

HUDSON COUNTY COMMUNITY COLLEGE
Mary T. Norton Room
70 Sip Avenue, 4th Floor
Jersey City, NJ
5:00 P.M.

Regular Meeting--Board of Trustees
January 17, 2012

AGENDA

- I. CALL TO ORDER - FLAG SALUTE** Mr. Netchert
- II. ROLL CALL AND RECOGNITION OF VISITORS**
- Trustees:**
- Joseph Cundari, Trustee Emeritus
Karen A. Fahrenholz
James Fife
Glen Gabert - President
Roberta Kenny
Joanne Kosakowski
Bakari Gerard Lee, Vice Chair
William J. Netchert, Chair
Adrienne Sires
Katia Stack, Secretary/Treasurer
Alfred Zampella
- III. COMMENTS FROM THE PUBLIC** Mr. Netchert
- IV. CLOSED SESSION** (The Board of Trustees will determine whether there is a need to go into closed session at the beginning of the meeting and, if there is such a determination, an announcement will be made as to where the session will be placed on the agenda.)
- V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS**
- VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS** Dr. Gabert
1. Minutes of Previous Meetings
2. Gifts, Grants, and Contracts
- VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS** Dr. Gabert
- VIII. PERSONNEL RECOMMENDATIONS** Dr. Gabert
- IX. ACADEMIC AND STUDENTS AFFAIRS** Dr. Gabert
- X. NEW BUSINESS** Mr. Netchert
- XI. ADJOURNMENT** Mr. Netchert

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 17, 2012**

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Joseph Cundari, Trustee Emeritus, ex-officio	<u>ABSENT</u>
Karen A. Fahrenholz	<u>ABSENT</u>
James Fife	<u>PRESENT</u>
Glen Gabert - President, ex officio	<u>PRESENT</u>
Roberta Kenny	<u>PRESENT</u>
Joanne Kosakowski	<u>ABSENT</u>
Bakari Lee	<u>PRESENT</u>
William J. Netchert	<u>PRESENT</u>
Adrienne Sires	<u>PRESENT</u>
Katia Stack	<u>PRESENT</u>
Alfred Zampella	<u>PRESENT</u>

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, The Star Ledger, filed with each Office of the Hudson County Municipal Clerks, and posted on the Public Bulletin Boards of the Hudson County Community College at 25 Journal Square, 70 Sip Avenue, Jersey City, New Jersey and at the North Hudson Center, West New York, New Jersey stating the date, time and place of said meeting.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 17, 2012**

III. COMMENTS FROM THE PUBLIC

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 17, 2012**

RESOLUTION

WHEREAS, the members of the Board of Trustees deem it necessary to suspend the order of the agenda;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees agrees to suspend the order of the agenda.

INTRODUCED BY: Katia Stack

SECONDED BY: Bakari Lee

DATE: January 17, 2012

Fahrenholz, Karen	<u>ABSENT</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>ABSENT</u>
Lee, Bakari	<u>AYE</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>AYE</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

7 Ayes..... 0 Nay

*****RESOLUTION ADOPTED*****

Samia Oakley
Signature of Recorder

1-17-12
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 17, 2012**

IV. CLOSED SESSION

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 23; P.L. 1975 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Hudson County Community College as follows:

1) the public shall be excluded from discussion of and action upon the hereinafter specified subject matter(s)

2) the general nature of such matter(s) to be discussed is as follows:

Personnel

3) it is anticipated at this time that the above stated subject matter(s) will be made public if final action is to be taken, or when the privilege of confidentiality no longer attaches;

4) this resolution shall take effect immediately.

INTRODUCED BY:

Katia Stack

**MOTION TO RETURN TO
OPEN SESSION – 5:50 P.M**

INTRODUCED BY: Bakari Lee

SECONDED BY: Adrienne Sires

SECONDED BY:

Bakari Lee

DATE:

January 17, 2012

Fahrenholz, Karen
Fife, James
Kenny, Roberta
Kosakowski, Joanne
Lee, Bakari
Sires, Adrienne
Stack, Katia
Zampella, Alfred
Netchert, William, Chair

ABSENT

AYE

AYE

ABSENT

AYE

AYE

AYE

AYE

AYE

7 Ayes..... 0 Nay

*****RESOLUTION ADOPTED*****

Jennifer Oakley
Signature of Recorder

1-17-12
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 17, 2012**

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

Dr. Gabert made the following announcements:

College's In-Service is scheduled for Wednesday, January 18th at 9:30 a.m. at the Culinary Conference Center. Rebecca Cox, author of "College Fear Factor" is the guest speaker.

Classes will begin on Friday, January 20th and an enrollment increase is projected, possibly as much as 4%. 2,300 students were enrolled this fall at the North Hudson Higher Education Center.

The Hispanic Association of Colleges and Universities (HACU) Legislative Summit and Board Meeting will be held in March.

Trustee Bakari Lee invited the Board to attend the ACCT National Legislative Summit, February 13-16 in Washington, DC. New Jersey Council of County Colleges will sponsor a breakfast.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 17, 2012**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETINGS

The Minutes of the Reorganization Meeting and Regular Meeting of November 22, 2011 are herewith officially submitted to the Board Trustees for approval. (Attachment A)

Recommendation:

It is the recommendation of the President that the Board of Trustees accept the Minutes of the Reorganization Meeting and Regular Meeting of November 22, 2011.

2. GIFTS, GRANTS, AND CONTRACTS REPORT - None

RESOLUTION: Now, therefore, be it resolved that the Board of Trustees accept Item VI. Regular Monthly Reports and Recommendations #1 and #2.

INTRODUCED BY: James Fife

SECONDED BY: Katia Stack

DATE: January 17, 2012

Fahrenholz, Karen	<u>ABSENT</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>ABSENT</u>
Lee, Bakari	<u>AYE</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>AYE</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

7 Ayes..... 0 Nay

*****RESOLUTION ADOPTED*****

James Fife
Signature of Recorder

1-17-12
Date

**ATTACHMENT A
ITEM VI**

**HUDSON COUNTY COMMUNITY COLLEGE
Board of Trustees Meeting
Mary T. Norton Room
Jersey City, NJ**

**November 22, 2011
Reorganization Meeting
MINUTES**

PRESENT: Karen Fahrenholz, Glen Gabert, (ex officio), Joanne Kosakowski, Bakari Lee, William Netchert, Katia Stack, and Alfred Zampella

Counsel to the Board: Sheri Seigelbaum, Esq. for Scarinci & Hollenbeck

ABSENT: Joseph Cundari, Trustee Emeritus, James Fife, Roberta Kenny, and Adrienne Sires

I. CALL TO ORDER - FLAG SALUTE 5:00 PM

II. ROLL CALL AND RECOGNITION OF VISITORS

The reorganization meeting was called to order by William Netchert at 5:00 p.m. and roll called by Jennifer Oakley.

HCCC Staff present were: Idalia Chicas, Eric Friedman, Lloyd Kahn, Chanida Katkanant, Sonia Medina, Frank Mercado, Randi Miller, Aja Moore, Jennifer Oakley, Loriane Russo, Maureen Sheridan, John Sommer, Marcella Williams, and Vinny Zicolello.

III. CLOSED SESSION – None

IV. ELECTION OF OFFICERS - CHAIRMAN, VICE CHAIRMAN, SECRETARY & TREASURER

Chair	-	William Netchert
NOMINATED & INTRODUCED BY: <u>Karen Fahrenholz</u>		
SECONDED BY: <u>Alfred Zampella</u>		
Vice Chair	-	Bakari Lee
NOMINATED & INTRODUCED BY: <u>Karen Fahrenholz</u>		
SECONDED BY: <u>Alfred Zampella</u>		
Secretary & Treasurer -Katia Stack		
NOMINATED & INTRODUCED BY: <u>Karen Fahrenholz</u>		
SECONDED BY: <u>Alfred Zampella</u>		

Introduced by: Karen Fahrenholz

Seconded by: Alfred Zampella

6 Ayes.....0 Nays

Resolution Adopted

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

LOCATION

December	-	No Meeting
January 17, 2012	-	Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
February 21, 2012	-	Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
March 13, 2012	-	Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
April 10, 2012	-	Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
May 8, 2012	-	Culinary Conference Center, 161 Newkirk Street, Jersey City, NJ
June 12, 2012	-	Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
July	-	No meeting
August 14, 2012	-	Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
September 11, 2012	-	Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
October 9, 2012	-	North Hudson Center, 4800 Kennedy Boulevard, Union City, NJ
November 20, 2012	-	Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ (The Reorganization Meeting and the Regular Monthly Meeting will be held on this date.)

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

Introduced by: Bakari Lee

Seconded by: Karen Fahrenholz

6 Ayes.....0 Nays

Resolution Adopted

VII. APPOINTMENT OF COMMITTEES

Chairman Netchert announced the Board Committee structure for 2012.

<p>STANDING COMMITTEES:</p> <p><u>EXECUTIVE COMMITTEE</u> William Netchert (Chair) Bakari Lee (Vice Chair) Katia Stack (Secretary & Treasurer)</p> <p><u>ACADEMIC & STUDENT AFFAIRS COMMITTEE</u> Karen Fahrenholz (Chair) Roberta Kenny Adrienne Sires</p> <p><u>FACILITIES COMMITTEE</u> William J. Netchert (co-Chair) Adrienne Sires (co-Chair) James Fife Alfred Zampella</p> <p><u>FINANCE COMMITTEE</u> Bakari Lee, (Chair) Katia Stack Alfred Zampella</p>	<p><u>PERSONNEL</u> James Fife (Chair) Karen Fahrenholz Joanne Kosakowski</p> <p><u>COLLEGE COMMENCEMENT COMMITTEE</u> Bakari Lee, Trustee Liaison to College Committee Katia Stack, Trustee Liaison to College Committee</p> <p><u>FOUNDATION LIAISON</u> Karen Fahrenholz</p> <p>AD HOC Committees will be formed as needed.</p>
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The Chair of the Board shall be an ex officio member of each committee. The President, except when specified by the Chair, shall be an ex officio member of all committees. Committee meetings should have agendas and minutes. Committees will report at our monthly Board meetings. All committees will have a member of the administration assigned to their group. The administrator will be the liaison for the committee and provide secretarial support for the group. Attendance will be taken at each committee meeting and recorded in the minutes.

VIII. ADJOURNMENT 5:20 P.M. and the Regular Meeting of the Board of Trustees convened.

Introduced by: Joanne Kosakowski
Seconded by: Karen Fahrenholz
6 Ayes.....0 Nays

Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
Board of Trustees Meeting
Mary T. Norton Room
Jersey City, NJ**

**REGULAR MEETING --- BOARD OF TRUSTEES
November 22, 2011**

MINUTES

PRESENT: Karen Fahrenholz, Glen Gabert, (ex officio), Joanne Kosakowski, Bakari Lee, William Netchert, Katia Stack, and Alfred Zampella

Counsel to the Board: Sheri Seigelbaum, Esq. for Scarinci & Hollenbeck

ABSENT: Joseph Cundari, Trustee Emeritus, James Fife, Roberta Kenny, and Adrienne Sires

I. CALL TO ORDER - FLAG SALUTE 5:20 PM

II. ROLL CALL AND RECOGNITION OF VISITORS

The regular meeting was called to order by William Netchert at 5:20 p.m. and roll called by Jennifer Oakley.

HCCC Staff present were: Idalia Chicas, Eric Friedman, Lloyd Kahn, Chanida Katkanant, Sonia Medina, Frank Mercado, Randi Miller, Aja Moore, Jennifer Oakley, ILoriane Russo, Maureen Sheridan, John Sommer, Marcella Williams, and Vinny Zicoello.

III. COMMENTS FROM THE PUBLIC - None

IV. CLOSED SESSION

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

President Gabert and the Board of Trustees thanked Aja Moore for her service on the Board as the 2011 Alumni/Student Representative.

President Gabert reminded the trustees of some upcoming events:

December 1 st	Foundation Gala (Culinary Conference Center)
December 8 th	Chamber of Commerce Legends Ball (Liberty Science Center)
December 13 th	Holiday Reception for Community Stakeholders (Culinary Conference Center)
December 19 th	Holiday Reception for College Staff (Culinary Conference Center)

Trustee Bakari Lee reported that he and Vincent Zicoello, Chief Information Officer, toured the IT facilities and Smart Board Classroom. He commended the Technology staff and thanked them for providing him the opportunity to visit.

Chairman Netchert congratulated Trustee Bakari Lee on his election as the Northeast Regional Chair to the Board of the Association of Community College Trustees and as Chairman of the Board of Directors of the New Jersey Council of County Colleges.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. Minutes of the Regular meeting of October 18, 2011
2. Gifts, Grants and Contract Reports

The College has made the following grant & contract proposals:

TITLE: Transitional College – Summer Bridge Program
AGENCY: PNC Bank Foundation
PURPOSE OF GRANT: The PNC Foundation awarded a grant of \$10,624 to Support express remediation programs for incoming students
COLLEGE ADMINISTRATOR: Ryan Martin
AMOUNT: \$10,624
COLLEGE CONTRIBUTION: 0
DATES OF GRANT: 1/1/12 – 2/1/12

TITLE: Transitional College – Summer Bridge Program
AGENCY: TD Bank Foundation
PURPOSE OF GRANT: The TD Bank Foundation awarded a grant of \$11,000 to Support express remediation programs for incoming students
COLLEGE ADMINISTRATOR: Ryan Martin
AMOUNT: \$11,000
COLLEGE CONTRIBUTION: 0
DATES OF GRANT: 1/1/12 – 2/1/12

Introduced by: Katia Stack
Seconded by: Alfred Zampella
6 Ayes.....0 Nays Resolution Adopted

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Resolution for Auto Service for Facilities Department
2. Resolution for Additional Services to the Datatel Managed Services Contract

3. Award of a Food Vendor for the Culinary Arts Institute
4. Award of a Specialty Food Vendor for the Culinary Arts Institute
5. Purchase of Desktop Computers to Upgrade Five Open Labs,
6. Purchase of Laptops & Cart for Testing & Assessment at North Hudson Center,
7. Award of a Pitney Bowes Connect Plus 3000 Postage Machine, and
8. Report of the Facilities Committee for Construction Oversight.

Introduced by: Katia Stack

Seconded by: Joanne Kosakowski

6 Ayes.....0 Nays

Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS

1. TERMINATION

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Walter Purwin	Accountant	10/18/2001

2. APPOINTMENT OF STAFF

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Emanuele Infurna	Facilities Worker	11/23/2011	\$32,000 (pro-rated)
Patrick DelPiano	Safety & Security Coordinator	11/23/2011	\$35,000 (pro-rated)
Veronica Alvarez	Student Records Coordinator	11/23/2011	\$38,000 (pro-rated)
Jose Oliveras	Director of Admissions	11/23/2011	\$60,000 (pro-rated)
Timothy Roche	Instructor, Chemistry	11/23/2011	\$36,000 (pro-rated)
Nadia Hedhli	Instructor, Biology	11/23/2011	\$36,000 (pro-rated)

3. TEMPORARY ASSIGNMENTS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Allen Foster	Instructor, Business	01/17/2012 05/14/2012	\$18,000 (pro-rated)

Note: This is a temporary full time non tenure track faculty position.

John Nutakor	Instructor, Physics	01/17/2012 05/14/2012	\$18,000 (pro-rated)
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Note: This is a temporary full time non tenure track faculty position.

Jacob Rosen	Instructor, Math	01/17/2012 05/14/2012	\$18,000 (pro-rated)
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Note: This is a temporary full time non tenure track faculty position.

4. TEMPORARY CONSULTANT ASSIGNMENTS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Grant Development Association	Consultant	10/01/11 09/30/12	\$500.00/per day (not to exceed \$28,000)

Note: External evaluation of Title V Grant Projects.

5. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: NOVEMBER 23 - JUNE 30, 2012.

Last Name	First Name	Department	Title
Loran	Carmelo	CBI	Instructor
Gomez	Adeljaira	Culinary Arts	Dishwasher
Alfonso	Isalynn	Disability Support Services	Notetaker/Reader
Avelar	Laura	Disability Support Services	Notetaker/Reader
Raza	Bushra	Disability Support Services	Notetaker/Reader
Jones	Florine	Health, Science & Technology	Lab Assistant/Tutor
Kim	Bryan	Health, Science & Technology	Lab Assistant/Tutor
Mena	Franklin	IT	Lab Assistant
Laborde	Marina	Mailroom/Copy Center	Mailroom Clerk
Hernandez	Adan Javier	Student Services-NHC	Office Assistant

Introduced by: Karen Fahrenholz

Seconded by: Alfred Zampella

6 Ayes.....0 Nays

Resolution Adopted

IX. ACADEMIC AND STUDENT AFFAIRS - None

X. NEW BUSINESS

XI. ADJOURNMENT 6:00 P.M.

Introduced by: Katia Stack

Seconded by: Karen Fahrenholz

6 Ayes.....0 Nays

Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 17, 2012**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Award of Custodial Cleaning Supplies Vendor for FY 12

REPORT/BACKGROUND:

A bid request was advertised in the Jersey Journal and the Star Ledger on Tuesday, November 1st and Wednesday, November 2nd. Twenty (20) bid packages were requested and six (6) bids were received and opened on Monday, November 14, 2011. The results are the following:

<u>Vendor</u>	<u>Location</u>	<u>Bid Amount</u>
Revere Paper Products Corp.	Wood-Ridge, NJ	\$ 137,175.25
Jersey Paper Plus	Carteret, NJ	\$ 138,949.70
Duncan Hardware, Inc	Jersey City, NJ	\$ 145,135.50
All Clean Janitorial Supply Co	Lawrenceville, NJ	\$ 167,185.15
Kleeners Warehouse	Freehold, NJ	\$ 179,522.15
American Paper Towel Co.	Carlstadt, NJ	Disqualified

RECOMMENDATION:

The President, the Administration, and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve Revere Paper Products Corp. of Wood-Ridge, New Jersey, to provide the custodial cleaning supplies for the fiscal year 2012, at a cost of \$137,175.25, to be funded from the operating budget. This contract was awarded through a "fair and open" process as set forth in the Pay-to-Play Law N.J.S.A. 19:44A-20.4.

2. Award of Custodial Paper Supplies Vendor for FY 12

REPORT/BACKGROUND:

A bid request was advertised in the Jersey Journal and the Star Ledger on Tuesday, November 1st and Wednesday, November 2nd. Twenty (20) bid packages were requested and six (6) bids were received and opened on Monday, November 14, 2011. The results are the following:

<u>Vendor</u>	<u>Location</u>	<u>Bid Amount</u>
American Paper Towel Co.	Carlstadt, NJ	\$ 49,969.25
Jersey Paper Plus	Carteret, NJ	\$ 52,587.00
All Clean Janitorial Supply Co.	Lawrenceville, NJ	\$ 62,839.85
Pyramid School Products.	Tampa, FL	\$ 72,106.80
Revere Paper Products Corp.	Wood-Ridge, NJ	\$ 72,972.00
Duncan Hardware, Inc.	Jersey City, NJ	\$ 85,645.00

RECOMMENDATION:

The President, the Administration, and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve American Paper Towel of Carlstadt, New Jersey to provide the custodial paper supplies for the fiscal year FY 12, at a cost of \$49,969.25, to be funded from the operating budget. This contract was awarded through a "fair and open" process as set forth in the Pay- to-Play Law N.J.S.A. 19:44A-20.4.

3. General Counsel Services for 2012

REPORT/BACKGROUND:

There is a need for counsel to represent the Hudson County Community College for 2012.

A request for proposals was advertised on the internet beginning Thursday, November 17, 2011. One (1) proposal was received and opened on Tuesday, November 29, 2011.

The proposal was from the firm Scarinci and Hollenbeck, Esqs., of Lyndhurst, New Jersey. The firm has an expertise in education law, as well as the representation of public entities and units of governments and is familiar with Hudson County Community College as current counsel.

The terms of the agreement to provide legal services are attached hereto and made part hereof of this resolution.

RECOMMENDATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees award the legal services for general counsel to Hudson County Community College for 2012 to the firm of Scarinci and Hollenbeck, Esqs., of Lyndhurst, New Jersey. This contract was awarded through a "fair and open" process as set forth in the Pay- to-Play Law N.J.S.A. 19:44A-20.4.

4. Real Estate Counsel Services for 2012

REPORT/BACKGROUND:

There is a need to hire a real estate counsel to provide professional services for the capital development of campus facilities under the College Facilities Plan.

A request for proposals was advertised on the internet beginning Thursday, November 17, 2011. One (1) proposal was received and opened on Wednesday, November 30, 2011.

The proposal was received from John Curley, LLC of Jersey City, New Jersey, covering a one (1) year period. This firm has done prior real estate projects for the College.

The terms of the agreement to provide real estate services are attached hereto and made part hereof of this resolution.

RECOMMENDATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees award the real estate services for legal counsel to Hudson County Community College for 2012 to John Curley, LLC of Jersey City, New Jersey. This contract was awarded through a "fair and open" process as set forth in the Pay-to- Play Law N.J.S.A. 19:44A-20.4.

5. Purchase of Epson Interactive Projector Systems

REPORT/BACKGROUND

The Hudson County Community College ITS and Grants Departments have identified a need for the installation of 20 Epson Interactive Projector Systems throughout the Journal Square Campus. To best serve HCCC students through the acquisition of instructional technology, the HCCC Grants Office is proposing to purchase the 20 units with Perkins Grant funding. The Perkins fiscal '12 spending plan has received final approved status from the NJDOE with this request included in the current budget.

These projectors were bid earlier this fiscal year and approved at the June 14, 2011 Board of Trustee meeting, and the vendor, Office Business Systems of Lincoln Park, New Jersey, has agreed to hold that bid price. The cost is \$2,373.00 per unit with a total cost of \$47,460.00 for 20 units.

The Chief Information Officer recommends this purchase.

RECOMMENDATION

The President, the Administration, the Finance Committee recommend that the Board of Trustees approve the purchase of 20 Epson Interactive Projector for instructional use throughout the Journal Square Campus from Office Business Systems of Lincoln Park, New Jersey, at a total cost of \$47,460.00. This contract is grant funded.

6. Purchase of Wireless Access for Three (3) College Buildings

REPORT/BACKGROUND:

The Hudson County Community College ITS and Grants Departments have identified a need for the installation of wireless access in the three remaining Journal Square Campus buildings that do not currently offer wireless service to HCCC students. To best serve HCCC students through the acquisition of instructional technology, the HCCC Grants Office is proposing to purchase the technology necessary to equip the B building, the G building, and the C and D buildings with wireless access. The "Opening the Gate: Improving Mathematics Success for STEM Careers" grant will be used to fund this initiative. The HCCC ITS Department has solicited a quote from Johnston Communications, a certified State contract vendor #M-7000/73979, indicating the total cost of \$90,183.38 for the four buildings as follows: \$39,425.73 for the B building, \$25,865.15 for the G building, and \$24,892.50 for the C/D building.

The Chief Information Officer recommends this purchase.

RECOMMENDATION:

The President, the Administration, the Finance Committee recommend that the Board of Trustees approve the purchase of the technology needed for wireless access in the B, G, C, and D buildings from Johnston Communications of Kearny, New Jersey, at total cost of \$90,183.38. This contract is awarded from the State vendors list and is grant funded.

7. Award of a Vendor to Purchase Dairy Products for the Culinary Arts Program

WHEREAS, the College has a need for various dairy products for the Culinary Arts department during the year pursuant to the Business Entity Disclosure Process; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500; and

WHEREAS, the anticipated term is fiscal year 2012; and

WHEREAS, Dairyland USA Corporation of Bronx, New York is the proposed vendor to provide these products at a cost not to exceed \$60,000.00; and

WHEREAS, Dairyland USA Corporation completed and submitted Business Entity Disclosure Certifications which certifies that Dairyland USA Corporation has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit Dairyland USA Corporation from making any reportable contributions through the term of the contracts; and

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

NOW THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Dairyland USA Corporation as a pay to play certified vendor as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certifications and the Determination of Value Form be placed on file with this resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure Process.

8. Award of a Vendor to Purchase Paint & Repair Supplies for the Facilities Department

WHEREAS, the College has a need to purchase paint and repair supplies for the Facilities Department during the year pursuant to the Business Entity Disclosure Process; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500; and

WHEREAS, the anticipated term is fiscal year 2012; and

WHEREAS, Tsigonia Paint Sales Co. of Jersey City, New Jersey is the proposed vendor to provide paint and repair supplies at a cost not to exceed \$25,000.00; and

WHEREAS, Tsigonia Paint Sales Co. has completed and submitted Business Entity Disclosure Certifications which certifies that Tsigonia Paint Sales Co. has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit Tsigonia Paint Sales Co. from making any reportable contributions through the term of the contract; and

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

NOW, THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Tsigonia Paint Sales Co. of Jersey City, New Jersey, as a pay-to-play certified vendor as described herein; and

BE IT FURTHER RESOLVED that the Business Entity Disclosure Certifications and the Determination of Value Form be placed on file with this resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure Process.

9. Establishment of a Retirement Plan to Administer the President's Contractual Retirement Contributions

REPORT/BACKGROUND

The Hudson County Community College Finance Division has identified a need to create an account under a 403(b) plan funded by TIAA-CREF to separately administer certain retirement contributions required by the President's employment contract. This account will allow for the administration of the contributions already required by the President's contract and will not result in any increased costs to the College. This change is being made for administrative purposes only.

RECOMMENDATION

The President, the Administration, the Finance Committee recommend that the Board of Trustees approve the creation of a separate 403(b) plan account with TIAA-CREF to administer the President's contractual retirement contributions.

RESOLUTIONS:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration, the Finance Committee and the Facilities Committee as outlined above in Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1 – 9: 1) Award of Custodial Supplies Vendor for FY 12; 2) Award of Custodial Paper Supplies Vendor for FY 12; 3) General Counsel Services for 2012; 4) Real Estate Counsel Services for 2012; 5) Purchase of Epson Interactive Projector Systems; 6) Purchase of Wireless Access for Three (3) College Building; 7) Award of a Vendor to Purchase Dairy Products for Culinary Arts Program; 8) Award of a Vendor to Purchase Paint & Repair Supplies for Facilities Department; and 9) Establishment of a Retirement Plan to Administer the President's Contractual Retirement Contributions.

INTRODUCED BY: Katia Stack

SECONDED BY: Bakari Lee

DATE: January 17, 2012

Fahrenholz, Karen	<u>ABSENT</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>ABSENT</u>
Lee, Bakari	<u>AYE</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>AYE</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

7 Ayes..... 0 Nay

*****RESOLUTION ADOPTED*****

Jennifer Dadey
Signature of Recorder

1-17-12
Date

DONALD SCARINCI, Partner
dscarinci@scarincihollenbeck.com

November 29, 2011

VIA FEDERAL EXPRESS

Mr. Alus Green, Manager of Purchasing Services
Hudson County Community College
26 Journal Square, 14th Floor
Jersey City, NJ 07306

Re: Statement of Interest and Qualifications of Scarinci Hollenbeck to Provide General
Counsel Services to the Hudson County Community College

Dear Mr. Green:

Please accept the following as our statement of interest and qualifications to provide general counsel services to the Hudson County Community College. It has been our pleasure to serve in this capacity for over 17 years. We are proud of our record of service and we appreciate and value the strong relationships we have developed. We welcome the opportunity to continue our work with the College. In addition to this proposal, a copy of our firm brochure is included. The brochure will give you additional information about the firm, its capabilities in servicing similar clients, as well as extended professional profiles.

Firm Background

Scarinci Hollenbeck is a full-service, general practice law firm with particular emphases in the areas of school law, public entity representation, labor and employment law, litigation, business law, and environmental and land use law. We are also experienced in a number of specialty areas that are incorporated into these main practice areas, and have represented public and private sector clients operating across a multitude of industry groups. The firm's practice groups are fully integrated, which affords each client the variety of experience and expertise necessary to advance each assignment in an efficient, cost-effective manner. The firm has a strong commitment to technology and utilizes the latest technical research tools. In addition, Scarinci Hollenbeck has fully automated its office, allowing expedient information retrieval and efficient communication.

Public Practice

Scarinci Hollenbeck has been providing legal services to public entities since its founding in 1988 and has achieved a high level of recognition for its work with public entities throughout the State of New Jersey. The firm has worked with some of the largest municipalities and counties in the

state, as well as numerous planning and zoning boards, economic development authorities, school boards, utility authorities, and other public entities at every level of municipal, county and state government. The firm recognizes that the legal issues facing public entities today continue to increase in complexity and significance. At the same time, budgetary constraints require public entities to become increasingly sensitive to all public expenditures, including the cost of securing competent legal representation. We service our public entity clients with these issues in mind, offering the experience and specialization necessary to service them in a cost effective and professional manner. We have developed strong working relationships with our public entity clients and have been very successful in our representation. As such, we have serviced many of the same clients for numerous years – some for a decade or more.

Scarinci Hollenbeck provides a broad range of services to our many public clients including, but not limited to, the drafting and/or preparing of contracts and bid specifications, preparing ordinances and resolutions, defending all types of claims filed against our public entities, providing environmental services, handling condemnation matters and affirmatively pursuing claims asserted on their behalf. We also advise our public clients on all aspects of compliance with the Open Public Meetings Act, the Municipal Land Use Law, the Local Public Contracts Law, the Open Public Records Act and the American with Disabilities Act, to cite only a few examples. The organization of our firm's practice groups, with the emphasis on increased specialization within several subgroups, enables us to provide a broader range and higher caliber of services to our public sector clients across several areas of law.

Education Law Practice

Over the years, Scarinci Hollenbeck has achieved a high level of recognition for its work with educational institutions throughout the state of New Jersey. Our knowledge and experience includes all phases of employment law and labor relations. We are capable of providing all related trial and appellate litigation, as well as all administrative agency work. We negotiate collective bargaining agreements, conduct mediation and fact-finding proceedings and frequently appear at grievance arbitration hearings. We routinely appear before the Commissioner of Education, the Department of Personnel, the New Jersey Public Employment Relations Commission and the Office of Administrative Law. In addition, several members of the firm litigate all types of employment disputes on a routine basis.

The extensive knowledge and experience of the attorneys in the Group, combined with that of the attorneys throughout the firm, enables Scarinci Hollenbeck to assist their education clients in virtually every area of law that affects them. Just some of the areas in which we have assisted our school board clients include bidding questions; drafting specifications; seniority questions; tenure questions; non-renewals; increment withholdings; special education; contracts; teacher certification; first amendment rights of students, parents and staff; construction issues; bonding; land use; election issues; disciplinary matters; and general public agency issues. Our team approach in servicing our educational institutional clients is not only cost effective, but enables us to offer our clients a full spectrum of services.

Scarinci Hollenbeck has assisted many of its school clients in all phases of project development, construction, and dispute resolution. We routinely draft, review, and negotiate contracts and bid specifications and are experienced in claims analysis, negotiation and litigation. During the construction process, we work closely with all parties involved, including attorneys, staff, engineers and architects. And when necessary, we resolve questions and issues involving finance options, federal and state grants, state regulations, environmental permitting, condemnation, contract and bid specifications, performance, or payment bond defaults or insurance contract interpretation. We provide ongoing advice, including the initial evaluation of issues related to bid disputes, construction claims, and change orders and work closely with the architect and construction manager to attempt to resolve any issues before formal dispute resolution or litigation proceedings are necessary.

Labor and Employment Practice

The firm's Labor and Employment Law Group allows for interaction of attorneys in complex labor and employment issues regarding all aspects of labor and management relations, prosecution of disciplinary actions, labor negotiations with regard to collective bargaining agreements, defense of grievances arising out of collective bargaining agreements, interest arbitrations, and unfair labor practice proceedings. Attorneys within the Labor & Employment Law Group counsel our clients on significant labor and employment law matters involving the employer/employee relationship, such as employee discipline, grievance processing, civil service rules and regulations, family medical leave, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act (ADEA), the American with Disabilities Act (ADA) and the Occupational Safety and Health Act (OSHA).

The Group provides training seminars for our clients on a wide range of topics, such as anti-harassment in the workplace and ensuring compliance with the Family and Medical Leave Act and the Open Public Records Act. We also regularly update our clients with articles and legal alerts pertaining to labor and employment issues, and continuous updates of recent cases that are of significant interest to the public entities with whom we work.

Litigation

Scarinci Hollenbeck's Litigation Group is comprised of highly qualified and experienced attorneys who are capable of representing clients in all types of litigation, ranging from relatively simple contractual matters to litigation involving complex questions of law. The Litigation Group works closely with the firm's specialty groups, developing strategies that will protect our clients' needs when litigation proves to be the only means to resolve a conflict. The firm's Litigation Group works with the firm's public clients, providing services in areas that include tort claims, CEPA claims, LAD and ADA matters, Civil Rights §§ 1983 and 1985 matters, personnel matters and challenges to governmental actions, to name a few. In managing their clients, our Litigation Group utilizes an internal system of oversight, whereby a designated group of Partners, Counsel and Senior Associates oversee the work of the other attorneys in the Group to ensure work quality and appropriate billing.

Environmental and Land Use

Over the years, members of our Environmental and Land Use Law Group have represented a large number of educational institutions, municipalities, zoning boards of adjustment and planning boards across the entire state of New Jersey. Our practice covers residential; commercial and industrial real estate development; zoning and planning; Mount Laurel and affordable housing projects; urban redevelopment and Brownfields remediation; industrial siting; and related municipal, county, state, and federal permitting. With this background, we are able to provide counsel to our clients on the multitude of applicable state and federal land use and environmental laws governing the application and development process. The firm has a diverse practice covering a range of legal issues that may arise in this area. For example, the firm has been involved in many leading solid waste, air, water, water discharge and utilities matters in New Jersey, including litigation, permitting and client counseling. We routinely address issues for a diverse body of public and private clients concerning those areas of law as well as solid waste and wastewater management as those that relate to the New Jersey Department of Environmental Protection (NJDEP), NJEIT, NJDCA and other regulatory agencies. Specifically, we provide municipal utilities authorities with comprehensive environmental legal services in connection with their municipal sewerage treatment plant operations. We provide assistance in the filing and maintenance of water discharge, solid waste and air emissions permits, the filing of administrative appeals from NJDEP determinations relating to such permits, litigation relating to operations and water discharge and air permits, and counseling relating to United States Environmental Protection Agency and NJDEP environmental rules and regulations.

Availability and Resources

As a firm, we are small enough to offer the clients we serve personalized, responsive service, yet large enough to ensure that there will always be an attorney that can provide assistance, even if the responsible attorney is out of the office. Because we have a manageable number of clients, we are able to be heavily involved with each of them. We pride ourselves on our track record of getting back to our clients on the same day they call, even if we are not in the office. We make ourselves available to our clients literally around the clock for emergency situations that arise from time to time. We give out our home telephone numbers and cell phone numbers to our clients, recognizing that emergencies do not always arise during regular business hours. And, of course, on the off-chance that an emergency should ever arise and the responsible attorney cannot immediately be reached, there will always be an attorney available to provide assistance. Our firm is structured in such a way that there will always be an attorney available who is knowledgeable about the engagement who can provide immediate support.

Over the years, the firm has attracted some of the most noteworthy attorneys in various practice areas. Our attorneys' many accomplishments, business experience, education and interests shape our firm's culture. Our attorneys are the key to providing the full range of service capabilities and high quality legal services our clients need by working together as integrated, multidisciplinary teams with each member drawing from a unique set of talents and strengths. In addition, our administrative staff is exceptional. Our staff works seamlessly with our attorneys to ensure that work is up to the standards our clients deserve. Our firm is entrepreneurial, in that it

has its own Executive Director with a business background who runs the firm like a business. As such, the firm is on solid financial ground. Our attorneys concentrate on practicing law, not administrative tasks.

Attorney Profiles

Below is my profile, as well as profiles for the attorneys who would be available to provide services for the Township. Sheri Siegelbaum will continue to have overall responsibility for the services provided to the College. Of those attorneys please note that Sheri Siegelbaum holds a Diplomate in New Jersey Local Government Law. I hold a Diplomate in New Jersey Municipal Law, as issued by the New Jersey Institute of Municipal Attorneys. Further, Robert Levy is designated by the State of New Jersey Supreme Court as a Certified Civil Trial Attorney. More detailed biographical information can be found in the accompanying firm brochure.

Donald Scarinci

I am the Founding Partner of Scarinci Hollenbeck. I focus my practice on municipal law, school law, and health care law. I have worked with some of the largest New Jersey municipalities and counties, as well as numerous planning and zoning boards, economic development authorities, school boards, utility authorities, and other public sector entities at every level of municipal, county, regional and state government. I am a Trustee of the New Jersey Institute of Municipal Attorneys and have been designated as a Diplomate in Municipal Law. In addition, I have lectured and written extensively on subjects such as municipal law and campaign finance reform.

Sheri K. Siegelbaum

Sheri Siegelbaum serves as Chair of the firm's Public Law Group. Ms. Siegelbaum has extensive experience in condemnation law, tax foreclosure practice, and local public contracts law, including the drafting, reviewing and negotiation of contracts and bid specifications. She has managed the procurement, bidding and contracting services for the City of Union City and Town of Secaucus and for numerous other public entity clients of the law firm. She has served as Counsel for the Builders Association of Northern New Jersey Auxiliary and as attorney for the Borough of New Milford. She has served as Counsel for the City of Passaic and is currently counsel for the Elizabeth Zoning Board of Adjustment and Hudson County Community College. She is also general counsel for the Greenway Development Co., a residential and commercial developer in Northern, New Jersey.

Sean D. Dias

Sean Dias has been representing employers in various disputes involving wrongful discharge, discrimination, retaliation, and other employment-related issues. His practice includes representing public and private employers before the National Labor Relations Board, Public Employment Relations Commission and the Office of Administrative Law on matters relating to Unfair Practice proceedings, representation issues, disciplinary trials, and employer personnel actions. In addition, Mr. Dias represents employers in labor negotiations, interest arbitration and grievance arbitrations and provides ongoing employment and labor counseling to employers. Prior to joining the firm, Mr. Dias was a Deputy Attorney General with the Office of Attorney General in New Jersey.

Robert E. Levy

Robert Levy's practice includes civil litigation, labor litigation, criminal law, criminal trial practice, constitutional law and election law. He is a Certified Civil and Criminal Trial Attorney. Prior to joining the firm, he served as Deputy Attorney General, State of New Jersey, Official Corruption Unit. He has lectured extensively on a variety of topics, including ethics in local government, trial strategy and tactics, and election law. In addition, he is frequently called upon to conduct seminars for organizations such as the New Jersey Institute of Continuing Education and the New Jersey Institute of Municipal Attorneys.

Mark K. Follender

Mark Follender has over 21 years of experience in the areas of real estate, corporate, land use and municipal law. His experience includes representing commercial and residential developers, financial institutions, municipal boards, mid-sized corporations and real estate brokers in all facets of development, land use, financing, zoning, planning, and all forms of commercial leasing, including retail, office and industrial complexes.

Patrick J. McNamara

Patrick McNamara has an extensive background in the areas of municipal and land use law. From 1992 through 1995, he served as municipal counsel to Aberdeen Township and special counsel in 1996 and 1997. During his tenure at Aberdeen, he was responsible for handling many of the day-to-day legal issues confronting the Township. Among some of the various projects he worked on were a curfew ordinance; Mount Laurel development ordinances; cable television franchise renewal; and recodification of the property maintenance and traffic ordinances. Other activities he was involved in included defending the Township in Mount Laurel and other litigation matters, including code enforcement and interpretation of the Township Land Use Ordinance. Mr. McNamara provides advice regarding compliance for both state and federal environmental programs, as well as local land use ordinances. Mr. McNamara has assisted numerous municipal clients Brownfield Redevelopment issues and land use approvals and related permitting and transactional issues.

Gary J. Cucchiara

Gary J. Cucchiara's practice is devoted to municipal and land use law; litigation in commercial, employment, personal injury and family law matters; real estate development and transactions; and the formation of business entities.

Mr. Cucchiara has extensive experience as legal counsel to a large number of governmental entities in various capacities. Mr. Cucchiara has been serving as Lyndhurst Township Attorney since May, 2005. He previously served as Attorney for the Boroughs of Rutherford and Leonia, and as an Assistant County Counsel in Essex County. In connection with such service, he has prepared virtually all types of legal documents relating to representation of public entities, including ordinances, resolutions, contracts, deeds, and legal opinions and memoranda. He has successfully represented public entities with regard to litigation matters, including cases involving injunctive

relief, election, employment, taxation, construction, constitutional, eminent domain and land use issues. He has also supervised other attorneys in connection with the representation of public entities. Mr. Cucchiara has also represented municipalities as labor counsel in Rutherford, tax appeals counsel in Leonia, rent board attorney in Lodi and Rutherford, municipal prosecutor in Moonachie, Rutherford and Secaucus, and public defender in Rutherford. He is currently serving as a hearing officer in connection with employee disciplinary hearings in Essex County and Fair Lawn.

John M. Scagnelli

John M. Scagnelli serves as the Chair of the firm's Environmental and Land Use Law Group. Mr. Scagnelli's legal practice covers the entire environmental law field, including environmental compliance, environmental litigation, environmental auditing, environmental permitting and environmental counseling. He frequently serves as environmental counsel for states and municipalities. He serves as a New Jersey Commissioner on the Interstate Environmental Commission, a New York, New Jersey and Connecticut tri-state environmental commission and served as a member of the Special Puerto Rico Land Administration Commission on Asbestos Issues. Mr. Scagnelli was just named Digital Press International's "The Ten Leaders in Environmental Law in New Jersey" list for 2003-2004. The list, based on more than 95 interviews and 150 peer reviews, identifies the top ten attorneys across the state who have demonstrated leadership and influence in the area of environmental law.

Mr. Scagnelli's environmental work includes projects relating to state environmental transaction statutes such as the New Jersey Industrial Site Recovery Act (ISRA); the federal Resource Conservation and Recovery Act (RCRA); state spill cleanup and reporting statutes; the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA); the Toxic Substances Control Act (TSCA); the Clean Air and Clean Water Acts; federal and state Hazard Communication and Right-to-Know Legislation; federal and state occupational safety and health statutes; federal and state asbestos requirements; and federal and state underground storage tank regulations. While at Allied, the largest United States aviation bulk fuel operator, Mr. Scagnelli did significant work relating to underground storage tanks and participated in the Ad Hoc Underground Storage Tank Coalition, which included representatives from the major oil companies. He has also worked in the area of environmental impairment liability insurance (EIL) coverage and with waste to energy and resource recovery projects.

References

Donato J. Battista, Esq
Hudson County Counsel
County of Hudson
Administration Building Annex
567 Pavonia Avenue, 4th Floor
Jersey City, NJ 07306
(201) 795-6250

Mr. James R. Paganelli, County Counsel
County of Essex
Hall of Records
465 Dr. Martin Luther King Jr. Blvd.
Newark, NJ 07102
(973) 621-5003

Wayne Bradley, Business Administrator
Township of Irvington
Civic Square
Municipal Building
Irvington, NJ 07111
(973) 399-8111

Alphonse Petracco,
Commissioner of Public Safety
Township of Nutley
228 Chestnut Street
Nutley, NJ 07110
(973) 284-4935

Hudson County Community College
Dr. Glen Gabert, President
William Netchert, Board Chairman
70 Sip Avenue
Jersey City, NJ 07306
(201) 360-4001

Representative Client List

Scarinci Hollenbeck currently works with a number of public entities across the state of New Jersey. Below is a representative list.

Current New Jersey Public School Clients

School list all together in order.

Berkley College (Land Use Counsel)
Elizabeth Board of Education (Special Labor Counsel)
Hudson County Community College (Labor Counsel)
Jersey City Board of Education (Special Counsel)
Newark Public Schools (Special Labor Counsel)
North Haledon School District
Paterson Public Schools (Special Counsel)
Upper Freehold Board of Education (Labor Counsel)
West Orange Board of Education (Special Counsel on Energy Issues)

Other Public Entity Clients

Length of Service – 5-10+ years

Borough of Ho-Ho-Kus Planning Board (Board Counsel)
Borough of Rutherford Zoning Board of Adjustment (Board Counsel)
Borough of Wanaque (Labor Counsel)
Borough of Wood-Ridge Planning Board (Board Counsel)
City of Elizabeth Planning Board (Board Counsel)
City of Elizabeth Zoning Board of Adjustment (Board Counsel)
City of Jersey City (Special Labor Counsel, Special Litigation Counsel, Liaison Counsel)
City of Union City (General Counsel)
City of Union City Community Development Agency (General Counsel)
County of Hudson (Labor Counsel)
County of Morris (County Counsel)
County of Passaic (Outside Special Counsel)
Hudson County Community College (General Counsel)
Jersey City Board of Education (K-12)(Labor Counsel)
Jersey City Redevelopment Agency (Redevelopment/Real Estate/Condemnation Special Counsel)
New Jersey Intergovernmental Insurance Fund
North Hudson Regional Fire & Rescue (Labor Counsel)
Statewide Insurance Fund (Defense Counsel)
Township of Lyndhurst (General Counsel)

Representative Clients – 5 or fewer years

Atlantic Highlands/Highlands Regional Sewerage Authority (General Counsel)
Berkeley College (Land Use Counsel)
Bergen Risk Managers, Inc. (Defense Counsel)
Borough of Dumont (Special Counsel)
Borough of East Newark (Zoning and Planning Counsel)
Borough of Highlands (Special Counsel)
Borough of Keyport (Special Counsel, Tax Counsel, Special Litigation Counsel)
Borough of Sea Bright (General Counsel)
Borough of Union Beach (Labor Counsel)
City of Union City (Construction Code Litigation Counsel)
County of Essex (Special Counsel)
County of Essex Improvement Authority (Outside Counsel)
D & H Alternative Risk Solutions (Defense Counsel)
Elizabeth Board of Education (Special Labor Counsel)
East Orange Water Commission
Garden State Municipal Joint Insurance Fund (Workers Compensation)
Middlesex County Board of Social Service (Labor Counsel)
Monmouth Municipal Joint Insurance Fund (Defense Counsel)
Newark Public Schools (Special Labor Counsel)

North Haledon School District
Old Bridge Municipal Utilities Authority (General Corporate)
Passaic River Liaison (Liaison Counsel)
Paterson Public Schools (Special Counsel)
South Bergen Joint Insurance Fund (Litigation Counsel)
Town of Guttenberg (Special Litigation Counsel)
Town of Newton (Environmental Counsel)
Township of Bloomfield (Redevelopment Counsel)
Township of East Hanover (Labor Counsel)
Township of Harrison (Municipal Prosecutor)
Township of Holmdel (Special Counsel)
Township of Howell (General/Special Counsel)
Township of Irvington (Labor Counsel)
Township of Manalapan (Conflict Counsel)
Township of Middletown (General Special Counsel, Tax Appeal Counsel)
Township of Nutley (Labor Counsel)
Township of Piscataway (Redevelopment Counsel)
Township of Wall (General Counsel)
Township of Weehawken (Special Counsel)
Township of West Orange (Special Labor Counsel)
West Orange Board of Education (Special Counsel on Energy Issues)

Fees

Our firm recognizes the fact that cost limitations are of great concern to our clients, especially our public sector clients. We always look for ways to speed the process along in order to get the job done in a minimal amount of time, without undue confrontation. We propose a blended hourly rate of \$175 for all attorneys. In addition, we will charge for out of pocket expenses. A professional services agreement to provide legal services has been provided.

State of New Jersey Business Registration Certificate

A copy of this firm's Business Registration Certificate has been attached.

Thank you for your consideration. We appreciate this opportunity to continue to be of service.

Sincerely,

A handwritten signature in black ink, appearing to read "Donald Scarinci".

Donald Scarinci
For the Firm

DS:psm

JOHN J. CURLEY LLC
Attorneys at Law

John J. Curley

Harborside Financial Center
1202 Plaza Ten
Jersey City, NJ 07311

JCurley@curlaw.com

Tel: (201) 217-0700
Fax: (201) 217-9765

November 21, 2010

FEE PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Mr. Al Green
Manager of Purchasing Services
Hudson County Community College
26 Journal Square - 14th Floor
Jersey City, NJ 07306

Re: Real Estate Counsel Services
RFP-FO # 12/12 RECS

Dear Mr. Green:

I am pleased to submit this letter as my law firm's fee proposal for representation of the Hudson County Community College in real estate matters.

I am enclosing a Firm Profile and Resume of Attorneys which generally describes my law firm's focus upon real estate transactions and litigation.

It is proposed that my law firm be retained by the Hudson County Community College (HCCC) in connection with real estate transactions and litigation. These would include transactions involving the purchase and sale of real estate, related land use approval applications, construction contracts, and condemnation litigation as authorized by the County of Hudson to secure title and possession of property needed by HCCC for its public purpose. In this regard, my law firm is prepared to render all necessary legal services for the acquisition of property which would include assistance in project administration, the analysis of appraisal and environmental issues, the review of title reports and title insurance commitments, the process of offer and negotiation with private owners, relocation issues, and the litigation of condemnation actions. My law firm also has experience and is qualified to negotiate and administer construction contracts for the erection and/or rehabilitation of buildings and other site improvements.

As you can see from the enclosed Firm Profile and Resume, our firm has the experience and technical expertise to represent HCCC in connection with the full range of legal issues related to the acquisition, sale, ownership, development and use of real estate.

JOHN J. CURLEY LLC

Page 2

Representative Clients in this area of concentration include: County of Hudson; City of Jersey City; Jersey City Redevelopment Agency; New Jersey Transit and New Jersey Schools Development Authority.

It is proposed that my law firm will bill for professional services rendered at an hourly rate of \$150.00. This hourly rate would be applicable to all services including telephone calls, dictating and reviewing letters, travel time to and from meetings, legal research, negotiations and any other services required to represent HCCC properly. In addition, any actual expenses incurred by the law firm would be billed to HCCC in an itemized fashion on a cost incurred basis. All invoices will state the name of the attorney performing the service, a brief description of the service performed, the date upon which the service was performed, and the amount of time devoted to performance of the service. Invoices will be submitted monthly unless otherwise directed by HCCC.

Thank you for your consideration of this proposal for the retention of my law firm as a real estate counsel to HCCC.

Very truly yours,


John J. Curley

JJC:HL
Enc.

JOHN J. CURLEY LLC
Attorneys at Law

John J. Curley

Harborside Financial Center
1202 Plaza Ten
Jersey City, NJ 07311

JCurley@curlaw.com

Tel: (201) 217-0700
Fax: (201) 217-9765

FIRM PROFILE AND RESUME OF ATTORNEYS

GENERAL

The law firm of John J. Curley LLC was formed in January 2000. Prior to its formation, Mr. Curley had been a partner in the law firm of Curley & Sciarra for four years and had previously been a partner in the law firm of Lepis, Lepis & Curley since 1979.

The law firm consists of one member and four associates. The associates are Natalie E. Feehan who was admitted as an attorney in the State of New Jersey in 1975, Jacqueline L. Middleton who was admitted as an attorney in the State of New Jersey in 1994, Jennifer J. Bogdanski who is admitted as an attorney in the States of New Jersey (2000) and New York (2001) and Louis M. Flora who was admitted as an attorney in the State of New Jersey in 1988.

The firm conducts a civil litigation practice specializing in condemnation cases and in real estate related litigation. In addition, the firm conducts a transactional practice involving commercial real estate and real estate development.

PERSONAL BACKGROUND

Mr. Curley is a graduate of Rutgers Law School in Newark (J.D. 1974) and received his undergraduate degree from Boston College (B.A. 1970).

Ms. Feehan is a graduate of Rutgers Law School in Newark (J.D. 1975) and received her undergraduate degree from St. Peter's College (B.A. 1972).

Ms. Middleton is a graduate of Florida State University (J.D. 1994) and also received her undergraduate degree from Florida State University (B.A. 1991).

Ms. Bogdanski is a graduate of New York University School of Law (J.D. 2000) and received her undergraduate degree from Hamilton College (B.A. 1997).

Mr. Flora is a graduate of Seton Hall University School of Law (J.D. 1988) and received his undergraduate degree from Montclair State University (B.S. 1980), as well as a masters degree from New York University Wagner School of Public Service (Masters of Public Administration 1982).

EMINENT DOMAIN AND REDEVELOPMENT PRACTICE

The law firm is currently under contract with the Jersey City Redevelopment Agency ("JCRA") to perform services as the JCRA's redevelopment and condemnation attorney for several redevelopment projects. These redevelopment projects include Liberty Harbor North, Morris Canal, Berry's Lane, Caven Point, MLK Redevelopment Project, Journal Square Redevelopment Area and Bayfront Redevelopment Project. In all of these projects, the law firm prepares and files condemnation actions to acquire title to property, and litigates valuation issues related to the award of just compensation. In addition, the law firm has negotiated and administered redevelopment agreements with private redevelopers. Approximately three years ago, the law firm was appointed as JCRA's general counsel.

For the past three years the law firm has acted as General Counsel to the Passaic Redevelopment Agency. The law firm's selection as General Counsel followed its successful litigation of a condemnation action for the acquisition of 663 Main Avenue, Passaic, New Jersey. The law firm also represents New Jersey Transit as one of three firms selected as condemnation counsel for the now terminated ARC Tunnel Project.

In addition to public agencies, the law firm represents commercial property owners in condemnation cases. Past cases have involved takings by the State of New Jersey for the Hudson Bergen Light Rail Transit System, for a highway widening project along Route 4 in Bergen County, and for roadway improvements along Tonnelle Avenue in North Bergen; and a taking by the Port Authority of New York and New Jersey for the Northeast Corridor Monorail Project serving Newark International Airport.

The law firm also provides advice and consultation to private developers engaged in the assemblage of land for redevelopment projects. These projects include the Northwest Redevelopment Project (residential development) in Hoboken, and the Yardley Project (residential development) in Union City.

Mr. Curley has experience in the litigation of condemnation actions beginning with JCRA's Montgomery Gateway Project in the late 1970's and has continuously represented JCRA in other redevelopment projects. He was the condemnation attorney responsible for the acquisition of properties by JCRA for the Newport Project, Hudson Exchange Project and other redevelopment projects undertaken along the Hudson River waterfront in the 1980s.

Ms. Middleton's experience in condemnation began with the MLK Redevelopment Project. Approximately fifty properties were condemned by JCRA for this project. Ms. Middleton had responsibility for the filing of these cases and for appearing at the commissioners hearings to fix the award of just compensation. Ms. Middleton has continued to appear at commissioners hearings in condemnation cases.

Ms. Bogdanski's experience in condemnation cases has involved all the current property owners cases as well as a variety of public agency cases. In particular, Ms. Bogdanski has been involved in compliance with public agency relocation requirements and the resolution of relocation disputes.

The following is a list of reported decisions in the field of condemnation law in which Mr. Curley represented one of the parties to the litigation:

JCRA v. Exxon Corp., 208 N.J. Super. 53 (App. Div. 1986) (Non-compensability of loss of business profits and good will, i.e., auto service station franchise.);

JCRA v. Tug and Barge Urban Renewal Corp., 228 N.J. Super. 88 (Law Div. 1988), *aff'd.*, 228 N.J. Super. 24 (App. Div. 1988) (Dispute over ownership of riparian lands in context of condemnation action.);

JCRA v. Costello, 252 N.J. Super. 247 (App. Div. 1991) (Allocation dispute as to division of condemnation award between owner and tenant.);

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TRANSACTIONAL PRACTICE

The law firm's transactional practice focuses upon urban real estate development. The tasks typically performed are those necessary for site assemblage through purchase contracts or through redevelopment plan acquisitions, environmental compliance, land use approvals, financing, construction, and the sale or lease of the completed development project.

Mr. Curley represented National Bulk Carriers, Inc. with respect to the Hudson Exchange Project along the Hudson River waterfront in Jersey City. He has had experience representing a variety of real estate development projects [see Eminent Domain Practice], and has past experience in the title insurance business as a title underwriter and title agency owner. He is presently counsel to the Colgate Center Property Owners' Association, a membership organization formed to administer the common areas within the Colgate Palmolive development area at the Paulus Hook section of Jersey City.

The firm is special counsel to the Hudson County Community College for real estate matters. Since its retention approximately ten years ago, it has successfully completed the land assemblage and construction for the College's North Hudson campus at 48th Street and Kennedy Boulevard in Union City, and the conference center and culinary building on the main Journal Square, Jersey City campus.

11/21/11

JOHN J. CURLEY LLC
Attorneys at Law

John J. Curley

Harborside Financial Center
1202 Plaza Ten
Jersey City, NJ 07311

JCurley@curlaw.com

Tel: (201) 217-0700
Fax: (201) 217-9765

November 21, 2010

FEE PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Mr. Al Green
Manager of Purchasing Services
Hudson County Community College
26 Journal Square - 14th Floor
Jersey City, NJ 07306

Re: Real Estate Counsel Services
RFP-FO # 12/12 RECS

Dear Mr. Green:

I am pleased to submit this letter as my law firm's fee proposal for representation of the Hudson County Community College in real estate matters.

I am enclosing a Firm Profile and Resume of Attorneys which generally describes my law firm's focus upon real estate transactions and litigation.

It is proposed that my law firm be retained by the Hudson County Community College (HCCC) in connection with real estate transactions and litigation. These would include transactions involving the purchase and sale of real estate, related land use approval applications, construction contracts, and condemnation litigation as authorized by the County of Hudson to secure title and possession of property needed by HCCC for its public purpose. In this regard, my law firm is prepared to render all necessary legal services for the acquisition of property which would include assistance in project administration, the analysis of appraisal and environmental issues, the review of title reports and title insurance commitments, the process of offer and negotiation with private owners, relocation issues, and the litigation of condemnation actions. My law firm also has experience and is qualified to negotiate and administer construction contracts for the erection and/or rehabilitation of buildings and other site improvements.

As you can see from the enclosed Firm Profile and Resume, our firm has the experience and technical expertise to represent HCCC in connection with the full range of legal issues related to the acquisition, sale, ownership, development and use of real estate.

JOHN J. CURLEY LLC

Page 2

Representative Clients in this area of concentration include: County of Hudson; City of Jersey City; Jersey City Redevelopment Agency; New Jersey Transit and New Jersey Schools Development Authority.

It is proposed that my law firm will bill for professional services rendered at an hourly rate of \$150.00. This hourly rate would be applicable to all services including telephone calls, dictating and reviewing letters, travel time to and from meetings, legal research, negotiations and any other services required to represent HCCC properly. In addition, any actual expenses incurred by the law firm would be billed to HCCC in an itemized fashion on a cost incurred basis. All invoices will state the name of the attorney performing the service, a brief description of the service performed, the date upon which the service was performed, and the amount of time devoted to performance of the service. Invoices will be submitted monthly unless otherwise directed by HCCC.

Thank you for your consideration of this proposal for the retention of my law firm as a real estate counsel to HCCC.

Very truly yours,


John J. Curley

JJC:HL

Enc.

JOHN J. CURLEY LLC

Attorneys at Law

John J. Curley

Harborside Financial Center
1202 Plaza Ten
Jersey City, NJ 07311

JCurley@curlaw.com

Tel: (201) 217-0700
Fax: (201) 217-9765

FIRM PROFILE AND RESUME OF ATTORNEYS

GENERAL

The law firm of John J. Curley LLC was formed in January 2000. Prior to its formation, Mr. Curley had been a partner in the law firm of Curley & Sciarra for four years and had previously been a partner in the law firm of Lepis, Lepis & Curley since 1979.

The law firm consists of one member and four associates. The associates are Natalie E. Feehan who was admitted as an attorney in the State of New Jersey in 1975, Jacqueline L. Middleton who was admitted as an attorney in the State of New Jersey in 1994, Jennifer J. Bogdanski who is admitted as an attorney in the States of New Jersey (2000) and New York (2001) and Louis M. Flora who was admitted as an attorney in the State of New Jersey in 1988.

The firm conducts a civil litigation practice specializing in condemnation cases and in real estate related litigation. In addition, the firm conducts a transactional practice involving commercial real estate and real estate development.

PERSONAL BACKGROUND

Mr. Curley is a graduate of Rutgers Law School in Newark (J.D. 1974) and received his undergraduate degree from Boston College (B.A. 1970).

Ms. Feehan is a graduate of Rutgers Law School in Newark (J.D. 1975) and received her undergraduate degree from St. Peter's College (B.A. 1972).

Ms. Middleton is a graduate of Florida State University (J.D. 1994) and also received her undergraduate degree from Florida State University (B.A. 1991).

Ms. Bogdanski is a graduate of New York University School of Law (J.D. 2000) and received her undergraduate degree from Hamilton College (B.A. 1997).

Mr. Flora is a graduate of Seton Hall University School of Law (J.D. 1988) and received his undergraduate degree from Montclair State University (B.S. 1980), as well as a masters degree from New York University Wagner School of Public Service (Masters of Public Administration 1982).

EMINENT DOMAIN AND REDEVELOPMENT PRACTICE

The law firm is currently under contract with the Jersey City Redevelopment Agency ("JCRA") to perform services as the JCRA's redevelopment and condemnation attorney for several redevelopment projects. These redevelopment projects include Liberty Harbor North, Morris Canal, Berry's Lane, Caven Point, MLK Redevelopment Project, Journal Square Redevelopment Area and Bayfront Redevelopment Project. In all of these projects, the law firm prepares and files condemnation actions to acquire title to property, and litigates valuation issues related to the award of just compensation. In addition, the law firm has negotiated and administered redevelopment agreements with private redevelopers. Approximately three years ago, the law firm was appointed as JCRA's general counsel.

For the past three years the law firm has acted as General Counsel to the Passaic Redevelopment Agency. The law firm's selection as General Counsel followed its successful litigation of a condemnation action for the acquisition of 663 Main Avenue, Passaic, New Jersey. The law firm also represents New Jersey Transit as one of three firms selected as condemnation counsel for the now terminated ARC Tunnel Project.

In addition to public agencies, the law firm represents commercial property owners in condemnation cases. Past cases have involved takings by the State of New Jersey for the Hudson Bergen Light Rail Transit System, for a highway widening project along Route 4 in Bergen County, and for roadway improvements along Tonnelles Avenue in North Bergen; and a taking by the Port Authority of New York and New Jersey for the Northeast Corridor Monorail Project serving Newark International Airport.

The law firm also provides advice and consultation to private developers engaged in the assemblage of land for redevelopment projects. These projects include the Northwest Redevelopment Project (residential development) in Hoboken, and the Yardley Project (residential development) in Union City.

Mr. Curley has experience in the litigation of condemnation actions beginning with JCRA's Montgomery Gateway Project in the late 1970's and has continuously represented JCRA in other redevelopment projects. He was the condemnation attorney responsible for the acquisition of properties by JCRA for the Newport Project, Hudson Exchange Project and other redevelopment projects undertaken along the Hudson River waterfront in the 1980s.

Ms. Middleton's experience in condemnation began with the MLK Redevelopment Project. Approximately fifty properties were condemned by JCRA for this project. Ms. Middleton had responsibility for the filing of these cases and for appearing at the commissioners hearings to fix the award of just compensation. Ms. Middleton has continued to appear at commissioners hearings in condemnation cases.

Ms. Bogdanski's experience in condemnation cases has involved all the current property owners cases as well as a variety of public agency cases. In particular, Ms. Bogdanski has been involved in compliance with public agency relocation requirements and the resolution of relocation disputes.

The following is a list of reported decisions in the field of condemnation law in which Mr. Curley represented one of the parties to the litigation:

JCRA v. Exxon Corp., 208 N.J. Super. 53 (App. Div. 1986) (Non-compensability of loss of business profits and good will, i.e., auto service station franchise.);

JCRA v. Tug and Barge Urban Renewal Corp., 228 N.J. Super. 88 (Law Div. 1988), *aff'd.*, 228 N.J. Super. 24 (App. Div. 1988) (Dispute over ownership of riparian lands in context of condemnation action.);

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The firm is special counsel to the Hudson County Community College for real estate matters. Since its retention approximately ten years ago, it has successfully completed the land assemblage and construction for the College's North Hudson campus at 48th Street and Kennedy Boulevard in Union City, and the conference center and culinary building on the main Journal Square, Jersey City campus.

11/21/11

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 17, 2012**

VIII. PERSONNEL RECOMMENDATIONS

1. RETIREMENTS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Robert Artificio	PC Technician	02/29/2012
Nicholas Micucci	Executive Director, Center for Business & Industry	07/01/2012

RECOMMENDATION:

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

2. RESIGNATIONS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Melissa Sapio	Instructor, Psychology	01/03/2012
Jill Dowling	Instructor, ESL	01/03/2012
Joan Zelaya	Head Tutor-ESL	01/13/2012

RECOMMENDATION:

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

3. APPOINTMENT OF STAFF

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Anthony Choo-Yick	Head Tutor, English & Humanities	01/18/2012	\$33,000 (pro-rated)

Note: This is a replacement for Brian DiNuzzo.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Sharon-Ruth Frederick	Counselor	01/18/2012	\$38,000 (pro-rated)

Note: This is a replacement for Geetika Jain.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Stephanie Anne Kuran	Counselor, Career & Transfer	01/18/2012	\$38,000 (pro-rated)

Note: This is a replacement for Maria Esposito.

RECOMMENDATION:

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

4. TEMPORARY ASSIGNMENTS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Ryan Nowlin	Instructor, English	01/20/2012	\$18,000
		05/14/2012	(pro-rated)

Note: This is a temporary full time non tenure track faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Craig McLaughlin	Instructor, Psychology	01/20/2012	\$18,000
		05/14/2012	(pro-rated)

Note: This is a temporary full time non tenure track faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Lisa Todd	Instructor, Academic Foundations	01/20/2012	\$18,000
		05/14/2012	(pro-rated)

Note: This is a temporary full time non tenure track faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
George Garneau	Instructor, Academic Foundations	01/20/2012	\$18,000
		05/14/2012	(pro-rated)

Note: This is a temporary full time non tenure track faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Claudia Delgado	Instructor, Academic Foundation, Math	01/20/2012	\$18,000
		05/14/2012	(pro-rated)

Note: This is a temporary full time non tenure track faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Aneta Braczyk-Carter	Instructor, ESL	01/20/2012	\$18,000
		05/14/2012	(pro-rated)

Note: This is a temporary full time non tenure track faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Shanonnine Caruana	Instructor, ESL	01/20/2012	\$18,000
		05/14/2012	(pro-rated)

Note: This is a temporary full time non tenure track faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Liliana Ameline	Instructor, ESL	01/20/2012 05/14/201	\$18,000 (pro-rated)

Note: This is a temporary full time non tenure track faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Sharmilla Mukherjee	Instructor, History	1/20/2012 05/14/2012	\$18,000

Note: This is a temporary full time non tenure track faculty position.

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Temporary Assignments above as Personnel Recommendation Item No. 4.

**5. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: JANUARY 18 -
- JUNE 30, 2012**

Last Name	First Name	Department	Title
Ahmend	Sanam	ADJ Academic Support Services	Tutor
Alem	Sidali	ADJ Academic Support Services	Tutor
Amin	Zeel	ADJ Academic Support Services	Tutor
Andres	Christian	ADJ Academic Support Services	Tutor
Anthony	Sophia	ADJ Academic Support Services	Tutor
Benjamaa	Kacem	ADJ Academic Support Services	Tutor
Bhagwat	Meera	ADJ Academic Support Services	Tutor
Calderon-Rivero	Erika	ADJ Academic Support Services	Tutor
Casino	Khier	ADJ Academic Support Services	Tutor
Chowdury	Nasirul	ADJ Academic Support Services	Tutor
Costa	Jose	ADJ Academic Support Services	Tutor
DeShong	Daniel	ADJ Academic Support Services	Tutor
Dinis	Anthony	ADJ Academic Support Services	Tutor
El-Amin	Aaliyah	ADJ Academic Support Services	Tutor
Fayyaz	Faiza	ADJ Academic Support Services	Tutor
Fleites	John	ADJ Academic Support Services	Tutor
gonsalves	Devika	ADJ Academic Support Services	Tutor
Gutierrez	Guzman	ADJ Academic Support Services	Tutor
Hajoglon	Debra	ADJ Academic Support Services	Tutor
Iseed	Ikram	ADJ Academic Support Services	Tutor
Kouassi	Axel	ADJ Academic Support Services	Tutor
Kyu	Chiu	ADJ Academic Support Services	Tutor
McWhite	Wesley	ADJ Academic Support Services	Tutor
Moore	Napoleon	ADJ Academic Support Services	Tutor
Mukiibi	Joseph	ADJ Academic Support Services	Tutor

Ouraga	Samira	ADJ Academic Support Services	Tutor
Pascale	Joseph	ADJ Academic Support Services	Tutor
Porter	Elliot	ADJ Academic Support Services	Tutor
Reyes	Andres	ADJ Academic Support Services	Tutor
Santiago	Angelica	ADJ Academic Support Services	Tutor
Singh	Dharminder	ADJ Academic Support Services	Tutor
Solanki	Vidyaben	ADJ Academic Support Services	Tutor
Tchagba	Virginie	ADJ Academic Support Services	Tutor
Valazola	Sandra	ADJ Academic Support Services	Tutor
Velli	Laura	ADJ Academic Support Services	Tutor
Villegas	Juan	ADJ Academic Support Services	Tutor
Wood	Darrell	ADJ Academic Support Services	Tutor
Rosenberg	Audrey	Disability Support Services	Sign Language Interpreter
Ahmed	Mobin	Information Technology	Lab Assistant
Blaco	Jorge	Information Technology	Lab Assistant
Cando	Johana	Information Technology	Lab Assistant
Coronel	Yesenia	Information Technology	Lab Assistant
Cruz	Carly	Information Technology	Lab Assistant
Disotell	Samantha	Information Technology	Lab Assistant
Gertrude	Davon	Information Technology	Lab Assistant
Hernandez	Maydelin	Information Technology	Lab Assistant
Lopez	Victor	Information Technology	Lab Assistant
Lozano	Alejandra	Information Technology	Lab Assistant
Mostafa	Salma	Information Technology	Lab Assistant
Ramos	Omar	Information Technology	Lab Assistant
Soto	Waleska	Information Technology	Lab Assistant
Vijande	Ashley	Information Technology	Lab Assistant
Coastelpietra	Janet	Library	Librarian

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New Part-time Assignments listed above as Personnel Recommendation Item No. 5.

6. MODIFICATIONS OF STAFFING TABLE

REPORTS/BACKGROUND

NAME

TITLE CHANGES

Eric Friedman

FROM:
TO:

Interim Vice President for Academic Affairs
Vice President for Academic Affairs

NAME
ADJUSTMENT

Paul Dillon

TITLE CHANGES

FROM: Executive Director, Culinary Arts Institute
TO: Associate Dean, Business, Culinary Arts and
Hospitality Management

SALARY

FROM: \$100,610
TO: \$105,610

TITLE CHANGES

FROM: Dean of Instruction
TO: Dean of Arts and Sciences

FROM: Dean of Community Education
TO: Dean of Non-Traditional Programs

FROM: Academic Lab Coordinator (vacant)
TO: Senior Lab Assistant

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Modifications of Staffing Table listed above as Personnel Recommendation Item No. 6.

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration and the Personnel Committee as outlined above in **Item VIII. Personnel Recommendations 1-6:** (1) Retirement (2) Resignation (3) Appointment of Staff, (4) Temporary Assignment, (5) Appointment of Additional New Part-Time Hires, and (6) Modification of Staffing Table.

INTRODUCED BY: James Fife

SECONDED BY: Bakari Lee

DATE: January 17, 2012

Fahrenholz, Karen	<u>ABSENT</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>ABSENT</u>
Lee, Bakari	<u>AYE</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>AYE</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

7 Ayes..... 0 Nay

*****RESOLUTION ADOPTED*****

James Fife 1-17-12
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 17, 2012**

IX. ACADEMIC AND STUDENT AFFAIRS

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 17, 2012**

X. NEW BUSINESS

1. Adoption of Institutional Goals through December 31, 2012.

BACKGROUND

Annually the Board of Trustees upon the recommendation of the Academic and Student Affairs Committee and the College Administration adopts focus goals to provide direction to the College for the coming calendar year. These goals are intended to be consistent with the institution's strategic plan. The draft goals statement for calendar year 2012 reflects the collaboration of the Committee and Administration.

RECOMMENDATION

The Academic and Student Affairs Committee and the Administration recommend that the Board of Trustees adopt the goals for calendar year 2012 as outlined in the appended document titled "Hudson County Community College, Institutional Goals through December 31, 2012."

RESOLUTION

NOW THEREFORE BE IT RESOLVED that the Hudson County Community College Board of Trustees approve the recommendation of the Academic and Student Affairs Committee and the Administration to adopt the goals for calendar year 2012 as outlined in the appended document titled "Hudson County Community College, Institutional Goals through December 31, 2012."

INTRODUCED BY: Katia Stack

SECONDED BY: Adrienne Sires

DATE: January 17, 2011

Fahrenholz, Karen	<u>ABSENT</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>ABSENT</u>
Lee, Bakari	<u>AYE</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>AYE</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

7 Ayes..... 0 Nay
RESOLUTION ADOPTED

Joseph Nakley
Signature of Recorder

1-17-12
Date

ATTACHMENT A
ITEM X - #1

Hudson County Community College

Institutional Goals through December 31, 2012

Student Services/Enrollments

- Over a 3 year period increase enrollments by a cumulative total of 10%. (Credit headcount, credit hours, and non credit.)

Distance Education

- Develop a mission statement for distance education programming.
- Develop a 3 year strategic plan for distance education that would include credit and non-credit programming, staffing projections, budget projections (including adequate funds for marketing).

Staffing/Reorganization

- Develop a plan for the reorganization of the Academic Branch with a calendar for implementation.

Union City Campus

- Carry forward the existing international education goal in the FY2011 goals and stipulate that it will be a signature program at Union City.
- Develop a curriculum in ceramics to be a signature program in Union City.

Development

- Initiate an ongoing scholarship program specifically focused on raising support for West Hudson residents.
- Develop a scholarship program specifically for North Hudson residents to be implemented in fiscal year 2013.

Institutional Research

- Develop and implement a plan for centralized data collection and comprehensive assessment that would capitalize on the opportunities provided by the new Datatel system and that would include regular reporting to stakeholders.

College Mission

- Carry forward the current focus goal regarding the development of n updated college mission statement, assuring that it reflects student completion/student success. (This mission statement would be a prelude to a 2013 focus goal to update the institutional strategic plan.)

Facilities

- Begin construction of the learning resources center in Journal Square. Conduct the necessary planning work to initiate renovation of 25 Pathside in 2013.

College Life Office

- Establish the Office of College Life as part of the Academic Branch as part of the ongoing process to implement the new governance structures.

Technology

- Have every building on campus fully wireless by June 30, 2012.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 17, 2012**

X. NEW BUSINESS

2. RESOLUTION DESIGNATING NEWSPAPERS FOR OFFICIAL NOTICES FOR THE HUDSON COUNTY COMMUNITY COLLEGE.

WHEREAS, the Hudson County Community College pursuant to N.J.J.S. 10:4-8 seeks to designate certain newspapers as those in which notices concerning the Hudson County Community College will be placed; and

WHEREAS, the College believes that there are several newspapers in which notices can be listed and they are as follows:

The Hudson Reporter
The Kearny Observer
Cambio
El Specialito
The Jersey Journal
The Star Ledger

NOW, THEREFORE, BE IT RESOLVED that the Hudson County Community College shall send official notices concerning the College and it's meetings to the Hudson Reporter and at least 1 of the newspapers set forth above. The Hudson Reporter shall be designated as the official newspaper of the Hudson County Community College.

BE IT FURTHER RESOLVED that notices of the Hudson County Community College meetings shall also be sent to the clerk's offices in all municipalities in Hudson County and to the Hudson County Clerk's office

BE IT FURTHER RESOLVED that notice of the Hudson County Community College meetings shall also be posted on the College's web site.

INTRODUCED BY: James Fife

SECONDED BY: Adrienne Sires

DATE: January 17, 2011

Fahrenholz, Karen	<u>ABSENT</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>ABSENT</u>
Lee, Bakari	<u>AYE</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>AYE</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

7 Ayes..... 0 Nay

*****RESOLUTION ADOPTED*****

Jennifer Oakley
Signature of Recorder

1-17-12
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 17, 2012**

X. NEW BUSINESS

3. Request for Appeal of Grievance

WHEREAS, the Hudson County Community College Board of Trustees went into Closed Session to discuss hearing a grievance from a former employee, and

WHEREAS, a motion was made not to hear the grievance, and

WHEREAS, legal counsel was authorized to prepare appropriate correspondence which sets forth the full intentions of the HCCC Board of Trustees,

NOW, THEREFORE, BE IT RESOLVED that in accordance with the collective negotiations agreement, the Board of Trustees exercised its discretion not to hear the grievance.

BE IT FURTHER RESOLVED that the Board of Trustees authorizes legal counsel to prepare appropriate correspondence which sets forth the full intentions of the HCCC Board of Trustees.

INTRODUCED BY: Bakari Lee

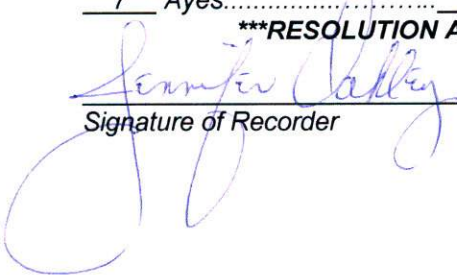
SECONDED BY: Katia Stack

DATE: January 17, 2012

Fahrenholz, Karen	<u>ABSENT</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>ABSENT</u>
Lee, Bakari	<u>AYE</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>AYE</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

7 Ayes..... 0 Nay

*****RESOLUTION ADOPTED*****


Signature of Recorder

1-17-12
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 17, 2012**

XI. ADJOURNMENT

THAT, the meeting be adjourned at 6:00 P.M.

INTRODUCED BY: Katia Stack

SECONDED BY: Bakari Lee

DATE: January 17, 2012

Fahrenholz, Karen	<u>ABSENT</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>ABSENT</u>
Lee, Bakari	<u>AYE</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>AYE</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

7 Ayes..... 0 Nay

*****RESOLUTION ADOPTED*****

Jennifer Oakley
Signature of Recorder

1-17-12
Date