

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

Regular Meeting--Board of Trustees
January 22, 2013

AGENDA

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

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 22, 2013**

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

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

This meeting is called in conformance with the "Open Public Meetings Act." A notice of the meeting of the Board of Trustees was transmitted to all Board members, advertised in The Jersey Journal, The Star Ledger, filed with each Office of the Hudson County Municipal Clerks, and posted on the Public Bulletin Boards of the Hudson County Community College at 25 Journal Square, 70 Sip Avenue, Jersey City, New Jersey and at the North Hudson Higher Education Center, Union City, New Jersey stating the date, time and place of said meeting.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 22, 2013**

III. COMMENTS FROM THE PUBLIC

Chairman Netchert wished the President, faculty and staff a Happy 2013.

Dr. Lloyd Kahn, Professor of Life Science and President of the Professional Association stated the he would like to reinstitute his desire for team work between the Professional Association and the College.

Cathy Siedman, Associate Professor, Criminal Justice suggested microphones for the conference table in the Board Room so the audience could hear discussions more clearly.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 22, 2013**

RESOLUTION

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

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

INTRODUCED BY: Bakari Lee

SECONDED BY: Karen Fahrenholz

DATE: January 22, 2013

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

7 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

1-22-13
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 22, 2013**

IV. CLOSED SESSION

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

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

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

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

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

Personnel Matters

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

4) this resolution shall take effect immediately.

INTRODUCED BY: Jeanette Peña

SECONDED BY: Alfred Zampella

DATE: January 22, 2013

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

7 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

1-22-13
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 22, 2013**

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

Trustee Lee announced the following events:

- *Association of Community College Trustees (ACCT) Legislative Summit, February 10, 2013 in Washington. Dr. Gabert will meet with legislators. During the Summit, the following NJCCC events will also take place: Reception, February 12th and Breakfast, February 13th.*
- *NJCCC Trustee Essentials, February 25, 2013. Trustee Lee will participate on a panel discussion called "Student Success Initiative."*

Dr. Gabert reported on the following:

- *Trustee Karen Fahrenholz will give the welcoming address at the College In-Service, Thursday, January 24th, 9:30 in the Conference Center. Employees with 25 or more years of service will be honored at a luncheon.*
- *The entire paradigm for enrollment is shifting. The College is currently reviewing enrollments because they are down 1,173 for the spring semester. Paula Pando added that a quarter of the students could not meet their financial obligations which prevented them from enrolling.*

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 22, 2013**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETINGS

The Minutes of the Reorganization Meeting and the Regular Meeting of November 20, 2012 are herewith officially submitted to the Board Trustees for approval. (Attachment A)

Recommendation:

It is the recommendation of the President that the Board of Trustees accept the Minutes of the Reorganization Meeting and the Regular Meeting of November 20, 2012.

2. GIFTS, GRANTS, AND CONTRACTS REPORT - None

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

INTRODUCED BY: Bakari Lee

SECONDED BY: James Fife

DATE: January 22, 2013

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

7 Ayes..... 0 Nay

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

Jennifer Oakley 1-22-13
Signature of Recorder Date

**ATTACHMENT A
ITEM VI**

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

**November 20, 2012
Reorganization Meeting
MINUTES**

PRESENT: Karen Fahrenholz, James Fife, Glen Gabert, (ex officio), Shannon Gallagher, Roberta Kenny, Joanne Kosakowski, Bakari Lee, William Netchert, and Alfred Zampella

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

ABSENT: Joseph Cundari, Trustee Emeritus, Jeanette Peña, Adrienne Sires, and Katia Stack

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

Ia. New Student Alumni Representative, Shannon Gallagher, was sworn in her term ends October 2013.

II. ROLL CALL AND RECOGNITION OF VISITORS

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

HCCC Staff present were: Jessica Brito John DeLooper, Jennifer Dudley, Michael Ferlise, Sal Figueras, Elaine Foster, Eric Friedman, Dorothea Graham King, Lloyd Kahn, Pam Littles, Frank Mercado, Randi Miller, Patrick Moore, Patricia Murphy, Jennifer Oakley, Paula Pando, Denise Phillips, Ismael Randazzo, Qamar Raza, Cathy Seidman, Maureen Sheridan, Patricia Sikorski, John Sommer, Marcella Williams, and Vinny Zicoello.

III. CLOSED SESSION – None

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

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

Introduced by: James Fife
Seconded by: Alfred Zampella
7 Ayes.....0 Nays

Resolution Adopted

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

LOCATION

December	-	No Meeting
January 22, 2013	-	Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
February 19, 2013	-	Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
March 12, 2013	-	Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
April 9, 2013	-	Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
May 14, 2013	-	Culinary Conference Center, 161 Newkirk Street, Jersey City, NJ
June 11, 2013	-	Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
July	-	No meeting
August 13, 2013	-	Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
September 10, 2013	-	Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
October 15, 2013	-	North Hudson Center, 4800 Kennedy Boulevard, Union City, NJ
November 19, 2013	-	Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ (The Reorganization Meeting and the Regular Monthly Meeting will be held on this date.)

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

Introduced by: Bakari Lee

Seconded by: James Fife

7 Ayes.....0 Nays

Resolution Adopted

VI. APPOINTMENT OF COMMITTEES - Chairman Netchert announced that the Board
Committee structure for 2013 would be announced at a later date.

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

Introduced by: James Fife

Seconded by: Bakari Lee

7 Ayes.....0 Nays

Resolution Adopted

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

REGULAR MEETING --- BOARD OF TRUSTEES
November 20, 2012

MINUTES

PRESENT: Karen Fahrenholz, James Fife, Glen Gabert, (ex officio), Shannon Gallagher, Roberta Kenny, Joanne Kosakowski, Bakari Lee, William Netchert, and Alfred Zampella

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

ABSENT: Joseph Cundari, Trustee Emeritus, Jeanette Peña, Adrienne Sires, and Katia Stack

HCCC Staff present were: Jessica Brito, John DeLooper, Jennifer Dudley, Michael Ferlise, Sal Figueras, Elaine Foster, Eric Friedman, Dorothea Graham King, Lloyd Kahn, Pam Littles, Frank Mercado, Randi Miller, Patrick Moore, Patricia Murphy, Jennifer Oakley, Paula Pando, Denise Phillips, Ismael Randazzo, Qamar Raza, Cathy Seidman, Maureen Sheridan, Patricia Sikorski, John Sommer, Marcella Williams, and Vinny Zicoello.

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

II. ROLL CALL AND RECOGNITION OF VISITORS

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

III. COMMENTS FROM THE PUBLIC –

Dr. Lloyd Kahn, Professor of Life Science and President of the Professional Association said the Professional Association appreciated the approval of the union contract. He thanked Dr. Gabert, Dr. Eric Friedman and Chanida Katkanant for their support and participation at the July 18th Phi Theta Kappa event held at the Culinary Conference Center. Dr. Kahn also congratulated Shannon Gallagher, new Student Alumni Representative, for doing an excellent job as the past President of Phi Theta Kappa.

IV. CLOSED SESSION - None

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

- Retiring Professor of Physics Dr. David Rosenthal and Executive Administrative Assistant, Student Affairs, Patricia Sikorski were recognized.
- Trustee Lee congratulated Dr. Glen Gabert and Jennifer Oakley for winning two prestigious regional awards on behalf of the College from the Association of Community College Trustees (ACCT): The Charles Kennedy Equity Award recognizing the College's success in making its diversity an institutional strength and the Professional Board Staff Award recognizing Jennifer Oakley's 33 years of distinguished service.

President Gabert reminded the trustees of some upcoming events:

<i>November 26</i>	<i>NJCCC Meeting, 6:00 – 8:00 pm at East Windsor Holiday Inn</i>
<i>December 6th</i>	<i>Foundation Gala, 6:00 pm at Culinary Conference Center</i>
<i>December 11</i>	<i>Rich Voorhees, Consultant, Mission Statement meetings with trustees and freeholders at the Culinary Conference Center</i>
<i>December 13th</i>	<i>Recognition event for Foundation Directors and the West Hudson Scholarship Committee, 6:00 pm at President Gabert's Home</i>
<i>December 18th</i>	<i>(Rescheduled) Chamber of Commerce Legends Ball 6:00 pm at Liberty Science Center</i>
<i>December 20th</i>	<i>Holiday Reception for College Staff, 2:00-5:00 pm at Culinary Conference Center</i>

2013

<i>January 24</i>	<i>College In-Service, 9:00 a.m. at Culinary Conference Center</i>
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Dr. Gabert also reported that the Employee Scholarship Luncheon will be rescheduled for a date to be determined after the spring because the original date was in the aftermath of Hurricane Sandy.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

- 1. Minutes of the Regular meeting of October 9, 2012 with September 11, 2012 resolutions ratified.*
- 2. Gifts, Grants and Contract Reports*

The College has made the following grant & contract proposals:

*TITLE: H1-B Technical Skills Training Grant
AGENCY: United States Department of Labor
PURPOSE OF GRANT: The College received a \$180,000 grant from the USDOL as part of a consortium application. The goal of the funding is to reduce the number of H1-B Visas issued to foreign nationals by training and or retraining unemployed American workers in the STEM areas.
COLLEGE ADMINISTRATOR: Ryan Martin
COLLEGE CONTRIBUTION: 0
DATES OF GRANT: 10/1/12 – 9/30/15*

TITLE: Pharmaceutical Manufacturing Technician Training Program
AGENCY: National Science Foundation
PURPOSE OF GRANT: The College submitted an application with the New Jersey Institute of Technology proposing the creation of a Pharmaceutical Manufacturing Program.
COLLEGE ADMINISTRATOR: Ryan Martin / Mojdeh Tabatabaie
COLLEGE CONTRIBUTION: 0
DATES OF GRANT: 10/1/13 – 9/30/16

Introduced by: James Fife
Seconded by: Karen Fahrenholz
6 Ayes.....1 Abstention0 Nays Resolution Adopted

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Award of Custodial Paper Supplies Vendor for FY 13 & FY 14;
2. Renewal of College's Managed Services Contract Supporting Administrative Computing;
3. Renewal of College's Website & Portal Support Services
4. Award of Custodial Cleaning Supplies Vendor for FY 13 & FY 14

Introduced by: Bakari Lee
Seconded by: Alfred Zampella
7 Ayes.....0 Nays Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS

1. Retirement

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
David Rosenthal	Professor, Physics	1/1/2013

2. Appointment of Staff

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Alaa Abdallah	Lab Technician, Chemistry and Biology (NHC)	11/21/2012	\$25,000 (pro-rated)

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Tess Wiggins	Administrative Assistant, Dean of Non-Traditional Programs	11/21/2012	\$31,000 (pro-rated)

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Kathryn R. Winner	Coordinator of Evening/ Weekend and Off-site Services	11/21/2012	\$40,000 (pro-rated)

3. *Appointment of Additional New & Continuing Part-Time Hires:
November 21, 2012 – June 30, 2013.*

Last Name	First Name	Department	Title
Gutierrez	Meridangela	ADJ Academic Support Services	Tutor
Martinez	Jessica	Business Non-Credit	Office Assistant
Garcia	Basiliza	Culinary Arts	Dishwasher
Mikhail	Manal	Culinary Arts/Non-Credit Programs	Dishwasher
Ayyah	Huda	Disability Support Services	Notetaker/Reader
Politico	Ronalice	Disability Support Services	Notetaker/Reader
Jones	Christina	Disability Support Services	Notetaker/Reader
Steiner	Kristy	Disability Support Services	Sign Language Interpreter
Munsi	Lindsey	Disability Support Services	Notetaker/Reader
Flanagan	Regina	Disability Support Services	Sign Language Interpreter
Guzman	Maria	Financial Aid	Financial Aid Assistant
Fuentes	Maria	Financial Aid	Financial Aid Assistant
Siddiqui	Samreen	Financial Aid	Financial Aid Assistant
Melon	Lindsey	Humanities & Social Sciences	ECE Lab Assistant
Bethune	Pearl	Health, Science & Technology	Lab Assistant
Antala	Jay	IT	Lab Assistant
Patel	Manav	IT	Lab Assistant
Behr	Amy	Library/Learning Resources Center	Librarian
Wabara	Malcom	Non Credit Programs	Non-Credit Instructor
Peace	Daria	Student Activities	Programming Assistant

Introduced by: Karen Fahrenholz

Seconded by: James Fife

7Ayes.....0 Nays

Resolution Adopted

4. *Collective Bargaining Agreement between Hudson County Community College
and the Hudson County Community College Professional Association.*

Introduced by: James Fife

Seconded by: Bakari Lee

7Ayes.....0 Nays

Resolution Adopted

5. *Collective Bargaining Agreement between Hudson County Community College
and the Hudson County Community College Academic Administrative Association.*

Introduced by: Joanne Kosakowski

Seconded by: James Fife

7Ayes.....0 Nays

Resolution Adopted

6. *Salary Adjustments for Employees Holding Regular Full-Time Confidential Positions Effective July 1, 2012, and*
7. *Salary Adjustment for Vice President of Academic Affairs*

Introduced by: Bakari Lee

Seconded by: James Fife

7Ayes.....0 Nays

Resolution Adopted

IX. ACADEMIC AND STUDENT AFFAIRS - None

X. NEW BUSINESS

XI. ADJOURNMENT 5:55 P.M.

Introduced by: James Fife

Seconded by: Karen Fahrenholz

7 Ayes.....0 Nays

Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 22, 2013**

VII. FISCAL, ADMINISTRATIVE, LEASE AND CAPITAL RECOMMENDATIONS

1. Award of Vision Care Plan for All HCCC Employees for Two (2) Years

REPORT/BACKGROUND:

The Vision Care Plan benefit for HCCC employees is up for renewal. The College provides this employee benefit since February 1996. It is a stipulation of the three (3) bargaining contracts.

There was an R.F.P. posted on the College Website on Friday, November 9, 2012 for the Group Vision Plan. Five (5) R.F.P.'s were requested and five (5) R.F.P.'s were received and opened on Tuesday, November 20, 2012. The Human Resources Director, after a cost analysis, has recommended National Vision Administrators, LLC of Clifton, New Jersey.

Their proposal is \$5.15 per employee/per month. The estimated cost for all eligible College employees is \$28,094. The rate is guaranteed for two (2) years.

The Executive Director of Human Resources recommends this purchase.

RECOMMENDATION:

The President, the Administration, and the Finance Committee of the Board of Trustees recommend that the Board of Trustees authorize the College to approve for two (2) years (February 1, 2013 through January 31, 2015) with National Vision Administrators, LLC of Clifton, New Jersey to provide vision care service, at a rate of \$5.15 per person/per month for eligible College employees, to be funded from the operating budget. Insurance contracts are exempt from the pay-to-play regulations.

2. Rescind Resolution to Purchase Supplies for the Culinary Arts Institute

REPORT/BACKGROUND:

On September 11, 2012 the Board of Trustees approved item VII. Fiscal Administrative, Lease, and Capital Recommendations: Resolution 11. Purchase of Supplies for the Culinary Arts Institute from M-Tucker, of Paterson, NJ in the amount of \$66,273.79. The College is making modifications to this purchase and will submit for approval a revised resolution reflecting these changes.

RECOMMENDATION:

The President, the Administration and the Finance Committee recommend that the resolution from September 11, 2012, VII. Fiscal Administrative, Lease, and Capital Recommendations: Resolution 11. Purchase of Supplies for the Culinary Arts Institute from M-Tucker, of Paterson, NJ in the amount of \$66,273.79. be rescinded.

3. Purchase of Supplies for the Culinary Arts Institute

REPORT/BACKGROUND:

The Grants Department and Culinary Arts Institute identified the need to purchase various kitchen supplies for the Culinary, to best serve HCCC students through the acquisition of instructional equipment/supplies. The Perkins Grant for fiscal 2013 will be used to fund this purchase.

A request for bids was posted on Friday, November 16, 2012. Three (3) bids were requested and two (2) bids were received and opened on Monday, December 3, 2012:

<u>VENDOR</u>	<u>LOCATION</u>	<u>COST</u>
M. Tucker	Paterson, N.J.	\$ 70,915.68
Douglas Equipment	Bluefield, W.V.,	\$ 76,091.42

The lowest responsible bidder is M. Tucker of Paterson, N.J. for a total cost not to exceed \$70,915.68.

The Vice President of Development/Grants recommends this purchase.

RECOMMENDATION:

The President, the Administration and the Finance Committee recommend that the Board of Trustees approve the amendment of the purchase of kitchen supplies for the Culinary Arts Institute from M. Tucker of Paterson, New Jersey, at a cost not to exceed \$70,915.68. This contract is Grant funded.

4. Award of General Counsel Services for 2013

REPORT/BACKGROUND:

There is a need for counsel to represent the Hudson County Community College for 2013.

A request for proposals was advertised on the internet beginning Thursday, November 15, 2012. Two (2) proposals were requested and one (1) proposal was received and opened on Thursday, November 29, 2012.

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

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

The Vice President of Finance/Chief Financial Officer recommends this award.

RECOMMENDATION:

The President, the Administration, and the Finance Committee of the Board of Trustees recommend that the Board of Trustees award the legal services for general counsel to Hudson County Community College for 2013 to the firm of Scarinci and Hollenbeck, Esqs., of Lyndhurst, New Jersey. This contract was awarded through a "fair and open" process as set forth in the Pay-to-Play Law N.J.S.A. 19:44A-20.4.

5. Award of Real Estate Counsel Services for 2013

REPORT/BACKGROUND:

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

A request for proposals was advertised on the internet beginning Thursday, November 15, 2012. One (1) proposal was received and opened on Thursday, November 29, 2012.

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

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

The Vice President for Finance/Chief Financial Officer recommends this award.

RECOMMENDATION:

The President, the Administration, and the Finance Committee of the Board of Trustees recommend that the Board of Trustees award the real estate legal counsel services to Hudson County Community College for 2013 to John Curley, LLC of Jersey City, New Jersey. This contract was awarded through a "fair and open" process as set forth in the Pay-to-Play Law N.J.S.A. 19:44A-20.4.

6. Award of Consultant Services for Academic Affairs - Consultant for New Program Evaluation – Radiography

REPORT/BACKGROUND:

The College has a need to use a consultant for new program evaluation - Radiology.

It is proposed that James Ferrell, Chair of Radiography Education Department at Middlesex County College be engaged to provide the services at a cost not to exceed \$1500.00.

RECOMMENDATION:

The President, the Administration, the Academic Affairs Committee and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve James Ferrell, Chair of the Radiography Education Department at Middlesex County College to perform consulting services, at a cost not to exceed \$1500.00.

7. Purchase of Extended Service Agreements for Cisco Network Switches

REPORT/BACKGROUND:

There is a need to purchase service agreements for the Cisco Smart Network Switches that were approved for purchase at the September 2012 Board of Trustee Meeting. The HCCC I.T.S. Department has solicited two (2) competitive quotes from Office Business Systems and CDW Government. The lowest quote is from Office Business Systems of Lincoln Park, New Jersey, at a cost not to exceed \$15,495.00. This contract is awarded from the N.J. State Contract Cisco WSCA M7000.

The Chief Information Officer recommends this purchase.

RECOMMENDATION:

The President, the Administration and the Finance Committee recommend that the Board of Trustees approve the purchase of the service agreements for the Cisco Network Switches from Office Business Systems of Lincoln Park, N.J., at a cost not to exceed \$15,495.00. This contract is awarded from the N.J. State Contract Cisco WSCA M7000 and will be funded through the operating budget.

8. Purchase of IPADS for Library/Learning Research Center Instruction FY 2012

REPORT/BACKGROUND:

The Library/LRC has identified the need to purchase 45 Ipads for conducting class instruction in the Library. Currently, class instruction uses the only computers the Library has, which means that for several hours each day there are no computers available for student use. These Ipads will eliminate the problem of turning students away from the Library during class instruction. The ITS Department has solicited a quote from the Apple Store, proposal number 2100544078, indicating the total cost to be \$26,614.90. Apple is a State Contract Vendor WSCA Contract # 70259 and T#M0483-r-39975. This will be funded through the Library's operating budget.

The Chief Information Officer recommends this purchase.

RECOMMENDATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the purchase of 45 Ipads, cases, and PowerSync cart, for a cost not to exceed \$26,614.90, to be funded from the Library's operating budget. This purchase includes an educational discount from the Apple store.

9. Upgrade of Firewall and Router

REPORT/BACKGROUND

The Hudson County Community College Grants and ITS Departments have identified the need to purchase a firewall and router upgrade to best serve HCCC students, faculty, and staff through the acquisition of instructional equipment. The Title V STEM Collaborative for fiscal 2013 will be used to fund this purchase.

HCCC has an existing service contract with Verizon for the current fiscal year. As such, the Chief Information Officer recommends Verizon be awarded the contract to provide these extended services and hardware given that Verizon is the current service provider of the existing infrastructure.

The HCCC ITS Department has solicited a quote from Verizon, at a total cost of \$54,808.78.

The Chief Information Officer recommends this purchase.

RECOMMENDATION:

The President, the Administration, the Finance Committee, recommend that the Board of Trustees approve the purchase of a firewall and router upgrade from Verizon, at a cost not to exceed \$54,808.78. This item is Grant funded.

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration, and the Finance Committee as outlined above in **Item VII. Fiscal, Administration, Lease and Capital Recommendations 1 – 9:** 1) Award of Vision Care Plan for All HCCC Employees for Two (2) Years; 2) Rescind Resolution to Purchase Supplies for the Culinary Arts Institute; 3) Purchase of Supplies for the Culinary Arts Institute; 4) Award of General Counsel Services for 2013; 5) Award of Real Estate Counsel Services for 2013; 6) Award of Consultant Services for Academic Affairs – Consultant for New Program Evaluation - Radiography; 7) Purchase of Extended Service Agreements for Cisco Network Switches (As Amended); 8) Purchase of IPADS for Library/Learning Resource Center Instruction FY 2012; and 9) Upgrade of Firewall and Router.

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: Bakari Lee

DATE: January 22, 2013

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

7 Ayes..... 0 Nay

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

Jennifer Oakley 1-22-13
Signature of Recorder Date

ATTACHMENT A

ITEM VII. FISCAL, ADMINISTRATIVE, LEASE AND CAPITAL RECOMMENDATIONS #4.

DONALD SCARINCI, Partner
dscarinci@scarincihollenbeck.com

November 27, 2012

VIA FEDERAL EXPRESS

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

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

Dear Mr. Green:

Please accept the following as our statement of interest and qualifications to provide general counsel services to the Hudson County Community College. It has been our pleasure to serve in this capacity for over 18 years. We are proud of our record of service and we appreciate and value the strong relationships we have developed. We welcome the opportunity to continue our work with the College. In addition to this proposal, a copy of our firm brochure is included. The brochure will give you additional information about the firm, its capabilities in servicing similar clients, as well as extended professional profiles.

Firm Background

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

Public Practice

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

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

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

Education Law Practice

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

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

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

Labor and Employment Practice

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

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

Litigation

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

Environmental and Land Use

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

Availability and Resources

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

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

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

Integrated Social Media Platform

As the world becomes more socially connected and the need for relevant information becomes an immediate necessity, Scarinci Hollenbeck has met this global challenge by introducing its integrated social media platform in January 2012. This platform includes websites, blogs, Twitter, Facebook, LinkedIn, YouTube, Google+, Pinterest, JDSupra and iTunes to allow maximum accessibility to our attorneys. Our public law group attorneys regularly contributes to our blog network including our government and law blog (www.governmentandlaw.com) where they provide relevant news and updates in their specialty practice areas.

Commitment to Workplace Diversity

At Scarinci Hollenbeck, diversity is a core value that informs our workplace culture, as well as our policies and practices in the recruitment, retention and promotion of all employees. We believe that a diverse group of attorneys, administrators, and staff significantly enhances our ability to understand, value, and serve our clients. Our attorneys actively participate in a variety of diverse legal organizations, such as the GLBT Rights and Women in the Profession Sections of the New Jersey State Bar Association, the Puerto Rican Bar Association, the Hispanic Bar Association, Garden State Bar Association, and others. Moreover, Scarinci Hollenbeck provides significant support to nonprofit organizations in neighboring underserved communities, such as the North Ward Community Center in Newark.

Diversity Initiatives

Scarinci Hollenbeck utilizes a wide variety of strategies to create an inclusive atmosphere that values people of all backgrounds and experiences. For more information please visit:

<http://www.scarincihollenbeck.com/about-us/diversity/>

Attorney Profiles

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

Donald Scarinci

I am the Founding Partner of Scarinci Hollenbeck. I focus my practice on municipal law, school law, and health care law. I have worked with some of the largest New Jersey municipalities and counties, as well as numerous planning and zoning boards, economic development authorities, school boards, utility authorities, and other public sector entities at every level of municipal,

county, regional and state government. I am a Trustee of the New Jersey Institute of Municipal Attorneys and have been designated as a Diplomate in Municipal Law. In addition, I have lectured and written extensively on subjects such as municipal law and campaign finance reform.

Sheri K. Siegelbaum

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

Sean D. Dias

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

Robert E. Levy

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

Mark K. Follender

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

Patrick J. McNamara

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

Gary J. Cucchiara

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

Mr. Cucchiara has extensive experience as legal counsel to a large number of governmental entities in various capacities. Mr. Cucchiara has been serving as Lyndhurst Township Attorney since May, 2005. He previously served as Attorney for the Boroughs of Rutherford and Leonia, and as an Assistant County Counsel in Essex County. In connection with such service, he has prepared virtually all types of legal documents relating to representation of public entities, including ordinances, resolutions, contracts, deeds, and legal opinions and memoranda. He has successfully represented public entities with regard to litigation matters, including cases involving injunctive relief, election, employment, taxation, construction, constitutional, eminent domain and land use issues. He has also supervised other attorneys in connection with the representation of public entities. Mr. Cucchiara has also represented municipalities as labor counsel in Rutherford, tax appeals counsel in Leonia, rent board attorney in Lodi and Rutherford, municipal prosecutor in Moonachie, Rutherford and Secaucus, and public defender in Rutherford. He is currently serving as a hearing officer in connection with employee disciplinary hearings in Essex County and Fair Lawn.

John M. Scagnelli

John M. Scagnelli serves as the Chair of the firm's Environmental and Land Use Law Group. Mr. Scagnelli's legal practice covers the entire environmental law field, including environmental compliance, environmental litigation, environmental auditing, environmental permitting and environmental counseling. He frequently serves as environmental counsel for states and municipalities. He serves as a New Jersey Commissioner on the Interstate Environmental Commission, a New York, New Jersey and Connecticut tri-state environmental commission and served as a member of the Special Puerto Rico Land Administration Commission on Asbestos Issues. Mr. Scagnelli was just named Digital Press International's "The Ten Leaders in

Environmental Law in New Jersey” list for 2003-2004. The list, based on more than 95 interviews and 150 peer reviews, identifies the top ten attorneys across the state who have demonstrated leadership and influence in the area of environmental law.

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

References

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

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

Mayor/Senator Brian P. Stack
3715 Palisade Avenue
Union City, NJ 07087
(20) 348-5755

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

Representative Client List

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

Current New Jersey Public School Clients

School list all together in order.

Berkley College (Land Use Counsel)
Elizabeth Board of Education (Special Labor Counsel)
Hudson County Community College (General Counsel)
Jersey City Board of Education (Special Counsel)
Newark Public Schools (Special Labor Counsel)
Paterson Public Schools (Special Counsel)
West Orange Board of Education (Special Counsel on Energy Issues)

Other Public Entity Clients

Length of Service – 5+ years

Borough of Ho-Ho-Kus Planning Board (Board Counsel)
Borough of Rutherford Zoning Board of Adjustment (Board Counsel)
Borough of Rutherford Planning Board (Board Counsel)
Borough of Union Beach (Labor Counsel)
Borough of Wanaque (Labor Counsel)
City of Elizabeth Planning Board (Board Counsel)
City of Elizabeth Zoning Board of Adjustment (Board Counsel)
City of Jersey City (Special Counsel, Liaison Counsel)
City of Union City (General Counsel, Workers' Compensation Counsel)
City of Union City Community Development Agency (General Counsel)
County of Hudson (Labor Counsel)
County of Morris (County Counsel)
County of Passaic (Outside Special Counsel)
D & H Alternative Risk Solutions (Defense Counsel)
Hudson County Community College (General Counsel)
Jersey City Redevelopment Agency (Redevelopment/Real Estate/Condemnation Special Counsel)
New Jersey Intergovernmental Insurance Fund
North Hudson Regional Fire & Rescue (Labor Counsel)
Statewide Insurance Fund (Defense Counsel)
Township of Lyndhurst (General Counsel)

Representative Clients – 5 or fewer years

Atlantic Highlands/Highlands Regional Sewerage Authority (General Counsel)
Berkeley College (Land Use Counsel)
Bergen Risk Managers, Inc. (Defense Counsel)
Borough of East Newark (Zoning and Planning Counsel)
Borough of Keyport (Special Counsel, Tax Counsel, Special Litigation Counsel)
Borough of Roseland (Special Development and Redevelopment Counsel)
Borough of Sea Bright (General Counsel, Labor Counsel)

Carlstadt Committee for Senior Housing (General Matters)
City of Union City (Construction Code Litigation Counsel)
County of Essex (Special Counsel)
County of Essex Improvement Authority (Outside Counsel)
Elizabeth Board of Education (Special Labor Counsel, Workers' Compensation Counsel)
East Orange Housing Authority (Labor Counsel)
East Orange Water Commission
Irvington Board of Education (Special Litigation Counsel)
Jersey City School District (Special Counsel to the Board)
Middlesex County Board of Social Service (Labor Counsel)
Monmouth Municipal Joint Insurance Fund (Defense Counsel/Workers' Compensation Counsel)
Newark Public Schools (Special Labor Counsel)
North Haledon School District
Old Bridge Municipal Utilities Authority (Bankruptcy Counsel)
Passaic River Liaison (Liaison Counsel)
Paterson Public Schools (Special Counsel)
South Bergen Joint Insurance Fund (Litigation Counsel)
Town of Guttenberg (Special Litigation Counsel)
Town of Newton (Environmental Counsel)
Township of Bloomfield (Redevelopment Counsel)
Township of Brick (Redevelopment Counsel)
Township of East Hanover (Labor Counsel)
Township of Harrison (Municipal Prosecutor)
Township of Holmdel (Special Counsel, Tax Appeals)
Township of Howell (General/Special Counsel)
Township of Irvington (Labor Counsel)
Township of Manalapan (Conflict Counsel)
Township of Middletown (General Special Counsel, Tax Appeal Counsel)
Township of Nutley (Labor Counsel)
Township of Wall (General Counsel)
Township of Weehawken (Special Counsel)
Township of West Orange (Special Labor Counsel)
West Orange Board of Education (Special Counsel on Energy Issues)

Fees

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

State of New Jersey Business Registration Certificate

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

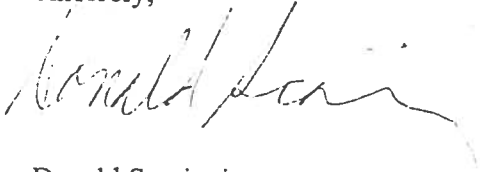
Hudson County Community College

November 27, 2012

Page 11

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

Sincerely,

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

Donald Scarinci
For the Firm

DS:psm

ATTACHMENT B

ITEM VII. FISCAL, ADMINISTRATIVE, LEASE AND CAPITAL RECOMMENDATIONS #5.

JOHN J. CURLEY LLC

Attorneys at Law

John J. Curley

Harborside Financial Center
1202 Plaza Ten
Jersey City, NJ 07311

JCurley@curlaw.com

Tel: (201) 217-0700
Fax: (201) 360-3797

November 27, 2012

FEE PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

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

Re: Real Estate Counsel Services
RFP-FO # 13/15 RECS

Dear Mr. Green:

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

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

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

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

JOHN J. CURLEY LLC

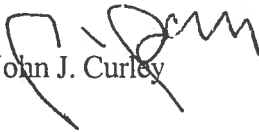
Page 2

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

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

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

Very truly yours,


John J. Curley

JJC:HL
Enc.

JOHN J. CURLEY LLC

Attorneys at Law

John J. Curley

Harborside Financial Center
1202 Plaza Ten
Jersey City, NJ 07311

JCurley@curlaw.com

Tel: (201) 217-0700

Fax: (201) 360-3797

FIRM PROFILE AND RESUME OF ATTORNEYS

GENERAL

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

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

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

PERSONAL BACKGROUND

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

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

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

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

EMINENT DOMAIN AND REDEVELOPMENT PRACTICE

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

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

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

The law firm also provides advice and consultation to private developers engaged in the assemblage of land for redevelopment projects. These projects include the Northwest

Redevelopment Project (residential development) in Hoboken, and the Yardley Project (residential development) in Union City.

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

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

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

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

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

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

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

JCRA v. Mack Properties Co., 280 N.J. Super. 553 (App. Div. 1995) (Highest and best use case involving prospective zoning changes.);

JCRA v. Clean-O-Mat Corp., 289 N.J. Super. 381 (App. Div. 1996), certif. den. 147 N.J. 262 (1996) (Functional obsolescence in reproduction cost approach to value; dispute as to interest on award and counsel fees; extensive litigation over authority to condemn.);

State, Com'r. of Transp. v. Bayview Associates, 296 N.J. Super. 140 (App. Div. 1996) (Impact on warehouse of off-site acquisition of railroad spur track right of way.).

TRANSACTIONAL PRACTICE

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

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

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

11/27/12

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 22, 2013**

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATIONS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Rose Mercado	Director of, Center for Academic & Student Success	1/3/2013
Kaiby Sandoval	Enrollment Record Assistant	1/4/2013
Daisy Molina	Director of Practical Nursing	1/8/2013
Timia Ligon	Coordinator, LEAP Program	1/31/2013
Anthony Williams	Research Coordinator	2/1/2013

RECOMMENDATION:

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

2. APPOINTMENT OF STAFF

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Denise Knapp Rossilli	Instructor, Human Services	01/23/2013	\$36,000 (pro-rated)

Note: This is a replacement for Vanessa Van Orden.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Joseph Pascale	Writing Center Coordinator	01/23/2013	\$40,000 (pro-rated)

Note: This is an approved position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Alexa Beshara	Associate Dean of Research & Planning	01/23/2013	\$75,000 (pro-rated)

Note: This is a replacement for Kris Krishnan

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Mirta Tejada	Interim Associate Dean of Humanities & Social Sciences	01/23/2013	\$86,500 (pro-rated)

Note: This is an interim assignment.

RECOMMENDATION:

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

3. TEMPORARY ASSIGNMENTS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Jacob Rosen	Instructor, Math	01/23/2013 05/20/2013	\$18,000 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
John Nutakor	Instructor, Physics	01/23/2013 05/20/2013	\$18,000 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Rafael Rodriguez	Instructor, Computer Technology	01/23/2013 05/20/2013	\$18,000 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Richard Albanese	Instructor, Culinary Arts	01/23/2013 05/20/2013	\$18,000 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
George Conte	Instructor, Baking/Pastry	01/23/2013 05/20/2013	\$18,000 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Jeffrey Chait	Instructor, Business	01/23/2013 05/20/2013	\$18,000 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Johanna Van Gendt	Instructor, ESL	01/23/2013 05/20/2013	\$18,000 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Alina Poliakaite	Instructor, ESL	01/23/2013 05/20/2013	\$18,000 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Michael Grinberg	Instructor, Math Academic Foundations	01/23/2013 05/20/2013	\$18,000 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Mary Daane	Instructor, English Academic Foundations	01/23/2013 05/20/2013	\$18,000 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Emma Sheffield	Instructor, English Academic Foundations	01/23/2013 05/20/2013	\$18,000 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Brian Plunkett	Instructor, English Academic Foundations	01/23/2013 05/20/2013	\$18,000 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Carole Bruzzano	Instructor, English	01/23/2013 05/20/2013	\$18,000 (pro-rated)

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

RECOMMENDATION:

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

4. **MODIFICATIONS OF STAFFING TABLE FOR FY13**

REPORTS/BACKGROUND

ADD TITLE:

Health Professions Employment Coordinator (Grant Funded)

RECOMMENDATION:

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

5. **APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: JANUARY 22, 2012 – JUNE 30, 2013.**

Last Name	First Name	Department	Title
Abdelaziz	Marwa	ADJ Academic Support Services	Tutor
Agustin	Allen Marie	ADJ Academic Support Services	Tutor
Akhadov	Anvarjon	ADJ Academic Support Services	Tutor
Alcantara	Amanda	ADJ Academic Support Services	Tutor
Alexandre	Marsha	ADJ Academic Support Services	Tutor
Costa	Jose	ADJ Academic Support Services	Tutor
Espinal	Andrea	ADJ Academic Support Services	Tutor
Garcia	Julissa	ADJ Academic Support Services	Tutor
Gochuico	Carlo	ADJ Academic Support Services	Tutor
Hong	Nina	ADJ Academic Support Services	Tutor
Jeong	Eunsu	ADJ Academic Support Services	Tutor
Nash	Askia	ADJ Academic Support Services	Tutor
Patel	Dhruv	ADJ Academic Support Services	Tutor
Wade	El Hadji Rawane	ADJ Academic Support Services	Tutor
Zguiour	Rachid	ADJ Academic Support Services	Tutor
Novicki	Alan	Academic Foundations	SI Tutor
Patel	Ronak	Academic Foundations	SI Tutor
Fenellon	Daniel	Community Education	Instructor
Frink	Nayia	Heath, Science & Technology	Student Assistant
Collado	Jeremy	IT	Lab Assistant
Khalil	Amira	IT	Lab Assistant
Khilla	Maykel	IT	Lab Assistant
Martinez	Gisbell	IT	Lab Assistant
Porras	Daniela	IT	Lab Assistant
Behman	Natalie	Non Credit Programs	Instructor

RECOMMENDATION:

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

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration and the Personnel Committee as outlined above in **Item VIII. Personnel Recommendations 1-5:** (1) Resignations, (2) Appointment of Staff, (3) Temporary Assignments, (4) Modifications of Staffing Table FY 13, (5) Appointment of Additional New Part-Time Hires.

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: Bakari Lee

DATE: January 22, 2013

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

7 Ayes..... 0 Nay

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

Jennifer Oakley 1-22-13
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 22, 2013**

IX. ACADEMIC AND STUDENT AFFAIRS

1. Implementation of a Revised Degree Program: Associate in Applied Science – Health Information Technology

REPORT/BACKGROUND

In Fall 2007, recruitment for HCCC's Associate in Applied Science – Health Information Technology Program was suspended temporarily due to a pattern of steadily declining enrollments and graduates. Since then observations on peer institutions that offer a similar program along with data analysis obtained from the Bureau of Labor statistics indicate a viability of the program and growing employability demand in this related area.

The Bureau of Labor Statistics forecast the employment of health information technicians is expected to increase by 21 percent from 2010 to 2020, faster than the average for all occupations. The demand for services is expected to increase as the population ages. An aging population will need more medical treatments and procedures. Additional data management coupled with the widespread use of the electronic health records will lead to an increase in demand for health information technicians to organize and manage information all areas of the healthcare industry.

The implementation of the EHRs (Electronic Health Record) is being promoted aggressively by the federal government. In February 17, 2009, President Obama signed into law the American Recovery and Reinvestment Act of 2009 (Recovery Act) which provides \$70 million to support the "Community College Consortia to Educate Health Information Technology Professionals in Health Care. "The act also establishes the position of a National Coordinator for Health Information Technology (ONC) that serves as the principle federal entity charged with coordinating the overall effort for the widespread and secure use of interoperable health information technology, including the implementation of a nationwide health information technology infrastructure and the widespread and meaningful use of the electronic health records. To achieve the vision of a transformation of the health system through the use of health information technology requires a "skilled workforce to support the adoption of the EHRs." In February 2009, the federal stimulus package (American Recovery and Reinvestment Act) included \$19.2 billion in subsidies for health care providers to convert paper-based patient information into electronic documents.

With resources from the Collaborative NJCU/HCCC Federal Grant – Title V Allied Health and collaborative work with external consultants, Hudson County Community College is proposing the revitalized Associate in Applied Science Degree in Health Information Technology (Attachment I) with a new curriculum, professional courses, and professional practice experiences. The Health Information Technology (HIT) curriculum prepares entry-level graduates with the knowledge and skills necessary to use, analyze, present, abstract, code, store and/or retrieve health care data to support clinical and administrative decision making in healthcare. The curriculum consists of general education and profession courses that are based on the AHIMA's (American Health Information Management Association) Domains and Knowledge Clusters. Throughout the curriculum, students will develop and demonstrate competency in the five domains required for Registered Health Information Technician (RHIT) certification which are: 1) Health Data Management; 2) Health Statistics, Biomedical Research and Quality Management; 3) Health Services Organization and Delivery; 4) Information Technology and Systems; and 5) Organizational Resources.

The implementation of AAS Health Information Technology program is consistent with HCCC mission. A special feature will be academic collaboration with external partners in the county. The Professional Practice Experiences in the HIT curriculum will strengthen and promote collaborations with diverse

healthcare providers including hospitals, skilled nursing facilities, ambulatory centers, and physician offices. Transfer agreements will be achieved with UMDNJ and other institutions in the near future.

RECOMMENDATION:

The President and Administration recommend that the Board of Trustees approve the implementation of the revitalized AAS Health Information Technology, effective AY 2013-2014.

RESOLUTION

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approve the implementation of a revised Degree Program: Associate in Applied Science – Health Information Technology, effective AY 2012-2014

INTRODUCED BY: Joanne Kosakowski

SECONDED BY: James Fife

DATE: January 22, 2013

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

7 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley 1-22-13
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 22, 2013**

X. NEW BUSINESS

1. Mission Statement

BACKGROUND

A college mission statement is a way to introduce the community to the fundamental purpose of the organization. The statement should provide clarity and focus and help move the organization from ideas to action.

The current mission statement of Hudson County Community College was adopted on April 13, 1993 following a comprehensive process involving members of the college community and external stakeholders. Over the past twenty years, the College has changed significantly: enrollment increases; expansion of academic programs and services; and the development of a physical campus. The environment in which the College operates is also different from what it was in 1992-1993: the community is larger and more complex; technological advances place greater demands for sophistication of programs and operations; issues focused on academic preparedness are more acute; and traditional funding sources are becoming less adequate.

During the past year, with the assistance of Dr. Rick Voorhees, the College embarked upon a comprehensive process to update the mission statement as well as develop a vision and values statement. Internal and external stakeholders were invited to participate in a series of surveys and focus groups. The information received as a result of these processes provided the foundation for new mission, vision, and value statements.

RECOMMENDATION

The President in consultation with trustees and the cabinet recommends the adoption of the mission, values and vision statements included in the resolution below.

RESOLUTION

NOW THEREFORE BE IT RESOLVED that the Board of Trustees adopt the following College Mission, College Vision and College Values statements to replace the Mission Statement adopted on April 13, 1993, said statements to be effective immediately:

Mission statement: *The mission of Hudson County Community College is to provide high quality educational opportunities that promote student success and are accessible, comprehensive, and learning centered.*

Vision statement: *We continually aspire to make Hudson County Community College such an excellent and innovative urban college that it can be a first-choice option for the students and communities it serves.*

Values statement: To fulfill the mission and vision of the Hudson County Community College, we commit ourselves to these values:

- student success;
- academic excellence and learning support services;
- integrity, ethical behavior, and respect for others;
- celebration of our commonalities and respect for our differences;
- championship of innovation;
- inquiry and data-informed decision making;
- high quality and affordable educational opportunities; and
- responsible stewardship of the resources entrusted to us.

INTRODUCED BY: Bakari Lee

SECONDED BY: Karen Fahrenholz

DATE: January 22, 2013

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

7 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Dalley 1-22-13
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 22, 2013**

X. NEW BUSINESS

2. POSITION ELIMINATED DUE TO A REDUCTION IN PROGRAMS

WHEREAS, on January 22, 2013, the Hudson County Community College Board of Trustees reviewed in closed session the personnel issues regarding faculty member John Smith, III; and

WHEREAS, there has been a reduction in programs wherein Mr. Smith has performed services as a faculty member for the Hudson County Community College; and

WHEREAS, the Board has authority pursuant to N.J.S.A. 18A:64A-13 and N.J.S.A. 18A:60-3 to determine its staffing and any need for a reduction in the number of positions.

NOW, THEREFORE, BE IT RESOLVED that the Hudson County Community College Board of Trustees has determined that for reasons of economy and efficiency, the position held by John Smith, III is eliminated due to a reduction in programs.

BE IT FURTHER RESOLVED that the Hudson County Community College Board of Trustees has directed that notice to Mr. Smith shall be in accordance with the current collective bargaining agreement between the Hudson County Community College Professional Association and the Hudson County Community College.

INTRODUCED BY: Bakari Lee

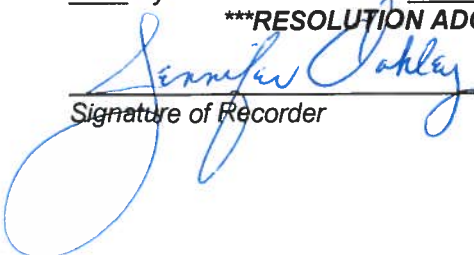
SECONDED BY: James Fife

DATE: January 22, 2013

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

7 Ayes..... 0 Nay

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


Signature of Recorder

1-22-13
Date

3. COMMITTEE APPOINTMENTS

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

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 22, 2013**

XI. ADJOURNMENT

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

INTRODUCED BY: James Fife

SECONDED BY: Karen Fahrenholz

DATE: January 22, 2013

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

7 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

1-22-13
Date