

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, 2017

AGENDA

I. CALL TO ORDER - FLAG SALUTE Mr. Netchert

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Kevin G. Callahan
Karen A. Fahrenholz, Secretary/Treasurer
James Fife, Trustee Emeritus
Glen Gabert - President
Roberta Kenny
Joanne Kosakowski
Bakari Gerard Lee, Vice Chair
William J. Netchert, Chair
Jeanette Peña
Adrienne Sires
Harold Stahl
Jahrell Thompson – Student Alumni Representative
Monica Tone

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, 2017**

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Kevin Callahan	<u>PRESENT</u>
Karen A. Fahrenholz	<u>ABSENT</u>
James Fife, Trustee Emeritus, ex officio	<u>ABSENT</u>
Glen Gabert - President, ex officio	<u>PRESENT</u>
Roberta Kenny	<u>PRESENT</u>
Joanne Kosakowski	<u>PRESENT</u>
Bakari Lee	<u>PRESENT</u>
William J. Netchert	<u>PRESENT</u>
Jeanette Peña	<u>ABSENT</u>
Adrienne Sires	<u>ABSENT</u>
Harold G. Stahl	<u>PRESENT</u>
Jahrell Thompson, Student Alumni Representative	<u>PRESENT</u>
Monica Tone	<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 Campus, Union City, New Jersey stating the date, time and place of said meeting.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 17, 2017**

III. COMMENTS FROM THE PUBLIC

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 17, 2017**

IV. CLOSED SESSION

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 17, 2017**

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

President Gabert gave an update on enrollment. Spring 2017 enrollments are trending down 8-10% in credit hours and 8% in headcounts.

Dr. Eric Friedman, Senior Vice President, Academic Affairs, gave a presentation on new programs for Spring/Fall 2017 created by the Inter-Divisional New Programs Task Force (Attached).

Trustee Lee announced that the Association of Community College Trustees (ACCT) National Legislative Summit will be held in Washington from February 13th – 16th.

Trustee Lee also referenced the plans for the ACCT to hold a retreat for its board of directors in Jersey City from July 13th – 16th, which will include activities on the Journal Square campus.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 17, 2017**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETINGS

The Minutes of the Regular and Reorganization Meeting of November 22, 2016 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 Regular and Reorganization Meeting of November 22, 2016.

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: Bakari Lee

SECONDED BY: Kevin Callahan

DATE: January 17, 2017

Callahan, Kevin	<u>AYE</u>
Fahrenheit, Karen	<u>ABSENT</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>ABSENT</u>
Sires, Adrienne	<u>ABSENT</u>
Stahl, Harold	<u>AYE</u>
Tone, Monica	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

7 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

1-17-17
Date

**ATTACHMENT A
ITEM VI**

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

**November 22, 2016
Reorganization Meeting**

MINUTES

PRESENT: Kevin Callahan, Karen Fahrenholz, Glen Gabert, (ex officio), Roberta Kenny, Joanne Kosakowski, Bakari Lee, William Netchert, Jeanette Peña, Harold Stahl and Jahrell Thompson, Student Alumni Representative, and Monica Tone.

ABSENT: James Fife, Trustee Emeritus, (ex officio), and Adrienne Sires.

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

HCCC Staff and Visitors present were: Ana Chapman, Jennifer Christopher, Sal Cuellar, Patrick, DelPiano, Eric Friedman, Dorothea Graham-King, Jose Lowe, Patrick J. Moore, Jennifer Oakley, Paula Pando, Vivyen Ray, Qamar Raza, Lilisa Williams, and Marcella Williams and Veronica Zeichner.

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

Ia. Swear in New Trustee Newly elected Student Alumni Representative, Jahrell A.I. Thompson was sworn in.

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.

III. CLOSED SESSION – None

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

NOMINATED &
INTRODUCED BY:
SECONDED BY:

Kevin Callahan

Harold Stahl

Chair - William Netchert

Vice Chair - Bakari Lee

Secretary & Treasurer - Karen Fahrenholz

Introduced by: Kevin Callahan

Seconded by: Harold Stahl

9 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, 2017	-Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
February 7, 2017	- Library, 71 Sip Avenue, Jersey City, NJ
March 14, 2017	- Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
April 11, 2017	-Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
May 9, 2017	-Culinary Conference Center, 161 Newkirk Street, Jersey City, NJ
June 13, 2017	-Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
July	-No meeting
August 8, 2017	-Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
September 12, 2017	-Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
October 10, 2017	-North Hudson Campus, 4800 Kennedy Boulevard, Union City, NJ
November 21, 2017	-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

9 Ayes.....0 Nays

Resolution Adopted

VI. APPOINTMENT OF COUNSEL TO HUDSON COUNTY COMMUNITY COLLEGE FOR 2016-2017. Delayed until January

VII. APPOINTMENT OF COMMITTEES - Chairman Netchert named the following members of standing committees of the Board of Trustees for 2016.

<p>STANDING COMMITTEES:</p> <p><u>EXECUTIVE COMMITTEE</u> William Netchert (Chair) Bakari Lee (Vice Chair) Karen Fahrenholz (Secretary & Treasurer)</p> <p><u>ACADEMIC & STUDENT AFFAIRS COMMITTEE</u> Karen Fahrenholz (Chair) Jahrell Thompson, Student Alumni Representative Roberta Kenny Jeannette Peña Adrienne Sires</p> <p><u>FACILITIES COMMITTEE</u> William J. Netchert (co-Chair) Adrienne Sires (co-Chair) James Fife Harold Stahl</p> <p><u>FINANCE COMMITTEE</u> Bakari Lee, (Chair) Kevin Callahan</p>	<p><u>PERSONNEL</u> Joanne Kosakowski (Chair) Kevin Callahan Karen Fahrenholz Harold Stahl</p> <p><u>COLLEGE COMMENCEMENT COMMITTEE</u> Bakari Lee, Trustee Liaison to College Committee Jahrell Thompson, Student Alumni Representative</p> <p><u>FOUNDATION LIAISON</u> Karen Fahrenholz</p> <p>AD HOC Committees will be formed as needed.</p>
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VIII. ADJOURNMENT 5:20 P.M. and the Regular Meeting of the Board of Trustees convened.

Introduced by: Bakari Lee
Seconded by: Karen Fahrenholz
9 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, 2016

MINUTES

PRESENT: Kevin Callahan, Karen Fahrenholz, Glen Gabert, (ex officio), Roberta Kenny, Joanne Kosakowski, Bakari Lee, William Netchert, Jeanette Peña, Harold Stahl and Jahrell Thompson, Student Alumni Representative, and Monica Tone.

ABSENT: James Fife, Trustee Emeritus, (ex officio), and Adrienne Sires.

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

HCCC Staff and Visitors present were: Ana Chapman, Jennifer Christopher, Sal Cuellar, Patrick, DelPiano, Eric Friedman, Dorothea Graham-King, Jose Lowe, Patrick J. Moore, Jennifer Oakley, Paula Pando, Vivyen Ray, Qamar Raza, Lilisa Williams, and Marcella Williams and Veronica Zeichner.

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 5:15 p.m. and roll called by Jennifer Oakley.

III. COMMENTS FROM THE PUBLIC – None

SUSPEND THE ORDER OF THE AGENDA

Introduced by: Karen Fahrenholz

Seconded by: Kevin Callahan

9 Ayes.....0 Nays

Resolution Adopted

IV. CLOSED SESSION

Introduced by: Bakari Lee

Seconded by: William Netchert

9 Ayes.....0 Nays

Resolution Adopted

Motion to return from closed session 5:45 P.M.

Introduced by: William Netchert

Seconded by: Bakari Lee

9 Ayes.....0 Nays

Resolution Adopted

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

Dr. Paula Panda – Update on enrollment and introduction of Enrollment Team.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. Minutes of the Regular meeting of October 18, 2016.
2. Gifts, Grants and Contract Reports

The College has made the following grant & contract proposals:

TITLE: College Readiness Now III Grant Program

AGENCY: NJ Council of County Colleges

PURPOSE OF GRANT: An application was submitted requesting funding for the deployment of express bridge programs for juniors and seniors at different Hudson County high schools with the goal of bringing these students up to college level in reading, writing, math, and algebra. When these students successfully complete the bridge program, the goal is to recruit them into the HCCC LEAP program for dual enrollment status.

COLLEGE ADMINISTRATORS: Ryan Martin

COLLEGE CONTRIBUTION: 0

AWARD AMOUNT: \$41,000

TITLE: College Credit Now II Grant Program

AGENCY: NJ Council of County Colleges

PURPOSE OF GRANT: An application was submitted requesting funding for scholarships granting the payment of tuition and fees for Hudson County juniors and seniors that successfully complete the bridge programs outlined above in the College Readiness Now III Grant Program. Students must apply for the HCCC LEAP program to be eligible for the scholarships.

COLLEGE ADMINISTRATORS: Ryan Martin

COLLEGE CONTRIBUTION: 0

AWARD AMOUNT: \$20,000

Introduced by: Bakari Lee

Seconded by: Jeanette Peña

9 Ayes.....0 Nays

Resolution Adopted

VI. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Resolution for the Purchase of Accuplacer Exams for Fiscal Year 2016,
2. Resolution Authorizing the Purchase of Electrical Supplies for the College,
3. Affiliation Agreement between Alaris Health at Hamilton Park and HCCC – Certified Nurse Aide Program,
4. Resolution Authorizing the Purchase of Instructional Technology,
5. Resolution Authorizing the Purchase Colleague self-service system,
6. Dinner Sponsor for Annual College Foundation Dinner 2016,
7. Resolution authorizing the award of library consulting services to the Hudson County Community College libraries, and
8. Resolution for the Natural Gas Supply Service Agreement.

Introduced by: Bakari Lee

Seconded by: Karen Fahrenholz

9 Ayes.....0 Nays

Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATION

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Ryan Martin	Grants Officer	12/31/2016

2. APPOINTMENT OF STAFF

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Leslie A. Lang	Director of Student Accounts	11/23/2016	\$75,000.00
Maurice Dasent	Lead HVAC/Oiler Mechanic	11/23/2016	\$70,000.00 (pro-rated)
Tieka Harris	Director of EO	11/23/2016	\$65,000.00 (pro-rated)
Michael Carchia	Counselor	11/23/2016	\$48,000.00 (pro-rated)

3. TEMPORARY FULL-TIME ASSIGNMENT

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Royal Ross	Assistant to the Associate Dean for School & College Relations	11/23/2016- 02/28/2017	\$40,000.00

4. **APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: NOVEMBER 22, 2016 – JUNE 30, 2017.**
5. **Award of Consultant Services for Construction Management Program – Temporary Consultant**
6. **Award of Consultant Services for Automotive Technology Program – Temporary Consultant**
7. **Award of Consultant Services for Substantive Change Request for Online Associates Program – Temporary Consultant**
8. **Award of Consultant Services for Human Services Pre-Social Work option in Substance Abuse for Associates Program – Temporary Consultant**
9. **Award of Consultant Services Academic Certificate in Personal Training and A.S. in Exercise Science and A.S. in Physical Education – Temporary Consultant**
10. **Resolution Authorizing the Award of Employee Assistance Program (EAP) Consultant Services for Human Resources Department**
11. **Resolution Authorizing the Award of Library Services to Hudson County Community College**
12. **Approval of the Staffing Authorization Table for November 22, 2016.**
Here are the proposed Staffing Table changes effective as of November 22, 2016.

*Admission Advisor (2)
Assistant Director, Recruiting
Associate Registrar*

13. **Changes of Title for Incumbent Employees
CHANGE TITLE WITH INCUMBENTS**

NAME

TITLE CHANGES

Chenelle Smith *FROM: Assistant Registrar
TO: Associate Registrar*

Jacqueline Castillo *FROM: Transfer Student Coordinator
TO: Transcript Evaluator*

**14. Salary Adjustments based on changes for November 22, 2016
Staffing Authorization Table**

Smith, Chenelle Associate Registrar
Salary: From: \$45,000.00
To: \$55,000.00

Introduced by: Bakari Lee
Seconded by: Karen Fahrenholz
9 Ayes.....0 Nays Resolution Adopted

**15. COLLECTIVE BARGAINING AGREEMENT PROPOSAL BETWEEN HUDSON
COUNTY COMMUNITY COLLEGE AND THE HUDSON COUNTY
COMMUNITY COLLEGE SUPPORT STAFF FEDERATION.**

Introduced by: Joanne Kosakowski
Seconded by: Karen Fahrenholz
9 Ayes.....0 Nays Resolution Adopted

**16. COLLECTIVE BARGAINING AGREEMENT PROPOSAL BETWEEN HUDSON
COUNTY COMMUNITY COLLEGE AND THE HUDSON COUNTY
COMMUNITY COLLEGE ACADEMIC ADMINISTRATIVE ASSOCIATION.**

Introduced by: Bakari Lee
Seconded by: Karen Fahrenholz
9 Ayes.....0 Nays Resolution Adopted

**17. COLLECTIVE BARGAINING AGREEMENT PROPOSAL BETWEEN HUDSON
COUNTY COMMUNITY COLLEGE AND THE HUDSON COUNTY
COMMUNITY COLLEGE ADJUNCT FACULTY FEDERATION.**

Introduced by: Joanne Kosakowski
Seconded by: Karen Fahrenholz
9 Ayes.....0 Nays Resolution Adopted

18. Employee Handbook Update

Introduced by: Bakari Lee
Seconded by: Karen Fahrenholz
9 Ayes.....0 Nays Resolution Adopted

IX. ACADEMIC AND STUDENT AFFAIRS

- 1. Revisions to Academic Calendar for Fall 2017**
- 2. Proposed New Academic Certificate in Personal Fitness Trainer (PFT)**
- 3. Termination of Associate Degree in Geographic Information Science (GIS)**

Introduced by: Joanne Kosakowski
Seconded by: Karen Fahrenholz
9 Ayes.....0 Nays Resolution Adopted

X. NEW BUSINESS

1. Renewal of President's Contract

Introduced by: The Board as a Whole

Seconded by: The Board as a Whole

9 Ayes.....0 Nays

Resolution Adopted

XI. ADJOURNMENT 6:00 P.M.

Introduced by: William Netchert

Seconded by: Bakari Lee

9 Ayes.....0 Nays

Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 17, 2017**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Award for Construction Management Services Extension

WHEREAS, the College has a need to extend the professional Construction Manager Services contract with MAST Construction Services, Inc. of Little Falls, New Jersey; and

WHEREAS, this service is exempt from bidding Pursuant to N.J.S.A. 18A:64A-25.5(15); and

WHEREAS, this service is 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 extension is from April 1, 2017 to August 31, 2017; and

WHEREAS, MAST is requesting an additional 5 months of services to coincide with the completion of the project, at a cost not to exceed \$193,750; and

WHEREAS, the cost of these services will be funded from the Stem project funds; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve MAST Construction Services, Inc. of Little Falls, New Jersey as the vendor to provide these services as described herein at a cost not to exceed \$193,750.

2. Resolution Approving Change Orders for RSC Architect's

WHEREAS, there is a need to complete additional design services and construction administration services for STEM project which requires a change order; and

WHEREAS, the aforementioned change order require an increase not to exceed the amount of \$69,625; and

WHEREAS, the funding for this project and change order will be charged to Stem Project Funds; and

WHEREAS, the Administration and Finance Committee recommends approving this change order; and

NOW THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College recommends approving the contract amendment requests to increase the contract awarded to RSC Architects in the amount not to exceed \$69,625.

3. Affiliation Agreement between University Hospital and HCCC – Nursing Program

WHEREAS, the College currently offers degrees within the nursing program that requires clinical practicums; and

WHEREAS, these clinical sites require an Affiliation Agreement stipulating the roles, responsibilities, physical requirements and other terms of the agreement covering students and faculty; and

WHEREAS, the College has established an approved certified nursing program and desires to develop a clinical affiliation with University Hospital, located at 150 Bergen Street, Newark, New Jersey 07103 for purposes of providing clinical experiences to students; and

WHEREAS, the anticipated term is from December 1, 2016 to May 31, 2018; and

WHEREAS, the Administration and Finance Committee recommends this agreement; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the College to enter into this affiliation agreement with University Hospital for the purposes of clinically educating Hudson County Community College students.

4. Award of Temporary Grant Writing and Editing Services

WHEREAS, the College has a need for grant writing services; and

WHEREAS, the College is seeking to fill the current vacant grant services position, but is in need of help with these services until then; and

WHEREAS, the cost of this service is under the College's bid threshold and is therefore exempt from bidding; and

WHEREAS, this service is pursuant to the Business Entity Disclosure Process; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the present/anticipated value will not exceed \$17,500; and

WHEREAS, the anticipated term is six months; and

WHEREAS, WSW is the proposed vendor to provide these consulting services at a cost not to exceed \$15,000; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve WSW as the vendor to provide these services as described herein at a cost not to exceed \$15,000.

5. Award of Media Services for Billboard Advertisements

WHEREAS, as part of the plan to increase visibility and create a media image, it is proposed that the College continue an outdoor billboard campaign for twelve (12) months. The college has solicited a quote and a sign will be placed on Bergenline Avenue and 47th Street in Union City, as well as Sip and Bergen Avenues in Jersey City; and

WHEREAS, this service is exempt from bidding pursuant to N.J.S.A 18A:64A-25.5(20); and

WHEREAS, this service is 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 of this contract is one (1) year, and

WHEREAS, Outfront Media, Inc. of Fairfield, New Jersey has submitted a quote indicating that they will provide the billboard media advertising for the sum of \$112,140 (Note: This is a sole source vendor and the design for the campaign will be provided by the College's Communication Department); and

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

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

NOW, THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Outfront Media, Inc. of Fairfield, New Jersey, as described herein; at a total cost not to exceed \$112,140.

6. Resolution Approving Articulation Agreement between HCCC and Fairleigh Dickinson University

WHEREAS, Fairleigh Dickinson University offers a baccalaureate degree program in radiologic technology that is approved by the State of New Jersey Office Of The Secretary Of Higher Education; and

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

WHEREAS, HCCC operates a 24-month clinical program for radiography students that is accredited by the Joint Review Committee on Education in Radiologic Technology and approved by the New Jersey Radiologic Technology Board of Examiners, which is a division of the New Jersey Department of Environmental Protection, which is located on the Hospital campus; and

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

WHEREAS, the Administration and Finance Committee recommends this agreement; and

NOW THEREFORE, BE IT RESOLVED, in consideration of the mutual promises, covenants and agreements herein contained, the receipt and sufficiency of which is hereby acknowledged and approved by the Board of Trustees of Hudson County Community College and authorizes the President to enter into agreement with Fairleigh Dickinson University, subject to review and comment by legal counsel..

7. Resolution Approving Reverse Transfer Articulation Agreement between HCCC and Saint Peter's University

WHEREAS, Saint Peter's University and Hudson County Community College are both active educational partners in providing education opportunities for students in the state of New Jersey; and

WHEREAS, The Reverse Transfer Articulation agreement assists students who earned at least 30 credits that apply towards an associate degree while enrolled at HCCC, but did not complete sufficient credits to earn their associate degree; and

WHEREAS, This agreement is designed to allow these students to transfer their credits earned at Saint Peter's University to Hudson County Community College, through an articulate agreement, and provide them an opportunity to complete their community college (associate) degree; and

WHEREAS, Saint Peter's University students who earned more than 30 credits but less than an associate degree and Hudson County Community College will automatically be notified of this agreement if they meet the minimum criteria; and

WHEREAS, the Administration and Finance Committee recommends this agreement; and

NOW THEREFORE, BE IT RESOLVED, in consideration of the mutual promises, covenants and agreements herein contained, the receipt and sufficiency of which is hereby acknowledged and approved by the Board of Trustees of Hudson County Community College and authorizes the President to enter into agreement with Saint Peter's University.

8. Resolution Approving Insurance Rate Level Agreement

WHEREAS, Philadelphia Insurance Company will be the exclusive insurer and Border Perlman Insurance Agency will be the exclusive producer representing the College; and

WHEREAS, Philadelphia Insurance Company agrees to maintain the final insurance rate to stabilize the cost of insurance for the College through the period of the agreement; and

WHEREAS, the anticipated term of this agreement is from July 1, 2016 through July 1, 2019; and

WHEREAS, the Administration and Finance Committee recommends this agreement; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the President to enter into this rate level agreement with Philadelphia Insurance Companies.

9. Resolution Awarding Contract for Elevator Maintenance Services to Thyssenkrupp Elevator Corporation

WHEREAS, the Hudson County Community College held a public bid opening for an elevator maintenance services contract; and

WHEREAS, the College received four (4) bids at the public bid opening; and

WHEREAS, the lowest bid was submitted by Thyssenkrupp Elevator Corporation of Cranford, NJ, with a price of \$63,960.00 per year for the services required by the specifications, plus such hourly rates and a ten percent (10%) materials/parts markup as set forth in the bid; and

WHEREAS, the College has determined Thyssenkrupp Elevator Corporation of Cranford, NJ to be the lowest responsive and responsible bidder; and

WHEREAS, the anticipated term of this contract is 3 years (with an option to renew for an additional 2 years); and

WHEREAS, the Administration and Finance Committee recommends this agreement; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby awards a contract for the Services to Thyssenkrupp Elevator Corporation at a total cost not to exceed \$63,960.00 per year for the services required by the specifications, plus such hourly rates and materials/parts markup set forth in the bid, with an option to renew the contract for an additional two (2) years; and

BE IT FURTHER RESOLVED that the Board of Trustees hereby authorizes its Director of Contracts and Procurement and Executive Director Engineering and Operations to work with legal counsel to prepare the contract for the Services consistent with the Specifications and Thyssenkrupp's bid.

10. Award of General Counsel Legal Services for 2016-2017

WHEREAS, the Hudson County Community College has determined to contract for a general counsel legal services for the College; and

WHEREAS, the College has used a business certification process to award this contract for general counsel legal services for the; and

WHEREAS, the College has reviewed and approved of the proposal from Scarinci Hollenbeck to provide general counsel legal services for the Hudson County Community College; and

WHEREAS, Scarinci Hollenbeck executed and submitted the business certification that allows the College to award this contract pursuant to N.J.S.A.19:44A-20.5; and the Administration and Finance Committee recommends this contract; and

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

NOW THEREFORE, BE IT RESOLVED the Board of Trustees does hereby authorize the College to enter into an agreement with Scarinci Hollenbeck to provide general counsel legal services for Hudson County Community College, in accordance with the proposal for these services. The contract shall commence on November 1, 2016 and end on October 31, 2017; and

BE IT FURTHER RESOLVED, that the President is hereby authorized to execute the agreement for these services;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration, and the Finance Committee as outlined above in **Item VI. Appointment of Counsel to Hudson County Community College for 2016-2017: 1. Award of General Counsel Legal Services for 2017.**

11. Resolution Authorizing the College to Enter into an Inter-local Services Agreement with the County of Hudson and the Hudson County Improvement Authority to Share Services Related to Certain Capital Development Projects

WHEREAS, an updated facilities master plan for the College is nearing completion; and

WHEREAS, it will provide for expanded programming in Journal Square and Union City as well as a new campus in Secaucus; and

WHEREAS, it will include provisions for the sale and acquisition of properties, repurposing existing facilities, public/private partnerships, and significant new construction; and

WHEREAS, the Administration has determined a need for ongoing professional assistance to coordinate the execution of the plan and to assist with negotiation with developers, funding authorities and regulatory agencies, and

WHEREAS, it has been further determined that an effective way to accomplish this would be to employ the services of Brian O'Reilly through and inter-local services agreement with the County of Hudson, and the Hudson County Improvement Authority for a period of one year commencing January 1, 2017 for \$36,000 to be reimbursed through the Hudson County Improvement Authority.

NOW THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the President and/or designee to enter into separate inter-local agreements with the County of Hudson, and the Hudson County Improvement Authority to partner on hiring the services of Brian O'Reilly as described herein subject to review by College Counsel; and through and inter-local services agreement with the County of Hudson, and the Hudson County Improvement Authority for a period of one year commencing January 1, 2017 for \$36,000 to be reimbursed through the Hudson County Improvement Authority.

RESOLUTION:

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration, and the Finance Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1-11:** 1) Award for Construction Management Services Extension, 2) Resolution Approving Change Orders for RSC Architect's, 3) Affiliation Agreement between University Hospital and HCCC – Nursing Program, 4) Award of Temporary Grant Writing and Editing Services, 5) Award of Media Services for Billboard advertisements, 6) Resolution Approving Articulation Agreement between HCCC and Fairleigh Dickinson University, 7) Resolution Approving Reverse Transfer Articulation Agreement between HCCC and Saint Peter's University, 8) Resolution Approving Insurance Rate Level Agreement, 9) Resolution Awarding Contract for Elevator Maintenance Services to Thyssenkrupp Elevator Corporation, 10) Award of General Counsel Legal Services for 2016-2017, and 11) Resolution Authorizing the College to Enter into an Inter-local Services Agreement with the County of Hudson and the Hudson County Improvement Authority to Share Services Related to Certain Capital Development Projects.

INTRODUCED BY: Bakari Lee

SECONDED BY: Harold Stahl

DATE: January 17, 2017

Callahan, Kevin	<u>AYE</u>	ABSTAIN ON #7
Fahrenholz, Karen	<u>ABSENT</u>	
Kenny, Roberta	<u>AYE</u>	
Kosakowski, Joanne	<u>AYE</u>	
Lee, Bakari	<u>AYE</u>	
Peña, Jeanette	<u>ABSENT</u>	
Sires, Adrienne	<u>ABSENT</u>	
Stahl, Harold	<u>AYE</u>	
Tone, Monica	<u>AYE</u>	
Netchert, William, Chair	<u>AYE</u>	

7 Ayes..... 0 Nay

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

Signature of Recorder

Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 17, 2017**

VIII. PERSONNEL RECOMMENDATIONS

1. NOTICE OF THE DEATH OF PATRICIA MURPHY

The College acknowledges with sadness the death of Patricia (Pat) Murphy. At the time of her passing, Ms. Murphy was Secretary, Nursing and Allied Health. She joined the staff in 1996. She served multiple terms as President of the Support Staff Federation. She also helped organize and manage the Annual Staff Holiday Luncheon which raised thousands of dollars over the years for scholarships.

2. RETIREMENT

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Lloyd Khan	Professor, Biology	1/1/2017

RECOMMENDATION:

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

3. RESIGNATIONS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Mayelin Torres	Coordinator, Evening/ Weekend Off-site Programs, Non-Traditional Programs	1/13/2017

RECOMMENDATION:

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

4. APPOINTMENT OF STAFF

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Timothy Brown	Admissions Recruiter	1/18/2017	\$38,000 (pro-rated)

Note: This is a replacement for Steven Mercado.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Christine Cacnio	Admissions Advisor	1/18/2017	\$38,000 (pro-rated)

Note: This is a new position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Nadege Sanon	TAACCCT Job Developer, Center for Business & Industry, Non-Traditional Programs	1/18/2017	\$38,000 (pro-rated)

Note: This is a replacement for Monteria Bass.

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. 4.

5. TEMPORARY FULL-TIME ASSIGNMENT

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Luis Rafael Sosa Santiago	Coordinator, Evening/Weekend & Off-Site Programs Non-Traditional Programs	1/18/2017	\$22,108.50 (pro-rated)

Note: This is an approved temporary full-time position.

RECOMMENDATION: The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Temporary Full-Time above as Personnel Recommendation Item No. 5.

6. TEMPORARY FULL-TIME FACULTY ASSIGNMENTS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Fatma Benchouk	Instructor, Criminal Justice	1/18/2017 5/30/2017	\$22,108.50 (pro-rated)

Note: This is an approved non-tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Jacqueline Brody	Instructor, English	1/18/2017 5/30/2017	\$22,108.50 (pro-rated)

Note: This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Bernadette Constanzo	Instructor, Romance Languages	1/18/2017 5/30/2017	\$22,108.50 (pro-rated)

Note: This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Peter Cronrath	Instructor, Business	1/18/2017 5/30/2017	\$22,108.50 (pro-rated)

Note: This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Carlos Abel Gomez	Instructor, Chemistry	1/18/2017 5/30/2017	\$22,108.50 (pro-rated)

Note: This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Kasaun Henry	Instructor, History	1/18/2017 5/30/2017	\$22,108.50 (pro-rated)

Note: This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Geoffrey Knight	Instructor, English as a Second Language	1/18/2017 5/30/2017	\$22,108.50 (pro-rated)

Note: This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Jedediah Palmer	Instructor, English as a Second Language	1/18/2017 5/30/2017	\$22,108.50 (pro-rated)

Note: This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Soviesky Pujols	Instructor, English	1/18/2017 5/30/2017	\$22,108.50 (pro-rated)

Note: This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Gilda Reyes	Instructor, English	1/18/2017 5/30/2017	\$22,108.50 (pro-rated)

Note: This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Ali Rohafza	Instructor, Physics	1/18/2017 5/30/2017	\$22,108.50 (pro-rated)

Note: This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Tazio Ruffilo	Instructor, English	1/18/2017 5/30/2017	\$22,108.50 (pro-rated)

Note: This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Meenu Sharma Math	Instructor, Academic Foundations	1/18/2017 5/30/2017	\$22,108.50 (pro-rated)

Note: This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Kyle Woolley	Instructor, Academic Foundations Math	1/18/2017 5/30/2017	\$22,108.50 (pro-rated)

Note: This is an approved non-tenure track temporary faculty position.

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Temporary Full-Time Faculty Assignments above as Personnel Recommendation Item No. 6.

**7. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES:
JANUARY 18, 2017 – JUNE 30, 2017**

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
ALTAMIRANO	GEOVANNY	ITS	INSTRUCTIONAL LAB ASST	ISTLAB-253025	D. PEREZ
D'SOUZA	GODWIN	ITS	PT PC TECHNICIAN	PTTECH-253025	I. CHICAS
D'SOUZA	NIKITH	ITS	PT PC TECHNICIAN	PTTECH-253025	I. CHICAS
ASIF-HUSSAIN	TUHAID	ADJ/ACAD SUPPORT SVCS	SI LEADER	SILEAD-150505	C. CALEDRINO
DAOUD	AYA	ADJ/ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
KHALID	MUHAMMAD	ADJ/ACAD SUPPORT SVCS	SI LEADER	SILEAD-150505	C. CALEDRINO
GOMEZ	MATTHEW	ADJ/ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
LAGE	GABRIELA	ADJ/ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
MARMOL	JOSEPH	ADJ/ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
MCRAE	LESTER J.	ADJ/ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
NASRI	SOUMEYA	ADJ/ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
PATON	DERKYL	ADJ/ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
PEREZ	CHRISLENNY	ADJ/ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
RAMIREZ	ERIKA	ADJ/ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
TELLEZ	BIANELLY	ADJ/ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
VOHRA	NAMRA	ADJ/ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY

CONTINUING PART TIME HIRES

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
NAKHLA	GIHAN	GRANTS	TAACCCT INSTRUCTOR	GRAINS-601077	C. MIRASOL
RAZA	QAMAR	COMMUNITY EDUCATION	PT INSTRUCTOR	PTINST-102010	J. NAVAS
VIDAL	JONATHAN	ITS	PT WEB DEVELOPER	PTWBDEV-253025	I. CHIA
JAVED	AISHA	ENROLLMENT SVCS	OFFICE ASSISTANT	OFFAST-200525	C. SMITH
CHAHINE	ALAIN	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
COUSAR	EBONY	SECURITY	OFFICE ASSISTANT	OFFAST-253040	R. NIVAR
CONTLA	HAIDE	ALLIED HEALTH	OFFICE ASSISTANT	OFFAST-101016	C. SIRANGELO
GOODING	DANIELLA	ALLIED HEALTH	OFFICE ASSISTANT	OFFAST-101016	C. SIRANGELO
CONTLA	HAIDE	DOI/ARTS	OFFICE ASSISTANT	OFFAST-101005	C. WAHL
KRESS	SALLY ANN	DOI/ARTS	TEST SCORER	SCORER-101005	C. WAHL
ABAZEID	ASIA	ADJ/ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
CACERES	LUIS	ADJ/ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
KOLBINGER	RONALD	ADJ/ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
ADEWUMI	AMINATA	STEM	OFFICE ASSISTANT	OFFAST-101015	J. MARLINE
AGUIRRE	MAURICIO	STEM	PT LAB ASSISTANT	LABAST-101015	J. MARLIN
CID	ALEXANDER	STEM	PT LAB ASSISTANT	LABAST-101015	J. MARLIN
COLON	CAMELLE	STEM	OFFICE ASSISTANT	OFFAST-101015	J. MARLIN
DRIBKI	YASSINE	STEM	OFFICE ASSISTANT	OFFAST-101015	J. MARLIN
HEDHLI	AMJED	STEM	PT LAB ASSISTANT	LABAST-101015	J. MARLIN
LEONOVA	YULIA	STEM	PT LAB ASSISTANT	LABAST-101015	J. MARLIN
PATEL	SHRUSHTI	STEM	PT LAB ASSISTANT	LABAST-101015	J. MARLIN
RODRIGUEZ	MARLENI	STEM	OFFICE ASSISTANT	OFFAST-101015	J. MARLIN
SIVARAM	SHOBIKA	STEM	PT LAB ASSISTANT	LABAST-101015	J. MARLIN

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. 7.

8. **APPOINTMENT OF ADDITIONAL NEW HIRE ADJUNCTS SPRING 2017.**

LAST NAME	FIRST NAME	DEPT
SAMUELSEN	LAURA	ACADEMIC FOUNDATIONS – MATH
WILLIAMS	STEPHANIE	ALLIED HEALTH
RODIGER-RADOVIC	SONJA	ENGLISH
PANETTA	PATRICIA	ESL
NURCE	MIMOZA	ESL
PEREZ	PRISCILA	ESL
DIGENIO	NATASHA	SOCIAL SCIENCES
INGOGLIA	ROBERT	SOCIAL SCIENCES
ANJUM	NADEEM	STEM

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New Hire Adjuncts Spring FY 2015 listed above as Personnel Recommendation Item No 8.

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 2-8:** (2) Retirement, (3) Resignation, (4) Appointment of Staff (5) Temporary Full-Time Assignments (6) Appointment of Temporary Full-Time Faculty Assignments (7) Appointment of Additional New Part-Time Hires (8) Appointment of Additional New Hire Adjunct Spring 2017.

INTRODUCED BY: Joanne Kosakowski

SECONDED BY: Harold Stahl

DATE: January 17, 2017

Callahan, Kevin	<u>AYE</u>
Fahrenholz, Karen	<u>ABSENT</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>ABSENT</u>
Sires, Adrienne	<u>ABSENT</u>
Stahl, Harold	<u>AYE</u>
Tone, Monica	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

7 Ayes..... 0 Nay

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

Signature of Recorder

Date

Signature of Recorder 1-17-17

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 17, 2017**

IX. ACADEMIC AND STUDENT AFFAIRS

- 1. Proposed Two New Academic Degree Programs**
Associate in Applied Science (AAS) in Construction Management
Associate in Arts (AA) in Media & Communications

REPORT/BACKGROUND

In early Fall 2016, a task force was formed as part of one of a number of collaborative efforts to develop strategies to reverse declining enrollment trends and support HCCC Strategic Plan 2016-2021 initiatives. The group is tasked with exploring and analyzing economic trends and ever-changing market/community needs in the county and metropolitan areas. The information will be used to assist in assessing and implementing new educational programs to best serve county residents.

In line with this initiative, HCCC proposes two new academic degree programs with anticipated implementation in Fall 2017

1.1 AAS Degree in Construction Management (60 credits)

This 60-credit program prepares graduates to earn the requisite license and perform the role of construction manager. A Construction manager plans, coordinates, budgets, and supervises construction projects from start to finish. He or she works closely with other building specialists, such as architects, civil engineers, and trade workers (e.g. stone masons, electricians, and carpenters) to make sure that projects meet design specifications, are completed on time and within budget.

American infrastructure is old and crumbling. The nation became the leading economy of the world due to massive investment in its infrastructure during the 1950's and 1960's. However, it is degrading rapidly and needs a quick fix to remain competitive. Major construction projects in the NJ/NY metropolitan areas are anticipated - construction of the new Tappan Zee Bridge and LaGuardia Airport New York, construction of new Bayonne Bridge, continued upgrading of the Pulaski Skyway, plans to replace existing Port Authority Bus Terminal in NY and many more projects. The Bureau of Labor Statistics forecasts an 18% increase in related employment in New Jersey and metropolitan area.

1.2 AA Degree in Media & Communications (61-63 credits)

This program prepares students in the fundamentals of communications discipline in order to pursue career opportunities within the media industry and related fields, or to advance to a Bachelor's Degree with a specialized communications-related concentration offered at senior institutions. Graduates of this program will be knowledgeable and skillful in the theories and practices of written communication, media studies, communication history, and digital media. They will be well-prepared to pursue further studies for career opportunities such as Advertising Writer/Associate, Communications Specialist, Documentation Designer/Specialist, Editorial Assistant, Information Developer, Journalist, Media Relations/Public Affairs/Public Relations Specialist/Coordinator, Technical Communicator/Writer, News/Television Reporter, TV Production Assistant, Writer, Staff Writer.

According to the US Bureau of Labor Statistics, (<http://www.bls.gov/ooh/media-and-communication/home.htm>) "employment of media and communication occupations is projected to grow 4 percent from 2014 to 2024, which will result in about 27,400 new jobs. Demand for media and communication occupations should stem from the need to create, edit, translate, and disseminate information through a variety of different platforms. The median annual wage for media and

communication occupations was \$53,530 in May 2015, which was higher than the median annual wage for all occupations of \$36,200." Projected job growth in New Jersey and the Metropolitan area varied from 6-13% depending upon the position.

Both of these two new degree programs will attract more prospective students, offer more options to our HCCC students to pursue studies which interest them, and increase the College's capability to serve its county community.

RECOMMENDATION:

The President and Administration recommend that the Board of Trustees approve the implementation of the two proposed Academic Degrees: 1) AAS in Construction Management and 2) Associate Degree in Arts in Media and Communications, effective subsequent approval from the New Jersey Presidents' Council.

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendation of the President, the Administration, and the Academic and Student Affairs Committee as outlined above in **IX. Academic and Student Affairs Recommendations 1:** 1) Proposed Two New Academic Degree Programs; Associate in Applied Science (AAS) in Construction Management, and Associate in Arts (AA) in Media & Communications.

INTRODUCED BY: Kevin Callahan

SECONDED BY: Monica Tone

DATE: January 17, 2017

Callahan, Kevin	<u>AYE</u>
Fahrenholz, Karen	<u>ABSENT</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>ABSENT</u>
Sires, Adrienne	<u>ABSENT</u>
Stahl, Harold	<u>AYE</u>
Tone, Monica	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

7 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley
Signature of Recorder

1-17-17
Date



PROGRAM ANNOUNCEMENT

Associate Degree in Applied Science – Construction Management

Program Announcement Narrative

I. Objectives

The objective of the program is to produce graduates who are prepared to earn the requisite license and perform the role of construction managers. A Construction manager plans, coordinates, budgets, and supervises construction projects from start to finish. They work closely with other building specialists, such as architects, civil engineers, and trade workers (e.g. stone masons, electricians, and carpenters) to make sure that projects meet design specifications, are completed on time and within budget.

Students will learn to understand and manage all phases of modern-day construction. They will be exposed to new construction methods protocols, materials, testing procedures and management principles. Special emphasis will be placed on ensuring that graduating students are able to pass the national licensing exams.

Adding this program is part of making HCCC a comprehensive community college in that it provides employment-related education in a growing field. The program is expected to attract members of the building trades who are interested in advancing into management, a constituency which is currently not fully served.

II. Evaluation and Learning Outcomes Assessment plan for the program

Upon successful completion of the Construction Management Program the student will be able to:

1. Effectively communicate through oral and written means, preparing reports, presenting projects, corresponding with supervisors and clients, and delivering instructions.
2. Administer all phases of construction. Apply scientific knowledge and principles, quantitative methods, and technology tools to think critically and solve complex analytical problems at work.
3. Maintain effective project delivery. Interpret and explain contracts and technical information to other professionals. Respond to work delays, emergencies, and other problems.
4. Collaborate with architects, engineers, and other construction specialists. Select, schedule, and coordinate subcontractor activities.
5. Comply with legal requirements, building and safety codes, and other regulations.
6. Prepare cost estimates, budgets, and work timetables.

III. Relationship of the program to institutional strategic plan

Goal	Strategy	Construction Management Program
1.1	Review academic programs and develop new credit and non-credit programs and classes to meet career and workforce needs, the demands of the new economy, and changing demographics.	The construction management profession is an emerging field and suited to all those students who are in need to enter into work force after high school graduation. The construction industry in Hudson County is booming both in road/bridge repair and in new building, and the County has a large working-class population that will find this program appealing.
1.5	Identify and develop at least one signature program in each academic division, including identifying signature programming offered at the North Hudson Campus.	It is expected to be a successful program in STEM
2.4	Provide more individualized support services that are responsive to the unique and increasingly complex needs of the students we serve.	Over time most of the professions in construction need some sort of certification. The program will provide an opportunity to all such students who need additional coaching and counseling.
5.4	Expand revenues through enrollment increases, private giving, grants, the development of profit centers, and county, state and federal support.	The program will attract new students and will boost enrollment and revenues for the institution.
5.9	Develop and implement an aggressive enrollment plan, reviewed and revised annually, that will optimize enrollment growth in the numbers of both in-person and online students, and that addresses how the College can best capitalize on Hudson County regions experiencing population growth, such as Journal Square, Kearny, Harrison and the Waterfront.	Discussed above in goal 1.1 and 2.4
6.2	Strengthen workforce development programs through partnerships with local businesses and the Hudson County Workforce Investment Board (WIB).	As technology is rapidly changing, companies in construction business need to continuously retrain their manpower to remain in compliance. The institution can make partnership with local companies to market its program.
6.3	Implement a comprehensive system for analyzing workforce trends to ensure College services and programs are meeting the needs of the local community	Discussed above in goal 6.2

6.4	Increase student recruitment efforts, emphasizing traditionally underserved students as well as non-traditional populations who can benefit from an HCCC education.	HCCC currently offers few opportunities for members of the building trades to advance within their profession. The program will largely serve those already in the trades.
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IV. Need

Justification

American infrastructure is old and crumbling. The nation became the leading economy of the world due to massive investment in its infrastructure during the 1950's and 1960's. However, it is degrading rapidly and needs a quick fix to remain competitive. Every fourth of the nation's 607,380 bridges is considered structurally deficient or functionally obsolete. Nearly 14,000 of the nation's 84,000 dams are considered to be high-hazard¹. 65% of America's major roads are rated in less than good condition. 45% Americans lack access to transit². Our water pipes are nearing the "end of their useful life". Over half of 2.5 million miles of pipeline used for transportation of fuel and gas is over fifty years old (Groeger, 2012). All our existing airports are extremely congested and outdated by international standards. None of the American ports are capable of handling world largest shipping containers.

The American Society of Civil Engineers issues a report every four years outlining the state of U.S. infrastructure on sixteen different forms of infrastructure. Their most recent report released in March of 2013 gave the overall system a grade of "D+," including eleven "D's," four "C's," and only one "B." It recommended that American governments must tackle these problems or we will face severe economic consequences. According to an estimate, US would have to invest \$3.6 trillion to upgrade it.

Historically, investment in the infrastructure had always been a tool to get out of recession. Every \$1 billion invested in roads and bridges generates approximately 34,700 jobs. Every dollar taxpayers invest in public transportation generates up to \$6 in economic returns, which translates into higher revenues for cities and states

As part of this effort, on July 6, 2012, President Obama signed into law P.L. 112-141, the *Moving Ahead for Progress in the 21st Century Act (MAP-21)*. The law will be calling on federal agencies to find new ways to increase investment in ports, roads, bridges, broadband networks, drinking water and sewer systems and other projects by facilitating partnerships between federal, state and local governments and private sector investors.

Construction of the new Tappan Zee Bridge and LaGuardia Airport New York, Cleveland Rapid-Transit-Station, Boston South Station, Pensacola Bay Bridge Florida, Light-Rail projects of Seattle and in our immediate neighborhood the construction of new Bayonne Bridge, up gradation of Pulaski Skyway bridge and plans to replace existing Port Authority Bus Terminal in NY are all steps in this regard with many more to come.

¹ www.wired.com/2015/.../time-fix-americas-infrastructure-heres-sta...

² https://www.whitehouse.gov/sites/default/files/docs/economic_analysis_of_transportation_investments.pdf

Investigation of major failure in aging infrastructure reveals defective materials, poor workmanship and basic technical flaws. The construction of 21st century infrastructure will be highly regulated. Every aspect of a project will be closely monitored and will be documented. This will further generate higher demand for construction managers.

The proposed Construction Management program will meet the future demands of construction firms. The A.A.S. degree is also designed to provide smooth transfer to bachelor's degree programs at colleges and universities.

Relationship to Institutional Mission

The program will cater the need of a large segment of the population of Hudson county and businesses, fulfilling the following mission statements of college.

- To provide associate degree programs that will prepare students for immediate employment or provide for career enhancement.
- Providing courses and associate degree programs for transfer into four year institutions.
- To provide educational and support services to businesses and industries to meet workforce needs and to promote the economy of the County.
- The expansion of academic collaborations with external partners.
- To provide programs and services appropriate to the linguistic diversity of the community.
- Creating signature STEM program in alignment with the strategic goal: Positioning STEM as HCCC signature programs.

Similar Programs

Statewide, comparable programs which are similar in content may be found at:

Burlington County College --- A.S. (Construction Management)

Cumberland County College ---A. A.S./Certificate (Construction Supervision)

Mercer County Community College --- A.A.S/Certificate (Building Construction Technology)

Union County College --- A.A.S. (Construction Engineering Technology)

Middlesex County College --- Certificate (Construction Management)

Stevens Institute of Technology --- MS (Construction Management)

The College of New Jersey --- BS (Engineering Management)

Thomas Edison State College --- BS/A.A.S(Construction Technology/Construction Management)

Rutgers --- MBS (Construction Management/Engineering Management)

V. Students

It is expected that the program will attract substantial number of applicants. The targeted student population is;

- Recent high school graduates.
- Workers already in the construction field but aiming to advance their careers.
- Military veterans and people changing their professions.

The proposal estimates that there will be:

Year One	Year Two	Year Three
1 st Semester 20	1 st Semester 25	1 st Semester 25
2 nd Semester 20	2 nd Semester 25	2 nd Semester 25
Year Total 40	Year Total 50	Year Total 50

VI. Program Resources

The proposed Construction Management Program will draw from coursework already existing at the college in addition to new courses that will be developed by HCCC faculty. No additional full-time faculty is needed for the program. However, adjunct faculty members will be needed to teach construction-related courses. The proposal also notes the addition of one program coordinator/advisor.

The program will require Chemistry, Computer and General Construction laboratories. For Chemistry and Computer labs the existing facilities in the college are quite adequate. For General Construction lab some bench space in any existing lab facility and the general-purpose laboratories in the new science building will be able to be adapted to the program's needs.

Most of the course material will be available in the text books and online. Additional material will be provided in the form of handouts. The process of upgrading the library has already been initiated.

VII. Degree Requirements

Curriculum Design

Degree Program Construction Management – A.A.S

CSS 100 – College Student Success
(College Requirement/HCCC students)

1

*General Education Requirement**

	Course Code	Course Title	Credits
Communication 9	ENG 101	College Composition I	3
	ENG 103	Technical Report Writing	3
	ENG 112	Speech	3
Computer 3	CSC 100	Introduction to Computers & Computing	3
Mathematics 3	MAT 100	College Algebra	3
SS/ Hum 3	ECO 201	Principles of Macroeconomics (<i>required</i>)	3
Diversity 3	****	Elective	3

Major (Specialized) Requirement

Course Number	Course Title	Credits
SCI 101	<u>Introduction to Physical Science</u>	3
MAT 103	<u>Business Mathematics</u>	3
CHP 100	<u>Introduction to Chemistry</u>	3
CNM xxx	<u>Engineering Sciences and Calculations</u>	4
EGS 101	<u>Engineering Graphics</u>	2
CNM xxx	<u>Construction Codes</u>	3
CNM xxx	<u>Construction Procedures, Material and Testing</u>	4
CNM xxx	<u>Introduction to Basic Structures</u>	3
CNM xxx	<u>Surveying and Site Planning</u>	3
CNM xxx	<u>Construction Project Management</u>	4
CNM xxx	<u>Cost Estimation</u>	3
CNM xxx	<u>Project Planning and Control</u>	3
Total Credits		60



PROGRAM ANNOUNCEMENT

Associate of Arts - Media & Communications

Program Announcement Narrative

I. Objectives

The A.A. program in Media & Communications is designed for students who wish to learn the fundamentals of a Communications discipline in order to pursue career opportunities within the media industry and related fields, or to advance to a Bachelor's Degree with a specialized communications-related concentration, offered at most four-year institutions in New Jersey,

The proposed program in Media & Communications will introduce students to the theories and general practices of written communication, media studies, communication history, and digital media. The coursework will provide students with the fundamentals and introductory courses for obtaining an Associate of Arts with a major in Media & Communication.

Upon successful completion of this program, graduates will be able to:

- Demonstrate fluency in multiple modes of communication including, persuasive writing, news reporting, editing, emerging media, and visual media
- Communicate effectively in a variety of dynamics, from interpersonal to large group settings.
- Demonstrate an understanding of theories in communication, including those pertaining to interpersonal, intercultural, and mass communication.
- Apply ethical reasoning and critical thinking in evaluating current cases and trends in the industry
- Identify areas of specialization within media and communication when considering academic and career paths.

II. Evaluation and Learning Outcomes Assessment plan for the program

Students completing the HCCC Media & Communications program will be able to seek career opportunities in the fields such as TV/Radio Production, Public Relations, Advertising, News Reporting, Magazine Journalism, Social/Digital Media, Communication Research, Freelance Writing, etc.

Students will understand the essentials of persuasive writing, news reporting, editing, emerging media trends, and communication theories. Students will demonstrate their comprehension of the degree coursework through class discussion, exams, projects, peer review and presentations.

Students will learn presentation skills, how to write and convey information in a clear and persuasive manner, how to communicate effectively with the rise of digital media, how to think analytically, and how to use existing HCCC computer software to enhance their work.

Such skills translate not only to future employment in the above mentioned fields of media and communication, but to other communications-related industries such as, Administration, Marketing, Government Relations, Sale/Client Management, Brand Management, etc.

III. Relationship of the program to institutional strategic plan

One of the goals set forth in Hudson County Community College's mission statement is to create an excellent first-choice option for students. One of the ways HCCC can achieve this is to continually reassess and update their program options to align with student demand and to remain current with other local educational institutions. Goal 1.1 of the Strategic Plan mandates the College to , "review academic programs and develop new credit . . . programs and classes to meet career and workforce needs, the demands of the new economy, and and changing demographics." The creation of a Media & Communications Associate of Arts Degree Program would help the college work toward achieving this status.

HCCC is an institution that prides itself on direct participation with students and the community. Given its proximity to various media outlets in the surrounding Jersey City and New York City area, this program option will benefit students, assist them in meeting workforce needs and optimize HCCC's community partnerships. Students would be able to matriculate into four-year Communication programs or obtain employment in a related field.

Goal seven of HCCC's 2016 Strategic Plan specifically focuses on enhancing the marketing and communication of programs and services. What better way to enhance the college's marketability than to cultivate students who are capable of doing just that? HCCC would be educating students on how to write and communicate across various platforms and how to share information with an intended audience.

IV. Need

According to the US Bureau of Labor Statistics, (<http://www.bls.gov/ooh/media-and-communication/home.htm>) "employment of media and communication occupations is projected to grow 4 percent from 2014 to 2024, which will result in about 27,400 new jobs. Demand for media and communication occupations should stem from the need to create, edit, translate, and disseminate information through a variety of different platforms. The median annual wage for media and communication occupations was \$53,530 in May 2015, which was higher than the median annual wage for all occupations of \$36,200."

Employment in communication-related fields such as "...advertising, promotions, and marketing is projected to grow 9 percent from 2014 to 2024, faster than the average for all occupations. Advertising, promotions, and marketing campaigns will continue to be essential for organizations as they seek to maintain and expand their share of the market." (<http://www.bls.gov/ooh/management/advertising-promotions-and-marketing-managers.htm>)

Media and Communication majors will play a vital role in the evolution of the media industry as digital and online media resources grow.

According to online business magazine, INC.com, half of their projected top 10 fastest growing businesses in the U.S. were in media and communications-related fields. The businesses named included a social network website, a mobile advertising firm, an online news magazine, a brand consulting firm, and a newly formed media company called SoulPancake.

HCCC students interested in a communications-related field will have the unique opportunity to be a part of the digital media information age created by the advent of online news outlets, social media, digital reporting, blogging, etc.

According to a Student Survey Report done by the National Association for Colleges and Employers, the percentage of student applicants who had job offers in the Communications/Journalism field surpassed that of English, Environmental Science, Education and Performing Arts majors, showing a demand for employment in this discipline.

Hudson County Community College can significantly expand its student base with the development of a Communications degree. Students would directly benefit from this addition to the curriculum since many of the four-year New Jersey universities that HCCC students matriculate to currently offer Bachelor's degrees in various Media and Communication concentrations.

In order to encourage incoming students to begin their degrees with HCCC, the college must develop a degree option in Communication, which is not only appropriate for its proximity to many media outlets, but also necessary in order to bolster interest and enrollment.

Student-based interest, workforce demand, lack of current media and communication coursework available, and the geographic location of Hudson County Community College justifies the practical need for such a degree option for students of this area.

Similar programs are offered at the following New Jersey Community Colleges:

Atlantic Cape Community College

- A.A.S. – New Media Studies
- A.A. - Communications

Bergen Community College

- A.S. - Broadcasting
- A.A - Cinema
- A.A. - General Communication Arts
- A.S. - Journalism

Brookdale Community College

- Communication Media Program, Audio Production Option, A.A.S.
- Communication Media Program, Video Production Option, A.A.S.
- Humanities Program, Journalism Option, A.A.
- Humanities Program, Public Relations Option, A.A.

Rowen College at Burlington County

- A.A. – Journalism

- A.A. – Communication Arts
- Camden County College
- A.A. – Communication Option
 - A.A. – Public Relations/Advertising Option
- Cumberland County College
- A.A. – Liberal Arts/Journalism
 - A.A. – Liberal Arts/Public Relations
 - A.A. – Liberal Arts/Communications
- Mercer County College
- A.A. – Liberal Arts & Sciences, Communication
 - A.S. - Liberal Arts & Sciences, Communication: New Media
 - A.A.S - Liberal Arts & Sciences, Digital Media
 - A.A.S. – Radio or TV
- Middlesex County College
- A.A. – Communication
 - A.A. – Journalism
- County College of Morris
- A.A. - Communication
- Ocean County College
- - Communication & Media Studies
- Passaic County College
- A.A. – Communication
 - A.A. - Journalism
- Raritan Valley Community College
- A.A. – Communication Studies
 - A.S. – Digital Media/Film Studies
- Sussex County Community College
- A.A. – Liberal Arts- Communications with Broadcasting Option
 - A.A. – Liberal Arts- Communications with Film Studies Option
 - A.A. – Liberal Arts- Communications with Journalism Option
- Union County College
- A.A. – Communications
 - A.A. - Journalism
 - A.A. - Multimedia
 - A.A. – Radio or Television

V. Students

Enrollment will be open to any student who wishes to pursue a degree in Media & Communications. Program enrollment will be fulfilled by recent high-school graduates, transfer students, students who wish to complete the introductory coursework for a communications degree before moving on to a four year institution, and current high school seniors who are looking to study and prepare for careers in the media or communication fields upon graduation.

VI. Program Resources

Classrooms: Existing classrooms would be utilized. For coursework that may potentially require the use or education of enhanced technologies such as television production or radio, a

learning partnership may be considered with local organizations such as Hudson Media Group, Vision Media, WFMU, a Jersey City-based independent community radio station

Faculty: Existing faculty will instruct courses for this degree program.

Library: Students will be given access to the new HCCC Library.

Computer Equipment: Existing computer equipment will be utilized. Design programs such as Adobe Photoshop, Dreamweaver, and WordPress may be used as part of this coursework. For coursework that potentially requires the use or education of enhanced technologies, such as television or radio production, a learning partnership may be considered with local organizations such as Hudson Media Group, Vision Media, WFMU, a Jersey City-based independent community radio station

VII Degree Requirements

Curriculum Design

Degree Program: A.A. Media & Communications

General Education Requirement*

Area	Course #	Course	Credits
	CSS 100	College Student Success	1
Written and Oral Communication	ENG 101	College Composition I	3
	ENG 102	College Composition II	3
	ENG 112	Speech	3
	ENG 112	Speech	3
Mathematics, Science, and Technological Competence	MAT ***	Math for the Liberal Arts	3
		College Algebra	
		Statistics	
	Science Elective		3/4
	Lab Science Elective		3/4
	CSC 100	Introduction to Computers and Computing	3
Social Science (Introductory)	Social Science Elective		3
	Social Science Elective		3
Humanities (Broad Based)	Humanities Elective		3
	Humanities Elective		3
	PHL 218	Contemporary Moral Issues	3
Historical Perspective	HIS 210	History of Western Civilization I ³	3

	HIS 211	History of Western Civilization II	3
Diversity	COM ***	Intercultural Communication ⁴	3
			46/48

Major (Specialized) Requirement

	Course #	Course	Course Credits	Credits
	COM 101	Interpersonal Communication	3	3
	COM***	Mass Communication(***)	3	3
One from Visual Presentation	ARC 107	Print Design	3	3
	ARC 109	Interactive Web Design	3	
	THA***	On Camera(***)	3	
One from Personal Presentation	COM ***	Public Relations Cases (***)	3	3
	COM ***	Communication Internship(***)	3	
One from Written Presentation	ENG 2**	Writing for Emerging Media	3	3
	ENG 211	Business Communication	3	
	ENG 113	Introduction to Journalism	3	
				15

Total Credits

61/63

* Please refer to ***NJCC General Education -- Learning Goals and Suggested Individual College-Wide Learning Objectives*** (1997 Adopted, August 15, 2007 Revision) – College Portal: General Education

*** Requires Development

¹ HIS 105 and 106 (US History I and II) may be substituted

² During development HUM 101, Cultures and Values may be used.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 17, 2017**

X. NEW BUSINESS

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 17, 2017**

XI. ADJOURNMENT

THAT, the meeting be adjourned at 5:45 P.M.

INTRODUCED BY: Bakari Lee

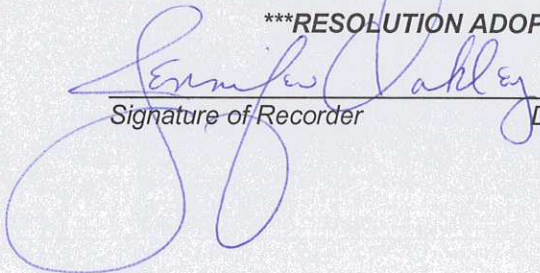
SECONDED BY: Kevin Callahan

DATE: January 17, 2017

Callahan, Kevin	<u>AYE</u>
Fahrenholz, Karen	<u>ABSENT</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>ABSENT</u>
Sires, Adrienne	<u>ABSENT</u>
Stahl, Harold	<u>AYE</u>
Tone, Monica	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

7 Ayes..... 0 Nay

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

1-17-17
Signature of Recorder Date