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 19, 2016

AGENDA

L.	CALL TO ORDER - FLAG SALUTE	Mr. Netchert
11.	ROLL CALL AND RECOGNITION OF VISITORS	
Trust	ees:	
Ingrid Karen James Glen (Rober Joann Bakar Williar Jeane Adrier Harold	G. Callahan Rose Cooper A. Fahrenholz, Secretary/Treasurer s Fife, Trustee Emeritus Gabert - President ta Kenny e Kosakowski i Gerard Lee, Vice Chair m J. Netchert, Chair tte Peña ane Sires I Stahl a Tone	
<i>III</i> .	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 1. Minutes of Previous Meetings 2. Gifts, Grants, and Contracts	Dr. Gabert
VII.	FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS	Dr. Gabert
VIII.	PERSONNEL RECOMMENDATIONS	Dr. Gabert
IX.	ACADEMIC AND STUDENTS AFFAIRS	Dr. Gabert
Х.	NEW BUSINESS	Mr. Netchert
XI.	ADJOURNMENT	Mr. Netchert

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees: Kevin Callahan PRESENT Ingrid Rose Cooper ABSENT Karen A. Fahrenholz ABSENT James Fife, Trustee Emeritus, ex officio ABSENT Glen Gabert - President, ex officio PRESENT Roberta Kenny ABSENT Joanne Kosakowski PRESENT Bakari Lee PRESENT William J. Netchert PRESENT Jeanette Peña PRESENT Adrienne Sires ABSENT Harold G. Stahl PRESENT Monica Tone PRESENT

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 <u>The Jersey Journal</u>, <u>The Star Ledger</u>, 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 Higher Campus, Union City, New Jersey stating the date, time and place of said meeting.

III. COMMENTS FROM THE PUBLIC

Cathie Seidman, Associate Professor, Criminal Justice, and President, Professional Association, spoke about the cooperative spirit regarding negotiations and thanked the Board on behalf of the faculty.

IV. CLOSED SESSION

None

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETINGS

The Minutes of the Reorganization and Regular Meeting of November 22, 2015 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 and Regular Meeting of November 22, 2015.

2. GIFTS, GRANTS, AND CONTRACTS REPORT

The College has made the following grant & contract proposals:

TITLE: Sponsorship for HCCC Foundation Gala

AGENCY: PSEG

PURPOSE OF GRANT: Provide funding for scholarships and gala

COLLEGE ADMINISTRATOR: Joseph Sansone / drafted and submitted by HCCC Grants Office

COLLEGE CONTRIBUTION: 0
AWARD AMOUNT: \$4,000

TITLE: Sponsorship for HCCC Foundation Golf Outing

AGENCY: PSEG

PURPOSE OF GRANT: Provide funding for scholarships and gala

COLLEGE ADMINISTRATOR: Joseph Sansone / drafted and submitted by HCCC Grants Office

COLLEGE CONTRIBUTION: 0
AWARD AMOUNT: \$ 2,200

TITLE: Major Instrumentation Acquisition Grant AGENCY: National Science Foundation (NSF)

PURPOSE OF GRANT: HCCC supports the collaborative effort led by NJCU to acquire a 500 MHz NMR.

HCCC STEM students will have access and collaborative activities will be planned

COLLEGE ADMINISTRATOR: Ryan Martin

COLLEGE CONTRIBUTION: 0
AWARD AMOUNT: TBD

<u>RESOLUTION</u>: 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 19, 2016
Callahan, Kevin Fahrenholz, Karen Kenny, Roberta Kosakowski, Joanne Lee, Bakari Peña, Jeanette Sires, Adrienne Stahl, Harold Tone, Monica Netchert, William, Chair Ayes	
***	RESOLUTION ADOPTED***
Signature of Re	Les Calley 1-19-16 corder Date

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

November 22, 2015 Reorganization Meeting

MINUTES

PRESENT: Kevin Callahan, Ingrid Rose Cooper, Student Alumni Representative, Karen Fahrenholz,

Glen Gabert, (ex officio), Roberta Kenny, Joanne Kosakowski, Bakari Lee, William

Netchert, Jeanette Peña, Harold Stahl and Monica Tone.

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

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

HCCC Staff and Visitors present were: Jay Almeda, Emily Betancur, Jessica Brito, Ana Chapman, Israel Chia, Jennifer Christopher, Andrea Delgado, Claudia Delgado, Lloyd Kahn, Christine Gerges, Katherine Guerrero, Pamela Littles, Nancy Martinez, Raquel Martinez, Patrick J. Moore, Jennifer Oakley, Ferdinand Orock, Johnny Ortega, Jeannie Pagano, Paula Pando, Ismael MI Randazzo, Vivyen Ray, Qamar Raza, Niala Seethal, Cathie Seidman, Marvin Smith, Mojdeh Tabatabai, Jerry Trombella, Carol Van Houten, Lilisa Williams, Marcella Williams, and Veronica Zeichner.

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

Ingrid Rose Cooper were sworn in.

Trustee Monica Tone and Newly elected Student Alumni Representative, Ingrid Rose Cooper were 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 Marcella Williams.

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 Koron

Secretary & Treasurer - Karen Fahrenholz

Introduced by: Kevin Callahan Seconded by: Harold Stahl 8 Ayes......0 Nays

Resolution Adopted

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

LOCATION

December January 19, 2016 February 16, 2016	-No Meeting -Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ -Library , 71 Sip Avenue, Jersey City, NJ
March 8, 2016	-Mary T. Norton Room, 4th Floor, 70 Sip Avenue, Jersey City, NJ
April 19, 2016	-Mary T. Norton Room, 4th Floor, 70 Sip Avenue, Jersey City, NJ
May 10, 2016	-Culinary Conference Center, 161 Newkirk Street, Jersey City, NJ
June 14, 2016	- Mary T. Norton Room, 4th Floor, 70 Sip Avenue, Jersey City, NJ
July	-No meeting
August 9, 2016	-Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
September 13, 2016	-Mary T. Norton Room, 4th Floor, 70 Sip Avenue, Jersey City, NJ
October 18, 2016	-North Hudson Campus, 4800 Kennedy Boulevard, Union City, NJ
November 22, 2016	-Mary T. Norton Room, 4th 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

8 Ayes...... Nays Resolution Adopted

- VI. APPOINTMENT OF COUNSEL TO HUDSON COUNTY COMMUNITY COLLEGE FOR 2015-2016.
 - 1. AWARD OF GENERAL COUNSEL LEGAL SERVICES FOR 2016
 - 2. REAL ESTATE COUNSEL SERVICES FOR FISCAL YEAR 2016

Introduced by: Bakari Lee Seconded by: Harold Stahl 8 Ayes......0 Nays

3 Ayes...... Nays Resolution Adopted

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VII.

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

STANDING COMMITTEES:

EXECUTIVE COMMITTEE

William Netchert (Chair) Bakari Lee (Vice Chair) Karen Fahrenholz (Secretary & Treasurer)

ACADEMIC & STUDENT AFFAIRS COMMITTEE

Karen Fahrenholz (Chair) Ingrid Cooper, Student Alumni Representative Roberta Kenny Jeannette Peña Adrienne Sires

FACILITIES COMMITTEE

William J. Netchert (co-Chair) Adrienne Sires (co-Chair) James Fife Harold Stahl

FINANCE COMMITTEE

Bakari Lee, (Chair) Kevin Callahan

PERSONNEL

Joanne Kosakowski (Chair) Kevin Callahan Karen Fahrenholz Harold Stahl

COLLEGE COMMENCEMENT COMMITTEE

Bakari Lee, Trustee Liaison to College Committee Ingrid Rose Cooper, Student Alumni Representative

FOUNDATION LIAISON

Karen Fahrenholz

AD HOC Committees will be formed as needed.

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

Introduced by: Bakari Lee Seconded by: Harold Stahl

8 Ayes...... Nays Resolution Adopted

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

REGULAR MEETING --- BOARD OF TRUSTEES November 24, 2015

MINUTES

PRESENT: Kevin Callahan, Ingrid Rose Cooper, Student Alumni Representative. Karen Fahrenholz.

Glen Gabert, (ex officio), Roberta Kenny, Joanne Kosakowski, Bakari Lee, William

Netchert, Jeanette Peña, Harold Stahl and Monica Tone.

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

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

HCCC Staff and Visitors present were: Jay Almeda, Emily Betancur, Jessica Brito, Ana Chapman, Israel Chia, Jennifer Christopher, Andrea Delgado, Claudia Delgado, Lloyd Kahn, Christine Gerges, Katherine Guerrero, Pamela Littles, Nancy Martinez, Raquel Martinez, Patrick J. Moore, Jennifer Oakley, Ferdinand Orock, Johnny Ortega, Jeannie Pagano, Paula Pando, Ismael MI Randazzo, Vivyen Ray, Qamar Raza, Niala Seethal, Cathie Seidman, Marvin Smith, Mojdeh Tabatabai, Jerry Trombella, Carol Van Houten, Lilisa Williams, 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 Marcella Williams.

III. COMMENTS FROM THE PUBLIC -

Cathie Seidman, Associate Professor, Criminal Justice, and President, Professional Association, spoke about the negotiations and concerns regarding money to be allotted to faculty who have been at College for quite a while. She also shared a concern about tuition reimbursement.

Mojdeh Tabatabaie, Professor, STEM, commented on her concern and confusion regarding the process of appointing a Dean of Instruction. She added that she appreciates all that Dr. Gabert has done for the College in the last 20 years and that HCCC is becoming an institution of first choice.

Dr. Ferdinand Orock, Associate Professor, STEM, and Treasurer, Professional Association, expressed his concerns about negotiations and the low-paying salaries of long-term faculty.

Dr. Gabert stated that he appreciated the cooperative spirit that Cathie Seidman has brought to labor relations.

Chairman Netchert welcomed Dr. Lloyd Kahn back to the College. Dr. Kahn thanked everyone for their support and encouragement. He stated that he was proud of the College's achievements.

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IV. CLOSED SESSION - None

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

Dr. Jerry Trombella, Dean, Office of Planning and Institutional Research, gave an update on "Developing a Five-Year Strategic Plan".

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. Minutes of the Regular meeting of October 13, 2015.

2. Gifts, Grants and Contract Reports

The College has made the following grant & contract proposals:

TITLE: Sponsorship for HCCC Foundation Gala

AGENCY: Provident Bank Foundation

PURPOSE OF GRANT: Provide funding for scholarships and gala

COLLEGE ADMINISTRATOR: Joseph Sansone / drafted and submitted by HCCC

Grants Office

COLLEGE CONTRIBUTION:

AWARD AMOUNT: \$4,000

TITLE: Sponsorship for HCCC Foundation Gala

AGENCY: PSEG

PURPOSE OF GRANT: Provide funding for scholarships and gala

COLLEGE ADMINISTRATOR: Joseph Sansone / drafted and submitted by HCCC

Grants Office

COLLEGE CONTRIBUTION: 0
AWARD AMOUNT: \$ 6,000

Introduced by: Bakari Lee Seconded by: Karen Fahrenholz

7 Ayes........... 1 Abstention........ 0 Nays Resolution Adopted

VI. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Resolution Authorizing the Award of Architectural Services for Roof Replacement at 162-168 Sip Avenue, 870 Bergen Avenue and 81 Sip Avenue,

2. Resolution Authorizing the Award of Professional Services for Design Development, Construction Documents, Bidding and Contract Administration for 162 Sip Avenue 2nd floor Renovations,

- 3. Resolution Authorizing the Award of Professional Project Management Services for FY 2016,
- 4. Resolution Authorizing the Award of a Construction Manager for College Stem Building,
- 5. Resolution Authorizing the Award of Vendor for Stem building Phase 2, at 257-263 Academy Street,
- 6. Resolution Authorizing the Award of a High Volume Mailing System for Customer Service Center.

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- 7. Resolution Authorizing Dinner Sponsorship for Annual College Foundation Dinner 2015,
- 8. Renewal of Integrated Library System (ILS) Vendor for Library FY 2016,
- 9. Resolution Authorizing the Award of a Database Vendor for Library FY 2016.
- Resolution to Amend the Tuition and Fee Refund Schedule of Hudson County 10. Community College,
- Proposal for a New Lab Fee for Emergency Medical Technician (EMT) 11. Certificate of Achievement,
- 12. Resolution Authorizing the Award of Employee Assistance Program (EAP) Consultant Services for Human Resources Department,
- 13. Resolution to Amend the September 15, 2015 resolution #5 for Crown Metal, Co., and
- 14. Resolution to Amend the September 15, 2015 resolution #6 for Johnston Communications

Introduced by: Bakari Lee

Seconded by: Karen Fahrenholz

8 Ayes..... 0 Nays

Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS

1. RETIREMENT

<u>Name</u>	<u>Title</u>	<u>Effective</u>
		<u>Date</u>
Ruby Jones	Payroll Manager	12/1/2015

2. RESIGNATIONS

<u>Name</u>	<u>Title</u>	<u>Effective</u>
Eric Weaver	EOF Counselor	<u>Date</u> 11/20/2015
Emir Rios	PC Technician	11/20/2015

3. TERMINATION

<u>Name</u>	<u>Title</u>	<u>Effective</u>
		<u>Date</u>
Thomas Brodowksi	VP for Administrative Services	9/30/2015

4. APPOINTMENT OF STAFF

<u>Name</u>	<u>Title</u>	<u>Effective</u> <u>Date</u>	<u>Annual</u> <u>Salary</u>
John Marlin	Dean of Instruction/Science	11/25/2015	\$102,500.00
Geoffrey Sims	Controller	11/25/2015	\$95,000.00 (pro-rated)

<u>Name</u>	<u>Title</u>	<u>Effective</u> <u>Date</u>	<u>Annual</u> <u>Salary</u>
Linda Schultz-Whitlock	Director of Practical Nursing Program	11/25/2015	\$71,400.00 (pro-rated)
Julio Maldonado	Custodial Manager	11/25/2015	\$68,000.00 (pro-rated)
Michelle Vitale- Loughlin	Director of Cultural Affairs	11/25/2015	\$65,000.00 (pro-rated)
Catherina Mirasol	Assistant Director, Center for Business Industry	11/25/2015	\$50,000.00 (pro-rated)
Gilma Acosta	Administrative Assistant	11/25/2015	\$43,729.72 (pro-rated)
Christopher Ciely	Communications Assistant	11/25/2015	\$38,000.00 (pro-rated)
Fernelis Ramirez	Accounts Receivable Clerk	11/25/2015	\$32,000.00
Shaniqua Matos	Student Financial Assistant Aid	11/25/2015	(pro-rated) \$30,600.00 (pro-rated)

5. TEMPORARY FULL-TIME ASSIGNMENTS

<u>Name</u>	<u>Title</u>	<u>Effective</u> Date	<u>Annual</u> Salary
Tammy Hunter	AACCCT Grant Coordinator (Grant-Funded)	11/24/2015	\$42,000 (pro-rated)
Adele Merlino	Instructional Designer & Technologist	10/23/2015- 6/30/2016	\$57,000 (pro-rated)
Sandy Belizaire	Career & Transfer Counselor	1/12/2016- 1/30/2016	\$42,000 (pro-rated)
Janet Chavez	Admissions Recruiter	11/26/2015- 5/31/2016	35,000 (pro-rated)

6. MODIFICATION OF STAFFING TABLE FOR FY 15/16

ADD TITLE:	<u>SALARY:</u>
Associate Director of Counseling	\$60,000.00
Human Resources Administrator	\$42,500.00
Career Development Counselor	\$42,000.00
Coordinator, Systems	\$40,000.00
Coordinator, Outreach	\$40,000.00

DELETED TITLE:

Director, Health Information Technology Program

TITLE CHANGES

NAME

Vacant	FROM:	Counselor
	TO:	Associate Director of Counseling
Vacant	FROM:	Career & Transfer Counselor
	TO:	Career Development Counselor
Vacant	FROM:	Human Resources Employment Manager
	TO:	Human Resources Administrator
Iris Herrador	FROM:	Human Resources Benefits/ Recruitment Manager
	TO:	Human Resources Benefits Manager

PROMOTION CHANGES:

John Marlin

	TO:	Dean of Instruction/Science
RECLASSIFICATIONS	CHANGES:	
Elizabeth Nesius	FROM:	Interim, Associate Dean STEM
	TO:	Interim, Associate Dean Humanities
Jennifer Feliz	FROM:	Human Resources Assistant
	TO:	Human Resources Specialist

Associate Dean Humanities

FROM:

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> 7. APPOINTMENT OF ADDITIONAL NEW & CONTINUING NEW PART-TIME HIRES FY 15/16.

New Part-Time Hires Effective November 25, 2015-June 30, 2016 Continuing Part-Time Hires Effective January 1, 2015-June 30, 2016 Returning

Introduced by: Bakari Lee Seconded by: Harold Stahl

IX.

8 Ayes.....0 Nays

ACADEMIC AND STUDENT AFFAIRS

1. RESOLUTION TO AUTHORIZE HUDSON COUNTY COMMUNITY COLLEGE TO NEGOTIATE AND CREATE AN AGREEMENT WITH THE HUDSON COUNTY SCHOOLS OF TECHNOLOGY TO ALLOW THEIR STUDENTS TO EARN A FULL ASSOCIATES DEGREE VIA THE LEAP PROGRAM.

Introduced by: Karen Fahrenholz Seconded by: Kevin Callahan

8 Ayes..... 0 Nays

Resolution Adopted

Resolution Adopted

X **NEW BUSINESS**

1. RESOLUTION TO AUTHORIZE NEGOTIATION AND EXECUTION OF SHARED SERVICES AGREEMENT WITH HUDSON COUNTY AND JERSEY CITY FOR WORKFORCE INVESTMENT BOARD DIRECTOR SERVICES

Introduced by:

Kevin Callahan

Seconded by:

Harold Stahl

8 Ayes.....0 Nays

Resolution Adopted

XI.

ADJOURNMENT 5:35 P.M.

Introduced by: Kevin Callahan

Seconded by:

Harold Stahl

8 Ayes...... 0 Nays

Resolution Adopted

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

VII. FISCAL, ADMINISTRATIVE, LEASE AND CAPITAL RECOMMENDATIONS

1. Emergency Notification Resolution for Protective Netting Vendor for 25 Journal Square

WHEREAS, the College had an emergency situation that was affecting the safety and welfare of the students employees and pedestrians in and around 25 Journal Square, Jersey City, New Jersey due to falling parts of the building. (see New Jersey Statutes 18A:64A-25.6) The scaffolding needed to be reinforced with protective netting. The project was quoted and the results were: Fall Proof, Systems LLC of Trenton, New Jersey for \$44,537.00; and

WHEREAS, Fall Proof Systems LLC of Trenton, New Jersey the proposed vendor to provide these services, at a total cost not to exceed \$44,537; 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 is fiscal year 2016; and

WHEREAS, the Administration, Capital Projects Advisory Committee and Finance recommends this award; and

WHEREAS, Fall Proof Systems LLC has completed and submitted Business Entity Disclosure Certifications which certifies that Fall Proof Systems LLC 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 Fall Proof Systems LLC from making any reportable contributions through the term of the contract/s; and

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

NOW THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Fall Proof Systems LLC of Trenton, New Jersey as a pay to play certified vendor as described herein at a cost not to exceed \$44,537; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certifications and the Determination of Value from 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.

2. Emergency Notification Resolution for Replacement of Hot Water Boilers and Storage Tanks at 161 Newkirk Street

WHEREAS, the College had an emergency situation that was affecting the safety and welfare of the students employees and pedestrians in and around 161 Newkirk Street, Jersey City, New Jersey due to malfunction of the hot water boilers. (see New Jersey Statutes 18A:64A-25.6). The hot water boilers and storage tanks need to be replaced. The project was quoted and the results were: F & G Mechanical Corp. of Secaucus, New Jersey \$95,000 and Celiano of Cranford, New Jersey \$100,200; and

WHEREAS, F & G Mechanical Corp. of Secaucus, New Jersey the proposed vendor to provide these services, at a total cost not to exceed \$95,000; 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 is fiscal year 2016; and

WHEREAS, the Administration, Capital Projects Advisory Committee and Finance Committee recommends this award; and

WHEREAS, F & G Mechanical Corp. has completed and submitted Business Entity Disclosure Certifications which certifies that F & G Mechanical Corp. 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 F & G Mechanical Corp. from making any reportable contributions through the term of the contract/s; and

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

NOW THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve F & G Mechanical Corp. of Secaucus, New Jersey as a pay to play certified vendor as described herein at a cost not to exceed \$95,000; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certifications and the Determination of Value from 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.

3. Resolution Approving Change Orders for Molba Construction

WHEREAS, there is a need to complete storm water piping and additional concrete work for the interior renovations located at 162 Sip Avenue to accommodate the Follett Bookstore(Change Order #1); and

WHEREAS, the contractor performing the work is Molba Construction; and

WHEREAS, the contractor was awarded a contract through a bid process; and

WHEREAS, this change order emanate from that process; and

WHEREAS, the aforementioned change order require an increase not to exceed the amount of \$49,453; and

WHEREAS, the contractor for this work is summarized as follows and is more specifically set forth in the attachment to this resolution entitled "Change Order Log": and

WHEREAS, the funding for this project and change order will be charged to Chapter 12 funds; and

WHEREAS, the Administration, Capital Project Advisory Committee 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 Molba Construction in the amount not to exceed \$49,453, funded by Chapter 12 funds.

4. Resolution Authorizing the Award of Professional Engineering Design services related to pedestrian safety improvements

WHEREAS, the College has a need for professional engineering design services related to pedestrian safety improvements; and

WHEREAS, Dresdner Robin of Jersey City, New Jersey is the proposed vendor to provide these services, at a total cost not to exceed \$54,250; and

WHEREAS, this service is exempt for bidding pursuant to N.J.S.A.18 A:64A-25.5(1); 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 is fiscal year 2016; and

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

WHEREAS, Dresdner Robin has completed and submitted Business Entity Disclosure Certifications which certifies that Dresdner Robin 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 Dresdner Robin from making any reportable contributions through the term of the contract/s; and

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

NOW THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Dresdner Robin of Jersey City, New Jersey as a pay to play certified vendor as described herein at a cost not to exceed \$54,250; 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.

5. Renewal of On-Call Professional Services Firms for FY 2016

REPORT/BACKGROUND:

During the year, from time-to-time the College may require architectural/engineering input on facility projects, which include conceptual planning, feasibility, reviews or consulting. This allows the College to expedite facility construction projects and avoid time consuming R.F.P. processes.

The College sent out a request for qualifications (rfq) for on-call professional services. Twenty (20) architectural and engineering firms were reviewed. It is recommended that the College use the on-call services of O'Donnell Naccarato; A & J Consulting Engineers; DLB Associates; Dresdner Robin; LAN Associates; Hatch Mott McDonald; Sam Schwartz; Becht Engineering; Herbst Musclano; Netta; RSC Architects; Clark Caton Hintz; Element Architectural Group; NK Architects; DMR; DiCara Rubino Architects; Spiezle; The Musial Group; SSP; Parette Somjen.

RECOMMENDATION:

The Administration, Capital Projects Advisory Committee and the Finance Committee recommends that the Board of Trustees approve the on-call architectural/engineering services of O'Donnell Naccarato; A & J Consulting Engineers; DLB Associates; Dresdner Robin; LAN Associates; Hatch Mott McDonald; Sam Schwartz; Becht Engineering; Herbst Musclano; Netta; RSC Architects; Clark Caton Hintz; Element Architectural Group; NK Architects; DMR; DiCara Rubino Architects; Spiezle; The Musial Group; SSP; Parette Somjen.

6. Resolution to Authorize contract with FLIK for operation of the Coffee Bar services at 71 Sip Avenue

WHEREAS, the Hudson County Community College ("College") currently has a contract with Compass Group USA Inc. d/b/a FLIK as the management company for the Culinary Conference Center at the College; and

WHEREAS, the College seeks a contract for the operation of the coffee bar services at 71 Sip Avenue; and

WHEREAS, this contract is exempt from bidding pursuant to N.J.S.A. 18A:64A-25.5(7) and FLIK has submitted a business certification that they have not made any contributions that would disqualify them from a contract with the College; and

WHEREAS, the College believes that FLIK will provide the effective and efficient management services for the operation of the coffee bar as they do for the operation of the Culinary Conference Center; and

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

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees does hereby authorize an agreement with Compass Group USA Inc. d/b/a FLIK for the operation of the coffee services at 71 Sip Avenue. This agreement shall run concurrently with the management contract with FLIK for the culinary conference center. The current contract expires on February 28, 2017; and

BE IT FURTHER RESOLVED, that Dr. Gabert shall be authorized to execute the contract 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 VII. Fiscal, Administration, Lease and Capital Recommendations 1 – 6: 1) Emergency Notification Resolution for Protective Netting Vendor for 25 Journal Square; 2) Emergency Notification Resolution for Replacement of Hot Water Boilers and Storage Tanks at 161 Newkirk Street; 3) Resolution Approving Change Orders for Molba Construction; 4) Resolution Authorizing the Award of Professional Engineering Design services related to pedestrian safety improvements; 5) Renewal of On-Call Professional Services Firms for FY 2016; and 6) Resolution to Authorize contract with FLIK for operation of the Coffee Bar services at 71 Sip Avenue.

INTRODUCED BY:		Bakari Lee
SECONDED BY:		Jeanette Peña
DATE:		January 19, 2016
Callahan, Kevin Fahrenholz, Karen Kenny, Roberta Kosakowski, Joanne Lee, Bakari Peña, Jeanette Sires, Adrienne Stahl, Harold Tone, Monica Netchert, William, Chair	7. Avaa	AYE ABSENT ABSENT AYE AYE AYE AYE ABSENT AYE ABSENT AYE AYE AYE AYE
	7 Ayes	<u>0</u> Nay

RESOLUTION ADOPTED

Signature of Recorder

Date

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATIONS

REPORTS/BACKGROUND

Title Name **Effective** Date Colleen Dallavalle Director of Student Activities 12/10/2015

RECOMMENDATION:

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

2. APPOINTMENT OF STAFF

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective</u> Date	<u>Annual</u> Salary
Otoniel Bolanos	College Lecturer, ESL	1/19/2016	\$40,000
Note: This is an approved posi	ition.		(pro-rated)
<u>Name</u>	<u>Title</u>	<u>Effective</u>	<u>Annual</u>
Shelia Dynan	Director of Health Related Programs	<u>Date</u> 1/19/2016	<u>\$alary</u> \$80,000
Note: This is an approved posi	tion.		(pro-rated)
<u>Name</u>	<u>Title</u>	Effective	<u>Annual</u>
Idalia Chicas	Help Desk Manager	<u>Date</u> 1/19/2016	<u>Salary</u> \$55,000
Note: This is an approved posi	tion.		(pro-rated)
<u>Name</u>	<u>Title</u>	<u>Effective</u>	Annual
Zuany Chicas	Payroll Officer	<u>Date</u> 1/19/2016	<u>\$55,000</u>
Note: This is an approved posi-	tion.		(pro-rated)
<u>Name</u>	<u>Title</u>	<u>Effective</u>	<u>Annual</u>
Dedrick Albert	HR Administrator	<u>Date</u> 1/19/2016	<u>Salary</u> \$42,500
Note: This is a new approved p	osition.		(pro-rated)

<u>Name</u>	<u>Title</u>	<u>Effective</u>	<u>Annual</u>
Keith Raymond	Administrative Assistant	<u>Date</u> 1/19/2016	<u>Salary</u> \$35,000
Note: This is an approved posi	tion.		(pro-rated)
<u>Name</u>	<u>Title</u>	<u>Effective</u>	<u>Annual</u>
Saba Daud	Bio/Chem Lab Tech	<u>Date</u> 1/19/2016	<u>Salary</u> \$30,000
Note: This is an approved posit	tion.		(pro-rated)
<u>Name</u>	<u>Title</u>	<u>Effective</u>	<u>Annual</u>
Faiza Fayyaz	Bio/Chem Lab Tech	<u>Date</u> 1/19/2016	<u>Salary</u> \$30,000
Note: This is an approved posit	tion.		(pro-rated)
<u>Name</u>	<u>Title</u>	<u>Effective</u>	<u>Annual</u>
Chastity Farrell	Coordinator, Outreach	<u>Date</u> 1/19/2016	<u>Salary</u> \$40,000
Note: This is an approved posit	ion.		(pro-rated)
<u>Name</u>	<u>Title</u>	<u>Effective</u>	<u>Annual</u>
Dayneesa McMillan	Assistant Controller	<u>Date</u> 1/25/2016	<u>\$alary</u> \$85,000

RECOMMENDATION:

Note: This is an approved position.

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. 2.

(pro-rated)

\$38,000

(pro-rated)

1/19/2016-6/30/2016

3. TEMPORARY FULL-TIME ASSIGNMENT

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	Effective	<u>Annual</u>
David Clarke	Director for Student Activities	<u>Date</u> 11/24/2015- 5/30/2016	<u>Salary</u> \$60,000 (pro-rated)
Note: This is an approved po	osition.		
<u>Name</u>	<u>Title</u>	<u>Effective</u> Date	<u>Annual</u> Salary
8 (, , , , , , , , , , , , , , , , , ,			OCHUI V

Coordinator, CBI

Note: This is an approved position.

Aycha Edwards

<u>Name</u>	<u>Title</u>	<u>Effective</u>	<u>Annual</u>
		<u>Date</u>	Salary
Natalie Behman	Transitional Program Coordinator	1/19/2016-	\$20,000
		6/30/2016	(pro-rated)

Note: This is an approved position.

RECOMMENDATION:

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

4. TEMPORARY FULL-TIME FACULTY ASSIGNMENTS

REPORTS/BACKGROUND

Jennifer E. Fleisher

<u>Name</u>	<u>Title</u>	<u>Effective</u>	<u>Annual</u>
Nicole Rizzuto	Instructor, Social Sciences	<u>Date</u> 1/25/2016 5/30/2016	<u>Salary</u> \$20,000 (pro-rated)
Note: This is an approved no	on- tenure track temporary faculty pos	sition.	
<u>Name</u>	<u>Title</u>	Effective	<u>Annual</u>
Iveth Bernandez	Instructor, AF Math	<u>Date</u> 1/25/2016- 5/30/2016	<u>Salary</u> \$20,000 (pro-rated)
	n-tenure track temporary faculty posi	ition.	
<u>Name</u>	<u>Title</u>	<u>Effective</u> Date	<u>Annual</u> Salary
Kyle Wooley	Instructor, AF Math	1/25/2016- 5/30/2016	\$20,000 (pro-rated)
Note: This is an approved no	n-tenure track temporary faculty posi	tion.	
<u>Name</u>	<u>Title</u>	<u>Effective</u>	<u>Annual</u>

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

Instructor, ESL

<u>Name</u>	<u>Title</u>	<u>Effective</u>	<u>Annual</u>
Jedediah Palmer	Instructor, ESL	<u>Date</u> 1/25/2016-	<u>Salary</u> \$20,000
		5/30/2016	(pro-rated)

Date

1/25/2016-

5/30/2016

Salary

\$20,000

(pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective</u>	<u>Annual</u>
Casey Windisch	Instructor, ESL	<u>Date</u> 1/25/2016- 5/30/2016	Salary \$20,000 (pro-rated)
Note: This is an approved n	on-tenure track temporary faculty pos	sition.	
<u>Name</u>	<u>Title</u>	<u>Effective</u> Date	<u>Annual</u> Salary
Sybil Ponder	Instructor, AF English	1/25/2016- 5/30/2016	\$20,000 (pro-rated)
Note: This is an approved n	on-tenure track temporary faculty pos	sition.	
<u>Name</u>	<u>Title</u>	<u>Effective</u> Date	<u>Annual</u> Salary
Jared Pauley	Instructor, AF English	<u>Date</u> 1/25/2016- 5/30/2016	<u>Salary</u> \$20,000 (pro-rated)
Note: This is an approved n	on-tenure track temporary faculty pos	sition.	
<u>Name</u>	<u>Title</u>	<u>Effective</u> Date	<u>Annual</u> Salary
Bernadette D. Costanzo	Instructor, Humanities	1/25/2016- 5/30/2016	\$20,000 (pro-rated)
Note: This is an approved n	on-tenure track temporary faculty pos	sition.	
<u>Name</u>	<u>Title</u>	<u>Effective</u> Date	<u>Annual</u> Salary
Joseph Cummins	Instructor, Humanities	<u>1/25/2016-</u> 5/30/2016	\$20,000 (pro-rated)
Note: This is an approved n	on-tenure track temporary faculty pos	sition.	
<u>Name</u>	<u>Title</u>	<u>Effective</u> Date	<u>Annual</u> Salary
Gilda Reyes	Instructor, Humanities	<u>5476</u> 1/25/2016- 5/30/2016	\$20,000 (pro-rated)
Note: This is an approved no	on-tenure track temporary faculty pos	ition.	
<u>Name</u>	<u>Title</u>	<u>Effective</u> Date	<u>Annual</u> Salary
Tazio Ruffilo	Instructor, Humanities	<u>1/25/2016-</u> 5/30/2016	\$20,000 (pro-rated)

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

<u>Name</u>

<u>Title</u>

Effective Date 1/25/2016-

Annual Salary \$20,000 (pro-rated)

Ali Rohafza

Physics Instructor/STEM

05/30/2016

Note: This is an approved 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. 4.

5. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: JANUARY 19-JUNE 30, 2016.

Last Name	First Name	Department	Title	Position ID	Supervisor
Arroyo	Julio	Academic Foundation English	Student Assistant	STUAST-101040	Joseph Caniglia
Gil	Guadalupe	Academic Support Services	Tutor	TUTOR-150505	Pamela Bandyopadhyay
Genao	Leticia	Academic Support Services Dept.	SI Leader	SILEAD-150505	Pamela Bandyopadhyay
Khalefa	Marina	Academic Support Services Dept.	SI Leader	SILEAD-150505	Pamela Bandyopadhyay
Ellameh	Carol	ADJ Academic Support Services	Tutor	TUTOR-150505	Pamela Bandyopadhyay
Rodriguez	Christina	ADJ Academic Support Services	Tutor	TUTOR-150505	Pamela Bandyopadhyay
Romea	Rodrigo	ADJ Academic Support Services	Tutor	TUTOR-150505	Pamela Bandyopadhyay
Ervin	Doris G.	Center for Business & Industry	CBI Part-Time Instructor	PTINST-103005	Ana Chapman
Agana	Carmille	Center for Business & Industry	Instructor	PTINST-103005	Ana Chapman
Davis	Dana	Center for Business & Industry	Instructor	PTINST-103005- 505455	Ana Chapman
Ochoa	Priscilla	Community Education	Customer Service Assistant	CSTAST-102005	Jennifer Navas

Wililams	Paula	Center for Business & Industry	Instructor	PTINST-103005	Ana Chapman
Zaman	Niloy	Academic Support Services Dept.	SI Leader	SILEAD-150505	Pamela Bandyopadhyay
Pacheco	Aja	Academic Foundation English	Student Assistant	STUAST-101040	Joseph Caniglia
McMichael	Mariah	Academic Foundation English	Student Assistant	STUAST-101040	Joseph Caniglia
LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
CONTINU	ING PART	-TIME HIRES			THE STATE OF THE S
Galang	Nor Theresa	Disability Support	Note Taker/ Reader	READER-101015	Karine Davis
Muentes	Stephanie	Library	Office Assistant	OFFAST-150510	Carol Van Houter
Hickson	Kasheen	EOF	Office Assistant	OFFAST-603001	Joy Smith
Corry	Kho	Human Resources	Office Assistant	OFFAST-253020	Vivyen Ray
Santiago	Lisette	Office of Student Activities	Programming Assistant	PRGAST-701000	David Clark
Sanchez Cardenas	Fredy E.	ITS	Instructional Lab Assistant	ISTLAB-253025	Idalia Chicas
Rizzo	Danielle	Disability Support Services	Sign Language Interpreter	SIGNLAU-101015, SIGNLAU-101020	Karine Davis
Friedman	Marci	Disability Support Services	Sign Language Interpreter	SIGNLAU-101015, SIGNLAU-101020	Karine Davis
Triska	Andrew	Community Education	ESL Instructor	ESLC-102015	Jennifer Navas
Ortega	Herminia	Center for Business & Industry	Instructor	PTINST-103005	Ana Chapman
Panova- Golubareva	Milena	Center for Business & Industry	Instructor	PTINST-103005	Ana Chapman

Test Prep

Instructor

PTINST-102005

Jennifer Navas

Community

Education

Amelia

Banzon

Caniglia	Joseph	Community Education	ESL Instructor	ESLC-102015	Jennifer Navas
Choi	Jocelyn	Community Education	ESL Instructor	ESLC-102015	Jennifer Navas
Gevero	Ailene	Community Education	ESL Instructor	ESLC-102015	Jennifer Navas
Panesso	Sandra	Community Education	Test Prep Instructor	PTINST-102005	Jennifer Navas
Panesso	Sandra	Community Education	ESL Instructor	ESLC-102015	Jennifer Navas
Yagoubi	Saliha	Community Education	ESL Instructor	ESLC-102015	Jennifer Navas
Ellerbe	Janice	Grants Department	TAACCCT Instructor	TAACCCT-601075	Catherina Mirasol
Muniz	Alexis	Grants Department	TAACCCT Instructor	TAACCCT-601075	Catherina Mirasol
Libutsi	Johnstone	Grants Department	TAACCCT Instructor	TAACCCT-601075	Catherina Mirasol
Pitre	Nestor	Library	PT Lab Technician	LRCLAB-150510	Carol Van Houten
Lopez	Catherine	Library	Librarian	LRN-150510	Carol Van Houten
Bordone	James	Library	Librarian	LRN-150510	Carol Van Houten
Abon	Eusebio	Library	Office Assistant	OFFAST-150510	Carol Van Houten
Dodds	John	Library	Librarian	LRN-150510	Carol Van Houten
Gawchik	Martha	Library	Librarian	LRN-150510	Carol Van Houten
Gonsalves	Devika	Library	Office Assistant	OFFAST-150510	Carol Van Houten
Patel	Kiran	Library	Librarian	LRN-150510	Carol Van Houten
Vargas	Ernestina	Library	Office Assistant	OFFAST-150510	Carol Van Houten
Rodriguez	Victor	Library	Office Assistant	OFFAST-150510	Carol Van Houten
Bustamante	Kenny	Library	PT Lab Technician	LRCLAB-150510	Carol Van Houten
Reyes	Rikki	Library	PT Lab Technician	LRCLAB-150510	Carol Van Houten
Nelson	Jeanette	Library	Office Assistant	OFFAST-150510	Carol Van Houten

Oubraham	Nouara	Library	Office Assistant	OFFAST-150510	Carol Van Houten
Elgebily	Sohir	Library	Office Assistant	OFFAST-150510	Carol Van Houten
Richard	Robert	Library	PT Lab Technician	LRCLAB-150510	Carol Van Houten
Wilkes	Veronica	Library	Office Assistant	OFFAST-150510	Carol Van Houten
Cox	James	Library	Librarian	LRN-150510	Carol Van Houten
Muhi	Amorfina	Library	Librarian	LRN-150510	Carol Van Houten
Odeh	Hussein	Library	Librarian	LRN-150510	Carol Van Houten
Tubungbanua	Angelita	Library	Office Assistant	OFFAST-150510	Carol Van Houten
Sova	Cathleen	Library	Librarian	LRN-150510	Carol Van Houten
Sahadeo	Krishna	Library	Office Assistant	OFFAST-150510	Carol Van Houten
Brooks	Clifford	Library	Librarian	LRN-150510	Carol Van Houten
Pu	Jennie	Library	Librarian	LRN-150510	Carol Van Houten
John Lewis	Akim	Library	PT Lab Technician	LRCLAB-150510	Carol Van Houten
Sanchez	Lotta	Library	PT Lab Technician	LRCLAB-150510	Carol Van Houten
Daud	Saba	STEM	Lab Assistant	LABAST-101015	Elizabeth Nesius
Fayyaz	Faiza	STEM	Lab Assistant	LABAST-101015	Elizabeth Nesius
Aquirre	Mauricio	STEM	CSC Lab Assistant	LABAST-101015	John Marlin
Pacol	Gail	Student Affairs	Office Assistant	OFFAST-252030	Paula Pando
Galang	Nor Theresa	Disability Support	Note Taker/ Reader	READER-101015	Karine Davis
Williams	Erika	Disability Support	Note Taker/ Reader	READER-101015	Karine Davis
Henriquez	Jenny	Advisement & Counseling	Advisor	ADVISOR-200510	Sabrina Magliulo
Irizarry	Giselle	EOF	Office Assistant	OFFAST-150515	Joy Smith

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. APPOINTMENT OF ADDITIONAL NEW HIRE ADJUNCTS SPRING 2016.

LAST NAME	FIRST NAME	DEPT
Reis	Leonardo	ESL
Schneck	Lucia	ESL
Williams	Leonard A.	Business, Culinary and Hospitality
Ervin	Doris	Social Science
Spence	Lena	Social Science
Mickens	Erica	Social Science

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New Hire Adjuncts Spring 2016 listed above as Personnel Recommendation Item No. 6.

7. Award of Consultant Services for Academic Affairs – Consultant for New Program Evaluation – A.S. Criminal Justice

REPORT/BACKGROUND

The College has a need to use the consultant for a new program evaluation— A.S. program in Criminal Justice.

It is proposed that Dr. Aviva Twersky-Glasner, Associate Professor and Department Chair for the Criminal Justice Department at Seton Hall University be engaged to provide the services at a cost not to exceed \$3000.00.

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve Dr. Aviva Twersky-Glasner, Associate Professor and Department Chair for the Criminal Justice Department at Seton Hall University be engaged to provide the services at a cost not to exceed \$3000.00. listed above as Personnel Recommendation Item No.7.

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration and the Personnel Committee as outlined above in Item VIII. Personnel Recommendations 1-7: (1) Resignation, (2) Appointment of Staff, (3) Appointment of Temporary Full-Time Assignments, (4) Temporary Full-Time Faculty Assignments, (5) Appointment of Additional New & Continuing Part-Time Hires, (6) Appointment of Additional New Hire Adjuncts Spring 2016, and (7). Award of Consultant Services for Academic Affairs – Consultant for New Program Evaluation – A.S. Criminal Justice

INTRODUCED BY:	Joanne Kosakowski
SECONDED BY:	<u>Harold Stahl</u>
DATE:	<u>January 19, 2016</u>
Callahan, Kevin	AYE
Fahrenholz, Karen	ABSENT
Kenny, Roberta	ABSENT
Kosakowski, Joanne	AYE
Lee, Bakari	AYE
Peña, Jeanette	AYE
Sires, Adrienne	ABSENT
Stahl, Harold	AYE
Tone, Monica	AYE
Netchert, William, Chair	AYE
	Ayes 0 Nay

RESOLUTION ADOPTED

Signature of Recorder

Pag 1-19-10

VIII. PERSONNEL RECOMMENDATIONS

8. COLLECTIVE BARGAINING AGREEMENT PROPOSAL BETWEEN HUDSON COUNTY COMMUNITY COLLEGE AND THE HUDSON COUNTY COMMUNITY COLLEGE PROFESSIONAL ASSOCIATION.

BACKGROUND:

The current Memorandum of Agreement with the Professional Association (NJEA) expired on June 30, 2014. A tentative agreement between the faculty union and the administration has been reached. Elements of the agreement include a minimum starting salary of \$42,500, a 2% increase to base pay and overload compensation, agreements to convene task forces to discuss changing Article XXVIII, and for the development of a mentoring program for tenure review and promotion.

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend approval of the Memorandum of Agreement (a copy of which is attached hereto).

RESOLUTION:

NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees of Hudson County Community College approve the Memorandum of Agreement between Hudson County Community College and the Hudson County Community College Professional Association.

INTRODUCED BY:		THE BOARD AS A WHOLE
SECONDED BY:		THE BOARD AS A WHOLE
DATE:		January 19, 2016
Callahan, Kevin		AYE
Fahrenholz, Karen		ABSENT
Kenny, Roberta		ABSENT
Kosakowski, Joanne		AYE
Lee, Bakari		AYE
Peña, Jeanette		AYE
Sires, Adrienne		ABSENT
Stahl, Harold		AYE
Tone, Monica		AYE
Netchert, William, Chair		AYE
	7_ Ayes	0 Nay

RESOLUTION ADOPTED

Signature of Recorder

Date

VIII. PERSONNEL RECOMMENDATIONS

8. COLLECTIVE BARGAINING AGREEMENT PROPOSAL BETWEEN HUDSON COUNTY COMMUNITY COLLEGE AND THE HUDSON COUNTY COMMUNITY COLLEGE PROFESSIONAL ASSOCIATION.

BACKGROUND:

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RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend approval of the Memorandum of Agreement (a copy of which is attached hereto).

RESOLUTION:

NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees of Hudson County Community College approve the Memorandum of Agreement between Hudson County Community College and the Hudson County Community College Professional Association.

INTRODUCED BY:	THE BOARD AS A WHOLE		
SECONDED BY:	THE BOARD AS A WHOLE		
DATE:	January 19, 2016		
Callahan, Kevin Fahrenholz, Karen Kenny, Roberta Kosakowski, Joanne Lee, Bakari Peña, Jeanette Sires, Adrienne Stahl, Harold Tone, Monica Netchert, William, Chair 7_ Ayes	AYE ABSENT AYE AYE AYE AYE AYE ABSENT AYE ABSENT AYE AYE AYE AYE AYE AYE AYE AY		
RESOLUTION ADOPTED Lemmer Akley 1-19-16 Signature of Recorder Date			
Signature of the	200		

MEMORANDUM OF AGREEMENT

The HUDSON COUNTY COMMUNITY COLLEGE ("HCCC" or College) and the HUDSON COUNTY COMMUNITY COLLEGE PROFESSIONAL ASSOCIATION ("Association") hereby enter into this Memorandum of Agreement ("Agreement") with respect to the modifications, amendments and additions to the collective bargaining agreement between HCCC and the Association, July 1, 2011 through June 30, 2013 ("CBA") and the collective bargaining agreement between HCCC and the Association July 1, 2013 through June 30, 2014 ("CBA"). All terms and conditions contained in the CBA shall remain unchanged, except as modified as follows:

1. Duration:

Retroactive to July 1, 2014 through June 30, 2017

2. Wages:

A. HCCC and the Association agree that \$42,500 will be the minimum starting salary for a unit member. Article XIV "Compensation, 1.A shall be amended to add the following language: The minimum salary for a unit member will be forty two thousand five hundred dollars (42,500) as of July 1, 2014 All references to starting salary of 40,000 will be deleted from Article XIV "Compensation".

B. July 1, 2014-June 30, 2015

- Step 1. All members employed prior to 7/1/2014 and still employed with the College as of the signing of this Memorandum of Agreement will receive a 2% increase to be applied to their base salary.
- Step 2. A Salary Equity amount of \$25,000.00 is to be distributed amongst the members making less than \$50,000.00 to be added to their base salaries.
- Step 3. If after Steps 1 and 2, the members' whose salary is not at or above \$42,500.00, the college will raise it to \$42,500.00.

Step 4. After Step 1 all members who salaries are \$50,000.00 or above will share \$22,000.00 to be added to their base salaries.

The new minimum base salary will be \$42,500.00.

- C. July 1, 2015 June 30, 2016 (Present academic year)
 - Step 1. All members will receive a 2% increase to be applied to their base salary.

The new minimum base salary will be \$42,500.00 + 2% (\$850) = \$43,350.00

- **D.** July 1, 2016. June 30, 2017
 - Step 1. All members will receive a 2% increase to be applied to their base salary

The new minimum base salary will be \$43,350.00 + 2% (\$867) = \$44,217.00

3. Overload Compensation: The overload rate will be increased by 2% per credit for each year of the contract.

4. TASK FORCES

A. Article XXVIII – OnLine Learning: A task force comprised of Association members and administrators will meet within 21 days of the date of ratification of this agreement, schedule subject to the hiring and onboarding of the Executive Director of Online Learning, to study the provisions of the current Article XXVIII and to make recommendations for changes to this article. The recommendations of the task force will be forwarded to the College President. Implementation of the recommendations is subject to the approval of the College President, the Board of Trustees, Vice President/Academic Affairs and the Professional Association. If approved the recommendations shall be incorporated into the successor agreement.

B. Mentorship

A task force for tenure review and or promotion comprised of Association members and administrators will meet within 21 days of the date of ratification of this agreement to study the specific responsibilities and determine the stipend an Association member shall be reimbursed for taking on this responsibility. The recommendations of the task force will be forwarded to the College President. Implementation of the recommendations is subject to the approval of the College President, the Board of Trustees, Vice President/Academic Affairs and the Professional Association. If approved the recommendations shall be incorporated into this Agreement. This provision will begin in the third (3) year of the Agreement: July 1, 2016.

Miscellaneous:

- (a) This Memorandum of Agreement contains the entire agreement of the parties.
- (b) This Memorandum of Agreement is subject to ratification by the Board of Trustees of the Hudson County Community College and by the membership of the Hudson County Community College Professional Association. The undersigned represent that they are authorized to enter into this Memorandum of Agreement on behalf of their respective principals.
- (c) HCCC shall prepare a collective bargaining agreement incorporating this Memorandum.
- (d) The parties agree to recommend that their respective principals ratify this Memorandum of Agreement.

FOR THE COLLEGE WALLA Jin S All All All All All All All A	FOR THE ASSOCIATION After Persolation When the second of
Date: 1-19-20/6	Date: //19/2016

HUDSON COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING January 19, 2016

VIII. PERSONNEL RECOMMENDATIONS

9. Employee Handbook Update

BACKGROUND:

The current Employee Handbook was last updated in 2006 and approved by the Board of Trustees in 2007. Since that time policy and procedural changes have occurred which necessitate an updating of the Handbook to include changes and/or additions to the following sections:

- Employee Policies and Procedures
- Employee Responsibilities
- Benefits
- Miscellaneous

An update of Employee Handbook, which had been reviewed by Counsel, was sent for review to the Personnel Committee and the All College Council in November 2015. With the exception of a request to change the Library services description and to include a reference to the Press Relations policy, no other comments or suggestions have been made to the handbook draft. These suggestions have been incorporated in the final version of the Employee Handbook.

RECOMMENDATION:

The President, the Administration, and the Personnel Committee recommend approval of the Employee Handbook update as outlined above. (a copy of which is attached hereto).

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the Employee Handbook as outlined above.

INTRODUCED BY:	Bakari Lee
SECONDED BY:	<u>Jeanette Peña</u>
DATE:	<u>January 19, 2016</u>
Callahan, Kevin Fahrenholz, Karen Kenny, Roberta Kosakowski, Joanne Lee, Bakari Peña, Jeanette Sires, Adrienne Stahl, Harold Tone, Monica Netchert, William, Chair	AYE ABSENT ABSENT AYE AYE AYE AYE ABSENT AYE AYE AYE AYE AYE AYE AYE AY
l'En	mfa (Vakley_ 1-19-16

Signature of Recorder

ATTACHMENT A
ITEM VIII. PERSONNEL RECOMMENDATIONS
Resolution #9



WELCOME TO HUDSON COUNTY COMMUNITY COLLEGE

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INTRODUCTION TO THIS HANDBOOK

This handbook has been prepared by the Human Resources Department as a statement of Hudson County Community College's personnel procedures and benefits so that you may become familiar with them. We expect each employee to read this handbook carefully as it is a valuable reference for understanding policies that affect your employment at HCCC. This handbook is a reference source only and does not impose any contractual obligation on the College. The Board of Trustees reserves the right, through the President, to interpret and change policies, carriers, and/or benefits as deemed necessary or desirable.

If you have any questions about the School's policies or procedure please call me at 201-360-4073 or stop by Human Resources at 81 Sip Avenue, Jersey City, NJ. I look forward to meeting you

DISCLAIMER

Unit members covered by a collective bargaining agreement between the Association or the Federation and the College shall be afforded all employment benefits and protections as set forth in the collective bargaining agreement. This employee handbook does not supersede, replace or modify the terms and conditions set forth in the collective bargaining agreements or any local, state or Federal Laws, regulations or authorities.

The statements and content of this handbook are not promises of any kind by the College, and the College reserves the right to terminate an individual's employment with or without cause, or to change wages and/or any other term or condition of employment of an employee without any prior consultation or agreement with an employee.

The employment relationship which exists between the College and its Employees is Employment-At-Will. Under this relationship, the College may, at any time, decide to end an individual's employment with or without cause or prior notice, at its sole discretion.

Please direct any comments, concerns or questions you may have to the Human Resources Department. Thank you for your dedication and service to Hudson County Community College.

WELCOME TO HUDSON COUNTY COMMUNITY COLLEGE

HISTORY

The need for a community college in Hudson County was originally documented by feasibility studies supported by grants from the Exxon Education Foundation (1972) and the Fund for the Improvement of Postsecondary Education (1973), which led to the establishment of the Hudson Higher Education Consortium.

The Consortium included the three postsecondary educational institutions in Hudson County: Jersey City State College, Saint Peter's College and Stevens Institute of Technology. At the same time, the Community Action Program established the need for a college center in the North Hudson area.

In 1974, an act of the New Jersey legislature made it possible for a county that lacked a community college to establish a community college commission. The purpose of the commission was to enter into contracts with existing educational institutions, to provide services for its students, and to grant certificates and associate degrees.

When the New Jersey Board of Higher Education approved the establishment of a community college commission in Hudson County in September, 1974, the Commission became the first agency of its kind in the country. In the Spring of 1981, the Institution's official name became Hudson County Community College.

Hudson County Community College has come to be recognized as a valuable community asset where residents can receive a high quality education, at an affordable price, close to home. The College enjoys full and unrestricted general accreditation from the Middle States Association, and programs in nursing, culinary arts and technology have received specialized professional certifications.

MISSION

Hudson County Community College is a comprehensive urban community college. The mission of the College is to offer high quality programs and services which are affordable, accessible, and community-centered. All programs and services are designed to meet the educational needs of a linguistically and ethnically /racially diverse Community, and to promote the economic, technological, cultural, social, and civic development of Hudson County and its service areas.

The College is committed to equal educational opportunities for traditional and non-traditional students who can benefit from its programs and services without regard to race, ethnic or national origin, religion, age, gender, disability, economic status, or educational background.

The provision of a supportive and affirmative educational environment and the principles of lifelong learning, excellence, and opportunity are central to all programs and services. To implement its mission, the College sets forth the following general goals:

- To provide liberal arts and science courses and associate degree programs that will prepare students to transfer to four-year colleges and universities.
- To provide courses, certificates and associate degree programs that will prepare students for immediate employment or provide for career enhancement.
- To provide general education courses to ensure that students can think critically and analytically, communicate effectively, solve mathematical problems, participate as informed citizens, appreciate cultural diversity and global interdependence, and are information and computer literate.
- To provide support services including counseling, job placement, aptitude and skills testing, financial aid, academic advisement, and basic skills development to help students succeed and benefit from academic programs.
- To provide programs and services appropriate to the linguistic diversity of the community.
- To provide educational and support services to businesses and industries to meet work force needs and to promote the economy of the County.
- To provide not-for-credit courses and programs including conferences, seminars, lectures, workshops and other activities to meet the continuing education, professional, and enrichment needs of residents of the County and of members of organizations within the County.
- To provide for collaborative relationships with local school districts; other colleges and universities; public and private agencies; and business, industrial, professional and labor associations to promote high quality and efficiency in all programs and services.

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Hudson County Community College is an equal opportunity/affirmative action employer. Hudson County Community College is committed to the principles of affirmative action in the recruitment, admission, and retention of students and in the recruitment, employment, training, tenure, assignment, and separation of all faculty and staff. In accordance with existing New Jersey statutes and Federal law, no person at the College shall be discriminated against on the basis of race, color, class, sex, religion, creed, age, life-style, disability, marital status, affectional or sexual orientation, ancestry, national origin, veteran's status, or union membership. Equal access to employment opportunities and educational programs is extended to all qualified persons.

Decisions on employment are made on the basis of the qualifications of an individual for the particular position being filled. Specifications for any position must be related to the job to be performed. Decisions on promotion and tenure are similarly made on the basis of the qualifications of an individual as they relate to the requirements of the position. All personnel policies including those for compensation, benefits, transfers, and faculty and staff development programs are administered without regard to race, color, sex, religion, age, disability, national origin, or other protected status. These policies apply to all employees and all applicants in every department of the College. The College will employ affirmative action to meet its stated goals throughout the work force.

HCCC's goal is to maintain a satisfied and productive work force. The key to this is effective leadership by supervisors; fair and non-discriminatory personnel policies and the application of these policies. The College firmly adheres to the conviction that every employee has the right to be treated with dignity and respect.

ANTI-HARASSMENT POLICY

POLICY:

Hudson County Community College (hereinafter referred to as the "College") has a strong commitment to provide a work environment free from unlawful harassment based on sex, affectional or sexual orientation, race, color, religion, national origin, age, disability, ancestry, atypical hereditary cellular or blood trait (AHCBT), liability for service in the Armed Forces of the United States, creed, handicap, marital status, familial status, genetic information, refusal to submit to genetic testing, refusal to provide genetic information, or nationality of that person or that person's spouse, partners, members, officers, managers, superintendents, agents, employees, business associates, suppliers, or customers (collectively the "protected classifications"). The College will not tolerate unlawful harassment. Acts or incidents of unlawful harassment should be promptly reported in accordance with the procedures outlined below. The College will promptly investigate all reports of unlawful harassment. Employees who violate this Policy will be subject to disciplinary action up to and including termination from employment. Employees who violate this Policy also risk personal legal liability.

PURPOSE:

To ensure all employees of the College a work environment free of any type of unlawful discrimination, including freedom from harassment on the basis of any protected classification.

PROVISIONS:

- 1. <u>Improper Conduct</u>: Instances that may violate the College's policy against harassment and which may result in disciplinary action include the following:
- Unwelcome remarks and actions based on the protected classifications. This may include, but is not limited to, inappropriate jokes, comments or posted materials.
- Threats or suggestions that an employee's employment work status will be adversely affected based upon the protected classifications.
- Bullying, verbal, physical or written forms of intimidation.
- * Affecting or denying employment opportunities or benefits to an employee based upon the protected classifications.
- Engaging in a negative tangible employment action based upon the protected classifications.
- Retaliation against an employee who has reported any alleged violation of this Policy or participated in an investigation related to this Policy.

- **2.** <u>Sexual Harassment</u>: An important note must be made with respect to sexual harassment. Sexual harassment is defined as any unwelcome advance or request for sexual favors or any conduct of a sexual nature where:
- Submission is made explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of the harassing conduct is threatened to be used, as the basis of employment decisions; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work or creates an intimidating, hostile, or offensive working environment.

Sexual harassment is different from sexual attraction or flirtation. Sexual harassment is *unwelcome* sexual attention which is demeaning and causes the recipient distress. Sexual harassment does not refer to occasional inoffensive compliments. However, comments or behavior which may be intended to be complimentary may be viewed by the recipient as unwelcome and a form of sexual harassment.

- 3. <u>Supervisory Personnel</u>: Every supervisor is responsible for preventing and reporting unlawful harassment. Failure to take action to stop unlawful harassment may be grounds for disciplinary action. Special care must be exercised by supervisors and managers whose actions or remarks may be mistakenly perceived as unlawful harassment. The subordinate may feel inhibited and may not disclose the unwelcome actions or remarks by the supervisor or person of higher rank. Unlawful harassment is not limited, however, to employees of different rank.
- 4. <u>Complaint Procedure</u>: Any employee who feels that he or she has been subject to harassment or has knowledge of a violation of this Policy should report the incident directly to the supervisor or to the Executive Director of Human Resources. The supervisor must promptly contact the Executive Director of Human Resources of a harassment complaint. The Executive Director of Human Resources is designated as the College's EEO officer. In the Executive Director's absence, or if circumstances prevent reporting the incident to a supervisor, the employee can report the complaint to any member of the Human Resources department. If the complaint involves a direct supervisor, the employee is not required to complain to that direct supervisor. The complaint should then be made to any of above listed individuals designated to receive such complaints. A complaint of harassment shall be investigated by the Executive Director of Human resources in a timely manner.
 - A. The complaint filed must include the following information:
 - 1) The name and department of the complainant;
 - 2) The name and department of the charged party;
 - 3) The nature and circumstances, in detail, of the alleged harassment, including but not limited to the injuries or consequences suffered by the complainant, the names of any

- witnesses to such actions and the date(s) and duration of the actions questioned; and
- 4) Whether such harassment has been previously reported to a supervisor or other person, and if so, when and to whom.
- B. Nothing in this section shall prevent the complainant from providing other information or documents he/she believes are essential to the fair adjudication of their case.
- C. The initial complaint may be made orally or in writing. If the complaint is made orally, the Director or his/her designee shall reduce same to a written document, which shall, if it is deemed accurate, be signed by the complainant. If an individual is uncomfortable in making a written complaint, the College may proceed with its investigation without a formal written complaint.
- 5. <u>Investigation Procedure</u>: Once a complaint has been registered or a harassment situation has become known to the College, a prompt, fair and thorough investigation will be conducted to determine the meritorious character of the complaint.

If the College determines that unlawful harassment has occurred in violation of this Policy, the individual who engaged in such harassing conduct shall face immediate and appropriate disciplinary action based upon the severity of the complaint and any prior history of past charges made against the individual and disciplinary action involving the individual. Disciplinary action may include being suspended without pay pending the hearing, a written warning, suspension, demotion, and/or termination of employment.

6. Privacy: The College encourages victims of harassment to bring their complaints to management by ensuring that no reprisals or retaliation will result against such complaining individual as a result of the good faith reporting of harassment. In addition, anyone who assists in the filing of a complaint or in the investigation of a claim of harassment will be protected from reprisals and retaliation. Reprisal or retaliation may be the basis of a separate complaint, even if the complaint of harassment may be found to be without merit.

To the fullest extent possible, and so long as it does not inhibit the conducting of an investigation, all persons involved with a harassment complaint will be given the utmost protection of privacy.

7. <u>Liability</u>: Because the College prohibits harassment of its employees in any form, any individual charged with harassment in a civil action or by way of an administrative complaint shall be solely responsible for paying all costs of defense and/or any damages resulting there from which are awarded by any proper court of law or after an administrative hearing.

8. <u>False Accusations</u>: Since a charge of harassment is a grave and serious one, false accusations of harassment are, and will be treated as, a disciplinary offense and will result in a level of punishment appropriate for a person engaging in such behavior.

Any employee with questions regarding the College's Harassment Policy may contact the Human Resources Department.

SEXUAL MISCONDUCT POLICY

POLICY:

Hudson County Community College seeks to foster a safe and healthy environment built on mutual respect and trust. At the foundation of the College's mission is the recognition of the equal and inviolable dignity and worth of every person. Sexual Misconduct of any kind is a serious violation of these principles and will not be tolerated in any form.

Sexual Misconduct includes Sexual Exploitation, Sex-Based Harassment, Sexual Assault, Stalking, and Relationship Violence of a sexual nature. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex. Sexual Harassment, including sexual violence, is a form of sex discrimination.

Any member of the College community who encourages, aids, assists, or participates in any act of Sexual Misconduct against another is in violation of the College disciplinary policies and Title IX. Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial assistance.

Violence that is not of a sexual nature is also incompatible with the College's mission and a violation of College policies. Policies and procedures governing incidents of violence that are not of a sexual nature are covered separately.

REPORTING SEXUAL MISCONDUCT

Any member of the College community who encourages, aids, assists or participates in any act of Sex Discrimination or Sexual Misconduct against another is in violation of the College's conduct policies. Every member of the faculty, administration and staff is obligated by law under Title IX to immediately report to the Title IX Coordinator of incidents or of perceived incidents of Sexual Misconduct involving any member of the campus community or third party upon learning of the incident. Even if alleged victim requests confidentiality of the incident, the employee has a legal and moral obligation to report. All members of the College community and visitors are required to report

incidents of Sexual Misconduct to the Executive Director of Human Resources who serves as the College's Title IX Coordinator.

The Title IX Coordinator will make every effort to maintain the confidentiality of all parties involved during the investigations into alleged Sexual Misconduct. There may be some incidences when confidentiality may not be possible if the safety and security of the accuser or other members of the College Community are at risk.

The entire Sexual Misconduct Policy may be viewed at:

http://www.hccc.edu/uploadedFiles/Pages/Explore_HCCC/General_Information/Human-Resources/Sexual_Misconduct_Policy_06-30-2015.pdf

SMOKING POLICY

Smoking, including cigarettes, cigars, pipe tobacco, and use of electronic cigarettes, is prohibited at all times on the College campus, including in all of its buildings, laboratories, classrooms, private offices, balconies, vestibules, loading docks, and or any other campus property as well as with in close proximity to or causing obstruction of any building entrance, covered walkway or ventilation system. Signs will be posted at each building's entrance and displayed in prominent, visible areas to inform all individuals entering or occupying HCCC property that smoking is prohibited.

Compliance with this policy is a shared responsibility of all Hudson County Community College staff, students, and faculty. The success of this policy will depend on the courtesy, respect, and cooperation of all members of the campus community. Employees interested in smoking cessation programs may contact Human resources.

DRUG-FREE WORKPLACE POLICY

HCCC Drug Free Workplace Policy prohibits the unlawful possession, use, distribution, dispensation, sale or manufacture of controlled substances on College premises. Employees are prohibited from reporting for or being at work while under the influence of alcohol or illegal drugs. Violation of this Policy may result in disciplinary action up to and including termination.

In addition to HCCC's policy, faculty and staff must obey applicable Federal, State, and local laws concerning drugs and alcohol and are subject to criminal and civil penalties. Any employee convicted of a drug-related offense must notify the College no later than five days after such a conviction.

WEAPONS POLICY

HCCC Weapons Policy prohibits the possession, use or storage of weapons on College premises. Weapons covered by this policy include, but are not limited to, firearms, firearm ammunition, air pistols, air rifles, fireworks, incendiary devices, any knife or other item or implement intended for use as a weapon. Violation of this policy will result in disciplinary action up to and including termination.

WORKPLACE VIOLENCE POLICY

HCCC will not tolerate any workplace acts or threats of physical violence, including but not limited to intimidation, harassment and/or coercion that involve or affect the College, its visitors or its employees. Employees who are aware of any acts of physical violence or threats are encouraged to report this information to their supervisor and the Safety and Security Department.

NEPOTISM

HCCC prohibits the hiring of any applicant who would be directly or indirectly supervised by a relative. For the purpose of this policy, relatives include spouse, child, father, father-in-law, mother, mother-in-law, grandparent, grandchildren, sister, sister-in-law, brother, brother-in-law, son-in-law, daughter-in-law, aunt, uncle, cousin, nephew, niece or any other person who occupies such a position in the family, or a person living in the same household.

To alleviate potential conflict, an employee who has the power to appoint, reappoint, or confirm the appointment or reappointment of, approve a change in status of, evaluate performance for salary increment, promotion, or dismissal of subordinates or subordinates of subordinates, may not hire, supervise, or otherwise manage relatives in the same unit or division where a conflict may exist. No employee may refer a relative directly for a job vacancy; however, the employee may inform a relative about the application process for a position listed on jobs@hccc.edu.

If during the course of employment at the College, any employees become related, the College reserves the right to review the situation on a case-by-case basis and make job reassignments as practicable. Nothing in this policy shall preclude a member of the immediate family of a supervisor from being employed in an area not supervised directly or indirectly by that supervisor. An employee who uses his/her influence to interfere with the supervision of a relative in another department and who knowingly or unknowingly shares confidential information with a relative in another department will be in violation of the Nepotism Policy.

CODE OF ETHICS POLICY

It is essential that the conduct of all employees of the Hudson County Community College hold the respect and confidence of its students, the County of Hudson, the State of New Jersey and the educational community at every level. All employees of the College must, therefore, avoid conduct which is in violation of the public trust or which creates justifiable impression among the public that such trust is being violated.

Hudson County Community College shall adopt the following code of ethics:

- 1. No trustee, officer or employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which is in substantial conflict with the proper discharge of his or her duties.
- 2. No trustee, officer or employee shall use his or her official position to secure unwarranted privileges or advantages for him or herself or others.
- 3. No trustee, officer or employee shall act in his or her official capacity in any matter in which he or she has a direct or indirect personal financial interest that might reasonably be expected to impair his or her objectivity or independence of judgment.
- 4. No trustee, officer or employee shall undertake any employment or service, whether compensated or not, which might reasonably be expected to impair his or her objectivity and independence of judgment in the exercise of his or her official duties.
- 5. No trustee, officer or employee shall accept any gifts, favors, services, or other things of value under circumstances from which it might be reasonably inferred that such gifts, services, or other things of value were given or offered for the purpose of influencing his or her in the discharge of his or her official duties. Nevertheless, trustees, officers, and employees, during the course of his or her official duties, may accept meals which are offered as a part of a meeting or event so long as all attendees of such meeting or event are also provided such meals. In the event that a sponsor of a meeting has pending business with the institution in such a manner on which the trustee, officer or employee must act in the exercise of his or her duties, during the time that said matter is pending, no trustee, officer, and employee shall accept any meals from any such sponsor.
- 6. No trustee, officer, or employee shall knowingly act in any way that might reasonably be expected to create an impression or suspicion that he or she may be engaged in conduct violate of his or her trust as public trustees, officers or employees.

- 7. No trustee, officer or employee shall use or allow to be used his or her public office or employment or any information not generally available to members of the public for the purpose of securing financial gain for himself or herself or others with whom they are associated.
- 8. No trustee of the College shall, during his or her tenure at the College or for a period of one year next subsequent to the termination of the office of that trustee:
 - (a) be awarded any contract which is not publicly bid; or
 - (b) appear to represent, or negotiate on behalf of, any other party before the College.
- 9. No Trustee, who is a voting member of the board, shall be eligible to accept employment as an employee of the College for a period of two years following resignation or expiration of his or her term.
- 10. Full-time employees of the College must consider the College their primary employer. As such, they must be available and able to perform all of the required duties of the position outlined in the existing job description. Outside employment must not interfere with an employee's work hours and/or job performance.
- 11. Any violation of this Code of Ethics shall be addressed:
 - (a) By the bylaws of the College or the Laws of the State of New Jersey in the event of a trustee;
 - (b) In the event of an officer or an employee of the College not subject to a collective bargaining agreement, by the terms of such agreement.

SAFETY IN THE WORKPLACE

HCCC complies with all applicable OSHA regulations and makes every effort to be sure that the workplace is as safe and free from hazards as is possible. Any unsafe or hazardous condition should be reported immediately to your supervisor.

Following a few simple rules will be beneficial to everyone at the College.

- 1. Immediately report any conditions or practice that appears unsafe
- 2. Only operate equipment that you are trained and authorized to use
- 3. Observe regulations prohibiting smoking on College property
- 4. Do not block corridors or fire exit doors
- 5. Furniture, boxes, or equipment should not be stored in front of exit doors
- 6. Familiarize yourself with locations of fire extinguishers in your area
- 7. Become knowledgeable of emergency evacuation procedures
- 8. Wear safety gear when necessary
- 9. Do not bring unauthorized visitors or children into the building
- 10. Immediately report all injuries to your supervisor
- 11. Dispose of waste in the proper manner.

BARGAINING UNITS

At HCCC, every member of the management team is committed to the College's philosophy of fair and impartial treatment of our employees at all times. Employees are free to speak to their supervisor, or to any member of the management team, to raise questions and get answers. Every employee is treated as an individual and as an important participant in the operation of the College. We hope to maintain this open relationship. HCCC strongly believes that individual consideration in employee-supervisory relationship provides the best climate for our maximum development, team work, and the attainment of our goals. We have enthusiastically accepted responsibility to provide you with good working conditions, fair wages, and benefits, impartial treatment and personal respect.

Employees of HCCC, if not designated confidential employees, are eligible for membership in one of (4) bargaining units. The four bargaining units representing employees are as follows:

- 1. HCCC Academic Administrative Association
- 2. HCCC Support Staff Federation
- 3. HCCC Professional Association
- 4. HCCC Adjunct Faculty Federation

It is important to remember each bargaining unit negotiates separately with the College. Regulations and procedures vary for each group of employees and are not necessarily the same for everyone working at HCCC. Names of new employees are forwarded by the Human Resources Department to the presidents of each of the four bargaining units. After you join, it is your responsibility to obtain a copy of the employment agreement that pertains to you directly from the bargaining unit. Be sure to consult your collective bargaining agreement if you have any questions concerning your rights and responsibilities or are unclear about anything outlined in this handbook.

Supervisors of employees in bargaining units must first contact the Executive Director of Human Resources before initiating any counseling or corrective action.

YOUR EMPLOYMENT AT HCCC

The names of all candidates recommended to fill vacant positions at the College are approved by the HCCC Board of Trustees. Employees who have gone through the interview process cannot officially begin working at HCCC until the Board of Trustees has accepted the recommendations of the College Administration.

INTRODUCTORY PERIOD

The first ninety (90) working days of employment serve as an introductory period for new employees. This provides the supervisor with the opportunity to assess an individual's skills and abilities in meeting the job requirements. At this time, introductory employees may be terminated by the College without such termination being subject to the grievance and arbitration provisions of their respective collective bargaining agreement.

Satisfactory completion of introductory period does not change the at will status for employees not covered by a collective bargaining agreement.

ATTENDANCE POLICY

The College expects all employees to assume diligent responsibility for their attendance and promptness. Every employee is expected to report on time. The College recognizes there may be times when absences or tardiness cannot be avoided. In such cases it is the employee's responsibility to call their supervisor directly and in a timely manner.

Any employee who fails to report absences will be subject to disciplinary action up to and including termination. Bargaining unit members should reference collective bargaining agreements for specifics applicable to employment classification.

A no call/no show lasting five working says may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.

ATTENDANCE RECORDS/TIME REPORT FORMS

To ensure compliance with Federal standards, the College has adopted an official procedure for reporting time of hours worked by each employee. This requires all employees to complete the appropriate form which is then submitted to the immediate supervisor for signature approval. Time report forms should be available in your department from your supervisor.

Employees must show an accurate record of the hours worked. If an employee fails to record the information correctly, or if there is an error, it is their responsibility to notify their supervisor.

OVERTIME

In accordance with federal and state standards all employees are classified as either exempt (those supervisory, administrative, and professional positions not covered by the provisions of the Fair Labor Standards Act or NJ Wage and Hour Act and not subject to payment of overtime) or non exempt (those positions covered by the provisions of the fair Labor Standards Act or NJ Wage and Hour Act and subject to payment of overtime).

Supervisory Personnel may authorize overtime when it is not possible to adjust staffing to cover emergency situations or heavy workload periods. No employee is authorized to work overtime unless approved by his/her immediate supervisor. Overtime worked shall be recorded on a time sheet and signed by the immediate supervisor.

Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification.

EMPLOYMENT VERIFICATION

It is the policy of the College to protect the privacy of each employee. Verification of specific employment information will be provided for the purposes of establishing credit, bank loans, apartment rentals, etc., at the request of current or past employees. The release of information pertaining to employment dates, status, job title, earnings and current salary will be issued only with employee's written permission. The College will not release any information relating to the evaluation of work performance or employment references.

Organizations who wish to verify the employment of a HCCC current or past employee may fax or mail verification requests to the Human Resources Department. The requests

must have the signature of the individual signifying approval for release of the information. The College will provide Federal, State and local government agencies any employee information required by law. It will also honor any valid subpoenas, court orders, and requests for information from unions pursuant to a collective bargaining agreement.

PERFORMANCE EVALUATIONS

A formal evaluation process is designed to assist the employee to improve his/her performance, and establish goals based on job responsibilities of the employee. Although there will be a formal evaluation, this does not prevent any employee from discussing any questions or concerns with their immediate supervisor at any time.

Bargaining unit members should reference collective bargaining agreements for specifics regarding frequency of performance evaluations applicable to employment classification.

OUTSIDE EMPLOYMENT

A full-time employee of HCCC may engage in outside employment only if the outside employment does not:

- 1. Constitute a conflict of interest
- 2. Occur at a time when the employee is expected to perform his/her assigned duties
- 3. Diminish the employee's efficiency in performing his/her primary work obligation at the institution

PROFESSIONAL CONDUCT

Professional conduct of employees is necessary for the orderly operations of any institution and for the benefit and protection of the rights and safety of all students and employees. Employees are required to be courteous and considerate in all encounters with students, visitors and fellow employees.

To avoid any appearances of partiality, compromise and/or abuse of power, no College employee may have a romantic or sexual relationship with a College student for whom s/he has a current supervisory, instruction/tutoring or advising role, even when the relationship is consensual. Such documented behavior will be considered in employment decisions and could lead to disciplinary action in accordance with the collective bargaining agreements and at-will employment.

FERPA

As a College employee, one may have access to or knowledge of information pertaining to a student or students on the campus. ALL information on private matters regarding students should be considered confidential, NEVER to be disclosed to others, not even to other employees, unless such disclosure is clearly in the student's educational interest, is a matter of health and welfare, or otherwise constitutes an exception under the Family Educational Rights and Privacy Act of 1974 (FERPA). Employees should contact the Dean of Student Affairs for clarification, if needed.

Information about students, employees, and internal relationships in the College may only be released to outside parties by designated College personnel, within limits set by the College policy and in compliance with Federal and State regulations.

Any employee failing to comply with this policy may be subject to disciplinary action in accordance with collective bargaining agreements ad at-will employment provisions.

ELECTRONIC COMMUNICATION AND INTERNET USE

The following guidelines have been established for using the Internet, COLLEGE-provided cell phones and e-mail in an appropriate, ethical and professional manner:

- Internet, College-provided equipment (e.g., cell phones, laptops, computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon the College or be contrary to the College's best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission.
- Employees must not use the system in a way that disrupts its use by others. Employees must not send or receive large files that could be saved/transferred via thumb drives. Employees are prohibited from sending or receiving files that are not related to work.
- Employees should not open suspicious e-mails, pop-ups or downloads. Contact ITS with any questions or concerns to reduce the release of viruses or to contain viruses immediately.

• Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the College.

Right to Monitor

All College-supplied technology and College-related work records belong to the College and not to the employee. HCCC monitors use of the College-supplied technology. Inappropriate or illegal use of communications may be subject to disciplinary action up to and including termination of employment.

SOCIAL MEDIA – ACCEPTABLE USE

Below are the guidelines for Social Media use:

- Employees may not post financial, confidential, sensitive or proprietary information about the College, students, employees or applicants.
- Employees may not post obscenities, slurs or personal attacks that can damage the reputation of the College, students, employees or applicants.
- When posting on Social Media sites, employees must use the following disclaimer when discussing job-related matters; "The opinions expressed on this site are my own and do not necessarily represent the views of Hudson County Community College"

EMPLOYEE TRAVEL AND REIMBURSEMENT

Employees will be reimbursed, within established guidelines, for expenses incurred in connected with approved travel on behalf of the College.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

Travel for staff must be authorized in advance. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 30 days, the traveler must submit a Travel Reimbursement Form and supporting documentation to obtain reimbursement of expenses. For more details, refer to the Controller's office for detailed travel policies, procedures and authorization and reimbursement forms.

JOB REQUISITION PROCEDURE

All full-time/part-time positions are established upon recommendation of the President within the limits authorized by the Board of Trustees. In order to have a vacant position filled, it is necessary for the Department Head to complete a Position Analysis/Payroll Form, and to submit it to the Division Head and the Budget Department for approval. The Budget Department shall send the approved requisition to the Human Resources Department. Final approval is at the sole discretion of the President of the College and the Board of Trustees.

JOB VACANCIES

Notice of all campus vacancies and new positions which the College intends to fill are posted on bulletin boards in various locations for ten (10) working days.

Job opportunity notices contain the job classification, principal job responsibilities, supervisor, etc. Employees interested in applying for any open position for which they are qualified should apply online and should also send their resume to the Human Resources Department. The internal applicant should have a performance review within the past 12 months with an overall acceptable performance rating.

Vacancies will be advertised externally through appropriate news media. The Human Resources Department will place all advertising of vacant positions. The Human Resources Department will review all resumes and furnish to appropriate selection committees. The interview committee will record in detail the results of the interview to reflect the basis for acceptance or rejection of the candidate.

PROMOTIONS

Internal candidates must meet the following criteria to be considered for the promotion:

- 1. The internal applicant must follow the procedures for applying for a Job Vacancy.
- 2. Must meet minimum qualifications for the new position either in educational background and/or job experience.
- 3. Must have had a performance appraisal in the past year with an overall rating of "Meets acceptable standards Performance consistently meets all the responsibilities of the position."
- 4. In absence of items 1 and 2, the supervisor must create a development plan which will include on-the-job experiences, training required and/or formal education (within limits of tuition waiver/remission guidelines) to be initiated in the internal applicant's first year in the new position.
- 5. The promotion will require approval by the Division's Cabinet member and the President prior to a tentative job offer.

- 6. Final approval for the appointment requires Board recommendation.
- 7. All promotions shall be for a working test period according to the collective bargaining agreement if a union position and 60 days for a confidential employee.
- 8. Feedback will be given at the conclusion of the working test period.

DOCUMENTATION AT HIRE

The Human Resources Department will insure the completion of all needed employment forms for all employees. HCCC recognizes the importance of maintaining a safe workplace, with employees who are honest, trustworthy, qualified, reliable, non-violent, and do not present a risk of harm to their co-workers or others. HCCC reserves the right to conduct reference checks, background criminal history, and Social Security checks.

HCCC will comply with all immigration laws. As condition of employment every individual must provide satisfactory evidence of identity and legal authority to work in the United States through submission of a completed and verified I-9 form. College transcripts are required for certain positions. Applicants with post-secondary credentials from an institution outside the U.S., must obtain a credential evaluation from World Education Services (WES) before hire (www.wes.org).

DISCIPLINE AND DISCHARGE

It is the policy of HCCC to enforce policies, procedures, practices, rules, and regulations in a fair manner. Discipline may include, but is not limited to verbal warning, written reprimand, and suspension with or without pay, disciplinary probation and termination. Bargaining unit members should reference collective negotiated agreements for specifics regarding discipline and discharge. Supervisors of bargaining unit members must contact the Executive Director of Human Resources before initiating counseling or corrective action.

The unacceptable behaviors listed below are a guideline and are not all-inclusive. Employees who engage in any of the behaviors listed below will be subject to disciplinary action up to and including termination. The list is not intended to change the "at will" status of employees not covered by a collective bargaining agreement.

- Dishonesty of any kind including theft or misappropriation of money, supplies, or equipment
- Falsification of records
- Violation of College safety and security procedures
- Failure to report work-related accidents and injuries promptly
- Violation of College drug and alcohol policy

- Reporting to work or working under the influences of intoxicants or illegal substances
- Violation of harassment and/or discrimination policies
- Sexual misconduct
- Verbal, written and/or physical bullying and intimidation
- Willful destruction, defacement or the removal of College property without authorization
- Insubordination or refusal to comply with instructions from a supervisor
- Disorderly conduct, abusive language or fighting on College premises
- Smoking in any place other than authorized area
- Falsifying or knowingly misrepresenting College paperwork/documents
- Distributing the College's intellectual property without permission
- Possession of firearms or other dangerous weapons on College premises
- Violation of College policies and procedures.

VOLUNTARY SEPARATIONS

Employees who decide to leave their employment at the College must submit a written resignation letter to their supervisor at least two or three weeks before their last day, as stated in the collective bargaining agreements that belongs to the employee. A resignation letter is also needed for retirement. The separation date will always be the last day worked and the individual will be paid for any accrued unused vacation time they have earned.

Before leaving the College, The Human Resources Department will schedule an exit interview. This will provide HCCC with an opportunity to study its overall working conditions and to evaluate the effectiveness of its personnel policies. At this time detailed information regarding medical coverage, pension information, final paycheck, etc will be discussed.

Employees must return all College owned property (keys, computer equipment, ID cards, etc) to their supervisor prior to leaving HCCC.

Bargaining unit members should reference collective negotiated agreements for specifics regarding voluntary separation.

HIRING OF FORMER EMPLOYEES

An employee who voluntarily terminates employment, and who leaves in good standing with a satisfactory work history with the College, shall be eligible to be considered for rehire provided he/she makes proper application for an appropriate vacancy. If rehired he/she will again start as a new employee and must serve the appropriate probationary period, regardless of the time period between termination and rehire. No credit for the past service shall be extended to a rehired employee in terms of seniority, medical coverage, vacations, sick leave, etc. except as set forth in writing or provided by a collective negotiated agreement.

SOLICITATION

It is completely against HCCC policy for solicitation of any kind to take place in the College. In order to minimize personal inconvenience and interference with orderly operations, no persons shall sell, solicit, or promote anything, including subscriptions, pledges, memberships, or other types of support for any drives, campaigns, causes, or organizations anywhere on College property. Distribution or circulation of leaflets, pamphlets, circulars, cards, or other literature is not permitted during working time or in work areas, unless specifically authorized by the President.

INCLEMENT WEATHER

In cases of severe snow storms or other dangerous weather conditions, the President will make the decision to declare the College closed. If the decision is made to close or delay opening, this is excused paid time. However, if an employee has previously scheduled leave time on a day that subsequently becomes an emergency closing day; the employee will remain under the type of leave scheduled. If the decision is made to remain open all employees are expected to make every reasonable effort to report to work. If employees cannot report to work due to inclement weather, they must notify their supervisor in a timely manner and the absence will be charged as a personal day or accumulated vacation.

Announcements of weather emergency closings will be made on specified radio stations, the college website or via telephone. The College will provide a list of radio stations that will carry an announcement concerning HCCC as the winter/severe weather season approaches.

Radio Stations: 101

1010 WINS

WADO WVNJ WOR

Television:

NEWS 12

Internet:

http://www.hccc.edu

CONFIDENTIAL INFORMATION

Your work at the college may give you access to academic, personnel, or budgetary information that is considered confidential. Improper use or disclosure of such information is a violation of College policy and will be subject to disciplinary action up to and including termination.

USE OF COLLEGE PROPERTY AND FACILITIES

You may use College equipment and supplies only for work-related purposes. College computers, telephones, long-distance access lines, photocopying machines, faxes, and other equipment and materials may not be used for personal activities. College bulletin boards contain important information and official notices and may not be used for private or commercial activities. The College mail service may be used only for College purposes. Unauthorized or personal use of equipment or supplies may be grounds for termination.

College property, including computers, electronic mail and voice mail, should only be used for conducting College business. Although certain codes exist to restrict access to computers, voice mail and electronic mail messages, employees should not assume that such messages are private and confidential or that the College or its designated representatives will not need to access and review this information. The College reserves the right to monitor voice mail or electronic mail messages and to access information contained on College provided property. College vehicles should only be used for College business and not for private or commercial activities.

PARKING POLICY

The purpose of the Parking Policy is to provide the Hudson County Community College community with guidance on established parking areas, permits and regulations, and to ensure the proper and effective use and control of the available parking spaces. They are based on municipal ordinance, State motor vehicle regulations, and are designed benefit the College community. The College reserves the right to change/modify this policy in order to accommodate changing parking needs.

GENERAL INFORMATION

Because HCC is an urban college, limited parking is available at its facilities. The Safety and Security Department will patrol all College property for the purpose of enforcing traffic and parking policies. The college does not assume liability or responsibility for damage or theft of any vehicle or its contents while parked on College owned or leased properties.

Parking is a privilege given to employees and is based on a first come, first served basis with spaces reserved for College administration. In Jersey City, parking is provided for all faculty adjuncts and full-time employees at the 162 Sip Avenue, and 119 Newkirk Street lots. Additional free parking for all employees (sticker can be obtained at the main Security desk of each building; valid HCCC ID must be presented) is available at Impark (Square Ramp) Parking lot located at 801 Pavonia Avenue (behind Leows Theatre).

In the interest of providing maximum service to the College community, discounted parking is available in many privately owned area lots at Journal Square. For a detailed list and more information on discounted rates, pleasure visit the Security Department page on the MyHudson portal or the front information desk inside each College building.

For the North Hudson Higher Education Center (Union City), additional parking is provided to HCC Hangtag permit holders giving the bearer rights to park in the West New York Municipal Lot located between Kennedy Blvd. & Bergenline Ave. and between 51^{st} St. and 52^{nd} St. Monday thru Saturday 6 am - 10 pm.

REGISTRATION OF VEHICLES

All motor vehicles parking on campus must be registered with the Security Department. Applicants must possess a current driver's license, vehicle registration card and HCCC photo ID.

Multiple vehicles may be registered, but only one permit (hang tag) will be issued. Only the person who is registered for the permit may use it. If your permit (hang tag) is lost or stolen, a minimum \$10.00 replacement fee will be assessed. If the permit is lost or stolen,

the permit holder must file a report before obtaining a replacement permit. Alleged false reporting will be investigated as a criminal matter.

PARKING REGULATIONS

- 1) All vehicles must properly display a valid parking permit. Validation occurs during permit issuance from July to September. A notification will be sent indicating time, date and location.
- 2) All drivers and vehicles must be in conformance with state driver's licensure, registration and insurance regulations.
- 3) Motor vehicle accidents occurring on campus should be reported to the Security office immediately. The Security Department will provide information and assistance to the motorists involved.
- 4) Parking only in marked spaces is permitted.
- 5) Parking in driveways, sidewalks, or fire zones is not permitted. Vehicles found blocking or parked against the flow of traffic will be towed at owner's expense.
- 6) The lack of readily available designated parking space is not an excuse for a violation of any parking regulation
- 7) Any vehicle found to be in violation will be issued a parking citation (or warning). Parking privileges will be taken away from repeating violators.
- 8) The speed limit on campus property is (5) miles per hour.
- 9) All vehicular traffic will yield to pedestrians; they have the right of way.

HANDICAPPED PARKING

Handicapped parking has been designated throughout the campus. These areas are marked with handicapped signs. These spaces are typically located in the lots and rows closest to the building. Drivers using parking designated for disabled persons must display a valid state-issued placard, license plate, or other form of identification recognized by the state or national authority. Permits must be displayed in your vehicle facing outward at all times when you are parked on campus.

A copy of the Disabled Person ID card issues by the Motor Vehicle Commission authorizing use of the Handicap Parking should be provided to the Security Office.

For the purpose of keeping updated information, physician approval of disability must be provided to the Security Dept.

The unauthorized use of these spaces will result in a fine. The vehicle may also be towed at owner's expense.

RESERVED SPACES

All reserved parking spaces are marked with signs and are reserved 24 hours a day. The unauthorized use of these spaces will result in a fine and or towing at owner's expense. The purpose of the reserved parking is to provide approved employees with a designated parking space reserved for their use during college business hours. Priority is given to as available to:

- Cabinet members
- Deans
- Associate Deans
- Assistant Deans
- Directors

Any current reserved parking space holder, whose title does not fall under the above mentioned category, will be grandfathered until either he/she switches titles or leaves employment. At this point, the space will be considered vacant and at the discretion of the administration to reassign. The Director of Safety & Security shall maintain a complete file of all records in connection with reserved spaces.

VIOLATIONS:

The college reserves the right to take parking privileges away, immobilize (boot) or to remove and impound abandoned vehicles or any vehicles found on campus:

- That have three or more parking violations or repeatedly violate parking regulations;
- With an unauthorized, altered or revoked permit
- Without a license plate;
- With an expired license plate/vehicle registration;
- Loaning parking tags to non-employees
- Parked in driveways, fire lanes or entrance apron, reserved or service vehicle spaces and reserved lots;
- Blocking a loading dock or trash dumpster;
- Parked in such a way as to constitute a hazard to vehicular or pedestrian traffic, emergency exits or to the movement and operation of emergency equipment. In addition, vehicles may be subject to summons by the police department.

The owner will be responsible for costs involved in removing, impounding and storing such a vehicle, including any expenses charged by the towing company as a "show-up" fee or service fee.

SECURITY

Security officers are on duty throughout the day and late into the night according to scheduling of classes and College functions. Security is here to protect property, students, visitors, and employees, and is charged with the primary responsibility for the protection of the College community and its property. It is the responsibility of everyone at the College to maintain a safe environment.

PERSONAL APPEARANCE

It is important that all employees representing the College present a professional impression to the public, students and co-workers. Every employee is a reflection of the College, and therefore, an appropriate, neat, orderly and professional appearance consistent with the functions of the department and position is expected.

CHILDREN ON CAMPUS

HCCC has an obligation to its students, faculty, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education. For this reason, young children should not be brought to campus, and may not attend classes with their parent or guardian. There may be occasions when brief visits by children of students may be appropriate. Children may visit college offices and facilities, other than classrooms, for limited periods of time when their parent or guardian is conducting routine business at the college. Regular repeated visits by children are not permitted. In no case are children permitted in labs, construction/repair sites, or other areas where potential hazards exist. Children brought on campus must be directly supervises at all times by their parent or guardian.

BENEFITS

HEALTH INSURANCE

HCCC makes available a comprehensive medical insurance program for its full-time employees and spouse and dependent children. The health benefit plan including major medical coverage is provided under the New Jersey State Health Benefits Program. The employee may select from all available plans under the New Jersey State Health Benefits Program.

If an employee fails to enroll promptly, coverage may be unduly delayed. Where the employee fails to enroll himself/herself or eligible dependents, they cannot be enrolled until the subsequent annual open enrollment period during the month of October with coverage effective January 1.

Vision coverage is provided to eligible College employees. Dependent coverage available only through Payroll deduction.

Dental coverage is also provided to eligible College employees and their eligible dependents.

It is your responsibility to inform The Human Resources Department of your choice of medical insurance plan and to complete all of the appropriate enrollment forms. Additional information of health benefit extension, cost of coverage, benefit plan booklets and claim forms, etc. may be obtained from the Human Resources Department.

LIFE INSURANCE

As public employees in the State of New Jersey, HCCC employees receive life insurance pursuant to New Jersey State Law. Although the College pays towards this insurance, employees enrolled in PERS (Public Employees Retirement System) are required to contribute a small amount of your bi-weekly pay towards the premium payment for the period of one year. At the time the employee completes the application forms the amount of the share will be calculated and will be informed as to what the deduction will be.

RETIREMENT AND PENSION PROGRAM

Employees participate in one of two State Administered Pension Programs: the Public Employees Retirement System (PERS) and an Alternate Benefits Plan. All employees, except certain part-time employees, are required to participate in one of these plans. Employees will be provided a retirement and life insurance plan pursuant to New Jersey Statutes and the Rules and Regulations of the State Department of Treasury, Division of

Pensions. Booklets that provide further information on the pension programs are available from the Human Resources Department.

For further details regarding benefits employees should contact the Human Resources Department or can visit http://www.state.nj.us/treasury/pensions/shbp.htm

TEMPORARY DISABILITY INSURANCE

Employees must notify the Human Resources Department at the onset of any disability in order to protect their rights under disability insurance plans.

Under the New Jersey Disability Benefits Law, cash benefits may be payable when an employee cannot work because of sickness or injury not caused by the job. An employee may apply for temporary disability insurance if their doctor recommends them to be away from work for ten (10) consecutive work days or a period outlasting accumulated sick days. Eligible employees may receive up to 2/3 of their regular pay to a maximum established by the State of New Jersey each year and the weekly maximum benefit is payable for no more than 26 weeks.

The College provides for those employees who have not yet accumulated sufficient sick days but who otherwise meet the eligibility criteria for temporary disability insurance. These employees will be allowed to borrow sick days to bridge the time so that they will be able to receive TDI payments without loss of pay.

SICK LEAVE

The College recognizes that some absences are unavoidable. Employees are reminded, however, that all absences have a considerable effect on their department and the College, and are asked to keep all absences at a minimum.

Although negotiated clauses pertaining to absences because of illness, injury and other reasons are found in the collective bargaining agreements of specific employee groups, the following practices pertaining to absences must be followed by all employees unless otherwise amended by the employee's collective bargaining agreement:

- 1. When an absence from work is known in advance, or when an absence is anticipated to be more then a few days, the employee shall notify his/her immediate supervisor as far in advance as possible and shall supply a doctor's note indicating the reason for the absence and the anticipated duration of the absence. This note shall be forwarded to the Human Resources Department.
- 2. The employee shall report unexpected absences on the day of the

occurrence to his/her immediate supervisor in a timely manner. Calls placed to co-workers to report an employee's absence are not acceptable.

- 3. Employees returning to work from an absence of five (5) or more days may be required to provide a doctor's note indicating the dates of the illness and his/her approval of the employee's ability to return to full and unrestricted duties. The College may, however, require a medical certification of an employee's absence at any time
- 4. All supervisors must maintain and correctly record all absences on the employee's attendance sheet.

WORKERS' COMPENSATION

All employees of the college are covered by Workers' Compensation Insurance. Such insurance shall provide compensation for lost time, medical expenses, surgical expenses, etc.

It is the responsibility of the employee to report a work-related illness or injury to his/her immediate supervisor and the Safety and Security Department within twenty-four (24) hours of the occurrence. The employee along with his/her supervisor must complete an Employee Accident Report which may be obtained from the Safety and Security Department. The Safety and Security Department will notify and forward all documentation to the Human Resources Department.

In case of a work related injury requiring medical attention beyond first aid, medical care visits will be arranged for the employee by the Human Resources Department. Normally, employees must be treated by a doctor approved by the College and the insurance carrier. Failure to be examined by an approved physician may result in claims being disputed by the insurance carrier.

VACATION LEAVE

HCCC grants vacation time to all full-time employees based upon the accrual rates listed in each of the four collective bargaining agreements. It is College policy that vacation be taken in increments of no less than one-half day, and must be approved in advance by your immediate supervisor.

All employees must complete an Absence Request form in a sufficient amount of time and submit to their immediate supervisor for approval. Vacation can be approved or denied based on departmental needs.

If you become ill during your scheduled vacation time, you may request to charge the time off to sick days, with the submission of a doctor's note, and be able to retain the

vacation days for another time. If a holiday observed by the College falls during your scheduled vacation period, you will be credited with having taken the holiday rather than using vacation time.

All vacation time accrued during one fiscal year must be taken during the next fiscal year. The approval of the immediate supervisor and the Director of Human Resources must be obtained for any vacation days to be carried over to the next fiscal year. This time must then be used in the subsequent calendar year.

Upon leaving the College any employee will be compensated for each unused accrued vacation day. Vacation time is not accrued until the 25th day of any month.

Bargaining unit members should reference collective negotiated agreements for specifics to employment classification.

HOLIDAYS

The College observes 12 official and 4 "floating" paid holidays during the year. This schedule is announced at the beginning of the fiscal year, and varies slightly, depending on the employee's collective bargaining agreement. Some part-time employees who qualify to become members of the applicable bargaining unit are also entitled to these holidays. Other part-time employees are eligible for pay only if they are normally scheduled to work on the day when the holiday falls. "Floating" holidays will be prorated during the first year of employment based on the date of hire.

"Floating" holidays may be taken on the official day of the particular holiday, or may be taken as a paid day off another time, scheduled by mutual agreement between the employee and supervisor. "Floating" holidays may not be carried over into the next fiscal year.

When a holiday falls on a weekend day, it is observed on the following Monday. To be eligible for holiday pay, you must work your regularly scheduled workday before the holiday, and the day after the holiday, if scheduled to work, unless excused by the supervisor as a scheduled vacation day or personal day, or other paid or unpaid day. If the absence is due to illness, you may be asked to provide a doctor's note.

Holidays officially observed by the College include:

Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
One week between Christmas and New Year's Day

New Year's Day Martin L. King, Jr.'s Birthday President's Day/Weekend* Good Friday Memorial Day

*Weekend for members of HCCC Academic Administrative Association and HCCC Support Staff Federation only as applicable.

Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification.

PERSONAL DAYS

Full-time employees are eligible to use three personal days. These days may be used in conjunction with vacation days, sick days, or holidays, and may require the supervisor's approval. An Absence Request Form must be completed to request use of a personal day. Personal days are pro-rated based on date of hire for year one of employment.

Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification.

BEREAVEMENT LEAVE

All regularly appointed employees are eligible for leave with pay in the event of the death of a member of the immediate family. Employees may be granted paid time off up to (5) working days. The "immediate family" includes: spouse, children, parents, foster parents, siblings, grandparents, grandchildren, step-parents, step-children, in-laws, domestic partner or other person who occupies such position within the family, or a person living in the same household. If, at the time of the bereavement, the employee is on any type of leave other than vacation, the employee is not eligible for paid bereavement leave.

Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification.

JURY DUTY

The College encourages each and every employee to perform his/her civic duty when contacted to report for jury service. Upon receipt of notification to serve on a jury, the employee shall provide a copy of the summons to his/her immediate supervisor and the Human Resources Department.

A College employee who is summoned to court to perform jury duty or who is subpoenaed to appear in court relative to matters in which the employee has no personal or financial interest is entitled to receive his or her regular pay, provided that the employee remits to the College any payment received for appearing in court.

MILITARY AND NATIONAL SERVICE LEAVE

An employee who leaves his/her position for extended compulsory active duty in the military service of the United States during a state of war or national emergency, or for periods of required military training, shall be granted a military leave without pay for the duration of his/her commitment in accordance with the terms of applicable laws.

Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification.

PERSONAL LEAVE OF ABSENCE

An employee in good standing may apply for a personal leave of absence under certain circumstances which may include military or reserves duty as well as other personal reasons. During the leave, the employee will be responsible for paying the premiums for health insurance to the Controller's Office.

Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification

FAMILY AND MEDICAL LEAVE ACT

Through the Federal Family and Medical Leave Act of 1993 (FMLA) and the New Jersey Family Leave Act (NJFLA) eligible employee may be entitled to family and/or medical unpaid leave for up to (12) weeks in a 24 month period. The FMLA allows 12 weeks in a 12-month period. These leaves usually overlap.

The purpose of the leave shall be for the employee to provide care made necessary by reason of the birth or adoption of a child, or for the care of immediate family members (spouse, child or parent) who have a serious health condition; the Federal Act allows leave for the employee's own serious health condition. An employee is eligible for such leave if she/he is employed for at least twelve (12) months or not less than one thousand (1,000) hours.

If leave is foreseeable, the employee shall provide 30-day notice to their immediate supervisor and the Human Resources Department in a manner that is reasonable and practicable. Any period of family leave must be supported by a certification issued by a

duly licensed health care provider. During this leave, health benefits will remain in place and will be paid by the College.

Complete details concerning eligibility and further information shall be provided by the Human Resources Department.

TUITION REMISSION/REIMBURSEMENT

All regularly appointed full-time employees of the College and their dependents may be entitled to free tuition in any course of study at the College, provided space is available and they meet the College requirements for admission to credit courses depending on fund availability, employees may be reimbursed for tuition paid at other institutions for courses successfully completed that are relevant to the employee's work.

Remission/Reimbursement Forms must be submitted for approval by the supervisor, Controller's Office and the Human Resources Department.

Bargaining unit members should reference their collective negotiated agreements for specifics applicable to their employment classification.

Procedures for Tuition Remission

- 1) The Employee/Dependent/Spouse must first be accepted to the College through the admissions process.
- 2) Registration for classes begins for the employee/dependent/spouse on the first day of Late Registration for each semester, as dictated by the Academic Calendar. If the employee/dependent/spouse registers before late registration, all Tuition & Fees apply, and employee and/or eligible dependent forfeits the waiver for the semester.
- 3) Once registration is completed the employee/dependent/spouse must inform the Bursar's Office that s/he will be submitting an Employee Tuition Waiver so that the applicant is not dropped from classes for non-payment. The employee/dependent/spouse completes a Hudson County Community College Employment Request for Tuition Waiver Form, which is available on the portal section of the Human Resources Department page.
- 4) Submit the completed request for Tuition waiver Form to the Human Resources Department with all the required approval signatures from the employee's immediate Supervisor and the Controller.

If the employee/dependent/spouse receives any financial aid grants or scholarship assistance, the applicant will not be eligible for a tuition waiver. The

employee/dependent/spouse can only choose one benefit: Financial Aid OR Employee Tuition Waiver.

- 5) Any applicable mandatory fees such as, Application Fees, Testing Fees, Transcript Fees, and Graduation Fees are not included in the Employee Tuition Waiver and must be paid in the Bursar's Office.
- 6) All Employee Tuition Waiver Forms must be submitted to the Human Resource Department within (8) Calendar Days of the first day of class for the semester requested.

IDENTIFICATION CARDS

Employees of HCCC are issued Identification Cards on their first day of hire. The Human Resources Department will direct the new employee to the Safety and Security Department who will issue the card. The purpose of this card is to provide evidence of employment.

Identification cards are the property of the College and all employees are required to return their cards to the Human Resources Department upon termination of employment.

HCCC BOOKSTORE

The College bookstore is located at 162 Sip Avenue on the first floor. Its hours are posted and may vary depending on class scheduling or registration period. Employees are entitled to a discount.

LIBRARY/LEARNING RESOURCE CENTER

The HCCC Library supports the research and learning needs of all HCCC students, faculty, and staff. Library services include reference assistance, library instruction sessions, and access to print and online resources. The Main Library is located in the L Building. At the North Hudson Campus the Library is located on the third floor. Online resources may be accessed at www.hccclibrary.net.

MEDIA GUIDELINES

The Director of Communications serves as the official and primary Hudson County Community College spokesperson, and conveys the official College position to members of the media corps. Inquiries from the media about all programming, events and issues – and those that are of a sensitive/controversial nature – should be referred to the Director of Communications.

In the event of a crisis or emergency situation, the Director of Communications or a designee will handle all contacts with the media, and will coordinate the information provided from the College to the public. In these situations, all campus departments must refer calls from the media to the Director of Communications to ensure accurate and concise information is provided to the media. For more information on the College's media guidelines, please use the Communications link on *About HCCC* on the College Website

IN CLOSING

We hope this Handbook will help you feel comfortable with us—your success is our success. This Employee Handbook is intended to give you a broad summary of things you should know about Hudson County Community College. If there are any questions or subjects not covered in this handbook do not hesitate to ask your supervisor or the Department of Human Resources. As always bargaining unit members should reference their bargaining agreement as that agreement will prevail over any policies contained herein.

The policies, benefits and rules, as explained in this Handbook, may be changed from time to time as business, employment legislation, and economic conditions dictate. If and when provisions are changed with the approval of the President and Board of Trustees, employees will be notified. The policies in this Handbook are to be considered as guidelines.

Again, welcome to HCCC. Please do not hesitate to speak to your supervisor or the Human Resources Department if you have any questions or comments.

ACKNOWLEDGEMENT OF RECEIPT (May be electronic)

I acknowledge receipt of Hudson County Handbook.	Community College's Employee
Date	Employee's Signature
	Employee (Print)

Human Resources

81 Sip Avenue Jersey City, NJ 07306 Phone: (201) 360-4070; Fax: (201) 714-2509

Department Administration and Staff

Vivyen Ray

Executive Director of Human Resources /
EEO Compliance Officer /
Title IX Coordinator
81 Sip Avenue
Jersey City, NJ 07306
(201)360-4073
vray@hccc.edu

Iris Herrador

HR Benefits Manager 81 Sip Avenue Jersey City, NJ 07306 (201)360-4072 iherrador@hccc.edu

Jennifer Feliz

Human Resources Specialist 81 Sip Avenue Jersey City, NJ 07306 (201)360-4070 jfeliz@hccc.edu

Michelle Guzman

Administrative Assistant 81 Sip Avenue Jersey City, NJ 07306 (201)360-4075 mguzman@hccc.edu

Hudson County Community College Safety and Security

Lower level, 25 Journal Square Jersey City, NJ 07306 Phone: (201)360-4080 Fax: (201)714-7263

Security – Bldg. A Front Desk 1st Floor 70 Sip Ave. Jersey City, NJ 07306 201-360-4149

Security – Bldg. B Front Desk 1st Floor 25 Journal Square Jersey City, NJ 07306 201-360-4080/4089

Security – Bldg. C/D Front Desk 1st Floor 162-168 Sip Ave. Jersey City, NJ 07306 201-360-4092

Security – Bldg. E Front Desk 1st Floor 161 Newkirk St. Jersey City, NJ 07306 201-360-4710

Security – Bldg. F Front Desk 1st Floor 870 Bergen Ave. Jersey City, NJ 07306 201-360-4086

Security – Bldg. G Front Desk 1st Floor 81-87 Sip Ave. Jersey City, NJ 07036 201-360-4105 Security – Bldg. I Front Desk 1st Floor 119 Newkirk St. Jersey City, NJ 07306 201-360-4087

Security – Bldg. J Front Desk 1st Floor 2 Enos Place Jersey City, NJ 07306 201-360-4096

Security – Bldg. L Front Desk 1st Floor 71 Sip Ave. Jersey City, NJ 07306 201-360-4090

Security – Welcome Center (Bldg. W) Front Desk 1st Floor 1 Path Plaza Jersey City, NJ 07306 201-360-5363

Security – 6501 Polk St. South Front Desk 1st Floor 6501 Polk St. West New York, NJ 07093 201-360-4712

HUDSON COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING January 19, 2016

IX. ACADEMIC AND STUDENT AFFAIRS

None

HUDSON COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING January 19, 2016

X. NEW BUSINESS

1. RESOLUTION TO APPROVE THE PROPOSED HUDSON COUNTY COMMUNITY COLLEGE STRATEGIC PLAN FOR FISCAL YEARS 2016 THROUGH 2021

BACKGROUND:

In its focus goals for 2015, the Board of Trustees established the development of a long term strategic plan as a goal to be accomplished for the period ending December 31, 2015. The Board recognized that while many areas of the College were engaging in effective planning, there was a need and a desire to better integrate component plans within a coordinated institution-wide framework, grounded in the mission and vision of the College. This would serve to focus institutional efforts and assist in allocating institutional resources to most effectively achieve College-wide goals.

The Strategic Planning Steering Committee encompassed representatives of the faculty, staff, and administration, including:

Ana Chapman-McCausland, Dean of Non-Traditional Programs
Sean Egan, Ph.D., Instructor, Academic Foundations English
Alison Friars, Instructor/Coordinator, Education
Sabrina Magliulo, Director of Advisement and Counseling
John Marlin, Ph.D., Associate Dean of Humanities
Ryan E. Martin, Grants Officer
Yeurys Pujols, Executive Director of the North Hudson Campus
Michael Reimer, Dean of Student Services
Vivyen Ray, Executive Director of Human Resources
Pamela Scully, Chief Information Officer
Joy Smith, Director of EOF
Jerry Trombella, Ph.D., Committee Chair, Dean of Research and Planning
Johanna VanGendt, Instructor, ESL
Veronica Zeichner, Chief Financial Officer

Ex-Officio Members:

Glen Gabert, Ph.D., President Paula Pando, Ed.D., Vice President, North Hudson Campus and Student Affairs Joseph Sansone, Vice President for Development Eric Friedman, Ph.D., Vice President for Academic Affairs

Strategic Planning Process

Dr. Glen Gabert, President of Hudson County Community College, appointed a Strategic Planning Steering Committee to oversee the development and implementation of a new Strategic Plan that ensures sustainable infrastructure and processes for future planning

As part of the process of developing a draft strategic plan, over one hundred faculty, staff and administrators participated in a town hall meeting featuring small group discussion focusing on college operations, the future direction of the College, and how best to implement our vision of becoming an institution of first

choice for students. Approximately 50 students participated in two town hall meetings to provide their input on priorities for the new strategic plan and what the College can do to foster student success.

The College Board of Trustees was surveyed seeking their opinion on the most important priorities facing the College; the Hudson County Community College Foundation Board, representing many external constituencies, was asked about how the College can better serve the needs of our community, promote greater opportunities for community involvement in our academic cultural and artistic initiatives, address issues of workforce development and training, and contribute to the needs of the local economy.

Both the Strategic Planning Steering Committee and President's Cabinet engaged in SWOT analysis, identifying internal Strengths and Weaknesses, as well as external Opportunities and Threats. The data from surveys and focus groups were analyzed by the Steering Committee who developed a series of or priority items that were shared with the executive leadership of the College.

RECOMMENDATION:

The Administration recommends that the Board of Trustees approves the Strategic Plan submitted for Fiscal Years 2016 through 2021, and that it directs the Administration to provide the Board with a detailed five year planning cycle no later than March, 2016 spelling out how the plan will be implemented and that the Administration provide the Board with an annual status report and update of the strategic plan annually in August.

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees approves the Strategic Plan submitted for Fiscal Years 2016 through 2021 and Five Year Implementation and Planning Cycle; and

BE IT FURTHER RESOLVED, that that the Administration provide the Board with an annual status report and update of the strategic plan annually in August.

INTRODUCED BY:		Jeanette Peña	
SECONDED BY:	D BY: Kevin Callahan		
DATE:		January 19, 2016	
Callahan, Kevin		AYE	
Fahrenholz, Karen		ABSENT	
Kenny, Roberta		ABSENT	
Kosakowski, Joanne		AYE	
Lee, Bakari		AYE	
Peña, Jeanette		AYE	
Sires, Adrienne		ABSENT	
Stahl, Harold		AYE	
Tone, Monica AYE			
Netchert, William, Chair		AYE	
	7 Ayes	0 Nay	

RESOLUTION ADOPTED

Signature of Recorder

Date

ATTACHMENT A
ITEM X. NEW BUSINESS
Resolution #1



Strategic Plan 2016-2021

ENSURING A COLLEGE OF FIRST CHOICE:

Because a promising future doesn't just happen

2016-2021 Strategic Priorities and Goals

Learning Effectiveness and Student Success

HCCC is a learner-centered college, recognized for high-quality, accessible educational opportunities, and for innovation in our teaching, learning and support services. The College's broad range of programs engages students through challenging curricula that respond to an ever-changing world.

Goal One: Academic Excellence

Ensure high quality learning experiences and academic support

Goal Two: Student-Centered Services

Enhance student-centered services and processes

Organizational Development and Accountability

HCCC has processes and systems which maximize the use of resources, empower stakeholders, and provide assessment for continuous improvement in all academic programs, student services and administrative functions. The College supports effective teaching and learning, student achievement, and improvement in professional and process development.

Goal Three: Performance-Based Culture

Advance a performance-based culture built on data-informed decisions and continuous improvement

Goal Four: Employee Development

Hire and retain an excellent workforce and ensure the College is a model employer

Goal Five: Institution Building and Resources

Ensure financial, physical, and technological resources are adequate to support educational programs

Community Engagement

HCCC enriches the community and enhances the quality of community life. It collaborates with K-20 partners to create seamless educational pathways for our students, and actively develops strategic networks and partnerships to advance innovation, and to drive workforce and economic vitality for our region.

Goal Six: Community Partnerships

Optimize community partnerships and outreach

Goal Seven: Communication

Enhance marketing and communication of programs and services

Learning Effectiveness and Student Success

HCCC is a learner-centered college, recognized for high-quality, accessible educational opportunities, and for innovation in our teaching, learning and support services. The College's broad range of programs engages students through challenging curricula that respond to an ever-changing world.

Goal One: Academic Excellence

Ensure high-quality learning experiences and academic support

Strategies

- 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.
- 1.2 Establish a Business, Culinary Arts and Hospitality Management Division Blue Ribbon Commission to: 1) oversee a comprehensive review of current offerings, services, and enrollments; 2) develop a long-term plan that could include the formation of a baccalaureate level program; 3) respond to the changing needs of the industry; and 4) assure optimal utilization of the significant capital and staffing investment the College has made in the division.
- 1.3 Establish a STEM/Allied Health Blue Ribbon Commission that will: 1) oversee the review of current offerings and services; 2) develop a long-term plan that would respond to the changing nature of professions in science, technology, engineering, mathematics, and allied health; and 3) assure optimal utilization of the significant capital and staffing investment by the College in facilities and equipment.
- **1.4** Fully establish the HCCC School of Nursing and the HCCC School of Radiography within the Nursing and Health Sciences Division.
- **1.5** Identify and develop at least one signature program in each academic division, including identifying signature programming offered at the North Hudson Campus.
- **1.6** Foster teaching excellence through enhanced faculty development in teaching methodologies, assessment, and cutting-edge technology.

1.7 Evaluate and improve tenure policies and procedures to ensure that they are aligned with best practices in faculty development and

the College's mission.

- **1.8** Increase consistency in course development, outcomes and requirements across campuses and modes of delivery.
- **1.9** Improve developmental education to accelerate student transition to, and success in, college-level coursework.
- 1.10 Position the Library and its resources as a full partner in the teaching mission of the College to enhance student learning, intellectual curiosity, and community engagement.

Examples of Key Performance Indicators Include:

- ✓ Licensure Exam pass rates
- ✓ Student Evaluations
- ✓ Number of students enrolled and succeeding in STEM programs
- Number of faculty trained in and employing assessment strategies
- ✓ Number of faculty participating in faculty development programs
- ✓ Percentage of students passing remedial courses
- ✓ Percentage of students who exit developmental classes and pass their gateway course
- √ Pass rates for gateway courses

Goal Two: Student-Centered Services

Enhance student-centered services and processes

Strategies

- **2.1** Fully implement the Student Success Plan, promoting improvement of outcomes for students across all groups, and addressing attainment gaps.
- **2.2** Enhance customer service and communication for students, through continuous training and optimal use of technology.
- 2.3 Evaluate and streamline College services and processes for incoming students.
- **2.4** Provide more individualized support services that are responsive to the unique and increasingly complex needs of the students we serve.
- 2.5 Provide consistent student experiences for both campuses and all locations.
- 2.6 Initiate a College-wide process for strategically scheduling classes to meet student needs.
- 2.7 Create clear degree plans and pathways to completion for each academic program.
- 2.8 Implement policies that foster student persistence and completion.
- **2.9** Increase student financial literacy and pursue new ways to reduce default rates.

Examples of Key Performance Indicators Include:

- ✓ Credit hours earned
- √ Fall-to-fall retention rates
- ✓ Student satisfaction survey results
- ✓ Graduating student survey results
- √ Three-year graduation rates
- √ Student transfer (out) rates
- ✓ Three-year success rates

Organizational Development and Accountability

HCCC has processes and systems which maximize the use of resources, empower stakeholders, and provide assessment for continuous improvement in all academic programs, student services and administrative functions. The College supports effective teaching and learning, student achievement, and improvement in professional and process development.

Goal Three: Performance-Based Culture

Advance a performance-based culture built on data-informed decisions and continuous improvement

Strategies

- **3.1** Develop and implement an institutional effectiveness plan that includes the assessment of all College operations, programs, and activities.
- 3.2 Fully implement College-wide assessment of student-learning outcomes.
- **3.3** Review and evaluate the organizational structure on a regular basis, making changes necessary to maximize institutional efficiency, integration, and effectiveness.
- **3.4** Ensure standards of assessment and accountability are in place that meet the needs of internal and external stakeholders.

Examples of Key Performance Indicators Include:

- Number of departments, academic majors, and courses with documented assessment results
- ✓ Unduplicated student headcount
- √ Full-time equivalency enrollment
- √ Graduation rates

Goal Four: Employee Development

Hire and retain an excellent workforce and ensure the College is a model employer

Strategies

- **4.1** Attract and retain qualified and suitable employees through competitive salaries and benefits.
- 4.2 Implement a comprehensive orientation process for new employees.
- **4.3** Increase professional development opportunities for all employees, fostering currency in knowledge and commitment to the mission of the College.
- **4.4** Enhance the performance appraisal process with a stronger emphasis on employee development and accountability.
- **4.5** Expand employee recognition programs for excellence and outstanding service.

Examples of Key Performance Indicators Include:

- ✓ Number of new employees participating in a new, comprehensive training program
- ✓ Gallup Q-12 data
- ✓ Performance Evaluations
- ✓ Diversity and compensation statistics
- Number of employees participating in various employee development programs

Goal Five: Institution Building and Resources

Ensure financial, physical, and technological resources support educational programs and promote innovation

Strategies

- **5.1** Establish a revised long-term financial plan that will reflect the current and changing economy, facility needs and maintenance, projected available budget dollars, and Board goals and directives.
- **5.2** Aggressively seek capital support for facilities which foster accessibility and engagement, including the development of a student union, expanded parking, cultural programming space, an athletic/recreational facility and a daycare center.
- **5.3** Implement a transparent process to allocate resources based on strategic priorities and the productivity of programs.
- **5.4** Expand revenues through enrollment increases, private giving, grants, the development of profit centers, and county, state and federal support.
- **5.5** Maintain an updated facilities master plan to prioritize new construction, infrastructure improvements and necessary repairs.
- **5.6** Develop a strategic plan for Campus Safety and Security that reflects the unique needs of an urban, open-access institution.
- **5.7** Increase efficiency and sustainability through paperless forms and processes.
- **5.8** Utilize technology that best serves the College's mission and the needs of students, employees and the community.
- **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.

Examples of Key Performance Indicators Include:

- Ratios for overall financial health, physical assets, and technology assets
- ✓ Crime statistics
- ✓ Enrollment data

Community Engagement

HCCC enriches the community and enhances the quality of community life. It collaborates with K-20 partners to create seamless educational pathways for our students, and actively develops strategic networks and partnerships to advance innovation and drive workforce and economic vitality for our region.

Goal Six: Community Partnerships

Optimize community partnerships and outreach

Strategies

- **6.1** Promote community involvement through a variety of opportunities, such as academic experiences, performances, art exhibitions, speakers, civic engagement, and volunteer initiatives.
- **6.2** Strengthen workforce development programs through partnerships with local businesses and the Hudson County Workforce Investment Board (WIB).
- **6.3** Implement a comprehensive system for analyzing workforce trends to ensure College services and programs are meeting the needs of the local community.
- **6.4** Increase student recruitment efforts, emphasizing traditionally underserved students as well as non-traditional populations who can benefit from an HCCC education.
- **6.5** Establish and support a robust School and College Relations Office that builds K-20 partnerships by: 1) working with local middle and high schools to improve college readiness and student engagement, and 2) creating a seamless process for college/university transfer through systematic development and monitoring of articulation and dual-admission agreements with four-year partners.
- **6.6** Support the HCCC Foundation Board of Directors in the development and implementation of a Foundation master plan that helps achieve the goals and objectives in the College's Strategic Plan.
- 6.7 Advance alumni relations efforts.

Examples of Key Performance Indicators Include:

- √ Service area market share
- ✓ High-school counselor survey results
- √ Number of K-12 partnerships
- Number of high-school students in dual-enrollment programs
- Number of articulation agreements with 4-Year College/University Partners
- ✓ Three-year transfer rate

Goal Seven: Communication

Enhance marketing and communication of programs and services

Strategies

- **7.1** Improve internal communication to ensure transparency in institutional decisions, processes and policy.
- **7.2** Redesign and regularly update the website to ensure accessibility and a user-friendly experience.
- **7.3** Enhance web-based technologies to facilitate rapid and efficient dissemination of information for College employees.
- **7.4** Support effective marketing of programs with broad participation from the College community.
- **7.5** Assess and evaluate the advertising campaign to better promote the College's reputation, brand, and increase market share.

Examples of Key Performance Indicators Include:

- Website usage statistics
- ➤ Gallup Q-12 Data
- Attendance at Open House and recruitment events

Five-Year Implementation and Planning Cycle

Year One

January-March 2016	 Develop first-year rollout strategies Link fiscal resources to strategic priorities 	PresidentExecutive Team
June 2016	 Progress Report (covering January – June) to Board of Trustees' Academic and Student Affairs Committee 	PresidentExecutive Team
August 2016	 Annual Report to the Board of Trustees and the HCCC community – results of the first eight months implementation 	PresidentDean of Research and Planning
November 2016	 Progress Report (covering June–November) to Board of Trustees' Academic and Student Affairs Committee Complete operational plans associated with the Strategic Plan for Years Two through Five 	PresidentExecutive Team

Year Two

January-March 2017	•	Conduct annual assessment of the implementation; if necessary, make adjustments to the Strategic Plan Link fiscal resources to strategic priorities Board of Trustees formally adopts changes in the Strategic Plan based on assessment outcomes	-	Office of Research and Planning All-College Council President Executive Team
June 2017	•	Progress Report (covering January – June) to Board of Trustees' Academic and Student Affairs Committee	-	President Executive Team
August 2017		Annual Report to the Board of Trustees and the HCCC community – results of the second year's implementation	-	President Dean of Research and Planning
November 2017	•	Progress Report (covering June – November) to Board of Trustees' Academic and Student Affairs Committee		President Executive Team

Year Three

January-March 2018	 Conduct annual assessment of the implementation; if necessary, make adjustments to the strategic plan Link fiscal resources to strategic priorities Board of Trustees formally adopts changes in the Strategic Plan based on assessment outcomes 	 Office of Research and Planning All-College Council President Executive Team
June 2018	 Progress Report (covering January – June) to Board of Trustees' Academic and Student Affairs Committee 	PresidentExecutive Team
August 2018	 Annual Report to the Board of Trustees and the HCCC community – results of the second year's implementation 	PresidentDean of Researchand Planning
November 2018	 Progress Report (covering June – November) to Board of Trustees' Academic and Student Affairs Committee 	PresidentExecutive Team

Year Four

January-March 2019	 Conduct annual assessment of the implementation; if necessary, make adjustments to the strategic plan Link fiscal resources to strategic priorities Board of Trustees formally adopts changes in the Strategic Plan based on assessment outcomes 	 Office of Research and Planning All-College Council President Executive Team
June 2019	 Progress Report (covering January – June) to Board of Trustees' Academic and Student Affairs Committee 	PresidentExecutive Team
August 2019	 Annual Report to the Board of Trustees and the HCCC community – results of the second year's implementation 	PresidentDean of Researchand Planning
September 2019- December 2020	 Comprehensive review of Vision, Mission, and Values Statements 	 President All-College Council Office of Research and Planning Executive Team
November 2019	 Progress Report (covering June – November) to Board of Trustees' Academic and Student Affairs Committee 	PresidentExecutive Team

Year Five

January-March 2020	 Conduct annual assessment of the implementation; if necessary, make adjustments to the strategic plan Link fiscal resources to strategic priorities Board of Trustees formally adopts changes in the Strategic Plan based on assessment outcomes 	 Office of Research and Planning All-College Council President Executive Team
June 2020	 Progress Report (covering January – June) to Board of Trustees' Academic and Student Affairs Committee 	PresidentExecutive Team
August 2020	 Annual Report to the Board of Trustees and the HCCC community – results of the second year's implementation 	PresidentDean of Researchand Planning
September 2020-April 2021	 Develop a new Strategic Plan: 2021- 2026 	 President All-College Council Office of Research and Planning Executive Team
November 2020	 Progress Report (covering June – November) to Board of Trustees' Academic and Student Affairs Committee 	PresidentExecutive Team
April 2021	 Open comment period for Strategic Plan 2018-2023 	 President All-College Council Office of Research and Planning
May-July 2021	 Write final strategic plan: 2021-2026 document, incorporating the assessment results Conduct annual assessment of the current strategic plan's implementation Develop a rollout plan for Year One of the new strategic plan 	 Office of Research and Planning All-College Council President Executive Team
August 2021	 Five Year summary report to the Board of Trustees and HCCC community Present a new strategic plan 2021- 2026 to the Board of Trustees 	PresidentDean of Research and Planning

HUDSON COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING January 19, 2016

X. NEW BUSINESS

2. RENEWAL OF PRESIDENT'S CONTRACT

WHEREAS, the President's Employment Contract calls for an annual review by the Hudson County Community College Board of Trustees; and

WHEREAS, the Contract in the form and substance has been examined by the Executive Committee; and

WHEREAS, the Board authorizes the Chair to negotiate terms of the President's contract subject to the recommendations of the Executive Committee and by advice of College Board Counsel;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Hudson County Community College that the President's employment under the employment contract shall be extended to December 31, 2018; and

BE IT FURTHER RESOLVED, that College Counsel be and is hereby directed to prepare a new employment contract for the President reflecting this extension and the terms and conditions recommended by the Executive Committee; and

BE IT FURTHER RESOLVED, that the Chairman of the Board of Trustees and Secretary are hereby authorized to execute the Contract as approved by the Board of Trustees.

INTRODUCED BY:	THE BOARD AS A WHOLE
SECONDED BY:	THE BOARD AS A WHOLE
DATE:	January 19, 2016
Callahan, Kevin Fahrenholz, Karen Kenny, Roberta Kosakowski, Joanne Lee, Bakari Peña, Jeanette Sires, Adrienne Stahl, Harold Tone, Monica Netchert, William, Chair	
	RESOLUTION ADOPTED
Si	gnature of Recorder Date

HUDSON COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING January 19, 2016

XI. ADJOURNMENT

	THAT, the meeting be adjourned at <u>5:40</u> P.M.
INTRODUCED BY:	<u>Jeanette Peña</u>
SECONDED BY:	<u>Joanne Kosakowski</u>
DATE:	<u>January 19, 2016</u>
Callahan, Kevin Fahrenholz, Karen Kenny, Roberta Kosakowski, Joanne Lee, Bakari Peña, Jeanette Sires, Adrienne Stahl, Harold Tone, Monica Netchert, William, Chair	AYE ABSENT ABSENT AYE AYE AYE AYE ABSENT AYE AYE AYE AYE AYE AYE AYE AY