

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

Regular Meeting--Board of Trustees
February 20, 2018

AGENDA

I. CALL TO ORDER - FLAG SALUTE Mr. Netchert

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Kevin G. Callahan
Karen A. Fahrenholz, Secretary/Treasurer
James Fife, Trustee Emeritus
Glen Gabert - President
Pamela E. Gardner
Roberta Kenny
Joanne Kosakowski
Bakari Gerard Lee, Vice Chair
William J. Netchert, Chair
Jeanette Peña
Hamza Saleem – Student Alumni Representative
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 and, if there is such a determination, an announcement will be made as to where the session will be placed on the agenda.)

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

Dr. Gabert

1. Minutes of Previous Meetings
2. Gifts, Grants, and Contracts

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS Dr. Gabert

VIII. PERSONNEL RECOMMENDATIONS Dr. Gabert

IX. ACADEMIC AND STUDENTS AFFAIRS Dr. Gabert

X. NEW BUSINESS Mr. Netchert

XI. ADJOURNMENT Mr. Netchert

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 20, 2018**

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Trustees:

Kevin Callahan	<u>ABSENT</u>
Karen A. Fahrenholz	<u>PRESENT</u> (Via Conference Call)
James Fife, Trustee Emeritus, ex officio	<u>ABSENT</u>
Glen Gabert - President, ex officio	<u>PRESENT</u>
Pamela E. Gardner	<u>PRESENT</u>
Roberta Kenny	<u>PRESENT</u>
Joanne Kosakowski	<u>ABSENT</u>
Bakari Lee	<u>PRESENT</u>
William J. Netchert	<u>PRESENT</u>
Jeanette Peña	<u>ABSENT</u>
Hamza Saleem, Student Alumni Representative, 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, filed with each Office of the Hudson County Municipal Clerks, and posted on the Public Bulletin Boards of the Hudson County Community College at 25 Journal Square, 70 Sip Avenue, Jersey City, New Jersey and at the North Hudson Campus, Union City, New Jersey stating the date, time and place of said meeting.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 20, 2018**

III. COMMENTS FROM THE PUBLIC

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 20, 2018**

IV. CLOSED SESSION

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 20, 2018**

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

Monthly Middles States Update



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

- In December, the seven Steering Committee Working Groups submitted the first drafts of their Standard Chapters.
- In January, the chapter drafts were reviewed by Self-Study Co-Chairs Ellen Renaud and Cathie Seidman, the Dean of Institutional Research, Jerry Trombella, and Middle States Liaison officer, Dr. Paula Pando.
- In late January, the Self-Study Co-Chairs and Dr. Trombella met with the Steering Committee Co-Chairs to review their chapter drafts and offer feedback.
- On February 14, the Steering Committee met to discuss issues and go over any questions.
- The second draft of the Standard chapters is due on March 21. The Co-Chairs will begin to set up dates in April to meet again with the individual Steering Committee Working Group co-chairs to discuss the second drafts.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 20, 2018**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETINGS

The Minutes of the Regular Meeting of January 16, 2018 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 16, 2018.

2. GIFTS, GRANTS, AND CONTRACTS REPORT - None

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

INTRODUCED BY: Bakari Lee

SECONDED BY: Harold Stahl

DATE: February 20, 2018

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

6 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

2-20-18
Date

**ATTACHMENT A
ITEM VI**

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

**REGULAR MEETING --- BOARD OF TRUSTEES
January 16, 2018**

MINUTES

PRESENT: Kevin Callahan, Karen Fahrenholz, Glen Gabert, (ex officio), Pamela E. Gardner, Roberta Kenny, Joanne Kosakowski, Bakari Lee, William Netchert, Jeanette Peña, Hamza Saleem, Student Alumni Representative, and Harold Stahl.

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

Counsel to the Board: John G. Geppert, Jr., Esq. for Scarinci & Hollenbeck

HCCC Staff and Visitors present were: Dedrick Albert, Heather DeVries, Eric Friedman, Dorothea Graham-King, Jennifer Oakley, Paula Pando, Ismael Randazzo, Jerry Trombella, Chris Wahl, Marcella Williams, and Veronica Zeichner.

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

II. ROLL CALL AND RECOGNITION OF VISITORS

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

III. COMMENTS FROM THE PUBLIC – None

Motion to suspend the order of the agenda

Introduced by: William Netchert

Seconded by: Bakari Lee

9 Ayes.....0 Nays Resolution Adopted

IV. CLOSED SESSION

Introduced by: William Netchert

Seconded by: Bakari Lee

9 Ayes.....0 Nays Resolution Adopted

Motion to return from closed session – 5:50

Introduced by: William Netchert

Seconded by: Harold Stahl

9 Ayes.....0 Nays Resolution Adopted

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

Monthly Middle States Update – Hudson County Community College Decennial Self Student Update was distributed.

1. Chairman Netchert announced President Gabert's retirement beginning July, 2018. He said that the President had been more than gracious in postponing his retirement over the past few years at the request of the Board. The Chair thanked the President for his unwavering dedication and extraordinary leadership for the past 25 years. He informed everyone that at the end of the meeting, the trustees would go into closed session to discuss personnel issues. Netchert then announced that a Presidential Search Committee had been appointed. Trustee Kevin Callahan, Chair of the Committee, said that the first meeting had been held earlier in the day. He added that it was a diverse committee and announced the names of those appointed.

Presidential Search Advisory Committee:

Kevin Callahan – HCCC Trustee – Committee Chair
Bakari Lee – HCCC Trustee – Committee Vice Chair
Jeanette Peña – HCCC Trustee – Committee
Denise Rossilli – HCCC Faculty Member and Chair of All College Council
Antonio Acevedo – HCCC Faculty Member
Nicholas Chiaravalloti – HCCC College Administrator
Veronica Zeichner – HCCC College Administrator
Yeurys Pujols – HCCC College Administrator, North Hudson Campus, also HCCC alumnus
Bianelly Tellez – President, HCCC Phi Theta Kappa Chapters
James Egan – Board of Directors, HCCC Foundation
Dorothea Graham-King – Administrative Assistant and President, HCCC Support Staff Union (AFT)
Harry Melendez – Community member

Support for the Committee:

Jennifer Oakley, Senior Executive Administrative Assistant
Roger Jones - President, Jones & Associates Communications
Dr. Narcisa Polonio and Association of Community College Trustees

2. President Gabert announced that In-Service was scheduled for January 17th, 9:00 a.m. at the Culinary Conference Center.
3. Trustee Bakari Lee reported that the ACCT Community College National Legislative Summit is scheduled for February 11-13, 2018 in Washington, DC.
4. Trustee Netchert acknowledged the presence of Joseph Sansone, Vice President for Planning and Development, who is retiring at the end of February 2018. On behalf of the Board of Trustees, he thanked him for doing a great job and reported that there will be an official resolution naming the banquet room at the Culinary Conference Center after him.

VI.

REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. Minutes of the Reorganization Meeting and the Regular meeting of November 21, 2017.
2. Gifts, Grants and Contract Reports - None
Introduced by: Bakari Lee
Seconded by: Karen Fahrenholz
9 Ayes.....0 Nays

Resolution Adopted

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS - None

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATIONS

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Kate Bellody	Librarian	12/20/2017
Melody Lopez	Environmental Studies Instructor	12/18/2017
Sharon Mirante	College Lecturer, Nursing	1/12/2018
Christiane Warren	Associate Dean of Social Sciences	1/31/2018

2. MODIFICATION OF STAFFING TABLE FY 2018

REMOVE TITLE:

Director of Advisement and Counseling

ADD TITLE:

Associate Dean of Student Services

3. APPOINTMENT OF FACULTY

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Daniel Andre	Accountant	1/22/2018	\$45,000.00 (pro-rated)
Christine Cacnio	Assistant Director, Admissions	1/22/2018	\$50,000.00 (pro-rated)
Chastity Farrell	Interim Assistant Director, 1/16/2018 CEWD		\$50,000.00 (pro-rated)
Faiza Fayyaz	Laboratory Coordinator	1/17/2018	\$44,000.00 (pro-rated)
Devika Gonzalves	Library Associate	1/22/2018	\$30,000.00 (pro-rated)
Clive Li	Lecturer, STEM	1/17/2018	\$55,000.00 (pro-rated)
Michael Whelpley	Lecturer, Academic Foundations	1/17/2018	\$55,000.000 (pro-rated)

4. APPOINTMENT OF FACULTY

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Bernard Adamity	Instructor, Academic Foundations Math	1/17/2018	44,217.00 (pro-rated)

5. TEMPORARY FULL-TIME ASSIGNMENTS

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Gihan Nakhla	Lecturer, Medical Assisting/Health	1/17/2018 6/30/2018	\$55,000.00 (pro-rated)
Royal Ross	School & College Relations ;Assistant	1/1/2018 3/1/2018	\$40,000.00 (pro-rated)

6. TEMPORARY FULL-TIME FACULTY ASSIGNMENTS

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Jedediah Palmer	Instructor, ESL	1/2/2018 5/18/2018	\$22,108.50 (pro-rated)
Mohammad Qasem	Instructor, Physics/Math	1/17/2018 5/19/2018	\$22,108.50 (pro-rated)
Gilda Reyes	Instructor, Speech & Modern Languages	1/17/2018 5/14/2018	\$22,108.50 (pro-rated)
Lina Romasant	Instructor, Culinary	1/17/2018 5/14/2018	\$22,108.50 (pro-rated)

**7. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES:
JANUARY 1, 2018 – JUNE 30, 2018**

NEW PART TIME HIRES

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
RIVERA	MARIA	COMMUNITY EDUCATION	PT INSTRUCTOR	CACEINS-102010	C. MIRASOL
WILSON	CYNTHIA	CTR FOR BUS & INDUSTRY	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
GODBOLE	DAVIKA	LIBRARY	LIBRARY ASSOCIATE-TECH	PTLRTEC-150510	J. DELOOPER
PENA	WAYNE	LIBRARY	LIBRARY ASSOCIATE-TECH	PTLRTEC-150510	J. DELOOPER
KEAVEY	AMY	LIBRARY	LIBRARIAN	PTLRN-150510	D. HARDGROVE
LUTHER	VICTORIA	LIBRARY	LIBRARIAN	PTLRN-150510	D. HARDGROVE
JORNALES	DANECCA	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
PATEL	NISARG	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ

PATEL	SHIVANI	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
PATEL	VIVEK	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
TOAL	BRIAN	EVE/WKND/OFFSITE	EW&O ADMINISTRATOR	EWKADM-252010	L. SOSA-SANTIAGO
CHUCHKOVA	MARIYA	ADJ ACADEMIC SUPP SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
ESTRELLA	ANDRES	ADJ ACADEMIC SUPP SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
FALL	SALIMATA	ADJ ACADEMIC SUPP SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
FERNANDO	JOSHUA	ADJ ACADEMIC SUPP SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
GABINETE	GERALD	ADJ ACADEMIC SUPP SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
JLIFI	KARIMA	ADJ ACADEMIC SUPP SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
KEHAGIAS	ALEXANDRA	ADJ ACADEMIC SUPP SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
PATEL	MIHIR	ADJ ACADEMIC SUPP SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
RIVIELLO	ALEXANDER	ADJ ACADEMIC SUPP SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
ROGACKI	JEREMY	ADJ ACADEMIC SUPP SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
SILVA	CAMILA C.	ADJ ACADEMIC SUPP SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
STAVITSKY	JOSEPH	ADJ ACADEMIC SUPP SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
TESONE	CARINA	ADJ ACADEMIC SUPP SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
VO	NGHIA	ADJ ACADEMIC SUPP SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
ZERNA	MELANNY	ADJ ACADEMIC SUPP SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
PRECIADO	MANUEL	FINANCIAL AID	OFFICE ASSISTANT	OFFAST-200520	S. MENDOZA
BURNES	NICOLE	DISABILITY SUPP SERVICES	SIGN LANGUAGE INTERP	SIGNLAU-150525	K. DAVIS

CONTINUING PART TIME HIRES

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
SANCHEZ	STEPHANIE	COMMUNICATIONS	OFFICE ASSISTANT	OFFAST-254055	J. CHRISTOPHER
TORRES	NEYLA	COMMUNICATIONS	OFFICE ASSISTANT	OFFAST-254055	J. CHRISTOPHER
GONZAGA	CYNTHIA	ESL	OFFICE ASSISTANT	OFFAST-101035	P. BANDYOPADHYAY
NESHEIWAT	SARAH	AF MATH	OFFICE ASSISTANT	OFFAST-101041	P. BANDYOPADHYAY
RAFA	OMAR	ADJ ACADEMIC SUPP SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
VALCARCEL	PAOLA	ESL	OFFICE ASSISTANT	OFFAST-101035	P. BANDYOPADHYAY
AHMAD	AMNA	FINANCIAL AID	OFFICE ASSISTANT	OFFAST-200520	S. MENDOZA
AMKOUK	FATIMA	FINANCIAL AID	OFFICE ASSISTANT	OFFAST-200520	S. MENDOZA
APOLAYA	KELLY	FINANCIAL AID	OFFICE ASSISTANT	OFFAST-200520	S. MENDOZA
BILBOA-VILLANUEVA	CINDY	FINANCIAL AID	OFFICE ASSISTANT	OFFAST-200520	S. MENDOZA
CORTEZ	CIELO	FINANCIAL AID	OFFICE ASSISTANT	OFFNHC-200520	S. MENDOZA
LEON	AIMEE	FINANCIAL AID	OFFICE ASSISTANT	OFFNHC-200520	S. MENDOZA
SOLUS	SAMANTHA	FINANCIAL AID	OFFICE ASSISTANT	OFFAST-200520	S. MENDOZA
USMANI	IQRA	FINANCIAL AID	OFFICE ASSISTANT	OFFAST-200520	S. MENDOZA
BRODY	JACQUELINE	ENGLISH	SCORER	SCORER-101040	E. NESIUS
CUMMINS	JOSEPH	ENGLISH	SCORER	SCORER-101040	E. NESIUS
EGAN	SEAN	ENGLISH	SCORER	SCORER-101040	E. NESIUS
BYRD	LORI	GRANTS	PT INSTRUCTOR	GRAINS-601077	C. MIRASOL
FRANE	GRISELDA	GRANTS	PT INSTRUCTOR	GRAINS-601077	C. MIRASOL

BAXER	PAUL	COMMUNITY EDUCATION	PT INSTRUCTOR	PTINST-102010	C. MIRASOL
SAUNDERS	DANIEL	COMMUNITY EDUCATION	PT INSTRUCTOR	PTINST-102010	C. MIRASOL
HUYNH	JOSEPH	CTR FOR BUS & INDUSTRY	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
SIEGEL	ANDREA	DEVELOPMENT	COORDINATOR	PTART-255010	J. SANSONE
OYOLA	JENNIFER	DEVELOPMENT	ALUMNI ASSISTANT	ALUAST-255010	J. SANSONE
COLON	CAMELLE	STEM	OFFICE ASSISTANT	OFFAST-101015	J. MARLIN
GRANT	TYQUAN	HUMANITIES/SOC SCI	OFFICE ASSISTANT	OFFAST-101021	P. CAFASSO
ALPHONSE	PEGGY	BUS, CUL & HOSPITALITY	RECEIVING CLERK	RECLERK-101030	P. DILLON
BELTRAN	KASANDRA	BUS, CUL & HOSPITALITY	RECEIVING CLERK	RECLERK-101030	P. DILLON
CHITTY	SHAWN	BUS, CUL & HOSPITALITY	RECEIVING CLERK	RECLERK-101030	P. DILLON
CHOI	PATRICIA	BUS, CUL & HOSPITALITY	OFFICE ASSISTANT	OFFAST-101030	P. DILLON
MARTINEZ	JESSICA	BUS, CUL & HOSPITALITY	OFFICE ASSISTANT	OFFAST-101030	P. DILLON
NOUR	SAMIR	BUS, CUL & HOSPITALITY	OFFICE ASSISTANT	OFFAST-101030	P. DILLON
PUKDEEDAMRONGRIT	ANUCHIT	BUS, CUL & HOSPITALITY	PT INSTRUCTOR	PTAACAI-101030	P. DILLON
ZORRILLA	MELISSA	BUS, CUL & HOSPITALITY	OFFICE ASSISTANT	OFFAST-103010	P. DILLON
CANALES	RONNY	HUMANITIES	OFFICE ASSISTANT	OFFAST-101020	C. WAHL
MARTIN	KYARA	STUDENT ACTIVITIES	PROGRAMMING ASSISTANT	PRGAST-701000	V. GEROSIMO
MERCADO	MARYANN	STUDENT ACTIVITIES	PROGRAMMING ASSISTANT	PRGAST-701000	V. GEROSIMO
ENNASRAOUI	ANASS	LIBRARY	LIBRARY ASSOCIATE - TECH	PTLRTEC-150510	J. DELOOPER

8. APPOINTMENT OF ADDITIONAL NEW HIRE ADJUNCTS SPRING 2018.

LAST NAME	FIRST NAME	DEPARTMENT
BARRAN	ANNIE	NURSING AND ALLIED HEALTH
MIRANTE	SHARON	NURSING AND ALLIED HEALTH
REINER	SUSANNAH	ALLIED HEALTH
SOSNOWSKI	MONIKA	HUMANITIES
MEDINA	LUIS ANTHONY	HUMANITIES
KHOSHOOEE	BAHAREH	HUMANITIES
TURNER	BRIDGET	SOCIAL SCIENCES
BROWN	AMY M	SOCIAL SCIENCES
MEDROW	ERIC	SOCIAL SCIENCES

9. RESOLUTION AUTHORIZING STIPEND FOR DAYNEESA MCMILLAN

10. RESOLUTION AUTHORIZING THE AWARD OF TITLE V – PICKING UP THE PACE GRANT

Introduced by: Bakari Lee

Seconded by: Jeanette Peña

9 Ayes.....0 Nays

Resolution Adopted

IX. ACADEMIC AND STUDENT AFFAIRS - None

X. NEW BUSINESS - None

XI. ADJOURNMENT 5:52 P.M.

Introduced by: William Netchert

Seconded by: Bakari Lee

9 Ayes.....0 Nays

Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 20, 2018**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Resolution to Approve Architect/Engineering Service Extension

WHEREAS, the Hudson County Community College has entered into a contract with DiCara Rubino Architects to provide architectural and engineering services for the Student Union Project at 81 Sip Avenue ("Project"); and

WHEREAS, the College has decided to increase the scope of the Project; and

WHEREAS, DiCara Rubino submitted a proposal to provide the additional architectural and engineering services necessary for the increased scope of work, broken out by work item as set forth in the proposal and for a total amount not to exceed \$63,600; and

WHEREAS, the College's Construction Manager has reviewed the proposal and advises that same are reasonable and recommends approval of the proposal; and

WHEREAS, the Administration, Finance Committee, and Capital Projects Advisory Committee recommends approval of the Proposal.

WHEREAS, the costs of the Project will be funded from Chapter 12 Funds; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Hudson County Community College approves DiCara Rubino's proposal for the amounts set forth in the proposal and the total cost not to exceed \$63,600; and

BE IT FURTHER RESOLVED, that the Board hereby authorizes that legal counsel prepare an appropriate addendum to DiCara Rubino's contract to account for the additional services.

2. Resolution to Approve 81 Sip Ave Renovation Budget

WHEREAS, the Hudson County Community College has previously identified certain demolition and interior renovation that it is in the best interest of the College to be carried out with regard to its property located at 81 Sip Avenue, Jersey City, New Jersey (the "Project"); and

WHEREAS, Mast Construction Services, Inc. was directed to prepare a proposed budget for the Project; and

WHEREAS, the College has a projected budget for the renovation not to exceed \$5,685,915; and

WHEREAS, the anticipated fiscal year is 2018; and

WHEREAS, the Project budget prepared by Mast Construction Services, Inc., inclusive of both hard costs and soft costs, is attached hereto as Exhibit A ("Budget"); and

WHEREAS, the costs of the Project will be funded from Chapter 12 Funds; and

WHEREAS, the Purchasing Agent has determined and certified in writing that funds as required by the Budget are available for the Project; and

WHEREAS, the College's Administration, Finance Committee and Capital Projects Advisory Committee recommended the acceptance and adoption of the Budget for the Project to the Board of Trustees at its February 20, 2018 meeting.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve the Budget for the Project.

3. Resolution Authorizing Award Of Professional Services Contract For Program Verification & Schematic Design, Design Development, Construction Documents and Construction Phase Administrative Services For Phase One Of The New Journal Square Campus Tower, 13-21 Jones Street / 12-16 Enos Place, Jersey City

WHEREAS, the Hudson County Community College has the need for architectural/engineering services for Phase One of its new 10-story, approximately 195,000sf, tower building, containing a Student Center, gym, theater, bookstore, classrooms and faculty/administration offices, which will be the centerpiece of its Journal Square Campus and is to be constructed in two phases; and

WHEREAS, the contract for this professional service is exempt from the public advertisement for bids and bidding in accordance with N.J.S.A.18A:64A-25.5(a)(1) of the County College Contracts Law, N.J.S.A. 18A:64A-25.1, et seq.; and

WHEREAS, this contract is to be awarded pursuant to the Business Entity Disclosure Process in accordance with The New Jersey Campaign Contributions And Expenditures Reporting Act, N.J.S.A. 19:44A-1, et seq.; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the present/anticipated value of the contract will exceed the \$17,500.00 statutory criteria of N.J.S.A. 19:44A-20.26(a); and

WHEREAS, the anticipated fiscal years are 2018 and 2019; and

WHEREAS, NK Architects of Morristown, New Jersey, is the proposed vendor to provide these services, having submitted a proposal dated January 31, 2018, at a total cost not to exceed \$1,887,000.00; and

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

WHEREAS, the College's Administration, Finance Committee and Capital Projects Advisory Committee recommended to the Board of Trustees the award of the professional services contract to NK Architects in an amount not to exceed \$1,887,000.00 at its February 20, 2018 meeting; and

WHEREAS, NK Architects has completed and submitted its Business Entity Disclosure Certification which certifies that it has not made any reportable contributions to a political party or candidate committee (including those within Hudson County) in the previous twelve months, and that the contract will prohibit NK Architects from making any reportable contributions through the term of the contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve NK Architects as a Pay To Play certified vendor as described herein at a cost not to exceed \$1,887,000.00; and

BE IT FURTHER RESOLVED that the Business Entity Disclosure Certifications and the Determination Of Value form be placed on file with this Resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure Process.

4. Resolution Approving Affiliation Agreement between HCCC and the County of Hudson for Student Externships for the Criminal Justice Program

WHEREAS, the College currently offers a curriculum in Criminal Justice; and

WHEREAS, clinical education and experience is a required and integral component of the curriculum; and

WHEREAS, the County of Hudson has agreed to enter into an affiliation agreement with the College for student courtroom externships at the County Courthouse located in Jersey City; and

WHEREAS, the anticipated term is 24-months commencing on January 1, 2018 and ending on December 31, 2019, with possible extensions thereof; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the College to enter into an affiliation agreement with the County of Hudson the purposes of providing student externships for the College's Criminal Justice students.

5. Resolution Approving Articulation Agreement between HCCC and Fairleigh Dickinson University

WHEREAS, Fairleigh Dickinson University offers a baccalaureate degree program in radiologic technology that is approved by the State of New Jersey Office of the Secretary of Higher Education; and

WHEREAS, the Degree Program requires that a student engage in three years of general education and two years of clinical education, and FDU, through its faculty, can provide the general education component, but not the clinical component, of the degree program; and

WHEREAS, HCCC operates a 24-month clinical program for radiography students that is accredited by the Joint Review Committee on Education in Radiologic Technology and approved by the New Jersey Radiologic Technology Board of Examiners, which is a division of the New Jersey Department of Environmental Protection, which is located on the Hospital campus; and

WHEREAS, the School and the University are mutually desirous of providing for the establishment, direction and operation of a clinical articulation for the benefit of University students, pursuant to which the University would accept the educational credits issued by HCCC and treat completion of the School Program as sufficient for completion of the clinical component of the degree program; and

WHEREAS, the anticipated term of this agreement is two years, commencing January 1, 2018; and

WHEREAS, the Administration and Finance Committee recommends this agreement.

NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees of Hudson County Community College authorizes the College to enter into the articulation agreement with Fairleigh Dickinson University, subject to review and comment by legal counsel.

6. Resolution Approving Personnel Search Agency for Dean of Libraries

WHEREAS, Hudson County Community College is in need of a new Dean of Libraries; and

WHEREAS, the college currently uses the services from a search agency to perform personnel searches that will fill positions in various departments with success; and

WHEREAS, this service is exempt from bidding pursuant to N.J.S.A 18A:64A-25.5 (15) and also because it is under the College's bid threshold; and

WHEREAS, the college has solicited two quotes from ACCT and the Pauly Group, and ACCT of Washington, DC has quoted the lowest price not to exceed \$21,000; and

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

WHEREAS, the Administration and Finance Committee recommends this award.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approves ACCT of Washington, DC as the vendor to provide these personnel search services at a cost not to exceed \$21,000.

7. Resolution Withdrawn -

8. Resolution Authorizing the Purchase of Instructional Technology

WHEREAS, the College's Grants Department and Health, Science and Technology Division have a need to purchase a patient simulator to educate students by providing a simulated clinical setting; and

WHEREAS, Laerdal, Inc. of Wappinger Falls, NY, sells a proprietary patient simulator; and

WHEREAS, the College has determined that the Laerdal, Inc.'s SimJunior patient simulator will meet the College's needs; and

WHEREAS, Laerdal Inc., submitted a proposal to provide this technology at a cost not to exceed \$39,286; and

WHEREAS, this technology is exempt from bidding pursuant to N.J.S.A.18A:64A-25.5(3) as a sole source provider of this technology and/or because the technology is patented and/or copyrighted; and

WHEREAS, the cost of this technology will be funded from the Perkins Grant of FY'18; and

WHEREAS, the Administration and Finance Committee recommends this award.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approves the purchase with Laerdal Inc. as described herein at a cost not to exceed \$39,286 and authorizes the College to take such steps as necessary to purchase the SimJunior patient simulator.

9. Resolution Authorizing the Purchase of Instructional X-Ray Technology for Radiography Lab

WHEREAS, the College's Grants Department and Health, Science and Technology Division have a need to purchase a pediatric x-ray machine to educate students by simulating clinical settings and will prepare them for required competency evaluations; and

WHEREAS, Supertech, of Elkhart, IN sells a proprietary pediatric x-ray machine called the Translucent Pediatric X-Ray Phantom machine; and

WHEREAS, the College has determined that Supertech's Translucent Pediatric X-Ray Phantom machine will meet the College's needs; and

WHEREAS, Supertech submitted a proposal to provide the pediatric x-ray machine at a cost not to exceed \$22,785; and

WHEREAS, this technology is exempt for bidding pursuant to N.J.S.A.18A:64A-25.5(3) as a sole source provider of this technology and/or because the technology is patented and/or copyrighted; and

WHEREAS, the cost of this technology will be funded from the Perkins Grant of FY'18; and

WHEREAS, the Administration and Finance Committee recommends this award.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approves the purchase with Supertech as described herein at a cost not to exceed \$22,785 and authorizes the College to take such steps as necessary to purchase the Translucent Pediatric X-Ray Phantom machine.

10. Annual Commencement Formal Dinner for Graduates

WHEREAS, Hudson County Community College holds an annual commencement dinner for graduates; and

WHEREAS, the dinner will take place at Liberty House Restaurant Inside Liberty State Park, in Jersey City, NJ on May 15, 2018 at a total cost not to exceed \$18,031.60; 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 event.

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 \$18,031.60 and authorizes the College to take the steps necessary to effectuate this resolution.

11. Resolution Authorizing 2018 Yearbook Printing Services

WHEREAS, Hudson County Community College prints an annual yearbook; and

WHEREAS, pursuant to N.J.S.A 18A:64A-25.5 (18), the printing of yearbooks is exempt from bidding; and

WHEREAS, the College received a proposal to print the yearbooks from Herff Jones of Glen Rock, NJ at a total cost not to exceed \$27,467; and

WHEREAS, the College has determined that the proposal is reasonable and that the vendor has the necessary qualifications to provide the required service; and

WHEREAS, the cost of these printing services will be funded from the student activities budget; and

WHEREAS, the Administration and the Finance Committee recommend this purchase.

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approves Herff Jones as the provider of the services described herein at a cost not to exceed \$27,467 and authorizes the College to take steps necessary to effectuate this resolution.

12. Resolution Authorizing the Purchase of Culinary Equipment

WHEREAS, the Culinary Arts Department has a need to purchase new mixing and blending equipment; and

WHEREAS, the College solicited two quotes from Map International (\$31,587) and Sam Tell Companies (\$28,859); and

WHEREAS, this purchase is exempt for bidding because the cost is below the College's bid threshold; and

WHEREAS, Sam Tell has provided a lower quote but is unable to provide certain necessary equipment and therefore, Map International is the proposed vendor to supply this equipment at a cost not to exceed \$31,587; and

WHEREAS, the cost of this equipment will be funded from the Perkins Grant of FY18; and

WHEREAS, the Administration and Finance Committee recommends this award.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approves the purchase from Map International as described herein, at a cost not to exceed \$31,587 and authorizes the College to take the steps necessary to effectuate this resolution.

13. Resolution Approving Articulation Agreement between HCCC and Newark Beth Israel Medical Center (an affiliate of RWJBarnabas Health, Inc.)

WHEREAS, the College currently offers an approved Registered Nursing Program and desires to develop a clinical affiliation with a hospital for purposes for providing a clinical experience to students; and

WHEREAS, clinical education and experience is a required and integral component of the Program's curriculum; and

WHEREAS, these clinical sites require an Affiliation Agreement stipulating the roles, responsibilities, physical requirements and other terms of the agreement covering students and faculty; and

WHEREAS, the College desires to develop a clinical affiliation with Robert Wood Johnson Barnabas Health Beth Israel at 201 Lyons Avenue, Newark NJ; and

WHEREAS, the anticipated term is two years commencing January 1, 2018 and remain in effect until December 31, 2020; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the College to enter into an affiliation agreement with Robert Wood Johnson Barnabas Health Beth Israel located at Lyons Avenue, Newark NJ for the purposes of clinically educating Hudson County Community College students.

14. Award of Energy Services for College Through the NJ County College Purchasing Consortium

WHEREAS, the Hudson County Community College is a participating member of the NJ County College Electric Consortium; and

WHEREAS, the Consortium has requested bids for new electric services for all NJ County Colleges participating in the consortium; and

WHEREAS, Direct Energy has won the bid with a two-year service contract period;

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

WHEREAS, the anticipated total cost for the year is expected to exceed \$17,500; and

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

NOW THEREFORE, BE IT RESOLVED, the Board of Trustees of Hudson County Community College authorizes the College to enter into agreement with Direct Energy for a period of two years.

15. New Dell Computers for Accounting Lab

WHEREAS, the College has a need to replace 36 computers and monitors for the Accounting Lab in the Library; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500.00; 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 computers at a cost not to exceed \$46,830; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the Purchasing Agent to approve the purchase with Dell (NJ State Contract#: 89967), as described herein at a cost not to exceed \$46,830.

16. New Dell Computers for Computer Science Lab

WHEREAS, the College has a need to replace 31 computers and monitors for the Computer Science Lab in the North Hudson Campus; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500.00; 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 computers at a cost not to exceed \$40,326; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the Purchasing Agent to approve the purchase with Dell (NJ State Contract#: 89967), as described herein at a cost not to exceed \$40,326.

17. Temporary Staffing for Human Resources Department

WHEREAS, the College has a need to use a temporary staffing agency to provide Benefits Administration in the Human Resources department; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5(15) these services are exempt from bidding; and

WHEREAS, Office Team is the proposed vendor to provide the Human Resources department with temporary staffing services at a cost not to exceed \$45,000; and

WHEREAS, the anticipated term is until the end of FY18; 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; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approves the services with Office Team, as described herein at a cost not to exceed \$45,000.

18. Resolution Authorizing the Purchase of Culinary Equipment

WHEREAS, the Culinary Department has a need to purchase bread slicing machines and equipment carts made specifically to fit the equipment; and

WHEREAS, the College has solicited two quotes for the bread slicing machine, (Sam Tell and M. Tucker) and M. Tucker Co. of Paterson, NJ has quoted the lowest price for the bread slicing machine (PicoMatic450) in addition to custom made carts to fit the equipment; and

WHEREAS, the College has determined that M. Tucker's PicoMatic450 and the carts will meet the College's needs; and

WHEREAS, M.Tucker submitted a proposal to provide the bread slicing machine and the carts at a cost not to exceed \$18,647; and

WHEREAS, this purchase is exempt for bidding because the cost is below the College's bid threshold; and

WHEREAS, the cost of this technology will be funded from the Perkins Grant of FY'18; and

WHEREAS, the Administration and Finance Committee recommends this award.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approves the purchase with M.Tucker as described herein at a cost not to exceed \$18,647 and authorizes the College to take such steps as necessary to purchase the PicoMatic450 and the specialty carts.

19. Resolution Authorizing the Purchase of Exercise Physiology Equipment and Related Software

WHEREAS, the College has a need to purchase Exercise Physiology Equipment that provides students with the most up to date information that will be used in real world settings along with software that provides results that are printable for students; and

WHEREAS, iworks, of Dover, NH sells a proprietary machine that is always upgraded free of charge to the College; and

WHEREAS, the College has determined that iworks technology will meet the College's needs; and

WHEREAS, iworks has submitted a proposal to provide the equipment and related software at a cost not to exceed \$25,440; and

WHEREAS, this technology is exempt for bidding pursuant to N.J.S.A.18A:64A-25.5(3) as a sole source provider of this technology and/or because the technology is patented and/or copyrighted; and

WHEREAS, the cost of this technology will be funded from the Perkins Grant of FY'18; and

WHEREAS, the Administration and Finance Committee recommends this award.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approves the purchase with iworks as described herein at a cost not to exceed \$25,440 and authorizes the College to take such steps as necessary to purchase the equipment and the related software, pending approval from Perkins.

20. Resolution Approving Purchase Order Increase for Advanced Scaffold

WHEREAS, Hudson County Community College has a need for continuing lease for scaffolding services for 25 Pathside; and

WHEREAS, the anticipated term is until the end of FY18; and

WHEREAS, Advanced Scaffold, Inc. of Clifton, NJ has been issued a purchase order that was expected to be \$15,300 for a term of six months; and

WHEREAS, the scaffolding services need to be extended another six months; and

WHEREAS, the new anticipated price will exceed \$17,500 and will increase an additional \$15,300 to a total of \$30,600 for the remaining six months of FY18; and

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

WHEREAS, the Administration and Finance Committee recommends this award.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approves Advanced Scaffold of Clifton, NJ as the vendor to provide these services at a cost not to exceed \$30,600.

21. Interpreting and Translation Services for Students

WHEREAS, the College has a need to use an interpreting and translation service throughout the college for students that need translation assistance; and

WHEREAS, pursuant to N.J.S.A.18A:64A-25.5(1) these services are exempt from bidding; and

WHEREAS, Natural Languages, of Newark NJ is the proposed vendor to provide the translation services at a cost not to exceed \$60,000; and

WHEREAS, the anticipated term is until the end of FY18; 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; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approves the services with Natural Languages, as described herein at a cost not to exceed \$60,000.

22. Resolution Approving Replacement of North Hudson Sign and Light Fixture

WHEREAS, Hudson County Community College is in need of a new sign and light fixture at the North Hudson Campus; and

WHEREAS, the college has solicited quotes from Signs & Custom Metal Inc., Metallic Arts, and Elite Signs & Graphics for this replacement and Elite Signs & Graphics of Monmouth Junction, NJ was the only response the college has received; and

WHEREAS, Elite Signs & Graphics has been determined to suit the college's needs; and

WHEREAS, Elite Signs & Graphics has quoted a price not to exceed \$21,842; and

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

WHEREAS, the Administration and Finance Committee recommends this award.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approves Elite Signs & Graphics, of Monmouth Junction, NJ as the vendor to provide the replacement parts for this repair at a cost not to exceed \$21,842.

RESOLUTION:

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration, and the Finance Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1-6 and 8 - 22:** 1) Resolution to Approve Architect/Engineering Service Extension, 2) Resolution to Approve 81 Sip Ave Renovation Budget, 3) Resolution Authorizing Award Of Professional Services Contract For Program Verification & Schematic Design, Design Development, Construction Documents and Construction Phase Administrative Services For Phase One Of The New Journal Square Campus Tower, 13-21 Jones Street / 12-16 Enos Place, Jersey City, 4) Resolution Approving Affiliation Agreement between HCCC and the County of Hudson for Student Externships for the Criminal Justice Program, 5) Resolution Approving Articulation Agreement between HCCC and Fairleigh Dickinson University, 6) Resolution Approving Personnel Search Agency for Dean of Libraries, 7) Resolution Withdrawn, 8) Resolution Authorizing the Purchase of Instructional Technology, 9) Resolution Authorizing the Purchase of Instructional X-Ray Technology for Radiography Lab, 10) Annual Commencement Formal Dinner for Graduates, 11) Resolution Authorizing 2018 Yearbook Printing Services, 12) Resolution Authorizing the Purchase of Culinary Equipment, 13) Resolution Approving Articulation Agreement between HCCC and Newark Beth Israel Medical Center (an affiliate of RWJBarnabas Health, Inc., 14) Award of Energy Services for College Through the NJ County College Purchasing Consortium, 15) New Dell Computers for Accounting Lab, 16) New Dell Computers for Computer Science Lab, 17) Temporary Staffing for Human Resources Department, 18) Resolution Authorizing the Purchase of Culinary Equipment, 19) Resolution Authorizing the Purchase of Exercise Physiology Equipment and Related Software, 20) Resolution Approving Purchase Order Increase for Advanced Scaffold, 21) Interpreting and Translation Services for Students, and 22) Resolution Approving Replacement of North Hudson Sign and Light Fixture.

INTRODUCED BY: Bakari Lee

SECONDED BY: Harold Stahl

DATE: February 20, 2018

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

6 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley
Signature of Recorder

2-20-18
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 20, 2018**

VIII. PERSONNEL RECOMMENDATIONS

1. RETIREMENT OF THE PRESIDENT AS OF JUNE 30, 2018

The Chairman of the Board in consultation with the Executive Committee is authorized to negotiate a separation agreement with the President.

RECOMMENDATION: *The Personnel Committee recommends that the Board of Trustees approve Personnel Recommendation Item No. 1.*

2. RETIREMENTS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Carmen DeJesus	Custodial Worker	3/31/2018
<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Glen Gabert	President	6/30/2018
<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Mercy Martinez	Student Accounts Coordinator	3/1/2018

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

3. RESIGNATIONS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Israel Chia	Manager of Web and Portal Services	2/15/2018
<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Marvin Smith	Director of Contracts and Procurement	1/26/2018
<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Russel Taboso	Assistant CIO	2/20/2018

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

4. TERMINATION

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Keegan Scriber	Assistant Registrar	2/2/2018

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

5. APPOINTMENT OF STAFF

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Salim Bendaoud	Interim Associate Dean, STEM	1/17/2018	\$90,000.00 (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. 4.

6. APPOINTMENT OF STAFF – HCCC Nursing and Radiography Programs Accreditation

In March of 2018, Hudson County Community College will host ACEN for an on-site accreditation visit relevant to the HCCC Nursing program. A date for a separate on-site visit for the Radiography program accreditation is to be determined. This visit by ACEN, wherein HCCC seeks accreditation for its own nursing program, is the final stage in the transition of the Carepoint School of Nursing to HCCC. Those Nursing and Radiography staff members listed below will be appointed by Hudson County Community College as Temporary Full Time employees through June 30, 2019.

TEMPORARY STAFF

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Carol Fasano	Director of Nursing	9/05/2017 6/30/2019	\$131,976.00 (pro-rated)

Note: This is an approved temporary full-time position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Katherine Vargo	Coordinator of Testing	9/05/2017 6/30/2019	\$73,534.50 (pro-rated)

Note: This is an approved temporary full-time position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Kathleen Rodriguez	Administrative Assistant of Radiography	9/01/2017 6/30/2019	\$41,203.50 (pro-rated)

Note: This is an approved temporary full-time position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Lisa Cieckiewicz-McCall	Coordinator, Nursing Program	9/05/2017 6/30/2019	\$63,024.00 (pro-rated)

Note: This is an approved temporary full-time position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Suzanne Novy	Director of Radiography	9/01/2017 6/30/2019	\$97,850.06 (pro-rated)

Note: This is an approved temporary full-time position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Suzette Samson	Recruitment Specialist	9/05/2017 6/30/2019	\$39,936.00 (pro-rated)

Note: This is an approved temporary full-time position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Lori Ann Vega	Administrative Assistant	9/05/2017 6/30/2019	\$50,427.00 (pro-rated)

Note: This is an approved temporary full-time 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. 5.

7. TENURE APPOINTMENTS – EFFECTIVE ACADEMIC YEAR 2018-2019

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 Academic Senior Vice President to the President for approval and presentation to the Board of Trustees. The following are recommended for tenure effective Academic Year 2018-2019.

Antonio Acevedo	Instructor of History
Azhar Mahmood	Instructor of Chemistry
Jerry Lamb	Instructor of Criminal Justice
Joseph Gallo	Instructor of Theatre Arts
Lester McRae	Instructor of Accounting

RECOMMENDATION: The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Tenure Appointments Effective Academic Year 2018-2019 above as Personnel Recommendation Item No. 6.

8. **TEMPORARY FULL-TIME ASSIGNMENT**

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Aisha Javed	Assistant to the Registrar	2/20/2018 5/31/2018	\$35,000.00 (pro-rated)

Note: This is an approved position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Royal Ross	Program Assistant	3/1/2018 4/30/2018	\$40,000.00 (pro-rated)

Note: This is an approved position.

RECOMMENDATION: The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Temporary Full-Time Assignment above as Personnel Recommendation Item No. 7.

9. **TEMPORARY FULL-TIME FACULTY ASSIGNMENTS**

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Eric Adamson	Instructor, English	1/22/2018 5/31/2018	\$22,105.50 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Nasar Albarghouthi	Instructor, Accounting	1/22/2018 5/31/2018	\$22,108.50 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Mohammad Suhail Butt	Instructor, Chemistry	1/22/2018 5/31/2018	\$22,108.50 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Leonel Destin	Instructor, Biology	1/22/2018 5/31/2018	\$22,108.50 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Carlos Abel Gomez	Instructor, Chemistry	1/22/2018 5/31/2018	\$22,108.50 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Walter Lindsey	Instructor, English	1/22/2018	\$22,108.50
		5/31/2018	(pro-rated)

RECOMMENDATION: The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Temporary Full-Time Faculty Assignments above as Personnel Recommendation Item No. 8.

10. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: FEBRUARY 20, 2018 – JUNE 30, 2018

NEW PART TIME HIRES

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
OSORIO	CHRISTOPHER	INFO TECHNOLOGY	INSTR LAB ASSISTANT	ISTLAB-253025	D. PEREZ
JARAMILLO	JACQUELINE	DEAN OF INSTRUCTION	STUDENT ASSISTANT	STUAST-101005	C. WAHL
ALEEM	SIDRA	STEM	OFFICE ASSISTANT	OFFAST-101014	J. MARLIN
SHEHADEH	MALIK	STEM	LAB ASSISTANT	LABAST-101015	F. FAYYAZ
MORAN	JENNIFER	BUS, CUL & HOSPITALITY	RECEIVING CLERK	RECLERK-101030	P. DILLON
PHILLIPUK	CAROLINE	BUS, CUL & HOSPITALITY	RECEIVING CLERK	RECLERK-101030	P. DILLON
VINTIMILLA	MICHELLE	ADJ ACADEMIC SUPPORT	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
KAPADIA	RUSHIKA	ACAD FOUNDATION - MATH	OFFICE ASSISTANT	OFFAST-101040	P. BANDYOPADHYAY
LA SPISA	LUISA	CTR FOR BUS & INDUSTRY	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
PEDERSEN	GARY	CTR FOR BUS & INDUSTRY	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
MASILANG	MARIA	CTR FOR BUS & INDUSTRY	RESEARCH ASSOCIATE	RESASO-601077	C. MIRASOL
LEON	CHRISTIAN	COMMUNITY EDUCATION	CUSTOMER SVC ASST	CSTAST-102010	C. MIRASOL
RAMIREZ-QUIROZ	SILVIA	COMMUNITY EDUCATION	OFFICE ASSISTANT	OFFAST-102010	C. MIRASOL
SKRZYPCZAK	MARK	COMMUNITY EDUCATION	PT INSTRUCTOR	CACEINS-102010	C. MIRASOL
TASNEEM	FARIHA	COMMUNITY EDUCATION	PT INSTRUCTOR	PTINST-102010	C. MIRASOL
ALVERNA	RUBADAU	LEAP	PT LEAP COORD	PTCORLP-101005	J. RODRIGUEZ
CRUZ	STEPHANY	NO HUDSON CAMPUS	OFFICE ASSISTANT	OFFAST-252030	Y. PUJOLS
VILLALTA	ANGELICA	NO HUDSON CAMPUS	OFFICE ASSISTANT	OFFAST-252030	Y. PUJOLS

OLIVIERI	ISIAH	DISABILITY SUPP SVCS	READER/NOTETAKER	READER-150525	K. DAVIS
THOMAS	KAMOL	DISABILITY SUPP SVCS	READER/NOTETAKER	READER-150525	K. DAVIS
MOHAMMAD	SAID	NURSING AND HEALTH SCIENCES	PT TUTOR	TUTOR-101017	C. FASANO
WESLY-CAMACHO	CLARA	NURSING AND HEALTH SCIENCES	PT TUTOR	TUTOR-101017	C. FASANO

CONTINUING PART TIME HIRES

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
ALPHONSE	PEGGY	BUS, CUL & HOSPITALITY	RECEIVING CLERK	RECLERK-101030	P. DILLON
BELTRAN	KASANDRA	BUS, CUL & HOSPITALITY	RECEIVING CLERK	RECLERK-101030	P. DILLON
CHITTY	SHAWN	BUS, CUL & HOSPITALITY	RECEIVING CLERK	RECLERK-101030	P. DILLON
FUENTES	YESCENIA	BUS, CUL & HOSPITALITY	RECEIVING CLERK	RECLERK-101030	P. DILLON
MARTINEZ	JESSICA	BUS, CUL & HOSPITALITY	OFFICE ASSISTANT	OFFAST-101030	P. DILLON
NOUR	SAMIR	BUS, CUL & HOSPITALITY	OFFICE ASSISTANT	OFFAST-101030	P. DILLON
ZORRILLA	MELISSA	BUS, CUL & HOSPITALITY	OFFICE ASSISTANT	OFFAST-103010	P. DILLON
HUYNH	JOSEPH	CTR FOR BUS & INDUSTRY	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
FONG	KIM	COMMUNITY EDUCATION	PT INSTRUCTOR	CACEINS-102010	C. MIRASOL
KHOUZAM	SAMIR	COMMUNITY EDUCATION	PT INSTRUCTOR	CACEINS-102010	C. MIRASOL
LONTOC	MARISSA	COMMUNITY EDUCATION	PT INSTRUCTOR	CACEINS-102010	C. MIRASOL
PUKDEEDAMRON GRIT	ANUCHIT	COMMUNITY EDUCATION	PT INSTRUCTOR	CACEINS-102010	C. MIRASOL
VALCARCEL	ALICIA	COMMUNITY EDUCATION	PT INSTRUCTOR	PTINST-102010	C. MIRASOL
WEBB	TONJA	COMMUNITY EDUCATION	PT INSTRUCTOR	CACEINS-102010	C. MIRASOL
CHAPPILLIQUEN	MONIKA	ENGLISH	PT SCORER	SCORER-101040	E. NESIUS
CANIGLIA	JOSEPH	GRANTS	TUTOR	GRATUT-601021	P. BANDYOPADHYAY
DELGADO	CLAUDIA	GRANTS	TUTOR	GRATUT-601021	P. BANDYOPADHYAY
NASRI	SOUMEYA	GRANTS	TUTOR	GRATUT-601021	P. BANDYOPADHYAY

RECOMMENDATION: The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New Part-Time Assignments listed above as Personnel Recommendation Item No. 9.

11. APPOINTMENT OF ADDITIONAL NEW HIRE ADJUNCTS SPRING 2018.

LAST NAME	FIRST NAME	DEPARTMENT
ANTON	BRIDGET	SOCIAL SCIENCES
SALEH	ABIR	SOCIAL SCIENCES
SIBERON	LISA	SOCIAL SCIENCES
DADZIE	EBOW	BUSINESS, CULINARY AND HOSPITALITY
BILOTTA	BRIANNA	BUSINESS, CULINARY AND HOSPITALITY
CROWELL	DAWN	STEM
BAHABRY	RUDHAB	STEM
NALEYANDA	MANDANNA	STEM
BRKOVIC	HAMDO	STEM
JAMEDAR	FARIBORZ	STEM
GONZALEZ FELIZ	PATRICIA	STEM
HASSAN	MAGDA	STEM
HENEIBER	ADEL	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 2018 listed above as Personnel Recommendation Item No 10.*

12. COLLECTIVE BARGAINING AGREEMENT PROPOSAL BETWEEN HUDSON COUNTY COMMUNITY COLLEGE AND THE HUDSON COUNTY COMMUNITY COLLEGE SUPPORT STAFF FEDERATION.

BACKGROUND:

The current Memorandum of Agreement with the Support Staff Federation expired on June 30, 2017. A tentative agreement between the Support Staff union and the Administration has been reached. Elements of the agreement include a base salary increase of two percent (2%) retroactive to July 1, 2017 for employees hired prior to July 1, 2017 and who are still employed with Hudson County Community College at the time the MOA is signed.

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend approval of the Memorandum of Agreement as outlined above and that the Collective Bargaining Agreement between Hudson County Community College and the Hudson County Community College Support Staff Federation is in effect from July 1, 2017 through June 30, 2018 Memorandum of Agreement (a copy of which is attached hereto).

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 1-12:** 1) Retirement of President, 2) Retirements, 3) Resignations, 4) Termination, 5) Appointment of Staff, 6) Appointment Staff – HCCC Nursing and Radiography Programs Accreditation, 7) Tenure Appointments – Effective Academic Year 2018-2019, 8) Temporary Full-Time Assignment, 9) Temporary Full-Time Faculty Assignments, 10) Appointment of Additional New and Continuing Part-Time Hires, 11) Appointment of Additional New Hire Adjuncts Spring 2018, and 12) Collective Bargaining

Agreement Proposal Between Hudson County Community College and the Hudson County Community College Support Staff Federation.

INTRODUCED BY: Harold Stahl

SECONDED BY: Pamela Gardner

DATE: February 20, 2018

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

6 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley
Signature of Recorder

2-20-18
Date

MEMORANDUM OF AGREEMENT

The HUDSON COUNTY COMMUNITY COLLEGE ("HCCC") and the HUDSON COUNTY COMMUNITY COLLEGE SUPPORT STAFF FEDERATION ("Federation") hereby enter into this Memorandum of Agreement ("Agreement") with respect to the modifications, amendments and additions to the collective bargaining agreement between HCCC and the Federation, July 1, 2015 to June 30, 2017 ("CBA"). All terms and conditions contained in the CBA shall remain unchanged, except as modified as follows:

1. Duration:

July 1, 2017 to June 30, 2018 – One year contract.

2. Wages:

- Full-time unit members employed prior to July 1, 2017, and still employed with HCCC as of the signing of this Agreement will receive a base salary increase of two percent (2%) retroactive to July 1, 2017.

Miscellaneous:

(a) This Memorandum of Agreement contains the entire agreement of the parties.

(b) This Memorandum of Agreement is subject to ratification by the Board of Trustees of the Hudson County Community College and by the membership of the Hudson County Community College Support Staff Federation. The undersigned represent that they are authorized to enter into this Memorandum of Agreement on behalf of their respective principals.

(c) HCCC shall prepare a collective bargaining agreement incorporating this Memorandum of Agreement.

(d) The parties agree to recommend that their respective principals ratify this Memorandum of Agreement.

HUDSON COUNTY COMMUNITY
COLLEGE SUPPORT STAFF
FEDERATION

2/8/18

Dorthea Graham

President,

HCCC Support Staff

Federation

HUDSON COUNTY
COMMUNITY COLLEGE

Wynne J. Ly

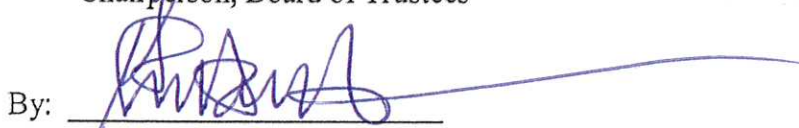
CHRO

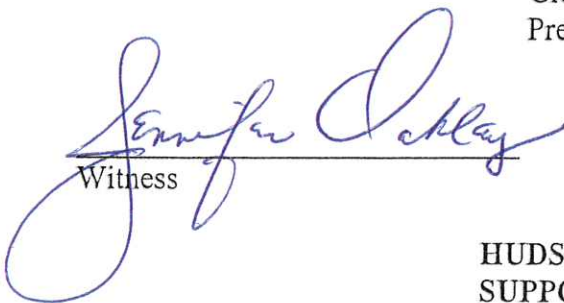
February 8, 2018

IN WITNESS WHEREOF, the parties to the within Employment Agreement have, by their authorized representative, set their hands and seals this 20th day of February, 2018.

HUDSON COUNTY COMMUNITY COLLEGE

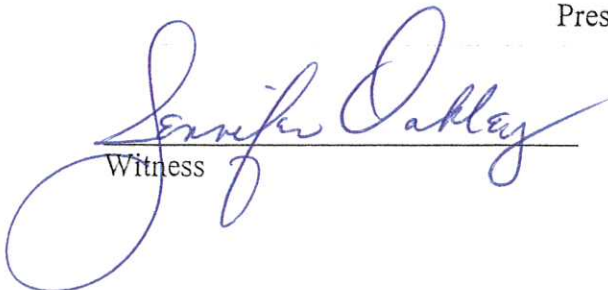
By: 
William J. Netchert
Chairperson, Board of Trustees

By: 
Glen E. Gabert, Jr., Ph.D.
President


Witness

HUDSON COUNTY COMMUNITY COLLEGE
SUPPORT STAFF FEDERATION

By: 
Dorothea Graham King
President


Witness

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 20, 2018**

IX. ACADEMIC AND STUDENT AFFAIRS

1. (1A.) PROPOSED NEW ACADEMIC PROGRAM OPTION TO EXISTING DEGREE AND (1B.) PROPOSED CHANGE IN NOMENCLATURE TO EXISTING ACADEMIC CERTIFICATE PROGRAM

- (1a.) Addictions Counseling Option to existing AS Human Services Pre-Social Work (62 credits)
- (1b.) Academic Certificate in Medical Coding (35 credits)

REPORT/BACKGROUND:

In early Fall 2016, a task force was formed as one of a number of collaborative efforts to develop strategies to reverse declining enrollment trends and support HCCC Strategic Plan 2016-2021 Initiatives. The group is tasked with exploring and analyzing economic trends and ever-changing market/community needs in the county and metropolitan areas. The information is used to assist in assessing and implementing new educational programs to best serve county residents.

In line with these initiatives, HCCC proposes a new academic program option to an existing degree and a change in nomenclature for an existing academic certificate.

1a. Proposed Addictions Counseling Option to existing AS Human Services Pre-Social Work (62 Credits)

This proposed degree option (Attachment I) prepares students for employment in the field of Substance Abuse Counseling and related fields. The proposed option in Addictions Counseling provides students with the competencies needed to fulfill the educational requirements to become a Certified Alcohol and Drug Counselor. Students also begin to fulfill the 3000 hours of required related work experience while in the program. The proposed option in Addictions Counseling also prepares graduates for transfer to a senior institution to complete a baccalaureate degree in Human Services/Social Work or related field. In 2015, The Bureau of Labor Statistics estimated that the opportunities in the field would grow at an above average rate of 22% over the next decade. In the state of New Jersey, employment as a substance abuse counselor requires professionals to become Certified Alcohol and Drug Counselors.

In alignment with the College's mission statement to provide high quality educational opportunities that promote student success, this program would not only help students attain a job in the field, but also with transfer to a 4-year institution. The proposed option will be accessible to all students. The new option will include both general education and an increased focus on human services topics in substance abuse. Human Services courses help students apply what they are learning in the classroom to what they are experiencing in the field.

1b. Proposed Change in Nomenclature for Academic Certificate in Medical Coding [51.0707] to Academic Certificate in Medical Billing and Coding (35 credits) [51.0707]

Due to the increased need for graduates of the program to remain current with industry trends, skills, and software, there is a need to change the title of the Academic Certificate program from Medical Coding to Medical Billing and Coding (Attachment II). A course in Medical Billing (3 cr.) will be incorporated into the required specialized coursework and will allow students to expand their skills and become more desirable candidates on the job market. To keep the certificate within the 36-credit limit, a currently required course will now be optional for students. Graduates of the proposed Academic Certificate in Medical Billing & Coding are eligible to sit for both the national certification exam in Medical Coding and Medical Billing.

This proposal for a change in nomenclature is consistent with our institutional mission and the strategic goals of the college to provide high quality educational opportunities that promote student success.

RECOMMENDATION:

The President and Administration recommend that the Board of Trustees approve the implementation of item 1 as outlined above 1.a) Addictions Counseling Option to AS Human Services Pre-Social Work degree (62 credits), and 1b.Academic Certificate in Medical Coding proposed change in nomenclature to Academic Certificate in Medical Billing and Coding (35 credits).

2. PROPOSED ACADEMIC CALENDAR AY 2018-2019
REPORT/BACKGROUND

The Academic Calendar is a collaborative effort between Academic Affairs, the Bursar, the Registrar, Enrollment Services, and Student Affairs (Financial Aid). HCCC proposes academic calendars for the period of Fall 2018 through Spring 2019 (Attachments III.a and III.b) that outline registration periods, class start/end dates and other critical academic events. The calendars also specify critical administrative dates (e.g. Faculty/Staff professional development, deadlines for grade submission) to facilitate smooth operations and aid faculty in making semester plans. All dates were considered and recommendations made with an eye to promoting a culture of accuracy, clarity, and consistency across the college. Future revisions and/or development of specific timeframes to facilitate innovative instructional delivery are anticipated.

Proposed Academic Calendar 2018-2019 Highlights

- *For Fall 2018, Regular Term at HCCC will start after Labor Day on Tuesday, September 4.*
- *Fall 2018 College Service Day and All College Faculty Orientation are scheduled for Wednesday, August 29 and Thursday, August 30 respectively.*
- *Convocation is scheduled for Wednesday, September 26 when there will be no day classes and only classes starting at 6 p.m. or later will be in session. Day classes on the Wednesday before Thanksgiving will be in session and there will be no classes beginning at or after 6 p.m. on that day.*
- *Winter-Interession 2019 classes start Thursday, January 3 and end on Thursday, January 17.*
- *Spring 2019 College Service Day and All College Faculty Orientation are scheduled for Tuesday, January 22 and Wednesday January 23 respectively.*
- *Spring 2019 Regular term classes at HCCC start on Friday, January 25 in order to accommodate Easter Break (April 19-April 21). Spring Recess is scheduled for March 25-March 31.*
- *The Spring 2019 Regular term is scheduled to end on Monday, May 20.*
- *The date of Commencement 2019 is to be determined.*

RECOMMENDATION:

The President and Administration recommend that the Board of Trustees approve item 2) proposed Academic Calendars for Academic Year 2018-2019.

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the recommendation of the President and the Administration as outlined above in item **IX. Academic and Student Affairs**

Recommendations 1& 2: 1a.) Additions Counseling Option to AS Human Services Pre-Social Work degree (62 credits), and 1b.) Academic Certificate in Medical Coding proposed change in nomenclature to Academic Certificate in Medical Billing and Coding (35 credits), and **2:** 2) proposed Academic Calendars for Academic Year 2018-2019.

INTRODUCED BY: Bakari Lee

SECONDED BY: Karen Fahrenholz

DATE: February 20, 2018

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

6 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Nakley
Signature of Recorder

2-20-18
Date



PROGRAM ANNOUNCEMENT COVER PAGE

Date: January 23, 2018

Institution:	Hudson County Community College
New Program Title:	A.S. Human Services Pre-Social Work option in Addictions Counseling
Degree Designation:	Associate in Science
Programmatic Mission Level For Institution (see Appendix C in AIC Manual)	Associate
Degree Abbreviation:	HUS.ADC.AS
CIP Code and Nomenclature (if possible): <i>If outside the classification indicate Not Applicable.</i>	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):	September 2018
List the institutions with which articulation agreements will be arranged:	New Jersey City University Rutgers University – Newark

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

Will the institution seek accreditation for this program? ☒ Yes ☐ No

▪ If yes, list the accrediting organization:

Addiction Professionals Certification Board

Program Announcement Narrative:

I. Objectives.....	2
II. Evaluation and Learning Outcomes Assessment Plan.....	3
III. Relationship of the program to institutional strategic plan.....	5
IV. Need.....	5
V. Students.....	7
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VII. Degree Requirements.....	8
VIII. Anticipated Cost for the Program.....	13



PROGRAM ANNOUNCEMENT

AS Human Services Pre-Social Work option in Addictions Counseling

Program Announcement Narrative

I. Objectives

Hudson County Community College proposes an Associate in Science in Human Services Pre-Social Work option in Addictions Counseling. The proposed option in Addictions Counseling 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. Through the program's curricular design, students develop an understanding of addictions, gain knowledge of 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 them in fieldwork.

Upon completion of this program, graduates have fulfilled the educational requirements to become a Certified Alcohol and Drug Counselor. Students begin to fulfill the 3000 hours of required related work experience while in the program. Students are able to find employment at Substance Abuse facilities with this degree. The proposed option in Addictions Counseling also prepares graduates for transfer to a senior institution to complete a baccalaureate degree in Human Services/Social Work or related field.

The proposed AS Human Services Pre-Social Work option in Addictions Counseling degree does not exceed the programmatic mission of Hudson County Community College.

Catalog Program Description:

The option in Addictions Counseling 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. Through the program's curricular design, students develop an understanding of addictions, gain knowledge of 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 them in fieldwork.

Upon completion of this program, graduates have fulfilled the educational requirements to become a Certified Alcohol and Drug Counselor. Students begin to fulfill the 3000 hours of required related work experience while in the program. Students are able to find employment at Substance Abuse facilities with this degree. The proposed option in Addictions Counseling also prepares graduates for transfer to a senior institution to complete a baccalaureate degree in Human Services/Social Work or related field.

Program Learning Outcomes:

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

1. Demonstrate an understanding of the history and purposes of the Human Services profession.
2. Identify factors that facilitate or limit access to services and community resources.
3. Implement self-assessment techniques to identify strengths and weaknesses in substance abuse work.
4. Apply ethical reasoning to issues in the addictions counseling profession.
5. Apply cultural knowledge and awareness in the area of addictions services.

II. Evaluation and Learning Outcomes Assessment Plan

Program Learning Outcomes	Student Learning Outcomes	Courses or Other Points in the Curriculum Where Outcomes are Assessed	Assessment Method or Tools
1. Demonstrate an understanding of the history and purposes of the Human Services profession.	1.1: Delineate the origin of Human Services and its historical development in the United States. 1.2: Distinguish the human service profession from other helping professions. 1.3: Describe various populations that human services interact with in the field.	HUS 101: Introduction to Human Services HUS ••• Addictions Counseling HUS ••• Introduction to Addictions	Group presentation evaluated by uniform rubric Midterm and Final exams Essays
2. Identify factors that facilitate or limit access to services and community resources.	2.1: Identify populations in need of social service interventions. 2.2: Understand populations interacted with in the Human Services field. 2.3: Explain how social and cultural factors influence the counseling process.	HUS 101: Introduction to Human Services HUS 121: Helping Strategies and Relationships HUS ••• Addictions Counseling HUS ••• Recovery in Addictions	Case study reports evaluated by uniform rubric Midterm and final exams Research Paper

<p>3. Implement self-assessment techniques to identify strengths and weaknesses in substance abuse work.</p>	<p>3.1: Analyze the impact their own self-care, values and beliefs on work in the substance abuse field.</p> <p>3.2: Examine their behavior and values pertinent to clients and staff</p>	<p>HUS 121 Helping Strategies and Relationships</p> <p>HUS ••• Practicum in Addictions</p> <p>HUS 231 Service Learning in Human Services I</p> <p>HUS ••• Counseling Theory and Techniques</p> <p>HUS ••• Recovery in Addictions</p>	<p>Self-assessment presentation</p> <p>Essay</p> <p>Midterm and Final evaluation completed by site supervisor</p>
<p>4. Apply ethical reasoning to issues in the addictions counseling profession.</p>	<p>4.1: Identify legal and ethical issues that are common in the provision of addiction services.</p> <p>4.2: Explain how social and cultural factors influence the group counseling process.</p>	<p>HUS 101 Introduction to Human Services</p> <p>HUS ••• Addictions Counseling</p> <p>HUS ••• Recovery in Addictions</p> <p>HUS ••• Counseling Theory and Techniques</p>	<p>Essays</p> <p>Midterm and Final exam</p>
<p>5. Apply cultural knowledge and awareness in the area of addictions services.</p>	<p>5.1: Examine techniques used in the field.</p> <p>5.2: Demonstrate Self-evaluation skills.</p> <p>5.3: Recognize and address ethical issues specific to group work.</p>	<p>HUS 121 Helping Strategies and Relationships</p> <p>HUS ••• Practicum in Addictions</p> <p>HUS 231 Service Learning in Human Services I</p> <p>HUS ••• Addictions Counseling</p> <p>HUS ••• Addictions Assessment and Treatment</p>	<p>Essays</p> <p>Midterm and Final exams</p> <p>Journals documenting work experiences alignment with SLO.</p> <p>Essay</p> <p>Case study analysis</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. 80% of students will receive an average rating overall of 4 on their service learning and practicum evaluations by site supervisors.
- b. 90% of students will be satisfied with the program based upon graduation satisfaction surveys.
- c. 80% of students will take the Alcohol and Drug Counseling Certification examination and pass.

Assessment Tool	Target Audience	Purpose	Timetable
WEAVE	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
Percentage of transfer to 4 year institution	College Community	Assess percentage of students accepted to 4 year institutions	Yearly

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

In alignment with the College's mission statement to provide high quality educational opportunities that promote student success, this program would help students primarily with attaining a job in the field, but also with transfer to a 4-year institution. The program will be accessible to all students. The new program will include both general education and an increased focus on human services topics in substance abuse. Human services courses are very applicable in nature, making them very learning centered for all students.

In alignment with the Strategic Plan for the institution, Goal 1 of academic excellence includes strategy 1.1 of developing new credit courses to meet career and workforce needs. Goal 6 focuses on developing community partnerships. Through student practicums and service learning the program will be sending students to work in community agencies and thus foster our relationships with community members.

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 expanded to an AS in Human Services Pre-Social Work. Since

that time enrollment in the program has risen. The Bureau of Labor statistics (see below) shows this to be a fast growing field. You can see below the higher than average growth employment in this field.

Quick Facts: Substance Abuse and Behavioral Disorder Counselors

<u>2015 Median Pay</u>	\$39,980 per year \$19.22 per hour
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<u>Typical Entry-Level Education</u>	Bachelor's degree
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<u>Work Experience in a Related Occupation</u>	None
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<u>On-the-job Training</u>	None
-----------------------------------	------

<u>Number of Jobs, 2014</u>	94,900
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<u>Job Outlook, 2014-24</u>	22% (Much faster than average)
------------------------------------	--------------------------------

<u>Employment Change, 2014-24</u>	21,200
--	--------

In the state of New Jersey, employment as a substance abuse counselor requires professionals to become Certified Alcohol and Drug Counselors. This program fulfills the educational requirements for that certification and some of the required field placement hours. This certification is open to students with a high school diploma. The substance abuse courses can also be used to develop a Proficiency Certificate for professionals who hold degrees and wish to become a Certified Alcohol and Drug Counselor.

In addition, substance abuse options are presently being offered at other community colleges and 4-year institutions in New Jersey. The list includes 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
- New Jersey City University
- Ramapo College of New Jersey
- Rider University
- Rutgers University Behavioral Health Center

- Seton Hall University
- The College of NJ

V. Students

Enrollments of Human Service majors stood at 79 students in the fall semester of 2008. By Fall 2014, 95 students were enrolled enrollment in the Human Services major. The present Human Services AA and Pre-Social Work AS degree has over 170 students enrolled. The new option will increase this number. Other community colleges including Brookdale and Raritan Valley report increases in enrollment with their substance abuse options.

VI. Program Resources

The program presently has one full time Instructor/Coordinator. There have been two-three adjunct instructors teaching additionally. The Certification Board of NJ requires that classes be taught by a Licensed Certified Alcohol and Drug Counselor. A faculty member would need to be hired with that credential. This additional faculty member would also assist in course development, accreditation, transfer agreements and assisting in community outreach in securing Service Learning placements and affiliations for students.

The credentialing board requires a \$1500 yearly fee to approve courses. Courses need to be approved by the Certification Board. Instructors may need to attend trainings specified by the board.

An active advisory board is in place consisting of alumni, community partners and four-year university faculty. 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

Curriculum Design

Degree Program: AS Human Services Pre-Social Work option in Addictions Counseling

College Requirement:

Course Title	Credits
CSS 100 College Student Success	1
Total:	1

General Education Requirement

Course Title	Credits
ENG 101 College Composition I	3
ENG 102 College Composition II	3
ENG 112 Speech	3
CSC 100 Introduction to Computers	3
MAT *** Math Elective	3
BIO 107 Human Biology	4
OR	
BIO 111 Anatomy and Physiology I	
PSY 101 Introduction to Psychology	3
SOC 101 Principles of Sociology	3
HIS 105 US History I	3
HUM 101 Cultures and Values	3
Total:	31

Major (Specialized) Requirement

Course Title	Credits
HUS 101 Introduction to Human Services	3
HUS 121 Helping Strategies and Relationships	3
HUS 231 Service Learning in Human Services I	3
SOC 201 Sociology of the Family OR	3
SOC 280 Social Research Methods	
HUS ***Introduction to Addictions	3
HUS ***Recovery in Addictions	3
HUS *** Practicum in Addictions	3
HUS *** Addictions Assessment and Treatment	3
HUS *** Addictions Counseling	3
HUS *** Counseling Theory and Techniques	3
Total	30

Total number of credits required for degree: 62

Table 1

Curriculum Comparison of Base Program A.S. with Proposed Degree Option

Base Program: AS Human Services Pre-Social Work		Currently Proposed Option in Addictions Counseling		Differs from Base Program
General Education (Min. 30)		General Education (Min. 30)		
CSS 100 College Student Success	1	CSS 100 College Student Success	1	
ENG 101 College Composition I	3	ENG 101 College Composition I	3	
ENG 102 College Composition II	3	ENG 102 College Composition II	3	
ENG 112 Speech	3	ENG 112 Speech	3	
CSC 100 Intro. to Computers	3	CSC 100 Intro. to Computers	3	
BIO 107 Human Biology	4	BIO 107 Human Biology	4	
OR		OR		
BIO 111 Anatomy & Physiology I		BIO 111 Anatomy & Physiology I		
MAT elective	3	MAT elective	3	
HIS 105 US History I	3	HIS 105 US History I	3	
PSY 101 Intro. to Psychology	3	PSY 101 Intro. to Psychology	3	
SOC 101 Principles of Sociology	3	SOC 101 Principles of Sociology	3	
HUM 101 Cultures and Values	3	HUM 101 Cultures and Values	3	
Major Requirements (Min. 30 credits)		Major Requirements (Min. 30 credits)		
HUS 101 Introduction to Human Services	3	HUS 101 Introduction to Human Services	3	
HUS 121 Helping Strategies and Relationships	3	HUS 121 Helping Strategies and Relationships	3	
HUS 200 Group work in Human Services	3	HUS ***Introduction to Addictions	3	X
HUS 230 Interviewing Techniques	3	HUS *** Counseling Theory and Techniques	3	X
HUS 231 Service Learning in Human Services I	3	HUS 231 Service Learning I	3	
HUS 241 Service Learning in Human Services II	3	HUS ***Addictions Assessment and Treatment	3	X
PSC 102 American Government	3	HUS ***Recovery in Addictions	3	X
SOC 201 Sociology of the Family	3	SOC 201 Sociology of the Family OR	3	
OR		SOC 280 Social Research Methods		
SOC 280 Social Research Methods				
PSY 211 Developmental Psych I or	3	HUS *** Addictions Counseling	3	X
PSY 212 Developmental Psych II or				
PSY 280 Abnormal Psychology or				
PSY 260 Lifespan Development				
Restricted Elective*	3	HUS *** Practicum in Addictions	3	X
Choose from:				
ART 101 Experiencing Art				
ART 115 Art History I				
BIO 100 General Biology				
FLM 101 Introduction to Film				
LIT 201 Introduction to Literature				

LIT 202 Survey of American Literature		
LIT 211 African- American Literature		
MAT 114 Intro to Statistics and Probability		
MUS 101 Introduction to Music		
PSY 216 Theories of Personality		
SOC 211 Social Problems		
Total	62	Total
		62
		Total number of credits difference between base program and proposed option =
		18 credits

Suggested Course Sequence by Semester

Course #	Course Title	Credits	
FIRST SEMESTER			
CSS 100	College Student Success	1	
CSC 100	Introduction to Computers	3	
ENG 101	College Composition I	3	
PSY 101	Introduction to Psychology	3	
HUS 101	Introduction to Human Services	3	
HUS ***	Introduction to Addictions	3	*differs from base program
		TOTAL 16	
SECOND SEMESTER			
ENG 112	Speech	3	
HUS 121	Helping Strategies & Relationships	3	
ENG 102	College Composition II	3	
MAT ***	Mathematics Elective*	3	
HUS ***	Addictions Assessment and Treatment	3	*differs from base program
		TOTAL 15	
THIRD SEMESTER			
BIO 107	Human Biology or		
BIO 111	Anatomy and Physiology	4	
HUM 101	Cultures and Values	3	
SOC 101	Principles of Sociology	3	
HUS ***	Counseling Theory and Techniques	3	*differs from base program
HUS 231	Service Learning in HUS I	3	
		TOTAL 16	
FOURTH SEMESTER			
HIS 105	US History I	3	
SOC 201	Sociology of the Family or	3	
SOC 280	Social Research Methods*		
HUS ***	Addictions Counseling	3	*differs from base program
HUS ***	Recovery in Addictions	3	*differs from base program
HUS ***	Addictions Practicum	3	*differs from base program
		TOTAL 15	
Total Course Credits Required: 62			

Course Descriptions – Major Required Courses

HUS 101 Introduction to Human Services 3 CR

This introductory course offers an overview of the human services profession. It emphasizes human needs and social problems; provides an historical perspective of the development of the profession; and introduces students to professional values, ethical behavior, theories, knowledge, and methods necessary for helping others.

HUS 121 Helping Strategies and Relationships 3 CR

Students deepen their understanding of professional values, strategies of intervention, and behavior necessary for helping others. Students learn problem-solving skills and participate in activities to increase self-understanding.

Prerequisite: HUS 101

HUS 231 Service Learning in Human Services I 3 CR

Students are placed in a social service agency to perform tasks and engage in learning activities associated with acquiring professional standards, behaviors, and conduct. Under the supervision of a faculty member and a field supervisor, students are expected to fulfill these requirements eight hours per week for 15 consecutive weeks. In addition, students attend a weekly seminar to discuss their experiences and observations. Co-requisite: HUS 121

HUS * Addictions Assessment and Treatment 3 CR**

This course addresses Initial Interviewing, assessment, intake and early phase counseling processes utilized at Substance Use Disorder Treatment Centers in New Jersey. Students already employed in the field related to Addictions Counseling. Human Service degree holders may also enroll in these courses to become Certified Alcohol and Drug Counselors (CADC's) working under the supervision of Licensed Clinical Alcohol and Drug Counselors (LCADC's).

HUS * Counseling Theory and Techniques 3 CR**

This course promotes competence in addiction 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 field 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).

HUS* Addictions Counseling 3 CR**

This course introduces the fundamentals of addiction counseling and emphasizes the role of collaboration in seeking and using community and medical resources. Students may enroll in CADC courses to satisfy credits for the AS in human. Individuals already employed in fields related to Addiction Counseling and baccalaureate degree holders may enroll in these courses to become Certified Alcohol and Drug Counselors (CADC's) working under the supervision of a Licensed Clinical Alcohol and Drug Counselors (LCADC's). This class will provide the student with an evidence-based overview of the History of Addiction (origins and cause), Disease Concept, and Best Practices in Substance Use Disorder Counseling. This course will introduce students to the basic skills required for professional readiness. This class will identify and introduce underlying principles and competencies of modern addiction counseling, its complexity and application.

HUS * Introduction to Addictions 3 CR**

This course emphasizes knowledge of DSM 5 and the changes associated with DSM5, along with the effects of the different drugs (Opioids, Stimulants, Depressants, Analgesics, THC etc.). Students will be able to define co-dependency and the roles commonly assumed by families affected by Substance Use Disorders. This course reviews and reinforces the fundamentals of the effects of addictions on the abuser and the family. The effects of drugs on the biopsychosocial realm are explored. Students may enroll in CADC courses to satisfy the States requirements for the CADC.

HUS * Recovery in Addictions 3 CR**

This course emphasizes standards for insuring thorough documentation ethical aspects of addictions counseling. Students understand the counselor's need for cultural competence, personal growth, and professional growth. This class will promote awareness and competence related to professional conduct necessary for clinical practice in today's counseling field. Student gain knowledge in best practices in Substance Use Disorder Counseling and its importance in recovery. Students gain knowledge in the dimensions of recovery and their application in fieldwork. Counselor interns already employed in fields related to Addictions Counseling and baccalaureate degree holders may enroll in these courses to become Certified Alcohol and Drug Counselors (CADC's) working under the supervision of a Licensed Clinical Alcohol and Drug Counselor (LCADC's)

HUS * Practicum in Addictions 3 CR**

Students are placed in a second social service agency that extends and deepens HUS 231. The expectation in this course is the integration of knowledge and theory gained from the classroom throughout the addictions sequence is applied in the field experience. The requirements are fulfilled based on working eight hours per week for 15 consecutive weeks. In addition, students attend a weekly seminar to discuss their experiences. Students placements must be in an addictions related site. Prerequisite: HUS 231

SOC 201 Sociology of the Family 3 CR

This course examines the family as a social institution and highlights the micro and macro forces shaping the family structure and its dynamics. Using the sociological outlook, it explores research and theories relevant to the study of the family. The course also centers on matters of family structure, marriage and family patterns, types, functions, dynamics, conflict and change. Prerequisite: ENG 101

SOC 280 Social Research Methods 3 CR

This course offers an introduction to the main concepts and methods of social research. It is designed to develop an understanding of scientific methods of inquiry. Both quantitative and qualitative methods are covered. Students gain expertise in report writing. Creative and critical thinking skills are also emphasized. Prerequisite: SOC 101 or PSY 101

VIII. Anticipated Cost for the Program

I. Initial One-time Cost for Starting the Program

Facilities & Equipment Setup	\$
Consultation Fee ¹	\$750
Expected cost for preparation for Licensure Exam ²	\$
Other	\$
TOTAL Initial One-time cost	\$750

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	\$42500	
Adjunct	\$3800	
TOTAL Instruction	\$46,300	
➤ Instructional Support Personnel		
Program Coordinator	\$	(If Needed)
Tutoring – <i>Program specific</i>	\$	
Lab assistance	\$	
Program Advisement	\$	
Clerical	\$	
TOTAL Inst. Support Personnel	\$	
➤ Additional library materials	\$	
➤ Contractual Services		
Accreditation fees	\$1500	
Consultants	\$	
Travel	\$	
Licensure agreements	\$	
TOTAL Contractual Services	\$ 1500	

HUDSON COUNTY COMMUNITY COLLEGE

PROPOSAL FOR NEW PROGRAM/OPTION TO THE EXISTING PROGRAM

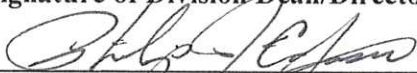
Proposed Program Title: AS Human Services Pre-Social Work option in Addictions Counseling

Degree: AA X AS AFA AAS Academic Certificate Proficiency Certificate

Total Course Credits Required: 62

Proposed Date of Implementation: September 2018

Signature of Division Dean/Director Submitting Proposal:

 Date: 1-25-18

Review for General Education Requirements

Approved: X **Denied:

Signature:  Date: 1/25/18
Committee Chair


Review for course number designations and sequence by Registrar

Approved: ✓ Not Applicable

Signature: Victoria E. Drellana Date: 1/25/18


Recommendation of Curriculum & Instruction Committee

Approved: ✓ **Denied:

Signature:  Date: 1/25/2018
Committee Chair

Recommendation of Senior Vice President for Academic Affairs

Approved: X **Denied:

Signature:  Date: 1-26-18

President's Action:

Approved: **Denied:

Signature: Date:

Board of Trustees Approval: Notification: Date:

** Proposal denied and returned for further action:

Reason:



Office of Academic Affairs

☎ (201) 360-4010 📠 (201) 653-2425

PROPOSAL FOR COURSE/PROGRAM CHANGES

Course/Program: Medical Coding Certificate

Division: Nursing & Health Sciences Division

Signature of Division Dean/Program Director Submitting Proposal:

Date:

Dr. Sheila Dynan

November 15, 2017

PROPOSED COURSE/PROGRAM FOR CHANGES:

1. Change the name of the program to: Medical Billing and Coding Certificate.
2. Add a specific course in Medical Billing.* Appendix A
3. Change "Professional Practice Experience" (MDC 220 – 3 cr.) to an optional course.

REASON FOR CHANGE:

1. Adding a billing course will increase the value of the program.
2. Provides evidence of billing knowledge for national exam.
3. Enhances options for internship placements for students, if they choose the option.
4. American Health Information Management Association is the only credentialing profession that requires the professional practice. Students may sit for other professional credentials that are acceptable in all places. This accelerates the certificate, allows students to sit for the exams quicker and look for employment in both billing and coding.
5. Lack of billing education limited the students in the Professional Practice Experience. Most hospitals, facilities and companies that are willing to take students want the billing component, too.

BENEFIT TO STUDENTS:

1. Students may now sit to take the national certification exams in both coding and billing.
2. Students will have enhance skills.
3. Greater employment opportunities with both certificates.
4. The option for Professional Practice Experience would not be mandatory.
5. Maintains the same time frame for completion.

COST TO THE COLLEGE: There is no additional cost to the college.

EFFECT ON PRESENT OR FUTURE COURSES OFFERED IN THE MAJOR:

This course will enhance current curriculum.

The additional course and the deletion of a mandatory Professional Practice will change the overall credits to a total of 35. (C&I approved an addition 2 credits for Professional Practice Experience MDC 250 due to number of hours making it a 5 credit course.)

DATE OF PROPOSED IMPLEMENTATION: January, 2018

Certified Professional Coder (CPC®)



[See how the CPC compares to other core credentials »](#)

Become a certified medical coder by earning your Certified Professional Coder certification (CPC®), the most recognized [medical coding certification](#) in the healthcare industry. The CPC is the gold standard for medical coding in physician office settings. Over 105,000 certified professionals help maintain compliance and profitability within medical practices through accurate medical coding and documentation.

GROWING DEMAND FOR MEDICAL CODERS

According to the U.S. Bureau of Labor Statistics, jobs for [certified medical coders](#) will increase 22 percent through the year 2022. Prepare yourself to meet the industry demand by becoming a [certified professional coder](#). This is your first step to a career in healthcare. Increase your chances of being hired in a competitive job market.

SHOW YOUR PROFICIENCY

Through rigorous examination and experience, certified CPC's have proven mastery of all code sets ([CPT](#), [ICD-10-CM](#), [HCPCS Level II](#)), evaluation and management principles, surgical coding, and adherence to documentation and coding guidelines. Certified CPC's represent excellence in medical coding.

Certified CPC's have demonstrated:

- Expertise in reviewing and assigning accurate [medical codes](#) for diagnoses, procedures, and services performed by physicians and other qualified healthcare providers in the office or facility setting (eg, inpatient hospital)
- Proficiency across a wide range of services, including evaluation and management, anesthesia, surgery, radiology, pathology, and medicine
- A sound knowledge of medical coding guidelines and regulations including compliance and reimbursement – allowing a CPC to better handle issues such as medical necessity, claims denials, bundling issues, and charge capture
- Understanding of how to integrate medical coding and payment policy changes into a practice's reimbursement processes
- Knowledge of anatomy, physiology, and medical terminology necessary to correctly code provider diagnosis and services

Certified Professional Biller (CPB™)

The Certified Professional Biller (CPB™) credential prepares medical billers with skills to maintain all aspects of the revenue cycle. Without expertise in [medical billing](#) and the nuances of payer requirements, reimbursement may be compromised.

VALIDATE YOUR EXPERTISE

Through rigorous examination and experience, certified CPB's have proven knowledge of how to submit claims in accordance with government regulations and private payer policies, follow-up on claim statuses, resolution of claim denials, appeals submission, posting of payments and adjustments, and collections management. The CPB medical billing certification is vital to the financial success of the professional services claims process.

Certified CPB's have demonstrated:

- Understanding of the various types of insurance plans

- Application of payer policy, Local Coverage Determinations (LCD), and National Coverage Determinations (NCD) for successful claim submissions
- Knowledge of CPT®, ICD-10-CM, and HCPCS Level II coding guidelines
- Successful navigation of the varying rules and regulations applying to the healthcare industry, including HIPAA, False Claims Act, Fair Debt Collections Act, and Stark
- Understanding of the life cycle of a medical billing claim and how to improve the revenue cycle
- Expertise in effective claim follow-up, patient follow-up, and denial resolution

Medical Billing and Coding Certification



Medical coding standards have become increasingly complex. Regulations and requirements with the current healthcare delivery system are best met when medical coders, certified in specialty practice, provide medical coding. Medical coders achieve AAPC certification through specialized education, experience in an area of specialty, and a qualifying exam(s). Certification is a professional's official recognition of achievement, expertise, and judgment. It is a mark of excellence requiring continued learning and skill development to maintain. These are just a few reasons why [employers seek AAPC certified professionals](#).

Over 170,000 healthcare professionals hold AAPC certifications in physician offices, clinics, outpatient facilities, and hospitals. These credentials represent the gold standard in [medical coding, billing, auditing, documentation, compliance, and practice management](#), and are nationally recognized by employers, medical societies, and government organizations.

HUDSON COUNTY COMMUNITY COLLEGE
PROPOSAL FOR COURSE/PROGRAM CHANGE

Present Course/Program Title: Medical Coding Certificate

Proposed Course/Program Title: Medical Billing and Coding Certificate

Proposed Date of Implementation: January, 2018

Signature of Division Dean/Director Submitting Proposal:

Dr. Glenn G. Dymally

Date: 12/19/2017

Review for General Education Requirements

Approved: **Denied: Not Applicable X

Signature: _____
Committee Chair

Date: _____

Review for Program/Course Number Change by Registrar

Approved: X Not Applicable

Signature: Victoria G. Drellana

Date: 12/19/17

Recommendation of Curriculum & Instruction Committee

Approved: X **Denied:

Signature: _____
Committee Chair

Date: 12/19/2017

Recommendation of Academic Affairs Office

Approved: **Denied:

Signature: _____

Date: _____

Recommendation of Vice President for Academic Affairs

Approved: X **Denied:

Signature: _____

Date: 12/19/17

President's Action:

Approved: **Denied:

Signature: _____

Date: _____

Board of Trustees Approval: _____ Notification: _____ Date: _____

** Proposal denied and returned for further action:

Reason: _____

Appendix A



PROPOSAL FOR NEW COURSE

Division: Nursing & Health Sciences

Course Title: Medical Billing

Course Number: MDC 200

Number of Credits: 3

Developmental: NO

Bilingual/ESL: NO

Is this course a major requirement for a degree or certificate program? YES

➤ If yes, which program: Medical Billing & Coding Certificate

Is this course an approved major elective? NO

Does this course fulfill a general education requirement? NO

Pre-requisite(s): MDA 106, BIO 107, ENG 101

Co-requisite(s): None.

Suggested Number of Students: 25

Lecture Hours: 2

Lab Hours: 2

Total Contact Hours/Week: 4

A. **Catalog Course Description:**

This course prepares the students for working as a medical biller. Students learn the medical and ethical concepts of billing as well as computer skills necessary to construct a clean claim. Students see the continuum of the entire process from medical coding, medical billing, submission of claims and the appeals process.

B. **Course Description:**

The course emphasizes billing procedures for inpatient and outpatient settings. The legal and ethical concepts of proper billing are explored along with their application. The history of HIPAA is reviewed. Work flow is described. Proper documentation is reviewed and reinforced. Claims are created manually and using computer software. Explanations of Benefits are analyzed in order to improve billing practices. Students develop claims forms and appeals forms in laboratory setting based on scenarios.

C. Justification:

In many medical practices, a single person is responsible for all financial transactions from patient registration through accounts receivable. These billing skills enable the students to see the receivable process as a whole. Students need to be able to show competency in these areas when searching for a healthcare position. The course includes hands-on labs using computer-based software.

D. Student Outcomes/Objectives:

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

1. Summarize the responsibilities of a billing specialist.
2. Explain legal terminology related to insurance billing and HIPAA.
3. Demonstrate understanding of the terms copay, coinsurance, deductible, verification, authorization, precertification and credentialing.
4. Interpret the requirements of a clean claim and identify documents needed to create one.
5. Compare the different health insurance plans such as HMO's, PPO's, POS, and government plans.
6. Generate a clean claim for both inpatient and outpatient services.
7. Locate and identify items on an Explanation of Benefits.
8. Evaluate the roles of insurance responsibility, patient responsibility and write offs.
9. Analyze rejected claims for reimbursement and appeals.

E. Detailed Outline of Suggested Topics:

Session	Class Activities	Outcomes
1	1. The Insurance Billing Specialist A. Duties and Job Opportunities B. Certification and Training 2. Legal Aspects of Billing and Insurance A. Legal Terminology B. Fraud and Abuse C. HIPAA D. Insurance as a contract E. Provider credentialing	1,2
2	1. History of Health Insurance 2. What is Health Insurance? 3. Copay, coinsurance, deductibles 4. Processing a claim A. Forms – demographics, assignment of benefits, Financial policy, privacy practices B. Insurance verification, authorization, precertification C. Superbills D. Paper or electronic? E. “Clean claim” F. Collecting copays and deductibles G. EOB’s H. Posting charges and payments I. Follow up and accounts receivable	3,4
3	QUIZ #1 1. Managed care and Insurance options pertinent to billing	5
4	1. Medicare, Medicare Advantage and Medicare supplement plans	5
5	1. Medicaid 2. CHAMPVA/Tricare 3. Workers’ Comp 4. Auto Accident	5
6	QUIZ #2 CMS 1500 form preparation	6
7	CMS 1500 form preparation(cont.)	6
8	UB-04 form preparation	6
9	UB-04 form preparation (cont.)	6
10	Claim scenarios	6
11	Claim scenarios	6
12	Claim corrections and adjustments	6,9
13	Explanations of Benefits – EOB’s and ERA’s	7, 8
14	Accounts Receivable	7, 8
15	FINAL EXAM Review	

F. Bibliography:

1. Background readings and other materials for faculty teaching the course.

Official UB-04 Data Specifications Manual 2018 ed. 11-20 Users (eBook)

Product Code: PM2018.20. American Hospital Association.

Green, M., 2017. Understanding Health Insurance and Reimbursement. 13th Ed. Cengage.

Clark, C., Renfro, L., Rimmer, M., 2016. Medical Billing 101 2nd ed. Cengage.

Miose, M. 2014. A guide to Health Insurance Billing 4th ed. Cengage.

Rizzo, C. 2013. Uniform Billing 2nd ed. Cengage.

2. Proposed student texts.

Insurance Handbook for the Medical Office, 14th Edition, Fordney, Marilyn T.

Elsevier 978-0-323-31625-5. Workbook 978-0-323-31627-9

3. Supplementary readings for students.

Merida Johns, Health Information Management Technology, An Applied Approach, AHIMA, Latest Edition

Anne Casto and Elizabeth Layman Principles of Healthcare Reimbursement
3rd Edition, 2010, AHIMA

Karen Scott, Coding and Reimbursement for Hospital Inpatient Services, AHIMA.

Susan Von Kirchoff, Coding and Reimbursement for Hospital Outpatient Services, AHIMA

4. AHIMA LAB Audiovisual materials and computer software.

G. Information Literacy Component:

Students are required to access web sites and library resources on topics discussed in class.

H. Writing Component:

Students will be assigned a paper on the impact of medical billing fraud and abuse and the implications of HIPAA. Students are asked to research this information and comply with APA formatting of resources and references.

I. Technology Component:

Students will use the Internet to research current and historical information on medical billing fraud issues and its impact as a related to HIPAA. Search engines available through HCCC library will be used to identify

It is recommended that instructors use the Smart Board, Blackboard, iPads, and video streaming to expose students to various technological tools in preparation for required assignments and projects.

J. Evaluation criteria and methods:

Paper: Students examine a case study and identify the major issues regarding medical billing fraud and abuse and the implications of HIPAA.

Minimum of 3 pages, maximum of 6 pages, APA format with references no older than 5 years from the year in which students are enrolled in the course, 12 point font.

20%

Final exam

20%

Two Quizzes

20%

Billing work sheets -20 for the semester

40%

K. Other considerations:

1. Was the course offered as a pilot course? Yes: _____ No: X

a. Enrollment: Projected: 25 Actual: _____

2. Is the proposed course part of an already existing program?

Yes: X No: _____

3. Will new or special faculty be needed? Yes: X No: _____

➤ Adjunct or lecturer with certification in Billing.

4. Will additional special facilities/equipment/software/hardware be required?

Yes: _____ No: X

5. Will students be expected to purchase any equipment or supplies?

Yes: _____ No: X

6. Proposed starting date for the course: January, 2018

7. Is there significant overlap of course content with any existing courses?

Yes: _____ No: X

L. Funding:

1. Are additional special sources of funding associated with this course?

➤ NO

2. Can the course be offered if these special funds are not forthcoming?

Yes: X No: _____

M. Person who will answer questions regarding the proposed course:

 Dr. Sheila Dynan

HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC CALENDAR ♦ Fall 2018

Wednesday, Aug 29	College Service Day
Thursday, Aug 30	Late registration begins All College Faculty Orientation 6:00 PM
Saturday, Sept 1 – Monday, Sept 3	Labor Day Weekend – College closed
Tuesday, Sept 4	Regular Term begins at HCCC
Tuesday, Sept 4 – Monday, Sept 17	Add/Drop Period (No classes can be added after two meetings)
Wednesday, Sept 26	Convocation – no day classes
Monday, Oct 1	Last day to file Degree Audit application for December 2018 Graduation
Monday, Oct 8	Columbus Day – Classes in session
Wednesday, Oct 17 – Tuesday, Oct 23	Midterm exams/Advisement Period
Tuesday, Oct 30	Last day to submit Midterm Advisory grades
Thursday, Nov 1	Spring 2019 registration begins online for eligible students
Tuesday, Nov 6	Election Day – Classes in session
Sunday, Nov 11	Veterans' Day – Classes in session
Monday, Nov 12	Spring 2019 Registration begins in person for eligible students
Tuesday, Nov 20	Last day to complete official withdrawal from L.E.A.P., Off-Site, Regular Term, and Quick Term Classes. (For all other dates, please consult the Summer/Fall 2018 Student Refund Calendar.)
Wednesday, Nov 21	Day classes in session; no evening classes
Thursday, Nov 22 – Sunday, Nov 25	Thanksgiving Recess – College closed

Fall 2018 Term Dates for Special Sessions**Culinary**

- Cycle I ("DA"): Sept 4 – Oct 9
- Cycle II ("DB"): Oct 10 – Nov 13
- Cycle III ("DC"): Nov 14 – Dec 19

Online:

- "ONR" Sections: Sept 4 – Dec 19
- Session A ("ONA"): Sept 4 – Oct 22
- Session B ("ONB"): Oct 30 – Dec 19

CSS 100 10-wk. courses: Sept 4 – Nov 19**L.E.A.P. ("HP"):** Sept 12 – Dec 19**Off-Site:** Sept 25 – Dec 19**Quick Term 12 week courses:** Sept 25 – Dec 19

*For a complete list of refund dates please consult the
Summer/Fall 2018 Student Refund Calendar.

Tuesday, December 11 Last classes and/or final exams for Tuesday classes

**Saturday, December 15 –
Wednesday, December 19** Last classes and/or final exams for all other classes
including L.E.A.P. and Off-Site sections

Wednesday, December 26 Last day to submit final grades

Note: The College reserves the right to modify the calendar

HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC CALENDAR ❖ SPRING 2019

November 1, 2018	Spring 2019 Registration Begins
Thursday, Jan 3 – Thursday, Jan 17	Winter Intersession
Monday, Jan 21	Martin Luther King Jr. Day - College Closed
Tuesday, Jan 22	College Service Day Late Registration begins
Wednesday, Jan 23	All College Faculty Meeting 6:00 PM
Friday, Jan 25	Regular Term begins at HCCC including L.E.A.P.
Friday, Jan 25 Thursday, Feb 7	Add/Drop Period (No classes can be added after two meetings)
Thursday, Feb 14	Quick Term 12-week classes begin at HCCC and at Off-Site locations
Friday, Feb 15	Classes in Session - Administrative Offices closed
Monday, Feb 18	Presidents' Day: No classes- College Closed
Friday, Mar 15 – Thursday, Mar 21	Midterm exams/Advisement period
Wednesday, Mar 27	Last day to submit midterm advisory grades
Monday, Mar 25 – Sunday, Mar 31	Spring Break – No classes
Monday, Apr 1	Summer & Fall 2019 Registration begins online for eligible students
Tuesday, Apr 9	Last day to complete official withdrawal from L.E.A.P., Off-site, Regular Term, and Quick Term Classes. (For all other dates, please consult the Winter/Spring 2018 Student Refund Calendar)
Monday, Apr 15	Summer & Fall 2019 Registration begins (In-person)
Friday, Apr 19 – Sunday, Apr 21	Easter Break
Tuesday, May 14 – Monday, May 20	Last classes and/or final exams for L.E.A.P., Off-site, Regular Term, and Quick Term
Friday, May 24	Last day to submit final grades

Spring 2019 Term Dates for Special Sessions

Culinary

- Cycle I ("DA"): Jan 28 – Mar 2
- Cycle II ("DB"): Mar 4 – Apr 13
- Cycle III ("DC"): Apr 15 – May 20

Online

- "ONR" Sections Jan 25 – May 20
- Session A ("ONA") Jan 25 – Mar 14
- Session B ("ONB") Apr 2 – May 20

CSS 100 10-wk. courses: Jan 25 – Apr 12

Off-Site courses: Feb 14 – May 20
("OSU"; "OSK"; "OSB")

Quick Term 12-wk. courses: Feb 14 – May 20

**For a complete list of refund dates, please
consult the Winter/Spring 2019 Student Refund
Calendar.*

Note: The College reserves the right to modify the calendar

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 20, 2018**

X. NEW BUSINESS

1. Naming the Main Dining Room at the Culinary Arts Institute in Honor of Joseph D. Sansone

BACKGROUND

Joseph D. Sansone is a lifelong resident of Hudson County. In 2001 he joined the College staff after a successful career of thirty-five years in the banking industry in northern New Jersey. Over the past seventeen years he served with distinction as HCCC's principal development and planning officer. Under his leadership the College Foundation has flourished. Working with a team of business and community leaders committed to the future of the college, more \$6,000,000 has been raised, and literally thousands of students have received scholarships and other forms of support to make their dreams of a higher education become a reality. The College Art Collection was established, and it now includes more than 1,000 objects by important local, regional, and national artists. Other enrichment programs have been sponsored to benefit the community and foster student success.

Sansone has announced his retirement from the College effective February 28, 2018. He is held esteem and affection by the trustees, his colleagues on the faculty and staff, the College's students, the Foundation Board of Directors, and the community he served.

RECOMMENDATION

The President and Facilities Committee of the Board of Trustees recommend that the main dining room, where so many Foundation events are held throughout the year, be named in honor of Joseph D. Sansone.

RESOLUTION

NOW THEREFORE BE IT RESOLVED that the main dining room on the east end of the first floor of the Culinary Arts Conference Center be named the Joseph D. Sansone Room in honor of the significant contributions of Joseph D. Sansone to the College community and in reflection of the universal esteem and affection in which he is held. This resolution is effective immediately. Further, the College Administration is directed arrange for appropriate signage to reflect this designation.

INTRODUCED BY:

Board as a Whole

SECONDED BY:

Board as a Whole

DATE:

February 20, 2018

Callahan, Kevin
Fahrenholz, Karen
Gardner, Pamela
Kenny, Roberta
Kosakowski, Joanne
Lee, Bakari
Peña, Jeanette
Sires, Adrienne
Stahl, Harold
Netchert, William, Chair

ABSENT

AYE

AYE

AYE

ABSENT

AYE

ABSENT

ABSENT

AYE

AYE

6 Ayes..... 0 Nay

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

Signature of Recorder

Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 20, 2018**

X. NEW BUSINESS

2. Resolution Rejecting All Bids For the Award of Contract for Student Union Center Interior Renovations At 81 Sip Avenue, Jersey City, New Jersey (Dicara Rubino Project #3297)

WHEREAS, the Hudson County Community College has publicly advertised for bids in accordance with the County College Contracts Law, N.J.S.A. 18A:64A-25.1, et seq., regarding the Student Union Center at 81 Sip Avenue, Jersey City, New Jersey, for the interior demolition of an existing building, including selective electrical and HVAC system demolition (the "Project"); and

WHEREAS, the lowest bid received exceeds the budget for the Project; and

WHEREAS, it is in the College's best interest to obtain construction bids for the entire Project rather than in two phases as previously bid; and

WHEREAS, the College's Administration, Finance Committee and Capital Projects Advisory Committee recommended to the Board of Trustees the rejection of all bids at its February 8, 2018 meeting.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby rejects all bids received for the Project.

INTRODUCED BY: William Netchert

SECONDED BY: Harold Stahl

DATE: February 20, 2018

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

6 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

2-20-18
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 20, 2018**

XI. ADJOURNMENT

THAT, the meeting be adjourned at 5:40 P.M.

INTRODUCED BY: Bakari Lee

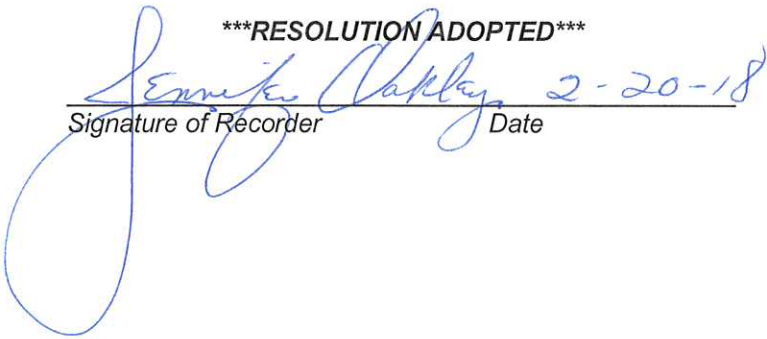
SECONDED BY: Harold Stahl

DATE: February 20, 2018

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

6 Ayes..... 0 Nay

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


Signature of Recorder

2-20-18
Date