

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

**Regular Meeting--Board of Trustees**  
**March 10, 2015**

**AGENDA**

- I. CALL TO ORDER - FLAG SALUTE** Mr. Lee
- II. ROLL CALL AND RECOGNITION OF VISITORS**
- Trustees:**
- Kevin G. Callahan  
Karen A. Fahrenholz, Secretary/Treasurer  
James Fife, Trustee Emeritus  
Glen Gabert - President  
Roberta Kenny  
Joanne Kosakowski  
Bakari Gerard Lee, Vice Chair  
William J. Netchert, Chair  
Jeanette Peña  
Adrienne Sires  
Harold Stahl
- III. COMMENTS FROM THE PUBLIC** Mr. Lee
- 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. Lee
- XI. ADJOURNMENT** Mr. Lee

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 10, 2015**

**CALL TO ORDER**

**I. FLAG SALUTE**

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

**Trustees:**

Kevin Callahan	<u>PRESENT</u>
Karen A. Fahrenholz	<u>ABSENT</u>
James Fife, Trustee Emeritus, ex officio	<u>ABSENT</u>
Glen Gabert - President, ex officio	<u>PRESENT</u>
Roberta Kenny	<u>PRESENT</u>
Joanne Kosakowski	<u>PRESENT</u>
Bakari Lee	<u>PRESENT</u>
William J. Netchert	<u>ABSENT</u>
Jeanette Peña	<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 Higher Education Center, Union City, New Jersey stating the date, time and place of said meeting.*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 10, 2015**

**III. COMMENTS FROM THE PUBLIC**

**NONE**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 10, 2015**

**IV. CLOSED SESSION**

**NONE**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 10, 2015**

**V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS**

*Accreditation of North Hudson Campus – Process, Timeline, Significance (Paula Pando,  
Vice President of North Hudson Center and Student Affairs)*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 10, 2015**

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

**1. MINUTES OF PREVIOUS MEETINGS**

The Minutes of the Regular Meeting of February 17, 2015 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 February 17, 2015

**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:** Joanne Kosakowski

**SECONDED BY:** Kevin Callahan

**DATE:** March 10, 2015

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

6 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

3-10-15  
Date

**ATTACHMENT A  
ITEM VI**

**Board of Trustees Meeting  
Mary T. Norton Room  
70 Sip Avenue, 4<sup>th</sup> Floor  
Jersey City, NJ**

**REGULAR MEETING --- BOARD OF TRUSTEES  
February 17, 2015**

**MINUTES**

**PRESENT:** Kevin Callahan, Glen Gabert, (ex officio), Joanne Kosakowski, Bakari Lee, Jeanette Peña, and Harold Stahl

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

**ABSENT:** Karen Fahrenholz, James Fife, Trustee Emeritus, (ex officio), Roberta Kenny, William J. Netchert, and Adrienne Sires

HCCC Staff and Visitors present were: Marian Ayeboua, Annabeth Blount, John Delooper, Eric Friedman, Cory Kettleman, Dorothea Graham Kings, Kenneth Lester, Maurice Muncey, Ismael MI Randazzo, Qamar Raza, Jesus Rodriguez, Erika Sapio, Cathie Seidman, Marcella Williams, and Sharome Wiggins

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

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

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

**III. COMMENTS FROM THE PUBLIC –**

Sharome Wiggins, organizer for Local 32BJ distributed a document regarding issues his group has with US Security.

Jesus Rodriquez, Security Officer assigned at the North Hudson Campus employed by US Security raised issues about his health insurance.

Nora Amador a student at the North Hudson Campus alleged that she had been the victim of an incident that would not have occurred if US Security had more guards on the site.

Trustee Lee responded that the issues above would be directed to the Administration and to College Counsel.

**IV. CLOSED SESSION – None**

**V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS**

Trustee Lee gave a brief report on the ACCT National Legislative Summit held February 9<sup>th</sup> – 12<sup>th</sup>, Washington, DC. and he informed the Board that the 2015 ACCT Annual Congress is scheduled for October 14<sup>th</sup> -16<sup>th</sup>, San Diego, CA.

Trustee Callahan commended Trustee Lee for his dedication and active involvement in ACCT.

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

1. Minutes of the Regular meeting of January 20, 2015.
2. Gifts, Grants and Contract Reports – None

Introduced by: Joanne Kosakowski  
Seconded by: Harold Stahl  
5 Ayes.....0 Nays Resolution Adopted

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

1. Award of Media Services for Billboard Advertisements
2. Resolution Approving Vendor for Removal of Vinyl Flooring at 870 Bergen Avenue  
(As amended)

Introduced by: Jeanette Peña  
Seconded by: Harold Stahl  
5 Ayes.....0 Nays Resolution Adopted

**VIII. PERSONNEL RECOMMENDATIONS**

**1. RESIGNATIONS**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
George Hefelle	Director of Conference Center	2/13/2015
Micale Dort	Admissions Recruiter	2/6/2015

**2. APPOINTMENT OF STAFF**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Sheila Soriano	Student Financial Assistance Specialist	2/18/2015	\$38,000 (pro-rated)
Jacqueline Castillo	Transfer Student Coordinator/ Recruiter	2/18/2015	\$38,000 (pro-rated)
Rozeena Rathore	General Accountant	2/18/2015	\$35,000 (pro-rated)
Kenneth Watson	PC Technician	2/18/2015	\$32,000 (pro-rated)



### 3. TEMPORARY FULL-TIME ASSIGNMENT

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Mayelin Torres	CBI Program Associate & Evening, Weekend and Off-site Coordinator	2/02/2015-6/30/2015	\$40,000 (pro-rated)

### 4. TEMPORARY FULL-TIME FACULTY ASSIGNMENTS

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Victor Moruzzi	Instructor, CBI	1/26/2015	\$20,000
		5/30/2015	(pro-rated)
Leonel Destin	Instructor, Life Science/Biology	01/26/2015	\$20,000
		05/30/2015	(pro-rated)
Courtney Payne	Instructor, Baking	01/26/2015	\$20,000
		05/30/2015	(pro-rated)
Carlos Pomares	Instructor, History	01/26/2015	\$20,000
		05/30/2015	(pro-rated)

### 5. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: FEBRUARY 18 – JUNE 30, 2015.

Last Name	First Name	Department	Title	Position ID
Amarir	Mohamed	ADJ Academic Support Services	Tutor	TUTOR-150505
Daly	Brianna	ADJ Academic Support Services	Tutor	TUTOR-150505
Garcia	Raul	ADJ Academic Support Services	Tutor	TUTOR-150505
Grassi	Ernesto	ADJ Academic Support Services	Tutor	TUTOR-150505
Minaya-Mendez	Noemi	ADJ Academic Support Services	Tutor	TUTOR-150505
Osorio	Rafael	ADJ Academic Support Services	Tutor	TUTOR-150505
Pensoy	Saedel	ADJ Academic Support Services	Tutor	TUTOR-150505
Pershad	Omar	ADJ Academic Support Services	Tutor	TUTOR-150505
Pivtoraiko	Violetta	ADJ Academic Support Services	Tutor	TUTOR-150505
Roberts	Sarah	ADJ Academic Support Services	Tutor	TUTOR-150505
Shah	Shail	ADJ Academic Support Services	Tutor	TUTOR-150505

Stavitsky	Joseph	ADJ Academic Support Services	Tutor	TUTOR-150505
Acosta	Adael	Community Education	PT Instructor	PTINST-102005
Gerges	Diana	Community Education	PT Instructor	PTINST-102005
Williams	Tony	Community Education	PT Instructor	PTINST-102005
Zakhary	Tamer	Community Education	PT Instructor	PTINST-102020
Abad	Waskar	Culinary Arts	Dishwasher	CULDDW-101030
Figueroa	Bianca	Culinary Arts	Receiving Clerk	RECLERK-101030
Muller	Kimberly	Disability Support Services	Sign Language Interpreter	SIGNLAU-VARIOUS DEPT
Quinones	Tony	Facilities	PT Maintenance	PTFWK-300510
Vasquez	Huascar	Facilities	PT Maintenance	PTFWK-300510
Oramas	Ivonne	ITS	Instructional Lab Assistant	ISTLAB-253025
Portillo	Jacquelyn	ITS	Instructional Lab Assistant	ISTLAB-253025
Cavaliere	John	Safety & Security	PT Evening Public Safety Manager	PTMGR-253040
Reo	John	Safety & Security	PT Evening Public Safety Manager	PTMGR-253040
Pacis-Lizares	Mary-Anne	Student Activities	PT Office Assistant	OFFAST-701000
Suazo	Jatna	Student Activities	Program Assistant	PRGAST-701000
Torres	Joseph	Testing & Assessment	Testing Aide	TAIDE-200530

**CONTINUING PART-TIME HIRES**

Last Name	First Name	Department	Title	Position ID
Aquirre	Mauricio	STEM	Lab Assistant	LABAST-101015
Soriano	Tracy	Student Activities	Program Assistant	PRGAST-701000
Waris	Mahrukh	Academic Foundations-English	Student Assistant	STUAST-101040
McMichael	Mariah	Academic Foundations-English	Student Assistant	STUAST-101040
Pacheco	Aja	Academic Foundations-English	Student Assistant	STUAST-101040

Introduced by: Joanne Kosakowski  
Seconded by: Kevin Callahan  
5 Ayes.....0 Nays

Resolution Adopted

**X. NEW BUSINESS - None**

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

*Introduced by: Kevin Callahan*

*Seconded by: Jeanette Peña*

*5..... Ayes.....0 Nays*

*Resolution Adopted*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 10, 2015**

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

**1. Award of a Vendor to Purchase Display Cases for the Library in Jersey City and North Hudson**

**REPORT/BACKGROUND:**

*There is a need to purchase a periodicals display case for the North Hudson Library and a book display case for the Jersey City Library.*

*The proposed vendor is Longo Associates of Ramsey, New Jersey, the official sole dealer for Ordrup and Aluline Furniture. The total cost is \$19,384.00.*

*The Vice President of Academic Affairs approves this award.*

**RECOMMENDATION:**

*The President, the Vice President of Administrative Services, the Capital Advisory Committee and the Finance Committee recommend that the Board of Trustees approve Longo Associates of Ramsey, New Jersey, as the vendor to purchase the display cases for the Libraries, at a total cost of \$19,384.00 and funded from the operating budget.*

**2. Award to Upgrade the O.I.T. Server Virtualization Environment**

**REPORT/BACKGROUND:**

*The Office of Information Technology will be upgrading its virtualized server environment. Since the entire ERP system currently sits on this old hardware, the College needs to solicit Ellucian of Fairfax, VA to help with this migration. The cost of \$72,160.00 includes project management, consulting and setup assistance of the virtualized production and test environments that run Colleague, Recruiter and the Web Portal.*

*The Vice President of Administrative Services recommends this purchase.*

**RECOMMENDATION:**

*The President, the Vice President of Administrative Services, the Capital Advisory Committee and the Finance Committee recommend that the Board of Trustees approve Ellucian of Fairfax, Va. to help with the upgrade to the Technology Server Virtualization, at a total cost of \$72,160.00 and funded from Chapter 12 funds.*

3. **Award to Architectural/Engineering Firm for Additional Scope of Work at 870 Bergen Avenue Radiology Suite**

**REPORT/BACKGROUND:**

There is a need to convert an existing classroom into a Radiology Suite on the second floor of 870 Bergen Avenue and provide a lounge for Radiology students. To convert existing faculty office into a file storage room and renovate two existing faculty offices to meet current program requirements set forth by the Radiology Department. Di Cara Rubino Architects of Wayne, New Jersey was chosen to do the architectural study on this conversion (Note; the New Jersey State Statue # 18A:64A-25.5 Professional Services).

The Vice President of Administrative Services recommends this award.

**RECOMMENDATION:**

The President, Vice President of Administrative Services, the Capital Advisory Committee and the Finance Committee recommend that the Board of Trustees approve Di Cara Rubino Architects of Wayne New Jersey, as the architectural firm to perform a study for the Radiology Department located in the Cundari Building at 870 Bergen Avenue, at a cost of \$40,000.00 and to be funded from Chapter 12 funds.

**RESOLUTION:**

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees approve the recommendations of the President, the Administration, the Capital Advisory Committee and the Finance Committee as outlined in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1 - 3:** 1) Award of a Vendor to Purchase Display Cases for the Library in Jersey City and North Hudson; 2) Award to Upgrade the O.I.T, Server Virtualization Environment; and 3) Award to Architectural/Engineering Firm for Additional Scope of Work at 870 Bergen Avenue Radiology Suite

**INTRODUCED BY:** Joanne Kosakowski

**SECONDED BY:** Jeanette Peña

**DATE:** March 10, 2015

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

6 Ayes..... 0 Nay

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

Signature of Recorder

Date

3-10-15

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 10, 2015**

**VIII. PERSONNEL RECOMMENDATIONS**

**1. RESIGNATIONS**

**REPORTS/BACKGROUND**

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Effective Date</u></b>
Kadeedra Jennings	Secretary, Center for Online Learning	03/02/2015
Joseph Torturelli	Director of Facilities	03/05/2015
Randi Miller	Executive Director, Human Resources	03/20/2015

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

**2. APPOINTMENT OF STAFF**

**REPORTS/BACKGROUND**

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Effective Date</u></b>	<b><u>Annual Salary</u></b>
Israel Chia	Manager of Web & Portal Services	3/11/2015	\$55,000 (pro-rated)

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

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Effective Date</u></b>	<b><u>Annual Salary</u></b>
Eric Weaver	EOF Counselor	3/11/2015	\$38,000 (pro-rated)

**Note:** This is a grant funded position. This is a replacement for Melba Blanco.

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Effective Date</u></b>	<b><u>Annual Salary</u></b>
Maria Guzman	Secretary, Social Sciences	3/11/2015	\$30,000 (pro-rated)

**Note:** This is a replacement for Liffny Fuentes.

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

### 3. TEMPORARY FULL-TIME FACULTY ASSIGNMENT

#### REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Rachid Bouayad	Instructor, STEM	2/27/2015 5/31/2015	\$20,000 (pro-rated)

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

**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. 3.

### 4. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: MARCH 11– JUNE 30, 2015.

Last Name	First Name	Department	Title	Position ID
Ramirez	Victoria	Academic Affairs	Office Assistant	OFFAST-252010
Hunter	Doian	Community Education	PT Instructor	PTINST-102005
Cruz	Felix	Culinary Arts	Dishwasher	CULDDW-101030
Martinez Davila	Gladis	Culinary Arts	Dishwasher	CULDDW-101030
Tacsa	Yisela	Culinary Arts	Dishwasher	CULDDW-101030
Cid	Alexander	Disability Support Services	Notetaker/Reader	READER-VARIOUS DEPT
Vo	Loan Thi Hoang	Enrollment Services	Office Assistant	OFFAST-200525
Balbi	Yismenia	NHHEC	Office Assistant	OFFAST-252030
Dribki	Yassine	STEM	Lab Assistant	LABAST-101015

#### CONTINUING PART TIME HIRES

Last Name	First Name	Department	Title	Position ID
Londono	Sergio	Academic Foundations - Math	SI Leader	GRATUT-601061-TV2
Cruz	Michelle	Academic Foundations - Math	Office Assistant	OFFAST-101041
Larios	Francis	Communications	Office Assistant	OFFAST-254055
La Russo	Faith	Disability Support Services	Notetaker/Reader	READER-VARIOUS
Miranda	Roberto	EOF	Writing Tutor	EOFTUT-603001
Salem	Heba	Tutorial	Tutor	TUTOR-150505

**RECOMMENDATION:**

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New & Continuing Part-Time Assignments listed above as Personnel Recommendation Item No. 4.

**5. MODIFICATION OF STAFFING TABLE FY15**

**REPORTS/BACKGROUND**

**ADD TITLE:**

USDOL TAACCCT Grant Coordinator, Grant Funded Position

**RECOMMENDATION:**

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Modification of Staffing Table listed above as Personnel Recommendation Item No. 5.

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

**INTRODUCED BY:** Harold Stahl

**SECONDED BY:** Jeanette Peña

**DATE:** March 10, 2015

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

6 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

3-10-15  
Date



**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 10, 2015**

**IX. ACADEMIC AND STUDENT AFFAIRS**

**1. Proposed Academic Calendar 2016-2017**

**REPORT/BACKGROUND**

HCCC proposes academic calendars for the period of Fall 2016 through Summer 2017 that outline registration periods, class start/end dates and other critical academic events, ensuring that HCCC students receive the full measure of instruction to which they are entitled. The calendars also specify critical administrative dates, e.g. Faculty/Staff Professional Development, deadlines for grade submission, etc. to facilitate smooth operations and aid faculty in making semester plans. The proposed calendar (Attachment I) provides timeframes for a regular 15-week semester and summer sessions. Future revisions and/or development of specific timeframes to facilitate innovative instructional delivery are inevitable.

**Proposed Academic Calendar 2016-2017 Highlights**

1. For Fall 2016, the calendar year does not permit the start of classes after Labor Day (September 5, 2016), therefore the Sat-Sun-Mon classes will start one week after other classes; add-drop date for classes is extended to ensure all classes meet once before add/drop ends (September 13).
2. Fall College Service Day is scheduled on Wednesday, August 24, and All College Faculty Orientation on Monday, August 29.
3. Convocation is scheduled for Wednesday, September 21 when there will be no day classes and only classes starting 6:00PM or later will be held. Day classes on the Wednesday before Thanksgiving will be in session and there will be no classes beginning at or after 6:00 PM on that day.
4. Winter-Intersession 2017 classes start Monday, January 3 and end after the MLK holiday.
5. Spring College Service Day is scheduled on Tuesday, January 17, and All College Faculty Orientation on Wednesday, January 18.
6. Spring 2017 classes start on Friday (January 20) as a result of the inability to combine Spring Break with Easter Recess. Spring Break is scheduled for March 20-26 and Easter Recess falls in mid-April (April 14-16).
7. Last day of classes/final exams is Monday, May 15 due to the Monday President's Holiday.
8. Summer I classes start Monday, May 22, one week before Memorial Day and end June 29.
9. Summer II classes start Monday, July 10 and end Tuesday, August 15. There is a 3-day interval between summer sessions, which allows more time for Summer II recruitment.

**RECOMMENDATION:**

The President and Administration recommend that the Board of Trustees approve the proposed HCCC Academic Calendar 2016-2017.

**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 Recommendation: 1) Proposed Academic Calendar 2016 -2017.**

**INTRODUCED BY:** Kevin Callahan

**SECONDED BY:** Harold Stahl

**DATE:** March 10, 2015

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

6 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

3-10-15  
Date

# Attachment I

## HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC CALENDAR ❖ FALL 2016

Tuesday, August 16 – Math/Algebra Express Classes  
Friday, August 19

Wednesday, August 24 College Service Day

Friday, August 26 Late registration begins

Monday, August 29 All College Faculty Meeting 6:00 PM

### Wednesday, August 31 Classes begin at HCCC

Wednesday, August 31 – Add/Drop Period  
Tuesday, September 13

Saturday, September 3 – Labor day weekend - College closed  
Monday, September 5

Tuesday, September 13 Classes begin at High School sites

Tuesday, September 20 Last day to add/drop – Bayonne & Kearny

Wednesday, September 21 Convocation – no day classes

Monday, October 3 Last day to file Degree Audit application for December 2016 Graduation

Monday, October 10 Columbus Day – Classes in session

Thursday, October 20 – Mid-term exams/Advisement period  
Wednesday, October 26

Monday, October 31 Last day to submit Mid-term Advisory grades

Tuesday, November 1 Spring 2017 registration begins

Tuesday, November 8 Election Day – Classes in session

Friday, November 11 Veterans' Day – Classes in session

Monday, November 14 In-person Spring 2017 Registration

### Friday, November 11 Last day to complete official withdrawal from classes at HCCC

Wednesday, November 23 Day classes in session, no evening classes

Thursday, November 24 – Thanksgiving Recess – College closed  
Sunday, November 27

Tuesday, December 13 – Last classes and/or final exams at HCCC including Off-Campus Centers  
Monday, December 19

Thursday, December 22 Last day to submit final grades to the Registrar's Office

### Fall 2016 Registration

Starts April 1, 2016

Classes start August 31, 2016

### Start Dates for Culinary Classes

#### Day Classes

- > Cycle I – August 31 – October 7
- > Cycle II – October 8 – November 11
- > Cycle III – November 12 – December 19

#### Evening Classes

- > Cycle IV – August 31 – October 21
- > Cycle V – October 24 – December 19

### Start Dates for High School Sites

On-site registration 5:30-8:00 PM

- > Bayonne – September 13 (tentative)
- > Kearny – September 13 (tentative)

### Start Dates for Online Sessions

- > 15-Week – August 31 – December 19
- > Session A – August 31 – October 18
- > Session B – October 26 – December 19

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

FOR SCHOOL CLOSING DURING INCLEMENT WEATHER CALL 201-714-7100 AND LISTEN FOR RADIO ANNOUNCEMENTS ON WINS 1010 AM, WABC 770 AM, WMCA 570 AM, WADO 1280 AM, WVNJ 1160 AM, WCBs 880 AM, WOR 710 AM OR LOG ONTO COLLEGE WEBSITE → [WWW.HCCC.EDU](http://WWW.HCCC.EDU)

## HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC CALENDAR ❖ SPRING 2017

Tuesday, January 3 – Winter Intersession  
Wednesday, January 18

Tuesday, January 10 – Math/Algebra Express  
Friday, January 13

Monday, January 16 Martin Luther King-College closed

Tuesday, January 17 College Service Day  
Late Registration begins

Wednesday, January 18 All College Faculty Meeting 6:00 PM

**Friday, January 20** Classes begin at HCCC

Friday, January 20 – Add/Drop Period  
Thursday, January 26

Tuesday, January 31 HCCC classes begin at High-School sites

Tuesday, February 7 Last Day to Add/Drop for High-School classes

Friday, February 17 Classes in Session - Administrative Offices closed

Monday, February 20 President's Day – No classes - College closed

Friday, March 10 – Mid-term exams/Advisement period  
Thursday, March 16

Wednesday, March 22 Last day to submit Mid-term advisory grades to Registrar's Office

Monday, March 20 – Spring Recess – No Classes  
Sunday, March 26

Saturday, April 1 Summer & Fall 2017 Registration begins

**Tuesday, April 4** Last day to complete official withdrawal from classes at HCCC

Friday, April 14 – Easter Break  
Sunday, April 16

**Tuesday, May 9 –** Last classes and/or final exams including Off-Campus Centers  
**Monday, May 15**

Thursday, May 18 Last day to submit final grades to the Registrar's Office

**Monday, May 22** Summer Session I begins

Thursday, May 25 Commencement (tentative)

Monday, May 29 Memorial day – college closed

**Monday, July 10** Summer Session II begins

**Spring 2017 Registration**  
Begins November 1, 2016

Classes start January 20, 2017

### Start Dates for Culinary Classes

#### Day Classes

- > Cycle I – January 21 – February 24
- > Cycle II – February 25 – April 7
- > Cycle III – April 8 – May 15

#### Evening Classes

- > Cycle IV – January 23 – March 16
- > Cycle V – March 27 – May 15

### Start Dates for High-School Sites

- > Bayonne – January 31 (tentative)
- > Kearny – January 31 (tentative)

### Start Dates for Online Sessions

- > 15-Week – January 25 – May 8
- > Session A – January 28 – March 13
- > Session B – March 28 – May 15

### SUMMER SESSIONS 2016

- ❖ Summer I – May 22 – June 29
- ❖ Summer II – July 10 – August 15
- ❖ Summer online A – May 22 – July 9
- ❖ Summer online B – June 27 – August 15

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

**FOR SCHOOL CLOSING DURING INCLEMENT WEATHER CALL 201- 714-7100 AND LISTEN FOR RADIO ANNOUNCEMENTS ON WINS 1010 AM, WABC 770 AM, WMCA 570 AM, WADO 1280 AM, WVNJ 1160 AM and WOR 710 AM, OR LOG ONTO COLLEGE WEBSITE → WWW.HCCC.EDU**

Academic Affairs ❖ ACP Proposed 12-10-2014

## **HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC CALENDAR ❖ SUMMER 2017**

### **Summer Session I + May 22 – June 29, 2017**

*Wednesday, May 17*      *Walk-in registration for Summer Sessions I & II*

*Monday, May 22*      *Classes begin, Summer Session I*

*Wednesday, May 24*      *Last day to Add/Drop for Summer Session I*

*Thursday, May 25*      *Commencement – No classes (tentative)*

*Monday, May 29*      *Memorial Day – College closed*

*Tuesday, June 20*      *Last day to withdraw from Summer Session I*

*Wednesday, June 28*      *Final exams for Summer Session I*  
*& Thursday, June 29*

*Tuesday, July 4*      *Independence Day Observed – College closed*

*Wednesday, July 5*      *Last day to submit Summer I grades to the Registrar's Office*

#### **SUMMER ONLINE CLASSES**

➤ **Summer A – May 22– July 9**

➤ **Summer B – June 27 – August 15**

### **Summer Session II + July 10 – August 15, 2017**

*Monday, July 10*      *Classes begin, Summer Session II*

*Monday, July 10 –*      *EOF Summer Program for new students*  
*Thursday, August 17*

*Wednesday, July 12*      *Last day to Add/Drop for Summer Session II*

*Monday, July 24 –*      *Basic English Express Classes*  
*Friday, August 4*

*Thursday, August 3*      *Last day to withdraw from Summer Session II*

*Monday, August 14 &*      *Final Exams, Summer II*  
*Tuesday, August 15*

*Thursday, August 17*      *Last day to submit Summer II grades to the Registrar's Office*

*Tuesday, August 22 –*      *Basic Math/Algebra Express Classes*  
*Friday, August 25*

**Wednesday, September 6**      **Fall 2017 classes begin at HCCC (tentative) – After Labor Day**

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

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 10, 2015**

**X. NEW BUSINESS**

**NONE**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 10, 2015**

**XI. ADJOURNMENT**

**THAT, the meeting be adjourned at 5:34 P.M.**

**INTRODUCED BY:** Jeanette Peña

**SECONDED BY:** Kevin Callahan

**DATE:** March 10, 2015

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

6 Ayes..... 0 Nay

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

Jennifer Dakley  
Signature of Recorder

3-10-15  
Date