

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

**Mary T. Norton Board Room, 4th Floor
70 Sip Avenue, Jersey City, NJ**

**Reorganization & Regular Meeting
JANUARY 21, 2025**

SIGN IN SHEET

Name (PLEASE PRINT)	Affiliation/Representing	Time
Chris Cody	ACC/History	4:40
John Hernandez	Libraries	4:15
ARA KARAKASITZIS	BSH	4:50
Heather Davies	Academic Affairs	4:50
Michael Ferlisse	Social Sciences	4:53pm
Benedetto Mousset	Humanities (English)	4:55
Patricia Clay	ITS	4:55
DIANA F. Gálvez	NHC	4:58
Gemma Cabrera	Student	4:58
Yadeline Tineo	NHC	4:58
Joseph Caniglia	NHC	4:58
Veronica Pucci	DE	5:00
Joe Caniglia	A NHC	5:00
Raffi Manjikian	STEM	5:00
Ryan Ross	Enrollment	5:02
Lon Margolin	HCCC	5:00
Catherine Magillo	HCCC	5:00
NICHOLAS CHIARAVALLI	HCCC	
Matt Labriola	COC	5:00

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

Regular Meeting – Board of Trustees

Tuesday, January 21, 2025

5:00 P.M.

Mary T. Norton Board Room and Via Zoom

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

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

<https://zoom.us/j/98347157921?pwd=Hnw4NaLmFoxibgpdYjffqQojnDoaBl.1>

Passcode: 980112

Telephone: 1 305 224 1968

Webinar ID: 983 4715 7921

Passcode: 980112

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

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

AGENDA

I. CALL TO ORDER - FLAG SALUTE

Chair Peña

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Lisa Camacho, Student Alumni Representative

Edward DeFazio, Secretary/Treasurer

Joseph Doria

Pamela Gardner, Vice Chair

Frank Gargiulo

Stacy Gemma

Roberta Kenny

Vincent Lombardo

Jeanette Peña, Chair

Christopher Reber, President (Ex Officio)

Silvia Rodriguez

Harold Stahl

III. COMMENTS FROM THE PUBLIC*Chair Peña***IV. CLOSED SESSION** *(The Board of Trustees will determine whether there is a need to go into closed session at the beginning of the meeting. If there is such a determination, an announcement will be made as to where the session will be placed on the agenda.)***V. REPORTS**

- | | | |
|----|--|-------------------------|
| 1. | <i>Student Government Association President's Report</i> | <i>Ms. Resurreccion</i> |
| 2. | <i>All College Council Chair's Report</i> | <i>Dr. Cody</i> |
| 3. | <i>President's Report</i> | <i>Dr. Reber</i> |

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

- | | |
|----|-------------------------------------|
| 1. | <i>Minutes of Previous Meetings</i> |
| 2. | <i>Gifts, Grants, and Contracts</i> |

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS *Dr. Reber***VIII. PERSONNEL RECOMMENDATIONS** *Dr. Reber***IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS** *Dr. Reber***X. NEW BUSINESS** *Chair Peña***XI. ADJOURNMENT** *Chair Peña*

HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

Tuesday, January 21, 2025

II. ROLL CALL

Trustees:

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

This meeting is called in conformance with the "Open Public Meetings Act." A notice of the meeting of the Board of Trustees was transmitted to all Board members; advertised in The Jersey Journal and The Star Ledger; filed with each office of the Hudson County Municipal Clerks; posted on the College Website and on Public Bulletin Boards of Hudson County Community College at 70 Sip Avenue, Jersey City, New Jersey, and at the North Hudson Campus, Union City, New Jersey, stating the date, time and place of said meeting.

MEETING INTRODUCTION

This meeting is called in conformance with the Open Public Meetings Act. Members of the public will now have an opportunity to address the Board of Trustees. Comments of each person will be limited to five minutes, including all responses. A member of the public may not provide any portion of his/her five-minute allotment to any other member of the public. Please be aware that the purpose of the public portion of the meeting is for the public to express any ideas, concerns or issues they may have concerning Hudson County Community College. Questions raised to the Board during the public comment period may be referred to the appropriate administrative person(s) at the College for response at a later time.

Any public comments made to the Board, which the Board considers obscene, harassing, or meant to incite, will be prevented by the Board. The person making these remarks may be required to relinquish the remaining time allotted to speak and will be asked to leave the Board of Trustees meeting. Public comments or questions are open to any matters over which the Board has purview and jurisdiction.

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

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III. COMMENTS FROM THE PUBLIC

Michael Ferlise, Assistant Professor, Coordinator for Sociology and Anthropology; President of the Professional Association provided remarks.

Michael Felice, Assistant Professor of Sociology and president of the Professional Association (the union for full-time faculty), shared several updates during a meeting. He announced the electronic distribution of the December Union Newsletter, Union Forward, which highlights faculty achievements, contributions to the college, and their dedication to students' education. He introduced the PA Matching Fund, which provides up to \$6,000 in matching incentives for faculty-initiated student awards and prizes, including a new award for female students in STEM. Felice also discussed the commencement of contract negotiations with the college administration, emphasizing the history of productive and collaborative relationships with President Reber's team, which have resulted in improved contracts benefiting faculty, students, and the college. Additionally, he invited attendees to "Beyond the Lectern," an upcoming event where faculty will share their teaching philosophies and experiences beyond the classroom. He introduced Dr. Benedetto (Benny) Yousef.

Dr. Benedetto (Benny) Yousef, Instructor, English provided remarks.

Dr. Yousef shared his inspiration for organizing an upcoming event aimed at fostering transparency between students and faculty. Reflecting on his own undergraduate experience Dr. Yousef noted that many students' express curiosity about becoming educators and what it entails. Recognizing the current educator shortage and the need to inspire future educators, he proposed this event to demystify the teaching profession. The event will feature a panel of professors from various disciplines and include a Q&A session, enabling students to ask questions and engage directly with faculty. Dr. Yousef emphasized that the event aims to build trust and strengthen the learning community, where mutual understanding and collaboration between students and educators thrive. Scheduled for February 5th from 11 a.m. to 1 p.m., the event will include lunch, and the student government president, Nina Maria Resurreccion, will serve as the moderator.

HUDSON COUNTY COMMUNITY COLLEGE

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Tuesday, January 21, 2025

IV. CLOSED SESSION

None

HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

Tuesday, January 21, 2025

V. REPORTS

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

HCCC Libraries: Promoting Diversity, Equity, and Inclusion

John Hernandez, Dean of College Libraries

HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

Tuesday, January 21, 2025

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETING

The Minutes of the Reorganization Meeting and Regular Meeting of November 26, 2024 are herewith submitted to the Board of Trustees for approval. (Page 10)

Recommendation:

It is the recommendation of the President that the Board of Trustees accept the Minutes of the Reorganization Meeting and Regular Meeting of November 26, 2024.

2. GIFTS, GRANTS, AND CONTRACTS REPORT

Hudson County Community College has received the following grants:

TITLE: *Strengthening Career and Technical Education for the 21st Century (Perkins V)*

AGENCY: *NJ Department of Education (NJDOE)*

PURPOSE OF GRANT: *Hudson County Community College (HCCC) has received notice of its FY 2025 allocation, designated for direct program and instructional support for HCCC Career and Technical Education (CTE) programs. The application will be resubmitted with a budget modification for review and approval by the State.*

COLLEGE ADMINISTRATOR: *Nydia James*

COLLEGE CONTRIBUTION: *\$0*

AWARD AMOUNT: *\$1,264,951*

TITLE: *Hudson Oral History Project*

AGENCY: *National Endowment for the Humanities*

PURPOSE OF GRANT: *The Hudson Oral History Project uses humanities practices and oral history tools to engage students and the community, capturing stories of the city's transformation and integrating them into courses and curricula.*

COLLEGE ADMINISTRATOR: *Sean Egan and Antonio Acevedo*

COLLEGE CONTRIBUTION: *\$0*

AWARD AMOUNT: *\$150,000*

RESOLUTION:

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

INTRODUCED BY:

Pamela Gardner

SECONDED BY:Edward DeFazio**DATE:**January 21, 2025

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

AYEABSENTAYEAYEAYEAYEABSENTABSENTAYEAYE7 Aye 0 Nay

Alexa Riano
 Signature of Recorder

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

01/21/2025
 Date

HUDSON COUNTY COMMUNITY COLLEGE

**Reorganization Meeting and Regular Meeting – Board of Trustees
Tuesday, November 26, 2024
5:00 P.M., In-person and Via Zoom**

Reorganization Meeting

MINUTES

PRESENT: Lisa Camacho (Student Alumni Representative); Edward DeFazio (Secretary/Treasurer); Pamela Gardner (Vice Chair); Frank Gargiulo; Stacy Gemma; Roberta Kenny; Vincent Lombardo; Jeanette Peña (Chair); Christopher Reber; Silvia Rodriguez; and Harold Stahl.

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

ABSENT: Joseph Doria

I. CALL TO ORDER - FLAG SALUTE

Ia. SWEARING IN OF NEW ALUMNI REPRESENTATIVE TO THE BOARD OF TRUSTEES

New Student Alumni Representative Lisa Camacho was sworn in. She will serve until the next Reorganization Meeting on November 25, 2025.

II. ROLL CALL

III. CLOSED SESSION - None

IV. ELECTION OF OFFICERS - CHAIR, VICE CHAIR, AND SECRETARY/TREASURER

Chair – Jeanette Peña

Vice Chair – Pamela Gardner

Secretary/Treasurer – Edward DeFazio

Introduced by: Jeanette Peña

Seconded by: Roberta Kenny

9 Ayes.....0 Nays Resolution Adopted

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

LOCATION (In Person and via Zoom)

December	-	No Meeting
January 21, 2025	-	Mary T. Norton Board Room, 4th Floor, 70 Sip Avenue, Jersey City, NJ
February 18, 2025	-	Mary T. Norton Board Room, 4th Floor, 70 Sip Avenue, Jersey City, NJ
March 11, 2025	-	Mary T. Norton Board Room, 4th Floor, 70 Sip Avenue, Jersey City, NJ
April 8, 2025	-	Mary T. Norton Board Room, 4th Floor, 70 Sip Avenue, Jersey City, NJ
May 13, 2025	-	Mary T. Norton Board Room, 4th Floor, 70 Sip Avenue, Jersey City, NJ
June 10, 2025	-	Mary T. Norton Board Room, 4th Floor, 70 Sip Avenue, Jersey City, NJ

July	-	No Meeting
August 12, 2025	-	Mary T. Norton Board Room, 4th Floor, 70 Sip Avenue, Jersey City, NJ
September 9, 2025	-	Mary T. Norton Board Room, 4th Floor, 70 Sip Avenue, Jersey City, NJ
October 14, 2025	-	Mary T. Norton Board Room, 4th Floor, 70 Sip Avenue, Jersey City, NJ
November 25, 2025	-	Mary T. Norton Board Room, 4th Floor, 70 Sip Avenue, Jersey City, NJ (Reorganization Meeting and 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 and via Zoom.

Introduced by: Harold Stahl
Seconded by: Silvia Rodriguez

9 Ayes.....0 Nays

Resolution Adopted

VI. APPOINTMENT OF COMMITTEES – Chair Peña named the following members to standing and ad hoc committees of the Board of Trustees for 2025.

Executive Committee

Jeanette Peña (Chair)
Pamela Gardner (Vice Chair)
Edward DeFazio (Secretary/Treasurer)

Personnel Committee

Harold Stahl (Chair)
Edward DeFazio
Joseph Doria
Pamela Gardner

Academic and Student Affairs Committee

Pamela Gardner (Chair)
Lisa Camacho, Student Alumni Representative
Frank Gargiulo
Roberta Kenny
Silvia Rodriguez

Capital Projects Advisory Committee

Jeanette Peña (Chair)
Stacy Gemma
Harold Stahl

Finance Committee

Jeanette Peña (Chair)
Edward DeFazio
Joseph Doria
Vincent Lombardo

Foundation Liaisons

Stacy Gemma and Jeanette Peña

College Commencement Committee

Pamela Gardner
Lisa Camacho, Student Alumni Representative

Ad Hoc Committees will be formed as needed.

VII. APPOINTMENT OF 2024-25 COUNSEL TO HUDSON COUNTY COMMUNITY COLLEGE

1. Resolution authorizing the renewal of Real Estate Counsel Services for 2025 to Connell Foley LLP of Jersey City, New Jersey, was approved.
2. Resolution authorizing a new contract for 2025 Redevelopment Legal Counsel Services to McManimon, Scotland & Baumann, LLC, was approved.
3. Resolution authorizing the renewal of General Legal Counsel Services for 2025 to Scarinci Hollenbeck, LLC of Little Falls, New Jersey, was approved.

*Introduced by: Pamela Gardner
Seconded by: Frank Gargiulo*

9 Ayes.....0 Nays

Resolutions Adopted

VIII. ADJOURN REORGANIZATION MEETING AND BEGIN REGULAR MEETING OF THE BOARD OF TRUSTEES

*Introduced by: Jeanette Peña
Seconded by: Stacy Gemma*

8 Ayes.....0 Nays

Resolution Adopted

**Regular Meeting – Board of Trustees
Tuesday, November 26, 2024**

MINUTES

I. CALL TO ORDER - FLAG SALUTE

II. ROLL CALL

III. COMMENTS FROM THE PUBLIC - None

IV. CLOSED SESSION – None

V. REPORTS

1. Student Government Association President's Report

Student Government Association President Maria Nina Resurreccion offered the following report.

Good evening, Trustees, advisors, professors, peers, and honored guests.

My name is Nina Maria Resurreccion, and I have the privilege of serving as President of the Student Government Association (SGA). I am delighted to share the incredible efforts and achievements of our student organizations over the past two months. These events have fostered greater student engagement and played an instrumental role in welcoming and involving the freshman class of 2024.

SGA hosted a Halloween Party on October 29, which saw good participation from freshmen, and a Friendsgiving last Tuesday. During the latter, the Honors Program and Hudson Helps shared resources available to students.

Student Programming Board:

- "Ready, Set, Grab, and Go" school supplies event (October 1).
- Fall Fest:
 - North Hudson Campus (October 22).
 - Journal Square Campus (October 23).
- Celebration of Diversity and Culture Fest (November 5).

- First Aid Kit Giveaway (November 20).

Health and Medical Science Club:

- “Know Your Number” Event (October 29).
- Men’s Mental Health Challenge and Raffle (November 19).

HCCC Dreamers Club:

- Princeton Tour with Career and Transfer Pathways (November 15).
- Major Meets Event (November 6).

Arab Student Association:

- Arab Fest (October 29).

Criminal Justice Club:

- Eastern State Penitentiary Trip (November 21).
- Register-to-Vote Campaign (October 3).

LGBTQ+ Club:

- Transform Your World Festival – A three-day series featuring:
 - Resource Fair (November 13).
 - Educate Yourself Session (November 14).
 - Silent Library Games (November 15).
- Whispers to Your Soul (November 24).

Environmental Club:

- Indoor Rock Climbing (November 21).
- Breakfast in the Garden Event (November 21).

Society of Physics Students:

- Physics and Media Event in collaboration with the Environmental Club (October 2).
- Physics Seminar in collaboration with the Environmental Club (November 25).
- Additional Indoor Rock Climbing.

Psychology Club:

- Movie Night: *The Perks of Being a Wallflower* (November 13).

Film Club:

- Afterlife Haunted House in collaboration with the Halloween Party (October 29).

Cybersecurity Club:

- Information Sessions (October 25–27).

- Workshops (November 14 and 25).

Girls Who Code:

- Workshops (November 8 and 22).
- Study Session (October 23).

Teacher Education Club:

- Parenting Workshop (November 26).
- Student-Parent Holiday Celebration (Upcoming on December 8).

STEM Club:

- 16th Annual STEM Conference at Rutgers New Brunswick (November 8).
- Careers in STEM Event (December 6).

Kultura Club:

- Karaoke Nights
 - North Hudson Campus (November 26).
 - Journal Square Campus (October 16).
- Finders Keepers Event (October 21).

Model United Nations:

- Online Courses (November 8 to 22).
- *Noches de Brujas* in collaboration with Active Minds (October 25).

Nursing Club:

- Q&A Session with Nursing Students (October 21).

Active Minds:

- Painting Workshop (October 10).
- Out of the Darkness Walk (October 20).
- Dia de los Muertos Celebration (October 29).
- A Dictionary Discussion (November 13).

Students have raised a concern about requesting extended hours for the library to accommodate their study schedules.

As I conclude my report, I want to express that this semester has been both rewarding and inspiring. I am thrilled about what lies ahead and look forward to continued collaboration next semester. Wishing you all a joyful Thanksgiving, happy holidays, and a prosperous end to the year. Thank you.

2. All College Council Chair's Report

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

Hello, Trustees. It is great to see you all this evening.

First, we would like to give a special shoutout to the North Hudson Campus (NHC), which hosted the 3rd Annual Aspiring Student Leadership Conference and STEM Science Fair earlier this month. The event was a tremendous success, with 340 students in attendance from both HCCC campuses and various North Hudson high schools.

Next, we want to congratulate all members of the Center for Online Learning (COL) team for attending the Online Learning Consortium's Accelerate Conference. The COL used this opportunity to present their work, network with industry professionals, and participate in professional development sessions. Additionally, the COL hosted a highly attended "AI in the Classroom" event where HCCC professors shared innovative ways they are incorporating AI into their curriculum.

The ACC will host its final general meeting of the semester on Wednesday, December 4 at 3:30 p.m. in the Journal Square (JSQ) Campus Student Center Multipurpose Room. Following that meeting, the History Department and the Office of Student Life and Leadership will co-lead a trip to visit the Weehawken Dueling Grounds, where the Burr-Hamilton duel occurred, followed by attendance at a Broadway showing of Hamilton.

Please also mark your calendars for the Culinary Plaza Park Lighting Ceremony on Monday, December 2. Finally, ACC will host our annual employee holiday party on Monday, December 9.

Committee Reports:

- The Academic Senate is close to completing its reviews of the college-wide Incomplete Policy and Universal Grade Scale Policy. These projects are expected to be finalized in the spring semester. The Senate continues to have a vacancy in the Secretary position, and interested individuals are encouraged to contact Dr. Jeanne Baptiste or Professor Fernando Garcia.
- The College Life Committee reports that plans for the ACC Holiday Party are nearly complete. The party will be held on Monday, December 9 from 4:00 p.m. to 7:00 p.m. in the Culinary Arts Center. The committee recently concluded the eighth week of the Steps for Wellness Program, with over 40 participants this semester. The Hudson Huddles team has drafted a list of potential speakers and plans to schedule the first guest speaker for the middle of next semester.
- The Student Affairs Committee continues to work on strategies to integrate Continuing Education and Workforce Development (CEWD) students more fully into student life, including expanding their access to campus clubs and organizations. The committee welcomed Ronny Martinez, a Student Government Association (SGA) representative, to the committee. Ronny is also a student in Western Civilization. Thank you for your service, Ronny!
- The Space and Facilities Committee is exploring a student request for third-party vending machines on both campuses that would provide items such as band-aids and Ibuprofen. They are identifying potential locations for a dedicated prayer/zen room at NHC. Lactation pods have been installed on both campuses for student parents.
- The Development and Planning Committee will collaborate with the Poetry and Language Collective to host scholarship essay writing events. These events are part of reviving the Dollars for Scholars program, emphasizing that small donations make a big impact. The collective, comprising HCCC English faculty and librarians, will assist students in crafting impactful scholarship essays.
- The Technology Committee is collaborating with Hudson's website development team to create a centralized webpage for all mobile apps used by the college community. The goal is to enhance accessibility by providing a one-stop resource for these tools.

As we conclude our report, we wish our entire community a happy and healthy Thanksgiving holiday. Thank you to everyone who contributed to this report, including ACC Vice Chair Raffi Manjikian, Secretary

Sarah Teichman, all ACC committee chairs and members, Dr. Reber, cabinet members, trustees, and the entire college community.

3. President's Report

President Reber offered the following remarks.

Good evening, Trustees.

Before I begin, I ask you to join me in a moment of silence for all victims of wars in the Middle East, Russia, Ukraine, and victims of other violence worldwide.

Moment of Silence

Thank you.

We condemn violence of all kinds, including antisemitism and Islamophobia. We support one another in times of difficulty and strive to be a community that is respectful of – and safe for – everyone.

Chris and Nina, thank you for your reports and your leadership.

On behalf of the entire HCCC community, it is a pleasure to welcome our 2024 Alumni Representative to the Board of Trustees, Lisa Camacho. Lisa is no stranger to this Board, having attended our meetings last year as Student Government Association President before she graduated last May with an Associate of Science degree in Business Administration. Lisa was also involved in HCCC's chapter of Phi Theta Kappa, the National Society of Leadership and Success, our Educational Opportunity Fund Program, as a peer leader, and in many other activities. Lisa is currently pursuing a bachelor's degree in Marketing at New Jersey City University while she works as an Events Assistant in our Hudson County Community College Office of Student Life and Leadership.

Welcome back to meetings of the Board of Trustees, Lisa! We all look forward to your service on the Board during the coming year. Would you like to offer remarks?

Lisa Camacho offered remarks.

Thank you, everyone, for allowing me this opportunity; to all the students and alumni who voted me in; and all those who support me, especially my honored guest, my mother. I look forward to working with you.

President Reber resumed remarks.

Thanks so much, Lisa!

For the last four years, Trustee Vice Chair Pamela Gardner has represented the Northeastern United States as a member of the Association of Community College Trustees Committee on Diversity, Equity and Inclusion. Trustee Gardner has completed her four-year term on the committee, and, by ACCT policy, she now leaves the committee for at least one year. She could choose to apply to rejoin this or another ACCT committee in the future. That's a hint, Pam!

During her four-year term as a leader in ACCT, Pam has championed diversity, equity, inclusion and other best practices on the national level, and she has brought visibility and distinction to Hudson County Community College.

Please join me in thanking Trustee Pamela Gardner for her national leadership and service!

Pam, would you like to say a few words?

Trustee Gardner offered remarks.

Thank you, Dr. Reber. I thank the board and all of you for supporting me. I could not have held that position without the support of Hudson County Community College, and I especially thank Dr. Reber for suggesting that I become a part of the New Jersey Council of County Colleges (NJCCC).

Joining NJCCC gave me some valuable exposure and I was encouraged to consider joining the Association of Community College Trustees to represent the Northeast region as a Diversity, Equity and Inclusion (DEI) committee member. Both Bakari Lee and Dr. Reber encouraged me.

Bakari Lee has always been a great supporter. As a new trustee, I was unfamiliar with many aspects of the board. Bakari told me, "You have to take classes on governance leadership." So, I did, and he kept encouraging me to take one step at a time.

When the opportunity arose to run for the DEI position representing the Northeast region, Trustee Emeritus Lee nominated me. In 2020, our Leadership Congress was held entirely on Zoom. I was nominated, gave my presentations, and was ultimately voted in virtually. It was a two-year term, and in 2022, I ran again – this time in person in New York – and was successfully re-elected.

Serving on the DEI committee has been an incredible experience. I had the chance to work with so many amazing trustees from across the country. However, we know that DEI is under attack right now. You've seen what has happened with affirmative action. Some committee members I worked with can no longer participate in DEI work because their states have banned it. This includes colleagues in Texas, Florida, and even North Carolina. It's a challenging time, but we know how essential DEI is – not only for this school, but also for the recognition and awards we've received. DEI and student success go hand-in-hand, and we will continue to champion both.

We must keep pressing forward with DEI initiatives in our community colleges. It's about ensuring fairness and providing everyone with an equitable opportunity to succeed. Inclusion is critical, and we've seen its impact here at our own college repeatedly.

I am deeply grateful for the opportunity to serve. Thank you for allowing me to represent Hudson County Community College and for enabling me to share our successes with others.

When I joined the committee, they were discussing best practices and toolkits for DEI. I proudly raised my hand and said, "We're already doing a lot of this at Hudson County Community College." I mentioned the President's Advisory Council on Diversity, Equity and Inclusion (PACDEI), which they were unfamiliar with. They asked, "Can you share that information with us?" Our Vice President of DEI, Dr. Pujols, who wasn't the VP at the time, responded, "Of course." We've always been willing to share our strategies because not every institution has the same resources or approaches. Hudson has consistently led the way, and it's been rewarding to see our work recognized.

It's clear we've made a name for ourselves. We're doing great work, and we need to continue building on that success.

Thank you again for the opportunity, and let's keep moving forward.

President Reber resumed his remarks.

Thank you, Pam.

You make us all proud!

This evening, I have invited Associate Professors of Business Elana Winslow and Dr. Peter Cronrath to discuss their pioneering involvement in a nationwide Faculty Innovation Fellows Program sponsored by the Business Higher Education Forum, or BHEF.

Peter and Elana will discuss their project that has led to the development of a badging and leadership program through which students build business skills and connect with community and industry leaders

and representatives. Joining Elana and Peter are two students involved in the “HCCC BEST” Program, who will be introduced shortly.

Vice President for Academic Affairs, Dr. Darryl Jones, nominated Professors Winslow and Cronrath for this Faculty Fellows Program, and I have asked Darryl to introduce our guests and their presentation this evening.

Dr. Jones offered remarks.

President Reber and Trustees, good evening. A year ago, we were presented with a great opportunity, to identify faculty to engage, as President Reber mentioned, in the Business Higher Education Forum, and, in particular, the Faculty Innovation Fellowship.

The Fellowship’s goal was to enrich, prepare, and support faculty as they design, develop, and lead innovation in establishing an equitable talent pipeline that expands pathways to student success.

Dr. Peter Cronrath and Elana Winslow were the two faculty members who were identified. Whenever they are asked to do something, they both lend their time and talents to help advance our student success agenda. Thank you very much, Peter and Elana, for your willingness to lean in.

Working with business and industry leaders, they developed a project designed to bridge the gap between education and employment, intended to shape curricula and courses that better prepare students for the future workforce. Their project focuses on supporting our students beyond earning a degree by preparing them to engage in the wider society, whether on campus or in the virtual learning environment.

I would now like to invite Peter and Elana to come forward, along with two student participants, Anuvhuti Bisht and Aadil Ishtiaq, and a faculty alumnus, Stephen John Lewis.

Dr. Peter Cronrath and Elana Winslow offered [Business Education Supplemental Training \(BEST\) Program Presentation](#).

Dr. Cronrath offered remarks.

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

I’m Dr. Peter Cronrath, Associate Professor of Business, and I’m excited to be here with my co-Fellow, Associate Professor Elana Winslow, to talk about the BHEF Innovation Fellowship and our project, the BEST program.

The BHEF is a 45-year-old nonprofit membership organization that connects higher education institutions to business talent market demands. Corporate CEOs and university presidents join BHEF to anticipate skill needs and improve pathways between higher education and the future workforce.

The Faculty Innovation Fellowship is an inaugural cohort representing a diverse field of professionals, perspectives, and institutions. The Fellows are from 13 sponsoring institutions in 10 states and include public state systems, community colleges, independent universities, and public research universities, with nearly half being minority-serving institutions. The cohort includes disciplines ranging from business to hospitality, nursing, geoscience, and social science. The BHEF Innovation Fellows participated in both in-person and virtual meetings to innovate, plan, develop, and implement new educational programs to address the needs of their respective institutions regarding career readiness and student success.

Collaboration between business and higher education is vital to developing curricula and partnerships that lead to good jobs in emerging and high-demand fields. As colleges and universities pursue strong partnerships with industry, faculty can be strong agents of change on their campuses.

I’ll now turn it over to Elana to discuss our journey.

Elana Winslow offered remarks.

Hi, everybody!

Peter and I started our BHEF journey in the spring of 2024. We brainstormed and collaborated on a project proposal that was then accepted. Peter traveled to the first BHEF in-person session in Maryland. I joined via Zoom because I was observing Passover, and I appreciated the accommodation.

After that meeting, Peter and I began fleshing out our ideas for the project even more. We recognized there were a lot of skills, experiences, and opportunities we wanted to provide students to bridge them to the workforce and the community beyond the classroom and the curriculum as it stood. At every step of our project process, we've been incredibly well supported by Dr. Ara Karakashian, Dr. Darryl Jones, and President Reber.

During the summer, we began to map out our program and incorporated a badging component into the project model. We were able to meet and collaborate with HCCC's Center for Online Learning to build out a Canvas shell to integrate. Peter very aptly coined the name of our program: BEST – Business Education Supplemental Training. I felt strongly that a mentorship component should be key to the program, and we'll discuss more about that momentarily.

Over the summer, Peter and I traveled to Des Moines, Iowa, for BHEF's second three-day in-person session for the Faculty Innovation Fellows and to meet with our counterparts at other schools. We worked on program mapping, planning, and discussing ways to overcome barriers and challenges during our project planning and implementation. Over the fall, we conducted focus groups with students, faculty, and employers to better understand the gaps that exist between classroom learning and workplace readiness. We worked closely with the Center for Career Development to ensure our program aligns with the college's broader goals for workforce development. We also reached out to our network of local employers to build relationships that could provide students with opportunities for mentorships and internships.

The BEST program is designed to be accessible and adaptable for all students, regardless of their fields of study. Through a combination of workshops, mentorships, and digital badging, we aim to equip students with the skills and experiences they need to succeed in today's job market. One of the most exciting components of the program is its emphasis on mentorship. Students who participate in BEST will be paired with industry professionals who can guide them as they transition from the classroom to the workforce. We also plan to involve alumni who can share their experiences and offer advice to current students.

I'd now like to turn it back over to Peter to share more about the implementation process and our plans for the future

Dr. Cronrath resumed his remarks.

As you heard, our proposed solution to the problem of students not being career-ready in business is to offer supplemental training. The HCCC BEST program includes business-themed badges that focus on hard and soft skills in leadership and other business topics. Beyond the training, students are introduced to potential career pathways and one-on-one mentorship opportunities. Elana and I developed a program mantra that follows the BEST acronym: Building Industry Skills, Empowering Potential, Standing Out with BEST Badges Towards Success.

Learning outside the classroom involves many different experiential opportunities. I like to compare our badging system to the board game Trivial Pursuit, where you move around the board collecting different colored pieces to complete your pie. Our badging system works similarly. Students participate in various events and activities to earn points toward their badges. So far, we've established eight badging paths that students can pursue.

Over the summer, about 20 students expressed interest in joining the program. However, due to class and work conflicts, not all could participate in the first cohort. We successfully enrolled 11 students, all of whom

have actively participated in events and activities. I'm pleased to report that we have maintained 100% retention in the program so far.

To date, all 11 students have completed points toward at least four badges, and we expect most of them to complete five to seven badges by May.

Elana Winslow offered remarks.

We officially kicked off the BEST program in September. In October, we focused on career development and human resources as our monthly theme.

Some of the activities included a visit to HCCC's Career Closet, part of the Hudson Helps initiative. Our students were able to select professional business attire for future interviews, business meetings, and events. We also hosted Liza Giuliano, Vice President and Program Manager of Global Human Resources Community Partnerships at Bank of America. Liza spoke to our students about her career journey, the human resources function at Bank of America, and what she looks for in job candidates.

Thanks to Dr. Jones and the Office of Academic Affairs, our students had the opportunity to have professional headshots taken. These headshots can be used for their LinkedIn profiles and other professional communications. Students received access to an online gallery to select their preferred photos, and the event was a huge success.

To help build camaraderie and excitement, we created an Instagram account to share updates, photos, flyers, and videos with the HCCC community.

We also partnered with the School of Continuing Education and Workforce Development to take our students to the Chase Financial Summit, which was held here on campus. Most recently, our students attended a virtual presentation by the Federal Reserve Bank.

This fall, our BEST students participated in the Bloomberg Finance Trading Challenge alongside 2,400 university teams from around the world. Our three teams achieved impressive results:

- Team Market Warriors finished in 1,494th place.
- Team Trading Syndicate finished in 956th place.
- Team Blue Masters finished in 528th place, placing them in the top 22% globally with a relative position of \$54,613 at the end of the six-week challenge.

In addition, our students are completing the Bloomberg Market Concepts certification, an eight-module training course that teaches them how to use Bloomberg terminals, analyze information, and make trades.

The success of these activities highlights the dedication and potential of our students. I'd now like to take this opportunity to introduce one of our wonderful students and cohort members, Anuvhuti.

Anuvhuti Bisht offered remarks.

Hello, everyone! My name is Anuvhuti Bisht. I'm a first-year accounting student at Hudson County Community College. Thank you for listening as I share the impact the HCCC BEST program has had on my journey, both academically and personally.

Returning to college after 16 years was both thrilling and daunting. I had forgotten how to navigate an academic environment and how to absorb knowledge effectively. The resources provided by the BEST program and Hudson County Community College have not only helped me relearn these skills, but also equipped me to grow and evolve in ways I never imagined.

Today, I want to reflect on a few pivotal experiences through the BEST program that have enriched my understanding of the professional world and its values.

One highlight was the speaking event with Ms. Liza Giuliano, Vice President of Talent Acquisition at Bank of America. Ms. Giuliano shared invaluable insights into human resources and workforce development within the banking and finance industry. She provided practical tips on fair hiring practices and tailoring resumes to align with job requirements. This session gave us tools to stand out as candidates and emphasized the importance of ethical and inclusive recruitment practices.

Another powerful moment was during the Hispanic Heritage Month celebration, where Chair Jeanette Peña inspired us with her story. She spoke about her journey as a child from an immigrant family, a community member, and the first Hispanic Chair of the Board of Trustees at HCCC. Her words emphasized the power of education and diversity in shaping both communities and businesses.

The BEST program has also allowed me to delve into financial markets and invest through the Bloomberg Global Trading Challenge. This experience not only broadened my understanding, but also gave me the confidence to present myself here today, make new friends, and confront the anxiety of stepping out of my comfort zone.

I know there is still so much more to learn and achieve as I continue this journey. To sum it all up, Chair Peña's words, "They can take everything away from you, but they can't take your education," resonate deeply with me. The BEST program has truly embodied this sentiment and has provided me with valuable knowledge and experiences. It also has given me the confidence to grow and evolve in ways I didn't think possible. As I continue my journey with this program, I'm reminded that education, in all its forms, is a tool that no one can take away from us.

With the resources, connections, and opportunities provided by BEST, we are all empowered to shape our futures and continue learning, no matter where life takes us. Thank you.

Elana Winslow offered remarks.

One of the most special elements of the BEST program is the assignment of mentors.

Having mentors available for our students to discuss their academic and professional journeys has been invaluable. I truly believe it's like gold, and we were very intentional about ensuring that students had this opportunity.

We've assembled an incredible group of mentors, some of whom are HCCC alumni, which makes it even more special. Others are adjunct faculty members or professionals from the community. We've worked closely with our mentors, providing them with discussion topics and guidelines to ensure meaningful interactions. At a minimum, students are required to meet with their mentors once a month. These meetings can happen remotely via Webex, by phone, or in person, and students are asked to reflect on their meetings within Canvas.

This next part is especially heartwarming for me. Stephen John Lewis, one of our mentors, was actually my student 14 years ago. When I was just starting at HCCC, Stephen was attending a professional networking event in the E Building, and we happened to run into each other. It was such an exciting moment for both of us. I immediately asked, "Would you like to mentor?" and he agreed without hesitation.

Aadil, one of our BEST cohort students, has also been incredible to work with. Watching the mentor-mentee relationship between Stephen and Aadil has been such a joy. They've both shown so much dedication, and it's been inspiring to see their growth.

Now, I'd like to invite Aadil and Stephen to share a few words and reflect on their experiences. Thank you.

Aadil Ishtiaq offered remarks.

I'm an EOF scholar, an accounting student, and a proud participant in the HCCC BEST program. It's an honor to share my experiences in this mentorship program, which has had a profound impact on my

academic and professional journey. The program has not only deepened my knowledge of the business world but has also allowed me to form invaluable connections. I've benefited greatly from the close relationships I've developed with my professors, Dr. Cronrath and Professor Winslow, whose guidance and expertise continue to inspire me.

I have truly enjoyed collaborating with my peers in the program. Whether attending engaging speaker sessions, participating in activities, or looking forward to upcoming field trips, it has been incredibly fulfilling to learn alongside such a motivated group of individuals.

One of the most impactful aspects of this program has been my mentorship with Stephen John Lewis. Through our one-on-one discussions, I discovered that the city offers contracting funds to businesses that work with them, an insight I would never have gained otherwise. This information expanded my understanding of business operations and the importance of being informed about local, state, and national opportunities.

The mentorship experience has been truly life-changing. Having a mentor who supports you, not just during the program but beyond, is a rare and priceless gift. For a two-year institution like HCCC to offer such a program is extraordinary. It sets students like me on a smoother path to transferring to a four-year school and achieving the objectives of the program, which is to develop skills that will help us land great jobs in the future.

I am deeply grateful for the opportunity to be a part of the HCCC BEST program. The badges we earn, the professional skills we gain, and the mentorship opportunities provide us with a competitive edge and showcase our commitment to going above and beyond.

This program embodies my personal drive to strive for excellence and achieve more. It has prepared me for future successes, and I am incredibly thankful to the Board of Trustees for supporting such transformative opportunities.

Finally, thank you, Dr. Cronrath and Professor Winslow, for your tireless efforts in creating and leading this program. You have supported us every step of the way as we transition into the workforce. Thank you.

Stephen John Lewis offered remarks.

Good evening, everyone. Thank you, Trustees, and Professors Cronrath and Winslow.

It's been an incredible opportunity to be part of the BEST program. From our very first conversation, one that was supposed to last 15 minutes but ended up going for over an hour and a half, it's been clear how impactful this program can be.

As a mentor, my goal is to help guide students past some of the hurdles that many of us faced when we were younger. This program provides the opportunity to fast-track that growth. I often find myself thinking, "I wish something like this existed when I was a student."

My mentee, Aadil, has been a joy to work with. During our first meeting, I tried to figure out where her interests lay, and she was so laser-focused on her goals that it became clear my role was to help her connect with real-world experiences. Recently, she attended a workshop I led, and I encouraged her to talk to as many people as possible because you never know who might provide the opportunity to help take your career to the next level.

Although the program suggests meeting once a month, Aadil and I have connected weekly. We're even meeting for lunch next week. My goal is to pour as much support and knowledge as possible into her journey. This program is phenomenal, and I'm honored to be part of it. Thank you all.

Elana Winslow offered remarks.

As we look ahead, we're excited about the opportunities on the horizon.

Next Wednesday, we'll wrap up the semester with an exciting trip to Wall Street, where our students will take part in the Wall Street Experience Tour. Special thanks to Dr. Karakashian, Dr. Jones, and Angela Tuzzo for making this opportunity possible.

The spring semester is shaping up to be just as dynamic. In January, Peter and I will attend the final BHEF in-person session at Central Connecticut State University to present our project. Throughout the spring, we'll also engage in DEI training activities, collaborate with the Social Justice Symposium on campus, and bring in additional speakers.

We're planning to participate in the Rutgers Business School County Case Competition and the Mission 50 Pitch Competition, and host a year-end completion ceremony for our students. At the ceremony, students will receive certificates, and we'll celebrate their achievements with a dinner that includes mentors and supporters. We're even planning a special surprise for the event.

Dr. Cronrath offered closing remarks.

Thank you, Elana. One of the last components of the program we're focusing on is collecting feedback from our students through research and reflections on their experiences.

Some quantitative results have shown that students reflected on feeling insecure about getting a job before participating in the program. For example:

- *"My biggest insecurity related to preparing for my career is not knowing exactly what I want to do other than just the general term 'business.'"*
- *"One challenge I've faced when applying for jobs is the intense competition in the job market. Many candidates have similar qualifications, making it difficult to stand out."*
- *"I don't have much work experience, and that tends to turn managers away from hiring me."*

When reflecting on mentorship, students shared:

- *"I hope to find a mentor who can help me transition from community college to my next degree and clarify doubts about my career goals."*
- *"Having a mentor during my college experience would significantly enhance my academic and personal growth. A mentor could serve as a source of encouragement."*

We hope the HCCC BEST program continues to address these gaps and help students overcome these hurdles.

Finally, we're excited to share the BHEF [recruitment video](#) for the next cohort. Applications are now open, and we encourage everyone to watch the screen for the video.

Thank you to everyone for supporting this initiative. We'll be heading to Central Connecticut State University in January to present the final phase of our program.

Thank you all, and Happy Thanksgiving.

President Reber offered remarks.

Thank you, Dr. Jones, Professors Cronrath and Winslow, and our inspirational students! Thank you for sharing your experiences and perspectives.

We all are looking forward to the College Foundation's 27th Annual Holiday Gala next Thursday, December 5 beginning at 6:00 p.m. in the Culinary Conference Center.

We are delighted to honor HCCC's Beta Alpha Phi Chapter of Phi Theta Kappa Honor Society students, alumni, and Chapter Advisor and Professor of Mathematics Theodore Lai.

Professor Lai has advised the chapter for nearly 30 years and has mentored thousands of HCCC students and alumni, engaging them in college and community service activities and helping them apply for scholarships.

Joining us at the Gala will be President of the Phi Theta Kappa International Honor Society, Dr. Lynn Tincher-Ladner.

As usual, our spectacular Gala will showcase our award-winning Culinary Arts programs, faculty, and students.

Students in other academic areas of the College will also offer displays of their work.

We thank Vice President Nicole Johnson, Dean Ara Karakashian, the faculty and students in our Culinary Arts program, our Foundation Directors, and many others who are working very hard to make this a truly special evening for everyone and to raise funding for scholarships for our deserving students.

Trustees, this concludes my report.

Have a safe and enjoyable Thanksgiving holiday, everyone!

Chair Peña offered remarks.

I did have one question: how many mentors do you have in the program right now?

Elana Winslow responded.

There are 11 mentors. Each student has one. We wanted to make it a dedicated mentor relationship.

Chair Peña offered closing remarks.

That's excellent because mentorship really makes a difference. Sometimes, it's not a planned mentorship, it's just someone you come across in your life who guides you in the direction you're meant to go.

Thank you to our mentors and thank you to our staff for helping the students out. Congratulations to the students as well.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS:

1. *The Minutes of the Regular Meeting of October 8, 2024, were approved.*

2. *Gifts, Grants, and Contracts Report*

Hudson County Community College has received the following grants:

Title: JED Campus Collaborative for Student Parents

Agency: The Jed Foundation

Purpose of Grant: The grant aims to develop mental health programming to support student parents.

College Administrator: Doreen Pontius

College Contribution: \$0

Award Amount: \$5,000.00

Title: FY2025 Hunger-Free Campus Grant

Agency: Office of the Secretary of Higher Education (OSHE)

Purpose of Grant: The funding's purpose is to address student hunger, leverage sustainable solutions to address basic food needs on campus, and continue building strategic partnerships at the local, state, and national levels to address food insecurity among students.

College Administrator: Katherine Morales

College Contribution: \$0

Award Amount: \$56,250.00

Title: FY2025 Some College, No Degree (SCND)

Agency: Office of the Secretary of Higher Education (OSHE)

Purpose of Grant: These funds will enable institutions to build capacity, address institutional barriers to re-enrolling and completing, and foster innovative ways to serve SCND students.

College Administrators: Matthew Fessler and Dr. Bernadette So

College Contribution: \$0

Award Amount: \$100,000.00

Introduced by: Pamela Gardner

Seconded by: Jeannette Peña

9 Ayes.....0 Nays

Resolutions Adopted

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS 1-15:

1. Resolution Authorizing Technical Operations and Project Management Support Services to be funded from the operating budget at hourly fees starting at \$185 was approved.
2. Resolution Approving Award of Sanitation Services to be funded from the operating budget at a total cost not to exceed \$179,548 was approved.
3. Resolution Authorizing Contract for Technical Maintenance of Parking Stackers to be funded from the operating budget at a cost not to exceed \$259,200 was approved.
4. Resolution Authorizing Agreement for Technology Management Services to be funded from the operating budget at a total cost not to exceed \$3,103,440 was approved.
5. Resolution Authorizing Renewal of Cloud Migration and Security Software to be funded from the operating budget at a total cost not to exceed \$260,902 was approved.
6. Resolution Authorizing Renewal of Microsoft Software License Agreement to be funded from the operating budget at a cost not to exceed \$88,853 was approved.
7. Resolution Authorizing Renewal of Smartsheet licenses to be funded from the operating budget at a total cost not to exceed \$74,934 was approved.

8. Resolution Authorizing Renewal of Staff and Faculty Monthly Parking at 511-523 52nd Street, West New York, NJ with the Town of West New York, to be funded from the operating budget at a cost not to exceed \$44,000 annually, was approved.
9. Resolution Awarding Renewal of Maintenance Agreement for Sharp Multifunctional Printers/Copiers to be funded from the operating budget at a cost not to exceed \$80,000 was approved.
10. Resolution Authorizing Renewal of Association of College and University Educators (ACUE) Partnership to be funded from the operating budget at a total cost not to exceed \$55,000 was approved.
11. Resolution Authorizing Sponsorship of Annual Foundation Dinner to be funded from the operating budget at a total cost not to exceed \$26,000 was approved.
12. Resolution Authorizing Approval of the 2024 Audit performed by Donohue, Gironda & Doria was approved.
13. Resolution Authorizing Renewal of Bloomberg Terminal Software to be funded by the Carl D. Perkins Grant at a total cost not to exceed \$108,308 was approved.
14. Resolution Authorizing Renewal of Review and Testing Course for Registered Nursing Program to Kaplan, Inc., to be funded by the Carl D. Perkins Grant at a cost not to exceed \$180 per student, was approved.
15. Resolution Rejecting Proposal for Latino Outreach Services was approved, and authorization to rebid the services was granted.

Introduced by: Pamela Gardner
Seconded by: Edward DeFazio

9 Ayes.....0 Nays

Resolutions Adopted

VIII. PERSONNEL RECOMMENDATIONS 1-8:

1. SEPARATION

First Name	Last Name	Title	Effective Date
Jamilah	Moudiab	Director of Veterans Affairs and International Student Services	October 22, 2024

RECOMMENDATION:

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

2. RESIGNATIONS

First Name	Last Name	Title	Effective Date
Brianna	Casagrande	Senior Assistant Director, North Hudson Operations and Development, Advisement	December 31, 2024
Paula	JnoVille Roney	Administrative Assistant, Registrar	November 30, 2024
Shamina	Scriven	Academic Counselor	October 30, 2024
Meghry	Tutunjian	Academic Counselor, Early College Programs and Secaucus Center	November 1, 2024

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

3. APPOINTMENT OF FULL-TIME STAFF

First Name	Last Name	Title	Effective Date	Annual Salary
Katy-Ann	Blacker	Assistant Director of Institutional Research	December 1, 2024	\$ 75,000.00
Brianna	Casagrande	Associate Director, Career and Transfer Pathways	January 1, 2025	\$ 67,401.99
Sri Vidya	Chikodi	Data and Reporting Coordinator	December 12, 2024	\$ 60,400.00
Ana	Hernandez	Support Analyst	December 2, 2024	\$ 54,791.06
Paula	JnoVille Roney	Counselor, Educational Opportunity Fund	December 1, 2024	\$ 60,407.15
Rossella	Lopez	Admissions Advisor	November 27, 2024	\$ 48,619.02
Stephanie	Zhou	Support Analyst	December 2, 2024	\$ 50,113.78

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

4. APPOINTMENT OF TEMPORARY FULL-TIME STAFF

First Name	Last Name	Title	Salary Grade	Effective Date	Anticipated End Date	Annual Salary
Mariam	Amer	Academic Counselor	113	November 27, 2024	March 31, 2025	\$ 58,000.00
Faizan	Aslam	Administrative Assistant, Registrar	108	December 3, 2024	June 30, 2025	\$ 44,955.17
Luisa	Carranza	Administrative Support Specialist	105	November 27, 2024	June 30, 2025	\$ 40,800.00
Kandi	Ceballos	Human Resources Coordinator	109	November 11, 2024	January 3, 2025	\$47,202.93
Perla	De Aza Paniagua	Academic Advisor	109	November 27, 2024	March 31, 2025	\$ 47,202.93
Andres	Estrella	Accounting Manager	117	December 2, 2024	January 31, 2025	\$ 90,000.00
Rebekah	Isaac	Human Resources Coordinator	108	November 11, 2024	December 6, 2024	\$44,955.17
Machli	Joseph	Assistant Director (Partially Grant-funded)	113	January 1, 2025	September 30, 2027	\$ 65,000.00
Jasmine	Pascua	Equipment Manager (Grant-Funded)		November 27, 2024	June 30, 2025	\$45,000
Manuel	Preciado	Financial Aid Advisor	109	November 27, 2024	May 26, 2025	\$ 51,064.87
Samantha	Ramirez	Academic Advisor	109	November 27, 2024	March 31, 2025	\$ 48,693.00

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

5. APPOINTMENT OF TEMPORARY FULL-TIME FACULTY

First Name	Last Name	Title	Effective Date	Anticipated End Date	Annual Salary
Robert	Maurer	Instructor, Culinary (Non-tenure Track)	January 24, 2025	May 31, 2025	\$57,097.96
Khursheed	Khan	Instructor, Construction Management (Non-tenure Track)	January 24, 2025	May 31, 2025	\$56,320.00

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

6. AUTHORIZATION OF PART-TIME STAFF THROUGH NOVEMBER 2025, AS NEEDED

First name	Last name	Office	Title	Position ID	Supervisor
Marystella	Ahmed	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara
Lisa	Bellan-Boyer	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara
Phill	Carrillo	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara
Rose	Dalton	ADJ Academic Support Services Department	Head Academic Mentor	MENTOR-252010	Kenny Fabara
Anthony	Davenport	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara
Natasha	Digenio	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara
Dalila	Djerroud	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara
Tahar	Dob	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara

Ernesto	Grassi	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara
Rose	Grimaldi	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara
Madelyn	Hoffman	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara
Athar	Javaid	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara
Hadeeqa	Khalid	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara
Michael	Lago	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara
Gabriel	Manaois	ADJ Academic Support Services Department	Office Assistant	OFFAST-252010	Kenny Fabara
Mark	McCarthy	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara
Olivia	Na	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara
Rafael	Osorio	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara
Dimarie	Pagan	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara
Saedel	Pensoy	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara
Laura	Robertson	ADJ Academic Support Services Department	Teaching Assistant	TEACHING ASSISTANT-252010	Kenny Fabara
Heba	Salem	ADJ Academic Support Services Department	Office Assistant	OFFAST-252010	Kenny Fabara

Maria	Soliman	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara
Selena	Suarez	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara
Sandra	Valanzola	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara
Marolla	Youakim	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara
Darius	Gilmore	Advancement	Office Assistant	PTOFAST-255010	Nicole Johnson
Andrea	Siegel	Advancement	Art Coordinator	PTACORD-255010	Nicole Johnson
Ghaida	Abdoalmogni	Advisement	Office Assistant	OFFAST-200510	Andy Adler
William	Bird	Advisement	Academic Advisor	ADVISOR-200510	Marselly Almanzar
Chrissto	Canales	Advisement	Academic Advisor	ADVISOR-200510	Andy Adler
Lewis	Livesay	Advisement	Academic Advisor	ADVISOR-200510	Marselly Almanzar
Yesenia	Lopez	Advisement	Advisor	ADVISOR-200510	Andy Adler
Nisrine	Mraihi	Advisement	Office Assistant	OFFAST-200510	Brianna Casagrande
Carlos	Ortiz	Advisement	Advisor	ADVISOR-200510	Andy Adler
Kamelyn	Santos	Advisement	Office Assistant	OFFAST-200510	Andy Adler
Samantha	Alvarez	College Libraries	Library Associate	PTLRASO-150510	Lisa Bogart
Ely	Amaya	College Libraries	Library Associate	PTLRASO-150510	Lisa Bogart
Jaden	Antonacci	College Libraries	Library Associate	PTLRASO-150510	Saudia Reid

Susannah	Aziz	College Libraries	Librarian	PTLRN-150510	Lisa Bogart
Nischal	Bisht	College Libraries	Library Associate, Technology	PTLRTEC-150510	Jing Yang
Nesma	Eladawi	College Libraries	Library Associate, Technology	PTLRTEC-150510	Jing Yang
Sohir	Elgebily	College Libraries	Library Associate	PTTECHS-150510	Mary Ellen Piel
Justin	Epps	College Libraries	Library Associate	PTLRASO-150510	Saudia Reid
Elliot	Erhunmwuosere	College Libraries	Library Associate, Technology	PTLRTEC-150510	Jing Yang
Melissa	Franco	College Libraries	Library Associate	PTLRASO-150510	Lisa Bogart
Marjorie	Lora De La Rosa	College Libraries	Library Associate	PTLRASO-150510	Saudia Reid
Mike	Luna Mendez	College Libraries	Library Associate	PTLRASO-150510	Lisa Bogart
Douglas	Mckeon	College Libraries	Librarian	PTLRN-150510	Brooke Duffy
Jeanette	Nelson	College Libraries	Library Associate	PTTECHS-150510	Mary Ellen Piel
Hussein	Odeh	College Libraries	Librarian	PTLRN-150510	Brooke Duffy
Wesley	Pena	College Libraries	Library Associate, Technology	PTLRTEC-150510	Lisa Bogart

Robert	Richard	College Libraries	Library Associate, Technology	PTLRTEC-150510	Jing Yang
Ashley	Rinaldi	College Libraries	Library Associate	PTLRASO-150510	Saudia Reid
Kimberly	Romulus	College Libraries	Library Associate	PTLRASO-150510	Saudia Reid
Angelita	Tubungbanua	College Libraries	Library Associate	PTLRASO-150510	Saudia Reid
Alexander	Zarate	College Libraries	Library Associate	PTLRASO-150510	Saudia Reid
Anne	Hutchinson	College Libraries	Librarian	PTLRN-150510	Brooke Duffy
Priyanka	Mistry	Communications	Office Assistant	OFFAST-254055	Jennifer Christopher
Julieta	Veiga Da Souza	Communications	Office Assistant	OFFAST-254055	Jennifer Christopher
Marwa	Abdelaziz	Continuing Education and Workforce Development	PT Instructor	PTINST-102010; PTINST-103005	Chastity Farrell; Machli Joseph
Andy	Abraham	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005; HCINST-605020	Samaya Yashayeva; Anita Belle
Arefa	Ali	Continuing Education and Workforce Development	PT Customer Service Assistant	CSTAST-103005	Lori Margolin
Emmanuel	Ankrah	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Emily	Arowosaye	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005	Samaya Yashayeva

Hussein	Bakheet	Continuing Education and Workforce Development	PT Administrator	EWKADM-252010	Alexis Muniz
Monteria	Bass	Continuing Education and Workforce Development	PT Administrator	EWKADM-252010	Alexis Muniz
Nicole	Behman	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Alison	Blumenfeld	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005	Samaya Yashayeva
Sophia	Brooks	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Anthony	Campo	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Anita Belle
Aya	Daoud	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Omnia	Daoud	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Cherise	Dawson	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005	Samaya Yashayeva
Cherise	Dawson	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell

Belen	Deri	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Alaina	Desjardin	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Abdoulaye	Diallo	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Edna	Fameux	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Samaya Yashayeva
Beverly	Figueroa	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Arlene	Ganess	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Patricia	Gonzalez Feliz	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005	Samaya Yashayeva
Mohamed	Helmy	Continuing Education and Workforce Development	PT Administrator	EWKADM-252010	Alexis Muniz
Carmen J.	Hernandez	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005	Samaya Yashayeva
Ronald	Hewitt	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell

Sheila	James	Continuing Education and Workforce Development	PT Administrator	EWKADM-252010	Alexis Muniz
Hydah	Kilonzo	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005	Samaya Yashayeva
Angela	Lenzi	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Johnstone	Libutsi	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005; PTINST-102010	Samaya Yashayeva; Chastity Farrell
Lilian	Martinez	Continuing Education and Workforce Development	PT Coordinator	PTCORD-103005	Samaya Yashayeva
Joaquin	Melara	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Dan Brookes
Melissa	Molinero	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005; PTINST-103005	Samaya Yashayeva; Machli Joseph
Jose	Montalvo	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005	Samaya Yashayeva
Cynthia	Morrison	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005	Samaya Yashayeva
Mandanna	Naleyanda	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005	Samaya Yashayeva

Abiodun	Oladeji	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005	Samaya Yashayeva
Qamar	Raza	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Indra	Sanders	Continuing Education and Workforce Development	PT Administrator	EWKADM-252010	Alexis Muniz
Hyun Joon William	Shin	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Gregory	Simon	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Machli Joseph
Angelo	Soto	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005	Samaya Yashayeva
Djadjji	Sylla-Samassa	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Marjorie	Taylor	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
George	Testa	Continuing Education and Workforce Development	PT Administrator	EWKADM-252010	Alexis Muniz
Cynthia	Wilson	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Machli Joseph

Hany	Zaky	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Maria	Zaman	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Machli Joseph
Gabriele	Rosado	Diversity, Equity and Inclusion/ Accessibility Services	Note taker/Reader	Reader-150525	Karine Davis
Jacqueline	Garcia	Early College Program	Office Assistant	PTOFCAS-150540	Cristhian Altamirano
Luis	Diaz Jr	Educational Opportunity Fund (EOF)	PT EOF Office Assistant	PTEOFFASST-150515	Jose M. Lowe
Natassja	Freeman	Educational Opportunity Fund (EOF)	PT EOF TUTOR	PTEOFTUT-150515	Jose M. Lowe
Luisa	Gomes	English and ESL	Office Assistant	OFFAST-101040	Christopher Rivera
Diego	Gonzalez	English and ESL	Office Assistant	OFFAST-101040	Christopher Rivera
Hannah	Allen	Enrollment Services	Enrollment Support Assistant	OFFASST-200525	Wajia Zahur
Kadiatou	Camara	Enrollment Services	Enrollment Support Assistant	OFFASST-200525	Wajia Zahur
Richard	Charles	Enrollment Services	Enrollment Support Assistant	OFFASST-200525	Wajia Zahur
Najwa	Essaki	Enrollment Services	Enrollment Support Assistant	OFFASST-200525	Wajia Zahur
Alisha	Lambert	Enrollment Services	Enrollment Support Assistant	OFFASST-200525	Wajia Zahur
Betsaida	Rosario	Enrollment Services	Enrollment Support Assistant	OFFASST-200525	Wajia Zahur

Luisa	Carranza	ESL	Office Assistant, ESL	OFFAST-101035	Christopher Rivera
Wagida	Abdelhalim	ESL	ESL Academic Coach	ACDCOH-601011	Alison Wakefield
Khulud	Adem	ESL	ESL Academic Coach	ACDCOH-601011	Alison Wakefield
Claudine	Boros	ESL	ESL Academic Coach	ACDCOH-601011	Alison Wakefield
Erick	Gamero	ESL	ESL Academic Coach	ACDCOH-601011	Alison Wakefield
Darius	Gilmore	ESL	ESL Academic Coach	ACDCOH-601011	Alison Wakefield
Radia	Kassa	ESL	ESL Academic Coach	ACDCOH-601011	Alison Wakefield
Montaha	Osman	ESL	ESL Academic Coach	ACDCOH-601011	Alison Wakefield
Angel	Ramos	ESL	ESL Academic Coach	ACDCOH-601011	Alison Wakefield
Ciro	Romero	ESL	ESL Academic Coach	ACDCOH-601011	Alison Wakefield
Mariam	Zoair	ESL	ESL Academic Coach	ACDCOH-601011	Alison Wakefield
Michelle	Cruz	Finance	Payroll Office Assistant	OFFAST-253015	Zuany Chicas
Kinza	Naveed	Finance	Payroll Office Assistant	OFFAST-253015	Zuany Chicas
Jennifer	Ramirez	Finance	Accounts Receivable/Burs ar Clerk	PTACBUR-253015	Leslie Lang
Aubrey	West	Finance	Accounts Payable Assistant	PTAPAS-253015	Quintessence Jones
Natalie	Mejia	Financial Aid	Office Assistant	OFFAST-200520	Sylvia Mendoza
Jada	Woods	Hudson Helps Resource Center	Food Pantry Manager	PTRYMGR-603055	Ariana Calle
Carmen	McGuire	Human Resources	HR Benefits Consultant	PTHRBC-253020	Josianne Payoute
Megha	Sanghavi	Human Resources	Office Assistant	OFFAST-253020	Suhani Aggarwal
Anthony	Jenkins	Humanities and Social Sciences	Test Course Instructor	WPCINS-601021	Alison Wakefield

Abanob	Basta	Information Technology Services	Instructional Lab Assistant	POSNID 253025	Diana Perez
Mariam	Basta	Information Technology Services	Instructional Lab Assistant	POSNID 253025	Diana Perez
Shivam	Chauhan	Information Technology Services	Instructional Lab Assistant	POSNID 253025	Diana Perez
Rahul	Chawaria	Information Technology Services	Instructional Lab Assistant	POSNID 253025	Diana Perez
Hardik	Darji	Information Technology Services	Instructional Lab Assistant	POSNID 253025	Diana Perez
Darshika	Patel	Information Technology Services	Instructional Lab Assistant	POSNID 253025	Diana Perez
Dev	Patel	Information Technology Services	Instructional Lab Assistant	POSNID 253025	Diana Perez
Jeet	Patel	Information Technology Services	PT Network Technician	PTNWTCH-253025	Hardik Sanghavi
Kevin	Patel	Information Technology Services	Instructional Lab Assistant	POSNID 253025	Diana Perez
Dhruv	Patel	Information Technology Services	Instructional Lab Assistant	POSNID 253025	Diana Perez
Dylan	Valencia	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Reina	Vinas	Nursing and Health Professions	Skills Lab Tutor	TUTOR-101017	Lori Byrd
Darshaine	Ramdat	Radiography	Office Assistant	OFFAST-101018	Cheryl Cashell
Anuchit	Pukdeedamrongrit	School of Business, Culinary Arts, and Hospitality Management	PT Additional Assignment, Adjunct	PTAACAI-101030	Ara Karakashian

Rafaella	Rodriguez	School of Business, Culinary Arts, and Hospitality Management	PT Additional Assignment	Assistant-101030	Ara Karakashian
Tonja	Webb	School of Business, Culinary Arts, and Hospitality Management	PT Additional Assignment, Adjunct	PTAACAI-101030	Ara Karakashian
Sebastian	Suazo	School of Human and Social Sciences	Office Assistant	OFFAST-101020	Betzabe Reyes
Brian	Sloan	School of Humanities and Social Sciences	PT Figure Model	Part-Time Figure Model	Eric Lee
Natalie	Betancourt	Student Life and Leadership	Events Assistant	PTEVAST-701000	Veronica Gerosimo

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

7. APPOINTMENT OF NEW HIRE ADJUNCT INSTRUCTORS

First Name	Last Name	School/Office
Brianna	Abreau	Humanities and Social Sciences
Noreen	Bi	Nursing and Health Professions
Jasmine	Black-Daniels	Nursing and Health Professions
Jennifer	Germinario	Nursing and Health Professions
Colin	Ibrahim	Science, Technology, Engineering, and Mathematics (STEM)
Nermin	Ibrahim	Science, Technology, Engineering, and Mathematics (STEM)
K Wei-Hsin	Jacobson	Humanities and Social Sciences
Claude	Lewis	Business, Culinary Arts, and Hospitality Management
Hany Samuel	Malek	Science, Technology, Engineering, and Mathematics (STEM)
Emmalee	Mills	Humanities and Social Sciences
Wasif	Mirza	Science, Technology, Engineering, and Mathematics (STEM)
Shannon	Pridgen	Business, Culinary Arts, and Hospitality Management
Alam	Shamsul	Science, Technology, Engineering, and Mathematics (STEM)

Christine	Wacta	Science, Technology, Engineering, and Mathematics (STEM)
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RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Appointment of New Hire Adjunct Instructors listed above as Personnel Recommendation Item No 7.*

8. MODIFICATIONS TO STAFFING TABLE

Current Approved Title	New Title/Classification	Incumbent	Current Salary Grade	New Salary Grade	Current Salary	New Salary	Effective Date
Maintenance Manager	N/A	Julio Maldonado	113	N/A	\$90,473.45	\$95,623.00	December 1, 2024
Admissions Advisor	Assistant Director, Enrollment Services (One Stop Student Services Center)	Hamza Saleem	109	113	\$48,903.88	\$60,864.71	December 1, 2024
Accountant	Accounting Manager	N/A	113	117	N/A	N/A	November 27, 2024
N/A	Director, Perkins, Career and Technical Education	N/A	N/A	117	N/A	N/A	November 27, 2024
N/A	Director, One Stop Student Services Center	N/A		119	N/A/	N/A	November 27, 2024
N/A	Visual Art and Design Equipment and Lab Manager	N/A	N/A	116	N/A	N/A	November 27, 2024

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Staffing Table Modifications listed above as Personnel Recommendation Item No. 8.*

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, Administration, and Personnel Committee as outlined above in **Item VIII., Personnel Recommendations 1-8.**

1) Separation; 2) Resignations; 3) Appointment of Full-time Staff; 4) Appointment of Temporary Full-time Staff; 5) Appointment of Temporary Full-time Faculty; 6) Authorization of Part-time Staff, as Needed; 7) Appointment of New Hire Adjunct Instructors; and 8) Modifications to Staffing Table.

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

9 Ayes.....0 Nays

Resolutions Adopted

IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS 1-10:

1. Resolution Authorizing Renewal of Affiliation Agreement Between Hudson County Community College (HCCC), Barnabas Health Medical Group, and Robert Wood Johnson Physician Enterprise, P.A., for Clinical Experiences in HCCC's Medical Assisting Program was approved.
2. Resolution Authorizing Renewal of Affiliation Agreement Between Hudson County Community College (HCCC) and Jersey City School District for Clinical Experiences in HCCC's Registered Nursing Program was approved.
3. Resolution Authorizing Affiliation Agreement Between Hudson County Community College (HCCC) and The New Jersey Imaging Network (NJIN) Montclair for Clinical Experiences in HCCC's Radiography Program was approved.
4. Resolution Authorizing Affiliation Agreement Between Hudson County Community College (HCCC) and Hackensack Meridian Health, Inc. for Clinical Experiences in HCCC's Registered Nursing and Radiography Programs was approved.
5. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and Engage NJ for HCCC to Serve as an ENGAGECorps VISTA Project Partner Campus Site for 2024-25 was approved.
6. Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and New Jersey Council of County Colleges (NJCCC) for College Readiness Now XI was approved.
7. Resolution Authorizing Amendment to the JED Campus Services Agreement Between Hudson County Community College (HCCC) and The Jed Foundation for the JED Campus Collaborative for Student Parents was approved.
8. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and Rose Pan African Education at Popenguine, Senegal was approved.
9. Resolution Authorizing Academic Calendar for the Fall 2025 Term was approved.
10. Resolution Authorizing New Academic Certificate in Pharmacy Technician was approved.

*Introduced by: Pamela Gardner
Seconded by: Silvia Rodriguez*

9 Ayes.....0 Nays

Resolutions Adopted

X. NEW BUSINESS - None

XI. ADJOURNMENT at 6:09 p.m.

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

9 Ayes.....0 Nays

Resolution Adopted

HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

Tuesday, January 21, 2025

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Resolution Awarding Contract for Wayfinding Phase II Services for Journal Square Campus

WHEREAS, Hudson County Community College ("College") requires the hiring of a contractor to provide wayfinding services, consisting of the fabrication and installation of an LED Marquee Sign and internally illuminated letter wall sign for the Journal Square campus ("Services"); and,

WHEREAS, pursuant to N.J.S.A. 18:64A-25.1, et seq., the College publicly advertised and held a public bid opening for the Services; and

WHEREAS, the College received bids from the following vendors in response to the advertisement:

<u>Vendor</u>	<u>Location</u>	<u>Cost</u>
APS Contracting Inc.	Paterson, NJ	\$1,390,000
Forge Signworks, LLC	Mountainside, NJ	\$249,700

WHEREAS, Forge Signworks, LLC's ("FS") bid contained material defects in that the actual price being bid by FS is ambiguous, and, further, FS's bid price is impermissibly contingent upon a condition in direct contradiction to the bid specification; and,

WHEREAS, the College has determined APS Contracting Inc. to be the lowest responsible bidder; and,

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby reject the bid of Forge Signworks, LLC on the basis that it contains material defects as set forth above.

BE FURTHER IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract for the Services to APS Contracting Inc. of Paterson, New Jersey, as described herein at a cost not to exceed \$1,390,000.

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

2. Resolution Approving Award of Security Services

WHEREAS, Hudson County Community College ("College") requires the services of a qualified vendor to manage the College's security services ("Services"); and,

WHEREAS, the Services constitute an extraordinary unspecifiable service, and, pursuant to N.J.S.A. 18A:64A-25.5 (a) (2), are exempt from bidding; and,

WHEREAS, notwithstanding the bid exemption, the College solicited proposals for the Services through a fair-and-open process and issued a Request-for-Proposal ("RFP") for the Services for a term not to exceed three (3) years; and,

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

<u>Vendor</u>	<u>Location</u>	<u>Cost</u>
Allied Universal	Union, NJ	\$13,150,968
Arrow Security Services	Queens, NY	\$14,549,432

WHEREAS, the College has determined that the proposal submitted by Allied Universal (“Allied”) is in the best interests of the College, price and other factors considered; and,

WHEREAS, the term for these services is three (3) years; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Allied Universal of Union, New Jersey, to provide security services as described herein for a three (3) year term at a cost not to exceed \$13,150,968.

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

3. Resolution Authorizing Renewal of Consultation Services for Latino Outreach

WHEREAS, Hudson County Community College (“College”) needs to purchase and enhance Latino outreach public relations and marketing consultation services for the Latino community to attract personnel and students (“Services”); and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (20), goods and services for personnel recruitment and advertising are exempt from bidding, including, without limitation, advertising seeking student enrollment; and,

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

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

<u>Vendor</u>	<u>Location</u>	<u>Cost</u>
Atabey Consulting Group	Wyckoff, NJ	\$72,000
Interact Communications Inc	Lacrosse, WI	\$166,250

WHEREAS, the College has determined that the proposal submitted by Atabey Consulting Group (“Atabey”) is in the best interests of the College, price and other factors considered; and,

WHEREAS, there is no increase from the prior year; and,

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

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Atabey Consulting Group of Wyckoff, New Jersey, to provide Latino Outreach consultation services as described herein for a one (1) year term at a cost not to exceed \$72,000.

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

4. Resolution Approving Award of Snow Removal Services

WHEREAS, Hudson County Community College ("College") requires snow removal services on an on-call basis ("Services"); and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5, et seq., the College publicly advertised for bids for the Services for a term not to exceed two (2) years; and,

WHEREAS, the College received the following bid in response to the public advertisement:

<u>Vendor</u>	<u>Location</u>	<u>Cost</u>
Broadway Sunoco	Jersey City, NJ	\$21,364 (not including additional \$250 per inch over 18 inches)

WHEREAS, the College has determined that the proposal submitted by Broadway Sunoco ("Sunoco") is in the best interests of the College, price and other factors considered; and,

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

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Broadway Sunoco of Jersey City, New Jersey, to provide on-call snow removal services as described herein for a two (2) year term at a cost not to exceed \$21,364, not including an additional rate of \$250 per inch surpassing 18 inches of accumulation.

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

5. Resolution Authorizing Renewal of Document Imaging Software

WHEREAS, Hudson County Community College ("College") needs to renew the license for Laserfiche document imaging software that provides enterprise content management and enables quick integration with College systems; and,

WHEREAS, Laserfiche software allows for an automated process, the elimination of manual data entry, and supports integration with Ellucian Ethos for seamless connection to the College's Colleague system; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.11a, the College may award a contract without public advertising for bids when the purchase is made through a purchasing cooperative pursuant to the laws of the State of New Jersey; and,

WHEREAS, Accelerated Information Systems (ESCNJ Contract #20/21-19) submitted a proposal to provide the service at a total cost not to exceed \$103,258, which represents no increase from the prior year; and,

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

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Accelerated Information Systems of Hicksville, New York, for document imaging software as described herein at a cost not to exceed \$103,258.

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

6. Resolution Rejecting Purchase and Installation of Interactive Projector Systems

WHEREAS, pursuant to N.J.S.A 18A:64A:25.11a, et seq., Hudson County Community College ("College") awarded a contract for purchase and installation of sixteen (16) interactive projector systems throughout the STEM Building ("Services") through a cooperative; and,

WHEREAS, Howard Technology Solutions (part of OMNIA Partners/Region 14 ESC Contract #01-145) was awarded a contract at the October 4, 2024 Board of Trustees ("BOT") meeting; and,

WHEREAS, upon further review, the cooperative agreement does not include New Jersey wage labor costs as required by New Jersey law; and,

WHEREAS, the College wishes to rescind the award since it does not comply with New Jersey law, and conduct a public bid opening for the Services;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby rescind the award of the contract to Howard Technology Solutions of Laurel, Mississippi.

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

7. Resolution Authorizing Purchase and Installation of Interactive Projector Systems

WHEREAS, Hudson County Community College ("College") needs to purchase, replace, and install sixteen (16) interactive projector systems throughout the STEM Building ("Services"); and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.1, et seq., the College publicly advertised for bids for the Services; and,

WHEREAS, the College received three (3) bids in response to public advertisement:

<u>Vendor</u>	<u>Location</u>	<u>Cost</u>
ESHA AV	East Brunswick, NJ	\$63,235
Howard Technology Solutions	Laurel, MS	\$53,675
Leslie Digital Imaging LLC	Jericho, NY	\$75,946

WHEREAS, the College has determined Howard Technology Solutions ("HTS") to be the lowest responsible bidder; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Howard Technology Solutions of Laurel, Mississippi, for the Services described herein at a cost not to exceed \$53,675.

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

8. Resolution Authorizing Renewal of Website Redesign Content Management System (CMS) Services

WHEREAS, Hudson County Community College ("College") needs to renew a Content Management System ("Services") for the redesigned Website; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (2), the College may procure such services without public advertisement since the services constitute an extraordinary, unspecifiable service; and,

WHEREAS, Modern Campus submitted a proposal to provide the Service at a total cost not to exceed \$49,792, which represents a 9% increase from the prior agreement due to additional services maintaining and creating the new portal under their platform; and,

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

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Modern Campus of Camarillo, California, for Services as described herein at a cost not to exceed \$49,792.

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

9. Resolution Authorizing Renewal of Room Scheduling and Course Catalog Management Software

WHEREAS, Hudson County Community College ("College") needs to renew the license for Coursedog that provides room scheduling and course catalog management software; and,

WHEREAS, pursuant to N.J.S.A 18A:64A:25.19, the College may, without public advertisement, purchase goods and/or services through State contracts; and,

WHEREAS, Insight Public Sector, Inc. (Contract #T-3121 20-TELE-01512) submitted a proposal to provide the renewal at a total cost not to exceed \$212,830, which represents no increase from the prior agreement; and,

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

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Insight Public Sector, Inc. of Chandler, Arizona, for document imaging software as described herein at a cost not to exceed \$212,830.

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

10. Resolution Authorizing Contract for Demand Response Services

WHEREAS, Hudson County Community College ("College") requires the services of a company to help manage electricity demand by reducing or shifting electricity usage throughout all College campuses ("Services"); and,

WHEREAS, the College will receive a rebate for underutilized electrical consumption; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.11a, the College may award a contract without public advertising for bids when services are provided through a purchasing cooperative established pursuant to the laws of New Jersey; and,

WHEREAS, NRG Curtailment Solutions, Inc. (ESCNJ Contract #23/24-17) submitted a proposal to provide the Service with a rebate of seventy percent (70%) reimbursed to the College; and,

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

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to NRG Curtailment Solutions, Inc. of Buffalo, New York, to provide demand response services under the ESCNJ cooperative contract as described herein with a reimbursement rate of seventy percent (70%).

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

11. Resolution Amending Contract for Custodial Services

WHEREAS, on January 23, 2024, after receipt of bids at a public bid opening, Hudson County Community College ("College") awarded a contract to Maverick Building Solutions ("Maverick") for custodial services ("Services"); and,

WHEREAS, Maverick claims that the specifications entitle it to invoice the College for payroll taxes; and,

WHEREAS, the College disputes Maverick's claim; and,

WHEREAS, both parties agreed to settle their dispute as follows:

- 1) all billings starting from November 2024 shall have payroll taxes included as a direct pass through (i.e., with no markup from Maverick);
- 2) there shall be no further increases to the contract sum or rates, excluding any increases in the union contract rates or claims for any additional work above and beyond that required by the contract;
- 3) all invoices through October 2024 have been paid in full and any claims for an increase in fees for invoices prior to November 2024 shall be waived; and,

WHEREAS, the Administration and Finance Committee recommend approval of the settlement;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the settlement of the dispute with Maverick Building Services of Jersey City, New Jersey, in general accordance with the provisions set forth above.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution, including the execution of a settlement agreement to be prepared by College Counsel.

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, Administration, and Finance Committee as outlined above in **Item VII., Fiscal, Administrative, Lease and Capital Recommendation 1-11.**

1) Resolution Awarding Contract for Wayfinding Services for Journal Square Campus; 2) Resolution Approving Award of Security Services; 3) Resolution Authorizing Renewal of Consultation Services for Latino Outreach; 4) Resolution Approving Award of Snow Removal Services; 5) Resolution Authorizing Renewal of Document Imaging Software; 6) Resolution Rejecting Purchase and Installation of Interactive Projector Systems; 7) Resolution Authorizing Purchase and Installation of Interactive Projector Systems; 8) Resolution Authorizing Renewal of Website Redesign Content Management System (CMS) Services; 9) Resolution Authorizing Renewal of Room Scheduling and Course Catalog Management Software; 10) Resolution Authorizing Contract for Demand Response Services; and 11) Resolution Amending Contract for Custodial Services.

INTRODUCED BY:

Jeanette Peña

SECONDED BY:

Stacy Gemma

DATE:January 21, 2025

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

AYEABSENTAYEAYEAYEAYEABSENTABSENTAYEAYE7 Aye 0 Nay

Alexa Riano
Signature of Recorder

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

01/21/2025
Date

HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

Tuesday, January 21, 2025

VIII. PERSONNEL RECOMMENDATIONS

1. SEPARATION

First Name	Last Name	Title	Effective Date
Christopher	Rivera	Director of ESL and Academic Foundations English	December 20, 2024

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

2. RESIGNATIONS

First Name	Last Name	Title	Effective Date
Natalie	Brown	Internship Coordinator (Grant-funded)	November 15, 2024
Geraldine	Kiefer-Necklen	Director, Practical Nursing	December 20, 2024
Connie	Silletti-Cafaro	Career and Transfer Specialist (Grant-funded)	January 15, 2025

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

3. APPOINTMENT OF FULL-TIME STAFF

First Name	Last Name	Title	Effective Date	Annual Salary
Keann	Braveboy	Assistant Director, Nursing	January 22, 2025	\$ 85,000.00
Kevin	Shah	Support Analyst	January 22, 2025	\$ 51,283.10
Yadeline	Tineo	Student Services Assistant, North Hudson Campus	January 22, 2025	\$ 41,132.64
Abihail	Yisrael	CTE Career and Transfer Specialist (Grant-funded)	January 2, 2025	\$ 54,500.00

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

4. APPOINTMENT OF TEMPORARY FULL-TIME STAFF

First Name	Last Name	Title	Salary Grade	Effective Date	Anticipated End Date	Annual Salary
Kandi	Ceballos	Human Resources Coordinator	109	January 3, 2025	January 3, 2026	\$ 48,335.80
Gabriel	Cisneros	Patient Care Technician Training Specialist	INST	January 22, 2025	July 22, 2025	\$ 66,150.00
Jeet	Patel	Data Network Administrator	112	January 3, 2025	February 15, 2025	\$ 52,619.47
Mylz	Wilson	Director, Gateway to Innovation (Grant-funded)	119	February 1, 2025	April 30, 2028	\$ 68,769.03

RECOMMENDATION:

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

5. APPOINTMENT OF FULL-TIME FACULTY

First Name	Last Name	Title	Effective Date	Annual Salary
Steffi	Montenegro	Instructor, Nursing, Medical-Surgical (Tenure-Track)	January 16, 2025	\$ 57,671.68

RECOMMENDATION:

The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Appointment of Full-time Faculty above as Personnel Recommendation Item No. 5.

6. APPOINTMENT OF TEMPORARY FULL-TIME FACULTY

First Name	Last Name	Title	Effective Date	Anticipated End Date	Annual Salary
Yusuf	Dag	Instructor, Physics (Non-tenure Track)	January 16, 2025	May 31, 2025	\$ 57,671.68
Donnell	Griffith	Instructor, Academic Foundations English	January 16, 2025	May 31, 2025	\$ 57,671.68
David	Nash	Instructor, Academic Foundations English	January 16, 2025	May 31, 2025	\$ 57,671.68
Shree Vishal	Persaud	Instructor, ESL	January 16, 2025	May 31, 2025	\$ 57,671.68
Carlos	Rosado	Instructor, Nursing, Medical-Surgical	January 16, 2025	May 31, 2025	\$ 57,671.68

RECOMMENDATION:

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

7. AUTHORIZATION OF PART-TIME STAFF THROUGH JANUARY 2026, AS NEEDED

First name	Last name	Office	Title	Position ID	Supervisor
Aisha	Javed	Accessibility Services	Notetaker/Reader	Reader-150525	Karine Davis
Fatima	Javed	Accessibility Services	Notetaker/Reader	Reader-150525	Karine Davis
Angelique	Reeves	Accessibility Services	Notetaker/Reader	Reader-150525	Karine Davis
Christopher	Capri	ADJ Academic Support Services Center	Tutor	Tutor-252010	Kenny Fabara
Miguel	Cruz	ADJ Academic Support Services Center	Tutor	Tutor-252010	Kenny Fabara

Gabriela	Melendez	ADJ Academic Support Services Center	Tutor	Tutor-252010	Kenny Fabara
Soumeya	Nasri	ADJ Academic Support Services Center	Tutor	Tutor-252010	Kenny Fabara
Jules	Rose	ADJ Academic Support Services Center	Tutor	Tutor-252010	Kenny Fabara
Kenia	Sandoval	Advisement	Office Assistant	OFFAST-200510	Andy Adler
Madeline	Dyer	Center for Teaching, Learning, and Innovation	Office Assistant	OFFAST-252010	Paula Roberson
Aimee	Aquino	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Anita Belle
Genesis	Castro	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Anita Belle
Debora	Mumma	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Anita Belle
Katie	Rodammer	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Anita Belle
Esmeralda	Tamayo	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Anita Belle
Robert	Wilder II	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Jack	Engdall	Cultural Affairs	Gallery Educator	GALEDU-255011	Michelle Vitale
Jacqueline	Garcia	Early College Programs	PT Advisor	ADVISOR-150540	Cristhian Altamirano
Azhane	McDaniel	Early College Programs	Office Assistant	OFFAST-150540	Cristhian Altamirano
Mariana A.	Abdelmalak	Human Resources	Office Assistant	OFFAST-253020	Amaal Ogburn

Megah	Sanghavi	Human Resources	Office Assistant	OFFAST-253020	Suhani Aggarwal
Ciani	Harper	Humanities and Social Sciences	Office Assistant	OFFAST-101025	Laurie Riccadonna
Louisa	Krupp	Office Assistant	Office Assistant	OFFAST-101025	Laurie Riccadonna
Laura	Robertson	Humanities and Social Sciences	ESL Academic Coach	PTESLC-601014	Alison Wakefield
Aubrey	Zich	Humanities and Social Sciences	Office Assistant	OFFAST-101025	Laurie Riccadonna
Alexander	Arellanes	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Bhakti	Gohel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Sarthak	Gohel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Elaine	Gonzalez	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Nancy	Kane	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Juliana Paula	Lucila	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Jainika	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Neel	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Rahul	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Shreekunj	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Nil	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Eduardo	Rivera	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Sylus Evan	Salgado	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez

Caren	Urena Flores	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Jose	Rivera	Mental Health Counseling and Wellness	Intake Specialist	PTINTSP-604010	Doreen Pontius-Molos
Mayte C.	Molina	North Hudson Campus	NHC Office Assistant	OFFNHC-252030	Jason Jai Figueroa
Kenneth	Castro	Nursing and Health Professions	Skills Lab/Tutor	PTSLT-101017	Lori M. Byrd
Jessica	Collado	Nursing and Health Professions	Skills Lab/Tutor	PTSLT-101017	Lori M. Byrd
Awa	Gueye	Nursing and Health Professions	Office Assistant	OFFAST-101016	Tess Wiggins
LaTonja	Jennings Waul	Nursing and Health Professions	Office Assistant	OFFAST-101017	Lori M. Byrd
Sharmaine	Judge	Nursing and Health Professions	Office Assistant	OFFAST-101017	Lori M. Byrd
Dhrumi	Shah	Nursing and Health Professions	Office Assistant	OFFAST-101017	Lori M. Byrd
Luis	De La Cruz	Science, Technology, Engineering, and Mathematics	Lab Assistant	LABAST-101015	Burl Yearwood
Haley	Puynko	Science, Technology, Engineering, and Mathematics	Office Assistant	OFFAST-101015	Burl Yearwood
Natalie	Betancourt	Student Life and Leadership	Part Time Coordinator	PTCOORD-701000	Veronica Gerosimo
Lisa	Camacho	Student Life and Leadership	Part Time Coordinator	PTCOORD-701000	Veronica Gerosimo
Keiry	Hernandez	Student Life and Leadership	Part Time Coordinator	PTCOORD-701000	Veronica Gerosimo
Joanne	Rivera	Student Life and Leadership	Part Time Coordinator	PTCOORD-701000	Angela Tuzzo
Paulina	Sonza	Student Life and Leadership	Part Time Coordinator	PTCOORD-701000	Veronica Gerosimo

RECOMMENDATION:

The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Authorization of Part-time Staff, as needed, as Personnel Recommendation Item No. 7.

8. APPOINTMENT OF NEW HIRE ADJUNCT INSTRUCTORS

First Name	Last Name	School/Office
Abdelmalek	Benaissa	Science, Technology, Engineering, and Mathematics (STEM)
Elizabeth	Bretz	Humanities and Social Sciences
Muhammad	Chohan	Science, Technology, Engineering, and Mathematics (STEM)
Gabriela	Melendez	College Student Success; Academic Affairs
Inas	Saad	Science, Technology, Engineering, and Mathematics (STEM)
Abdelmalek	Benaissa	Science, Technology, Engineering, and Mathematics (STEM)

RECOMMENDATION:

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

9. MODIFICATIONS TO STAFFING TABLE

Current Approved Title	New Title/Classification	Incumbent	Current Salary Grade	New Salary Grade	Current Salary	New Salary	Effective Date
Accounts Receivable Clerk, Bursar/ Student Accounts	Student Services Assistant, Hudson Hub	Estefany Ferreira	102	107	\$42,627.59	\$45,627.59	January 22, 2025
Student Services Assistant, Enrollment Services	Student Services Assistant, Hudson Hub	Omar Hamza	105	107	\$42,087.71	\$45,087.71	January 22, 2025
Financial Aid Assistant, Financial Aid	Student Services Assistant, Hudson Hub	Shameka Jennings	105	107	\$48,922.45	\$51,922.45	January 22, 2025
Enrollment Services Assistant, Enrollment Services	Student Services Assistant, Hudson Hub	JoAnn Kulpeksa	105	107	\$47,514.88	\$50,514.88	January 22, 2025
Financial Aid Assistant, Financial Aid	Student Services Assistant, Hudson Hub	Shaniqua Matos	105	107	\$46,565.03	\$49,565.03	January 22, 2025
Student Services Assistant, Advisement	Student Services Assistant, Hudson Hub	Crystal Newton	105	107	\$43,523.62	\$46,523.62	January 22, 2025
Student Services Assistant, Financial Aid	Student Services Assistant, Hudson Hub	Juan Peralta	105	107	\$40,314.20	\$43,314.20	January 22, 2025

Accounts Receivable Clerk, Bursar/ Student Accounts	Student Services Assistant, Hudson Hub	Fernelis Ramirez	102	107	\$44,298.56	\$47,298.56	January 22, 2025
Enrollment Services Assistant, Enrollment Services	Student Services Assistant, Hudson Hub	Christian Sanchez	105	107	\$47,514.88	\$50,514.88	January 22, 2025
Accounts Receivable Clerk, Bursar/ Student Accounts	Student Services Assistant, Hudson Hub	Genny Sanchez	102	107	\$41,740.93	\$44,740.93	January 22, 2025
Enrollment Support Assistant, Enrollment Services	Student Services Assistant, Hudson Hub	N/A	105	107	N/A	N/A	January 22, 2025
Enrollment Support Assistant, Registrar	Student Services Assistant, Hudson Hub	N/A	105	107	N/A	N/A	January 22, 2025

RECOMMENDATION:

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

RESOLUTION:

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

1) Separation; 2) Resignations; 3) Appointment of Full-time Staff; 4) Appointment of Temporary Full-time Staff; 5) Appointment of Full-time Faculty; 6) Appointment of Temporary Full-time Faculty; 7) Authorization of Part-time Staff, as Needed; 8) Appointment of New Hire Adjunct Instructors; and 9) Modifications to Staffing Table.

INTRODUCED BY:

Harold Stahl

SECONDED BY:

Pamela Gardner

DATE:

January 21, 2025

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

AYE

ABSENT

AYE

AYE

AYE

AYE

ABSENT

ABSENT

AYE

AYE

7 Aye 0 Nay

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

Alexa Riano
Signature of Recorder

01/21/2025
Date

HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

Tuesday, January 21, 2025

IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS

1. Resolution Authorizing Renewal of Affiliation Agreement Between Hudson County Community College (HCCC) and William Paterson University (WPU) for Preceptorship Experiences for WPU Students in WPU Nursing Programs

WHEREAS, William Paterson University ("WPU") offers undergraduate- and graduate-level programs in Nursing ("Programs") through its College of Science and Health; and,

WHEREAS, the Programs require students to complete field learning experiences; and,

WHEREAS, the Programs continue to require facilities at which students can complete their field learning experiences; and,

WHEREAS, Hudson County Community College ("College") continues to have the capacity to meet these program needs; and,

WHEREAS, Hudson County Community College seeks to renew its Affiliation Agreement ("Agreement") with WPU whereby students enrolled in WPU's Programs will be able to complete the requisite field learning experiences at the College; and,

WHEREAS, this Agreement will remain in effect for the term established in the Agreement unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the authorization of the renewal of this Agreement between Hudson County Community College and William Paterson University;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the renewal of the Agreement between Hudson County Community College and William Paterson University, effective February 1, 2025.

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

2. Resolution Authorizing Affiliation Agreement Between Hudson County Community College (HCCC) and The New Jersey Imaging Network (NJIN) Hoboken for Clinical Experiences in HCCC's Radiography Program

WHEREAS, Hudson County Community College ("College") offers a Radiography Program ("Program") through its School of Nursing and Health Professions that is accredited by the State of New Jersey and the Joint Review Committee on Education in Radiologic Technology (JRCERT); and,

WHEREAS, the Program includes a clinical experience component; and,

WHEREAS, the Program requires additional sites at which its students can fulfill the requisite clinical experiences; and,

WHEREAS, The New Jersey Imaging Network, located at 59 Newark Street, Hoboken, New Jersey 07030 ("NJIN Hoboken"), has the capacity to meet the needs of the Program; and,

WHEREAS, Hudson County Community College seeks to enter into an Affiliation Agreement ("Agreement") with NJIN Hoboken whereby students enrolled in the Program will be able to complete clinical experiences; and,

WHEREAS, this Agreement will remain in effect for two (2) years unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the authorization of the Affiliation Agreement between Hudson County Community College and The New Jersey Imaging Network located at 59 Newark Street, Hoboken, New Jersey 07030;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the Affiliation Agreement between Hudson County Community College and The New Jersey Imaging Network, located at 59 Newark Street, Hoboken, New Jersey 07030, effective February 1, 2025.

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

3. Resolution Authorizing Renewal of Shared Services Agreement Between Hudson County Community College (HCCC) and the County of Hudson to Provide Training for the Exclusive Benefit of the County and its Designees

WHEREAS, the County of Hudson ("County") continues to have a need for the provision of training in various areas of professional/personal development and computer training as part of its curriculum for the benefit of the County and its designees; and,

WHEREAS, Hudson County Community College ("College") has served as the training provider since 2004 and can continue to serve in this capacity; and,

WHEREAS, the College seeks to renew its Shared Services Agreement ("Agreement") with the County to continue to provide training for the benefit of the County and its designees; and,

WHEREAS, the term shall be for a period of twelve months commencing on January 1, 2025 through December 31, 2025 and shall be in an amount not to exceed SEVENTY THOUSAND AND 00/100 DOLLARS (\$70,000.00); and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the authorization of the renewal of the Shared Services Agreement between Hudson County Community College and the County of Hudson;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the renewal of the Shared Services Agreement between Hudson County Community College and the County of Hudson, retroactive to January 1, 2025.

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

4. Resolution Authorizing an Extension of the Agreement Between Hudson County Community College (HCCC) and The Regents of the University of California

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

WHEREAS, the parties desired to expand the programs provided under the joint venture and the locations at which the programs are provided to the state of California; and,

WHEREAS, the College, as the provider of the programs, previously entered into an agreement ("Agreement") with The Regents of the University of California dated October 19, 2024 to license space on property belonging to The Regents of the University of California for the purpose of providing programs to au pairs; and,

WHEREAS, the College and The Regents of the University of California seek to extend the existing agreement for the term of March 8, 2025 through December 31, 2025; and,

WHEREAS, this Agreement will remain in effect for the term listed in the agreement unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the extension of the Agreement between Hudson County Community College and The Regents of the University of California, effective March 8, 2025.

BE IT FURTHER RESOLVED that the Board of Trustees hereby authorize extensions of this Agreement for additional terms upon substantially the same terms and conditions so long as the total term of the Agreement plus extensions does not exceed 24 months.

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

5. Resolution Authorizing Academic Calendars for the Winter, Spring, and Summer 2026 Terms

WHEREAS, Hudson County Community College ("College") is committed to ensuring students' success, and the College develops an academic calendar that outlines important dates pertinent to academic terms; and,

WHEREAS, the Academic Calendar Planning Committee is comprised of individuals from across the College, and the academic calendar planning process is a joint effort between the Offices of Academic Affairs and Student Affairs; and,

WHEREAS, academic calendars have been developed for the winter, spring, and summer 2026 terms; and,

WHEREAS, these academic calendars comply with all internal and external planning guidelines; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the authorization of the Academic Calendars for the winter, spring, and summer 2026 terms;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the Academic Calendar for the winter, spring, and summer 2026 terms.

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

6. Resolution Authorizing 2024-29 Strategic Plan

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

WHEREAS, the College is committed to providing its diverse communities with inclusive, high-quality educational programs and services that promote student success and upward social and economic mobility; and,

WHEREAS, building on the success of the College's 2021-24 Strategic Plan, *Hudson is Home!*, a 2024-29 strategic plan has been developed with the goal of positioning the College to reach new levels of excellence; and,

WHEREAS, the 2024-29 Strategic Plan was developed through a collaborative and inclusive process that incorporated feedback from internal and external College stakeholders; and,

WHEREAS, the 2024-29 Strategic Plan contains six strategic directions that will guide the College's work over the next five years and will be regularly assessed in service of the College's commitment to continuous improvement; and,

WHEREAS, the 2024-29 Strategic Plan aligns with other strategic initiatives at the College including the 2024-29 Academic Success Plan; the 2024-29 Diversity, Equity and Inclusion Action Plan; and the 2024-29 Student Success Action Plan; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the authorization of the 2024-29 Strategic Plan;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby approve the 2024-29 Strategic Plan.

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

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, Administration, and Academic and Student Affairs Committee as outlined above in **Item IX., Academic and Student Affairs Recommendations 1-6:**

1) Resolution Authorizing Renewal of Affiliation Agreement Between Hudson County Community College (HCCC) and William Paterson University (WPU) for Preceptorship Experiences for WPU Students in WPU Nursing Programs; 2) Resolution Authorizing Affiliation Agreement Between Hudson County Community College (HCCC) and The New Jersey Imaging Network (NJIN) Hoboken for Clinical Experiences in HCCC's Radiography Program; 3) Resolution Authorizing Renewal of Shared Services Agreement Between Hudson County Community College (HCCC) and the County of Hudson to Provide Training for the Exclusive Benefit of the County and its Designees; 4) Resolution Authorizing an Extension of the Agreement Between Hudson County Community College (HCCC) and The Regents of the University of California; 5) Resolution Authorizing Academic Calendars for

the Winter, Spring, and Summer 2026 Terms; and, 6) Resolution Authorizing 2024-29 Strategic Plan.

INTRODUCED BY: Pamela Gardner

SECONDED BY: Edward DeFazio

DATE: January 21, 2025

DeFazio, Edward	<u>AYE</u>
Doria, Joseph	<u>ABSENT</u>
Gardner, Pamela	<u>AYE</u>
Gargiulo, Frank	<u>AYE</u>
Gemma, Stacy	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Lombardo, Vincent	<u>ABSENT</u>
Rodriguez, Silvia	<u>ABSENT</u>
Stahl, Harold	<u>AYE</u>
Peña, Jeanette, Chair	<u>AYE</u>

7 Aye 0 Nay

Alexa Riano
Signature of Recorder

RESOLUTION ADOPTED

01/21/2025
Date

Supporting Documents

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

HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

Tuesday, January 21, 2025

X. NEW BUSINESS

None

HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

Tuesday, January 21, 2025

XI. ADJOURNMENT

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the January 21, 2025 meeting of the Hudson County Community College Board of Trustees be adjourned at 5:42 P.M.

INTRODUCED BY: Stacy Gemma

SECONDED BY: Jeanette Peña

DATE: January 21, 2025

DeFazio, Edward	<u>AYE</u>
Doria, Joseph	<u>ABSENT</u>
Gardner, Pamela	<u>AYE</u>
Gargiulo, Frank	<u>AYE</u>
Gemma, Stacy	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Lombardo, Vincent	<u>ABSENT</u>
Rodriguez, Silvia	<u>ABSENT</u>
Stahl, Harold	<u>AYE</u>
Peña, Jeanette, Chair	<u>AYE</u>

7 Aye 0 Nay

Alexa Riano
Signature of Recorder

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

01/21/2025
Date



Letter of Agreement between Hudson County Community College located at 70 Sip Avenue, Jersey City, New Jersey and William Paterson University on behalf of the College of Science and Health located at 300 Pompton Road, Wayne, New Jersey.

Herein, William Paterson University will be known as the “University” which includes both graduate and undergraduate programs in the College of Science and Health Hudson County Community College will be known as the “Cooperating Agency.”

Policies and/or agreements governing each party are herein listed for use of the facilities at Hudson County Community College in connection with Hudson County Community College’s Nursing Program.

1. Cooperating Agency.

- a. The Cooperating Agency shall provide classrooms, conference rooms, and laboratory areas that are available for in-patients, out-patients, and special therapies.
- b. The Cooperating Agency shall provide to the instructional staff from the University available audio-visual aids for student learning.
- c. Locker space for change of clothing and/or the placement of personal belongings is to be provided by the Cooperating Agency, if available.
- d. The Cooperating Agency reserves the right to remove student(s) and/or faculty of the University when it is in the best interest of the Cooperating Agency.
- e. Master prepared nurses of the Cooperating Agency shall directly preceptor advanced practice nursing students.
- f. Parking in and around Cooperating Agency is limited. There is on street parking and garage parking available across the street from the facilities. Cooperating Agency cannot guarantee parking.
- g. The Cooperating Agency maintains the ultimate responsibility for the nursing care of its patients. The assignment of nursing students to nursing duties does not relieve said responsibility.
- h. The Cooperating Agency will make available emergency medical care to students and instructors who may become ill or who may be injured while on duty. The sick or injured student or instructor is responsible for the costs arising from the provision of such emergency medical care.

2. University.

- a. The University shall provide qualified faculty who shall control the instruction of students in theoretical content, in clinical conferences, and during laboratory session.
- b. The nursing faculty from the University shall select the learning experiences and make student assignments in conjunction with the manager or charge nurse.
- c. The University shall determine the number of students to be enrolled at one time but not to exceed ten (10) with one (1) instructor.
- d. Each student will wear the uniform of the University when in the clinical laboratory units unless otherwise specified.
- e. The University assures that each student and instructor has met the following health requirements prior to the first day of the clinical experience at the Cooperating Agency and can present documentation of such upon request:
 1. Entire physical exam.
 2. Negative Mantoux test within the past twelve months or, if positive Mantoux history, chest x-ray negative for tuberculosis within one (1) year.
 3. Documentation of status (immune or susceptible) to chicken pox (varicella), measles (rubeola) and German measles (rubella). Immunity must be documented by either a physician's note or blood test titer or proof of vaccination.
 4. Documentation of Mumps history or copy of blood test titer or date of mumps vaccination, immunity must be documented by a primary care provider, or blood test titer as indicated.
 5. Documentation of Hepatitis B initial vaccine, signed waiver or documentation of a positive HBsAb prior to their affiliation at the Agency is also required.

Additionally, exposure to any of these communicable diseases by a susceptible person must be reported within 48 hours to the Occupational Medicine at the Cooperating Agency.

3. General Agreement between the University and the Cooperating Agency.

- a. The number of students to be assigned to the laboratory areas shall be determined by mutual consent of the parties involved.
- b. Changes in policies or procedures of the Cooperating Agency and/or the University shall be communicated in writing through the nursing administrator of the agency and the Dean of the College of Science and Health, who will communicate these changes to their respective personnel.
- c. This agreement shall be in force for the term commencing on **February 1st, 2025** and terminating on **February 1st, 2027**.

- d. This contract may be canceled by either party, giving one-hundred-twenty (120) days' notice in writing for the ensuing academic year. The Cooperating Agency retains, at all times, the control and responsibility for patient care.
- e. The University and its employees are covered by the provisions of the New Jersey Tort Claims Act. N.J. S.A. 59:1 -1 et seq.; Therefore, there is no requirement for the University to secure additional liability insurance to cover the acts or omissions of the University and its employees. The University shall provide for professional and general liability coverage for the students performing activities under this Agreement providing limits of coverage of \$2,000,000/\$4,000,000 on an occurrence type basis. The University upon request shall provide the Cooperating Agency with documentation of such coverage.
- f. The University agrees to complete and provide evidence to the Cooperating Agency that a criminal background check has been performed on its Students. The University shall immediately advise the Cooperating Agency regarding any issues raised during the criminal background check process.
- g. Between University and the Cooperating Agency, the University, subject to the provisions of New Jersey Tort Claims Act and the New Jersey Contractual Liability Act, shall be responsible for, and shall at its own expense, defend itself against any and all suits, claims, losses, demands or damages of whatsoever kind or nature, arising out of or in connection with any act or omission of the University, its employees or agents, in the performance of the obligations assumed by the University pursuant to this agreement.
- h. The University shall demonstrate that all of its employees are covered for worker's compensation and disability benefits insurance in accordance with the laws of the State of New Jersey.
- i. The University agrees to notify the Cooperating Agency if they or any of their employees, students or agents are sanctioned by or otherwise excluded from participation in any federally funded plan or program.
- j. Both the University and the Cooperating Agency shall at all times comply with standards of documentation and confidentiality mandated by the state and federal regulatory agencies and accrediting agencies, as same may be modified and amended from time to time including applicable requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the standards of the Joint Commission on Accreditation of Healthcare Organizations, administrative and medical record policies and guidelines established and approved by Cooperating Agency, which shall be made available to students.

IN WITNESS WHEREOF, the University and the Cooperating Agency hereby agree to the terms and conditions of this Agreement. The Agreement shall be effective when fully executed by the authorized representatives of both parties.

William Paterson University

By: _____

Venkat Sharma, Ph.D.,
Dean, College of Science and Health

Date: _____

By: _____

Kirsten Loewrigkeit,
VP for Finance and Administration & CFO

Date: _____

Hudson County Community College

By: _____

Christopher Reber, Ph.D.,
President

Date: _____

HUDSON COUNTY COMMUNITY COLLEGE
AND
THE NEW JERSEY IMAGING NETWORK AFFILIATION AGREEMENT

This agreement (the "Agreement") is made this of 2024 between New Jersey Imaging Partners, Inc., (the "Imaging Center") located at 59 Newark Street, Hoboken NJ 07030 and Hudson County Community College, (the "School") for the provision of clinical experience for Students ("Students") enrolled at School.

A. TERM

This Agreement covers the period from February 1, 2025 through January 31, 2027, and may be renewed thereafter upon the execution of a new agreement or written amendment to this Agreement. Each Party will undertake an annual review of this Agreement.

B. SCHOOL RESPONSIBILITIES

1. The School will assume the responsibility for planning, directing and implementing the educational Program of the Students, including clinical assignments and the general supervision and instruction of the educational Program, (the "Program").
2. The School will respect the autonomy of the Imaging Center to set its own program as a service delivery system.
3. A Program Faculty member will be assigned by the School and will communicate the objectives of the clinical experience and the responsibilities of the Students directly to the appropriate Imaging Center liaison and/or clinical personnel.
4. The School will work cooperatively with the Imaging Center Staff in selecting and assigning clinical experiences to Students.
5. School Faculty ("Faculty") and Students will observe the rules, regulations, policies and procedures in effect at the Imaging Center.
6. The School will provide the Imaging Center with the names, days and times for the Students' clinical rotation at least one week prior to the beginning of the clinical rotation.
7. The School will provide an in-service training session at a mutually agreed upon day and time for Imaging Center staff to outline the clinical competency aspects of the Program.
8. The School will work with the Imaging Center to assign Imaging Center staff radiographers as clinical instructors and provide necessary continuing education for Imaging Center staff on mutually agreed upon days and times.
9. All Faculty and Students will be made aware that all patient information including patient medical records are to be kept strictly confidential.
10. School assures that all Faculty and Students participating in any clinical activities at Imaging Center will be covered by general liability insurance coverage in the amounts of one million dollars (\$1,000,000) per occurrence and three million (\$3,000,000) million dollars in the aggregate, as well as malpractice insurance as required in Section E. below, and that proof of such insurance will be carried by each Student and Faculty member, with copies of the applicable Certificates of insurance provided to Imaging Center.

11. Prior to beginning the clinical experience, Faculty and Students are required to meet the following health requirements:
 - i. P.P.D. Intermediate Skin Test (within the last year) except for those Students who have received BCG.
 - ii. Chest X-ray for those with a positive P.P.D. or at the option of the examining physician and documentation of evaluation by a physician on an annual basis. Or T-spot/or Quantiferon Gold Test. If negative it is ok. If positive, a chest x- ray is required.
 - iii. Rubella: Must have documentation of having received live vaccine on or after their first birthday or laboratory evidence of immunity. Adults born before 1957, except women who can become pregnant, can be considered immune.
 - iv. Updated COVID and FLU vaccines.

C. IMAGING CENTER RESPONSIBILITIES

1. Imaging Center will designate a liaison to coordinate with Faculty.
2. Imaging Center will remain ultimately responsible for patient care at Imaging Center.
3. Imaging Center will cooperate with Faculty in planning for the clinical experience and evaluating it in order to provide Students with the maximum opportunities to develop diagnostic medical imaging skills and enhance professional growth.
4. Imaging Center will assume responsibility for the continuity of care of all patients assigned to the Students and will allow use of its facilities for direct contact and care of patients during their clinical rotation period.
5. Imaging Center will provide the Program with copies of the Imaging Center's policies and procedures and will advise the Program of policy and/or service charges which may have an impact on Student education.
6. In case of accident or illness incurred by Students while they are engaged in a clinical experience at the Imaging Center, the School shall be notified immediately. The Imaging Center may provide for emergency care within its clinical capabilities or shall otherwise arrange for emergency care to be provided.
7. An orientation will be provided by Imaging Center for Faculty and Students prior to commencement of the clinical experience.
8. Imaging Center will observe the Program's calendar with respect to school holidays, school closures, and vacation periods, so long as Imaging Center is provided reasonable notice of such days.
9. School will be advised of possible Student/Faculty exposure to contagious disease that become known following the clinical experience.
10. Imaging Center will provide space for Student record maintenance, including JCERT required program documentation.

11. Imaging Center will provide parking and access to the staff lounge and locker facilities for Students and Faculty.
12. Forms required by the appropriate professional accrediting association(s) will be completed and exchanged between the parties as necessary, and such information as is reasonably requested by either party for such purpose will be supplied by the other.
13. Imaging Center will provide information and/or reports which may be needed by the School for compliance with accreditation.
14. Imaging Center will notify the School immediately in the event of any emergency or problem which may threaten the Student's successful completion of the clinical education program.
15. Imaging Center will provide release time to Imaging Center staff radiographers designated as clinical instructors, as requested.
16. Imaging Center shall provide adequate staffing at the Imaging Center so that Students are never used as Imaging Center staff replacements. Imaging Center shall comply with all accreditation guidelines to be followed regarding staff radiographers and all staffing.

D. MUTUAL RESPONSIBILITIES

1. A schedule of hours and days for clinical experience and number of Students will be mutually agreed upon in writing by the School and the Imaging Center at least one week before the beginning of each semester.
2. Either Party may withdraw any Students whose performance does not comply with School's standards, or fails to comply with the policies, standards, and procedures of Imaging Center. Prior to requesting withdrawal of a Student, an Imaging Center representative will meet with a Faculty member to see if performance issues can be addressed by corrective action other than withdrawal. However, Imaging Center shall maintain the right to withdraw Students and shall be responsible for its determination to withdraw any Student.
3. The Parties will ensure that any services provided pursuant to this Agreement comply with all pertinent provisions of Federal, State and Local statutes, rules and regulations.
4. Imaging Center retains the right to have a Student or Faculty excluded from Imaging Center. Imaging Center maintains the right to immediately remove a Student from Imaging Center if Imaging Center determines that a Student's behavior is unsafe, disruptive, detrimental to patient care, or violative of existing rules and regulations of Imaging Center in such matters as procedures, policies, conduct, manner of dress, patient contact, and in such other respects as Imaging Center may require to prevent interference with its proper operation. Imaging Center will use its best efforts to meet with a Faculty member to see if performance issues can be addressed by corrective action prior to removing a Student from Imaging Center. Imaging Center shall be responsible for its decision to exclude or remove a Student from Imaging Center.
5. The Imaging Center and School will not discriminate against any employee, applicant, or Student enrolled in their respective programs because of age, handicap, color, national origin, race, religion, sex, sexual orientation, veteran status, marital status, any other characteristic protected by law. Both parties are equal opportunity employers.

6. Both parties shall inform one another of the following: changes in academic curriculum, changes in the availability of learning opportunities, and staff changes affecting either academic preparation or clinical teaching of Students. In the event that such changes will affect the number of Students accepted in any one time period, the Imaging Center will make every effort to inform the School of such changes at least one week in advance of that time period.

E. INSURANCE

1. School will require each Faculty member and Student to provide proof that the Faculty member and Student is covered by a policy of professional liability and malpractice insurance, with single limits of at least \$1,000,000 per occurrence and \$3,000,000 aggregate per year.
2. School shall provide Workmen's Compensation and disability Insurance coverage for all its employees and Students pursuant to the laws of the State of New Jersey.
3. The Imaging Center warrants that it will ensure that its employees and staff performing under this Agreement carry professional liability insurance, with single limits of at least \$1,000,000.00 per occurrence, \$3,000,000.00 in the annual aggregate, to protect itself and its participating employee and staff members, from the consequences of bodily injury arising out of negligence, malpractice, error, or mistake in the rendering or failure to render of any professional service by said employee or staff members, with respect to this educational clinical experience program in the Imaging Center. Such professional liability insurance shall be either the type commonly known as "occurrence" or the type commonly known as "claims made plus tail." If it is "claims made plus tail," the tail shall be for a period of time acceptable to School. Imaging Center shall obtain commercial general liability insurance with coverage not less than \$1,000,000.00 per occurrence and \$3,000,000.00 annual aggregate for employees and staff participating in the program covering the entire educational period. The general liability coverage shall continuously remain in effect at all times that this Agreement is in effect. Proof of insurance to be provided upon execution of this Agreement and from time to time upon request of the School.
4. Imaging Center shall provide immediate notice to School of any material change in any of the insurance coverages requested to be carried pursuant to this Agreement. Insurance coverage(s) provided under this Agreement shall not limit or restrict in any way liability arising under or in connection with this Agreement. The School agrees to indemnify and hold harmless the Imaging Center, its affiliates, subsidiaries, and parent and their directors, trustees, officers, agents, servants and employees from and against any and all claims and liabilities (including reasonable attorney's fees and expenses incurred in the defense thereof) relating to personal injury or property damage to the extent arising out of the negligent acts or omissions of the School's Students, faculty members, employees, servants, trustees, officers, directors, or agents. The Imaging Center agrees to indemnify and hold harmless the School and its trustees, officers, agents, servants and employees from and against any and all claims and liabilities (including reasonable attorney's fees and expenses incurred in the defenses thereof) relating to personal injury or property damage to the extent arising out of the negligent acts or omissions of the Imaging Center's employees or agents in connection with their duties at the Imaging Center. Each party agrees that it shall give the other party prompt notice of any claim, threatened or made, or suit instituted against it which could result in a claim for indemnification above; provided however, that delay in giving or failure to give such notice shall not be a waiver of the party's right to indemnification from the other, unless such delay or failure materially prejudices the indemnifying party in its defense of such claim.

F. TERMINATION

1. Either Party may terminate this Agreement without cause by providing at least one hundred and eighty (180) days prior written notice to the other Party. This paragraph shall not apply if this Agreement is cancelled by mutual consent of the Parties. This termination shall not take effect with respect to Students already enrolled in the Program until such Students shall have completed their clinical experience.
2. Either Party shall have the right to immediately terminate this Agreement without notice by either Party in the event of the revocation of any required accreditation, license or registration, or the notice or threat thereof by the Department of Health or any other applicable federal, state, local agency or course of competent jurisdiction, which prohibits or adversely affects in whole or in part the performance of the Agreement by the parties hereto.
3. Either Party shall have the right to terminate this Agreement for "cause." In general, "cause" is any material and substantial violation of this Agreement by either of the Parties. If either Party desires to terminate this Agreement for cause, such Party shall give written notice of default to the other Party of the specific grounds for termination. The Party receiving any such written notice shall have thirty (30) days to cure the default stated in said notice. If the Party receiving notice of termination fails to cure the default within thirty (30) days, the Party who gave the original notice shall, thereafter, have the right to terminate this Agreement by giving written notice of termination to the defaulting Party in which event this Agreement shall terminate as of the giving of such notice of termination.
4. Either Party also may terminate this Agreement by giving thirty (30) days prior written notice to the other Party in the event that the other Party becomes an "Ineligible Entity," and requires the immediate removal of any Student who has become an "Ineligible Person" where that term is defined as follows:

"An entity or person that:

- i. is currently excluded, debarred, suspended, or otherwise ineligible to participate in the Federal health care programs or in the Federal procurement or nonprocurement programs; or
 - ii. Has been convicted of a criminal offense that falls within the ambit of 42 U.S.C. §1320a-7(a), but has not yet been excluded, debarred, suspended, or otherwise declared ineligible."
5. Termination for Lack of Legal Compliance. This Agreement is intended to comply with all Federal and state Laws, rules and regulations. Either Party may terminate this Agreement at any time upon thirty (30) days written notice to the other if any modification or interpretation of any Federal, state or local government law, regulation, or policy impairs in any substantial manner the continuing legal validity and/or effectiveness of any material provision of this Agreement, or places the tax- exempt status of either Party or any of its component parts at risk. Prior to the end of such notice period, the Parties shall use their best efforts to agree on a modification of this Agreement that, in the opinion of the Parties and their respective legal counsel, satisfactorily addresses and removes the impairment. This Agreement shall continue in full force and effect if, prior to the end of such notice period, the parties agree on such a modification of this Agreement; otherwise this Agreement shall terminate as set forth herein.

G. MISCELLANEOUS

1. In accordance with Federal Law, the parties do not discriminate on the basis of sex, sexual orientation, race, color, creed, marital status, national and ethnic origin, age, or any other protected characteristic (subject to local, State and Federal requirements) in the administration of their program and policies and are equal opportunity employers.
2. Security and Privacy. The Parties acknowledge that Imaging Center is a covered entity as defined in the privacy regulations promulgated pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). To the extent that the Students and Faculty have access to protected health information by virtue of their participation in the clinical placement program at Imaging Center, the Parties agree that said Students and Faculty are deemed to be part of Imaging Center's workforce for HIPAA compliance purposes and subject to the Imaging Center's policies and procedures governing the use and disclosure of protected health information, as defined in HIPAA, by School and School's staff. Students will be required to sign a "Student/Intern/Agency/Temporary Staff confidentiality agreement. The Parties agree that the sponsorship of a clinical placement program as contemplated by this affiliation agreement does not constitute a business associate agreement under HIPAA.
3. Confidentiality.
 - a. Both School and Imaging Center shall at all times comply with standards of documentation and confidentiality mandated by state and federal regulatory agencies and accrediting agencies, as same may be modified and amended from time to time, including medical record policies and guidelines established and approved by Imaging Center, which shall be made available to Students.
 - b. The Parties recognize that from time to time, either of them and/or their respective employees and agents, and Students, may learn or come into contact with confidential patient or proprietary information of the other Party (hereinafter, "Confidential Information"). Each Party agrees and acknowledges that it, Faculty and Students shall, except to the extent that disclosure of the information is required by law, not disclose the Confidential information and, further:
 - i. Take all reasonable steps to hold Confidential Information in confidence
 - ii. Instruct its employees and agents, and Students to exercise the highest degree of care to preserve from disclosure the Confidential Information, and not to copy or otherwise duplicate same for any Purpose, without the other Party's prior written permission;
 - iii. Give at least five business days prior written notice to the other Party before making any disclosure of the Confidential Information purportedly required by law.
 - c. Excluded from "Confidential Information" shall be any information or data which (i) the other Party was lawfully in possession of prior to the negotiation and execution of this Agreement; (ii) is lawfully acquired by the other Party in a manner not resulting from, or from a source not derived from or related to, the negotiation, execution, or performance of this Agreement; (iii) becomes part of the public domain in any manner other than the unlawful publication thereof by the other Party; or (iv) required to be disclosed pursuant to applicable law.
 - d. Upon the termination of the Agreement for any reason (including, but not limited to, the expiration of the stated term hereof), each Party shall promptly return to the other Party or

destroy, with confirmation to the other Party of satisfactory evidence of such destruction, all records, documents, and other materials containing information or data which shall be proprietary to the other Party, unless such destruction is impracticable.

4. No Employment Relationship. It is not intended that an employer/employee, joint venture, or partnership agreement be established, hereby expressly or by implication, between Imaging Center and School.

Neither Imaging Center nor School is authorized or permitted to act as an agent or employee of the other. Nothing in this Agreement shall in any way alter the freedom enjoyed by either Imaging Center or School, nor shall it in any way alter the control of the management, operation, and affairs of either Imaging Center or School; it being the intent of this Agreement that Imaging Center and School shall maintain separate and independent management, and each has full, unrestricted authority and responsibility regarding its organization and structure.

5. Notices. All notices which either Party is required or may desire to give to the other under or in conjunction with this Agreement shall be in writing and shall be given by addressing the same to such other party at the address set forth below, and by depositing the same addressed, certified mail, postage prepaid, return receipt requested, or by overnight mail or by reputable courier service, or be delivering the same personally to such other party to the address set forth below. The notice shall be effective upon receipt (or when receipt is refused).

As to Imaging Center:

New Jersey Imaging Partners, Inc. 1510 Cotner Avenue
Los Angeles, CA 90025 Attention: Legal Department
Email: LegalDepartment@radnet.com

As to School:

Cheryl Cashell, MS, R.T. (R)(M) (QM) Hudson County Community College Director, Radiography Program Hudson County Community College 870 Bergen Avenue- 2nd floor
Jersey City, NJ 07306

6. It is the intent and understanding of the Parties to this Agreement that each and every provision required by Law be inserted herein. Furthermore, it is hereby stipulated that every such provision is deemed to be inserted herein, and if through a mistake or otherwise, any such provision is not inserted or is not inserted in correct form then this Agreement shall forthwith upon the application by either Party be amended by such insertion so as to comply strictly with the law, without prejudice to the rights of either Party; provided however, that if the insertion of such provision is contrary to the underlying intent of the Parties, then either Party may terminate immediately on written notice to the other.
7. Advertising. No Party shall use the other's name or logo in any descriptive or promotional literature, newspaper, news release or communication of any kind without the other's prior written approval.
8. No Fee. It is agreed and understood that Imaging Center and School as a public service enter into this Agreement. Accordingly, there will be not charge or fee by either party to the other.
9. In the event any term or provision of this Agreement is rendered invalid or unenforceable by any valid act of Congress or the state legislature, or by any regulation duly promulgated by offices of the United States of the State of New Jersey acting in accordance with law, or declared null and void by any court of competent jurisdiction, the remaining provisions of the Agreement shall remain in full force and effect.

10. Waiver. Failure by either Party to enforce at any time any provision of this Agreement shall not be construed to be a waiver of such provisions nor of the right of that Party to enforce each and every provision.
11. Severability. In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision, and this Agreement shall be construed as if such invalid, illegal or unenforceable provisions had never been contained in it. To this end, the provisions of this contract are declared to be severable.
12. Entire Agreement. Both Parties agree that this Agreement represents the entire understanding of the Parties with respect to the subject matter covered and supersedes and nullifies any previous agreements regarding the subject matter covered between the Parties.
13. Amendments. Any additional responsibilities, obligations, or duties undertaken by either party in connection with the performance of this Agreement shall be detailed in writing, must be signed by authorized representatives of both Parties, and attached as an addendum to this Agreement.
14. Captions. The captions to the sections in this Agreement are included for convenience only and are not intended to and shall not be deemed to modify or explain any of the terms of this Agreement.
15. Recitals. The recitals set forth at the beginning of this Agreement are incorporated into this Agreement as though repeated at length herein.
16. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of New Jersey without regard to New Jersey's conflict of laws principles.
17. Assignment. The Parties recognize that this Agreement is based upon the skill and expertise of the Parties and therefore agree that the Agreement and obligations thereunder may not be assigned or delegated without the written consent of the other party, which shall not be unreasonably withheld, except as expressly allowed by this Agreement.
18. Authority. The persons signing below on behalf of the Parties warrant that they have the authority to execute this Agreement according to its terms on behalf of Imaging Center and School.
19. Successors. All of the agreements, obligations, terms, provisions and conditions herein shall apply to and bind to the benefit of the heirs, administrators, executors, legal representatives, trustees and successors of the Parties hereto.
20. Non-Exclusive. This Agreement is not exclusive. Each party shall have the right to enter into agreements with other facilities relating to matters covered by this Agreement.
21. Venue. To the extent any litigation should be brought or arise out of, in connection with, or by reason of this Agreement, the parties agree that such controversy shall be submitted exclusively to a court of competent jurisdiction in Hudson County, New Jersey, and each party consents to the jurisdiction and venue of such court. This section shall survive termination or expiration of this Agreement.
22. Imaging Center agrees to comply with the requirements of the Mandatory Equal Employment Opportunity language annexed hereto, as applicable.

23. Pursuant to N.J.A.C. 17:44-2.2, Imaging Center shall maintain all documentation related to products, transactions or services under this contract (no matter by whom provided) for a period of five years from the date of final payment. Such records shall be made available by Imaging Center to the New Jersey Office of the State Comptroller upon request.

Agreed to as of the date set forth above.

HUDSON COUNTY COMMUNITY COLLEGE

By: _____
Christopher M. Reber, Ph.D

NEW JERSEY IMAGING PARTNERS, INC.

By: _____
Peter Sulovski

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)

N.J.A.C. 17:27 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

EXHIBIT A (Cont)

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: http://www.state.nj.us/treasury/contract_compliance/).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.



PROPOSAL FOR COUNTY OF HUDSON

Prepared October 15, 2024 by Joyce Alvarez jsalvarez@hccc.edu

ABOUT US:

We deliver results-driven, quality programming for your organization's success. The Center for Business and Industry at Hudson County Community College helps businesses, government, and non-profits attain the edge to succeed in today's global economy. We offer affordable, customized training taught by industry experts. We tailor classes and programs to your workforce's needs. Classes and programs will be scheduled at dates and times convenient for you and held at your facility or at the College's state-of-the-art facilities on the Journal Square or Union City campuses. Our training covers a wide range of topics, including Microsoft Office, ESL, Customer Service, and Leadership Skills.

Hudson County Community College's Center for Business and Industry will improve your workforce and add value to your organization.

PROPOSAL OBJECTIVES

The Center for Business & Industry (CBI) at Hudson County Community College will provide the County of Hudson (COH) professional development training for County employees in order to better serve the Hudson County community.

TRAINING PLAN

All course offerings, unless specifically modified by the mutual consent of COH and CBI, will have the following conditions:

1. See Appendix A for courses proposed. Customized courses may vary from the standardized course lengths.
2. Training will be provided between 9 a.m. and 11 p.m., based on the County of Hudson staff schedule. COH must schedule all classes in advance through CBI's Coordinator, Joyce Alvarez, by email at jsalvarez@hccc.edu or by phone at 201-360-5482.
3. Training will be conducted at a training facility located at a County work site or HCCC Journal Square Campus. When training needs warrant, alternate training locations will be utilized through agreement by COH and CBI.
4. Eating and drinking are only allowed in designated areas, which does not include classrooms. For more information, visit our Return to Campus website at <https://www.hccc.edu/community/returntocampus/index.html>.

5. Class size shall be a maximum of 25 for remote instruction and up to 25 students for in-person training, depending on the capacity of the room. The class size for "Americans with Disabilities Act" and "Diversity" training will be extended to a maximum of 40.
6. Instructors will be selected based upon their expertise in the specific subject matter.
7. All course offerings shall be for the exclusive use of the employees of Hudson County or its designees.

Any new course offerings will be developed by CBI with input from COH. At least 30 days preparation period will be allowed for the development of new course offerings from the date of the request by COH. Requests must be made directly to CBI's Coordinator, Joyce Alvarez by email at jsalvarez@hccc.edu or by phone at 201-360-5482.
9. Feedback will be obtained from participants through satisfaction surveys.
10. A Certificate of Completion will be awarded to each participant who completes training.
11. No training will take place on official holidays recognized by Hudson County and Hudson County Community College.

REMOTE CLASSES - COURSE FORMAT:

- Remote training will be provided between 9 a.m. to 11 p.m., based on the County of Hudson staff schedule. COH must schedule all classes in advance through CBI's Coordinator: Joyce Alvarez by email jsalvarez@hccc.edu or phone: 201-360-5482.
- We recommend that any class longer than three hours be delivered in more than one session.

MINIMUM REQUIREMENTS

Participants can attend the training from their workstation or a laptop. However, for successful remote learning, the computers must meet the minimum system requirements for video conferencing as listed below. We recommend that the employees work with County of Hudson's Information Technology team to ensure that the computers meet these requirements

To send or receive a video with a resolution of 360p, ensure that your system meets the following minimum requirements:

- A webcam capable of producing high-quality video.
- A computer with at least 1 GB of RAM and a dual-core processor.
- A fast network connection.

To send or receive a video with a resolution of 720p, ensure that your system meets the following minimum requirements:

- A webcam capable of producing HD video.
- A computer with at least 2 GB of RAM and a quad-core processor.
- A fast network connection.

In addition, we encourage attendees to turn their cameras on, so the instructor can fully engage with participants and monitor their responses for a completely interactive experience.

FEE STRUCTURE

1. Classes with up to 25 trainees will be billed at \$200 per hour. Classes over the maximum will be billed at \$225 per hour.

2. Upon full reopening of the College, the class size for "Americans with Disabilities Act" and "Diversity" training up to 40 attendees will be billed at \$200 per hour. Over a maximum of 40, the class will be billed at \$225/hour.

Included in the cost are:

- Instructor fees
 - Coordinator fees
 - Training course materials and equipment (includes certificates, printing, and copying of employee materials, etc.)
 - Computer lab and training facilities
 - Overhead/indirect expenses associated with the training program
3. We customize course development at \$80/hour. A quote will be sent to the COH for approval prior to development.
 4. Training needs assessment provided upon request. A quote (based on specifications) will be sent to COH for approval prior to assessment.

PAYMENT

The Center for Business & Industry will submit an invoice to the County of Hudson on the 5th business day of each month for all the courses that ended in the previous month. The County of Hudson will pay said invoice within 30 days of receipt of the invoice.

TRAINING TIME FRAME

The terms outlined herein shall remain in effect from January 1, 2025, to December 31, 2025.

CANCELLATIONS

The County of Hudson will notify instructors at least 48 hours before the class start time of any cancellations unless in cases of emergency such as power outages or inclement weather.

NO MODIFICATION UNLESS IN WRITING.

No modification of this Contract Proposal shall be valid unless in writing and agreed upon by both parties.

APPENDIX A
COURSE OFFERINGS

1. Workforce

Diversity in the Workplace	4 hours
American Disabilities Act Training	Varies

2. Leadership Management

Leadership Skills for Supervisors: Communication, Coaching, and Conflict (10 Hours)	10 hours (2 sessions of 5 hours)
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3. Writing and Grammar

Business and Report Writing	10 hours
Effective Report Writing for Law Enforcement Officers	4 hours

4. Time Management Strategies

Time Management: Get Organized for Peak Performance	4 hours
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5. Supervision Skills (Supervisors)

Dealing with Unacceptable Behavior – Conflict Resolution	5 hours
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6. Computer Skills/MS Products

Microsoft Suite 2010/2013 (Word, Excel, Access, PowerPoint, Publisher, & Outlook) – <i>From basic to advanced level</i>	6 hours to 12 hours
Keyboarding level 1 and 2	12 hours

7. Client Service Training

Customer Service Excellence	5 hours
Customer Service Training - Critical Elements of Customer Service	5 hours

8. Change Management

Change Management - Change and How to Deal With It	5 hours
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NEW COURSES AVAILABLE UPON REQUEST

1. Leadership Skills

Performance Management	5 hours
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2. Office, Administrative Support & Front Desk

Skills for the Administrative Assistant	5 hours
The Minute Taker's Workshop	5 hours
Practical Applications - Minute Taking With OneNote 2007	5 hours

3. Communication Skills

Public Speaking - Presentation Survival School	10 hours
Critical Thinking	5 hours
Communication Strategies	5 hours

4. Project Management

Project Management – Basic, Intermediate, and Advanced	10 hours each module
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5. Personal Development

Problem Solving & Decision Making	5 hours
Business Etiquette - Gaining That Extra Edge	5 hours

6. Team Building

Team Building - Developing High-Performance Teams	5 hours
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7. Case Managers

Effective Report Writing for Case Managers	10 hours
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ADDITIONAL COURSE OFFERINGS TO HELP TRANSITION TO REMOTE INSTRUCTION

1. Computer, remote work, and video conferencing

Introduction to Windows and Remote Work	Five sessions of 3 hours each
Video Conferencing	Six sessions of 3 hours each

2. Surviving change

Time Management and Working From Home	One 2-hour session
Successfully Managing Change (and Embracing Unexpected Changes)	Two Sessions of 3 hours each

Notes:

There will be an additional fee for customization of new courses, billed at \$80/hour.

**LICENSE AGREEMENT
THE REGENTS AS LICENSOR**

THIS AGREEMENT is dated March 8, 2025 ("Effective Date"), by and between THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, a California corporation, on behalf of the University of California, Irvine, Division of Continuing Education ("Licensor") and Hudson County Community College, a public community college ("Licensee").

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

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Licensor and Licensee do hereby agree to enter into the Agreement including the Exhibit in accordance with the following terms and conditions:

1. Use. Licensor hereby grants to Licensee, its agents and contractors, a non-exclusive, revocable License to enter upon and use the Premises and the right of ingress and egress to and from the Premises, subject to the terms and conditions herein, for the purpose of teaching courses, seminars, and other educational programs in accordance with the terms set forth as follows ("License")

2. Room Requests: Licensee shall submit a room request to Licensor in writing on an as-needed basis, at least fourteen (14) calendar days prior to proposed use. Licensor will put forth its good faith efforts to reasonably accommodate Licensee's request. If the request is approved by Licensor, confirmation will be provided in writing. The fee for the rooms shall be as outlined in this Agreement.

3. Room Cancellations: If Licensee needs to cancel a previously confirmed room rental, it must do so in writing at least fourteen (14) calendar days prior to the commencement of use. Licensor will confirm the cancellation in writing, and Licensee will not be charged for the use of the room on the cancelled dates. Failure to provide proper notice of cancellation will result in fees being charged as established in this Agreement.

4. Term. This License shall commence upon March 8, 2025 and shall continue until December 31, 2025 ("Term"). Notwithstanding the forgoing, either party may terminate this License at any time by giving sixty (60) days written notice to the other party. At the expiration or earlier termination of this License, Licensee shall immediately cease use of the Premises.

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

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

7. No Transfer or Assignment. This License is personal to Licensee. Any attempt to transfer or assign this License shall terminate it.

8. Permits and Regulations. Licensee shall be responsible for securing any required approvals, permits and authorizations from any federal, state or local agencies and shall comply with all applicable laws and regulations.

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

10. Repair and Restoration. If Licensee, its agents or contractors cause any damage to the Premises, or to Licensors's roads, infrastructure or other property and improvements (collectively "Property") in connection with the exercise of this License, Licensee shall repair and restore the Premises and Property to their original condition prior to Licensee's use of the Premises pursuant to this License. Licensee shall perform the repair and restoration required hereunder prior to the expiration of this License, or within ten (10) days of the earlier termination of Licensee's rights hereunder. In the event that repair and restoration is performed following the termination this License, the Licensee's Indemnity and Insurance obligations in paragraphs 13 and 14 shall continue until repair and restoration is completed as provided herein.

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

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

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

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

with a copy to:

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

Licensee: Hudson County Community College
70 Sip Avenue
Jersey City, New Jersey, 07306
Attn: Chastity Farrell, Assistant Vice President, CEWD

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

13. Indemnification.

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

14. Insurance

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

1. Commercial Form General Liability Insurance (contractual liability included) with minimum limits as follows:
 - a. Each Occurrence \$1,000,000
 - b. Products/Completed Operations Aggregate \$1,000,000
 - c. Personal and Advertising Injury \$1,000,000
 - d. General Aggregate \$2,000,000

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

2. Business Automobile Liability Insurance for owned, scheduled, non-owned, or hired automobiles with a combined single of not less than one million dollars (\$1,000,000) per occurrence.
3. Property Insurance, Fire and Extended Coverage Form in an amount sufficient to reimburse Licensee for all of its equipment, trade fixtures, inventory, fixtures and other

personal property located on or in the Premises including leasehold improvements hereinafter constructed or installed.

4. Workers' Compensation as required by California law.
5. Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of Licensor and Licensee against other insurable risks relating to performance.

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

The coverages referred to under 1. and 2. of this Section 14.1 shall include Licensor as an additional insured. Such a provision shall apply only in proportion to and to the extent of the negligent acts or omissions of Licensee, its officers, agents, and employees. Licensee, upon the execution of this License, shall furnish Licensor with certificates of insurance evidencing compliance with all requirements. Certificates shall provide for thirty (30) days (ten [10] days for non-payment of premium) advance written notice to Licensor of any material modification, change or cancellation of the above insurance coverages.

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

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

15. Lien Free Condition.

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

15.1 Payment of Taxes. Licensor specifically calls to Licensee's attention the fact that this License may create a possessory Interest subject to property taxation, and Licensee may be subject to property tax levied on such interest. Licensee alone shall pay such tax. If the right is given to pay any of the taxes, assessments or other impositions which Licensee is herein obligated to pay either in one sum or in installments, Licensee may elect either mode of payment.

16. Force Majeure. "Force Majeure" shall mean any prevention, delay or stoppage of a party's performance of its obligations under this License which arises as a result of (i) events beyond the reasonable control, prevention and foreseeability of the party affected by the delay, including, but not restricted to, strikes, curfews, insurrection, rebellion, riots, acts of God, pandemics, epidemics, quarantine restrictions, freight embargoes, inability to obtain labor or materials, temporary governmental order, restriction or delay (but only to the extent that any such delay is not attributable to the failure of the party whose performance is delayed to comply with requirements imposed by Applicable Laws) or other temporary governmental acts, war, invasion, enemy action, civil commotion, explosion, fire, earthquakes, or other casualty, but expressly excluding financial inability, and expressly acknowledging that the actions of any party's employees, agents and invitees are to be deemed to be within the reasonable control, prevention and foreseeability of such party for the purposes of this definition; (ii) in the case of Licensor, any

condition that threatens the security or safety of persons or property within the Premises, Building or the Real Property, or (iii) with respect to a claim of Force Majeure by Licensee as the affected party, any default by Licensor, which adversely affects Licensee's ability to perform, and Licensor as the affected party, any default by Licensee, which adversely affects Licensor's ability to perform. If any event of force majeure prevents a party from performing an obligation under this License or causes a delay in the performance of such obligation, such party shall be excused from such performance and such performance obligation shall be postponed for the duration of the Force Majeure event.

17. California Civil Code Waiver. Licensee waives the provisions of California Civil Code Sections 1932(2) and 1933(4) with respect to the destruction of the Premises, California Civil Code Sections 1941 and 1942 with respect to Licensor's repair duties and Licensee's right to repair, California Civil Code Section 1950.7 with respect to the return of a security deposit (if applicable), and California Code of Civil Procedure Section 1265.130, allowing either party to petition the Superior Court to terminate this License in the event of a partial taking of the Premises by condemnation as herein defined, and any right of redemption or reinstatement of Licensee under any present or future case law or statutory provision (including California Code of Civil Procedure Sections 473 and 1179, California Civil Code Section 3275) in the event Licensee is dispossessed from the Premises for any reason, and California Civil Code Section 1950.7 with respect to time periods during which any Security Deposit must be returned. This waiver applies to future statutes enacted in addition or in substitution of the statutes specified herein.

18. OFAC Representation. Licensee represents and warrants to Licensor, and agrees, that each individual executing this License on behalf of Licensee is authorized to do so on behalf of Licensee and that the entity(ies) or individual(s) constituting Licensee, or which may own or control Licensee, or which may be owned or controlled by Licensee, or any of Licensee's affiliates, or any of their respective partners, members, shareholders or other equity owners, and their respective employees, officers, directors, representatives or agents are not and at no time will be (i) in violation of any applicable laws relating to terrorism or money laundering, or (ii) among the individuals or entities with whom U.S. persons or entities are restricted from doing business under regulations of the Office of Foreign Assets Control ("OFAC") of the Department of the Treasury (including those named on OFAC's Specially Designated Nationals and Blocked Persons List for the purpose of identifying suspected terrorists or on the most current list published by the U.S. Treasury Department Office of Foreign Assets Control at its official website, <http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx> or any replacement website or other replacement official publication of such list) or under any statute, executive order (including the September 24, 2001, Executive Order Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism, known as Executive Order 13224) or other governmental action and Licensee will not Transfer this License to, contract with or otherwise engage in any dealings or transactions or be otherwise associated with such persons or entities.

19. Foreign Entities. Licensee represents and warrants to Licensor that the entity(ies) or individual(s) constituting Licensee, or which may own or control Licensee, or which may be owned or controlled by Licensee, or which may be an affiliate of Licensee, are not a Foreign Source, as defined in Section 117 of the Higher Education Act (HEA) of 1965. If, at any time

during the Term of this License, any such entity(ies) or individual(s) shall be deemed to be a Foreign Source, Licensee shall promptly notify Licensor of such fact and shall provide all relevant information required to be reported by Licensor under the HEA.

20. Governing Law and Venue. This License shall be governed by the laws of the State of California. The exclusive jurisdiction and venue for any and all actions arising out of or brought under this License is in a state court of competent jurisdiction situated in the County of Orange, State of California.

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

LICENSOR:
THE REGENTS OF THE UNIVERSITY
CALIFORNIA

LICENSEE:
HUDSON COUNTY COMMUNITY OF
COLLEGE

Initial
DC

By: _____
Name: Setsuko Okumura
Its: Interim Executive Director, RES

By: _____
Name: Dr. Christopher Reber
Its: President

Exhibit A - Prices

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

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

HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC CALENDAR ❖ WINTER/SPRING 2026

Winter Session

Jan. 5 – Jan. 20 **Winter Intersession** Last day to add: 1/5 Last day to drop: 1/6 Last day to W: 1/14 Grades due: 1/23

Mon. Jan 19 *Martin Luther King, Jr. Day – College Closed*

Semester Start-Up Events

Wed. Jan. 21 College Service Day

Thurs. 22 All College Adjunct Faculty Orientation – 6 p.m.

15-Week Terms: Regular, Online Regular/Hybrid, and Early College: January 23 – May 18

Fri.	Jan.	23	Classes begin for Regular, ONR/Hybrid, and Early College	*Registration should occur at least one day prior to first class meeting.
Thurs.	Jan.	29	Last day to add* for Regular, ONR/Hybrid, and Early College	
Thurs.	Feb.	5	Last day to drop** 15-Week Regular, ONR/Hybrid, and Early College	
Fri.	Feb.	13	Classes in session - Administrative Offices Closed	
Mon.	Feb.	16	<i>Presidents' Day – No classes - College Closed</i>	**For a complete list of refund dates, please consult the Winter/Spring 2026 Student Refund Calendar.
Fri.	Mar.	13	Midterm Exams/Advisement Period	
Thurs.		19		
Fri.	Mar.	20	Eid al-Fitr – No classes – College Closed	
Thurs.	Mar.	26	Last day to submit Midterm Advisory Grades	
Mon.	Mar.	30	Spring Break – No classes	
Sun.	Apr.	5		
Fri.	Apr.	3	Easter Break – No classes	
Sun.		5		
Mon.	Apr.	20	Last day to complete official withdrawal (W) for 15-Week Regular, ONR/Hybrid, and Early College	
Sat.	May	9	Last classes and/or final exams for 15-week Regular, ONR/Hybrid, and Early College classes meeting on Saturday or Sunday	
Sun.		10		
Tues.	May	12	Last classes and/or final exams for 15-Week Regular, ONR/Hybrid, and Early College classes meeting Monday through Friday	
Mon.		18		
Thurs.	May	21	Last day to submit final grades	

Important Dates for Special Sessions

5-Week Culinary Cycles:

Jan 23 – Feb 27	Culinary Cycle I	Last day to add*: 1/29 Last day to drop**: 2/3 Last day to W: 2/10 Grades due: 3/4
Mar 2 – Apr 10	Culinary Cycle II	Last day to add*: 3/6 Last day to drop**: 3/13 Last day to W: 3/20 Grades due: 4/15
Apr 13 – May 18	Culinary Cycle III	Last day to add*: 4/17 Last day to drop**: 4/24 Last day to W: 5/1 Grades due: 5/21

7-Week Sessions: Online and On-Ground/Remote

Jan 23 - Mar 13	Online Session A	Last day to add*: 1/26 Last day to drop**: 1/30 Last day to W: 3/6 Grades due: 3/18
Jan 23 – Mar 16	On-Ground/Remote 1	Last day to add*: 1/28 Last day to drop**: 1/30 Last day to W: 3/6 Grades due: 3/19
Jan 23 – Mar 18	Culinary On-Ground 1	Last day to add*: 1/28 Last day to drop**: 1/30 Last day to W: 3/6 Grades due: 3/23
Jan 24 – Mar 14	Culinary Hybrid 1	Last day to add*: 1/26 Last day to drop**: 2/2 Last day to W: 3/5 Grades due: 3/18
Mar 19 - May 18	Culinary On-Ground 2	Last day to add*: 3/24 Last day to drop**: 3/26 Last day to W: 4/28 Grades due: 5/21
Mar 21 – May 16	Culinary Hybrid 2	Last day to add*: 3/23 Last day to drop**: 4/6 Last day to W: 4/30 Grades due: 5/20
Mar 23 – May 18	Online Session B	Last day to add*: 3/24 Last day to drop**: 4/6 Last day to W: 5/5 Grades due: 5/21
Mar 23 – May 14	On-Ground/Remote 2	Last day to add*: 3/25 Last day to drop**: 4/6 Last day to W: 5/5 Grades due: 5/19

12-Week Session (Quick Term)

Feb 13 – May 18 **“Q” Sections (12-wk)** Last day to add*: 2/24 Last day to drop**: 2/24 Last day to W: 4/20 Grades due: 5/21
(Sat & Sun classes end on May 9 and 10)

HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC CALENDAR ❖ SUMMER 2026

Summer I: May 26 – July 1, 2026

Monday	May	25	Memorial Day – College Closed	*Registration should occur at least one day prior to first class meeting.
Tuesday	May	26	Classes begin, Summer I	
Thursday	May	28	Last day to add*, Summer I	
Tuesday	June	2	Last day to drop** classes for Summer I	
Thursday	June	18	Last day to complete official withdrawal for Summer I	**For a complete list of refund dates, please consult the Summer/Fall 2026 Student Refund Calendar.
Friday	June	19	Juneteenth	
Thursday	July	2	Independence Day (Observed) – College Closed	
Tuesday	June	30	Final Exams for Summer I	
Wednesday	July	1		Last day to submit grades: July 8, 2026

Online Session A: May 26 – July 7, 2026

Tuesday	May	26	Classes begin, Online A	
Wednesday	May	27	Last day to add*, Online A	
Tuesday	June	2	Last day to drop** classes for Online A	
Thursday	June	18	Last day to withdraw from Online A	
Tuesday	July	7	Final Exams for Online A	Last day to submit grades: July 13, 2026

Summer II: July 15 – August 20, 2026

Wednesday	July	15	Classes begin, Summer II	
Monday	July	20	Last day to add*, Summer II	
Wednesday	July	22	Last day to drop** classes for Summer II	
Monday	August	10	Last day to complete official withdrawal for Summer II	
Wednesday	August	19	Final Exams for Summer II	Last day to submit grades: August 26, 2026
Thursday	August	20		

Online Session B: July 13 – August 23, 2026

Monday	July	13	Classes begin, Online B	
Tuesday	July	14	Last day to add*, Online B	
Monday	July	20	Last day to drop** classes for Online B	
Monday	August	10	Last day to withdraw from Online B	
Sunday	August	23	Final Exams for Online B	Last day to submit grades: August 26, 2026

Special Sessions:

Summer Enrichment Program	May 19 – June 4, 2026 (Tentative)
Summer Bridge Program – Basic Math and Basic Algebra	June 24 – July 8, 2026 (Tentative)
Summer Bridge Program – Basic Reading/Writing	July 8 – July 22, 2026 (Tentative)
EOF Summer Program for New Students	July 7 – August 13, 2026 (Tentative)

Note: The College reserves the right to modify the calendar.

Academic Affairs • ACP Endorsed 12.20.2024

2024-2029 STRATEGIC PLAN

The Community's College: Embracing Our History, Shaping Our Future



Mission

Hudson County Community College provides its diverse communities with inclusive, high-quality educational programs and services that promote student success and upward social and economic mobility.



Vision

As one of the nation's leading and most diverse urban community colleges, we aspire to offer consistently best-practice, transformative educational and economic opportunities for our students and all residents of Hudson County.

Values

Hudson County Community College is committed to these values:

Holistic Services

Understanding through Data

Diversity, Equity and Inclusion

Student Success

Open to All

National Distinction

Collaboration and Engagement

Academic Excellence

Responsible Stewardship of Resources

Ethical Behavior, Integrity, and Transparency

Support of Innovation and Leadership



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DEDICATION

The Community's College: Embracing Our History, Shaping Our Future
is dedicated to our students and the residents of Hudson County
– past, present and future.

Letter from President Reber



Dear Hudson County Community College Students, Faculty, Staff, Trustees, Alumni, Partners, and Friends,

The Greek philosopher Heraclitus once said that the only constant is change. As the College prepares to celebrate the 50th Anniversary of its first graduating class, we reflect on how much has changed over the past five decades.

Since opening its doors in 1974, and graduating its first students in 1976, the College has grown in its physical footprint, moving from a strategy of renting one building to constructing and owning myriad state-of-the-art facilities. The College has grown from a contract college to a comprehensive community college that offers more than 90 degree and certificate programs in addition to a wide array of continuing education and workforce development programs serving more than 20,000 credit and non-credit students annually. The College has further grown from 22 full-time faculty to more than 100 full-time and 300 part-time faculty, and nearly 600 full- and part-time staff.

One constant through all of this change has been the College's unwavering commitment to serving as the *community's college*. As our vision statement attests, we aspire to offer consistently best-practice, transformative educational and economic opportunities for our students and all residents of Hudson County.

Since the launch of our 2021-24 College-wide Strategic Plan, *Hudson is Home!*, Hudson County Community College has been recognized for its best-practice and transformational work in many venues. In the past year alone, Hudson County Community College has been the recipient of multiple national awards, faculty and staff recognitions, and program accolades.

HCCC's 2024-29 Strategic Plan, *The Community's College: Embracing our History, Shaping Our Future*, builds on the success of *Hudson is Home!* and outlines the next chapter in the College's remarkable history. This plan is a blueprint for how HCCC continues to live its mission and realize its vision with excellence, inspired by best practices. Through the Strategic Initiatives detailed below, we carry the torch and continue the College's proud tradition of institutional excellence.

As I approach my eighth year as Hudson County Community College's President, I remain inspired every day by our students, faculty, staff, and trustees. The passion and dedication they bring to their work is transformative. I am honored to support our HCCC family so that future generations of students, faculty and staff will forever feel that *Hudson is Home!*

Sincerely,

A handwritten signature in blue ink, appearing to read "Chris", written over a light blue horizontal line.

Christopher M. Reber, Ph.D.
President

Executive Summary

In the waning of the COVID-19 pandemic, Hudson County Community College published its 2021-24 Strategic Plan, *Hudson is Home!* Across five strategic directions and 18 initiatives, *Hudson is Home!* advanced the College's two overarching institutional priorities of student success, and diversity, equity and inclusion.

HCCC's 2024-29 Strategic Plan, *The Community's College: Embracing Our History, Shaping Our Future*, builds on the success of the 2021-24 plan as it writes the next chapter in the College's history. The 2024-29 plan shapes the College's future through the following six strategic directions:

1. Empowering Student Success: Nurturing Every Dimension of Student Growth through Personalized Support and Equity, In and Beyond the Classroom
2. Unlocking Unlimited Student Potential: An Inclusive, High-Quality Education Informed by Data and Best Practices to Expand Access, Flexible Learning Options, and Technology-Enhanced Innovation
3. Expanding Hudson Scholars: A Comprehensive Support Environment Empowering Every Student to Thrive Academically, Grow Personally, and Excel Professionally
4. Cultivating Individual and Institutional Excellence through Employee Development Best Practices: Fostering a Culture of Continuous Growth, Professional Development, and Employee Engagement
5. Expanding Our Footprint: Creating Inclusive, Sustainable Spaces and Facilities for Future-Ready Learning and Institutional Growth
6. A Catalyst for Community Transformation: Harnessing Institutional Strengths and External Alliances to Address the Diverse, Evolving Needs of Our Students and Community

This plan was developed through a collaborative, months-long process in which more than 300 members of the College community were engaged. Collectively, the six strategic directions contain 17 initiatives that align with the College's mission, vision, values, and strategic priorities. Each strategic initiative identifies a College office that is responsible for leading the work and includes an action plan with associated metrics for the purpose of assessment. Key internal and external stakeholders are listed for each initiative as well.

Importantly, each strategic direction and its related initiatives are aligned with, and bolstered by, initiatives, objectives, and strategies detailed in the following foundational planning documents: 2024-29 Academic Success Plan, 2024-29 Diversity, Equity and Inclusion Action Plan, and 2024-29 Student Success Action Plan.

Through its 2024-29 Strategic Plan, the College remains steadfast in its support of helping all students begin and complete a credential that will have a transformative impact on their lives.

Introduction

In the landscape of higher education, community colleges are unique. With their open access mission, community colleges have a transformative impact on students' lives and the vibrancy of the community in which they reside. Community colleges provide an open door to postsecondary education and support students in attaining credentials and gainful employment. Community colleges represent the promise of upward social and economic mobility for students and a symbiotic relationship with the communities in which they are located.

As anchor institutions, community colleges influence, and are influenced by, the communities in which they reside. Community colleges interact with their communities in myriad ways. They serve as institutions of higher education, hubs of innovation, employers, and economic engines. They provide students with knowledge and skills to enter the workforce and participate in civic life. Community colleges of the 21st century further connect students with community services and resources, offer cultural programming, provide an avenue for lifelong learning through continuing education, and enhance community residents' skills through workforce development programs.

Each community college is specific to the community it serves, and, as such, Hudson County Community College is uniquely suited to Hudson County. Residing in the shadow of the Statue of Liberty, Hudson County has long been a gateway to new opportunities that hold the promise of a better life, a history and promise that is further amplified by Hudson County Community College's mission. HCCC's 2024-29 Strategic Plan, aptly titled *The Community's College: Embracing Our History, Shaping Our Future*, celebrates the College's engagement with its community by building on its mission to provide its diverse communities with inclusive, high-quality educational programs and services that promote student success and upward social and economic mobility while also looking forward to serving future generations of students.

The 2024-29 Strategic Plan positions Hudson County Community College as a transformative force in student success, an innovative leader in educational delivery, a vital community resource and partner, a model for comprehensive student support, and an institution committed to continuous improvement.

Core Themes

Across six strategic directions and 17 strategic initiatives, the 2024-29 Strategic Plan leverages the College's strong commitment to holistic student supports, data-informed decision making, innovation, community engagement, and professional development through the following themes.

Student-Centered Excellence, Accessibility, and Innovation

Since joining Achieving the Dream in 2019, Hudson County Community College (HCCC) has adopted a laser-like focus on student success. In the years since joining the Achieving the Dream network, HCCC has revised policies and procedures to remove barriers for students, used data and assessment to inform key institutional decisions, and developed a culture of care across campus. As a result, HCCC has seen a significant increase in its retention and completion metrics across student cohorts. HCCC remains committed to supporting students' success both inside and outside of the classroom. In service of that commitment, the College has developed a comprehensive support model as well as personalized learning pathways for students.

The College's comprehensive support model consists of personal support services, counseling services, and intensive academic advisement. In 2019, the College launched its Hudson Helps Resource Center, which serves as a cornerstone of wrap-around support services for students, faculty, and staff. It provides students, faculty, and staff with access to food pantries on both campuses, a career clothing closet, and connections to community resources. To date, more than 20,000 meals have been prepared by Culinary Arts students and faculty for distribution through the College's food pantries. Given students' robust need for mental health counseling and wellness services, HCCC is committed to providing professional development in this area and others. To date, more than 375 faculty and staff members have completed Mental Health First Aid Training and more than 250 faculty and staff have completed Question, Persuade, Refer (QPR) Suicide Prevention training.

This commitment is affirmed in Strategic Initiative 1A (Create an awareness plan for integrated comprehensive wrap-around services beginning with the onboarding process, continuing throughout the college experience and eventually leading to baccalaureate and graduate institutions); Strategic Initiative 4B (Empower faculty and staff through comprehensive professional development in inclusive pedagogies, mental health support, accessibility services, and cultural competency to create a safe, responsive, and equitable learning environment for all students); and all initiatives falling under Strategic Direction 5 (5A: Establish partnerships to provide affordable childcare services to support the retention and success of student, faculty and staff parents; 5B: Complete and operationalize the One-Stop Center for all student services; and, 5C: Explore and establish partnerships to provide housing for students in need, student athletes, international students, and other special cohorts).

HCCC's award-winning Hudson Scholars Program is an exemplar of the College's dedication to providing comprehensive supports and fostering innovation. The Hudson Scholars Program is an intensive student support model that consists of four pillars: providing intensive and proactive advisement; offering financial stipends that are linked to high-impact practices; engaging students in key developmental tasks; and, leveraging faculty engagement through a progress report system and a mentorship program. The Hudson Scholars Program model has demonstrated improved retention and completion outcomes for students, particularly those from historically underrepresented groups. Strategic Direction 3 is dedicated to expanding the Hudson Scholars Program to reach all credential seeking students (Strategic Initiative 3A) and establishing a structured mentoring program to connect students with dedicated faculty and administrators for enhanced guidance (Strategic Initiative 3B).

Helping all students earn a credential is a guiding light for HCCC, and the College provides students with personalized academic support in service of that principle. Consistent with its values, HCCC utilizes data to inform the development of personalized pathways. Flexible learning modalities, varying term lengths, and

technology-enhanced instruction all aid students in meeting their academic and professional goals (Strategic Initiatives 2A and 2B). Further, HCCC offers academic and workforce programs that are cutting-edge, align with labor-market demand and industry standards, and reflect student interest. Of particular note is the extent to which the 2024-29 Strategic Plan considers the impact of artificial intelligence on the future of education and the workforce. Strategic Initiative 2C focuses on preparing students for the evolving workforce by integrating Artificial Intelligence (AI) literacy across academic programs, and developing accessible, industry-aligned credentials.

Advancing a culture of student-centered excellence also requires advancing a culture of access. Like most community colleges, HCCC is an open access institution. Our students choose us; we do not choose our students.

Following the COVID-19 pandemic, HCCC expanded its number of resources that include maintaining a Chromebook loaner program, implementing virtual desktop infrastructure, and installing immersive telepresence video systems in classrooms and offices across both campuses. These innovations yielded a more connected experience across the College, promoted a greater sense of belonging, and supported more streamlined operations.

Strategic Initiatives 2A and 2B leverage those advancements and innovations. As described above, educational access means providing students with multiple learning modalities and timeframes, zero-to-low-cost educational materials, and technology solutions as well as revising policies and procedures to remove barriers and providing support for diverse learning needs (Strategic Initiatives 2A and 2B).

Support Systems and Infrastructure

Support systems and infrastructure are inextricably linked in the form of supporting students' basic needs through resources, partnerships, and facilities. According to data collected from the College's 2024 Climate Survey, approximately 30% of HCCC students are parenting, and according to data collected by The Hope Center at Temple University in 2019 and 2020, nearly two-thirds of HCCC's students experienced food insecurity, housing insecurity and/or homelessness within the past year. HCCC students experienced basic needs insecurity at rates greater than state and national averages.

Strategic Direction 5 is dedicated to creating inclusive, sustainable spaces and facilities for future-ready learning and institutional growth. Strategic Initiative 5A (Establish partnerships to provide affordable childcare services to support the retention and success of student, faculty and staff parents) and Strategic Initiative 5C (Explore and establish partnerships to provide housing for students in need, student athletes, international students, and other special cohorts) aim to address the myriad challenges outside of the classroom that HCCC students encounter by leveraging support systems, partnerships, and infrastructure.

In addition to supporting students' basic needs, HCCC is also committed to providing the necessary infrastructure for student success. HCCC is currently constructing its 11-story, \$100 million Center for Student Success, which is anticipated to open in fall 2026. The Center for Student Success will include key physical spaces that promote student-centered excellence, accessibility, and innovation. In addition to classrooms and offices, the Center will provide students with a robust service experience through the One-Stop Center. Rather than students having to visit multiple offices and speak with multiple staff to complete various tasks, the One-Stop Center facilitates student success by removing barriers to students receiving services and providing them with access

to key functions such as advisement, financial aid, and registration in a comprehensive, streamlined format. Strategic Initiative 5B details the creation of the College's One-Stop Center.

Notably, the Center for Student Success will include the College's first athletic facilities. With the creation of its collegiate and intramural athletics program, HCCC seeks to support student growth (Strategic Initiative 1B: Launch a comprehensive athletics program that drives student recruitment and retention, promotes academic excellence, and enhances campus engagement). Students who are interested in playing a sport at the collegiate level will be able to do so while receiving a high-quality education. By offering athletics, the College aims to provide an on-ramp to postsecondary education for students who may not have otherwise considered it.

Professional Excellence and Growth

Facilitating employees' professional growth amplifies students' success. Professional development is an indispensable part of HCCC's mission. All full-time employees have access to annual funding for the purpose of professional development. In Academic Year 2023-24 alone, full-time faculty and staff utilized more than \$500,000 in support of their approved professional development plans. While some employees use the funding to continue their education and earn advanced degrees, others use it for conference attendance and additional forms of professional learning.

HCCC remains steadfast in its support of all employees' professional growth. As part of its 2024-29 Strategic Plan, HCCC seeks to provide comprehensive professional development pathways that include stackable credentials, enhance training opportunities, and expand job opportunities for full-time and part-time employees and students (Strategic Initiative 4A).

By way of the Center for Teaching, Learning, and Innovation and the Office of Faculty and Staff Development, HCCC promotes a culture of continuous improvement through professional learning. In collaboration with other functional areas of the College, these offices offer a plethora workshops and programs for HCCC employees. In alignment with the College's commitment to student-centered excellence, Strategic Initiative 4B seeks to empower faculty and staff through comprehensive professional development in inclusive pedagogies, mental health support, accessibility services, and cultural competency in order to create a safe, responsive, and equitable learning environment for all students.

Through the practice of assessment and the principle of continuous improvement, HCCC maintains its vision to offer consistently best-practice, transformative educational and economic opportunities for our students and all residents of Hudson County. Assessment is crucial to the perseverance and perpetuation of institutional excellence. The inherent value of assessment lies in our ability to uphold the promise of maintaining rigorous standards for our work inside and outside the classroom, and offering a high-quality educational experience. In preparation for its 2027-28 site visit by its institutional accreditor, the Middle States Commission on Higher Education (MSCHE), HCCC will soon engage in its next cycle of self-study. Strategic Initiative 1C details this process to advance institutional excellence through data-informed assessment, program accreditation, and continuous improvement.

In addition to the 2027-28 site visit by MSCHE, the College will also celebrate the 50th Anniversary of its first graduating students within the timeframe of this plan. The 50th Anniversary reflects the College's growth over the past five decades, a celebration of the College's achievements, and a moment to look forward to sustaining its culture of institutional excellence through continuous improvement. Throughout 2025-26, HCCC will

launch a transformative 50th Anniversary celebration honoring Hudson County Community College's legacy while engaging students, employees, alumni, and community partners in strategic advancement initiatives that strengthen institutional resources and create sustainable funding streams for future academic excellence and innovation. We will plan and launch the College's first comprehensive campaign beginning in 2026-27 (Strategic Initiative 6D).

Community Engagement

At its core, HCCC is the community's college. As one of the nation's leading and most diverse urban community colleges, we aspire to offer consistently best-practice, transformative educational and economic opportunities for our students and all residents of Hudson County. This vision is realized through partnerships with industry, engaging the community through cultural programming, and leveraging relationships to provide access to services.

The College's engagement with local communities is the result of ongoing dialogue with various groups. Of note are the College's African American Outreach Committee (AAOC) and Latino Advisory Council (LAC). The College enjoys a collaborative and mutually beneficial relationship with members of the AAOC and LAC. They promote the College's programs and services in local communities that may otherwise be unaware of all HCCC has to offer, and, in turn, the College becomes attuned to the needs and wants of its local communities. To continue nurturing its relationships with local community members, HCCC aspires to organize open-to-the-public events on campus for community members, build community relationships, and foster interest in future enrollment (Strategic Initiative 6C).

Partnerships are most potent when they magnify the College's commitment to helping more students complete an academic or workforce credential. In this vein, maintaining and expanding partnerships is crucial to providing students with high-impact experiential learning and leadership development opportunities. In the 2024-29 plan, HCCC seeks to strengthen and expand strategic partnerships with industry leaders, community organizations, and educational institutions to enhance career readiness and create transformative career pathways and leadership development opportunities for students in high-demand sectors (Strategic Initiative 6A); and expand comprehensive experiential learning opportunities across all academic and workforce programs through integrated internships, externships, apprenticeships, competitions, study abroad opportunities, and community engagement activities to foster professional growth and student independence (Strategic Initiative 6B). Partnerships provide students with transformational opportunities that lead to upward social and economic mobility.

Strategic Planning Process

Hudson County Community College (HCCC) believes that its Strategic Plan should be a living document that informs, and is informed by, all aspects of our work as a college community. To that end, HCCC's strategic planning process is guided by the principles of engagement, inclusion, and participation.

In May 2024, upon approval by the Board of Trustees, HCCC retained Dr. James Davy of the Center for Applied Appreciative Inquiry at Rutgers University – Newark to facilitate the development process. Appreciative inquiry and the Strengths, Opportunities, Aspirations, Results (SOAR) framework utilized by Dr. Davy aligned with the College's strategic planning vision and values. A Core Planning Team consisting of more than 50 internal and external stakeholders was formed, and through various fora, more than 300 members of the internal and external College community were engaged in the development of the 2024-29 Strategic Plan.

Timeline of Strategic Plan Development

May 14, 2024	Dr. James Davy approved by HCCC Board of Trustees as consultant for the development of HCCC's 2024-29 Strategic Plan
August 5, 2024	Kickoff Meeting with President Reber and Members of the Cabinet
August 30, 2024	Core Planning Team Meeting #1
September 5, 2024	SOAR Forum #1
September 6, 2024	SOAR Forum #2
September 9, 2024	SOAR Forum #3
September 17, 2024	SOAR Forum for Trustees
September 26, 2024	Core Planning Team Meeting #2 (Part 1)
October 7, 2024	Core Planning Team Meeting #2 (Part 2)
November 6, 2024	Strategic Planning Summit
November 7, 2024	Core Planning Team Meeting #3
November 11, 2024	Final Editing Session with Cabinet
November 15, 2024	Draft of the 2024-29 Strategic Directions and Initiatives shared with HCCC Trustees in President Reber's weekly Green Memo
January 15, 2025	2024-29 Strategic Plan shared with the Board of Trustees Academic and Student Affairs Committee for recommendation of advancement to the Board of Trustees
January 21, 2025	2024-29 Strategic Plan adopted and approved by HCCC Board of Trustees

Members of the Core Planning Team

Area Represented/Functional Area	Representative	Title
Academic Affairs	Dr. Pamela Bandyopadhyay	Associate Dean of Academic Affairs
Academic Affairs	Dr. Alison Wakefield	Dean, School of Humanities and Social Sciences
Academic Affairs	Dr. Ara Karakashian	Dean, School of Business, Culinary Arts, and Hospitality Management
Academic Affairs	Dr. Burl Yearwood	Dean, School of Science, Technology, Engineering, and Mathematics (STEM)
Academic Affairs	Dr. Catherine Sirangelo	Dean, School of Nursing and Health Professions
Achieving the Dream	Dr. Mary Fifield	Leadership Coach
Achieving the Dream	Dr. Rene Garcia	Data Coach
Admissions/Enrollment	Matthew Fessler	Dean of Enrollment
Advisement	Dr. Gretchen Schulthes	Associate Dean of Advisement and Hudson Scholars Co-Lead
Advisement	Nicholas Mangal	Senior Assistant Director of Program Operations and Development for Advisement and Counseling
All College Council	Anita Belle	Chair, Development Standing Committee
Alumni Representative	Nydia James	Alumna
Alumni Representative	Kristofer Fontanez	Alumnus
Alumni Representative	Omega Dickerson	Alumna
Alumni Representative	Hannah Allen	Alumna
Business and Finance	Geoffrey Sims	Controller
Cabinet Member	Nicole Bouknight Johnson	Vice President for Advancement and Communications
Cabinet Member	Dr. Nicholas Chiaravalloti	Vice President for External Affairs, Strategic Initiatives, and Senior Counsel to the President

Area Represented/Functional Area	Representative	Title
Cabinet Member	Patricia Clay	Associate Vice President and Chief Information Officer
Cabinet Member	Dr. Heather DeVries	Associate Vice President for Academic Affairs and Assessment Accreditation Liaison Officer
Cabinet Member	Dr. Lisa Dougherty	Senior Vice President for Student Affairs and Enrollment
Cabinet Member	Dr. Darryl Jones	Vice President for Academic Affairs
Cabinet Member	Anna Krupitskiy	Vice President for Human Resources
Cabinet Member	Lori Margolin	Associate Vice President, School of Continuing Education and Workforce Development
Cabinet Member	Alexa Riano	Senior Executive Assistant to the President and Board of Trustees
Cabinet Member	Dr. Yeurys Pujols	Vice President for Diversity, Equity and Inclusion
Cabinet Member	John Urgola	Associate Vice President for Institutional Research and Planning and Hudson Scholars Co-Lead
Cabinet Member	Veronica Zeichner	Vice President for Business and Finance and Chief Financial Officer
Career and Transfer Pathways	Jennifer Valcarcel	Associate Dean of Career and Transfer Pathways
Center for Online Learning (COL)	Matthew LaBrake	Executive Director, Center for Online Learning (COL)
Center for Teaching, Learning, and Innovation (CTLI)	Dr. Paula Roberson	Director, Center for Teaching, Learning, and Innovation (CTLI)
Collective Bargaining Unit – Academic Administrators Association	Dr. Christopher Conzen	Vice President, Academic Administrators Association; Executive Director, Secaucus Center and Early College Programs

Area Represented/Functional Area	Representative	Title
Collective Bargaining Unit – Adjunct Faculty Federation	Qamar Raza	Vice President, Adjunct Faculty Federation; Adjunct Instructor, STEM
Collective Bargaining Unit – Faculty Professional Association	Dr. Sirhan Abdullah	Vice President, Faculty Professional Association; Associate Professor, Medical Assisting
Collective Bargaining Unit – Support Staff Federation	Tess Wiggins	Treasurer, Support Staff Federation; Administrative Assistant, School of Nursing and Health Professions
College Libraries	Lisa Bogart	Director, North Hudson Campus Library
Communications	Jennifer Christopher	Assistant Vice President for Communications
Continuing Education and Workforce Development (CEWD)	Anita Belle	Assistant Vice President for Workforce Development
Continuing Education and Workforce Development (CEWD)	Chastity Farrell	Assistant Vice President for Continuing Education
Continuing Education and Workforce Development (CEWD)	Alexis Muniz	Coordinator of Evening, Weekend, and Offsite Programs
Diversity, Equity and Inclusion	Richard Walker	Associate Director of Diversity, Equity and Inclusion Training
Early College	Cristhian Altamirano	Associate Director of Early College Programs
Educational Opportunity Fund (EOF)	Dr. Jose Lowe	Director, Educational Opportunity Fund
Engineering and Operations	Ilya Ashmyan	Executive Director, Engineering and Operations
External Partner (K-12) – Hudson County Schools of Technology	Steven Ricciardi	Director of Curriculum and Instruction, Hudson County Schools of Technology
External Partner (K-12) – Jersey City Board of Education	Jaime Morales	Director of Secondary Division, Jersey City Board of Education

Area Represented/Functional Area	Representative	Title
Faculty	Laurie Riccadonna	Professor, Studio Arts
Faculty	Marissa Lontoc	Instructor, Table Service
Faculty	Denise Knapp	Associate Professor, Human Services
Financial Aid	Ana Moran	Financial Aid Advisor
Grants and Sponsored Programs	R.M. Stineman	Director of Grants and Sponsored Programs
Hudson Helps Resource Center	Ariana Calle	Associate Director, Hudson Helps Resource Center
Human Resources	Amaalah Obgurn	Director of Faculty and Staff Development
Human Resources	Josainne Payoute	Director of Benefits and Compensation
Information Technology Services	Kenneth Melewski	Help Desk Manager
Information Technology Services	Diana Perez	Academic Lab Manager
Mental Health Counseling	Doreen Pontius-Molos	Director of Mental Health Counseling and Wellness
North Hudson Campus	Joseph Caniglia	Executive Director, North Hudson Campus
President	Dr. Chris Reber	President
President's Advisory Council on Diversity, Equity and Inclusion (PACDEI)	Diana Galvez	Co-Chair, President's Advisory Council on Diversity, Equity and Inclusion; Associate Director, North Hudson Campus
Public Safety and Security	Jack Quigley	Executive Director, Public Safety and Security
Student Affairs	Dr. David Clark	Dean of Student Affairs
Student Life and Leadership	Veronica Gerosimo	Assistant Dean of Student Life and Leadership
Student Life and Leadership	Angela Tuzzo	Associate Director of Student Life and Leadership
Student Representative	Shanice Acevedo	HCCC Student
Student Representative	Neivi Nunez	HCCC Student

Area Represented/Functional Area	Representative	Title
Student Representative	Makayla Sandomenico	HCCC Student
Student Representative	Sonny Tungala	HCCC Student
Student Success	Dr. Bernadette So	Dean of Student Success
Testing and Assessment	Darlery Franco	Assistant Dean for Testing and Assessment and Coordinator of Multiple Measures
Tutorial and Academic Support Services	Kenny Fabara	Director of Academic Affairs

HUDSON COUNTY COMMUNITY COLLEGE

2024-29 STRATEGIC DIRECTIONS

Strategic Direction #1:

Empowering Student Success: Nurturing Every Dimension of Student Growth through Personalized Support and Equity, In and Beyond the Classroom

Vision Statement:

Hudson County Community College cultivates a vibrant learning environment where every student thrives. By seamlessly integrating academic excellence with comprehensive support for personal growth, social connection, and emotional well-being, the college creates a transformative college experience. The college's innovative Hudson Helps Resource Center and wrap-around programs and services are tailored to each student's unique needs, extending beyond the classroom to nurture holistic development. Through this personalized approach and commitment to equitable access, we empower our diverse students to achieve their full potential and shape successful futures.

Strategic Direction #2:

Unlocking Unlimited Student Potential: An Inclusive, High-Quality Education Informed by Data and Best Practices to Expand Access, Flexible Learning Options, and Technology-Enhanced Innovation

Vision Statement:

Hudson County Community College cultivates an inclusive learning environment where every student's journey is valued and supported. By seamlessly blending leading-edge technology, flexible and adaptable learning modalities and approaches, low- and zero-cost educational materials, and comprehensive support services, the college creates personalized pathways to student success. Our commitment to accessibility and flexibility empowers diverse learners to pursue their aspirations on their own terms. At HCCC, we unlock the unlimited potential within each student, fostering a community of lifelong learners who are prepared to thrive in an ever-changing world.

Strategic Direction #3:

Expanding Hudson Scholars: A Comprehensive Support Environment Empowering Every Student to Thrive Academically, Grow Personally, and Excel Professionally

Vision Statement:

Hudson County Community College transforms lives by scaling the innovative Hudson Scholars model and its foundational pillars across the entire institution. The college cultivates a success-centered environment where every student's unique journey is nurtured through intentional relationships, strategic supports, and immersive learning experiences. By expanding this proven approach to all students, the college creates a campus-wide culture of empowerment, engaging faculty and staff as mentors and champions of student achievement. Our comprehensive support network equips all students with the tools, resources, and confidence to excel academically, grow personally, and thrive professionally, leaving a lasting impact on their lives and our community.

Strategic Direction #4:**Cultivating Individual and Institutional Excellence through Employee Development
Best Practices: Fostering a Culture of Continuous Growth, Professional Development,
and Employee Engagement****Vision Statement:**

Hudson County Community College fosters a vibrant institutional environment of continuous growth where faculty and staff thrive as lifelong learners and innovators, igniting curiosity, fostering intellectual exploration, and empowering employees to pursue diverse, cutting-edge professional development pathways. The college champions a culture that celebrates evolving expertise through pioneering credentialing systems while cultivating collaboration and knowledge-sharing across all levels, interweaving personal growth with institutional advancement. This dynamic community of practice advances individual careers and the college's mission. The college's unwavering commitment to continuous learning and innovation ensures that it remains a beacon of educational excellence, nimbly adapting to the ever-evolving needs of our diverse students and community.

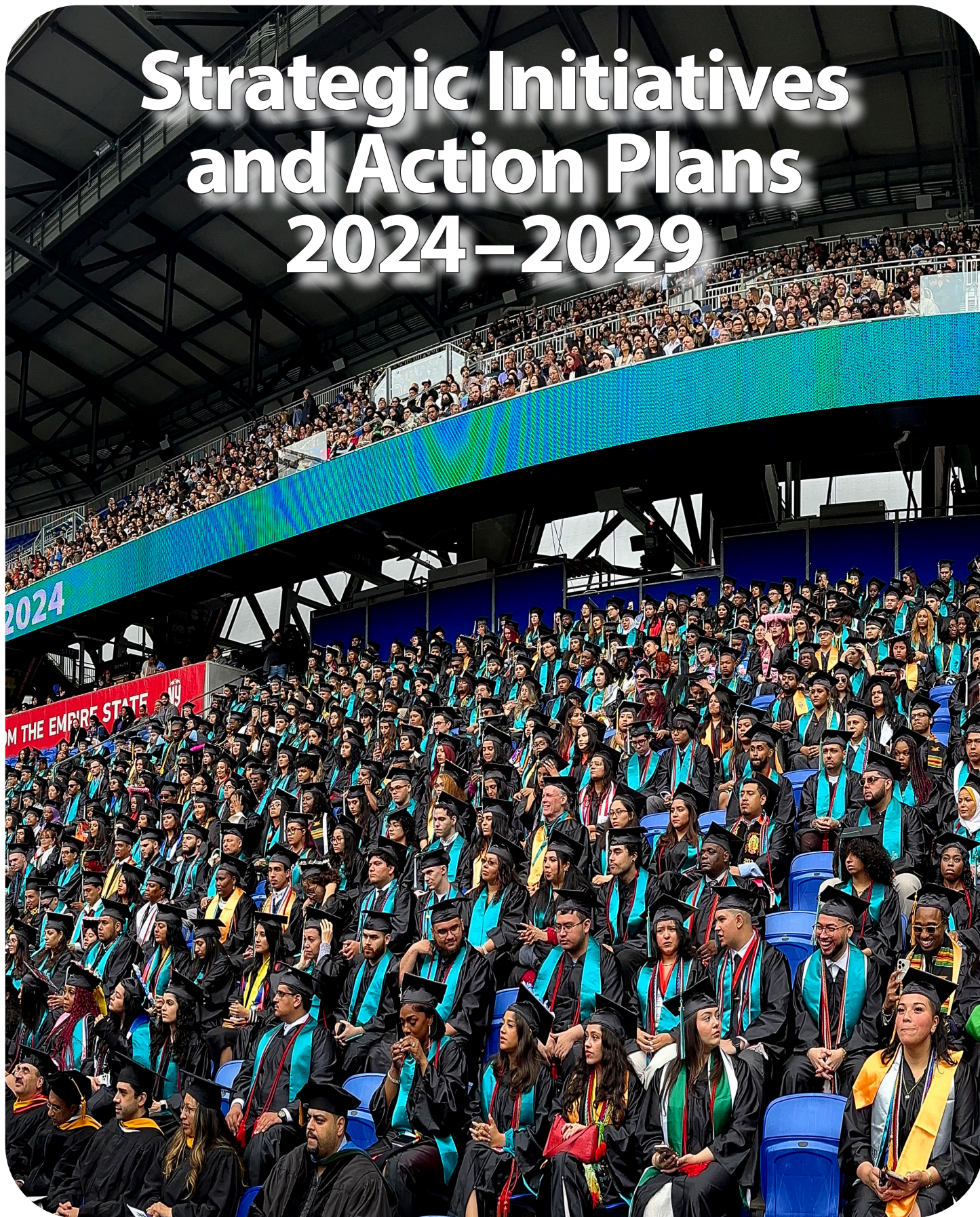
Strategic Direction #5:**Expanding Our Footprint: Creating Inclusive, Sustainable Spaces and Facilities for
Future-Ready Learning and Institutional Growth****Vision Statement:**

Hudson County Community College provides state-of-the-art, sustainable, and energy-efficient facilities that integrate athletics; a one-stop center for student services; baccalaureate programs through university partnerships; accessible transportation options; and support for student parents, returning adults, and workforce development, all creating a comprehensive and supportive learning environment. By leveraging technology and securing increased grants and funding, the college employs innovative enrollment management strategies that enhance student success. Through optimizing program development and expanding the scope of Diversity, Equity, Inclusion, and Accessibility initiatives, the college fosters a future-focused institution that meets the evolving needs of our community.

Strategic Direction #6:**A Catalyst for Community Transformation: Harnessing Institutional Strengths and
External Alliances to Address the Diverse, Evolving Needs of Our Students and Community****Vision Statement:**

United by a shared vision, Hudson County Community College is a dynamic, adaptive institution thriving on internal collaborations and strategic external partnerships that include financial and other investments in the college's people and mission. The college cultivates a powerful network of internal and external support that nurtures leadership, empowers our growing alumni community, offers transformative workforce development programs and credentials, and convenes diverse stakeholders to drive transformative change. By equipping students and community members with the confidence and skills to excel in their academic and professional journeys, lasting connections are forged that catalyze enduring success and positive impact, creating a ripple effect of advancement throughout our community and beyond.

Strategic Initiatives and Action Plans 2024–2029





Strategic Direction #1:

Empowering Student Success: Nurturing Every Dimension of Student Growth through Personalized Support and Equity, In and Beyond the Classroom

Vision Statement:

Hudson County Community College cultivates a vibrant learning environment where every student thrives. By seamlessly integrating academic excellence with comprehensive support for personal growth, social connection, and emotional well-being, the college creates a transformative college experience. The college's innovative Hudson Helps Resource Center and wrap-around programs and services are tailored to each student's unique needs, extending beyond the classroom to nurture holistic development. Through this personalized approach and commitment to equitable access, we empower our diverse students to achieve their full potential and shape successful futures.

Strategic Initiative 1A

Create an awareness plan for integrated comprehensive wrap-around services beginning with the onboarding process, continuing throughout the college experience, and eventually leading to baccalaureate and graduate institutions.

Purpose of the Strategic Initiative

This strategic initiative aims to enhance student awareness and utilization of comprehensive wrap-around support services, including but not limited to mental health, wellness, and other resources through strategic communication and engagement from initial onboarding through program completion, including transfer to other colleges and universities. Through targeted outreach campaigns, personalized communications, and proactive intervention strategies, Hudson County Community College will ensure students are informed of – and connected to – available resources at critical points in their academic journey, creating a supportive environment that equips them with the tools and confidence needed to achieve their educational goals.

Organizational Unit Responsible for Implementation

- Office of Student Affairs and Enrollment

Partnering Organizational Units/Parties for Implementation

- Abigail Douglas-Johnson Academic Support Services
- CARE Team
- Center for Online Learning
- College Libraries
- Educational Opportunity Fund (EOF) Program
- Hudson Helps Resource Center
- Office of Academic Affairs
- Office of Accessibility Services
- Office of Advisement
- Office of Career and Transfer Pathways
- Office of Communications
- Office of Diversity, Equity and Inclusion
- Office of Financial Aid
- Office of Human Resources
- Office of Information Technology Services
- Office of Mental Health Counseling and Wellness
- Office of Public Safety and Security
- Office of Student Affairs and Enrollment
- Office of Student Life and Leadership
- Office of Veterans Affairs and International Student Services
- School of Business, Culinary Arts, and Hospitality Management
- School of Continuing Education and Workforce Development
- School of Humanities and Social Sciences
- School of Nursing and Health Professions
- School of Science, Technology, Engineering, and Mathematics

Partnering External Agencies/Organizations

- Achieving the Dream
- Active Minds Organization
- All Transfer Institutions (CONNECT Model)
- Bridgeway Crisis Center
- College and University Partners
- Hoboken Family Planning
- Hudson County Department of Family Services and Reintegration
- Hudson County Housing Resource Center
- Hudson Pride Center
- Hudson SPEAKS
- Jersey City Department of Health and Human Services
- Jersey City Housing Authority
- Mental Health Organizations
- New Jersey Council of County Colleges
- New Jersey Division of Disability Services
- Northeastern New Jersey Legal Services
- North Hudson Community Action Corporation
- Puertorriquenos Asociados for Community Organizing
- Support Team for Addiction and Recovery
- The Jed Campus Foundation
- The Waterfront Project
- Women Rising

Action Step	Date To Begin	Deadline For Completion	Metrics Of Success
1. Launch a Multi-Stakeholder Advisory Committee to develop integrated awareness strategies, establish communication protocols, and coordinate campus-wide mental health initiatives.	Underway	Ongoing	<ul style="list-style-type: none"> Percentage of new students demonstrating engagement with support services through documented touchpoints (orientation attendance, advisor meetings, resource utilization) within their first semester, and percentage reporting awareness of available services in first-semester surveys.
2. Implement a proactive outreach system that utilizes predictive analytics and early alert indicators to connect students with specific wrap-around services based on their individual needs, academic progress, and engagement patterns.	Underway	Ongoing	<ul style="list-style-type: none"> Response rate to early alert interventions with percentage of identified at-risk students successfully connecting to recommended support services, resulting in improvement in retention rates for students receiving proactive outreach.
3. Coordinate career planning, transfer guidance, and alumni transition services through personalized communication pathways and structured support interventions during students' final semesters.	Underway	Ongoing	<ul style="list-style-type: none"> Percentage of graduating students completing targeted milestones (career planning session, transfer application submission, or alumni network registration); percentage reporting satisfaction with transition support services in exit surveys.



Strategic Initiative 1B

Launch a comprehensive athletics program that drives student recruitment and retention, promotes academic excellence, and enhances campus engagement through competitive sports opportunities and student-athlete support services.

Purpose of the Strategic Initiative

This strategic initiative aims to establish a dynamic intercollegiate athletics program that strengthens student recruitment, retention, and overall campus vitality. Through structured athletic programs, academic support services, and leadership development opportunities, student-athletes will develop discipline, teamwork, and time management skills that contribute to their academic and personal success. This initiative will create a more vibrant campus community while providing pathways for student-athletes to excel both in their chosen sport(s) and in their academic pursuits.

Organizational Unit Responsible for Implementation

- Office of Intercollegiate Athletics

Partnering Organizational Units/Parties for Implementation

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| • Abigail Douglas-Johnson Academic Support Services | • Office of Communications |
| • College Libraries | • Office of Diversity, Equity and Inclusion |
| • Hudson County Community College Alumni Association | • Office of Engineering and Operations |
| • Hudson County Community College Bookstore | • Office of Financial Aid |
| • Hudson Helps Resource Center | • Office of Institutional Research and Planning |
| • Legal Counsel | • Office of Mental Health Counseling and Wellness |
| • Office of Academic Affairs | • Office of Procurement and Contracts |
| • Office of Accessibility Services | • Office of Public Safety and Security |
| • Office of Admissions | • Office of Student Affairs and Enrollment |
| • Office of Advisement | • Office of Student Life and Leadership |
| • Office of Business and Finance | • Office of Testing, Assessment, and Multiple Measures |
| • Office of Career and Transfer Pathways | • Office of Web Services |

Partnering External Agencies/Organizations

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| • College and University Partners | • Local and State Organizations |
| • Compliance and Certification Organizations | • Marketing Partnerships and Sponsorships |
| • County Athletic Facilities | • National Junior College Athletic Association Region 19 |
| • External Media | • Rehabilitation Center |
| • Healthcare Providers | • Transportation Vendors |
| • Insurance Providers | |



Action Step	Date To Begin	Deadline For Completion	Metrics Of Success
1. Develop comprehensive athletics infrastructure by establishing staffing structure, securing equipment, and implementing NJCAA compliance and recruitment protocols.	Spring 2025	Fall 2026	<ul style="list-style-type: none"> • Successful NJCAA certification and compliance approval for initial sports programs.
2. Launch competitive men's and women's basketball programs as flagship sports, creating detailed implementation timeline for phased introduction of additional athletic programs.	Fall 2026	Fall 2029	<ul style="list-style-type: none"> • Men's and women's teams complete their first full competitive season with full rosters. • Increase in student enrollment relative to student athletes. • Increase in student retention relative to student athletes.
3. Create a vibrant campus recreation program by implementing club sports, intramural leagues, and wellness activities for students, faculty, and staff engagement.	Spring 2027	Fall 2029	<ul style="list-style-type: none"> • Percentage of students participating in intramural or club sports activities. • Increase in student enrollment. • Increase in student retention.

Strategic Initiative 1C

Advancing Institutional Excellence Through Data-Informed Assessment, Program Accreditation, and Continuous Improvement.

Purpose of the Strategic Initiative

This strategic initiative advances a comprehensive, data-informed framework for institutional excellence that strengthens academic programs and organizational effectiveness through systematic assessment, evidence-based decision-making, and alignment with accreditation standards. By enhancing data collection and analysis practices, promoting professional development in assessment methodologies, and creating sustainable processes for program and institutional evaluation, Hudson County Community College will continue to foster and strengthen a culture of data-informed excellence. This ensures that the College's programs and services remain current, effective, and responsive to student, workforce, and community needs while maintaining the highest standards of educational quality, specialized program accreditation, and institutional performance.

Organizational Unit Responsible for Implementation

- Office of Academic Affairs (Accreditation Liaison Officer)

Partnering Organizational Units/Parties for Implementation

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| • Hudson County Community College Board of Trustees | • Office of the President |
| • Hudson County Community College Foundation | • Office of Student Affairs and Enrollment |
| Board of Directors | • School of Business, Culinary Arts, and Hospitality Management |
| • Office of Advancement and Communications | • School of Continuing Education and Workforce Development |
| • Office of Business and Finance | • School of Humanities and Social Sciences |
| • Office of Diversity, Equity and Inclusion | • School of Nursing and Health Professions |
| • Office of External Affairs | • School of Science, Technology, Engineering, and Mathematics |
| • Office of Human Resources | |
| • Office of Information Technology Services | |
| • Office of Institutional Research and Planning | |

Partnering External Agencies/Organizations

- Accreditation Commission for Education in Nursing (ACEN)
- American Culinary Federation Education Foundation (ACFEF)
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Joint Review Committee on Education in Radiology Technology (JRCERT)
- Medical Assisting Education Review Board (MAERB)
- Middle States Commission on Higher Education (MSCHE)



Action Step	Date To Begin	Deadline For Completion	Metrics Of Success
1. Establish Comprehensive Data-Informed Assessment Framework	Fall 2024	Summer 2025	<ul style="list-style-type: none"> • Implement integrated assessment management system with data analytics dashboard across participation of academic programs and administrative areas.
2. Strengthen Program and Institutional Accreditation	Spring 2025	Fall 2027	<ul style="list-style-type: none"> • Achievement and maintenance of specialized accreditation for all eligible academic programs. • Achievement of all Middle States standards with documented evidence. • Assessment plans completed for all academic and administrative units aligned with accreditation requirements.
3. Implement Sustainable Continuous Improvement Processes	Spring 2025	Fall 2027	<ul style="list-style-type: none"> • Completion of data-informed program and unit reviews. • Documented improvements with clear connection to strategic planning and resource allocation. • Evidence of data utilization in all major academic and institutional decisions through standardized protocols.

Strategic Direction #2:**Unlocking Unlimited Student Potential: An Inclusive, High-Quality Education Informed by Data and Best Practices to Expand Access, Flexible Learning Options, and Technology-Enhanced Innovation****Vision Statement**

Hudson County Community College cultivates an inclusive learning environment where every student's journey is valued and supported. By seamlessly blending leading-edge technology, flexible and adaptable learning modalities and approaches, low- and zero-cost educational materials, and comprehensive support services, the college creates personalized pathways to student success. Our commitment to accessibility and flexibility empowers diverse learners to pursue their aspirations on their own terms. At HCCC, we unlock the unlimited potential within each student, fostering a community of lifelong learners who are prepared to thrive in an ever-changing world.

Strategic Initiative 2A

Design and implement data-driven, personalized learning pathways that integrate flexible learning options, affordable resources, and comprehensive support systems to expand educational access and promote lifelong student success.

Purpose of the Strategic Initiative

This strategic initiative aims to transform the student educational experience through an innovative framework that combines flexible learning options, zero-to-low-cost materials, and enhanced financial support systems for all students, including justice-involved students. Hudson County Community College will also maintain and grow workforce credentials and stackable certificates aligned with reentry employment needs and labor market demand. Through the strategic integration of data analytics, evidence-based practices, and technology-enabled solutions, personalized learning pathways will be created that accommodate diverse student circumstances while systematically eliminating traditional barriers to academic progress. This comprehensive approach ensures that every student can access high-quality education aligned with their individual needs, fostering lifelong learning habits while maintaining academic excellence and affordability.

Organizational Unit Responsible for Implementation

- Office of Academic Affairs

Partnering Organizational Units/Parties for Implementation

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| <ul style="list-style-type: none"> • Abigail Douglas-Johnson Academic Support Services • Center for Online Learning • Center for Teaching, Learning, and Innovation • College Libraries • Educational Opportunity Fund (EOF) Program • Hudson County Community College Bookstore • Hudson Helps Resource Center • Office of Accessibility Services • Office of Advisement • Office of Career and Transfer Pathways • Office of Faculty and Staff Development • Office of Financial Aid • Office of Grants and Sponsored Programs | <ul style="list-style-type: none"> • Office of Information Technology Services • Office of Institutional Research and Planning • Office of Open Educational Resources • Office of the Registrar • Office of Student Affairs • School of Business, Culinary Arts, and Hospitality Management • School of Continuing Education and Workforce Development • School of Humanities and Social Sciences • School of Nursing and Health Professions • School of Science, Technology, Engineering, and Mathematics |
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Partnering External Agencies/Organizations

- Achieving the Dream (ATD)
- Association of College and University Educators (ACUE)
- College and University Partners
- Hudson County Libraries
- Hudson County Department of Corrections
- Hudson County Department of Family Services and Reintegration
- Internet Providers (NJ Edge)
- Microsoft
- National Applied Artificial Intelligence Consortium
- New Jersey Board of Probation and Parole
- New Jersey Department of Corrections
- New Jersey Reentry Corporation (NJRC)
- Online Learning Commission
- OpenAI
- Technology Partners (e.g., Ellucian, Aspire, EAB, Coursedog)

Action Step	Date To Begin	Deadline For Completion	Metrics Of Success
1. Analyze comprehensive student success metrics across instructional modalities, course lengths, and program designs to identify key factors driving academic achievement and retention.	Spring 2025	Fall 2025	<ul style="list-style-type: none"> • Creation of data-driven success factor report identifying top predictors of student achievement.
2. Design personalized learning pathways that integrate identified success factors with flexible scheduling options, affordable resources, and targeted support services for all students, including those who are justice-involved.	Spring 2026	Summer 2026	<ul style="list-style-type: none"> • Increase in course completion rates for students in redesigned pathways.
3. Implement data-driven assessment protocols to evaluate program effectiveness, measure student outcomes, and refine learning pathways based on performance analytics.	Fall 2026	Spring 2027	<ul style="list-style-type: none"> • Establishment of operational dashboard tracking key performance indicators with standard review cycles.

Strategic Initiative 2B

Expand course delivery options through personalized learning, diverse semester timeframes, accelerated formats, and innovative modalities while ensuring comprehensive technology access to accommodate students' complex lives and learning preferences.

Purpose of the Strategic Initiative

This strategic initiative aims to enhance educational accessibility by implementing flexible academic schedules and innovative delivery formats that adapt to diverse student needs. Through targeted grant funding and technology support, including device lending programs and mobile hotspots, all students will have reliable access to essential digital tools and internet connectivity. This comprehensive approach to flexible scheduling and technology access will create adaptable learning pathways that accommodate the complex lives of non-traditional and working students while supporting their individual learning preferences and circumstances.

Organizational Unit Responsible for Implementation

- Office of Academic Affairs

Partnering Organizational Units/Parties for Implementation

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|---|---|
| • Abigail Douglas-Johnson Academic Support Services | • Office of Information Technology Services |
| • Center for Online Learning | • Office of Institutional Research and Planning |
| • Center for Teaching, Learning, and Innovation | • Office of Open Educational Resources |
| • College Libraries | • Office of the Registrar |
| • Educational Opportunity Fund (EOF) Program | • Office of Student Affairs |
| • Hudson County Community College Bookstore | • School of Business, Culinary Arts, and Hospitality Management |
| • Hudson Helps Resource Center | • School of Continuing Education and Workforce Development |
| • Office of Accessibility Services | • School of Humanities and Social Sciences |
| • Office of Advisement | • School of Nursing and Health Professions |
| • Office of Career and Transfer Pathways | • School of Science, Technology, Engineering, and Mathematics |
| • Office of Faculty and Staff Development | |
| • Office of Financial Aid | |
| • Office of Grants and Sponsored Programs | |

Partnering External Agencies/Organizations

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| • Achieving the Dream (ATD) | • National Applied Artificial Intelligence Consortium |
| • Association of College and University Educators (ACUE) | • Online Learning Commission |
| • College and University Partners | • OpenAI |
| • Hudson County Libraries | • Technology Partners (e.g., Ellucian, Aspire, EAB, Coursedog) |
| • Internet Providers (NJ Edge) | |
| • Microsoft | |



Action Step	Date To Begin	Deadline For Completion	Metrics Of Success
1. Analyze institutional data to identify optimal semester timeframes and course schedules that align with diverse student populations' needs and success patterns.	Winter 2025	Winter 2026	<ul style="list-style-type: none"> • Completion of comprehensive schedule optimization report with clear recommendations based on student success patterns.
2. Evaluate student performance across different learning modalities to determine most effective delivery methods for specific courses and programs.	Winter 2025	Winter 2026	<ul style="list-style-type: none"> • Reduction in course success rate variance across modalities.
3. Develop a comprehensive technology access plan that maps required digital resources by program and establishes sustainable funding streams for student device support.	Winter 2025	Fall 2026	<ul style="list-style-type: none"> • Percentage of students reporting reliable access to required technology for their programs.
4. Implement sustainable technology infrastructure through grant funding, partnerships, and budget allocation to ensure equitable student access to digital learning tools.	Winter 2025	Ongoing	<ul style="list-style-type: none"> • Secure multi-year funding streams for identified student technology needs.

Strategic Initiative 2C

Prepare students for the evolving workforce by integrating Artificial Intelligence (AI) literacy across academic programs, and developing accessible, industry-aligned credentials.

Purpose of the Strategic Initiative

This strategic initiative will ensure that students are equipped with essential Artificial Intelligence (AI) literacy and skills to thrive in a rapidly changing job market. By integrating AI concepts and applications into diverse academic programs, all students, regardless of their field of study, will be provided with a foundational understanding of AI's impact on their disciplines and future career paths. Additionally, the creation of industry-aligned credentials in specialized AI areas will provide accessible, targeted pathways for individuals seeking to upskill or reskill for immediate employment opportunities.

Organizational Unit Responsible for Implementation

- Office of Academic Affairs

Partnering Organizational Units/Parties for Implementation

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| <ul style="list-style-type: none"> • Abigail Douglas-Johnson Academic Support Services • Center for Online Learning • Center for Teaching, Learning, and Innovation • College Libraries • Educational Opportunity Fund (EOF) Program • Hudson County Community College Bookstore • Hudson Helps Resource Center • Office of Accessibility Services • Office of Advisement • Office of Career and Transfer Pathways • Office of Faculty and Staff Development • Office of Financial Aid • Office of Grants and Sponsored Programs | <ul style="list-style-type: none"> • Office of Information Technology Services • Office of Institutional Research and Planning • Office of Open Educational Resources • Office of the Registrar • Office of Student Affairs • School of Business, Culinary Arts, and Hospitality Management • School of Continuing Education and Workforce Development • School of Humanities and Social Sciences • School of Nursing and Health Professions • School of Science, Technology, Engineering, and Mathematics |
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Partnering External Agencies/Organizations

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| <ul style="list-style-type: none"> • Achieving the Dream (ATD) • Association of College and University Educators (ACUE) • College and University Partners • Hudson County Libraries • Internet Providers (NJ Edge) • Microsoft | <ul style="list-style-type: none"> • National Applied Artificial Intelligence Consortium • Online Learning Commission • OpenAI • Technology Partners (e.g., Ellucian, Aspire, EAB, Coursera) |
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Action Step	Date To Begin	Deadline For Completion	Metrics Of Success
1. Identify and support professional development opportunities for faculty and staff.	Spring 2025	Ongoing	<ul style="list-style-type: none"> Number of unique AI-focused professional development opportunities identified and funded for faculty and staff participation.
2. Identify and invest in necessary infrastructure and technology.	Fall 2025	Ongoing	<ul style="list-style-type: none"> Percentage of identified AI infrastructure and technology requirements successfully procured and implemented.
3. Develop guidelines, policy and procedures for the governance and use of Artificial Intelligence by faculty, staff and students.	Spring 2025	Winter 2026	<ul style="list-style-type: none"> Number of comprehensive AI policies and procedures completed and approved by governance bodies.
4. Embed Artificial Intelligence literacy across courses and programs	Fall 2025	Ongoing	<ul style="list-style-type: none"> Percentage of courses that have integrated AI literacy components into their course learning outcomes.
5. Develop new academic programs and certificates in Artificial Intelligence.	Spring 2025	Fall 2026	<ul style="list-style-type: none"> Number of AI-focused academic programs and certificates developed.
6. Launch short-term credentials in various areas of Artificial Intelligence geared towards individuals wanting to upskill for employment purposes.	Spring 2025	Summer 2025	<ul style="list-style-type: none"> Number of AI-focused short-term credentials successfully launched by Summer 2025.

Strategic Direction #3:**Expanding Hudson Scholars: A Comprehensive Support Environment Empowering Every Student to Thrive Academically, Grow Personally, and Excel Professionally****Vision Statement:**

Hudson County Community College transforms lives by scaling the innovative Hudson Scholars model and its foundational pillars across the entire institution. The college cultivates a success-centered environment where every student's unique journey is nurtured through intentional relationships, strategic supports, and immersive learning experiences. By expanding this proven approach to all students, the college creates a campus-wide culture of empowerment, engaging faculty and staff as mentors and champions of student achievement. Our comprehensive support network equips all students with the tools, resources, and confidence to excel academically, grow personally, and thrive professionally, leaving a lasting impact on their lives and our community.

Strategic Initiative 3A

Expand the award-winning Hudson Scholars Program by broadening its reach to all credential-seeking students.

Purpose of the Strategic Initiative

This strategic initiative will expand the proven Hudson Scholars Program beyond first-time, full-time students to serve our entire diverse student population, ensuring that all credential-seeking students can access the comprehensive support systems and resources that have demonstrated success in enhancing student retention and academic achievement. Through this expanded access, we will create more equitable pathways to success that acknowledge and support the varied needs of our entire student community.

Organizational Unit Responsible for Implementation

- Office of Advisement

Partnering Organizational Units/Parties for Implementation

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| • Center for Student Success | • School of Continuing Education and Workforce Development |
| • Office of Diversity, Equity and Inclusion | • School of Humanities and Social Sciences |
| • Office of Institutional Research and Planning | • School of Nursing and Health Professions |
| • Office of Student Affairs and Enrollment | • School of Science, Technology, Engineering, and Mathematics |
| • School of Business, Culinary Arts, and Hospitality Management | |

Partnering External Agencies/Organizations

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| • Achieving the Dream (ATD) | • Potential Funding Partners |
| • Burning Glass Institute | • The City University of New York's Accelerated Study in Associate Programs (ASAP) |
| • Business Higher Education Forum (BHEF) | |
| • City Colleges of Chicago One Million Degrees Program | |



Action Step	Date To Begin	Deadline For Completion	Metrics Of Success
1. Create an expanded academic counselor staffing framework that incorporates bachelor-level positions to increase hiring capacity and enhance student support capabilities.	Spring 2025	Fall 2025	<ul style="list-style-type: none"> New positions filled with qualified candidates within the first year.
2. Scale Hudson Scholars advisor caseload structure to optimize student-to-counselor ratios and ensure quality support delivery for growing program enrollment.	Spring 2025	Summer 2029	<ul style="list-style-type: none"> Achieve targeted ratio of students per advisor (150:1).
3. Execute phased program expansion strategy to systematically extend Hudson Scholars support services across all eligible student populations.	Underway	Ongoing	<ul style="list-style-type: none"> Increase in number of students served by Hudson Scholars annually.

Strategic Initiative 3B

Establish a structured mentoring program to connect students with dedicated faculty and administrators for enhanced guidance.

Purpose of the Strategic Initiative

This initiative will establish a comprehensive mentoring program that pairs students with dedicated faculty, staff, and administrators. Through structured guidance and support relationships, students will receive personalized assistance while developing stronger connections to the college community.

Organizational Unit Responsible for Implementation

- Office of Faculty and Staff Development

Partnering Organizational Units/Parties for Implementation

- Abigail Douglas-Johnson Academic Support Services
- Center for Teaching, Learning, and Innovation
- Educational Opportunity Fund (EOF) Program
- Honor Societies
- Hudson Helps Resource Center
- Hudson Scholars Program
- Office of Academic Affairs
- Office of Career and Transfer Pathways
- Office of Diversity, Equity and Inclusion
- Office of Student Affairs and Enrollment
- Office of Student Life and Leadership
- Student Clubs and Organizations
- School of Business, Culinary Arts, and Hospitality Management
- School of Continuing Education and Workforce Development
- School of Humanities and Social Sciences
- School of Nursing and Health Professions
- School of Science, Technology, Engineering, and Mathematics

Partnering External Agencies/Organizations

- Big Brothers and Sisters
- Hudson Pride
- Other Community Partners (TBD)
- Women Rising





Action Step	Date To Begin	Deadline For Completion	Metrics Of Success
1. Establish multi-stakeholder mentorship task force to design program framework, develop implementation strategies, and create mentor-mentee matching protocols.	Fall 2026	Ongoing	• Creation and approval of a comprehensive mentoring program framework.
2. Develop and implement a comprehensive mentoring program structure that facilitates opportunities for students to connect with faculty and staff.	Fall 2026	Ongoing	• Increased sense of belongingness for students in mentoring programs.
3. Launch mentor recruitment and training initiative to build a diverse pool of faculty and staff mentors equipped with effective mentoring strategies.	Fall 2026	Ongoing	• Recruit and train qualified mentors.

Strategic Direction #4:**Cultivating Individual and Institutional Excellence through Employee Development Best Practices: Fostering a Culture of Continuous Growth, Professional Development, and Employee Engagement****Vision Statement:**

Hudson County Community College fosters a vibrant institutional environment of continuous growth where faculty and staff thrive as lifelong learners and innovators, igniting curiosity, fostering intellectual exploration, and empowering employees to pursue diverse, cutting-edge professional development pathways. The college champions a culture that celebrates evolving expertise through pioneering credentialing systems while cultivating collaboration and knowledge-sharing across all levels, interweaving personal growth with institutional advancement. This dynamic community of practice advances individual careers and the college's mission. The college's unwavering commitment to continuous learning and innovation ensures that it remains a beacon of educational excellence, nimbly adapting to the ever-evolving needs of our diverse students and community.

Strategic Initiative 4A

Create comprehensive professional development pathways that provide stackable credentials, enhance training opportunities, and expand job opportunities for full-time and part-time employees and students.

Purpose of the Strategic Initiative

This initiative will create comprehensive professional development pathways with stackable credentials and expanded job opportunities for full-time and part-time employees and students. Through enhanced training programs, computer literacy certification, and professional development funding, the college will build a more skilled workforce while attracting and retaining talented team members.

Organizational Unit Responsible for Implementation

- Office of Human Resources

Partnering Organizational Units/Parties for Implementation

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| • Center for Teaching, Learning, and Innovation | • School of Continuing Education and Workforce Development |
| • Office of Career and Transfer Pathways | • School of Humanities and Social Sciences |
| • Office of Faculty and Staff Development | • School of Nursing and Health Professions |
| • Office of Financial Aid | • School of Science, Technology, Engineering, and Mathematics |
| • School of Business, Culinary Arts, and Hospitality Management | |

Partnering External Agencies/Organizations

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| • American Association of Community Colleges (AACC) | • EDUCAUSE |
| • Association of Community College Trustees (ACCT) | • Hispanic Association of Colleges and Universities (HACU) |
| • Achieving the Dream (ATD) | • National Institute for Staff and Organizational Development (NISOD) |
| • Association of College and University Educators (ACUE) | |
| • Business Higher Education Forum (BHEF) | |
| • College and University Professional Association for Human Resources (CUPA-HR) | |



Action Step	Date To Begin	Deadline For Completion	Metrics Of Success
1. Conduct comprehensive employee skills assessment to identify high-demand professional development needs, desired certifications, and career advancement opportunities across all employee categories.	Spring 2025	Spring 2025	<ul style="list-style-type: none"> Employee participation in skills assessment and career planning.
2. Design targeted professional development pathways that integrate internal expertise and external partnerships to create stackable credentials aligned with institutional needs and employee career goals.	Summer 2025	Fall 2025	<ul style="list-style-type: none"> Creation of stackable credential pathways aligned with institutional needs.
3. Launch a structured professional development program that incorporates flexible delivery systems, protected learning time, and outcomes-based assessments to measure skill acquisition and career advancement.	Fall 2025	Spring 2026	<ul style="list-style-type: none"> Percentage of employees completing professional development pathways annually.

Strategic Initiative 4B

Empower faculty and staff through comprehensive professional development in inclusive pedagogies, mental health supports, accessibility services, and cultural competencies to create a safe, responsive, and equitable learning environment for all students.

Purpose of the Strategic Initiative

This strategic initiative aims to strengthen institutional capacity for supporting diverse student needs through targeted professional development and certification programs. Through an integrated approach combining mental health awareness, accessibility support strategies, cultural competency, and contemplative practices, we will enhance faculty and staff abilities to create inclusive learning environments that value and empower all students. This comprehensive training framework will ensure every campus interaction contributes to student success while fostering a culturally responsive atmosphere where students feel supported in their academic, emotional, and personal growth.

Organizational Unit Responsible for Implementation

- Office of Human Resources

Partnering Organizational Units/Parties for Implementation

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| • Center for Online Learning | • Office of Human Resources |
| • Center for Teaching, Learning, and Innovation | • Office of Mental Health Counseling and Wellness |
| • Office of Academic Affairs | • Office of Student Affairs and Enrollment |
| • Office of Accessibility Services | • Office of Veterans Affairs and International Student Services |
| • Office of Diversity, Equity and Inclusion | |

Partnering External Agencies/Organizations

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| • Achieving the Dream (ATD) | • Mental Health First Aid Training |
| • Association of College and University Educators (ACUE) | • The Jed Foundation |





Action Step	Date To Begin	Deadline For Completion	Metrics Of Success
1. Design comprehensive professional development framework that integrates Achieving the Dream capacity-building initiatives with institutional DEI, mental health, and accessibility priorities.	Fall 2024	Spring 2025	<ul style="list-style-type: none"> • Framework approved with alignment to ATD and DEI priorities.
2. Develop a systematic implementation plan that outlines training, certification pathways, and assessment protocols for faculty and staff professional growth.	Spring 2025	Summer 2025	<ul style="list-style-type: none"> • Creation of clear certification pathways for all required competencies.
3. Implement multi-tiered training program that includes Mental Health First Aid; Question, Persuade, Refer (QPR) Suicide Prevention Training certification; accessibility support strategies; and cultural competency development with tracked completion metrics.	Fall 2025	Ongoing	<ul style="list-style-type: none"> • Faculty and staff completing core mental health and accessibility certifications.

Strategic Direction #5:

Expanding Our Footprint: Creating Inclusive, Sustainable Spaces and Facilities for Future-Ready Learning and Institutional Growth

Vision Statement:

Hudson County Community College provides state-of-the-art, sustainable, and energy-efficient facilities that integrate athletics; a one-stop center for student services; baccalaureate programs through university partnerships; accessible transportation options; and support for student parents, returning adults, and workforce development, all creating a comprehensive and supportive learning environment. By leveraging technology and securing increased grants and funding, the college employs innovative enrollment management strategies that enhance student success. Through optimizing program development and expanding the scope of Diversity, Equity, Inclusion, and Accessibility initiatives, the college fosters a future-focused institution that meets the evolving needs of our community.

Strategic Initiative 5A

Establish partnerships to provide affordable childcare services to support the retention and success of student, faculty and staff parents.

Purpose of the Strategic Initiative

By leveraging partnerships, this initiative will provide access to affordable childcare services that support the needs of Hudson County Community College's students, faculty, and staff. Through grant funding and subsidies, the program will remove a significant barrier to education and employment while enhancing the retention of students and employees.

Organizational Unit Responsible for Implementation

- Office of Student Affairs and Enrollment

Partnering Organizational Units/Parties for Implementation

- | | |
|---|---|
| • Hudson Helps Resource Center | • Office of Public Safety and Security |
| • Office of Academic Affairs | • School of Business, Culinary Arts, and Hospitality Management |
| • Office of Advisement | • School of Continuing Education and Workforce Development |
| • Office of Business and Finance | • School of Humanities and Social Sciences |
| • Office of Engineering and Operations | • School of Nursing and Health Professions |
| • Office of Financial Aid | • School of Science, Technology, Engineering, and Mathematics |
| • Office of Grants and Sponsored Programs | |
| • Office of Human Resources | |
| • Office of Mental Health Counseling and Wellness | |

Partnering External Agencies/Organizations

- | | |
|---|------------------|
| • Generation Hope | • State Agencies |
| • Hudson County Childcare Providers (Various) | • Urban League |



Action Step	Date To Begin	Deadline For Completion	Metrics Of Success
1. Establish a multi-stakeholder Childcare Advisory Committee to assess existing child care resources, identify service gaps, and develop strategic partnerships with Hudson County providers.	Fall 2025	Ongoing	<ul style="list-style-type: none"> • Committee produces an actionable recommendations report.
2. Implement comprehensive needs assessment to gather data on childcare requirements, preferred service models, and affordability parameters across student and employee populations.	Spring 2026	Fall 2026	<ul style="list-style-type: none"> • Empirical data to support the childcare needs of the College community. • Student and employee parents' completion of needs assessment survey.
3. Develop a sustainable funding strategy through grant applications, partnerships, and subsidies to create accessible, affordable childcare solutions.	Fall 2026	Ongoing	<ul style="list-style-type: none"> • Development of blended funding streams.

Strategic Initiative 5B

Complete and operationalize the One-Stop Center for all student services.

Purpose of the Strategic Initiative

This initiative will establish and operationalize a comprehensive One-Stop Center that integrates all student services including enrollment, registration, financial aid, student accounts, and continuing education and workforce development. By centralizing these critical services in one location, and crosstraining all One-Stop staff, access will be streamlined to better meet students' holistic needs.

Organizational Unit Responsible for Implementation

- Office of Student Affairs and Enrollment

Partnering Organizational Units/Parties for Implementation

- | | |
|--|---|
| • Educational Opportunity Fund (EOF) Program | Student Services |
| • Office of Admissions and Enrollment | • School of Business, Culinary Arts, and Hospitality Management |
| • Office of Advisement | • School of Continuing Education and Workforce Development |
| • Office of the Bursar | • School of Humanities and Social Sciences |
| • Office of Early College Programs | • School of Nursing and Health Professions |
| • Office of Financial Aid | • School of Science, Technology, Engineering, and Mathematics |
| • Office of the Registrar | |
| • Office of Testing, Assessment, and Multiple Measures | |
| • Office of Veterans Affairs and International | |

Partnering External Agencies/Organizations

- | | |
|--|--|
| • Bergen Community College | • Middlesex College (NJ) |
| • Generation Hope | • Montgomery County Community College (PA) |
| • Institute for Student Services Professionals | |





Action Step	Date To Begin	Deadline For Completion	Metrics Of Success
1. Establish organizational structure and leadership framework by hiring Director and defining staff roles within integrated One-Stop Center model.	Fall 2024	Spring 2025	<ul style="list-style-type: none"> • One-Stop Director hired and staff positions filled with cross-trained personnel.
2. Develop and execute a training plan.	Spring 2025	Ongoing	<ul style="list-style-type: none"> • Creation of training plan. • 100% of staff trained and certified in all functional areas.
3. Launch fully operational One-Stop Center with integrated student services, streamlined processes, and coordinated support systems.	Fall 2026	Winter 2026	<ul style="list-style-type: none"> • Students reporting satisfaction with streamlined service delivery in a first-year survey.

Strategic Initiative 5C

Explore and establish partnerships to provide housing for students in need, student athletes, international students, and other special cohorts.

Purpose of the Strategic Initiative

This initiative focuses on offering housing solutions for students in need, student athletes, international students, and other special cohorts.

Organizational Unit Responsible for Implementation

- Office of Student Affairs and Enrollment

Partnering Organizational Units/Parties for Implementation

- | | |
|--|---|
| <ul style="list-style-type: none"> • Hudson Helps Resource Center • Office of Accessibility Services • Office of Advisement • Office of Diversity, Equity and Inclusion • Office of Financial Aid | <ul style="list-style-type: none"> • Office of Grants and Sponsored Programs • Office of Mental Health Counseling and Wellness • Office of Procurement and Contracts • Office of Public Safety and Security • Office of Student Affairs and Enrollment |
|--|---|

Partnering External Agencies/Organizations

- | | |
|--|--|
| <ul style="list-style-type: none"> • College and University Partners • Hudson County Agencies (Various) • Hudson County Department of Family Services and Reintegration | <ul style="list-style-type: none"> • Hudson Pride • State Agencies (Various) • Women Rising |
|--|--|





Action Step	Date To Begin	Deadline For Completion	Metrics Of Success
1. Establish a multi-stakeholder Basic Needs Assessment Committee to identify available housing resources, community partnerships, and create emergency response protocols as part of a Housing Plan.	Fall 2025	Ongoing	<ul style="list-style-type: none"> • Creation of a comprehensive resource map with active housing partnerships.
2. Implement a streamlined housing assistance process that coordinates rapid response services, support resources, and placement procedures for eligible students.	Spring 2026	Ongoing	<ul style="list-style-type: none"> • Development and communication of a housing assistance plan.
3. Develop a sustainable funding strategy through grants, partnerships, and institutional resources to create a long-term emergency housing support system.	Fall 2026	Ongoing	<ul style="list-style-type: none"> • Secure dedicated funding to support housing placements.

Strategic Direction #6:**A Catalyst for Community Transformation: Harnessing Institutional Strengths and External Alliances to Address the Diverse, Evolving Needs of Our Students and Community****Vision Statement:**

United by a shared vision, Hudson County Community College is a dynamic, adaptive institution thriving on internal collaborations and strategic external partnerships that include financial and other investments in the college's people and mission. The college cultivates a powerful network of internal and external support that nurtures leadership, empowers our growing alumni community, offers transformative workforce development programs and credentials, and convenes diverse stakeholders to drive transformative change. By equipping students and community members with the confidence and skills to excel in their academic and professional journeys, lasting connections are forged that catalyze enduring success and positive impact, creating a ripple effect of advancement throughout our community and beyond.

Strategic Initiative 6A

Strengthen and expand strategic partnerships with industry leaders, community organizations, and educational institutions to enhance career readiness and create transformative career pathways and leadership development opportunities for students in high-demand sectors.

Purpose of the Strategic Initiative

This strategic initiative aims to forge dynamic collaborations between academic programs, workforce development partners, and industry leaders to build an integrated system of career preparation and professional growth. Through enhanced experiential learning opportunities, leadership development programs, and industry-informed curriculum design, Hudson County Community College will equip students with the real-world skills and professional connections needed for success in growth industries. These strategic partnerships will simultaneously strengthen our academic programs, expand employment pathways, and elevate both student outcomes and regional workforce development, creating lasting positive impact for our students and community.

Organizational Unit Responsible for Implementation

- School of Continuing Education and Workforce Development

Partnering Organizational Units/Parties for Implementation

- | | |
|--|---|
| <ul style="list-style-type: none"> • African American Outreach Committee • Hudson Helps Resource Center • Latino Advisory Council • Office of Academic Affairs • Office of Advancement and Communications • Office of Business and Finance • Office of Career and Transfer Pathways • Office of Diversity, Equity and Inclusion • Office of Financial Aid • Office of Grants and Sponsored Programs • Office of Student Life and Leadership | <ul style="list-style-type: none"> • Office of Veterans Affairs and International Student Services • School of Business, Culinary Arts, and Hospitality Management • School of Continuing Education and Workforce Development • School of Humanities and Social Sciences • School of Nursing and Health Professions • School of Science, Technology, Engineering, and Mathematics |
|--|---|

Partnering External Agencies/Organizations

- African American Chamber of Commerce of New Jersey
- College and University Partners
- External Workforce Partners
- Hudson County Community College Foundation Board
- Hudson County Economic Development Corporation
- Hudson County Latin American Chamber of Commerce
- Hudson County Office of Veterans Affairs
- Hudson County Workforce Development Board
- Hudson Helps Partner Agencies
- New Jersey Council of County Colleges Consortium for Workforce and Economic Development
- Statewide Hispanic Chamber of Commerce of New Jersey
- Year Up New York New Jersey

Action Step	Date To Begin	Deadline For Completion	Metrics Of Success
1. Establish a multi-stakeholder working group to coordinate internal resources and develop comprehensive external partnership strategy.	Spring 2025	Ongoing	<ul style="list-style-type: none"> • Creation of a centralized partnership database with employers.
2. Implement a centralized management system that tracks stakeholder engagement and experiential learning opportunities, coordinates initiatives, and maintains collaborative relationships.	Spring 2026	Ongoing	<ul style="list-style-type: none"> • Partnerships actively providing student opportunities.
3. Develop industry-specific multi-stakeholder advisory boards to guide curriculum alignment, create experiential learning opportunities, and strengthen workforce partnerships.	Spring 2026	Summer 2026	<ul style="list-style-type: none"> • Establishment of industry advisory boards with documented impact on curriculum and student opportunities.

Strategic Initiative 6B

Expand comprehensive experiential learning opportunities across all academic and workforce programs through integrated internships, externships, apprenticeships, competitions, study abroad opportunities, and community engagement activities to foster professional growth and student independence.

Purpose of the Strategic Initiative

This strategic initiative aims to embed meaningful real-world experiences throughout students' academic journeys by creating diverse pathways for practical skill development and industry engagement. Through immersive out-of-classroom experiences including internships, externships, field trips, competitions, study abroad opportunities, and volunteer experiences, students will develop essential professional competencies while building valuable industry connections and civic awareness. These structured experiential learning opportunities will empower students to bridge theory and practice, building confidence and independence as they prepare for successful careers.

Organizational Unit Responsible for Implementation

- Office of Academic Affairs

Partnering Organizational Units/Parties for Implementation

- | | |
|---|---|
| • Hudson Helps Resource Center | • School of Business, Culinary Arts, and Hospitality Management |
| • Office of Advancement and Communications | • School of Continuing Education and Workforce Development |
| • Office of Career and Transfer Pathways | • School of Humanities and Social Sciences |
| • Office of Diversity, Equity and Inclusion | • School of Nursing and Health Professions |
| • Office of Financial Aid | • School of Science, Technology, Engineering, and Mathematics |
| • Office of Grants and Sponsored Programs | |
| • Office of Student Life and Leadership | |
| • Office of Veterans Affairs and International Student Services | |

Partnering External Agencies/Organizations

- | | |
|--|---|
| • African American Chamber of Commerce of New Jersey | • Hudson County Workforce Development Board |
| • College and University Partners | • Hudson Helps Partner Agencies |
| • External Workforce Partners | • New Jersey Council of County Colleges Consortium for Workforce and Economic Development |
| • Hudson County Community College Foundation Board | • Statewide Hispanic Chamber of Commerce of New Jersey |
| • Hudson County Economic Development Corporation | • Year Up New York New Jersey |
| • Hudson County Latin American Chamber of Commerce | |
| • Hudson County Office of Veterans Affairs | |

Action Step	Date To Begin	Deadline For Completion	Metrics Of Success
1. Develop and maintain program-specific multi-stakeholder advisory boards to guide curriculum alignment, create experiential learning opportunities, and strengthen workforce partnerships.	Spring 2025	Summer 2026	<ul style="list-style-type: none"> Establishment of program advisory boards with documented impact on curriculum and student opportunities.
2. Create and implement standardized experiential learning framework that defines program components, establishes guidelines, and integrates career readiness competencies across academic, and continuing education and workforce development programs.	Spring 2025	Summer 2026	<ul style="list-style-type: none"> Academic programs having documented experiential learning components. Students completing at least one experiential learning opportunity before graduation.
3. Integrate career readiness competencies and experiential learning opportunities into curriculum design and program pathways through systematic mapping of industry-aligned skills.	Spring 2025	Summer 2026	<ul style="list-style-type: none"> Increased programs with documented industry-aligned experiential components.
4. Create collaborative partnership networks by coordinating internal resources and external industry partners to expand experiential learning opportunities across all disciplines.	Spring 2025	Ongoing	<ul style="list-style-type: none"> Establishment of active industry partnerships providing experiential learning opportunities.

Strategic Initiative 6C

Organize open-to-the-public events on campus to attract community members, build community relationships, and foster interest in future enrollment.

Purpose of the Strategic Initiative

This initiative will create engaging public events and programming that welcome community members to experience Hudson County Community College's campus environment firsthand. By fostering these community connections through accessible events, we aim to build relationships that lead to increased enrollment and deeper community engagement.

Organizational Unit Responsible for Implementation

- Office of Diversity, Equity and Inclusion

Partnering Organizational Units/Parties for Implementation

- | | |
|---|---|
| • African American Outreach Committee | • Office of Student Affairs and Enrollment |
| • Center for Teaching, Learning, and Innovation | • Office of Student Life and Leadership |
| • College Libraries | • School of Business, Culinary Arts, and Hospitality Management |
| • Latino Advisory Council | • School of Continuing Education and Workforce Development |
| • Office of Academic Affairs | • School of Humanities and Social Sciences |
| • Office of Admissions and Enrollment | • School of Nursing and Health Professions |
| • Office of Cultural Affairs | • School of Science, Technology, Engineering, and Mathematics |
| • Office of External Affairs | |
| • Office of the President | |

Partnering External Agencies/Organizations

- | | |
|--------------------------------|-----------------------------|
| • City of East Newark | • Township of Guttenberg |
| • City of Jersey City | • Township of Harrison |
| • City of Union City | • Township of Hoboken |
| • County of Hudson | • Township of Kearny |
| • Hudson County Municipalities | • Township of North Bergen |
| • Hudson Pride | • Township of Secaucus |
| • Local Libraries | • Township of Weehawken |
| • Local NAACP Offices | • Township of West New York |
| • Township of Bayonne | |



Action Step	Date To Begin	Deadline For Completion	Metrics Of Success
1. Implement comprehensive marketing strategy that amplifies existing cultural programs, campus events, and community engagement opportunities through targeted outreach and multi-channel promotion.	Spring 2025	Fall 2025	<ul style="list-style-type: none"> • Increase community attendance at college events.
2. Develop distinguished speaker series that showcases local leaders, entrepreneurs, and community changemakers while building meaningful connections between the College and Hudson County residents.	Fall 2026	Ongoing	<ul style="list-style-type: none"> • Host high-profile community leaders annually.
3. Launch annual Heritage Summit that celebrates local culture, highlights community achievements, and strengthens relationships between the College and diverse Hudson County communities.	Spring 2027	Fall 2027	<ul style="list-style-type: none"> • Community members who attend the inaugural summit.

Strategic Initiative 6D

Launch a transformative 50th Anniversary celebration honoring Hudson County Community College's legacy while engaging students, employees, alumni, and community partners in strategic advancement initiatives that strengthen institutional resources and create sustainable funding streams for future academic excellence and innovation. Plan and launch the College's first comprehensive campaign beginning in 2026-27.

Purpose of the Strategic Initiative

This strategic initiative aims to leverage the College's 50th Anniversary as a catalyst for deepening institutional connections and launching comprehensive advancement efforts that celebrate our past while securing resources for our future. Through a strategic combination of community engagement events and targeted fundraising campaigns, we will showcase the College's transformative impact while building a robust foundation of philanthropic support and strategic partnerships. This milestone celebration will mobilize alumni engagement, stimulate major giving, strengthen corporate partnerships, and establish new endowment opportunities, ensuring Hudson County Community College has the resources needed to maintain excellence and drive institutional advancement for the next 50 years of transforming students' lives.

Organizational Unit Responsible for Implementation

- Office of Advancement and Communications

Partnering Organizational Units/Parties for Implementation

- | | |
|---|---|
| • Hudson County Community College Board of Trustees | • Office of the President |
| • Hudson County Community College Foundation Board of Directors | • Office of Student Affairs and Enrollment |
| • Office of Academic Affairs | • School of Business, Culinary Arts, and Hospitality Management |
| • Office of Business and Finance | • School of Continuing Education and Workforce Development |
| • Office of Diversity, Equity and Inclusion | • School of Humanities and Social Sciences |
| • Office of External Affairs | • School of Nursing and Health Professions |
| • Office of Human Resources | • School of Science, Technology, Engineering, and Mathematics |
| • Office of Information Technology Services | • 50th Anniversary Planning Committee |
| • Office of Institutional Research and Planning | |

Partnering External Agencies/Organizations

- | | |
|---|--|
| • Business and Industry Organizations | • Hudson County Commissioners |
| • Community-based Nonprofit Organizations | • Hudson County Community College Alumni |
| • Community Cultural Organizations | • Hudson County Municipalities |
| • County of Hudson | • Office of the County Executive |
| • Educational Organizations | |

Action Step	Date To Begin	Deadline For Completion	Metrics Of Success
1. Establish 50th Anniversary Planning Committee to develop a comprehensive celebration framework that integrates advancement goals, alumni engagement, and community outreach through coordinated year-long programming.	Fall 2024	Fall 2026	<ul style="list-style-type: none"> • Creation of the Multi-Stakeholder Planning and Steering Committees. • Development of a multi-direction action plan encompassing programming, advancement goals, alumni engagement, and community outreach.
2. Create multi-channel campaigns that showcase HCCC's institutional impact through compelling storytelling, historical retrospectives, and future-focused initiatives across digital platforms, publications, and events.	Fall 2024	Fall 2026	<ul style="list-style-type: none"> • Development of alumni/student success stories that are published across multiple media platforms.
3. Implement signature event series including alumni engagement opportunities, community celebrations, and donor recognition programs that highlight institutional achievements and generate philanthropic support.	Fall 2025	Fall 2026	<ul style="list-style-type: none"> • Increased alumni engagement.
4. Launch targeted advancement strategy that includes major gift cultivation, corporate partnership development, and the growth of endowment giving.	Spring 2027	Ongoing	<ul style="list-style-type: none"> • Implemented advancement strategy.

Action Step	Date To Begin	Deadline For Completion	Metrics Of Success
5. Develop lasting legacy initiatives that transform 50th Anniversary momentum into sustainable advancement programs through establishment of alumni networks, giving societies, and corporate partnership frameworks.	Spring 2027	Ongoing	<ul style="list-style-type: none">• Increase in annual giving and affinity participation.



APPENDICES

Appendix A: Alignment of Plans

Strategic Direction 1:

Empowering Student Success: Nurturing Every Dimension of Student Growth through Personalized Support and Equity, In and Beyond the Classroom

Strategic Direction 1 Alignment		
2024-29 Academic Success Plan	Strategic Direction A – <i>All Initiatives</i>	Advancing a Culture of Care through a Strong Focus on Equity
	Strategic Direction B – <i>All Initiatives</i>	Advancing a Culture of Innovation through Academic Programs and Partnerships
2024-29 Diversity, Equity and Inclusion Action Plan	Goal #2 – <i>All Objectives</i>	Enhancing the College’s efforts of inclusivity and its culture of care to create an environment that is supportive and inclusive for all students, faculty, staff, and community members.
	Goal #3	Emphasizing the College’s culture of transparency, guided by institutional commitment to safety, security, and belonging for all students, faculty, staff, and community members.
		<div>Objective 1</div> <div>Promote transparency, awareness, and accessibility in all college policies, procedures, processes, and services.</div>
2024-29 Student Success Action Plan	Holistic Student Success Goal – <i>All Strategies</i>	By 2030, increase the 6-year holistic Student Success Retention and Completion Rate for all students from 37.8% to 54%.

Strategic Direction 2:**Unlocking Unlimited Student Potential: An Inclusive, High-Quality Education Informed by Data and Best Practices to Expand Access, Flexible Learning Options, and Technology-Enhanced Innovation**

Strategic Direction 2 Alignment			
2024-29 Academic Success Plan	Strategic Direction A - <i>All Initiatives</i>	Advancing a Culture of Care through a Strong Focus on Equity	
	Strategic Direction B	Advancing a Culture of Innovation through Academic Programs and Partnerships	
		Initiative 6	Expand Academic Service Learning, Internships, Apprenticeships, and Partnerships
		Initiative 7	Develop New Academic Programs
		Initiative 9	Generate Pathways to Academic Credit Programs and Certificates
		Initiative 11	Deepen the Library's Impact
2024-29 Diversity, Equity and Inclusion Action Plan	Goal #2 – All Objectives	Enhancing the College's efforts of inclusivity and its culture of care to create an environment that is supportive and inclusive for all students, faculty, staff, and community members.	
	Goal #3	Emphasizing the College's culture of transparency, guided by institutional commitment to safety, security, and belonging for all students, faculty, staff, and community members.	
		Objective 1	Promote transparency, awareness, and accessibility in all college policies, procedures, processes, and services.
	Goal #4	Applying the Hudson Scholars Program model to enhance retention and eliminate completion gaps for traditionally underrepresented students.	
		Objective 3	Increase academic and career pathway awareness for traditionally underrepresented students.

2024-29 Student Success Action Plan	Holistic Student Success Goal – <i>All Strategies</i>	By 2030, increase the 6-year holistic Student Success Retention and Completion Rate for all students from 37.8% to 54%.
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Strategic Direction 3:

Expanding Hudson Scholars: A Comprehensive Support Environment Empowering Every Student to Thrive Academically, Grow Personally, and Excel Professionally

Strategic Direction 3 Alignment			
2024-29 Academic Success Plan	Strategic Direction B	Advancing a Culture of Innovation through Academic Programs and Partnerships	
		Initiative 6	Expand Academic Service Learning, Internships, Apprenticeships, and Partnerships
		Initiative 10	Explore the World Beyond HCCC
2024-29 Diversity, Equity and Inclusion Action Plan	Goal 4 – <i>All Objectives</i>	Applying the Hudson Scholars Program model to enhance retention and eliminate completion gaps for traditionally underrepresented students.	
2024-29 Student Success Action Plan	Holistic Student Success Goal	By 2030, increase the 6-year holistic Student Success Retention and Completion Rate for all students from 37.8% to 54%.	
		Strategy 1	Narrow equity gaps by utilizing the four pillars of the Hudson Scholars program to inform the scaling of intensive student supports to all credential-seeking students.

Strategic Direction 4:**Cultivating Individual and Institutional Excellence through Employee Development
Best Practices: Fostering a Culture of Continuous Growth, Professional Development,
and Employee Engagement**

Strategic Direction 4 Alignment			
2024-29 Academic Success Plan	Strategic Direction A – <i>All Initiatives</i>	Advancing a Culture of Care through a Strong Focus on Equity	
2024-29 Academic Success Plan	Strategic Direction C	Advancing a Culture of Inquiry through Professional Development	
		Initiative 12	Cultivate Teaching Excellence
2024-29 Diversity, Equity and Inclusion Action Plan	Goal #1 – All Objectives	Sustaining and expanding a culture of Diversity, Equity and Inclusion grounded in best practices throughout the College.	
	Goal #2 – All Objectives	Enhancing the College's efforts of inclusivity and its culture of care to create an environment that is supportive and inclusive for all students, faculty, staff, and community members.	
	Goal #3	Emphasizing the College's culture of transparency, guided by institutional commitment to safety, security, and belonging for all students, faculty, staff, and community members.	
		Objective 1	Promote transparency, awareness, and accessibility in all college policies, procedures, processes, and services.
2024-29 Student Success Action Plan	Holistic Student Success Goal – <i>All Strategies</i>	By 2030, increase the 6-year holistic Student Success Retention and Completion Rate for all students from 37.8% to 54%.	

Strategic Direction 5:

Expanding Our Footprint: Creating Inclusive, Sustainable Spaces and Facilities for Future-Ready Learning and Institutional Growth

Strategic Direction 5 Alignment			
2024-29 Academic Success Plan	Strategic Direction A	Advancing a Culture of Care through a Strong Focus on Equity	
		Initiative 2	Ensure Accessibility in Resources, Services, and Curricula
2024-29 Diversity, Equity and Inclusion Action Plan	Goal #2 – All Objectives	Enhancing the College's efforts of inclusivity and its culture of care to create an environment that is supportive and inclusive for all students, faculty, staff, and community members.	
2024-29 Diversity, Equity and Inclusion Action Plan	Goal #3 – All Objectives	Emphasizing the College's culture of transparency, guided by institutional commitment to safety, security, and belonging for all students, faculty, staff, and community members.	
2024-29 Student Success Action Plan	Holistic Student Success Goal – All Strategies	By 2030, increase the 6-year holistic Student Success Retention and Completion Rate for all students from 37.8% to 54%.	



Strategic Direction 6:

A Catalyst for Community Transformation: Harnessing Institutional Strengths and External Alliances to Address the Diverse, Evolving Needs of Our Students and Community

Strategic Direction 6 Alignment		
2024-29 Academic Success Plan	Strategic Direction B – All Initiatives	Advancing a Culture of Innovation through Academic Programs and Partnerships
2024-29 Diversity, Equity and Inclusion Action Plan	Goal #2 – All Objectives	Enhancing the College’s efforts of inclusivity and its culture of care to create an environment that is supportive and inclusive for all students, faculty, staff, and community members.
2024-29 Student Success Action Plan	Holistic Student Success Goal – All Strategies	By 2030, increase the 6-year holistic Student Success Retention and Completion Rate for all students from 37.8% to 54%.





Appendix B: Summary of Strategic Directions and Initiatives

Strategic Direction 1:

Empowering Student Success: Nurturing Every Dimension of Student Growth Through Personalized Support and Equity, In and Beyond the Classroom

Strategic Initiatives 1A – 1C

- Create an awareness plan for integrated comprehensive wrap-around services beginning with the onboarding process, continuing throughout the college experience, and eventually leading to baccalaureate and graduate institutions.
- Launch a comprehensive athletics program that drives student recruitment and retention, promotes academic excellence, and enhances campus engagement through competitive sports opportunities and student-athlete support services.
- Advance Institutional Excellence Through Data-Informed Assessment, Program Accreditation, and Continuous Improvement.

Strategic Direction 2:

Unlocking Unlimited Student Potential: An Inclusive, High-Quality Education Informed by Data and Best Practices to Expand Access, Flexible Learning Options, and Technology-Enhanced Innovation

Strategic Initiatives 2A – 2C

- Design and implement data-driven, personalized learning pathways that integrate flexible learning options, affordable resources, and comprehensive support systems to expand educational access and promote lifelong student success.
- Expand course delivery options through personalized learning options, diverse semester timeframes, accelerated formats, and innovative modalities while ensuring comprehensive technology access to accommodate students' complex lives and learning preferences.
- Prepare students for the evolving workforce by integrating Artificial Intelligence (AI) literacy across academic programs, and developing accessible, industry-aligned credentials.

Strategic Direction 3:

Expanding Hudson Scholars: A Comprehensive Support Environment Empowering Every Student to Thrive Academically, Grow Personally, and Excel Professionally

Strategic Initiatives 3A and 3B

- Expand the award-winning Hudson Scholars Program by broadening its reach to all credential-seeking students.
- Establish a structured mentoring program to connect students with dedicated faculty and administrators for enhanced guidance.

Strategic Direction 4:

Cultivating Individual and Institutional Excellence through Employee Development Best Practices: Fostering a Culture of Continuous Growth, Professional Development, and Employee Engagement

Strategic Initiatives 4A and 4B

- Create comprehensive professional development pathways that provide stackable credentials, enhance training opportunities, and expand job opportunities for full-time and part-time employees and students.
- Empower faculty and staff through comprehensive professional development in inclusive pedagogies, mental health support, accessibility services, and cultural competency to create a safe, responsive, and equitable learning environment for all students.

Strategic Direction 5:

Expanding Our Footprint: Creating Inclusive, Sustainable Spaces and Facilities for Future-Ready Learning and Institutional Growth

Strategic Initiatives 5A – 5C

- Establish partnerships to provide affordable childcare services to support the retention and success of student, faculty and staff parents.
- Complete and operationalize the One-Stop Center for all student services.
- Explore and establish partnerships to provide housing for students in need, student athletes, international students, and other special cohorts.

Strategic Direction 6:

A Catalyst for Community Transformation: Harnessing Institutional Strengths and External Alliances to Address the Diverse, Evolving Needs of Our Students and Community

Strategic Initiatives 6A – 6D

- Strengthen and expand strategic partnerships with industry leaders, community organizations, and educational institutions to enhance career readiness and create transformative career pathways and leadership development opportunities for students in high-demand sectors.
- Expand comprehensive experiential learning opportunities across all academic and workforce programs through integrated internships, externships, apprenticeships, competitions, study abroad opportunities, and community engagement activities to foster professional growth and student independence.
- Organize open-to-the-public events on campus to attract community members, build community relationships, and foster interest in future enrollment.
- Launch a transformative 50th Anniversary celebration honoring Hudson County Community College's legacy while engaging students, employees, alumni, and community partners in strategic advancement initiatives that strengthen institutional resources and create sustainable funding streams for future academic excellence and innovation. Plan and launch the College's first comprehensive campaign beginning in 2026-27.

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