

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

**Regular Meeting--Board of Trustees**  
**February 19, 2019**

**AGENDA**

**I. CALL TO ORDER - FLAG SALUTE** Mr. Netchert

**II. ROLL CALL AND RECOGNITION OF VISITORS**

**Trustees:**

Kevin Callahan  
Karen Fahrenholz, Secretary/Treasurer  
James Fife, Trustee Emeritus  
Pamela Gardner  
Alexandra Kehagias – Student Alumni Representative  
Roberta Kenny  
Joanne Kosakowski  
Bakari Lee, Vice Chair  
William Netchert, Chair  
Jeanette Peña  
Christopher Reber, President  
Adrienne Sires  
Harold Stahl

**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. If there is such a determination, an announcement will be made as to where the session will be placed on the agenda.)

**V. REPORTS**

- |  |                 |
|--|-----------------|
| 1. Student Government Association President's Report       | Rhoda Alaribe   |
| 2. All College Council President's Report                  | Lilisa Williams |
| 3. President's Report                                      | Dr. Reber       |
| a. Archana Bhandari, Executive Director of Online Learning |                 |

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

Dr. Reber

1. Minutes of Previous Meetings
2. Gifts, Grants, and Contracts
3. Middle States Self Study Update

**VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS** Dr. Reber

**VIII. PERSONNEL RECOMMENDATIONS** Dr. Reber

**IX. ACADEMIC AND STUDENT AFFAIRS** Dr. Reber

**X. NEW BUSINESS** Mr. Netchert

**XI. ADJOURNMENT** Mr. Netchert

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
February 19, 2019**

**CALL TO ORDER**

**I. FLAG SALUTE**

**II. ROLL CALL AND RECOGNITION OF VISITORS**

**Trustees:**

Kevin Callahan	<u>PRESENT</u> (Via Conference Call)
Karen A. Fahrenholz	<u>PRESENT</u> (Via Conference Call)
James Fife, Trustee Emeritus, ex officio	<u>ABSENT</u>
Pamela E. Gardner	<u>ABSENT</u>
Alexandra Kehagias, Student Alumni Representative, ex officio	<u>PRESENT</u>
Roberta Kenny	<u>PRESENT</u>
Joanne Kosakowski	<u>PRESENT</u>
Bakari Lee	<u>PRESENT</u>
William J. Netchert	<u>PRESENT</u>
Jeanette Peña	<u>ABSENT</u>
Christopher Reber - President, ex officio	<u>PRESENT</u>
Adrienne Sires	<u>ABSENT</u>
Harold G. 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, and filed with each Office of the Hudson County Municipal Clerks, and posted on the Public Bulletin Boards of the 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 19, 2019**

**III. COMMENTS FROM THE PUBLIC**

*There were no comments from the public.*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
February 19, 2019**

**IV. CLOSED SESSION**

*No Closed Session.*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
February 19, 2019**

**V. REPORTS**

1. *Student Government Association President's Report - Rhoda Alaribe*
2. *All College Council President's Report – Lilisa Williams*
3. *President's Report*
  - a. *Archana Bhandari, Executive Director of Online Learning*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
February 19, 2019**

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

**1. MINUTES OF PREVIOUS MEETING**

The Minutes of the Regular Meeting of January 15, 2019 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 15, 2019.

**2. GIFTS, GRANTS, AND CONTRACTS REPORT - None**

**3. MIDDLE STATES SELF-STUDY UPDATE**

**RESOLUTION:**

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees accept Item VI. Regular Monthly Reports and Recommendations 1-3.

**INTRODUCED BY:** Bakari Lee


**SECONDED BY:** Joanne Kosakowski

**DATE:** February 19, 2019

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

7 Ayes..... 0 Nay

**\*\*\*RESOLUTION ADOPTED\*\*\***

  
\_\_\_\_\_  
Signature of Recorder                      Date

**ATTACHMENT A  
ITEM VI**

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

**REGULAR MEETING --- BOARD OF TRUSTEES  
January 15, 2019**

**MINUTES**

**PRESENT:** Kevin Callahan; Karen Fahrenholz; Pamela Gardner; Alexandra Kehagias, Student Alumni Representative (ex officio); Joanne Kosakowski; Bakari Lee; William Netchert; Jeanette Peña; Christopher Reber (ex officio); and Adrienne Sires.

**ABSENT:** James Fife, Trustee Emeritus (ex officio); Roberta Kenny; and Harold Stahl.

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

HCCC Staff and Visitors present: June Barriere, Jennifer Christopher, Patricia Clay, Patrick DelPiano, Heather DeVries, Lisa Dougherty, Eric Friedman, Veronica Gerosimo, Jose Lowe, Lori Margolin, John Marlin, Patrick Moore, Elizabeth Nesius, Jennifer Oakley, Jennie Pu, John Quigley, Qamar Raza, Lotta Sanchez, Catherine Sweeting, Jerry Trombella, Christopher Wahl, Lilisa Williams, Marcella Williams, and Veronica Zeichner.

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

**II. ROLL CALL**

The regular meeting was called to order by Chair William Netchert at 5:00 p.m.

**III. COMMENTS FROM THE PUBLIC**

**IV. CLOSED SESSION - None**

**V. REPORTS**

**1. Student Government Association President's Report**

**2. President's Report**

Good evening, Trustees and colleagues.

Since classes have not yet begun there is no report this evening from All College Council President Denise Rossilli or Student Government Association President Rhoda Alaribe. Their reports will resume at the February Board meeting.

Our fall was very busy and productive, and spring promises to be even busier.



*This evening you will act upon recommendations for awarding the bid and establishing the budget for our exciting Student Center renovation project. With your support, the renovation will begin shortly and we will be on schedule for January 2020 occupancy. This new, state-of-the-art facility will contribute significantly to our opportunities for strong and positive engagement with students and the community.*

*After six months of careful consideration, we are also pleased to recommend to you our joining Achieving the Dream. As you are aware, this organization is leading a national community college reform movement that is devoted to using data and best practices to help member institutions achieve continuous improvement in the retention, completion, transfer and success of students. We would like to partner with Achieving the Dream and the organization's 250 member institutions in order to achieve ongoing and sustainable increases in student retention and degree completion.*

*Following the December Town Hall presentation of Achieving the Dream President Dr. Karen Stout, our All College Council surveyed our College community, and 90% of the 120 survey respondents supported our application to become an ATD member institution. This is an important step forward in moving to the next level of excellence as a high-performing, urban and diverse community college that serves its community and beyond exceedingly well and with distinction. It will also help us increase our national visibility and profile as most of the nation's top-performing community colleges are Achieving the Dream institutions.*

*Speaking of excellence, and as I shared with you in last week's Green Memo, we are delighted that the American Association of Community Colleges (AACC) has chosen HCCC Assistant Professor of English Catherine Sweeting to receive the 2019 AACC Dale Parnell Faculty Distinction Award. This is a highly respected and visible national acknowledgement of teaching excellence that we celebrate with Catherine, who is here this evening.*

*Congratulations, Katie!*

*Katie's receipt of this award brings pride to our entire College community. She will be presented the award at the April AACC Convention, and several of us will be there cheering! I thank Dean John Marlin and Associate Dean Elizabeth Nesius for nominating Katie.*

*I'm also pleased to share that our Office of Continuing Education and Workforce Development has been awarded \$136,000 in two grants from the New Jersey Labor and Workforce Development Office of the New Jersey Department of Labor. These grants will support incumbent staff and dislocated workers who are enrolled in our Certified Healthcare Access Associate program. Congratulations to Dean Lori Margolin and her team.*

*As we just discussed with the Academic and Student Affairs Committee, we are in the early stages of exploring the development of a baccalaureate degree in Culinary Arts and Hospitality. There is growing support in New Jersey for the offering of applied, or niche baccalaureates by community colleges in areas of special distinction and significance, and this also represents a national trend and best practice. Currently 25 states have authorized community colleges to offer applied baccalaureates, and more are considering this.*

*Recently Union County College President Maggie McMnamin encouraged us to consider this in view of the historic strength and quality of our Culinary Arts program. As inaugural baccalaureate program proposals are advanced, it helps other New Jersey sister institutions make the case for programs that have special significance for their communities. There is much due diligence ahead, but I am proud to share with you this potential next step in the College's vision and development.*

*Our search for a new Vice President for Human Resources is progressing very well. Two of our four finalists have completed full-day interviews, and the remaining interviews will be completed by the end of this week. There has been strong attendance of college community members in the interview sessions and I thank Trustee Karen Fahrenholz for attending the open fora virtually from Florida. We are optimistic that we will soon welcome an outstanding new colleague, who will work closely with Vivyen Ray, our entire HR team and the College community to lead the continuous improvement of our employee recruitment, support and development processes in support of our Strategic Plan.*

*I'm pleased to share that the Hispanic Statewide Chamber of Commerce is holding an Hispanic Entrepreneurship Training Program this evening at 6 p.m. in our Culinary Conference Center, and several of us will be participating in this strong and well attended meeting after our Board meeting. We are working with the Chamber to increase our engagement and support of the Latino business and larger communities.*

*This evening we are joined by our new Dean of Libraries, Jenny Pu.*

*Welcome, Jenny!*

*(Provost Eric Friedman introduced Jennie Pu and gave the following statement.)*

*We are pleased to announce that Jennie Pu has started as Hudson County Community College's new Dean of Libraries.*

*Ms. Pu has worked part-time at both Gabert and North Hudson Campus Libraries since 2015. Most recently, she was the Library Media Specialist at West Orange High School. Her work experience includes six years as a Senior Library Associate at the Metropolitan Museum of Art, managing day-to-day library operations of the Department of Asian Art.*

*She comes to HCCC with over 13 years of diverse library and technology experience. Jennie earned an M.L.S. in Library Science from Queens College, a B.A. from the University of Washington, and has continued her graduate coursework at Rutgers University. She is a frequent contributor at many conferences and workshops both locally and nationally.*

*Importantly, Jennie and her family are proud residents of Jersey City, and she is a well-known local advocate for quality public school education.*

*Please join us in giving Ms. Jennie Pu a warm welcome to HCCC.*

*(Jennie Pu addressed the Board and members of the College community.)*

*I thank the Board and the HCCC community for welcoming me. I'm so excited to start! Having worked as a part-time librarian on both campuses, I am well acquainted with many of the wonderful, hard-working, talented staff. I can speak very passionately of this commitment to the success of our students. My role is to support our faculty and students with the resources that they need and to ensure that the library continues to thrive as a hub of innovation, creativity and the individual pursuit of knowledge and happiness for all. I'm excited to partner with many of the deans and all of the departments. I welcome all of you to visit either of our campus libraries. My office is open all day; I'm also available by email.*

*(President Reber thanked Jennie and welcomed her again. He also asked for everyone to join him in welcoming Jack Quigley, Executive Director of Public Safety and Security.)*

*Trustee Netchert welcomed Jennie Pu to the College and said he loved her enthusiasm.*

*Trustee Netchert thanked President Reber and the Administration for taking his suggestion to use some of the Student Activities fee funding for the purchase and installation of lights at the Culinary Plaza Park in December. He said he hoped it would become an annual event.*

*Trustee Lee addressed President Reber with the following statement.*

*Chris, I just want to applaud you on the initiative for moving the College toward "Achieving the Dream" (ATD). I know Karen Stout and she is doing a fantastic job as President and CEO at ATD. She was also an excellent president at Montgomery County Community College. My view is that schools that are involved in "Achieving in the Dream" are leaders in the community college community and among our peers.*

*Trustee Lee invited fellow trustees to attend the Community College National Legislative Summit in Washington, DC, February 10-13, 2019. Chris noted that he was attending the conference as well as Trustee Pamela Gardner; former Student Alumni Representative Hamza Saleem; newly elected Student Alumni Representative Alexandra Kehagias; Student Government President Rhoda Alaribe; and Vice President for Development Nicholas Chiaravalloti.*

## **VI.**

### **REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

1. Minutes of the Reorganization and Regular Meeting of November 20, 2018
2. Gifts, Grants, and Contracts Report – None
3. Middle States Self-Study Update



#### **Hudson County Community College Decennial Self Study Update**

- Core Committee members met during the last two weeks prior to winter break to continue their work on the Self-Study Report. In January a revised report will be distributed to the College community for their review and feedback.

- *Dr. Eric Friedman has completed the application process to become a Middle States Commission on Higher Education (MSCHE) Peer Evaluator. Being HCCC's Accreditation Liaison Officer provides foundational experience that prepares volunteers to assist other colleges in their accreditation processes. MSCHE relies on volunteers for site visits.*
- *MSCHE will be hosting a Webinar on how to complete the Institutional Federal Compliance Requirements on January 24, 2019. Dr. Friedman and other members of the Core Committee will be in attendance.*
- *Jerry Trombella, Dean of Research and Planning, is working with the Finance Team to revise Standard VI in light of the feedback received during the Preliminary Visit. An emphasis on future sustainability is central to the revision.*
- *HCCC's Institutional Federal Compliance and Self-Study Report are due to Middle States on February 14, 2019, six weeks before their site visit.*
- **SAVE THE DATE:** *A Welcome Dinner for the Visiting Team will take place on Sunday, March 31, 2019 at 6:00 p.m.*

Introduced by: Bakari Lee  
Seconded by: Adrienne Sires

8 Ayes.....0 Nays                      Resolution Adopted

## **VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS**

1. *Resolution to Award Contract for Student Center Renovation at 81 Sip Avenue;*
2. *Resolution to Revise Budget for 81 Sip Ave – Student Center Renovation Project;*
3. *Resolution to Approve Revised Architect and Engineering Services for Student Center at 81 Sip Avenue, Project # 3297-A;*
4. *Resolution to Approve the Installation of a New Electric Panel, Computer Power, and Data Cabling by Sal Electric for the North Hudson Temporary Office Space;*
5. *Resolution to Approve the Contract for IT, Security and Audio Systems Design Services for the New Tower Building in Jersey City, New Jersey;*
6. *Resolution to Approve Medical Assistant Program - Externship Affiliation Agreement Between Quality Care Associates and HCCC;*
7. *Resolution to Approve Joint Admissions Agreement Between New Jersey Institute of Technology (NJIT) and HCCC;*
8. *Resolution to Approve the Memorandum of Understanding Between Ramapo College of New Jersey and HCCC;*
9. *Resolution to Approve Temporary Staffing for the Finance Department;*
10. *Resolution to Approve the Contract of the College's Technology Management and CIO Technology Services;*
11. *Resolution to Approve the Award for the Security Services Contract;*
12. *Resolution to Approve the Purchase of Equipment and Furnishings for Skills Simulation Lab at 870 Bergen Avenue;*
13. *Resolution to Approve the Award for Raman Spectrometer for the STEM Building;*

14. Resolution to Approve Contract with the New Jersey Performing Arts Center (NJPAC);
15. Resolution to Establish Laboratory Fees for Specific Courses in the Academic Certificate Personal Fitness Training Program;
16. Resolution to Approve Joining Achieving the Dream (ATD) Organization in Silver Springs, Maryland; and,
17. Resolution to Approve Roof Repairs at North Hudson Campus.

Introduced by: Bakari Lee

Seconded by: Jeanette Peña

8 Ayes.....0 Nays

Resolution Adopted

## VIII. PERSONNEL RECOMMENDATIONS

### 1. RESIGNATION

<u>Name</u>	<u>Title</u>	<u>Effective</u> <u>Date</u>
Zayn Jenkins	Counselor	12/5/18

### 2. APPOINTMENT OF FACULTY

<u>Name</u>	<u>Title</u>	<u>Effective</u> <u>Date</u>	<u>Annual</u> <u>Salary</u>
Clive Li	Engineering Science Instructor	1/15/19	\$44,217 (pro-rated)
Fidelis Foda-Kahouo	Mathematics Instructor	1/15/19	\$44,217 (pro-rated)

### 3. APPOINTMENT OF STAFF

<u>Name</u>	<u>Title</u>	<u>Effective</u> <u>Date</u>	<u>Annual</u> <u>Salary</u>
Cheryl Cashell	Director, Radiography Program	1/15/19	\$85,000 (pro-rated)

### 4. TEMPORARY FULL-TIME STAFF ASSIGNMENTS

<u>Name</u>	<u>Title</u>	<u>Effective</u> <u>Date</u>	<u>Annual</u> <u>Salary</u>
Gretchen Schulthes	Assistant Director of Academic Advising and Counseling	12/11/18	\$60,000 (pro-rated)
Doua Saleh	Academic Advisor	12/11/18	\$48,000 (pro-rated)

### 5. TEMPORARY FULL-TIME FACULTY ASSIGNMENTS

<u>Name</u>	<u>Title</u>	<u>Effective</u> <u>Date</u>	<u>Annual</u> <u>Salary</u>
Rosanna Desembrana	Instructor, English and ESL	1/25/19	\$22,108.50 (pro-rated)

<u><b>Name</b></u> Jeanne Baptiste	<u><b>Title</b></u> Instructor, English	<u><b>Effective Date</b></u> 1/25/19	<u><b>Annual Salary</b></u> \$22,108.50 (pro-rated)
<u><b>Name</b></u> Sasha Bakula	<u><b>Title</b></u> Instructor, English and ESL	<u><b>Effective Date</b></u> 1/25/19	<u><b>Annual Salary</b></u> \$22,108.50 (pro-rated)
<u><b>Name</b></u> Sibyl Ponder	<u><b>Title</b></u> Instructor, English	<u><b>Effective Date</b></u> 1/25/19	<u><b>Annual Salary</b></u> \$22,108.50 (pro-rated)
<u><b>Name</b></u> Victor Moruzzi	<u><b>Title</b></u> Instructor, Culinary	<u><b>Effective Date</b></u> 1/2/19	<u><b>Annual Salary</b></u> \$22,108.50 (pro-rated)
<u><b>Name</b></u> Walter Lindsey	<u><b>Title</b></u> Instructor, English	<u><b>Effective Date</b></u> 1/25/19	<u><b>Annual Salary</b></u> \$22,108.50 (pro-rated)
<u><b>Name</b></u> Joseph Cummins	<u><b>Title</b></u> Instructor, English	<u><b>Effective Date</b></u> 1/25/19	<u><b>Annual Salary</b></u> \$22,108.50 (pro-rated)

**6. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES:  
December 12, 2018 – JUNE 30, 2019**

**NEW PART TIME HIRES**

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
ARGUETA	BERSABE	ITS	INSTRUCTIONAL LAB ASSISTANT	ISTLAB-253025	D. PEREZ
LEON	ALEX	ITS	INSTRUCTIONAL LAB ASSISTANT	ISTLAB-253025	D. PEREZ
PATEL	MILAN	ITS	INSTRUCTIONAL LAB ASSISTANT	ISTLAB-253025	D. PEREZ
MUGHAL	TALAL	ITS	INSTRUCTIONAL LAB ASSISTANT	ISTLAB-253025	D. PEREZ
FONTANEZ	KRISTOFER	ITS	WEB DEVELOPER	PTWBDEV-253025	O. WILLIAMS
FELIZ	ROSENNIES	ITS	INSTRUCTIONAL LAB ASSISTANT	ISTLAB-253025	D. PEREZ
ROSADO	CHRISTIAN	ITS	INSTRUCTIONAL LAB ASSISTANT	ISTLAB-253025	D. PEREZ
MOLINA	MELISSA	ITS	INSTRUCTIONAL LAB ASSISTANT	ISTLAB-253025	D. PEREZ
PATEL	AKULKUMAR	ITS	INSTRUCTIONAL LAB ASSISTANT	ISTLAB-253025	D. PEREZ
GOHEL	SHUBHAM	ITS	INSTRUCTIONAL LAB ASSISTANT	ISTLAB-253025	D. PEREZ
MORALES	MADELINE	ENGLISH AND ESL	OFFICE ASSISTANT	OFFAST-101035	E.NESIUS

D'ALESSIO	EILEEN	NURSING & HEALTH SCIENCES	SKILLS LAB/TUTOR	TUTOR-101017	C. FASANO
ADENIJI	ADESOLA	NURSING & HEALTH SCIENCES	SKILLS LAB/TUTOR	TUTOR-101017	C. FASANO
GUTIERREZ	MELANIE	NURSING & HEALTH SCIENCES	OFFICE ASSISTANT	OFFAST-101016	T. WIGGINS
FIABU	ERNEST	CONTINUING EDUCATION	PT INSTRUCTOR	PTINST-102010	C. MIRASOL
MORRISON	CYNTHIA	CONTINUING EDUCATION	PT INSTRUCTOR	PTINST-102010	C. MIRASOL
FIABU	ERNEST	CENTER FOR BUSINESS & INDUSTRY	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
MORRISON	CYNTHIA	CENTER FOR BUSINESS & INDUSTRY	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
SORIA	AMERICO	ADVISEMENT & COUNSELING	ADVISOR	ADVISOR-200510	S. DYNAN
PATEL	BRIGESH	DEAN OF INSTRUCTION	OFFICE ASSISTANT	OFFAST-101014	P. SOROUR
LOISEAU	MIKE	LIBRARY	LIBRARY ASSOCIATE	PTLRASO-150510	D. HARDGROVE
BISHARA	MARCO	LIBRARY	LIBRARY ASSOCIATE	PTLRASO-150510	D. HARDGROVE
CARMICHAEL	MICHAHYLA	LIBRARY	LIBRARY ASSOCIATE	PTLRASO-150510	D. HARDGROVE
MIRANDA	MELANIE	LIBRARY	LIBRARY ASSOCIATE	PTLRASO-150510	D. HARDGROVE
SIMS	RICHARD	LIBRARY	LIBRARY ASSOCIATE	PTLRASO-150510	D. HARDGROVE
JENKINS	LA-DANA	CAREER DEVELOPMENT	CAREER ADVISOR	ADVISOR-200531	V. MARINO
KEIM	ADDISON	CAREER DEVELOPMENT	CAREER ADVISOR	ADVISOR-200531	V. MARINO
BROWN	AMY	GRANTS	ACADEMIC COACH	GRATUT-601021	P. BANDYOPADHYAY
SIRANGELO	CATHERINE	GRANTS	ACADEMIC COACH	GRATUT-601021	P. BANDYOPADHYAY
MASIAS	MIRIAM	GRANTS	ACADEMIC COACH	GRATUT-601021	P. BANDYOPADHYAY
ROY	PHILIPPE	ADJ ACADEMIC SUPPORT SERVICES	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
SUAREZ	SELENA	ADJ ACADEMIC SUPPORT SERVICES	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
AGUINAGA DE TOMOS	BILLY	ADJ ACADEMIC SUPPORT SERVICES	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
LY	NDEYE	ADJ ACADEMIC SUPPORT SERVICES	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
SHAABAN	AMR	ADJ ACADEMIC SUPPORT SERVICES	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
JATOVSKY	MARCY ROSE	ADJ ACADEMIC SUPPORT SERVICES	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
RICHARDSON	REBECCA	ADJ ACADEMIC SUPPORT SERVICES	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
WU	BIYUN	ADJ ACADEMIC SUPPORT SERVICES	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
KAISS	FATIMA	ADJ ACADEMIC SUPPORT SERVICES	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
JAIME	CHEALSEA	FINANCIAL AID	OFFICE ASSISTANT	OFFAST-200520	S. MENDOZA

#### CONTINUING PART TIME HIRES

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
ROBLES	ESPERANZA	ADVISEMENT & COUNSELING	ADVISOR	ADVISOR-200510	S. DYNAN
MILLER	LINDA	ENGLISH AND ESL	AD-HOC SCORER	SCORER-101035	E. NESIUS
SEYE	ALIMA	NURSING & HEALTH SCIENCES	SKILLS LAB/TUTOR	TUTOR-101017	C. FASANO
SORIANO	RUBI	NURSING & HEALTH SCIENCES	SKILLS LAB/TUTOR	TUTOR-101017	C. FASANO

QUINTAL-BRUAL	JAYMEE	NURSING & HEALTH SCIENCES	SKILLS LAB/TUTOR	TUTOR-101017	C. FASANO
MOHAMMAD	SAID	NURSING & HEALTH SCIENCES	SKILLS LAB/TUTOR	TUTOR-101017	C. FASANO
JOSAPHAT	FABIOLA	NURSING & HEALTH SCIENCES	SKILLS LAB/TUTOR	TUTOR-101017	C. FASANO
MANGAR	BIBI	NURSING & HEALTH SCIENCES	SKILLS LAB/TUTOR	TUTOR-101017	C. FASANO
GOURDINE	ROSLYN	NURSING & HEALTH SCIENCES	SKILLS LAB/TUTOR	TUTOR-101017	C. FASANO
GOODING	DANIELLA	NURSING & HEALTH SCIENCES	OFFICE ASSISTANT	OFFAST-101016	C. SIRANGELO
VELAZQUEZ	ANA	ITS	INSTRUCTIONAL LAB ASSISTANT	ISTLAB-253025	D. PEREZ
CHEN	JUN	ADJ ACADEMIC SUPPORT SERVICES	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
MCCARTHY	MARK	GRANTS-CCOG	CCOG TUTOR	TUTOR-150505	P. BANDYOPADHYAY
MUSTAFA	YOUSEF	GRANTS-CCOG	CCOG TUTOR	TUTOR-150505	P. BANDYOPADHYAY
PUKDEEDAMRONG RIT	ANUCHIT	BUS, CUL & HOSPITALITY	RECEIVING CLERK	RECLERK-101030	P. DILLON
PUKDEEDAMRONG RIT	ANUCHIT	BUS, CUL & HOSPITALITY	PT ADD ASSIGNMENT ADJUNCTS	PTAACAI-101030	P. DILLON

**7. APPOINTMENT OF ADDITIONAL NEW HIRE ADJUNCTS SPRING 2019**

LAST NAME	FIRST NAME	DEPARTMENT
MIRZA	MAJID	STEM
ARIAS	VALERIA	HSS
SCHNEIDER	JEFFREY J.	NURSING & HEALTH SCIENCES
MAFFEY	MARY BETH	NURSING & HEALTH SCIENCES
AMUSAN	OLALEKAN	NURSING & HEALTH SCIENCES
PASCARELLA	CHRISTIAN	RADIOGRAPHY
LIVINGSTON	MANUEL	RADIOGRAPHY

**8. Resolution Authorizing the Award of Employee Assistance Program (EAP) Consultant Services for Human Resources Department**

**9. Modifications of Staffing Table for FY 2019 Effective January 15, 2019**

**SECTION ONE:**

**ADD TITLES**

Instructor, Mathematics  
Instructor, Computer Science  
Instructor, Developmental Mathematics

**SECTION TWO:**

**DELETE TITLES**

College Lecturer, STEM  
College Lecturer, STEM  
College Lecturer, Business, Culinary Arts, and Hospitality Management

**SECTION THREE:**

**CHANGE TITLE WITH INCUMBENTS**

**NAME**

Courtney Payne

**TITLE CHANGE**

FROM: Full Time Non-Tenure Track Instructor  
TO: Full Time Tenure-Track Baking Instructor



**NAME**

Salim Bendaoud

**TITLE CHANGE**

FROM: Interim Associate Dean of STEM Division  
TO: Assistant Professor, STEM Division

**NAME**

Linda Guastini

**TITLE CHANGE**

FROM: Executive Administrative Assistant to the  
Senior Vice President for Academic Affairs

TO: Executive Administrative Assistant to the  
Executive Vice President and Provost

**SECTION FOUR:**

**SALARIES IMPACTED BY STAFF TITLE CHANGES**

Salim Bendaoud

Assistant Professor, STEM Division  
Salary  
FROM: \$90,000  
TO: \$48,458.90

Introduced by: Joanne Kosakowski

Seconded by: Kevin Callahan

8 Ayes.....0 Nays

Resolution Adopted

**IX. ACADEMIC AND STUDENT AFFAIRS**

1. Authorization to Amend Existing Agreement between Hudson County Community College and Hudson County Schools of Technology to offer additional HCCC Courses at the Hudson County Schools of Technology Frank J. Gargiulo Campus;
2. Suspension of Recruitment for the Academic Certificate in Medical Transcription;
3. Termination of the Associate of Applied Science Degree in Management, Funeral Services Option;
4. Academic Calendars: Summer 2019 through Spring 2020; and,
5. Laboratory Fees for Specific Courses in the Academic Certificate Personal Fitness Training Program.

Introduced by: Karen Fahrenholz

Seconded by: Bakari Lee

8 Ayes.....0 Nays

Resolution Adopted

**X. NEW BUSINESS - None**

**XI. ADJOURNMENT 5:30 P.M.**

Introduced by: Bakari Lee

Seconded by: Kevin Callahan

8 Ayes.....0 Nays

Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
February 19, 2019**

**VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS**

**1. Resolution Authorizing the Award for a Serve Robot Training System for the STEM Building**

**WHEREAS**, Hudson County Community College ("College") needs to purchase a Serve Robot Training System; and,

**WHEREAS**, this purchase is exempt from public bidding pursuant to N.J.S.A. 18A:64A-25.5 (a) (10); and,

**WHEREAS**, Educational Solutions Enterprises of Effort, PA submitted a proposal to provide the College with a Serve Robot Training System at a total cost not to exceed \$90,000; and,

**WHEREAS**, the cost of this equipment will be funded from the Carl D. Perkins Grant; 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 awards a contract to Educational Solutions Enterprises of Effort, PA to provide a Serve Robot Training System as described herein at a cost not to exceed \$90,000;

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

**2. Resolution Authorizing the Award for a Laser Cutter for the STEM Building**

**WHEREAS**, Hudson County Community College ("College") needs to purchase a Laser Cutter; and,

**WHEREAS**, this purchase is exempt from public bidding pursuant to N.J.S.A. 18A:64A-25.5 (a) (10) and is also below the College's bid threshold; and,

**WHEREAS**, Allegheny Educational Solutions Inc., of Tarentum, PA submitted a proposal to provide the College with a Laser Cutter at a total cost not to exceed \$31,408; and,

**WHEREAS**, the cost of this equipment will be funded from the Carl D. Perkins Grant; 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 awards a contract to Allegheny Educational Solutions Inc., of Tarentum PA to provide a Laser Cutter as described herein at a cost not to exceed \$31,408;

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

**3. Resolution Authorizing the Award for Construction Management Services and Equipment for the Survey Lab at the STEM Building**

**WHEREAS**, Hudson County Community College ("College") requires Construction Management Equipment for the Survey Lab at the STEM Building; and,

**WHEREAS**, this service is exempt from public bidding pursuant to N.J.S.A. 18A:64A-25.5 (a) (1) and is below the College's bid threshold; and,

**WHEREAS**, Survey Instrument Sales of Redford, MI has submitted a proposal to provide the Construction Management Equipment at a total cost not to exceed \$19,598; and,

**WHEREAS**, the cost of this equipment will be funded from the Carl D. Perkins Grant; 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 awards a contract to Survey Instrument Sales of Redford, MI to provide Construction Management Equipment as described herein at a cost not to exceed \$19,598;

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

**4. Resolution Authorizing the Purchase of Accuplacer Exams for Fiscal Year 2019**

**WHEREAS**, Hudson County Community College ("College") needs to purchase Accuplacer Exams for the Fiscal Year 2019; and,

**WHEREAS**, this service is exempt from public bidding pursuant to N.J.S.A. 18A:64A-25.5 (a) (2) and/or N.J.S.A. 18A:64A-25.5 (a) (3); and,

**WHEREAS**, The College Board of New York, NY submitted a proposal to provide these exams at the cost of \$1.95 per unit and a total cost not to exceed \$70,000; 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 awards a contract to The College Board of New York, NY for the purchase of Accuplacer Exams as described herein at a cost not to exceed \$70,000;

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

**5. Resolution Authorizing the Annual Commencement Formal Dinner for Graduates**

**WHEREAS**, Hudson County Community College ("College") holds an annual Commencement dinner for graduates; and,

**WHEREAS**, the dinner will take place at the Liberty House Restaurant Inside Liberty State Park, in Jersey City, NJ on May 21, 2019, at a total cost not to exceed \$18,275; and,

**WHEREAS**, the cost of this dinner will be funded from the Student Activities 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 approves this dinner at Liberty House Restaurant in Jersey City NJ as described herein at a cost not to exceed \$18,275;

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

**6. Resolution Authorizing Temporary Staffing for the Institutional Research Department**

**WHEREAS**, Hudson County Community College ("College") requires the services of a temporary staffing agency to provide Data Analytics in the Institutional Research department; and,

**WHEREAS**, this service is exempt from public bidding pursuant N.J.S.A. 18A:6A-25.5 (a) (15) and is below the College's bid threshold; and,

**WHEREAS**, Accountemps in Jersey City, NJ submitted a proposal to provide the Institutional Research department with temporary staffing services at a cost not to exceed \$30,000; and,

**WHEREAS**, the anticipated term is until the end of FY19; and,

**WHEREAS**, the cost of these services 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 awards a contract to Accountemps in Jersey City, NJ, to provide the temporary staff services as described herein at a cost not to exceed \$30,000;

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

**7. Resolution Authorizing the Award of Artificial Intelligent Student Services for the Enrollment Services Department**

**WHEREAS**, Hudson County Community College ("College") requires Artificial Intelligent Student Services for the Enrollment Services Department; and,

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

**WHEREAS**, the anticipated term is for two years, commencing March 1, 2019, through February 28, 2021; and,

**WHEREAS**, CareerAmerica LLC, of Boulder CO, submitted a proposal to provide these services at a total cost not to exceed \$45,000 (\$22,500 annually); and,

**WHEREAS**, the cost of these services 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 awards a contract to CareerAmerica, Boulder, CO to provide Artificial Intelligent Student Services for the Enrollment Services Department as described herein at a total cost not to exceed \$45,000;

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

**8. Resolution Authorizing Dell Laptop Computers for the Nursing Department**

**WHEREAS**, Hudson County Community College ("College") needs to purchase (10) laptop computers for use by the Nursing Department; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.9, the College may, without public advertisement, purchase goods and/or services through State Contracts; and,

**WHEREAS**, Dell (NJ State Contract#: 89967) has quoted a price for the (10) laptops at a cost not to exceed \$14,409; and,

**WHEREAS**, the cost of these services will be funded from the Equipment Leasing Fund administered by The New Jersey Educational Facilities Authority; 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 awards a contract to Dell Computers to provide laptop computers as described herein at a cost not to exceed \$14,409;

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

**9. Resolution Authorizing Dell Laptop Computers for the Library Department**

**WHEREAS**, Hudson County Community College ("College") needs to purchase (26) laptop computers for use by the Computer Lab; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25 (9), the College may, without public advertisement, purchase goods and/or services through State Contracts; and,

**WHEREAS**, Dell (NJ State Contract#: 89967) has quoted a price for the (26) laptops for use by the Nursing Department at a cost not to exceed \$41,397; and,

**WHEREAS**, the cost of these services will be funded from the Equipment Leasing Fund administered by The New Jersey Educational Facilities Authority; 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 awards a contract to Dell Computers to provide laptop computers as described herein at a cost not to exceed \$41,397;

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees approves the recommendations of the President, the Administration, and the Finance Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1-9**: 1) Resolution Authorizing the Award for a Serve Robot Training System for the STEM Building; 2) Resolution Authorizing the Award for a Laser Cutter for the STEM Building; 3) Resolution Authorizing the Award for Construction Management Services and Equipment for The Survey Lab at the STEM Building; 4) Resolution Authorizing the Purchase of

Accuplacer Exams for Fiscal Year 2019; 5) Resolution Authorizing the Annual Commencement Formal Dinner for Graduates; 6) Resolution Authorizing Temporary Staffing for the Institutional Research Department; 7) Resolution Authorizing the Award of Artificial Intelligent Student Services for the Enrollment Services Department; 8) Resolution Authorizing Dell Laptop Computers for the Nursing Department; and 9) Resolution Authorizing Dell Laptop Computers for the Library Department.

**INTRODUCED BY:** Bakari Lee

**SECONDED BY:** Harold Stahl

**DATE:** February 19, 2019

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

7 Ayes..... 0 Nay

\*\*\*RESOLUTION ADOPTED\*\*\*

Jennifer Oakley 2-19-19  
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
February 19, 2019**

**VIII. PERSONNEL RECOMMENDATIONS**

**1. RESIGNATIONS**

**REPORTS/BACKGROUND**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Alejandra Ayala	Academic Lab Coordinator	2/1/19
<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Isalia N. Crespo	Associate Director of Advisement and Counseling	2/1/19
<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Christine Cacnio	Assistant Director of Admissions	2/127/19

**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>
Burl Yearwood	Associate Dean STEM	3/4/19	\$105,000 (pro-rated)

**Note:** This is an approved position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Anna Krupitskiy	Vice President for Human Resources	3/1/19	\$150,000 (pro-rated)

**Note:** This is an approved position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Amy Keavey	Librarian	2/19/19	\$52,000 (pro-rated)

**Note:** This is an approved position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Alexandra Plante	Librarian/College Archivist	2/19/19	\$52,000 (pro-rated)

**Note:** This is an approved position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Ellen Renaud	Interim Director of Library Instruction	2/19/19	\$92,880 (pro-rated)

**Note:** This is an approved position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Knight Sanchez Ambubuyog	Assistant Director of EOF	2/19/19	\$53,249 (pro-rated)

**Note:** This is an approved position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Royal Ross	Admissions Recruiter	2/19/19	\$38,000 (pro-rated)

**Note:** This is an approved position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Zakia Hmamou	Instructional Technologist	2/19/19	\$58,000 (pro-rated)

**Note:** This is an approved position.

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

### 3. TEMPORARY FULL-TIME ASSIGNMENTS

#### REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Patrizia Barroero	Transitional Program Lecturer	3/1/19	\$55,000 (pro-rated from 3/1/19-3/31/19)

**Note:** This is an approved position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Marjorie Wood	Instructor of History	1/31/19	\$22,108 (pro-rated)

**Note:** This is an approved position.

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



#### **4. TENURE APPOINTMENTS – EFFECTIVE ACADEMIC YEAR 2019-2020**

##### **REPORTS/BACKGROUND**

*The criteria for tenure include excellence in teaching, in scholarly achievement, in service to the College and community and in the fulfillment of professional responsibilities. Applications for tenure are reviewed by a Tenure Review Board and recommendations are forwarded through the Executive Vice President to the President for approval and presentation to the Board of Trustees. The following are recommended for tenure effective Academic Year 2019-2020.*

<i>Sal Cuellar</i>	<i>Instructor of Psychology</i>
<i>Robin Singer</i>	<i>Instructor of Early Childhood Education</i>

**RECOMMENDATION:** *The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Tenure Appointments Effective Academic Year 2019-2020 above as Personnel Recommendation Item No. 4.*

#### **5. MODIFICATIONS OF STAFFING TABLE FOR FY 2019 EFFECTIVE FEBRUARY 19, 2019**

##### **SECTION ONE:**

##### **DELETE TITLES**

*Chief Human Resources Officer  
Assistant Dean of Student Services  
Director of Admissions  
Director of Student Activities  
Executive Director of Financial Aid  
Director of Testing and Assessment  
Associate Director of Advising and Counseling*

##### **SECTION TWO:**

##### **ADD TITLES**

*Assistant Vice President for Employee Relations  
Vice President for Student Affairs and Enrollment  
Associate Dean of Student Affairs  
Associate Dean of Enrollment Services  
Assistant Dean of Student Life and Leadership  
Associate Dean of Financial Aid  
Assistant Dean of Testing and Assessment/Multiple Measures Coordinator  
Associate Director of Counseling and Wellness*

##### **SECTION THREE:**

##### **CHANGE TITLE WITH INCUMBENTS**

<b><u>NAME</u></b>	<b><u>TITLE CHANGES</u></b>
<i>Vivyen J. Ray</i>	<i>FROM: Chief Human Resources Officer TO: Assistant Vice President for Employee Relations</i>
<i>Jennifer Feliz</i>	<i>FROM: Human Resources Specialist TO: Human Resources Administrator</i>

<i>Lisa Dougherty</i>	<i>FROM:</i>	<i>Dean of Enrollment</i>
	<i>TO:</i>	<i>Vice President for Student Affairs and Enrollment</i>
<i>David Clark</i>	<i>FROM:</i>	<i>Assistant Dean of Student Services</i>
	<i>TO:</i>	<i>Associate Dean of Student Affairs</i>
<i>Matt Fessler</i>	<i>FROM:</i>	<i>Director of Admissions</i>
	<i>TO:</i>	<i>Associate Dean of Enrollment Services</i>
<i>Veronica Gerosimo</i>	<i>FROM:</i>	<i>Director of Student Activities</i>
	<i>TO:</i>	<i>Assistant Dean of Student Life and Leadership</i>
<i>Sylvia Mendoza</i>	<i>FROM:</i>	<i>Executive Director of Financial Aid</i>
	<i>TO:</i>	<i>Associate Dean of Financial Aid</i>
<i>Darlery Franco</i>	<i>FROM:</i>	<i>Director of Testing and Assessment</i>
	<i>TO:</i>	<i>Assistant Dean of Testing and Assessment/Multiple Measures Coordinator</i>

**SECTION FOUR:**  
**SALARIES IMPACTED BY STAFF TITLE CHANGES**

**Confidential Employees**

<i>Vivyen J. Ray</i>	<i>Assistant Vice President for Employee Relations</i>
	<i>Salary: From: \$124,479</i>
	<i>To: \$125,000</i>
<i>Jennifer Feliz</i>	<i>Human Resources Administrator</i>
	<i>Salary: From: \$39,244</i>
	<i>To: \$46,244</i>
<i>Lisa Dougherty</i>	<i>Vice President for Student Affairs and Enrollment</i>
	<i>Salary: From: \$130,050</i>
	<i>To: \$150,000</i>

**Administrative Employees**

<i>David Clark</i>	<i>Associate Dean of Student Affairs</i>
	<i>Salary: From: \$83,232</i>
	<i>To: \$90,000</i>
<i>Matt Fessler</i>	<i>Associate Dean of Enrollment Services</i>
	<i>Salary: From: \$66,300</i>
	<i>To: \$90,000</i>
<i>Veronica Gerosimo</i>	<i>Assistant Dean of Student Life and Leadership</i>
	<i>Salary: From: \$67,626</i>
	<i>To: \$75,000</i>
<i>Sylvia Mendoza</i>	<i>Associate Dean of Financial Aid</i>
	<i>Salary: From: \$83,232</i>
	<i>To: \$90,000</i>
<i>Darlery Franco</i>	<i>Assistant Dean of Student Affairs</i>
	<i>Salary: From: \$57,328</i>
	<i>To: \$75,000</i>

**RECOMMENDATION:** The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Modifications of Staffing Table for FY 2019 above as Personnel Recommendation Item No. 5.

**6. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: February 19, 2019  
– JUNE 30, 2019**

**NEW PART TIME HIRES**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>DEPARTMENT</b>	<b>TITLE</b>	<b>POSITION ID</b>	<b>SUPERVISOR</b>
ROBERTSON	LAURA	GRANTS	TUTOR-CCOG	TUTOR-603055	P. BANDYOPADHYAY
LIEBL	CHRIS	GRANTS	TUTOR-CCOG	TUTOR-603055	P. BANDYOPADHYAY
BYRD	LORI	GRANTS	ACADEMIC COACH	GRATUT-601021	P. BANDYOPADHYAY
RIVERA	HENRY	ADJ-ACADEMIC SUPPORT SERVICES	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
WALTERS	MICHAEL	ADJ-ACADEMIC SUPPORT SERVICES	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
COLICCHIO	JOSEPH	ADJ-ACADEMIC SUPPORT SERVICES	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
ELAM	CANDICE	NURSING & HEALTH SCIENCE	TUTOR	TUTOR-101017	C. FASANO
SINGH	ADITA	AVP-ACADEMIC AFFAIRS	OFFICE ASSISTANT	OFFAST-101005	C. WAHL
RIVERA	DESTINY	DISABILITY SUPPORT SERVICES	NOTETAKER/ READER	READER-150525	K. DAVIS
DRUSHNA	VASRAM	DISABILITY SUPPORT SERVICES	NOTETAKER/ READER	READER-150525	K. DAVIS
YILMAZ	KUBRA	CONTINUING EDUCATION	PT INSTRUCTOR	PTINST-102010	C. MIRASOL

**CONTINUING PART TIME HIRES**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>DEPARTMENT</b>	<b>TITLE</b>	<b>POSITION ID</b>	<b>SUPERVISOR</b>
PEACOCK	TIMOTHY	ENGLISH AND ESL	AD-HOC SCORER	SCORER-101040	E. NESIUS
PONDER	SIBYL	ENGLISH AND ESL	AD-HOC SCORER	SCORER-101040	E. NESIUS
EGAN	SEAN	ENGLISH AND ESL	AD-HOC SCORER	SCORER-101040	E. NESIUS
CARUANA	SHANNONINE	ENGLISH AND ESL	AD-HOC SCORER	SCORER-101040	E. NESIUS
SKINNER	RICHARD	ENGLISH AND ESL	AD-HOC SCORER	SCORER-101040	E. NESIUS
PALMER	JEDEDIAH	ENGLISH AND ESL	AD-HOC SCORER	SCORER-101040	E. NESIUS
DIAZ	JOSE FERNANDO	ADJ-ACADEMIC SUPPORT SERVICES	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
SAMBULA	LISA	ADJ-ACADEMIC SUPPORT SERVICES	TUTOR	TUTOR-150505	P. BANDYOPADHYAY

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

**7. APPOINTMENT OF ADDITIONAL NEW HIRE ADJUNCTS SPRING 2019**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>DEPARTMENT</b>
Boudib	Sofiane	Academic Foundations – Math
Flynn	Kristen	English and ESL
Migranyan	Zarui	English and ESL
Colicchio	Joseph	English and ESL
Cody	Christopher	Humanities and Social Sciences
Genova	Aurora	Humanities and Social Sciences
Connelly	Maryann	Humanities and Social Sciences
Colicchio	Joseph	Humanities and Social Sciences
Dorgan	Donna	Humanities and Social Sciences
White	Denise	Humanities and Social Sciences
Santana	Argenis	Humanities and Social Sciences
Alshamah	Asem	Nursing and Health Sciences
Giornado	Julie	Nursing and Health Sciences
Alberto	Melanie	Nursing and Health Sciences
Glezer	Mark	STEM
Gutierrez	Claudia	STEM

***RECOMMENDATION:*** *The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New Hire Adjuncts Spring FY 2019 listed above as Personnel Recommendation Item No 7.*

**8. Resolution Authorizing Consultant Services for Reviewing the Proposed Advanced Manufacturing Program**

***WHEREAS,*** *Hudson County Community College is developing an academic program awarding an Associate of Applied Science in Advanced Manufacturing degree; and,*

***WHEREAS,*** *this academic program supports important initiatives and partnerships with industry and labor; and,*

***WHEREAS,*** *state regulations require the College to employ a consultant to review programs under development and present regulations; and,*

***WHEREAS,*** *Dr. Akm Rahman, an assistant professor of Mechanical Engineering at New York City College of Technology, has appropriate expertise in manufacturing technology and meets the state requirements to serve as a consultant; and,*

***WHEREAS,*** *this consultancy will be funded out of 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 approve employment of Dr. Akm Rahman as a consultant at a rate of \$100 per hour to a maximum of 10 hours to review the proposed Advanced Manufacturing program;*

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

**9. Resolution Authorizing the Award of Academic Consultant Services for the Academic Affairs Office**

**WHEREAS**, Hudson County Community College ("College") needs to hire a consultant for the Office of Academic Affairs to provide advice for the development of the curricular requirements for a proposed Bachelor of Applied Science degree in Culinary Arts; and,

**WHEREAS**, this service is exempt from bidding pursuant to N.J.S.A. 18 A: 64A-25.5 (a) (1) and is also below the College's bid threshold; and,

**WHEREAS**, the anticipated term is until June 30, 2019; and,

**WHEREAS**, Sandra Bleckman, Director-Leisure & Hospitality Industry Partnership Center, submitted a proposal to supply these services at a total cost not to exceed \$4,250; 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 awards a contract to Sandra Bleckman to provide consultant services for the development of the curricular requirements for a proposed Bachelor Degree in Culinary Arts as set forth in this resolution;

**BE IT FURTHER RESOLVED** that the Board of Trustees of Hudson County Community College authorizes the 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, the Administration and the Personnel Committee as outlined above in **Item VIII. Personnel Recommendations 1-9**: (1) Resignations; (2) Appointment of Staff; (3) Temporary Full-Time Assignments; (4) Tenure Appointments-Effective Academic Year 2019-2020; (5) Modifications of Staffing Table for FY 2019 Effective February 19, 2019; (6) Appointment of Additional New and Continuing Part-Time Hires; (7) Appointment of Additional New Hire Adjuncts Spring 2019; (8) Resolution Authorizing Consultant Services for Reviewing the Proposed Advanced Manufacturing Program; and (9) Resolution Authorizing the Award of Academic Consultant Services for the Academic Affairs Office.

**INTRODUCED BY:** Joanne Kosakowski

**SECONDED BY:** Harold Stahl

**DATE:** February 19, 2019

Callahan, Kevin	<u>AYE</u>
Fahrenheit, Karen	<u>AYE</u>
Gardner, Pamela	<u>ABSENT</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>ABSENT</u>
Sires, Adrienne	<u>ABSENT</u>

Stahl, Harold  
Netchert, William, Chair

AYE  
AYE

7 Ayes..... 0 Nay

\*\*\*RESOLUTION ADOPTED\*\*\*

Jennifer Oakley 2-19-19  
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
February 19, 2019**

**IX. ACADEMIC AND STUDENT AFFAIRS**

**1. HUDSON COUNTY COMMUNITY COLLEGE'S SELF-STUDY DOCUMENT FOR ITS DECENNIAL REACCREDITATION VISIT BY THE MIDDLE STATES COMMISSION ON HIGHER EDUCATION**

**REPORT AND BACKGROUND:**

*As part of its decennial reaccreditation process, the College has completed a formal self-study document demonstrating its compliance with the standards set forth by its accrediting body, the Middle States Commission on Higher Education (MSCHE). HCCC's Self-Study Document celebrates the areas in which the College has experienced success in living its mission of providing high-quality, accessible, and learning centered educational opportunities for the residents of Hudson County. Areas for continuous improvement across the College are also identified.*

*The clearest indication of the creative tension between celebration and continuous improvement is found in the structure of the document itself. Each of the seven chapters begins with a story of success by highlighting a student, an alumnus/alumna, or an employee who embodies the criteria of that standard; each chapter then concludes with further steps for continuous improvement in the form of suggestions and recommendations.*

*Guidelines established by the MSCHE state that an institution's Self-Study document and all supporting evidence must be provided to the Chair of the Visiting Team and the Members of the Visiting Team at least six weeks prior to their site visit. Dr. DeRionne Pollard, Visiting Team Chair, and the other members of the Visiting Team will be on campus from Sunday, March 31 to Wednesday, April 3, 2019.*

**RECOMMENDATION:**

*The President, the Administration, and the Academic and Student Affairs Committee recommend that the Board of Trustees approve Hudson County Community College's Self-Study Document for its Decennial Reaccreditation Visit by the Middle States Commission on Higher Education.*

**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 Recommendation 1:** (1) Hudson County Community College's Self-Study Document for its Decennial Reaccreditation Visit by the Middle States Commission on Higher Education.

**INTRODUCED BY:** Karen Fahrenholz

**SECONDED BY:** Bakari Lee

**DATE:** February 19, 2019

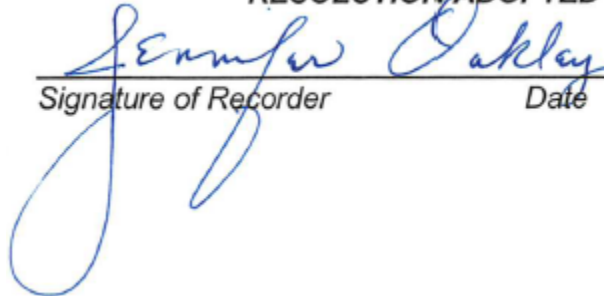
Callahan, Kevin	<u>AYE</u>
Fahrenholz, Karen	<u>AYE</u>
Gardner, Pamela	<u>ABSENT</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>ABSENT</u>

Sires, Adrienne  
Stahl, Harold  
Netchert, William, Chair

	<u>ABSENT</u>
	<u>AYE</u>
	<u>AYE</u>

7 Ayes..... 0 Nay

\*\*\*RESOLUTION ADOPTED\*\*\*

	<u>2-19-19</u>
Signature of Recorder	Date



**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
February 19, 2019**

**X. NEW BUSINESS**

***No New Business***

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
February 19, 2019**

**XI. ADJOURNMENT**

**THAT**, the meeting be adjourned at 5:35 P.M.

**INTRODUCED BY:** Bakari Lee

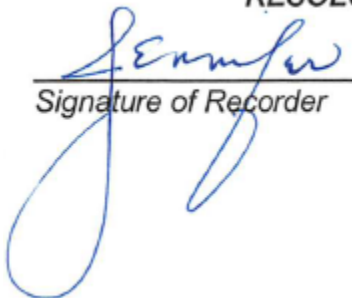
**SECONDED BY:** Joanne Kosakowski

**DATE:** February 19, 2019

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

7 Ayes..... 0 Nay

**\*\*\*RESOLUTION ADOPTED\*\*\***

	<u>2-19-19</u>
Signature of Recorder	Date