

HUDSON COUNTY COMMUNITY COLLEGE
Gabert Library, Sixth Floor
71 Sip Avenue
Jersey City, NJ 07306
5:00 P.M.

Regular Meeting--Board of Trustees
Tuesday, February 18, 2020

AGENDA

- | | | |
|--------------|--|--|
| I. | CALL TO ORDER - FLAG SALUTE | <i>Mr. Netchert</i> |
| II. | ROLL CALL AND RECOGNITION OF VISITORS | |
| | Trustees:
<i>Joseph Doria</i>
<i>Karen Fahrenholz, Secretary/Treasurer</i>
<i>Adamarys Galvin</i>
<i>Pamela Gardner</i>
<i>Roberta Kenny</i>
<i>Bakari Lee, Vice Chair</i>
<i>William Netchert, Chair</i>
<i>Jeanette Peña</i>
<i>Silvia Rodriguez</i>
<i>Christopher Reber, President</i>
<i>Abderahim Salhi – Student Alumni Representative</i>
<i>Harold Stahl</i> | |
| III. | COMMENTS FROM THE PUBLIC | <i>Mr. Netchert</i> |
| IV. | CLOSED SESSION <i>(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.)</i> | |
| V. | REPORTS
1. <i>Student Government Association President's Report</i>
2. <i>All College Council President's Report</i>
3. <i>President's Report</i> | <i>Mr. Rigby</i>
<i>Ms. Tuzzo</i>
<i>Dr. Reber</i> |
| VI. | REGULAR MONTHLY REPORTS AND RECOMMENDATIONS
1. <i>Minutes of Previous Meeting</i>
2. <i>Gifts, Grants, and Contracts</i> | <i>Dr. Reber</i> |
| VII. | FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS | <i>Dr. Reber</i> |
| VIII. | PERSONNEL RECOMMENDATIONS | <i>Dr. Reber</i> |
| IX. | ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS | <i>Dr. Reber</i> |
| X. | NEW BUSINESS | <i>Mr. Netchert</i> |
| XI. | ADJOURNMENT | <i>Mr. Netchert</i> |

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 18, 2020**

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Joseph Doria	<u>PRESENT</u> (Via Conference Call)
Karen Fahrenholz, Secretary /Treasurer	<u>PRESENT</u> (Via Conference Call)
Adamarys Galvin	<u>ABSENT</u>
Pamela Gardner	<u>PRESENT</u>
Roberta Kenny	<u>PRESENT</u>
Bakari Lee, Vice Chair	<u>PRESENT</u>
William Netchert, Chair	<u>PRESENT</u>
Jeanette Peña	<u>PRESENT</u> (Via Conference Call)
Christopher Reber - President, ex officio	<u>PRESENT</u>
Silvia Rodriguez	<u>PRESENT</u> (Via Conference Call)
Abderahim Salhi, Student Alumni Representative, ex officio	<u>PRESENT</u>
Harold Stahl	<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 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
February 18, 2020**

III. COMMENTS FROM THE PUBLIC

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 18, 2020**

IV. CLOSED SESSION

No Closed Session

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 18, 2020**

V. REPORTS

1. *Student Government Association President's Report*
2. *All College Council President's Report*
3. *President's Report*
 - *Remarks by ACCT National Legislative Summit Attendees Warren Rigby and Abderahim Salhi*

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 18, 2020**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETING

The Minutes of the Regular Meeting of January 21, 2020 are herewith officially submitted to the Board Trustees for approval. (Attachment A)

Recommendation:

It is the recommendation of the President that the Board of Trustees accept the Minutes of the Regular Meeting of January 21, 2020.

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 1-2.

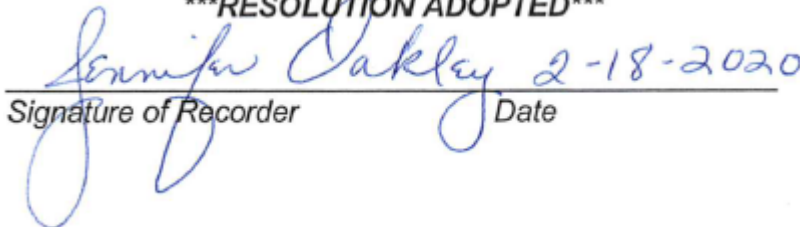
INTRODUCED BY: Bakari Lee

SECONDED BY: Harold Stahl

DATE: February 18, 2020

Doria, Joseph	<u>AYE</u>
Fahrenheit, Karen	<u>AYE</u>
Galvin, Adamarys	<u>ABSENT</u>
Gardner, Pamela	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>AYE</u>
Rodriguez, Silvia	<u>AYE</u>
Stahl, Harold	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

_ 9 _ Aye _ 0 _ Nay
RESOLUTION ADOPTED



Signature of Recorder Date

Minutes
Regular Meeting
1-21-20

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

REGULAR MEETING --- BOARD OF TRUSTEES
January 21, 2020

MINUTES

PRESENT: Joseph Doria; Karen Fahrenholz; Pamela Gardner; Roberta Kenny; Bakari Lee; William Netchert; Christopher Reber (ex officio); Silvia Rodriguez; Abderahim Salhi, Student Alumni Representative (ex officio); and Harold Stahl

ABSENT: Adamarys Galvin; Roberta Kenny and Jeanette Peña

Counsel to the Board: Sean Dias, Esq. for Scarinci & Hollenbeck

HCCC Staff and Visitors present: June Barriere, Joseph Caniglia, Shannonine Caruana, Patricia Clay, Patrick DelPiano, Heather DeVries, Lisa Dougherty, Lauren Drew, Eric Friedman, Veronica Gerosimo, Dorothea Graham-King, Lori Margolin, Yeurys Pujols, Jack Quigley, Qamar Raza, Warren Rigby, Christopher Wahl, Lilisa Williams, Marcella Williams, and Veronica Zeichner

- 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 (SGA) President's Report

Student Government Association President Warren Rigby gave the following report on the progress of the SGA.

We ended the year with our second Annual Dance. We raised approximately \$150.00 All proceeds went to the Food Pantry.

Just as we did in the fall semester, we are starting the spring semester with a Meet and Greet event at the Journal Square and North Hudson Campuses. It is really intended for students to come and have a fun time.

We are working on another event for the spring. It's similar to the faculty versus student kick ball game. We would like to try to create a tradition here at HCCC and this would be a really great way. It has been done in the past with the basketball game, so we would like to try to reinvigorate that. We would like to make it an HCCC event and a community event, and bring in the community as a whole, which is what we are and what we stand for as an institution.

2. All College Council (ACC) President's Report

All College Council President Lauren Drew offered the following remarks.

In December, the College Life Committee, together with the President's Office, sponsored a Holiday Mixer open to all faculty and staff. The event was a big success, with well over 100 attendees enjoying food, music, and karaoke.

In a few weeks, the Steering Committee will launch an ad hoc subcommittee composed of faculty and staff volunteers from within and outside the ACC. The subcommittee will review and make suggestions for possible charter revisions focused on the area of committee composition. Among other issues, we'll be considering the possible inclusion of adjunct faculty, having elected division representatives, and establishing a clearer process for selecting ACC representatives on external committees and councils and defining their roles and responsibilities. Throughout the process, we'll be seeking feedback from the College community.

As the new semester begins, committees are continuing their work and initiating new projects in a range of areas you'll be hearing more about in my next report.

3. President's Report

President Reber offered the following remarks.

Good evening, Trustees, and Happy New Year!

Shortly before our holiday break, all of us, our larger community, and the national and world communities were deeply saddened by the horrific events that occurred in the December 10 Jersey City shooting that resulted in the loss of life, injuries, and the devastation of families, friends and community members.

The shootings were perpetrated by Anti-Semitic terrorists, and further Anti-Semitic hatred and bloodshed were leveled against innocent members of our regional community and beyond in ensuing weeks.

As Martin Luther King said, "Injustice anywhere is a threat to justice everywhere." We all stand in solidarity with our Jewish colleagues, students, friends and neighbors, and all who are victims of hate crimes.

Please join me in a moment of silence for all victims of hatred and bigotry.

Moment of Silence

Thank you.

Lauren and Warren, thank you for your reports and your leadership.

Throughout the day today hundreds of our faculty and staff colleagues participated in College Service Day. The theme for the day's activities was "Removing Barriers to Student Success," which could not be more relevant. Our summer and fall were enormously busy and productive, and spring promises to be even busier. Our work with *Achieving the Dream* is progressing well thanks to the significant and growing engagement of faculty, staff and students throughout the College. Executive Director of Institutional Research, John Scanlon, is leading significant new data analyses that are helping us determine specific goals and areas of focus for our student success initiatives.

We will devote our spring to determining where to focus our attention in the coming year, culminating in the identification of two or three specific goals, with outcome metrics, by May. It is clear that, in the end, promoting student success, including degree completion, transfer, and gainful employment, is about removing barriers to that success, the theme of our College Service Day activities and discussion.

I would like to share a few comments that I made to the College community earlier today at College Service Day.

First, two very important academic areas of focus, in which good work to address barriers is underway, are reducing the time and funding required for students who are enrolled in our developmental education, and English as a Second Language, courses and programs. The issue is not the quality of these programs. Indeed, the programs are outstanding. The issue is the additional time and cost they add to student completion, which are significant barriers to the perseverance and success of many students.

I applaud the work that faculty and staff are doing to streamline time to completion and consider alternatives, such as improving and making the non-credit ESL track affordable for students who do not intend to pursue a degree here; and the successful Accelerated Learning Program (ALP), or co-requisite model for addressing developmental educational needs. In this model, students enroll in college courses while concurrently receiving support to promote their success. It saves time, and removes stigmas associated with developmental education.

These are nationwide challenges and opportunities. My hope, which many in our college community share, is that eventually we might eliminate traditional prerequisite developmental education courses and move entirely to co-requisite models, coupled with the expanded use of multiple assessment measures to determine college readiness more effectively. These approaches are proving to enhance the success and completion of students nationwide, and we are seeing positive outcomes in our own data. I will support this continued good work in every way that I can.

A second very important set of barriers falls outside of academic programs. Last fall, and continuing into this spring, our College community has been working with two nationally recognized consultants to gain insight into how we can more effectively support individuals in distress, and individuals who need support in the many areas of accessibility. This work is already providing opportunities for continuous improvement in the removal of barriers for many members of our community. This is a component of the larger "Hudson Helps" project that is now in full gear.

As you are aware, we created and opened food pantries on the Journal Square and North Hudson campuses last year, which to date have served thousands of students. We continue to grow and develop these pantries in partnership with other College and community agencies.

This year, our work to remove significant barriers to student success has broadened with the addition of “Hudson Helps” services to address basic-needs concerns of students and others in our College community, including food insecurity, homelessness, mental health, immigration status, accessibility, clothing, and emergency funding assistance, among others. The mission of “Hudson Helps” is to provide thoughtful, caring, and comprehensive information about access to services, programs, and resources that will assist in addressing basic needs beyond the classroom, ultimately resulting in greater student success. Leading this exceedingly important work are Vice President for Student Affairs and Enrollment, Lisa Dougherty, and Associate Dean of Student Affairs, Dr. David Clark. I thank Lisa and David for their outstanding leadership.

Our President's Advisory Council on Diversity, Equity and Inclusion has met several times during the fall and is defining the areas of focus for the Council's work in the coming year, which will culminate in the writing of the College's first ever “Strategic Plan for Diversity, Equity and Inclusion.” Last Friday the Council distributed the full results of our campus climate diversity survey that nearly 800 students, faculty and staff completed in November. We have scheduled Town Hall Meetings to discuss the survey findings and their implications for continuous improvement in all areas of diversity, equity, and inclusion. Trustees, we invite your participation in these discussions. I thank co-chairs Lilisa Williams and Yeury Pujols, and all members of the Advisory Council – including Trustees Bakari Lee and Pamela Gardner – for their leadership.

The coming year will engage all of us in planning and discussion of our next iteration of the College's strategic plan, including a review of our mission and vision. There are many major initiatives underway involving all College constituencies and beyond. This is a sign of a healthy and prosperous College. Our work together in overarching areas of priority will form the foundation of our next strategic plan and will provide an opportunity to integrate shared themes and values of this work.

These areas of priority include current work associated with the Academic Master Plan; Achieving the Dream; our Middle States Self Study and Visiting Team recommendations; the President's Advisory Council on Diversity, Equity and Inclusion; and student voices from a number of recent and impending surveys in addition to student focus groups. I have asked Executive Vice President and Provost, Dr. Eric Friedman, to lead the planning process that will engage all College constituencies. We want everyone to participate, as everyone in our community has important perspectives to share. I thank Eric for his leadership, and I have asked him to speak briefly about the work and the planning process. Joining Eric is Executive Director of Institutional Research, John Scanlon. Following their remarks, I will return for concluding comments.

Eric Friedman distributed the attached handout, “Hudson County Community College Strategic Planning Timeline, 2019-20,” and offered the following remarks. (Attachment I)

Good evening Trustees, Dr. Reber, students, faculty and staff.

The handout contains a visual representation of what is happening this year that will feed into—and inform—HCCC's next strategic plan. I'd like to recognize John Scanlon, Heather DeVries and Chris Wahl for mind-melding around this visual that illustrates in a concise way how all of these college-wide planning efforts will lead us to the next strategic plan. We are assuming a 5-year plan but we will leave room for discussion of a shorter plan. At the recent Middle States conference we heard examples of colleges, who, because of market pressures, economic and demographic shifts and changes to local industry, have chosen to create 3-year plans.

The strategic plan is our plan for delivering on our mission. The “our” is really important: students, faculty, staff, trustees, community members, industry partners, high school and university partners, the list goes on. On the left is the box representing the President’s goals: these were formed as expansions and extensions of our current mission, vision and values, and our current strategic plan. The arrows in the middle, all moving in the same direction, reflect the forward momentum we are in the midst of.

The first arrow is the Academic Master Plan, the central blueprint for activities within the academic division. Over the last couple of months we have had some very well attended SOAR sessions facilitated by Jim Davy using appreciative inquiry to move all of the participants’ ideas forward toward overarching goals.

The next arrow is *Achieving the Dream*. We are engaged in a three-year process with ATD, a national reform network dedicated to helping colleges create data-informed initiatives that drive higher rates of student success (retention-completion-transfer). We will be distributing data from ATD’s ICAT survey to the college community soon.

The next arrow is Middle States, our accreditor. Our accreditation was recently reaffirmed for 8 years, but we have a number of recommendations that require focused follow-up. We will be completing our Annual Institutional Update and reporting on any progress made in our key success metrics.

Next is the President’s Advisory Council on Diversity, Equity, and Inclusion. An extensive DEI survey led to a large set of data that was distributed to the College community at the end of last week. Special town hall meetings on January 31st in Journal Square, February 12th at North Hudson Campus, and February 18th in Journal Square, have been scheduled to provide an opportunity for discussion, input, and the crafting of goals that will be represented in a DEI strategic plan.

The last arrow represents how we capture student voices: the Real College Survey and the CCSSE. I’ll turn the microphone over to John Scanlon in a moment to briefly describe the student surveys.

All of this is providing us with important data about what we do, how we are serving our community, and how we are perceived. And it will all drive us towards our mission review and strategic planning process that will commence in the fall and provide numerous open fora and opportunities to fully participate. We will look for overlaps and common emergent themes as we move along. And we will practice “shared architecture,” as John says, co-crafting a meaningful plan centered on student success and equity.

John Scanlon offered the following remarks.

Two major surveys of students have happened or will happen. The first was the “Real College Survey,” which was administered in the fall. It focused on understanding how students satisfy or in some cases do not satisfy their basic needs. In the spring we will be administering the CCSSE, the “Community College Survey of Student Engagement,” which is a nationally recognized instrument to give us insight into how our students engage with their academic work, and comparative data with all of our peer institutions. Our desire is that those data, combined with the DEI and ICAT Survey results, will give us a very rich set of qualitative data that will help inform our strategic plan.

President Reber resumed his remarks.

Thanks so much, Eric and John. This is exceedingly important work and we are grateful for your leadership.

I am delighted to share that, for the second year in a row, an HCCC faculty member will receive the prestigious American Association for Community Colleges' *Dale P. Parnell Faculty Distinction Award*. This national recognition, named in honor of former AACC President and CEO, Dale P. Parnell, recognizes faculty for teaching excellence and making a difference in the classroom. Many of you will remember that Associate Professor of English, Katie Sweeting, received this award last year. It was an immense point of pride for our entire College community.

We learned late last week that our valued colleague, Assistant Professor of History, Tony Acevedo, will be presented the 2020 Dale P. Parnell Faculty Distinction Award at AACC's national convention in late March. Currently Tony is in California helping his family, but we look forward to congratulating him in person soon. To have two faculty members win this prestigious award in successive years is truly a testament to the level of excellence in teaching at HCCC.

As I mentioned in a recent memo, we are all delighted that our valued colleague, North Hudson Campus Executive Director, Yeurys Pujols, will be honored on Friday, January 31 by *Save Latin America* at their annual *Los Tres Proceres Antillanos Gala*. Yeurys will be one of three Gala honorees. As many of you are aware, *Save Latin America* provides education, wellness, social services and economic development services for the community. The theme of this year's Gala is "Celebrating Education." Congratulations, Yeurys!

I am pleased to share that we are collaborating in a number of new and expanded ways with our region's Latino community. For example, we have established a Community Advisory Council comprised of Latino clergy, College and community leaders throughout Hudson County. The Council will meet quarterly to serve members of the Latino community and promote education through outreach, information, and support. In addition, we have invited civic leaders and members of the Latino community to a Networking Reception on Thursday, February 13. It will be held on the sixth floor of the Gabert Library from 6–8 p.m. Trustees, we would be delighted to have you join us if your schedules permit.

I will end there. As always, I welcome questions and comments.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. *Minutes of the November 26, Reorganization and Regular Meetings*
2. *Gifts, Grants, and Contracts Report - None*

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. *Resolution Authorizing Marketing of Properties*
2. *Resolution Authorizing Review and Testing Course for Practical Nursing Program*
3. *Resolution Authorizing Purchase of Automatic Swinging Door Maintenance*
4. *Resolution Authorizing 26 Journal Square Lease Extension*
5. *Resolution Authorizing Purchase of Shuttle Vans*
6. *Resolution Authorizing Purchase of Rapid Response Vehicle*
7. *Resolution Authorizing Renewal of Dell Virtual Server Environment Warranty*
8. *Resolution Authorizing Licensing, Formatting, and Migration of College Wide Imaging Solution*
9. *Resolution Authorizing Agreement between Hudson County Community College and Fairleigh Dickinson University*

10. Resolution Authorizing Agreement between Hudson County Community College and County College of Morris
11. Resolution Authorizing Agreement between Hudson County Community College and DaVita Dialysis Contracting, LLC
12. Resolution Authorizing Agreement between Hudson County Community College and International Brotherhood of Electrical Workers
13. Resolution Approving Affiliation Agreement with Rutgers University
14. Resolution Authorizing Agreement with Statewide Hispanic Chamber of Commerce of New Jersey
15. Resolution Authorizing the Award of Consultation for Employee Classification and Compensation Study
16. Resolution to Approve May 21, 2020 Commencement Date and Venue
17. Resolution Amending Resolution #1 from November 26, 2019 Board of Trustees Meeting
18. Resolution Amending Resolution #10 from August 13, 2019 Board of Trustees Meeting

Introduced by: Bakari Lee

Seconded by: Joseph Doria

8 Ayes.....0 Nays

Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATION

First Name	Last Name	Title	Effective Date
Ferdinand	Orock	Professor	January 15, 2020
Vivien	Ray	Assistant Vice President for Employee Relations	January 3, 2020

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

2. TERMINATION

First Name	Last Name	Title	Effective Date
Marc	Morgenstern	Instructional Designer	December 6, 2019

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

3. APPOINTMENT OF STAFF

First Name	Last Name	Title	Effective Date	Annual Salary
Ellen	Renaud	Director of Library Instruction	January 22, 2020	\$94,000

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

4. TEMPORARY FULL-TIME FACULTY ASSIGNMENTS SPRING 2020

First Name	Last Name	Title	Effective Date	Annual Salary
Nipon	Kutubuddin	ESL Instructor, Non-tenured	January 24, 2020	\$52,000
Daniel	Ondieki	High Level Mathematics Instructor, Non-tenured	January 24, 2020	\$52,000
Nicholetta	Prince	Criminal Justice Instructor, Non-tenured	January 24, 2020	\$52,000

RECOMMENDATION: The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Temporary Full-Time Faculty Assignments above as Personnel Recommendation Item No. 4.

5. TEMPORARY FULL-TIME STAFF ASSIGNMENTS EFFECTIVE UNTIL JUNE 30, 2020

First Name	Last Name	Title	Effective Date	Annual Salary
Stephanie	Jimenez	Program Assistant, Early College Program	January 15, 2020	\$40,000

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

6. APPOINTMENT OF NEW & CONTINUING PART-TIME HIRES THROUGH JANUARY 2021

NEW PART-TIME HIRES

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
Pryce	La Toya	Center for Business & Industry	PT Instructor	PTINST-103005-505455	C. Mirasol
Pryce	La Toya	Continuing Education	PT Instructor	PTINST-102010-505455	C. Mirasol
Martinez	Lilian	Continuing Education	Customer Service	CATSAT-102010-505455	C. Mirasol
Suero	Gianny	English & ESL	Office Assistant	101040	J. Caniglia
Fuentes	Mariana	College Libraries	Library Associate – Technology	150510-505455	J. Yang
Brito	Raymond	ADJ Academic Support Services Department	Tutor	TUTOR-150505	P. Bandyopadhyay
Dob	Tahar	ADJ Academic Support Services Department	Tutor	TUTOR-150505	P. Bandyopadhyay
Garcia	Daniel	ADJ Academic Support Services Department	Tutor	TUTOR-150505	P. Bandyopadhyay
Iglesias Gonzalez	Hugo	ADJ Academic Support Services Department	Tutor	TUTOR-150505	P. Bandyopadhyay
Khan	Fatima	ADJ Academic Support Services Department	Tutor	TUTOR-150505	P. Bandyopadhyay
Lopez	Alejandro	ADJ Academic Support Services Department	Tutor	TUTOR-150505	P. Bandyopadhyay
Mercado	David	ADJ Academic Support Services Department	Tutor	TUTOR-150505	P. Bandyopadhyay
Morgan	James Thomas	ADJ Academic Support Services Department	Tutor	TUTOR-150505	P. Bandyopadhyay
Wood	Marjorie	ADJ Academic Support Services Department	Tutor	TUTOR-150505	P. Bandyopadhyay
De La Cruz	Alena	Advisement & Counseling	PT Advisor	200510	S. Dynan
Mejia	Natalie	Financial Aid	Office Assistant	200520	S. Mendoza
Kilonzo	Hydah	Center for Business & Industry	PT Cert. Nurse Aide Instructor	PTINST-103005	C. Mirasol
Radcliffe	Lori	Center for Business & Industry	PT Cert. Nurse Aide Instructor	PTINST-103005	C. Mirasol
Richardson	Darnelle L.	Continuing Education	PT Instructor	PTINST- 102010	C. Mirasol
Kilonzo	Hydah	Continuing Education	PT Cert. Nurse Aide Instructor	PTINST- 101020	C. Mirasol
Radcliffe	Lori	Continuing Education	PT Cert. Nurse Aide Instructor	PTINST-101020	C. Mirasol

Anderson	Larry	Student Affairs	PT Food Pantry Manager	PTRYMGR-252025	D. Clark
Barnes	Bernadette	Student Affairs	PT Food Pantry Manager	PTRYMGR-252025	D. Clark
Hutchinson	Anne	Library	PT Librarian	PTLRN-150510	E. Renaud
Mistry	Priyanka	Communications	PT Communications Assistant	254055	J. Christopher
Flores	Deyanaria	Accessibilitly Services	Notetaker/Reader	150525	K. Davis
Khalil	Marina	Advisement & Counseling	PT Advisor	200510	S. Dynan
Thompson	Makeya	Advisement & Counseling	PT Advisor	200510	S. Dynan

CONTINUING PART-TIME HIRES

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
Richardson	Darnelle L.	Center for Business & Industry	PT Instructor	PTINST- 103005	C. Mirasol
Bekkouche	Ahmed	Continuing Education	PT Instructor	PTINST-102010	C. Mirasol
Criollo	Cynthia	Faculty & Staff Development	PT Office Assistant	252005	L. Williams
Khatri	Binish	ADJ Academic Support Services Department	Tutor	TUTOR-150505	P. Bandyopadhyay
Segovia Vazquez	Kailyn	ADJ Academic Support Services Department	Tutor	TUTOR-150505	P. Bandyopadhyay
Martinez	David	Advisement & Counseling	Office Assistant	200510	S. Dynan
Livesay	Lewis	Advisement & Counseling	PT Advisor	200510	S. Dynan
Rosario	Betsaida	Enrollment Services	Enrollment Support Assistant	200525	W. Zahur
Suarez	Melanie	Enrollment Services	Enrollment Support Assistant	200525	W. Zahur
Wilson	Cynthia	Center for Business & Industry	PT Instructor	PTINST-103005	C. Mirasol
Wilson	Cynthia	Continuing Education	PT Instructor	PTINST-102010	C. Mirasol
Callens	Domonique	Academic Affairs	PT Office Assistant	252010	P. Naik/ L. Guastini
Gotia Jr.	Edward	Advisement & Counseling	Office Assistant	200510	S. Dynan
Rosado	Grace Kelly	Advisement & Counseling	PT Advisor	200510	S. Dynan

RECOMMENDATION: The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Appointment of New and Continuing Part-Time Hires listed above as Personnel Recommendation Item No. 6.

7. APPOINTMENT OF NEW HIRE ADJUNCTS

	First Name	Last Name	Department
1	Robert	Hamer	Business, Culinary, Hospitality
2	Michele	Wallace	English & ESL
3	Nathalie	Pfeifer	Nursing & Health Sciences
4	Patricia	Pizarro	Nursing & Health Sciences
5	Yolanda	Croswell	Social Sciences & Humanities
6	Steve	Lorenz	Social Sciences & Humanities
7	Zitsi	Mirakhur	Social Sciences & Humanities
8	Simone	Patterson	Social Sciences & Humanities
9	Romanovski	Zephirin	Social Sciences & Humanities

RECOMMENDATION: The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Appointment of New Hire Adjuncts listed above as Personnel Recommendation Item No 7.

8. MODIFICATIONS OF STAFFING TABLE FOR FY 2020 EFFECTIVE JANUARY 22, 2020

SECTION ONE:

Delete Title(s)

- a. Apprenticeship Coordinator
- b. Program Coordinator (Nursing)

SECTION TWO:

Add Title(s)

- a. Apprenticeship Coordinator, Healthcare (Grant Fuded)
- b. Apprenticeship Coordinator, Advanced Manufacturing (Grant Funded)
- c. Director, Office of Accessibility Services
- d. Assistant Director, Nursing Program
- e. Simulation Lab Coordinator
- f. Admissions and Recruitment Coordinator
- g. Associate Director, Continuing Education & Workforce Development

SECTION THREE:

Change of Title with Incumbents

Academic Administrative Staff

<u>Name</u>	<u>Title Change</u>
Lori Byrd	From: College Lecturer To: Assistant Director, Nursing Program
Lisa Ciekiewicz	From: Program Coordinator To: Admissions and Recruitment Coordinator
Chastity Farrell	From: Assistant Director, Continuing Education & Workforce Development To: Associate Director, Continuing Education & Workforce Development
Naya Stephanie Garrido	From: Apprenticeship Coordinator To: Apprenticeship Coordinator, Healthcare (Grant Funded)
Miriam Masias	From: College Lecturer To: Simulation Lab Coordinator

SECTION FOUR:

Salaries Impacted by Staff Title Changes

Academic Administrative Staff

<u>Name</u>	<u>Salary Change</u>
Chastity Farrell	From: \$55,040 To: \$60,000

RECOMMENDATION: The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Modifications of the Staffing Table for FY 2020 above as Personnel Recommendation Item No. 8.

9. Resolution Authorizing the Award of Consultation for Employee Classification and Compensation Study

WHEREAS, Hudson County Community College ("College") has a need for consultant services from Evergreen Solutions, LLC ("Evergreen") to conduct a college-wide employee classification and compensation study; and,

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

WHEREAS, the anticipated term is until May 1, 2020; and,

WHEREAS, Evergreen will provide this service at a total cost not to exceed \$49,600; and,

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

WHEREAS, the Administration and the Personnel Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby award a contract to Evergreen Solutions, LLC of Tallahassee, Florida, for consultant services;

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

10. Resolution Authorizing Ferdinand Orock Settlement Agreement and Release

WHEREAS, the Board of Trustees of Hudson County Community College (the "College") and Ferdinand Orock ("Orock") desire to enter into a Settlement Agreement and Release to resolve all outstanding issues with respect to Orock's employment; and,

WHEREAS, the College has agreed to enter into a Settlement Agreement and Release with Orock in exchange for Orock's voluntary resignation from employment with the College; and,

WHEREAS, the College and Orock mutually agree to the terms of the Settlement Agreement and Release;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby approve the Settlement Agreement and Release and authorize the Chairman of the Board of Trustees to execute the Settlement Agreement and Release on behalf of Hudson County Community College;

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

PERSONNEL RECOMMENDATIONS 1-10

Introduced by: Pamela Gardner

Seconded by: Joseph Doria

8 Ayes.....0 Nays

Resolution Adopted

IX. ACADEMIC AND STUDENT AFFAIRS

1. Agreement between Hudson County Community College and Hoboken Family Planning, effective January 2020

2. *Agreement between Hudson County Community College and New York University, retroactive to September 1, 2019*

3. *Proposed Venue for Commencement 2020*

Introduced by: Pamela Gardner

Seconded by: Joseph Doria

8 Ayes.....0 Nays

Resolution Adopted

X. NEW BUSINESS - None

XI. ADJOURNMENT 5:30 P.M.

Introduced by: Joseph Doria

Seconded by: Silvia Rodriguez

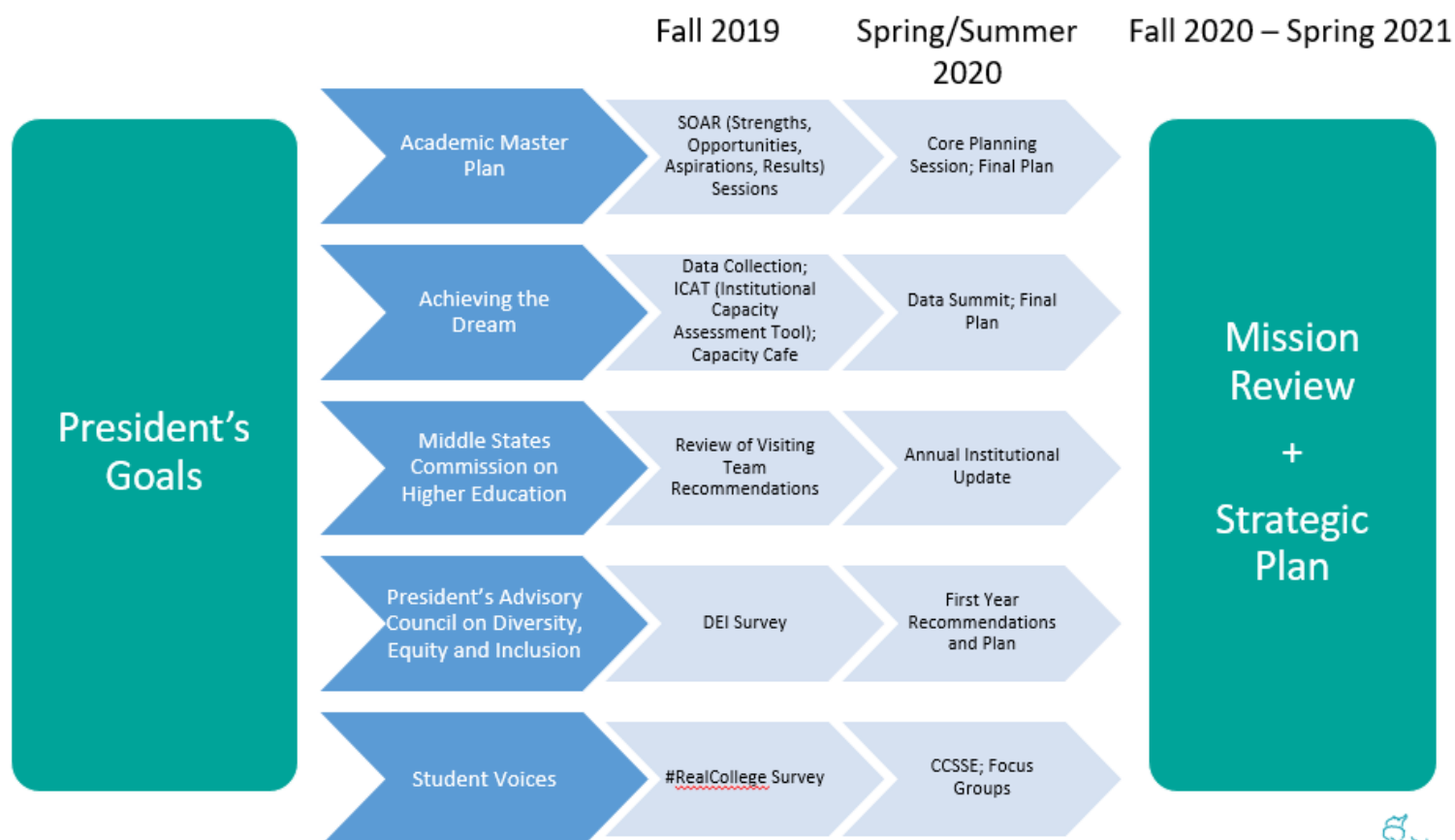
8 Ayes.....0 Nays

Resolution Adopted

Attachment I

Attachment distributed by Eric Friedman

Hudson County Community College Strategic Planning Timeline, 2019-20



**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 18, 2020**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Resolution Authorizing Purchase of Accuplacer Exams

WHEREAS, Hudson County Community College ("College") needs to purchase Accuplacer Exams for Fiscal Year 2020 from The College Board of New York ("CBNY"); and,

WHEREAS, this service is exempt from public bidding pursuant to N.J.S.A. 18A:64A-25.5 (a) (3); and,

WHEREAS, CBNY submitted a proposal to provide these exams at the cost of \$1.95 per unit; and,

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to The College Board of New York, New York, for the purchase of Accuplacer Exams at the cost of \$1.95 per unit;

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

2. Resolution Extending Elevator Maintenance Contract

WHEREAS, N.J.S.A. 18A:64A-25.28 permits a county college to enter into a contract for the servicing of machinery and equipment of every nature and kind for a term of up to five (5) years in the aggregate; and,

WHEREAS, Hudson County Community College ("College") held a public bid opening for elevator maintenance services on November 17, 2016 for the servicing and repair of 19 elevators; and,

WHEREAS, the College received the following bids at the public bid opening:

<u>Company</u>	<u>Bid</u>
Thyssenkrupp Elevator Corporation	\$ 63,960
Elevator Maintenance	\$ 85,200
Slade Elevator	\$125,575
Schindler Elevator	\$139,416
Construction Force Services	\$199,371

WHEREAS, Hudson County Community College ("College") determined Thyssenkrupp Elevator Corporation ("Thyssenkrupp") of Cranford, New Jersey, to be the lowest responsible bidder and awarded a contract to Thyssenkrupp for the period of February 2017 through January 2020 ("Contract"), with a right to extend the Contract for an additional two (2) years so that the Contract would not exceed, in the aggregate, five (5) years; and,

WHEREAS, the Contract price included an annual amount for maintenance services, plus an hourly rate and material markup percentage for repair work; and,

WHEREAS, the Contract was amended to add the services for the elevators at the STEM building so that, commencing October 2018, the annual maintenance price was increased from \$63,960 to \$70,800; and,

WHEREAS, the College wishes to exercise the two (2) year Contract extension; and,

WHEREAS, the Administration advises that the anticipated repair work and maintenance services under the Contract over the next two years is estimated to be \$110,800 per year; and,

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

WHEREAS, the Administration and Finance Committee recommend extending the Contract;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby agree to extend the Contract with Thyssenkrupp Elevator Corporation of Cranford, New Jersey, for two (2) years from February 2020 through January 2022 upon the same terms and conditions, including \$70,800 per year for maintenance services and estimated \$40,000 per year for repair work, plus the hourly rates and material markup percentage for repairs as set forth in the Contract;

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.

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 Recommendations 1-2:**

1) Resolution Authorizing Purchase of Accuplacer Exams; and 2) Resolution Extending Elevator Maintenance Contract.

INTRODUCED BY: Bakari Lee

SECONDED BY: Pamela Gardner

DATE: February 18, 2020

Doria, Joseph	<u>AYE</u>
Fahrenheit, Karen	<u>AYE</u>
Galvin, Adamarys	<u>ABSENT</u>
Gardner, Pamela	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>AYE</u>
Rodriguez, Silvia	<u>AYE</u>
Stahl, Harold	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

9 Aye 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley 2-18-2020
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 18, 2020**

VIII. PERSONNEL RECOMMENDATIONS

1. APPOINTMENT OF FULL-TIME STAFF

First Name	Last Name	Title	Effective Date	Annual Salary
Jose	Acosta	Custodial Supervisor	February 19, 2020	\$38,500
Aycha	Edwards	Research Analyst	March 1, 2020	\$50,000
Timothy	Moore	Library Associate - Technology	February 24, 2020	\$30,000

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. 1.

2. TEMPORARY FULL-TIME STAFF ASSIGNMENTS THROUGH JUNE 30, 2020

First Name	Last Name	Title	Effective Date	Annual Salary
Jacqueline	Safont	Director, Accessibility Services	February 24, 2020	\$90,000

RECOMMENDATION: The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Temporary Full-Time Staff Assignment above as Personnel Recommendation Item No. 2.

3. TEMPORARY FULL-TIME FACULTY ASSIGNMENTS SPRING 2020

First Name	Last Name	Title	Effective Date	Annual Salary
Sonja	Rodiger-Radovic	Instructor, ESL, Non-tenured	January 24, 2020	\$52,000
Michael	Rychel	Instructor, Culinary, Non-tenured	January 24, 2020	\$52,000
Shadneh	Varasteh	Instructor, English, Non-tenured	January 24, 2020	\$52,000

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

4. APPOINTMENT OF NEW PART-TIME STAFF THROUGH FEBRUARY 2021

NEW PART-TIME STAFF

FIRST NAME	LAST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
Nicolas	Granados	Accessibility Services	Notetaker/Reader	READER-150525	Karine Davis/ Sheila Dynan
Wonja	Kim	Accessibility Services	Notetaker/Reader	READER-150525	Karine Davis/ Sheila Dynan
Augustine	Lipari	Accessibility Services	Notetaker/Reader	READER-150525	Karine Davis/ Sheila Dynan
Darryl	Semple	Accessibility Services	Notetaker/Reader	READER-150525	Karine Davis/ Sheila Dynan
Ciara Kaye Alejandro	Umali	Accessibility Services	Notetaker/Reader	READER-150525	Karine Davis/ Sheila Dynan
William	Bird	Advisement & Counseling	PT Advisor	200510	Sheila Dynan

Jose	Rodriguez	Advisement & Counseling	PT Advisor	200510	Sheila Dynan
Johneanna	Toney-El	Advisement & Counseling	PT Advisor	200510	Sheila Dynan
Tripti	Pandey	Business, Culinary, Hospitality	Receiving Clerk	RECLERK-101030	Paul Dillon
Sirhan	Abdullah	Continuing Education & Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Victor	Moruzzi	Continuing Education & Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Stephen	Palmer	Continuing Education & Workforce Development	PT Instructor	PTINST-103005 PTINST-102010	Catherina Mirasol
Laverne	Ploom	Continuing Education & Workforce Development	PT Cert. Nurse Aide Instructor	PTINST-103005	Catherina Mirasol
Renato	Yon Vassallo	Cultural Affairs	Gallery Assistant	255011	Michelle Vitale
Randy	Ceballos	Information Technology Services	Instructional Lab Assistant	253025	Diana Perez
Aman	Hirpara	Information Technology Services	Instructional Lab Assistant	253025	Diana Perez
Anthony	Monal	Information Technology Services	Instructional Lab Assistant	253025	Diana Perez

RECOMMENDATION: The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Appointment of New Part-Time Staff listed above as Personnel Recommendation Item No. 4.

5. APPOINTMENT OF NEW HIRE ADJUNCTS

	<i>First Name</i>	<i>Last Name</i>	<i>Department</i>
1	Rita	McMann	English & ESL
2	Michele	Wallace	English & ESL
3	Steven	Diaz	Humanities & Social Sciences
4	Jennifer	Quesada	Humanities & Social Sciences
5	Keith	Stith	Humanities & Social Sciences
6	Monica	Buitrago	Nursing & Health Sciences
7	Mustafa	Faraj	Nursing & Health Sciences
8	Amal	Eddegouj	STEM
9	Ahmed	Kawamj	STEM
10	Parthkumar	Patel	STEM

RECOMMENDATION: The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Appointment of New Hire Adjuncts listed above as Personnel Recommendation Item No 5.

6. MODIFICATIONS OF STAFFING TABLE FOR FY 2020

SECTION ONE:

Delete Title(s)

- a. Assistant Vice President for Employee Relations
- b. Facilities Worker (1)

SECTION TWO:

Add Title(s)

- a. Director of Human Resources
- b. Building Superintendent

RECOMMENDATION: The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Modifications of the Staffing Table for FY 2020 above as Personnel Recommendation Item No. 6.

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 1-6:**

1) Appointment of Full-Time Staff; 2) Temporary Full-Time Staff Assignments Through June 30, 2020; 3) Temporary Full-Time Faculty Assignments Spring 2020; 4) Appointment of New Part-Time Staff Through February 2021; 5) Appointment of New Hire Adjuncts; and 6) Modifications of Staffing Table For FY 2020.

INTRODUCED BY: Harold Stahl

SECONDED BY: Karen Fahrenholz

DATE: February 18, 2020

Doria, Joseph	<u>AYE</u>
Fahrenholz, Karen	<u>AYE</u>
Galvin, Adamarys	<u>ABSENT</u>
Gardner, Pamela	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>AYE</u>
Rodriguez, Silvia	<u>AYE</u>
Stahl, Harold	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

9 Aye 0 Nay

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

Jennifer Oakley 2-18-2020
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 18, 2020**

IX. ACADEMIC AND STUDENT AFFAIRS

- 1. Resolution Tabled - Resolution Authorizing Preferred Name Policy**
- 2. Resolution to Approve a Proficiency Certificate in Addictions Counseling (15 credits)
[CIP Code: 51.1501]**

WHEREAS, Hudson County Community College ("College") aims to provide high-quality educational opportunities that promote student success and meet the needs of the College's community; and,

WHEREAS, enrollment has consistently increased in the College's existing Associate in Science in Human Services Pre-Social Work option in Addictions Counseling degree program; and,

WHEREAS, projected labor market demand is growing at a faster rate than average, according to the United States Department of Labor's Bureau of Labor Statistics; and,

WHEREAS, the College has developed a Proficiency Certificate in Addictions Counseling (Attachment II) to address student and market demand; and,

WHEREAS, the Proficiency Certificate in Addictions Counseling is open to any student who has earned at minimum a high-school diploma or equivalent as well as professionals in the Human Services field who desire to supplement their knowledge and skills; and,

WHEREAS, students have the opportunity to earn their Certified Alcohol and Drug Counselor (CADC) credential through completing requisite coursework; and,

WHEREAS, the Proficiency Certificate in Addictions Counseling is a stackable credential through which students can leverage their Addictions Counseling coursework towards a full Associate in Science Degree in Human Services Pre-Social Work option in Addictions Counseling; and,

WHEREAS, the Administration and Academic and Student Affairs Committee recommend the approval of the Proficiency Certificate in Addictions Counseling;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby approve the Proficiency Certificate in Addictions Counseling;

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 Training Agreement with County of Hudson

WHEREAS, Hudson County Community College ("College") desires to enter into an agreement with the County of Hudson ("Hudson County") for the College to provide technical and computer training to Hudson County employees; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5, the College may enter into an agreement with a county without public bidding; and,

WHEREAS, the anticipated term of this training will be until December 31, 2020; and,

WHEREAS, Hudson County agrees to pay for this service at a total cost not to exceed \$60,000; and,

WHEREAS, the Administration and Academic and Student Affairs Committee recommend this agreement;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the agreement with the County of Hudson, for the college to provide technical and computer training services at a cost not to exceed \$60,000;

BE IT FURTHER RESOLVED that the College's Administration is authorized to take all steps necessary to effectuate the purposes of this resolution.

4. Resolution Authorizing Agreement Between Hudson County Community College and County of Hudson

WHEREAS, Hudson County Community College ("College") desires to participate with the County of Hudson ("Hudson County") in the Youth Services Commission Juvenile Detention Alternatives Initiative Program ("Program"); and,

WHEREAS, the College's participation in the Program requires an agreement with Hudson County; and,

WHEREAS, the College will provide academic and employment programs to approximately one hundred (100) youth; and,

WHEREAS, the anticipated term is until March 31, 2020; and,

WHEREAS, all costs associated will be paid for through a grant provided to the County for the Program; and,

WHEREAS, the Administration and Academic and Student Affairs Committee recommend the agreement;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the agreement between Hudson County Community College and County of Hudson for the College to participate in the Program;

BE IT FURTHER RESOLVED that the College's Administration is authorized to take all steps necessary to effectuate the purposes of this resolution.

5. Resolution Authorizing Memorandum of Understanding with Rising Tide Capital

WHEREAS, Hudson County Community College ("College") desires to enter into a Memorandum of Understanding with Rising Tide Capital ("RTC") for the Food Business Program ("Program") and the Food Business Resource Fair; and,

WHEREAS, the College will share classroom space, include the programs in marketing and advertising materials, design and print program materials, and share event and program costs with RTC; and,

WHEREAS, the anticipated term is until January 13, 2021; and,

WHEREAS, the Administration and Academic and Student Affairs Committee recommend the agreement;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the memorandum of understanding between Hudson County Community College and Rising Tide Capital of Jersey City, New Jersey;

BE IT FURTHER RESOLVED that the College's Administration is authorized to take all steps necessary to effectuate the purposes of this resolution.

6. Resolution Authorizing Agreement Between Hudson County Community College and The National Society of Leadership and Success

WHEREAS, Hudson County Community College ("College") desires to co-sponsor with Saint Peter's University ("Host") the broadcast of one (1) presentation by The National Society of Leadership and Success ("Society") via internet from a Lecture Hall at Saint Peter's University; and,

WHEREAS, the College's sponsorship of the broadcast requires an agreement with The National Society of Leadership and Success; and,

WHEREAS, the broadcast date is March 10, 2020; and,

WHEREAS, all costs associated with sponsorship will be paid for through the Student Activity Fee; and,

WHEREAS, the Administration and Academic and Student Affairs Committee recommend the agreement;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the agreement between Hudson County Community College and The National Society of Leadership and Success;

BE IT FURTHER RESOLVED that the College's Administration is authorized to take all steps necessary to effectuate the purposes of this resolution.

Resolution:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration, and the Academic and Student Affairs Committee as outlined above in **Item IX. Academic and Student Affairs Recommendations 2-6:**

(2) Resolution to Approve a Proficiency Certificate in Addictions Counseling (15 credits); (3) Resolution Authorizing Training Agreement with the County of Hudson; (4) Resolution Authorizing Agreement Between Hudson County Community College and the County of Hudson; (5) Resolution Authorizing Memorandum of Understanding with Rising Tide Capital; and, (6) Resolution Authorizing Agreement Between Hudson County Community College and The National Society of Leadership and Success.

INTRODUCED BY: Pamela Gardner

SECONDED BY: Bakari Lee

DATE: February 18, 2020

Doria, Joseph	<u>AYE</u>
Fahrenholz, Karen	<u>AYE</u>
Galvin, Adamarys	<u>ABSENT</u>
Gardner, Pamela	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>AYE</u>
Rodriguez, Silvia	<u>AYE</u>
Stahl, Harold	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>
<u>9</u> Aye	<u>0</u> Nay

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

Jennifer Oakley 2-18-2020
Signature of Recorder Date



PROGRAM ANNOUNCEMENT COVER PAGE

Date: February 18, 2020

Institution:	Hudson County Community College
New Program Title:	Proficiency Certificate in Addictions Counseling
Degree Designation:	Proficiency Certificate
Programmatic Mission Level For Institution (see Appendix C in AIC Manual)	Associate
Degree Abbreviation:	CADC.PROF
CIP Code and Nomenclature (if possible): If outside the classification indicate Not Applicable.	51.1501
Campus(es) where the program will be offered:	<i>Journal Square Campus 25 Journal Square Jersey City, NJ 07306</i>
Date when program will begin (month and year):	July 2020
List the institutions with which articulation agreements will be arranged:	

Is licensure required of program graduates to gain employment? Yes X No

Will the institution seek accreditation for this program? X Yes No

- If yes, list the accrediting organization:

The courses are certified by the Addictions Professional Certification Board

Program Announcement Narrative:

- Objectives page(s): 2
- Need page(s): 7
- Student enrollments page(s): 8
- Program resources page(s): 8



PROGRAM ANNOUNCEMENT

Program Announcement Narrative

I. Objectives

Hudson County Community College proposes a Proficiency Certificate in Addictions Counseling. The proposed certificate provides students with the educational requirements needed to become a Certified Alcohol and Drug Counselor (CADC) in the state of New Jersey. This program provides students with the competencies needed to fulfill the educational requirements to become a Certified Alcohol and Drug Counselor. Domains of competencies include Assessment, Counseling, Case Management, Client Education, and Professional Responsibility. Students develop an understanding of addiction. Students gain knowledge in the fundamental effects of addiction on the abuser and families as well as the biopsychosocial impacts of use. Students learn various counseling skills and then demonstrate these skills during fieldwork. Graduates are able to obtain employment in the field.

Upon completion of this program, graduates have fulfilled the educational requirements to become a Certified Alcohol and Drug Counselor. Graduates will still need to fulfill externally the 3,000 hours of required related work experience for the certification.

Catalog Program Description:

The Proficiency Certificate in Addictions Counseling provides students with the educational requirements needed to become a Certified Alcohol and Drug Counselor (CADC) in the state of New Jersey. Through its curricular structure, the program provides students with the competencies needed to fulfill the educational requirements to become a Certified Alcohol and Drug Counselor. Domains of competencies include Assessment, Counseling, Case Management, Client Education, and Professional Responsibility. Students develop an understanding of addiction. Students gain knowledge in the fundamental effects of addiction on the abuser and families as well as the biopsychosocial impacts of use. Students learn various counseling skills and then demonstrate these skills during fieldwork.

Upon completion of this program, graduates have fulfilled the educational requirements to become a Certified Alcohol and Drug Counselor. Graduates will still need to fulfill externally the 3,000 hours of required related work experience for the certification. Graduates are able to obtain employment in the field.

This program does not exceed the programmatic mission of Hudson County Community College.

Program Learning Outcomes:

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

1. Identify factors that facilitate or limit access to services and community resources.
2. Implement self-assessment techniques to identify strengths and weaknesses in substance abuse work.
3. Apply knowledge, skills, and professionalism in resolving client issues including cultural knowledge and awareness.
4. Apply ethical reasoning to the addictions profession.

II. Evaluation and Learning Outcomes Assessment plan for the program

Program Goals	Student Learning Outcomes	Courses or Other Points in the Curriculum Where Outcomes are Assessed	Assessment Method or Tools
<p>Program Goal 1:</p> <p>Identify factors that facilitate or limit access to services and community resources.</p>	<p>1.1 Assess community resources and when to use them.</p> <p>1.2 Analyze benefits of cultural diversity and its impact on effectiveness and service delivery.</p> <p>1.3 Analyze the community role in addictions work.</p>	<p>HUS-143: Addictions Counseling</p> <p>HUS-153: Recovery in Addictions</p>	<p>Writing project on the Department of Child Permanency and Planning</p> <p>Student presentation on substance disorder treatment centers in Hudson County</p> <p>Midterm and Final Exams</p> <p>Case Studies</p>
<p>Program Goal 2:</p> <p>Implement self-assessment techniques to identify strengths and weaknesses in substance abuse work.</p>	<p>2.1 Assess best practices in clinical supervision.</p> <p>2.2 Justify the benefits of clinical supervision, personal, and professional growth.</p> <p>2.3 Employ wellness skills and practices.</p> <p>2.4 Explain the benefits of consultation for the counselor knowledge base.</p>	<p>HUS-123: Introduction to Addictions</p> <p>HUS-153: Recovery in Addictions</p>	<p>Midterm and Final Exams</p> <p>Students' self-care plan</p>
<p>Program Goal 3:</p> <p>Apply knowledge, skills, and professionalism in resolving client issues including cultural knowledge and awareness.</p>	<p>3.1 Explain the purpose of differing counseling techniques including crisis intervention</p> <p>3.2 Identify the stages of counseling.</p> <p>3.3 Explain evidence based recovery model.</p>	<p>HUS-133: Counseling Theory and Technique</p> <p>HUS-123: Introduction to Addictions</p>	<p>Writing Assignments</p> <p>Case Studies</p> <p>Midterm and Final Exams</p> <p>Case studies</p>

Program Goals	Student Learning Outcomes	Courses or Other Points in the Curriculum Where Outcomes are Assessed	Assessment Method or Tools
	<p>3.4 Apply theoretical concepts of family counseling to case studies.</p> <p>3.5 Explain concepts and theories related to group counseling.</p> <p>3.6 Identify the components and concepts of bio-chemical/medical client education.</p> <p>3.7 Develop an awareness of pharmacological and physiological effects of alcohol, sedatives, and hallucinogens.</p> <p>3.8 Analyze cultural influence on addictions.</p> <p>3.9 Evaluate different recovery models.</p> <p>3.10 Identify the impact of Substance Use on the Family.</p> <p>3.11 Demonstrate appropriate documentation skills.</p> <p>3.12 Evaluate clients for appropriate level of care.</p> <p>3.13 Identify best practices for treating</p>	<p>HUS-143: Addictions Counseling</p> <p>HUS-163: Assessment and Treatment in Addictions Counseling</p>	<p>Midterm and Final Exams</p> <p>Case Studies</p> <p>Writing Projects</p> <p>Group Presentation</p> <p>Midterm and Final Exams</p>

Program Goals	Student Learning Outcomes	Courses or Other Points in the Curriculum Where Outcomes are Assessed	Assessment Method or Tools
	<p>clients with co-occurring disorders.</p> <p>3.14 Discuss HIV and its impact on addiction treatment.</p> <p>3.15 Explain the etiology of addictions.</p> <p>3.16 Identify the role of screening and assessment in the initial treatment process.</p> <p>3.17 Analyze the most current DSM categories and criteria for Substance Use Disorders.</p> <p>3.18 Demonstrate an understanding of therapeutic techniques.</p> <p>3.19 Evaluate components of a biopsychosocial assessment.</p> <p>3.20 Explain the physiological impact of addiction.</p>		
<p>Program Goal 4:</p> <p>Apply ethical reasoning to reasoning to the addictions profession.</p>	<p>4.1 Identify legal and ethical issues that are common in the provision of addictions services.</p>	<p>HUS-153: Recovery in Addictions</p>	<p>Writing Project</p> <p>Case Studies</p> <p>Midterm and Final Exams</p>

Long Term Program Evaluation:

The College wide assessment team along with the Institutional Research department will work together to assess the program in the following manner:

- a. 90% of students will be satisfied with the program based upon graduation satisfaction surveys. Surveys will primarily assess whether the program is meeting students' needs inside (e.g., quality of teaching) and outside of the classroom (e.g., course scheduling days and times).
- b. 80% of students will take the Alcohol and Drug Counseling Certification examination and pass.

Assessment Tool	Target Audience	Purpose	Timetable
Course Level Assessment	College Community	Document and collect data on Goals and Learning Outcomes	Yearly
Program enrollment	College Community	Monitor need for program	Yearly
Program completion	College Community	Monitor retention and graduation rates	Yearly

III. Relationship of the program to institutional strategic plan and its effect on other institutional programs at the same institution.

The proposed program addresses the following components of Hudson County Community College's Strategic Plan 2016-2021.

Goal/ Objective	Strategy	CADC Proficiency Certificate
1.1	Review academic programs and develop new credit and non-credit programs and classes to meet career and workforce needs, the demands of the new economy, and changing demographics.	This program helps meet the need in the community of counselors to treat the opioid addiction problem impacting the country. The job outlook is expected to increase by 22%, which is faster than average.
2.7	Create clear degree plans and pathways to completion for each academic program.	This certificate is a stackable credential, which can be continued for an AS Degree in

		Human Services Pre-Social Work option in Addictions Counseling.
5.4	Expand revenues through enrollment increases, private giving, grants, the development of profit centers, and county, state and federal support.	The AS Degree program related to this certificate has enrolled 20 students in its first semester. This certificate will increase enrollments due to the fact that it will give professionals in the field who already have acquired a baccalaureate or Master's degree an option to complete these courses.
6.2	Strengthen workforce development programs through partnerships with local businesses and the Hudson County Workforce Investment Board (WIB).	This program is part of a workforce-need in the community. Students will be working in community addictions counseling agencies as they earn their hours needed for certification.

IV. Need

The Human Services AAS program was revamped and reopened in 2011 as an AA with a Human Services option. In the fall of 2016, the program was converted to an AS in Human Services Pre-Social Work. Since that time enrollment in the program has increased. The Bureau of Labor statistics (see below) shows addictions counseling to be a fast growing field. In terms of employment, there is higher than average growth employment in this field.

Quick Facts: Substance Abuse and Behavioral Disorder Counselors

2015 Median Pay

\$39,980 per year
\$19.22 per hour

Typical Entry-Level Education

Bachelor's degree

Work Experience in a Related Occupation None

On-the-job Training

None

Number of Jobs, 2014

94,900

Job Outlook, 2014-24

22% (Much faster than average)

Employment Change, 2014-24

21,200

In the state of New Jersey, employment as a substance abuse counselor requires professionals to become Certified Alcohol and Drug Counselors (CADC). This program fulfills the educational requirements for that certification. This certification is open to students with a high school diploma. Professionals who hold degrees and wish to become a Certified Alcohol and Drug Counselor can also take the courses specific to addictions counseling.

In addition, substance abuse options are presently being offered at other community colleges and 4-year institutions in New Jersey. The list includes the following:

Colleges and Universities offering degree credit and certificate programs:

- Atlantic Cape Community College
- Brookdale Community College
- Camden County College
- Cumberland County College
- Essex County College
- Ocean County College
- Middlesex County College
- Passaic County College
- Rowan College at Burlington County
- Georgian Court University
- Kean University
- Monmouth University
- Montclair University
- Ramapo College of New Jersey
- Rider University
- Rutgers – University Behavioral Health Center
- Seton Hall University
- The College of New Jersey

V. Students

In the fall of 2008, 79 students were enrolled in the Human Service programs. By the fall of 2015, 95 students were enrolled in the Human Services programs. At present, approximately 150 students are enrolled in the A.S. Human Services Pre-Social Work degree and 20 in the A.S. Human Services Pre-Social Work option in Addictions Counseling. Providing prospective students with an academic pathway to earning their CADC credential via enrollment in a Proficiency Certificate in Addictions Counseling will further enhance these metrics. Other community colleges including Brookdale and Raritan Valley reported increases in enrollment with the launch of their substance abuse options.

Of the 20 students presently enrolled in the A.S. Human Services Pre-Social Work option in Addictions Counseling, approximately, five would meet criteria for enrollment in this Proficiency Certificate. Extending this trend to 2024, the projected enrollment for the Proficiency Certificate is 30 students.

VI. Program Resources:

The program presently has one full time Assistant Professor/Coordinator and two adjunct instructors who are Licensed Certified Alcohol and Drug Counselors.

The credentialing board requires a \$1, 500 yearly fee to approve courses. The courses comprising this Proficiency Certificate were approved as part of the Addiction Counseling degree option. Instructors may need to attend trainings specified by the board.

An active advisory board consisting of alumni, community partners and four-year university faculty is in place. The present advisory board consists of members of the community active in the substance abuse field. This board will continue to advise this program as it grows and develops.

Learning resources and library holdings are adequate and appropriate.

VII Degree Requirements:

HUS 123 Introduction to Addictions	3
HUS 133 Counseling Theory and Techniques	3
HUS 143 Addictions Counseling	3
HUS 153 Recovery in Addictions	3
HUS 163 Assessment and Treatment in Addictions Counseling	3

Course Descriptions

HUS 123 Introduction to Addictions 3 CR

This course reviews and reinforces the fundamentals of the effects of addictions on the abuser and the family. Biopsychosocial information is reviewed. This class develops competency in areas of ethical and legal conduct necessary to begin entry-level work in the addiction field. Competency is also developed in the area of multiculturalism as it impacts counselors at all service levels. This course emphasizes knowledge of the effects of the different drugs (i.e., Opioids, Stimulants, Depressants, Analgesics, THC). Students will be able to define co-dependency and the roles commonly assumed by families affected by Substance Use Disorder.

HUS 133 Counseling Theory and Techniques 3 CR

This course promotes competence in addictions counseling by focusing on the following topics: individual, group, and family counseling; treatment of the addicted person; familial aspects of counseling; techniques of crisis intervention; and ways to provide education. Students already employed in fields related to Addictions Counseling can enroll in these courses to become a Certified Alcohol and Drug Counselor (CADC) working under the supervision of a Licensed Clinical Alcohol and Drug Counselors (LCADC). This course helps to fulfill the Counseling educational domain for the certification.

HUS 143 Addictions Counseling 3 CR

This course introduces students to the fundamentals of addiction counseling and emphasizes the role of collaboration in seeking and using community resources. Students learn about resources available in New Jersey to assist clients. The class looks at the criminal justice system and its levels of involvement in addictions treatment. This course introduces students to the basic skills required for professional readiness including documentation and identifying levels of care. This class identifies and introduces underlying principles and competencies of modern addiction counseling, its complexity and application. This course helps to fulfill the educational requirements of the Certification Board of NJ to become a Certified Alcohol and Drug Counselor (CADC). Following completion of the educational requirements for the CADC students need to complete 3000 hours of supervised fieldwork experience to receive the certification.

HUS 153 Recovery in Addictions 3 CR

The dimensions of recovery are explored with the understanding of Wellness and Recovery. This course emphasizes standards for ensuring thorough documentation in addictions counseling. Students understand the counselor's need for cultural competence, personal growth, and professional growth. Counselor/client expectations based on goals, objectives, rules, and obligations are explored. This course reviews and reinforces the fundamentals of addictions counseling professionals' conduct related to ethical, legal, personal and professional development, and the practice and benefit of clinical supervision. The importance of community involvement including professional networking is emphasized. This course helps to fulfill the educational requirements of the

Certification Board of NJ to become a Certified Alcohol and Drug Counselor (CADC). Following completion of the educational requirements for the CADC students need to complete 3000 hours of supervised fieldwork experience to receive the certification.

HUS 163 Assessment and Treatment in Addictions Counseling 3 CR

This course addresses initial interviewing, assessment, intake and early phase counseling processes utilized at addiction treatment centers. Students address the role of screening and assessment in the initial intake process. Skills are developed in the area of initial assessment. Analysis are done of the current DSM categories and criteria of Substance Use Disorder and their implementation. Students learn about different forms of addiction including gambling. Students learn the about co-occurring disorders and how to differentiate between disorders. Students discuss the physical impacts addiction can have. This course helps to fulfill the educational requirements of the Certification Board of NJ to become a Certified Alcohol and Drug Counselor (CADC). Following completion of the educational requirements for the CADC students need to complete 3000 hours of supervised fieldwork experience to receive the certification.

VIII. Anticipated Cost for the Program

I. Initial One-time Cost for Starting the Program

Facilities & Equipment Setup	\$ n/a
Consultation Fee ¹	\$ n/a
Expected cost for preparation for Licensure Exam ²	\$ n/a
Other	\$ n/a
TOTAL Initial One-time cost	\$ n/a

¹ Include environment/economic scanning, initial advisory committee compensation, etc.

² Should consider factoring the cost into the program admission and/or graduation fees

II. On- Going Annual Operational Cost for the Program

➤ Instruction		
Faculty salaries		
FT	\$ n/a	
Adjunct	\$ 4392/semester (6 credits)	
TOTAL Instruction	\$ 8784	
➤ Instructional Support Personnel		
Program Coordinator	\$ n/a	(If Needed)
Tutoring – <i>Program specific</i>	\$ n/a	
Lab assistance	\$ n/a	
Program Advisement	\$ n/a	
Clerical	\$ n/a	
TOTAL Inst. Support Personnel	\$ n/a	
➤ Additional library materials		
	\$ n/a	
➤ Contractual Services		
Accreditation fees	\$ 1500 (fee is paid 1 time a year to cover the AS degree option and Cert.)	
Consultants	\$ n/a	
Travel	\$ n/a	
Licensure agreements	\$ n/a	
TOTAL Contractual Services	\$ 1500	

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 18, 2020**

X. NEW BUSINESS

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 18, 2020**

XI. ADJOURNMENT

THAT, the meeting be adjourned at 5:50 P.M.

INTRODUCED BY: Bakari Lee

SECONDED BY: Pamela Gardner

DATE: February 18, 2020

Doria, Joseph	<u>AYE</u>
Fahrenholz, Karen	<u>AYE</u>
Galvin, Adamarys	<u>ABSENT</u>
Gardner, Pamela	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>AYE</u>
Rodriguez, Silvia	<u>AYE</u>
Stahl, Harold	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

9 Aye 0 Nay

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

Jennifer Oakley 2-18-2020
Signature of Recorder Date