

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

Regular Meeting--Board of Trustees
April 11, 2017

AGENDA

I. CALL TO ORDER - FLAG SALUTE

Ia. SWEAR IN TRUSTEES – Joseph Zarra

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
Joseph Zarra

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
April 11, 2017**

CALL TO ORDER

I. FLAG SALUTE

Ia. SWEAR IN NEW TRUSTEES - Joseph Zarra, Trustee

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Kevin Callahan	<u>PRESENT</u>
Karen A. Fahrenholz	<u>ABSENT</u>
James Fife, Trustee Emeritus, ex officio	<u>ABSENT</u>
Glen Gabert - President, ex officio	<u>PRESENT</u>
Roberta Kenny	<u>PRESENT</u>
Joanne Kosakowski	<u>PRESENT</u>
Bakari Lee	<u>PRESENT</u>
William J. Netchert	<u>PRESENT</u>
Jeanette Peña	<u>PRESENT</u>
Adrienne Sires	<u>PRESENT</u>
Harold G. Stahl	<u>PRESENT</u>
Jahrell Thompson, Student Alumni Representative, ex officio	<u>PRESENT</u>
Joseph Zarra	<u>PRESENT</u>

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

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 11, 2017**

III. COMMENTS FROM THE PUBLIC

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 11, 2017**

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

1. Chris Wahl, Dean of Instruction/Arts - Recognition

Hudson County Community College has been recognized with the 2017 Diana Hacker TYCA Outstanding Programs in English Award in the category of Enhancing Developmental Education. Elizabeth Nesius, Director of English, attended the Two Year College Association Annual conference to receive the award.

2. Presentation by Hudson County Community College Model UN Club

Joseph Caniglia - Advisor, Brandon Wang – Executive Board President, Joseph Lombardi – Executive Board Member, Genesis Santos – Executive Board Member, Sheryl Romua – Executive Board Member

3. NK Architects presentation of the proposed facilities master plan update for Journal Square.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 11, 2017**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETINGS

The Minutes of the Regular Meeting of March 14, 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 March 14, 2017.

2. GIFT, GRANTS, AND CONTRACT REPORTS

The College has made the following grant & contract proposals:

TITLE: DHSI – Developing Hispanic Serving Institution

AGENCY: United States Department of Education

PURPOSE OR GRANT: To improve the capacity of minority-serving institutions, which traditionally have limited resources and serve large numbers of low-income and minority students, to improve student success and to provide high-quality educational opportunities for their students.

COLLEGE ADMINISTRATOR: Chris Wahl

COLLEGE CONTRIBUTION: 0

AWARD AMOUNT: \$550,000 for 5 years

TITLE: Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant Program

AGENCY: New Jersey Department of Labor and Workforce Development

PURPOSE OF THE GRANT: The purpose of the grant is to provide all required adult basic education, literacy, and English as a second language services. The primary goals of the program are to assist adults in becoming literate and acquire the knowledge and skills necessary in order to obtain/retain employment and become self-sufficient; to support adults with a desire to complete a secondary school education or industry valued credentials; and to assist adults who are parents to obtain the skills necessary to become partners in the education of their children."

COLLEGE ADMINISTRATOR: Ana Chapman

COLLEGE CONTRIBUTION: \$425,000 (in kind)

Partners include:

Agency	Award Amount
Women Rising, Inc.	\$40,000
Goodwill Industries	\$40,000
Secaucus Public Library and Business Resource Center	\$40,000
New City Kids	\$40,000
York Street Project	\$40,000
Union City Public Schools	\$40,000
Total	\$240,000

AWARD AMOUNT: \$1.7m per year

TITLE: Carl D. Perkins Grant for Career and Technical Education (CTE)

AGENCY: New Jersey Department of Education

PURPOSE OF GRANT: HCCC received notice of our FY17 allocation to be utilized for direct instructional support for HCCC CTE programs. An amendment was submitted through EWEG on March 24, 2017

COLLEGE ADMINISTRATOR: Dayneesa McMillan

COLLEGE CONTRIBUTION: \$0

AWARD AMOUNT: \$576,839

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: Joanne Kosakowski

DATE: April 11, 2017

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

6 Ayes..... 2 ABSTENTION..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley 4-11-17
Signature of Recorder Date

**ATTACHMENT A
ITEM VI**

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

**REGULAR MEETING --- BOARD OF TRUSTEES
March 17, 2017**

MINUTES

PRESENT: Kevin Callahan, Glen Gabert, (ex officio), Joanne Kosakowski, Bakari Lee, William Netchert, and Harold Stahl.

ABSENT: Karen Fahrenholz, James Fife, Trustee Emeritus, (ex officio), Roberta Kenny, Jeanette Peña, Adrienne Sires, and Jahrell Thompson, Student Alumni Representative.

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

HCCC Staff and Visitors present were: Ilya Ashmyan, Alison Bach, Joseph Caniglia, Ana Chapman, Paul Dillon, Eric Friedman, Veronica Gerosimo, Dorothea Graham-King, Roger Jones, Patrick J. Moore, Rafael Nivar, Jennifer Oakley, Paula Pando, Vivyen Ray, Qamar Raza, Alexa Riano, Royal Ross, Denise Rossilli, Mirta Sanchez, Joseph Sansone, Catherine Sirangelo, Johanna van Gendt, 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 3:00 p.m. and roll called by Jennifer Oakley.

III. COMMENTS FROM THE PUBLIC – None

Motion to suspend the order of the agenda

Introduced by: Bakari Lee

Seconded by: Kevin Callahan

5 Ayes.....0 Nays

Resolution Adopted

IV. CLOSED SESSION

Introduced by: Bakari Lee

Seconded by: Kevin Callahan

5 Ayes.....0 Nays

Resolution Adopted

Motion to return from closed session

Introduced by: William Netchert

Seconded by: Bakari Lee

5 Ayes.....0 Nays

Resolution Adopted

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:

<i>Alison Bach</i>	<i>Instructor of English</i>
<i>Denise Rossilli</i>	<i>Instructor of Human Services</i>
<i>Johanna Van Gendt</i>	<i>Instructor of ESL</i>

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. Minutes of the Regular meeting of February 7, 2017.
2. Gifts, Grants and Contract Reports - None

Introduced by: Bakari Lee
Seconded by: Kevin Callahan
5 Ayes.....0 Nays *Resolution Adopted*

VI. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

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
9. Tuition & Fee Policy FY18.

Introduced by: Bakari Lee
Seconded by: Harold Stahl
5 Ayes.....0 Nays *Resolution Adopted*

VIII. PERSONNEL RECOMMENDATIONS

1. TERMINATIONS

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Toni Bennett	Accountant	2/24/2017
Valerie Frink	Assistant to the Associate Dean for School and College Relations	3/1/2017

2. RETIREMENTS

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Kitty Mazarella	Instructor	6/1/2017
Sharon D'Agastino	Assistant Professor	6/1/2017
Theodore Kharpertian	Professor	6/1/2017

3. RESIGNATIONS

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Aniesa Atiyyeh	Counselor	2/10/2017
Tammy Hunter	USDOL TAACCT Coordinator, Grant Funded (Continuation of this position is contingent upon receipt of grant funds)	3/10/2017
Cristopher Jones	EOF Counselor, Grant Funded Grant Funded (Continuation of this position is contingent upon receipt of grant funds)	3/17/2017

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

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

5. TEMPORARY FULL-TIME ASSIGNMENT

<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
Samaya Yashayeva	TAACCCT Grant Coordinator	3/15/2017- 6/30/17	\$38,000.00 pro-rated

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

7. APPOINTMENT OF ADDITIONAL NEW HIRE ADJUNCTS SPRING 2017.

LAST NAME	FIRST NAME	DEPARTMENT
MCDONOUGH	BRIAN	SOCIAL SCIENCES

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

ADD TITLE:

Executive Director of Public Safety

Introduced by: Joanne Kosakowski

Seconded by: Harold Stahl

5 Ayes.....0 Nays

Resolution Adopted

IX. ACADEMIC AND STUDENT AFFAIRS

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

5 Ayes.....0 Nays

Resolution Adopted

X. NEW BUSINESS

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

<u>Title</u>	<u>Effective Date</u>
<i>Administrative Assistant/Human Resources Incumbent – Michele Guzman</i>	<i>6/30/2017</i>
<i>Assistant to the Associate Dean School and College Relations Vacant</i>	<i>6/30/2017</i>
<i>Associate Dean of Academic Affairs Incumbent – Chanida Katkanant</i>	<i>6/30/2017</i>
<i>Associate Dean School and College Relations Incumbent –Pamela Norris-Littles</i>	<i>6/30/2017</i>
<i>Coordinator, Non-Credit Programs (2) Incumbents Colleen Piontkowskie and Rosemary Quinones-Ericson</i>	<i>6/30/2017</i>
<i>Custodial Supervisor Incumbent Jose Acosta</i>	<i>6/30/2017</i>
<i>Director of Academic Foundations, Math Incumbent Constance Calandrino</i>	<i>6/30/2017</i>
<i>Director of Conference Center Incumbent Lu Anne Salonga</i>	<i>6/30/2017</i>

<u>Title</u>	<u>Effective Date</u>
Director of ESL/Bilingual Education Incumbent Elena Nehrebecki	6/30/2017
Facilities Coordinator Incumbent – Jeannie Pagano	6/30/2017
Facilities Worker (2) Incumbents Emanuel Infurna and Kyle Ebert	6/30/2017
Human Resources Benefits Manager Incumbent Iris Herrador	6/30/2017

Introduced by: Bakari Lee
Seconded by: Harold Stahl
5 Ayes.....0 Nays Resolution Adopted

XI. ADJOURNMENT 4:20 P.M.

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

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 11, 2017**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. To Continue to Develop Property in the Journal Square Area for Permanent Use by the College

WHEREAS, the Board of Trustees of Hudson County Community College has previously identified and approved certain parcels of property located in the City of Jersey City, New Jersey, as part of the plan to develop a permanent presence in the Journal Square area; and

WHEREAS, the State of New Jersey beginning with FY 2018 cycle will make available to the College via the Chapter 12 Program up to One Million Seven Hundred Thousand Dollars (\$1,700,000.00) for capital projects, plus additional funds in the amount up to One Million Seven Hundred Thousand Dollars (\$1,700,000.00) to be covered by County or County Backed Bonds; as per Chapter 12 requirements; and

WHEREAS, the Chair of the Capital Projects Advisory Committee of the Board of Trustees has determined that it is in the best interest of the College and in conformance with the College's Facilities Master Plan to use the above described funds which total up to Three Million Four Hundred Thousand Dollars (\$3,400,000.00) to further implement the College's Facilities Master Plan in Journal Square and all costs related thereto; and

WHEREAS, the Board of Trustees is committed to support the annual operating costs and maintenance requirements for any new space to be constructed or acquired as a result of these projects; and, the Chair of the Capital Projects Advisory Committee, Administration, and the Finance Committee of the Board of Trustees have approved this request for funding; and

***NOW, THEREFORE BE IT RESOLVED,** that the Board of Trustees of Hudson County Community College approve the total up to Three Million Four Hundred Thousand Dollars (\$3,400,000.00) and requests the Hudson County Board of School Estimate to request the Hudson County Board of Freeholders to make such certifications and enter into such agreements with the State of New Jersey for Chapter 12 Funds, as are required by the College to avail itself of the funds noted above for the undertaking of Capital Projects, including but not limited to: 70 Sip Avenue, 81 Sip Avenue, 168 Sip Avenue, 161 Newkirk Street, Enos Place and North Hudson Projects, all as listed in the H.C.C.C. Master Plan and any other projects that may be included therein and also including all work and equipment necessary and incidental to the projects and all in the Journal Square area of Jersey City, New Jersey, purpose of further implementing the College's Facilities Master Plan and all costs related thereto; and*

***BE IT FUTHER RESOLVED,** that the Trustees request the County Board of School Estimate endorse, and the County Board of Freeholders provide such additional funding as may be required to meet the total cost of the project described herein.*

2. Approval to Adopt the Facilities Master Plan

WHEREAS, the Chair of the Capital Projects Advisory Committee of the Board of Trustees has determined that it is in the best interest of the College to adopt the Facilities Master Plan; and

WHEREAS, the Facilities Master Plan identifies the need for new facilities that will enhance or create space, and

WHEREAS, the Board of Trustees' adoption of the Facilities Master Plan does not constitute approval for any individual projects in the plan and further the Administration, Capital Projects Advisory Committee and the Finance Committee will provide to the Board the scope, cost estimate and source of funding in seeking approval of the individual projects, and

WHEREAS, the Administration, Capital Projects Advisory Committee and the Finance Committee recommend this approval; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Hudson County Community College approve the adoption of the Facilities Master Plan.

3. Approval of the Operating Budget for Fiscal Year 2018

REPORT/BACKGROUND:

The proposed College FY18 Operating Budget is \$54,580,794. The budget by funding source is as follows:

<u>FUNDING SOURCE</u>	<u>AMOUNT</u>	<u>%</u>
Tuition & Fees	\$34,303,356	63%
County Appropriations	\$13,073,492	24%
State Appropriations	\$6,603,946	12%
Other Income	\$600,000	1%
	<u>\$54,580,794</u>	<u>100%</u>

This budget is based on the following assumptions regarding funding sources:

- a) Tuition & Fees – reflect an estimated 2% decrease in enrollment and a 5% increase in tuition rates and some fees.
- b) State Appropriations – are expected to remain flat.
- c) County Appropriations – are estimated to increase 4% or \$493,211.00.
- d) Other Income – will account for 1% of all revenue and reflects funding derived from rentals, the college bookstore, vending machines, and earned interest.

This is a fiscally conservative budget that will meet the incremental expenditures from both inflationary costs and costs associated with growth and expansion.

The budget also reflects reductions in regular operations expenditures, and it will provide contingencies for possible mid-year revenue reductions as well as the need to provide more students and scholarship support.

RECOMMENDATION:

The Administration and the Finance Committee recommends that the Board of Trustees approve the FY18 Operating Budget in the amount of \$54,580,794.

4. Approval of 2016 Audit

REPORT/BACKGROUND:

During 2017 an audit was conducted by Donohue, Gironda & Doria for the fiscal year June 30, 2016. A copy of the Audit/Financial Statements prepared by Donahue, Gironda & Doria was reviewed by the Finance Committee and HCCC Administration in April 2017 and a final copy was forwarded to the Board of Trustees.

The Administration and Finance Committee recommends the acceptance of the FY 2016 Audit.

RECOMMENDATION:

The Administration and the Finance Committee recommend that the Board of Trustees accept the FY 2016 Audit performed by Donahue, Gironda & Doria.

5. Resolution Authorizing the Agreement for Electronic Processing Services for FY 2018

REPORTS/BACKGROUND:

Hudson County Community College (HCCC) requires electronic processing services to collect payment for tuition, fees and other types of payments from students. HCCC has been utilizing ACI Worldwide Corp. payments for this service, since 2010.

<u>VENDOR</u>	<u>LOCATION</u>	<u>ANNUAL AMOUNT</u>
ACI Worldwide Corp.	Corporate & Americas HQ Suite 300, 3520 Kraft Road Naples, FL 34105	\$175,000.00

This amendment supplements the original agreement for a 12 month term until April 2018. ACI has agreed to lower the current processing fee charged from 2.5% to 2.35%. HCCC's annual cost for the required electronic processing services approximated \$175,000.00 during recent years. The rate reduction is anticipated to yield reduced costs by an estimated \$12,000.00 for the term.

WHEREAS, this service is exempt from bidding Pursuant to N.J.S.A 18 A: 64A-25.5 (10).

RECOMMENDATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the agreement with the ACI Worldwide Corp. for a total sum not to exceed \$175,000.00.

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 1-5:** 1) To Continue to Develop Property in the Journal Square Area for Permanent Use by the College, 2) Approval to Adopt the Facilities Master Plan, 3) Approval of the Operating Budget for Fiscal Year 2018, 4) Approval of 2016 Audit, and 5) Resolution Authorizing the Agreement for Electronic Processing Services for FY 2018.

INTRODUCED BY: Bakari Lee

SECONDED BY: Harold Stahl

DATE: April 11, 2017

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

7 Ayes..... 1 ABSTENTION..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley 4-11-17
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 11, 2017**

VIII. PERSONNEL RECOMMENDATIONS

1. RETIREMENT:

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Sarah Bryant	Secretary	6/30/2017

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

2. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: April 12 – December 31, 2017.

NEW PART TIME HIRES

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
KHOKHAR	HUMAZAH	NURSING & HEALTH	LAB ASSISTANT	LABAST-101016	C. SIRANGELO
CANALES	RONNY	HUMANITIES	STUDENT ASSISTANT	STUAST-101020	C. WAHL
BELTRAN	KASANDRA	BCH	RECEIVING CLERK	RECLERK-101030	P.DILLON
BADIVUKU	SHKELZEN	GRANTS/CBI	TAACCCT INSTRUCTOR	GRAINS-601077	C. MIRASOL
PHIPPS	JEREMY	GRANTS/CBI	TAACCCT INSTRUCTOR	GRAINS-601077	C. MIRASOL
ROSE	JEFFREY	GRANTS/CBI	TAACCCT INSTRUCTOR	GRAINS-601077	C. MIRASOL
BREWER	DEJAN'EE	CAREER DEVELOPMENT	OFFICE ASSITANT	OFFAST-200531	A. SAINI
COLLAZO	MADELINE	EOF	OFFICE ASSISTANT	OFFAST-150515	T. HARRIS
SAINT-JEAN	CHRISTINA	EOF	OFFICE ASSISTANT	OFFAST-150515	T. HARRIS
LEDESMA	ARASELIS	HUMAN RESOURCES	FILE CLERK	OFFAST-253020	V. RAY
ABDELFATTAH	RAWAN	NO HUDSON	OFFICE ASSISTANT	OFFAST-252030	Y. PUJOLS

MERCADO	MARY	ENROLLMENT SERVICES	ENROLLMENT SUPPORT ASST	OFFAST-200525	C. SMITH
RAMIREZ	JENNIFER	ENROLLMENT SERVICES	ENROLLMENT SUPPORT ASST	OFFAST-200525	C. SMITH

CONTINUING PART TIME HIRES

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
GRAY	DENISE	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
GRANT	TYQUAN	SOCIAL SCIENCES	OFFICE ASSISTANT	OFFAST-101021	C. WARREN
POLIT	DIANA	HUMANITIES	STUDENT ASSISTANT	STUAST-101020	C. WAHL
AHMED	MARYSTELLA	ACADEMIC DEV SUPP SERVICES	ACAD WORKSHOP PRESENTER	ACSSWP-601083	P. BANDYOPADHYAY
DALY	BRIANNA	ACADEMIC DEV SUPP SERVICES	ACAD WORKSHOP PRESENTER	ACCSWP-601083	P. BANDYOPADHYAY
IMRAN	JAISHA	ACADEMIC DEV SUPP SERVICES	ACAD WORKSHOP PRESENTER	ACCSWP-601083	P. BANDYOPADHYAY
JAVED	MOHAMMED	ACADEMIC DEV SUPP SERVICES	ACAD WORKSHOP PRESENTER	ACCSWP-601083	P. BANDYOPADHYAY
PAGAN	DIMARIE	ACADEMIC DEV SUPP SERVICES	ACAD WORKSHOP PRESENTER	ACCSWP-601083	P. BANDYOPADHYAY
ROBERTSON	LAURA	ACADEMIC DEV SUPP SERVICES	ACAD WORKSHOP PRESENTER	ACCSWP-601083	P. BANDYOPADHYAY

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. 2.

3. Resolution Authorizing the Award of Outplacement Consulting Services to Hudson County Community College

WHEREAS, the College experienced a reduction-in-force, effective June 30, 2017; and

WHEREAS, the College desires to offer outplacement services to the employees affected by the reduction-in-force; and

WHEREAS, the College wishes to use the services of Lee, Hecht, Harrison, a full service outplacement and recruiting firm to assist the transitioning employees with resume writing services, job matching tools,

interview preparation and personal branding tools. Services may be delivered either virtually or onsite at offices located in Edison, Princeton, Paramus and Parsippany, NJ until June 30, 2017; and

WHEREAS, the cost of this outplacement service will be funded from the operating budget; 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 authorizes the Purchasing Agent to approve the purchase of outplacement services with Lee, Hecht, Harrison of New Jersey, as described herein at a cost not to exceed \$30,000.

4. Resolution Authorizing the Application of Title II - Adult Education and Family Literacy, Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program

WHEREAS, the College is applying for the Title II grant, Adult Education and Family Literacy, Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program; and,

WHEREAS, the purpose of this program is to educate low level learners in Hudson County in order to prepare them for higher education and/or the workplace; and,

WHEREAS, the award will result in \$1.7 million each fiscal year for the next three years; and,

WHEREAS, the consultant services provided involves coordinating all relevant documents and writing the narrative in one cohesive voice; and,

WHEREAS, the College would like to assign Kristen Kucks, currently a Humanities adjunct, to provide services through April 21, 2017 at a rate of \$75 per hour, not to exceed \$2,250.

NOW THERE, BE IT RESOLVED that the Board of Trustees of the Hudson County Community College approve the consulting services of Kristen Kucks at a rate of \$75 per hour, not to exceed \$2,250.

5. Resolution Authorizing the Award of Temporary Consultant Services for the Media and Communication A.A. Degree Program Review

WHEREAS, a new Media and Communication A.A. degree program will be added to the current list of degree offerings. Consultancy is required for review of the program; and

WHEREAS, Brian J. Householder, Ph.D. has authored/co-authored several publications and conference papers on the subject of communications and forensics. He has also been a guest lecturer both nationally and internationally. He has the required expertise in writing and curriculum development. Dr. Householder's will perform the required review of the Media and Communication degree program. The deadline for this project is April 30, 2017; and,

WHEREAS, Dr. Householder will provide these consultant services through April 30, 2017 at a rate of \$100 per hour not to exceed a total of \$2500.00,

NOW, THEREFORE, BE IT RESOLVED that the approve Dr. Householder as Consultant to review the Media and Communication A.A. degree at a rate of \$100.00 per hour not to exceed \$2500.00.

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration and the Personnel Committee as outlined above in **Item VIII. Personnel Recommendations 1-5:** (1) Retirement (2) Appointment of Additional New and Continuing Part-Time Hires (3) Resolution Authorizing the Award of Consultant Services for Outplacement (4) Resolution Authorizing the Award of Consultant Services for Grant Writing and (5) Resolution Authorizing the Award of Consultant Services for the Media and Communication A.A. degree Review.

INTRODUCED BY: Joanne Kosakowski

SECONDED BY: Harold Stahl

DATE: April 11, 2017

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

7 Ayes..... 1 ABSTENTION..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

4-11-17
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 11, 2017**

IX. ACADEMIC AND STUDENT AFFAIRS

NONE

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 11, 2017**

X. NEW BUSINESS

1. **A Resolution Authorizing an E-Learning Contract between Hudson County Community College and Ocean County College.**

BACKGROUND

Hudson County Community College's **Strategic Plan, 2016-2021: An Institution of First Choice** places a priority on stimulating enrollment growth. Expanding offerings to include degree programs delivered fully online has the potential of increasing enrollments and improving student retention. It would enable the College to reach new markets of students who need more flexible access to higher education. National studies show that online education enrollments continue to show significant growth, with an average year-to-year increase of 4% while enrollments in traditional in-person programs have declined. Additionally, out of nearly 6 million students taking a class online, nearly 3 million have elected to continue their program fully on line.

HCCC faculty and staff have been developing course work online and in hybrid formats for several years. Building on this record of success in course development, the College is now ready to take the next step and develop complete academic programs offered online. Ocean County College in New Jersey has earned national recognition for its work in online course and program development. Ocean County College is willing to enter into a partnership with the HCCC so that the process of program development and obtaining appropriate accreditation could be streamlined enabling HCCC to offer full degree programs online by fall of 2017.

RECOMMENDATION

The Administration recommends that the College enter into a partnership with Ocean County College to develop fully online programs for the start of the fall, 2017 semester. This partnership arrangement would include building 20 online classes, developing appropriate training programs for HCCC staff, setting up mechanisms for assessment and accreditation.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the President be authorized to enter into a contract with the Ocean County College to develop full degree programs on line, said contract to extend through June 30, 2018 for an amount not to exceed \$110,000 and further that said contract be subject to review by legal counsel.

INTRODUCED BY: Bakari Lee

SECONDED BY: William Netchert

DATE: April 11, 2017

Callahan, Kevin	<u>ABSENT</u>
Fahrenholz, Karen	<u>ABSENT</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>AYE</u>

Sires, Adrienne
Stahl, Harold
Zarra, Joseph
Netchert, William, Chair

AYE
AYE
ABSTAIN
AYE

7 Ayes..... 1 ABSTENTION..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley 4-11-17
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 11, 2017**

XI. ADJOURNMENT

THAT, the meeting be adjourned at 6:00 P.M.

INTRODUCED BY: Bakari Lee

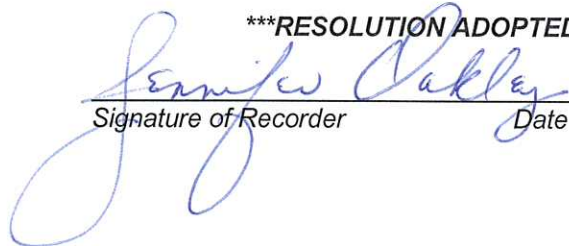
SECONDED BY: Joanne Kosakowski

DATE: April 11, 2017

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

8 Ayes..... 0 Nay

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

 4-11-17
Signature of Recorder Date