Previous Meetings</i> | |
| | 2. <i>Gifts, Grants, and Contracts</i> | |
| VII. | FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS | <i>Dr. Reber</i> |
| VIII. | PERSONNEL RECOMMENDATIONS | <i>Dr. Reber</i> |
| IX. | ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS | <i>Dr. Reber</i> |
| X. | NEW BUSINESS | <i>Mr. Netchert</i> |
| XI. | ADJOURNMENT | <i>Mr. Netchert</i> |

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 8, 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
June 8, 2021**

III. COMMENTS FROM THE PUBLIC

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 8, 2021**

IV. CLOSED SESSION

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 8, 2021**

V. REPORTS

1. *President's Report*

National Science Foundation Advanced Technical Education Grant:

Dr. Burl Yearwood, Associate Dean of STEM

Dr. Azhar Mahmood, Assistant Professor of Chemistry

Catherina Mirasol, Director of Continuing Education and Workforce Development

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 8, 2021**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETING

The Minutes of the Regular Meeting of May 11, 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 May 11, 2021.

2. GIFTS, GRANTS, AND CONTRACTS REPORT

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

TITLE: Securing Our Children’s Future Bond Act

AGENCY: New Jersey Department of Education

PURPOSE OF GRANT: The grant will fund technological facilities and enhancements in the College’s STEM Building and Culinary Conference Center.

COLLEGE ADMINISTRATOR: Lori Margolin

COLLEGE CONTRIBUTION: None

AWARD AMOUNT: \$2,737,317.00

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: June 8, 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 A
ITEM VI - Minutes of Previous Meeting
 Minutes
 Regular Meeting
 5-11-21

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

REGULAR MEETING – BOARD OF TRUSTEES
May 11, 2021

MINUTES

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

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

ABSENT: *Silvia Rodriguez*

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.

2. All College Council President's Report

All College Council President Lauren Drew offered the following report.

Good evening, everyone. I have a few important announcements to share with you this evening.

First, I am excited to announce that a significant set of Charter revisions has recently passed through the All College Council with a unanimous 62-0 vote. These Charter

revisions center around the creation of an “Academic Senate,” a reimagined version of the Academic Affairs Committee, which features strong connections to the College's academic divisions through a system of elected representation, as well as connections to the Student Government Association, Adjunct Faculty Federation, and academic committees and councils outside of the ACC. These include the General Education Committee, Curriculum and Instruction Committee, Assessment Committee, and Online Learning Advisory Council. We believe these changes will strengthen the ACC by increasing representation and fostering communication, trust, and transparency. I would like to thank the members of the ACC Subcommittee on Charter Review for their significant work over the past two years, as well as Dr. Reber, Dr. Jones, Lisa Dougherty, and Heather DeVries for their collaboration, input, and support.

Later this week, the ACC will hold a Special May Meeting to consider proposed changes to the Children on Campus policy as well as an updated Accessibility Services syllabus statement. We are encouraging all interested members of the College community to attend and participate in this important discussion.

Finally, it is my pleasure to announce the results of the election for the next ACC Steering Committee. Dr. Peter Cronrath, Assistant Professor of Business and current Chair of the Academic Affairs Committee, has been elected as the next Chair of the All College Council. As Chair of the Academic Affairs Committee, Peter has led numerous initiatives supporting student success, equity, and inclusion. He has stepped up again and again, volunteering as the ACC's representative on the Return to Campus Task Force as well as being instrumental to the development and success of the recently passed Charter revisions.

Sharon Daughtry, College Lecturer in Business, and current Chair of the College Life Committee, has been elected as Vice Chair. As Chair of the College Life Committee, Sharon has worked collaboratively with HR, ITS, the Center for Teaching, Learning, and Innovation, and others to bring a flurry of in-person and remote events, workshops, discounts, and wellness initiatives to the College.

Karen Galli, Instructor of English and current Secretary of the Space and Facilities Committee, has been elected Secretary of the ACC. In addition to serving as the Secretary of the Space and Facilities Committee, Karen is also currently chairing its ad hoc Subcommittee on Office Space Allocation and is well-known as a “techie” within her Division.

These three individuals are passionate, dedicated, and innovative, and I am very much looking forward to seeing what they will bring to the next chapter of the ACC. Peter, Sharon, and Karen, is there anything that you would like to say?

Peter Cronrath offered the following remarks.

Lauren, I want to first say, thank *you*, for your two years of service as Chair. You've done amazing work and have been very organized. We appreciate everything you've done for the College. I look forward to reporting out to the Board and to continue making HCCC a college of best practices.

Sharon Daughtry offered the following remarks.

I echo Peter's words and I'm truly grateful for this opportunity. I look forward to working with everyone.

Karen Galli offered the following remarks.

I, too, echo everyone's thoughts. Thank you, Lauren, for your great work. I look forward to our upcoming two years.

Lauren Drew resumed her remarks.

Thank you very much. I'm truly looking forward to what you will bring next to the All College Council. That concludes my final report. If there are any questions I can answer, please don't hesitate to ask.

Trustee Netchert offered the following remarks.

Lauren, we thank you for the above and beyond in service to the College. We know how dedicated you and your colleagues are to the College, and the world sees the results.

3. *President's Report*

President Reber offered the following remarks.

Lauren and Christian, thanks so much for your remarks and your leadership!

Christian, you have done a great job as SGA President, and we look forward to your continued involvement in the life of the College. Your future is clearly very bright!

Lauren, on behalf of our entire College community, thank you for your outstanding leadership of the All College Council over the past two years, and thanks also to outgoing ACC officers Angela Tuzzo and Kathleen Smith-Wenning!

And to the new officers of the All College Council – Peter Cronrath, Sharon Daughtry, and Karen Galli, welcome! We all look forward to working with you next year!

Last week, we were all so pleased to learn that two HCCC students have been awarded 2021 Jack Kent Cooke Foundation Undergraduate Transfer Scholarships.

We congratulate Adoum Allamine and Pedro Moranchel for this transformative achievement. Pedro and Adoum are two of just 72 community college students – out of millions of students at 1,200 community colleges across the nation – to have been selected as this year's Cooke Scholars. Adoum and Pedro will each receive up to \$40,000 per year toward tuition, living expenses, books and required fees, for up to three years, in order to complete their bachelor's degrees. They will also be eligible to apply for \$70,000 in scholarship funding to pursue graduate study.

We celebrate these outstanding students, and we thank Professor Ted Lai, HCCC's Phi Theta Kappa Chapter Advisor, for his exemplary mentorship and support of our students in HCCC's five-star PTK chapter, and beyond. This marks the third consecutive year in which HCCC students have been selected as Cooke Scholars, and the first time our College has had two students selected in the same year.

Adoum is unable to be here today, but Pedro and Professor Lai have joined us, and I would like to invite each to say a few words.

Pedro Moranchel offered the following remarks.

Good evening, everyone.

I was so excited when I heard that Adam won as well. We initially didn't know who would have won. This is something that's wonderfully unexpected and is a testament to the support and the resources that the College provides you. I am only one example of the life-changing proof that Hudson can give to students, for those who are parents, those who are from a military background, or for those who are immigrants. It took a village to

get to this position. I would personally like to thank Professor Lai, our PTK Advisor. If it wasn't for his continued support, messaging and updates, honestly, I don't even know if I would have submitted that application in the first place.

Thanks to all the professors who have given me a chance to share my ideas and to try new things. I see Professor Cronrath and Professor Galli are here. I thank them for all their wonderful support and the knowledge that they have instilled in me. I'm so grateful for what Hudson has given me, and I hope to be able to support Hudson and its values and missions going forward. Thank you.

Professor Ted Lai offered the following remarks.

I wanted to help Adoum and Pedro as much as possible with the application process. Some students give up because it requires the submission of several essays. I'm very happy to be working with students on this scholarship and many others. The next scholarship application is due by August 1. I am reaching out to students now so that we can get started. Hopefully, many more students will apply. I'm glad I have a chance to work with students and to see the great results when they graduate from a four-year school, a graduate school or a professional school.

President Reber resumed his remarks.

Pedro, and Ted, thank you so much!

Pedro, you and Adoum make all of us at Hudson County Community College exceptionally proud!

As you all are aware, many members of our College community have been working with consultants over the past two years on a complete redesign and modernization of the College's entire web site. We will launch the new site in the next few days, and we will then continue to develop and refine the site going forward. This work has truly "Taken a Village."

I thank all who have been involved, with a very special thanks to Vice President Lisa Daugherty, Director of Communications Jen Christopher, Website Manager Omar Williams, and Part-time Web Developer Kristofer Fontanez.

I have asked Lisa to share with us a brief glimpse of the new site this evening, and Omar and Kristofer will also offer brief remarks.

Lisa Dougherty provided a brief overview of the new website.

Thank you, and good evening, everyone. I am very happy to present to you what is almost final, although it will never be final because we have lots of changes and edits, of course, ongoing. The goal of the website is to be transparent and to have everything available publicly. As a public college, we want our community to be able to see everything that we can see unless it requires a password.

I want to thank all of the staff, administrators, faculty and students, the Website Committee, and the core planning and implementation group: Omar Williams, Kristofer Fontanez and Jennifer Christopher, who really made this come to life. In about 72 hours, you will be able to go to HCCC.edu and you will see a beautiful new website.

The contents from the following pages were displayed on the new website.

Homepage - "Dream. Excel. Inspire."

- Main Menu
 - About HCCC
 - Programs and Courses
 - Admission
 - Paying for College
 - Student Success
 - Community

Thank you, Omar, Kristofer, Jennifer and the entire Website Committee that worked on this from the beginning. The real brains behind this operation are Omar Williams and Kristofer Fontanez, so I will turn it over to them to say a word or two.

Omar Williams offered the following remarks.

Thank you, Lisa. Thank you, everybody, for inviting us to speak. First, I want to echo what Lisa said, I want to thank the HCCC community. I know that this is not everybody's arena and a lot was asked of you. This is very much a group effort, a community effort.

There have been a lot of long hours, which Lisa can definitely attest to. I want to thank her, as well as Jen Christopher, Heather DeVries, Trisha Clay and Kristofer Fontanez for helping get us across the finish line. There have been countless emails, and revisions upon revisions. I also want to thank Dr. Reber for his early morning emails and observations.

But, like Lisa said, the website is never really complete. It's almost like a living, breathing thing. Even when we go live, there's always going to be something to update, something to change, and this is why I bring up the College community. As we've all created this, it's our job to maintain it, even though Kristofer and I will be doing the physical part of it. Every department that has added to this website has to take it upon themselves to make sure that their information is up to date. The website is as much for the community as it is for those of us who are already here – students, faculty and staff. This website is primarily for those who aren't here yet. We want to attract those students and professionals that we hope to educate for the future. After the new website is launched, there will be discussions on how to maintain the site and keep it up to date so that we are more proactive.

Kristofer Fontanez offered the following remarks.

Hello everyone. This project has been such an amazing experience for me. Considering, from my standpoint, I, too, was a student here at Hudson County Community College. I graduated with the Class of 2016. I earned my Associate Degree in Computer Science. I transferred to NJCU to continue my Bachelor's degree in computer science. I didn't expect this to happen, but I went throughout my entire college experience and graduated from NJCU and earned my Bachelor's degree, graduating *Summa Cum Laude*, and I did not have to pay a single dime. I am a student who is completely debt free. I came back to Hudson and I am now working as a Web Developer under my supervisor, Omar Williams. I've always loved working with computers. Being a part of creating this new website is an overwhelming experience for me. This is something we all did together. This new website is something that will benefit the community and the College.

President Reber resumed his remarks.

Thank you so much Lisa, Omar, Kristofer, Jen Christopher and all who have contributed to this phenomenal achievement that will serve our College and our community

exceedingly well for years to come. Hudson really is home and is family, and I think you can see that in the comments tonight. We're so proud of this really huge step forward.

I would like to congratulate our valued, long-serving faculty colleagues, Joseph Caniglia and Dr. Patrick Moore, who have been recommended for promotion from Associate Professor to Full Professor of Academic Foundations English, and Psychology, respectively. This recommendation is included on this evening's agenda for Trustee action, with the full support of the Promotion Committee, Vice President Darryl Jones, and the Board Personnel Committee.

Joseph and Patrick, thank you for your dedicated teaching, scholarship, and service, and your tireless support of our students and our College.

And, finally, this evening's agenda includes the appointment of Yeurys Pujols to the inaugural position of Vice President for Diversity, Equity and Inclusion at Hudson County Community College. The creation of this leadership position, and the establishment of an Office of Diversity, Equity and Inclusion, represent milestone outcomes of best-practice work across the college and community.

Trustees, on behalf of all members of our HCCC community, thank you for your leadership, advocacy and support of this work. I particularly thank Trustees Lee and Gardner, who are members of the President's Advisory Council on Diversity, Equity and Inclusion, and the 40 students, faculty, staff, and community leaders who serve the College on PACDEI.

Trustees, this concludes my report.

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

Trustee Lee offered the following remarks.

Chris, this is fantastic work on the website and everything that you reported on. It looks great. Congratulations to you, Omar, Kristofer, and everyone that worked on it. Congratulations to Ted Lai and to the Jack Kent Cooke scholarship recipients Adoum Allamine and Pedro Moranchel. You all make us look good. You not only elevate yourselves, but you elevate this institution, and I just want to thank you for that.

Trustee Netchert offered the following remarks.

Kristopher Fontanez is the Hudson County Community College story. We could all sit here for two hours and share an HCCC story. He came here looking for assistance, we gave it to him, and he excelled. He went on and got more assistance and excelled, and he's come back, and he's giving back. That's what we are all about. And to see our students want to come back and contribute to the College and the success that it has afforded them, as Bakari said, is what makes it all worthwhile for us. Congratulations to Kristopher, Omar, Lisa, and the entire team that worked on the website. And, Mr. President, congratulations to you. It's all happening under your leadership, and so, you deserve credit as well.

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 been informed of our approved 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

Introduced by: Bakari Lee

Seconded by: Jeanette Peña

9 Ayes.....0 Nays

Resolution Adopted

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*
- 11. Resolution Awarding Contract for Professional Architectural and Engineering Services.*

Introduced by: Bakari Lee

Seconded by: Adamarys Galvin

9 Ayes.....0 Nays

Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS 1-8

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 Modification to 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.*

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

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: Karen Fahrenholz

Seconded by: Harold Stahl

9 Ayes.....0 Nays

Resolution Adopted

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
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: Pamela Gardner

Seconded by: Karen Fahrenholz

9 Ayes.....0 Nays

Resolution Adopted

X. NEW BUSINESS

1. Resolution of the Board of Trustees of Hudson County Community College Approving an Agency Agreement with the Hudson County Economic Development Corporation for an NJ Grow Application and Related Financing of the New Academic Building, was approved.

Introduced by: Jeanette Peña

Seconded by: Adamarys Galvin

Trustee Bakari Lee recused himself from this portion of the meeting.

8 Ayes.....0 Nays

Resolution Adopted

African American Outreach Committee

Trustee Lee reported that the African American Outreach Committee met virtually last week with President Reber. He noted that he had participated, but was unable to remain until the end of the meeting. He asked President Reber and Trustee Gardner to provide an update.

President Reber stated that Trustee Gardner has led the development of the African American Outreach Committee. It is a committed group of African American clergy and other African American leaders in the community, who, like members of our Latino Advisory Council, are very interested in working in partnership with the College to help get the word out to more members of the community about the financial aid tools we have and the educational opportunities here. Several quarterly meetings have been held with an abundance of enthusiasm. One of our colleagues, Royal Mainor—another example of a former HCCC student who has done exceedingly well and is now working at the College—has spoken about her experience. She has really inspired members of the African American College community and beyond. Thank you, Trustee Gardner, for your leadership and participation on this important committee.

Trustee Gardner thanked President Reber and the Trustees for the opportunity to serve on the Committee. She noted that many of the members are clergy, but there are also other members who represent the NAACP, the Urban League and other organizations. They are really excited about the opportunity to work with the College and get the word out. Especially at this time, after coming out of this pandemic, we need to encourage our community members to further their education. We need to be involved with Workforce Development. We need to get the word out about all of the opportunities at the College and that's what we intend to do. She added that she was expecting great things from the Committee because they are excited and inspired by the College.

XI.

ADJOURNMENT 5:55 P.M.

*Introduced by: Bakari Lee
Seconded by: Joseph Doria
9 Ayes.....0 Nays*

Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 8, 2021**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Resolution Authorizing Renewal of Labster License to be Funded by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Grant

WHEREAS, Hudson County Community (“College”) needs to renew a license for Labster software to provide robust virtual labs for STEM students during COVID-19 limitations; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (3), the College may, without public advertising for bids or bidding therefore, make, negotiate or award a contract for materials or supplies that are not available from more than one potential bidder, including without limitation materials or supplies that are patented or copyrighted; and,

WHEREAS, Labster, Inc., the vendor currently providing the software, has submitted a proposal to continue to provide the software license renewal for two (2) years at a total cost not to exceed \$100,000, which represents no increase from the previous agreement; and,

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Labster, Inc. of New York, New York, for software license renewal at a cost not to exceed \$100,000.

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 Accuplacer Exams

WHEREAS, Hudson County Community College (“College”) needs to purchase Accuplacer Exams that evaluate students’ skills in reading, writing, and math to assist with placement in courses that match their skills; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.10, the Board of Trustees of two or more county colleges may enter into an agreement for the purchasing of work, materials or supplies for their respective colleges; and,

WHEREAS, the Joint Purchasing Consortium (“JPC”) of the New Jersey Council of County Colleges, of which the College is a member, conducted a procurement for the exams for all of the JPC’s members and awarded a contract for the exams to College Board of New York; and,

WHEREAS, College Board of New York submitted a proposal to the College to provide these exams pursuant to the JPC contract award at a cost of \$1.95 per unit, which represents no rate increase from the prior year; and,

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

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to College Board of New York, New York, for purchase of Accuplacer Exams at the cost of \$1.95 per unit.

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

3. Resolution Authorizing Purchase of Multilingual Support

WHEREAS, Hudson County Community College (“College”) needs to add multilingual support for the Enrollment Services Department to its existing contract with CareerAmerica, LLC; and,

WHEREAS, CareerAmerica LLC submitted a proposal to provide these services at a total cost not to exceed \$20,834; and,

WHEREAS, the software provided by CareerAmerica, LLC for these services is copyrighted and is patent pending; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (3), materials or supplies that are not available from more than one potential bidder, including without limitation materials or supplies that are patented or copyrighted, are exempt from public bidding; and,

WHEREAS, the anticipated term is through January 31, 2023; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize an addendum to the existing contract with CareerAmerica of Boulder, Colorado, to provide multilingual support as described herein at a total cost not to exceed \$20,834.

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 Renewal of Canvas Cloud Software

WHEREAS, Hudson County Community College (“College”) needs to renew the contract for a cloud-based education technology platform with advanced Learning Management System functionality; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.10, the Board of Trustees of two or more county colleges may enter into an agreement for the purchasing of work, materials or supplies for their respective colleges; and,

WHEREAS, the Joint Purchasing Consortium (“JPC”) of the New Jersey Council of County Colleges, of which the College is a member, conducted a procurement for Learning Management Systems for all of the JPC’s members and awarded a contract for the Canvas Cloud technology platform to Instructure, Inc.; and,

WHEREAS, Instructure, Inc. has submitted a proposal to the College for the Canvas Cloud platform pursuant to the JPC contract award at a cost not to exceed \$160,620, which represents a 31% decrease from the prior year; and,

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

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Instructure, Inc. of Salt Lake City, Utah, for purchase of Canvas Cloud software through the JPC as described herein at a cost not to exceed \$160,620.

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 Renewal of College-Wide Telephone System Services

WHEREAS, Hudson County Community College ("College") needs to renew service with a vendor to provide College-wide telephone system services; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.9, the College may, without public advertisement, purchase services pursuant to a contract entered into for such services on behalf of the State by the Division of Purchase and Property; and,

WHEREAS, Verizon (NJ State Contract #T1776), the current vendor providing the service, has submitted a proposal to provide telephone system services in accordance with the rates set forth in the State Contract; and,

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

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize telephone system services to Verizon.

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

6. Resolution Authorizing Renewal of Cisco Unified Communications Telephone System Service

WHEREAS, Hudson County Community College ("College") needs services from a vendor to provide internal and external access, call center routing, and call center reporting and analytics for the unified communications system installed at the College; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (19), the College may, without public advertising for bids or bidding therefore, make, negotiate or award a contract to an entity providing goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development for the hardware service; and,

WHEREAS, Aspire Technology Partners, the vendor that installed the system, submitted a proposal for two (2) years of service at a total cost not to exceed \$137,280, which represents a 50% decrease for the first year of the agreement and a flat rate for the second year of the agreement; and,

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

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Aspire Technology Partners of Eatontown, New Jersey, to provide telecommunication service as described herein at a cost not to exceed \$137,280.

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

7. Resolution Authorizing Renewal of Maintenance and Repair Services for Fire Alarms

WHEREAS, Hudson County Community College ("College") needs to contract with a vendor to provide maintenance and repair services for the fire alarms throughout the College; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.9, the College may, without public advertisement, purchase services pursuant to a contract entered into for such services on behalf of the State by the Division of Purchase and Property; and,

WHEREAS, Johnson Controls, Inc. (New Jersey State Contract #A83717), the current vendor providing the services, submitted a proposal to provide maintenance and repair services under the State Contract at a cost not to exceed \$55,000, which represents no rate increase from the prior year; and,

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

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Johnson Controls, Inc. of Rockaway, New Jersey, to provide fire alarm system maintenance and repair services as described herein at a cost not to exceed \$55,000.

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

8. Resolution Authorizing Renewal of Contract for Dental Insurance

WHEREAS, Hudson County Community College ("College") needs to renew the current dental insurance for its employees; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (11), the College may, without public advertising for bids or bidding therefore, make, negotiate or award a contract for insurance, including the purchase of insurance coverage and consulting services; and,

WHEREAS, Delta Dental of New Jersey, the current vendor providing dental insurance to the College, has submitted a proposal to provide dental insurance services for two (2) years at a total cost not to exceed \$317,555, which represents no increase from the prior agreement; and,

WHEREAS, the anticipated term is two (2) years; 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 Delta Dental of New Jersey of Parsippany, New Jersey, for renewal of dental insurance services as described herein at a cost not to exceed \$317,555.

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

9. Resolution Authorizing Renewal of Achieving the Dream Contract

WHEREAS, Hudson County Community College ("College") has a desire to continue as an Achieving the Dream ("ATD") Organization Institution; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (15), the College may, without public advertising for bids or bidding therefore, make, negotiate or award a contract for professional consulting services; and,

WHEREAS, ATD has advised that the fees to continue as an ATD Organization Institution for the upcoming year are \$75,000, which represent no increase from the prior year; and,

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

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize renewing the contract with Achieving the Dream Organization of Silver Springs, Maryland, for one (1) year at a total cost of \$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.

10. Resolution Authorizing Renewal of Media Services Contract (Altice) for Cable Advertisements for Fiscal Year 2022

WHEREAS, Hudson County Community College ("College") needs to purchase cable television advertising as part of its plan to increase visibility and create a media image; and,

WHEREAS, to help achieve this goal, it is proposed that the College continue a cable television campaign with ads running on the local cable television providers throughout Hudson County; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (20), the College may, without public advertising for bids or bidding therefore, make, negotiate or award a contract for personnel recruitment and advertising; and,

WHEREAS, Altice has submitted a proposal to run ads designed by the College's Communications Department on Altice's cable stations for television spots, at a cost not to exceed \$61,124, which represents a 2% increase from the prior year; and,

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

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

WHEREAS, the Administration and Finance Committee recommend this award;

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

College award a contract to Altice of Hoboken, New Jersey, for purchase of media services as described herein at a cost not to exceed \$61,124.

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

11. Resolution Authorizing Renewal of Media Services Contract (News 12) for Cable Advertisements for Fiscal Year 2022

WHEREAS, Hudson County Community College ("College") needs to purchase cable television advertising as part of its plan to increase visibility and create a media image; and,

WHEREAS, to help achieve this goal, it is proposed that the College continue a cable television campaign with ads running on the local cable television providers throughout Hudson County; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (20), the College may, without public advertising for bids or bidding therefore, make, negotiate or award a contract for personnel recruitment and advertising; and,

WHEREAS, News 12 New Jersey has submitted a proposal to run ads designed by the College's Communications Department on News 12 New Jersey's cable station television spots, at a cost not to exceed \$28,860, which represents a 3% increase from the prior year; and,

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

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to News 12 New Jersey of Edison, New Jersey, for purchase of media services as described herein at a cost not to exceed \$28,860.

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

12. Resolution Authorizing Renewal of Media Services (effectv) for Cable Advertisements for Fiscal Year 2022

WHEREAS, Hudson County Community College ("College") needs to purchase cable television advertising as part of the plan to increase visibility and create a media image; and,

WHEREAS, to help achieve this goal, it is proposed that the College continue a cable television campaign with ads running on the local cable television providers throughout Hudson County; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (20), the College may, without public advertising for bids or bidding therefore, make, negotiate or award a contract for personnel recruitment and advertising; and,

WHEREAS, effectv (formerly Comcast Cable) has submitted a proposal to run ads designed by the College's Communications Department on Comcast Cable's cable stations, including Verizon FiOS, for television spots, at a cost not to exceed \$50,089, which represents a 4% increase from prior year; and,

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

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to effectiv of New York, New York, for purchase of advertising media services as described herein at a cost not to exceed \$50,089.

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

13. Resolution Authorizing Renewal of Liability and Casualty Insurance for Fiscal Year 2022

WHEREAS, Hudson County Community College ("College") needs to purchase liability and casualty insurance; and,

WHEREAS, pursuant to N.J.S.A 18A:64A-25.5 (a) (11), the College may, without public advertising for bids or bidding therefore, make, negotiate or award a contract for insurance coverage and consulting services; and,

WHEREAS, the College's insurance broker, the Borden Perlman Salisbury & Kelly Agency, has solicited proposals for this insurance for the College as part of a pool of seven (7) community colleges to obtain the most favorable premium rates and coverage limits, and has recommended the proposal submitted by Philadelphia Insurance Companies at a cost not to exceed \$502,043 annually, which represents an 11% increase from the prior year; and,

WHEREAS, the annual premiums for the coverages are noted below:

Coverage Cost
 Commercial Package Policy \$336,596
 Crime Included
 Commercial Automobile Included
 Boiler and Machinery Included
 Excess Liability \$37,170
 School Leaders \$69,739
 Special Excess Liability \$33,600
 Environmental Liability \$10,040
 Data Security Liability \$14,898
 Total \$502,043

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

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract for the purchase of insurance policies set forth above procured by Borden Perlman Salisbury & Kelly Agency of Lawrenceville, New Jersey, through the county college community pool at a cost not to exceed \$502,043.

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 1-13:**

1) Resolution Authorizing Renewal of Labster License to be Funded by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Grant; 2) Resolution Authorizing Purchase of Accuplacer Exams; 3) Resolution Authorizing Purchase of Multilingual Support; 4) Resolution Authorizing Renewal of Canvas Cloud Software; 5) Resolution Authorizing Renewal of College-Wide Telephone System Services; 6) Resolution Authorizing Renewal of Cisco Unified Communications Telephone System Service; 7) Resolution Authorizing Renewal of Maintenance and Repair Services for Fire Alarms; 8) Resolution Authorizing Renewal of Contract for Dental Insurance; 9) Resolution Authorizing Renewal of Achieving the Dream Contract; 10) Resolution Authorizing Renewal of Media Services Contract (Altice) for Cable Advertisements for Fiscal Year 2022; 11) Resolution Authorizing Renewal of Media Services Contract (News 12) for Cable Advertisements for Fiscal Year 2022; 12) Resolution Authorizing Renewal of Media Services (effectv) for Cable Advertisements for Fiscal Year 2022; 13) Resolution Authorizing Renewal of Liability and Casualty Insurance for Fiscal Year 2022

INTRODUCED BY: _____

SECONDED BY: _____

DATE: June 8, 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
June 8, 2021**

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATIONS

First Name	Last Name	Title	Effective Date
Amy	Keavy	Librarian	May 28, 2021
Shaun	Sugrue	College Lecturer, Radiography	June 17, 2021
Djadi	Sylla - Samassa	Coordinator, Continuing Education and Workforce Development	June 10, 2021

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

2. APPOINTMENT OF STAFF

First Name	Last Name	Title	Effective Date	Annual Salary
Katherine	Morales	Director, Hudson Helps Resource Center (Grant-funded)	June 21, 2021	\$ 77,000
Alexandra	Plante	Director of Library Instruction	June 14, 2021	\$ 70,000

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

3. APPOINTMENT OF TEMPORARY FULL-TIME STAFF

First Name	Last Name	Title	Effective Date	Anticipated End Date	Annual Salary
Omar	Hamza	Student Services Assistant	July 1, 2021	December 31, 2021	\$ 38,000
Anne	Hutchinson	Librarian	June 9, 2021	December 31, 2021	\$ 53,000
Nicholas	Mangal	Academic Counselor (Grant-funded)	June 9, 2021	May 12, 2022	\$ 48,000
Hamza	Saleem	Admissions Advisor	July 1, 2021	December 31, 2021	\$ 38,000
Alison	Wakefield	Interim Associate Dean, Humanities and Social Sciences	July 1, 2021	December 31, 2021	\$ 95,000
Katherine	Zambrano	Library Associate	July 1, 2021	December 31, 2021	\$ 30,000
Imane	Zehaf	Financial Counselor (Grant-funded)	June 9, 2021	December 31, 2021	\$ 40,000

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

4. APPOINTMENT OF TEMPORARY FULL-TIME FACULTY, FALL 2021

First Name	Last Name	Title	Effective Date	Annual Salary
Philip	Doku	Instructor (Non-tenured)	August 16, 2021	\$ 55,434.92

RECOMMENDATION: The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Appointment of Temporary Full-Time Faculty for Fall 2021, as listed above, as Personnel Recommendation Item No. 4.

5. REAPPOINTMENT OF FULL-TIME TENURE-TRACK FACULTY, ACADEMIC YEAR 2021-22

REPORTS/BACKGROUND

First Name	Last Name	Title
Bernard	Adamitey	Instructor, Academic Foundations Math
Jeanne	Baptiste	Instructor, English
Heather	Connors	Instructor, English
Fidelis	Foda-Kahouo	Instructor, Mathematics
Karen	Galli	Instructor, English
Karen	Hosick	Instructor, Exercise Science
Clive	Li	Instructor, Engineering Sciences
Jihan	Nakhla	Instructor, Medical Assisting Program
Mohammad	Qasem	Instructor, Physics
Gilda	Reyes	Instructor, Speech
Laura	Samuelsen	Instructor, Academic Foundations Math
Fatma	Tat	Instructor, Chemistry
Rong "Carrie"	Xiao	Instructor, Accounting

RECOMMENDATION: The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Reappointment of Full-Time Tenure-Track Faculty for Academic Year 2021-22, as listed above, as Personnel Recommendation Item No. 5.

6. REAPPOINTMENT OF FULL-TIME LECTURERS, ACADEMIC YEAR 2021-22

REPORTS/BACKGROUND

First Name	Last Name	Title
Patrizia	Barroero	Lecturer, Transitional Program
Mary Ellen	Cvek	Lecturer, Nursing
Sharon	Daughtry	Lecturer, Business
Griselda	Frane	Lecturer, Nursing
Ruthann	Kelman	Lecturer, Clinical Nurse Specialist, Maternal Child Nursing
Marissa	Lontoc	Lecturer, Baking and Pastry Arts
Kathleen	Meehan-Hart	Lecturer, Clinical Nurse Specialist, Maternal Child Nursing
Jedediah	Palmer	Lecturer, ESL
Carmen	Pelardis	Lecturer, Nursing
Nancy	Saliba	Lecturer, Nursing
Richard	Walker	Lecturer, Criminal Justice
Michael	Whelpley	Lecturer, Academic Foundations English

RECOMMENDATION: The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Reappointment of Full-Time Lecturers for Academic Year 2021-22, as listed above, as Personnel Recommendation Item No. 6.

7. AUTHORIZATION OF PART-TIME STAFF THROUGH JUNE 2022, AS NEEDED

First Name	Last Name	Department	Title	Position ID	Supervisor
Amy	Brown	Academic Development and Support Services	Academic Coach	GRATUT-601021	Pamela Bandyopadhyay
Doris Grace	Ervin	Academic Development and Support Services	Academic Coach	GRATUT-601021	Pamela Bandyopadhyay
Soumeya	Nasri	Academic Development and Support Services	Academic Coach	GRATUT-601021	Pamela Bandyopadhyay
Dimarie	Pagan	Academic Development and Support Services	CRN Bridge Academic Coach	603017	Pamela Bandyopadhyay
Derkyl	Paton	Academic Development and Support Services	Academic Coach	GRATUT-601021	Pamela Bandyopadhyay
Rodrigo	Romea	Academic Development and Support Services	Academic Coach	GRATUT-601021	Pamela Bandyopadhyay
Adita	Singh	Academic Development and Support Services	Office Assistant	OFFFAST-101010	Pamela Bandyopadhyay
Nasly	Aguilar	Accessibility	Notetaker/Reader	READER-150525	Karine Davis
Nicole	Barnes	Accessibility	Sign Language Interpreter	SIGNLAU-150525	Karine Davis
Lisette	Borgono	Accessibility	Notetaker/Reader	READER-150525	Karine Davis
Laura	Brinkley	Accessibility	Sign Language Interpreter	SIGNLAU-150525	Karine Davis
Laura	Burnett	Accessibility	Sign Language Interpreter	SIGNLAU-150525	Karine Davis
Javier	Cabezas-Velasquez	Accessibility	Notetaker/Reader	READER-150525	Karine Davis
Marisa	Daponte	Accessibility	Notetaker/Reader	READER-150525	Karine Davis
Angel	Dumancela	Accessibility	Notetaker/Reader	READER-150525	Karine Davis
Fernanda	Figuroa	Accessibility	Notetaker/Reader	READER-150525	Karine Davis
Marci	Friedman	Accessibility	Sign Language Interpreter	SIGNLAU-150525	Karine Davis
Ashley	Melendez	Accessibility	Notetaker/Reader	READER-150525	Karine Davis
Kimberly	Muller	Accessibility	Sign Language Interpreter	SIGNLAU-150525	Karine Davis
Gabrielle	Reeves	Accessibility	Notetaker/Reader	READER-150525	Karine Davis
Lisbeth	Romero	Accessibility	Notetaker/Reader	READER-150525	Karine Davis
Teresa	Sierra	Accessibility	Notetaker/Reader	READER-150525	Karine Davis
Alexandria	Stanley	Accessibility	Notetaker/Reader	READER-150525	Karine Davis
Dhrushna	Vasram	Accessibility	Notetaker/Reader	READER-150525	Karine Davis
Joseph	Arce	Advisement and Transfer Services	Office Assistant	200510	Sheila Dynan

Candice	Fernandez	Advisement and Transfer Services	PT Advisor	200510	Sheila Dynan
Angeline	Plummer	Advisement and Transfer Services	PT Advisor	200510	Sheila Dynan
Americo	Soria	Advisement and Transfer Services	PT Advisor	200510	Sheila Dynan
Danielle	Wooton	Advisement and Transfer Services	PT Advisor	200510	Sheila Dynan
Robert	Bennett	Business, Culinary Arts, and Hospitality Management	Additional Assignment	ADDASIG-101030	Ara Karakashian
Shawn	Chitty	Business, Culinary Arts, and Hospitality Management	Receiving Clerk	RECLERK-101030	Ara Karakashian
Anthony	Clode	Business, Culinary Arts, and Hospitality Management	Receiving Clerk & Additional Assignment	RECLERK-101030 & PTAACAI-101030	Ara Karakashian
Kim	Fong	Business, Culinary Arts, and Hospitality Management	PT Instructor/Assistant	PTAACAI-101030	Ara Karakashian
Beth	Karam-Putt	Business, Culinary Arts, and Hospitality Management	PT Instructor/Assistant	AADDASIG-101030	Ara Karakashian
Victor	Moruzzi	Business, Culinary Arts, and Hospitality Management	PT Instructor/Assistant	ADDASIG-101030	Ara Karakashian
Frank	Pascale	Business, Culinary Arts, and Hospitality Management	PT Instructor/Assistant	PTAACAI-101030	Ara Karakashian
Matthew	Siciliano	Business, Culinary Arts, and Hospitality Management	PT Instructor/Assistant	AADDASIG-101030	Ara Karakashian
Tonja	Webb	Business, Culinary Arts, and Hospitality Management	PT Instructor/Assistant	PTAACAI-101030	Ara Karakashian
David	Adeyemi	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Patricia	Gonzalez	Continuing Education and Workforce Development	PT Instructor	PTINST-103005, 102010, 605020, & 603090	Catherina Mirasol
Marlenne	Andalia	Educational Opportunity Fund Program	Peer Mentor	EOF	Jose Lowe
Fatime	Diop	Educational Opportunity Fund Program	Peer Mentor	603042	Jose Lowe
Lynnette	Dortrait	Educational Opportunity Fund Program	Summer Academy Instructor	603041	Jose Lowe
Victoria	Ferreira	Educational Opportunity Fund Program	Peer Mentor	603042	Jose Lowe
Tytianna	Jackson	Educational Opportunity Fund Program	PT Instructor	603041	Jose Lowe

Cesar	Jaramillo	Educational Opportunity Fund Program	PT Instructor	603041	Jose Lowe
Omar	Law	Educational Opportunity Fund Program	Peer Mentor	603042	Jose Lowe
Michele	Moore	Educational Opportunity Fund Program	PT Instructor	603041	Jose Lowe
Christine	Olukere	Educational Opportunity Fund Program	PT Tutor	603041	Jose Lowe
Chrystele	Reid	Educational Opportunity Fund Program	Peer Mentor	603042	Jose Lowe
Bianelly	Tellez	Educational Opportunity Fund Program	Office Assistant	OFFAST-150515	Jose Lowe
Cynthia	Gonzaga	English as a Second Language	Office Assistant	OFFAST-101035	Jenny Bobea
Rossella	Lopez	Enrollment	ENS Assistant	200525	Wajia Zahur
Betsaida	Rosario	Enrollment	ENS Assistant	200525	Wajia Zahur
Melanie	Suarez	Enrollment	Office Assistant	OFFAST-200525	Wajia Zahur
Anthony	Jenkins	Humanities and Social Sciences	PT Instructor	601021	Denise Rossilli
Claribel	Valdez	Humanities and Social Sciences	Office Assistant	OFFAST-101021	Jacquelyn Delemos
Marvin	Alas	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Magda	Dimanche	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Mira	Domadiya	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Esraa	Emam	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Muhammad	Faruque	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Rosennies	Feliz	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Anup	Ghimire	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Tayyaba	Hafeez	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Jorge	Hernandez	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Ana	Hernandez	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Aman	Hirpara	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Justin	Jandik	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Vinisha	Kapadia	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Jairo	Lopez	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Tiffany	Marzano	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Daniela	Medina	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez

Tanaisha	Myrick	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Jankiben	Nayee	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Chirag	Patel	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Jinal	Patel	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
HarshKumar	Patel	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Parth	Patel	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Aahnik	Patel	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Karan	Patel	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
TejKumar	Patel	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Rutvik	Patel	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Raj	Patel	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Harshal	Patil	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Jonathan	Ramos	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Karl	Ramos	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Matthew	Roperos	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Kevin	Shah	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Reem	Sharf	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Selena	Suarez	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Heather	Tabora	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Ana	Velasquez	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Aphyra	Verna	ITS	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Ebony	Cousar	Public Safety and Security	Office Assistant	OFFAST	John Quigley
Jasmine	Ngin	STEM	Office Assistant	OFFAST-101015	Burl Yearwood
Samikshya	Poudel	STEM	Office Assistant	OFFAST-101015	Burl Yearwood
Nevine	Amer	Financial Aid Office	Office Assistant	OFFAST-200520	Sylvia Mendoza
Cielo	Cortez	Financial Aid Office	Office Assistant	OFFAST-200520	Sylvia Mendoza
Chelsea	Jaime	Financial Aid Office	Office Assistant	OFFAST-200520	Sylvia Mendoza

Aimee	Leon	Financial Aid Office	Office Assistant	OFFAST-200520	Sylvia Mendoza
Andres	Molina	Financial Aid Office	Office Assistant	OFFAST-200520	Sylvia Mendoza
Prachi	Patel	Financial Aid Office	Office Assistant	OFFAST-200520	Sylvia Mendoza
Nirali	Patel	Financial Aid Office	Office Assistant	OFFAST-200520	Sylvia Mendoza
Milta	Perez-Jimenez	Financial Aid Office	Office Assistant	OFFAST-200520	Sylvia Mendoza
Manuel	Preciado	Financial Aid Office	Office Assistant	OFFAST-200520	Sylvia Mendoza
Mariam	Amer	Student Life and Leadership	Student Center Information Desk	701000	Veronica Gerosimo
Atrell	Johnson	Student Life and Leadership	Student Center Info Desk	701000	Veronica Gerosimo
Kyara	Martin	Student Life and Leadership	Event Assistant	701000	Veronica Gerosimo
Brian	Ribas	Student Life and Leadership	Peer Leader	701000	Veronica Gerosimo
Christian	Rodriguez	Student Life and Leadership	Student Center Information Desk	701000	Veronica Gerosimo
Jay	Singh	Student Life and Leadership	Peer Leader	701000	Veronica Gerosimo
Keischa	Taylor	Student Life and Leadership	Event Assistant	701000	Veronica Gerosimo
Abou	Traore	Student Life and Leadership	Peer Leader	701000	Veronica Gerosimo
Igor	Tserkun	Student Life and Leadership	Peer Leader	701000	Veronica Gerosimo

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

8. MODIFICATIONS TO STAFFING TABLE

North Hudson Campus

Background: As we prepare to fill the Executive Director of the North Hudson Campus position through an internal search, we are also recommending the restructuring of three positions currently supporting the North Hudson Campus. The following amended title changes will provide growth and development opportunities to the incumbents. They assume additional responsibilities and expanded administrative roles to support the incoming Executive Director of the North Hudson Campus. These changes are funded through net salary savings associated with restructuring when the Executive Vice President and Provost position was eliminated in January 2021.

<i>Current Approved Title</i>	<i>New Title/ Deleted Title (if applicable)</i>	<i>Incumbent (if applicable)</i>	<i>Salary Adjustment (if applicable)</i>	<i>Effective Date</i>
Assistant Director, NHC	Associate Director, NHC	Jason Figueroa	From: \$55,161.60 To: \$60,000.00	July 1, 2021
Coordinator, NHC	Associate Director, NHC	Amaalah Ogburn	From: \$43,680.00 To: \$55,000.00	July 1, 2021

Student Development Associate	Assistant Director, NHC	Diana Galvez	From: \$43,680.00 To: \$50,000.00	July 1, 2021
-------------------------------	-------------------------	--------------	--------------------------------------	--------------

Student Affairs and Enrollment

Background: Responsibility and oversight of transfer pathways have been managed by multiple colleagues over the last several years. A position dedicated to this critical priority will sustain our relationships with transfer partners, create meaningful agreements, and communicate and market them in ways that impact recruitment and retention. This role will report to Student Affairs with a strong connection to Academic Affairs for course and program mapping. The position will be funded through the Secaucus Center operating budget.

Current Approved Title	New Title/ Deleted Title (if applicable)	Incumbent (If applicable)	Salary Adjustment (If applicable)	Effective Date
N/A	Director, Transfer Pathways, Student Affairs and Enrollment	N/A	N/A	June 9, 2021

Perkins Grant-funded Positions

Current Approved Title	New Title/ Deleted Title (if applicable)	Incumbent (If applicable)	Salary Adjustment (If applicable)	Effective Date
Perkins Grant Coordinator	CTE Academic Advisor/ Counselor	Connie Silletti-Cafaro	From: \$46,800 To: \$49,920	July 1, 2021
N/A	CTE Career Coach, Career Services	N/A	N/A	June 9, 2021
N/A	CTE Academic Advisor / Counselor (2)	N/A	N/A	June 9, 2021
N/A	CTE Academic Mentor, Academic Development and Support Services	N/A	N/A	June 9, 2021

Stimulus Grant-funded Temporary Positions

Current Approved Title	New Temporary Title/ Deleted Title (if applicable)	Incumbent (If applicable)	Salary Adjustment (If applicable)	Effective Date	Anticipated End Date
N/A	Academic Counselor (3)	N/A	N/A	June 9, 2021	May 12, 2022
N/A	Licensed Clinical Social Worker, North Hudson Campus	N/A	N/A	June 9, 2021	May 12, 2022

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

9. RESOLUTION TO APPROVE POLICIES FOR ACCOUNTING, FINANCE AND INFORMATION TECHNOLOGY SERVICES

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

WHEREAS, the President, Administration and Personnel Committee recommend implementation of the Accounting, Finance and Information Technology Services Policies; 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 Accounting, Finance and Information Technology Policies.

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

10. RESOLUTION AUTHORIZING CONSULTANT TO REVIEW PROPOSAL FOR AN ASSOCIATE OF SCIENCE IN DATA SCIENCE DEGREE PROGRAM FOR HUDSON COUNTY COMMUNITY COLLEGE

WHEREAS, Hudson County Community College ("College") needs the services of Dmitriy Chebanov, as a consultant, to review the program proposal for an Associate of Science in Data Science Degree Program in accordance with the New Degree Program Review Process established by the Academic Issues Committee of the New Jersey Presidents' Council; and,

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

WHEREAS, the anticipated term is June 9, 2021 until December 20, 2021; and,

WHEREAS, Dmitriy Chebanov is the proposed consultant to provide these services at a total cost not to exceed \$2,000; and,

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award Consultant status to Dmitriy Chebanov to provide services at a cost not to exceed \$2,000.

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

11. RESOLUTION AUTHORIZING CONSULTANT TO REVIEW PROPOSAL FOR AN ASSOCIATE OF SCIENCE IN MUSIC DEGREE PROGRAM FOR HUDSON COUNTY COMMUNITY COLLEGE

WHEREAS, Hudson County Community College ("College") needs the services of Joseph Pignato, as a consultant, to review the program proposal for an Associate of Science in Music Degree Program in accordance with the New Degree Program Review Process established by the Academic Issues Committee of the New Jersey Presidents' Council; and,

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

WHEREAS, the anticipated term is June 9, 2021 until December 20, 2021; and,

WHEREAS, Joseph Pignato is the proposed vendor to provide these services at a total cost not to exceed \$2,000; and,

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award Consultant status to Joseph Pignato to provide services at a cost not to exceed \$2,000.

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

12. RESOLUTION AUTHORIZING CONSULTANT TO FACILITATE HUDSON COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES RETREAT

WHEREAS, Hudson County Community College ("College") has retained the services of James Davy, as a consultant, to facilitate the development of the College's next Strategic Plan; and,

WHEREAS, the Board of Trustees is planning to hold a retreat in July 2021 at which the College's new Strategic Plan will be the focus; and,

WHEREAS, the College seeks to extend and expand its existing agreement for the services of James Davy as it requires his services at the Board of Trustees Retreat to facilitate discussion about the College's new Strategic Plan; and,

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

WHEREAS, the anticipated term is June 9, 2021 until December 1, 2021; and,

WHEREAS, James Davy is the proposed vendor to provide these services at a total cost not to exceed \$3,280.00; and,

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award Consultant status to James Davy to provide services at a cost not to exceed \$3,280.00.

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

13. RESOLUTION AUTHORIZING A 3% INCREASE IN BASE SALARY FOR FULL-TIME CONFIDENTIAL EMPLOYEES

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

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

WHEREAS, the College is committed to annual cost-of-living adjustments of wages and salaries; and,

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

WHEREAS, the increase will be effective July 1, 2021 for those Full-time Confidential staff employed by the College on or before January 5, 2021; and,

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby approve a 3% increase in base salary for all Confidential Employees as set forth in this resolution.

BE IT FURTHER RESOLVED that the Board of Trustees of Hudson County Community College 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 Personnel Committee as outlined above in **Item VIII., Personnel Recommendations 1-13.**

1) Resignations; 2) Appointment of Staff; 3) Appointment of Temporary Full-Time Staff; 4) Appointment of Temporary Full-Time Faculty, Fall 2021; 5) Reappointment of Full-Time Tenure-Track Faculty, Academic Year 2021-22; 6) Reappointment of Full-Time Lecturers, Academic Year 2021-22; 7) Authorization of Part-Time Staff Through June 2022, As Needed; 8) Modification to Staffing Table; 9) Resolution to Approve Policies for Accounting, Finance and Information Technology Services; 10) Resolution Authorizing Consultant to Review Proposal for an Associate of Science in Data Science Degree Program for Hudson County Community College; 11) Resolution Authorizing Consultant to Review Proposal for an Associate of Science in Music Degree Program for Hudson County Community College; 12) Resolution Authorizing Consultant to Facilitate Hudson County Community College Board of Trustees Retreat; and 13) Resolution Authorizing a 3% Increase in Base Salary for Full-Time Confidential Employees.

INTRODUCED BY: _____

SECONDED BY: _____

DATE: June 8, 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 for Item VIII., Personnel Recommendation #9:
Resolution to Approve Policies for Accounting, Finance and Information Technology
Services.*

ACCOUNTING DEPARTMENT

POLICY ON ACCOUNTS RECEIVABLE

Purpose

The purpose of this Policy on Accounts Receivable is to ensure the efficient and effective management of the collection of all Hudson County Community College (“College”) receivables and to establish a system of internal controls for managing the accounts receivable process.

Policy

Accounts receivable is a significant asset for the College. The College and its Board of Trustees (“Board”) are committed to efficiently and effectively managing the collection of all receivables to the College. Receivables include any obligation arising from consumer or financial transactions with the College including, but not limited to, student tuition, fees, continuing education open enrollment courses, as well as sales of products and services.

The Board delegates to the President the responsibility for developing procedures and a system of internal controls for managing the accounts receivable process, including procedures for addressing tuition and fees, payment options, payments, student billing, collections, administrative write-offs, requirements for placing holds on student records, refunds, form 1098-T and tuition statements. The Finance Office will be responsible for implementing the policy.

Approved: June 2021

Approved by: Board of Trustees

Category: Accounting

Subcategory: Accounts Receivables

Scheduled for Review: June 2024

Responsible Department(s): Finance

FINANCE DEPARTMENT**POLICY ON BUDGETING****Purpose**

The purpose of this Policy on Budgeting is to outline the annual budgeting process. The College's budget is prepared annually and is designed to allow the College to have financial control over the College's income, while expenditures are estimated based on previous fiscal year expenses and any anticipated expenses for planned activities.

Policy

The College's annual budget is reviewed and approved by the Board of Trustees. The budget may be based on tuition and fees, state appropriations, county appropriations and other income sources. The Board delegates to the President the responsibility to develop procedures and guidelines for the implementation of this policy. The Finance Office will ensure compliance with this policy in all relevant actions.

Approved: June 2021

Approved by: Board of Trustees

Category: Finance and Accounting

Subcategory: Budgeting

Scheduled for Review: June 2024

Responsible Department(s): Finance

ACCOUNTING DEPARTMENT**POLICY ON FIXED ASSETS****Purpose**

The purpose of this Policy on Fixed Assets is to meet legal requirements of Generally Accepted Accounting Principles (GAAP) established by the Governmental Accounting Standards Board (GASB).

Policy

The College and its Board of Trustees (“Board”) are committed to maintaining an accurate record of fixed assets. The College prepares financial statements consistent with Generally Accepted Accounting Principles (GAAP). Government regulations require recording and maintaining the records of assets including acquisition costs, depreciation and disposal of assets. All assets that meet the requirement of fixed assets will be considered long-term assets and will be managed per GAAP rules.

The Board delegates to the President the responsibility to develop procedures and guidelines for the implementation of this policy. The Finance Office will ensure compliance with this policy in all relevant actions.

Approved: June 2021

Approved by: Board of Trustees

Category: Accounting

Subcategory: Fixed Assets

Scheduled for Review: June 2024

Responsible Department(s): Finance

ACCOUNTING DEPARTMENT**POLICY ON TRAVEL REIMBURSEMENT****Purpose**

The purpose of this Policy on Travel Reimbursement is to establish Hudson County Community College's ("College") employee travel reimbursement policy guidelines for reasonable and necessary expenses incurred in connection with approved business travel.

Policy

The College and its Board of Trustees ("Board") are committed to ensuring that staff and faculty members traveling on official College business exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business at their own expense. Expenditures for approved travel are reimbursable in accordance with College travel policies and procedures.

The Board delegates to the President the responsibility to develop procedures and guidelines for the implementation of this policy. The Finance Office will ensure compliance with this policy in all relevant actions.

Approved: June 2021

Approved by: Board of Trustees

Category: Accounting

Subcategory: Travel Reimbursement

Scheduled for Review: June 2024

Responsible Department(s): Finance

ACCOUNTING DEPARTMENT

POLICY ON ACCOUNTS PAYABLE

Purpose

The purpose of this Policy on Accounts Payable is to ensure the security of Hudson County Community College's ("College") funds and the conduct of business according to the principles of accountability, completeness, timeliness and accuracy. Guided by these principles, the College endeavors to make timely payment to vendors of verified and approved invoices in an efficient manner, and to maintain complete and accurate records of accounts payable.

Policy

The College and its Board of Trustees ("Board") are committed to supporting members of the local community and vendors conducting business with the College. This policy pertains to payments to vendors only. Accounts payable is a type of short-term debt, typically the amount owed by an organization to its suppliers or vendors for goods and services provided, for which payment is not made in advance. The College incurs obligations to suppliers and vendors for the purchase of goods and services used in the ordinary course of business.

The Accounts Payable Department is responsible for the auditing and processing of invoices and payments for the College. The Accounts Payable Department performs the following duties associated with this objective: 1) invoice receipt and electronic payments; 2) monitoring vendor credits and previous payments to vendors; 3) handling payment inquiries from vendors and the College community; 4) oversight of document matching; 5) ensuring appropriate approvals; 6) processing payments; and 7) archiving documents and payment history.

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

Approved: June 2021

Approved by: Board of Trustees

Category: Accounting

Subcategory: Accounts Payable

Scheduled for Review: June 2024

Responsible Department(s): Finance

INFORMATION TECHNOLOGY SERVICES

INFORMATION TECHNOLOGY SERVICES POLICY

Purpose

This policy provides the expectations and guidelines of Hudson County Community College (“College”) to all who use and manage the College’s Information Technology Services and Resources (“ITS Resources”).

The College provides ITS Resources to advance the College’s educational, service, business, and student success objectives. Any access or use of the College’s ITS Resources that interferes, interrupts, or conflicts with these purposes will be considered a violation of this policy. They will be subject to consequences, including revocation of ITS access.

Policy

This policy applies to all members of the College community, including faculty, students, administrators, staff, alumni, authorized guests, and independent contractors who use, access, or otherwise employ, locally or remotely, the College’s ITS Resources, whether individually controlled, shared, stand-alone, or networked.

The Board delegates to the President the responsibility to develop procedures and guidelines for the implementation of this policy. The Information Technology Services and Finance Office will be responsible for implementing the policy.

Approved: June 2021

Approved by: Board of Trustees

Category: Information Technology Services

Scheduled for Review: June 2024

Responsible Department(s): Information Technology Services and Finance Office

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 8, 2021**

IX. ACADEMIC AND STUDENT AFFAIRS

1. Resolution Authorizing Mentorship Program Agreement Between Hudson County Community College and Redeemer Jersey City

WHEREAS, Hudson County Community College (“HCCC”) is a New Jersey county college with campuses located in Jersey City, Union City, and Secaucus, New Jersey; and,

WHEREAS, Redeemer Jersey City is a community church in Jersey City, New Jersey; and,

WHEREAS, HCCC and Redeemer Jersey City have determined to set up a Mentorship Program (“Program”) whereby Redeemer Jersey City will vet and recommend individuals to serve as mentors to HCCC students determined to be at-risk of not completing their studies to persist and graduate; and,

WHEREAS, the parties have developed a Mentorship Program Manual, the terms and conditions of which are incorporated herein by reference, and which may be updated from time to time; 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 Redeemer Jersey City, effective July 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 Approving Option in Pre-Nursing to Existing Associate of Science in Medical Sciences Pre-Professional Degree Program [CIP: 51.1105]

WHEREAS, Hudson County Community College (“College”) aims to provide high-quality educational opportunities that promote student success and meet the needs of the College’s community; and,

WHEREAS, the College seeks to expand its offerings to meet the needs of its students; and,

WHEREAS, the College has developed an Option in Pre-Nursing to its existing Associate of Science in Medical Sciences Pre-Professional degree program (“Program”) to address the needs of its students; and,

WHEREAS, the Option in Pre-Nursing is designed as a pathway to further study nursing in which the general education courses equip students with a multidisciplinary understanding of health and health care in today’s world; and,

WHEREAS, the Program’s major requirements are composed of science courses that are the common prerequisites for admission into nursing programs; and,

WHEREAS, the Option in Pre-Nursing prepares students for transfer to associate or baccalaureate degree programs that will lead to careers in nursing while allowing students to maintain eligibility for funding through federal financial aid; and,

WHEREAS, the Administration, and the Academic and Student Affairs Committee, recommend the approval of the Option in Pre-Nursing to the existing Associate of Science in Medical Sciences Pre-Professional degree program, effective upon approval;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby approve the Option in Pre-Nursing to the existing Associate of Science in Medical Sciences Pre-Professional degree program.

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 Renewal of Articulation Agreement with Fairleigh Dickinson University for the Academic Pathway in Radiography

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 Radiography degree program as part of its core inventory of health sciences programs; and,

WHEREAS, one goal of the Associate of Science in Radiography degree program is the successful transfer of its students to a four-year university to pursue a baccalaureate degree in Radiologic Technology; and,

WHEREAS, Fairleigh Dickinson University ("FDU") offers a baccalaureate degree in Radiologic Technology; and,

WHEREAS, the College desires to renew its Articulation Agreement ("Agreement") with FDU whereby students who earn an Associate of Science in Radiography degree at the College will be able to transfer seamlessly into the baccalaureate degree program in Radiologic Technology at FDU, retroactive to January 1, 2020; and,

WHEREAS, this Agreement will remain in effect through December 31, 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 Fairleigh Dickinson University, retroactive to January 1, 2020.

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 Articulation Agreement with International Union of Operating Engineers Local 825

WHEREAS, Hudson County Community College ("College") seeks to offer pathways to academic credit-bearing credentials for individuals who have earned industry-recognized credentials and certifications; and,

WHEREAS, the International Union of Operating Engineers Local 825 (“IUOE Local 825”) seeks to offer its members the opportunity to earn academic credit towards a degree for its apprenticeship program; and,

WHEREAS, this academic credit will be applied towards the College’s Associate of Applied Science (AAS) Degree in Technical Studies; and,

WHEREAS, the College seeks to enter into an Agreement (“Agreement”) with IUOE Local 825 whereby academic credit towards the AAS in Technical Studies will be granted to those members of IUOE Local 825 who have either successfully completed the IUOE Local 825 apprenticeship program or who are dually enrolled at the College in the AAS Technical Studies degree program, taking a minimum of six credits per semester, and the IUOE Local 825 apprenticeship program, effective June 9, 2021; and,

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

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the approval of the Agreement between Hudson County Community College and IUOE Local 825;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the Agreement between Hudson County Community College and IUOE Local 825, effective June 9, 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.

5. Resolution Approving Agreement with the Hudson County Department of Housing and Reintegration to Create and Implement the Academic Workforce Pathway Program on Behalf of the Department of Housing and Community Reintegration

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

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

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

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

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

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

6. Resolution Authorizing Articulation Agreement with the Hudson County Public Safety Training Center

WHEREAS, Hudson County Community College (“College”) seeks to offer pathways to academic credit-bearing credentials for individuals who have earned industry-recognized credentials and certifications; and,

WHEREAS, the Hudson County Public Safety Training Center (“HCPSTC”) seeks to offer its graduates the opportunity to earn academic credit towards a degree for its Basic Course for Police Officers training program; and,

WHEREAS, this academic credit will be applied towards the College’s Associate of Science Degree in Criminal Justice; and,

WHEREAS, the College seeks to enter into an Agreement (“Agreement”) with HCPSTC whereby academic credit towards the Associate of Science in Criminal Justice will be granted to those who have successfully completed the HCPSTC’s Basic Course for Police Officers, retroactive to January 1, 2021; and,

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

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the approval of the Agreement between Hudson County Community College and HCPSTC;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the Agreement between Hudson County Community College and the Hudson County Public Safety Training Center, retroactive to January 1, 2021;

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

7. Resolution Authorizing Articulation Agreement with City University of New York College of Staten Island for the Academic Pathway in Human Services

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 Human Services Pre-Social Work degree program as part of its inventory of programs; and,

WHEREAS, a central goal of the Associate of Science in Human Services Pre-Social Work degree program is the successful transfer of its students to a four-year university; and,

WHEREAS, City University of New York College of Staten Island (“CUNY CSI”) offers a Bachelor of Science degree program in Social Work through its Department of Social Work; and,

WHEREAS, the College desires to enter into an Agreement (“Agreement”) with CUNY CSI whereby students who earn an Associate of Science in Human Services Pre-Social Work degree at the College will be able to transfer seamlessly into the Bachelor of Science in Social Work at CUNY CSI, effective for the fall 2021 semester; and,

WHEREAS, this Agreement will be reviewed by both parties, 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 City University of New York College of Staten Island, effective for the fall 2021 semester.

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.

8. Resolution Authorizing Articulation Agreement with Rutgers University Newark for the Academic Pathway in Human Services

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 Human Services Pre-Social Work degree program as part of its inventory of programs; and,

WHEREAS, a central goal of the Associate of Science in Human Services Pre-Social Work degree program is the successful transfer of its students to a four-year university; and,

WHEREAS, Rutgers University – Newark offers a Bachelor of Arts degree program in Public and Nonprofit Administration through its School of Public Affairs and Administration ("SPAA"); and,

WHEREAS, the College desires to enter into an Agreement ("Agreement") with Rutgers' SPAA whereby students who earn an Associate of Science in Human Services Pre-Social Work degree at the College will be able to transfer seamlessly into the Bachelor of Arts in Public and Nonprofit Administration at Rutgers' SPAA, effective for the fall 2021 semester; and,

WHEREAS, this Agreement will be reviewed by both parties, 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 Rutgers University – Newark School of Public Affairs and Administration, effective for the fall 2021 semester.

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.

9. Resolution Authorizing Renewal of Agreement with Year Up

WHEREAS, Hudson County Community College ("College") entered into an agreement with Year Up New York New Jersey in May 2019; and,

WHEREAS, Year Up assists the College in furthering the reach of its mission by providing young adults with a pathway to entry-level employment in high-demand sectors such as Information Technology and Business, through an intensive training and internship program; and,

WHEREAS, the College and Year Up have developed a synergistic partnership through which Year Up recruits the College's students to participate in its training and internship program, and students who participate in Year Up programming are simultaneously enrolled in degree programs at the College; and,

WHEREAS, the existing agreement is due to expire; and,

WHEREAS, the College seeks to renew the Agreement with Year Up for an additional two years; and,

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the renewal of the Agreement between Hudson County Community College and Year Up, effective upon approval.

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

10. Resolution Approving "3+1" Agreement Between Hudson County Community College and Ramapo College of New Jersey

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 academic programs in which graduates receive associate degrees; and

WHEREAS, Ramapo College of New Jersey ("Ramapo") is authorized by the State of New Jersey to award baccalaureate degrees; and,

WHEREAS, N.J.S.A. 18A:3B-78 permits a four-year institution of higher education and a county college to jointly establish a three plus one ("3 + 1") degree program for a baccalaureate degree in such majors as may be mutually agreed upon; and,

WHEREAS, it is the goal of the College and Ramapo to provide a seamless transition for students with associate degrees leading to the conferral of a Baccalaureate Degree by Ramapo for certain mutually agreed upon 3 + 1 paths; and,

WHEREAS, the College seeks to enter into a "3+1" Agreement with Ramapo for certain mutually agreed upon academic paths, effective for the fall 2021 semester; and,

WHEREAS, this Agreement will be reviewed by both parties, 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 renewal of this Agreement;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the "3+1" Agreement between Hudson County Community College and Ramapo College of New Jersey, effective for the fall 2021 semester.

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration, and the Academic and Student Affairs Committee as outlined above in **Item IX. Academic and Student Affairs Recommendations 1-10:**

1) Resolution Authorizing Mentorship Program Agreement Between Hudson County Community College and Redeemer Jersey City; 2) Resolution Approving Option in Pre-Nursing to Existing Associate of Science in Medical Sciences Pre-Professional Degree Program [CIP: 51.1105]; 3) Resolution Authorizing Renewal of Articulation Agreement with Fairleigh Dickinson University for the Academic Pathway in Radiography; 4) Resolution Authorizing Articulation Agreement with International Union of Operating Engineers Local 825; 5) Resolution Approving Agreement with the Hudson County Department of Housing and Reintegration to Create and Implement the Academic Workforce Pathway Program on Behalf of the Department of Housing and Community Reintegration; 6) Resolution Authorizing Articulation Agreement with the Hudson County Public Safety Training Center; 7) Resolution Authorizing Articulation Agreement with City University of New York College of Staten Island for the Academic Pathway in Human Services; 8) Resolution Authorizing Articulation Agreement with Rutgers University Newark for the Academic Pathway in Human Services; 9) Resolution Authorizing Renewal of Agreement with Year Up; and, 10) Resolution Approving "3+1" Agreement Between Hudson County Community College and Ramapo College of New Jersey.

INTRODUCED BY: _____

SECONDED BY: _____

DATE: June 8, 2021

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

_____ Aye _____ Nay

MENTORSHIP PROGRAM AGREEMENT

This Mentorship Program Agreement (“Agreement”) is entered into on the ___ day of _____, 2021 by and between Hudson County Community College, located at 70 Sip Avenue, Jersey City, New Jersey 07306 (“HCCC”) and Redeemer Jersey City, located at BelovED High School, 531 Grand Street, Jersey City, NJ 07304.

WHEREAS, HCCC is a New Jersey County College with campuses located in Jersey City and North Hudson, New Jersey; and,

WHEREAS, Redeemer Jersey City is a community church in Jersey City, New Jersey; and,

WHEREAS, HCCC and Redeemer Jersey City have determined to set up a Mentorship Program (“Program”) whereby Redeemer Jersey City will vet and recommend individuals to serve as mentors to HCCC students determined to be at-risk of not completing their studies to stay in school and graduate; and,

WHEREAS, the parties have developed a Mentorship Program Manual, the terms and conditions of which are incorporated herein by reference, and which may be updated from time to time; and,

NOW, THEREFORE, in consideration of the promises and covenants set forth in this Agreement, the parties agree as follows:

PROGRAM OVERVIEW

Target Student Population

The Program’s goal is to support HCCC students considered at risk of not completing their studies to stay in school and graduate. The definition of “at-risk” populations is fluid and subject to change as determined by HCCC based on the needs of the college and specialty of the community partner.

Mentorship Relationship

- Meet at least twice a month for a minimum total of 2 hours of engagement
- Meetings are a combination of phone calls, video conferences, text / email correspondence, and in person
- In person meetings are acceptable only in public spaces such as on HCCC’s campus, an outdoor park, or a coffee shop
- Meetings cannot occur in cars, in anyone’s home, hotels, or any intimate spaces
- Students and mentors are responsible for their own transportation
- Meetings will be unsupervised
- Giving money is not allowed, however, mentors are allowed to purchase a non-alcoholic beverage or snack on behalf of the student as long as it is not in excess of \$20

- Due to various cultural norms and socio-economic needs of students, gift giving is acceptable but must be reported to primary contact to account for possibility of discomfort or inappropriateness

At the close of the Program, there is no expectation that mentors and students continue the relationship. However, they are welcome to continue their mentorship relationship at their own discretion without the oversight of the program.

COST/FEES

There shall be no fees or exchange of funds between the parties in connection with the Program. Each party shall be responsible for their own costs associated with the Program, including staff salaries. In the event one of the parties determines to hold an in-person event, all costs of the event, including food, beverages and rental space shall be the responsibility of the hosting party.

TIMEFRAME

The Program shall initially be for a one (1) year term from July 1, 2021 through June 30, 2022. The Program shall be reviewed annually to determine whether it will continue. The parties may agree to extend the term of the agreement by amending this agreement or entering into a new agreement.

The agreement will be reviewed annually to determine continuation.

MENTOR APPLICATION PROCESS

Prospective Program mentors shall be selected in accordance with the following procedures.

MENTORSHIP APPLICATION

The Director of Ministries at Redeemer Jersey City will promote the Program to the church's constituents and invite volunteers to apply and be vetted by the church. Invited individuals may include church members, congregants, attendants or other individuals who are connected to or friends of the church. Volunteers will complete an application on CareerSpark, HCCC's career services management platform, to be added to HCCC's Professional Network list. Once added, proposed mentors will complete a survey that covers a range of background demographics and psychographics including education, career highlights, and previous employment. Information will be used for matching purposes. A sample Mentor Application and Survey are included in the Appendix to this Agreement. Redeemer Jersey City will vet all individuals who volunteer to serve as mentors for suitability to serve in that role.

MENTOR ELIGIBILITY REQUIREMENTS

Program mentors will be screened by Redeemer Jersey City for the following qualifications:

- Completion of a bachelor's or post-baccalaureate degree program;
- At least 2 years of professional job experience

Notwithstanding same, individuals with limited academic or professional experience who desire to serve as Program mentors will be considered and evaluated on a case-by-case basis.

MENTORSHIP ONBOARDING

Once mentors are selected, HCCC's Director of Career Services will provide several workshops to onboard volunteers for the Mentorship Program, including the free Mental Health First Aid training offered through Jersey City's Department of Health & Human Services, Division of Injury Protection. Mentors shall be required to participate in the workshops. Details regarding the items to be addressed in the workshops shall be included in the Mentorship Program Manual.

STUDENT ELIGIBILITY REQUIREMENTS

Student eligibility requirements will be determined by HCCC in consultation with Redeemer Jersey City each year as a new cohort of "at risk" populations are identified.

For Cohort 1 in Fall 2021, eligible students shall be those students that fall short of HCCC's Satisfactory Standards according to Satisfactory Academic Progress (SAP) criteria, including those that fall into one of the three following categories: Early Intervention, Academic Probation, and Continued Probation.

METRICS FOR SUCCESS

In order to evaluate the benefits and success of the Program, the following metrics will be tracked cohort to cohort.

Ongoing Short-Term Goals

- Retention - Student stays in school from Fall to Spring and Spring to Fall
- Graduation - Student completes their studies at HCCC and either graduates with an associate's degree or transfers to a four year institution
- Completion of the Program

Ongoing Long-Term Goals

- Graduation - Student completes a four-year degree or higher
- Career Placement - Working in field of interest, job title, salary
- Overall Student Wellbeing

STUDENT/MENTOR MATCHING PROCESS

Students that apply to the Program will be selected based on the qualitative data sourced from both the mentor and mentee application. The parties shall use the criteria set forth in the Mentorship Program Manual in matching students and mentors.

STUDENT ONBOARDING

Students matched to a mentor will participate in either an individual or group meeting for a program overview as set forth in the Mentorship Program Manual.

Following participation in the initial meeting, Program students will receive an email from HCCC's Director of Career Services introducing them to their mentor to facilitate the connection. Mentors are responsible for following up and scheduling the first meeting.

Students will also be provided an optional monthly check-in meeting, either individually or as a group, with a volunteer staff member of HCCC to assess the effectiveness of the relationships and provide students with advice on how to make the most of the mentorship.

KICK-OFF EVENT (OPTIONAL)

HCCC may, at its sole option, host a virtual or in-person welcome event for Program mentors and students.

ROLES AND RESPONSIBILITIES

Set forth below are the responsibilities of the parties, as well as the requirements for participating mentors and students.

HCCC through its Director of Career Services

- Liaise and partner with Redeemer Jersey City's Director of Ministries for the co-creation and safeguarding of Program
- Maintain Program documentation
- Serve as primary point of contact for students regarding questions, concerns, and grievances
- Train and onboard mentors
- Assess and match students with mentors
- Partner with SAP committee to source eligible students
- Partner with other departments and oversee staff to provide additional student support as needed
- Facilitate student introduction to mentor
- Advertise and promote Program to students
- Provide ongoing learning opportunities for mentors as needed
- Program alumni tracking
- Comply with confidentiality requirements

Redeemer Jersey City through its Director of Ministries

- Liaise and partner with Director of Career Services for the co-creation and safeguarding of Program
- Promote Program and source and vet volunteers to serve as mentors from church constituents
- Obtain Mental Health First Aid certification
- Serve as primary point of contact for mentors regarding questions, concerns, and grievances
- Participate in mentor onboarding seminars
- Provide guidance to mentors to enhance their mentorship skills
- Complete program evaluation and ensure mentors complete evaluations and paperwork
- Comply with confidentiality requirements

Mentors

Mentors must be positive role models, confidants, teachers, advocates, coaches, and friends.

- Virtually meet with student at least twice a month. Meeting may be in person if desired by the student and mentor and it is safe to do so. In-person meetings shall be in public places
- Initiate and coordinate scheduling meetings with students
- Document meetings in CareerSpark
- Comply with confidentiality requirements of this Agreement
- Report concerns to Director of Ministries
- Mentors shall not
 - o impose values, religion or worldviews on student
 - o practice mental health, social work, medical or other similar counseling
 - o suggest medications / herbal remedies or provide medical advice
 - o record meetings
- Participate in Mental Health First Aid training

Students

- Virtually meet with mentor at least twice a month. Meeting may be in person if desired by the student and mentor and it is safe to do so. In-person meetings shall be in public places
- Complete survey / reflection modules in CareerSpark
- Communicate lateness or cancellations with mentor in advance
- Report concerns to Director of Career Services

CHURCH "FELLOWSHIP" FUNDS/PROGRAM

For students in good standing in the Program, a per-semester stipend may be available through Redeemer Jersey City for students to reduce barriers or participate in enrichment opportunities related to academic and/or professional development. Stipend applications shall be submitted to Redeemer Jersey City in accordance with its policies and procedures.

GRIEVANCE PROCEDURE

The process for mentor / student grievances is as follows:

1. Request meeting with primary contact (Director of Career Services for student; Director of Ministries for mentor)
2. Inform primary contact of concerns
3. If the parties determine that a mediation will be beneficial, a mediation meeting will be scheduled between mentor, student and both primary contacts at partner organizations to try and resolve the grievance.
4. If successful, primary contacts will conduct follow-ups and check-ins every other week to monitor progress
5. Director of Career Services shall document meetings and follow-ups in CareerSpark / Student Counseling Notes

If the Director of Ministries has a concern to report about the Director of Career Services, the primary contact is their supervisor, the Associate Dean of Student Success at HCCC, Dr. Sheila Dynan or her successor. If the Director of Career Services has a concern to report about the Director of Ministries, the primary contact is Pastor Mark Wellman or his successor.

TERMINATION OF MENTORSHIP

Students and mentors have the right to terminate the mentorship relationship early for any reason. It is encouraged that a reason be provided for safety and efficacy purposes, but request will be honored regardless.

The termination process is as follows:

1. Request meeting with primary contact
2. Inform primary contact of request to end mentorship relationship early
3. A conversation is encouraged to better understand the reason for request so potential alternative solutions can be explored before termination

4. If moving forward with termination, primary contact is to report request to liaison at partner institution
5. A meeting is to be held between both primary contacts and recipient of termination to inform of change
6. Director of Career Services to document in CareerSpark / Student Counseling Notes

Depending on the reason for termination, mentor and / or student may be excluded from future participation in the Program. Such determination shall be in the mutual discretion of HCCC and Redeemer Jersey City. If either HCCC or Redeemer Jersey City objects to the continued participation of either the mentor or student, such individual will not be permitted to continue with the Program. If permitted to continue in the Program, the mentor and/or student may be matched up with other individuals.

TERMINATION OF PARTNERSHIP AGREEMENT

Hudson County Community College and Redeemer Jersey City have the right to terminate this agreement at any time. Such termination shall take effect at the end of the Program's current year (June 30,) so as to not interfere with the mentorship relationships. Notwithstanding same, either party may terminate the Program immediately upon the provision of written note to the other party should the terminating party determine the need to terminate the Program prior to the close of current year. In such event, it is at the discretion of students and mentors whether to continue their relationship without the protections and structures of the program.

An email notifying of the termination shall be sent to the primary contact and their supervisor of the partner organization.

PROGRAM EVALUATION

At the end of the Program, all participants will be asked to complete a 360 survey to evaluate the effectiveness of the Program and the mentorship relationship. See Appendix for 360 survey questions.

MISCELLANEOUS PROVISIONS

This Agreement shall be governed by the laws of the State of New Jersey without regard to New Jersey's conflict of laws or choice of law provisions or principles.

Disputes between the parties shall be subject to the exclusive jurisdiction of the Superior Court of New Jersey venued in Hudson County, New Jersey.

The parties agree that to the extent permitted by law, this agreement, all interactions between students and mentors, and all student information obtained as a result of this Agreement shall be considered confidential and shall not be disclosed except as required by law. To the extent the services require the parties to receive any confidential student information during the provision of the services, the parties agrees to comply with the requirements of the Family Educational Rights and Privacy Act ("FERPA"), 20

C.F.R. Part 99. Regardless of format or medium, such information is considered confidential and protected by FERPA. Such information shall not be disclosed or shared with any third party except as permitted by the terms of this Agreement or under State or Federal Law.

AGREED TO as of the date set forth above.

HUDSON COUNTY COMMUNITY COLLEGE

REDEEMER JERSEY CITY

By: _____

By: _____

Witness:

Witness:

Mentorship Program

Operations Manual

CAREER SERVICES / HUDSON COUNTY COMMUNITY COLLEGE
IN COLLABORATION WITH REDEEMER CHURCH JERSEY CITY



CONTENTS

MENTORSHIP PROGRAM	2
Executive Summary	2
Hudson County Community College	2
Vision, Mission & Values	2
Mentorship Program	3
Background	3
Theory of Change	4
Logic Model	4
Program Overview	5
Redeemer Jersey City	5
Summary	5
Church “Fellowship” Funds/Program	6
Location & Hours of Operation	7
Process	7
Mentorship Application	7
Mentor Eligibility Requirements	7
Mentorship Onboarding	7
Student Eligibility Requirements	8
Metrics for Success	9
Matching Process	9
Student Onboarding	10
Kick-off Event (optional)	10
Agreements & Expectations	10
Roles and Responsibilities	10
Grievance Procedure	11
Termination of Mentorship	12
Termination of Partnership Agreement	12
Program Evaluation	12
MENTORSHIP PROGRAM SIGN OFF	13
APPENDIX	14
Forms	14

MENTORSHIP PROGRAM

Executive Summary

The Mentorship Program is a community-based model in which external partners work in collaboration with Hudson County Community College's (HCCC) Career Services department to support students on their career journey. This Operations Manual serves as a program overview, including its rationale for existence, roles and expectations, and partnership arrangements. The document begins with an overview of Hudson County Community College followed by a general overview of the Mentorship Program that can be applied to any community-based partnership. The overview will provide background issues supporting the need for mentorship relationships, a theory of change, and a logic model. The next section provides an in-depth look at the community partner. Subsequently, the process is broken down into both the mentor and student application, matching, and onboarding steps. The manual closes with an outline of roles and responsibilities, a formal grievance procedure, and how to terminate the mentorship relationship or the partnership agreement. This document is co-created with HCCC's external partners to safeguard the relationship and establish clear and fair guidelines.

Hudson County Community College

Hudson County Community College is a public, comprehensive urban community college committed to offering high – quality programs that are affordable, accessible and community centered. As of November 2019, per the Institutional Research and Planning department presentation for Diversity, Equity, and Inclusion, the top three populations served are Hispanic, Black or African American, and Asian at 54%, 13% and 8%, respectively. The National Center for Education Statistics College Navigator tool indicates the following student data about HCCC as of Fall 2019:

- Attendance Status: 45% part time / 55% full time
- Gender: 60% female / 40% male
- Age: 65% <24 / 35% 25+
- Retention: 58% full time / 47% part time (first time full time Fall 2018 – Fall 2019)
- Graduation Rate: 13% (first time full time begin studies in Fall 2016)
- Transfer Rate: 10% (first time full time begin studies in Fall 2016)
- Graduation by Gender: 12% male / 14% female (first time full time begin studies in Fall 2016)
- Graduation by Ethnicity: Asian 28% / White 18% / Hispanic 12% / Black 9% (first time full time begin studies in Fall 2016)

Vision, Mission & Values

Mission: Hudson County Community College serves its diverse communities with inclusive educational programs and services that promote student success and socioeconomic mobility.

Vision: As one of the nation's leading and most diverse urban community colleges, we aspire to offer consistently best practice, transformative educational and economic opportunities for our students and all residents of Hudson County.

Values: Hudson County Community College is committed to these values:

- | | |
|---|---|
| H olistic Services | C ollaboration and Engagement |
| U nderstanding through Data | A cademic Excellence |
| D iversity, Equity and Inclusion | R esponsible Stewardship of Resources |
| S tudent Success | E thical Behavior, Integrity, and Transparency |
| O pen to All | S upport of Innovation and Leadership |
| N ational Distinction | |

Career Services is a division of HCCC whose mission is to inspire and build relationships that create and illuminate opportunities for our students that advance social equity, environmental stewardship, and economic success. Its vision is a Hudson County Community where its people find productive and purposeful work leading to prosperous lives. Career Services is responsible for this program and ensuring all parties involved honor the agreements made.

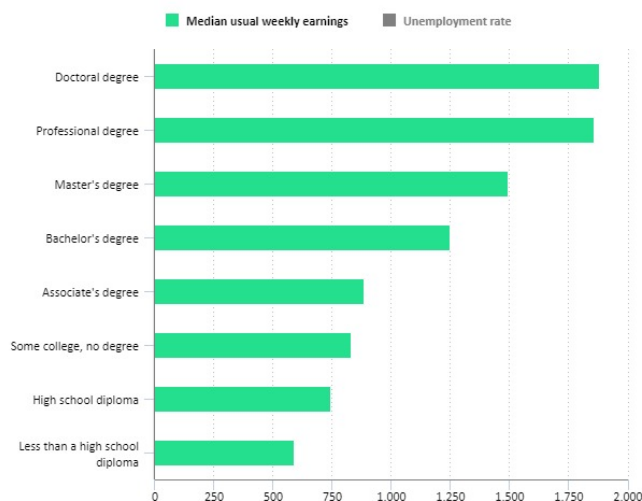
Mentorship Program

This section provides context for the value of creating a mentorship program. It includes a Theory of Change, Logic Model and basic overview of the program.

Background

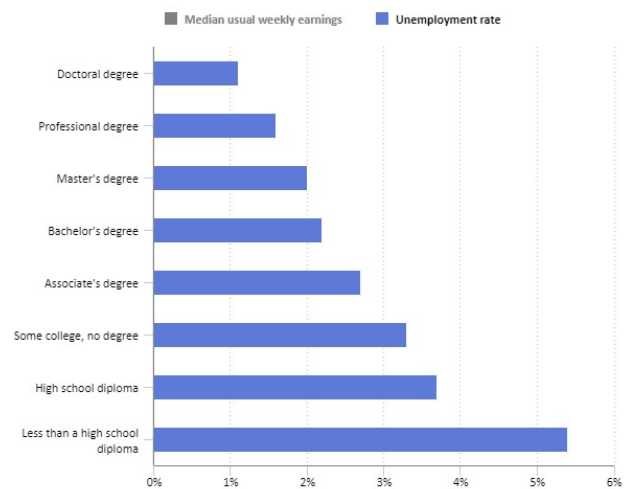
According to the United States Bureau of Labor Statistics (BLS) “as worker’s educational attainment rises, their unemployment rates decrease and earnings increase.”¹

Median weekly earnings and unemployment rate by education attainment, 2019



Click legend items to change data display. Hover over chart to view data.
Note: Data are for persons age 25 and over. Earnings are for full-time wage and salary workers.
Source: Current Population Survey, U.S. Department of Labor, U.S. Bureau of Labor Statistics.

Median weekly earnings and unemployment rate by education attainment, 2019



Click legend items to change data display. Hover over chart to view data.
Note: Data are for persons age 25 and over. Earnings are for full-time wage and salary workers.
Source: Current Population Survey, U.S. Department of Labor, U.S. Bureau of Labor Statistics.

The data provided by the BLS makes a clear case that having a formal education is critical to surviving in the United States economy. Attaining at least an associate degree, but preferably a bachelor degree, may serve to buttress an individual’s earnings threshold and safeguard against unemployment. Unfortunately, the career journey story does not stop at educational attainment.

Being a competitive candidate and having access to opportunities are two crucial factors that influence the likelihood of landing a job. According to an article on [smallbizgenius.net](https://www.smallbizgenius.net), corporate job posts receive an average of 250 applications, recruiters are looking at resumes for 6 seconds, and only 2% of applicants are called in to interview². Complicating this narrow process, “61% of recruiters will automatically dismiss a resume because it contains a typo [...] 43% of hiring managers will disqualify a candidate from consideration because of spelling errors”³. Finally,

¹ “Learn more, earn more: Education leads to higher wages, lower unemployment.” *Career Outlook*, U.S. Bureau of Labor Statistics, May 2020.

² Vojinovic, I. (n.d.). *70 Recruitment Statistics for Attracting Top Talent in 2020*. Retrieved from [smallbizgenius.net](https://www.smallbizgenius.net/by-the-numbers/recruitment-statistics): <https://www.smallbizgenius.net/by-the-numbers/recruitment-statistics>

³ Sullivan, D. J. (n.d.). *Why You Can't Get A Job ... Recruiting Explained By the Numbers*. Retrieved from ERE Recruiting Intelligence: <https://www.ere.net/why-you-cant-get-a-job-recruiting-explained-by-the-numbers/>

referrals are the third most popular source for recruiting, about 15%, and are five times more effective than all other sources of hiring⁴. This data does not even consider the rise of applicant tracking software and the use of artificial intelligence in the hiring process which is complicated with algorithms built from human bias. Bringing this all together, the numbers are stacked against job seekers, there is very little room for error, and success is partly built on who you know.

The main goals of this Mentorship Program are to:

1. Enhance the students' **career readiness and development skills** by giving them access to professionals who will
2. Increase the students' **professional network** that will lead to an
3. Increase in the students' **access to opportunities**.

Using a community-based approach that leverages the talent and industry expertise of local partners is expected to enhance the likelihood of achieving those goals. This program complements HCCC's student centered values and supports the college's primary metrics of success: retention and graduation.

Theory of Change

Career Services' Theory of Change involves the interdependence of two elements:

1. **Relationships** – whether with yourself, with others, or with your physical environment, change occurs when one is vulnerable enough to be open to learning
2. **Environment** – the conditions surrounding relationships that support the continuous process of becoming

According to this theory, Career Services believes that students and mentors will be mutually impacted by their relationship. Career Services is committed to creating an environment where everyone feels safe enough to be vulnerable to learn, grow and become. This agreement provides a framework for those conditions to maintain the well-being of everyone involved.

Logic Model

NEED	RESOURCES / INPUTS	ACTIVITIES	OUTPUTS	INTERMEDIATE OUTCOMES	LONG TERM OUTCOMES
Support at-risk students in graduating with their associate degree from HCCC	Students Mentors Career Services Student Affairs CareerSpark platform Partner organization staff	Attend business lecture / event Mock interviews Resume review Map out career / future Job shadow Introduce to others in network Clarify goals Give career advice Problem solve challenges Share career story Exploratory conversations Reading and discussion LinkedIn Review	Twice a month mentorship meetings Documentation of meetings Training seminars Check – ins 5 – 10 students served annually	Retention Out of SAP process Perspective broadening Self-esteem building Companionship Career / professional guidance College / higher education guidance Leadership skills Life skills Professional network Entry level career opportunities	Graduation BA Degree Access to career opportunities beyond livable wage salary

⁴ Turczynski, B. (n.d.). *2020 HR Statistics: Job Search, Hiring, Recruiting & Interviews*. Retrieved from zety: <https://zety.com/blog/hr-statistics#millennials-statistics>

Program Overview

Target Student Population

The Mentorship Program's goal is to support HCCC students considered at risk of not completing their studies to stay in school and graduate. The definition of "at-risk" populations is fluid and subject to change as determined by HCCC based on the needs of the college and specialty of the community partner.

Mentorship Relationship

- Meet at least twice a month for a minimum total of 2 hours of engagement
- Meetings are a combination of phone calls, video conferences, text / email correspondence, and in person
- In person meetings are acceptable only in public spaces such as on HCCC's campus, an outdoor park, or a coffee shop
- Meetings cannot occur in cars, in anyone's home, hotels, or any intimate spaces
- Students and mentors are responsible for their own transportation
- Meetings will be unsupervised
- Giving money is not allowed, however, mentors are allowed to purchase a non-alcoholic beverage or snack on behalf of the student as long as it is not in excess of \$20
- Due to various cultural norms and socio-economic needs of students, gift giving is acceptable but must be reported to primary contact to account for possibility of discomfort or inappropriateness

At the close of the program, there is no expectation that mentors and students continue the relationship. However, they are welcome to continue their mentorship relationship at their own discretion without the oversight of the program.

Cost

There shall be no fees or exchange of funds between the parties in connection with the Program. Each party shall be responsible for their own costs associated with the Program, including staff salaries. In the event one of the parties determines to hold an in-person event, all costs of the event, including food, beverages and rental space shall be the responsibility of the hosting party.

Timeframe

The Program shall initially be for a one (1) year term from July 1, 2021 through June 30, 2022. The Program shall be reviewed annually to determine whether it will continue. The parties may agree to extend the term of the agreement by amending this agreement or entering into a new agreement. Program operations pertaining to data collection, documentation management and preparation occur in that timeframe. The relationship of the mentorship aligns with the semesters, beginning in the Fall and closes at the end of the Spring semester.

The agreement will be reviewed annually to determine continuation.

Redeemer Jersey City

This section describes the organization HCCC is partnering with to co-manage the Mentorship Program. Redeemer Jersey City's church constituents will serve as volunteer mentors to HCCC students.

Summary

Redeemer Jersey City seeks to welcome people from all different walks of life by celebrating diversity, pursuing unity and accepting one another just as we are. We love being a downtown community church in Jersey City where anyone can show up and experience the love of God in a tangible way.

Redeemer's Community Engagement team seeks to meet the needs of the community by partnering with organizations and institutions that share common good goals. Through collaborative thought work and sharing of resources, the church seeks to provide support in an area where people in need of support can receive support and care.

Church "Fellowship" Funds/Program

For students in good standing in the Program, a per-semester stipend may be available through Redeemer Jersey City for students to reduce barriers or participate in enrichment opportunities related to academic and/or professional development. Stipend applications shall be submitted to Redeemer Jersey City in accordance with its policies and procedures.

Qualifying Opportunities

The following are non-exhaustive examples of qualifying opportunities which would qualify for funding after evaluation:

- Books
- Outstanding debt preventing enrollment
- Academic/professional career fairs, conferences, workshops
- Subsidized transportation
- Digital access

Evaluation Process

The student must be in good mentorship standing. Students are expected to have exhausted the following options before accessing these funds:

- HCCC Hudson Helps resources and CARES funds;
- Various free resources through Federal, state, city, corporate, and non-profit organizations

Proposed opportunities which overlap with existing resources will be evaluated on a case-by-case basis.

Application

- Students must seek feedback & discuss with mentors about the nature of the barrier/opportunity, and the options available.
- Mentors must confirm students sought their feedback prior to the opportunity request.
- Mentors report need to both HCCC and Redeemer primary points of contact to review other sources of support prior to accessing funds.
- Once other options are exhausted, and the student is still in need; mentor will complete a Fellowship Funds Application on behalf of the student and submit it to Redeemer Church for review.
- Efforts will be documented in the students counseling record in CareerSpark
- Just-in-time requests will be evaluated on a case-by-case basis.

Purpose

The Fellowship Funds Program is intended to:

- enrich academic/professional development by increasing the availability of opportunities,
- encourage student ownership of academic/career direction, and
- build intentional relationships/touchpoints between mentors and students when exchanging feedback while processing varying academic/professional development opportunities and barriers.

Funds Disbursement

Redeemer Jersey City will solely evaluate eligibility for funds disbursement. Additionally, Redeemer Jersey City will directly disburse funds to approved academic/professional opportunity providers.

Location & Hours of Operation

- Worship Services: BelovED High School, 531 Grand Street, Jersey City, NJ 07304
- Office: 331 Pine St, Apt 308, Jersey City, 07304
- Hours: 9-5pm (Tuesday-Saturday)

Process

This section is a breakdown of each step in the mentorship application and student application process in partnership with Redeemer Church.

Mentorship Application

The Director of Ministries at Redeemer Jersey City will promote the Program to the church's constituents and invite volunteers to apply and be vetted by the church. Invited individuals may include church members, congregants, attendants or other individuals who are connected to or friends of the church. Volunteers will complete an application on CareerSpark, HCCC's career services management platform, to be added to HCCC's Professional Network list. Once added, proposed mentors will complete a survey that covers a range of background demographics and psychographics including education, career highlights, and previous employment. Information will be used for matching purposes. A sample Mentor Application and Survey are included in the Appendix to this Agreement. Redeemer Jersey City will vet all individuals who volunteer to serve as mentors for suitability to serve in that role.

Mentor Eligibility Requirements

To meet program objectives, mentors will be screened for the following qualifications:

- Completion of a bachelor's or post-baccalaureate degree program;
- At least 2 years of professional job experience

Notwithstanding same, individuals with limited academic or professional experience who desire to serve as Program mentors will be considered and evaluated on a case-by-case basis.

Mentorship Onboarding

The Director of Career Services will provide several required workshops to onboard volunteers for the Mentorship Program. The seminar is a program overview which includes but is not limited to:

- Timeline
- Program purpose / goals (from both HCCC and Redeemer's perspectives)
- Roles and responsibilities
- Expectations
- Documentation / Forms / Agreements
- Confidentiality
- Grievance policy
- Terminating mentorship relationships early
- Decision to end or continue mentorship relationship post program
- Basics of a resume
- Interview skills
- Informational Interviews
- Supportive skills (Active Listening, Appreciative Inquiry, and how to provide feedback without imposing values, beliefs and worldviews)
- Learning styles
- Program Evaluation
- HCCC Resources

- Jersey City and New Jersey resources
- Target population served in cohort and potential metrics for success

Mentors are also expected to participate in a free Mental Health First Aid training offered through Jersey City's Department of Health & Human Services, Division of Injury Protection, prior to beginning the mentorship relationship. The program is invested in setting mentors up for success by having a basic understanding of what the college, city and state offers should the student express a basic need and refer accordingly.

Student Eligibility Requirements

Student eligibility requirements will be determined by HCCC in consultation with Redeemer Jersey City each year as a new cohort of "at risk" populations are identified.

For Cohort 1 in Fall 2021, eligible students shall be those students that fall short of HCCC's Satisfactory Standards according to Satisfactory Academic Progress (SAP) criteria, including those that fall into one of the three following categories: Early Intervention, Academic Probation, and Continued Probation.

According to the SAP process, students will:

- be full time or have completed at least 15 credits
- have a cumulative GPA under 2.0 or attempted credits earned less than 67%
- have received a grade of R, F, or D for a required course

The stages of the process vary based on factors listed above. The **goal is to prevent advancing to suspension or dismissal**. The following explains in more detail the stages students may fall in prior to suspension or dismissal.

Early Intervention

Students who demonstrate unsatisfactory progress at midterm or do not pass a class will be contacted by the College inviting them to take advantage of various student success resources and encouraged to seek out assistance from tutorial services, their professors, Office of Disability Support Services, or Center for Academic and Student Success.

Academic Probation

In any semester, students who fail to meet the College's minimum academic standards will be placed on academic probation and may be required to take a reduced load. Students on academic probation will be limited to 14 credits (4 classes). Students on academic probation must meet with a counselor or faculty advisor concerning course selection and academic load and must sign an academic contract prior to registering. The academic contract stipulates that students on probation will meet with their counselor or faculty advisor 3 times during the semester, meet with professors during office hours as needed, frequently meet with a tutor, or attend workshops offered by the Center for Academic and Student Success. In addition, students who have not completed Academic Foundations requirements within 30 credits of taking the College Placement Test may be placed on probation and required to take a reduced load.

Continued Probation

Continued Probation occurs when a student who is on academic probation, 1) makes positive academic progress within a semester (GPA above 2.0 and more than 67% of attempted credits earned) but does not reach good academic standing status. Or 2) did not show positive academic progress, yet can provide documentation that they met the terms of the academic probation as described above. Continued Probation is limited to a single semester.

The SAP Committee will provide a list of eligible students and the Director of Career Services will invite those students to apply for the Mentorship Program. Please refer to Appendix for application form.

Metrics for Success

There are metrics that will be tracked consistently cohort to cohort and unique measures that vary by unique needs of each student target population.

Ongoing Short-Term Goals

- Retention: student stays in school from Fall to Spring and Spring to Fall
- Graduation: student completes their studies at HCCC and either successfully graduates with an associate degree or successfully transfers to a four-year institution
- Completion of the Mentorship Program

Ongoing Long-Term Goals

- Graduation: successful completion of a four-year degree and / or higher
- Career Placement: working in field of interest, job title, salary, wellbeing

Cohort 1 – 2021 / Students in SAP Process

- Prevention of suspension or dismissal from HCCC
- Dismissed students evaluated with good mentorship history targeted for Redeemer Jersey City Fellowship programs with the goal towards reinstatement with HCCC.
- Successfully exits SAP process
- GPA change

Students suspended or dismissed from HCCC that are successfully participating in the Mentorship Program will be considered for Redeemer Jersey City Fellowship programs with the goal towards reinstatement with HCCC.

The program anticipates challenges in tracking long term goals and metrics. It depends on the engagement of alumni after the close of the program.

Matching Process

Students that applied to the program will be selected based on the qualitative data sourced from both the mentor and mentee application to support a strong match. The following criteria may be used when considering matches:

- demographic preferences
- location
- career interests
- industry expertise
- employment background
- degree obtained / school attended
- nature of support needed

There are many variables to consider when matching students with mentors. Every mentorship relationship is different. As best as possible, HCCC and Redeemer Jersey City want to keep in mind the unique needs and preferred boundaries of each party involved. For example, some students may need advice or a supportive ear as they endure the struggles of balancing multiple demands on their lives. However, some mentors will prefer to have strict boundaries where conversations are less personal and more targeted to academic performance and career advice.

Each match will be approached individually to increase its effectiveness. Volunteer and mentor applications will be reviewed and assessed by a diverse group of representatives from Redeemer Jersey City, HCCC's Career Services and HCCC's Student Success Academy to minimize bias and inequity.

Student Onboarding

Students matched to a mentor will participate in either an individual or group meeting for a program overview. Content includes but is not limited to:

- Timeline
- Goals
- Roles and responsibilities
- Expectations / Forms / Agreements
- Grievance policy
- Terminating mentorship relationships early
- Decision to end or continue mentorship relationship
- Program Evaluation
- How to seek advice / ask questions
- Understanding there is more than one way to do something

Students will receive an email from the Director of Career Services introducing them to their mentor to facilitate the connection. Mentors are responsible for following up and scheduling the first meeting.

Students will also be provided an optional monthly check in meeting, either individually or as a group, with a volunteer staff member in Career Services or Academic Advising. The goal of these meetings is to assess the effectiveness of the relationships and provide the students with advice on how to make the most of the mentorship.

Kick-off Event (optional)

Career Services has the option to host a virtual or in-person welcome event for mentors and mentees. The purpose of the event is to provide a high-level overview of the program and facilitate some ice breaker activities. This offers students and mentors to get to know other students and mentors in the program as they are also sources of support and part of their professional network.

Agreements & Expectations

This section articulates each party's expectation in the agreement and how to address challenges in the relationship or terminate it entirely.

Roles and Responsibilities

Director of Career Services at HCCC

- Liaise and partner with Director of Ministries for co-creation and safeguarding of program
- Maintain program documentation
- Serve as primary point of contact for students regarding questions, concerns, and grievances
- Train and onboard mentors
- Assess and match students with mentors
- Partner with SAP committee to source eligible students
- Partner with other departments and oversee staff to provide additional student support
- Facilitate introduction to mentor
- Advertise and promote program to students
- Provide ongoing learning opportunities for mentors as needed
- Program alumni tracking
- Comply with confidentiality requirements

Director of Ministries at Redeemer Jersey City

- Liaise and partner with Director of Career Services for co-creation and safeguarding of program
- Promote program and source volunteers from church constituents
- Obtain Mental Health First Aid certification
- Serve as primary point of contact for mentors regarding questions, concerns, and grievances
- Participate in mentor onboarding seminars
- Provide guidance to mentors to enhance their mentorship skills
- Complete program evaluation and ensure mentors complete evaluations and paperwork
- Comply with confidentiality requirements

Mentors

Mentors are positive role models, confidants, teachers, advocates, coaches, and friends.

- Virtually meet with student at least twice a month; meeting may be in person if desired by the student and mentor and it is safe to do so. In-person meetings shall be in public places.
- Initiate and coordinate scheduling meetings with students
- Document meetings in CareerSpark
- Comply with confidentiality requirements of this Agreement
- Report concerns to Director of Ministries
- Mentors shall not:
 - o impose values, religion or worldviews on student
 - o practice mental health, social work, medical or similar counseling
 - o suggest medications / herbal remedies or provide medical advice
 - o record meetings
- Participate in Mental Health First Aid training

Students

- Virtually meet with mentor at least twice a month; meeting may be in person if desired by the student and mentor and it is safe to do so. In-person meetings shall be in public places.
- Complete survey / reflection modules in CareerSpark
- Communicate lateness or cancellations with mentor in advance
- Report concerns to Director of Career Services

Grievance Procedure

Life is full of challenges and humans are complicated. There is always the possibility that friction may occur within any relationship. It is always encouraged for the two parties to talk it out themselves before escalating their concerns. If the issue is not resolvable and is interfering with the success of the program, all parties will follow the Grievance Procedure.

The process for mentor / student grievances is as follows:

1. Request meeting with primary contact (Director of Career Services for student; Director of Ministries for mentor)
2. Inform primary contact of concerns
3. If the parties determine that a mediation will be beneficial, a mediation meeting will be scheduled between mentor, student and both primary contacts at partner organizations to try and resolve the grievance. Outcomes may include termination of relationship or successful mediation
4. If successful, primary contacts will conduct follow-ups and check-ins every other week to monitor progress
5. Director of Career Services to document meetings and follow-ups in CareerSpark / Student Counseling Notes

If the Director of Ministries has a concern to report about the Director of Career Services, the primary contact is their supervisor, the Associate Dean of Student Success at HCCC, Dr. Sheila Dynan or her successor. If the Director of Career Services has a concern to report about the Director of Ministries, the primary contact is Pastor Mark Wellman or his successor.

Termination of Mentorship

Students and mentors have the right to terminate the mentorship relationship early for any reason. It is encouraged that a reason be provided for safety and efficacy purposes, but request will be honored regardless.

The termination process is as follows:

1. Request meeting with primary contact
2. Inform primary contact of request to end mentorship relationship early
3. A conversation is encouraged to better understand the reason for request so potential alternative solutions can be explored before termination
4. If moving forward with termination, primary contact is to report request to liaison at partner institution
5. A meeting is to be held between both primary contacts and recipient of termination to inform of change
6. Director of Career Services to document in CareerSpark / Student Counseling Notes

Depending on the reason for termination, mentor and / or student may be excluded from future participation in the Program. Such determination shall be in the mutual discretion of HCCC and Redeemer Jersey City. If either HCCC or Redeemer Jersey City objects to the continued participation of either the mentor or student, such individual will not be permitted to continue with the Program. If permitted to continue in the Program, the mentor and/or student may be matched up with other individuals.

Termination of Partnership Agreement

Hudson County Community College and Redeemer Jersey City have the right to terminate this agreement at any time. Such termination shall take effect at the end of the Program's current year (June 30,) so as to not interfere with the mentorship relationships. Notwithstanding same, either party may terminate the Program immediately upon the provision of written note to the other party should the terminating party determine the need to terminate the Program prior to the close of current year. In such event, it is at the discretion of students and mentors whether to continue their relationship without the protections and structures of the program.

An email notifying of the termination shall be sent to the primary contact and their supervisor of the partner organization.

Program Evaluation

At the end of the program, all participants will complete a 360 survey to evaluate the effectiveness of the Mentorship Program and Mentorship Relationship. See Appendix for 360 survey questions.

MENTORSHIP PROGRAM SIGN OFF

The undersigned accept the Mentorship Program as described herein and pertain to program operations and policies; this in no way replaces the legal agreement signed separately.

Print First and Last Name	HCCC Director of Career Services	Signature	Date.
Print First and Last Name	Director of Ministries	Signature	Date.
Print First and Last Name	Role	Signature	Date.
Print First and Last Name	Role	Signature	Date.

Note: Signatures might be required if the document changes significantly per any party's request.

APPENDIX

Forms

- Signed Legal Agreement / Memorandum of Understanding
- Student application (CareerSpark)
- Mentorship application (CareerSpark)
- Mentorship Survey for Mentors (CareerSpark)
- Survey for meeting documentation by mentors (CareerSpark)
- Student Agreement One Pager (Summary of agreement, roles, resp, program specs, confidentiality)
- Mentor Agreement One Pager (Summary of agreement, roles, resp, program specs, confidentiality)
- Mentorship Training presentation decks
- Fellowship Funds application
- 360 Survey Evaluation (CareerSpark)
 - Program evaluation
 - Student feedback on mentor
 - Mentor feedback on student
- Informed Consent to Participate – Student
- Informed Consent to Participate – Mentor



PROGRAM ANNOUNCEMENT COVER PAGE

Date: 06/08/2021

Institution:	Hudson County Community College
New Program Title:	Medical Sciences – Pre Professional – Pre Nursing Option
Degree Designation:	Associate in Science
Programmatic Mission Level For Institution (see Appendix C in AIC Manual)	Associate
Degree Abbreviation:	MEDSCIPRE.PRENSG.AS
CIP Code and Nomenclature (if possible): If outside the classification indicate Not Applicable.	51.1105 - Pre-Nursing Studies
Campus(es) where the program will be offered:	<i>Journal Square Campus 25 Journal Square Jersey City, NJ 07306</i>
Date when program will begin (month and year):	June 2021
List the institutions with which articulation agreements will be arranged:	New Jersey City University Felician University Saint Peter's University Rutgers University Ramapo College

Is licensure required of program graduates to gain employment? _____ Yes No

Will the institution seek accreditation for this program? _____ Yes No

▪ If yes, list the accrediting organization:

Program Announcement Narrative:

- Objectives page(s): 2
- Need page(s): 5
- Student enrollments page(s): 5
- Program resources page(s): 5-6
- Curriculum Design page(s): 6-12
- Finances page(s): 13



PROGRAM ANNOUNCEMENT
Medical Sciences – Pre-Professional
Pre-Nursing Option

Program Announcement Narrative

I. Objectives

Hudson County Community College proposes a new option to the existing Associate in Science (A.S.) degree in Medical Sciences Pre-Professional. The Associate in Science in Medical Sciences is a Pre Professional Nursing Option degree that prepares students for transfer to associate or baccalaureate degree programs that will lead to careers in Nursing.

This program is designed as a pathway to further study Nursing. The general education courses equip students with a multidisciplinary understanding of health and health care in today's world. The degree program's core is composed of science courses that are the common prerequisites for admission into nursing programs.

The A.S. Medical Sciences Pre-Professional degree (pre-nursing option) does not exceed the programmatic mission of Hudson County Community College.

Catalog Program Description:

The Associate in Science in Medical Sciences Pre-Professional Option in Pre-Nursing degree that prepares students for transfer to associate and/or baccalaureate degree programs that will lead to careers in nursing.

Program Learning Goals:

1. Provide students with a foundation of biologic science principles, concepts, and theories.
2. Engage students in scientific medical inquiry and problem solving.
3. Teach students to communicate scientific ideas and concepts in a variety of written and oral methods.
4. Promote an understanding of culture as it impacts health promotion and disease prevention in the community.

II. Evaluation and Learning Outcomes Assessment Plan for the Program

Student Learning Outcomes:

1. Analyze human structural and functional anatomy and physiology, and apply biologic sciences as they relate to health and disease.
2. Differentiate medical terminology in tests, procedures, and descriptions of medical problems.
3. Present scientific results and medical data in both oral and written formats.
4. Compare and contrast medical law with medical ethics as they relate to the practice of medicine in the U.S.
5. Apply quantitative reasoning skills in the process of scientific inquiry.

Program Learning Goals	Student Learning Outcomes	Course or Other Points in the Curriculum Where Outcomes are Assessed	Assessment Methods or Tools
Goal #1: Provide students with a foundation of biologic science principles, concepts, and theories.	1.1. Analyze human structural and functional anatomy and physiology and apply biologic sciences as they relate to health and disease.	BIO 111/211 BIO 115/116 BIO 250 Major Electives	Lab Reports
Goal #2: Engage students in scientific medical inquiry and problem solving.	2.1. Differentiate medical terminology in tests, procedures, and descriptions of medical problems. 2.2. Apply quantitative reasoning skills in the process of scientific inquiry	BIO 111/211 HLT 112 Major Electives MAT 100	Exams & Lab Reports Written Assignments Quizzes / Exams
Goal #3: Teach students to communicate scientific ideas and concepts in a variety of written and oral methods.	3.1. Present scientific results and medical data in both oral and written formats.	ENG 102 BIO 111/211 BIO 115/116 BIO 250 HLT 210	Research Paper Lab reports Presentations

Goal #4: Promote an understanding of culture as it impacts health promotion and disease prevention in the community.	4.1. Compare and contrast medical law with medical ethics as they relate to the practice of medicine in the U.S.	HLT 110	Written Assignments
		HLT 111	Exam
		PSY 101 & PSY 260	Research Paper
		HLT 210	Presentations

The following table represents the assessment monitoring areas. The Program Coordinator together with the Associate Dean will monitor these variables.

Assessment Tool	Targeted Audience	Purpose	Timetable
Retention Rate	Enrolled students	Monitor of GPA	Each semester
Completion Rate	Graduation rate	Number who complete the requirements for the degree.	Yearly
Transfer Rate	Transfer students	Number of students accepted into upper division colleges & universities.	Yearly

III. Relationship of the program to institutional strategic plan and its effect on other institutional programs at the same institution.

The College Mission and Vision is to provide programs and courses that prepare students for transfer and/or careers that are relevant and in demand within the communities it serves. This program will attract new students interested in a medical career and will prepare them to be successful in pre-medicine baccalaureate programs. This program would enhance the mission and is within the strategic plan of the College as cited in the following excerpts:

1.1	Review academic programs and develop new credit and non-credit programs and classes to meet career and workforce needs, the demands of the new economy, and changing demographics.
5.4	Expand revenues through enrollment increases, private giving, grants, the development of profit centers, and county, state and federal support.
6.4	Increase student recruitment efforts, emphasizing traditionally underserved students as well as non-traditional populations who can benefit from an HCCC education.

IV. Need

Healthcare and related services continue to enjoy the highest demand for employment according to the U.S. Bureau of Labor Statistics. This is very likely due to the increasing number of ‘Baby Boomers’ who are nearing retirement, and the lack of younger workers to take their place in the workforce.

The U.S. Bureau of Labor Statistics (BLS) projected much faster than average job growth. Employment of registered nurses is projected to grow 7 percent from 2019 to 2029, faster than the average for all occupations. Growth will occur for a number of reasons, including an increased emphasis on preventive care; increasing rates of chronic conditions, such as diabetes and obesity; and demand for healthcare services from the baby-boom population, as this group leads longer and more active lives.

Similar Programs:

Community Colleges:

Middlesex County College – AS Degree – Allied Health Pre Professional

Senior Colleges & Universities:

Felician University	BSN
New Jersey City University	BSN
Seton Hall University	BSN
Rutgers University	BSN
Saint Peter’s University	BSN
Ramapo College	BSN

V. Students

We estimate, based on the number of inquiries we are receiving, that this will be a steadily growing program.

Year 1	30
Year 2	60
Year 3	90 +

VI. Program Resources

One full time existing faculty will be assigned to this program. Based on enrollment, there will be a minimum of two to three adjunct faculty teaching the major courses.

The College maintains a number of computer labs that will be used for students in selected courses. In addition, the College has medical and nursing labs that have multiple uses by a variety of students.

The College Library has multiple resources both print and online. In addition, the College has the following database resources available to faculty and students:

Databases

Academic Search Complete
CINAHL Plus with Full Text
Gale Virtual Reference Center
Health Reference Center
Science Direct

VII. Degree Requirements

Program Admission Requirements:

HCCC is an open enrollment College. Students interested in admission to the Nursing program (HCCC) are required to complete the following:

1. Nursing program application
 2. Entrance exam (NLN-PAX, TEAS, SAT)
 3. GPA of 2.5
 4. Prior to admission courses:
 - CSS 100 – College Student Success
 - MAT 100 – College Algebra
 - PSY 101 – Introduction to Psychology
 - CHP 100 – Introduction to Chemistry (if not taken high school chemistry)
- *note that science courses expire after 5 years.

Curriculum Design

Degree Program: AS – Medical Sciences: Pre Professional Pre Nursing Option

Course	Title	Credits
COLLEGE REQUIREMENT:		
CSS 100	College Student Success	1
GENERAL EDUCATION:		
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
PSY 101	Introduction to Psychology	3
MAT 100	College Algebra (or MAT 114)	3
CSC 100	Introduction to Computers & Computing	3
BIO 111	Anatomy & Physiology I	4
PSY 260	Lifespan Development	3
SS/HUM	Social Science / Humanities Elective	3
HUM 101	Cultures & Values	3
Total =		32

Major (Specialized) Requirement

Course	Title	Credits
BIO 211	Anatomy & Physiology II	4
BIO 115	Principles of Biology I	4
BIO 116	Principles of Biology II	4
BIO 250	Microbiology	4
HLT 210	Medical Law & Ethics	3
MAJOR ELECTIVES**	Choose from below	9
Total =		28

TOTAL CREDITS = 60

****Restricted MAJOR Electives:**

MDA 106	Medical Terminology	3
MDA 224	Pharmacology	3
HLT 112	Pathophysiology	3
HLT 110	Culture, Diversity & Healthcare	3
CHP 100	Introduction to Chemistry	3

Semester Breakdown:**First Semester**

CSS 100	College Student Success	1
ENG 101	College Composition I	3
BIO 111	Anatomy & Physiology I	4
MAT 100	College Algebra (or MAT-114)	3
CSC 100	Computers & Computing	3
		TOTAL = 14

Second Semester

ENG 102	College Composition II	3
BIO 211	Anatomy & Physiology II	4
PSY 101	Intro to Psychology	3
ENG 112	Speech	3
Elective	Elective Choice	3 (CHP 100 recommended)
		TOTAL = 16

Third Semester

PSY 260	Lifespan Development	3
BIO 250	Microbiology	4
BIO 115	Principles of Biology I	4
HUM 101	Cultures & Values	3
		TOTAL = 14

Forth Semester

SS/HUM	Elective	3
BIO 116	Principles of Biology II	4
HLT 210	Medical Law & Ethics	3
Major Elective	Elective Choice	3
		TOTAL = 13

Curriculum Comparison

Base Program: AS Medical Sciences Pre-Professional		Proposed Option: AS Medical Sciences Pre-Professional Option in Pre-Nursing	Differs from Base Program
General Education		General Education	
CSS 100 College Student Success	1	CSS 100 College Student Success	1
ENG 101 College Composition I	3	ENG 101 College Composition	3
ENG 102 College Composition II	3	ENG 102 College Composition II	3
MAT-110 Precalculus	4	MAT-100 College Algebra Or MAT-114 Intro to Statistics & Probability	3 3
CSC-100 Intro to Computers	3	CSC-100 Intro to Computers	3
BIO-111 Anatomy & Physiology I	4	BIO-111 Anatomy & Physiology I	4
Diversity Elective (ANT-101, HUM-101, or SOC-260)	3	PSY-260 Lifespan Development	3
Humanities Elective	3	HUM-101 Cultures & Values	3
Humanities or Social Science Elective	3	Humanities or Social Science Elective	3
ENG-112 Speech	3	ENG-112 Speech	3
PSY-101 Intro to Psychology	3	PSY-101 Intro to Psychology	3
Major Requirements		Major Requirements	
BIO-115 Principles of Biology I	4	BIO-115 Principles of Biology I	4
BIO-116 Principles of Biology II	4	BIO-116 Principles of Biology II	4
BIO-211 Anatomy & Physiology II	4	BIO-211 Anatomy & Physiology II	4
HLT-210 Medical Law & Ethics	3	HLT-210 Medical Law & Ethics	3
BIO-250 Microbiology OR PHY-113 Physics I	4	BIO-250 Microbiology	4
Electives (choose one group)	8	Electives (Select three from Pre Nursing Group Below)	9
Group 1: CHP-111 and CHP-211 Group 2: EXS-101, EXS-224, HLT-103 Group 3: MDA-106, HLT-112, HLT-111 Group 4: EMT-100, HLT-111		MDA-106 (3) MDA-224 (3) HLT-112 (3) HLT-110 (3) CHP-100 (3)	

Total credits:	60	Total credits:	60	
				Total number of credits Option differs from base: 18 credits

COURSE DESCRIPTIONS Major Requirements & Electives**BIO 115** Principles of Biology I **4 CR**

Principles of Biology I is a lecture and lab course that addresses some fundamental concepts and applications of biology. Students learn the chemical context of life and the structure and function of large molecules like DNA. Students also learn the cell structure, function and how process such as photosynthesis, metabolism, cell cycle, and cellular respiration take place inside the cell. The course also give students a clear understanding of some molecular and genetic concepts such as Mendelian inheritance and transcription & translation inside a cell. 3 hours lecture/ 3 hours lab.

BIO 116 Principles of Biology II **4 CR**

This course is a continuation of Principles of Biology I. Students will study the structure, function, and behavior of organisms and the unity and diversity of life. They will learn about the biological organisms and processes and how to correlate new biological concepts with ones previously learned. Laboratory exercises will encourage students to practice science through hands-on experiments. 3 hours lecture/ 3 hours lab. Prerequisites: BIO 115

BIO 211 Anatomy and Physiology II **4 CR** This

course is a continuation of Anatomy and Physiology I. Students will become acquainted with the basic functions, complexities, ad inter-relationships of the components of the human body. Topics will include the circulatory, endocrine, digestive, excretory, and reproductive systems. Lectures are supplemented by laboratory sessions which will include dissection and elementary physiologic experiments. 3 hours lecture/ 3 hours lab. Prerequisites: BIO 111

BIO 250 Microbiology **4 CR**

This course is geared for individuals entering the medical or health sciences professions. It will encompass a survey of microorganism with emphasis on bacteria and applications of microbiology. The laboratory session will stress isolation, cultivation, and various biochemical and identification techniques of selected bacteria and other microorganisms. 3 hours lecture/ 3 hours lab. Prerequisites: BIO 211

HLT 110 Culture, Diversity & Healthcare **3 CR**

As America becomes more ethnically, racially, and culturally diverse, there is a need for health care systems and providers to reflect and respond to an increasingly diverse population. Knowing how to provide health services that are sensitive, knowledgeable, and nonjudgmental to people with different values, health beliefs, and alternative perspectives about health and wellness will effectively meet the diverse needs of healthcare recipients. 3 hours lecture

HLT 112 Pathophysiology 3 CR

This course examines the concepts of both wellness and illness in terms of causation, prevention, diagnosis, treatment, and classification. Knowledge of anatomy and physiology and medical terminology is helpful for the successful completion of this course. 3 lecture hours

HLT 210 Medical Law and Ethics 3 CR

This course examines the legal relationship between the patient and care service health providers. The legal obligations of health care providers are discussed. Subject matter covered includes, but is not limited to, topics such as negligence, malpractice, uniform donor acts, informed consent, medical ethics, living wills, and current trends in this area. Prerequisites: Exit Basic English.

MDA 106 Medical Terminology 3 CR

This is a basic course in the development of medical vocabulary commonly used in medical practice. Emphasis is placed on the study of prefixes, suffixes, root words, and combining forms. Physiologic and anatomic terms referring to human tissues and organ systems are introduced. Emphasis is also placed on building the professional vocabulary required of a career in a health care facility. Because of breadth and depth of material that is to be covered, this course will require a minimum of one hour per week of independent laboratory time. 2 hours lecture/ 2 hours lab. Prerequisites: Exit Basic English.

MDA 224 Pharmacology 3 CR

This course is an introduction to drugs and drug therapy, including sources of drugs, dosage forms, drug legislation, principles of drug action, and pharmacokinetic factors in drug therapy, drug interactions, and incompatibilities. Major drug classifications are identified and studied according to physiologic action and/or body system affected. Course is offered only once during academic year. Prerequisite: MDA 106. Co-requisite: HLT 112.

VIII. Anticipated Cost for the Program

Anticipated Cost for the ProgramI. Initial One-time Cost for Starting the Program

Facilities & Equipment Setup	\$ n/a
Consultation Fee ¹	\$ 2500.00
Expected cost for preparation for Licensure Exam ²	\$ n/a
Other	\$ n/a
TOTAL Initial One-time cost	\$ 2500.00

¹ Include environment/economic scanning, initial advisory committee compensation, etc. ²
Should consider factoring the cost into the program admission and/or graduation fees

II. On- Going Annual Operational Cost for the Program

Ⓢ Instruction

Faculty salaries	
FT	\$ 0
Adjunct	\$ 16200./year
TOTAL Instruction	\$ 16200./year

Ⓢ Instructional Support Personnel

Program Coordinator	\$ 11243.44 /year
Tutoring – <i>Program specific</i>	\$ n/a
Lab assistance	\$ 4500.
Program Advisement	\$ 2500.
Clerical	\$ 2500.
TOTAL Inst. Support Personnel	\$ 20743.

\$ 500.

Ⓢ Contractual Services

Accreditation fees	\$ n/a
Consultants	\$ n/a
Travel	\$ n/a
Licensure agreements	\$ n/a
TOTAL Contractual Services	\$ n/a

Ⓢ Additional library materials

Attachment III
 Item IX. Academic and Student Affairs
 Resolution 3

ARTICULATION AGREEMENT BETWEEN

HUDSON COUNTY COMMUNITY COLLEGE
 AND
 FAIRLEIGH DICKINSON UNIVERSITY

On this _____ day of _____, 2021 BY AND AMONG:

Hudson County Community College, Nursing and Health Sciences Division, Radiography Program, located at 70 Sip Avenue, Jersey City, NJ 07306 (hereafter referred to as the "School")

AND

FAIRLEIGH DICKINSON UNIVERSITY, a non-profit corporation of the State of New Jersey, having an address at 285 Madison Avenue, Madison, New Jersey 07940 (hereinafter referred to as "University").

WITNESSETH THAT:

Whereas, the University offers a baccalaureate degree program in radiologic technology that is approved by the State of New Jersey Office of the Secretary of Higher Education (the "Degree Program");

Whereas, the Degree Program requires that a student engage in three years of general education and two years of clinical education, and the University, through its faculty, can provide the general education component, but not the clinical component, of the Degree Program;

Whereas, the School operates a 24-month clinical program for radiography students that is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and approved by the New Jersey Radiologic Technology Board of Examiners, which is a division of the New Jersey Department of Environmental Protection (the "School Program"), which is located on the Journal Square Campus; and

Whereas the School and the University are mutually desirous of providing for the establishment, direction and operation of a clinical articulation for the benefit of University students, pursuant to which the University would accept the educational credits issued by the School and treat completion of the School Program as sufficient for completion of the clinical component of the Degree Program.

NOW, THEREFORE, in consideration of the mutual promises, covenants and agreements herein contained, the receipt and sufficiency of which is hereby acknowledged, the parties hereto do hereby covenant and agree as follows:

1. The Arrangement

University students who are enrolled in the Degree Program shall have the option to apply to the School Program in order to complete the clinical component of the Degree Program after they satisfactorily complete the three-year general education component of the Degree Program at the University. Upon completion of the School Program by a student, the University shall accept in full the educational credits issued by the School and allow the student to graduate from the University with a Bachelor's of Science in Radiologic Technology, assuming all other requirements of the University have been met.

2. Rights and Obligations of the University

- a. The University will appoint and maintain the faculty necessary to provide the general education component of the Degree Program.
- b. The University assumes full responsibility for the development, organization, and implementation of the Degree Program and the curriculum of the general education component of the Degree Program, both of which will comply with the requirements of the Office of the Secretary of Higher Education.
- c. The University will accept students to the Degree Program in accordance with the general rules, regulations and policies of the University regarding admissions. The School shall have no right to participate in the University's decision regarding acceptance of students to the Degree Program.
- d. The University will provide for the testing, guidance and counseling of all students enrolled in the Degree Program pursuant to its rules, regulations and policies applicable to all students. In addition, it will ensure that the testing, guidance and counseling are in compliance with the requirements of the Office of the Secretary of Higher Education.
- e. The University shall have the sole authority, termination power and responsibility of Degree Program students while they are participating in the general education component of the Degree Program-and for the acts and omissions of the Degree Program students during such time as those students are on the University Campus.
- f. Upon receipt of an official transcript from the School evidencing that a student satisfactorily completed the School Program, the University will grant full college credits for the classes taken as part of the School Program and grant the student a Bachelor's of Science in Radiologic Technology, provided that all other requirements of the Degree Program and the University have been met.
- g. Within twenty one (21) days of University's receipt of an official transcript from

the School regarding a student, the University shall provide the School a written or emailed notification that such student has fulfilled all requirements of professional and academic education, so that the School Program Director can, once he/she receives the student's Program Verification Form from the ARRT, confirm for the ARRT whether or not such student is eligible to sit for the National Certification Examination of the American Registry of Radiographic Technology (ARRT) certification examination.

3. Rights and Obligations of the School

- a. The School will appoint and maintain the faculty and facilities necessary to provide the School Program in accordance with the requirements of JRCERT and the New Jersey Department of Environmental Protection.
- b. The School assumes full responsibility for the development, organization, and implementation of the School Program, including the curriculum for the School Program. The curriculum will comply with the Standards and Guidelines of an Accredited Program in Radiography according to the JRCERT.
- c. The School will provide for the testing, guidance and counseling of all students enrolled in the School Program and will ensure that the students are in compliance with the Standards and Guidelines of an Accredited Program in Radiography according to the JRCERT.
- d. The School will accept students into the School Program in accordance with the School's admission rules, regulations and policies. In no event shall School be obligated to accept a Degree Program student. In the event School does not accept a Degree Program student, the School will notify the University in writing stating reason for denial.
- e. The School shall have the sole authority, termination power and responsibility of the School Program students during the 24-month educational enrollment at the School as stated in the School brochure and Student Handbook, which the School will provide to the University and to students of the School Program. Despite anything to the contrary set forth elsewhere in this Agreement, the School shall not be responsible for the acts or omissions of the students while said students are on the University Campus.
- f. The School will maintain its accreditation with the JRCERT and approval with the New Jersey Radiologic Board of Examiners and will notify the University promptly of any change in its accreditation status. The School assumes full responsibility for offering an educational program eligible for accreditation by JRCERT unless it notifies the University otherwise.
- g. Within two (2) weeks of the School's calculation of a student's final School Program grades, the School will submit an official transcript to the University.

- h. Upon receipt of a School Program student's Program Verification Form from the AART, the School Program Director shall confirm for the AART whether or not such student is eligible to sit for the National Certification Examination of the ARRT certification examination; provided, however, that the School has received University's written or emailed notification of such student's eligibility for a degree from the University, which shall include the University's confirmation that those enrolled in the Degree Program have obtained their Bachelor's Degree, and an official transcript for each such student.

4. Term and Termination

"This Agreement shall be for a term of four (4) years, commencing on January 1, 2020 and terminating on December 31, 2024. The parties may agree to enter into subsequent agreements to commence upon the expiration of this agreement.

This Agreement may be terminated at any time by either party upon thirty (30) days prior written notice to the other party.

Notwithstanding the foregoing, any Degree Program student enrolled in the School Program at the time the Agreement expires or terminates for any reason shall be allowed to complete the School Program in accordance with the terms of this Agreement. In the event that this is not possible due to the School ceasing to exist or losing its accredited status, the University will grant full credit for the classes taken and successfully completed by the student prior to the expiration/termination of this Agreement in accordance with School policy and procedures.

5. Compliance

It is the intention of both parties that the Degree Program and the School Program shall, as applicable, comply with the requirements of the Standards and Guidelines of the JRCERT, the New Jersey Radiologic Technology Board of Examiners and the Office of the Secretary of Higher Education in order to qualify students who participate in the Degree Program and the School Program to be eligible for a Bachelor's of Science Degree in Radiologic Technology and to sit for the ARRT and/or state licensure examination(s). In the event that either party becomes aware of the Degree Program or the School Program not being in compliance with any of the above requirements, the party shall immediately notify the other party and the parties shall attempt to, swiftly, and in any event in no event longer than thirty (30) days, bring the noncompliant program into compliance. If either program is not in compliance for thirty (30) days, either party may terminate this Agreement upon notice to the other party.

6. Compensation

This is an articulation agreement. Neither party shall compensate the other for actions taken pursuant to this Agreement.

7. Non-Exclusivity

The parties agree that this is not an exclusive arrangement. The School and University may affiliate or articulate with any other institution of learning without the request of notification of one and the other.

8. Indemnification

Each party hereto (the "Indemnifying Party") shall indemnify, defend and hold the other party (the "Indemnified Party") and its trustees, officers, directors, affiliates representatives and employees harmless from and against any bodily harm, personal injury or property damage arising out of, in connection with, or resulting from (i) the failure of the Indemnifying Party to perform any of its agreements, covenants or obligations hereunder; (ii) any negligent act or omission or other intentional misconduct of the Indemnifying Party hereunder, (iii) the failure of the Indemnifying Party to comply with any applicable laws, rules or regulations; and (iv) bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damage to property, including loss of use thereof, arising out of the activities of an Indemnifying Party, the students while on the premises of or under the control of the Indemnifying Party as per the terms of this Agreement, and any other of their employees or representatives where such injuries to person or damage to property is claimed to be due to the negligence of an Indemnifying Party.

9. Added Provisions

Notices. Every notice required or permitted under this Agreement shall, unless otherwise specifically provided herein, be given in writing and may be sent by either United States Postal Service Certified Mail, return receipt requested, or by reputable overnight courier, provided that such courier obtains and makes available to its customers evidence of delivery. All notices shall be addressed by the party giving, making or sending the same to the other party at the address set forth below or to such other address as either party may designate from time to time by a notice given to the other party.

Notice shall be deemed to be given upon receipt, provided, however, that in the event a party shall refuse to accept delivery, the notice shall nevertheless be deemed to be given upon the date of refusal to accept delivery.

Notwithstanding the above, a notice of change of address shall not be effective until received.

Fairleigh Dickinson University
1000 River Road
Teaneck, New Jersey 07666
Attn: General Counsel

Hudson County Community College
70 Sip Avenue
Jersey City, New Jersey 07306
Attn: XXX

Non Discrimination. The parties to this Agreement hereby agree that they shall not unlawfully discriminate on the basis of race, color, creed, national origin, ancestry, disability, marital status, gender, sexual orientation, handicap, age, pregnancy status or veteran status in connection with this Agreement and that each shall fully comply with all Federal and State statutes, and all rules and regulations promulgated thereunder, concerning discrimination in connection with their respective obligations pursuant to this Agreement.

Contact Info. University may provide School with contact information for students being considered for, or enrolled in, the program. School agrees that the exclusive to use of any student information is to fulfill its obligations under this Agreement and further agrees not to release any information in the student profile to any third party. To the extent the School is in possession of any student record or information, such record or information shall be handled in accordance with all applicable Federal, State and local laws including but not limited to the Family Educational Rights and Privacy Act (FERPA).

Communicable Disease. In the event that a student is exposed to a reportable confirmed or suspected communicable disease as referenced in the New Jersey Administrative Code 8:57, during their clinical rotation, the student will be notified as being an individual who may have been in contact with the case during the infectious period of disease and thus exposed that that disease. The student will receive appropriate Post Exposure Prophylaxis (PEP) through the student's own health insurance. The University's Student Health Services Director will be notified if there is a suspected or confirmed communicable disease report involving the students of University.

Insurance. During the Term of this Agreement, each party shall, at all times, provide and maintain:

- Commercial General Liability insurance covering the each party's employees and students with a minimum limit of one million dollars (\$1,000,000.00) per occurrence with a limit of four million dollars (\$4,000,000.00).
- Workers Compensation insurance, in such amount as may be required by the laws of the State of New Jersey and employers' liability insurance, covering the each party's employees, and
- Professional Liability (Medical Malpractice) insurance covering the each party's employees and Degree Program students, and Defense and Indemnification with a minimum limit of \$1,000,000 per claim.

The foregoing insurance shall:

- provide that it shall not be cancelled or terminated without 30 days' written notice to the other party;
- be primary and non-contributing with any insurance carried by the other party;
- contain severability of interests clause, with respect to liability;
- be issued in the name of the party naming the other party as an additional insured; and
- not diminish or qualify each party's obligation to indemnify the other party as provided in this Agreement.

Each party shall inform its insurance carrier of its obligation under this Agreement and shall include these obligations in its insurance coverage and shall provide the other party with a certificate of insurance evidencing the foregoing coverages. All certificates and required additional insured endorsements are to be received and approved by the other party before the School Program commences. Within ten (10) days prior to the expiration of all required insurance, each party shall deliver to the other party certificates of insurance evidencing the renewal of such insurance, for the Term of this Agreement, unless the parties agree otherwise

Choice of Law/Dispute Resolution. This Agreement shall be governed and controlled by the laws of the State of New Jersey. The parties consent and submit to the jurisdiction of the courts located within the State of New Jersey for all disputes relating to or arising out of this Agreement. If any provision of this Agreement is declared invalid under any applicable law, such provision shall be inapplicable and deemed omitted, but the remaining provisions of this Agreement, including the remaining default remedies, shall be given effect in accordance with the manifest intent of the parties hereto.

10. Miscellaneous

- a. So long as this Agreement is in effect, either party may refer to this Agreement in publicity releases and in individual or group conferences without the prior approval of the other party.
- b. Changes to this Agreement shall be valid only if agreed to by both parties and incorporated as a written amendment to this Agreement.
- c. Neither this Agreement nor any obligation or right hereunder may be assigned to any third party without the prior written consent of the other party. Any purported assignment without such consent shall be null and void.
- d. Should any provision of this Agreement be deemed illegal or unenforceable, the remainder shall nonetheless be given full force and effect to the extent practicable.
- e. This Agreement constitutes the entire agreement between the parties and supersedes any and all prior agreements, written or oral.
- f. The parties also acknowledge and agree to the rule of construction that any ambiguities be construed against the drafting parties shall not apply. The section headings as to the contents of particular sections are inserted only for convenience and are not construed as part of the Agreement.
- g. The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or any other provision hereof.

- h. Each party agrees to cooperate with the other party and to do such other acts and things reasonably requested by the other party for the purpose of carrying out the intent of this Agreement and complying with applicable laws. Such acts and things may include, without limitation, complying with the reasonable policies and procedures of the other party, furnishing such further information as may be requested by the other party, and executing and delivering such other documents as may be requested by the other party. This provision shall survive the expiration or termination of this Agreement for any reason.
- i. The University and the School are independent contractors. It is not intended that an employer/employee, joint venture, or partnership agreement be established hereby. Neither the University nor the School is authorized or permitted to act as an agent or employee of the other. Nothing in this Agreement shall in any way alter the freedom enjoyed by either the University or the School nor shall it in any way alter the control of the management, operation, and affairs of either the University or the School.
- j. Once any and all fees/tuition are known by the parties, said fees/tuition shall be incorporated as an addendum to this Agreement.

IN WITNESS WHEREOF the parties hereunto set their hands and seals or cause these present to be signed by their proper corporate officers and caused their proper corporate seals affixed, on this day and year written below:

HUDSON COUNTY COMMUNITY COLLEGE:

FAIRLEIGH DICKINSON UNIVERSITY:

Name: Christopher M. Reber, Ph.D.
Title: President HCCC

Name:
Title:

Name:
Title:

Attachment IV
Item IX. Academic and Student Affairs
Resolution 4

ARTICULATION AGREEMENT
BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE
&
INTERNATIONAL UNION OF OPERATING
ENGINEERS, LOCAL 825

I. Purpose and Goals

The primary objective of this Agreement is to provide articulation with the International Union of Operating Engineers, Local 825 (the "IUOE") and Hudson County Community College (the "College" or "HCCC"), granting College credits for demonstrated academic proficiency in the field of Technical Studies for IUOE Local 825 members who enroll at the HCCC and to allow IUOE Local 825 members to be charged the in-county tuition rate, regardless of their residency. This agreement will be effective for persons who have:

- (a) successfully completed the IUOE Local 825 apprenticeship program.
- (b) Dual enrolled at the College in the Technical Studies major taking a minimum of six credits per semester and the IUOE Local 825 apprenticeship program.

The IUOE apprenticeship program has an extensive curriculum that is accredited by the Council on Occupational Education. The program includes work in heavy equipment operator training, training in emergency response, hazardous waste operations, and OSHA requirements. Students take courses in mathematics, physics, electrical, technical writing, and mechanical engineering.

The curriculum at IUOE is a four-year curriculum with core competencies that must be learned within each curriculum year. The four-year curriculum identifies the number of granted college credits for each learning lesson within the annual curriculum. The primary instructional format is in the form of classroom instruction. The training occurs over a period of four years with an average of twelve core competency lessons per year. In order to move from one level of learning to the next, apprentices must demonstrate established levels of proficiency in each of the standardized curriculum's functional areas of instruction by passing written examinations.

The College awards an Associates in Applied Science (AAS) degree in Technical Studies.

It is anticipated that the College credits awarded by this Agreement will inform and encourage graduates of the IUOE Local 825 curriculum, to pursue the educational and career advancement opportunities which matriculation at the College will provide, as well as afford such persons the ability to expedite the successful completion of their degree requirements.

(c) The Transfer Articulation Application Process and Procedures

International Union of Engineering Operators Local 825 (“IUOE Local 825”) and HCCC enter into this Articulation Agreement and agree as follows:

1. Subject to adherence to the criteria and procedures listed herein, students who **successfully complete** the IUOE Local 825 apprenticeship will be awarded twenty-seven (27) credits at the College as part of the AAS Technical Studies program (Core).
2. Subject to adherence to the criteria and procedures listed herein, students who **successfully complete** the IUOE Local 825 apprenticeship will be awarded three (3) credits for College Algebra (MAT 100) at the College as part of the AAS Technical Studies program. These credits are separate from the credits set forth in paragraph 1.
3. Subject to adherence to the criteria and procedures listed herein, students who are enrolled at HCCC and are registered for at least six credits and in the IUOE Local 825 apprenticeship program will be awarded six (6) credits at the College per semester for successful completion of three months of the IUOE Local 825 apprenticeship program, for a maximum of thirty (30) credits.
4. To receive the thirty (30) credits at the College described in paragraphs 1 and 2 students must: (a) be admitted to the College, (b) be matriculated in the College's Technical Studies program, and (c) present to the Registrar a notarized document entitled "Certificate of Completion", indicating graduation from the IUOE Local 825 apprenticeship program.
5. To receive the thirty (30) credits at the College described in paragraphs 1 and 2, students must be admitted to the College within five (5) years of their graduation from the IUOE Local 825 apprenticeship program.
6. To receive the thirty (30) credits described in paragraph 3, students must: (a) be admitted to the College, (b) be matriculated in the College's Technical Studies program, (c) register for at least six credits in the Technical Studies program, and (d) present to the Registrar a notarized document indicating that the student is enrolled in the IUOE Local 825 apprenticeship program. IUOE Local 825 will provide the Registrar with documentation every semester verifying students continued enrollment in IUOE Local 825 apprenticeship program.
7. The thirty (30) credits identified in paragraphs 1, 2 and 3, will be reflected on the College transcript as "Credit by Examination", in the same manner as credits obtained through other external standardized examinations, such as the College Level Examination Program (CLEP), and such credits will not be counted in computing a student's Grade Point Average (G.P.A.).

8. The policies reflected in, and any credits earned by IUOE Local 825 members under this Agreement, shall apply only to the College's records. In the case of transfer to another institution of higher education, the acceptance of all credits awarded by HCCC based upon the requirements of this Agreement will be in accordance with the prevailing policies of the receiving institution.
9. Transfer of credits earned at other institutions of higher education, by examination, or other assessment of prior learning shall adhere and be subject to HCCC's Transfer Policy applicable to credits earned at other institutions.
10. No tuition or fees will be charged to any student for the credits earned by articulation pursuant to this Agreement. Notwithstanding same, tuition will be charged for courses taken at HCCC.
11. Appropriate members of the faculties of the College and representatives of IUOE Local 825 will meet annually to address areas of mutual concern, including but not limited to, sharing of recommendations regarding the content and implementation of this Agreement, and curriculum and programmatic changes. The minutes of this annual meeting will be provided to the appropriate Dean and Chief Academic Officer. The parties may agree to amend this agreement as a result of any such meeting.

(d) Institutional Responsibilities

IUOE Local 825 and the College agree to promote the Articulation Program in appropriate publications and at recruitment and outreach activities.

1. IUOE Local 825 and the College agree to cooperate in communicating with each other and with their common and respective communities concerning the relationship between the two institutions. IUOE Local 825 and the College agree to acknowledge and recognize the articulation programs on each institution's website and via other marketing and publicity methods.
2. IUOE Local 825 and the College agree to promptly communicate with each other any future curriculum changes, policy changes or resident credit requirements that will affect this agreement.
3. Each institution will designate in writing an employee who will serve as the point of contact for the administration of this agreement.

(e) Agreement Review

1. IUOE Local 825 and the College will notify one another of curricular changes upon institutional approval. This Agreement will continue in effect and will be automatically

renewed from academic year to academic year, for up to three academic years, although either IUOE Local 825 or HCCC may withdraw from this Agreement upon written notification to the other party at the end of any academic year of the College.

2. This Agreement shall be reviewed and modified, as needed, every three years by officials at IUOE Local 825 and HCCC.
3. This agreement represents the entire agreement between IUOE Local 825 and the College through their authorized agents and will be deemed fully executed on the date of the last signature. All negotiations, oral agreements, and understandings are merged herein and any change(s) in the terms must be made in writing and signed by all parties.
4. The parties agree to comply with all laws regarding the confidentiality of student personally identifiable information.

(f) Term

1. Upon execution by the parties, this Agreement will be effective as of June 9, 2021.

(g) Approvals

**International Union of Operating,
Engineers, Local 825**

**HUDSON COUNTY COMMUNITY
COLLEGE**

**International Union of Operating
Engineers, Local 825**

**President
Hudson County Community College**

Date

Date

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

Date

Proposal

Academic and Workforce Pathway Program

May 10, 2021

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

Hudson County Community College looks forward to this collaborative program, in partnership with The Hudson County Department of Community Reintegration, Hudson County Department of Corrections and Rehabilitation (HCDOCR), Hudson County/Jersey City Workforce Development Board, and the Hudson County Economic Development Corporation.

I. **Post- Secondary Education for Incarcerated People Matters**

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

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

The major findings and projections are as follows:

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

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

II. Labor Market Trends

To address the access to postsecondary education for Hudson County Corrections and Rehabilitation inmates, HCCC is proposing an innovative **Academic and Workforce Pathway Program**. It is anticipated that this program will result in the benefits cited above. To guide the development of course offerings for incarcerated students labor market data was studied.

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

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

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

In addition, one out of every four websites is powered by the WordPress software. Based on the Bureau of Labor Statistic Occupational Outlook Handbook, employment of web developers and digital designers is projected to grow 8% 2019 to 2029 as ecommerce continues to expand. “Online purchasing is expected to grow faster than the overall retail industry. As retail firms expand their online offerings, demand for these workers will grow. In addition, a rise in the use of mobile devices to search the web will lead to increased demand for web developers and digital designers.” New Jersey is projected to have an annual opening of 340 for Web Developers, a 5%

overall increase in employment growth. Acquiring these specific technical skill sets can lead to career and entrepreneurship opportunities for those reintegrating individuals who have an interest and the drive to start a business.

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

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

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

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

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

In partnership with the Hudson County One Stop, Jail-Based American Job Center, and the Jersey City One Stop, all pre/post release individuals are positioned to work with trained staff on an individual basis from point of engagement with the criminal justice system to reentry into the community. These partners have developed strong relationships with employers in the Hudson County area who are eager to place post-release individuals in gainful employment. Some of the employers are:

- Goya Foods, Inc.
- The Holland Hotel
- Forem Facility
- UPS
- Blue Storage

In addition, all post-release individuals will also receive assistance from HCCC Career Services who provide students services tailored to the different career stages: from career exploration to career readiness to career management.

III. **The Academic and Workforce Pathway Program:**

Goal: Provide an array of services that include assessments, education, skills, credentials, academic advisement and support services to individuals incarcerated at the Hudson County Department of Corrections and Rehabilitation Center to prepare them for careers in today's labor market.

Strategy: Assess identified individuals to help them determine a career pathway that best fits and enroll them in that pathway. Two pathways will be offered. They are:

- Associate Degree Program
- Workforce Development Training Program

Classes and services will be offered virtually to incarcerated students. Upon reentry in the community, classes can continue virtually, transition to on-campus or a hybrid modality.

Plan: HCCC will provide virtual workforce and degree classes as well as the educational supports necessary to enroll in and complete the HCCC Academic and Workforce Pathway Program. As part of the program, individuals incarcerated at the Hudson County Department of Corrections and Rehabilitation Center who are interested in participating in the educational program will be assessed to determine their vocational interests and college-readiness. All program participants will be offered Employment Skills and Life Skills and Financial Management classes as well as English as a Second Language (E.S.L.).

In addition, HCCC students and faculty will supplement the services with a peer mentoring program for the incarcerated students who participate in the program.

IV. **Program Overview:**

Online Assessment:

Individuals will be assessed using Focus2Career, a full-scale assessment tool. This assessment includes a platform that maps back to the National Association of Colleges and Employers (NACE) 8 Career Competencies culminating in a report identifying recommended occupations. The platform also provides an in-depth look at each occupation (job boards, salary, tasks, education requirements etc.). The add-ons with the NACE's 8 Career Competencies also provide assessment and information on:

- Career Goals
- Explore/Develop Career Knowledge
- Market Yourself

➤ Presentation & Reflections

Degree Track:

Inmates who are eligible and interested in a degree program will be offered the opportunity to enroll in one of the 60 certificate and degree programs that are currently offered by HCCC. Students are not required to have their HS Diploma or GED readily available and will be evaluated to determine if developmental and/or E.S.L. classes are required prior to registering for college level courses and will be offered advisement to assist in identifying a career path. In addition, all individuals participating in the program will be offered Employment and Life Skills and Financial Management classes. All classes will be delivered virtually and can be attended by students in a group or individually.

Many students choose to continue their education after graduation from HCCC; both Fairleigh Dickinson University and New Jersey City University accept transferring HCCC students to their four-year B.A. and/or their Masters' degree programs, and both offer scholarship packages. Please refer to the HCCC website for specific requirements and program details.

Academic Development and Support Services:

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

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

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

Workforce Track:

Incarcerated individuals who choose the Workforce track will be offered virtual courses in: Basic Computer Skills, Microsoft Word and Excel; Word Press: Blogging and Website Design, Supply Chain Management as well as the Employability and Life Skills & Financial Management classes. In addition, English as a Second Language will also be offered. Students in need of or interested in attending English as a Second Language (ESL) will be assessed to determine the level of ESL placement recommended.

Additional programs resulting in industry-recognized credentials are available at HCCC if students would like to continue in the workforce track, upon reentry into the community.

Workforce Partner: We have partnered with WomenRising, a long-standing partner of HCCC, to provide online courses in Life Skills & Financial Management and Employability Skills. All participants who attend and complete the two training programs will receive a certificate of completion for each program.

V. Program Fee Schedule for June 1, 2021 – May 31, 2022:

Total Program Cost \$150,000

Program includes the following:

Tuition, fees, books and supplies for students in the degree track	20 students/120 credits
Life Skills/Financial Management and Employability Skills Classes	55 students/6 sections
Tuition for students in the workforce track	35 students/15 sections
Full-Time Coordinator/Student Success Coach	One

VI. Program Timeline:

Review Proposal	April 12, 2021
Finalize Proposal	May 10, 2021
Hudson County Commissioner Approval	May 27, 2021
HCCC Board of Trustee Approval	June 8, 2021
Program Planning and Information Sessions	June 9, 2021 – July 30, 2021
Assessment, Student Enrollment, and Registration	July 1, 2021 – August 31, 2021
Workforce Classes Begin	September 1, 2021
Degree Classes Begin	September 1, 2021
Program Assessment	September 2021 and on-going
Revise program as necessary	January 2022

For questions or additional information, please contact Lori Margolin at 201-360-4242 or LMargolin@hccc.edu.

ATTACHMENTS

Appendix A: Gabert Library Resources	Page 8
Appendix B: Women Rising Description	Page 10
Appendix C: HCCC Tuition and Fee Schedule for Academic Years 2020 – 2021 and 2021 – 2022	Page 11
Appendix D: HCCC Academic and Other Student Support Services Summary	Page 12
Appendix E: Description of Workforce Training Programs	Page 17
Appendix F: Budget Details	Page 19

Appendix A: Gabert Library Resources

Access Online Resources

HCCC students have full access to HCCC libraries online resources. HCCC credentials are required for off-campus access.

Below are some categories that students can use for searching information:

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

Additional Online Library Assistance include:

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

Research Tools Categories:

- Academic Search Complete
- EBSCO Databases
- Encyclopedia Britannica Online
- Gale Power Search
- Gale Virtual Reference Library
- JSTOR
- MasterFILE Elite
- ProQuest
- Statistical Abstract of the United States

Research Guides Subject Areas:

Accounting	Economics	Gun Control Issues	New York Times Digital Edition - Academic Site License	STEM Program
African-American Studies	Education	Health Science	News	Students Tech Guide

Anatomy and Physiology	Elementary & Secondary Education	History - Western Civilization	Nursing	Teaching As a Career
Art & Architecture	Eng 102-LIT (Bach)	Hospitality & Tourism	Occupational Therapy	The Novel
Bibliotherapy	English 102 The Progressive Era	Human Services	Open Educational Resources (OER)	The Short Story
Biology	English 102: Gun Control and Violence	Immigration Issues	Philosophy	Theatre & Acting
Business & Management	English 102: Preventing Childhood Obesity	Information & Media Literacy	Plagiarism - What is it and how to avoid it	United States Government
Career & Job Resources	English as a Second Language	Latin American History	Poetry	Women's History Month
Chemistry	Entrepreneurs & Entrepreneurship	Latin American Literature	Poetry	World Economies
Children's Literature	Environmental Issues	Latino Studies	Poetry and Criticism	
Citation & Style Guides	ESL II ~ Famous U.S. Immigrants	Legal Issues	Poster Presentations	
Comedy	ESL II ~ Native American Tribes	LGBTQIA Resources	Primary Sources	
Composition & Writing	ESL III ~ Birth Order, Development, Generations . . .	Library Resources for the Social Sciences	Psychology	
Computer Science	ESL III ~ Researching American Culture	LinkedIn Learning	Psychology Learning Community	
Controversial Issues	Family Narrative	Math & Algebra	Religions of Asia	
Copyright Guidelines	Film & Television	Microbiology	Religions of the West	
Criminal Justice	Food and Culture	Microsoft Office	Research Writing ~ How to Write a Research Paper	
Culinary Arts	Foundational Learning Center	Mono Sen South Asian Community Collection Finding Aid	Scanning Documents	
Culture and Values	Genetic Selection & Modification	Music of the Americas	Sociology	
Culture, Diversity and Healthcare	Geology	Native Americans	Speech	
Cultures & Values ~ Colicchio	Global Business	New Jersey Resources	Statistics & Polls	

Appendix B: Women Rising



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

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

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

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

Tuition & Fee Estimates for School Year 2019-2020											
Effective 2019SU2											
CREDITS	TUITION			FEES				ESTIMATED COST TUITION & FEES			CREDITS
	TUITION RESIDENTS (In-County)	TUITION NON RESIDENTS (Out of County)	TUITION INTERNATIONAL or OUT OF STATE	STUDENT ACTIVITY (per/cr.)	GENERAL SERVICE (per/cr.)	REGISTRATION (per/term)	TECHNOLOGY (per/cr.)	TOTAL RESIDENTS (In-County)	TOTAL NON RESIDENTS (Out-of-County)	TOTAL INTERNATIONAL or OUT OF STATE	
1	149.00	298.00	440.00	6.50	25.00	25.00	18.00	223.50	372.50	514.50	1
2	298.00	596.00	880.00	13.00	50.00	25.00	36.00	422.00	720.00	1004.00	2
3	447.00	894.00	1320.00	19.50	75.00	25.00	54.00	620.50	1067.50	1493.50	3
4	596.00	1192.00	1760.00	26.00	100.00	25.00	72.00	819.00	1415.00	1983.00	4
5	745.00	1490.00	2200.00	32.50	125.00	25.00	90.00	1017.50	1762.50	2472.50	5
6	894.00	1788.00	2640.00	39.00	150.00	25.00	108.00	1216.00	2110.00	2962.00	6
7	1043.00	2086.00	3080.00	45.50	175.00	25.00	126.00	1414.50	2457.50	3451.50	7
8	1192.00	2384.00	3520.00	52.00	200.00	25.00	144.00	1613.00	2805.00	3941.00	8
9	1341.00	2682.00	3960.00	58.50	225.00	25.00	162.00	1811.50	3152.50	4430.50	9
10	1490.00	2980.00	4400.00	65.00	250.00	25.00	180.00	2010.00	3500.00	4920.00	10
11	1639.00	3278.00	4840.00	71.50	275.00	25.00	198.00	2208.50	3847.50	5409.50	11
12	1788.00	3576.00	5280.00	78.00	300.00	25.00	216.00	2407.00	4195.00	5899.00	12
13	1937.00	3874.00	5720.00	84.50	325.00	25.00	234.00	2605.50	4542.50	6388.50	13
14	2086.00	4172.00	6160.00	91.00	350.00	25.00	252.00	2804.00	4890.00	6878.00	14
15	2235.00	4470.00	6600.00	97.50	375.00	25.00	270.00	3002.50	5237.50	7367.50	15
16	2384.00	4768.00	7040.00	104.00	400.00	25.00	288.00	3201.00	5585.00	7857.00	16
17	2533.00	5066.00	7480.00	110.50	425.00	25.00	306.00	3399.50	5932.50	8346.50	17
18	2682.00	5364.00	7920.00	117.00	450.00	25.00	324.00	3598.00	6280.00	8836.00	18
19	2831.00	5662.00	8360.00	123.50	475.00	25.00	342.00	3796.50	6627.50	9325.50	19
20	2980.00	5960.00	8800.00	130.00	500.00	25.00	360.00	3995.00	6975.00	9815.00	20
21	3129.00	6258.00	9240.00	136.50	525.00	25.00	378.00	4193.50	7322.50	10304.50	21

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

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

Student Activity Fee - This fee is charged per credit hour to all students enrolled in courses for credit. The funds contribute to the support of Student Clubs and organizations, student activities, publications and Student Government services.

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

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

Appendix D: HCCC Academic and Other Student Support Services Summary

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

Accessibility Services:

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

Enrollment Services:

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

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

Registrar Services:

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

Advisement and Transfer Center Services

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

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

Financial Aid Information and Services

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

Center for Online Learning:

The Center for Online Learning is to lead the development of innovative accessible fully online and hybrid programs for the community. The mission of COL is to enable students to successfully pursue their studies online to meet educational goals and engage in life-long learning, by providing a wide variety of high quality online and hybrid technology-rich courses.

Degree Program Course Modalities:

Below are descriptions of the modality courses can be delivered:

Online Courses (Asynchronous)

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

On-Ground Courses

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

Remote Courses (Synchronous)

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

Hybrid and Hyflex Courses

A combination of on-ground and remote courses.

Career Services:

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

Big Interview:

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

Dress for Success/Suit for Success:

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

Employment Services/Internship

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

Virtual Workshops

Virtual version of Career Services presentations and workshops and Career Services videos on YouTube.

Resume Skills

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

Interview Skills

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

LinkedIn

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

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

Hudson Helps:

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

Food Pantry Services

- Food Pantry Wish List
- SNAP Retailer Locator Data
- Apply to CARES Act

Hudson C.A.R.E. Team

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

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

Financial Information Services

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

Appendix E: Description of Workforce Training Programs

Programs to be provided remotely (synchronous).

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

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

Computer Classes:

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

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

WordPress: Blogging and Website Design (45 hours): This course explores the use of WordPress as a social networking blogging platform, marketing tool, and content management system for commercial websites. Examines how to install and setup WordPress for a personal blog, install and modify a theme, add widgets and plug-ins, create and format posts, manage subscribers, promote a blog, and maintain the blog. A certificate of completion will be given to all who successfully complete the course.

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

Life Skills & Financial Management (48 hours): Recognizing that life skills are a life-long process, the purpose of this course is to teach competency-based strategies that better prepare people for living on their own and inter-dependently. The curriculum is comprised of individual, group and self-directed learning activities to assist learners to reach their goals and master skills such as Daily Living, Housing, Community & Money Management, Self-Care, and Social Relationships.

Employability Skills – Career Labs (48 hours): Career Labs is a professional skills course. The course helps new, and entry-level employees gain and practice skills that they can immediately apply to their work. Through highly engaging group activities and work simulations, we help participants build a supportive cohort and learning community, and together address the skills gap that often prevents success in the workplace.

Appendix F: Budget Details

Total Program Cost: \$150,000 for the period from June 1, 2021 – May 31, 2022

Program Components:

- Degree Program Enrollment – 20 students enrolled for a total of 120 credits
- Workforce Classes – 35 students enrolled: 4 ESL Sections; 3 Computer Basics Sections; 2 Word Sections; 3 Excel Sections; 2 Website Design Section; 1 Supply Chain Management Section
- Life Skills and Financial Management/Employability Skills – 55 students enrolled: Degree and Workforce Students will be offered both classes - 3 Sections each
- One full-time Coordinator/Student Success Coach

Line Item Budget

Academic and Workforce Pathway Program Hudson County Community College Budget

Staff

Student Success Coach	\$40,000
Instructor (PT Staff)	\$22,958
Fringe	\$15,200
Total Staff	\$78,158

OTPS

Books and Materials	\$12,994
Exam Fees	\$2,880
Tuition and Fees	\$26,820
Consultant	\$14,400
Web Access	\$1,120
Total OTPS	\$58,214

Indirect (10%)	\$13,628
----------------	----------

Grand Total	\$150,000
--------------------	------------------

**Agreement Between
Hudson County Community College
and
Hudson County Public Safety Training Center
January 1, 2021- December 31, 2023**

This Agreement (Agreement) is effective as of January 1, 2021 by and between Hudson County Community College with offices located at 70 Sip Avenue, Jersey City, New Jersey 07306, and the Hudson County Public Safety Training Center located at 635 County Avenue, Secaucus, New Jersey 07094.

In consideration of the promises and covenants set forth herein, the parties agree as follows:

Description

Hudson County Community College (HCCC or College) and the Hudson County Public Safety Training Center (HCPSTC) have established a partnership to provide education and training to HCPSTC trainees and graduates. The partnership includes granting HCCC credits for demonstrated academic proficiency in the study of Criminal Justice acquired by persons who are graduates of the *Basic Course for Police Officers* offered by HCPSTC. This agreement also allows for trainees to participate in continuing education and specialized training courses developed by HCCC's Division of Continuing Education and Workforce Development (CEWD). Finally, this agreement allows for appropriately credentialed HCCC Faculty to serve in the capacity of guest lecturers at the HCPSTC.

Partnership Activity 1: Articulation Agreement

I. Purpose and Goals

The primary objective of the Agreement for Partnership Activity 1 is to provide articulation with the Hudson County Police Safety Training Center (the "HCPSTC") and Hudson County Community College (the "College"), granting HCCC credits for demonstrated academic proficiency in the study of Criminal Justice acquired by persons who are graduates of the *Basic Course for Police Officers* offered by the HCPSTC.

The HCPSTC utilizes a standard statewide curriculum known as the *Basic Course for Police Officers*. The *Basic Course for Police Officers* curriculum was developed, and is endorsed, by the New Jersey Police Training Commission. Delivered over 22 weeks, the curriculum is comprised of 15 Functional Areas. These Functional Areas include instruction in Professional Development; The Criminal Justice System; Police Community Relations; Law; Legal Requirements of Arrest, Search, Seizure, Evidence, and Use of Force; Communications; Vehicle Operations; Emergency Medical Care; Weaponry and Unarmed Defense; Patrol Concepts; Traffic; Criminal Investigation; Physical Fitness; Practical Exercise; and, Agency Training. Each of the 15 Functional Areas consists of multiple units, and each unit has a specific goal regarding trainees' learning and skill development. Unit goals are supported by performance objectives. Trainees enrolled at the HCPSTC receive instruction through lecture and hands-on experiences. Hands-on experiences reinforce topics covered in lecture. Successful completion of the *Basic Course for Police Officers* is determined by award of a Certificate from the HCPSTC and the New Jersey Police Training Commission.

The College awards an Associate of Science (AS) degree in Criminal Justice.

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

II. The Transfer Articulation Application Process and Procedures

1. Subject to adherence to the criteria and procedures listed herein, students who successfully complete the *Basic Course for Police Officers* through the HCPSTC will be awarded credits at the College for the following courses:

Course	Code	Credits
Introduction to Criminal Justice	CRJ-111	3
Criminal Law	CRJ-120	3
General Police Organization and Administration	CRJ-220	3
Police Officer's Role in the Community	CRJ-221	3
Criminal Justice Externship	CRJ-290	4

2. In order to receive the 16 credits at the College described in the preceding paragraph, students must: (a) be admitted to the College, (b) be matriculated in the College's Criminal Justice program, and (c) present to the Registrar two notarized document entitled "Certificate", indicating graduation from the HCPSTC's *Basic Course for Police Officers* and recognition of graduation from the HCPSTC by the New Jersey Police Training Commission. Both documents must be presented in their original forms.
3. The 16 credits identified in paragraph 1 herein will be reflected on the College transcript as "Credit by Examination," in the same manner as credits obtained through other external standardized examinations, such as the College Level Examination Program (CLEP), and such credits will not be counted in computing a student's Grade Point Average (GPA).
4. The policies reflected in this Agreement apply only to the College's records. In the case of transfer to another institution of higher education, the acceptance of all credits awarded by this Agreement will be in accordance with the prevailing policies of the receiving institution.
5. Transfer of credits earned at other institutions of higher education, by examination, or other assessment of prior learning shall be subject to HCCC's Transfer Policy.
6. Students will be subject to the policies and procedures listed in the Hudson County Community College Catalog at the time of their matriculation to the College.
7. No tuition or fees will be charged to any student for the credits earned by articulation pursuant to this Agreement.

8. Appropriate members of the faculties of the College and representatives of the HCPSTC will meet annually to address areas of mutual concern, including but not limited to, sharing of recommendations regarding the content and implementation of this Agreement, and curriculum and programmatic changes. The minutes of this annual meeting will be provided to the appropriate Dean, the Chief Academic Officer, and the College's Criminal Justice Advisory Committee. To the extent such minutes alter the terms of this Agreement, the parties will execute an amendment to this Agreement to incorporate the relevant terms of the minutes.

III. Institutional Responsibilities

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

1. The HCPSTC and the College agree to cooperate in communicating with each other and with their common and respective communities concerning the relationship between the two institutions. The HCPSTC and the College agree to acknowledge and recognize the articulation programs on each institution's website and via other marketing and publicity methods, including college publications and at recruitment and outreach activities.
2. A representative of the faculty or admissions office from HCCC will participate in the orientation and open house sessions at HCPSTC. HCPSTC personnel will be invited to participate in open house sessions at HCCC.
3. The HCPSTC and the College agree to promptly communicate with each other any future curriculum changes, policy changes or resident credit requirements that will affect this agreement. To the extent such changes alter the terms of this Agreement, the parties will execute an amendment to this Agreement to incorporate the changes.
4. Each institution will designate in writing an employee who will serve as the point of contact for the administration of this agreement.

IV. Agreement Review

1. The HCPSTC and the College will notify one another of curricular changes upon institutional approval. This Agreement will continue in effect and will be automatically renewed from academic year to academic year, for up to three years, although either the HCPSTC or the College may withdraw from this Agreement upon written notification to the other party at the end of any academic year of the College. The withdrawal of either party from this Agreement shall not affect students who are currently enrolled in the College's Criminal Justice Program.
2. This Agreement shall be reviewed and modified, as needed, every three years by officials at the HCPSTC and the College, or sooner if required by this Agreement.

3. This agreement represents the entire agreement between the HCPSTC and the College through their authorized agents and will be deemed fully executed on the date of the last signature. All negotiations, oral agreements, and understandings are merged herein and any change(s) in the terms must be made in writing and signed by all parties.

Partnership Activity 2: Continuing Education Classes

I. Purpose and Goals

The primary objective of the Agreement for Partnership Activity 2 is to establish a partnership between the HCCC's Division of Continuing Education and Workforce Development (CEWD) and the HCPSTC whereby HCCC CEWD will deliver continuing education classes to trainees and graduates of the HCPSTC's *Basic Course for Police Officers*.

II. Institutional Responsibilities

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

Hudson County Public Safety Training Center

- a) HCPSTC will consult with HCCC to determine the training course subject(s) and scheduling.
- b) The parties will discuss the location of each course. For in-person courses located at the HCPSTC's Facility, HCPSTC agrees to provide a classroom for training onsite at the Facility for use by HCCC CEWD. For in-person courses located at HCCC, HCCC agrees to provide a classroom for the training. The parties may also agree for remote instruction for courses.
- c) HCPSTC agrees to recruitment and notification of members to assure that members are in attendance at the assigned times.
- d) HCPSTC shall be responsible for its actions as well as the actions of its members and anyone taking classes. HCPSTC agrees to defend, indemnify and hold HCCC harmless from any and all damages incurred by, or claims brought against, HCCC, its employees, administrators, trustees, agents and representatives, in connection with any actions or omissions that may result from participation, instruction, or other student or HCPSTC member interaction.

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

- a) HCCC CEWD agrees to consult with HCPSTC regarding training course offerings.
- b) HCCC CEWD will provide classroom based instruction in subject areas requested by HCPSTC.
- c) HCCC CEWD will hold the training classes at the Facility located at 635 County Avenue, Secaucus, New Jersey 07094, at the College, or via online or remote learning, as agreed to by the parties.
- d) HCCC CEWD will develop and/or provide curricula for each training class requested.
- e) HCCC CEWD will record and maintain student attendance.
- f) HCCC CEWD will provide final evaluations and certificate of completion for those who successfully complete the course.

III. Invoicing

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

IV. Dispute Resolution

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

V. Governing Law

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

VI. Assignment

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

VII. Notices

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

As to HCPSTC:

Hudson County Public Safety Training Center
Department of Law
County of Hudson
635 County Avenue
Secaucus, New Jersey 07094
Attention: Mark G. Miller, Director

As to the College:

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

VIII. Independent Contractors

The HCPSTC is and shall perform its services under this Agreement as an independent HCPSTC and not as the College's agent, partner or joint venture. The HCPSTC 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 Activity 3:

I. Purpose and Goals

The primary objective of the Agreement for Partnership Activity 3 is to establish a partnership between the HCCC and the HCPSTC whereby HCCC Faculty will deliver instruction to the trainees of the HCPSTC's *Basic Course for Police Officers* in the capacity of guest lecturers.

II. Institutional Responsibilities

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

Hudson County Public Safety Training Center

- a) HCPSTC will consult with HCCC to determine the expertise and credentials of Faculty.
- b) HCPSTC will facilitate the approval process with the New Jersey Police Training Commission for HCCC Faculty to receive authorization to serve in the capacity of guest lecturer.
- c) HCPSTC agrees to provide a classroom for use by HCCC Faculty serving in the capacity of guest lecturer.
- d) HCPSTC agrees to provide HCCC Faculty any relevant materials related to trainees' instruction in the Basic Course for Police Officers that may facilitate HCCC Faculty in preparation to serve in the capacity of a guest lecturer.
- e) HCPSTC agrees to recruitment and notification of members to assure that members are in attendance at the assigned times.
- f) HCPSTC shall be responsible for its actions as well as the actions of its members and anyone taking classes. HCPSTC agrees to defend, indemnify and hold HCCC harmless from any and all damages incurred by, or claims brought against, HCCC, its employees, administrators, trustees, agents and representatives, in connection with any actions or omissions that may result from participation, instruction, or other student or HCPSTC member interaction.

Hudson County Community College

- a) HCCC agrees to consult with HCPSTC regarding training course offerings.
- b) HCCC will assist in having Faculty under consideration to serve in the capacity of guest lecturer and furnish all appropriate documents to HCPSTC for the purpose of having Faculty approved by the New Jersey Police Training Commission.
- c) HCCC Faculty will provide classroom-based instruction in subject areas requested by HCPSTC.
- d) HCCC will deliver the classroom-based instruction at the HCPSTC Facility located at 635 County Avenue, Secaucus, NJ 07094 (with option to online/remote learning).
- e) HCCC will develop and provide curricula to HCPSTC in advance for each lecture requested.

- f) HCCC Faculty who are authorized by the New Jersey Police Training Commission to deliver instruction to HCPSTC trainees in the capacity of guest lecturer will be compensated by the College at the faculty member's hourly rate.

III. Invoicing

IV. Dispute Resolution

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

V. Governing Law

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

VI. Assignment

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

VII. Notices

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

As to HCPSTC:

Hudson County Public Safety Training Center
 Department of Law
 County of Hudson
 635 County Avenue
 Secaucus, New Jersey 07094
 Attention: Mark G. Miller, Director

As to the College:

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

I. Provisions and Amendments

This Agreement contains all provisions agreed upon by the parties. Any amendments to this Agreement must be in writing and signed by the parties or their duly authorized representative.

II. Term

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

Hudson County Public Safety Training Center

Hudson County Community College

By: _____

By: _____

Dr. Christopher M. Reber, President

Date

Date

AGREEMENT BETWEEN**HUDSON COUNTY COMMUNITY COLLEGE****AND****COLLEGE OF STATEN ISLAND**

This Articulation Agreement (“Agreement”), is entered into on this ___ day of _____, 2021, by and between Hudson County Community College (“HCCC”), located at 70 Sip Avenue, Jersey City, NJ 07306 and the College of Staten Island (“CSI”), located at 2800 Victory Blvd, Staten Island, NY 10314.

In consideration of the promises and covenants set forth below, the parties agree as follows:

A. PURPOSE.

The purpose of this Agreement is to facilitate the passage of students from HCCC to CSI by: 1) detailing the course of study to be followed in order to transfer into the Bachelor of Science in Social Work program and CSI, 2) ensuring the maximum number of credits upon transfer, and 3) setting forth the conditions under which transfer may take place. This articulation assists faculty and administrators in establishing and maintaining communication, as well as sustaining an ongoing working relationship on behalf of the students that transfer from HCCC to CSI.

B. SENDING AND RECEIVING INSTITUTIONS

<u>Sending Institution:</u>	Hudson County Community College
Department:	Human Services
Program:	Human Services/Pre-Social Work
Degree:	Associate in Science (AS)
<u>Receiving Institution:</u>	College of Staten Island
Department:	Department of Social Work
Program:	Social Work
Degree:	Bachelor of Science (BS)

C. ADMISSION REQUIREMENTS FOR SENIOR COLLEGE PROGRAM

All interested students, internal and external, are required to submit BSSW application. The minimum number of credits required for the application is 40. If the student does not achieve the Associate degree at HCCC they would have to take additional courses at CSI. If this is the case, perhaps HVCC could reverse transfer courses completed to comp the Associate Degree.

Submission of a completed BSSW application to the CSI BSSW Program by December 1st, Minimum GPA- 2.5, including SWK 200 and MTH 113.

To gain admission to the College of Staten Island, students must be skill certified, meaning:

- Have earned a grade of 'C' or better in a credit-bearing mathematics course of at least 3 credits
- Have earned a grade of 'C' or better in freshmen composition, its equivalent, or a higher-level English course

Total transfer credits granted toward the baccalaureate degree: **60 credits**

Total additional credits required at the senior college to complete baccalaureate degree: **60 credits**

D. COURSE-TO-COURSE EQUIVALENCIES AND TRANSFER CREDIT AWARDED

HUDSON COUNTY COMMUNITY COLLEGE		COLLEGE OF STATEN ISLAND		
Course Number & Title	Credits	Course Number & Title	Credits	Credits Awarded
GENERAL EDUCATION REQUIREMENTS:				
ENG 101 COLLEGE COMPOSITION I	3	ENG 111 Introduction to College Writing	3	3
ENG 102 COLLEGE COMPOSITION II	3	ENG 151	3	3
MAT 114 INTRODUCTION TO PROBABILITIES & STATISTICS	3	RCMQ 1000 OR MTH 113 Introduction to Probability and Statistics	3	3
BIO 107 HUMAN BIOLOGY OR BIO 111 ANATOMY & PHYSIOLOGY	4	RCLP 1000	4	4
HUM 101 CULTURES & VALUES	3	FCWG 1000 (WORLD CULTURES & GLOBAL ISSUES)	3	3
HIS 105 US HISTORY I	3	FCUS 1000 OR HST 244 (US EXPERIENCE IN ITS DIVERSITY)	3	3
PSY 101 INTRODUCTION TO PSYCHOLOGY	3	PSY 100 Psychology (INDIVIDUAL & SOCIETY)	3	3
ENG 112 SPEECH	3	FCCE 1000 (CREATIVE EXPRESSION)	3	3
CSC 100 INTRO TO COMPUERS & COMPUTING	3	FCSW 1000 (SCIENTIFIC WORLD)	3	3
CSS 100	1	ELEC 1000	1	1
SOC 101 INTRODUCTION TO SOCIOLOGY	3	SOC 100 Society and People (INDIVIDUAL & SOCIETY)	3	3
MAJOR REQUIREMENTS				
HUS 101 INTRO TO HUMAN SERVICES	3	SWK 200	3	3
HUS 121 HELPING STRATEGIES & RELATIONSHIPS	2	SOC 299	3	3
HUS 200 GROUP WORK IN HUMAN SERVICES	3	SOC 299	3	3
HUS 230 INTERVIEWING TECHNIQUES	3	SWK ELECTIVE	3	3
HUS 231 INTERNSHIP IN HUMAN SERVICES I	3	ELEC 1000	3	3
HUS 241 INTERNSHIP IN HUMAN SERVICES II	3	SWK 306 SWK 308	2 1	3
PSC 102 AMERICAN GOVERNMENT	3	POL 100 AMERICAN GOVERNMENT & POLITICS	3	3
SOC 201 SOCIOLOGY OF FAMILY OR SOC 280 SOCIAL RESEARCH METHODS	3	SOC 220 MARRIAGE AND FAMILY OR SOC 201 METHODS OF SOCIOLOGICAL RESEARCH	3	3
PSY 260 ABNORMAL PSYCHOLOGY I	3	PSY 242 DEVELOPMENTAL PSYCHOLOGY OR PSY 202 PSYCHOPATHOLOGY	3	3
			Total	60

E. SENIOR COLLEGE COURSES REMAINING FOR BACCALAUREATE DEGREE

F. Course Number & Title	Credits
General Education Requirements (from CSI "College Option")	
None	0
Total Gen Ed at CSI	0
Remaining Requirements in Major	

SWK 300 SOCIAL WORK RESEARCH I	3
SWK 302 SOCIAL WORK RESEARCH II	3
SWK 305 DIVERSITY IN SOCIAL WORK	3
SWK 311 HUMAN BEHAVIOR IN SOCIAL ENVIRONMENT I	3
SWK 312 HUMAN BEHAVIOR IN SOCIAL ENVIRONMENT II	3
SWK 322 SOCIAL WORK ETHICS AND HUMAN RIGHTS	3
SWK 350 SOCIAL WORK PRACTICE I	3
SWK 360 SOCIAL WORK PRACTICE II	3
SWK 365 SOCIAL WORK PRACTICE III	3
SWK 370 SOCIAL WELFARE POLICY I: HISTORY, TRENDS AND FUNDAMENTAL CONCEPTS	3
SWK 470: SOCIAL WELFARE POLICY II: Social Welfare, Social Policy and the Social Work Profession	3
SWK 454 SOCIAL WORK FIELD PRACTICUM I	4
SWK 455 SOCIAL WORK FIELD SEMINAR I	2
SWK 464 SOCIAL WORK FIELD PRACTICUM II	4
SWK 465 SOCIAL WORK FIELD PRACTICUM II	2
Demonstration of proficiency in a foreign language through the Intermediate level 213 or above. *World Language Placement Test--students who want to continue with the same language they already studied (in high school or at the 2-yr college) need to be tested in that language for purposes of placement or exemption.	0-11
Total credits in major at CSI	45-60
Total credits in general education at CSI	0
Free electives	0-15
Total credits at College of Staten Island	60

College of Staten Island General Education Requirements	0
Remaining Requirements in Major	45-60
College of Staten Island Electives	0-15
Total Credits to be earned at College of Staten Island	60
Total Credits to be earned at Hudson County Community College	60
Total Credits required for the BS degree	120

G. ARTICULATION AGREEMENT FOLLOW-UP PROCEDURES

1. Procedures for reviewing, updating, modifying or terminating agreement:

The term of this agreement shall be for two (2) years. Hudson County Community College and College of Staten Island faculty will review and analyze the strength of the curriculum and the success of students on an annual basis as part of their annual assessment activities. Any agreed upon modifications to this Agreement will be made in writing signed by both parties.

Changes

Any changes agreed upon must be signed, dated, and attached to this agreement.

Notice of Cancellation

Either party may independently cancel this agreement by notifying the other party no less than one academic year before the intended date of cancellation.

2. Procedures for evaluating agreement, i.e., tracking the number of students who transfer under the articulation agreement and their success:

The CUNY Institutional Research Database will be used to track performance (in terms of credit accumulation and GPA) and persistence (in terms of retention and graduation) of all Hudson County Community College students who transfer to CUNY Senior Colleges.

3. Sending and receiving college procedures for publicizing agreement, e.g., college catalogs, transfer adviser, websites, etc.:

Hudson County Community College and College of Staten Island will collaborate in publicizing this agreement on their websites and in their catalogs. They will share brochures and other marketing materials including web-based promotions. Transfer advisors will be made aware of this agreement and will have available all necessary materials to publicize the agreement to the students with whom they work.

Notices. Every notice required or permitted under this Agreement shall, unless otherwise specifically provided herein, be given in writing and may be sent by either United States Postal Service Certified Mail, return receipt requested, or by reputable overnight courier, provided that such courier obtains and makes available to its customers evidence of delivery. All notices shall be addressed by the party giving, making or sending the same to the other party at the address set forth below or to such other address as either party may designate from time to time by a notice given to the other party.

Notice shall be deemed to be given upon receipt, provided, however, that in the event a party shall refuse to accept delivery, the notice shall nevertheless be deemed to be given upon the date of refusal to accept delivery.

Notwithstanding the above, a notice of change of address shall not be effective until received.

College of Staten Island

Hudson County Community College

70 Sip Avenue

Jersey City, New Jersey 07306

Attn:

Attn:

Contact Info. HCCC may provide CSI with contact information for students being considered for articulating under this agreement. CSI agrees that the exclusive to use of any student information is to fulfill its obligations under this Agreement and further agrees not to release any information in the student profile to any third party. To the extent CSI is in possession of any student record or information, such record or information shall be handled in accordance with all applicable Federal, State and local laws including but not limited to the Family Educational Rights and Privacy Act (FERPA).

Miscellaneous

- a. Changes to this Agreement shall be valid only if agreed to by both parties and incorporated as a written amendment to this Agreement.
- b. Neither this Agreement nor any obligation or right hereunder may be assigned to any third party without the prior written consent of the other party. Any purported assignment without such consent shall be null and void.
- c. Should any provision of this Agreement be deemed illegal or unenforceable, the remainder shall nonetheless be given full force and effect to the extent practicable.
- d. This Agreement constitutes the entire agreement between the parties and supersedes any and all prior agreements, written or oral.

- e. The section headings as to the contents of particular sections are inserted only for convenience and are not construed as part of the Agreement.
- f. The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or any other provision hereof.
- g. HCCC and CSI are independent contractors. It is not intended that an employer/employee, joint venture, or partnership agreement be established hereby. Neither HCCC nor CSI is authorized or permitted to act as an agent or employee of the other.

Effective Date: Fall 2021

FOR HUDSON COUNTY COMMUNITY COLLEGE	FOR COLLEGE OF STATEN ISLAND
Denise Rossilli, LPC, LMHC, Program Coordinator	Dr. Christine Flynn-Saulnier, Chairperson
Dr. Alison Wakefield, Interim Associate Dean of Humanities and Social Sciences	Dr. Marcus Tye, Dean of Health Sciences
Dr. Darryl E. Jones, Vice President for Academic Affairs	Dr. Michael Parrish, Senior VP and Provost

Admission Agreement

Hudson County Community College

and

School of Public Affairs and Administration (SPAA)

This Admission Agreement (“Agreement”) is entered into on the _____ day of _____, 2021 by and between Hudson County Community College, with offices located at 70 Sip Avenue, Jersey City, New Jersey 07306, and The State University at Rutgers, Newark Campus, located at 175 University Avenue, Newark, NJ 07103.

In consideration of the promises and covenants set forth in the Agreement, the parties agree as follows:

Purpose

The purpose of this agreement is to enable students who graduate from Hudson County Community College (HCCC) with an Associate of Science (A.S.) degree in Human Services to continue their education and obtain a B.A. degree from Rutgers University – Newark, School of Public Affairs and Administration (SPAA).

Admission Criteria to SPAA B.A. Degree for HCCC A.S Degree in Human Service Holders

Individuals meeting the following conditions will be eligible for admission to Rutgers University-Newark SPAA degree program:

- Completion of an A.S. degree in Human Services from HCCC earned within the last 7 years;
- C grade or better in English 101/102 and Math 100 or higher;
- Completion of all courses in the HCCC Degree Completion Plan (Attachment A);
- SPAA recommends a 3.0 or higher for admission.

SPAA B.A. Degree Requirements

SPAA B.A. Degree requires a minimum of 120 credits, including 35 credits in Public and Nonprofit Administration and 18 credits of a second concentration. See attached SPAA Degree Completion Plan (Attachment B).

Transfer of HCCC A.S. Degree in Public Service to SPAA B.A. Degree

HCCC A.S. in Human Service degree holders may transfer 62-65 credits towards a B.A. in Public and Nonprofit Administration from SPAA subject to the following conditions:

- No individual HCCC course will transfer to the SPAA transcript, provide specific degree credit, or be able to be used to satisfy Rutgers course prerequisites unless a "C" or better has been earned in that course.
- Introduction to Human Services (HUS 101) will substitute for as an elective for the Public and Nonprofit Administration major.
- Students having completed an HCCC A.S. degree in Human Service that is compliant with the Comprehensive Statewide Transfer Agreement will be treated as having satisfied all lower-level

Core Curriculum requirements for Rutgers University-Newark (see Attachment B), as stipulated by the Comprehensive Statewide Transfer Agreement.

Special Conditions

- Under the policies of the cooperative agreement and consistent with the parameters of the Statewide Transfer Agreement, HCCC is responsible for providing 100- and 200-level courses and Rutgers University-Newark is responsible for providing the 300- and 400-level courses.
- All students are required to complete their last 30 credits through courses offered by Rutgers University – Newark. The Rutgers University-Newark residency requirement may be satisfied by taking Rutgers University-Newark courses offered by other Rutgers units at the off-campus location. Courses taken as exchange registration do not apply to the residency requirement.

This admission agreement is intended to serve as a guide for students who want to transfer from HCCC to SPAA. As each student is unique, SPAA will provide students with guidance and information about their individual transfer situation.

Any change in the curriculum of HCCC or SPAA program will require a review of this agreement by both programs.

To the extent the parties exchange information regarding student records or other personally identifiable information, such records or information shall be handled in accordance with all applicable Federal, State and local laws including but not limited to the Family Educational Rights and Privacy Act (FERPA).

The parties are independent contractors. It is not intended that an employer/employee, joint venture, or partnership agreement be established hereby. Neither party is authorized or permitted to act as an agent or employee of the other.

This Agreement shall be governed and controlled by the laws of the State of New Jersey. The parties consent and submit to the exclusive jurisdiction of the Superior Court of New Jersey venued in Hudson County, New Jersey for any and all disputes between the parties relating to or arising out of this Agreement.

Termination

Either party may terminate this agreement by providing the other party with not less than six (6) months prior written notice to the other party. Such termination shall be effective as of the start of the next full semester following the end of the six (6) month notice period. A party's termination of this Agreement shall have no impact on student's who have applied for and been admitted to SPAA.

Approval of Agreement

This agreement shall be effective for five years, from July 1, _____ to June 30, _____, unless terminated earlier in accordance with the terms of this agreement. To ensure continuity and maintenance of this agreement, it shall be reviewed and updated every five years, or as needed when either party makes curricular changes.

Rutgers University-Newark

Nancy Cantor
Chancellor
Rutgers University – Newark

Date

Charles Menifield
Dean
School of Public Affairs and Administration

Date

Hudson County College

Christopher M. Reber
President,
Hudson County College

Date

Darryl E. Jones
Vice President of Academic Affairs
Hudson County College

Date

Hudson County Community College Degree Completion Plan (Attachment A)

First Semester

CSS 100 - College Student Success	1
ENG 101 - College Composition I	3
ENG 112 - Speech	3
MAT ••• Mathematics Elective*	3
HUS 101 - Introduction to Human Services	3
TOTAL	13

Second Semester

ENG 102 - College Composition II	3
HUS 121 - Helping Strategies and Relationships	3
CSC 100 - Introduction to Computers & Computing	3
SOC 101 – Principles of Sociology	3
BIO 107 - Human Biology	
OR	4
BIO 111 - Anatomy and Physiology	
TOTAL	16

Third Semester

HUS 231 - Internship in Human Services I	3
HUS 230 - Interviewing Techniques	3
PSY 101 - Introduction to Psychology	3
HUS 105 - U.S. History I	3
SOC 201 - Sociology of the Family	
OR	3
Soc 280 - Social Research Methods	
TOTAL	15

Fourth Semester

HUS 241 - Internship in Human Services II	4
HUS 200 - Group Work in Human Services	3
PSY ••• Complete one of the following	3
PSY 211, 212, 260, or 280	
HUM 101 - Cultures and Values	3
PSC 102 - American Government	3
TOTAL	16

SPAA Public and Nonprofit Administration Degree Completion Plan (Attachment B)

Core Curriculum* Courses in each of these areas must be chosen from a list of approved courses.				Public and Nonprofit Administration: Major (35 credits) Note: Grades of "C" or better are required. (* denotes courses recommended for first-year students)			
Writing Intensive (denoted by "Q" in the section number)			6 cr.	Core Courses			Cr.
				Introduction to Public Administration *	40:834:200		3
				Introduction to Nonprofit Administration	40:834:203		3
				Ethical Public Service (WI)	40:834:301		3
Second Concentration: Minor/Other				Public Service Organizations	40:834:406		3
				Leadership for the Service Professionals	40:834:408		3
Accelerated MPA Curriculum				Service-Learning Courses (Must complete core courses)			5
	Introduction to Public Administration	20:834:501	3	Career Exploration in Public Service *	40:834:429		1
	Administrative Ethics	20:834:515	3	Service-learning Internship I	40:834:430		4
	Managing Public Organizations	20:834:522	3				
	Human Resource Administration	20:834:523	3				
	Public Policy Process	20:834:524	3	Elective Courses (Must complete 5 courses)			15
	Economic Issues in Public Administration	20:834:541	3	Public Service as Responsible Citizenship	40:834:201		3
				US and Global Urban Experience *	40:834:302		3
General Elective Credit				Technology and Public Service	40:834304		3
	MPA Course		3	Grant Writing for Organizations (WI)	40:834:306		
	Elective		3	The Arts and Culture of Public Service	40:834:402		3
	Elective		3	Philanthropy: Volunteerism, Community Engagement and Fundraising	40:834:404		3
				Democratic Foundations of Public Service	40:834:409		3
				Research in Public Administration	40:834:410		3
				Special Topics Course	40:827:430		3
				Public Service Independent Study	40:827:431		3

*Core Curriculum requirements are waived for Associate Degree holders as per the New Jersey Statewide Articulation Agreement.

**Transfers with an Associate of Arts (AA) or Associate of Science (AS) Degree Curricular Map
for Public and Nonprofit Administration Major at SPAA**

First Semester at SPAA		
Introduction to Non-Profit Administration (Core)	40:834:203	3
Ethical Public Service (Core) [Writing Intensive (WI)]	40:834:301	3
SPAA Elective	Refer to Codes	3
SPAA Elective	Refer to Codes	3
SPAA Elective	Refer to Codes	3
	Total:	15

Second Semester at SPAA		
Public Service Organizations (Core)	40:834:406	3
Leadership for Service Professions (Core)	40:834:408	3
Career Exploration in Public Service (Service Learning)	40:834:429	1
SPAA Elective	Refer to Codes	3
SPAA Elective	Refer to Codes	3
Free Elective	-	3
	Total:	16

Third Semester at SPAA		
Service Learning I (Service Learning)	40:834:430	4
SPAA Elective – Grant Writing for Organizations highly encouraged since 2 WIs are required	40:834:306	3
Accelerated MPA	-	3
Accelerated MPA	-	3
Accelerated MPA	-	3
	Total	16

Fourth Semester at SPAA		
Accelerated MPA	-	3
Accelerated MPA	-	3
Accelerated MPA	-	3
Accelerated MPA/Free Elective	-	3
Free Elective	-	3
	Total	15

THREE PLUS ONE DEGREE PROGRAMS AGREEMENT
HUDSON COUNTY COMMUNITY COLLEGE

&

RAMAPO COLLEGE OF NEW JERSEY

THIS AGREEMENT, with an effective date of _____, 2021 is between Ramapo College of New Jersey, a public higher education institution of the State of New Jersey, having an address at 505 Ramapo Valley Road, Mahwah, New Jersey 07430 (hereinafter referred to as “Ramapo”), and Hudson County Community College having an address at 70 Sip Avenue, Jersey City, New Jersey 07306 (hereinafter referred to as “HCCC”).

WHEREAS, Ramapo is authorized by the State of New Jersey to award baccalaureate degrees; and

WHEREAS, HCCC offers academic programs in which graduates receive associate degrees; and

WHEREAS, N.J.S.A. 18A:3B-78 permits a four-year institution of higher education and a county college to jointly establish a three plus one (“3 + 1”) degree program for a baccalaureate degree in such majors as may be mutually agreed upon; and

WHEREAS, it is the goal of Ramapo and HCCC to provide a seamless transition for students with associate degrees leading to the conferral of a Baccalaureate Degree by Ramapo for certain mutually agreed upon 3 + 1 paths;

NOW, THEREFORE, Ramapo and HCCC mutually covenant and agree as follows:

1. **Requirements of the 3 + 1 Degree Paths.**

- (a) Ramapo and HCCC will jointly and cooperatively conduct and operate 3 + 1 baccalaureate degree paths. The agreed upon courses and programs for this Agreement shall, once agreed upon by the parties, be annexed hereto in an exhibit to this Agreement.
- (b) For purposes of this agreement, a 3 + 1 path is defined by the curricular map that outlines which year/term courses should be taken. Thus, Year 3 or “3” references courses to be taken and taught at HCCC in year 3. Year 4 or “+ 1” references courses offered and taught by Ramapo in year 4 in order to award the baccalaureate degree.
- (c) Ramapo and HCCC intend that the 3 + 1 paths provided for under this Agreement shall meet the requirements of the three plus one legislation, N.J.S.A. 18A:3B-78 -80 and agree to amend this Agreement, if necessary, to comply with the applicable law.
- (d) Ramapo agrees to award to students who successfully complete 3 + 1 paths as outlined in the corresponding exhibits, the appropriate baccalaureate degree,

depending on the specific degree program.

- (e) Students entering into a 3 + 1 degree path will be required to meet Ramapo's admission requirements as well as complete the Associate of Science in Advanced and Continuous Studies at HCCC in order to enroll in the final year at Ramapo.
- (f) While enrolled in 3 + 1 paths, students must follow all policies and procedures including but not limited to academic policies, academic calendars and financial deadlines as stated in student catalogs and handbooks of the college that offers the course. Both institutions reserve the right to change their policies and procedures as conditions warrant.
- (g) All 300-level courses offered at HCCC and/or curricular changes proposed to 300-level courses must receive written approval from Ramapo prior to implementation.
- (h) This Agreement will be effective as of the Fall 2021 semester so long as the Agreement is fully executed by _____, 2021. If not fully executed by _____, 2021, this Agreement shall be effective as of the Spring 2021 semester. This Agreement will be in force for the catalog that applies to the academic year at both institutions. The Agreement that is in effect at the time students register for the 3 + 1 program at HCCC is the operational agreement of record under which the student(s) will transfer.
- (i) Ramapo or HCCC shall have the right to discontinue one or more of the paths if enrollments fall below mutually agreed upon levels, such agreement not to be withheld unreasonably. If one party seeks to discontinue a path, prior written notice of at least one semester (15 weeks) shall be communicated to the other party. Thus, communication sent by September 1 will go into effect for the following spring semester. Communication sent by January 1 will go into effect for the following fall semester. Once a student is enrolled in a 3 + 1 degree path, Ramapo and HCCC shall make every effort to facilitate student graduation, even if the path is discontinued for new student enrollment.
- (j) Faculty and/or instructors considered by HCCC to teach 300-level courses must meet the requirements outlined in the Ramapo Policy *Minimum Degree Requirements for Adjuncts, Staff and Managers Who Teach* (<https://www.ramapo.edu/provost/policy/minimum-degree-requirements-adjuncts-staff-managers-teach/>) and must be vetted by Ramapo before final hire by HCCC.

2. **Administrative Obligations of Ramapo and HCCC.**

- (a) HCCC agrees to create an application process that advertises and identifies students to enroll in a 3 + 1 degree path before earning their Associate's Degree. Students must complete the requirements of the respective Associate's Degree program before enrolling in the HCCC Associate of Advanced and Continuous Studies degree program.

- (b) Ramapo will create an application for students interested in the 3 + 1 degree program for submission upon completion of their first associate degree, to apply for conditional admission to Ramapo via the Ramapo @ HCCC program.
- (c) So long as this Agreement is in effect, Ramapo and HCCC agree to the right to use each other's name for the sole purpose of advertising and marketing the 3+1 degree paths provided for under this agreement.
- (d) HCCC agrees to share relevant student information of those who are candidates to enroll in the 3 + 1 paths with Ramapo for the purposes of recruitment, advisement and student success. Ramapo agrees to share relevant student information of those who apply to Ramapo for purposes of recruitment, advisement and student success.
- (e) Ramapo will waive the transfer application fee for all students enrolled in a 3 + 1 degree path.
- (c) HCCC agrees to provide classroom space and other services necessary for the effective functioning of the 3 + 1 degree paths offered on the HCCC campus.
- (d) HCCC agrees to provide general staff support for such responsibilities as answering the telephone, setting appointments and other clerical support as appropriate and necessary.
- (e) Ramapo agrees to appoint an administrative staff member to manage the day-to-day operations of the 3 + 1 degree programs. This person will be hired, report to and be evaluated by Ramapo with input from HCCC.
- (f) The 3 + 1 program administrator appointed by Ramapo will periodically visit HCCC to increase Ramapo's presence on HCCC's campus as well as to create direct connections with HCCC. In turn, HCCC will provide office space and other administrative services necessary in order to allow the Ramapo administrator to carry out all functions necessary to successfully support the 3 + 1 degree paths.
- (g) HCCC will provide the Ramapo administrator access to relevant screens and programs within or linked to HCCC's Student Information System in order to monitor academic progress and facilitate advisement. The Ramapo administrator shall comply with all of HCCC's rules and policies regarding access to, and use of, the Student Information System.
- (h) Any modifications of the respective programs at Ramapo or HCCC may be made from time to time, as determined by each party, at which time this Agreement may be reviewed for modification, if necessary. However, 300-level course curricular changes and faculty hiring processes that affect this Agreement shall not be modified in any way without mutual agreement of both colleges, such agreement not to be withheld unreasonably.

- (i) Both Ramapo and HCCC shall have the joint responsibility for identifying and communicating to each other changes in the policies or requirements of their respective institutions that affect this Agreement.

4. **Exclusivity of Credit Transfer for Ramapo @ HCCC.** Students who are admitted to and take classes in the 3 + 1 path at HCCC pursuant to this Agreement shall receive credit for those courses in accordance with HCCC and Ramapo College's policies. All credits earned by completing the Advanced Associate's Degree at HCCC will transfer to Ramapo College under this agreement. HCCC will partner with Ramapo to promote the Ramapo @ HCCC Program and the options thereunder to all students.

5. **Financial Arrangement.**

- (a) Given this collaboration and the extension of Ramapo's curriculum to be delivered at HCCC by HCCC-hired faculty and instructors, HCCC and Ramapo will share in the financial viability of this program for both institutions. To achieve this, HCCC will provide facility rental and office space as an in-kind contribution to the success of the program as well as other financial agreements to be agreed upon in order to insure student success and financial viability, which may include sharing up to 50% of the cost of an appointed administrator to manage the on-site program, transportation to/from Ramapo, etc. or other agreed upon revenue sharing models. The financial arrangement shall not include tuition payment, which payments shall belong to the entity where the student is enrolled.

6. **Compliance with Laws and Regulations.** Ramapo and HCCC agree that each institution shall comply with all applicable requirements of municipal, county, state and federal authorities, statutes and regulations now or hereafter in force and effect to the extent that they directly or indirectly bear upon the subject matter of this agreement. These include, without limitation, N.J.S.A. 18A:3B-78-80, the regulatory and statutory requirements of the New Jersey Commission on Higher Education, the federal Family Education Rights and Privacy Act of 1974 and implementing regulations, the state and federal fair employment practices or similar laws, and Title VII of the Civil Rights Act of 1964 and implementing regulations.

7. **Termination.** This Agreement may be terminated as follows:

- (a) Except as otherwise may be permitted by paragraph 1 (i), either party may terminate this Agreement at any time by written notice of at least one (1) year in advance of the effective date of the termination date.
- (b) In addition, either party shall have the right to terminate this Agreement for "cause." In general, "cause" is defined as any uncured material and substantial breach of this Agreement by either of the parties. If either party desires to terminate this Agreement

for cause, such party shall give written notice of default to the other party of the specific grounds for termination. The party receiving any such written notice shall have thirty (30) days to cure the default stated in said notice. If the party receiving notice of termination fails to cure the default within the applicable time period or any mutually agreed upon extension period, the party who gave the original notice shall, thereafter, have the right to terminate this Agreement by giving written notice of termination to the defaulting party in which event this agreement shall terminate as of the date of the giving of such notice of termination.

- (c) Either party shall have the right to terminate this Agreement at any time in the event that any required appropriations that might be needed to implement this Agreement are not made available by the New Jersey State Legislature and/or county government provided that thirty (30) days prior notice is given the other party.

In the event this Agreement is terminated for any reason, the parties, to the extent practicable, agree that no student currently participating in the program will be denied the opportunity to complete the program, even when the effective date of termination occurs prior to the completion date of the program.

8. **Liability.** Each party agrees to be responsible for its own actions and those of its officers, employees and agents. Neither party, by virtue of this Agreement, assumes any liability for any debts or obligations of either a financial or legal nature incurred by the other party to this Agreement.

9. **Independent Contractors.** Both Ramapo and HCCC are independent contractors. It is not intended that an employer/employee, joint venture, or partnership agreement be established hereby expressly or by implication between Ramapo and HCCC. Rather, in discharging all duties and obligations hereunder, Ramapo shall at all times be in and remain an independent contractor relationship with HCCC.

10. **Assignment.** Neither party may assign or delegate this agreement or any interest herein or responsibility hereunder without the prior written consent of the other party.

11. **Severability.** If any provision of this agreement is, as a matter of law, unenforceable, then such provision shall be deemed to be deleted and this agreement shall otherwise remain in full force and effect.

12. **No Third-Party Beneficiaries.** This Agreement does not create in any individual or entity the status of third-party beneficiary, and this Agreement shall not be construed to create such status. The rights, duties, and obligations contained in this Agreement shall operate only between Ramapo and HCCC and shall insure solely to the benefit of such parties.

13. **Entire Agreement.** This Agreement, including all attachments and exhibits, represents the entire understanding between the parties hereto with respect to the subject matter expressed herein. No prior or contemporaneous written statement nor shall any prior, contemporaneous or future oral statement be admissible to interpret, explain, alter, modify or amend this Agreement. This Agreement may be amended or modified only by mutual written consent of both parties.

14. **Governing Law.** This agreement shall be governed by and construed in accordance

with the laws of the State of New Jersey, including without limitation, the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq., and the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 et seq.

IN WITNESS WHEREOF, the duly authorized representatives of the parties have affixed their hands and seals to this Agreement.

RAMAPO COLLEGE OF NEW JERSEY

HUDSON COUNTY COMMUNITY COLLEGE

Dr. Peter P. Mercer
President

Dr. Christopher Reber
President

Dr. Susan Gaulden,
Interim Provost/Vice President for Academic Affairs

Dr. Darryl E. Jones
Vice President for Academic Affairs

Dr. Christopher Romano
Vice President of Enrollment Management
and Student Affairs

EXHIBIT "A"

THREE PLUS ONE DEGREE PATH COURSE TABLE

(TO BE PROVIDED FOR EACH DEGREE PROGRAM)

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 8, 2021**

X. NEW BUSINESS

1. Resolution of the Board of Trustees of Hudson County Community College Authorizing Purchase of Equipment and Services Necessary for the Technology Upgrades funded by Securing Our Children's Future Bond Act

WHEREAS, Hudson County Community College ("College") submitted an application under New Jersey's Securing Our Children's Future Bond Act ("Bond Act") seeking funds for technology upgrades to expand remote classroom capacity through video links for the STEM Building and Culinary Conference Center; and,

WHEREAS, the College has been notified that it is receiving \$2.7 million under the Act for the technology upgrades; and,

WHEREAS, the Board of Trustees of the College does not meet in July; and,

WHEREAS, the Board of Trustees wants to proceed with the technology upgrades without delay so that they are completed and ready by the start of the Fall 2021 semester; and,

WHEREAS, the technology upgrades will be funded from the Bond Act funds;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby authorize the purchase of the equipment and services necessary for the technology upgrades as described herein in an amount not to exceed \$2.7 million, such purchases to be made consistent with any requirements imposed by the Bond Act.

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

BE IT FURTHER RESOLVED that the purchases made under the authority of this resolution shall be included on the August 2021 Board of Trustees meeting agenda for ratification.

2. Resolution of the Board of Trustees of Hudson County Community College Authorizing the Hiring of Temporary Academic Counselors and a Social Worker with the Goal of Increasing Student Graduation Rates

WHEREAS, Hudson County Community College ("College") has received funds under the HEERF III Grant for the hiring of temporary academic counselors and a social worker ("temporary counselors") with the goal of increasing student graduation rates; and,

WHEREAS, the funds under the HEERF III Grant must be expended by May 2022; and,

WHEREAS, the Board of Trustees of the College does not meet in July; and,

WHEREAS, the Board of Trustees recognizes the need to hire the temporary counselors as soon as possible in order to maximize the benefit that the temporary counselors will have on the College's students; and,

WHEREAS, the salaries of the temporary counselors will be funded from the HEERF III Grant;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby authorize the hiring of the temporary counselors as described herein consistent with any requirements imposed by the HEERF III Grant.

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

BE IT FURTHER RESOLVED that the temporary counselors hired under the authority of this resolution shall be included on the August 2021 Board of Trustees meeting agenda for ratification.

INTRODUCED BY: _____

SECONDED BY: _____

DATE: June 8, 2021

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

_____ Aye _____ Nay

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 8, 2021**

XI. ADJOURNMENT

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED THAT the June 8, 2021 meeting of the Hudson County Community College Board of Trustees be adjourned at ___P.M.

INTRODUCED BY: _____

SECONDED BY: _____

DATE: June 8, 2021

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

_____ Aye _____ Nay