

HUDSON COUNTY COMMUNITY COLLEGE
Mary T. Norton Room
70 Sip Avenue, 4th Floor
Jersey City, NJ
3:00 P.M.

Regular Meeting--Board of Trustees
March 17, 2017

AGENDA

I. CALL TO ORDER - FLAG SALUTE Mr. Netchert

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Kevin G. Callahan
Karen A. Fahrenholz, Secretary/Treasurer
James Fife, Trustee Emeritus
Glen Gabert - President
Roberta Kenny
Joanne Kosakowski
Bakari Gerard Lee, Vice Chair
William J. Netchert, Chair
Jeanette Peña
Adrienne Sires
Harold Stahl
Jahrell Thompson – Student Alumni Representative

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 17, 2017**

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

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

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
March 17, 2017**

III. COMMENTS FROM THE PUBLIC

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
March 17, 2017**

RESOLUTION

WHEREAS, the members of the Board of Trustees deem it necessary to suspend the order of the agenda;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees agrees to suspend the order of the agenda.

INTRODUCED BY: Bakari Lee

SECONDED BY: Kevin Callahan

DATE: March 17, 2017

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

5 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

3-17-17
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
March 17, 2017**

IV. CLOSED SESSION

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 23; P.L. 1975 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Hudson County Community College as follows:

1) the public shall be excluded from discussion of and action upon the hereinafter specified subject matter(s)

2) the general nature of such matter(s) to be discussed is as follows:

Pending Litigation

3) it is anticipated at this time that the above stated subject matter(s) will be made public if final action is to be taken, or when the privilege of confidentiality no longer attaches;

4) this resolution shall take effect immediately.

INTRODUCED BY:

Bakari Lee

MOTION TO RETURN 4:20 PM
FROM CLOSED SESSION
William Netchert

SECONDED BY:

Kevin Callahan

Bakari Lee

DATE:

March 17, 2017

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

AYE
ABSENT
ABSENT
AYE
AYE
ABSENT
ABSENT
AYE
AYE

5 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley
Signature of Recorder

3-17-17
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
March 17, 2017**

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

Dr. Eric Friedman, Senior Vice President for Academic Affairs, introduced faculty members recommended for Tenure Appointments – Effective Academic Year 2017-2018:

*Alison Bach
Denise Rossilli
Johanna Van Gendt*

*Instructor of English
Instructor of Human Services
Instructor of ESL*

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
March 17, 2017**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETINGS

The Minutes of the Regular Meeting of February 7, 2017 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 7, 2017.

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: Kevin Callahan

DATE: March 17, 2017

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

5 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

3-17-17
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 7, 2017**

MINUTES

PRESENT: Kevin Callahan, Glen Gabert, (ex officio), Roberta Kenny, Joanne Kosakowski, Bakari Lee, William Netchert, Harold Stahl and Jahrell Thompson, Student Alumni Representative.

ABSENT: Karen Fahrenholz, James Fife, Trustee Emeritus, (ex officio), Jeanette Peña, and Adrienne Sires and Monica Tone.

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

HCCC Staff and Visitors present were: Ana Chapman, Eric Friedman, Dorothea Graham-King, Pamela Littles, Patrick J. Moore, Jennifer Oakley, Paula Pando, Noel Pura, Vivyen Ray, Joseph Sansone, Catherine Sirangelo, Christiane Warren, Marcella Williams and Veronica Zeichner.

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

II. ROLL CALL AND RECOGNITION OF VISITORS

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

III. COMMENTS FROM THE PUBLIC – None

IV. CLOSED SESSION - None

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

President Gabert reported that County Executive Thomas DeGise will give his State of the County Address, Thursday, February 9th at 5:00 pm. At the event, he will make an announcement regarding the establishment of the Hudson County Community College Police Training Academy.

Dr. Gabert invited trustees to attend the Hudson Employer Legislative Committee (ELC) Lunch Meeting on Wednesday, February 22nd, 12:00 pm at the Culinary Conference Center. Speakers will include Hudson and Bergen County Executives Thomas DeGise and James Tedesco.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. Minutes of the Regular meeting of January 17, 2017.
2. Gifts, Grants and Contract Reports - None

Introduced by: Bakari Lee

Seconded by: Kevin Callahan

6 Ayes.....0 Nays

Resolution Adopted

VI. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Bid Award for Waste Removal,
2. Resolution Approving Energy Load Response Program,
3. Purchase of Furnishings for STEM Building,
4. Contract for Employee Benefit Vision Insurance,
5. Resolution to Authorize Transcript Outsourcing

Introduced by: Bakari Lee

Seconded by: Joanne Kosakowski

6 Ayes.....0 Nays

Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS

1. APPOINTMENT OF STAFF

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Michael Vaughn	Admissions Recruiter	2/7/2017	\$38,000 (pro-rated)
Wajia Zahur	Admissions Advisor	2/7/2017	\$38,000 (pro-rated)

**2. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES:
February 7, 2017 – JUNE 30, 2017**

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
CHUNG	ADAM	ADJ ACADEMIC SUPPORT SERVICES	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
REARDON	MATTHEW	ADJ ACADEMIC SUPPORT SERVICES	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
YOUSEFF	EVELYN	STUDENT AFFAIRS	OFFICE ASSISTANT	OFFAST-252030	P. PANDO
BOWMAN	JONATHAN	CAREER DEVELOPMENT	ADVISOR	ADVISOR-200531	A. SAINI
ELLIS-JONES	BREONA	CAREER DEVELOPMENT	OFFICE ASSISTANT	OFFAST-200510	A. SAINI
CARDO	STEPHANIE	FINANCIAL AID	OFFICE ASSISTANT	OFFAST-200520	S. MENDOZA
NNAMANI	PETER	CUSTOMER SERVICE	OFFICE ASSISTANT	OFFAST-253035	G. DARIAS- HERSHBERGER
EL SALEH	SAMAR	STEM	LAB ASSISTANT	LABAST-101015	J. MARLIN

CONTINUING PART TIME HIRES

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
SALEH	DOUA	ADVISEMENT & COUNSELING	PT ADVISOR	ADVISOR-200510	S. MAGLIULO
SORTO	KATHERINE	NO. HUDSON CAMPUS	OFFICE ASSISTANT	OFFNHC-252030	Y. PUJOLS
ALKUINO	MICHAELANGELO	COMMUNITY EDUCATION	PT INSTRUCTOR	ESLC-102010	J. NAVAS
ALPHONSE	PEGGY	BUSINESS, CULINARY & HOSPITALITY	RECEIVING CLERK	RECLERK-101030	P. DILLON
OGBURN	AMAALAH	STUDENT AFFAIRS	OFFICE ASSISTANT	OFFAST-252025	A. RIANO
GOODING	DANIELLA	ALLIED HEALTH	OFFICE ASSISTANT	OFFAST-101016	C. SIRANGELO
PACHECO	AJA	ENGLISH	STUDENT ASSISTANT	STUAST-101040	E. NESIUS

3. APPOINTMENT OF ADDITIONAL NEW HIRE ADJUNCTS SPRING 2017.

LAST NAME	FIRST NAME	DEPARTMENT
MCGINNIS-AIELLO	DAWN	ACADEMIC FOUNDATIONS - MATH
PANYKO	ANDREW	ACADEMIC FOUNDATIONS – MATH
MAZZULA-ADAMES	ANDREA	CASS
ALMANZAR	MARSELLY	CASS
KOURA	FATIMA	ENGLISH
OWENS	LATASHA	ESL
IBRAHIM	WAFAA	ESL
FRENCH	EDWARD	ESL
SOTO	PAMELA	ESL
TOMKINS	BARRY	HUMANITIES
KUCKS	KRISTEN	HUMANITIES
KNUETTEL-RIPLEY	SONYA	SOCIAL SCIENCES
MILTON	BARBARA	SOCIAL SCIENCES

4. **Resolution Authorizing the Award of Campus Safety and Security Consultant Services at Hudson County Community College**
5. **Resolution Authorizing the Award of Title V – Picking up the Pace Grant**

Introduced by: Kevin Callahan

Seconded by: Joanne Kosakowski

6 Ayes.....0 Nays

Resolution Adopted

IX. ACADEMIC AND STUDENT AFFAIRS- None

X. NEW BUSINESS - None

XI. ADJOURNMENT 5:20 P.M.

Introduced by: Bakari Lee

Seconded by: Kevin Callahan

7 Ayes.....0 Nays

Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
March 17, 2017**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Bid Award for Janitorial Supplies

WHEREAS, the College has a need for janitorial supplies at the college; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500.00; and

WHEREAS, a bid request was advertised from November 10th – November 21st; and

WHEREAS, nine bid packages were received and Term Enterprise/Allen Paper of Morristown, NJ submitted the lowest responsible bid to provide these supplies at a total cost not to exceed \$234,481.05; and

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

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

NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees of Hudson County Community College authorize the Purchasing Agent to approve the award with Term Enterprise/Allen Paper of Morristown, NJ as described herein at a total cost not to exceed \$234,481.05.

2. Purchase of Epson SureColor F2000 Printer

WHEREAS, the College has a need to purchase a garment printer; and

WHEREAS, the printer will allow HCCC students to explore a new field of direct garment printing and to take the skills introduced and developed at HCCC to a professional workplace; and

WHEREAS, the purchase is exempt from bidding because it is below the bid threshold; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500.00; and

WHEREAS, the college has solicited two quotes and IT Supplies, of Rolling Meadows, IL has quoted the lowest price for an Epson SureColor F2000 garment printer at a cost not to exceed \$19,802.89; and

WHEREAS, the cost of the machinery will be funded from the Perkins Grant FY17; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the Purchasing Agent to approve the purchase with IT Supplies, of Rolling Meadows, IL, as described herein at a cost not to exceed \$19,802.89.

3. Affiliation Agreement between North Hudson Community Action Corporation and HCCC for the Medical Assistance Program

WHEREAS, the College currently offers a Medical Assistance Program requiring clinical practicums; and

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

WHEREAS, the College has established a Medical Assistance Program and desires to develop a clinical affiliation with Hudson County Community Action Corporation located at 714 West 14th Street, Union City, NJ for purposes of providing clinical experience to students; and

WHEREAS, the anticipated term is two years commencing March 15, 2017; and

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

NOW, THEREFORE, BE IT RESOLVED that that College may enter into this affiliation agreement with Hudson County Community Action Corporation located at 714 West 14th Street, Union City, NJ for the purposes of clinically educating Hudson County Community College students.

4. Purchase of Culinary Equipment

WHEREAS, the College has a need to purchase culinary equipment; and

WHEREAS, this equipment includes a kettle, electric, countertop with attachments, char broiler, gas, with attachments; and

WHEREAS, the purchase is exempt from bidding because it is below the bid threshold; and

WHEREAS, the new equipment being purchased is replacing the old equipment and will allow HCCC students to take the skills introduced and developed at HCCC to a professional workplace; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500.00; and

WHEREAS, the college has solicited three quotes and Sysco, of Jersey City, NJ has quoted the lowest price for the equipment at a cost not to exceed \$27,794.29; and

WHEREAS, the cost of the equipment will be funded from the Perkins Grant FY17; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the Purchasing Agent to approve the purchase with Sysco, of Jersey City, NJ as described herein at a cost not to exceed \$27,794.29.

5. Purchase of Culinary Equipment Freezer

WHEREAS, the College has a need to purchase one shock freezer for culinary; and

WHEREAS, the new freezer being purchased will allow HCCC pastry chefs to freeze products in a matter of minutes, will help preserve the integrity of foods, and will be economical by avoiding excess waste; and

WHEREAS, the purchase is exempt from bidding because it is below the bid threshold; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500.00; and

WHEREAS, the college has solicited two quotes and Sam Tell Companies, of Farmingdale, NY has quoted the lowest price for the freezer at a cost not to exceed \$25,991.67; and

WHEREAS, the cost of the equipment will be funded from the Perkins Grant FY17; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the Purchasing Agent to approve the purchase with Sam Tell Companies, of Farmingdale, NY as described herein at a cost not to exceed \$25,991.67.

6. Annual Commencement Formal Dinner for Graduates

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

WHEREAS, the Purchasing Agent has determined and certified in writing that the present/anticipated value will exceed \$17,500.00; and

WHEREAS, The dinner will take place at Liberty House Restaurant Inside Liberty State Park, in Jersey City, NJ on May 16, 2017 at a total cost not to exceed \$20,190.50; and

WHEREAS, the cost of this dinner will be funded from the student activity fee budget; and

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

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve this dinner at Liberty House Restaurant in Jersey City NJ as described herein at a cost not to exceed \$20,190.50.

7. Resolution Authorizing the Transfer of Accreditation of the Radiography Degree Program

WHEREAS, the College currently offers a Radiography degree program with CarePoint Health (Christ Hospital) and;

WHEREAS, the accrediting body of the Radiography program is the Joint Review Committee on Education in Radiologic Technology (JRCERT); and

WHEREAS, the accrediting body JRCERT currently accredits the CarePoint Health School of Radiography; and

WHEREAS, the College has agreed to assume the responsibility as the sponsoring institution for the Radiography program; and

WHEREAS, the Administration and the Finance Committee recommend the College make application to JRCERT to serve as the sponsor for the program; and

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the college to enter this transfer of sponsorship application as outlined by the JRCERT.

8. Resolution Approving a Second Amendment to Lease Agreement Extending the Term of the College's Lease at 26 Journal Square

WHEREAS, by Lease Agreement (the "Lease") dated June 16, 2008, Hudson County Community College, as Tenant, leased approximately 6,773 rentable square feet of space located on the 14th Floor of 26 Journal Square, Jersey City, New Jersey from 26 Journal Square Associates, LLC, as Landlord, for a term expiring June 30, 2012; and

WHEREAS, by First Amendment to Lease Agreement dated April 25, 2012, Hudson County Community College, as Tenant, and 26 Journal Square Associates, LLC, as Landlord, agreed to certain modifications of the Lease and extended the term of the Lease to July 31, 2017; and

WHEREAS, Hudson County Community College, as Tenant, and 26 Journal Master Tenant LLC (successor-in-interest to 26 Journal Square Associates, LLC), as Landlord, wish to enter into a Second Amendment to Lease making certain further modifications to the Lease and extending the term of the Lease to expire July 31, 2020 (with an additional Extension Option of thirty-six (36) months); and

WHEREAS, the Board of Trustees of Hudson County Community College has determined that it is in the best interests of the College and in conformance with the College's long range plans to extend the term of the Lease and make certain modifications thereto as set forth in the attached Second Amendment to Lease Agreement.

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Hudson County Community College that:

1. The recitations above are incorporated herein as if set forth at length.
2. The President of Hudson County Community College and/or his designee(s) is hereby authorized to execute the Second Amendment to Lease Agreement attached hereto.

9. Tuition & Fee Policy FY18

REPORT/BACKGROUND:

The College draws its revenues from three (3) principal sources: state aid; county appropriations and tuition and fees.

In fiscal year 2018, student enrollments are projected to decrease 2%. The College anticipates that the County and state aid will remain flat.

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 2017 semester.

Tuition:

It is proposed that tuition be raised by \$6.00 per credit hour to \$135. This represents a 5% 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 \$72 per semester. It is projected that, with this increase, HCCC tuition will remain within the average tuition of New Jersey County Colleges.

It is proposed that some of the fees be increased for FY2017 and 2018.

RECOMMENDATION:

The Administration and the Finance Committee recommends that the Board of Trustees approve the Tuition and Fee Policy for FY2017 and 2018.

RESOLUTION:

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration, and the Finance Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1-9:** 1) Bid Award for Janitorial Supplies, 2) Purchase of Epson SureColor F2000 Printer, 3) Affiliation Agreement between North Hudson Community Action Corporation and HCCC for the Medical Assistance Program, 4) Purchase of Culinary Equipment, 5) Purchase of Culinary Equipment Freezer, 6) Annual Commencement Formal Dinner for Graduates, 7) Resolution Authorizing the Transfer of Accreditation of the Radiography Degree Program, 8) Resolution Approving a Second Amendment to Lease Agreement Extending the Term of the College's Lease at 26 Journal Square, and 9) Tuition & Fee Policy FY18.

INTRODUCED BY: Bakari Lee

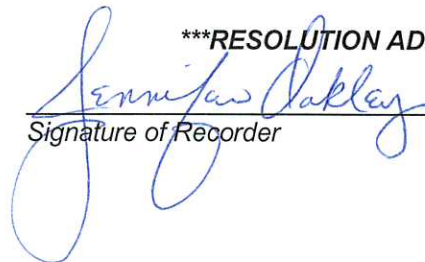
SECONDED BY: Harold Stahl

DATE: March 17, 2017

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

5 Ayes..... 0 Nay

RESOLUTION ADOPTED

 3-17-17
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
March 17, 2017**

VIII. PERSONNEL RECOMMENDATIONS

1. TERMINATIONS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Toni Bennett	Accountant	2/24/2017

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Valerie Frink	Assistant to the Associate Dean for School and College Relations	3/1/2017

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

2. RETIREMENTS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Kitty Mazzearella	Instructor	6/1/2017

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Sharon D'Agastino	Assistant Professor	6/1/2017

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Theodore Kharpertian	Professor	6/1/2017

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

3. RESIGNATIONS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Aniesa Atiyyeh	Counselor	2/10/2017

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Tammy Hunter	USDOL TAACCT Coordinator, Grant Funded (Continuation of this position is contingent upon receipt of grant funds)	3/10/2017

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Cristopher Jones	EOF Counselor, Grant Funded Grant Funded (Continuation of this position is contingent upon receipt of grant funds)	3/17/2017

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

4. **TENURE APPOINTMENTS-EFFECTIVE ACADEMIC YEAR 2017-2018:**

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 2017-2018.

Alison Bach	Instructor of English
Denise Rossilli	Instructor of Human Services
Johanna Van Gendt	Instructor of ESL

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Tenure Appointments effective Academic Year 2017-2018 above as Personnel Recommendation Item No. 4.

5. **TEMPORARY FULL-TIME ASSIGNMENT**

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Royal Ross	Assistant to the Associate Dean for School and College Relations	3/1/2017- 6/30/17	\$40,000.00 pro-rated

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Samaya Yashayeva	TAACCCT Grant Coordinator	3/15/2017- 6/30/17	\$38,000.00 pro-rated

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Temporary Full-Time above as Personnel Recommendation Item No. 5.

6. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES:

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
JARAMILLO	JAQUELINE	DEAN OF INSTRUCTION/ARTS	STUDENT ASSISTANT	STUAST-101005	C. WAHL
ALI	RESHMA	CAREER DEVELOPMENT	PT CAREER ADVISOR	ADVISOR-200531	A. SAINI
PROCIDA	DAWN	NURSING & HEALTH	TUTOR	PNTUTOR-101016	L. SCHULTZ-WHITLOCK
SINGH	VANDANA	ADJ ACADEMIC SUPPORT SERVICES	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
HUYNH	JOSEPH	COMMUNITY EDUCATION	PT INSTRUCTOR	PTINST-102010	A. CHAPMAN-MCCAUSLAND
CAMPUSANO	ASHLEY	DISABILITY SUPPORT SERVICES	NOTETAKER / READER	READER-150525	K. DAVIS
JAVED	FATIMA	DISABILITY SUPPORT SERVICES	NOTETAKER / READER	READER-150525	K. DAVIS
SHAHEEN	YAMIMIA	DISABILITY SUPPORT SERVICES	NOTETAKER / READER	READER-150525	K. DAVIS
TAWFIK	MARIANA	ESL/BILINGUAL	STUDENT ASSISTANT	STUAST-101035	E. NEHREBECKI
CAMPO	ANTHONY	CBI	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
HOSNER	KIM	CBI	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
RODRIGUEZ	MARIA V.	CBI	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
RUCKER	JILLIAN	CBI	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
SHIBER	NANCY	CBI	PT INSTRUCTOR	PTINST-103005	C. MIRASOL

CONTINUING PART TIME HIRES

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
MARMOLEJOS	SANDRA	COMMUNITY EDUCATION	INSTRUCTOR	PTINST-102010	A. CHAPMAN
AHMED	MARYSTELLA	GRANTS OFFICE	TUTOR	TUTOR-603013	P. BANDYOPADHYAY
PAGAN	DIMARIE	GRANTS OFFICE	TUTOR	TUTOR-603013	P. BANDYOPADHYAY
MCFARLANE-EDWARDS	JANET	ADJ ACADEMIC SUPPORT SERVICES	MATH PRESENTER	GRAWP-603013	P. BANDYOPADHYAY
REDICK	JANINE	ADJ ACADEMIC SUPPORT SERVICES	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
ANDOLFO	THOMAS	CBI	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
SARMIENTO	MARIA LITA	CBI	PT INSTRUCTOR	PTINST-103005	C. MIRASOL

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New & Continuing Part-Time Assignments listed above as Personnel Recommendation Item No. 6.

7. **APPOINTMENT OF ADDITIONAL NEW HIRE ADJUNCTS SPRING 2017.**

LAST NAME	FIRST NAME	DEPARTMENT
MCDONOUGH	BRIAN	SOCIAL SCIENCES

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New Hire Adjuncts for Fall FY 2017 listed above as Personnel Recommendation Item No. 7.

8. **MODIFICATION OF STAFFING TABLE FOR FY 2017 FOR EFFECTIVE MARCH 17, 2017.**

ADD TITLE:

Executive Director of Public Safety

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Modification of Staffing Table effective March 17, 2017.

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration and the Personnel Committee as outlined above in **Item VIII. Personnel Recommendations 1-8:** (1) Termination (2) Retirements (3) Resignations (4) Tenure Appointment Effective Academic Year (5) Temporary Full-Time Assignments (6) Appointment of Additional New and Continuing Part-Time Hires (7) Appointment of Additional New Hire Adjuncts Fall (8) Approval of the Staffing Authorization Table for March 17, 2017.

INTRODUCED BY: Joanne Kosakowski

SECONDED BY: Harold Stahl

DATE: March 17, 2017

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

5 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley
Signature of Recorder

3-17-17
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
March 17, 2017**

IX. ACADEMIC AND STUDENT AFFAIRS

1. Proposed Two New Academic Programs

Academic Certificate in Supply Chain Management (30 credits)

Cybersecurity Option to existing AS Computer Science (63 credits)

REPORT/BACKGROUND

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

In line with this initiative, HCCC proposes two new academic degree programs with anticipated implementation in Fall 2017

1.1 Academic Certificate in Supply Chain Management - SCM (30 credits)

This 30-credit certificate program (Attachment I) provides a knowledge base in purchasing, procurement, storage and distribution to prepare students for specialized certifications upon successful completion. These certifications tracks include eight topics: Supply Chain Management Principals, Customer Service Operations, Transportation Operations, Warehousing Operations, Supply Management and Procurement, Inventory Management, Demand Planning, Manufacturing and Service Operations. An internal articulation with HCCC's Non-Traditional Programs will award credits for their Supply Chain Management program offered through the College Consortium links program. More importantly, this certificate is a stepping stone towards an AS degree option at HCCC and transfer opportunities to our partners offering a bachelor's degrees in supply chain management at Rutgers, Rider, NJCU, Rowan and FDU.

This career oriented professional certificate will meet a specific demand in supply chain management within Hudson County and the Tri-State area. Currently, there is a partnership through a \$24.5 million federal grant. The education portion of the program is administered by a consortium of nine colleges and three universities led by a national team from Broward College in Fort Lauderdale, Florida. Consortium members include: Broward College, Columbus State Community College, Essex County College, Florida State College at Jacksonville, Harper College, Long Beach City College, San Jacinto College, St. Petersburg College, Union County College, Georgia Institute of Technology, Northwestern University, and Rutgers, The State University of New Jersey.

The Supply Chain Management Certificate program supports the institutional master plan and priorities. The program will support the many businesses operating in Hudson County. As county wide enrollments have declined over the course of the last two years, the certificate in supply chain management will create an opportunity for nontraditional and traditional students to better improve their stature and employability in the supply chain workforce in Hudson County

1.2 Cybersecurity Option to AS Computer Science (63 credits)

This proposed degree option (Attachment II) prepares students for transfer to four-year institutions to complete bachelor's degrees in Cybersecurity, Computer Science, Mathematics, or related fields. The curriculum provides instruction in computer programming on the application and system levels, an understanding of computer hardware organization and architectures, and a working knowledge of network security, computer security, data communications and local area networks. Graduates of this degree option are also prepared to obtain entry-level employment in the Cybersecurity field.

Students majoring in Cybersecurity can look forward to careers in the healthcare, biotechnology, and pharmaceutical industries, as well as research opportunities in universities and government laboratories. This is a growing field with enormous career opportunities at the Bachelor's, Master's, and Doctoral levels.

Presently, all area colleges such as New Jersey Institute of Technology, Stevens Institute of Technology, Rutgers University, Montclair State University, and Saint Peters University among others offer Cybersecurity degree programs. Thus, our students should have a relatively easy transition to four colleges where they can complete their undergraduate (and graduate) studies.

Employment of information security analysts is projected to grow 18 percent from 2014 to 2024, much faster than the average for all occupations. Governments at all levels are expected to greatly increase their use of information security analysts to protect the nation's critical information technology (IT) systems. In addition, as the healthcare industry expands its use of electronic medical records, ensuring patients' privacy and protecting personal data are becoming more important. More information security analysts are likely to be needed to create the safeguards that will satisfy patients' concerns.

The implementation of this degree program is consistent with the College mission in providing quality and in-demand education in preparing students for entry-level employment and creating a pathway to baccalaureate degrees.

RECOMMENDATION:

The President and Administration recommend that the Board of Trustees approve the implementation of the two proposed Academic Degrees: 1) Academic Certificate in Supply Chain Management and 2) Cybersecurity Option to AS Computer Science degree, effective Fall 2017.

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendation of the President, the Administration, and the Academic and Student Affairs Committee as outlined above in **IX. Academic and Student Affairs Recommendations 1:** 1) Proposed Two New Academic Degree Programs; Academic Certificate in Supply Chain Management (30 credits), and Cybersecurity Option to existing AS Computer Science (63 credits).

INTRODUCED BY: Bakari Lee

SECONDED BY: Kevin Callahan

DATE: March 17, 2017

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

5 Ayes..... 0 Nay

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

Sanfer Valley
Signature of Recorder

3-17-17
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
March 17, 2017**

X. NEW BUSINESS

1. AMENDMENT OF STAFFING AUTHORIZATION TABLE / ELIMINATION OF JOB TITLES

REPORTS/BACKGROUND:

The College has experienced an enrollment decline over the current fiscal year of almost 10%. Approximately 80% of the College's regular operating revenue is directly related to enrollments, more specifically tuition, fees and state aid. The loss of revenue this year has been accommodated from reserves and making spending cuts. In planning for the next fiscal year which begins on July 1, 2017 and goes through June 30, 2018, it has been determined that it will be necessary to eliminate some jobs from the FY2018 Staffing Authorization Table and to terminate some employees effective June 30, 2017. There will be spending cuts in addition to staff reduction. Concomitantly aggressive steps are being initiated to stabilize enrollments and to generate more revenue.

These separating employees will continue to receive their pay through June 30, 2017. Any unused vacation time or other leave time will be granted at the time of separation to the extent provided by the law or collective bargaining agreements. Medical coverage for these employees will be continued through July 31, 2017. The College will waive tuition for these separating employees or their dependents according to stipulated procedures through December, 2020. Some outplacement counseling will be made available for these staff. These staff may also continue to take advantage of the College provided Employee Assistance Program through December, 2017.

Title

*Administrative Assistant/Human Resources
Incumbent – Michele Guzman*

Effective Date

6/30/2017

Title

*Assistant to the Associate Dean School and College Relations
Vacant*

Effective Date

6/30/2017

Title

*Associate Dean of Academic Affairs
Incumbent – Chanida Katkanant*

Effective Date

6/30/2017

Title

*Associate Dean School and College Relations
Incumbent – Pamela Norris-Littles*

Effective Date

6/30/2017

Title

*Coordinator, Non-Credit Programs (2)
Incumbents Colleen Piontkowskie and Rosemary Quinones-Ericson*

Effective Date

6/30/2017

Title

*Custodial Supervisor
Incumbent Jose Acosta*

Effective Date

6/30/2017

Title

*Director of Academic Foundations, Math
Incumbent Constance Calandrino*

Effective Date

6/30/2017

Title
Director of Conference Center
Incumbent Lu Anne Salonga

Effective Date
6/30/2017

Title
Director of ESL/Bilingual Education
Incumbent Elena Nehrebecki

Effective Date
6/30/2017

Title
Facilities Coordinator
Incumbent – Jeannie Pagano

Effective Date
6/30/2017

Title
Facilities Worker (2)
Incumbents Emanuel Infurna and Kyle Ebert

Effective Date
6/30/2017

Title
Human Resources Benefits Manager
Incumbent Iris Herrador

Effective Date
6/30/2017

RECOMMENDATION:

The President and the Administration in consultation with the Executive Committee, Personnel Committee and Finance Committee recommend that the Board of Trustees approve the Amendment of the Staffing Table/ Elimination of Job Titles effective June 30, 2017 as listed above.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, and the Administration as outlined above in **Item X. New Business Recommendation**

1. Amendment of Staffing Authorization Table / Elimination of Job Titles.

INTRODUCED BY: Bakari Lee

SECONDED BY: Harold Stahl

DATE: March 17, 2017

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

5 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jeannifer Oakley
Signature of Recorder

3-17-17
Date

HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
March 17, 2017

XI. ADJOURNMENT

THAT, the meeting be adjourned at 4:20 P.M.

INTRODUCED BY: Joanne Kosakowski

SECONDED BY: Harold Stahl

DATE: March 17, 2017

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

5 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Dally 3-17-17
Signature of Recorder Date