

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

**Regular Meeting – Board of Trustees**

**Tuesday, June 13, 2023**

**5:00 P.M.**

**Mary T. Norton Board Room and Via Zoom**

In-Person: Mary T. Norton Board Room, 4th Floor, 70 Sip Avenue, Jersey City, New Jersey

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

<https://zoom.us/j/91728109546?pwd=dFMrQ1pZaktEV3hSQ2pBeHBBUUt3dz09>

Passcode: 629005

Telephone: 1 309 205 3325

Webinar ID: 917 2810 9546

Passcode: 629005

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

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

**AGENDA**

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

*Mr. Netchert*

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

**Trustees:**

*Edward DeFazio*

*Joseph Doria*

*Pamela Gardner, Secretary/Treasurer*

*Frank Gargiulo*

*Roberta Kenny*

*Bakari Lee, Vice Chair*

*Daniel Menendez, Student Alumni Representative*

*William Netchert, Chair*

*Jeanette Peña*

*Christopher Reber, President*

*Silvia Rodriguez*

*Harold Stahl*

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

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

*June 13, 2023*

**II. ROLL CALL**

**Trustees:**

- Edward DeFazio* \_\_\_\_\_
- Joseph Doria* \_\_\_\_\_
- Pamela Gardner, Secretary/Treasurer* \_\_\_\_\_
- Frank Gargiulo* \_\_\_\_\_
- Roberta Kenny* \_\_\_\_\_
- Bakari Lee, Vice Chair* \_\_\_\_\_
- Daniel Menendez, Student Alumni Representative, ex officio* \_\_\_\_\_
- 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 13, 2023*

**III. COMMENTS FROM THE PUBLIC**

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

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

*June 13, 2023*

**IV. CLOSED SESSION**

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

*June 13, 2023*

**V. REPORTS**

1. *Student Government Association President's Report (S. Elwir)*
2. *All College Council Chair's Report (P. Cronrath)*
3. *President's Report (C. Reber)*

*Updates on Studio and Digital Arts at HCCC*

*Jeremiah Teipen, Professor of Fine Arts*

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

*June 13, 2023*

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

**1. MINUTES OF PREVIOUS MEETING**

*The Minutes of the Regular Meeting of May 9, 2023 are herewith submitted to the Board of Trustees for approval. (Page 10)*

*Recommendation:*

*It is the recommendation of the President that the Board of Trustees accept the Minutes of the Regular Meeting of May 9, 2023.*

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

*Hudson County Community College has received the following grants:*

**TITLE:** *Adult Transition Center*

**AGENCY:** *State of New Jersey, Office of the Secretary of Higher Education (OSHE)*

**PURPOSE OF GRANT:** *This funding provides students with intellectual and developmental disabilities the opportunity to hone their skillsets for a more successful transition from secondary school to postsecondary education, adult employment, and independent living.*

**COLLEGE ADMINISTRATOR:** *Maritza Reyes*

**COLLEGE CONTRIBUTION:** *\$0*

**AWARD AMOUNT:** *\$269,260.94*

**TITLE:** *Mental Health in Higher Education: Community Provider Partnerships*

**AGENCY:** *State of New Jersey, Office of the Secretary of Higher Education (OSHE)*

**PURPOSE OF GRANT:** *To address student mental health needs in the wake of COVID-19 by creating sustainable and strategic local partnerships that provide students with quality mental health services both on campus and throughout the surrounding community; and to offer evidence-based and meaningful professional development for campus faculty and staff.*

**COLLEGE ADMINISTRATOR:** *Doreen Pontius*

**COLLEGE CONTRIBUTION:** *\$0*

**AWARD AMOUNT:** *\$284,343.00 for Community Partnerships; \$22,222.00 for Professional Development*

**TITLE:** *Some College, No Degree Initiative*

**AGENCY:** *State of New Jersey, Office of the Secretary of Higher Education (OSHE)*



**PURPOSE OF GRANT:** *The purpose of the partnership between OSHE and the Grantee is to re-engage students who may have Some College, No Degree (SCND), and to encourage them to re-enroll and complete a credential.*

**COLLEGE ADMINISTRATOR:** *Matthew Fessler*

**COLLEGE CONTRIBUTION:** \$0

**AWARD AMOUNT:** \$22,886.00

**RESOLUTION:**

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

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

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

**DATE:** June 13, 2023

*DeFazio, Edward* \_\_\_\_\_

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

*Gardner, Pamela* \_\_\_\_\_

*Gargiulo, Frank* \_\_\_\_\_

*Kenny, Roberta* \_\_\_\_\_

*Lee, Bakari* \_\_\_\_\_

*Peña, Jeanette* \_\_\_\_\_

*Rodriguez, Silvia* \_\_\_\_\_

*Stahl, Harold* \_\_\_\_\_

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

\_\_\_\_\_ Aye      \_\_\_\_\_ Nay

**HUDSON COUNTY COMMUNITY COLLEGE**

**Regular Meeting – Board of Trustees**

**Tuesday, May 9, 2023**

**5:00 P.M., In-person and via Zoom**

**MINUTES**

**PRESENT:** *Edward DeFazio; Joseph Doria; Pamela Gardner (Secretary/Treasurer); Frank Gargiulo; Roberta Kenny; William Netchert (Chair); Jeanette Peña; Christopher Reber; and Harold Stahl.*

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

**ABSENT:** *Bakari Lee (Vice Chair); Daniel Menendez (Student Alumni Representative); Silvia Rodriguez.*

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

**II. ROLL CALL**

**III. COMMENTS FROM THE PUBLIC - None**

**IV. CLOSED SESSION – None**

**V. REPORTS**

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

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

Hello, Trustees, staff, faculty, and students. It is great seeing you all here today.

Since we last met, the Student Government Association (SGA) has been wrapping up the academic year. We held elections for a week for the upcoming executive board. At the Student Club and Leadership Recognition and Advisor Appreciation Dinner, I announced the names of those who won the elections. I will introduce them next month at my last Board meeting report. We ended the year with the new executive board throwing the graduating SGA members a farewell party.

Throughout the year, I have had the privilege of speaking to you about some of my fellow student leaders. Today, I have invited those great student leaders here to introduce them to you. These students are graduating on May 17.

**Aira Daal**

Aira is a Psychology major. She is the President of the National Society of Leadership and Success (NSLS). Since becoming president, membership in NSLS has grown. Aira's leadership highlights her level of engagement with NSLS members. She is responsible for managing the HCCC NSLS Instagram profile and has done this stupendously by posting words of encouragement, updates, and videos on how to get involved in NSLS.

**Yolanda Torres**

Yolanda is an Early College Education major and is an active member of SGA. She is very involved, always willing to help during our events, and is the first to arrive at our SGA meetings. In addition, Yolanda is a great advocate for diversity, equity and inclusion (DEI), completing the DEI Student Passport Program

twice. She is a College Student Success (CSS) mentor to new students at HCCC. She does all of this while also being a parent.

**Klaudia Zwonik**

Klaudia is an Early College Education major who established and serves as the President of the Teacher Education Club. She is also the Vice President of Scholarship for Phi Theta Kappa (PTK), where she represented HCCC in various national conferences. Another important position she holds is Director of Social Media for the English as a Second Language (ESL) Club.

**Kadiatou Camara**

Kadiatou is a Nursing major. She is an outstanding peer leader who works in various offices, including Advisement, Student Life and Leadership, and Enrollment Services. She serves as the Secretary of NSLS, keeping track of meeting minutes, emailing members, and speaking at broadcast events. She also serves as the Vice President of the ESL Club. She demonstrates what is required to be a reliable and admirable leader.

**Kira Khan**

Kira is a Biotechnology major. While at Hudson, Kira became a great leader involved in multiple clubs. She is the Historian of the Business and Accounting Club, a member of the Psychology Club, and the Health and Science Club. She acts as the Co-Vice President of SGA for the Journal Square Campus (JSQ), and has taken the lead in recruiting members. One of Kira's best attributes is that she is well-connected with the student body and listens to all of their concerns. Kira is very engaging, funny, and a hard worker.

**Cardy Deriston**

Cardy is an Engineering Science major who excels academically. His roles include President of the Podcast Club, Director of Finance for SGA, and member of the Model UN. Cardy has done an amazing job in bringing back the Inter-Club Council meetings and keeping track of the SGA and other club budgets. Cardy's position allowed him to connect with various student leaders, giving meaningful advice to them. He is wise, respectful, and honest.

**Brian Rivera**

Brian will be graduating with an Associate in Medical Science Pre-Professional degree. During his time at Hudson, he was a federal work-study student at the Office of Student Life and Leadership, became President of the Student Programming Board, and the Director of Intercollegiate Athletics for SGA. Brian has been the students' voice in bringing athletics to the college. I have had the pleasure of working with my dear friend Brian and noticed that he never says no and is always willing to help. He is a gentleman and a team player.

**Paulina Sonza**

Paulina is majoring in Business and Accounting while working part-time at the Office of Student Life and Leadership. She is President of the Business and Accounting Club, Social Media Manager for "It's On Us," and Director of Communications for SGA. Paulina has successfully showcased the Asian culture, hosted a Business Expo, co-hosted the International Fashion Show, and much more. Paulina is talented in social media and programming. I loved working with her and plan to continue working alongside her.

**Ella Mukasa**

Ella is graduating with an Associate in Business and Accounting degree. She serves as President of PTK, Vice President of the Podcast Club, and Director of Community Service Outreach for SGA. At Hudson, Ella

became a federal work-study employee at the Office of Transfer Pathways. She completed the Goldsman Sachs program, was accepted into the Kaplan program, and became the semifinalist for the Jack Kent Cooke scholarship. Her leadership is admirable; she helped many student leaders on their journey. Ella is a prime example of an ethical and patient leader.

### **Tiana Malcolm**

Tiana is a Psychology major who plans to become a forensic psychologist. She has various leadership roles, including the Director of Community Outreach for Model UN, President of the President's Advisory Council on Diversity, Equity and Inclusion (PACDEI) Student Action Group, and Director of DEI for SGA. Tiana led the PACDEI Student Action Group in petitioning to acknowledge Eid and Diwali as holidays on the academic calendar. Her strong and inspiring leadership flourishes when she is advocating the needs of our diverse student population. She is reliable in leading an SGA meeting; she is persistent and ensures that the meetings run smoothly. Tiana was awarded the Building Equitable Leaders Scholarship for NSLS.

Thank you, graduating student leaders, for your hard work. It has been amazing getting to know and work with you all. I wish you the best of luck in your upcoming academic journey.

Thank you, all.

*Chairman Netchert offered the following remarks.*

Since Trustee Lee isn't here, I'm sure he would have said, you improved since last month. Keep up the good work!

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

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

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

Tonight, I would like to provide a year-end review of the accomplishments of the All College Council. I apologize in advance if my report is a little longer tonight.

Some notable Governance Recommendations (GR) have included: the transition of the Academic Affairs Committee to the Academic Senate, the addition of DEI representatives to each of the standing committees and the Academic Senate, the recommendation to move Convocation from the middle of the semester to the first day starting fall 2023, beginning to address the Artificial Intelligence (AI) integration into higher education, and the creation of a syllabus addendum for all updated syllabus statements that faculty can utilize college-wide.

These are just a few impactful recommendations the ACC has worked on and implemented over the past two years.

I will continue with more specific Committee Year-End Highlights:

### **Academic Senate**

- Passed a Governance Recommendation (GR) for Remote Attendance Guidelines.
- Passed a GR for Remote Instruction Recommendations for Faculty members.
- Passed a GR on Remote Course Guidelines for students.
- Passed a GR for a Mental Health Syllabus Statement to be added to the syllabus addendum.
- Formed a task force to research the implications of AI assistive tools in higher education.

- Formed a subcommittee to research grading scales used across the college and then made recommendations to the Office of Academic Affairs.
- Worked with the Add/Drop Committee to create guidelines for the procedures regarding students adding classes late.
- Worked with the Dean of Academic Development and Support Services to update the Faculty Handbook.
- Worked with Academic Affairs and Student Affairs to update the Academic Integrity Syllabus Statement.

#### **Development and Planning Committee**

- Supported the HCCC Foundation with volunteers throughout the semester.
- Created the “Ignite HCCC’s Future” fundraising initiative that began with Commencement 2022.
- Promoted the Johanna Van Gendt Scholarship.
- Added the Javeed Khan Essay Contest.
- For fall 2023:
  - The committee is looking for a new chair and secretary; if interested, please let me know.
  - The new leadership will revisit potential revisions to the charges of the Development and Planning Committee.

#### **College Life Committee**

- The 2nd Annual Professional Development Day for faculty and staff was held on March 29.
- Participation in Steps for Wellness Initiative that started during the pandemic continues to grow. An estimated 100,000 miles have been walked by all participants up to this point.
- Holiday Get Together events continue to maintain a positive vibe on campus.
- Paint and Unwind activities are always a hit every semester.

#### **Student Life Committee**

- Started a Veterans work-study program to assist Veterans on campus.
- Open forums and group sessions held by Hudson Helps for student parents, discussing needs and providing feedback so HCCC can better support them.
- HCCC has partnered with Generation Hope and will be a part of their FamilyU Cohort beginning in July 2023. This will provide HCCC with resources and additional education on better serving our student parents.
- In January 2023, HCCC received the Hunger Free Grant submitted by Hudson Helps and was awarded \$75K.
- In May 2023, HCCC received an additional \$25K towards the Hunger Free Grant submitted by Hudson Helps.
- HCCC has been an official partner with Swipe Out Hunger since January 2023. Hudson Helps has created and will have available “swipe out hunger meal plan cards” in fall 2023 for students in need.

#### **Space and Facilities Committee**

- Gender Neutral restroom signs for all single-stall restrooms on campus have been posted.
- The Honors Lounge and Prayer room were refreshed with SGA input, adding new furniture and a fresh coat of paint.
- STEM Courtyard Garden project has bloomed, making the campus appear green.

- Coursera trainings took place in April for all coordinators.
- Furniture has been placed on the JSQ terrace and the NHC terrace.
- NHC Cafe is expected to be ready by mid-Summer.
- Digital Signage initiatives have begun to take place at the college.

I hope that addressing parking availability continues to be a priority of the Space and Facilities Committee with the support of the administration and the board in the upcoming years.

### **Technology Committee**

- Collaborated with different departments and created campus spaces and technology lists for Online Proctored Exams.
- In collaboration with the Center for Online Learning (COL), members shared Honorlock information with students and faculty for online proctored testing.
- Organized the faculty workshops using Webex for virtual class meetings.
- Worked with Information Technology Services (ITS) to ensure coverage at the Help Desk of the Student Center and the kiosk for after-hours.
- Fischer Identity's Access Management platform will be adopted to provide secure, cloud single sign-on access with strong password governance.
- Participated in the Turn-It-In demo for the selection of online plagiarism detection software.
- Discussed multi-factor authentication issues for users without a smartphone. ITS has acquired a device called YubiKey as a solution.

As my term as Chair of the ACC ends, I want to say it has been a privilege to represent and report on the college's shared governance through the All College Council for the past two years. This will be my last report, with the next ACC report being presented in August by the newly elected ACC Leadership team: Chair, Dr. Chris Cody; Vice-Chair, Raffi Manjikian; and Secretary, Sarah Teichman. Chris, Raffi, and Sarah, please continue the path of creating excellence at HCCC that the past ACC leadership has set forth.

I will conclude by thanking my Vice Chair, Sharon Daughtry, and Secretary, Karen Galli, for their efforts and wish them good luck in their doctoral programs.

Thank you.

*Chairman Netchert offered the following remarks.*

Thank you for your years of service.

*Dr. Cronrath offered the following remarks.*

It's been a pleasure and a joy. Thank you.

### **3. President's Report**

*President Reber offered the following remarks.*

Good evening, Trustees, colleagues, and students. It's great to be back together again for our May meeting.

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

Peter, thanks for leading the All College Council in another highly productive year!

This is an exceedingly busy and happy time as we celebrate student achievement and prepare for our 46<sup>th</sup> Commencement Ceremony next week at Red Bull Arena!

Sally, we so look forward to your Valedictory Remarks at our May 17 Commencement, and to celebrating the accomplishments of you and your peers who are members of the Class of 2023!

In recent meetings, we have discussed emerging Artificial Intelligence capabilities and issues.

This evening, I have invited Patricia Clay and Mathew LaBrake to offer a report about ChatGPT and Other Generative AI Tools at HCCC.

As you are aware, Trisha is Associate Vice President for Information Technology Services and Chief Information Officer; and Matt is the Executive Director of our Center for Online Learning.

Trisha and Matt, thanks for joining us this evening.

*Patricia Clay and Matt LaBrake discussed [Generative AI at HCCC](#).*

*Patricia Clay offered opening remarks.*

Good evening, Trustees, faculty, staff, students and guests. Today, Matt and I will give you some background on Generative AI, such as ChatGPT, and how it is managed at HCCC.

You have heard of ChatGPT, which works with text. Other Generative AI works with art/photos, sound/music, and video.

Large Language Model (LLM) is a machine learning model that pulls from huge data sets, which may connect to the Internet or be closed. Powerful computers power these algorithms so that they return results quickly. These matching patterns result in new content but will not create new patterns. It learns based on the parameters given.

On the screen is an example of text progression from Jane Austen's writing, and it was run on a laptop, not a supercomputer or bank of computers. This should give you an idea of the evolution of the process. It goes from complete gibberish to something that looks a little bit like English and then, after 30,000 rounds of training, is a more coherent example.

AI has several issues currently, not unlike many technologies.

There are ethics and security concerns. On the ethics side, there is always a concern about whether permission was granted to train on those data. For example, artists' art is being used without their consent, or a text that you may have typed into a chat and AI does not have permission for its use.

Following existing patterns perpetuates bad outcomes and can be oppressive. If there's been some bias, then it will repeat the bias. There are issues with access because large language models are almost exclusively in English. They also consume large amounts of energy and require Internet access.

Regarding security, your input is used to train the AI further, so they consume the information you give it. People may feed it sensitive information like personal data. This information can be used to craft more convincing phishing and fraud. Like all emerging technology, the problems tend to emerge first.

Other past emerging technology include telephones, personal computers, the Internet, and smartphones. These are previous examples of disruptive technologies that remade the economy and social fabric.

One example, if you remember yellow pages, was this really big book with people's and businesses' phone numbers and ads delivered to your door. This no longer exists. Now we have everything in your phone at your fingertips.

Generative AI can result in misinformation. The AI scholars came up with a term for this, and it's called an hallucination. An example of this is if you ask it, "What's the most cited economics academic resource?" It gives you a completely fake title, two authors, one of whom is a real person, and the other who is not, and it says that this fictitious book was written in 1969. Another example was when ChatGPT reported a mayor in Australia to have been convicted of fraud when he was the whistleblower on the case. He is currently suing. However, higher education has a critical role in both the guardrails needed for AI and with responsible use of AI for our students and ourselves.

Matt will now discuss HCCC's current response to generative AI with guard rails, tools, and education.

*Matthew LaBrake offered his remarks.*

Thank you, Patricia, for helping us better understand Generative AI. I will discuss how the majority of higher education is responding, and, specifically, what we're doing here at Hudson.

As I was preparing my notes for this update, I organized my thoughts into four buckets, or what I call the four Es, of how higher education should react to generative AI. We should be **empowering** our faculty with the tools to make informed decisions, **enhancing** or rethinking our traditional assessments, **educating** our community on how to use AI ethically and appropriately, and **embracing** it in our teaching practices to boost instructor productivity.

Generative AI can and will be used by our students to cheat. A survey from April shows that over 20% of students admit to having used Chat GPT or a similar tool to help complete an assignment or exam.

The first E is for empowering our faculty with tools to make informed decisions.

The Center for Online Learning and ITS will ensure that we have appropriate academic technologies in place to help combat academic misconduct at Hudson. For example, we provide access to remote proctoring, browser lockdown, and an identity verification solution called Honorlock, which is used on high-stakes online exams or major writing assignments. We also provide access to an online plagiarism detection tool in Canvas; and, over the summer, we will be moving to a product called Turn-It-In.

- Just last month, Turn-It-In released new AI detection functionality, allowing instructors to see how much of a student's writing submission is authentic human writing versus AI-generated content.
- Turn-It-In also provides a new report that compares a student's submission with other work they've submitted across all their classes.

Turn-It-In and Honorlock are high-quality tools that will provide faculty with the data they need to make informed decisions about using AI in their classes. However, we should not rely on these tools completely, but, rather, treat them as one source of information that we use to help make an informed decision. Technologies like these are just a bandaid to cover the problem, bringing me to my next point.

The next E is enhancing or rethinking traditional assessments. The real solution to combatting the use of generative AI for cheating is to rethink our curriculum.

- Can we update our assignments to require active learning, original research, timely issues, hands-on projects, or localized knowledge?
- Can we ask students to create something rather than respond?
- Rather than a traditional test or essay, can we ask students to record a video presentation? Could they create a podcast, infographic, or screencast, or demonstrate their learning in a different way altogether?



The strategies employed here will look different in every discipline and every course, but, ultimately, developing creative and authentic assessments will promote a deeper level of engagement and understanding while simultaneously discouraging academic misconduct.

Looking to the fall semester, the COL is planning for some special professional development opportunities for faculty on these topics.

The next E is educating our faculty and students on how to use AI ethically and appropriately. I started by focusing on ways to combat cheating with AI, as I know this topic is currently on our minds. However, I believe that we should embrace AI in higher education, and our focus should be on educating students on how to use these tools responsibly.

- Without a doubt, generative AI will be part of our students' future careers.
- Some jobs will naturally be eliminated, but many more will be created, and those who fill these new roles will require in-depth knowledge of generative AI to be successful.
- In fact, there is an article projecting that “prompt engineer” will be one of the fastest growing careers over the next five years, along with data scientists and cybersecurity professionals.
- We need to educate our faculty on how to integrate AI into the curriculum so they, in turn, can provide opportunities for our students to learn how to use these tools.

It's also important that we put policies in place to make it clear to students what our expectations are. I'm pleased to share that we're moving full speed ahead in this area, thanks to the work of the Academic Senate. Dr. Cronrath has been updating us on this work, which will ultimately lead to an enhanced academic integrity policy in the student handbook and a syllabus statement about the use of generative AI. This could arguably be the most important step we're taking, as it ultimately sets expectations for students to use AI ethically and appropriately.

The last E is embracing generative AI in teaching to boost instructor productivity.

Within the next year, the current EdTech market will be saturated with new tools for teaching and learning with AI.

- I just heard a pitch from a startup called Power Notes, which promises an application that facilitates the process of research and writing with AI tools, allowing students to embrace AI as a research assistant while providing faculty with insights along the way.
- By the end of the decade, I predict that tools like this will be commonplace in the classroom.

Additionally, as educators, we should lead by example by ethically embracing generative AI to save time and improve our workflows. The COL team has been using ChatGPT for months now to get creative inspiration for curriculum development and course design.

- Want to know one of the best ways to test your writing assignment? Run it through ChatGPT and see what you get back.
- Want to improve your writing prompt? Ask ChatGPT to rewrite your discussion question incorporating higher-order Blooms' skills.
- Or better yet, input your current assignment, and ask ChatGPT for five strategies to promote critical thinking and active learning.

In closing, we thank you for your time today and will now take any questions.

*Trustee Peña offered remarks.*

I was so intrigued reading about Chat GPT. I tried it by inputting some of my daughter's assignment questions. I must say, I was relieved with the results and how basic the responses were. If she were to hand those responses in, it would be a C at best with a lenient professor. It's not as advanced as I thought, but, eventually, it will get there.

You are being quite proactive, and it's better to be prepared. We are going to have to embrace it.

*Chairman Netchert offered remarks.*

This is frightening to me. Like Bitcoin, everybody likes it and wants to use it, but I have no knowledge about it. Thankfully Trustee Peña can give her opinion and guide us along the way.

*President Reber resumed his remarks.*

Trisha and Matt, thank you for your strong and collaborative leadership!

Trustees, this concludes my report.

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS:**

1. *The Minutes of the Regular Meeting of April 11, 2023, were approved.*
2. *Gifts, Grants, and Contracts Report*

*Hudson County Community College has received the following grant:*

**Title:** *Water Workforce Utility Pilot Program*

**Agency:** *New Jersey Future*

**Purpose of Grant:** *To educate, train, and place graduates into employment opportunities within the water sector.*

**College Administrator:** *Lori Margolin*

**College Contribution:** *\$0*

**Award Amount:** *\$37,100*

*Introduced by: Jeanette Peña*

*Seconded by: Bakari Lee*

*8 Ayes.....0 Nays*

*Resolution Adopted*

**VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS 1-11:**

1. Resolution Rejecting All Bids for the Award of Contract for 119 Newkirk Street Demolition was approved.
2. Resolution Authorizing Electrical Services for ITV Projects, to be funded by the American Rescue Plan (ARP) Grant at a cost not to exceed \$51,310, was passed.
3. Resolution Authorizing Award of Audit Contract for Fiscal Year 2023, in an amount not to exceed \$81,000, was approved.

4. Resolution Authorizing Renewal of College-Wide Telephone System Services, to be funded from the operating budget with the rates set forth in the State Contract, was approved.
5. Resolution Authorizing Renewal of Canvas Cloud Software, to be funded from the operating budget at a cost not to exceed \$176,939, was approved.

*Introduced by: Jeanette Peña*  
*Seconded by: Edward DeFazio*

8 Ayes.....0 Nays

Resolutions Adopted

**VIII. PERSONNEL RECOMMENDATIONS 1-9:**

**1. RESIGNATION**

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Effective Date</b>
Tamara	Williams	Academic Counselor	May 5, 2023

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

**2. APPOINTMENT OF FULL-TIME STAFF**

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Salary Grade</b>	<b>Effective Date</b>	<b>Annual Salary</b>
Deliana	Acosta	Social Worker	108	May 24, 2023	\$ 51,500.00
Andrew	Adler	Academic Counselor, Hudson Scholars	110	May 24, 2023	\$ 48,000.00
Lisa	Bogart	Director of North Hudson Campus Library	117	May 10, 2023	\$ 68,293.00
Domonique	Callens	Administrative Support Specialist, Academic Affairs	105	May 10, 2023	\$ 40,919.51
Shuang	De Jesus	Academic Counselor, Hudson Scholars	110	May 24, 2023	\$ 48,000.00
Moses	Dindial	Senior Accountant	115	June 1, 2023	\$ 80,340.00
Tayyaba	Hafeez	Instructional Technologist	114	May 30, 2023	\$ 56,653.28
Mackenzie	Johnson	Academic Counselor, Hudson Scholars	110	May 24, 2023	\$ 48,000.00
Nicholas	Mangal	Academic Counselor, Hudson Scholars	110	May 24, 2023	\$ 48,000.00
Josh	Mariscal	Academic Counselor, Hudson Scholars	110	May 24, 2023	\$ 48,000.00
Frans	Moncayo	Academic Counselor, Hudson Scholars	110	May 24, 2023	\$ 48,000.00
Richard	Remoura	Academic Counselor, Hudson Scholars	110	May 24, 2023	\$ 48,000.00
Alyssa	Rupnarain	Academic Counselor, Hudson Scholars	110	May 24, 2023	\$ 48,000.00
Elizabeth	Ryan	Academic Counselor, Hudson Scholars	110	May 24, 2023	\$ 48,000.00

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

**3. APPOINTMENT OF FULL-TIME FACULTY**

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Effective Date</b>	<b>Annual Salary</b>
Sherry	Gerwer	Instructor, Nursing (Tenure-track)	May 10, 2023	\$ 55,434.92
Dorante Dawn	Richards	Instructor, Nursing, Weekend Division (Tenure-track)	August 15, 2023	\$ 55,434.92

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

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

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Salary Grade</b>	<b>Effective Date</b>	<b>Anticipated End Date</b>	<b>Annual Salary</b>
Denisse	Carrasco	Healthcare Coordinator, Gateway to Innovation (Grant- funded)	109	May 24, 2023	December 31, 2023	\$ 46,096.61
Laurice	Dukes	Associate Director, Gateway to Innovation (Grant-funded)	113	May 24, 2023	December 31, 2023	\$ 60,000.00
Evani	Greene	Student Success Coach, Gateway to Innovation (Grant- funded)	109	May 24, 2023	December 31, 2023	\$ 46,096.61
Afrodita	Hernandez	Student Success Coach, Gateway to Innovation (Grant- funded)	109	May 24, 2023	December 31, 2023	\$ 46,096.61
Hiram	Miranda	Technology and Finance Coordinator, Gateway to Innovation (Grant-funded)	109	May 24, 2023	December 31, 2023	\$ 46,096.61
Esperanza	Robles	Admissions Advisor	109	May 10, 2023	December 31, 2023	\$ 46,096.61

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

**5. REAPPOINTMENT OF TENURE-TRACK FACULTY FOR ACADEMIC YEAR 2023-24**

Marissa Lontoc, Instructor, Business, Culinary Arts, and Hospitality Management  
 Rong Xiao, Instructor, Business, Culinary Arts, and Hospitality Management

Jonathan Cabrera, Instructor, Humanities and Social Sciences  
 Christopher Cody, Instructor, Humanities and Social Sciences  
 Heather Connors, Instructor, Humanities and Social Sciences  
 Josué Pérez, Instructor, Humanities and Social Sciences  
 Kate Thurman, Instructor, Humanities and Social Sciences

Ingrid Aviles, Instructor, Nursing and Health Professions  
 Inez Cruz, Instructor, Nursing and Health Professions

Madeline Cruz, Instructor, Nursing and Health Professions  
 Karen Hosick, Instructor, Nursing and Health Professions

Yavuz Guner, Instructor, STEM  
 Raffi Manjikian, Instructor, STEM  
 Daniel Ondieki, Instructor, STEM  
 Laura Samuelsen, Instructor, STEM  
 Gunes Senturk, Instructor, STEM

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

**6. REAPPOINTMENT OF COLLEGE LECTURERS, NON-TENURED, FOR ACADEMIC YEAR 2023-24**

Sharon Daughtry, College Lecturer, Business, Culinary Arts, and Hospitality Management

Richard Walker, College Lecturer, Humanities and Social Sciences

Griselda Frane, College Lecturer, Nursing and Health Professions  
 Ruthann Kelman, College Lecturer, Nursing and Health Professions  
 Carmen Pelardis, College Lecturer, Nursing and Health Professions  
 Nancy Saliba, College Lecturer, Nursing and Health Professions

**RECOMMENDATION:** *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Reappointment of College Lecturers above as Personnel Recommendation Item No. 6.*

**7. AUTHORIZATION OF PART-TIME STAFF THROUGH MAY 2024, AS NEEDED**

<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>DEPARTMENT</b>	<b>TITLE</b>	<b>POSITION ID</b>	<b>SUPERVISOR</b>
LaTyra	Danner	Culinary Arts	Office Assistant	OFFAST-101030	Ara Karakashian
Samir	Nour	Culinary Arts	Office Assistant	OFFAST-101030	Ara Karakashian
Manira	Traore	Culinary Arts	Office Assistant	OFFAST-101030	Ara Karakashian
Daniella	Araoz	Humanities and Social Sciences	Office Assistant	OFFAST-101020	Jacquelyn De-Lemos
Dina	Botros	Humanities and Social Sciences	Office Assistant	OFFAST-101021	Jacquelyn De-Lemos
Bruce	Vereen-Nealous Jr.	Humanities and Social Sciences	Office Assistant	OFFAST-101020	Jacquelyn De-Lemos
Ana-Maria	Botea	Nursing	Office Assistant	OFFAST-101017	Lori Byrd
Thomas	Andolfo	Continuing Education and Workforce Development	Instructor	PTINST-102010	Chastity Farrell
Jacquelyn	Bird	Continuing Education and Workforce Development	Instructor	PTINST-102010	Chastity Farrell
Martine	Cadet	Continuing Education and Workforce Development	Instructor	PTINST-102010	Chastity Farrell

Gina	Calderon	Continuing Education and Workforce Development	Instructor	PTINST-103005	Catherina Mirasol
Ricardo	Camacho Jr.	Continuing Education and Workforce Development	Instructor	PTINST-102010	Chastity Farrell
Belen	Deri	Continuing Education and Workforce Development	Instructor	PTINST-103005	Catherina Mirasol
Carlos	Fernandez	Continuing Education and Workforce Development	Instructor	PTINST-103005; PTINST-603091	Catherina Mirasol/ Maritza Reyes
Inez	Johnson	Continuing Education and Workforce Development	Instructor	PTINST-103005	Catherina Mirasol
Felicia	Kazin Penchina	Continuing Education and Workforce Development	Instructor	PTINST-103005	Catherina Mirasol
Corazon	Lacsamana	Continuing Education and Workforce Development	Instructor	PTINST-102010	Chastity Farrell
Paola Astrid	Leon	Continuing Education and Workforce Development	Instructor	PTINST-102010	Chastity Farrell
Jeanne	Logossou	Continuing Education and Workforce Development	Instructor	PTINST-102010	Chastity Farrell
Maurice	Patterson	Continuing Education and Workforce Development	Instructor	PTINST-103005; PTINST-603091	Catherina Mirasol/ Maritza Reyes
Perla	Peralta	Continuing Education and Workforce Development	Instructor	PTINST-102010	Chastity Farrell
Elizabeth	Santiago	Continuing Education and Workforce Development	Instructor	PTINST-102010	Chastity Farrell
Cynthia	Srednicki	Continuing Education and Workforce Development	Instructor	PTINST-102010	Chastity Farrell
Jose	Torre	Continuing Education and Workforce Development	Instructor	PTINST-103005	Catherina Mirasol
Sam	Varghese	Continuing Education and Workforce Development	Healthcare Instructor	HCINST-103005; HCINST-601515	Samaya Yashayeva/ Anita Belle
Marvin	Alas	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Hena	Arshad	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Yaj	Barot	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Magda	Dimanche	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Mira	Domayida	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Ana	Hernandez Aquino	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Aahnik	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Aaron	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Chirag	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez

Deep	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Dhyey	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Karan	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Mansi	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Romil	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Shiv	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Prit	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Ohm	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Jonathan	Ramos	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Matthew	Roperos	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Kevin	Shah	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Selena	Suarez	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Margie	Tabora	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Ana	Velasquez	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Aphyra	Verna	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Milkelly	Cross	North Hudson Campus	Office Assistant	OFFAST-252030	Joseph Caniglia
Salma	Abdelwahed	Cultural Affairs	Program Assistant	PTPRGA-255011	Michelle Vitale
Elaf	Hussein	Cultural Affairs	Gallery Educator	GALEDU-255011	Michelle Vitale
Mariam	Amer	Advisement and Counseling	Office Assistant	OFFAST-200510	Jenny Henriquez
Joseph	Arce	Advisement and Counseling	Advisor	Advisor-200510	Jenny Henriquez
Igor	Tserkun	Advisement and Counseling	Office Assistant	OFFAST-200510	Jenny Henriquez
Joseph	Wise	Educational Opportunity Fund	Office Assistant	OFFAST-150515	Jose Lowe
Lisa	Farkas	Hudson Helps Resource Center	Food Pantry Manager	PTRYMGR-603055	Katherine Morales
Youstina	Abdou	Financial Aid	Office Assistant	OFFAST-200520	Sylvia Mendoza
Elianna	Gullon	Financial Aid	Office Assistant	OFFAST-200520	Sylvia Mendoza
Safa	Rarhibou	Financial Aid	Office Assistant	OFFAST-200520	Sylvia Mendoza

Atrell	Johnson	Student Life and Leadership	Student Center Assistant	STUCENT-701000	Veronica Gerosimo
Birva	Pinto	Student Life and Leadership	Student Center Assistant	STUCENT-701000	Veronica Gerosimo
Paulina	Sonza	Student Life and Leadership	Event Assistant	STUCENT-701000	Veronica Gerosimo

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

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

<b>First Name</b>	<b>Last Name</b>	<b>Department</b>
Stephen	Antsiz	School of Science, Technology, Engineering, and Mathematics (STEM)
Michael	Ferner	School of Science, Technology, Engineering, and Mathematics (STEM)

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

**9. MODIFICATIONS TO STAFFING TABLE**

<b>Current Approved Title</b>	<b>New Title</b>	<b>Incumbent (If applicable)</b>	<b>Salary Grade and Salary Adjustment (If applicable)</b>	<b>Effective Date</b>
N/A	Student Success Coach, Nursing	N/A	Grade 109	May 10, 2023
N/A	Retention Specialist, Nursing	N/A	Grade 109	May 10, 2023

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

*The Board of Trustees approved the recommendations of the President, Administration, and Personnel Committee as outlined above in **Item VIII., Personnel Recommendations 1-9.***

*1) Resignation; 2) Appointment of Full-time Staff; 3) Appointment of Full-time Faculty; 4) Appointment of Temporary Full-time Staff; 5) Reappointment of Tenure-track Faculty; 6) Reappointment of College Lecturers, Non-tenured; 7) Authorization of Part-time Staff, as Needed; 8) Appointment of New Hire Adjunct Instructors; and 9) Modifications to Staffing Table.*

*Introduced by: Harold Stahl  
 Seconded by: Pamela Gardner*

*8 Ayes.....0 Nays*

*Resolutions Adopted*



**IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS 1-5:**

1. Resolution Authorizing Renewal of Affiliation Agreement Between Hudson County Community College (HCCC) and AHS Hospital Corp. for Clinical Experiences in HCCC's Registered Nursing (RN) Program was approved.
2. Resolution Authorizing Renewal of Affiliation Agreement Between Hudson County Community College (HCCC) and Hackensack Meridian Health for Clinical Experiences in HCCC's Registered Nursing (RN) Program was approved.
3. Resolution Authorizing Renewal of Affiliation Agreement Between Hudson County Community College (HCCC) and University Hospital for Clinical Experiences in HCCC's Registered Nursing (RN) Program was approved.
4. Resolution Authorizing Affiliation Agreement Between Hudson County Community College (HCCC) and the Department of Veterans Affairs for Clinical Experiences in HCCC's Practical Nursing (PN) Program was approved.
5. Resolution Authorizing Affiliation Agreement Between Hudson County Community College (HCCC) and the Department of Veterans Affairs for Clinical Experiences in HCCC's Registered Nursing (RN) Program was approved.
6. Resolution Authorizing Affiliation Agreement Between Hudson County Community College (HCCC) and Fab Fitness Studio for Internship Experiences in HCCC's Exercise Science and Personal Fitness Training Programs was approved.
7. Resolution Authorizing Renewal of Agreement Between Hudson County Community College (HCCC) and the Hudson County Department of Housing and Community Reintegration for the Delivery and Expansion of the Academic and Workforce Pathways Program in Partnership with the Department of Corrections and Rehabilitation was approved.
8. Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and the Hudson County Department of Housing and Community Reintegration for the Delivery of the HCCC Skills Training Academy was approved.

*Introduced by: Pamela Gardner*  
*Secoded by: Jeanette Peña*

*8 Ayes.....0 Nays*

*Resolutions Adopted*

**X. NEW BUSINESS**

**XI. ADJOURNMENT at 5:41 p.m.**

*Introduced by: Jeanette Peña*  
*Secoded by: Joseph Doria*

*8 Ayes.....0 Nays*

*Resolution Adopted*

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

*June 13, 2023*

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

**1. Resolution Authorizing Contract with Atlantic Production Center, LLC d/b/a Backlot**

**WHEREAS**, Hudson County Community College ("College") desires to engage the services of Atlantic Production Center, LLC d/b/a Backlot ("Backlot"), to locate and manage production companies that are interested in filming and producing television, movies and media on College property ("Services"); and,

**WHEREAS**, the required services are those which cannot be reasonably described by written specifications; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.5 (a) (2), the Services constitute an Extraordinary Unspecifiable Service and are exempt from public bidding; and,

**WHEREAS**, Backlot has submitted a proposal to provide the Services for a fee equal to 25% of the aggregate fee for each production agreement entered into by the College; and,

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

**WHEREAS**, the cost of these services will be funded from the fees received from production companies using the College's property; and,

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Backlot of New York, New York, to provide the Services as described herein for a fee equal to 25% of the aggregate fee for each production agreement entered into.

**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 Additional Licenses for Online Technology Training Certificate Programs**

**WHEREAS**, as a result of a fair-and-open process, Hudson County Community College ("College") at its April 12, 2022 Board of Trustees meeting awarded a contract for Online Technology Training Certificate Programs to Coursera, Inc. ("Coursera"); and,

**WHEREAS**, the College has determined that it requires an additional one-hundred twenty-five (125) licenses from Coursera; and,

**WHEREAS**, Coursera has submitted a proposal for the additional licenses at a total cost of \$33,328; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.3, the purchase of these additional licenses is not required to be bid because the amount of the increase is less than the College's bid threshold; and,

**WHEREAS**, the term of the additional licenses shall be for one (1) year; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College approve the purchase with Coursera, Inc. of Mountain View, California, for the licenses described herein at a total cost not to exceed \$33,328.

**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 Renewal of Campus-Wide Ellucian Software Maintenance Agreement**

**WHEREAS**, Hudson County Community College ("College") needs a vendor to provide College-wide software maintenance for the proprietary Colleague system ("System"); and,

**WHEREAS**, Ellucian, the College's current vendor, has submitted a proposal to provide the services to support the System, including all upgrades released during this year; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.5 (a) (19), this service is exempt from public bidding; and,

**WHEREAS**, the total cost of the contract is \$1,016,686, which represents an 8% increase from the prior agreement; and,

**WHEREAS**, the term of the agreement 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 hereby award a contract to Ellucian of Fairfax, Virginia, for the services described herein at a total cost not to exceed \$1,016,686.

**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 Advanced Email Security Protection Software**

**WHEREAS**, Hudson County Community College ("College") needs software to provide advanced email security protection against ransomware and other security incidents because email is the number one vector for these incidents; and,

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

**WHEREAS**, SHI International Corp. (part of OMNIA Partners, Public Sector Cooperative/Contract #2018011-02) has submitted a proposal for Mimecast software at a cost not to exceed \$59,146, which represents an 8% 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 purchase;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to SHI International Corp. of Somerset, New Jersey, to provide advanced email security protection software as described herein at a cost not to exceed \$59,146.

**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 Anti-Virus Software**

**WHEREAS**, Hudson County Community College ("College") requires anti-virus software to protect computers and servers on the College network; and,

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

**WHEREAS**, CDW Government (NJ State Contract T3121 #30-TELE-01511) submitted a proposal for Sophos anti-virus software at a total cost of \$27,112, which represents a 16% increase from the prior year; and,

**WHEREAS**, the term of the agreement 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 approve the contract with CDW Government of Vernon Hills, Illinois, for the anti-virus software described herein at a total cost not to exceed \$27,112.

**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 Mersive Solstice Software**

**WHEREAS**, Hudson County Community College ("College") requires software to allow wireless sharing for faculty and students' ITV rooms; and,

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

**WHEREAS**, Aspire Technology Partners (National Cooperative Purchasing Alliance Contract #NCPA-96) has submitted a proposal to provide Mersive Solstice software at a total cost of \$14,835, which represents no increase from the prior year; and,

**WHEREAS**, the term of the agreement 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 approve the contract with Aspire Technology Partners of Eatontown, New Jersey, for the software described herein at a total cost not to exceed \$14,835.

**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 Altice Media Services Contract for Cable Advertisements**

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

**WHEREAS**, Altice has submitted a proposal to run ads designed by the College's Office of Communications on Altice's cable stations for television spots, at a cost not to exceed \$62,065, which represents a 1% 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 \$62,065.

**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 Renewal of News 12 Media Services Contract for Cable Advertisements**

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

**WHEREAS**, News 12 New Jersey has submitted a proposal to run ads designed by the College's Office of Communications on News 12 New Jersey's cable television station at a cost not to exceed \$29,245, which represents a 1% 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 \$29,245.

**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 Effectv Media Services for Cable Advertisements**

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

**WHEREAS**, Effectv has submitted a proposal to run ads designed by the College's Office of Communications on Comcast Cable's cable stations, including Verizon FIOS, at a cost not to exceed \$50,060, which represents no increase from the prior year; and,

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

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

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

***NOW, THEREFORE, BE IT RESOLVED*** that the Board of Trustees of Hudson County Community College award a contract to Effectv of New York, New York, for purchase of advertising media services as described herein at a cost not to exceed \$50,060.

***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 Renewal of Maintenance and Repair Services for Fire Alarms**

*WHEREAS, Hudson County Community ("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 \$52,028, which represents an 8% 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 \$52,028.

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

**11. Resolution Awarding Contract for Digital Medical Education Resource Platform to be Funded by the Carl D. Perkins Grant**

*WHEREAS, Hudson County Community College ("College") needs the services of a vendor for a digital medical education resource platform ("Services") for the Nursing program; and,*

*WHEREAS, pursuant to N.J.S.A. 18A:64A-25.1, et seq., the College publicly advertised and held a bid opening for the Services for a term of up to two (2) years; and,*

*WHEREAS, the College received a single bid in response to the public advertisement from Elsevier, Inc. ("Elsevier") in the amount of \$50,376 for the two (2) year term; and,*

*WHEREAS, the College has determined Elsevier, Inc. to be the lowest responsible bidder; and,*

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Elsevier, Inc. of Maryland Heights, Missouri, for a digital medical education resource platform as described herein at a total cost not to exceed \$50,376.

**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 Sale of Personal Property**

**WHEREAS**, Hudson County Community College (“College”) owns personal property in the category of computer equipment that is no longer needed for College purposes; and,

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

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.27, the College may sell personal property no longer needed for College purposes at private sale since the estimated value of property is less than \$25,000; and,

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

**WHEREAS**, proceeds collected will be used for HCCC Foundation scholarships; and,

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

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

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

## **13. Resolution Authorizing Agreement for Staff and Faculty Monthly Parking at Vroom Street Church**

**WHEREAS**, Hudson County Community College (“College”) needs to provide additional parking for faculty and staff; and,

**WHEREAS**, the college wishes to acquire the right to use thirty (30) parking spaces in a surface lot owned by Vroom Street Church (“Vroom”) located at 155 Vroom Street on Mondays through Fridays; and,

**WHEREAS**, pursuant to N.J.S.A 18A:64A-12 (l), the Board of Trustees of a county college may acquire, lease and use property that is necessary for college purposes; and,

**WHEREAS**, Vroom has submitted a proposal to provide thirty (30) parking spaces for a total cost not to exceed \$49,500; and,

**WHEREAS**, the anticipated term is eleven (11) months; and,

**WHEREAS**, the cost of the parking spaces 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 approve the agreement with Vroom Street Church of Jersey City, New Jersey, for the use of the thirty (30) parking spaces at a cost not to exceed \$49,500.

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

**14. Resolution Authorizing Increase in Parking Contract Approved Under Resolution #9 at October 11, 2022 Board of Trustees Meeting**

**WHEREAS**, at its October 11, 2022 regular meeting, the Board of Trustees of Hudson County Community College approved a contract with Harrison Parking Center (“HPC”) to provide parking for faculty and staff (“Services”) for an amount not to exceed \$45,000; and,

**WHEREAS**, an increase for the purchase order is needed to maintain College parking with HPC through the end of the fiscal year; and,

**WHEREAS**, the College wishes to amend its prior resolution to reflect that the cost of the HPC contract shall not exceed \$70,000;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College amend the October 11, 2022 resolution awarding a contract for the Services to Harrison Parking Center of Harrison, New Jersey, increasing the contract to a total amount not to exceed \$70,000.

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

**15. Resolution Authorizing Increase in Parking Contract Approved Under Resolution #8 at February 21, 2023 Board of Trustees Meeting**

**WHEREAS**, at its February 21, 2023 regular meeting, the Board of Trustees of Hudson County Community College renewed a contract with SP Plus Parking (“SP”) to provide parking for faculty and staff (“Services”) for an amount not to exceed \$77,000; and,

**WHEREAS**, an increase for the purchase order is needed to maintain College parking with SP through the end of fiscal year 2023; and,

**WHEREAS**, the College wishes to amend its prior resolution to reflect that the cost of the SP contract shall not exceed \$110,000;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College amend the February 21, 2023 resolution awarding a contract for the Services to SP Plus Parking of Jersey City, New Jersey, increasing the contract to a total amount not to exceed \$110,000.

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

**16. Resolution Authorizing Renewal of Liability and Casualty Insurance**

**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 CBIZ Borden Perlman 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 \$530,000 annually, which represents a 7% decrease from the prior year due primarily to lower commercial package costs; and,

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

**Coverage Cost**



Commercial Package Policy \$322,000  
 Crime Included  
 Commercial Automobile Included  
 Boiler and Machinery Included  
 Excess Liability \$40,000  
 School Leaders \$76,000  
 Special Excess Liability \$34,000  
 Environmental Liability \$10,000  
 Cyber/Data Security Liability \$48,000

**Total \$530,000**

**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 CBIZ Borden Perlman of Ewing, New Jersey, through the county college community pool at a cost not to exceed \$530,000.

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

**17. Resolution Approving Fifth Amended and Restated Employment Agreement of Christopher M. Reber, HCCC President**

**WHEREAS**, the Board of Trustees of Hudson County Community College (the "Board") and Christopher M. Reber (the "President") are parties to a Fourth Amended and Restated Employment Agreement with a term of three (3) years, from July 1, 2022 through June 30, 2025 (the "Agreement"); and,

**WHEREAS**, Paragraph 21 of the Agreement provides that amendments to the Agreement may be made upon mutual agreement of the Board and the President, and upon the passing of a Resolution by the Board; and,

**WHEREAS**, the Board and the President mutually agree to amend and restate the Agreement as set forth in Attachment A (the "Fifth Amended and Restated Employment Agreement"); and,

**WHEREAS**, the President has led for significant positive strategic plan outcomes and local, statewide, and national college recognitions during 2022-23 (see Attachment B); and,

**WHEREAS**, upon the Recommendation of the Board of Trustees Executive Committee, the Board of Trustees wishes to award a \$10,000 (ten thousand dollar) bonus to the President in recognition of his exemplary leadership and performance during the 2022-23 academic year;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby approve the Fifth Amended and Restated Employment Agreement, award a \$10,000 bonus to the President for his 2022-23 academic year performance, and authorize the Chair of the Board of Trustees to execute the Fifth Amended and Restated Employment Agreement on behalf of Hudson County Community College.

**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 1-17.**

1) Resolution Authorizing Contract with Atlantic Production Center, LLC d/b/a Backlot; 2) Resolution Authorizing Purchase of Additional Licenses for Online Technology Training Certificate Programs; 3) Resolution Authorizing Renewal of Campus-Wide Ellucian Software Maintenance Agreement; 4) Resolution Authorizing Renewal of Advanced Email Security Protection Software; 5) Resolution Authorizing Renewal of Anti-Virus Software; 6) Resolution Authorizing Renewal of Mersive Solstice Software; 7) Resolution Authorizing Renewal of Altice Media Services Contract for Cable Advertisements; 8) Resolution Authorizing Renewal of News 12 Media Services Contract for Cable Advertisements; 9) Resolution Authorizing Renewal of Effectv Media Services for Cable Advertisements; 10) Resolution Authorizing Renewal of Maintenance and Repair Services for Fire Alarms; 11) Resolution Awarding Contract for Digital Medical Education Resource Platform to be Funded by the Carl D. Perkins Grant; 12) Resolution Authorizing Sale of Personal Property; 13) Resolution Authorizing Agreement for Staff and Faculty Monthly Parking at Vroom Street Church; 14) Resolution Authorizing Increase in Parking Contract Approved Under Resolution #9 at October 11, 2022 Board of Trustees Meeting; 15) Resolution Authorizing Increase in Parking Contract Approved Under Resolution #8 at February 21, 2023 Board of Trustees Meeting; 16) Resolution Authorizing Renewal of Liability and Casualty Insurance; and 17) Resolution Approving Fifth Amended and Restated Employment Agreement of Christopher M. Reber, HCCC President.

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

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

**DATE:** June 13, 2023

DeFazio, Edward \_\_\_\_\_  
Doria, Joseph \_\_\_\_\_  
Gardner, Pamela \_\_\_\_\_  
Gargiulo, Frank \_\_\_\_\_  
Kenny, Roberta \_\_\_\_\_  
Lee, Bakari \_\_\_\_\_  
Peña, Jeanette \_\_\_\_\_  
Rodriguez, Silvia \_\_\_\_\_  
Stahl, Harold \_\_\_\_\_  
Netchert, William, Chair \_\_\_\_\_

\_\_\_\_\_ Aye      \_\_\_\_\_ Nay

## ***Supporting Documents***

## **FIFTH AMENDED AND RESTATED EMPLOYMENT AGREEMENT**

THIS AGREEMENT, made as of July 1, 2023 by and between the BOARD OF TRUSTEES OF HUDSON COUNTY COMMUNITY COLLEGE, a corporation of the State of New Jersey, organized pursuant to N.J.S.A. 18A:64A-1, et al, having its principal office at 70 Sip Avenue, Jersey City, New Jersey (hereinafter referred to as "HCCC"), and CHRISTOPHER M. REBER (hereinafter referred to as "President"), is for the term of three (3) years, commencing July 1, 2023 and ending June 30, 2026.

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

1. HCCC shall employ the President as the executive officer of HCCC and the President accepts such employment with HCCC subject to the terms and conditions of this Agreement.
2. Except as provided in paragraph 17 herein, this Agreement shall be for an extended term of (3) years, and shall commence on July 1, 2023 and ending June 30, 2026. An additional year will be added to the Agreement period every June 30th unless the Board provides at least 30 days of notice of its intent not to extend the contract period by an additional year.
3. The President shall be compensated at the rate of \$295,082.89 for the year beginning July 1, 2023 and ending June 30, 2024. For each subsequent year of this Agreement, the President's annual salary shall be increased by an amount equal to 3% (three percent) of the prior year's salary. The preliminary annual review of the President's performance will be conducted every June. The final review, including the financials and previous year's audit materials, presidential goals outcomes, and contract, will be acted upon each year at the July meeting. In no event shall the President's salary, compensation and fringe benefits be less than the current year's salary, compensation and benefits. The Board of Trustees may, in its discretion, provide the President with a bonus for any year hereof. The providing of any such bonus in any one or more year(s) shall not require the Board of Trustees to provide any bonus in any subsequent year or years. Whether or not to provide such bonus and the amount of such bonus, if any, shall be in the sole and complete discretion of the Board of Trustees.
4. The President has been provided with a full-size automobile for use with respect to the performance of his functions as President of HCCC and for his personal use. The repair and maintenance of such HCCC owned automobile together with reasonable gasoline purchases shall be paid for by HCCC. Other reasonable and necessary HCCC business or travel expenses of the President will be provided if such funds are available in the HCCC budget. All expense vouchers submitted must be reviewed/approved by the Chair of the Board of Trustees, or, if unavailable, the Vice Chair.
5. The President shall be eligible to participate in the health and dental insurance benefit plans of HCCC as offered to other employees of HCCC. He shall also be required to contribute 1.5% of the health care costs at the same time as all of the confidential employees of HCCC are required to contribute for health care costs.

6. HCCC agrees to reimburse the President for the cost of an annual physical examination with a stress management component.
7. There shall be provided to the President personal life insurance and disability benefits through TIAA/CREF as are provided to all senior staff employees of HCCC. Payments of any proceeds with respect to such plans as a result of the death of the President shall be to the President's designated beneficiary.
8. There shall be provided to the President TIAA/CREF annual retirement contributions of eight percent (8%) of the President's salary (payable by the State of New Jersey) to a maximum salary of \$175,000.00 or whatever cap is set by law, and a retirement supplement contribution of ten percent (10%) of base salary (paid by HCCC) plus an annual Five Thousand Dollar (\$5,000.00) annuity supplement (paid by HCCC) in September, which shall be continued for the term of the contract. In addition, the College shall provide a second annuity (paid by HCCC) in the amount of Five Thousand Dollars (\$5,000.00) in March as an additional supplement to his annuity, which shall be continued for the term of the contract. If at any time during the term of this contract any of the contributions toward pension or tax sheltered annuities are determined to be in conflict with tax laws, those contributions shall then be considered as salary earned and all other provisions of the contract shall remain unchanged.
9. All other benefits provided to employees of HCCC for the Vice President or Dean levels will be provided to the President during the term hereof.
10. The President shall receive five (5) weeks' vacation leave. The President shall be reimbursed for up to five (5) unused vacation days per year on or about June 30th of every year of the contract.
11. During the term of this Agreement, the President shall not accept payment in any form for providing external consulting without the prior written approval of the Chair of the Board of Trustees.
12. Except where the President is alleged to have breached this Agreement, HCCC will provide and pay for legal counsel to defend the President with respect to litigation brought by any person or persons regarding official conduct of his duties/responsibilities while serving as President of HCCC.
13. The President shall be required to provide a ninety (90) day written Notice of Resignation which shall be provided to the Chair of the Board of Trustees and a copy provided to the other members of the Board of Trustees.
14. (a) General Duties. The President is employed and shall perform the duties as prescribed by the laws of the State of New Jersey. The President shall be the executive officer of HCCC. The President shall have primary responsibility for execution of Board policy and responsibility

for the duties prescribed to the President pursuant to the provisions of the New Jersey Statutes Annotated and the New Jersey Administrative Code.

(b) Personnel Matters. The President shall have primary responsibility for all personnel matters including selection, assignment and transfer of employees subject to the approval of the Board of Trustees.

(c) Administrative Functions. The President shall:

- (1) Review all policies adopted by the Board of Trustees and make appropriate recommendations to the Board of Trustees;
- (2) Conduct annual periodic evaluations of all HCCC employees as provided by Board of Trustees policy;
- (3) Identify and advise the Board of Trustees of possible sources of funds that might be available to implement present or contemplated programs;
- (4) Maintain and improve his professional competence by all appropriate means;
- (5) Build community relations partnerships between HCCC and the community to foster and further develop such relationships;
- (6) Serve as liaison between the Board of Trustees and the representative of the Board of Trustees with respect to all employer-employee matters and make recommendations to the Board of Trustees concerning such matters;
- (7) Recommend to the Board of Trustees HCCC's goals and objectives for the ensuing school year; and,
- (8) Unless unavoidably detained, attend all regular, special and closed session meetings of the Board of Trustees.

15. The President shall serve HCCC faithfully and to the best of his ability under the direction of the Board of Trustees. The President shall devote his full employment time, energy and skills to such services, and act in such executive capacity and perform such functions as the Board of Trustees from time to time shall direct. The President shall provide the Board of Trustees with a self-evaluation and goals regarding his position for the ensuing year as of August 1 of each year. The Board of Trustees will thereupon list goals for the ensuing year for the President from those provided by the President and any other goals the Board of Trustees wishes to consider. The performance with respect to such goals by the President will be evaluated by the Board of Trustees on an annual basis and reviewed with the President. Such evaluation of the President by the Board of Trustees shall be conducted every June, subject to financials and review of the previous year's audit materials. The final review, including the audit, presidential goal outcomes, and contract, will be acted upon each year at the July meeting (see item #3).

16. The Board of Trustees may discharge the President during the term of this Agreement for cause. Cause for removal of the President shall mean (a) immoral or disreputable conduct, (b) insubordination, or (c) the failure or refusal to correct a deficiency in the performance of specified duties of his office as required by law after receipt by the President of five (5) days written notification of such deficiency or failure or refusal to correct a deficiency in the performance of specified duties as required by this Agreement after receipt by the President of fifteen (15) days written notice of such performance deficiency. The President shall be entitled to a hearing before the Board of Trustees in which procedure and substantive due process will be observed. The hearing shall be conducted in an executive session. If the President elects to appeal the decision of the Board of Trustees, the President shall be entitled to receive a transcript of the hearing at no charge.

17. This Agreement also shall be terminated under the following events and conditions:

(a) Upon permanent incapacitating disability, retirement or death of the President. Permanent incapacitating disability as used herein shall mean the President's inability to perform the duties under this Agreement and the inability of the President to be physically present in his office at HCCC for 180 continuous and uninterrupted days (inclusive of all sick leave, vacation leave and personal leave). Termination of this Agreement for permanent incapacitating disability also shall only occur if the President has become qualified for permanent and total disability under New Jersey Laws and Social Security Law;

(b) By agreement of both parties; or

(c) By voluntary termination by the President with not less than ninety (90) days written notice; or

(d) For cause as provided in paragraph 17 above.

18. In the event the President's employment is terminated without cause by the Board, the President shall be entitled to receive an amount to total the values of salary and benefits for a one-year period. If less than one year remains from the termination date to the expiry of the Agreement, the President shall be entitled to the value of the remainder of salary and benefits due under the Agreement.

19. Upon retirement from the College, the President shall be granted the title President Emeritus subject to confirmation at that time of retirement by the Board of Trustees.

20. The terms and conditions of the President's appointment set forth herein may be amended as indicated by mutual agreement of the Board of Trustees and the President. Such modification shall be made by Resolution, duly passed by the Board of Trustees and by a revised Contract. The execution of this contract hereby rescinds/supersedes all previous employment contracts executed by the parties.

WITNESS:

BOARD OF TRUSTEES  
HUDSON COUNTY COMMUNITY COLLEGE:

\_\_\_\_\_  
ALEXA RIANO

\_\_\_\_\_  
WILLIAM NETCHERT, CHAIRMAN

\_\_\_\_\_  
ALEXA RIANO

\_\_\_\_\_  
CHRISTOPHER M. REBER, PRESIDENT



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

*June 13, 2023*

**VIII. PERSONNEL RECOMMENDATIONS**

**1. RETIREMENTS**

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Effective Date</b>
Marie	Mahood	Counselor	September 1, 2023
Lilisa	Williams	Director, Faculty and Staff Development	June 30, 2023

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

**2. RESIGNATIONS**

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Effective Date</b>
Ingrid	Aviles	Instructor, Nursing (Tenure-track)	June 2, 2023
Rimsha	Bazaid	Career and Academic Advisor, Gateway to Innovation (Grant-funded)	June 16, 2023
Madeline	Cruz	Instructor, Nursing (Tenure-track)	June 1, 2023
Jedediah	Palmer	Director, ESL and Academic Foundations English	June 30, 2023
Brian	Ribas	Support Analyst	June 6, 2023
Alyssa	Rupnarain	Academic Counselor	June 29, 2023
Jay	Singh	Support Analyst	June 16, 2023

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

**3. APPOINTMENT OF FULL-TIME STAFF**

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Salary Grade</b>	<b>Effective Date</b>	<b>Annual Salary</b>
Joyce	Alvarez	Coordinator, Continuing Education and Workforce Development	109	June 14, 2023	\$46,096.61
Rimsha	Bazaid	Program Coordinator, Transfer Pathways	109	June 19, 2023	\$46,096.61
Carmen	Guerra	Youth Coordinator, Continuing Education	109	June 14, 2023	\$46,096.61
Quintessence	Jones	Accountant	113	July 5, 2023	\$65,000.00
Hiram	Miranda	Au Pair Coordinator, Continuing Education	109	July 1, 2023	\$47,479.51
Mona	Mokdessi	Administrative Support Specialist, Secaucus Center	105	June 26, 2023	\$42,000.00
Eric	Okai	Counselor, Educational Opportunity Fund (EOF)	110	June 19, 2023	\$49,153.00
Prachi	Patel	Bookkeeper, School of Continuing Education and Workforce Development	105	June 14, 2023	\$37,923.80

Karishma	Ramcharitar	Biology and Chemistry Laboratory Technician	102	June 19, 2023	\$35,000.00
Pedro	Santiago	Assistant Director, Student Life and Leadership	113	June 19, 2023	\$61,509.28
Leslie	Soriano	Administrative Assistant, College Libraries	108	July 1, 2023	\$46,043.91

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

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

First Name	Last Name	Title	Salary Grade	Effective Date	Anticipated End Date	Annual Salary
Mark	Amaker	Support Analyst, JSQ	107	June 14, 2023	August 31, 2023	\$42,000.00
Larry	Anderson	Admissions Recruiter	105	July 1, 2023	December 31, 2023	\$41,200.00
Jessica	Cortez	Academic Counselor	109	July 1, 2023	December 31, 2023	\$46,096.61
Andrea	Goodwin	Administrative Assistant, Human Resources	108	July 1, 2023	December 31, 2023	\$45,218.58
Sean	Kerwick	Associate Director, Supply Chain and Logistics, Center for Workforce Innovation (Grant- funded)	115	July 1, 2023	June 30, 2024	\$79,760.11
Eileen	Lynch	Development Coordinator	112	July 1, 2023	December 31, 2023	\$52,927.79
Tania	Martins	Career Advisor, Center for Adult Transition (Grant-Funded)	109	July 1, 2023	June 30, 2024	\$47,479.51
Jasmine	Pascua	Receiving Clerk	105	June 1, 2023	December 31, 2023	\$38,000.00
Aaron	Patel	Support Analyst, NHC	107	June 14, 2023	August 31, 2023	\$42,000.00
Stephanie	Pina	Interim Assistant Director, Human Resources	113	July 1, 2023	December 31, 2023	\$55,573.65
Maritza	Reyes	Associate Director, Center for Adult Transition (Grant-funded)	115	July 1, 2023	June 30, 2024	\$77,250.00
Sarah	Yagoubi	Coordinator, Center for Workforce Innovation (Grant-funded)	109	June 14, 2023	May 31, 2024	\$46,096.61

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

#### 5. APPROVAL OF FACULTY TENURE

*The criteria for tenure include excellence in teaching, in scholarly achievement, in service to the College and community, and in the fulfillment of professional responsibilities. Applications for tenure are reviewed by a Tenure Review Board and recommendations are forwarded through the Chief Academic Officer to the President for approval and presentation to the Board of Trustees.*

The following faculty member is recommended for tenure at the rank of Assistant Professor effective Academic Year 2023-24.

Jeanne Baptiste, Instructor of English

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

**6. AUTHORIZATION OF PART-TIME STAFF THROUGH JUNE 2024, AS NEEDED**

<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>DEPARTMENT</b>	<b>TITLE</b>	<b>POSITION ID</b>	<b>SUPERVISOR</b>
Nicole	Barnes	Accessibility Services	Sign Language Interpreter	SIGNLAU-150525	Karine Davis
Laura	Brinkley	Accessibility Services	Sign Language Interpreter	SIGNLAU-150525	Karine Davis
Laura	Burnett	Accessibility Services	Sign Language Interpreter	SIGNLAU-150525	Karine Davis
Javier	Cabezas	Accessibility Services	Reader/Notetaker	READER-150525	Karine Davis
Marisa	Daponte	Accessibility Services	Reader/Notetaker	READER-150525	Karine Davis
Angel	Dumencela	Accessibility Services	Reader/Notetaker	READER-150525	Karine Davis
Fernanda	Figueroa	Accessibility Services	Reader/Notetaker	READER-150525	Karine Davis
Marci	Friedman	Accessibility Services	Sign Language Interpreter	SIGNLAU-150525	Karine Davis
Kimberly	Muller	Accessibility Services	Sign Language Interpreter	SIGNLAU-150525	Karine Davis
Gabrielle	Reeves	Accessibility Services	Reader/Notetaker	READER-150525	Karine Davis
Lisbeth	Romero	Accessibility Services	Reader/Notetaker	READER-150525	Karine Davis
Dhru	Vasram	Accessibility Services	Reader/Notetaker	READER-150525	Karine Davis
Erika	Andal	ADJ Academic Support Services Department	CTE Academic Coach	CTE Academic Coach-601021	Kenny Fabara
Christopher	Capri	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara
Phill	Carrillo	ADJ Academic Support Services Department	CRN Academic Coach	CRN Academic Coach-603019	Kenny Fabara
Farhan	Khan	ADJ Academic Support Services Department	CTE Academic Coach	CTE Academic Coach-601021	Kenny Fabara

Stev	Lewis	ADJ Academic Support Services Department	CTE Academic Coach	CTE Academic Coach-601021	Kenny Fabara
Nelson	Lovera	ADJ Academic Support Services Department	CRN Academic Coach	CRN Academic Coach-603019	Kenny Fabara
Olivia	Na	ADJ Academic Support Services Department	CTE Academic Coach	CTE Academic Coach-601021	Kenny Fabara
Dimarie	Pagan	ADJ Academic Support Services Department	CTE Academic Coach	CTE Academic Coach-601021	Kenny Fabara
Laura	Robertson	ADJ Academic Support Services Department	CRN & CTE Academic Coach	CRN Academic Coach-603019 & CTE Academic Coach-601021	Kenny Fabara
Joseph	Schreck	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara
Manesha	Singh	ADJ Academic Support Services Department	CTE Academic Coach	CTE Academic Coach-601021	Kenny Fabara
Selena	Suarez	ADJ Academic Support Services Department	CTE Academic Coach	CTE Academic Coach-601021	Kenny Fabara
Mariam	Amer	Advisement	Advisor	Advisor-200510	Jenny Henriquez
Josefa	Flores	Advisement	Office Assistant	OFFAST-200510	Jenny Henriquez
Luis	Aguayo	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Kaivan	Cuellar	Continuing Education and Workforce Development	PT Office Assistant	OFFAST-102010	Chastity Farrell
Denise	Dubron	Continuing Education and Workforce Development	PT Instructor	PTINST-603084	Anita Belle
Franklin	Estrada	Continuing Education and Workforce Development	PT Office Assistant	OFFAST-102010	Chastity Farrell
Alisa	Figueroa	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Gabriela	Fossati	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Henry	Gomez	Continuing Education and Workforce Development	PT Instructor - Healthcare	HCINST-103005 HCINST-601515	Samaya Yashayeva/ Anita Belle

Muhammad	Khan	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Ines	Kinney	Continuing Education and Workforce Development	PT Office Assistant	OFFAST-102010	Chastity Farrell
Lilian	Martinez	Continuing Education and Workforce Development	PT Customer Service	CSTAST-103005	Catherina Mirasol
Wasif	Mirza	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Hector	Mota	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Zeel	Patel	Continuing Education and Workforce Development	PT Office Assistant	OFFAST-102010	Chastity Farrell
Joel	Rivera	Continuing Education and Workforce Development	PT Office Assistant	OFFAST-102010	Chastity Farrell
Amar	Samaroo	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Nick	Scorza	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Diego	Velez	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
David	Velez Sisalima	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Maria	Zaman	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Robert	Bennett	Culinary Arts	Adjunct Additional Assignment/Part-Time	ADDASIG-101030	Ara Karakashian
Anthony	Clode	Culinary Arts	Adjunct Additional Assignment/Receiving Clerk	PTAACAI-101030 RECLERK-101030	Ara Karakashian
Kim Loong	Fong	Culinary Arts	Adjunct Additional	PTAACAI-101030	Ara Karakashian

			Assignment/Part-Time		
Anuchit	Pukdeedamrongrit	Culinary Arts	Adjunct Additional Assignment/Receiving Clerk	PTAACAI-101030 RECLERK-101030	Ara Karakashian
Matthew	Siciliano	Culinary Arts	Adjunct Additional Assignment and Part-Time	ADDASIG-101030	Ara Karakashian
Diana	Acosta	Customer Service Center	Customer Service Associate	CSASST-253035	Frederick Medina
Alexander	Benitez	Customer Service Center	Office Assistant	OFFAST-253035	Frederick Medina
Marco	Scherillo	Customer Service Center	Office Assistant	OFFAST-253035	Frederick Medina
Tito	Torres Villacres	Customer Service Center	Office Assistant	OFFAST-253035	Frederick Medina
Marwa	Abdelgowad	Educational Opportunity Fund	EOF Summer Instructor	PTEOFINSTR	Jose M. Lowe
Angelyca	Bonilla	Educational Opportunity Fund	PT EOF Peer Leader	PTEOFPEER	Jose M. Lowe
Natassja	Freeman	Educational Opportunity Fund	PT EOF Peer Leader	PTEOFPEER	Jose M. Lowe
Stephanie	Hernandez	Educational Opportunity Fund	PT EOF Peer Leader	PTEOFPEER	Jose M. Lowe
Paula	Mayorga	Educational Opportunity Fund	PTEOF Peer Leader	PTEOFPEER	Jose M. Lowe
Victoria	Migochi	Educational Opportunity Fund	PT EOF Tutor Coordinator	PTEOFTUTOR	Jose M. Lowe
Tyhia	Peters	Educational Opportunity Fund	PTEOF Peer Leader	PTEOFPEER	Jose M. Lowe
Joseph	Wise	Educational Opportunity Fund	PTEOF Peer Leader	PTEOFPEER	Jose M. Lowe
Marolla	Youakim	Educational Opportunity Fund	EOF Summer Instructor	PTEOFINSTR	Jose M. Lowe
Velia	La Garda Hoffman	English as a Second Language (ESL)	Academic Coach	Academic Coach-601012	Stephanie Calo
Faizan	Aslam	Enrollment Services	Enrollment Support	ENRSUP-200525	Sabrina Bullock
Manuel	Preciado	Financial Aid	Office Assistant	OFFAST-200520	Sylvia Mendoza
Anshuma	Jain	Human Resources	HR Administrator	11-253020-505455	Anna Krupitskiy
Stephanie	Pina	Human Resources	HR Administrator	11-253020-505455	Anna Krupitskiy
Meylin	Chicas	Information Technology	Instructional Lab Assistant	ISTLAB – 253025	Diana Perez
Christian	Dominguez	Information Technology	Part-Time Support Analyst	PT Support Analyst-253025	Kenneth B. Melewski
Chuka	Nweke	Information Technology	Part-Time Support Analyst	PT Support Analyst-253025	Kenneth B. Melewski

Rahul	Patel	Information Technology	Instructional Lab Assistant	POSNID253025	Diana Perez
Ayush	Patel	Information Technology	Instructional Lab Assistant	POSNID253025	Diana Perez
Diego	Penachi	Information Technology	Instructional Lab Assistant	POSNID253025	Diana Perez
Vincent	Steiner	Information Technology	Part-Time Support Analyst	PT Support Analyst-253025	Kenneth B. Melewski
Reynel	Zamora	Information Technology	Part-Time Support Analyst	PT Support Analyst-253025	Kenneth B. Melewski
Ryisha	Heusner	Nursing and Health Professions	Office Assistant	OFFAST-101016	Tess Wiggins/Catherine Sirangelo
Kelly Margarita	Monge	Nursing and Health Professions	Office Assistant	OFFAST-101016	Tess Wiggins/Catherine Sirangelo
Kinza	Naveed	Payroll, Controller's Office	Office Assistant	OFFAST-253015	Zuany Chicas
Ebony	Cousar	Safety and Security	Office Assistant	OFFAST-253040	John Quigley
Rachid	Afoulki	STEM	Lab Assistant	LABAST-101015	Burl Yearwood
Jasmine	Ngin	STEM	Office Assistant	OFFAST-101015	Burl Yearwood
Samikshya	Poudel	STEM	Office Assistant	OFFAST-101015	Burl Yearwood
Esperanza	Robles	Student Affairs	Office Assistant	11-252025-505410	Lisa Dougherty
Lisa	Camacho	Student Life and Leadership	Peer Leader	PEERLEA-701000	Veronica Gerosimo
Najwa	Essaki	Student Life and Leadership	Peer Leader	PEERLEA-701000	Veronica Gerosimo
Natalia	Amin Montero	Student Life and Leadership	Peer Leader	PEERLEA-701000	Veronica Gerosimo
Paula	Mayorga	Student Life and Leadership	Peer Leader	PEERLEA-701000	Veronica Gerosimo
Omega	Dickerson	Student Life and Leadership	Info Desk Assistant	STUCENT-701000	Veronica Gerosimo
Hannah	Allen	Student Life and Leadership	Info Desk Assistant	STUCENT-701000	Veronica Gerosimo
Keischa	Taylor	Student Life and Leadership	Event Assistant	PTEVAST-701000	Veronica Gerosimo
Christian	Rodriguez	Student Life and Leadership	Info Desk Assistant	STUCENT-701000	Veronica Gerosimo
Jay	Singh	Web and Portal Services	Web Developer	PTWBDEV-254055	Kristofer Fontanez

**RECOMMENDATION:**      *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Authorization of Part-Time Staff listed above, as needed, as Personnel Recommendation Item No 6.*

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

<b>First Name</b>	<b>Last Name</b>	<b>Department</b>
Koral	Booth	Academic Affairs
Ariana	Simon	Academic Affairs
Thomas	Collins	School of Humanities and Social Sciences

Francis	Dooley	School of Humanities and Social Sciences
Aycha	Edwards	School of Humanities and Social Sciences
Ryan	Farrell	School of Humanities and Social Sciences
Robin	Gadsden	School of Humanities and Social Sciences
Carlo-Angelo	Gochuico	School of Humanities and Social Sciences
George	Higgins	School of Humanities and Social Sciences
John D.	Lin	School of Humanities and Social Sciences
Jose	Rodriguez	School of Humanities and Social Sciences
Ingrid	Aviles	School of Nursing and Health Professions
Yousef	Mustafa	School of Science, Technology, Engineering, and Mathematics

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

#### 8.      **MODIFICATIONS TO STAFFING TABLE**

<b>Current Approved Title</b>	<b>New Title</b>	<b>Incumbent (If applicable)</b>	<b>Salary Grade and Salary Adjustment (If applicable)</b>	<b>Effective Date</b>
Development Coordinator	Development Manager	N/A	Salary Grade Change From: 114 To: 117	July 15, 2023
N/A	Instructor, Business (Tenure-track)	N/A	Instructor	June 14, 2023
N/A	Director, Diversity, Equity and Inclusion for Veterans Affairs and International Student Services	N/A	117	June 14, 2023
N/A	Assistant Director, Advisement	N/A	113	June 14, 2023
N/A	Enrollment Communications Specialist (Grant-funded)	N/A	109	June 14, 2023
Facilities Worker (1 position)	HVAC Facilities Maintenance Mechanic	James Olivier	Salary Grade Change From: 105 To: 110  Salary Change From: \$54,344.89 To: \$56,660.46	June 14, 2023

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

#### 9.      **Resolution Authorizing a 3% Increase in Base Salary for Confidential and Part-time Employees**

**WHEREAS,** Hudson County Community College (“College”) employs Confidential and Part-time employees; and,

**WHEREAS,** Confidential and Part-time employees are not represented by any bargaining unit; and,



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

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

**WHEREAS**, the President, upon consultation with the Cabinet, recommends 3% salary increases for Confidential and Part-time employees; and,

**WHEREAS**, the increase will be effective July 1, 2023 for those Confidential and Part-time staff employed by the College on or before January 1, 2023; and,

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

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

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

**RESOLUTION**

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees approve the recommendations of the President, Administration, and Personnel Committee as outlined above in **Item VIII., Personnel Recommendations 1-9.**

1) Retirements; 2) Resignations; 3) Appointment of Full-time Staff; 4) Appointment of Temporary Full-time Staff; 5) Approval of Faculty Tenure; 6) Authorization of Part-time Staff, as Needed; 7) Appointment of New Hire Adjunct Instructors; 8) Modifications to Staffing Table; and 9) Resolution Authorizing a 3% Increase in Base Salary for Confidential and Part-time Employees.

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

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

**DATE:** June 13, 2023

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

\_\_\_\_\_ Aye      \_\_\_\_\_ Nay

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

*June 13, 2023*

**IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS**

**1. Resolution Authorizing Articulation Agreement Between Hudson County Community College (HCCC) and Felician University for Academic Pathways in Cybersecurity**

*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 upward social and economic mobility; and,

*WHEREAS*, the College offers Associate of Science in Computer Science and Associate of Science in Computer Science Option in Cybersecurity degree programs (“Programs”); and,

*WHEREAS*, one goal of the Programs is the successful transfer of its students to a four-year university to pursue a Bachelor of Science degree and beyond; and,

*WHEREAS*, Felician University (“Felician”) offers a Bachelor of Science degree program in Computer Science; and,

*WHEREAS*, the College seeks to enter into an Articulation Agreement (“Agreement”) with Felician whereby students who earn an Associate of Science in Computer Science or Associate of Science in Computer Science Option in Cybersecurity degree at the College will be able to transfer seamlessly into the Felician Bachelor of Science in Computer Science degree program, retroactive to September 1, 2022; and,

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

*WHEREAS*, the Administration, and 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 authorize the Articulation Agreement between Hudson County Community College and Felician University, retroactive to September 1, 2022.

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

**2. Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Assessment Technologies Institute, LLC (ATI) for HCCC to Deliver ATI’s Test of Essential Academic Skills**

*WHEREAS*, Hudson County Community College (“College”) offers an Associate of Science in Medical Sciences Pre-Professional Option (“Pre-Nursing Program”) in Pre-Nursing degree program as part of its School of Nursing and Health Professions; and,

*WHEREAS*, the Pre-Nursing Program prepares students to apply for admission to the Associate of Science in Nursing degree program (“Nursing Program”) through which students have the opportunity to earn a Registered Nurse credential; and,

**WHEREAS**, there is strong student demand for admission to the Nursing Program as the Pre-Nursing Program has the largest enrollment of any program at the College, and there is strong market demand for Registered Nurses; and,

**WHEREAS**, student success in the Pre-Nursing Program and Nursing Program is a focus of the College's work with Achieving the Dream; and,

**WHEREAS**, students must complete the Test of Essential Academic Skills ("TEAS") offered by Assessment Technologies Institute, LLC ("ATI") as part of their admission application for the Nursing Program; and,

**WHEREAS**, the College's Testing Center currently has the capability to offer the TEAS; and,

**WHEREAS**, the College seeks to support students further by entering into an Agreement ("Agreement") with ATI to adopt the online appointment management system for the TEAS whereby students will experience streamlined appointment and payment systems; and,

**WHEREAS**, the Agreement will remain in effect for a term not to exceed two years unless otherwise terminated by either party in accordance with the parameters established in the MOU; and,

**WHEREAS**, the Administration, and Academic and Student Affairs Committee, recommend the Agreement between Hudson County Community College and Assessment Technologies Institute, LLC;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorize the Memorandum of Understanding between Hudson County Community College and Assessment Technologies Institute, LLC.

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

**3. Resolution Authorizing Memorandum of Understanding Between Hudson County Community College (HCCC) and Hollywood Woodwork for the Delivery of the Holz Technik Registered Apprenticeship Program**

**WHEREAS**, Hudson County Community College ("College") sponsors a Registered Apprenticeship Program, called the Holz Technik Registered Apprenticeship Program ("Holz Technik Program"), through an agreement with the U.S. Department of Labor; and,

**WHEREAS**, through the Holz Technik Program, students earn an Associate of Applied Science in Advanced Manufacturing Option in Woodworking while concurrently gaining experience in the field; and,

**WHEREAS**, Hollywood Woodwork desires to enter into a partnership with the College to offer the Holz Technik Program; and,

**WHEREAS**, the College seeks to enter into a Memorandum of Understanding ("MOU") with Hollywood Woodwork to deliver the Holz Technik Program and collaboratively support apprentices; and,

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

**WHEREAS**, the Administration, and Academic and Student Affairs Committee, recommend the MOU between Hudson County Community College and Hollywood Woodwork;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorize the Memorandum of Understanding between Hudson County Community College and Hollywood Woodwork, effective June 15, 2023.

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

**4. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and Greater Bergen Community Action**

**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 upward social and economic mobility; and,

**WHEREAS**, Greater Bergen Community Action seeks to enter into a Memorandum of Understanding ("MOU") with Hudson County Community College ("College") for the delivery of the Diversity and Team Building training program; and,

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

**WHEREAS**, the Administration, and Academic and Student Affairs Committee, recommend the MOU between Hudson County Community College and Greater Bergen Community Action;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorize the Memorandum of Understanding between Hudson County Community College and Greater Bergen Community Action, effective July 1, 2023.

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

**5. Resolution Authorizing Memorandum of Understanding Between Hudson County Community College and RIPT Dispensary**

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

**WHEREAS**, RIPT Dispensary ("RIPT") shares this vision as it aspires to support HCCC students and community residents in benefitting from Cannabis legalization; and,

**WHEREAS**, Hudson County Community College ("College") offers non-credit and credit-bearing Cannabis programs ("Programs") through its School of Continuing Education and Workforce Development and its School of Business, Culinary Arts, and Hospitality Management, respectively; and,

**WHEREAS**, the College seeks to enter into a Memorandum of Understanding ("MOU") with RIPT, whereby the College and RIPT will work collaboratively to provide internship, externship, and employment opportunities for HCCC students completing HCCC Cannabis courses; offer Cannabis-related workshops, training programs, and events; leverage resources for the promotion of each organization; and, contribute to scholarship funds for HCCC students directly or through support of HCCC Foundation events; and,

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

**WHEREAS**, the Administration, and Academic and Student Affairs Committee, recommend the MOU between Hudson County Community College and RIPT Dispensary;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorize the Memorandum of Understanding between Hudson County Community College and RIPT Dispensary, effective June 14, 2023.

**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 Addendum to the Existing Agreement Between Hudson County Community College (HCCC) and New Jersey Reentry Corporation (NJRC) for the Delivery of the Summer Training Institute**

**WHEREAS**, Hudson County Community College ("College") seeks to provide high-quality educational opportunities that promote student success and upward social and economic mobility; and,

**WHEREAS**, the College, and New Jersey Reentry Corporation ("NJRC"), collectively the Parties ("Parties"), entered into an agreement ("Agreement") dated January 1, 2022, through which the College provides academic programs and workforce training to NJRC clients; and,

**WHEREAS**, the Parties seek to amend the Agreement to terms and conditions related to the Parties' delivery of a Summer Training Institute; and,

**WHEREAS**, the Administration, and Academic and Student Affairs Committee, recommend the authorization of the amendment of this Agreement;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees authorize the amendment of the Agreement between Hudson County Community College and New Jersey Reentry Corporation, effective upon approval.

**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 New and Continuing Partnerships Between Hudson County Community College (HCCC) and Hudson County High Schools for the Delivery of Credit Course Instruction for Academic Year 2023-24**

**WHEREAS**, Hudson County Community College ("College") seeks to optimize community engagement through the development of academic pathways with K-20 partners and in support of the College's mission to provide high-quality educational programs and services that promote student success and upward social and economic mobility; and,

**WHEREAS**, the College offers high school students in Hudson County the opportunity to enroll in credit-bearing college classes through the Early College Program, and the College has agreements with public school districts, charter schools, and private schools in Hudson County to deliver instruction in selected credit courses for high school students on either of the HCCC campuses or at high school sites; and,

**WHEREAS**, the College seeks to continue to deliver the Early College Program to Hudson County High School students in Academic Year 2023-24; and,

**WHEREAS**, the Administration, and Academic and Student Affairs Committee, recommend the authorization of new and continuing partnerships with Hudson County High Schools for the delivery of credit course instruction for Academic Year 2023-24;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorize the new and continuing partnerships with Hudson County High Schools for the delivery of credit course instruction for Academic Year 2023-24.

**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 New Proficiency Certificate in Music and Audio Production**

**WHEREAS**, Hudson County Community College ("College") aims to provide high-quality educational opportunities that promote student success and upward social and economic mobility; and,

**WHEREAS**, the College seeks to expand its offerings to meet student and market demand; and,

**WHEREAS**, the College has developed a Proficiency Certificate in Music and Audio Production to address student and market demand; and,

**WHEREAS**, the Proficiency Certificate in Music and Audio Production prepares graduates for opportunities in the Music Technology, Recording Arts Technology/Technician, and Audio Engineering Technology/Technician industries; and,

**WHEREAS**, the Proficiency Certificate in Music and Audio Production curriculum will articulate into a forthcoming Associate of Applied Science in Music and Audio Production degree program that expands the College's inventory of arts- and technology-focused program offerings; and,

**WHEREAS**, the Administration, and the Academic and Student Affairs Committee, recommend the authorization of the Proficiency Certificate in Music and Audio Production, effective spring 2024;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees authorize the Proficiency Certificate in Music and Audio Production.

**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 Agreement Between Hudson County Community College (HCCC) and the Newark Board of Education in the County of Essex for the Delivery of Dual Enrollment Pre-College Programming in Culinary Arts**

**WHEREAS**, the Newark Board of Education in the County of Essex wishes to enter into a contract with Hudson County Community College for the Delivery of Dual Enrollment Pre-College Programming in Culinary Arts; and,

**WHEREAS**, through this contract, Program participants will have the opportunity to earn college credits in approved courses in Culinary Arts; and,

**WHEREAS**, this will be a three-year program from July 1, 2023 to June 30, 2026; and,

**WHEREAS**, the tuition to be charged the Newark Board of Education in the County of Essex is at the rate of 25% of in-county, per credit tuition, not to exceed the amount of SIXTY THOUSAND DOLLARS AND 00/100 (\$60,000), which will be funded by the Newark Board of Education; and,

**WHEREAS**, the Administration, and Academic and Student Affairs Committee, recommend the Agreement between Hudson County Community College and the Newark Board of Education in the County of Essex;

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

College authorize the agreement between Hudson County Community College and the Newark Board of Education in the County of Essex as described herein.

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

**RESOLUTION**

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees approve the recommendations of the President, Administration, and Academic and Student Affairs Committee as outlined above in **Item IX., Academic and Student Affairs Recommendations 1-9:**

1) Resolution Authorizing Articulation Agreement Between Hudson County Community College (HCCC) and Felician University for Academic Pathways in Cybersecurity; 2) Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Assessment Technologies Institute, LLC (ATI) for HCCC to Deliver ATI’s Test of Essential Academic Skills; 3) Resolution Authorizing Memorandum of Understanding Between Hudson County Community College (HCCC) and Hollywood Woodwork for the Delivery of the Holz Technik Registered Apprenticeship Program; 4) Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and Greater Bergen Community Action; 5) Resolution Authorizing Memorandum of Understanding Between Hudson County Community College and RIPT Dispensary; 6) Resolution Authorizing Addendum to the Existing Agreement Between Hudson County Community College (HCCC) and New Jersey Reentry Corporation (NJRC) for the Delivery of the Summer Training Institute; 7) Resolution Authorizing New and Continuing Partnerships Between Hudson County Community College (HCCC) and Hudson County High Schools for the Delivery of Credit Course Instruction for Academic Year 2023-24; 8) Resolution Authorizing New Proficiency Certificate in Music and Audio Production; and 9) Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and the Newark Board of Education in the County of Essex for the Delivery of Dual Enrollment Pre-College Programming in Culinary Arts.

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

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

**DATE:** June 13, 2023

DeFazio, Edward \_\_\_\_\_  
Doria, Joseph \_\_\_\_\_  
Gardner, Pamela \_\_\_\_\_  
Gargiulo, Frank \_\_\_\_\_  
Kenny, Roberta \_\_\_\_\_  
Lee, Bakari \_\_\_\_\_  
Peña, Jeanette \_\_\_\_\_  
Rodriguez, Silvia \_\_\_\_\_  
Stahl, Harold \_\_\_\_\_  
Netchert, William, Chair \_\_\_\_\_

\_\_\_\_\_ Aye      \_\_\_\_\_ Nay

## ***Supporting Documents***

**[Click Here for Supporting Materials](#)**



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

*June 13, 2023*

**X. NEW BUSINESS**

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

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

**DATE:** June 13, 2023

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

\_\_\_\_\_ Aye      \_\_\_\_\_ Nay

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

*June 13, 2023*

**XI. ADJOURNMENT**

**RESOLUTION:**

**NOW, THEREFORE, BE IT RESOLVED THAT** *the June 13, 2023 meeting of the Hudson County Community College Board of Trustees be adjourned at \_\_\_P.M.*

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

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

**DATE:** June 13, 2023

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

\_\_\_\_\_ Aye      \_\_\_\_\_ Nay