

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

**Regular Meeting--Board of Trustees**  
**March 12, 2013**

**AGENDA**

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

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

**Trustees:**

*Joseph Cundari, Trustee Emeritus*  
*Karen A. Fahrenholz, Secretary/Treasurer*  
*James Fife*  
*Glen Gabert - President*  
*Shannon Gallagher*  
*Roberta Kenny*  
*Joanne Kosakowski*  
*Bakari Gerard Lee, Vice Chair*  
*William J. Netchert, Chair*  
*Jeanette Peña*  
*Adrienne Sires*  
*Katia Stack*  
*Alfred Zampella*

**III. COMMENTS FROM THE PUBLIC** *Mr. Netchert*

**IV. CLOSED SESSION** *(The Board of Trustees will determine whether there is a need to go into closed session at the beginning of the meeting and, if there is such a determination, an announcement will be made as to where the session will be placed on the agenda.)*

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

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS** *Dr. Gabert*  
1. *Minutes of Previous Meetings*  
2. *Gifts, Grants, and Contracts*

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

**VIII. PERSONNEL RECOMMENDATIONS** *Dr. Gabert*

**IX. ACADEMIC AND STUDENTS AFFAIRS** *Dr. Gabert*

**X. NEW BUSINESS** *Mr. Netchert*

**XI. ADJOURNMENT** *Mr. Netchert*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 12, 2013**

**CALL TO ORDER**

**I. FLAG SALUTE**

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

**Trustees:**

**Trustees:**

Joseph Cundari, Trustee Emeritus, ex-officio	<u>ABSENT</u>
Karen A. Fahrenholz	<u>PRESENT</u>
James Fife	<u>PRESENT</u>
Glen Gabert - President, ex officio	<u>PRESENT</u>
Shannon Gallagher, Student Alumni Representative, ex officio	<u>PRESENT</u>
Roberta Kenny	<u>PRESENT</u>
Joanne Kosakowski	<u>PRESENT</u>
Bakari Lee	<u>PRESENT</u>
William J. Netchert	<u>PRESENT</u>
Jeanette Peña	<u>PRESENT</u>
Adrienne Sires	<u>PRESENT</u>
Katia Stack	<u>ABSENT</u>
Alfred Zampella	<u>PRESENT</u>

*This meeting is called in conformance with the "Open Public Meetings Act." A notice of the meeting of the Board of Trustees was transmitted to all Board members, advertised in The Jersey Journal, The Star Ledger, filed with each Office of the Hudson County Municipal Clerks, and posted on the Public Bulletin Boards of the Hudson County Community College at 25 Journal Square, 70 Sip Avenue, Jersey City, New Jersey and at the North Hudson Higher Education Center, Union City, New Jersey stating the date, time and place of said meeting.*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 12, 2013**

**III. COMMENTS FROM THE PUBLIC**

*Dr. Lloyd Kahn, Professor of Life Science and President of the Professional Association, made a request to implement the recommendation of the mediator for a higher starting salary for new faculty as well as rewarding long-time faculty.*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 12, 2013**

**IV. CLOSED SESSION - None**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 12, 2013**

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

*Dr. Gabert reported on the following:*

- *The Topping Out ceremony for the construction of the new library/classroom building is scheduled for Tuesday, April 2, 2013 at 10:00 a.m. at the construction site.*
- *The Annual Focus Goals, included among the resolutions to be voted on, will take the College through June, 2014. President Gabert thanked members of the College Community who helped in their development. Chairman Netchert thanked the Academic and Student Affairs Committee: Chair, Karen Fahrenholz, trustees Roberta Kenny, Jeannette Peña, Adrienne Sires and Student Alumni Representative Shannon Gallagher for their time and effort in getting the focus goals completed.*
- *A recommendation to increase tuition by 2% is included among the resolutions. This equates to \$2.25 more per credit hour or about \$75.00 per year for a typical student. Dr. Gabert said this would result in a projected increase of \$400,000 in revenue which is less than the increased College share of employee benefits.*
- *Resolutions will be presented under "New Business" regarding State Bond Applications for the construction/renovation of the Joseph Cundari building and parking lot at 870 Sip into a science building and for Equipment Leasing Applications.*

*Trustee Lee announced the following events and encouraged trustees to attend:*

- *NJCCC Trustees Ambassador Day, Thursday, March 21, 2013, 9:15 a.m. – 1:30 p.m. at the Statehouse in Trenton, NJ*
- *NJCCC Trustee Retreat on "Student Success and Governance," April 15, 2013, 3:00-8:00 pm at Middlesex County College in Edison, NJ.*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 12, 2013**

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

**1. MINUTES OF PREVIOUS MEETINGS**

The Minutes of the Regular Meeting of February 19, 2013 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 19, 2013.

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

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

**INTRODUCED BY:** Bakari Lee

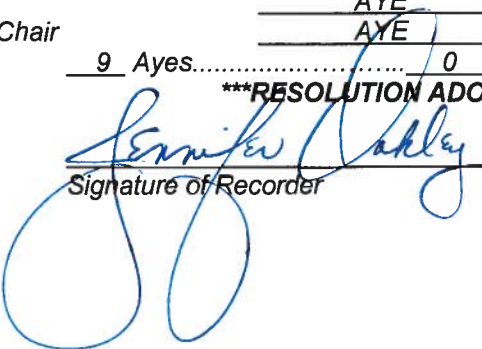
**SECONDED BY:** Karen Fahrenholz

**DATE:** March 12, 2013

Fahrenholz, Karen	<u>AYE</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>AYE</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>ABSENT</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

9 Ayes..... 0 Nay

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

 3-12-13  
Signature of Recorder Date

**ATTACHMENT A  
ITEM VI**

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

**REGULAR MEETING --- BOARD OF TRUSTEES  
February 19, 2013**

**MINUTES**

**PRESENT:** Karen Fahrenholz, James Fife, Glen Gabert, (ex officio), Shannon Gallagher, Roberta Kenny, Joanne Kosakowski, Bakari Lee, Randi Miller, Ophelia Morgan, William Netchert, and Alfred Zampella

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

**ABSENT:** Joseph Cundari, Trustee Emeritus, Jeanette Peña, Adrienne Sires, and Katia Stack

HCCC Staff present were: Angel Ayala, Monika Chappilliquen, Paul Dillon, Alison Frias, Eric Friedman, Wednesday Johnson, Dorothea Graham King, Lloyd Kahn, Ara Karakashian, Axel Kouassi, Kewal Krishan, Randi Miller, Ophelia Morgan, Jennifer Oakley, Paula Pando, Robert Perry, Ismael Randazzo, Qamar Raza, David Silolezya, John Sommer, Marcella Williams and Vinny Zicoello.

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

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

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

**III. COMMENTS FROM THE PUBLIC –**

Dr. Lloyd Kahn, Professor of Life Science and President of the Professional Association congratulated the recipients for tenure. He also thanked Dr. Eric Friedman, Vice President for Academic Affairs, and the faculty for directing the Tenure Committee.

**IV. CLOSED SESSION – None**

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

Dr. Eric Friedman, Vice President for Academic Affairs, and Chris Wahl, Dean of Arts and Sciences introduced six faculty members who received tenure. Alison Friars, Instructor of Education; Monika Czekaj Chappilliquen, Instructor of Academic Foundations, English; Kewal Krishan, Instructor of Mathematics; Maria Schirta, Instructor of ESL; Ara Karakashian, Instructor of Culinary Arts; Salim Bendaoud, Instructor of Life Science. (attached: biographies).

Ophelia Morgan, Assistant Dean of Students presented an "Overview of Student Activities". She also introduced the Executive Board and one Senator from the Student Government Association for 2012-2013.

Dr. Gabert reported on the following:

- Compared to last semester, enrollments are down 7% for the spring semester.

- The construction of the library/classroom building is on schedule with completion anticipated for July 2014.

Trustee Lee announced the following events and encouraged trustees to attend.

- NJCCC Trustee Essentials Seminar, February 25, 2013, 5:00 pm, Holiday Inn, East Windsor, New Jersey. (Trustee Lee will participate on a panel discussion called "Student Success Initiative.")
- NJCCC Trustee Retreat on "Student Success and Governance," April 15, 2013, 3:00-8:00 pm, Middlesex County College.

#### **VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

1. The Minutes of the Regular meeting of January 22, 2013.
2. Gifts, Grants and Contract Reports

The College has made the following grant & contract proposals:

TITLE: Muslim Journeys Bookshelf – Bridging Cultures Initiative  
AGENCY: National Endowment for the Humanities  
PURPOSE OF GRANT: The College will receive 25 books and three films, as well as additional support materials, for display and lecture at the HCCC Learning Resource Center.  
COLLEGE ADMINISTRATOR: Clifford Brooks  
COLLEGE CONTRIBUTION: 0  
AWARD AMOUNT: 0  
DATES OF GRANT: 1/1/13 -12/31/14

TITLE: Hire NJ Skills Investments- Opportunity 4 Jersey- Training Grants  
AGENCY: New Jersey Department of Labor  
PURPOSE OF GRANT: The CBI submitted two applications through this competition: 1) to train clients from Women Rising in hospitality and 2) to train clients from Garden State Episcopal in Customer Service.  
COLLEGE ADMINISTRATOR: Ana Chapman  
COLLEGE CONTRIBUTION: 0  
AWARD AMOUNT: \$300,000 each  
DATES OF GRANT: 4/1/13– 3/31/14

Introduced by: Bakari Lee  
Seconded by: Karen Fahrenholz  
7 Ayes.....0 Nays Resolution Adopted

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

- 1) Approval of FY 2012 Audit;
- 2) Purchase Objet 3D Printer;
- 3) Culinary Arts Department Appliance Service Contractor;
- 4) Purchase of Apple iPad & Cart;
- 5) College's Campus-Wide Virtualized Disaster Recovery;



- 6) Purchase of Brightlink Interactive LCD Projectors with Installation; and  
7) Purchase of Extended Service Agreements for Cisco Smartnet Devices.

Introduced by: Bakari Lee

Seconded by: James Fife

7 Ayes.....0 Nays

Resolution Adopted

# **VIII.**

## **PERSONNEL RECOMMENDATIONS**

### **1. RESIGNATIONS**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Toni S. Taylor	HHS Site Coordinator	2/8/2013

### **2. APPOINTMENT OF STAFF**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Duane Williams	Director, Advisement & Counseling	2/20/2013	\$57,000 (pro-rated)

### **3. TENURE APPOINTMENTS- EFFECTIVE ACADEMIC YEAR 2013-2014:**

#### **REPORTS/BACKGROUND**

The criteria for tenure include excellence in teaching, in scholarly achievement, in service to the College and community and in the fulfillment of professional responsibilities. Applications for tenure are reviewed by a Tenure Review Board and recommendations are forwarded through the Academic Vice President to the President for approval and presentation to the Board of Trustees. The following are recommended for tenure effective Academic Year 2013-2014.

Alison Friars  
Ara Karakashian  
Salim Bendaoud  
Kewal Krishan  
Monica Chappilliquen  
Maria Schirta

### **4. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: FEBRUARY 20, 2013- JUNE 30, 2013.**

Last Name	First Name	Department	Title
Espinal	Andrea	ADJ Academic Support Services	Tutor
Patel	Mohni	ADJ Academic Support Services	Tutor
Willbrink	Mica	Dean of Arts & Science	Office Assistant
Ahmad	Muna	Enrollment Services	Student Ambassador
Yasin	Zarqa	Enrollment Services	Student Ambassador
Ilyas	Asma	Enrollment Services	Student Ambassador

Awad	Vivian	Enrollment Services	Student Ambassador
Chaudhry	Masood	Enrollment Services	Student Ambassador
Garcia	Caroline	Financial Aid	Financial Aid Assistant
Perez	Milta	Financial Aid	Financial Aid Assistant
Zohra	Amkouk	Financial Aid	Financial Aid Assistant
Cortez	Benjamin	IT	Lab Assistant
Guevara	Ramon	IT	Lab Assistant
Rodriguez	Anderson	IT	Lab Assistant
Victorio	Angelica	IT	Lab Assistant
Rubi	Frank	IT	Lab Assistant

5. **APPOINTMENT OF ADJUNCT FACULTY FOR SPRING 2013**

LAST NAME	FIRST NAME	DEPARTMENT
FLAHERTY	JOHN	Academic Foundations
LAKSIMI-MORROW	SAKINA	Academic Foundations
RAHIMI	KOBRA	Academic Foundations
WILLOUGHBY-LITTLE	SHAKIRA	Academic Foundations
KREISEL	HARRIET	ESL
MATSUDA	JENNIFER	ESL
WISNIEWSKI	ELIZABETH	ESL
ZIELINSKI	LAUREN	ESL
SIDDIQUI	LORI	Health, Science and Technology
WABARA	MALCOLM	Health, Science and Technology
BAYUGA	GEORGE	Humanities and Social Sciences
DELPOZZO	JILL	Humanities and Social Sciences
DOMINGO	ELAINE	Humanities and Social Sciences
ESTEY	ARLENE	Humanities and Social Sciences
EHR SAM	ANNA	Humanities and Social Sciences
HARWIN	MELISSA	Humanities and Social Sciences
LONON	JULIE	Humanities and Social Sciences
MEDINA	DANIELA	Humanities and Social Sciences
TAYLOR	SCOTT	Humanities and Social Sciences
TRUITT	TRENTON	Humanities and Social Sciences

Introduced by: James Fife  
Seconded by: Alfred Zampella  
7 Ayes.....0 Nays

Resolution Adopted

**IX. ACADEMIC AND STUDENT AFFAIRS - None**

**X. NEW BUSINESS - None**

**XI. ADJOURNMENT 6:00 P.M.**

Introduced by: James Fife

Seconded by: Karen Fahrenholz

7 Ayes.....0 Nays

Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 12, 2013**

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

**1. Purchase of Instructional Technology**

**REPORT/BACKGROUND**

*The Hudson County Community College Grants Department and ITS Department have identified a need for the purchase of 37 OptiPlex computers. To best serve HCCC students through the acquisition of instructional technology, the HCCC Grants Office is proposing to purchase the technology necessary. The Title V Grant will be used to fund this purchase.*

*The ITS Department has solicited a quote from Dell for 37 PC's @ \$884.76 per unit for a grand total of \$32,736.12.*

*The Chief Information Technology Officer recommends this purchase.*

**RECOMMENATION:**

*The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the purchase of 37 OptiPlex computers from Dell at a cost not to exceed \$32,736.12.*

**2. Amendment of the Elevator Maintenance Service Resolution**

*A resolution was passed at the June Board meeting of 2011 for the elevator maintenance campus wide. This resolution covered a two year time period and the resolution for this fiscal year was estimated to cost \$27,000.00 per year. Due to an increase in repairs outside of the maintenance agreement the resolution needs to be increased by \$10,000.00 making the total \$ 37,000.00 for fiscal year 2013:*

***Purchase of Elevator Maintenance Service Vendor***

*The College has the need of an elevator maintenance service vendor to service all elevators campus wide.*

*A bid request was advertised on line on Tuesday, May 17<sup>th</sup>, 2011, Two (2) bid packages were distributed and one (1) bid was received and opened on Tuesday, May 31, 2011. The results were as follows:*

<b><u>VENDOR</u></b>	<b><u>LOCATION</u></b>	<b><u>BID AMOUNT</u></b>
<i>* ThyssenKrupp Elevator.</i>	<i>Cranford, NJ</i>	<i>\$ 1,859.00 per Month</i>

*The President, the Administration and Finance Committee recommend that the Board of Trustees approve ThyssenKrupp Elevator of Cranford, New Jersey as the elevator maintenance vendor for the 2012 fiscal year at a yearly cost of \$ 22,308.00 (Note price does not include cost of parts)*

### **RECOMMENDATION:**

*The President, the Administration and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve ThyssenKrupp Elevator of Cranford, New Jersey for needed repairs outside the scope of the service contract, at a cost not to exceed \$10,000.00 for Fiscal Year 2013, to be funded from the operating budget.*

### **3. Award of Lab Equipment & Supplies Vendor for FY 13**

**WHEREAS**, the College has a need for a science and bio lab equipment and supplies vendor for various sites campus wide; and

**WHEREAS**, this purchase is pursuant to the Business Entity Disclosure Process; and

**WHEREAS**, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500; and

**WHEREAS**, the anticipated term is March 13, 2013 through June 30, 2013; and

**WHEREAS**, VWR Education, LLC d/b/a Ward's Natural Science of Rochester, New York, is the proposed State vendor, Contract # 75846, to provide this service; and

**WHEREAS**, VWR Education, LLC d/b/a Ward's Natural Science has completed and submitted Business Entity Disclosure Certifications which certifies that, VWR Education, LLC d/b/a Ward's Natural Science has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit VWR Education, LLC d/b/a Ward's Natural Science from making any reportable contributions though the term of the contract; and

**WHEREAS**, the cost of these services will be Grant funded; and

**NOW, THEREFORE, BE IT RESOLVED** the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve VWR Education, LLC d/b/a Ward's Natural Science of Rochester, New York, as a pay-to-play certified vendor as described herein; and

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certifications and the Determination of Value Form be placed on file with this resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure

### **4. Award of Two (2) Multimedia Podium Presentation Systems**

#### **REPORT/BACKGROUND:**

A bid request was advertised in the Jersey Journal and the Star Ledger on Wednesday, January 23, 2013 and Thursday, January 24, 2013 to purchase two (2) Multimedia Podium Presentation Systems. Nine (9) bid packages were requested and one (1) bid was received and opened on Tuesday, February 12, 2013. The results are the following:

<b><u>Vendor</u></b>	<b><u>Location</u></b>	<b><u>Bid Amount</u></b>
Video Corporation of America	Somerset, NJ	\$19,549.50 each (includes installation)

The Chief Information Officer approves this purchase.

### **RECOMMENDATION:**

*The President, the Administration, and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve Video Corporation of America of Somerset, New Jersey to provide the equipment and installation of the two (2) Multimedia Podium Presentation Systems for two campus locations at a total cost not to exceed \$39,099.00, to be funded by the Grants Department.*

### **5. Resolution #5 Withdrawn**

### **6. Purchase of Electrical Supplies**

#### **REPORT/BACKGROUND:**

*There is a need for the Facilities Department to purchase electrical parts and supplies (light bulbs) during the year. Jewel Electric Supply Company of Jersey City, New Jersey is the chosen vendor.*

*Jewel Electric Supply Company is a State Contract vendor, State Contract #'s 75179 and 75876.*

*The Vice President of Operations approves this purchase.*

#### **RECOMMENDATION:**

*The President, the Administration and the Finance Committee recommend that the Board of Trustees approve Jewel Electric Supply Company of Jersey City, New Jersey, to provide electrical parts and supplies at a total cost not to exceed \$20,000.00, to be funded from the operating budget.*

### **7. Tuition & Fee Policy 2014**

#### **REPORT / BACKGROUND:**

*The College draws its revenues from three (3) principal sources: state aid; county appropriations; and tuition and fees. In fiscal year 2014, student enrollments are expected to continue to increase modestly with credit headcount enrollments of approximately 9,000. The College anticipates that the State and County appropriations will increase modestly.*

*The Administration will make a recommendation to the Board of Trustees through the Finance Committee later this year which will reflect these realities, including contingencies.*

*It is necessary to set the tuition policy at this time in order that the rates be in place for early registration for the Fall 2013 semester which begins immediately.*

#### **Tuition**

*It is proposed that tuition be raised by \$2.25 per credit hour to \$112.50. This represents a 2% increase. The State defines a full-time student as one taking 12 credit hours. For a full-time student, this increase would represent an additional \$27.00 per semester. It is projected that, with this increase, HCCC tuition will remain within the average tuition of New Jersey county colleges.*

#### **Fees**

*It is proposed that fees remain at current levels for FY 2013, with two exceptions. The application for Graduation Fees will increase from \$35.00 to \$50.00. The Culinary Fee will increase from \$275.00 to \$280.00.*

**RECOMMENDATION:**

*The President, the Administration and the Finance Committee with the consent of the Academic and Student Affairs Committee recommend that the Board of Trustees approve the tuition and rate schedule as enumerated on attached Tuition and Fees Schedule.*

**8. Award of Consultant Services for Capital Projects**

**REPORT/BACKGROUND:**

*The College has a need to use a consultant to assist in the operations of the campus capital projects.*

*It is proposed that Wade Frazee, of Glenwood, New Jersey, be engaged to provide the services at a cost not to exceed \$26,250 for the remainder of Fiscal Year 2013.*

**RECOMMENDATION:**

*The President, the Administration and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve Wade Frazee to perform consulting services, at a cost not to exceed \$26,250 for Fiscal Year 2013, to be funded from the operating budget.*

**9. Reports of the Facilities Committee for Construction Oversight**

**REPORTS/BACKGROUND:**

*On March 12, 2002, the Board of Trustees established a Facilities Ad-Hoc Committee to oversee plans and costs for campus development. The Board designated the Chair of the Facilities Committee to serve as Ad-Hoc Committee Chair. Other members of the committee were to include the College President, the Vice President for Administration and Finance, the HCCC Director of Facilities, the Construction Manager (outsourced), and College Counsel for real estate and construction issues. This committee was empowered to "review and approve all project plans and costs including design, renovation or construction.*

*The Committee here presents to the Board the approved minutes of the September 6, 2012 meeting.(Attachment B). It is the intention of the Committee to transmit formally to the Board of Trustees for its acceptance, the minutes of the Committee.*

**RECOMMENDATION:**

*The Facilities Committee recommends that the Board of Trustees accept its minutes of the September 6, 2012 meeting as submitted for inclusion into the records of the Board of Trustees.*

**RESOLUTION:**

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees approve the recommendations of the President, the Administration, the Finance Committee and the Facilities Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1 – 9:** 1) Purchase of Instruction Technology, 2) Amendment of the Elevator Maintenance Service Resolution, 3) Award of Lab Equipment & Supplies Vendor for FY 13, 4) Award of Two (2) Multimedia Podium Presentation Systems, 5) Resolution #5 Withdrawn, 6) Purchase of Electrical Supplies, 7) Tuition & Fee Policy 2014, 8) Award of Consultant Services for Capital Projects, and 9) Reports of the Facilities Committee for Construction Oversight.

**INTRODUCED BY:**

Bakari Lee

**SECONDED BY:**

James Fife

**DATE:**

March 12, 2013

Fahrenheit, Karen  
Fife, James  
Kenny, Roberta  
Kosakowski, Joanne  
Lee, Bakari  
Peña, Jeanette  
Sires, Adrienne  
Stack, Katia  
Zampella, Alfred  
Netchert, William, Chair

AYE  
AYE  
AYE  
AYE  
AYE  
AYE  
AYE  
ABSENT  
AYE  
AYE

9 Ayes..... 0 Nay

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

Lennor Oakley 3-12-13  
Signature of Recorder Date



**ATTACHMENT A**  
**ITEM VII – Finance and Administration**  
**#7 – Tuition & Fees Schedule**

## HUDSON COUNTY COMMUNITY COLLEGE

### Tuition & Fees Schedule

#### 2012-2013

<b>TUITION:</b>	
Hudson County Resident	\$ 110.25 per credit
Out of County	220.50 per credit
Out of State/Foreign Student	330.75 per credit
<b>FEES:</b>	
Registration Fee	\$ 20.00 per semester
General Service Fee	20.00 per credit
Student Activity Fee	4.75 per credit
Technology Fee	14.00 per credit
Late Registration	20.00 per occurrence
Culinary Fee	275.00 per course
Culinary Cutlery	240.00 per occurrence
Culinary Uniforms	130.00– 150.00 per year
Tuxedo/Front of the House	
Uniforms	110.00 per year
<b>OTHER FEES:</b>	
Application for Admission	\$ 20.00 per occurrence
Application for Readmission	20.00 per occurrence
Foreign Student Processing	250.00 Deposit
Graduation Fee	35.00 per occurrence
Deferred Payment Plan	25.00 per occurrence
Returned Check Fee	25.00 per occurrence
Official Transcript Fee	5.00 per occurrence
Insurance Fee	28.00 per year
Insurance Fee New Student	14.00 per Spring Semester
Culinary Insurance Fee	14.00 per student
Lost Schedule Fee	2.00 per occurrence
Replacement of ID Card	2.00 per occurrence
Lab Fees	22.00 – 45.00 per course (vary according to class)
Add/Drop Fee	15.00 per occurrence
Work/Life Portfolio Assessment	
Assessment & Processing Fee	100.00 per occurrence
CLEP Exam Fee	20.00 per occurrence
Re-Test Fee	5.00 per occurrence
HOBET Test Fee	30.00 per occurrence
DANTES Test Fee	20.00 per occurrence
Distance Learning Exam Fee	20.00 First 2 hours 10.00 per hour after 2 hours
LPN Clinical Fees	1,200.00 – 1,800.00 per semester
NCLEX	400.00 per semester
Practical Nursing Exit Exam	50.00 per occurrence

#### 2013-2014

<b>TUITION:</b>	
Hudson County Resident	\$ 112.50 per credit
Out of County	225.00 per credit
Out of State/Foreign Student	337.50 per credit
<b>FEES:</b>	
Registration Fee	\$ 20.00 per semester
General Service Fee	20.00 per credit
Student Activity Fee	4.75 per credit
Technology Fee	14.00 per credit
Late Registration	20.00 per occurrence
Culinary Fee	280.00 per course
Culinary Cutlery	240.00 per occurrence
Culinary Uniforms	130.00 – 150.00 per year
Tuxedo/Front of the House	
Uniforms	110.00 per year
<b>OTHER FEES:</b>	
Application for Admission	\$ 20.00 per occurrence
Application for Readmission	20.00 per occurrence
Foreign Student Processing	250.00 Deposit
Graduation Fee	50.00 per occurrence
Deferred Payment Plan	25.00 per occurrence
Returned Check Fee	25.00 per occurrence
Official Transcript Fee	5.00 per occurrence
Insurance Fee	28.00 per year
Insurance Fee New Student	14.00 per Spring Semester
Culinary Insurance Fee	14.00 per student
Lost Schedule Fee	2.00 per occurrence
Replacement of ID Card	2.00 per occurrence
Lab Fees	22.00 – 45.00 per course (vary according to class)
Add/Drop Fee	15.00 per occurrence
Work/Life Portfolio Assessment	
Assessment & Processing Fee	100.00 per occurrence
CLEP Exam Fee	20.00 per occurrence
Re-Test Fee	5.00 per occurrence
HOBET Test Fee	30.00 per occurrence
DANTES Test Fee	20.00 per occurrence
Distance Learning Exam Fee	20.00 First 2 hours 10.00 per hour after 2 hours
LPN Clinical Fees	1,200.00 – 1,800.00 per sem.
NCLEX	400.00 per semester
Practical Nursing Exit Exam	50.00 per occurrence

**OFFICE OF COLLEGE OPERATIONS**  
Frank Mercado, Vice President



***Facilities Ad Hoc Committee***  
***September 6, 2012***  
***9:30 a.m.***

**Minutes**

***Present:***

John Curley, Real Estate Attorney  
Ted Domuracki, President, MAST Construction  
James Fife, HCCC Trustee  
Glen Gabert, President, HCCC  
Troy Marzziotti, MAST Construction  
Hugh McGuire, McGuire and Associates  
Frank Mercado, Vice President for College Operations  
William Netchert, HCCC Trustee, Co-Chair  
Joseph Sansone, Assistant to the President  
Adrienne Sires, HCCC Trustee, Co-Chair  
John Sommer, Vice President for Finance  
Joseph Torturelli, Director, Facilities  
Alfred Zampella, HCCC Trustee

***Absent:*** Adrienne Sires

Marcella Williams, Recording Secretary

**1. APPROVAL OF PRIOR MINUTES - June 21, 2012**

**Motion to accept Minutes of June 21, 2012.**

**Introduced by: James Fife**

**Seconded by: Alfred Zampella**

**\*\*\*Motion Passed\*\*\***

**2. NORTH HUDSON BUILDING (UNION CITY)**

***a. Bursar's Office (project completed)***

- Frank Mercado reported that this project has been completed and will be removed from the agenda.

*(continued...)*

*b. Emergency Main Entrance Redesign (project completed)*

- Frank Mercado and Troy Marzziotti reported that his project has been completed and will be removed from the agenda.

*c. Lobby Lighting <Joseph Torturelli>*

- Joseph Torturelli was given authorization by the Committee to proceed with the selection and installation of lobby lighting for the North Hudson Higher Education Center. He noted that the lighting fits in with the College's energy efficiency program.

*d. NHHEC Condo Association (pending) <Frank Mercado>*

- Frank Mercado and John Sommer reported that some disbursements are not being made by the County. Frank Mercado noted that invoices sent to the County are current. John Sommer will follow-up with the County on this matter.

*e. Ceramic Lab (space carpeted and scheduled for classroom use.)*

- Frank Mercado reported that the entire floor of the ceramic lab has been carpeted. The room has been furnished with furniture taken from inventory. It is currently being used as a classroom.

*f. NHHEC Budget Closeout*

- The budget closeout has been completed for the North Hudson Higher Education Center. This item will be removed from the agenda.

**3. CAPITAL BUDGET FY 2013 <John Sommer and Troy Marzziotti>**

- John Sommer reported that there is approximately \$11,372, 373.97 available now from Chapter 12 Funds, with other expenses not yet deducted.

**4. JOURNAL SQUARE PROJECTS UPDATES**

*a. 65-79 Sip Avenue*

*Library (Learning Resource Center & Academic Building)*

- Status of Mat Foundation Structure

Ted Domuracki reported that a 4ft thick mat foundation structure (cement slab supporting entire building) has been laid for the construction of the new Library at 65-79 Sip Avenue.

*(continued...)*

- *Legal Issues*

Ted Domuracki talked about the unknown existing conditions which resulted in the soil being more contaminated than originally thought. There were huge water problems. The water table was much higher than what the engineer reported. Close to 5,000 gallons of water was pumped a day. The mat foundation is now above the water. Additional work was conducted to resolve the problems, which included moving drainage to the outside of the building. The only work left to do is pouring one piece of the wall, backing filling and reconstructing the street. The next phase will be to construct the rest of the building. The project is still on schedule for a May 31, 2014 completion. The \$300,000 of contingency money in the bid has been used up. \$400,000 left in the budget, approved by the Board, will be needed. Dobco (construction co.) will file a claim as a result of the unforeseen conditions resulting in the water removal and contaminated soil. The claim will be negotiated while attempting to close out services by Dobco.

- *Phase 2: Building Re-Bid*

Bids were received on August 30<sup>th</sup> for Phase 2: Building Re-Bid project. Hall Building Corporation of Farmingdale, NJ was the lowest responsible bid.

**Motion to award the contract to Hall Building Corporation of Farmingdale, NJ as the lowest responsible bid with all alternates in the amount of \$22,225,000 for the Learning Resource Center & Academic Building – Phase 2: Building Re-Bid project.**

**Introduced by: James Fife  
Seconded by: Alfred Zampella  
\*\*\*Motion Passed\*\*\***

Troy Marzziotti will provide a status report. A resolution to award the contract, based on bids received August 30<sup>th</sup>, will be presented at the next Facilities meeting

- *PLA (Project Labor Agreement)*

Ted Domuracki said that MAST Construction negotiated and signed off on the PLA (Project Labor Agreement). Frank Mercado will work with Jennifer Bogdanski in locating it and will submit it to John Curley to execute.

- *Ophra Request*

Joseph Sansone will handle the OPRA request (Open Public Records Act) from Dobco regarding bid information. (continued...)

- *Budget*

Ted Domuracki noted that MAST has compiled a budget that includes additional services as well as the architect's design. The good news is that there is enough money in contingency to move forward. The only issues to resolve now are Dobco's OPRA request and the challenges.

**Motion to approve the budget in the amount of  
\$28,881.052 for Phase 2: Construction of  
the Learning Resource Center & Academic Building**

**Introduced by: James Fife  
Seconded by: Alfred Zampella  
\*\*\*Motion Passed\*\*\***

- *Modification of drawings of 6<sup>th</sup> floor and multipurpose classroom(s)  
(completed)*
- b. *83-87 Sip Avenue – (Mezzanine Level Renovation) (completion by September  
15<sup>th</sup>)*
  - Frank Mercado requested that \$46,728.46 be approved in the budget for purchase of furniture for the Mezzanine area at 81 Sip.

**Motion to approve \$46,728.46 in the budget for  
purchase of furniture at 81 Sip.**

**Introduced by: James Fife  
Seconded by: Alfred Zampella  
\*\*\*Motion Passed\*\*\***

- c. *161 Newkirk - Culinary – Roof Warranty Issues <Frank Mercado>*
  - Frank Mercado said that it has been determined that the roof is not leaking at 161 Newkirk – Culinary. The leak, which was coming from a drain storm, has been repaired. He added that he has not been able to locate the twenty-year warranty for the roof, however; the subcontracting company (roofer) has acknowledged the existence of the warranty. This project can be removed from future agendas.
- d. *Culinary Park Bollard Project <Joseph Torturelli and College Counsel>*
  - The Committee agreed that a sign cautioning pedestrians about “active street” should be put up at the crosswalk of the Culinary Conference Center.

*(continued...)*

*e. 70 Sip Avenue <College Counsel>*

- Frank Mercado stated that the engineer's report proves that the cause for the flooding at 70 Sip is in relation to poor maintenance by the owners of the adjacent property at 64 Sip. Over the past years, this has been a reoccurring problem. Jennifer Bogdanski, who was not present at the meeting, is expected to prepare a legal opinion.

**5. LEASES FOR 26 JOURNAL SQUARE**

- Frank Mercado said that this item is complete and can be removed from the agenda.

**6. NEW BUSINESS**

*a. Bond Issue <Glen Gabert>*

- Dr. Gabert spoke about the anticipated \$750M bond for colleges in New Jersey on the November election ballot and another \$750M for the EIF (Electronic Leasing Fund) money which will be put on the ballot for the presidential election in November. If the bond is passed, HCCC may get approximately \$30M (25% match from County), available July 2013, which can be used towards the completion of the new Library/Academic building and for repairs and renovation of the Pathside building. The money cannot be used for parking, daycare center, gymnasium or auxiliary enterprises.

*b. Scaffolding at Pathside <Frank Mercado>*

- Dr. Gabert asked Frank Mercado to send him materials and timeline on scaffolding at Pathside a week before the next Committee meeting.

*c. Science Building*

- The Committee agreed to go out for the bid design for the new Science building in preparation of the bond passing. Ted Domuracki will reach out to three firms to get proposals.

**7. PROPOSED SCHEDULE OF MEETINGS**

*~ Thursday, November 15, 2012, 9:30 a.m. ~*

**8. ADJOURNMENT**

The meeting was adjourned at 11:55 a.m.

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 12, 2013**

**VIII. PERSONNEL RECOMMENDATIONS**

**None**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 12, 2013**

**IX. ACADEMIC AND STUDENT AFFAIRS**

**None**



**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 12, 2013**

**X. NEW BUSINESS**

**1. Adoption of Institutional Goals through June 30, 2014.**

**BACKGROUND**

Periodically the Board of Trustees, upon the recommendation of the Academic and Student Affairs Committee and the College Administration, adopts focus goals to provide direction to the College. The goals here recommended are intended to be consistent with the institution's recently revised mission statement. This draft goals statement through June 30, 2014 also reflects the collaboration of the Committee and Administration.

**RECOMMENDATION**

The Academic and Student Affairs Committee and the Administration recommend that the Board of Trustees adopt the focus goals through June 30, 2014.

**RESOLUTION**

**NOW THEREFORE BE IT RESOLVED** that the Hudson County Community College Board of Trustees approve the recommendation of the Academic and Student Affairs Committee and the Administration to adopt the focus goals through June 30, 2014 as outlined in the appended document titled "Hudson County Community College, Focus Goals through Fiscal Year 2014."

**INTRODUCED BY:** Karen Fahrenholz

**SECONDED BY:** Adrienne Sires

**DATE:** March 12, 2013

Fahrenholz, Karen	<u>AYE</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>AYE</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>ABSENT</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

9 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

3-12-13  
Date

OFFICE OF THE PRESIDENT  
Glen Gabert, Ph.D.



## Hudson County Community College

### Focus Goals through Fiscal Year 2014

Periodically the Board of Trustees, in consultation with member of the staff and community, identifies and defines institutional priorities in the form of "focus goals". The following goals are established for the period ending June 30, 2014.

- **Mission and Strategic Planning:** develop a comprehensive institutional strategic plan that is reflective of the "new" college mission statement adopted by the Board of Trustees in January, 2013 and that also specifically addresses issues related to student success.
- **Accreditation:** take appropriate steps to assure the preparation of a Periodic Review Report that will meet the spring, 2014 filing requirements of the Middle States Association.
- **Capital Management:** review and revise, as appropriate, the process and procedures for the management of capital budgets; complete the Library/Classroom Project on time and within budget; and develop a proposal for a science facility in Journal Square funded by monies resulting from the November, 2012 Bond Referendum.
- **College Library:** develop and implement a comprehensive plan for the Library that reflects the opportunities afforded by the new facilities in Journal Square and North Hudson as well as contemporary technology.
- **Technology:** develop and implement a revised organizational plan for Information Technology that takes full advantage of the opportunities afforded by the conversion to Datatel including audio-visual services.
- **Finance:** develop and implement a revised organizational plan for Finance that more fully reflects the opportunities afforded by the conversion to Datatel.
- **Institutional Research:** develop and implement a comprehensive plan for research that would provide a more systematic approach to data-based decision making including those that are related to enrollment management.
- **Adjunct Faculty:** develop and implement a plan to make more effective use of the talents of adjunct faculty.
- **North Hudson Center:** conduct a feasibility study and then develop and begin an implementation of a plan to achieve "campus" designation of the North Hudson Center by the Middle States Association.

- **Faculty Recognition:** continue to develop and implement a plan to support and recognize community college teaching excellence and to promote innovation in the classroom.
- **Honors Program:** develop and implement a plan to support and expand the College's Student Honors Program.
- **First Year Experience Program:** develop and implement a First Year Experience Program focusing on the retention of first-time students as one component of an increased emphasis on student success.
- **Student Financial Aid:** conduct a full review of Financial Aid and Student Accounts operations with the assistance of an independent consultant, and then develop a plan of action reflecting the findings of that review.

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 12, 2013**

**X. NEW BUSINESS**

**2. Resignation**

**REPORTS/BACKGROUND**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Robert Fairchild	Director, Non-Credit Programs	03/11/13

**RECOMMENDATION:**

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Resignation above as New Business Item No. 1.

**RESOLUTION:**

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees approve the recommendations of the President, the Administration and the Personnel Committee as outlined above in **Item X. New Business # 2: Resignation.**

**INTRODUCED BY:** James Fife

**SECONDED BY:** Joanne Kosakowski

**DATE:** March 12, 2013

Fahrenholz, Karen	<u>AYE</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>AYE</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>ABSENT</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

9 Ayes..... 0 Nay

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

	<u>3-12-13</u>
Signature of Recorder	Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 12, 2013**

**X. NEW BUSINESS**

**3. AWARD OF A VENDOR FOR CULINARY APPLIANCES FOR THE CULINARY ARTS DEPARTMENT**

**WHEREAS**, the Culinary Arts Department has a need for a number of high end appliances and kitchen equipment during the year pursuant to the Business Entity Disclosure Process; and

**WHEREAS**, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500; and NOTE:(The items were quoted and the results are Culinary Depot of Lakewood, New Jersey \$25,529.48 and M.Tucker of Patterson, New Jersey \$28,643.89

**WHEREAS**, the anticipated term is fiscal year 2013; and

**WHEREAS**, Culinary Depot of Lakewood, New Jersey is the proposed vendor to provide these appliances; at a cost of \$25,529.48 and

**WHEREAS**, Culinary Depot has completed and submitted Business Entity Disclosure Certifications which certifies that Culinary Depot has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit Culinary Depot from making any reportable contributions through the term of the contract; and

**WHEREAS**, the cost of these services will be funded by the grants department; and

**NOW, THEREFORE, BE IT RESOLVED** the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Culinary Depot of Lakewood, New Jersey as a pay-to-play certified vendor as described herein and;

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

**INTRODUCED BY:** Joanne Kosakowski

**SECONDED BY:** James Fife

**DATE:** March 12, 2013

Fahrenholz, Karen	<u>AYE</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>AYE</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>ABSENT</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

9 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

3-12-13  
Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 12, 2013**

**X. NEW BUSINESS**

**4. Technology Plan FY 2014-2018**

**REPORT/BACKGROUND**

The Hudson County Community College and ITS Department have developed a comprehensive 5 year Technology plan to support and expand the existing college infrastructure, as well as provide a platform for expansion with a focus towards instructional technologies supporting our academic offerings. A particular focus of this plan is to expand our capabilities and support for our science and technology programs. This endeavor is inclusive of the proposed expansion of the Science Center at 870 Bergen Avenue.

The Chief Information Technology Officer endorses this program

**RECOMMENATION:**

The President, the Administration, the Facilities Committee, and the Finance Committee recommend that the Board of Trustees approve the Technology Plan FY 2014-2018 as outlined in the appended document (See Attachment B – New Business #4) .

**RESOLUTION:**

**NOW THEREFORE BE IT RESOLVED** that the Hudson County Community College Board of Trustees approve the recommendation of the Facilities Committee to approve the Technology Plan FY 2014-2018 (as amended).

**INTRODUCED BY:** Bakari Lee

**SECONDED BY:** Jeanette Peña

**DATE:** March 12, 2013

Fahrenholz, Karen	<u>AYE</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>AYE</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>ABSENT</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

9 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

3-12-13  
Date

**ATTACHMENT B****ITEM X. NEW BUSINESS****Resolution 4. Technology Plan FY 2014-2018****HUDSON COUNTY COMMUNITY COLLEGE**

*The mission of Hudson County Community College is to provide high quality educational opportunities that promote student success and are accessible, comprehensive, and learning centered.*

**Information Technology Services (ITS) Department****Five Year Plan Objectives**  
**FY 2014 - 2018**

Hudson County Community College (HCCC) continues to make considerable investments and advancements in technology deployment and utilization of its technological resources. The mission and purpose of the Information Technology Services Department (ITS) is to provide technology services and support for Students, Faculty, Administration and Staff.

**ITS Department Mission Statement:**

***“THE MISSION OF THE INFORMATION TECHNOLOGY SERVICES DEPARTMENT AT HUDSON COUNTY COMMUNITY COLLEGE IS TO PROVIDE STUDENTS, FACULTY AND ADMINISTRATION WITH THE HIGHEST LEVEL OF TECHNOLOGICAL SERVICES, SUPPORT AND CUSTOMER SERVICE”***

The Information Technology Department is led by the Chief Information Officer (CIO), who reports to the President. The department has a total staff of 15, plus an additional five from the Ellucian Managed Services contract. The 15 consist of an Assistant CIO and four managers plus support staff. This staff is responsible for network support and operations, academic computer labs, telecommunications, web & portal services and pc technical support. The academic labs are also supported by part time (approximately 45) instructional lab assistants. The office is also responsible for administrative computing and computer operations, supported by the Colleague (Datatel/Ellucian) software products. This software is supported and serviced by the staff of five, which is outsourced (Ellucian Managed Services) and supports our user community, and reports to the Chief Information Officer. In addition to striving and working towards staying up to date technologically, the ITS Department continually provides the highest level of support possible to the College Community.

***HCCC Vision statement: We continually aspire to make Hudson County Community College such an excellent and innovative urban college that it can be a first-choice option for the students and communities it serves.***

HCCC is poised to be a leader in the Higher Education among the community colleges in teaching and learning. A robust, streamlined state of the art educational technology environment would position HCCC to enhance our learners' use of technological tools. This would improve student's habits and knowledge necessary for lifelong learning. We have the opportunity to develop technological platforms that better engage our learners in the development of core skills and better prepare them for entering the work force in their chosen career.

The following are the examples of what HCCC will do with appropriate funding and support for educational technology. These initiatives work towards supporting the Academic Community, our Students



and Faculty, in addition to the College's Mission and Technological Goals. This five year plan will work towards achieving these goals.

HCCC has identified the following major initiatives

**Fiscal Year 2014**

**ITS Disaster Recovery Solution (1)** – A disaster recovery/business interruption solution needs to be in place to provide a process and procedures for recovering critical operations in the ITS department. This process would address the procedures and processes for restoring ITS operations and service, within a reasonable time frame, in the event of a disaster at 70 Sip Avenue or in Jersey City. This is a cloud based solution hosted by a vendor, located in another state, other than New Jersey.

Target Date for Completion: Summer 2013

Projected/estimated Cost: \$ 85,000 annually

Funding Source: ITS Operating Budget

Potential Obstacles & Contingencies for Success: NONE

Proposed Equipment: N/A (Cloud Based)

**Science Lab Building / Science Labs (870 Bergen) - (1A)** – The building of the science labs supporting the science and technology programs at HCCC requires additional technological support and implementation to the new space and upgrades to the existing infrastructure. The technology support includes, but is not limited to, computer labs, networking equipment, wiring/cabling, wireless access, network infrastructure, smart classrooms, math and science labs.

Target Date for Completion: Fall 2015

Projected/estimated Cost: \$ 1,056,060

Funding Source: TBD

Potential Obstacles & Contingencies for Success: NONE

Useful Life: N/A (Hardware portion 3 to 6 years – depending on hardware)

Proposed Equipment: (Equipment listed on spreadsheet)

**Computer Lab (Windows) Upgrades & Replacements (Campus-wide Infrastructure) (2)** – The college will be replacing a minimum of 2 to 4 computer labs, with funding received from various sources. The ITS staff will be planning and scheduling the installation of these various labs, based on age and priority. These labs are for both instructional and open lab use by the student's supporting software applications such as Quickbooks, MS Office, BlackBoard, Adobe Suite, IA3, Desktop Encyclopedia, Relanpro, ParaLegal.

Target Date for Completion: Spring 2014

Projected/estimated Cost: \$192,000 - 4 Labs Per Year (\$48,000 Per Lab)

Funding Source: TBD

Potential Obstacles & Contingencies for Success: NONE



[illegible]

**Computer Lab (MAC/Apple) Upgrades & Replacements (Campus-wide Infrastructure) (3)** - The college will be replacing a minimum of 1 Mac computer lab, with funding received from various sources. The ITS staff will be planning and scheduling the installation of these various labs, based on age and priority. These labs are for both instructional and open lab use by the student's supporting software applications such as Cinema 4D Studio, MS Office, BlackBoard, Adobe Suite, Desktop Encyclopedia. (Does not include the specialized Mac Lab for Arts department)

Target Date for Completion: Spring 2014

Projected/estimated Cost: \$140,000 1Mac Lab Per year

Funding Source: TBD

**Potential Obstacles & Contingencies for Success:** Future Funding Source. ITS resources need to be identified and allocated to meet the implementation deadlines.

[illegible]

**Desktop Technology / PC Replacements (Campus-wide Infrastructure) (4)** – The college needs to develop and implement a plan to replace old pc's for staff and faculty on a regular basis. The plan would allow for the replacement of 125 pc's per year. Every 4 years staff and faculty will get upgraded pc's with 4 years on-site parts and labor. Dell has aggressively provided us with quotes based on the anticipated volume.

*Target Date for Completion:* Spring 2014

*Projected/estimated Cost:* \$137,500 Annually (Approx. 125 machines per year)

*Funding Source:* TBD

**Potential Obstacles & Contingencies for Success:** Future Funding Source. ITS resources need to be identified and allocated to meet the implementation deadlines.

*Proposed Equipment:* (125 Users per year) - 125 PC's / Dell Workstations

**Network Backbone & Telecommunications Infrastructure (Campus-wide Infrastructure) (5)** - The college will continually evaluate the telecommunications infrastructure, to assure it meets the current and future needs of the college community. The evaluation will include, but not be limited to, the implementation of system features, options and capacity, wiring (fiber, copper, cat6), hardware and software upgrades. The telecommunications infrastructure is fully integrated with our data network, and must assure compatibility and capacity requirements. The ITS department will continually evaluate and monitor the use and requirements to support student access and the community, while planning and implementing the necessary changes to accommodate growth and technology changes.

Target Date for Completion: Fall 2013 / Summer 2014

Projected/estimated Cost:

(1) Cisco Core Replacement \$340,000 – (Turn Key solution (one time charge)-- replacing 2 cores and end-user connectivity -- EOL as of August 2013)

(2) Switches \$232,000 – (Turn Key Solution (one time charge)-- Pricing Estimate is current as of Dec 2012 – Current Status = EOL)

Funding Source: TBD

Potential Obstacles & Contingencies for Success: Future Funding Source. ITS resources need to be identified and allocated to meet the implementation deadlines.

Proposed Equipment:

- 1 Cisco Core Switch (Nexus 7000)
- 14 Switches (Nexus 2848TP)
- 2 Firewall Failover (ASA5520)

**Security Communications (Campus-wide Infrastructure) (6)** – The FCC (Federal Communication Commission) has mandated that radio users in the very and ultrahigh, frequencies spectrum operating as wide-band to narrow-band their radios systems. It's recommended that we change our current system from analog to digital formats. Digital operation allows for clear audio and better radio coverage, eliminating identified dead zones. This necessary equipment will enhance our security program and will be in compliance with FCC regulations.

Target Date for Completion: Fall 2013

Projected/estimated Cost: \$ 101,500

Funding Source: TBD

Potential Obstacles & Contingencies for Success: None

Proposed Equipment:

- 45 radios
- 2 Repeaters
- Accessories

**Fiscal Year 2015**

**Multimedia Techpods (Campus-wide Infrastructure) (6A)** – TechPod Multimedia Lecterns feature a unique combination of innovative design and functionality. TechPod is a breakthrough audio-visual podium that has every multimedia capability built in. One simple control panel is used for controlling every AV device, from an LCD projector, PC or document camera to a laptop and DVD/VCR player. This technology would be deployed in all the classrooms, enhancing the functionality of the smart Classroom. The price per techpod is \$21,100.00. The total number of classrooms in JSQ that do not have techpods is 83. The college would anticipate rolling out 20 techpods per year.

Target Date for Completion: Fall 2014

Projected/estimated Cost: \$ 422,000 Annually (20 per year)

Funding Source: TBD

Potential Obstacles & Contingencies for Success: None

Proposed Equipment: (Per Classroom) - 1 Techpod

**Document Imaging (Campus-wide Infrastructure) (7)** – A plan and process needs to be implemented to upgrade our current document imaging system in the enrollment office. The enrollment office has a backlog of old documents that are required to be scanned. In addition, the college needs to address, plan and implement a college-wide solution for additional offices to take advantage of this technology. Unwieldy paper trails and overflowing filing cabinets increase our costs of doing business, compromise security and impede disaster recovery efforts. Document imaging systems streamline those paper-intensive processes, while supporting our compliance and recovery plans. Document imaging and workflow solutions reduce the cost of doing business, while improving efficiency. Some document imaging features include, On-line multi-user access to data, Search all documents at once, Print or fax documents on demand, Long-term storage and archival. Document imaging is a proven technology that moves information to the people, rather than moving people to the information. It is a means of storing information in a digital format rather than in a paper format. Some cost justifications would include, Improved access to information, Greater security of files, Payroll (people power) cost savings, Reduced physical storage costs.

Target Date for Completion: Fall 2014

Projected/estimated Cost: \$ 100,000

Funding Source: TBD

Potential Obstacles & Contingencies for Success: Identifying Funding is key to this project. This project requires HCCC to change their ways (procedures) of processing and handling documents. The full participation and training for the Faculty, Staff and Administration is key to the success.

Proposed Equipment:

- 2 Storage Servers
- 26 Scanners
- 26 Work Stations

**Wireless Upgrades (Campus-wide Infrastructure) (8)** – The original wireless implementation for the college's buildings dates back to 2007. It is necessary to replace the aging hardware and update the software to accommodate the new wireless devices and related connectivity. This would be an upgrade and replacement for "E" Building and Server for the "A" Building.

Target Date for Completion: Spring 2015

Projected/estimated Cost: \$ 89,200 (E Building upgrades and replacements)  
\$ 96,000 (Wireless Server "A" Building)

Funding Source: TBD

Potential Obstacles & Contingencies for Success: NONE

Proposed Equipment:

- 33 Access Point's
- 1 Controller
- 2 Switches
- Cabling

**Business Continuity Cloud (9)** – The ERP and computer room continues to expand its services and support through the VM environment. ITS will need to increase the services and support for business continuity by increasing the servers and each year as the ITS environment grows to support the users and students.

Target Date for Completion: Summer 2015

Projected/estimated Cost: \$ 120,000

Funding Source: TBD

Potential Obstacles & Contingencies for Success: NONE

Proposed Equipment: (Per Year) - 6 Dell Servers

**Virtualized Environment (10)** – The college's virtualized environment includes Email, Web, and ERP (Ellucian/Colleague) systems. This environment will be at end of useful life and will be required to be replaced. It also includes the testing environment for these systems.

Target Date for Completion: Summer 2015

Projected/estimated Cost: \$ 246,500 Production Environment  
\$ 168,500 Test Environment

Funding Source: TBD

Potential Obstacles & Contingencies for Success: NONE

[illegible]

**Desktop Technology / PC Replacements** *(Campus-wide Infrastructure)* **(4)** – The college needs to develop and implement a plan to replace old pc's for staff and faculty on a regular basis. The plan would allow for the replacement of 125 pc's per year. Every 4 years staff and faculty will get upgraded pc's with 4 years on-site parts and labor. Dell has aggressively provided us with quotes based on the anticipated volume.

Target Date for Completion: Continuously Annually

Projected/estimated Cost: \$137,500 Annually (Approx. 125 machines per year)

Funding Source: TBD

Potential Obstacles & Contingencies for Success: Future Funding Source. ITS resources need to be identified and allocated to meet the implementation deadlines.

Proposed Equipment: (125 Users per year) - 125 PC's / Dell Workstations

### **Fiscal Year 2016**

**Multimedia Techpods** *(Campus-wide Infrastructure)* **(6A)** – TechPod Multimedia Lecterns feature a unique combination of innovative design and functionality. TechPod is a breakthrough audio-visual podium that has every multimedia capability built in. One simple control panel is used for controlling every AV device, from an LCD projector, PC or document camera to a laptop and DVD/VCR player. This technology would be deployed in all the classrooms, enhancing the functionality of the smart Classroom. The price per techpod is \$21,100.00. The total number of classrooms in JSQ that do not have techpods is 83. The college would anticipate rolling out 20 techpods per year.

Target Date for Completion: Fall 2015

Projected/estimated Cost: \$ 422,000 Annually (20 per year)

Funding Source: TBD

Potential Obstacles & Contingencies for Success: None

Proposed Equipment: (Per Classroom) - 1 Techpod

**Network Backbone & Telecommunications Infrastructure (Campus-wide Infrastructure) (14)** - The college will continually evaluate the telecommunications infrastructure, to assure it meets the current and future needs of the college community. The evaluation will include, but not be limited to, the implementation of system features, options and capacity, wiring (fiber, copper, cat6), hardware and software upgrades. The telecommunications infrastructure is fully integrated with our data network, and must assure compatibility and capacity requirements. The ITS department will continually evaluate and monitor the use and requirements to support student access and the community, while planning and implementing the necessary changes to accommodate growth and technology changes.

Target Date for Completion: Fall 2013 / Summer 2014

<u>Projected/estimated Cost:</u>	<i>G Building</i>	\$ 28,000
<i>(Switch Replacements)</i>	<i>I Building</i>	\$ 41,000
	<i>J Building</i>	\$ 54,000
	<i>26 JSQ Building</i>	\$ 28,000

Funding Source: TBD

Potential Obstacles & Contingencies for Success: Future Funding Source. ITS resources need to be identified and allocated to meet the implementation deadlines.

Proposed Equipment:

- 18 Switches (WS3750G)
- Accessories

**Business Continuity Cloud (15)** – The ERP and computer room continues to expand its services and support through the VM environment. ITS will need to increase the services and support for business continuity by increasing the servers and each year as the ITS environment grows to support the users and students.

Target Date for Completion: Summer 2016

Projected/estimated Cost: \$ 145,000

Funding Source: TBD

Potential Obstacles & Contingencies for Success: NONE

Proposed Equipment: - 5 Dell Servers





**Desktop Technology / PC Replacements (Campus-wide Infrastructure) (4)** – The college needs to develop and implement a plan to replace old pc's for staff and faculty on a regular basis. The plan would allow for the replacement of 125 pc's per year. Every 4 years staff and faculty will get upgraded pc's with 4 years on-site parts and labor. Dell has aggressively provided us with quotes based on the anticipated volume.

Target Date for Completion: Continuously Annually

Projected/estimated Cost: \$137,500 Annually (Approx. 125 machines per year)

Funding Source: TBD

Potential Obstacles & Contingencies for Success: Future Funding Source. ITS resources need to be identified and allocated to meet the implementation deadlines.

Proposed Equipment: (125 Users per year) - 125 PC's / Dell Workstations

### **Fiscal Year 2017**

**Multimedia Techpods (Campus-wide Infrastructure) (6A)** – TechPod Multimedia Lecterns feature a unique combination of innovative design and functionality. TechPod is a breakthrough audio-visual podium that has every multimedia capability built in. One simple control panel is used for controlling every AV device, from an LCD projector, PC or document camera to a laptop and DVD/VCR player. This technology would be deployed in all the classrooms, enhancing the functionality of the smart Classroom. The price per techpod is \$21,100.00. The total number of classrooms in JSQ that do not have techpods is 83. The college would anticipate rolling out 20 techpods per year.

Target Date for Completion: Fall 2016

Projected/estimated Cost: \$ 422,000 Annually (20 per year)

Funding Source: TBD

Potential Obstacles & Contingencies for Success: None

Proposed Equipment: (Per Classroom) - 1 Techpod

[illegible]

**Desktop Technology / PC Replacements (Campus-wide Infrastructure) (4)** – The college needs to develop and implement a plan to replace old pc's for staff and faculty on a regular basis. The plan would allow for the replacement of 125 pc's per year. Every 4 years staff and faculty will get upgraded pc's with 4 years on-site parts and labor. Dell has aggressively provided us with quotes based on the anticipated volume.

Target Date for Completion: Continuously Annually

Projected/estimated Cost: \$137,500 Annually (Approx. 125 machines per year)

Funding Source: TBD

Potential Obstacles & Contingencies for Success: Future Funding Source. ITS resources need to be identified and allocated to meet the implementation deadlines.

Proposed Equipment: (125 Users per year) - 125 PC's / Dell Workstations  
deadlines.

### **Fiscal Year 2018**

**Multimedia Techpods (Campus-wide Infrastructure) (6A)** – TechPod Multimedia Lecterns feature a unique combination of innovative design and functionality. TechPod is a breakthrough audio-visual podium that has every multimedia capability built in. One simple control panel is used for controlling every AV device, from an LCD projector, PC or document camera to a laptop and DVD/VCR player. This technology would be deployed in all the classrooms, enhancing the functionality of the smart Classroom. The price per techpod is \$21,100.00. The total number of classrooms in JSQ that do not have techpods is 83. The college would anticipate rolling out 20 techpods per year.

Target Date for Completion: Fall 2017

Projected/estimated Cost: \$ 422,000 Annually (20 per year)

Funding Source: TBD

Potential Obstacles & Contingencies for Success: None

Proposed Equipment: (Per Classroom) - 1 Techpod

<u>Target Date for Completion:</u>	Spring 2018
<u>Projected/estimated Cost:</u>	\$192,000 - 4 Labs Per Year (\$48,000 Per Lab)
<u>Funding Source:</u>	TBD

[illegible]

<u>Target Date for Completion:</u>	Spring 2018
<u>Projected/estimated Cost:</u>	\$140,000 1Mac Lab Per year
<u>Funding Source:</u>	TBD

**Proposed Equipment:** (Per Lab)      - 35 PC's / Workstations  
- 2 High Capacity Laser Printers

**Desktop Technology / PC Replacements** *(Campus-wide Infrastructure)* **(4)** – The college needs to develop and implement a plan to replace old pc's for staff and faculty on a regular basis. The plan would allow for the replacement of 125 pc's per year. Every 4 years staff and faculty will get upgraded pc's with 4 years on-site parts and labor. Dell has aggressively provided us with quotes based on the anticipated volume.

Target Date for Completion: Continuously Annually

Projected/estimated Cost: \$137,500 Annually (Approx. 125 machines per year)

Funding Source: TBD

Potential Obstacles & Contingencies for Success: Future Funding Source. ITS resources need to be identified and allocated to meet the implementation deadlines.

Proposed Equipment: (125 Users per year) - 125 PC's / Dell Workstations

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 12, 2013**

**X. NEW BUSINESS**

**5. Addendum to the HCCC Facilities Master Plan**

**REPORT / BACKGROUND:**

There is a need for the College to update and extend the College Facilities Master Plan for future years. The last plan was completed in 2005 which identified space requirements based on enrollments, new and expanded programs, space to complete the college campus and moves from lease facilities to owned facilities. Since that time the College has added and developed additional spaces in relationship to the plan.

**RECOMMENDATION:**

The President, the Administration, the Facilities Committee, and the Finance Committee recommend that the Board of Trustees approve the Addendum to the HCCC Facilities Master Plan FY 2013 – 2016 as outlined in the appended document (See Attachment C – New Business #5) .

**RESOLUTION:**

**NOW THEREFORE BE IT RESOLVED** that the Hudson County Community College Board of Trustees approve the recommendation of the Facilities Committee to approve the Addendum to the HCCC Facilities Master Plan (as amended).

**INTRODUCED BY:** Bakari Lee

**SECONDED BY:** James Fife

**DATE:** March 12, 2013

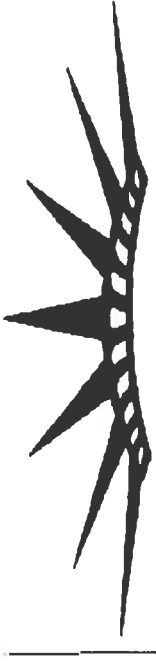
Fahrenholz, Karen	<u>AYE</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>AYE</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>ABSENT</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

9 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

3-12-13  
Date



# HUDSON COUNTY COMMUNITY COLLEGE

## MASTER FACILITIES PLAN

# **HUDSON COUNTY COMMUNITY COLLEGE MASTER FACILITIES PLAN**

## **Goal:**

- To Develop 500,000 sq. ft. in Journal Square and North Hudson**

## **Reasons:**

- To meet student enrollment growth**
- To implement New Programs & Expand Current Programs**
- To develop the remaining portion of the College Campus**
- To continue to move completely from lease facilities to College owned facilities**



**HUDSON COUNTY COMMUNITY  
COLLEGE  
CAPITAL PROJECTS - SUMMARY**

☐ PRIOR

☐ CURRENT

☐ FUTURE

**HUDSON COUNTY COMMUNITY  
COLLEGE  
PRIOR CAPITAL PROJECTS**

<u>Buildings</u>	<u>Costs</u>
1995: 168 Sip Avenue	\$ 1.8 MM
162 Sip Avenue	\$ 3.0 MM
25 Pathside	\$ 8.2 MM
1998: 870 Bergen Avenue	<u>\$ 6.3 MM</u>
TOTAL:	\$19.3 MM

# HUDSON COUNTY COMMUNITY COLLEGE

## Current Capital Projects

### 2000 - Present

<u>Location</u>	<u>Purpose</u>	<u>Project</u>	<u>Costs</u> (\$ MM)
• 70 Sip	Administration	Acquisition/Renovations	9.5
• 25 Pathside	Classrooms/Testing/ Tutorial	Renovations	1.4
• 162/168 Sip	Development	Acquisition/Demolition	3.2
• Union City	Facade	Acquisition/Renovations	2.7
• 81-87 Sip	Classrooms/Offices	Construction/Renovations	1.4
• 81-83 Sip	Parking Lot	Acquisition/Demolition	0.2
• 257 Academy	Culinary/Classrooms	Construction	25.0
• Newkirk Bldg.	Conference Center		
• Jones/Enos	Development	Acquisition	2.9
• Parking Lot			
• 65-79 Sip	Development	Acquisition	3.0
• 24 Journal Sq.	Development	Acquisition	3.5
• Campus	Identification Plan	Signage	0.6
• Current Buildings	Renewals	Deferred Maintenance	2.0
	& Replacements Plan		
		<b>TOTAL:</b>	<b>\$55.4</b>

**HUDSON COUNTY COMMUNITY COLLEGE  
CURRENT CAPITAL PROJECTS  
- Funding**

**• Total Capital Projects- Costs      \$55.4 MM**

**Funding Sources:**

- Chapter 12 Funds      \$34.0 MM**
- State \$17.0 MM**
- County \$17.0 MM**
- College Plant Funds      \$21.4 MM**

# HUDSON COUNTY COMMUNITY COLLEGE

## FUTURE CAPITAL PROJECTS

### Available Chapter 12 Funds

<u>Year</u>	<u>Funds</u>
FY 05 – 06	0
FY 06 – 07	\$30 MM
FY 07 – 08	<u>\$25 MM</u>
SUBTOTAL: \$55 MM	
FY 08 - 09	<u>\$18MM</u>
(anticipated)	
TOTAL:	<u>\$73 MM</u>

# HUDSON COUNTY COMMUNITY COLLEGE CAPITAL PROJECTS - COSTS

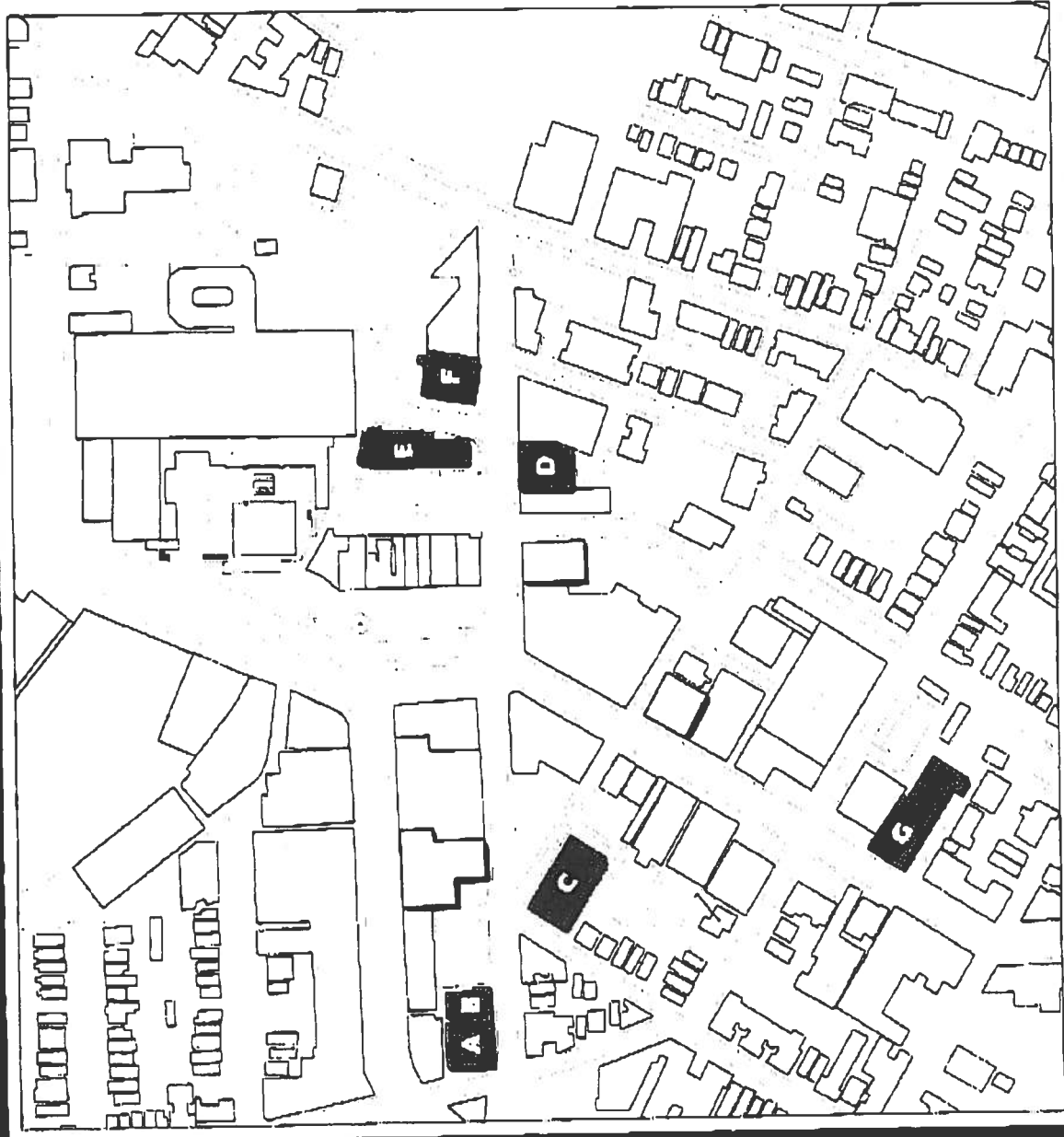
<input type="checkbox"/>	PRIOR	\$ 19.3 MM
<input type="checkbox"/>	CURRENT	\$ 55.4 MM
<input type="checkbox"/>	FUTURE	\$ 73.0 MM

GRAND TOTAL: \$147.7 MM

# **HUDSON COUNTY COMMUNITY COLLEGE MASTER FACILITIES PLAN**

## **COST OF EXPANSION – Challenge**

- **New Facilities can add significant operating expenses that exceed revenues**
- **Additional operating expenses are (a) overhead costs (maintenance, utilities, etc.) and (b) staffing costs and could be millions of dollars**
- **Additional revenues need to be identified to cover the additional expenses in New Campus Facilities - Challenge**



Owned Buildings	# of Stories	Gross SF
A 163 Sip Avenue	2	13,416
B 162 Sip Avenue	2	15,447
C 161-165 Newkirk Street Columbia Arts Institute and Conference Center	5	12,749
D 81-83 Sip Avenue	2	25,398
E 35 Journal Square Historic Parade	4	62,664
F 70 Sip Avenue	4	44,000
G 870 Bergen Avenue The Joseph Carter Center	2	31,526
Total Owned - 108,210		

Leased Buildings	# of Stories	Gross SF
N North Hudson Center	1	24,164
X 140 Sip Avenue Lincoln High School	1	-
Y 910 Bergen Avenue Lincoln High School	1	-
Z 25 Journal Square Life Sciences Center	-	7,058

Total Leased - 31,222  
Total SF - 239,432

Owned Buildings by HCCC

Leased Buildings by HCCC

Existing Building

HCCC Parking Areas

P1 Parking Area 1 - 65 Spaces

P2 Parking Area 2 - 37 Spaces

Total Parking Provided - 102 Spaces



## **Hudson County Community College**

### **Facilities Master Plan**

The 2005 Hudson County Community College Facilities Master Plan identified the need to develop 500,000 sq. feet in the Journal Square and North Hudson area in Hudson County, New Jersey. Since that time the College has added and developed additional spaces in relationship to the plan. The following projects have been a contributing factor in reaching this goal.

#### **2 Enos Place (2006)**

A 20,000 sq. ft. building which previously housed Hudson County Social Services and now houses 7 classrooms, 4 Computer labs, Writing Center, Testing Center, Student lounge and Administrative space.

#### **161 Newkirk Street (2006)**

A 75,000 sq. ft. Culinary Arts School and Conference Center, included in this State-of-the-art teaching laboratories with banquet facilities and production kitchens. This new school facility enabled Hudson County Community College to expand its program and enrollment.

#### **119 Newkirk Street (2007)**

A 12,996 sq. ft. building which previously housed a Charter School and now houses classrooms, Administrative and Faculty offices,

#### **141 Sip Avenue Culinary Park (2008)**

A 14,300 sq. ft. former public parking lot was converted to a park which provides open space for our students, faculty and staff to congregate in one of the most densely populated areas in the Country.

#### **4800 Kennedy Boulevard (2011)**

A LEED Certified Higher Education building (92,350 sq. ft.) in the county's North Hudson area in Union City, New Jersey. This building provides the College with 20 classrooms including a Biology and Chemistry labs, Tutoring room, Testing workshop, Bookstore, Seminar room, Student Lounge an outside courtyard and a (5,808 sq. ft.) Library. The North Hudson Higher Education Center has the following green features; a Photovoltaic rooftop system, rainwater harvesting tanks, day light and occupancy sensors, low flush fixtures and high mechanical equipment.

#### **71 Sip Avenue**

The College is in the process of building its newest structure, a six-story Library and Classroom Building on 71 Sip Avenue in Jersey City, New Jersey. The third of the College's from-the-ground-up construction efforts, the new building will include 117,000 square-feet of space and will house a 33,000 square-foot Library on the first two floors. The Library space has been designed to accommodate traditional, printed collections as well as e-books and digital media, computer stations, wireless Internet service, power stations for laptops, and casual seating and a coffee bar for students, faculty and staff.

Floors three through five will house approximately 30 classrooms in traditional, computer lab and tiered lecture hall designs. The top floor, which is stepped back from the street, will include a rooftop terrace with views of New York Harbor and Hudson and Hackensack Rivers, as well as

a large lobby/exhibition area (for progressive art installations, lectures and student gatherings). The top floor design also calls for three flexible-size classrooms with moveable partitions that will provide the College with a large venue for special events, programs and lectures.

### **81 Sip Avenue Mezzanine Renovation**

Approximately 2,800 sq. ft. of unoccupied office space will be renovated to provide administrative office space (College Operations, Facilities and Security) including a reception area & conference room.

### **Academy Street Science Building**

Hudson County Community College Science Department currently utilizes lab space in 870 Bergen Ave., 168 Sip Ave., and leases laboratory space at nearby campuses in order to fulfill the demand for the science program.

The site for this proposed building is a surface parking lot (approximately 13,300 sq. ft.) adjacent to the College's Cundari Building which is located at 870 Bergen Ave., Jersey City, NJ. Both the building and parking lot are owned by HCCC.

Consolidating the Science Department into one building would better serve the College by eliminating the need for both faculty & students to commute between buildings for the required courses at HCCC, as well as eliminating the need for HCCC to lease off campus laboratory space and provide a state of the art Science Building to complement HCCC's growing Science Program.

After meeting with the Science Department to review the current programming and assessing the immediate needs, future growth & needs, of the Science Department, it was determined that the program space required would be as follows:

- 9 Laboratory spaces with associated preparation and storage areas in the following disciplines:
  - 2 Biology Labs
  - 1 Microbiology Lab
  - 1 Cell Biology Lab
  - 1 General Science Lab
  - 2 Chemistry Labs
  - 1 Nursing Lab
  - 1 Medical Assisting Lab
- 9 Classrooms
- 5 Faculty Offices for Science Department
- As well as Storage, Bathrooms, Mechanical / Electrical Rooms

The most efficient use of this footprint, to attain the proposed Science Program listed above, will be in the construction of a three (3) story structure of approximately 39,540 SF with approximately 90% of the square footage allocated to program space. The entrance to the building will be off of Academy Street.

Attached is the following documentation:

- 1) **Proposed Floor Plan Layouts (prepared by Di Cara Rubino Architects)** – These Floor Plan Layouts show the complete Science Program attained through a three story building built on the adjacent parking lot of 870 Bergen Ave.
- 2) **Project Summary Sheet (prepared & certified by MAST Construction Services, Inc.)** – This Project Summary Sheet details a budget of \$ 16,663,529 for the total project cost. The allocation of these amounts are broken down into the specific grant amount requests in this application
- 3) **Preliminary Project Schedule (prepared by MAST Construction Services, Inc.)** – This Preliminary Project Schedule shows the anticipated time frames / milestones from the start of the Design Process through the completion of Construction and the opening of the Science Building.
- 4) **Project Cash Flow (prepared by MAST Construction Services, Inc.)** – This Project Cash Flow shows the anticipated monthly (as well as cumulative) costs for the project over the duration of the project.

HCCC has issued a Request for Proposal (RFP) for both Architectural and Construction Management Services to begin the design process for the proposed science program. RFP's are due on April 1, 2013 and upon receipt will be reviewed and an award will be made to the chosen Architect and Construction Manager.

As per the attached preliminary project schedule, the construction documents will be complete by August 2013. Upon completion of the construction documents, the Construction Manager will submit to the Building Department for review and will put the construction documents out for public bid. Bids will be due in September 2013 and award will follow. Construction will therefore begin in October 2013 and with an eighteen (18) month construction duration will have the project complete in February 2015. HCCC will then be able to open the Science Building for the Summer 2015 Session.

## **Hudson County Community College**

### **Capital Improvements**

#### **870 Bergen Avenue**

##### **Roof:**

- Remove and replace entire rubberized roofing system including main roof and smaller lower roofs and all associates components.
- Install new overflow scuppers where appropriate.
- Remove and replace continuous section of brick (2 courses) for installation of new cap flashing at interior of existing parapet
- Funding to be determined / or for HEFT Grant

##### **HVAC:**

- There are 4 small split systems that cool 3 data rooms and 1 elevator equipment room. They are non-functional and need to be replaced.
- Due to aged roof top AC units, there is a need to replace 4 large major units and 1 small unit.
- Funding to be determined / or for HEFT Grant

##### **Security/Burglar Systems:**

- The existing alarm system does not operate properly. This system should be replaced with a new security system that is compatible with a campus wide building automation system which will be included HVAC and fire alarm controls as well. Should be connected to the College's fiber optic network.
- Funding to be determined / or for HEFT Grant

#### **Electric/Fire Alarm System:**

- The fire alarm system in an EST systems that has what can be called a hodge – podge of systems that has no central control station.

Upgrades should include a fully addressable system by room. Should be integrated with campus wide building automation standard. Also should be connected to the College's fiber optic network to communicate with a central monitoring station.

- Funding to be determined / or for HEFT Grant

#### **Safety Features For RTU's:**

- There is minimal structures to access HVAC RTU's for maintenance access. The project should include OSHA approved mechanical catwalks around all units.
- Funding to be determined / or for HEFT Grant

#### **Brick Masonry For Lower Parapet:**

- Remove & replace continuous section of brick masonry along perimeter parapet at relieving angle.
- Funding to be determined / or for HEFT Grant

#### **Rooftops Duct Work Replacement – 2500 s.f.:**

- The entire aluminum jacketing along with the underlying insulation on all of the rooftops ductwork must be replaced. This is due to poor installation methods and
- the choice of the lightweight gauge of aluminum jacketing – a heavier gauge aluminum must be used.
- Funding to be determined / or for HEFT Grant

#### **Repoint Brick Exterior/Water Proofing:**

- Brick exterior needs repointing and crack repairs to all 4 facades. This work must include water proofing.
- Funding to be determined / or for HEFT Grant

#### **Replace Pumps:**

- There is 3 circulating pumps that must be replaced.
- Funding to be determined / or for HEFT Grant

#### **Replace Boilers:**

- Aged boilers – supplies heat for the entire building. Must be replaced with new ones.

#### **162 Sip Avenue**

##### **Elevator Replacement:**

- Aged elevators – maintenance cost rising rapidly. Need full replacement.

##### **Roof Repairs:**

- The roof is aged and is in need of replacement. It is a Carlisle flat rubberized roof system.

##### **Electric/Fire Alarms:**



- Remove existing service switchboard, disconnect switch and associated equipment. Route all circuits to building 168 Sip. Provide annunciator panel at entrance and associated components. Provide UPS system.
- Circuits to annunciator – all circuits must be removed and re-routed to 168 Sip.

### **168 Sip Avenue**

#### **Replace RTU's:**

- Remove 2 antiquated (over 20 years old) multi-zone HVAC units that are creating much down time and repair.

#### **Electrical/Fire Alarms:**

- Replace existing Edwards IRC-3 panel with Edwards system Tech EST/ install 2 analog panels/ install 6 pull stations with covers/ install 20 horn/strobe/install 20 smoke detectors.
- Fire alarm and security system shall be capable of communicating between buildings.
- 

#### **Replace RTU's:**

- Remove 2 antiquated (over 20 years old) multi-zone HVAC units that are creating much down time and repair.

#### **Roof Repair (same as 162):**

- Replace 2 labs RTU's - existing ones are aged.
- Replace roof with new one.

### **119 Newkirk**

#### **Replace 5 York RTU's:**

- Existing one are aged.
- Replace roof with new one.

### **81-87 Sip Avenue**

#### **Replace 3 RTU's:**

- The existing three AC RTU's are aged and the maintenance of those units are becoming costly

**Electric/Fire Alarm:**

- 81- 2nd floor only – smoke detectors missing in some classrooms and toilets.
- Pull station have no covers.
- 83 – 1st floor and basement smoke detectors missing in some classrooms / strobe / horns not in all classrooms / lower level smoke detectors are sporadic in the mechanical rooms.
- 85 Sip – fire pull stations have no covers.
- 87 – No strobe/horns – two gongs only

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 12, 2013**

**X. NEW BUSINESS**

6. RESOLUTION APPROVING AND AUTHORIZING THE UNDERTAKING AND IMPLEMENTATION OF A PROJECTS CONSISTING CAMPUS TECHNOLOGY EQUIPMENT AND AUTHORIZING THE FINANCING OF ALL OR A PORTION OF THE PROJECT THROUGH PROGRAM(S) MADE AVAILABLE BY THE STATE OF NEW JERSEY FOR NEW JERSEY INSTITUTIONS OF HIGHER EDUCATION AND OTHER AVAILABLE FUNDING SOURCES; APPROVING AND AUTHORIZING THE FORM OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION FOR PARTICIPATION IN SUCH PROGRAM(S) AS ARE APPLICABLE TO THE PROJECTS WITH SUCH CHANGES AS ARE APPROVED BY THE OFFICERS OF THE INSTITUTION DESIGNATED HEREIN AND THE SUBMISSION OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION; APPROVING AND AUTHORIZING THE EXECUTION AND DELIVERY OF ANY AND ALL, AGREEMENTS IN CONNECTION WITH THIS UNDERTAKING, IMPLEMENTING AND FINANCING THE PROJECTS IN THE FORMS APPROVED BY THE OFFICERS OF THE INSTITUTION EXECUTING SUCH AGREEMENT(S); AND DESIGNATING AND AUTHORIZING THE OFFICERS OF THE INSTITUTION TO TAKE THE AFOREMENTIONED ACTIONS AND TO TAKE ANY AND ALL SUCH OTHER ACTIONS DEEMED NECESSARY OR DESIRABLE TO UNDERTAKE, IMPLEMENT AND FINANCE THE PROJECT(S)

WHEREAS: the Board of Trustees (the "Board") of Hudson County Community College] (the "Institution") desires to approve the undertaking, implementation and financing of a project (the "Project") consisting of the purchase of campus technology equipment;

WHEREAS: The Board desires to approve the aggregate costs of the Project paid and or financed through all sources in an amount not to exceed \$ 1,285,200 and

WHEREAS: The Board desires to finance all or a portion of the Project through one or more of the hereinafter defined Programs made available by the State of New Jersey (the "State") for certain projects of New Jersey institutions of higher education (the "Programs"); and

WHEREAS: The Programs is the Higher Education Leasing Fund Act, N.J.S.A. 18A: 72-40 et seq ("ELF"); and

WHEREAS: The Board has determined that the Project will assist in serving the needs of its students and providing a benefit to the Institution; and

WHEREAS: The Board desires to approve financing of all or portions of the Project through "ELF"

WHEREAS: Portion(s) of the Project may also be financed by bonds issued by the New Jersey Educational Facilities Authority which bear tax exempt interest for federal income tax purposes ("Tax-Exempt Bonds"), commercial loans or funds otherwise available to the Institution; and

WHEREAS: In order to provide maximum flexibility and most efficient borrowing costs, the Board wishes to authorize financing the Project through the "ELF" (the "Proposed Program"), issuance of Tax-Exempt Bonds, commercial loans and funds otherwise available to the Institution or any combination thereof (the "Financing Structure"); and

WHEREAS: The Board wishes to approve the form of the Application to be submitted to the Secretary of Higher Education (the "Secretary") for the Proposed Programs for the Project. And to designate and authorize officers of the Institution to take necessary and desirable actions to undertake, implement and submit to the Secretary the Application for the Project; and

WHEREAS: The Board hereby approves the Long Range Capital Plan of the Institution in the form attached hereto as Exhibit A and authorizes and directs the officers designated in this resolution to include the Long Range Capital Plan in the Application(s) approved herein; and

WHEREAS: The Board desires to authorize certain officers of the Institution to determine the Financing Structure which is most economically advantageous to the Institution provided the Financing Structure includes utilization of the Proposed Programs, and take all action necessary or beneficial to accomplish the financing of the Project including the financing of capitalized interest, if any, and other costs of issuing any debt including, Tax-Exempt Bonds or other financings ("Financing Costs"); and

WHEREAS: The Board reasonably expects to reimburse expenditures for costs of the Project paid prior to issuance of Tax-Exempt Bonds or any debt bearing interest which is exempt from gross income for federal income tax purposes which will fund an applicable Project and/or Program;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF HUDSON COUNTY COMMUNITY COLLEGE AS FOLLOWS:

SECTION 1. The Board approves the Project and authorizes the undertaking, implementation and financing of the Project in a maximum aggregate amount not to exceed \$1,285,200 (including Financing Costs). [The Board approves the Long Range Capital Plan of the Institution in the form attached hereto as Exhibit A].

SECTION 2. The Board approves the financing of all or any portion of the Project through "ELF". The Board approves the Application for funding of the Project through

such Programs in the form submitted to the Board and authorizes and directs the herein defined Designated Officers to submit such Application to the Secretary with such changes, modifications and additions as are approved by the Designated Officers and such changes, modifications and additions shall be conclusively evidenced by the submission of the Application to the Secretary. The Board expressly directs and authorizes the Designated Officers to submit the Long Range Capital Plan in the Application for any Program for which it is required.; The Board acknowledges and agrees that approval of the Application and receipt of funds pursuant to the Program(s) will obligate the Institution to: (a) provide funds for the operation and maintenance of the Project, (b) contribute to the cost of the Project; (c) pay all or a portion of debt service on Tax Exempt Bonds issued to fund the Proposed Program(s) as applicable; and (d) fulfill other conditions imposed under the Program(s) and hereby directs and authorizes the Designated Officers to certify such acknowledgement and agreement as part of the submitted Application. The Designated Officers are hereby authorized and directed to fulfill all conditions of the Proposed Program(s) including without limitation providing for the operation and maintenance of the Project and using available funds of the Institution to pay for such operation and maintenance and to satisfy conditions of the Proposed Program(s) to contribute to the cost of Projects and/or debt service on Tax-Exempt Bonds issued to fund the Proposed Program) from available funds of the Institution.

SECTION 3. The Board further approves the financing of all or any portion of the Project with Tax-Exempt Bonds, commercial loans and other funds available to the Institution and through the Financing Structure determined to be most economically advantageous to the Institution by the "Designated Officers". The Designated Officers are expressly authorized and directed to determine such Financing Structure provided that the Financing Structure includes utilization of Programs which are approved by the Secretary for financing the Project.

SECTION 4. The Board Chairperson, the Board Secretary, the President and Vice President of Finance (each an "Authorized Officer") are each hereby authorized and directed to approve, execute and deliver any and all agreements necessary to undertake, implement and finance the Project and any and all other financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the [Board/Institution], in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution thereon and to attest the same and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Project and to pay Financing Costs including through the financing thereof. The Authorized Officers are further authorized and directed to do and perform such other acts and to take such other actions as may be necessary or required, or which may be deemed to be appropriate to implement the purposes of this resolution to undertake, implement and finance the Project and Financing Costs and the payment and/or repayment thereof.

SECTION 5. This Resolution is a declaration of the official intent of the Institution that the Institution reasonably expects and intends to reimburse expenditures for costs of the Projects paid prior to issuance Tax-Exempt Bonds or other tax-exempt debt issued to fund the Projects/Programs ["Applicable Tax-Exempt Debt"] in accordance with Treasury Regulation Section 1.150-2 and that the maximum principal amount of the Tax-Exempt Debt expected to be issued to finance costs of the Project [s] including amounts to be used to reimburse expenditures for such costs paid prior to the issuance of the such Tax Exempt Debt.

SECTION 6. All resolutions, orders and other actions of the Board of the Institution in conflict with the provisions of this resolution to t extent of such conflict are hereby superseded, repealed or revoked.

SECTION 7. This Resolution shall take effect immediately; and be it further RESOLVED: That no further approvals by the Board are necessary to implement this Resolution.

**INTRODUCED BY:** Karen Fahrenholz

**SECONDED BY:** James Fife

**DATE:** March 12, 2013

Fahrenholz, Karen	<u>AYE</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>AYE</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>ABSENT</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

9 Ayes..... 0 Nay

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

Jennifer Oakley 3-12-13  
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 12, 2013**

**X. NEW BUSINESS**

7. RESOLUTION APPROVING AND AUTHORIZING THE UNDERTAKING AND IMPLEMENTATION OF PROJECTS AND AUTHORIZING THE FINANCING OF ALL OR A PORTION OF THE PROJECT THROUGH PROGRAM(S) MADE AVAILABLE BY THE STATE OF NEW JERSEY FOR NEW JERSEY INSTITUTIONS OF HIGHER EDUCATION AND OTHER AVAILABLE FUNDING SOURCES; APPROVING AND AUTHORIZING THE FORM OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION FOR PARTICIPATION IN SUCH PROGRAM(S) AS ARE APPLICABLE TO THE PROJECTS WITH SUCH CHANGES AS ARE APPROVED BY THE OFFICERS OF THE INSTITUTION DESIGNATED HEREIN AND THE SUBMISSION OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION; APPROVING AND AUTHORIZING THE EXECUTION AND DELIVERY OF ANY AND ALL AGREEMENTS IN CONNECTION WITH THIS UNDERTAKING, IMPLEMENTING AND FINANCING THE PROJECTS IN THE FORMS APPROVED BY THE OFFICERS OF THE INSTITUTION EXECUTING SUCH AGREEMENT(S); AND DESIGNATING AND AUTHORIZING THE OFFICERS OF THE INSTITUTION TO TAKE THE AFOREMENTIONED ACTIONS AND TO TAKE ANY AND ALL SUCH OTHER ACTIONS DEEMED NECESSARY OR DESIRABLE TO UNDERTAKE, IMPLEMENT AND FINANCE THE PROJECT(S)

WHEREAS: the Board of Trustees (the "Board") of Hudson County Community College (the "Institution") desires to approve the undertaking, implementation and financing of a project (the "Project") consisting of renovation and reconstruction to campus facilities; and

WHEREAS: The Board desires to approve the aggregate costs of the Project paid and or financed through all sources in an amount not to exceed \$ 2,376,000 and

WHEREAS: The Board desires to finance all or a portion of the Project through one or more of the hereinafter defined Programs made available by the State of New Jersey (the "State") for certain projects of New Jersey institutions of higher education (the "Programs"); and

WHEREAS: The Programs is the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A:72-49 et seq. ("HEFT"); and

WHEREAS: The Board has determined that the Project will assist in serving the needs of its students and providing a benefit to the Institution; and

WHEREAS: The Board desires to approve financing of all or portions of the Project through "HEFT"; and

WHEREAS: Portion(s) of the Project may also be financed by bonds issued by the New Jersey Educational Facilities Authority which bear tax exempt interest for federal income tax purposes ("Tax-Exempt Bonds"), commercial loans or funds otherwise available to the Institution; and

WHEREAS: In order to provide maximum flexibility and most efficient borrowing costs, the Board wishes to authorize financing the Project through the "HEFT" (the "Proposed Programs"), issuance of Tax-Exempt Bonds, commercial loans and funds otherwise available to the Institution or any combination thereof (the "Financing Structure"); and

WHEREAS: The Board wishes to approve the form of the Application to be submitted to the Secretary of Higher Education (the "Secretary") for the Proposed Programs for the Project. And to designate and authorize officers of the Institution to take necessary and desirable actions to undertake, implement and submit to the Secretary the Application for the Project; and

WHEREAS: The Board hereby approves the Long Range Capital Plan of the Institution in the form attached hereto as Exhibit A and authorizes and directs the officers designated in this resolution to include the Long Range Capital Plan in the Application(s) approved herein; and

WHEREAS: The Board desires to authorize certain officers of the Institution to determine the Financing Structure which is most economically advantageous to the Institution provided the Financing Structure includes utilization of the Proposed Programs, and take all action necessary or beneficial to accomplish the financing of the Project including the financing of capitalized interest, if any, and other costs of issuing any debt including, Tax-Exempt Bonds or other financings ("Financing Costs"); and

WHEREAS: The Board reasonably expects to reimburse expenditures for costs of the Project paid prior to issuance of Tax-Exempt Bonds or any debt bearing interest which is exempt from gross income for federal income tax purposes which will fund an applicable Project and/or Program;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF HUDSON COUNTY COMMUNITY COLLEGE AS FOLLOWS:

SECTION 1. The Board approves the Project and authorizes the undertaking, implementation and financing of the Project in a maximum aggregate amount not to exceed \$2,376,000 (including Financing Costs). [The Board approves the Long Range Capital Plan of the Institution in the form attached hereto as Exhibit A].

SECTION 2. The Board approves the financing of all or any portion of the Project through "HEFT". The Board approves the Application for funding of the Project through



such Programs in the form submitted to the Board and authorizes and directs the herein defined Designated Officers to submit such Application to the Secretary with such changes, modifications and additions as are approved by the Designated Officers and such changes, modifications and additions shall be conclusively evidenced by the submission of the Application to the Secretary. The Board expressly directs and authorizes the Designated Officers to submit the Long Range Capital Plan in the Application for any Program for which it is required; The Board acknowledges and agrees that approval of the Application and receipt of funds pursuant to the Program(s) will obligate the Institution to: (a) provide funds for the operation and maintenance of the Project, (b) contribute to the cost of the Project; (c) pay all or a portion of debt service on Tax Exempt Bonds issued to fund the Proposed Program(s) as applicable; and (d) fulfill other conditions imposed under the Program(s) and hereby directs and authorizes the Designated Officers to certify such acknowledgement and agreement as part of the submitted Application. The Designated Officers are hereby authorized and directed to fulfill all conditions of the Proposed Program(s) including without limitation providing for the operation and maintenance of the Project and using available funds of the Institution to pay for such operation and maintenance and to satisfy conditions of the Proposed Program(s) to contribute to the cost of Projects and/or debt service on Tax-Exempt Bonds issued to fund the Proposed Program) from available funds of the Institution.

SECTION 3. The Board further approves the financing of all or any portion of the Project with Tax-Exempt Bonds, commercial loans and other funds available to the Institution and through the Financing Structure determined to be most economically advantageous to the Institution by the "Designated Officers". The Designated Officers are expressly authorized and directed to determine such Financing Structure provided that the Financing Structure includes utilization of Programs which are approved by the Secretary for financing the Project.

SECTION 4. The Board Chairperson, the Board Secretary, the President and Vice President of Finance (each an "Authorized Officer") are each hereby authorized and directed to approve, execute and deliver any and all agreements necessary to undertake, implement and finance the Project and any and all other financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the [Board/Institution], in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution thereon and to attest the same and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Project and to pay Financing Costs including through the financing thereof. The Authorized Officers are further authorized and directed to do and perform such other acts and to take such other actions as may be necessary or required, or which may be deemed to be appropriate to implement the purposes of this resolution to undertake, implement and finance the Project and Financing Costs and the payment and/or repayment thereof.

SECTION 5. This Resolution is a declaration of the official intent of the Institution that the Institution reasonably expects and intends to reimburse expenditures for costs of the Projects paid prior to issuance Tax-Exempt Bonds or other tax-exempt debt issued to fund the Projects/Programs ["Applicable Tax-Exempt Debt"] in accordance with Treasury Regulation Section 1.150-2 and that the maximum principal amount of the Tax-Exempt Debt expected to be issued to finance costs of the Project [s] including amounts to be used to reimburse expenditures for such costs paid prior to the issuance of the such Tax Exempt Debt.

SECTION 6. All resolutions, orders and other actions of the Board of the Institution in conflict with the provisions of this resolution to t extent of such conflict are hereby superseded, repealed or revoked.

SECTION 7. This Resolution shall take effect immediately; and be it further  
RESOLVED: That no further approvals by the Board are necessary to implement this Resolution.

**INTRODUCED BY:** Karen Fahrenholz

**SECONDED BY:** James Fife

**DATE:** March 12, 2013

Fahrenholz, Karen	<u>AYE</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>AYE</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>ABSENT</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

9 Ayes..... 0 Nay  
\*\*\*RESOLUTION ADOPTED\*\*\*

Jennifer Oakley  
Signature of Recorder

3-12-13  
Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 12, 2013**

**X. NEW BUSINESS**

8. RESOLUTION APPROVING AND AUTHORIZING THE UNDERTAKING AND IMPLEMENTATION OF PROJECTS CONSISTING CAMPUS TECHNOLOGY INFRASTRUCTURE AND AUTHORIZING THE FINANCING OF ALL OR A PORTION OF THE PROJECT THROUGH PROGRAM(S) MADE AVAILABLE BY THE STATE OF NEW JERSEY FOR NEW JERSEY INSTITUTIONS OF HIGHER EDUCATION AND OTHER AVAILABLE FUNDING SOURCES; APPROVING AN AUTHORIZING THE FORM OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION FOR PARTICIPATION IN SUCH PROGRAM(S) AS ARE APPLICABLE TO THE PROJECTS WITH SUCH CHANGES AS ARE APPROVED BY THE OFFICERS OF THE INSTITUTION DESIGNATED HEREIN AND THE SUBMISSION OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION; APPROVING AND AUTHORIZING THE EXECUTION AND DELIVERY OF ANY AND ALL, AGREEMENTS IN CONNECTION WITH THIS UNDERTAKING, IMPLEMENTING AND FINANCING THE PROJECTS IN THE FORMS APPROVED BY THE OFFICERS OF THE INSTITUTION EXECUTING SUCH AGREEMENT(S); AND DESIGNATING AND AUTHORIZING THE OFFICERS OF THE INSTITUTION TO TAKE THE AFOREMENTIONED ACTIONS AND TO TAKE ANY AND ALL SUCH OTHER ACTIONS DEEMED NECESSARY OR DESIRABLE TO UNDERTAKE, IMPLEMENT AND FINANCE THE PROJECT(S)

WHEREAS: the Board of Trustees (the "Board") of Hudson County Community College] (the "Institution") desires to approve the undertaking, implementation and financing of a project (the "Project") consisting of enhancements to the campus technology infrastructure; and

WHEREAS: The Board desires to approve the aggregate costs of the Project paid and or financed through all sources in an amount not to exceed \$ 572,000 and

WHEREAS: The Board desires to finance all or a portion of the Project through one or more of the hereinafter defined Programs made available by the State of New Jersey (the "State") for certain projects of New Jersey institutions of higher education (the "Programs"); and

WHEREAS: The Programs is the Higher Education Technology Infrastructure Act, N.J.S.A. 18A:72A-59 et seq. ("HETI"); and

WHEREAS: The Board has determined that the Project will assist in serving the needs of its students and providing a benefit to the Institution; and

WHEREAS: The Board desires to approve financing of all or portions of the Project through "HETI"

WHEREAS: Portion(s) of the Project may also be financed by bonds issued by the New Jersey Educational Facilities Authority which bear tax exempt interest for federal income tax purposes ("Tax-Exempt Bonds"), commercial loans or funds otherwise available to the Institution; and

WHEREAS: In order to provide maximum flexibility and most efficient borrowing costs, the Board wishes to authorize financing the Project through the "HETI" (the "Proposed Program"), issuance of Tax-Exempt Bonds, commercial loans and funds otherwise available to the Institution or any combination thereof (the "Financing Structure"); and  
WHEREAS: The Board wishes to approve the form of the Application to be submitted to the Secretary of Higher Education (the "Secretary") for the Proposed Programs for the Project. And to designate and authorize officers of the Institution to take necessary and desirable actions to undertake, implement and submit to the Secretary the Application for the Project; and

WHEREAS: The Board hereby approves the Long Range Capital Plan of the Institution in the form attached hereto as Exhibit A and authorizes and directs the officers designated in this resolution to include the Long Range Capital Plan in the Application(s) approved herein; and

WHEREAS: The Board desires to authorize certain officers of the Institution to determine the Financing Structure which is most economically advantageous to the Institution provided the Financing Structure includes utilization of the Proposed Programs, and take all action necessary or beneficial to accomplish the financing of the Project including the financing of capitalized interest, if any, and other costs of issuing any debt including, Tax-Exempt Bonds or other financings ("Financing Costs"); and

WHEREAS: The Board reasonably expects to reimburse expenditures for costs of the Project paid prior to issuance of Tax-Exempt Bonds or any debt bearing interest which is exempt from gross income for federal income tax purposes which will fund an applicable Project and/or Program;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF HUDSON COUNTY COMMUNITY COLLEGE AS FOLLOWS:

SECTION 1. The Board approves the Project and authorizes the undertaking, implementation and financing of the Project in a maximum aggregate amount not to exceed \$572,000 (including Financing Costs). [The Board approves the Long Range Capital Plan of the Institution in the form attached hereto as Exhibit A].

SECTION 2. The Board approves the financing of all or any portion of the Project through "HETI". The Board approves the Application for funding of the Project through such Programs in the form submitted to the Board and authorizes and directs the herein

defined Designated Officers to submit such Application to the Secretary with such changes, modifications and additions as are approved by the Designated Officers and such changes, modifications and additions shall be conclusively evidenced by the submission of the Application to the Secretary. The Board expressly directs and authorizes the Designated Officers to submit the Long Range Capital Plan in the Application for any Program for which it is required; The Board acknowledges and agrees that approval of the Application and receipt of funds pursuant to the Program(s) will obligate the Institution to: (a) provide funds for the operation and maintenance of the Project, (b) contribute to the cost of the Project; (c) pay all or a portion of debt service on Tax Exempt Bonds issued to fund the Proposed Program(s) as applicable; and (d) fulfill other conditions imposed under the Program(s) and hereby directs and authorizes the Designated Officers to certify such acknowledgement and agreement as part of the submitted Application. The Designated Officers are hereby authorized and directed to fulfill all conditions of the Proposed Program(s) including without limitation providing for the operation and maintenance of the Project and using available funds of the Institution to pay for such operation and maintenance and to satisfy conditions of the Proposed Program(s) to contribute to the cost of Projects and/or debt service on Tax-Exempt Bonds issued to fund the Proposed Program) from available funds of the Institution.

SECTION 3. The Board further approves the financing of all or any portion of the Project with Tax-Exempt Bonds, commercial loans and other funds available to the Institution and through the Financing Structure determined to be most economically advantageous to the Institution by the "Designated Officers". The Designated Officers are expressly authorized and directed to determine such Financing Structure provided that the Financing Structure includes utilization of Programs which are approved by the Secretary for financing the Project.

SECTION 4. The Board Chairperson, the Board Secretary, the President and Vice President of Finance (each an "Authorized Officer") are each hereby authorized and directed to approve, execute and deliver any and all agreements necessary to undertake, implement and finance the Project and any and all other financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the [Board/Institution], in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution thereon and to attest the same and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Project and to pay Financing Costs including through the financing thereof. The Authorized Officers are further authorized and directed to do and perform such other acts and to take such other actions as may be necessary or required, or which may be deemed to be appropriate to implement the purposes of this resolution to undertake, implement and finance the Project and Financing Costs and the payment and/or repayment thereof.

SECTION 5. This Resolution is a declaration of the official intent of the Institution that the Institution reasonably expects and intends to reimburse expenditures for costs of the

Projects paid prior to issuance Tax-Exempt Bonds or other tax-exempt debt issued to fund the Projects/Programs ["Applicable Tax-Exempt Debt"] in accordance with Treasury Regulation Section 1.150-2 and that the maximum principal amount of the Tax-Exempt Debt expected to be issued to finance costs of the Project [s] including amounts to be used to reimburse expenditures for such costs paid prior to the issuance of the such Tax Exempt Debt.

SECTION 6. All resolutions, orders and other actions of the Board of the Institution in conflict with the provisions of this resolution to t extent of such conflict are hereby superseded, repealed or revoked.

SECTION 7. This Resolution shall take effect immediately; and be it further RESOLVED: That no further approvals by the Board are necessary to implement this Resolution.

**INTRODUCED BY:** Karen Fahrenholz

**SECONDED BY:** James Fife

**DATE:** March 12, 2013

Fahrenholz, Karen	<u>AYE</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>AYE</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>ABSENT</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

9 Ayes..... 0 Nay

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

Senjia Oakley  
Signature of Recorder

3-12-13  
Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 12, 2013**

**X. NEW BUSINESS**

9. RESOLUTION APPROVING AND AUTHORIZING THE UNDERTAKING AND IMPLEMENTATION OF A PROJECT CONSISTING OF A SCIENCE CENTER AT ACADEMY AND BERGEN STREETS AND AUTHORIZING THE FINANCING OF ALL OR A PORTION OF THE PROJECT THROUGH PROGRAM(S) MADE AVAILABLE BY THE STATE OF NEW JERSEY FOR NEW JERSEY INSTITUTIONS OF HIGHER EDUCATION AND OTHER AVAILABLE FUNDING SOURCES; APPROVING AND AUTHORIZING THE FORM OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION FOR PARTICIPATION IN SUCH PROGRAM(S) AS ARE APPLICABLE TO THE PROJECTS WITH SUCH CHANGES AS ARE APPROVED BY THE OFFICERS OF THE INSTITUTION DESIGNATED HEREIN AND THE SUBMISSION OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION; APPROVING AND AUTHORIZING THE EXECUTION AND DELIVERY OF ANY AND ALL AGREEMENTS IN CONNECTION WITH THIS UNDERTAKING, IMPLEMENTING AND FINANCING THE PROJECTS IN THE FORMS APPROVED BY THE OFFICERS OF THE INSTITUTION EXECUTING SUCH AGREEMENT(S); AND DESIGNATING AND AUTHORIZING THE OFFICERS OF THE INSTITUTION TO TAKE THE AFOREMENTIONED ACTIONS AND TO TAKE ANY AND ALL SUCH OTHER ACTIONS DEEMED NECESSARY OR DESIRABLE TO UNDERTAKE, IMPLEMENT AND FINANCE THE PROJECT(S)

WHEREAS: the Board of Trustees (the "Board") of Hudson County Community College] (the "Institution") desires to approve the undertaking, implementation and financing of a project (the "Project") consisting of Science Center to be constructed at Academy Street and Bergen Avenue; and

WHEREAS: The Board desires to approve the aggregate costs of the Project paid and or financed through all sources in an amount not to exceed \$ 16,663,529 and

WHEREAS: The Board desires to finance all or a portion of the Project through one or more of the hereinafter defined Programs made available by the State of New Jersey (the "State") for certain projects of New Jersey institutions of higher education (the "Programs"); and

WHEREAS: The Programs are the Building Our Future Bond Act, (P.L. 2012, c.41 (the "GO Bond Act"); the Higher Education Fund Capital Improvement Fund Act, N.J.S.A. 18A:72A-72 et seq. the Higher Education Leasing Fund Act, N.J.S.A. 18A: 72-40 et seq ("ELF"), the Higher Education Technology Infrastructure Act, N.J.S.A. 18A:72A-59 et seq. ("HETI"); and the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A:72-49 et seq. ("HEFT"); and

WHEREAS: The Board has determined that the Project will assist in serving the needs of its students and providing a benefit to the Institution; and

WHEREAS: The Board desires to approve financing of all or portions of the Project through (the GO Bond Act, ELF, HETI, and HEFT); See Schedule 1, and

WHEREAS: Portion(s) of the Project may also be financed by bonds issued by the New Jersey Educational Facilities Authority which bear tax exempt interest for federal income tax purposes ("Tax-Exempt Bonds"), commercial loans or funds otherwise available to the Institution; and

WHEREAS: In order to provide maximum flexibility and most efficient borrowing costs, the Board wishes to authorize financing the Project through the GO Bond, HETI, HEFT and ELF (the "Proposed Programs"), issuance of Tax-Exempt Bonds, commercial loans and funds otherwise available to the Institution or any combination thereof (the "Financing Structure"); and

WHEREAS: The Board wishes to approve the form of the Application to be submitted to the Secretary of Higher Education (the "Secretary") for the Proposed Programs for the Project. And to designate and authorize officers of the Institution to take necessary and desirable actions to undertake, implement and submit to the Secretary the Application for the Project; and

WHEREAS: The Board hereby approves the Long Range Capital Plan of the Institution in the form attached hereto as Exhibit A and authorizes and directs the officers designated in this resolution to include the Long Range Capital Plan in the Application(s) approved herein; and

WHEREAS: The Board desires to authorize certain officers of the Institution to determine the Financing Structure which is most economically advantageous to the Institution provided the Financing Structure includes utilization of the Proposed Programs, and take all action necessary or beneficial to accomplish the financing of the Project including the financing of capitalized interest, if any, and other costs of issuing any debt including, Tax-Exempt Bonds or other financings ("Financing Costs"); and

WHEREAS: The Board reasonably expects to reimburse expenditures for costs of the Project paid prior to issuance of Tax-Exempt Bonds or any debt bearing interest which is exempt from gross income for federal income tax purposes which will fund an applicable Project and/or Program;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF HUDSON COUNTY COMMUNITY COLLEGE AS FOLLOWS:

SECTION 1. The Board approves the Project and authorizes the undertaking, implementation and financing of the Project in a maximum aggregate amount not to



exceed \$16,663,529 (including Financing Costs). [The Board approves the Long Range Capital Plan of the Institution in the form attached hereto as Exhibit A].

SECTION 2. The Board approves the financing of all or any portion of the Project through the GO bond, HEFT, HETI, ELF. The Board approves the Application for funding of the Project through such Programs in the form submitted to the Board and authorizes and directs the herein defined Designated Officers to submit such Application to the Secretary with such changes, modifications and additions as are approved by the Designated Officers and such changes, modifications and additions shall be conclusively evidenced by the submission of the Application to the Secretary. The Board expressly directs and authorizes the Designated Officers to submit the Long Range Capital Plan in the Application for any Program for which it is required.; The Board acknowledges and agrees that approval of the Application and receipt of funds pursuant to the Program(s) will obligate the Institution to: (a) provide funds for the operation and maintenance of the Project, (b) contribute to the cost of the Project; (c) pay all or a portion of debt service on Tax Exempt Bonds issued to fund the Proposed Program(s) as applicable; and (d) fulfill other conditions imposed under the Program(s) and hereby directs and authorizes the Designated Officers to certify such acknowledgement and agreement as part of the submitted Application. The Designated Officers are hereby authorized and directed to fulfill all conditions of the Proposed Program(s) including without limitation providing for the operation and maintenance of the Project and using available funds of the Institution to pay for such operation and maintenance and to satisfy conditions of the Proposed Program(s) to contribute to the cost of Projects and/or debt service on Tax-Exempt Bonds issued to fund the Proposed Program) from available funds of the Institution.

SECTION 3. The Board further approves the financing of all or any portion of the Project with Tax-Exempt Bonds, commercial loans and other funds available to the Institution and through the Financing Structure determined to be most economically advantageous to the Institution by the "Designated Officers". The Designated Officers are expressly authorized and directed to determine such Financing Structure provided that the Financing Structure includes utilization of Programs which are approved by the Secretary for financing the Project.

SECTION 4. The Board Chairperson, the Board Secretary, the President and Vice President of Finance (each an "Authorized Officer") are each hereby authorized and directed to approve, execute and deliver any and all agreements necessary to undertake, implement and finance the Project and any and all other financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the [Board/Institution], in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution thereon and to attest the same and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Project and to pay Financing Costs including through the financing thereof. The Authorized Officers are further authorized and directed to do and perform such other

acts and to take such other actions as may be necessary or required, or which may be deemed to be appropriate to implement the purposes of this resolution to undertake, implement and finance the Project and Financing Costs and the payment and/or repayment thereof.

SECTION 5. This Resolution is a declaration of the official intent of the Institution that the Institution reasonably expects and intends to reimburse expenditures for costs of the Projects paid prior to issuance Tax-Exempt Bonds or other tax-exempt debt issued to fund the Projects/Programs ["Applicable Tax-Exempt Debt"] in accordance with Treasury Regulation Section 1.150-2 and that the maximum principal amount of the Tax-Exempt Debt expected to be issued to finance costs of the Project [s] including amounts to be used to reimburse expenditures for such costs paid prior to the issuance of the such Tax Exempt Debt.

SECTION 6. All resolutions, orders and other actions of the Board of the Institution in conflict with the provisions of this resolution to t extent of such conflict are hereby superseded, repealed or revoked.

SECTION 7. This Resolution shall take effect immediately; and be it further RESOLVED: That no further approvals by the Board are necessary to implement this Resolution.

**INTRODUCED BY:** Karen Fahrenholz

**SECONDED BY:** James Fife

**DATE:** March 12, 2013

Fahrenholz, Karen	<u>AYE</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>AYE</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>ABSENT</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

9 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

3-12-13  
Date

Schedule 1

**Project Description: Science Center**

**Total Project Cost: \$16,663,529**

**Submission 1**

Science Center

Total Projected Cost \$ 16,663,529

**Applications**

1	General Obligation Bond	\$ 8,100,000
	25% Match (County of Hudson)	2,700,000
	HCCC Property Sale Proceeds*	2,431,469
2	Higher Education Facilities (HEFT)	2,376,000
3	Technology Infrastructure (HETI)	202,075
	HCCC Match from Operating/Reserves	202,075
4	Equipment Leasing Fund (ELF)	<u>651,910</u>

Total Proceeds Applied to Project \$ 16,663,529

*\*The proposed project is intended to afford HCCC the opportunity to expand our Science and Allied Health Programs. As a result of this investment, existing college property will be sold. The current appraised value is listed in excess of \$5mm. The net proceeds from this sale will be applied to the project as calculated above.*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 12, 2013**

**XI. ADJOURNMENT**

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

**INTRODUCED BY:** Karen Fahrenholz

**SECONDED BY:** Alfred Zampella

**DATE:** March 12, 2013

Fahrenholz, Karen	<u>AYE</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>AYE</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>ABSENT</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

9 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

3-12-13  
Date