

**HUDSON COUNTY COMMUNITY COLLEGE**  
**Mary T. Norton Room**  
**70 Sip Avenue**  
**Jersey City, NJ 07306**  
**5:00 P.M.**

**Regular Meeting--Board of Trustees**  
**Tuesday, March 10, 2020**

**AGENDA**

- |              |  |                       |
|--------------|--|-----------------------|
| <b>I.</b>    | <b>CALL TO ORDER - FLAG SALUTE</b>   | B. Lee                |
| <b>II.</b>   | <b>ROLL CALL AND RECOGNITION OF VISITORS</b>   |                       |
|              | <b>Trustees:</b><br>Joseph Doria<br>Karen Fahrenholz, Secretary/Treasurer<br>Adamarys Galvin<br>Pamela Gardner<br>Roberta Kenny<br>Bakari Lee, Vice Chair<br>William Netchert, Chair<br>Jeanette Peña<br>Silvia Rodriguez<br>Christopher Reber, President<br>Abderahim Salhi – Student Alumni Representative<br>Harold Stahl |                       |
| <b>III.</b>  | <b>COMMENTS FROM THE PUBLIC</b>  | B. Lee                |
| <b>IV.</b>   | <b>CLOSED SESSION</b> (The Board of Trustees will determine whether there is a need to go into closed session at the beginning of the meeting. If there is such a determination, an announcement will be made as to where the session will be placed on the agenda.)   |                       |
| <b>V.</b>    | <b>REPORTS</b><br>1. All College Council President's Report<br>2. President's Report   | Ms. Drew<br>Dr. Reber |
| <b>VI.</b>   | <b>REGULAR MONTHLY REPORTS AND RECOMMENDATIONS</b><br>1. Minutes of Previous Meetings<br>2. Gifts, Grants, and Contracts   | Dr. Reber             |
| <b>VII.</b>  | <b>FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS</b>  | Dr. Reber             |
| <b>VIII.</b> | <b>PERSONNEL RECOMMENDATIONS</b>   | Dr. Reber             |
| <b>IX.</b>   | <b>ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS</b>  | Dr. Reber             |
| <b>X.</b>    | <b>NEW BUSINESS</b>  | B. Lee                |
| <b>XI.</b>   | <b>ADJOURNMENT</b>   | B. Lee                |

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 10, 2020**

**CALL TO ORDER**

**I. FLAG SALUTE**

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

**Trustees:**

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

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

### **MEETING INTRODUCTION**

*This meeting is called in conformance with the Open Public Meetings Act. Members of the public will now have an opportunity to address the Board of Trustees. Comments of each person will be limited to five minutes, including all responses. A member of the public may not provide any portion of his/her five-minute allotment to any other member of the public. Please be aware that the purpose of the public portion of the meeting is for the public to express any ideas, concerns or issues they may have concerning Hudson County Community College. Questions raised to the Board during the public comment period may be referred to the appropriate administrative person(s) at the College for response at a later time.*

*Any public comments made to the Board, which the Board considers obscene, harassing, or meant to incite, will be prevented by the Board. The person making these remarks may be required to relinquish the remaining time allotted to speak and will be asked to leave the Board of Trustees meeting. Public comments or questions are open to any matters over which the Board has purview and jurisdiction.*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 10, 2020**

**III. COMMENTS FROM THE PUBLIC**

*Lizzette Borgono, President, LGBTQIA Club*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 10, 2020**

**IV. CLOSED SESSION**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 10, 2020**

**V. REPORTS**

1. *Student Government Association President's Report - No Report this month*
2. *All College Council President's Report*
3. *President's Report*
  - *Tenure Recommendations (Eric Friedman)*
  - *Student Reflections from Achieving the Dream Conference*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 10, 2020**

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

**1. MINUTES OF PREVIOUS MEETING**

*The Minutes of the Regular Meeting of February 18, 2020 are herewith officially submitted to the Board Trustees for approval. (Attachment A)*

**Recommendation:**

*It is the recommendation of the President that the Board of Trustees accept the Minutes of the Regular Meeting of February 18, 2020.*

**2. GIFTS, GRANTS, AND CONTRACTS REPORT**

*Hudson County Community College has received the following grants:*

*TITLE: Jean Krauss Youth Leadership & Career Development Forums*

*The Subaward Number: J-J:27-17-16*

*The Subaward Period: May 1, 2019 - September 30, 2019*

*AGENCY: NJ Department of Law and Public Safety; Office of the Attorney General*

*PURPOSE OF GRANT: The goal of the program is to host an inspiring and educational Youth Leadership Forum to motivate and educate high-need, at-risk, and/or justice-involved youth about the workforce opportunities available throughout Northern New Jersey. HCCC is authorized and does accept the sub-award.*

*COLLEGE ADMINISTRATORS: Lori Margolin*

*COLLEGE CONTRIBUTION: \$0*

*AWARD AMOUNT: \$30,000.00; IN-KIND: \$7,500*

**RESOLUTION:**

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees accept Item VI. Regular Monthly Reports and Recommendations 1-2.

**INTRODUCED BY:** Harold Stahl

**SECONDED BY:** William Netchert

**DATE:** March 10, 2020

Doria, Joseph	<u>AYE</u>
Fahrenheit, Karen	<u>AYE</u>
Galvin, Adamarys	<u>ABSENT</u>
Gardner, Pamela	<u>ABSENT</u>
Kenny, Roberta	<u>AYE</u>

Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>ABSENT</u>
Rodriguez, Silvia	<u>ABSENT</u>
Stahl, Harold	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

6 Aye 0 Nay

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

Jennifer Valley 3-10-20  
Signature of Recorder Date



Minutes  
Regular Meeting  
2-18-20

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

**REGULAR MEETING --- BOARD OF TRUSTEES**  
**February 18, 2020**

**MINUTES**

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

**ABSENT:** Adamarys Galvin

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

*HCCC Staff and Visitors present: Nicholas Chiaravalloti, Patrick DelPiano, Veronica Gerosimo, Dorothea Graham-King, Patrick Moore, Christine Petersen, Jack Quigley, Warren Rigby, Angela Tuzzo, Lilisa Williams, Marcella Williams, and Veronica Zeichner*

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

**II. ROLL CALL**

**III. COMMENTS FROM THE PUBLIC**

*Associate Professor of Psychology Dr. Patrick Moore addressed the Trustees and made the following statement:*

Good evening. I would like to bring to your attention the Preferred Name Policy that's on tonight's agenda, located under the Academic Affairs section of the Board packet. I understand the use of an alias under this policy is allowed and that's okay to a point, but changing school documents to meet that alias raises a concern. My main concern is on the 4<sup>th</sup> page of the document, which states that, if I refuse to use the person's alias name instead of using their legal name, I can be disciplined. I would ask that you think about the intentionality of this policy before voting on it. Thank you very much.

Trustee Lee said he would like to learn more about this issue. Maybe the Chair of the Academic and Student Affairs Committee can address the Board. Maybe this issue should also be brought to the President's Advisory Council on Diversity, Equity, and Inclusion as well.

Trustee Doria stated that the only issue he would have with the policy is whether there are any legal requirements, as it relates to what name is presented on official College records, that might impact what we can and cannot do.

Chairman Netchert and the Trustees agreed to continue discussion on the resolution of the Preferred Name Policy at the end of the agenda, where the proposed policy resolution is located.

**IV. CLOSED SESSION – None**

**V. REPORTS**

**1. Student Government Association (SGA) President's Report**

*Student Government Association President Warren Rigby offered the following remarks.*

The spring semester started with the Mix and Mingle event held at the Journal Square Campus. The SGA distributed Lucky Bamboo Plants and Bath Bombs. This week at the North Hudson Campus, we will hold the same event in conjunction with the Student Involvement Fair.

The SGA is 100% live on the recycling program at HCCC. I want to thank Ilya Ashmyan, Phi Theta Kappa, and everyone who partnered with Student Government. Our next focus is to educate our students as to what is considered recyclable versus what isn't. We are working with the ACC Space and Facilities Committee to see what that education piece should look like as a whole.

We are still in the infancy stages of planning the student versus teacher kick ball game. We are hoping to schedule it sometime during the month of April. The goal is to turn it into an end of the semester celebration. It will be an opportunity to create another great tradition here at the College.

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

*All College Council Vice President Angela Tuzzo offered the following remarks.*

The College Life Committee has assigned subcommittees to plan the following events for faculty and staff:

- 2<sup>nd</sup> Annual Paint and Sip
- End of Spring Boat Cruise (to build on faculty and staff bonding)
- In collaboration with the Office of Human Resources, the College Life Committee will create an HCCC team for the May 9 Susan G. Komen Walk for Breast Cancer at Liberty State Park.

The Development & Planning Committee has decided to redo the Dollars for Scholars/Assistance Program for students, which includes Instructors helping students complete scholarship forms.

The Student Affairs Committee is looking further into the needs of child care for students, and Committee members are revising the Children on Campus Policy to be more welcoming, especially in emergency situations.

- The Committee has submitted all research and data to President Reber, and a Child Care Taskforce, led by Vice President for Student Affairs and Enrollment Lisa Dougherty, will be taking action based on the recommendations submitted by the Student Affairs Committee.

The Academic Affairs Committee has designed a survey to assess the needs and potential usage of the Testing Center for utilization as a make-up Testing Center. The survey will be distributed to the College community.

- The Library shared information on new APA and MLA guidelines that have been released along with the upcoming workshops they will provide. Faculty library

guidelines will be implemented to improve uniformity across all disciplines regarding usage of the formats in student work.

- The Committee has continued to develop enhancements to online services.
- “Examity” software has been implemented for students to take the entrance exam online through the testing service.
- More policies and procedures are being worked on to improve the online student experience.

The Technology Committee is working on a printing allotment to reduce paper waste in the libraries and computer labs, which will include a Tagline, "THINK BEFORE YOU PRINT."

The Space and Facilities Committee is working on the following initiatives.

- Phase 1 – Recycling Program - Recycling is in place at 100% throughout the College. Bins have been placed in all locations and trash cans have been removed from all offices.
- Phase 2 – Recycling Program - The Education Program for recycling is underway to ensure the College community is aware of the program. It will include: “How to properly recycle flyers and public service announcements that are created by students, the Communications Department and local agencies.”
- A governance recommendation is proposed to address minor changes to the *Smoking on Campus Policy* to include vaping.

### **3. President’s Report**

*President Reber offered the following remarks.*

Good evening, Trustees.

Warren and Angela, thanks for your reports and your leadership.

I am pleased to begin with a few recognitions.

First, I am delighted to share that Associate Professor of English Katie Sweeting has been awarded a Fulbright Scholarship that will support her teaching in India beginning next July! We congratulate Katie and thank her for her excellence.

Members of HCCC’s Five-Star Chapter of Phi Theta Kappa International Honor Society continue to inspire our College community with their leadership and service initiatives, and the excellence they promote in our students. Recently, we learned that four HCCC students, all members of PTK and STEM majors, were selected as semifinalists for the prestigious Jack Kent Cooke Undergraduate Transfer Scholarship. They are among 456 semifinalists – out of about 1,500 applicants nationwide – who are advancing to the next level of consideration for this scholarship that provides full funding for a baccalaureate degree and often for a master’s degree. We congratulate HCCC students Abdallah Amrhar, Mohanad Mohamed, Aberahim Salhi, and Nghia Vo!

In addition, we celebrate two HCCC Phi Theta Kappa members, who are among just 42 students nationwide to be awarded a NASA Aerospace Scholars Internship in Virginia. They are Brian Ribas and Abderahim Salhi.

Abderahim will also be presenting a workshop at the upcoming Phi Theta Kappa International Honor Society Annual Convention in Dallas, Texas. I look forward to participating with our student, faculty and staff attendees at this convention, where our chapter will again be recognized as a 2020 Phi Theta Kappa REACH Chapter in recognition of our students' continuing success in College completion. We will receive 10 Phi Theta Kappa graduation stoles for students to wear at our May 21 Commencement Ceremony at Red Bull Arena. Congratulations to all members of our inspirational Phi Theta Kappa Honor Society, with very special thanks to Chapter Advisor Ted Lai!

On March 25, our PTK Chapter will celebrate its 25<sup>th</sup> Anniversary! We all look forward to celebrating that milestone accomplishment with a program and dinner beginning at 5:30 p.m. on Tuesday, March 31.

Last Thursday we hosted a standing-room-only reception for Latino community members and leaders in the Gabert Library Sixth Floor Atrium. Over 160 people attended the reception, where we discussed our shared goal of supporting the educational attainment of a larger proportion of Latino community members. The discussion and response were enthusiastic and inspirational. We plan to continue to host events such as this to further engage members of the Latino community and other Hudson County constituencies.

Several of us returned last Wednesday from Washington, DC, where the Association of Community College Trustees held the annual National Legislative Summit attended by community college Trustees, staff and students nationwide. Attending with me were HCCC Trustees Bakari Lee and Pamela Gardner; Alumni Representative to the Board of Trustees, Abderahim Salhi; SGA President, Warren Rigby; Alumnus and HCCC Admissions Representative, Hamza Saleem; Executive Vice President and Provost Eric Friedman; and Vice President Nicholas Chiaravalloti. We heard about many legislative issues of importance to our national community college sector, and we had breakfast with Senator Robert Menendez, followed by meetings with Senator Cory Booker, Congressman Albio Sires, and Congressman Bill Pascrell. Nicholas and members of Senator Menendez's staff provided us a wonderful tour of the Capitol. We were proud to have the largest contingent of New Jersey National Legislative Summit attendees for the second year in a row.

Warren Rigby and Abderahim Salhi are here this evening to share their perspectives from the NLS.

*Warren Rigby offered the following remarks.*

Being able to speak at the ACCT National Legislative Summit on behalf of our students as well as other students here in New Jersey was a humbling experience as well as a great opportunity. It sends an impactful, and much more powerful message to our legislative partners. We know that they are all on board as to where we want to go with our specific proposals. Hearing that student message and seeing the impact that the message laid out really drives the message home a little clearer. It gets additional support that may or may not have been there.

*Abderahim Salhi offered the following remarks.*

As a non-traditional immigrant coming here six years ago with no idea of what life would be like for me, the opportunity to attend the ACCT National Legislative Summit was an eye opener for someone like me. I had the privilege of attending the conference and meeting members of Congress along with seven students from New Jersey, college presidents, and trustees. It was

an experience I would have never imagined. For the first time, I had the chance to see the challenges that are facing community colleges around the country. Many of our students may be taking community college for granted and are not seeing the challenges behind the scenes. There are people who are actually working to take this advantage from us by reducing and cutting funding. As Warren likes to say, there is no better voice than the student's, being able to speak on a personal level. It was amazing and has also given me the chance to be more involved and active in the challenges that are facing community colleges. As a father, I have experienced the challenges regarding child care services facing students who have children. I will do whatever it takes to push that agenda on a national level.

President Reber thanked Warren and Rahim.

*Trustee Lee offered the following remarks.*

I was glad to see so many of us from this institution at the ACCT Legislative Summit. My legacy project as Chair of ACCT was the creation of the Student Advisory Trustee Committee, and so I was extremely pleased to see you there, Abderahim, participating with the other twenty students. The Student Advisory Trustee Committee is fantastic work that continues following my chairmanship at ACCT. I want to also acknowledge the work that Nicholas Chiaravalloti did to arrange the breakfast meeting with Senator Menendez. Just to see all of the state of New Jersey, and in particular this institution, so heavily committed and involved in the National Legislative Summit was really fantastic. I can't stress enough how important it was to see so many of our students there representing us, as only they can.

*Trustee Gardner offered the following remarks.*

Thank you for the opportunity to attend another ACCT National Legislative Summit. The highlight for me, as always, was our students. Just to hear their testimonials about what attending college means to them, their families, and their quality of life. One thing that I was happy to do this year, which was different for me, was to attend the Community College Congressional Forum. It was very informative. The chairpersons were Senators Lamar Alexander (Tennessee) and Patty Murray (Washington). They spoke about the work in progress for the reorganization of the Higher Education Act.

Senator Alexander is advocating the following initiatives.

- \* Increase and continuation of Pell Grants
- \* Giving those who are incarcerated a "Second Chance," an opportunity to go to school, so that when they are released from prison, they can find employment and live a good life.

Senator Murray started her career as a community college teacher, so she understands our needs. She is advocating the following initiatives.

- \* Workstudy Program
- \* Pell Grant Support
- \* NJ SNAP (Supplemental Nutrition Assistance Program)
- \* Child Care on Campus
- \* Student Debt
- \* Safety on Campus

- \* Civil Rights Protection for Students
- \* Sexual Assault on Campus
- \* Bullying on Campus

*Nicholas Chiaravalloti offered the following remarks.*

The annual National ACCT Legislative Summit is a wonderful networking opportunity for colleges working together along with legislators on behalf of students. Just as everyone has attested to here, I am happy to have been a part of that as well.

President Reber added that the College thanked Senator Cory Booker, who is launching legislation to provide funding assistance to student-parents who are attending higher education.

*President Reber resumed his remarks.*

Our budget planning process is well underway. Budget hearings were held during the week of February 3, 2020. Vice President Veronica Zeichner and members of her budget planning committee have led budget hearings throughout the College, to which all members of the College community were invited. The budget hearings centered on staffing needs, technological innovation, capital improvements, grant opportunities, efficiencies, and enrollment projections.

Budget requests were due today. Over the next few weeks, the budget requests will be compiled, and the Cabinet will discuss assumptions regarding tuition increases and credit hour projections. Several Cabinet members and I will meet with Hudson County financial administrators Cheryl Fuller and John Inagaki on April 7, 2020. During this meeting, we will discuss the county allocation and request additional funding to support the College's continued growth around areas of central priority. We will discuss these processes with our Board Executive Committee, Finance Committee and other Board Committees as we move forward.

Our goal is to present a budget resolution at the May 12, 2020 Board of Trustees Meeting. Following Board approval, we will present the 2021 Operating Budget and Chapter 12 request to the Hudson County Board of School Estimate to complete the process. I thank Vice President Zeichner and members of her budget committee for their leadership.

I am pleased to share that our Student Center renovation is nearing completion. Furniture installation is expected to occur in the coming week, and our goal is to move staff into the building on March 2. We have scheduled a Grand Opening Celebration on Thursday, April 9 beginning at 12:30 p.m.

I am pleased to have been invited to speak at the February 25 meeting of the Hudson County Alliance for Action. I have been invited to discuss the growth of the College's physical plant, programs, and our vision for the future. My remarks will be entitled, "Transforming a Campus – Hudson County Community College." The meeting will begin at 9:00 a.m. at The Chandelier Catering in Bayonne. I thank County Executive Tom DeGise, NJCU President Sue Henderson, and Hudson County Building Trades Council President Patrick Kelleher for the invitation to speak.

Finally, I will leave tomorrow for the annual conference of *Achieving the Dream*, which began today. I will join a team of HCCC staff and students who are already at the conference, which is being held in National Harbor, Maryland. While at the conference, we will meet with our ATD Coaches, Dr. Mary Fifield and Dr. Rene Garcia.

This concludes my remarks. As always, I would be happy to entertain any questions or comments.

Thank you, Trustees.

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

1. Minutes of the Regular Meeting of January 21, 2020.
2. Gifts, Grants, and Contracts Report - None

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

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

Introduced by: Bakari Lee

Seconded by: Pamela Gardner

9 Ayes.....0 Nays

Resolution Adopted

**VIII. PERSONNEL RECOMMENDATIONS**

**1. APPOINTMENT OF FULL-TIME STAFF**

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

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

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

**3. TEMPORARY FULL-TIME FACULTY ASSIGNMENTS SPRING 2020**

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

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

**NEW PART-TIME STAFF**

FIRST NAME	LAST NAME	D
Nicolas	Granados	A
Wonja	Kim	A
Augustine	Lipari	A
Darryl	Semple	A
Ciara Kaye Alejandro	Umali	A
William	Bird	A
Jose	Rodriguez	A
Johneanna	Toney-El	A
Tripti	Pandey	B
Sirhan	Abdullah	C

Victor	Moruzzi	C
Stephen	Palmer	C
Laverne	Ploom	C
Renato	Yon Vassallo	C
Randy	Ceballos	In
Aman	Hirpara	In
Anthony	Monal	In

**5. APPOINTMENT OF NEW HIRE ADJUNCTS**

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

**6. MODIFICATIONS OF STAFFING TABLE FOR FY 2020**

**SECTION ONE:**

**Delete Title(s)**

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



**SECTION TWO:**

**Add Title(s)**

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

**VIII. PERSONNEL RECOMMENDATIONS 1-6**

*Introduced by: Harold Stahl*

*Seconded by: Karen Fahrenholz*

*9 Ayes.....0 Nays*

*Resolution Adopted*

**IX. ACADEMIC AND STUDENT AFFAIRS**

The trustees resumed their discussion regarding the concerns raised by Instructor Patrick Moore concerning the Preferred Name Policy.

President Reber noted that the inspiration for the policy is fueled by sensitivity to diversity, equity, and inclusion. The policy is based on Bergen County Community College's policy, which is considered to be best practice. The policy responds only to an individual's preferred use of a different first name. It does not apply to any legal documents, such as admissions records, official transcripts, enrollment verification, employment and personnel records, paychecks, tax documents, financial aid records, or medical records. All of the records that require the official name to be used will remain unchanged. The preferred name, if approved, would be used internally at the request of the individual, if they follow and comply with the policy for things like college email, class rosters, or the way they want to be referred to by faculty and staff.

Trustee Lee asked President Reber how the request originated. President Reber replied that students and sometimes staff at the College periodically make this request, usually transgender individuals. This is a national phenomenon.

Trustee Gardner said that she doesn't feel there is anything wrong with the idea of a Preferred Name Policy. However, we need to look at the reference to the disciplinary action for a staff or faculty member who does not follow the guidelines.

Student Life and Leadership Assistant Dean Veronica Gerosimo reported that this is a policy that is best practice nationwide. It is verbatim to the policy at Bergen County Community College. It has been vetted by the Registrar's Office, All College Council, the President's Executive Council, and reviewed by a member of the College's legal team.

Trustee Doria expressed his concern about class rosters. The student's last name will not be changed. However, the difficulty becomes if a class roster has a different name compared to a list with grades. What happens when the grades are transferred to the computer? We don't want students to have any difficulties in the future because different names have been used. We need to have the lawyers review this.

Trustee Lee said it should be referred to the President's Advisory Council on Diversity, Equity, and Inclusion and also to the College's General Counsel.

The consensus was to table the Preferred Name Policy until the March 10 Board of Trustees Meeting. In the meantime, the policy will receive further review by College Counsel Sean Dias; the President's Advisory Council on Diversity, Equity and Inclusion; each Trustee Committee; and the Administration.

**ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS 2-6**

- (Resolution Tabled – 1. Resolution Authorizing Preferred Name Policy)*
2. *Resolution to Approve a Proficiency Certificate in Addictions Counseling (15 credits)*
  3. *Resolution Authorizing Training Agreement with the County of Hudson*
  4. *Resolution Authorizing Agreement Between Hudson County Community College and the County of Hudson*
  5. *Resolution Authorizing Memorandum of Understanding with Rising Tide Capital*
  6. *Resolution Authorizing Agreement Between Hudson County Community College and The National Society of Leadership and Success.*

*Introduced by: Pamela Gardner*

*Seconded by: Bakari Lee*

*9 Ayes.....0 Nays*

*Resolution Adopted*

**X. NEW BUSINESS - None**

**XI. ADJOURNMENT 5:50 P.M.**

*Introduced by: Bakari Lee*

*Seconded by: Pamela Gardner*

*9 Ayes.....0 Nays*

*Resolution Adopted*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 10, 2020**

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

**1. Resolution Authorizing Award of Custodial Services**

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.1, et seq., Hudson County Community College ("College") held a public bid opening on February 25, 2020, for Custodial Services ("Services"); and,

**WHEREAS**, the College received seven (7) bids for Services as follows:

<u>Vendor</u>	<u>Location</u>	<u>Bid Amount</u>
All Clean Enterprises, Inc.	Pennington, NJ	\$7,594,368.91
3H Service System, Inc.	Buford, GA	\$8,727,599.00
Maverick Building Services	Rutherford, NJ	\$9,097,842.67
Atalian Global Services	Jersey City, NJ	\$9,326,370.00
ABM	New York, NY	\$9,600,004.62
Pritchard Industries	Florham Park, NJ	\$9,886,406.00
Hudson Community Enterprises	Jersey City, NJ	\$10,291,344.53

**WHEREAS**, All Clean Enterprises, Inc.'s bid contained a material defect relating to the consent of surety and the limitations imposed in the power of attorney submitted with the bid that demonstrates that All Clean Enterprises, Inc. is not able to meet the minimum bonding requirements set forth in the specifications; and,

**WHEREAS**, 3H Service System, Inc.'s bid contained material defects in that it failed to include an unconditional consent of surety with its bid as required by the bid specifications, and, further, that the documents submitted with its bid demonstrate that 3H Service System, Inc. is not able to meet the minimum bonding requirements set forth in the specifications; and,

**WHEREAS**, the College has determined Maverick Building Services to be the lowest responsible bidder; and,

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

**WHEREAS**, the Administration, Finance Committee, and Capital Projects Advisory Committee recommend an award of a contract for Services;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby reject the bid of All Clean Enterprises, Inc. on the basis that it contains a material defect as set forth above;

**BE IT FURTHER RESOLVED** that the Board of Trustees of Hudson County Community College hereby reject the bid of 3H Service System, Inc. on the on the basis that it contains material defects as noted above;

**BE IT FURTHER RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Maverick Building Services of Rutherford, New Jersey, for Custodial Services for the term of three (3) years and in the total amount of \$9,097,842.67;

**BE IT FURTHER RESOLVED** that the bid securities of all but the three lowest responsible bidders shall be returned, if requested;

**BE IT FURTHER RESOLVED** that the Board of Trustees of Hudson County Community College authorize the Administration to work with Counsel to make sure that the contract for Services is prepared and forwarded to Maverick Building Services, and that all documents required by the Services specifications are obtained;

**BE IT FURTHER RESOLVED** that upon receipt of the executed contract, and the approval of Maverick Building Services' performance bond, the bid securities of the remaining bidders shall be returned;

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

## **2. Resolution Authorizing the Annual Commencement Formal Dinner for Graduates**

**WHEREAS**, Hudson County Community College ("College") holds an annual Commencement dinner for graduates at Liberty House Restaurant ("LHR"); and,

**WHEREAS**, the dinner will take place on Tuesday, May 19, 2020; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.5(a)(7), these services are exempt from public bidding; and,

**WHEREAS**, LHR will host the dinner at a total cost not to exceed \$18,276; and,

**WHEREAS**, the cost of this dinner will be funded from the Student Activities budget; and,

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College approve the dinner at Liberty House Restaurant of Jersey City, New Jersey, as described herein at a cost not to exceed \$18,276;

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

## **3. Resolution Authorizing Purchase of Branded Apparel and Promotional Item Products**

**WHEREAS**, Hudson County Community College ("College") needs to purchase branded apparel and promotional items; and,

**WHEREAS**, N.J.S.A. 18A:64A-25.10 authorizes the Board of Trustees of two or more county colleges to enter into agreements with other institutions of higher education for the purchasing of work, materials, or supplies for their respective colleges; and,

**WHEREAS**, the Joint Purchasing Consortium (“JPC”) was formed to provide an instrument for the county colleges to combine purchasing power and realize savings to benefit the participating institutions; and,

**WHEREAS**, Ocean County College (“OCC”) has acted on behalf of the JPC and awarded BID #18/19 B-441 on March 12, 2019 to Consolidus, LLC (“Consolidus”) for branded apparel and promotional items; and,

**WHEREAS**, the College, as a member of the JPC, wishes to participate in the Promotional Items Online Storefront to Include Branded Apparel and Promotional Products awarded by OCC to Consolidus on behalf of the JPC; and,

**WHEREAS**, Consolidus provided a proposal to provide these items for a total cost not to exceed \$70,000, which price is consistent with the JPC award of contract; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Consolidus, LLC, of Akron, Ohio, for the purchase of Branded Apparel and Promotional Item Products at a total cost of \$70,000 under the Joint Purchasing Consortium;

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

#### **4. Resolution Authorizing Extension of Achieving the Dream Contract**

**WHEREAS**, Hudson College Community College (“College”) has a desire to continue as an Achieving the Dream (ATD) Organization Institution; and,

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

**WHEREAS**, the term of the extension is for one (1) year; and,

**WHEREAS**, ATD fees are for an amount of \$75,000; and,

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

**WHEREAS**, the Administration and Finance Committee recommend extending the contract;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorize extending the contract with Achieving the Dream Organization of Silver Springs, Maryland for one (1) year at a total cost of \$75,000;

**BE IT FURTHER RESOLVED** that the Board of Trustees authorize the College’s Administration to take all steps necessary to effectuate the terms of this resolution.

## **5. Resolution Authorizing Consultant for Grant Writing and Editing Services**

**WHEREAS**, Hudson County Community College ("College") desires to partner with grant writer and editor Ruddys Andrade ("Andrade") to be eligible for the U.S. Department of Education's Title V Grant competition; and,

**WHEREAS**, Andrade will provide conceptualization, writing, and editorial technical assistance, and will provide a final draft; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:6A-25.5 (a) (15), these services are exempt from bidding as Professional Consulting Services; and,

**WHEREAS**, Andrade will provide these services at a cost not to exceed \$17,300; and,

**WHEREAS**, the anticipated term is until June 30, 2020; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College approve these services with Ruddys Andrade of Guttenberg, New Jersey, as described herein at a cost not to exceed \$17,300;

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees approve the recommendations of the President, Administration, and Finance Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1-5:**

1) Resolution Authorizing Award of Custodial Services; 2) Resolution Authorizing Annual Commencement Formal Dinner for Graduates; 3) Resolution Authorizing Purchase of Branded Apparel and Promotional Item Products; 4) Resolution Authorizing Extension of Achieving the Dream Contract; and 5) Resolution Authorizing Consultant for Grant Writing and Editing Services.

**INTRODUCED BY:** Bakari Lee

**SECONDED BY:** Harold Stahl

**DATE:** March 10, 2020

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

\_\_\_6\_\_\_ Aye \_\_\_0\_\_\_ Nay

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

Jennifer Valley 3-10-20  
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 10, 2020**

**VIII. PERSONNEL RECOMMENDATIONS**

**1. RESIGNATION**

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Effective Date</b>
Naya	Garrido	Apprenticeship Coordinator, Continuing Education and Workforce Development (Grant-funded)	February 21, 2020

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

**2. APPOINTMENT OF FULL-TIME STAFF**

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Effective Date</b>	<b>Annual Salary</b>
Geraldine	Kiefer-Necklen	College Lecturer, Clinical Nurse Specialist	March 11, 2020	\$65,000

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

**3. APPOINTMENT OF TEMPORARY FULL-TIME STAFF**

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Effective Date</b>	<b>Annual Salary</b>
Clara	Angel	Coordinator, Continuing Education and Workforce Development	March 11, 2020	\$38,000

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

**4. APPOINTMENT OF TEMPORARY FULL-TIME FACULTY**

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Effective Date</b>	<b>Annual Salary</b>
Joseph	Cummins	Instructor, English, Non-tenured	February 25, 2020	\$52,000
Abdul-Qabir	Wiswall	Instructor, ESL, Non-tenured	February 10, 2020	\$52,000

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



## 5. FACULTY TENURE

### **REPORTS/BACKGROUND**

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

*The following faculty are recommended for tenure at the rank of Assistant Professor effective Academic Year 2020-2021.*

Sirhan Abdullah	Instructor, Health Services
Lauren Drew	Instructor, ESL
Courtney Payne	Instructor, Culinary Arts

**RECOMMENDATION:** *The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Faculty Tenure above as Personnel Recommendation Item No. 5.*

## 6. APPOINTMENT OF PART-TIME STAFF THROUGH MARCH 2021

<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>DEPARTMENT</b>	<b>TITLE</b>	<b>POSITION ID</b>	<b>SUPERVISOR</b>
Amreen	Fatima	Accessibility Services	Notetaker/Reader	150525	Karine Davis/ Sheila Dynan
Mary	Machado	Accessibility Services	Notetaker/Reader	150525	Karine Davis/ Sheila Dynan
Betzy	Moya	Accessibility Services	Notetaker/Reader	150525	Karine Davis/ Sheila Dynan
Kimberly	Portuguez	Accessibility Services	Notetaker/Reader	150525	Karine Davis/ Sheila Dynan
Candice	Peterson	Associate VP for Academic Affairs	Office Assistant	101014	Darryl Jones
Vincent	Verderosa	CASS	PT Academic Advisor	200510	Sheila Dynan
Anthony	Clark	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Doris	Ervin	Continuing Education and Workforce Development	PT Instructor	PTINST-102010 & PTINST- 103005	Catherina Mirasol
Olga	Tablada	Continuing Education and Workforce Development	PT Chef	PTINST-102010	Catherina Mirasol
Vanessa	Contreras	Financial Aid	Office Assistant	200520	Sylvia Mendoza
Richwyn	Nicandro	ITS	PC Technician	253025	Kenneth Melewski/ Tera McGee
Melaku	Okoji	Student Life & Leadership	Student Center Information Desk Assistant	70100	Veronica Gerosimo/ Tera McGee
Sarthak	Patel	Student Life & Leadership	Student Center Information Desk Assistant	70100	Veronica Gerosimo/ Tera McGee
Jazzmine	Simms	Student Life & Leadership	Student Center Information Desk Assistant	70100	Veronica Gerosimo/ Tera McGee
Isaias	Valentin	Student Life & Leadership	Student Center Information Desk Assistant	70100	Veronica Gerosimo/ Tera McGee

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

## **7. APPOINTMENT OF NEW HIRE ADJUNCTS**

	<b>First Name</b>	<b>Last Name</b>	<b>Department</b>
1	Anthony	Clark	Business, Culinary, Hospitality
2	Elizabeth	Nesius	Social Sciences and Humanities
3	Houria	Ennis	Social Sciences and Humanities
4	Ajeenah	Haynes	Social Sciences and Humanities
5	Walter	Lindsey	Social Sciences and Humanities
6	Eileen	Mahood-Jose	English & ESL

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

## **8. Resolution Authorizing the Award of Program Coordination and Workshop Facilitation Consultant Services for Continuing Education and Workforce Development**

**WHEREAS**, Hudson County Community College (“College”) needs the services of AJB Events, LLC to provide program coordination and workshop facilitation services to the fellows in the Workforce Leadership Academy; and,

**WHEREAS**, pursuant to N.J.S.A 18A:64A-25.5 (1), this service is exempt from public bidding; and,

**WHEREAS**, the anticipated term is until June 30, 2020; and,

**WHEREAS**, AJB Events, LLC is the proposed vendor to provide these services at a total cost not to exceed \$6,000; and,

**WHEREAS**, the cost of the services will be funded from the Workforce Learning Academy grant budget; and,

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award the Consultant Services to AJB Events, LLC, to provide services at a cost not to exceed \$6,000;

**BE IT FURTHER RESOLVED** that the Board of Trustees authorize the College’s Administration to take all steps necessary to effectuate the terms of this resolution.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees approve the recommendations of the President, Administration and Personnel Committee as outlined above in **Item VIII. Personnel Recommendations 1-8.**

1) Resignation; 2) Appointment of Full-Time Staff; 3) Appointment of Temporary Full-Time Staff; 4) Appointment of Temporary Full-Time Faculty; 5) Faculty Tenure; 6) Appointment of Part-Time Staff Through March 2021; 7) Appointment of New Hire Adjuncts; and 8) Resolution Authorizing the Award of

Program Coordination and Workshop Facilitation Consultant Services for Continuing Education and Workforce Development.

**INTRODUCED BY:** Karen Fahrenholz

**SECONDED BY:** Joseph Doria

**DATE:** March 10, 2020

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

6 Aye 0 Nay

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

Jennifer Oakley 3-10-20  
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 10, 2020**

**IX. ACADEMIC AND STUDENT AFFAIRS**

**1. Resolution to Approve an Academic Certificate in Baking and Pastry Arts (30 credits)  
[CIP Code: 12.0500]**

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

**WHEREAS**, the College seeks to expand its Certificate offerings that provide students with a pathway to immediate employment; and,

**WHEREAS**, the College's signature Culinary Arts programs are accredited by the American Culinary Federation Education Foundation; and,

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

**WHEREAS**, the College has developed an Academic Certificate in Baking and Pastry Arts (Attachment I) to address market demand; and,

**WHEREAS**, the Academic Certificate in Baking and Pastry Arts will prepare students for immediate employment in the Culinary and Hospitality Management industries; and,

**WHEREAS**, the Academic Certificate in Baking and Pastry Arts is a stackable credential through which students can leverage their Baking and Pastry Arts coursework towards a full Associate in Applied Science Degree in Culinary Art, option in Baking and Pastry Arts; and,

**WHEREAS**, the Administration, and Academic and Student Affairs Committee, recommend the approval of the Academic Certificate in Baking and Pastry Arts;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby approve the Academic Certificate in Baking and Pastry Arts;

**BE IT FURTHER RESOLVED** that the Board of Trustees authorize the College's Administration to take all steps necessary to effectuate the terms of this resolution.

**2. Resolution Authorizing Termination of Academic Programs with Declining Enrollments**

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

**WHEREAS**, the College periodically reviews its inventory of programs in order to optimize its resources; and,

**WHEREAS**, enrollment had been suspended for the Associate in Arts in Liberal Arts options in American Studies, Latino Studies, and Women's Studies programs in fall 2016 due to declining enrollments (Attachment II); and,

**WHEREAS**, no students will be actively enrolled in these programs as of July 1, 2020; and,

**WHEREAS**, the College proposes terminating these programs, effective July 1, 2020; and,

**WHEREAS**, the Administration, and Academic and Student Affairs Committee, recommend the termination of these academic programs;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby approve the termination of these programs;

**BE IT FURTHER RESOLVED** that the Board of Trustees authorize the College's Administration to take all steps necessary to effectuate the terms of this resolution.

### **3. Resolution Authorizing Termination of Academic Programs where an Associate in Science Degree has been Introduced**

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

**WHEREAS**, the College periodically reviews its inventory of programs in order to optimize its resources; and,

**WHEREAS**, an Associate in Science degree designation in certain disciplines is desirable as it promotes student success by allowing students to earn more credits in major specialized coursework and facilitates more robust transfer opportunities; and,

**WHEREAS**, enrollment had been suspended for the Associate in Applied Science in Criminal Justice, the Associate in Arts option in Criminal Justice, and the Associate in Arts option in Human Services programs in fall 2016 upon the introduction of an Associate in Science degree program in these disciplines (Attachment II); and,

**WHEREAS**, no students will be actively enrolled in these programs as of July 1, 2020; and,

**WHEREAS**, the College proposes terminating these programs, effective July 1, 2020; and,

**WHEREAS**, the Administration, and Academic and Student Affairs Committee, recommend the termination of these academic programs;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby approve the termination of these programs;

**BE IT FURTHER RESOLVED** that the Board of Trustees authorize the College's Administration to take all steps necessary to effectuate the terms of this resolution.

**4. Resolution Authorizing Suspending Enrollment in Academic Programs with Declining Enrollments**

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

*WHEREAS, the College periodically reviews its inventory of programs in order to optimize its resources; and,*

*WHEREAS, enrollment has been declining in the Associate in Applied Science in Accounting and Associate in Applied Science in Management degree programs (Attachment II); and,*

*WHEREAS, students currently enrolled in these academic programs either will be advised into an analogous program or will be provided with a plan for completing the program within a specific timeframe; and,*

*WHEREAS, the College proposes suspending new student enrollment in these programs, effective April 1, 2020; and,*

*WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend suspending enrollment in these academic programs;*

*NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby approve the termination of these programs;*

*BE IT FURTHER RESOLVED that the Board of Trustees authorize the College's Administration to take all steps necessary to effectuate the terms of this resolution.*

**5. Resolution Approving Agreement between Hudson County Community College and Union City Board of Education for a Culinary Training Program**

*WHEREAS, the Union City Board of Education seeks to offer credit-bearing College courses as part of a Culinary Training Program to its students; and,*

*WHEREAS, Hudson County Community College's Early College Program has the capacity to meet the needs of Union City Board of Education; and,*

*WHEREAS, Hudson County Community College seeks to enter into an agreement (Attachment III) with Union City Board of Education to offer credit-bearing courses in a Culinary Training Program retroactive to September 1, 2019 for up to six students starting in September 2019; and,*

*WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the agreement between Hudson County Community College and Union City Board of Education;*

*NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the agreement between Hudson County Community College and Union City Board of Education, retroactive to September 1, 2019;*

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

**6. Resolution Approving Agreement between Hudson County Community College and Union City Board of Education for a Hospitality Training Program**

**WHEREAS**, the Union City Board of Education seeks to offer credit-bearing College courses as part of a Hospitality Training Program to its students; and,

**WHEREAS**, Hudson County Community College's Early College Program has the capacity to meet the needs of Union City Board of Education; and,

**WHEREAS**, Hudson County Community College seeks to enter into an agreement (Attachment IV) with Union City Board of Education to offer credit-bearing courses in a Hospitality Training Program retroactive to September 1, 2019 for up to forty sophomore, three junior, and five senior high school students starting in September 2019; and,

**WHEREAS**, the Administration, and Academic and Student Affairs Committee, recommend the agreement between Hudson County Community College and Union City Board of Education;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College approve the agreement between Hudson County Community College and Union City Board of Education, retroactive to September 1, 2019;

**BE IT FURTHER RESOLVED** that the Board of Trustees authorize the College's Administration to take all steps necessary to effectuate the terms of this resolution.

**7. Resolution Authorizing Preferred Name Policy**

**WHEREAS**, Hudson County Community College ("College") desires to create and follow a Preferred Name Policy ("Policy"); and,

**WHEREAS**, the College recognizes that many individuals use and are known by a name other than their legal name because of their gender identity, cultural background, or other aspects of their social or personal identity; and,

**WHEREAS**, the Policy (Attachment V) allows students, faculty, and staff to use and be known by a preferred first name: and,

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby approve the policy;

**BE IT FURTHER RESOLVED** that the Board of Trustees authorize the College's Administration to take all steps necessary to effectuate the terms of this resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees approve the recommendations of the President, the Administration, and the Academic and Student Affairs Committee as outlined above in **Item IX. Academic and Student Affairs Recommendations 1 - 7**: (1) Resolution to Approve an Academic Certificate in Baking and Pastry Arts (30 credits); (2) Resolution Authorizing Termination of Academic Programs with Declining Enrollments; (3) Resolution Authorizing Termination of Academic Programs where an Associate in Science Degree has been Introduced; (4) Resolution Authorizing Suspending Enrollment in Academic Programs with Declining Enrollments; (5) Resolution Approving Agreement Between Hudson County Community College and Union City Public Schools to Offer a Culinary Training Program; (6) Resolution Approving Agreement Between Hudson County Community College and Union City Public Schools to Offer a Hospitality Training Program; and (7) Resolution Authorizing Preferred Name Policy.

**INTRODUCED BY:** Harold Stahl

**SECONDED BY:** Karen Fahrenholz

**DATE:** March 10, 2020

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

6 Aye 0 Nay

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

Jennifer Valley 3-10-20  
Signature of Recorder Date



## Attachment I

**PROGRAM ANNOUNCEMENT COVER PAGE**

Date: March 10, 2020

Institution:	Hudson County Community College
New Program Title:	Academic Certificate – Baking & Pastry Arts
Degree Designation:	Academic Certificate
Programmatic Mission Level For Institution (see Appendix C in AIC Manual)	By state law (N.J. S. A. 18A:64A-1), all community colleges in New Jersey are authorized to offer associate degree programs.
Degree Abbreviation:	CAL.CBP.CERT
CIP Code and Nomenclature (if possible): <i>If outside the classification indicate Not Applicable.</i>	CIP CODE: 12.0500 Cooking and Related Culinary Arts, General.
Campus(es) where the program will be offered:	<i>Journal Square Campus</i> <i>25 Journal Square</i> <i>Jersey City, NJ 07306</i>
Date when program will begin (month and year):	September 2020
List the institutions with which articulation agreements will be arranged:	N/A

Is licensure required of program graduates to gain employment?      \_\_\_\_\_ Yes      X   NoWill the institution seek accreditation for this program?        X   Yes      \_\_\_\_\_ No

■ If yes, list the accrediting organization:

American Culinary Federation Education Foundation (ACFEF)\*

National Restaurant Association (NRA)

World chefs Certification (World Association of Chefs Societies)

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\*Two year waiting period for accreditation

Contents:

- I. Objectives
- II. Evaluation and Learning Outcomes Assessment plan for the program
- III. Relationship of the Program to Institutional Strategic Plan
- IV. Need
- V. Students
- VI. Program Resources
- VII. Degree Requirements
- VIII. Anticipated Cost for the Program



## **PROGRAM ANNOUNCEMENT**

### **Certificate - Baking and Pastry Arts**

#### **I. Program Announcement Narrative**

##### **OBJECTIVE**

The primary goal of this program “Certificate in Baking and Pastry Arts” is to prepare students to begin and/or expand their careers and be responsive to the evolving nature of the baking and pastry industry.

The Certificate in Baking and Pastry Arts fulfills the recently prescribed strategic goals of the College as it prepares graduates with the technical skills needed to obtain positions within specific sectors of the food industry. Successful completion of this certificate will increase students’ social mobility, contributions to society and quality of life.

Students enrolled in the Certificate for Baking and Pastry Arts also have the opportunity to ladder their certificate into the AAS Culinary Arts, Baking and Pastry option program.

The Certificate in Baking and Pastry Arts is accredited by the American Culinary Federation Education Foundation.

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

##### **Catalog Program Description:**

The Certificate in Baking and Pastry Arts provides career-oriented curriculum designed to develop skills beyond a proficiency level. This Certificate is designed for individuals who may not initially desire a degree but who wish to increase opportunities for employment in the field of baking and pastry within restaurants, cruise ships, assisted living facilities, hotels, resorts, institutional foodservice facilities and product development. Upon completion, students will be professionally certified to enhance skills for future employment opportunities.

#### **II. EVALUATION AND LEARNING OUTCOMES ASSESSMENT PLAN FOR THE PROGRAM**

##### **College Mission**

The HCCC mission is to provide high quality educational opportunities that promote student success and are accessible, comprehensive, and learning-centered.

### Program Mission

The mission of the Certificate is to educate students in both fundamental and advanced concepts, knowledge, techniques, and skills necessary for entry-level employment in all baking and pastry career tracks.

### Program Goals

1. Prepare graduates with basic technical skills related to the production of desserts and pasties.
2. Prepare graduates for evolving employment and entrepreneurial opportunities in the field of baking and pastry arts.

Program Goal	Key Performance Indicator	Target	Assessment Method & Timeline
1. Prepare graduates with basic technical skills related to the production of desserts and pasties.	*Percentage of students who continue on to complete AAS Culinary Arts, Baking & Pastry Option  * Student satisfaction survey results.  *Retention/Completion Rates	85%	Per Semester/ Annual  *Exit survey *Program satisfaction survey
2. Prepare graduates for the evolving employment and entrepreneurial opportunities in the field of baking and pastry arts.	*Percentage of students who pass certification exams.	85%  *Practicum	Per Semester

## PROGRAM LEARNING OUTCOMES (PLO):

### Certificate-Baking and Pastry Arts

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

1. Demonstrate contemporary, international, and classical baking and pastry theory through execution and implementation of techniques, artistry, and creativity.
2. Develop effective strategies for providing high-quality food and service to guests while maintaining standard operating procedures (SOP).

### List of Major Requirements & Electives

	CBP 120	CBP 121	CBP 124	CBP 211	CBP 212	CBP 220	CBP 226	CAI 119	CAI 129	CAI 219	CAI 229	CAI 115
Program Goal 1	✓✓	✓	✓✓	✓✓	✓	✓	✓✓	✓	✓	✓✓	✓✓✓	
Program Goal 2	✓✓				✓	✓		✓✓	✓✓			✓✓✓

**Note:** ✓ = extent to which course helps students achieve program goals:

✓ (=1, minimal)    ✓✓ (=2, moderate)    ✓✓✓ (=3, significant)

## III. RELATIONSHIP OF THE PROGRAM TO THE INSTITUTIONAL STRATEGIC PLAN

The Certificate in Baking and Pastry Arts helps HCCC to execute its strategic plan in the following ways:

<b>Strategic Goal One: Academic Excellence - Ensure high-quality learning experiences and academic support</b>
<p>Goal 1.2 Establish a Business, Culinary Arts, &amp; Hospitality Management Blue Ribbon Commission to:</p> <ol style="list-style-type: none"> <li>1) Oversee a comprehensive review of current offerings, services, and enrollments.</li> <li>2) Develop a long-term plan that could include the formation of a baccalaureate level program.</li> <li>3) Respond to the changing needs of the industry.</li> <li>4) Assure optimal utilization of the significant capital and staffing investment the College has made in the division.</li> </ol>
<p>Outcome:</p> <p>The new Certificate in Baking &amp; Pastry Arts will conform to the 30-credit mandate for Certificates in the state of New Jersey. This Certificate will offer students the opportunity to further develop their leadership, interpersonal, and financial management skills within the field of baking and pastry.</p>

**Strategic Goal Two: Student-Centered Services - Enhance student-centered services and processes**

Goal 2.1 Fully implement the Student Success Plan, promoting improvement of outcomes for students across all groups, and addressing attainment gaps.

Goal 2.7 Create clear degree plans and pathways to completion for each academic program.

Goal 2.8 Implement policies that foster student persistence and completion.

**Outcome:**

The Certificate in Baking & Pastry Arts has a guided pathways approach to mapping students' academic journeys within the program. This Certificate can be a stackable credential for those who may have earned the Proficiency Certificate in Baking and Pastry and can add credits towards the AAS Culinary Arts-Baking & Pastry Option.

Faculty will continue to advise students that are assigned to them, in addition to the ongoing, informal advisement that faculty already perform.

**Strategic Goal Three: Performance Based Culture - Advance a performance-based culture built on data-informed decisions and continuous improvement**

Goal 3.2 Fully implement College-wide assessment of student learning outcomes.

Goal 3.4 Ensure standards of assessment and accountability are in place that meet the needs of internal and external stakeholders.

**Outcome:**

A program level assessment plan is in place and will continue to be used to assess courses and student learning outcomes annually.

Assessment results will be discussed at the division level and the Business, Culinary and Hospitality (BCH) Advisory Board. Results will also be disseminated to the college via the assessment office of the College.

**Strategic Goal Four: Employee Development - Hire and retain an excellent workforce and ensure the College is a model employer**

Goal 4.3 Enhance professional development opportunities for all employees, fostering currency in knowledge and commitment to the mission of the college.

**Outcome:**

The Division will continue to offer program-specific professional development opportunities in the evolving food service and related industries as well as other community college relevant conferences and learning opportunities.

**Strategic Goal Six: Community Partnership - Optimize community partnerships and outreach**

Goal 6.3 Implement a comprehensive system for analyzing workforce trends to ensure College services and programs are meeting the needs of the local community.

Goal 6.4 Increase student recruitment efforts, emphasizing traditionally underserved students as well as non-traditional populations who can benefit from an HCCC education in this field.

Goal 6.5 Establish and support a robust School and College Relations Office that builds K-20 partnerships by: 1) working with local middle and high schools to improve college readiness and student engagement, and 2) creating a seamless process for college/university transfer through systematic development and monitoring of articulation and dual-admission agreements with four-year partners.

Goal 6.7 Enhance alumni relation efforts.

Outcome:

In consultation with the BCH Advisory Board and industry data, the division will continually assess whether current curricular offerings are relevant and current.

Culinary Arts enrollment in the Early College programs will continue to increase as the guided pathway towards an AAS Culinary Arts-Baking & Pastry Option becomes a more attractive option for high school students. The coursework for the students enrolled in Early College at HCCC is completely aligned with requirements for the Certificate in Baking & Pastry Arts.

The Certificate in Baking & Pastry Arts will allow students to earn a 30 credit Certificate in their specialized area. Many students are solely interested in Baking and Pastry but may not have the resources to earn an entire AAS degree.

The BCH Division has several AAS Culinary Arts alumni within its Advisory Board and as adjunct faculty who are actively involved in fundraising, guest speaking, and advisory roles.

The Certificate in Baking & Pastry Arts will continue to draw attention to the established quality of the program while generating new interest in how the Certificate can be of help to the alumni who wish to return to HCCC gain further education and insight into this specialized area.

#### **IV.NEED**

##### Justification

The Certificate in Baking & Pastry Arts gives students an opportunity to pursue specialized careers within baking and pastry arts. Students learn the basics of the industry through taking several laboratory courses dedicated to basic baking and culinary knowledge, bread baking, chocolate making, and cake decorating. The option for students to earn an academic certificate instead of a shorter proficiency certificate offers students a more in-depth learning experience that will help them become better prepared to enter the baking and pastry industry.

The Certificate is for the student who is exclusively interested in employment within a bakery, hotel, mass production facility, or other related segment of the baking and pastry industry.

Students may opt to continue their studies at HCCC upon completing the Certificate in Baking and Pastry Arts. All credits earned for the Certificate are stackable towards the AAS Culinary Arts-Baking and Pastry Option.

HCCC's mission is to provide high quality educational opportunities that promote student success and are accessible, comprehensive, and learning centered. Students enrolled in this Certificate program are eligible to receive financial aid.

The Certificate in Baking and Pastry Arts supports the College's mission by providing students with educational opportunities that will prepare them for employment in the baking and pastry industry exclusively.

The Bureau of Labor Statistics shows employment of chefs and head cooks is projected to grow 10 percent from 2016 to 2026, faster than the average for all occupations. Food Service Managers positions are projected to grow nine percent from 2016 to 2026 with an addition of 27,600 jobs. Statistics reflect that those with several years of work experience in food service and a degree in hospitality, restaurant, or food service management will have the best job opportunities.

As the number of culinary arts and hospitality jobs increase throughout the state so does the number of Career and Technical Education programs available in high schools throughout the state. High schools have found it increasingly difficult to find instructors with post-secondary degrees to teach in these CTE programs. This program could provide an alternate route program for those who already have earned a Bachelor's Degree or for current industry professionals who wish to attain the requisite skills to teach in such programs.

#### Similar Programs:

Similar programs can be found at:

1. Culinary Institute of America (CIA) –  
They do not offer certificates in Baking & Pastry Arts  
Certificate in Culinary Arts Only, which is exclusively offered in Napa, California  
(6 months in Napa, 2 total semesters = 30 credits total)  
\$38,000 total cost includes: meal plan, supplies, and uniform, no rooming
2. Johnson & Wales University-  
There are no Culinary Arts or Baking & Pastry Arts Certificates offered  
Students may enroll in courses individually at \$612 per credit, for labs.

## **V. STUDENTS**

It is expected that approximately 10 students will enroll in the Baking and Pastry Arts Certificate Program beginning in Spring of Academic Year 2019-2020. A consistent enrollment of twenty students per year is anticipated.



## **VI. PROGRAM RESOURCES**

The resources necessary for a Certificate in Baking and Pastry Arts are already in place at the college. No additional full-time faculty is needed for the program. However, adjunct faculty members will be needed to teach discipline specific courses. All baking theory and lab classes are held in the Culinary Arts Institute. Each lab has a classroom situated next to the lab for lecture purposes. There are two Baking Kitchen Labs with a finishing room in between the two labs.

**VII. DEGREE REQUIREMENTS**  
**Curriculum Design**

<b>Certificate Baking And Pastry</b>		
Major Requirements		
CAI 115	Food Sanitation and Culinary Principles	3
CAI 118	Pantry and Breakfast Cookery	2
CAI 119	Bakeshop I	2
CAI 129	Bakeshop II	2
CAI 219	Advanced Bakeshop III	2
CAI 229	Advanced Bakeshop IV	2
CBP120	Intro to Professional Baking	2
CBP 121	Basic Benchwork	2
CBP***	Elective	2
CBP***	Elective	2
CBP***	Elective	2
CAI 125	Externship I	1
<b>Total</b>		<b>24</b>

General Education Requirements		
ENG 101	College Composition I	3
CSC 100	Intro to Computers & Computing	3
<b>Total</b>		<b>6</b>

**CBP Electives \*\*\* (choose 3 from this list)**

CBP 124	Tarts, Tortes, and Gateaux***	2
CBP 211	Meringues Souffles and Frozen Desserts***	2
CBP 212	Desserts for Restaurant & Instore Retail***	2
CBP 220	Petit Fours, Mignardise and Candies***	2
CBP 225	Advanced Artisinal Bread Baking ***	2
CBP 226	Chocolate and Sugar***	2

**Course Sequence:**

<b>Certificate Baking And Pastry</b>		
<b>Semester One</b>		
ENG 101	College Composition I	3
CAI 115	Food Sanitation and Culinary Principles	3
CAI 118	Pantry and Breakfast Cookery	2
CAI 119	Bakeshop I	2
CAI 129	Bakeshop II	2
CAI 219	Advanced Bakeshop III	2
CAI 229	Advanced Bakeshop IV	2
	Total Semester Credits	16
<b>Semester Two</b>		
CSC 100	Intro to Computers & Computing	3
CBP120	Intro to Professional Baking	2
CBP 121	Basic Benchwork	2
CBP***	Elective	2
CBP***	Elective	2
CBP***	Elective	2
CAI 125	Externship I	1
	Total Semester Credits	14
Total Certificate Credits		30

**New Courses Requiring Development: None**

All Courses required for the Certificate in Baking & Pastry Arts are currently active.

## **Required courses and Electives:**

### **Required Courses:**

#### **ENG 101 – College Composition I**

This course offers instruction in essay writing. While some attention is given to common grammatical problems, the course focuses primarily on the writing process. Students are taught pre-writing, composing, and editing techniques through practical demonstrations, in-class exercises, and analysis of readings in expository prose.

#### **CSC 100 – Intro to Computers & Computing**

This course introduces beginning students to computers and the latest application software. The course includes the history of computers, information processing, file management, discussion of hardware and software, operating systems and utility programs, and the Internet. The laboratory component includes Microsoft Office 360 (Word, Excel, Access, PowerPoint).

#### **CAI 115 – Food Sanitation & Culinary Principles**

This course introduces students to the principles of conduct and employment in the food service industry, coupled with sanitation concepts in the operation of a food service establishment. Professionalism, ethics, conduct, and employment opportunities during and after completion of a degree are discussed. Personal hygiene, fire safety regulations, including state and federal laws pertaining to the handling of food products are studied. This course prepares students for a nationally recognized ServSafe certification exam provided by the National Restaurant Association Educational Foundation (NRAEF)

#### **CAI 118 – Pantry and Breakfast Cookery**

An introduction to the basic and advanced level of breakfast cookery, including basic egg preparations, breakfast meats, potatoes, quick breads, batters, various breakfast items, farinaceous and hot and cold cereals. Students will experience short order cooking, and will gain knowledge of time and temperature in the preparation of various breakfast items. Skills and techniques will be developed in the preparation of meat products, such as sausage-making, and in the preparation of other breakfast meats. Ethnic and multicultural breakfast foods will be explored, as well as creative and modern breakfast alternatives. This course also serves as an introduction to the preparation of various salads, including simple, composed, bound, and hot/cold combinations. Emphasis will be on the preparation of dressings, dips, spreads, classical and modern sandwich-making, identification and use of salad greens, and fruit preparations.

**CAI 119 – Bakeshop I**

An introduction to the preparation of basic quick breads, rolls, breakfast items, and basic desserts, including various icings and butter cream, puddings, cakes, cookies, and pies. Students will gain skills in the preparation of pie crusts, pie washes, and pie fillings. Emphasis will be placed on the understanding and use of ingredients, weights and measures, tools, and equipment used in the bakeshop.

**CAI 125 - Externship I**

This is a course designed to provide the student with on-the-job food service experience. The course allows the student to gain supervised practical experience working in a variety of food-service settings related to the student's area of interest. Students must successfully complete 150 hours of practical experience in an approved food-service establishment.

**CAI 129 - Bakeshop II**

This course is an extension and reinforcement of the concepts and practices of Bakeshop I. Students will be exposed to a variety of designed menus to strengthen their skills in the preparation of baked goods. They will also learn how to utilize leftover baked goods to prepare various products. Emphasis is placed on the preparation of various cake batters and icings.

**CAI 219 – Bakeshop III**

Students are introduced to advanced pastries, classical desserts, and cake decorations. They will learn various mixing methods, the preparation of mousses, and advanced piping techniques with an overall emphasis on plate presentation.

**CAI 229 – Bakeshop IV**

Students will be introduced to classical showpiece mediums, such as nougat, pastillage, chocolate work and advanced cake preparations. The course will focus on the various techniques needed to produce these mediums, along with learning how to prepare a classical dessert buffet.

**CBP 120 – Intro to Professional Baking**

This course introduces the basic principles and techniques used in bread baking and pastry arts. It covers: Product identification, proper use of equipment, measurements, baking terminology along with food costing and storeroom procedures, and demonstrations of mixing methods for yeast raised breads, cakes, custards, chocolate, sugar and creams are included.

### **CBP 121 – Basic Benchwork**

Emphasis will be on various bread mixing methods and their characteristics. Students will learn the relationship between mixing and fermentation. The understanding of gluten and its importance in the bakeshop will be a key component to the lab. Lean and rich doughs will be produced using hands-on techniques. Also the craft of artisan breads will be taught using a diversity of pre-ferments and sponges showing their advantages and disadvantages.

*Pre-requisite: CAI 119;*

### **Electives:**

#### **CBP 124 - Tarts, Tortes, & Gateaux**

Students will utilize cake mixing methods to create traditional and nontraditional desserts. The use of timeless fillings and icings such as ganache and Bavarian cream will culminate with the student creating classical desserts such as Linzer Torte, Sacher Torte and Gateau St. Honore. The ever popular cupcake will also be produced showing its versatility in today's market.

#### **CBP 211 - Meringues Souffles and Frozen Desserts**

Students will learn how to work with an ice cream machine to create basic frozen desserts, such as sorbets, sherbets, ice creams, and Italian ices. Techniques to produce meringues and their various applications will be taught. An introduction of hot and cold soufflés completes the course.

#### **CBP 212 - Desserts for Restaurant & In-Store Retail**

This class is designed for students to have an understanding of a different career option available in the pastry arts. The class is divided into two distinct styles of desserts. The first half of the class will be devoted to learning restaurant and café style pastries along with the art of plating. The second half of the course will cover the mass production aspect of the pastry industry. The focus will be on in-store retail/bakery style desserts using pre-mixes.

#### **CBP 220 - Petit Fours, Mignardise and Candies**

The art of working with chocolate, candy making, and petits fours is the emphasis of this class. Students learn chocolate tempering, and will be able to apply it to create a wide variety of truffles, molded candies and decorations. Students produce popular candies using knowledge gained in Introduction to Professional Baking. The course also covers the production of mignardise, petits fours, such as sec and glace.

**CBP 225 - Advanced Artisinal Bread Baking**

The Advanced Bread Baking class is designed for bakers seeking to further their technical knowledge and to refine their hands-on skills in the art of making artisanal bread. The course offers a complex and detailed examination of the bread baker's art. Content material focuses extensively on the creation and use of sprouted, whole, and heirloom, flours in the maintenance of sourdough and levain cultures, as well as the production of sourdough bread using ancient grains. Students produce various breads of both contemporary and ancient origin. Hands-on time is also devoted to the creation of a decorative bread display. A key focus is on naturally leavened breads that use ancient grains.

**CBP 226 - Chocolate and Sugar**

Students use classical and current techniques to create a Chocolate, Sugar and Pastillage showpiece. Students learn the elements of planning, designing and assembling a competition caliber showpiece of their own design. Through multiple techniques inclusive of template making, casting, sculpting, blowing, pulling, and decorating, students will create a multiple medium showpiece.

### **VIII. Anticipated Cost of the Program**

#### Anticipated Cost for the Program

##### **A. Initial One-time Cost for Starting the Program**

Facilities & Equipment Setup	\$ 0
Consultation Fee	\$ 0
Expected cost for course development	\$ 0
Other	\$ 0
<b>TOTAL Initial One-time cost</b>	<b>\$ 0</b>

##### **B. On-Going Annual Operational Cost for the Program**

###### **Instruction**

Faculty salaries FT	\$ 0
Adjunct	\$ 0
<b>TOTAL Instruction</b>	<b>\$ 0</b>

###### **Instructional Support Personnel**

Program Coordinator	\$ 0
Contractual Services	\$ 0
Professional Membership & Accreditation fees	\$ 0
Consultants	\$ 0
Travel	\$ 0
Licensure agreements	\$ 0
<b>TOTAL</b>	<b>\$ 0</b>



### Student Learning Outcomes Mapping – Major Required Courses

<p><b><u>CBP 120</u></b> – Introduction to Professional Baking – 3 credits</p> <ol style="list-style-type: none"> <li>1. Apply the standards of professionalism in the baking industry</li> <li>2. Write standardized recipes for cost control and quantity adjustment.</li> <li>3. Convert recipes using the Baker's Percentage</li> <li>4. Examine and outline the major developments in the history of the baking industry</li> <li>5. Compare and contrast regular desserts from desserts with dietary restrictions</li> <li>6. Examine the characteristics and functions of the major baking ingredients</li> <li>7. Apply the knowledge of fundamental baking terminology.</li> <li>8. Evaluate specialized tools and equipment in a professional bakeshop.</li> <li>9. Determine the technique used in various classical and modern desserts</li> <li>10. Discuss current dessert trends and ingredients</li> <li>11. Explore the various career opportunities for the food industry</li> </ol>	<p><b><u>CBP 124</u></b> – Tarts Tortes and Gateaux - 2 credits</p> <ol style="list-style-type: none"> <li>1. Demonstrate the use of specialized tools and equipment in cake preparation and design</li> <li>2. Prepare pastries using different kinds of short doughs</li> <li>3. Mix a variety of cake bases using the processes/techniques discussed in class</li> <li>4. Determine the doneness for all types of cake and implement proper storing techniques</li> <li>5. Create mousses for cakes and desserts including Bavarian Cream, fruit mousse, and chocolate mousse</li> <li>6. Troubleshoot problems when making cakes and pastries</li> <li>7. Split, fill, mask, ice, and decorate a layer cake using classic assembly techniques</li> <li>8. Select from a variety of components to plan cakes that have well-balanced flavors and textures</li> <li>9. Assemble a variety of European –style cakes, swiss rolls, charlottes, and small cakes</li> </ol>
<p><b><u>CBP 121</u></b> – Basic Bench Work – 2 credits</p> <ol style="list-style-type: none"> <li>1. Utilize the baker's percentage in writing down and modifying formulas</li> <li>2. Analyze the different types of flour and its effects in bread</li> <li>3. Control the factors that affect fermentation and gluten in bread.</li> <li>4. Apply the knowledge in the baking process when making bread</li> <li>5. Perform techniques for developing yeast doughs, based on mixing times and speeds</li> <li>6. Prepare control and maintain yeast pre-ferments and starters</li> <li>7. Recognize and correct faults in bread production</li> <li>8. Apply proper makeup techniques to achieve an attractive product</li> <li>9. Make a bread display that features a particular holiday or event</li> <li>10. Use sourdough to make bread</li> <li>11. Make and critique bread native to Asia, Europe, South America, and Africa</li> </ol>	<p><b><u>CBP 211</u></b> – Meringues, Soufflés, and Frozen Desserts 2 credits</p> <ol style="list-style-type: none"> <li>1. Discuss stabilizers and emulsifiers in the context of frozen desserts</li> <li>2. Make the 3 different meringues and how they are used</li> <li>3. Be familiar with the current tools and equipment in making frozen desserts</li> <li>4. Discuss the foaming principles of ingredients (heavy cream, egg whites, egg yolks)</li> <li>5. Explain techniques and products to be used for hot and cold soufflés</li> <li>6. Explain how to hold dairy-based frozen desserts during service and after</li> <li>7. Produce a variety of frozen desserts using current and old fashioned techniques</li> </ol>
<p><b><u>CBP 220</u></b> – Petits Fours, Mignardies, and Candies – 2 credits</p> <ol style="list-style-type: none"> <li>1. Make individual mini petits fours such as macaron, tartelettes, and eclairs</li> <li>2. Demonstrate how to temper chocolate</li> <li>3. Use transfer sheets and luster color in candies</li> <li>4. Make a variety of flavored and filled truffles</li> <li>5. Differentiate non-crystalline from crystalline confections</li> <li>6. Make sugar confectioneries such as pate de fruit, marshmallow, praline, dragees, caramels etc.</li> <li>7. Present a display of candies and petits fours suitable for sale</li> </ol>	<p><b><u>CBP 212</u></b> – Desserts and Restaurant Retail – 2 credits</p> <ol style="list-style-type: none"> <li>1. Discuss current trends in desserts and pastry</li> <li>2. Conceptualize a dessert menu for a restaurant</li> <li>3. Compute for costs (ingredient, labor, overhead expenses) for desserts in a restaurant</li> <li>4. Compare and contrast wholesale/commercial and restaurant dessert production</li> <li>5. Make restaurant portioned desserts</li> <li>6. Perform recipe tests for a dessert menu concept</li> <li>7. Apply baking techniques in creating a dessert buffet for a party of ten</li> <li>8. Prepare entremets with multiple components</li> </ol>

<p><b><u>CBP 226</u></b> – Chocolate and Sugar – 2 credits</p> <ol style="list-style-type: none"> <li>1. Discuss the stages in cooking sugar</li> <li>2. Explain the different types and forms of sugar</li> <li>3. Examine the process in making chocolate from cocoa pod to chocolate bars</li> <li>4. Use tempered chocolate in making pastry decorations</li> <li>5. Create an edible chocolate box filled with candy</li> <li>6. Make a sugar showpiece</li> </ol>	<p><b><u>CAI 119</u></b> – Bakeshop I – 2 credits</p> <ol style="list-style-type: none"> <li>1. Apply basic math principles in converting ingredient measurements and baking formulas based on volume and weight</li> <li>2. Apply food sanitation and safety rules</li> <li>3. Assess the characteristics and functions of major baking ingredients</li> <li>4. Prepare mise en place for a standard recipe using a balance scale</li> <li>5. Perform the 12 basic steps required of yeast bread production</li> <li>6. Identify and use the appropriate equipment for the proper task to be performed</li> <li>7. Apply standard baking procedures in the production of laminated doughs, fritters, and quick breads</li> <li>8. Differentiate and apply the correct mixing method in making yeast breads (i.e. straight, sponge, modified)</li> </ol>
<p><b><u>CAI 129</u></b> – Bakeshop II – 2 credits</p> <ol style="list-style-type: none"> <li>1. Explain the importance of weighing baking ingredients</li> <li>2. Describe the characteristics and functions of the major baking ingredients</li> <li>3. Apply the knowledge of the baking process during class production in producing a wide variety of baked items</li> <li>4. Identify the proper baking tool/equipment used for specialized tasks in the bakeshop</li> <li>5. Prepare quickbreads, pies, custards, cookies, pastries, and fruit desserts</li> <li>6. Perform the basic cake mixing techniques to make cupcakes</li> <li>7. Decorate cupcakes using buttercream and rolled fondant</li> </ol>	<p><b><u>CAI 219</u></b> – Bakeshop III – 2 credits</p> <ol style="list-style-type: none"> <li>1. Create an edible cake that is finished with buttercream</li> <li>2. Use different pastry tips in making cake decorations</li> <li>3. Bake, fill, and finish a cake</li> <li>4. Apply the different cake mixing methods in producing baked goods and pastries</li> <li>5. Prepare pastry items such as dessert sauces, ice creams, sorbets, and classical desserts</li> <li>6. Utilize baking building blocks (short dough, meringues, pate a choux, custards)</li> <li>7. Explain the different flavor profiles in creating desserts</li> <li>8. Prepare classical cakes and desserts</li> </ol>
<p><b><u>CAI 229</u></b> – Bakeshop IV – 2 credits</p> <ol style="list-style-type: none"> <li>1. Make silicone molds to use for cake decorating</li> <li>2. Use different coloring agents in decorating cakes</li> <li>3. Compare and contrast the different baking mediums in decorating cakes and pastries</li> <li>4. Create a display cake featuring mediums discussed in class</li> <li>5. Prepare an edible celebratory cake</li> <li>6. Make pastry decorations using different mediums</li> <li>7. Discuss the history and elements of celebration cakes</li> </ol>	

**HUDSON COUNTY COMMUNITY COLLEGE  
PROPOSAL FOR COURSE/PROGRAM CHANGE**

**Proposed Course/Program Title:** Certificate - Baking & Pastry Arts

**Proposed Date of Implementation:** Fall 2020

**Signature of Division Dean/Director Submitting Proposal:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Review for General Education Requirements**

**Approved:** \_\_\_\_\_ **\*\*Denied:** \_\_\_\_\_ **Not Applicable** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Committee Chair*

**Review for Program/Course Number Change by Registrar**

**Approved:** \_\_\_\_\_ **Not Applicable** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Recommendation of Curriculum & Instruction Committee**

**Approved:** \_\_\_\_\_ **\*\*Denied:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Committee Chair*

**Recommendation of Chief Academic Officer**

**Approved:** \_\_\_\_\_ **\*\*Denied:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**President's Action:**

**Approved:** \_\_\_\_\_ **\*\*Denied:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Board of Trustees Approval:** \_\_\_\_\_ **Notification:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\* Proposal denied and returned for further action:**

**Reason:** \_\_\_\_\_

## Attachment II

[illegible]





**AGREEMENT BETWEEN  
HUDSON COUNTY COMMUNITY COLLEGE  
AND  
UNION CITY BOARD OF EDUCATION  
FOR  
THE DELIVERY OF CULINARY TRAINING PROGRAM  
INSTRUCTION (EARLY COLLEGE)**

Hudson County Community College (HCCC) agrees to provide instruction in a selected training program for up to six (6) high school students in the Food Service Program at Union City Board of Education (UCBOE) from Union City High School. The instruction will be performed by HCCC faculty on the HCCC campus for a total of twenty-four (24) Fridays in the 2019 - 2020 academic year.

**Criteria and Commitment**

Students' participation is contingent upon the students completing a general admission application and a special program application; completing all high school graduation requirements with the exception of English and Physical Education; and gaining approval of their guidance counselor and parent(s).

Upon registration, students will receive a college identification card and will have full access to academic advisement, tutoring services, library resources and laboratories at HCCC. Each semester, students will enroll in a Culinary Training Program for which they will receive high school credit. Successful completion of the Culinary Training Program will result in the conferral of a certificate of completion. Contingent upon students passing each course in the Culinary Training Program, students will have the option of transferring their certificate into seven college level credits.

Students who have met the established prerequisites will be enrolled in a Culinary Training Program. Students' participation must be mutually agreed upon by the administration at HCCC and UCBOE. With the completion of the program application, HCCC and UCBOE are authorized to exchange pertinent student information without additional release from the student. At the end of the semester, HCCC will present certificates of completion at an end-of-the-year ceremony;

The ceremony will be hosted by HCCC on May 15, 2020. The event will allow students to demonstrate what they have learned through the training program, and allow the district to celebrate the students' success. HCCC will be responsible for providing the venue and the refreshments. UCBOE will be responsible for all correspondence about the event to students, parents, high school personnel and invited guests.

### **Fiscal Considerations**

The cost for this program will be determined on an annual basis. For the 2019-2020 academic year, the cost of the program will be \$31,679.40 (based on 6 students enrolled). Upon successful completion of the Culinary Training Program, students will earn seven college level credits within the Culinary program. This cost includes training, fees, supplies, an end-of-the-year ceremony and other related expenses. HCCC will not bill students directly for the program. Invoice will be mailed to the Union City Board of Education in a two payment cycle; 50% by December 15, 2019 and 50% by May 13, 2020. Arrangements for any fiscal contributions from students, parents and/or a third party will be made by the administration at UCBOE.

### **Terms of Contract**

This Agreement shall commence September 1, 2019. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

\_\_\_\_\_  
Asst. Vice President of Academic Affairs  
Hudson County Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent or Designee  
Union City Board of Education

\_\_\_\_\_  
Date

**ARTICULATION AGREEMENT BETWEEN  
HUDSON COUNTY COMMUNITY COLLEGE AND  
THE UNION CITY BOARD OF EDUCATION  
FOR DUAL CREDIT/TECH Prep 2+2 PROGRAMMING  
FOR ACADEMIC YEAR 2019 -2020**



This agreement specifies the requirements and conditions for students from Union City Public High Schools to obtain articulated academic credit at Hudson County Community College (HCCC) for the Early College courses completed on site at Hudson County Community College. The students below went through an application and interview process and have been accepted into the program:

0355771 Amaro, Aliyah
0355744 Buruca, Jonathan
0355774 Diep, Edward M.
0355743 Espinoza, Enzo
0355741 Herrera, Victor
0349641 Vitiello, D'Anna N.

The requirements are as follows:

1. The high school must maintain status as a “certified” program in the Early College Program.
2. Students’ participation is contingent upon (1) completion of an Early College admission application; (2) completion of all high school graduation requirements with the exception of English and Physical Education; and (3) approval of their guidance counselor and parent(s). With the completion of the program application, HCCC and UCBOE are authorized to exchange pertinent student information without additional release from the students.
3. Students must successfully complete three culinary courses including CAI 118 - Breakfast and Pantry Cookery; CAI 115- Food Sanitation and Culinary Principals, and CAI -119 – Bakeshop I. The instruction will be performed by HCCC faculty on the HCCC campus during the 2019 – 2020 academic year.
4. Students will earn seven college credit upon successful completion of each course.
5. At the end of the semester, students who successfully complete the three college level courses will receive high school credit, seven college credits (Breakfast and Pantry Cookery- CAI 118 – 2 credits; Food Sanitation and Culinary - CAI 115 – 3 credits; Bakeshop I- CAI 119 – 2 credits), and a Food Handler Certification. Hudson County Community College will present Certificate of Completion at the end-of-the-year ceremony.
6. An end-of-the-year ceremony will be hosted by HCCC on May 15, 2020. The event will allow students to demonstrate what they have learned through the training program, and allow the district to celebrate the students’ success. HCCC will be responsible for providing the venue and the refreshments. UCBOE will be responsible for all correspondence about the event to students, parents, high school personnel and invited guests.



Annual review of the articulation agreement will be performed in June. Any changes to the agreement will apply to incoming students of Union City Public Schools.

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Superintendent of Schools  
Union City Board Of Education

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Date

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Asst. Vice President of Academic Affairs  
Hudson County Community College

---

Date

**OFFICE OF ACADEMIC AFFAIRS  
EARLY COLLEGE AT HCCC**



**AGREEMENT BETWEEN  
HUDSON COUNTY COMMUNITY COLLEGE  
AND  
UNION CITY BOARD OF EDUCATION  
FOR  
THE DELIVERY OF HOSPITALITY TRAINING PROGRAM  
INSTRUCTION (EARLY COLLEGE)**

Hudson County Community College (HCCC) agrees to provide instruction in a selected training program for up to forty (40) sophomores and three (3) junior and five (5) senior high school students in the Hospitality Management Program at Union City Board of Education (UCBOE) from Union City High School UCHS. The instruction will be performed either by UCHS or HCCC faculty at Union City High School or Hudson County Community College Campus in the 2019 - 2020 academic year.

**Criteria and Commitment**

Students' participation is contingent upon the students completing an Early College general admission application and a student agreement form; enrollment in all high school graduation requirements; and gaining approval of their guidance counselor and parent(s).

Upon registration, students will receive a college identification card and will have full access to academic advisement, tutoring services, library resources and laboratories at HCCC. For academic year 2019-2020 semesters, sophomores will enroll in "Introduction to Hospitality Management" for the spring semester and receive one (1) college level credit upon successful completion of the course. Juniors will enroll in "Front Office Operations" for the Fall semester and "Event Planning in Travel & Tourism" for the Spring semester. Juniors will receive six (6) college level credits upon successful completion of courses. Seniors will enroll in "Culinary for Hospitality" in the Fall semester and "Food, Beverage and Labor Cost Control" for the Spring semester. Seniors will receive six (6) college level credits upon successful completion of courses. Students in the Hospitality Training Program will receive high school credit for the Hospitality Management course that they have passed and have the option of transferring college level credits within the program.

Students who have met the established prerequisites will be enrolled in a Hospitality Training Program. Students' participation must be mutually agreed upon by the administration at HCCC and UCBOE. With the completion of the program application, HCCC and UCBOE are authorized to exchange pertinent student information without additional release from the student.

### **Fiscal Considerations**

The cost for this program will be determined on a yearly basis. For the 2019-2020 academic year, the cost of the program for sophomores will be \$37.25 per credit (High School Instructor) (40 students x \$37.25= \$1,490.00). The program cost for the Juniors will be \$74.50 (HCCC instructor) per credit (\$1,341.00= 6 credits x 74.50 x 3 students enrolled). The program cost for the Seniors will be \$74.50 (HCCC instructor) per credit (\$2,235.00= 6 credits x 74.50 x 5 students enrolled). HCCC will order textbooks for the juniors only. The cost for books is \$259.00 per student which will be \$2,072.00 (\$259.00 x 8 students).

HCCC will not bill students directly for the program. Request for payment will be sent to the Union City Board of Education. Payment for the Fall semester is due by December 20, 2019 and payment for the Spring semester is due by May 13, 2020. Arrangements for any fiscal contributions from students, parents and/or a third party will be made by the administration at UCBOE.

### **Terms of Contract**

This Agreement shall commence September 1, 2019. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

\_\_\_\_\_  
Asst. Vice President of Academic Affairs  
Hudson County Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent or Designee  
Union City Board of Education

\_\_\_\_\_  
Date

**ARTICULATION AGREEMENT BETWEEN  
HUDSON COUNTY COMMUNITY COLLEGE AND  
THE UNION CITY BOARD OF EDUCATION  
FOR DUAL CREDIT/TECH Prep 2+2 PROGRAMMING  
FOR ACADEMIC YEAR 2019 ~2020**



This agreement specifies the requirements and conditions for students from Union City Public High Schools to obtain articulated academic credit at Hudson County Community College (HCCC) for the Early College courses completed on site at Union City High School or Hudson County Community College Campus. The students below went through an application and interview process and have been accepted into the program:

<b>Sophomores</b>	<b>Junior</b>
0360338 Arias, Karen	0348360 Acosta, Raquel
0360333 Balleza, Jacqueline	0348372 Flores, Yesenia
0360348 Beauchamp, Jalisa	0355662 Rojas, Jacqueline L.
0360355 Cano, Nicole	<b>Senior</b>
0360362 Castillo, Frank	0343411 Diaz, Yileny
0360360 Chali, Bryan	0348372 Flores, Yesenia
0360331 Cruz, Alexandra	0335327 Olivos, Ashley
0360334 Estevez, Alexa	0343414 Paquini, Catherine
0356963 Feliz, Genesis	0343416 Perez, Mariam
0360361 Gonzalez, Brayan	0253918 Rabano, Andrich A.
0360336 Gutierrez, Angel	
0360358 Hernandez, Jeynell	
0360354 Hurtado, Neylea	
0360341 Lauriano, Luz	
0360335 Mejia, Miguel	
0360346 Olivo, Eddy	
0360340 Ortega, Winifer	
0360352 Paguay, David	
0358250 Perez, Christian S.	
0360353 Portillo, Destiny	
0360344 Ramirez, Aaron	
0360359 Ramirez, Eduardo	
0360349 Ramos, Jafet	
0359862 Reyes, Itzel	
0359602 Rodriguez, Haniel	
0360339 Rodriguez, Kismeily	
0355662 Rojas, Jacqueline L.	
0360347 Roman, Angelina	
0360337 Then, Fabian	

The requirements are as follows:

1. The high school must maintain status as a “certified” program in the Early College Program.
2. Students’ participation is contingent upon (1) completion of an Early College admission application and student agreement form; (2) approval of their guidance counselor and parent(s). With the completion of the program application, HCCC and UCBOE are authorized to exchange pertinent student information without additional release from the students. Student below will be accepted into Hudson County Community College’s Hospitality Early College Program.
3. Sophomores must successfully complete one college course HMT-110 Introduction to Hospitality Management. The instruction will be performed by UCHS faculty at Union City High School during the 2019 – 2020 academic year.
4. Juniors must successfully complete two college level courses, HMT-122 Front Office Operations and HMT – 128 Event Planning in Travel & Tourism. The instruction will be performed by an HCCC faculty at Hudson County Community College North Hudson Center Campus during the 2019-2020 academic year.
5. Seniors must successfully complete two college level courses, HMT-104 Culinary for Hospitality and CAI – 223 Food, Bev, & Labor Cost Control. The instruction will be performed by an HCCC faculty member at Hudson County Community College’s North Hudson Campus during the 2019-2020 academic year.
6. Students will earn college credit upon successful completion of each course. At the end of the semester, sophomores who successfully complete the one college level course will receive high school credit, one college credit (Introduction to Hospitality Management – HMT-110).
7. At the end of the academic year, juniors who successfully complete the two college level courses will receive high school credit, three college credits (Front Office Operations – HMT- 122; three college credits (Event Planning in Travel & Tourism – HMT-128).
8. At the end of the academic year, seniors who successfully complete the two college level courses will receive high school credit, three college credits (Culinary for Hospitality – HMT- 104; three college credits (Food, Bev, and Labor Cost Control – CAI - 223).

Annual review of the articulation agreement will be performed in June. Any changes to the agreement will apply to incoming students of Union City Public Schools.

\_\_\_\_\_  
 Superintendent of Schools  
 Union City Board Of Education

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Asst. Vice President of Academic Affairs  
 Hudson County Community College

\_\_\_\_\_  
 Date

## **POLICY ON USE OF PREFERRED NAME**

### **Purpose**

The purpose of this Preferred Name Policy is to ensure that Hudson County Community College (“College”) enables members of the campus community to use and be known by a preferred name. This policy is applicable to all students, faculty, and staff at the College.

### **Policy**

The College and its Board of Trustees (“Board”) recognize that many individuals use and are known by a name other than their legal name because of their gender identity, cultural background, or other aspects of their social or personal identity. College students, faculty and staff shall be allowed to use and be known by a preferred first name. All College offices and personnel are expected to respect an individual's request to be known by their preferred name, and to use that name when interacting with, addressing or referring to the individual who has selected a preferred name following the process outlined in this policy. The College will make good faith efforts to utilize an individual's preferred name throughout the College community, where feasible and appropriate, and to update reports, documents, processes, and systems approved for display and use of preferred names. The College cannot guarantee that the preferred name will appear in all locations or in all circumstances. The Board delegates to the President the responsibility to develop procedures and guidelines for the implementation of this policy.

**Approved on:**

**Approved by:**

**Category:**

**Subcategory: Preferred Name**

**Scheduled for Review:**

**Responsible Department: Student Affairs and Enrollment**

## **PROCEDURE ON PREFERRED NAME POLICY (3/2/20)**

### **1. Definitions**

**1.01 Preferred Name** – The name by which an individual wishes to be known and to have appear in College systems and when conducting day-to-day College business because it affirms that individual's gender, culture and other aspects of social identity. The preferred name will consist of a preferred first name. The preferred name does not affect the individual's middle or last name, which must remain the individual's legal name.

**1.02 Legal Name** – The name that is recorded on an individual's legal identification and used on formal legal records at the College.

### **2. Requesting a Preferred Name**

**2.01** To request a preferred name after admission to the College, a student must complete the Preferred Name Request Form (to be housed on the portal).

**2.02** To request a change in preferred name or to revert back to use of a legal name, the student must complete a new Preferred Name Request Form.

**2.03** To request a preferred name, to change a preferred name or revert back to use of a legal name, College faculty or staff must contact Human Resources.

### **3. Approval and Prohibited Use**

**3.01** When an individual requests use of a preferred name, the individual's records will be updated to display the preferred name in a timely manner, typically within five (5) business days, except in the following circumstances:

- a) The name is intended to misrepresent the person's identity and/or misappropriate the identity of another person or organization.
- b) The use of the name is an attempt to avoid a legal obligation.
- c) The appearance of the requested name on the College ID or other records would be harmful to the reputation or interests of the College; and/or
- d) The name is derogatory, obscene, conveys an offensive message, or is otherwise inappropriate.

If the preferred name is prohibited for any one of these four reasons, the College reserves the right to deny the request for use of a preferred name. In these circumstances, the individual requesting the preferred name shall be notified of the reason(s) for denial and be given the opportunity to address the concerns. The final determination shall be made at the reasonable discretion of the Chief Student Affairs Officer (or designee) for students or the Chief Human Resources Officer (or designee) for College faculty and staff.

#### **4. Appearance of the Preferred Name**

**4.01** Once approved, the preferred name will appear and be used in the following College documents, systems, and processes:

- a) Hudson County Community College ID card (ID)
  - i. Students may need to use an ID with a legal name to enter clinical or internship sites.
  - ii. Once approved, individuals may obtain an ID card with the preferred name imprinted on the card in place of the legal name. The first card issued with a preferred name imprinted will be provided at no charge. If a replacement card is requested, the individual will be charged the normal fee for issuance of a replacement card.
- b) College E-mail
- c) Class Rosters
- d) Advising Lists
- e) Learning Management System (Canvas)
- f) “MyHudson” Portal

#### **5. Use of Legal Name**

**5.01** The College will not use the preferred name on documents or in systems that require the use of a legal name for legal or business-related reasons. The individual's legal name will continue to be used for these records, which include but are not limited to the following:

- a) Admissions records
- b) Official transcripts
- c) Enrollment verifications
- d) Employment and personnel records
- e) Paychecks and tax documents
- f) Financial aid records
- g) Medical records
- h) Disciplinary records
- i) Public Safety/Security reports
- j) Law enforcement records
- k) Study Abroad documents and travel records
- l) Mandated Reporting
- m) Identification to enter clinical or internship sites



**5.02** The College will change a legal name on legal and business-related documents only upon receipt of documentation evidencing a legal name change.

## **6. Diploma Name**

**6.01** The College considers the diploma to be a ceremonial document, and students may request that either a legal name or a preferred name appear on a diploma. If the diploma will be used for any type of legal verification, it is recommended the student request their legal name be used.

**6.02** Students who request a preferred name to appear on their diploma, and who later wish to have a diploma issued in their legal name or any other name may be charged a fee for that service.

## **7. Background Checks and Legal Processes**

**7.01** Individuals who request and use a preferred name must be aware that the preferred name will constitute an alias that they may be required to disclose in some circumstances including during background checks and other legal processes. This responsibility may be lifelong and may cover each preferred name used even if they later change or discontinue use of the preferred name.

**7.02** Individuals are encouraged to candidly disclose the existence of any aliases, when appropriate, to avoid discrepancies or the appearance they are attempting to conceal the information. Individuals must also be aware that the existence of an alias may trigger heightened scrutiny during certain federal or state security clearances or background checks, especially in cases where the individual does not disclose the information to authorities.

**7.03** The College will disclose and/or confirm the preferred name(s) used by the individual in accordance with any lawful request for this information, and/or upon request by the individual.

## **8. Non-compliance and Complaints**

**8.01** When an individual who has selected a preferred name in accordance with this policy believes that their selection and use of a preferred name is not being accommodated as required by this policy, the individual is encouraged to resolve the issue informally by communicating their concern directly to the College personnel or office that has failed to interact with, address or refer to the individual using the preferred name.

**8.02** In cases where a student feels that they would benefit from additional support or advocacy, or desires to initiate a formal complaint about non-compliance in the use of such student's preferred name, they may contact the Chief Student Affairs Officer.

**8.03** In cases where a member of the College faculty or staff feels that they would benefit from additional support or advocacy, or desires to initiate a formal complaint about non-compliance in the use of such member's preferred name, that member may contact the Chief Human Resources Officer.

**9. Use, Abuse, or Misuse**

**9.01** A Hudson County Community College student ID card with a preferred name imprinted on it may be used as a valid identification card (ID) within the College. However, an ID card with a preferred name imprinted may not be used as an alternate to a legal ID.

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 10, 2020**

**X. NEW BUSINESS**

*None*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 10, 2020**

**XI. ADJOURNMENT**

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

**INTRODUCED BY:** Harold Stahl

**SECONDED BY:** William Netchert

**DATE:** March 10, 2020

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

6 Aye 0 Nay

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

Jennifer Valley 3-10-20  
Signature of Recorder Date