

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

Regular Meeting – Board of Trustees

Tuesday, October 8, 2024

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/97566676811?pwd=bXFybEpENHdBT3N6cmVaOEExYmNpQT09>

Passcode: 771689

Telephone: 1 305 224 1968

Webinar ID: 975 6667 6811

Passcode: 771689

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

Chair Peña

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Edward DeFazio, Secretary/Treasurer

Joseph Doria

Sally Elwir, Student Alumni Representative

Pamela Gardner, Vice Chair

Frank Gargiulo

Stacy Gemma

Roberta Kenny

Vincent Lombardo

Jeanette Peña, Chair

Christopher Reber, President (Ex Officio)

Silvia Rodriguez

Harold Stahl

- III. COMMENTS FROM THE PUBLIC** *Chair Peña*
- 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. Resurreccion*
 2. *All College Council Chair's Report* *Dr. Cody*
 3. *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** *Chair Peña*
- XI. ADJOURNMENT** *Chair Peña*

HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

Tuesday, October 8, 2024

II. ROLL CALL

Trustees:

<i>Edward DeFazio, Secretary/Treasurer</i>	_____
<i>Joseph Doria</i>	_____
<i>Sally Elwir, Student Alumni Representative</i>	_____
<i>Pamela Gardner, Vice Chair</i>	_____
<i>Frank Gargiulo</i>	_____
<i>Stacy Gemma</i>	_____
<i>Roberta Kenny</i>	_____
<i>Vincent Lombardo</i>	_____
<i>Jeanette Peña, Chair</i>	_____
<i>Christopher Reber, President, Ex Officio</i>	_____
<i>Silvia Rodriguez</i>	_____
<i>Harold Stahl</i>	_____

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; posted on the College Website and on 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

Tuesday, October 8, 2024

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

Tuesday, October 8, 2024

IV. CLOSED SESSION

HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

Tuesday, October 8, 2024

V. REPORTS

1. *Student Government Association President's Report (N. Resurreccion)*
2. *All College Council Chair's Report (C. Cody)*
3. *President's Report (C. Reber)*

Community to Opportunity Grant and Generation Hope FamilyU Engagement

Dr. Lisa Dougherty, Senior Vice President for Student Affairs and Enrollment

Dr. David Clark, Dean of Students

Ariana Calle, Associate Director, Hudson Helps Resource Center

Shanice Acevedo, Student Parent Fellow

HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

Tuesday, October 8, 2024

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETING

The Minutes of the Regular Meeting of September 10, 2024 are herewith submitted to the Board of Trustees for approval. (Page 9)

Recommendation:

It is the recommendation of the President that the Board of Trustees accept the Minutes of the Regular Meeting of September 10, 2024.

2. GIFTS, GRANTS, AND CONTRACTS REPORT

Hudson County Community College has received the following grant:

TITLE: College Readiness Now XI

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

PURPOSE OF GRANT: To Increase College Readiness of High School Students Prior to Graduation.

COLLEGE ADMINISTRATOR: Cristhian Altamirano

COLLEGE CONTRIBUTION: \$0

AWARD AMOUNT: \$44,045

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: October 8, 2024

DeFazio, Edward	_____
Doria, Joseph	_____
Gardner, Pamela	_____
Gargiulo, Frank	_____
Gemma, Stacy	_____
Kenny, Roberta	_____
Lombardo, Vincent	_____
Rodriguez, Silvia	_____
Stahl, Harold	_____
Peña, Jeanette, Chair	_____

_____ Aye _____ Nay

HUDSON COUNTY COMMUNITY COLLEGE

Regular Meeting – Board of Trustees
Tuesday, September 10, 2024
5:00 P.M., In Person and Via Zoom

MINUTES

PRESENT: *Edward DeFazio; Sally Elwir (Student Alumni Representative); Pamela Gardner (Vice Chair); Frank Gargiulo; Roberta Kenny; Vincent Lombardo; Jeanette Peña; Christopher Reber; and Harold Stahl.*

Counsel to the Board: Andy Brown, Esq., for Scarinci and Hollenbeck

ABSENT: *Joseph Doria; Stacy Gemma; 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 Nina Maria Resurreccion offered the following report.

Good day, Trustees, faculty, staff, and guests. My name is Nina Resurreccion, and I am president of the Student Government Association (SGA). Throughout the summer, the Executive Board members and I have been working to bring the clubs together, as we need to build a strong community among our student leaders.

I'd like to highlight our summer events. Blood drives sponsored by Phi Theta Kappa (PTK) were held with the Nursing Club, the American Chemical Society, and SGA. We hosted three blood drives with a goal of 18 donors per drive and surpassed our goals at each event. On February 14, we had 35 donors; on June 25, 23 donors; and on August 28, 22 donors.

Next was the annual Diversity, Equity and Inclusion (DEI) Summer Retreat held July 31 to August 1 at the Courtyard by Marriott in Edgewater, which was well attended. We had an insightful interaction with speaker Loretta J. Ross and learned various techniques for addressing issues. We also discussed various programs on campus that would help students, student leaders, staff, and faculty voice their concerns.

On August 8, we had a very productive All College Council (ACC) Retreat where each council committee shared their goals for the upcoming year. Students and student leaders also had the opportunity to suggest minor changes they'd like to see in various offices.

This year's New Student Convocation, held on August 27, was attended by approximately 250 students across both campuses. The event was enhanced with the support of the Office of Mental Health Counseling and Wellness, and Office of Student Life and Leadership. Flik also did an amazing job organizing the barbecue.

Our fall campus events are already in full swing. We kicked off the fall semester with a Build-A-Bear event for National Teddy Bear Day, and today we introduced a breakfast bar on both campuses. Altogether, we have engaged more than 400 students during the first two weeks of the semester.

The Involvement Fair is scheduled for Wednesday, September 18 at the Journal Square Campus and on September 23 at the North Hudson Campus. We are optimistic about student attendance. Clubs are planning their first general meetings, with SGA meeting on September 23 as our first official event. The SGA Fall Kickoff will be held at Liberty State Park on September 20, and the Kultura Club is organizing the "Finders Keepers" event on October 21. This event is a mixer in collaboration with St. Peter's University SPARKS and NJIT's FINEST, which aims to upcycle used clothes and help students connect with potential transfer schools.

Lastly, I'd like to introduce my E-Board members who are here today: our Director of Community Service, Albania Cruz; our Director of Inter-Club Council, Cayla Rojas; and our Director of DEI, Ashley Medrano.

That concludes this month's update. I look forward to working with all of you. Thank you and have a wonderful evening.

2. All College Council Chair's Report

All College Council Chair, Dr. Chris Cody, offered the following report.

Good evening, Trustees.

It's great to see you all, as we are now fully underway with the fall semester.

We'll begin by highlighting some upcoming events, and then I will provide updates on the work of the ACC committees. Tomorrow marks 23 years since the 9/11 terror attacks, and there will be a memorial event here at Hudson beginning at 9:30 a.m. with a flag-raising outside 81 Sip Avenue. This will be followed by a 9/11 Memorial at 10 a.m., where we will hear from Chris Hoff, a wounded warrior, and John J. Farmer, the former Attorney General of New Jersey. I hope to see you all there tomorrow.

Another event to keep on your radar is the 3rd Annual Aspiring Student Leadership Conference and STEM Science Fair, which will take place at the North Hudson Campus on November 18 in the Multipurpose Room (N203). Hispanic Heritage Month runs from September 15 to October 15, and, one of the most interesting events will be an open discussion with Trustee Chair Jeannette Peña, to be held on October 10 at noon in the NHC Multipurpose Room.

Finally, September is also National Student Parent Month, and, here at Hudson, we deeply care about our large population of student parents. We want to see them succeed at every level. Let's continue to support them and all of our students during this important first month of the fall semester and throughout their journeys ahead.

Now, let's proceed with the committee reports:

Academic Senate continues its collaboration with the Online Learning Advisory Council (OLAC), working to create faculty guidelines for teaching online asynchronous courses and creating syllabus templates that address the ethical use of AI. The committee is also reviewing the college's incomplete policy and welcomes former ACC Chair Dr. Peter Cronrath to their team.

The Student Affairs Committee welcomed three new members this semester, and we are delighted to observe this high level of volunteerism. The committee met to discuss organizing new initiatives focused on continuing education and non-traditional students. They began drafting a survey to consider how to best engage Continuing Education and Workforce Development (CEWD) students in the college community.

The Development and Planning Committee is planning for a presence at all community-wide events this semester. They will focus on raising awareness of the importance of giving and work to generate testimonials highlighting the profound impact donations have on scholarships, Hudson Helps, and other vital student success services. The committee also reports a need for new volunteers, and we encourage the community to answer this call to service.

The College Life Committee is preparing for another semester of "Steps for Wellness," which is open to the entire Hudson community. They have formed a subcommittee to plan the holiday party, tentatively

scheduled for early December. The committee continues to promote the “Out of the Darkness” Walk in Hoboken, NJ, and they are exploring the idea of hosting “TED Talk” like events under the working title of “HudsonHuddles.”

The Technology Committee is making progress with their important work on the digital wayfinding project. They are also creating a webpage that consolidates all the apps used throughout the college in one convenient location.

The Space and Facilities Committee is continuing its collaboration with Ilya Ashmyan as the college navigates ongoing construction projects around JSQ. They are also considering potential sites for lactation pods at both campuses.

That concludes the ACC committee reports. We would like to extend our thanks to the trustees for their dedication and service to the community. I also want to thank everyone who made this report possible, including ACC Vice Chair Raffi Manjikian, ACC Secretary Sarah Teichman, all the ACC committee members, President Reber, Cabinet, and the entire Hudson community. I look forward to providing more updates in October. Thank you.

3. President's Report

President Reber offered the following report.

Good evening, Trustees and members of the HCCC family.

Before I begin, I ask you to join me in a moment of silence for victims of war and violence in the Middle East, Ukraine, Russia, Africa, and throughout the world.

I also ask you to remember our valued colleague, Associate Director of Continuing Education and Workforce Development Laurice Dukes, who passed away last week.

Please keep Laurice and her family and loved ones in your thoughts and prayers.

Moment of Silence

Thank you.

We grieve Laurice's passing, which has deeply affected our HCCC family.

And we condemn violence and hatred of all kinds, including anti-semitism and Islamophobia.

Nina, thank you for your report, and welcome to your role as President of the HCCC Student Government Association! We look forward to your monthly reports at these meetings of the Board of Trustees, and to another exceptional year of student engagement and leadership in SGA and the life of our College!

Dr. Cody, thanks also for your report and your continued leadership and support of the inspirational opportunities and outcomes of this great College. It is a pleasure working with you and your colleagues!

I just returned from Washington, DC – a day early due to a change in schedules that allows me to attend this evening's meeting in person after all, rather than joining remotely as I had expected. I was honored to meet yesterday with Hispanic Association of Colleges and Universities President Dr. Antonio Flores to discuss the priorities of our nation's Hispanic-Serving Institutions and HCCC's growing engagement in HACU.

During several upcoming meetings, we will be discussing the CHIPS and Science Act; the nation's need for semiconductor education and training in addition to programs and credentials in other areas of STEM education; and an appeal for federal funding for our HSI's for leadership in addressing these and other national priorities.

Trustees, our fall semester is fully up and running, and there is energy and excitement throughout the College!

At your seats this evening is a printed copy of my Annual Report to the Board of Trustees and the HCCC Community, which you also received previously in electronic form; and a hot-off-the-press publication of the Association of Community College Trustees, entitled *Trusteeship in Community Colleges: A Guide for Effective Governance*. This publication offers very current and helpful information about roles, responsibilities, and best practices in board governance. We will mail these documents to all trustees who are not here in the board room this evening.

Tomorrow, we will commemorate the horrific events of September 11, 2001. Our College will host a memorial to remember the thousands of innocent people lost on 9/11, including the heroic first responders who demonstrated the best of humanity in a moment of extreme chaos and brutality. Retired U.S. Army Staff Sergeant and Wounded Warrior Project Peer Leader Chris Hoff will offer the keynote, and former New Jersey Attorney General John Farmer, who served as Attorney General at the time of the 9-11 attacks, will speak in addition to students, faculty, and staff. The Commemoration will begin with a flag raising in front of the Gabert Library at 9:30 a.m., followed at 10:00 a.m. by the program in the Gabert Library Sixth Floor Atrium and terrace. The event is open to everyone.

Today, I am pleased to introduce Executive Director of the Center for Online Learning, Matthew LaBrake, who has been leading critical initiatives to build Artificial Intelligence literacy across the college. I am pleased to share that HCCC's Generative AI Professional Learning Community was featured in the *Chronicle of Higher Education* in May 2024 and has received national attention. Matt and CIO Patricia Clay, who spoke at last month's board meeting, have presented on this topic individually and collaboratively at many state and national conferences, and they've most recently been invited to present at the upcoming data summit of Achieving the Dream on September 17. Today, Matt will discuss "Building AI Literacy Across the College Community."

Matt, thank you for joining us!

Matthew LaBrake presented "[Building AI Literacy Across the College Community](#)"

Good evening, Trustees. Thank you for the opportunity to speak tonight about our efforts to build AI literacy across the college. As the Executive Director of the Center for Online Learning, my position is largely focused on serving our online students and faculty, but AI impacts students, faculty, and staff across the entire college, regardless of department or discipline.

It's hard to believe that ChatGPT was introduced to us less than two years ago. Back in May 2023, I had the pleasure of presenting to this audience with Tricia Clay, CIO and Associate Vice President. Another program, the four E's framework, was created to present how the college responded to the emergence of this new and somewhat scary technology.

The first two E's are reactive, and focus on promoting academic integrity in an age of artificial intelligence, while the latter two E's are proactive and focus on preparing our students for success in their future careers, where Generative AI promises to be commonplace. Initially, we were reactive as we focused on stopping students from cheating using these tools.

While academic integrity remains a concern, seeing the conversation shift from reactive to proactive is exciting. It's now more widely accepted that Gen AI is not going anywhere, and our faculty are more receptive to conversations about integrating it into the curriculum to best serve our students.

The first E is for Empowerment – empowering our faculty with tools to make informed decisions. While academic dishonesty remains a concern in the age of AI, as it has been for decades, those determined to cheat will find a way, regardless of the technologies we implement. However, it is still our responsibility to empower faculty with a technological infrastructure that enables them to securely facilitate major exams and assignments.

At Hudson, we use a technology called Auto Lock to create a remotely proctored environment and lock down browsers. We also use Turnitin to evaluate the originality of students' writing. These tools are available to all faculty, and we draw students' attention to the fact that they may be used in classes in the student handbook and syllabus statements.

There are many different opinions on the use of these technologies, and they can be seen as a band-aid to address the problem. This brings me to my next point: Enhancement – the need to enhance or rethink our traditional assessments. Instead of relying on invasive technology to catch students, the focus should be on a more sustainable route to preventing cheating and rethinking our curriculum, creating engaging and personalized assignments.

As the Center for Online Learning, we work with faculty across the college to reimagine curricula by updating our assignments that require active learning, original research, hands-on projects, and localized knowledge rather than traditional tests or essays. We can ask students to record video presentations, create infographics, or even podcasts. We can focus more on the process rather than the product.

These strategies will vary across disciplines but ultimately help develop these creative and authentic assessments and deepen student learning and understanding, while also discouraging academic misconduct.

Faculty professional development is crucial to supporting these changes. Last fall, we collaborated with the Online Learning Consortium to offer a workshop titled "Inclusive Assessment in the Age of AI," and we continue to offer professional development in this area.

Moving from reactive to proactive, the third E is for Educating – educating faculty and students on the ethical and appropriate use of AI.

The rapid development of AI has led to speculation that the world is entering a new major evolutionary phase, suggesting that AI is next in kin to paradigm-shifting inventions like the printing press, mass production, electricity, and the Internet. The data clearly show that Generative AI skills will soon be a requirement across industries; and in many sectors, they already are.

The 2023 World Economic Forum Jobs Report tells us that 23% of jobs will change in the next five years, with 13% of jobs being eliminated but replaced by new ones. Additionally, 44% of workers' core skills will change in the next five years, and as employers look to upskill their workforce, AI is a priority in company training strategies.

The 2024 Microsoft Work Trends Index Report states that 71% of leaders are more likely to hire someone with less experience, but with AI skills, and 66% would not hire someone without basic AI skills.

Moreover, a recent Amazon Web Services report highlights that 93% of employers expect to use AI in the next five years in the workplace, and it also shows that a whopping 73% of employers currently state that hiring for AI skills is a priority and struggle to find the necessary talent to fill those jobs. So these data clearly tell us that AI competency is a priority in the workforce, and as we consider how to best educate our students, we need to pay close attention.

With this in mind, we've been working hard to provide professional development opportunities to the college community. As far back as February 2023, we have been bringing in guest speakers, hosting workshops, and facilitating discussions on AI in the classroom. One notable opportunity was a self-paced course licensed from Auburn University, which saw 98 faculty and staff from across our college participate, with some earning their AI Pioneer badge.

We also established a Generative AI Professional Learning Community, bringing stakeholders from across the college together to share ideas and best practices through lightning talks, hands-on exercises, and group activities.

Next week, a guest presenter from Hostos Community College in the Bronx will share their efforts to build AI literacy by integrating it into their curriculum and syllabi.

We were also featured in the *Chronicle of Higher Education* last May, which has led to a speaking engagement at the ATD Data Summit in a few weeks.

It is important that we put policies in place to make clear what we expect from students regarding AI use. One of the first things we did was update our academic integrity policy to set the expectation that students use AI ethically.

This provides faculty with a framework they can adapt for their courses and not concentrating on broad institutional priorities that could quickly become outdated in the coming months and years. A working group has been established to create an array of syllabus statement templates for the fall 2024 semester, offering guidance on AI use, ranging from full to limited to non-use. This initiative will be a collaborative effort between the Online Learning Advisory Council and the Academic Senate, and we're excited to see it come to fruition.

The final E is for Embracing AI – embracing generative AI in teaching and boosting productivity across the college. Several instructors and staff are innovating and experimenting in this area to give students opportunities to use AI as they will in future jobs. For example, in a marketing class, a student might be tasked with using ChatGPT to generate five communication plans, analyze the results, identify the best elements from each plan, and synthesize them into a final product that incorporates their own insights, exactly what future employers will be seeking. This approach saves time and develops higher-level thinking skills like evaluation, analysis, and synthesis.

In closing, I recommend that as educators we lead by example in ethically embracing Generative AI to save time and improve our workflows. My team has been using AI to get creative inspiration for curriculum development and course design. One of our favorite productivity hacks is using ChatGPT to create the first draft of a rubric, which even formats it into a table, saving hours of work.

Additionally, under the leadership of Tricia Clay, Information Technology Services and the Center for Online Learning are piloting a new Microsoft tool called Copilot, which integrates AI into Microsoft Office applications. Copilot for Hudson offers a secure platform that will allow us to access our files and emails using the power of ChatGPT. AI integration like this is rapidly becoming global and will be everywhere in the near future.

In closing, Gen AI will soon be built into every aspect of our lives, from the operating systems on our phones to the tools we use daily. Industry understands the power of these tools to enhance productivity and creativity, and students will be expected to use them in their future jobs. Academic integrity will remain a concern, with or without AI, but our best approach is to teach students to be AI-literate and provide opportunities to use these tools responsibly in the classroom. Thank you.

President Reber resumed his remarks.

Matt, thank you for your presentation, and thanks and kudos to you, Patricia Clay, and many other colleagues for your and their strong leadership.

Trustees, this concludes my report.

Chair Peña offered the following questions.

I have a question, Matt. I've been following this with a kind of awe. Looking at AI in that way, it's a little scary. We're nowhere near the singularity, but that's always the question. Where is the singularity? When will AI become sentient? When will we have a droid or robot as our assistant? AI is growing exponentially, and I'm looking at all the different types like Copilot, Grok, ChatGPT. What would you recommend? How can we keep up with it, especially since it's growing so fast? It's hard to stay up to date. But what do you see happening? What's a good recommendation on how we can stay ahead of it?

Matthew LaBrake responded.

Great question. The first thing that comes to mind is professional development through national organizations we're members of, like the Online Learning Consortium and Achieving the Dream. These organizations bring in professionals from various institutions across the nation to present on what they're doing in their individual institutions. For example, ATD reached out to President Reber and invited us to share our experiences in a couple of weeks. It's really about learning from what others are doing hands-

on. There's no set list of best practices yet. There are a few good books that have come out recently, but it's ultimately about learning from what's happening right now.

Chair Peña offered final remarks.

Thank you. This is great and very interesting.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS:

1. *The Minutes of the Regular Meeting of August 13, 2024 were approved.*
2. *Gifts, Grants, and Contracts Report*

Hudson County Community College has received the following grant:

Title: *College-Based Center for Adult Transition*

Agency: *Office of the New Jersey Secretary of Higher Education*

Purpose of Grant: *Continuation Funding of HCCC's Adult Transition Center*

College Administrator: *Lori Margolin*

College Contribution: *\$0*

Award Amount: *\$202,570*

Introduced by: Pamela Gardner

Seconded by: Frank Gargiulo

7 Ayes.....0 Nays

Resolutions Adopted

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATION 1-14:

1. Resolution Awarding HVAC Contract Maintenance and Repairs, to be funded from the operating budget at a cost not to exceed \$625,000, was approved.
2. Resolution Awarding Contract for Electrical Services and Installations, to be funded from the operating budget at a cost not to exceed \$481,790, was approved.
3. Resolution Authorizing Renewal of Siteimprove for Website Support, to be funded from the operating budget at a cost not to exceed \$54,215, was approved.
4. Resolution Authorizing Renewal of Marketing, Advertising, and Community Media Relations Services, to be funded from the operating budget at a cost not to exceed \$114,996, was approved.
5. Resolution Authorizing Renewal of Digital Advertisement Services, to be funded from the operating budget at a cost not to exceed \$51,320, was approved.
6. Resolution Authorizing Renewal of Student Services and Advising Platform, to be funded from the operating budget at a cost not to exceed \$243,867, was approved.
7. Resolution Authorizing Renewal for Fundraising and Engagement Platform, to be funded from the operating budget at a cost not to exceed \$137,984, was approved.
8. Resolution Authorizing Bookkeeping Services for the Foundation, to be funded from the operating budget at a cost not to exceed \$76,800, was approved.

9. Resolution Authorizing Purchase of Specialty Food Products for Culinary Conference Center from Baldor Specialty Foods, Inc., to be funded from the operating budget at a cost not to exceed \$80,000, was approved.
10. Resolution Authorizing Purchase of Specialty Food Products for Culinary Conference Center from Driscoll Foods, to be funded from the operating budget at a cost not to exceed \$50,000, was approved.
11. Resolution Authorizing Purchase of Seafood Products for Culinary Conference Center, to be funded from the operating budget at a cost not to exceed \$50,000, was approved.
12. Resolution Authorizing Purchase of Dairy Products for Culinary Conference Center, to be funded from the operating budget at a cost not to exceed \$80,000, was approved.
13. Resolution Authorizing Purchase of Meat Products for Culinary Conference Center, to be funded from the operating budget at a cost not to exceed \$60,000, was approved.
14. Resolution Rejecting Proposal for Pest Control Services was approved.

Introduced by: Pamela Gardner
Seconded by: Edward DeFazio

7 Ayes.....0 Nays

Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS 1-7:

1. RESIGNATIONS

First Name	Last Name	Title	Effective Date
Ifesonye	Emefieh	Clinical Site Coordinator	August 26, 2024
Tania	Martins	Career Advisor, Center for Adult Transition	September 4, 2024
Eric	Okai	EOF Counselor	September 6, 2024
Ashley	Pianko	Instructor, Nursing	August 21, 2024
Dorante	Richards	Instructor, Nursing	August 27, 2024

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

2. APPOINTMENT OF FULL-TIME FACULTY

First Name	Last Name	Title	Effective Date	Annual Salary
Annie	Barran	Instructor, Nursing (Tenure-track)	August 16, 2024	\$ 60,744.88

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. 2.*

3. APPOINTMENT OF TEMPORARY FULL-TIME FACULTY

First Name	Last Name	Title	Effective Date	Anticipated End Date	Annual Salary
Mark	Gomes	Instructor, History (Non Tenure-track)	August 16, 2024	December 31, 2024	\$56,320.00

David	Nash	Instructor, English (Non Tenure-track)	August 16, 2024	December 31, 2024	\$56,320.00
Ayca	Palancilar	Instructor, ESL (Non Tenure-track)	August 16, 2024	December 31, 2024	\$56,320.00

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

4. APPOINTMENT OF TEMPORARY FULL-TIME STAFF

First Name	Last Name	Title	Salary Grade	Effective Date	Anticipated End Date	Annual Salary
Omnia	Daoud	Coordinator, ESL Resource Center (Grant-funded)	109	September 16, 2024	September 16, 2025	\$ 50,000.00
Betzabe	Reyes	Administrative Support Specialist	105	September 16, 2024	June 30, 2024	\$ 39,188.35
Katherine	Sorto	Career Advisor (Grant-funded)	109	September 11, 2024	August 31, 2025	\$ 51,500.00

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

5. AUTHORIZATION OF PART-TIME STAFF THROUGH SEPTEMBER 2025, AS NEEDED

FIRST NAME	LAST NAME	OFFICE	TITLE	POSITION ID	SUPERVISOR
Cecil	Pacheco	Accessibility Services	Notetaker/Reader	READER-150525	Karine Davis
Bryan	Sierra Nunez	Accessibility Services	Notetaker/Reader	READER-150525	Karine Davis
Justin	Cruz	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara
Perla	De Aza Paniagua	Advisement	Academic Advisor	ADVISOR-200510	Brianna Casagrande
Omega	Dickerson	Career and Transfer Pathways	PT Administrative Assistant	PTADAS-200531	Jennifer Valcarcel
Mina	Abdelmaseeh	Continuing Education and Workforce Development	PT Mentor	MENTOR-603091	Maritza Reyes
Bernard	Adamitey	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Arefa	Ali	Continuing Education and Workforce Development	PT Student Success Coach, CAT	SSCCAT	Maritza Reyes
Haya	Almahdy	Continuing Education and Workforce Development	PT Mentor, CEWD	MENTOR-603091	Maritza Reyes

Emily	Arowosaye	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-601515	Anita Belle
Alison	Blumenfeld	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-601515	Anita Belle
Ana	Chkheidze	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Aya	Daoud	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Cherise	Dawson	Continuing Education and Workforce Development	PT Healthcare Instructor; PT Instructor	HCINST-601515; PTINST-103005	Anita Belle; Catherina Mirasol
Denise	Dubron	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Carlos	Fernandez-Chinchilla	Continuing Education and Workforce Development	PT Academic Coach	ACDCCH-603091	Maritza Reyes
Isak	Gomez	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Anita Belle
Khurshed	Khan	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Hydah	Kilonzo	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-601515	Anita Belle
Shahida	Manzoor	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Reda	Mastouri	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Melissa	Molinero	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-601515	Anita Belle
Jose	Montalvo	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-601515	Anita Belle
Whitney M.	Mora Rivera	Continuing Education and	PT Program Assistant	PTPRGA-603093	Catherina Mirasol

		Workforce Development			
Cynthia	Morrison	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-601515	Anita Belle
Mandanna	Naleyanda	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-601515	Anita Belle
Abiodun	Oladeji	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-601515	Anita Belle
Adrienne	Payne	Continuing Education and Workforce Development	PT Academic Coach	ACDCCH-603091	Maritza Reyes
Joanne	Rivera	Continuing Education and Workforce Development	PT Academic Coach	ACDCCH-603091	Maritza Reyes
Angelo	Soto	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-601515	Anita Belle
Michelle	Straussberg	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Shemia	Superville	Continuing Education and Workforce Development	PT Mentor, CEWD	MENTOR-603091	Maritza Reyes
Darnel Laurore	Theard	Continuing Education and Workforce Development	Pt Mentor, CEWD	MENTOR-603091	Maritza Reyes
Kieyeitha	Ward	Continuing Education and Workforce Development	PT Healthcare Instructor; PT Healthcare Instructor	HCINST-103005; HCINST-601515	Samaya Yashayeva; Anita Belle
Sara	Wolfe	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Steven	Wright	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Aubrey	West	Finance	PT Accounts Payable Assistant	PTADAS-253015	Quintessence Jones
Abou	Traore	Hudson Helps Resource Center	PT Food Pantry Manager	PTRYMGR-603055	Ariana Calle
Obniece	Walker	Hudson Helps Resource Center	PT Food Pantry Manager	PTRYMGR-603055	Ariana Calle

Carmen	McGuire	Human Resources	PT Benefits Consultant	PT Benefits	Anna Krupitskiy
Hena	Arshad	Information Technology Services	Instructional lab assistant	POSNID 253025	Diana Perez
Harshal	Patel	Information Technology Services	Instructional lab assistant	POSNID-253025	Diana Perez
Harsh	Patel	Information Technology Services	Instructional lab assistant	POSNID 253025	Diana Perez
Ansh	Patel	Information Technology Services	Instructional lab assistant	POSNID 253025	Diana Perez
Deep	Shah	Information Technology Services	Instructional lab assistant	POSNID 253025	Diana Perez
Luis S.	Reyes Alberto	North Hudson Campus	Office Assistant, NHC	OFFAST-252030	Jason Jai Figueroa
Yadeline	Tineo	North Hudson Campus	Office Assistant, NHC	OFFAST-252030	Jason Jai Figueroa
Montaha	Osman	School of Humanities and Social Sciences/ English; ESL	Academic Coach	AC-601013	Alison Wakefield
Tecianna	Velasquez	School of Nursing and Health Professions	Skills Lab/Tutor	TUTOR-101017	Lori M. Byrd
Keiry	Hernandez	Student Life and Leadership	Event Assistant	PTEVAST-701000	Veronica Gerosimo

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

6. APPOINTMENT OF NEW HIRE ADJUNCT INSTRUCTORS

First Name	Last Name	School/Office
Freya	Cedeno	Nursing and Health Professions
Ana	Chkheidze	Humanities and Social Sciences
Rita	Geniso	Nursing and Health Professions
Shannon	Mariniello	Nursing and Health Professions
Steffi	Montenegro	Nursing and Health Professions
Safa	Muhanna	Humanities and Social Sciences
Ayca	Palancilar	Humanities and Social Sciences
Rohini	Parikh	Humanities and Social Sciences
Dorante	Richards	Nursing and Health Professions
Patricia	Thompson	Nursing and Health Professions

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 6.*

7. MODIFICATIONS TO STAFFING TABLE

Continuing Education and Workforce Development

The School of Continuing Education and Workforce Development (CEWD) has grown dramatically over the last six years. School staff have created bold partnerships and short-term, industry-recognized credentials nested in credit program pathways; achieved significant and escalating grant funding, and growing net revenue for the College. In order to sustain this remarkable momentum and further grow the School, which now serves approximately 10,000 students, a long-planned and one-time restructuring of School staffing is necessary. Cost of the restructuring will be partially offset with grant funds and net revenue generated through school programming.

Current Approved Title	New Title/Classification	Incumbent	Current Salary Grade	New Salary Grade	Current Salary	New Salary	Effective Date
Coordinator I	Coordinator II	Joyce Alvarez	109	112	\$ 48,903.89	\$ 53,125.72	September 16, 2024
Student Success Coach	Student Success Manager (Grant-funded)	Karina Arango	109	113	\$ 48,903.90	\$ 56,247.32	September 16, 2024
Coordinator I	Coordinator II	Dalisay Bacal	109	112	\$ 48,628.36	\$ 53,548.71	September 16, 2024
Director II	Assistant Vice President (Partially Grant-funded)	Anita Belle	119	120	\$ 87,418.16	\$ 100,000.00	September 16, 2024
Student Success Coach	Coordinator II (Grant-funded)	Marian Betancourt	109	112	\$ 48,903.08	\$ 53,721.78	September 16, 2024
Business Developer	Associate Director (Partially Grant-funded)	Dan Brookes	114	115	\$ 73,868.35	\$ 75,345.71	September 16, 2024
Internship Coordinator	Coordinator II (Grant-funded)	Natalie Brown	109	112	\$ 53,177.05	\$ 54,772.36	September 16, 2024
Coordinator I	Coordinator II (Grant-funded)	Denisse Carrasco	109	112	\$ 48,903.89	\$ 53,474.77	September 16, 2024
Associate Director	Director II (Grant-funded)	Laurice Dukes	115	119	\$ 63,654.00	\$ 80,000.00	September 16, 2024
Director I	Assistant Vice President	Chastity Farrell	117	120	\$ 85,232.71	\$ 100,000.00	September 16, 2024
Student Success Coach	Coordinator II (Grant-funded)	Evani Greene	109	112	\$ 48,903.90	\$ 53,466.36	September 16, 2024
Coordinator I	Coordinator II	Carmen Guerra	109	112	\$ 47,479.51	\$ 54,097.64	September 16, 2024
Coordinator I	Coordinator II	Brianna Heim	109	112	\$ 48,903.89	\$ 55,309.73	September 16, 2024
Student Success Coach	Assistant Director (Partially Grant-funded)	Machli Joseph	109	113	\$ 50,963.90	\$ 65,000.00	September 16, 2024
Associate Director	Associate Director	Sean Kerwick	115	115	\$ 82,152.91	\$ 82,974.44	September 16, 2024
Advisor	Manager (Grant-funded)	N/A	109	113	N/A	\$ 56,247.32	September 16, 2024
Coordinator I	Coordinator II	N/A	109	112	\$ 48,903.89	\$ 52,619.46	September 16, 2024
Director I	Director II	N/A	117	119	N/A	\$ 77,000.00	September 16, 2024
Coordinator I	Coordinator II	Alex Muniz	109	112	\$ 50,144.41	\$ 54,580.90	September 16, 2024
Student Success Coach	Student Success Manager (Grant-funded)	Fabiola Ocean	109	113	\$ 48,903.90	\$ 56,247.32	September 16, 2024
Coordinator I	Coordinator II	Priscilla Ochoa	109	112	\$ 54,518.75	\$ 56,097.56	September 16, 2024

Bookkeeper	Administrative Assistant	Prachi Patel	105	108	\$ 40,233.36	\$ 45,831.30	September 16, 2024
Coordinator I	Coordinator II	Qua'fayshia Ransom	109	112	\$ 50,753.46	\$ 55,309.73	September 16, 2024
Associate Director	Director II (Grant-funded)	Maritza Reyes	115	119	\$ 79,567.50	\$ 85,000.00	September 16, 2024
Coordinator I	Coordinator II	Laura Riano Mendez	109	112	\$ 48,903.89	\$ 53,125.72	September 16, 2024
Alumni Manager	Career Services Manager (Grant-funded)	Maria Lita Sarmiento	112	113	\$ 59,501.64	\$ 61,050.50	September 16, 2024
Coordinator I	Assistant Director	N/A	109	113	\$ 48,903.89	\$ 55,250.44	September 16, 2024
Coordinator I	Coordinator II (Partially Grant-funded)	Albert Williams	109	112	\$ 50,536.99	\$ 54,870.74	September 16, 2024
Assistant Director	Associate Director	Samaya Yashayeva	113	115	\$ 64,817.83	\$ 70,905.19	September 16, 2024

Miscellaneous

Current Approved Title	New Title/Classification	Incumbent	Current Salary Grade	New Salary Grade	Current Salary	New Salary	Effective Date
Safety and Security Manager	Associate Director, Safety and Security	Gregory Burns	113	115	\$ 71,742.22	\$ 74,574.21	September 16, 2024
Mental Health Counselor	Senior Assistant Director, Mental Health Counseling	N/A	113	114	N/A	N/A	September 11, 2024

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

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 1-7.**

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

7 Ayes.....0 Nays

Resolutions Adopted

IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS 1-10:

1. Resolution Authorizing Articulation Agreement Between Hudson County Community College (HCCC) and Rowan University for Academic Pathways in Construction Management was approved.
2. Resolution Authorizing Affiliation Agreement Between Hudson County Community College (HCCC) and Pinnacle Health and Fitness was approved.
3. Resolution Authorizing Affiliation Agreement Between Hudson County Community College (HCCC) and the Department of Health, City of Bayonne, was approved.
4. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and Cliffside Park Library was approved.
5. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and Accessible Community Empowerments LLC was approved.
6. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and Hoboken Public School District was approved.
7. Resolution Authorizing Renewal of Affiliation Agreement Between Hudson County Community College (HCCC) and Alaris Health at Hamilton Park was approved.
8. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and Hudson County Latin American Chamber of Commerce (HCLACC) was approved.
9. Resolution Authorizing Letter of Agreement Between Hudson County Community College (HCCC) and Brookdale Community College was approved.
10. Resolution Authorizing Agreement with the County of Hudson for a Second Extension of the Skills Training Academy, to be paid by Hudson County Department of Family Services and Reintegration at a cost of \$62,549.16, was approved.

Introduced by: Frank Gargiulo
Seconded by: Pamela Gardner

7 Ayes.....0 Nays

Resolutions Adopted

X. NEW BUSINESS - None

XI. ADJOURNMENT at 5:33 p.m.

Introduced by: Pamela Gardner
Seconded by: Vincent Lombardo

7 Ayes.....0 Nays

Resolution Adopted

HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

Tuesday, October 8, 2024

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Resolution Authorizing Sign and Spoken Interpretation Services

WHEREAS, Hudson County Community College (“College”) requires the services of a vendor to provide on-site and remote sign and spoken interpretation services (“Services”) for the College’s Office of Accessibility Services; and,

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

WHEREAS, notwithstanding the bid exemption, the College solicited proposals for the Services through a fair-and-open process and issued a Request-for-Proposal (“RFP”) for the Services for a term not to exceed one (1) year; and,

WHEREAS, the College received the following proposals in response to the RFP:

<u>Vendor</u>	<u>Location</u>	<u>Cost</u>
Deafinitions & Interpreting, LLC	Bear, DE	\$85-120 per hour
Effective Communication NY LLC	Staten Island, NY	\$125-175 per hour
Measurement Incorporated	Albany, NY	\$81 per hour
Natural Languages	Jersey City, NJ	\$22-175 per hour

WHEREAS, the College has determined that the proposal submitted by Natural Languages (“NL”) is in the best interests of the College, price and other factors considered, including NL’s consistent success in providing accurate and professional communication access for students, staff, and community members; and,

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

WHEREAS, the cost of the 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 for on-site and remote sign and spoken interpretation services to Natural Languages of Jersey City, New Jersey, as described herein at an hourly cost not to exceed \$175 per hour.

2. Resolution Authorizing Recruitment Services from Association of Community College Trustees for Vice President for Human Resources National Search

WHEREAS, Hudson County Community College (“College”) requires the services of a vendor to provide candidate recruitment assistance in order to staff the currently vacant position of Vice President in the College’s Office of Human Resources; and,

WHEREAS, pursuant to N.J.S.A. 18A:6A-25.5 (a) (20), personnel recruitment services are exempt from public bidding; and,

WHEREAS, the Association of Community College Trustees (“ACCT”) submitted a proposal to provide the services at a total cost not to exceed \$28,000; and,

WHEREAS, the anticipated term is through successful staffing of the position; 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 Association of Community College Trustees of Washington, DC, to provide recruitment services described herein at a cost not to exceed \$28,000.

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

3. Resolution Authorizing Achieving the Dream Teaching and Learning Seminar Series Coaching

WHEREAS, Hudson County Community College (“College”) desires to participate and receive coaching throughout Achieving the Dream’s (“ATD”) Teaching and Learning Seminar Series (“Services”); and,

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

WHEREAS, ATD has submitted a proposal for the Services at a cost not to exceed \$20,500; 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 Achieving the Dream Organization of Silver Springs, Maryland, for the Services as described herein at a cost not to exceed \$20,500.

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

4. Resolution Authorizing Purchase of Interactive Projector Systems

WHEREAS, Hudson County Community College (“College”) needs to purchase and replace sixteen (16) interactive projector systems throughout the STEM building; and,

WHEREAS, pursuant to N.J.S.A 18A:64A:25.11a, the College may, without public advertisement, purchase goods and/or services through cooperatives; and,

WHEREAS, Howard Technology Solutions (part of OMNIA Partners/Region 14 ESC Contract #01-145) has submitted a proposal for interactive projector systems at a cost not to exceed \$57,999; 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 Howard Technology Solutions of Laurel, Mississippi, to provide interactive projector systems as described herein at a cost not to exceed \$57,999.

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 Fiber Maintenance Agreement

WHEREAS, Hudson County Community College (“College”) requires the services of a company to provide repair and maintenance services in connection with the College’s private fiber network; 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, the College is a member of the Union County Cooperative Pricing System (“UCCPS”) and has entered into an agreement with the County of Union, which serves as UCCPS’s Lead Agency for purchases; and,

WHEREAS, Johnston Communications Voice and Data of Kearny, New Jersey is an approved vendor to provide information technology and security cameras, equipment, and installation services under the UCCPS pursuant to contract UCCP 41-2017; and,

WHEREAS, Johnston Communications Voice and Data submitted a proposal to provide these services at a total cost not to exceed \$489,443, which represents no increase from the prior agreement; and,

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Johnston Communications Voice and Data of Kearny, New Jersey, to provide the services as described herein at a cost for the three-year term not to exceed \$489,443.

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 Identity Verification and Access Management Software

WHEREAS, Hudson County Community College (“College”) needs to renew software that creates and terminates accounts quickly, properly, and sets permissions for students, faculty and staff to protect personal and sensitive information security and privacy (“Services”); and,

WHEREAS, the software provides provisioning, access governance, multi-factor authentication and password management for all instruction and college business, which is being conducted electronically, and employees’ and students’ accounts must be more tightly and automatically controlled; and,

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

WHEREAS, Fischer Identity (part of OMNIA Partners, Public Sector Cooperative/Contract #2021003140) submitted a proposal for renewal of Services at a total cost of \$116,000, which represents no increase from the prior agreement; and

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

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Fischer Identity of Naples, Florida, for renewal of identity verification and access management software as described herein at a cost not to exceed \$116,000.

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

7. Resolution Authorizing Renewal of College Campus-Wide Software License Agreement

WHEREAS, Hudson County Community College (“College”) needs to renew the College campus-wide Microsoft Software License with purchase of Virtual Desktop Access and Visio Professional included; and,

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

WHEREAS, Connection Public Sector Solutions (part of OMNIA Partners, Public Sector Cooperative/Contract #R210402) submitted a proposal to provide these licenses at a total cost not to exceed \$166,397, which represents a 3% average increase per license 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 Connection Public Sector Solutions of Rockville, Maryland, for the renewal of the College campus-wide Microsoft Software License as described herein at a cost not to exceed \$166,397.

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

8. Resolution Authorizing Purchase of Cinema Cameras and Peripherals for the Fine Arts Department to be Funded by the Carl D. Perkins Grant

WHEREAS, Hudson County Community College (“College”) needs to purchase thirty-five (35) cameras and essential peripherals for the Computer Arts and Digital Art and Design programs; and,

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

WHEREAS, B&H Photo Video (“BH”) was awarded a contract through E&I Cooperative Services, a national cooperative, and has quoted a price for the equipment at a cost not to exceed \$67,362; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to B&H Photo Video of New York, New York, to provide cameras and essential peripherals as described herein at a cost not to exceed \$67,362.

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

9. Resolution Authorizing Architectural and Engineering Services for the 162-168 Sip Avenue Relocation

WHEREAS, Hudson County Community College (“College”) requires architectural and engineering services for the relocation of space in the 162-168 Sip Avenue (C/D) Building (“Services”); and,

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

WHEREAS, NK Architects (“NK”), a licensed architectural/engineering firm, approved by the Board of Trustees to provide on-call services in August 2024, submitted a proposal for the Services at a cost not to exceed \$82,000; and,

WHEREAS, the cost of these services will be funded through Chapter 12; and,

WHEREAS, the Administration, Finance Committee, and Capital Projects Advisory Committee recommend approving the Services;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the Services with NK Architects of Morristown, New Jersey, as described herein at a cost not to exceed \$82,000.

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

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 Recommendation 1-9.**

1) Resolution Authorizing Sign and Spoken Interpretation Services; 2) Resolution Authorizing Recruitment Services from Association of Community College Trustees for Vice President for Human Resources National Search; 3) Resolution Authorizing Achieving the Dream Teaching and Learning Seminar Series Coaching; 4) Resolution Authorizing Purchase of Interactive Projector Systems; 5) Resolution Authorizing Renewal of Fiber Maintenance Agreement; 6) Resolution Authorizing Renewal of Identity Verification and Access Management Software; 7) Resolution Authorizing Renewal of College Campus-Wide Software License Agreement; 8) Resolution Authorizing Purchase of Cinema Cameras and Peripherals for the Fine Arts Department to be Funded by the Carl D. Perkins Grant; and 9) Resolution Authorizing Architectural and Engineering Services for the 162-168 Sip Avenue Relocation.

INTRODUCED BY: _____

SECONDED BY: _____

DATE: October 8, 2024

DeFazio, Edward _____
Doria, Joseph _____
Gardner, Pamela _____
Gargiulo, Frank _____
Gemma, Stacy _____
Kenny, Roberta _____
Lombardo, Vincent _____
Rodriguez, Silvia _____
Stahl, Harold _____
Peña, Jeanette, Chair _____

_____ Aye _____ Nay

HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

Tuesday, October 8, 2024

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATIONS

First Name	Last Name	Title	Effective Date
Reda	Agourram	Support Analyst	September 15, 2024
Ryan	Csordas	Academic Counselor, Hudson Scholars Program	September 20, 2024
Samuel	Fernandez	Support Analyst	September 27, 2024
Anna	Krupitskiy	Vice President for Human Resources	October 15, 2024

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

2. AUTHORIZATION OF PART-TIME STAFF THROUGH OCTOBER 2025, AS NEEDED

FIRST NAME	LAST NAME	OFFICE	TITLE	POSITION ID	SUPERVISOR
Jocelyn	Castillo	Academic Affairs	Office Assistant	OFFAST-252010	Linda Guastini
Marwa	Abdelaziz	ADJ Academic Support Services	Tutor	TUTOR-252010	Kenny Fabara
Frances	Melendez	ADJ Academic Support Services	CTE Academic Coach	CTE Academic Coach-601021	Kenny Fabara
Sebastian	Oberholtzer	ADJ Academic Support Services	Tutor	TUTOR-252010	Kenny Fabara
Atim Annette	Oton	Advancement	Alumni Relations Coordinator	Alumni Relations Coordinator	Nicole Johnson
Nina	Resurreccion	Advisement	Office Assistant	OFFAST-200510	Andy Adler
Kamelyn	Santos	Advisement	Office Assistant	OFFAST-200510	Andy Adler
Oscar	Alvarez	Continuing Education and Workforce Development	PT Instructor	PTINST-102010/103005	Chastity Farrell/ Catherina Mirasol
Tatiana	Balladares	Continuing Education and Workforce Development	PT Customer Service	CSTAST-102010	Chastity Farrell
Adefolarin	Bolaji	Continuing Education and Workforce Development	PT Instructor	PTINST-103005/ 606000	Catherina Mirasol

Cynthia	Carrero	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005/601515	Samaya Yashayeva; Anita Belle
Yusuf	Dag	Continuing Education and Workforce Development	PT Instructor	PTINST-103005/603084	Catherina Mirasol
Mohamed	Elagib	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Ozden	Ernalbant	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Ernest	Fiabu	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005/601515	Samaya Yashayeva; Anita Belle
Lilian	Francess	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Johnstone	Libutsi	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Rolando	Lugo	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Catherina	Mirasol	Continuing Education and Workforce Development	Interim Director	INTERIM-103005	Lori Margolin
Tatiana	Montesino Garcia	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Samantha	Piedrahita	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Laverne	Ploom	Continuing Education and Workforce Development	PT Instructor	HCINST-103005/ PTINST-102010	Samaya Yashayeva; Chastity Farrell

Nanda Gopal	Reddy	Continuing Education and Workforce Development	PT Instructor	PTINST-603071	Anita Belle
Eileen	Ressler	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Mohamed	Sarrouti	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Kieyeitha	Ward	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-601515	Anita Belle
Krista	Welz	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Edinam	Bradley	Educational Opportunity Fund (EOF)	PT EOF Advisor	PTEOFADV- 150515	Jose M. Lowe
Tytianna	Jackson	Educational Opportunity Fund (EOF)	PT EOF Financial Liaison	EOFFINLIAI- 150515	Jose M. Lowe
Eric	Okai	Educational Opportunity Fund (EOF)	PT EOF Advisor	PTEOFADV- 150515	Jose Lowe
Malaya	Allen	Financial Aid	Office Assistant	OFFAST-200520	Sylvia Mendoza
Doaa	Hussien	Financial Aid	Office Assistant	OFFAST-200520	Sylvia Mendoza
Sofia	Mendoza	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Gauravkumar	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Ivan	Carnice	Mental Health Counseling and Wellness	Part-time Mental Health Counselor	PTMHC-252033	Doreen Pontius
Roberto	Gomez	North Hudson Campus	NHC Office Assistant	OFFNHC-252030	Jason Jai Figueroa
Kandi	Ceballos	Human Resources	HR Coordinator	PTHRCOR_253020	Amaalah Ogburn
Anna	Krupitskiy	Human Resources	HR Consultant – Operations	HR Consultant	Nicholas Chiaravalloti
Dauri	Abad Ramirez	Maintenance	Facilities Worker	PTFWK-300510	Mark Murray

Keane	Cadogan	Facilities	Administrative Assistant	PTADAS-601505	Ilya Ashmyan
Jason	Altitlio	Maintenance	HVAC/ Maintenance Mechanic	PTHVAC-300510	Mark Murray
Aries	Gomes	Maintenance	Facilities Worker	PTFWK-300510	Mark Murray
Anthony Michael	Molinero	Maintenance	Facilities Worker	PTHVAC-300510	Mark Murray
Lawreance	Squicciarri	Maintenance	HVAC/ Maintenance Mechanic	PTHVAC-300510	Mark Murray
Apolinar	Velez	Maintenance	Facilities Worker	PTFWK-300510	Mark Murray
Jessica	Dang	School of Business, Culinary Arts, and Hospitality Management	Part-time Receiving Clerk	RECLERK-505230	Ara Karakashian
Daniella	Araoz	School of Humanities and Social Sciences	Part-Time Office Assistant	OFFAST-101020	Alison Wakefield
Luisa	Carranza	School of Humanities and Social Sciences	ESL Office Assistant	OFFAST-101035	Christopher Rivera
Amanda	Chiralde Quintero	School of STEM	Cyber Security Class Assistant	CLASSASST- 101015	Faisal Aljamal
Angelyca	Bonilla	Student Life and Leadership	Office Assistant	OFFAST-701000	Angela Tuzzo

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 2.*

3. APPOINTMENT OF NEW HIRE ADJUNCT INSTRUCTORS

<i>First Name</i>	<i>Last Name</i>	<i>School/Office</i>
Jake	Ephros	School of Humanities and Social Sciences
Angela	Lenzi	School of Humanities and Social Sciences
Karen	Standard	School of Humanities and Social Sciences
LaPrice	Weatherington	School of Humanities and Social Sciences

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

4. MODIFICATION TO STAFFING TABLE

Current Approved Title	New Title/ Classification	Incumbent	Current Salary Grade	New Salary Grade	Current Salary	New Salary	Effective Date
N/A	Director of Athletics	N/A	N/A	119	N/A	N/A	October 9, 2024

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

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 1-4.**

1) Resignations; 2) Authorization of Part-time Staff, as Needed; 3) Appointment of New Hire Adjunct Instructors; and 4) Modification to Staffing Table.

INTRODUCED BY: _____

SECONDED BY: _____

DATE: October 8, 2024

- DeFazio, Edward _____
- Doria, Joseph _____
- Gardner, Pamela _____
- Gargiulo, Frank _____
- Gemma, Stacy _____
- Kenny, Roberta _____
- Lombardo, Vincent _____
- Rodriguez, Silvia _____
- Stahl, Harold _____
- Peña, Jeanette, Chair _____

_____ Aye _____ Nay

HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

Tuesday, October 8, 2024

IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS

1. Resolution Authorizing Contract Amendment Between Hudson County Community College (HCCC) and Classroom Au Pair, LLC

WHEREAS, Hudson County Community College (“College”) and Classroom Au Pair, LLC (“Classroom Au Pair”); collectively, the parties (“the parties”), entered into an agreement (“Agreement”) dated February 1, 2023, through which Classroom Au Pair markets HCCC’s au pair programming to interested au pairs, and HCCC provides the au pair programming for enrolled au pairs; and,

WHEREAS, the parties desire to expand the programs provided under the joint venture; and,

WHEREAS, the parties seek to amend the existing agreement so that it applies to the expanded programs, both as to the types of programs and the locations at which the programs are provided; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the authorization of the amendment of the existing Agreement between Hudson County Community College and Classroom Au Pair, LLC;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the amendment of the existing Agreement between Hudson County Community College and Classroom Au Pair, LLC, effective upon the date of last signature.

BE IT FURTHER RESOLVED that the Board authorizes the Administration to take such other and further steps as necessary to effectuate the purpose of this resolution.

2. Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and the Regents of the University of California

WHEREAS, the Hudson County Community College (“College”) School of Continuing Education and Workforce Development offers programming for au pairs through a partnership with Classroom Au Pair, LLC (“Classroom Au Pair”); collectively, the parties (“the parties”); and,

WHEREAS, the parties desire to expand the programs provided under the joint venture and the locations at which the programs are provided; and,

WHEREAS, the parties desire to offer the programs in the state of California; and,

WHEREAS, the parties are in need of a site at which to offer the programs; and,

WHEREAS, the College, as the provider of the programs, seeks to enter into an agreement (“Agreement”) with The Regents of the University of California, whereby HCCC will license space on property belonging to The Regents of the University of California at a rate of FOUR HUNDRED SIXTY-FIVE DOLLARS (\$465.00) per day for the purpose of providing programs to au pairs; and,

WHEREAS, this Agreement will remain in effect through September 28, 2025 unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the authorization of the Agreement between Hudson County Community College and The Regents of the University of California;

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 Regents of the University of California, effective October 19, 2024.

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

3. Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and the Union City Board of Education (UCBOE)

WHEREAS, Hudson County Community College ("College") offers off-site classes at satellite academic centers located throughout the County of Hudson ("County") with the objective of providing County residents with access to required college and other courses; and,

WHEREAS, the College requires sites throughout the County at which it can offer these courses; and,

WHEREAS, the Union City Board of Education ("UCBOE") has the capacity to meet the needs of the College; and,

WHEREAS, Hudson County Community College seeks to enter into an Agreement ("Agreement") with the Union City Board of Education, whereby the College can use UCBOE facilities for the purpose of delivering coursework during the evenings on weekdays, or daytime on weekends, at a cost of THIRTY DOLLARS (\$30.00) per classroom per night; and,

WHEREAS, this Agreement will remain in effect through June 30, 2025 unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the authorization of the Agreement between Hudson County Community College and the Union City Board of Education;

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 Union City Board of Education, retroactive to September 16, 2024.

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 1-3:**

- 1) Resolution Authorizing Contract Amendment Between Hudson County Community College (HCCC) and Classroom Au Pair, LLC; 2) Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and the Regents of the University of California; and, 3) Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and the Union City Board of Education (UCBOE).

INTRODUCED BY:

SECONDED BY:

DATE:

October 8, 2024

DeFazio, Edward

Doria, Joseph

Gardner, Pamela

Gargiulo, Frank

Gemma, Stacy

Kenny, Roberta

Lombardo, Vincent

Rodriguez, Silvia

Stahl, Harold

Peña, Jeanette, Chair

_____ Aye _____ Nay

Supporting Documents

AMENDMENT TO CONTRACT OF AGREEMENT
BETWEEN
HCCC AND CLASSROOM AU PAIR, LLC

This Amendment to Contract of Agreement between HCCC and Classroom Au Pair, LLC (“Amendment”) is entered into this ___ day of _____, 2024 by and between Hudson County Community College located at 70 Sip Avenue, Jersey City, NJ 07036 (“HCCC”), and Classroom Au Pair, LLC, located at 112 Newel Street, #1, Brooklyn, NY 11222 (“Classroom Au Pair”).

WHEREAS HCCC and Classroom Au Pair are parties to a Contract of Agreement dated and entered into as of February 1, 2023 (“Agreement”), which sets forth the terms and conditions of a joint venture between the parties in connection with Classroom Au Pair’s marketing classes to be held at HCCC’s Continuing Education facilities with HCCC’s faculty; and

WHEREAS, the parties desire to expand the programs provided under the joint venture; and

WHEREAS, the parties wish to amend the agreement so that it applies to the expanded programs, both as to types of programs and locations of where the programs are provide.

NOW, THEREFORE, in consideration of the foregoing, and the mutual promises and covenants set forth in the Agreement and in this Amendment, the parties agree to amend the Agreement as follows:

1. The parties agree that the terms and conditions of the Agreement shall apply to all programs provided by the parties, no matter the type of program or where the program is provided.
2. All other terms and conditions of the Agreement shall remain in full force and effect.

Intending to be bound thereby, the Parties execute this Amendment as of the date first recited above.

CLASSROOM AU PAIR, LLC

HUDSON COUNTY COMMUNITY COLLEGE

By: _____
Agnetha Brandin Kielbiowski, Member

By: _____
Christopher Reber, President

**LICENSE AGREEMENT
 THE REGENTS AS LICENSOR**

THIS AGREEMENT is dated October 19, 2024 ("Effective Date"), by and between THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, a California corporation ("Licensor") and Hudson County Community College, a public community college ("Licensee").

WHEREAS, Licensee seeks to acquire the right to enter upon Licensor’s property located at 510 E. Peltason Drive, Irvine, CA 92697 (the "Premises"), for the purpose specified in Paragraph 1 below.

NOW, THEREFORE, intending to be legally bound, the parties agree as follows:

1. Use. Licensor hereby grants to Licensee, its agents and contractors, a non-exclusive, revocable License to enter upon and use the Premises and the right of ingress and egress to and from the Premises, subject to the terms and conditions herein, for the purposes and at the times, set forth as follows ("License"):

Mar 22-23, 2025	9:00am – 6:00pm	3030
Mar 29-30, 2025	9:00am – 6:00pm	3030
Apr 5-6, 2025	9:00am – 6:00pm	3030
Apr 12-13, 2025	9:00am – 6:00pm	3030
Apr 19-20, 2025	9:00am – 6:00pm	3030
Apr 26-27, 2025	9:00am – 6:00pm	3030
May 3-4, 2025	9:00am – 6:00pm	3030
May 10-11, 2025	9:00am – 6:00pm	3030
May 17-18, 2025	9:00am – 6:00pm	3030
May 24-25, 2025	9:00am – 6:00pm	3030
May 31 - Jun 1, 2025	9:00am – 6:00pm	3030
Jun 7-8, 2025	9:00am – 6:00pm	3030
Jun 14-15, 2025	9:00am – 6:00pm	3030
Jun 21-22, 2025	9:00am – 6:00pm	3030
Jun 28-29, 2025	9:00am – 6:00pm	3030
Jul 5-6, 2025	9:00am – 6:00pm	3030
Jul 12-13, 2025	9:00am – 6:00pm	3030
Jul 19-20, 2025	9:00am – 6:00pm	3030
Jul 26-27, 2025	9:00am – 6:00pm	3030
Aug 2-3, 2025	9:00am – 6:00pm	3030
Aug 9-10, 2025	9:00am – 6:00pm	3030
Aug 16-17, 2025	9:00am – 6:00pm	3030
Aug 23-24, 2025	9:00am – 6:00pm	3030
Aug 30-31, 2025	9:00am – 6:00pm	3030
Sept 6-7, 2025	9:00am – 6:00pm	3030

Sept 13-14, 2025	9:00am – 6:00pm	3030
Sept 20-21, 2025	9:00am – 6:00pm	3030
Sept 27-28, 2025	9:00am – 6:00pm	3030

Event: The following room (3030) will be reserved on the following dates and times for Licensees course in Event Planning, Digital Marketing, Social Media and/or Photography

Room #(s)/identifier(s):

Dates and Times:

Date(s):	Time:	Room #:
Oct 19-20, 2024	9:00am – 6:00pm	3030
Oct 26-27, 2024	9:00am – 6:00pm	3030
Nov 2-3, 2024	9:00am – 6:00pm	3030
Nov 9-10, 2024	9:00am – 6:00pm	3030
Nov 16-17, 2024	9:00am – 6:00pm	3030
Nov 23-24, 2024	9:00am – 6:00pm	3030
Nov 30 and Dec 1, 2024	9:00am – 6:00pm	3030
Dec 7-8, 2024	9:00am – 6:00pm	3030
Dec 14-15, 2024	9:00am – 6:00pm	3030
Jan 4-5, 2025	9:00am – 6:00pm	3030
Jan 11-12, 2025	9:00am – 6:00pm	3030
Jan 18-19, 2025	9:00am – 6:00pm	3030
Jan 25-26, 2025	9:00am – 6:00pm	3030
Feb 1-2, 2025	9:00am – 6:00pm	3030
Feb 8-9, 2025	9:00am – 6:00pm	3030
Feb 15-16, 2025	9:00am – 6:00pm	3030
Feb 22-23, 2025	9:00am – 6:00pm	3030
Mar 1-2, 2025	9:00am – 6:00pm	3030
Mar 8-9, 2025	9:00am – 6:00pm	3030
Mar 15-16, 2025	9:00am – 6:00pm	3030

2. If Licensee determines that it will not be using room 3030 on any of the above dates, Licensee shall provide one week prior written notice to Licensor and, if notice of Licensee’s cancellation is properly provide, Licensee shall not be charged for the use of the room on the cancelled dates.

3. If Licensee requires the use of any additional spaces or rooms of Licensor, Licensee shall request such space or room at least two weeks prior to the proposed use. If Licensor is able to accommodate Licensee’s request for any additional space(s) and/or room(s), the fee for such space(s) and/or room(s) shall be as provided for in this Agreement.

4. Term. This License shall commence October 19, 2024 and shall continue until September 28, 2025 (“Term). Notwithstanding the forgoing, Either party may terminate this

License at any time by giving one hundred and either (180) days written notice to the other party. At the expiration or earlier termination of this License, Licensee shall immediately cease use of the Premises.

5. Consideration. During the term of this Agreement, as consideration for this License and the use of the rooms and spaces, Licensee shall pay to Licensor in accordance with the rates set forth in Exhibit A. Every three (3) months, Licensor shall provide to Licensee an invoice for Licensee's use of the various rooms and spaces at the rates set forth in Exhibit A. Licensee shall pay all undisputed portions of the invoice within thirty (30) days from Licensee's receipt of the invoice. In the event Licensee disputes any portion of an invoice, Licensee shall promptly advise Licensor and the parties shall try to resolve the dispute amicably.

6. Conditions Applicable to License. This License is subject to all existing covenants, conditions, reservations, contracts, leases, licenses, easements, encumbrances, restrictions and rights of way with respect to the Premises, whether or not of record.

7. No Transfer or Assignment. This License is personal to Licensee. Any attempt to transfer or assign this License shall terminate it. Permits and Regulations. Licensee shall be responsible for securing any required approvals, permits and authorizations from any federal, state or local agencies and shall comply with all applicable laws and regulations.

8. No Interference. Licensee shall not interfere with the normal operation and activities of Licensor, and Licensee shall conduct its activities on the Premises to minimize damage to the Premises and inconvenience to Licensor, its agents, employees and invitees.

9. Repair and Restoration. If Licensee, its agents or contractors cause any damage to the Premises, or to Licensor's roads, infrastructure or other property and improvements (collectively "Property") in connection with the exercise of this License, Licensee shall repair and restore the Premises and Property to their original condition prior to Licensee's use of the Premises pursuant to this License. Licensee shall perform the repair and restoration required hereunder prior to the expiration of this License, or within ten (10) days of the earlier termination of Licensee's rights hereunder. In the event that repair and restoration is performed following the termination this License, the Licensee's Indemnity and Insurance obligations in paragraphs 12 and 13 shall continue until repair and restoration is completed as provided herein.

10. Breach and Cure. In the event that Licensee breaches any of its obligations under this License, Licensor shall send Licensee written notice specifying the nature of such breach. Licensee shall have ten (10) days from the receipt of such notice within which to cure such breach. If more time is reasonably required for Licensee's performance, then Licensee shall notify Licensor in writing of its proposed schedule for performance and commence performance within such ten (10) day period; thereafter, Licensee shall diligently proceed to completion. If Licensee fails to cure or to commence cure within such ten (10) day period, then Licensor shall have the right to terminate this License immediately by serving Licensee with written notice of termination. Licensor shall have all rights and remedies available under California law including, but not limited to, actions for damages and specific performance, for any breach of Licensee's obligations hereunder.

11. Alteration in Writing. This License supersedes any and all prior understandings and agreements, whether written or oral, between the parties with respect to the subject matter of this License. No alteration or variation of this License shall be valid unless made in writing and signed by Licensor and Licensee.

12. Notice. Any notice required hereunder shall be in writing and shall be addressed as follows:

Licensor: Real Estate Services
University of California, Irvine
440 Aldrich Hall,
Irvine, CA 92697-7475

with a copy to:

Division of Continuing Education
510 E. Peltason Drive
University of California, Irvine
Irvine, CA 92697
Attn: Office of the Dean

Licensee: Hudson County Community College
70 Sip Avenue
Jersey City, New Jersey, 07306
Attn: Chastity Farrell, Director

or to such other address as either party may indicate in a written notice to the other. All notices and communications given under this License Agreement shall be deemed to have been duly given and received: (i) upon personal delivery, or (ii) as of the fourth business day after mailing by United States certified mail, return receipt requested, postage prepaid, addressed as set forth above, or (iii) the immediately succeeding business day after deposit(for next day delivery) Federal Express or other similar overnight courier system.

13. Indemnification.

Licensee shall indemnify, defend, and hold harmless Licensor, its officers, agents and employees, from and against any third-party claims, damages, costs, expenses, or liabilities (collectively "Claims") arising out of or in any way connected with this License including, without limitation, Claims for loss or damage to any property, or for death or injury to any person or persons but only in proportion to and to the extent that such Claims arise from the negligent or intentional acts or omissions of Licensee, its officers, agents, partners, invitees or employees.

14. Insurance.

14.1 Licensee's Insurance. Licensee, at its sole cost and expense, shall insure its activities in connection with this License and obtain, keep in force, and maintain insurance as follows:

1. Commercial Form General Liability Insurance (contractual liability included) with minimum limits as follows:
 - a. Each Occurrence \$1,000,000
 - b. Products/Completed Operations Aggregate \$1,000,000

- c. Personal and Advertising Injury \$1,000,000
- d. General Aggregate \$2,000,000

If the above insurance is written on a claims-made form, it shall continue for three (3) years following termination of this License. The insurance shall have a retroactive date of placement prior to or coinciding with the commencement of the Term of this License.

- 2. Business Automobile Liability Insurance for owned, scheduled, non-owned, or hired automobiles with a combined single of not less than one million dollars (\$1,000,000) per occurrence.
- 3. Property Insurance, Fire and Extended Coverage Form in an amount sufficient to reimburse Licensee for all of its equipment, trade fixtures, inventory, fixtures and other personal property located on or in the Premises including leasehold improvements hereinafter constructed or installed.
- 4. Workers' Compensation as required by California law.
- 5. Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of Licensor and Licensee against other insurable risks relating to performance.

The coverages required herein shall not limit the liability of Licensee.

The coverages referred to under 1. and 2. of this Section 13.1 shall include Licensor as an additional insured. Such a provision shall apply only in proportion to and to the extent of the negligent acts or omissions of Licensee, its officers, agents, and employees. Licensee, upon the execution of this License, shall furnish Licensor with certificates of insurance evidencing compliance with all requirements. Certificates shall provide for thirty (30) days (ten [10] days for non-payment of premium) advance written notice to Licensor of any material modification, change or cancellation of the above insurance coverages.

14.2 Waiver of Subrogation. Licensee hereby waives any right of recovery against Licensor due to loss of or damage to the property of Licensee when such loss of or damage to property arises out of an act of God or any of the property perils included in the classification of fire or extended perils ("all risk" as such term is used in the insurance industry) whether or not such perils have been insured, self-insured, or non-insured.

14.3 Licensor's Insurance. Licensor will maintain a program of self-insurance.

15. Lien Free Condition. Licensee shall not cause or permit any liens to be placed against the Premises or against Licensor's other property as a result of Licensee's exercise of rights under this License. In the event of the filing of any such liens, Licensee shall promptly cause such liens to be removed. In no event shall such lien removal require more than thirty (30) days.

IN WITNESS WHEREOF, the parties have executed this License Agreement the day and year first above written.

LICENSOR:
THE REGENTS OF THE UNIVERSITY
CALIFORNIA

LICENSEE:
HUDSON COUNTY COMMUNITY OF
COLLEGE

By:

By:

Its: Setsuko Okumura, Interim Executive
Director, Real Estate Services

Its:

Exhibit A - Prices

<u>Room #</u>	<u>~Capacity</u>	<u>On Campus Groups: Half Day / Full Day</u>	<u>Off Campus Groups: Half Day / Full Day</u>
1015, 1020 or 1030	30	\$145 / \$235	\$290 / \$465
1025 (Lab)	30	\$145 / \$235	\$290 / \$465
1035 (Open Lab)	30	\$145 / \$235	\$290 / \$465
1045 (Zoom Room)	36	\$160 / \$255	\$290 / \$465
2020, 2030 or 2040	24	\$145 / \$235	\$290 / \$465
Courtyard A, B, or C		\$175/ \$295	\$350/ \$580
Courtyard AB or BC		\$350/ \$470	\$610 / \$870
Courtyard ABC 264		\$525/ \$645	\$840 / \$1155
2070, 2080 or 2090*	48	\$175 / \$295	\$350 / \$580
2070 and 2080*	96	\$350 / \$470	\$610 / \$870
2080 and 2090*	96	\$350 / \$470	\$610 / \$870
2070, 2080, and 2090*	144	\$525 / \$645	\$840 / \$1155
3000, 3010, 3050, 3060, 3070 or 3080	30	\$145 / \$235	\$290 / \$465
3020 or 3040	24	\$145 / \$235	\$290 / \$465
3030	36	\$160 / \$250	\$290 / \$465
3050 and 3060	60	\$290 / \$430	\$580 / \$810
3070 and 3080	60	\$290 / \$430	\$580 / \$810

*Yosemite rooms (2070, 2080 and/or 2090) can accommodate 88, 176 and/or 264 individuals in a theatre setting. Rooms 3050 and 3060 can accommodate 100 individuals in a theatre setting.



AGREEMENT

between

Hudson County Community College

and

Union City Board of Education

Program Description

To serve the needs of Hudson County residents, the Office of Evening, Weekend, and Off-Site Programs at Hudson County Community College (HCCC) has established conveniently located satellite academic centers throughout the county. Off-Site classes provide access to required college courses on weekends and evenings in convenient off-campus locations and in community high schools. Courses at the high schools are open to HCCC full and part-time students and high school students and vary from semester to semester, but normally each center offers a variety of general education and degree program courses.

Roles and Responsibilities

HCCC Students and Staff will use Union City High School building, 2500 John F. Kennedy Boulevard, Union City, NJ 07087, during the evenings on weekdays or daytime on weekends from September 16, 2024, to December 20, 2024, for the Fall 2024 semester. HCCC will also use the facilities from approximately January 4, 2025, to June 30, 2025, for the Spring 2025 semester. These dates will cover non-credit courses that may run before or after regular academic terms.

Costs and Invoicing:

1. The rental cost for the semester will vary depending on the number of classes that run and the number of nights they meet. HCCC will pay \$30.00 per classroom per night. (Costs may vary according to the final semester schedule.)
2. Union City High School will invoice HCCC at the end of every semester.

PROVISIONS AND AMENDMENTS

This agreement contains all provisions agreed upon by the parties. Any amendments to this agreement must be in writing and signed by both parties, and their duly authorized representatives. It is further understood that the term of this agreement begins on 09/16/24 and ends on 06/30/25 unless otherwise agreed upon by Hudson County Community College and Union City Board of Education.

Union City Board of Education

Hudson County Community College

Signature

Signature

Print Name

Christopher M. Reber
President

Date

Print Name

Date

Hudson County Community College

Signature

Lori Margolin, Associate Vice President of
Continuing Education and Workforce
Development

Print Name

Date

HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

Tuesday, October 8, 2024

X. NEW BUSINESS

INTRODUCED BY:

SECONDED BY:

DATE:

October 8, 2024

DeFazio, Edward

Doria, Joseph

Gardner, Pamela

Gargiulo, Frank

Gemma, Stacy

Kenny, Roberta

Lombardo, Vincent

Rodriguez, Silvia

Stahl, Harold

Peña, Jeanette, Chair

_____ Aye _____ Nay

HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

Tuesday, October 8, 2024

XI. ADJOURNMENT

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the October 8, 2024 meeting of the Hudson County Community College Board of Trustees be adjourned at ____P.M.

INTRODUCED BY: _____

SECONDED BY: _____

DATE: October 8, 2024

DeFazio, Edward _____
Doria, Joseph _____
Gardner, Pamela _____
Gargiulo, Frank _____
Gemma, Stacy _____
Kenny, Roberta _____
Lombardo, Vincent _____
Rodriguez, Silvia _____
Stahl, Harold _____
Peña, Jeanette, Chair _____

_____ Aye _____ Nay