

HUDSON COUNTY COMMUNITY COLLEGE
70 Sip Avenue
Jersey City, NJ 07306

Regular Meeting – Board of Trustees

Tuesday, March 12, 2024

5:00 P.M.

Mary T. Norton Board Room and Via Zoom

In-Person: Mary T. Norton Board Room, 4th Floor, 70 Sip Avenue, Jersey City, New Jersey

Members of the public may also use the following link and join the Zoom Meeting Webinar via Audio-only:

<https://zoom.us/j/97566676811?pwd=bXFyYEpENHdBT3N6cmVaOEExYmNpQT09>

Passcode: 771689

Telephone: 1 305 224 1968

Webinar ID: 975 6667 6811

Passcode: 771689

Please note that members of the public who dial-in by telephone will not have the ability to speak during Comments from the Public and will be in listen mode only.

All microphones for public participants are muted except during the Comments from the Public portion of the meeting. If you wish to make comments and are attending via Zoom, please use the "Raise Hand" notification icon at the bottom of the screen. When you hear your name announced, you may address the Board. After the speaker's time ends, their microphone will be muted to allow others the opportunity to address the Board.

AGENDA

I. CALL TO ORDER - FLAG SALUTE

Mr. Netchert

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Edward DeFazio

Joseph Doria

Sally Elwir, Student Alumni Representative

Pamela Gardner, Secretary/Treasurer

Frank Gargiulo

Roberta Kenny

Bakari Lee, Vice Chair

William Netchert, Chair

Jeanette Peña

Christopher Reber, President (Ex Officio)

Silvia Rodriguez

Harold Stahl

- III. COMMENTS FROM THE PUBLIC** *Mr. Netchert*
- IV. CLOSED SESSION** *(The Board of Trustees will determine whether there is a need to go into closed session at the beginning of the meeting. If there is such a determination, an announcement will be made as to where the session will be placed on the agenda.)*
- V. REPORTS**
- 1. *Student Government Association President's Report* *Ms. Camacho*
 - 2. *All College Council Chair's Report* *Dr. Cody*
 - 3. *President's Report* *Dr. Reber*
- VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**
- 1. *Minutes of Previous Meetings*
 - 2. *Gifts, Grants, and Contracts*
- VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS** *Dr. Reber*
- VIII. PERSONNEL RECOMMENDATIONS** *Dr. Reber*
- IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS** *Dr. Reber*
- X. NEW BUSINESS** *Mr. Netchert*
- XI. ADJOURNMENT** *Mr. Netchert*

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

March 12, 2024

II. ROLL CALL

Trustees:

Edward DeFazio	<u>PRESENT</u>
Joseph Doria	<u>ABSENT</u>
Sally Elwir, Student Alumni Representative	<u>PRESENT</u>
Pamela Gardner, Secretary/Treasurer	<u>PRESENT</u>
Frank Gargiulo	<u>PRESENT</u>
Roberta Kenny	<u>PRESENT</u>
Bakari Lee, Vice Chair	<u>PRESENT</u>
William Netchert, Chair	<u>PRESENT</u>
Jeanette Peña	<u>PRESENT</u>
Christopher Reber, President, Ex Officio	<u>PRESENT</u>
Silvia Rodriguez	<u>PRESENT</u>
Harold Stahl	<u>PRESENT</u>

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

MEETING INTRODUCTION

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

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

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

March 12, 2024

III. COMMENTS FROM THE PUBLIC

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

March 12, 2024

IV. CLOSED SESSION

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

March 12, 2024

V. REPORTS

1. *Student Government Association President's Report (L. Camacho)*
2. *All College Council Chair's Report (C. Cody)*
3. *President's Report (C. Reber)*

Faculty Candidates for Tenure

Dr. Darryl Jones, Vice President for Academic Affairs

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

March 12, 2024

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETING

The Minutes of the Regular Meeting of February 13, 2024 are herewith submitted to the Board of Trustees for approval. (Page 9)

Recommendation:

It is the recommendation of the President that the Board of Trustees accept the Minutes of the Regular Meeting of February 13, 2024.

2. GIFTS, GRANTS, AND CONTRACTS REPORT

Hudson County Community College has received the following grant:

TITLE: Pre-Apprenticeship in Career Education (PACE), Round 3

AGENCY: State of NJ Department of Labor and Workforce Development, Office of Apprenticeship

PURPOSE OF GRANT: Apprenticeships/CEWD

COLLEGE ADMINISTRATOR: Lori Margolin

COLLEGE CONTRIBUTION: \$0

AWARD AMOUNT: \$215,563

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:

Jeanette Peña

DATE:

March 12, 2024

DeFazio, Edward
Doria, Joseph
Gardner, Pamela
Gargiulo, Frank
Kenny, Roberta
Lee, Bakari
Peña, Jeanette
Rodriguez, Silvia
Stahl, Harold
Netchert, William, Chair

AYE

ABSENT

AYE

AYE

AYE

AYE

AYE

AYE

AYE

AYE

9 Aye 0 Nay

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

Alexa Riano
Signature of Recorder

03/12/2024
Date

HUDSON COUNTY COMMUNITY COLLEGE

Regular Meeting – Board of Trustees
Tuesday, February 13, 2024
5:00 P.M., Via Zoom

MINUTES

PRESENT: *Edward DeFazio; Sally Elwir (Student Alumni Representative); Pamela Gardner (Secretary/Treasurer); Frank Gargiulo; Roberta Kenny; William Netchert (Chair); Jeanette Peña; Christopher Reber; Silvia Rodriguez; and Harold Stahl.*

Counsel to the Board: David Blank, Esq., for Scarinci and Hollenbeck

ABSENT: *Joseph Doria; Bakari Lee (Vice Chair)*

I. CALL TO ORDER - FLAG SALUTE

II. ROLL CALL

III. COMMENTS FROM THE PUBLIC - None

IV. CLOSED SESSION – None

V. REPORTS

1. Student Government Association President's Report

Student Government Association President, Lisa Camacho, offered the following report.

Good evening trustees, faculty, staff, students, and guests. I want to thank the College and Office of Student Life and Leadership for the opportunity to attend the Association of Community College Trustees (ACCT) National Legislative Summit in Washington D.C. It was an amazing conference with many great speakers and workshops.

The updates for the Student Government Association (SGA) are as follows.

We are planning our first leadership workshop, Skills with SGA. This will occur on March 12 from 3:30 p.m. to 5:30 p.m. in the Multipurpose Room on the second floor of the Student Center. This is an event to teach students valuable leadership and career development skills.

SGA hosted our first recruiting event, S'mores with SGA. It was interactive with five e-board members providing information about SGA and how to join. Many students enjoyed s'mores and hot chocolate, and we recruited several members. We will have another event on February 20 in the Student Center, so please stop by if you want a s'more!

SGA has also taken strides in planning our annual multicultural day event. This year, we have teamed up with Phi Theta Kappa for Multicultural Game Day. At this event, we will have childhood games from different cultures and various diverse cultural cuisines for everyone to indulge in. This event will take place in the Student Center on March 15.

We recently gained two executive board members. Najwa Essaki is our Director of Record Keeping, and Nina Resurreccion is our Director of Community Service. I cannot wait to see what new ideas they bring to SGA. Congratulations to them both.

Updates from other clubs are minimal because it is still the beginning of the semester. Most have been holding general meetings and meetings with the Director of the Inter-Club Council to discuss and plan future events for these upcoming months.

This concludes what I have for everyone today. Thank you for listening, and have a great evening.

Chairman Netchert offered the following remarks.

Trustee Lee is sick tonight, so I'll say it for him. Your participation was appreciated, and you conducted yourself well, as did all of our students at the ACCT NLS. We are all proud of you.

2. All College Council Chair's Report

All College Council Chair, Dr. Christopher Cody, offered the following report.

Hello, Trustees.

I hope you're all doing well. It's nice to join you all virtually tonight.

A few things to highlight: Yesterday, the North Hudson Campus (NHC) had the ribbon-cutting ceremony for the new Courtyard Café. The much-anticipated Social Justice Symposium is coming up and will be held from February 26 to March 1. I hope to see you all there. We've also submitted a proposal to the National Institute for Staff and Organizational Development (NISOD) to present our lessons learned and perspectives from our first year as the All College Council (ACC) Executive Board. We hope to be accepted so that we can present the benefits of shared governance.

I will now provide the latest updates from the ACC committees:

- The Academic Senate is a beehive of activity. Their subcommittees on the college-wide grading scale and incomplete policies have gathered data on how other two- and four-year institutions have structured their policies. Once these reviews are completed, both subcommittees will draft proposals on recommended actions. Also, in collaboration with the Center for Online Learning (COL), two new statements on universal technology have been approved to be added to the college's universal syllabi.
- The Student Affairs Committee is working with Space and Facilities to secure lactation rooms on both campuses. The committee is busy supporting the Hudson Helps Resource Center with a fashion show event that will take place on February 28. There will be a cocktail hour, reception, and a fashion show, where many ACC members will be models for the sophisticated clothing offered to our students from the Career Closet.
- The Technology Committee reports that Course Dog and Fischer Identity are now live across the College. The committee also continues to investigate the feasibility of wayfinding technology to ease navigation around the campuses.
- The Development and Planning Committee is working on targeting big and small donations. To that end, they have been collecting testimonials from those who have given in the past and from students who are recipients of scholarships. They've completed a survey that was sent to all the schools on what methods of donation work best for various subsets of the community, and they are currently analyzing those data.
- The College Life Committee is taking sole responsibility for the Steps for Wellness initiative. This was a collaboration between the committee and HR in the past, but we are excited for it to fall exclusively under the umbrella of ACC activities. The program is slated to start in March and will be an eight-week program.
- The Space and Facilities Committee is looking into space for a prayer room at the NHC. It is also involved in preparing to install vending machines in the STEM Building this semester.

Thank you to all who continue to make these reports successful, including all the committee members, Dr. Reber and the Cabinet, ACC Vice Chair Raffi Manjikian, and ACC Secretary Sarah Teichman!

3. President's Report

President Reber offered the following remarks.

Good evening, Trustees.

Before we begin, I ask you to join me in a moment of silence for victims of war and violence in the Middle East, Ukraine, and throughout the world.

Moment of Silence.

Thank you.

We condemn violence and hatred of all kinds, including antisemitism and Islamophobia. We support one another in times of difficulty and strive to be a community that is respectful of – and safe for – everyone.

Lisa and Chris, thank you for your reports and leadership.

Trustees Lee and Gardner, Alumni Representative Sally Elwir, and SGA President Lisa Comacho, it was a pleasure attending and participating with all of you – and SGA Vice President Natalia Amin Montero, alumna Keischa Taylor, and alumnus Warren Rigby – at last week's ACCT National Legislative Summit in Washington, DC.

We participated with 13 other New Jersey community college representatives in multiple meetings and presentations, and we visited members of our legislative delegation on Capitol Hill where we discussed the legislative priorities of our national community college sector and our New Jersey community colleges.

ACCT's latest national publication, the spring 2024 edition of *Trustee Quarterly*, was distributed to all of the conference's more than 1,300 attendees in Washington in addition to colleagues throughout the nation. A page in that publication was devoted to Trustee Bakari Lee as this year's recipient of the M. Dale Ensign Trustee Leadership Award. Trustee Lee, thank you again for your leadership, advocacy, dedication, and excellence in support of HCCC, the New Jersey Council of County Colleges, and our nation's community colleges.

And Trustee Gardner, thank you for your continued leadership and service on the ACCT Committee on Diversity, Equity, and Inclusion representing the Northeast Region of the United States. Trustee Gardner arrived in Washington ahead of the NLS to participate in meetings of the ACCT Diversity, Equity, and Inclusion Committee, and, as always, she represented us exceedingly well.

Last evening, members of the HCCC Latino Community Advisory Council met in the Culinary Conference Center. The Banquet Room was packed with attendees. This was the most well-attended meeting since we formed the Latino Advisory Council several years ago.

We thank Trustee Silvia Rodriguez for joining us, in addition to her son, newly elected Assemblyman Gabriel Rodriguez, and his wife, Ammie Salom-Rodriguez, our newest member of the Latino Advisory Council. Trustee Rodriguez, thank you for your leadership and support.

On today's agenda are two resolutions that represent milestones on our HCCC journey of excellence in support of student success, and diversity, equity, and inclusion.

In a few moments, you will act upon a recommendation to approve a general construction contractor for the HCCC Tower. This long-awaited and planned project will transform our campus.

As you are aware, the Tower will include a student one-stop center, NCAA regulation gymnasium, wellness center, black box theatre, university center for offering baccalaureate degrees on campus by

partnering colleges and universities, state-of-the-art classrooms, office space, and much more. The Tower will be the latest state-of-the-art facility in our rapidly expanding Journal Square neighborhood and will significantly enhance our presence and delivery of programs and services to the community. We eagerly anticipate breaking ground in the spring and expect to hold a ribbon cutting to open the Tower in fall 2026.

A project of this magnitude and significance results from the planning, advocacy, leadership, and due diligence of many members of the HCCC family and our community partners. It is a point of pride for all of us.

This evening, I want to thank four people for their extraordinary, long-term leadership that has been at the forefront of bringing this transformational project to fruition.

First and foremost, we thank and salute our Board Chair, William Netchert, who has led every step of the challenging, sometimes thorny, multiple-year process of making the dream of the Tower come to fruition. Chairman Netchert chairs our Capital Projects Advisory Committee, where the Tower has been discussed at every meeting in my nearly six years as president and long before I arrived at HCCC. Chairman Netchert, thank you for your extraordinary leadership and perseverance!

We also thank long-serving and recently retired County Executive Tom DeGise, a talented and dedicated public servant, educator, and great friend of HCCC. County Executive DeGise worked closely with his good friend, Chairman Netchert, over many years to guide the extraordinary development of this transformational, nationally recognized college. County Executive DeGise's support and leadership were instrumental in realizing this newest manifestation of our mission of service to students and the communities of Hudson County – the HCCC Tower.

And, we thank President Emeritus Glen Gabert, who served and led the development of this college with conviction, dedication, and love for a quarter century. When I had the honor of taking the presidential baton from Glen upon his retirement nearly six years ago, the Tower had been fully planned, thanks to his leadership. Glen, I hope your ears are burning in Chicago this evening.

And, very importantly, we thank our dedicated colleague, Vice President for External Affairs, Strategic Initiatives, and Senior Counsel to the President, Dr. Nicholas Chiaravalloti, who has led myriad operational plans and outcomes that have made possible the milestone moment we have arrived at this evening.

Bill, Tom, Glen, and Nicholas, thank you for your extraordinary leadership and service to Hudson County Community College!

This evening's agenda also includes a resolution endorsing the creation of an Intercollegiate Athletics and Intramural Sports Program at Hudson County Community College. I have asked our Athletics and Intramurals Task Force co-chairs, Dr. Chiaravalloti, and Dean of Student Affairs Dr. David Clark, to discuss athletics and intramurals planning and the next steps.

David and Nicholas, the floor is yours!

Dr. Nicholas Chiaravalloti and Dr. David Clark presented the [HCCC Athletics and Intramurals Plan and Next Steps](#).

Dr. David Clark offered opening remarks.

Thank you, Dr. Reber, for giving us this opportunity to bring everyone up-to-date on our plans to integrate intercollegiate athletics into the new Tower.

Our committee began its work in June of 2022, and represents a cross-section of members from our college community who have supported and advocated the creation of intercollegiate athletics at HCCC. Our plans include active engagement with the College and the wider community as we develop our mascot, uniforms, and more. We're grateful to our core team for their unwavering support from the outset.

I'd like to extend a heartfelt acknowledgment to former Dean of Student Success, Dr. Sheila Dynan. As an initial co-chair with Dr. Chiaravalloti, her contributions were essential. Although she has retired, her legacy endures, and I'm honored to succeed her as co-chair.

Building on this groundwork, we hired a consultant who conducted numerous meetings, both in-person and virtually, culminating in a comprehensive report. This report, presented at a Town Hall in April 2023 and submitted in June 2023, has been officially accepted by the college.

Our committee has conducted a SWOT analysis—identifying strengths, weaknesses, opportunities, and threats. We firmly believe that establishing intercollegiate athletics will mutually benefit HCCC and the local community, particularly in attracting student-athletes. This initiative promises to enhance community engagement and provide the thrill of collegiate competition. With Hudson's pride already strong, this initiative will amplify camaraderie and raise the college's profile. Our achievements to date are just the beginning; we foresee a future where our athletics program brings home national championships and garners widespread recognition.

Dr. Nicholas Chiaravalloti offered remarks.

I want to thank Dr. Robert Bunnel, Athletics Director at Salem County Community College, for his consultancy and continued support throughout our journey. The most anticipated question we've faced is about our sports timeline. According to the final report presented to the board, the reintroduction of athletics is planned in conjunction with the Tower project, aiming for the 2026-2027 academic year, spanning from winter 2026 to spring 2027.

We are excited to announce the return of men's and women's basketball, which will be followed by volleyball, track, soccer, baseball, and softball. This decision reflects the high school-level interest and student participation in these sports. Our timeline is dynamic and will adapt to changes in high school sports trends and the guidance of our Athletics Director.

Key immediate steps include applying for membership in the NJCAA Region 19 and the Garden State Athletic Conference this semester. This aligns with our announcement of the reintroduction of collegiate athletics, for which we hope to receive your endorsement tonight.

Our aim is to appoint a full-time Director of Athletics this fall to spearhead the program's implementation, including the recruitment of basketball coaches. We've received overwhelming support, both internally and from community stakeholders such as elected officials and high school athletic directors.

President Reber has emphasized that our athletics program is an extension of our academic mission. We are committed to nurturing student-athletes who excel both on the field and in the classroom. Research shows that athletics programs boost enrollment and graduation rates, with student-athletes often graduating at higher rates than their peers. They also enhance student engagement, community involvement, and diversity within the student body.

Ultimately, our goal is to leverage athletics to elevate the Hudson County Community College brand and foster a legacy of excellence. Thank you for your time. David and I are always available for questions.

President Reber offered remarks.

Nicholas and David, thank you for your stellar leadership in this exciting next step on our student success and diversity, equity, and inclusion journey.

With Nicholas's and David's support and the help of our consultant, we're projecting that within five years, and the implementation of the ten planned sports, this program will become at least expense-neutral. There will be lead costs as we develop the program and add to it each year and those will be integrated into our budget planning. But eventually, when we have a critical mass of student-athletes, we expect this to be a self-sustaining program and to benefit the continuing work we're doing to enhance the retention of students.

Chairman Netchert asked a question.

Why must the athletic director be on board in the spring?

Dr. Nicholas Chiaravalloti offered remarks.

Schedules are prepared two years in advance. Since we will be admitted to the conference soon, we need someone to represent us at the conference, hire coaches, and give those coaches anywhere from six months to preferably a year of recruitment opportunity.

We've submitted a budget proposal that begins from the first year and spans out until we're fully staffed. In the budget, Vice President of Finance Veronica Zeichner and I have acknowledged that there will be some early costs, including the athletic director's salary. We also have membership fees and other associated fees that need to be included in the budget. We will circulate the budget for all to see where the monies have been allocated.

I would also like to add that the Task Force has initiated an analysis of intramural athletics. Although our initial focus is on intercollegiate sports, the completion of the new gymnasium will pave the way for expanded intramurals programs. Dr. Clark and the Student Affairs team bring an abundance of experience to these initiatives, creating a more inclusive community among all students, not just athletes.

Chairman Netchert offered remarks.

In my opinion, there's a segment of the population that finishes high school but doesn't pursue higher education or have any clear direction. They end up hanging out on the corner and eventually encounter trouble, but providing an incentive could be a valuable tool to engage them. As a former prosecutor, we see too many high school graduates lost to the streets instead of advancing to higher levels of achievement. Among them are some of the world's most talented athletes, who then leave their desire to continue their education. If we can nurture their passion for sports, perhaps we can inspire a passion for learning.

Trustee Peña offered remarks.

Thank you, Dr. Reber. I recall our initial conversation during my daughter's swim practice, and we had a great dialogue about the importance of sports and the role that they play. It is clear that we must nurture not just the mind but the entire body. Our goal is to cultivate well-rounded, healthy, and successful students.

Chairman Netchert offered remarks.

As Nicholas said, it's about more than just the team. It incorporates the curriculum, education, certificates and beyond. We should anticipate interest from the local community in our facilities. The demand from the people in Journal Square includes a gymnasium and we must plan for its use through the intramurals and sports programs.

President Reber offered remarks.

Earlier today, Trustee DeFazio sent me a beautiful article, a true story about a gentleman who had lost his way and then stumbled upon involvement in athletics at LaGuardia Community College. This experience turned his life around. It's a beautiful piece about the transformative role of community college athletics. I will share that article with you in the *Green Memo* this Friday. Thanks for sharing it with us, Trustee DeFazio.

Trustee DeFazio responded.

You're welcome.

President Reber offered closing remarks.

Mr. Chairman. I have one more item, if I may.

A few hours ago, the American Association of Community Colleges (AACC) announced the national finalists in each of 11 categories for their 2024 Awards of Excellence. Each category has between 3 and 6 national finalists; a single award winner will be selected among the finalists in each category and announced at the AACC National Convention in Louisville, Kentucky, in early April.

I'm delighted to share that Hudson County Community College and HCCC faculty, staff, and a trustee are finalists in a staggering 7 of the 11 categories.

There's no other college with so many finalists. It's usually one category if you're lucky. We are finalists in these AACC award categories: Advancing Institutional Equity and Belonging; Faculty Innovation - we congratulate Jeremiah Teipin who is our professor of Computer and Digital Arts and Design; Student Success Rising Star Manager - we congratulate Matthew LaBrake, who is the Executive Director of our Center for Online Learning; Faculty Member of the Year - we congratulate Dr. Clive Lee, Assistant Professor of STEM; Trustee of the Year - we congratulate Chairman Netchert; and, last but not least, CEO of the Year, and I'm honored.

That's a great note to end on. This concludes my report. Thank you for your support.

Chairman Netchert offered the following remarks.

Thank you, President Reber.

I was fortunate to watch the ribbon cutting of the North Hudson Café, and the excitement that our students and faculty showed for the place. I'm glad we found a space for its anticipated utilization and design. Joe Caniglia believed it was a great addition to the North Hudson Campus and this proved true. I'm excited for all of us.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS:

1. *The Minutes of the Reorganization and Regular Meeting of January 23, 2024, were approved.*

Introduced by: Jeannette Peña

Seconded by: Edward DeFazio

8 Ayes.....0 Nays

Resolutions Adopted

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS 1-10:

1. Resolution Authorizing Award of Construction Services for the Academic Tower to be funded through Chapter 12 at a cost not to exceed \$83,500,000 was approved.
2. Resolution Authorizing Architectural and Engineering Services for HVAC Upgrades and Replacements to be funded through Chapter 12 at a cost not to exceed \$157,300 was approved.
3. Resolution Authorizing Renewal of Nutanix Software to be funded from the operating budget at a cost not to exceed \$320,047 was approved.
4. Resolution Authorizing Temporary Staffing from Robert Half Management Resources for the Office of Advancement and Communications to be funded through Chapter 12 at a cost not to exceed \$977,280 was approved.
5. Resolution Authorizing Temporary Staffing from Robert Half Management Resources for the Office of Accounting and Finance to be funded from the operating budget at a cost not to exceed \$40,000 was approved.

6. Resolution Authorizing Purchase of Commencement Regalia to be funded by the Student Life Fee (SLF) at a cost not to exceed \$40,200 was approved.
7. Resolution to Approve May 16, 2024 Commencement Date and Venue to be funded by the Student Life Fee (SLF) at a cost not to exceed \$55,488 was approved.
8. Resolution Authorizing Collection Services with no fee increases over prior year's contracts was approved.
9. Resolution Authorizing Agreement with County of Hudson to pay the College to provide the technical and computer training to Hudson County employees an amount not to exceed \$70,000 was approved.
10. Resolution Rejecting and Awarding IT and Data Installation at the North Hudson Campus to be funded by the Federal Earmark Grant at a total cost of \$90,560 was approved.

Introduced by: Jeanette Peña
Seconded by: Pamela Gardner

8 Ayes.....0 Nays

Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS 1-8:

1. RESIGNATIONS

First Name	Last Name	Title	Effective Date
Tatiana	Gaona	Director, Career Services	January 15, 2024
Richard	Remoura	Academic Counselor, Hudson Scholars	January 26, 2024

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

2. APPOINTMENT OF FULL-TIME STAFF

First Name	Last Name	Title	Salary Grade	Effective Date	Annual Salary
Lori	Byrd	Director, Nursing Program	Ungraded	February 16, 2024	\$128,750.00
Eva	Racine	Skills Simulation Lab Coordinator	112	February 16, 2024	\$70,000.00

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

3. APPOINTMENT OF TEMPORARY FULL-TIME STAFF

First Name	Last Name	Title	Salary Grade	Effective Date	Anticipated End Date	Annual Salary
Whitney	Mora Rivera	Customer Service Representative (Grant-funded)	103	February 16, 2024	June 30, 2024	\$36,400.00

RECOMMENDATION: *The President, Administration, and Personnel Committee*

recommend that the Board of Trustees approve the Appointment of Temporary Full-time Staff above as Personnel Recommendation Item No. 3.

4. APPOINTMENT OF TEMPORARY FULL-TIME FACULTY

First Name	Last Name	Title	Salary Grade	Effective Date	Anticipated End Date	Annual Salary
Diego	Velez	Instructor, ESL	INST	January 22, 2024	June 30, 2024	\$56,320.00

RECOMMENDATION:

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

5. AUTHORIZATION OF PART-TIME STAFF THROUGH FEBRUARY 2025, AS NEEDED

FIRST NAME	LAST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
Nelson	Tungala	Accessibility Services	Notetaker/Reader	READER-150525	Karine Davis
Genesis	Castro	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Chastity Farrell/ Catherina Mirasol
Martine	Cadet	Continuing Education and Workforce Development	PT Instructor	PTINST-606002	Chastity Farrell/ Catherina Mirasol
Andrea	Goodwin	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Chastity Farrell/ Catherina Mirasol
Debora	Mumma	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Chastity Farrell/ Catherina Mirasol
Katie	Rodammer	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Chastity Farrell/ Catherina Mirasol
Jerrell	Sablan	Continuing Education and Workforce Development	PT Program Assistant	PTPRGA-603093	Chastity Farrell/ Catherina Mirasol
Jacquelyn	Sarpong	Continuing Education and Workforce Development	PT Academic Coach	ACDCCH-603093	Chastity Farrell/ Catherina Mirasol
Esmeralda	Tamayo	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Chastity Farrell/ Catherina Mirasol
Patrina	Torres	Continuing Education and	PT Academic Coach	ACDCCH-603093	Chastity Farrell/ Catherina Mirasol

		Workforce Development			
Ghania	Ahmed-Zaid	Educational Opportunity Fund	EOF Tutor	EOFTUT-150515	Jose Lowe
Angelyca	Bonilla	Educational Opportunity Fund	EOF Tutor	EOFTUT-150515	Tejal Parekh
Natassja	Freeman	Educational Opportunity Fund	EOF Tutor	EOFTUT-150515	Tejal Parekh
Stephanie	Hernandez	Educational Opportunity Fund	EOF Tutor	EOFTUT-150515	Tejal Parekh
Tyhia	Peters	Educational Opportunity Fund	EOF Tutor	EOFTUT-150515	Jose Lowe
Claudine L.	Boros	Humanities	Academic Coach	ACDCCH-601012	Alison Wakefield
Radia	Kassa	Humanities	Academic Coach	ACDCCH-601012	Alison Wakefield
Aryan	Modi	Information Technology	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Hemang	Patel	Information Technology	Instructional Lab Assistant	ISTLAB- 253025	Diana Perez
Frank	Cabezas	Nursing and Health Professions	Office Assistant	OFFAST-101016	Tess Wiggins

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Authorization of Part-Time Staff listed above, as needed, as Personnel Recommendation Item No 5.*

6. APPOINTMENT OF NEW HIRE ADJUNCT INSTRUCTORS

First Name	Last Name	School/Office
Emily	Kurtz	Humanities and Social Sciences
Kathleen	Smith-Wenning	Humanities and Social Sciences
Tiffany	Taofeng He	Humanities and Social Sciences
Heather	Timmons	Humanities and Social Sciences
Wei Mei "Nicolette"	Wong	Humanities and Social Sciences
Sam	Varghese	Nursing and Health Professions

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Appointment of New Hire Adjunct Instructors listed above as Personnel Recommendation Item No 6.*

7. MODIFICATIONS TO STAFFING TABLE

The following adjustments in position grades represent refinements to the new Employee Classification and Compensation System.

Current Approved Title	New Title/Classification	Incumbent (If applicable)	Salary Grade and Salary Adjustment (If applicable)	Effective Date
N/A	Customer Service Representative (Grant-funded)	N/A	103	February 16, 2023
Assistant Director, Early College	Associate Director, Early College	Cristhian Altamirano	Salary Grade Change From: 113 To: 115 Salary Adjustment	February 16, 2023

			From: \$58,710.00 To: \$66,952.69	
Registrar	N/A	Victoria Orellana	Salary Grade Change From: 119 To: 120 No Salary Adjustment	February 16, 2023
Student Success Coach	Academic Counselor	Meghry Tutunjian	Salary Grade Change From: 109 To: 113 Salary Adjustment From: \$47,478.88 To: \$56,159.10	February 16, 2023
Associate Registrar	N/A	Irma Williams	Salary Grade Change From: 115 To: 119 Salary Adjustment From: \$79,120.30 To: \$84,120.30	February 16, 2023
Student Success Coach	Academic Counselor	Joycelyn Wong-Castellano	Salary Grade Change From: 109 To: 113 Salary Adjustment From: \$47,740.50 To: \$60,828.17	February 16, 2023

RECOMMENDATION:

The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Staffing Table Modifications listed above as Personnel Recommendation Item No 7.

8. RESOLUTION TO APPROVE AMENDED POLICY ON NON-DISCRIMINATION AND ANTI-HARASSMENT

WHEREAS, the Board of Trustees ("Board") is committed to ensuring regular review and updates of the College's policies; and,

WHEREAS, the President, Administration, and Personnel Committee recommend amendments to the Policy on Non-Discrimination and Anti-Harassment; and,

WHEREAS, the Board will delegate to the President the responsibility to develop procedures and guidelines for the implementation of this amended policy;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the attached policy amendments.

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

RESOLUTION:

*The Board of Trustees hereby approve the recommendations of the President, Administration, and Personnel Committee as outlined above in **Item VIII., Personnel Recommendations 1-8.***

*Introduced by: Harold Stahl
Seconded by: Pamela Gardner*

8 Ayes.....0 Nays

Resolutions Adopted

IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS 1-9:

1. Resolution Authorizing Affiliation Agreement Between Hudson County Community College (HCCC) and New Jersey Imaging Network (NJIN) for Clinical Experiences in HCCC's Radiography Program was approved.
2. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and American Dream Mall was approved.
3. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and Marest New Jersey, LLC was approved.
4. Resolution Authorizing Renewal of the Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and New Jersey Future was approved.
5. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and St. Joseph's School for the Blind was approved.
6. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and The County of Hudson for the County Wide Clean Water Campaign was approved.
7. Resolution Authorizing Initiation of a Proficiency Certificate in Metalworking was approved.
8. Resolution Authorizing Academic Calendars for Winter, Spring, and Summer 2025 Terms was approved.
9. Resolution Endorsing the Creation of an Intercollegiate Athletics and Intramural Sports Program at Hudson County Community College (HCCC) was approved.

Introduced by: Pamela Gardner
Seconded by: Jeanette Peña

8 Ayes.....0 Nays

Resolutions Adopted

X. NEW BUSINESS

XI. ADJOURNMENT at 5:50 p.m.

Introduced by: Silvia Rodriguez
Seconded by: Frank Gargiulo

8 Ayes.....0 Nays

Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

March 12, 2024

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Resolution Authorizing Additional Services for the Academic Tower

WHEREAS, Hudson County Community College ("College") requires additional architectural and engineering services, including additional construction phase services, interior furnishings for AV/IT and Security, and reimbursable allowance ("Services") for the Academic Tower Project ("Project"); and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (1), the Services are exempt from public bidding as they are professional services; and,

WHEREAS, NK Architects ("NK"), a licensed architectural/engineering firm, approved by the Board of Trustees to provide on-call services in August 2023, submitted a proposal for the Additional Services Request ("ASR") at a cost not to exceed \$983,187; and,

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

WHEREAS, the Administration, Finance Committee, and Capital Projects Advisory Committee recommend approving the Services;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the Services with NK Architects of Morristown, New Jersey, as described herein at a cost not to exceed \$983,187.

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

2. Resolution Authorizing Renewal of Internet Services

WHEREAS, Hudson County Community College ("College") needs to renew network access and internet services for instructional and administrative purposes following the expiration of the College's existing contract with NJEdge.net ("NJEdge"); and,

WHEREAS, the renewal encompasses internet service with redundancy and DDOS service, Dark Fiber (direct) connection to North Hudson Campus, Colocation services at Halsey Street, and membership dues; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.11a, the service is exempt from public bidding as the purchase is being made through an approved cooperative; and,

WHEREAS, NJEdge (part of the NJ VALE Consortium) submitted a proposal to provide the services at a cost not to exceed \$206,520, which represents no increase from the prior year; and,

WHEREAS, the anticipated term is three (3) years; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to NJEdge.net of Newark, New Jersey, to provide internet services as described herein for a three (3) year term at a cost not to exceed \$206,520.

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

3. Resolution Authorizing Renewal of Student Services ChatBot Platform for the Office of Enrollment Services

WHEREAS, Hudson County Community College ("College") seeks to renew its Student Services ChatBot Platform, "Libby", for the Office of Enrollment Services; and,

WHEREAS, pursuant to N.J.S.A. 18 A: 64A-25.5 (a) (20), this service is exempt from public bidding as personnel recruitment and advertising, including without limitation advertising seeking student enrollment; and,

WHEREAS, GovConnection, Inc. (part of OMNIA Partners/Region 4 ESC Contract #R210402) has submitted a proposal to provide these services at a total cost of \$42,230, which represents no increase from the prior year; and,

WHEREAS, the anticipated term is one (1) year; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to GovConnection, Inc. of Merrimack, New Hampshire, for the renewal of Student Services ChatBot Platform, "Libby", for the Office of Enrollment Services as described herein for a one (1) year term at a cost not to exceed \$42,230.

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

4. Resolution Authorizing Renewal of Citrix Virtual Apps and Desktop Software License

WHEREAS, Hudson County Community College ("College") needs to renew the Citrix Virtual Apps and Desktop software license; and,

WHEREAS, the software controls the configuration and setup of VDI desktops that people interact with when they connect to remote.hccc.edu, and controls the desktops, including software that is loaded, and the security of the remote desktops; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.10a, the service is exempt from public bidding as the purchase is being made through an approved cooperative; and,

WHEREAS, CDW Government (NJ State Contract T3121 #20-TELE-01511) submitted a proposal for Citrix software renewal at a total cost of \$135,100, which represents no increase from the prior agreement; and,

WHEREAS, the anticipated term is two (2) years; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to CDW Government of Vernon Hills, Illinois, for the Citrix Virtual Apps and Desktop license software renewal as described herein at a cost not to exceed \$135,100.

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

5. Resolution Authorizing Renewal of Nutanix Acropolis Software License

WHEREAS, Hudson County Community College ("College") needs to renew the Nutanix Acropolis software license that assists in maintaining VDI servers; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.10a, the service is exempt from public bidding as the purchase is being made through an approved cooperative; and,

WHEREAS, Aspire Technology Partners (NJEDGE Contract #00278834) submitted a proposal for Nutanix Acropolis software renewal at a total cost of \$81,084, which is an increase of 9% from the prior agreement; and,

WHEREAS, the anticipated term is two (2) years; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Aspire Technology Partners of Eatontown, New Jersey, for the Nutanix Acropolis software license renewal as described herein at a cost not to exceed \$81,084.

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

6. Resolution Authorizing Renewal of Cloud Migration and Security Software

WHEREAS, Hudson County Community College ("College") needs to purchase software that provides failover to a private cloud when necessary for disaster recovery for remote instruction and remote services; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.11a, the service is exempt from public bidding as the purchase is being made through an approved cooperative; and,

WHEREAS, Aspire Technology Partners (NJEDGE Contract #00278834) submitted a proposal for Innovative Xi Leap software, which provides the required services, at a total cost of \$122,967, representing a 21% increase from the prior year; and,

WHEREAS, the anticipated term is one (1) year; and,

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

WHEREAS, the Administration and Finance Committee recommend payment of this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Aspire Technology Partners of Eatontown, New Jersey, for the Innovative Xi Leap software as described herein at a cost not to exceed \$122,967.

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

7. Resolution Authorizing Purchase of Computers for the Gabert Library

WHEREAS, Hudson County Community College ("College") needs to purchase thirty (30) computers and monitors ("computer systems") for Gabert Library Room 319; and,

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

WHEREAS, Dell (New Jersey State Contract #89967) has quoted a price for the computer systems at a cost not to exceed \$39,943; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Dell of Round Rock, Texas, to provide the computer systems as described herein at a cost not to exceed \$39,943.

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

8. Resolution Authorizing Purchase of Laptops for the STEM Histology Lab

WHEREAS, Hudson County Community College ("College") needs to purchase fifteen (15) laptops for the STEM histology lab; and,

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

WHEREAS, Dell (New Jersey State Contract #89967) has quoted a price for the laptops at a cost not to exceed \$21,187; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Dell of Round Rock, Texas, to provide laptops as described herein at a cost not to exceed \$21,187.

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

9. Resolution Authorizing Renewal of Photography Services for the Office of Communications

WHEREAS, Hudson County Community College ("College") needs to renew Photography Services ("Services") for the Office of Communications; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (16), entertainment, including, without limitation, theatrical presentations, bands and other concerts, movies and other audiovisual productions, are exempt

from public bidding; and,

WHEREAS, notwithstanding the bid exemption, the College solicited proposals for the Services through a fair-and-open process and issued a Request-for-Proposal ("RFP") for the Services for a term not to exceed one (1) year; and,

WHEREAS, the College received the following proposal in response to the RFP:

<u>Vendor</u>	<u>Location</u>	<u>Cost</u>
Jersey Pictures	Hackettstown, NJ	\$350 per hour

WHEREAS, the College has determined that the proposal submitted by Jersey Pictures is in the best interests of the College, price and other factors considered; and,

WHEREAS, there is no increase from the prior year; and,

WHEREAS, the term for these services is one (1) year; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract for photography services from Jersey Pictures of Hackettstown, New Jersey, as described herein for a one (1) year term at a cost not to exceed \$350 per hour.

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

10. Resolution Authorizing Sale of Personal Property

WHEREAS, Hudson County Community College ("College") owns personal property in the category of computer equipment that is no longer needed for College purposes; and,

WHEREAS, the estimated fair market value of all of the property is less than the College's bid threshold; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.27, the College may sell personal property no longer needed for College purposes at private sale since the estimated value of property is less than the College's bid threshold; and,

WHEREAS, GovDeals.com has provided a proposal to sell the property through the Sourcewell National Cooperative, with the amount of the contract anticipated to be less than 20% of the College's bid threshold; and,

WHEREAS, proceeds collected will be used for HCCC Foundation scholarships; and,

WHEREAS, the accumulation of sales has netted \$7,082 this year and \$27,687 to date; and,

WHEREAS, the Administration and Finance Committee recommend sale of the personal property;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby authorize the sale of personal property set forth above.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps

necessary to effectuate the terms of this resolution.

11. Resolution Authorizing Purchase of Apple Computers for the Social Science Department to be Funded by the Carl D. Perkins Grant

WHEREAS, Hudson County Community College ("College") needs to purchase twenty-three (23) computer systems from Apple Computer, Inc. ("Apple") for the Social Science Department's Digital Arts/Studio Arts Program; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (3), the purchase is exempt from public bidding as the computers that are required for the program and are only available through Apple; and,

WHEREAS, Apple has quoted a price for twenty-three (23) computers, monitors, and accessories at a cost not to exceed \$124,545; and,

WHEREAS, the cost of these services will be funded from the Carl D. Perkins Grant; and,

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Apple Computer, Inc. of Austin, Texas, to provide the computers as described herein at a cost not to exceed \$124,545.

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

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, Administration, and Finance Committee as outlined above in **Item VII., Fiscal, Administrative, Lease and Capital Recommendations 1-11.**

1) Resolution Authorizing Additional Services for the Academic Tower; 2) Resolution Authorizing Renewal of Internet Services; 3) Resolution Authorizing Renewal of Student Services ChatBot Platform for the Office of Enrollment Services; 4) Resolution Authorizing Renewal of Citrix Virtual Apps and Desktop Software License; 5) Resolution Authorizing Renewal of Nutanix Acropolis Software License; 6) Resolution Authorizing Renewal of Cloud Migration and Security Software; 7) Resolution Authorizing Purchase of Computers for the Gabert Library; 8) Resolution Authorizing Purchase of Laptops for the STEM Histology Lab; 9) Resolution Authorizing Renewal of Photography Services for the Office of Communications; 10) Resolution Authorizing Sale of Personal Property; and 11) Resolution Authorizing Purchase of Apple Computers for the Social Science Department to be Funded by the Carl D. Perkins Grant.

INTRODUCED BY:

Bakari Lee

SECONDED BY:

Pamela Gardner

DATE:

March 12, 2024

DeFazio, Edward
Doria, Joseph
Gardner, Pamela
Gargiulo, Frank
Kenny, Roberta
Lee, Bakari

AYE

ABSENT

AYE

AYE

AYE

AYE

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

 9 Aye 0 Nay

RESOLUTION ADOPTED

Alexa Riano
Signature of Recorder

03/12/2024
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

March 12, 2024

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATIONS

First Name	Last Name	Title	Effective Date
Patrizia	Barroero	Associate Director, ESL and Academic Foundations English	February 26, 2024
Mary	Long	Program Coordinator for Holistic Support	February 19, 2024
Melanie	Suarez	Admissions Advisor	February 9, 2024

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

2. APPOINTMENT OF FULL-TIME STAFF

First Name	Last Name	Title	Salary Grade	Effective Date	Annual Salary
David	Ayoub	Support Analyst	111	March 16, 2024	\$50,113.78
Samuel	Fernandez	Support Analyst	111	March 16, 2024	\$50,113.78

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

3. APPOINTMENT OF TEMPORARY FULL-TIME STAFF

First Name	Last Name	Title	Salary Grade	Effective Date	Anticipated End Date	Annual Salary
Daniella	Araoz	Administrative Support Specialist	105	March 16, 2024	May 15, 2024	\$39,507.89
Luisa	Carranza	Administrative Support Specialist, ESL	105	March 16, 2024	May 15, 2024	\$39,612.06

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

4. APPOINTMENT OF TEMPORARY FULL-TIME FACULTY

First Name	Last Name	Title	Salary Grade	Effective Date	Anticipated End Date	Annual Salary
Joanna	Karnicka	Instructor, ESL (Non-tenure Track)	INST	March 16, 2024	May 14, 2024	\$56,320.00

RECOMMENDATION: *The President, Administration, and Personnel Committee*

recommend that the Board of Trustees approve the Appointment of Temporary Full-time Faculty above as Personnel Recommendation Item No. 4.

5. FACULTY TENURE

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 Chief Academic Officer to the President for approval and presentation to the Board of Trustees.

The following faculty are recommended for tenure effective Academic Year 2024-25.

First Name	Last Name	New Title
Heather	Connors	Assistant Professor, Tenured
Karen	Hosick	Assistant Professor, Tenured
Laura	Samuelson	Assistant Professor, Tenured
Carrie Rong	Xiao	Assistant Professor, Tenured

RECOMMENDATION:

The President, Administration, and Personnel Committee recommend that the Board of Trustees approve tenure for the faculty above as Personnel Recommendation Item No. 5.

6. AUTHORIZATION OF PART-TIME STAFF THROUGH MARCH 2025, AS NEEDED

FIRST NAME	LAST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
Angelique	Reeves	Accessibility Services	Notetaker/Reader	READER-150525	Karine Davis
Katherine	Vera	Accessibility Services	Notetaker/Reader	READER-150525	Karine Davis
Anthony	Baskin	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara
Hafeda	Benounane	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara
Carmine	Salerno	ADJ Academic Support Services Department	Tutor	TUTOR-252010	Kenny Fabara
Arefa	Ali	Continuing Education and Workforce Development	PT Customer Service; PT Academic Coach	CSTAST-102010; ACDCCCH-603091	Chastity Farrell; Maritza Reyes
Sridevi	Ayloo	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Emajonite	Etienne	Continuing Education and	PT Instructor	PTINST-103005	Catherina Mirasol

		Workforce Development			
Ivan	Garcia	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Patricia	Gonzalez Feliz	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-604020	Anita Belle
Dionne	Kettl	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Jorge	Martinez	Continuing Education and Workforce Development	PT Instructor	PTINST-603094	Catherina Mirasol
Paula	Oliveira	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Lissa	Ramirez	Continuing Education and Workforce Development	PT Instructor	PTINST-603091	Maritza Reyes
Kimberly	Sumpter	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Maryam	Syed	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Marjorie	Taylor	Continuing Education and Workforce Development	PT Instructor	PTINST-603091	Maritza Reyes
Jessica	Wohlstetter	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Ibraheem	Noubani	English as a Second Language	Academic Coach	ACDCOH-601013	Alison Wakefield
Yusef	Noubani	English as a Second Language	Academic Coach	ACDCOH-601013	Alison Wakefield
Melissa	Cordova	Information Technology Services	Instructional lab assistant	ISTLAB-253025	Diana Perez
Bhakti	Gohel	Information Technology Services	Instructional lab assistant	ISTLAB-253025	Diana Perez
Nandlall	Ramsarran	Information Technology	Customer Service Assistant	CSASST-253035	Frederick Medina

		Services/ Mail Room Copy Center			
Destiny	Roca	Information Technology Services/ Mail Room Copy Center	Customer Service Assistant	CSASST-253035	Frederick Medina
Heather	Anderson	Nursing and Health Professions	Skills Lab/Tutor	TUTOR-101017	Lori M. Byrd
Daniella	Dyevoich	Nursing and Health Professions	Tutor	TUTOR-101016	Geraldine Kiefer-Necklen
Miriam	Masias	Nursing and Health Professions	Skills Lab Assistant	PTSLA-101017	Lori M. Byrd
Mariana	Abdelmalak	President's Office	Office Assistant	Office Assistant	Alexa Riano
Sebastian	Zapata	Science, Technology, Engineering, and Mathematics	Class Assistant	CLASST-101015	Burl Yearwood
Ghina	Hamdan	Student Financial Assistance	Office Assistant	OFFAST-200520	Sylvia Mendoza

RECOMMENDATION:

The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Authorization of Part-Time Staff listed above, as needed, as Personnel Recommendation Item No 6.

7. APPOINTMENT OF NEW HIRE ADJUNCT INSTRUCTORS

First Name	Last Name	School/Office
Genesis	Castro	School of Humanities and Social Sciences
Yrlande	Simon	School of Nursing and Health Professions

RECOMMENDATION:

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

8. MODIFICATION TO STAFFING TABLE

Current Approved Title	New Title/Classification	Incumbent (If applicable)	Salary Grade and Salary Adjustment (If applicable)	Effective Date
N/A	Associate Director of Hudson Helps, North Hudson Campus	N/A	115	March 16, 2024

RECOMMENDATION:

The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Staffing Table Modification listed above as Personnel Recommendation Item No 8.

RESOLUTION:

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

1) Resignations; 2) Appointment of Full-time Staff; 3) Appointment of Temporary Full-time Staff; 4) Appointment of Temporary Full-time Faculty; 5) Faculty Tenure; 6) Authorization of Part-time Staff, as Needed; 7) Appointment of New Hire Adjunct Instructors; and 8) Modification to Staffing Table.

INTRODUCED BY: Jeanette Peña

SECONDED BY: Pamela Gardner

DATE: March 12, 2024

DeFazio, Edward	<u>AYE</u>
Doria, Joseph	<u>ABSENT</u>
Gardner, Pamela	<u>AYE</u>
Gargiulo, Frank	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>AYE</u>
Rodriguez, Silvia	<u>AYE</u>
Stahl, Harold	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

9 Aye 0 Nay

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

Alexa Riano
Signature of Recorder

03/12/2024
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

March 12, 2024

IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS

1. Resolution Authorizing Agreement Between Hudson County Community College and William Paterson University (WPU) for Preceptorship Experiences for WPU Students in WPU Nursing Programs

WHEREAS, William Paterson University ("WPU") offers undergraduate- and graduate-level programs in Nursing ("Programs") through its College of Science and Health; and,

WHEREAS, the Programs require students to complete field learning experiences; and,

WHEREAS, the Programs require facilities at which students can complete their field learning experiences; and,

WHEREAS, Hudson County Community College ("College") has the capacity to meet these program needs; and,

WHEREAS, Hudson County Community College seeks to enter into an Agreement ("Agreement") with WPU whereby students enrolled in WPU's Programs will be able to complete the requisite field learning experiences at the College, retroactive to February 1, 2024; and,

WHEREAS, this Agreement will remain in effect for the term established in the Agreement unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend authorization of this Agreement between Hudson County Community College and William Paterson University;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the Agreement between Hudson County Community College and William Paterson University, retroactive to February 1, 2024.

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

2. Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Bergen County Schools of Technology (BCST)

WHEREAS, Hudson County Community College ("College"), as one of the nation's leading and most diverse urban community colleges, aspires to offer consistently best-practice, transformative educational and economic opportunities for its students and all residents of Hudson County; and,

WHEREAS, the College desires to enter into an Agreement ("Agreement") with Bergen County Schools of Technology ("BCST") for the delivery of dual credit instruction in Culinary Arts; and, whereby, students who successfully complete the Culinary Arts courses offered through dual instruction will be able to articulate up to 9 credits upon matriculation at the College pursuant to certain conditions being met; and,

WHEREAS, the term of the Agreement is March 12, 2024 through June 30, 2025 unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

WHEREAS, the Administration, and the Academic and Student Affairs Committee, recommend authorization of this Agreement between Hudson County Community College and Bergen County Schools of Technology;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize this Agreement between Hudson County Community College and Bergen County Schools of Technology, effective March 12, 2024.

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

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, Administration, and Academic and Student Affairs Committee as outlined above in **Item IX., Academic and Student Affairs Recommendations 1 and 2:**

1) Resolution Authorizing Agreement Between Hudson County Community College and William Paterson University (WPU) for Preceptorship Experiences for WPU Students in WPU Nursing Programs; and, 2) Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Bergen County Schools of Technology (BCST).

INTRODUCED BY:

Pamela Gardner

SECONDED BY:

Jeanette Peña

DATE:

March 12, 2024

DeFazio, Edward
Doria, Joseph
Gardner, Pamela
Gargiulo, Frank
Kenny, Roberta
Lee, Bakari
Peña, Jeanette
Rodriguez, Silvia
Stahl, Harold
Netchert, William, Chair

AYE

ABSENT

AYE

AYE

AYE

AYE

AYE

AYE

AYE

AYE

9 Aye 0 Nay

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

Alexa Riano
Signature of Recorder

02/13/2024
Date

Supporting Documents

[Click Here for Supporting Documents](#)

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

March 12, 2024

X. NEW BUSINESS

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

March 12, 2024

XI. ADJOURNMENT

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the March 12, 2024 meeting of the Hudson County Community College Board of Trustees be adjourned at ____P.M.

INTRODUCED BY: _____ Jeanette Peña

SECONDED BY: _____ Bakari Lee

DATE: _____ March 12, 2024

DeFazio, Edward	_____ <u>AYE</u>
Doria, Joseph	_____ <u>ABSENT</u>
Gardner, Pamela	_____ <u>AYE</u>
Gargiulo, Frank	_____ <u>AYE</u>
Kenny, Roberta	_____ <u>AYE</u>
Lee, Bakari	_____ <u>AYE</u>
Peña, Jeanette	_____ <u>AYE</u>
Rodriguez, Silvia	_____ <u>AYE</u>
Stahl, Harold	_____ <u>AYE</u>
Netchert, William, Chair	_____ <u>AYE</u>

____ 9 ____ Aye ____ 0 ____ Nay

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

Alexa Riano
Signature of Recorder

02/13/2024
Date



Letter of Agreement between Hudson County Community College located at 70 Sip Avenue and William Paterson University on behalf of the College of Science and Health located at 300 Pompton Road, Wayne, New Jersey.

Herein, William Paterson University will be known as the "University" which includes both graduate and undergraduate programs in the College of Science and Health. Hudson County Community will be known as the "Cooperating Agency."

Policies and/or agreements governing each party are herein listed for use of the facilities at Hudson County Community College.

1. Cooperating Agency.

- a. The Cooperating Agency shall provide classrooms, conference rooms, and laboratory areas that are available for in-patients, out-patients, and special therapies.
- b. The Cooperating Agency shall provide to the instructional staff from the University available audio-visual aids for student learning.
- c. Locker space for change of clothing and/or the placement of personal belongings is to be provided by the Cooperating Agency, if available.
- d. The Cooperating Agency reserves the right to remove student(s) and/or faculty of the University when it is in the best interest of the Cooperating Agency.
- e. Master prepared nurses of the Cooperating Agency shall directly preceptor advanced practice nursing students.
- f. Parking facilities shall be provided for the faculty and students by the Cooperating Agency.
- g. The Cooperating Agency maintains the ultimate responsibility for the nursing care of its patients. The assignment of nursing students to nursing duties does not relieve said responsibility.
- h. The Cooperating Agency will make available emergency medical care to students and instructors who may become ill or who may be injured while on duty. The sick or injured student or instructor is responsible for the costs arising from the provision of such

emergency medical care.

2. University.

- a. The University shall provide qualified faculty who shall control the instruction of students in theoretical content, in clinical conferences, and during laboratory session.
- b. The nursing faculty from the University shall select the learning experiences and make student assignments in conjunction with the manager or charge nurse.
- c. The University shall determine the number of students to be enrolled at one time but not to exceed ten (10) with one (1) instructor.
- d. Each student will wear the uniform of the University when in the clinical laboratory units unless otherwise specified.
- e. The University assures that each student and instructor has met the following health requirements prior to the first day of the clinical experience at the Cooperating Agency and can present documentation of such upon request:
 1. Entire physical exam.
 2. Negative Mantoux test within the past twelve months or, if positive Mantoux history, chest x-ray negative for tuberculosis within one (1) year.
 3. Documentation of status (immune or susceptible) to chicken pox (varicella), measles (rubeola) and German measles (rubella). Immunity must be documented by either a physician's note or blood test titer or proof of vaccination.
 4. Documentation of Mumps history or copy of blood test titer or date of mumps vaccination, immunity must be documented by a primary care provider, or blood test titer as indicated.
 5. Documentation of Hepatitis B initial vaccine, signed waiver or documentation of a positive HBsAb prior to their affiliation at the Agency is also required.

Additionally, exposure to any of these communicable diseases by a susceptible person must be reported within 48 hours to the Occupational Medicine at the Cooperating Agency.

- f. University will ensure that students comply with all policies and procedures applicable to Cooperating Agency's students when University Students are participating in the program established through this agreement.

3. General Agreement between the University and the Cooperating Agency.

- a. The number of students to be assigned to the laboratory areas shall be determined by mutual consent of the parties involved.
- b. Changes in policies or procedures of the Cooperating Agency and/or the University shall be communicated in writing through the nursing administrator of the agency and the

Dean of the College of Science and Health, who will communicate these changes to their respective personnel.

- d. This agreement shall be in force for the term commencing on February 1, 2024 and terminating on February 1, 2025.
- e. This contract may be canceled by either party for the ensuing academic year by giving one-hundred-twenty (120) days' prior written notice. The Cooperating Agency retains, at all times, the control and responsibility for patient care.
- f. The University and its employees are covered by the provisions of the New Jersey Tort Claims Act. N.J. S.A. 59:1 -1 et seq.; Therefore, there is no requirement for the University to secure additional liability insurance to cover the acts or omissions of the University and its employees. The University shall provide for professional and general liability coverage for the students performing activities under this Agreement providing limits of coverage of \$1,000,000/\$3,000,000 on an occurrence type basis. The University upon request shall provide the Cooperating Agency with documentation of such coverage.
- g. The University agrees to complete and provide evidence to the Cooperating Agency that a criminal background check has been performed on its Students. The University shall immediately advise the Cooperating Agency regarding any issues raised during the criminal background check process.
- h. Between University and the Cooperating Agency, the University, subject to the provisions of New Jersey Tort Claims Act and the New Jersey Contractual Liability Act, shall be responsible for, and shall at its own expense, defend itself against any and all suits, claims, losses, demands or damages of whatsoever kind or nature, arising out of or in connection with any act or omission of the University, its students, employees or agents, in the performance of the obligations assumed by the University or its students pursuant to this agreement.
- i. The University shall demonstrate that all of its employees are covered for worker's compensation and disability benefits insurance in accordance with the laws of the State of New Jersey.
- j. The University agrees to notify the Cooperating Agency if they or any of their employees, students or agents are sanctioned by or otherwise excluded from participation in any federally funded plan or program.
- k. Both the University and the Cooperating Agency shall at all times comply with standards of documentation and confidentiality mandated by the state and federal regulatory agencies and accrediting agencies, as same may be modified and amended from time to time including applicable requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the standards of the Joint Commission on Accreditation of Healthcare Organizations, administrative and medical record policies and guidelines established and approved by Cooperating Agency, which shall be made available to students.

- l. No Employment Relationship. It is not intended that an employer/employee, joint venture, or partnership agreement be established, hereby expressly or by implication, between University and Cooperative Agency.

Neither School nor Cooperating Agency is authorized or permitted to act as an agent or employee of the other. Nothing in this Agreement shall in any way alter the freedom enjoyed by either University or Cooperating Agency, nor shall it in any way alter the control of the management, operation, and affairs of either University or Cooperating Agency ; it being the intent of this Agreement that University and Cooperating Agency shall maintain separate and independent management, and each has full, unrestricted authority and responsibility regarding its organization and structure.

- m. It is the intent and understanding of the Parties to this Agreement that each and every provision required by Law be inserted herein. Furthermore, it is hereby stipulated that every such provision is deemed to be inserted herein, and if through a mistake or otherwise, any such provision is not inserted or is not inserted in correct form then this Agreement shall forthwith upon the application by either Party be amended by such insertion so as to comply strictly with the law, without prejudice to the rights of either Party; provided however, that if the insertion of such provision is contrary to the underlying intent of the Parties, then either Party may terminate immediately on written notice to the other.
- n. It is agreed and understood that University and Cooperating Agency as a public service enter into this Agreement. Accordingly, there will be no charge or fee by either party to the other.
- o. In the event any term or provision of this Agreement is rendered invalid or unenforceable by any valid act of Congress or the state legislature, or by any regulation duly promulgated by offices of the United States of the State of New Jersey acting in accordance with law, or declared null and void by any court of competent jurisdiction, the remaining provisions of the Agreement shall remain in full force and effect.
- p. Failure by either Party to enforce at any time any provision of this Agreement shall not be construed to be a waiver of such provisions nor of the right of that Party to enforce each and every provision.
- q. In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision, and this Agreement shall be construed as if such invalid, illegal or unenforceable provisions had never been contained in it. To this end, the provisions of this contract are declared to be severable.
- r. Both Parties agree that this Agreement represents the entire understanding of the Parties with respect to the subject matter covered and supersedes and nullifies any previous agreements regarding the subject matter covered between the Parties.
- s. Any additional responsibilities, obligations, or duties undertaken by either party in connection with the performance of this Agreement shall be detailed in writing, must be

signed by authorized representatives of both Parties, and attached as an addendum to this Agreement.

- t. The captions to the sections in this Agreement are included for convenience only and are not intended to and shall not be deemed to modify or explain any of the terms of this Agreement.
- u. This Agreement shall be governed and construed in accordance with the laws of the State of New Jersey without regard to New Jersey's conflict of laws principles. All disputes between the parties arising out of or relating to this agreement, or the services thereunder, shall be subject to the exclusive jurisdiction of the Superior Court of New Jersey venued in Hudson County, New Jersey.
- v. The Parties recognize that this Agreement is based upon the skill and expertise of the Parties and therefore agree that the Agreement and obligations thereunder may not be assigned or delegated without the written consent of the other party, which shall not be unreasonably withheld, except as expressly allowed by this Agreement.

IN WITNESS WHEREOF, the University and the Cooperating Agency hereby agree to the terms and conditions of this Agreement. The Agreement shall be effective when fully executed by the authorized representatives of both parties.

William Paterson University

BY: _____
Venkat Sharma, Ph.D.
Dean, College of Science and Health

Date: _____

BY: _____
Kirsten Loewrigkeit
VP for Finance and Administration & CFO

Date: _____

FACILITY NAME

BY: _____

Date: _____

**AGREEMENT BETWEEN HUDSON
COUNTY COMMUNITY COLLEGE
AND
BERGEN COUNTY TECHNICAL SCHOOLS
FOR THE DELIVERY OF TECH PREP 2+2
PROGRAM IN CULINARY ARTS**



This Agreement between the Hudson County Community College (HCCC) and the Bergen County Technical Schools (BCTS) is for the purposes of HCCC providing dual credit instruction in selected courses for high school students enrolled in eligible programs of study in BCTS high schools. BCTS students who take complete the courses set forth in this agreement and who meet the criteria set forth herein, will have the opportunity to earn HCCC credits upon matriculation at HCCC after high school graduation for selected college courses taught by their high school instructors during or after school as part of their regular teaching responsibilities.

Faculty Qualifications and Responsibilities

1. High school instructors teaching HCCC courses as part of the high school curriculum are required to meet the minimum educational requirements in the subject area(s) being taught or in a closely related discipline and must receive approval from the HCCC faculty coordinator or Dean responsible for that subject area prior to the commencement of instruction.
2. High school instructors teaching HCCC courses must follow the HCCC curricula, utilize texts when required, maintain required minimum instructional hours (i.e., 750 minutes per credit), administer HCCC exams and submit both grades and attendance reports to HCCC by specified dates.
3. Class observation(s) will be conducted by HCCC supervisor(s). HCCC reserves the right at any time to remove approvals of BCTS instructors who do not meet HCCC standards of instruction.

Provision for Alternate Scheduling and Registration

Instruction for each approved course on BCTS campuses may follow the high school schedule as it relates to start-and-end dates and frequency, as long as the required minimum instructional hours and all required course outcomes are met.

Articulation of Credits

A total of 9 articulation credits will be granted by HCCC if the following conditions are satisfied:

1. The BCTS graduate was enrolled in the 2+2 Tech Prep program, successfully completed all requirements for high school graduation and passed any exams associated with the

- articulated credits.
2. The BCTS graduate enrolls or enrolled in HCCC within twelve months of graduation from BCTS.
 3. The student successfully completes one semester at HCCC following graduation from BCTS.

BCTS will maintain a competency record for each student. This record will become a part of the student's official record and will be provided to HCCC with the consent of the student in support of their application for admission. HCCC will review the student's records and award 9 credits, when appropriate, in accordance with the terms of this agreement. Students will not be charged for the 11 articulated credits.

Courses for AY (2024-2025)

Selected students may earn HCCC credits in the matter stated in this agreement in the following courses.

- Bakeshop I – CAI-119 (2 Credits)
- Food Sanitation & Culinary Principles – CAI-115 (3 Credits)
- Pantry and Breakfast Cookery – CAI-118 (2 Credits)
- Production Kitchen Skills I – CAI-117 (2 Credits)

Terms of Contract

This Agreement shall be effective March 12, 2024 and shall run through June 30, 2025 and may be renewed annually by the parties by executing a separate agreement or a written renewal of this Agreement. Articulated courses taken during the 2023-2024 academic year will be eligible for participating students. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement only by written amendment executed by both parties.

Choice of Law/Venue

This Agreement shall be subject to and interpreted in accordance with the laws of the State of New Jersey regardless of New Jersey's conflict of laws, provisions or principles. Any and all disputes between the parties arising out of or relating to this Agreement or the services provided thereunder shall be subject to the exclusive jurisdiction of the Superior Court of New Jersey located in Hudson County, New Jersey.

SIGNED:

President or Designee
Hudson County Community College

Date

Superintendent or Designee
Bergen County Technical Schools

Date