

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

**Remote Participation via AT&T conference call:**  
*Dial 1-866-390-1828 Access Code 1768607 #*  
**5:00 P.M.**

**Regular Meeting--Board of Trustees**  
**Tuesday, April 14, 2020**

**AGENDA**

- |              |   |   |
|--------------|---|---|
| <b>I.</b>    | <b>CALL TO ORDER - FLAG SALUTE</b>  | <i>Mr. Netchert</i>                                     |
| <b>II.</b>   | <b>ROLL CALL AND RECOGNITION OF VISITORS</b>  |   |
|              | <b>Trustees:</b><br><i>Joseph Doria</i><br><i>Karen Fahrenholz, Secretary/Treasurer</i><br><i>Adamarys Galvin</i><br><i>Pamela Gardner</i><br><i>Roberta Kenny</i><br><i>Bakari Lee, Vice Chair</i><br><i>William Netchert, Chair</i><br><i>Jeanette Peña</i><br><i>Christopher Reber, President</i><br><i>Silvia Rodriguez</i><br><i>Abderahim Salhi, Student Alumni Representative</i><br><i>Harold Stahl</i> |   |
| <b>III.</b>  | <b>COMMENTS FROM THE PUBLIC</b>   | <i>Mr. Netchert</i>                                     |
| <b>IV.</b>   | <b>CLOSED SESSION</b> <i>(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.)</i>   |   |
| <b>V.</b>    | <b>REPORTS</b><br>1. <i>Student Government Association President's Report</i><br>2. <i>All College Council President's Report</i><br>3. <i>President's Report</i>   | <i>Mr. Rigby</i><br><i>Ms. Drew</i><br><i>Dr. Reber</i> |
| <b>VI.</b>   | <b>REGULAR MONTHLY REPORTS AND RECOMMENDATIONS</b><br>1. <i>Minutes of Previous Meetings</i><br>2. <i>Gifts, Grants, and Contracts</i>  | <i>Dr. Reber</i>  |
| <b>VII.</b>  | <b>FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS</b>   | <i>Dr. Reber</i>  |
| <b>VIII.</b> | <b>PERSONNEL RECOMMENDATIONS</b>  | <i>Dr. Reber</i>  |
| <b>IX.</b>   | <b>ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS</b>   | <i>Dr. Reber</i>  |
| <b>X.</b>    | <b>NEW BUSINESS</b>   | <i>Mr. Netchert</i>                                     |
| <b>XI.</b>   | <b>ADJOURNMENT</b>  | <i>Mr. Netchert</i>                                     |

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 14, 2020**

**CALL TO ORDER**

**I. FLAG SALUTE**

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

**Remote Participation via AT&T conference call:**

**Trustees:**

Joseph Doria	<u>PRESENT</u>
Karen Fahrenholz, Secretary /Treasurer	<u>PRESENT</u>
Adamarys Galvin	<u>PRESENT</u>
Pamela Gardner	<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>
Abderahim Salhi, Student Alumni Representative, ex officio	<u>PRESENT</u>
Harold Stahl	<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, The Star Ledger, filed with the Office of the Hudson County Clerk, each Office of the Hudson County Municipal Clerks, and posted on the HCCC website stating the date, time and dial in instruction on how the public can access the call in 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  
April 14, 2020**

**III. COMMENTS FROM THE PUBLIC**

**None**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 14, 2020**

**IV. CLOSED SESSION**

**None**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 14, 2020**

**V. REPORTS**

1. *Student Government Association President's Report*
2. *All College Council President's Report*
3. *President's Report*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 14, 2020**

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

**1. MINUTES OF PREVIOUS MEETING**

The Minutes of the Regular Meeting of March 10, 2020 are herewith officially submitted to the Board Trustees for approval. (Attachment A)

Recommendation:

It is the recommendation of the President that the Board of Trustees accept the Minutes of the Regular Meeting of March 10, 2020.

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

The College has received the following grant awards:

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 FY'20 allocation to be utilized for direct instructional support for HCCC CTE programs; an amendment was submitted for review and approval.

COLLEGE ADMINISTRATOR: Nydia James

COLLEGE CONTRIBUTION: \$0

AWARD AMOUNT: \$861,104

**RESOLUTION:**

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

**INTRODUCED BY:** Bakari Lee

**SECONDED BY:** Jeanette Peña

**DATE:** April 14, 2020

Doria, Joseph	<u>AYE</u>
Fahrenheit, Karen	<u>AYE</u>
Galvin, Adamarys	<u>AYE</u>
Gardner, Pamela	<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>ABSENT</u>
Netchert, William, Chair	<u>AYE</u>

9 Aye    0 Nay  
**\*\*\*RESOLUTION ADOPTED\*\*\***

*Jennifer Oakley*

Signature of Recorder

April 14, 2020

Date

Minutes  
Regular Meeting  
3-10-20

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

**REGULAR MEETING --- BOARD OF TRUSTEES**  
**March 10, 2020**

**MINUTES**

**PRESENT:** Joseph Doria (via conference call); Karen Fahrenholz (via conference call); Roberta Kenny; Bakari Lee; William Netchert (via conference call); Christopher Reber (ex officio); Abderahim Salhi, Student Alumni Representative (ex officio); and Harold Stahl

**ABSENT:** Adamarys Galvin; Pamela Gardner; Jeanette Peña; and Silvia Rodriguez

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

*HCCC Staff and Visitors present: Sirhan Abdullah, Sebastian Alcantara, Archana Bhandari, Coral Booth, Lizzette Boryono, Joe Caniglia, Patricia Clay, Amaryllis Crabtree, Patrick DelPiano, Heather Devries, Lisa Dougherty, Lauren Drew, Christian Durango, Jennifer Franqui, Eric Friedman, Veronica Gerosimo, Dorothea Graham-King, James Killion, Elissa Leon, Jose Lowe, Lori Margolin, Patrick Moore, Courtney Payne, Yeurys Pujols, Jack Quigley, Christian Rodriguez, Catherine Sirangelo, Kathy Smith Wenning, Lilisa Williams, Marcella Williams, and Veronica Zeichner*

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

**II. ROLL CALL**

**III. COMMENTS FROM THE PUBLIC**

*LGBTQIA Club President Lizzette Borgono addressed the Trustees and made the following statement:*

Good evening. I am here to represent myself as well as the other students in my club. We would like to see the Preferred Name Policy passed. It will allow us to be more effective and to feel more comfortable on campus. Our club's previous secretary voiced her concern about the lack of a policy and how it made her feel unwelcomed on campus. She went through the technical channels of getting her name legally changed, but her birth name was still on her school records. It cost her a lot of dysphoria. She is no longer at the College because she graduated. I just wanted to share how important it is for all of us for the Preferred Name Policy to pass just for general acceptance for ourselves. Thank you for giving me this platform to speak.

*Trustee Lee made the following statement.*

Thank you for addressing the Board with your concerns, Lizzette. The Preferred Name Policy has made its way through various committees of the board and is on tonight's agenda to be voted on.



**IV. CLOSED SESSION – None**

**V. REPORTS**

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

*No Report This Month.*

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

*All College Council President Lauren Drew offered the following report.*

Technology Committee members are continuing their work on classroom technology, and the Development and Planning Committee members are continuing their work on student scholarships. They have established a small ad hoc subcommittee, which will soon begin meeting to work on a scholarship in honor of the late faculty member Johanna Van Gendt.

The College Life Committee is continuing its work on planning several events, including the Susan G. Komen Walk for the Cure, a Paint and Sip, and a possible boat cruise on the Hudson. They are also working on an idea for "Wellness Wednesdays," a way of promoting wellness with a portal page to be updated every Wednesday with tips, recipes, and other useful information for employees.

The Student Affairs Committee members are continuing their work on the "Children on Campus" policy while also starting conversations around planning and implementing a campus-wide "welcome brigade" for the first weeks of each semester.

The Space and Facilities Committee has started exploring a policy about how to deal with "critters" on campus; that is, how to communicate this information to the respective constituents, the procedure for dealing with this issue, transparency of the process and timeline, etc. There currently seems to be no guideline as to how to handle these situations. The Committee is also supporting "phase two" of the recycling initiative. Educational materials are being worked on to better inform the campus community about how to recycle.

Finally, the Academic Affairs Committee is reviewing the current Attendance Policy in light of other initiatives and current events (Coronavirus). They have also reviewed the results of their faculty survey on make-up testing. The results indicate that the Testing Center may need to expand availability offerings to faculty and students and to develop a procedure for conducting make-up testing there.

**3. President's Report**

*President Reber offered the following remarks.*

Good evening, Trustees.

Lauren, thanks as always for your report and your leadership.

This evening's agenda includes the granting of tenure to three faculty colleagues, who have been recommended for tenure by their peers and the administration. We congratulate faculty colleagues, Sirhan Abdullah, Lauren Drew, and Courtney Payne. I have asked Executive Vice President and Provost Eric Friedman to introduce and speak briefly about these faculty.

*Provost Eric Friedman offered the following remarks.*

Good Evening Trustees, Dr. Reber, students, faculty and staff.

Each year, at this time, it brings me great honor to introduce our tenure recipients.

Dr. Sirhan Abdullah, Instructor of Health Sciences

Dr. Sirhan Abdullah is the son of two hardworking parents who migrated from Palestine to New York City in the 1970s. He was hired at HCCC as an Instructor and Coordinator of Health Sciences in the Fall of 2011. Prior to coming to HCCC, Sirhan taught Health Science and Biology at Bergen County College and William Paterson University. He received the Doctor of Medicine in 2010 from Avalon University (formerly Xavier Medical College). He also earned a Master of Science in Educational Technology from Ramapo College.

Dr. Abdullah is certified by the National Association of Healthcare Access Management and he is HIPAA and Health Care Safety Certified. Importantly, he is a National Safety Compliance Instructor for OSHA and HIPAA.

He co-chaired standard IV for our Middle States Self-Study.

He is currently the coordinator of the Health Services, Medical Assisting, and Medical Coding Departments and he has been instrumental in developing many of HCCC's online courses.

He is a member of various college committees including the Assessment Committee, the Development and Planning Committee, and the Online Advisory Committee. Dr. Abdullah is a deeply engaged campus citizen.

Thank you, Dr. Abdullah, and congratulations.

Courtney Payne, Instructor of Baking and Pastry Arts

Courtney began her career at HCCC in 2013 as a Coordinator for Community Education and teacher in Baking and Pastry Arts. In 2015, she was hired as a full-time, tenure track instructor in the Culinary Arts Division of Baking and Pastry Arts. Courtney earned her AOS from The Culinary Institute of America (CIA) and she also holds a BA in Communication Studies from the College of New Jersey.

In addition to her full time instructor status at HCCC, she owns and operates "Confections by Courtney" (appropriately named).

She is an active member of many HCCC committees including the All College Council, Food Pantry Steering Committee, and the Culinary Federation Accreditation Committee. In addition, she is an Advisor to the Culinary Club and has been a panelist for our annual Girls in Technology Symposium. Currently, she is a member of the American Culinary Federation, the Women Chefs and Restaurateurs Committee, and the Bread Bakers Guild of America.

She is an expert in course level assessment and brings joy and happiness to everything she participates in.

Thank you, Courtney, for everything you do on behalf of our students.

*Associate Vice President of Academic Affairs, Dr. Darryl Jones, introduced the final tenure recipient.*

Lauren Drew, Instructor of ESL

Lauren Drew came to HCCC as an adjunct, teaching ESL courses in 2014. She was hired as a full-time, tenure track instructor in 2015. Lauren received her Master's Degree in Applied Linguistics from Teachers College at Columbia University. She also holds a BA in German Language and Area Studies. Lauren is certified in teaching English as a Second Language from Cambridge University and in German Translation from the American University in Washington, D.C. She is a member of the Professional Association, New Jersey Teaching as a Second Language.

Lauren has previously served as the Chair of the Technology Committee of the All College Council (ACC) and is currently serving as the Chair.

She was the 2018 recipient of the NISOD Excellence Award and the "Extra Mile" Award from the Division of Academic Support Services in 2016.

Please join me in congratulating Lauren Drew.

*President Reber resumed his remarks.*

As you are aware, I have appointed a Coronavirus Planning Task Force to meet regularly and coordinate with statewide, regional and local health agencies in order to keep our students and employees informed about issues associated with COVID-19. The Task Force is planning for various scenarios, such as the potential closure of the campus for an extended period that would include the use of online learning and virtual systems for classes and meetings. Task Force members are also helping all students, faculty and staff exercise precautions to avoid spread of the virus, including the promotion of healthy practices, programs, facilities enhancements, and education. Further, the Task Force is communicating regularly with our College community and is a central source for answers to questions. Associate Vice President for Academic Affairs, Dr. Darryl Jones, and Director of Health Related Programs, Kathleen Smith-Wenning, are co-chairing the task force.

I have asked Darryl and Kathleen to speak briefly about our planning.

*Darryl Jones offered the following remarks.*

Good afternoon, Trustees.

First and foremost, I must recognize the leadership of President Reber and Dr. Friedman in communicating the urgency of the hour to the college community, for convening the Task Force and ensuring that the needed financial resources would be available. The task force is comprised of 26 faculty, staff, and students from across the College. Our top priority is to support the health and well-being of our community as we continue to advance our teaching and learning mission. There are currently no reported cases of Coronavirus at Hudson County Community College.

The Task Force has focused on communicating with the entire College. We have established a dedicated website that contains information and resources. Thus far, there have been several email correspondences to the campus community at large and every question has been answered.

Several of the task force members are on Affinity Group listserves participating in conference calls convened by Governor Murphy and the leadership of the New Jersey Council of County Colleges. We are attending meetings in order to stay informed.

We are preparing for the possibility of shifting all courses and tutoring services to a virtual teaching-learning environment utilizing Canvas, our online Learning Management System. Faculty have received guidance and recommendations on online delivery methods for their courses. Executive Director of Online Learning, Archana Bhandari, and her team of instructional designers are facilitating faculty training workshops this week online and at all campuses. Students have also been informed and directed to visit their portal page for a student orientation to Canvas. With so many courses already taught on line, I am confident we will be ready if there is the need.

Our facilities team led by Executive Director of Engineering and Operations, Ilya Ashmyan, has increased the cleaning protocols of all buildings/common areas. Needed supplies have been ordered. Beginning tomorrow, our maintenance vendor, Maverick Inc., will have an additional 15 custodial employees in each building Monday through Friday, cleaning and sanitizing door handles, elevators, counter tops, etc. They are using special chemicals approved for disinfection against Coronavirus. If it can be cleaned, they will clean it.

A business continuity plan is being developed by Human Resources with a recommendation forthcoming tomorrow at 12 noon regarding telecommuting practices, employee leave management and related workplace questions.

Lastly, a reminder about prevention and care: wash your hands, cover your cough or sneeze, avoid close contact with sick people, and stay home if you are sick.

*Kathleen Smith-Wenning added the following remark:*

We also have a Health Affairs Subcommittee headed by Associate Dean of Nursing and Health Sciences Catherine Sirangelo, so we have all areas covered.

*President Reber resumed his remarks.*

Thank you, Kathleen and Darryl. We are grateful for your strong leadership of this very important planning and communication.

Recently a team of HCCC students, faculty and staff attended the annual *Achieving the Dream* conference in National Harbor, MD. It was a powerful experience that many of us have been discussing, including a review of our student success progress last Thursday and Friday during the third visit to campus this year of our *Achieving the Dream* coaches, Drs. Mary Fifield and Rene Garcia. This evening I have invited two of our students who attended to share their experience at the recent Dream conference.

Joining us are Koral Booth and Kat Colon.

Koral is an English major, Peer Leader, and President of HCCC's chapter of the National Society of Leadership and Success, and the Later in Life Leaders Club. Following graduation here, she will attend Saint Peter's University on a full scholarship to complete a dual bachelor's degree in Communication and Master's degree in Higher Education with a minor in Urban Studies. From there, she plans to pursue her doctorate in Higher Education Leadership.

Kat is a Criminal Justice major, Peer Leader, and President of the Feminism for All Club. She has been accepted to Rutgers Newark, where she will obtain her Bachelor's degree

in Criminal Justice with a minor in Sociology. After that, she plans to attend New York University to earn a Law Degree, and become a Defense Attorney.

Following their remarks, I have asked Vice President Lisa Dougherty to discuss briefly a presentation she offered at the *Achieving the Dream* conference about our innovative Chat Bot, Libby, a project that is helping transform how we communicate with prospective students. Following their remarks, I will return for concluding comments.

*Koral Booth offered the following remarks.*

Good evening. I initially looked at the *Achieving the Dream* Conference as a chance to get to know more about the program and gain more insight into what exactly it is that they do. I had no idea that I would get so much more out of the experience. The plenaries in the mornings started off the day with some inspiring speakers giving words of encouragement and sharing their experiences, which led into the sessions for the day.

Each day had different sessions in many different blocks, so as an attendee you had the option to choose your sessions. Some of the sessions I attended included "How to Design a Successful First Year Experience for Students," "Changing the Advising Process for Students," and my favorite one was about "College Success for Single Mothers," which is the one I connected with most.

We also heard stories of the "Dream Scholars," which only amplified the struggles that community college students face; but also how community college has helped them, and, in some cases, saved them. For me, the best part of the entire experience was seeing all of those people in one place who were there to make sure that I, and every student like me attending a community college, had the best experience possible. The conference was moving, inspiring, and exhilarating, and it made me want to come back to Hudson's campus and give students an experience that will make them as proud as I am to be a student.

*Katricia Colon offered the following remarks.*

Greetings! My name is Katricia Colon. Before sharing my opinions on the ATD Conference, I want to thank all of you who made it possible for us, as students, to feel like our voices and opinions matter enough to take us along on that amazing trip. Not to sound like the total feminist that I am, but I must say my favorite part of the conference was the "Focusing on Invisible Students: Identifying Strategies for #CCWomenSucceed." This conference confirmed the drive that I have for helping and representing other women in need of a voice. And for this, I couldn't be more thankful. I thank you for allowing me to exercise this calling by starting the "Feminism for All Club" to represent and to help our fellow women.

This is why this conference was more than a school trip for me, it was a journey. Not only did I learn facts and data that helped me understand the dynamics of a community college experience, I also learned a lot about the staff at our college, my peers, and myself. I learned that we are all part of each other's stories and we influence each other for better or worse. In my case, Hudson County Community College and its staff have influenced my story in the best way possible, by making my dreams feel achievable.

*Trustee Lee offered the following remarks.*

You ladies did a fantastic job! Thank you for representing the College along with Dr. Reber. We appreciate your effort and everything that you just shared with us.

*Vice President for Student Affairs and Enrollment Lisa Dougherty offered the following remarks during her presentation on Chat Bot, "Libby."*

At the *Achieving the Dream* Conference, the vendor and I gave a presentation on Chat Bot, Libby.

- Libby is a Chat Bot, a virtual computerized answering/information service, that provides a remedy for unanswered phones and long lines in Enrollment Services. Libby is transforming the way we communicate with our students.
- Libby speaks English and Spanish.
- Libby can answer a variety of questions.
- There have been 5,320 total conversations and 19,869 interactions since implementation in April 2019.
- No more complaints about phones not being answered!
- Students can get an instant answer through the Chat Bot and now have multiple ways to interact with the College.

Lisa encouraged everyone to interact with Chat Bot, "Libby," and to provide feedback.

Lisa noted that the real credit goes to Associate Dean of Financial Aid, Sylvia Mendoza, and Associate Dean for Enrollment, Matthew Fessler, who got Libby up and running and continue to manage her on a daily basis.

*President Reber resumed his remarks.*

I am pleased to add that HCCC was chosen as a model institution for use of this technology.

Thanks so much, Koral, Kat, and Lisa!

Finally, I am pleased to share that the North Hudson Scholarship Committee of our HCCC Foundation held another highly successful Mardi Gras fundraiser last Thursday in Union City. This year's event helped us cross the \$100,000 mark in scholarship funding raised by the North Hudson Scholarship Committee over the last eight years.

I thank Vice President Chiaravalloti, Development Assistant Mirta Sanchez, North Hudson Campus Executive Director Yeurys Pujols, and our many Foundation Board members and volunteers for their leadership and support.

In addition, we thank Trustee Pamela Gardner for participating!

Trustees, this concludes my remarks.

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

1. *Minutes of the Regular Meeting of February 18, 2020.*

2. *Gifts, Grants, and Contracts Report*

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

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

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

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

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

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

*COLLEGE ADMINISTRATORS: Lori Margolin*

*COLLEGE CONTRIBUTION: \$0*

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

*Introduced by: Harold Stahl*

*Seconded by: William Netchert*

*6 Ayes.....0 Nays*

*Resolution Adopted*

**VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS 1-5**

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

*Introduced by: Bakari Lee*

*Seconded by: Harold Stahl*

*6 Ayes.....0 Nays*

*Resolution Adopted*

**VIII. PERSONNEL RECOMMENDATIONS 1-8**

**1. RESIGNATION**

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

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

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

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

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

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

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

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

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

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

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

### 5. FACULTY TENURE

#### REPORTS/BACKGROUND

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

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

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

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

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

FIRST NAME	LAST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
Amreen	Fatima	Accessibility Services	Notetaker/Reader	150525	Karine Davis/ Sheila Dynan
Mary	Machado	Accessibility Services	Notetaker/Reader	150525	Karine Davis/ Sheila Dynan
Betzy	Moya	Accessibility Services	Notetaker/Reader	150525	Karine Davis/ Sheila Dynan
Kimberly	Portuguez	Accessibility Services	Notetaker/Reader	150525	Karine Davis/ Sheila Dynan
Candice	Peterson	Associate VP for Academic Affairs	Office Assistant	101014	Darryl Jones
Vincent	Verderosa	CASS	PT Academic Advisor	200510	Sheila Dynan



Anthony	Clark	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Doris	Ervin	Continuing Education and Workforce Development	PT Instructor	PTINST-102010 & PTINST-103005	Catherina Mirasol
Olga	Tablada	Continuing Education and Workforce Development	PT Chef	PTINST-102010	Catherina Mirasol
Vanessa	Contreras	Financial Aid	Office Assistant	200520	Sylvia Mendoza
Richwyn	Nicandro	ITS	PC Technician	253025	Kenneth Melewski/ Tera McGee
Melaku	Okoji	Student Life & Leadership	Student Center Information Desk Assistant	70100	Veronica Gerosimo/ Tera McGee
Sarthak	Patel	Student Life & Leadership	Student Center Information Desk Assistant	70100	Veronica Gerosimo/ Tera McGee
Jazzmine	Simms	Student Life & Leadership	Student Center Information Desk Assistant	70100	Veronica Gerosimo/ Tera McGee
Isaias	Valentin	Student Life & Leadership	Student Center Information Desk Assistant	70100	Veronica Gerosimo/ Tera McGee

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

**7. APPOINTMENT OF NEW HIRE ADJUNCTS**

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

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

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

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

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

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

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

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

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

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

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

Introduced by: Karen Fahrenholz

Seconded by: Joseph Doria

6 Ayes.....0 Nays

Resolution Adopted

**IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS 1-7**

1. Resolution to Approve an Academic Certificate in Baking and Pastry Arts (30 credits)
2. Resolution Authorizing Termination of Academic Programs with Declining Enrollments
3. Resolution Authorizing Termination of Academic Programs where an Associate in Science Degree has been Introduced
4. Resolution Authorizing Suspending Enrollment in Academic Programs with Declining Enrollments
5. Resolution Approving Agreement Between Hudson County Community College and Union City Public Schools to Offer a Culinary Training Program
6. Resolution Approving Agreement Between Hudson County Community College and Union City Public Schools to Offer a Hospitality Training Program
7. Resolution Authorizing Preferred Name Policy

Introduced by: Harold Stahl

Seconded by: Karen Fahrenholz

6 Ayes.....0 Nays

Resolution Adopted

**X. NEW BUSINESS - None**

**XI. ADJOURNMENT 5:35 P.M.**

Introduced by: Harold Stahl

Seconded by: William Netchert

6 Ayes.....0 Nays

Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 14, 2020**

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

**1. Resolution Authorizing Approval to Develop Property in the Journal Square Area for Permanent Use by Hudson County Community College (Chapter 12)**

**WHEREAS**, Hudson County Community College ("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 2021 cycle, will make available to the College via the Chapter 12 Program up to Two Million Six Hundred Seventy Thousand Dollars (\$2,670,000) for capital projects, plus additional funds in the amount up to Two Million Six Hundred Seventy Thousand Dollars (\$2,670,000) to be covered by County or County Backed Bonds as per Chapter 12 requirements; and,

**WHEREAS**, 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 Five Million Three Hundred Forty Thousand Dollars (\$5,340,000), 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 supporting the annual operating costs and maintenance requirements for any new space to be constructed or acquired as a result of these projects; and, the Administration, Capital Projects Advisory Committee, and Finance Committee of the Board of Trustees have recommended this request for funding;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College ("Trustees") approve up to Five Million Three Hundred Forty Thousand Dollars (\$5,340,000) to implement the College's Master Plan in Journal Square;

**BE IT FURTHER RESOLVED** that Trustees request the Hudson County Board of School Estimate and Hudson County Board of Chosen 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: HCCC Academic Tower, Library, Culinary Building, and North Hudson Projects, all as listed in the HCCC Master Plan, and any other projects that may be included therein and also including all work and equipment necessary and incidental to the projects in the Journal Square area of Jersey City, New Jersey, for the purpose of further implementing the College's Facilities Master Plan and all costs related thereto;

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

**2. Resolution Amending Resolution #3 from January 15, 2019 Board of Trustees Meeting**

**WHEREAS**, on January 11, 2019, Hudson County Community College ("College") awarded a contract for architectural and engineering services for the Student Center at 81 Sip Avenue ("Project") to DiCara Rubino Architects ("DRA"); and,

**WHEREAS**, due to delays from PSE&G and Jersey City Building Department, the project has been extended and DRA needs to provide further services; and,

**WHEREAS**, the delays have resulted in the need to increase DRA's quoted price for the services so that the total cost is approximately \$100,000; and,

**WHEREAS**, the College's Construction Manager has reviewed the proposal and advises that it is reasonable as to price and scope and recommends approval of the proposal; and,

**WHEREAS**, the costs of the Project will be funded from Chapter 12 Funds; and,

**WHEREAS**, the contingency line of the project budget will cover the expenses; and,

**WHEREAS**, the Administration, Finance Committee, and Capital Projects Advisory Committee recommend approval of the proposal;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College amend the January 15, 2019 resolution #3 awarding a contract for architectural and engineering services to DiCara Rubino Architects of Wayne, New Jersey, by changing the contract from the previously approved amount of \$90,000 to an estimated cost of \$100,000;

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

### **3. Resolution Approving Payment for Emergency Services and Supplies in Response to COVID-19**

**WHEREAS**, Hudson County Community College ("College") needed to purchase supplies and increase allotted hours of cleaning services on an emergency basis in order to respond to COVID-19 prevention throughout the College; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.6, emergency purchases may be made by a county college when the College requires the immediate delivery of services for an emergency affecting the health, safety, or welfare of occupants of college property; and,

**WHEREAS**, the College purchased the necessary supplies and services in the total amount of \$89,000 from Maverick Building Services; and,

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

**WHEREAS**, the Administration and Finance Committee recommend the payment for these services;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorize payment of \$89,000 to Maverick Building Services of Rutherford, New Jersey, in connection with the emergency purchase;

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

### **4. Resolution Authorizing Purchase of Internet Services for Fiscal Year 2021**

**WHEREAS**, Hudson County Community College ("College") needs to purchase network access and internet services from NJEdge.net ("NJEdge") for instructional and administrative services; and,

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

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

**WHEREAS**, NJEdge (part of NJ VALE Consortium) will provide services at a cost not to exceed \$143,841; 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, at a cost not to exceed \$143,841;

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

#### **5. Resolution Authorizing Renewal of Ellucian Software Maintenance Agreement**

**WHEREAS**, Hudson County Community College ("College") has a need to renew the college-wide software maintenance agreement with Ellucian Colleague System ("Ellucian"); and,

**WHEREAS**, Ellucian provides software maintenance to support the various software packages that are on the Colleague system, as well as any upgrades that might be released; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.5 (a) (19), the service is exempt from bidding; and,

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

**WHEREAS**, Ellucian will provide services at a cost not to exceed \$2,718,576; and,

**WHEREAS**, the cost of these services 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 Ellucian Colleague System of Fairfax, Virginia, to provide the services as described herein, at a cost not to exceed \$2,718,576;

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

#### **6. Resolution Authorizing Purchase of Ellucian Software Management System**

**WHEREAS**, Hudson County Community College ("College") has a need to purchase Elevate, a software management system, from Ellucian Colleague System ("Ellucian"); and,

**WHEREAS**, the current software used is no longer supported and the College needs to migrate to Elevate; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.5 (a) (19), the service is exempt from bidding; and,

**WHEREAS**, the anticipated term is July 2020 through June 2021; and,

**WHEREAS**, Ellucian will provide the Elevate software for a one-time cost of \$30,514 with a subscription cost of \$42,600, totaling \$73,114; and,

**WHEREAS**, the cost of these services 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 Ellucian Colleague System of Fairfax, Virginia, to provide Elevate software and subscription, at a cost not to exceed \$73,114;

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

#### **7. Resolution Authorizing Award of Contract Audit of Fiscal Year 2020**

**WHEREAS**, Hudson County Community College ("College") requires the services of an accounting firm to complete the College's Fiscal Year 2020 Audit ("Services"); and,

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

**WHEREAS**, the College conducted a fair and open process for the procurement of the needed Services; and,

**WHEREAS**, the firm of Donahue, Gironda, Doria & Tomkins ("DGDT") submitted a proposal to provide the Services in an amount not to exceed \$71,000; and,

**WHEREAS**, the Administration has determined the proposal submitted by DGDT to be in the best interest of the College, price and other factors considered; 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 hereby award a contract to the firm of Donahue, Gironda, Doria & Tomkins, LLC of Bayonne, New Jersey, for the completion of the audit for Fiscal Year 2020 in an amount not to exceed \$71,000;

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

#### **8. Resolution Authorizing the Approval of the Tuition and Fee Policy for Fiscal Year 2021**

**WHEREAS**, Hudson County Community College students are experiencing significant financial challenges associated with the current Novel Coronavirus Pandemic; and,

**WHEREAS**, the College is committed to helping students achieve their goals and exercising care and concern for their wellbeing, including their academic persistence and success; and,

**WHEREAS**, the College does not wish to add further financial burdens to students at this time of challenge; and,

**WHEREAS**, it is necessary to set the tuition and fee policy at this time so that the rates are in place for registration for the summer II and fall 2020 semesters;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College approve a zero-increase Tuition and Fee Policy for Fiscal Year 2021 that maintains tuition and fees at the same levels currently in place for 2019-20;

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees approve the recommendations of the President, Administration, and Finance Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1-8:**

1) Resolution Authorizing Approval to Develop Property in the Journal Square Area for Permanent Use by Hudson County Community College (Chapter 12); 2) Resolution Amending Resolution #3 from January 15, 2019 Board of Trustees Meeting; 3) Resolution Approving Payment for Emergency Services and Supplies in Response to COVID-19; 4) Resolution Authorizing Purchase of Internet Services for Fiscal Year 2021; 5) Resolution Authorizing Renewal of Ellucian Software Maintenance Agreement; 6) Resolution Authorizing Purchase of Ellucian Software Management System; 7) Resolution Authorizing Award of Contract Audit of Fiscal Year 2020; and 8) Resolution Authorizing the Approval of the Tuition and Fee Policy for Fiscal Year 2021.

**INTRODUCED BY:** Bakari Lee

**SECONDED BY:** Joseph Doria

**DATE:** April 14, 2020

Doria, Joseph	<u>AYE</u>
Fahrenholz, Karen	<u>AYE</u>
Galvin, Adamarys	<u>AYE</u>
Gardner, Pamela	<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>ABSENT</u>
Netchert, William, Chair	<u>AYE</u>

9 Aye 0 Nay  
**\*\*\*RESOLUTION ADOPTED\*\*\***

*Jennifer Oakley*

Signature of Recorder

April 14, 2020

Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 14, 2020**

**VIII. PERSONNEL RECOMMENDATIONS**

**1. RESIGNATIONS**

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Effective Date</b>
Jonathan	Moncion	Custodial Supervisor	March 31, 2020
Doua	Saleh	Academic Advisor (STEM)	March 31, 2020

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

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

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Effective Date</b>	<b>Annual Salary</b>
Amaalah	Ogburn	Coordinator, North Hudson Campus	April 20, 2020	\$40,000
Albert L.	Williams	Apprenticeship Program Coordinator (Grant Funded)	May 1, 2020	\$40,000

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

**3. APPOINTMENT OF TEMPORARY FULL-TIME STAFF THROUGH DECEMBER 31, 2020**

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Effective Date</b>	<b>Annual Salary</b>
Christopher	Ericson	Instructional Technologist	April 15, 2020	\$58,000

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

**4. APPOINTMENT OF TEMPORARY FULL-TIME FACULTY FOR SPRING 2020**

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Effective Date</b>	<b>Annual Salary</b>
Joanna	Zampas	Instructor, Speech (Non-tenured)	April 13, 2020	\$52,000

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

**5. PROMOTIONS OF FULL-TIME FACULTY**

**REPORTS/BACKGROUND**

Faculty members may apply to the Promotion Committee for promotion to a higher academic rank with commensurate salary. Criteria shall include but not be limited to teaching effectiveness, contributions to the College, scholarly and professional achievement, and contributions to the community. A faculty member may not be promoted within three (3) years of the effective date of the last promotion. The Promotion



*Committee shall forward its recommendations through the Executive Vice President and Provost to the President for approval and presentation to the Board of Trustees.*

*The following faculty are recommended for Promotion effective Academic Year 2020-2021.*

<b>First Name</b>	<b>Last Name</b>	<b>From</b>	<b>To</b>	<b>Discipline</b>	<b>Increase added to base salary (Per Contract)</b>
Shannonine	Caruana	Assistant Professor	Associate Professor	ESL	\$3,000
Nadia	Hedhli	Assistant Professor	Associate Professor	Biology	\$3,000

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

#### **6. APPOINTMENT OF PART-TIME STAFF THROUGH APRIL 2021, AS NEEDED**

<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>DEPARTMENT</b>	<b>TITLE</b>	<b>POSITION ID</b>	<b>SUPERVISOR</b>
Dorothy	Laguerre	Academic Foundations Math Department	Office Assistant	OFFAST-101041	Pamela Bandyopadhyay
Zenobia	Purnell-Hill	Academic Foundations Math Department	Office Assistant	OFFAST-101041	Pamela Bandyopadhyay
Cheniykua	Jones	ADJ Academic Support Services Department	Office Assistant	OFFAST-150505	Pamela Bandyopadhyay
Thomas S.	Larson	CASS	PT Social Worker	200510	Sheila Dynan
Trianne	Harabedian	Center for Online Learning	PT Instructional Technologist	COL	Archana Bhandari
Ashish	Tadke	Center for Online Learning	PT Instructional Technologist	COL	Archana Bhandari
Manish	Yadav	Center for Online Learning	PT Instructional Technologist	COL	Archana Bhandari
Betsey	Barnum	Continuing Education and Center for Business & Industry	PT Apprenticeship Coordinator	PTCOOR-603080	Catherina Mirasol
Chastity	Farrell	Continuing Education and Center for Business & Industry	PT Instructor	PTINST-102010	Catherina Mirasol
Jairo	Borja	Continuing Education and Center for Business & Industry	PT Instructor	PTINST-102010	Catherina Mirasol
Melissa S.	Molinero	Continuing Education and Center for Business & Industry	PT Instructor	PTINST-102010, 603070, & 103005	Catherina Mirasol
Janet	Ryan	Continuing Education and Center for Business & Industry	PT Instructor	PTINST-102010 & 103005	Catherina Mirasol
Joseph	Cummins	English and ESL	Ad-Hoc Scorer	SCORER-101040	Joseph Caniglia
Sibyl	Ponder	English and ESL	Ad-Hoc Scorer	SCORER-101040	Joseph Caniglia
Kathryn	Buckley	English and ESL	Ad-Hoc Scorer	SCORER-101040	Joseph Caniglia
Hanan	Omar	STEM	Laboratory Assistant	101015	Burl Yearwood/ Saba Doud

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

## 7. APPOINTMENT OF NEW HIRE ADJUNCTS

	<b>First Name</b>	<b>Last Name</b>	<b>Department</b>
1	Marcio	Sanches	Social Sciences and Humanities
2	Fabian	Armillia	Social Sciences and Humanities

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

## 8. Resolution Authorizing Award of Communications Training Consultant Services for Hudson County Community College

**WHEREAS,** Hudson County Community College ("College") needs the services of Bob Berkowitz Communications Consultants to provide communications training for select faculty and the College's administration; and,

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

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

**WHEREAS,** Bob Berkowitz Communications Consultant is the proposed vendor to provide these services at a total cost not to exceed \$5,000; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award the Consultant Services to Bob Berkowitz Communications Consultants, to provide services at a cost not to exceed \$5,000;

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

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

1) Resignations; 2) Appointment of Full-Time Staff; 3) Appointment of Temporary Full-Time Staff Through December 31, 2020; 4) Appointment of Temporary Full-Time Faculty for Spring 2020; 5) Promotions of Full-Time Faculty; 6) Appointment of Part-Time Staff Through April 2021, As Needed; 7) Appointment Of New Hire Adjuncts; and 8) Resolution Authorizing Award of Communications Training Consultant Services For Hudson County Community College

**INTRODUCED BY:** Karen Fahrenholz

**SECONDED BY:** Joseph Doria

**DATE:** April 14, 2020

Doria, Joseph	<u>AYE</u>
Fahrenholz, Karen	<u>AYE</u>
Galvin, Adamarys	<u>AYE</u>
Gardner, Pamela	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Lee, Bakari	<u>AYE</u>

Peña, Jeanette  
Rodriguez, Silvia  
Stahl, Harold  
Netchert, William, Chair

AYE  
AYE  
ABSENT  
AYE

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

*Jennifer Oakley*

Signature of Recorder

April 14, 2020

Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 14, 2020**

**IX. ACADEMIC AND STUDENT AFFAIRS**

**1. Resolution to Approve an Option in Communication Studies to the existing Associate of Arts in English (60 credits) [CIP Code: 09.0100]**

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

**WHEREAS**, the College seeks to expand its offerings to meet student and market demand; and,

**WHEREAS**, projected labor market demand in the area of communications and marketing will result in approximately 27,600 new jobs by 2028, according to the United States Department of Labor's Bureau of Labor Statistics; and,

**WHEREAS**, the College has developed an option in Communication Studies to its existing Associate of Arts in English degree program (Attachment I) to address student and market demand; and,

**WHEREAS**, the Associate of Arts in English option in Communication Studies will prepare students for transfer to baccalaureate degree programs in Communication Studies and related fields; and,

**WHEREAS**, the Associate of Arts in English option in Communication Studies prepares students for a variety of career pathways in private, governmental, and non-profit arenas; and,

**WHEREAS**, the Administration and Academic and Student Affairs Committee recommend the approval of the Associate of Arts in English option in Communication Studies;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby approve the Associate of Arts in English option in Communication Studies;

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

**2. Resolution Authorizing Termination of Academic Program with Declining Enrollment**

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

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

**WHEREAS**, enrollment was suspended for the Certificate in Medical Transcription in January 2019 due to declining enrollments (Attachment II); and,

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

**WHEREAS**, the College proposes terminating this program, effective July 1, 2020; and,

**WHEREAS**, the Administration and Academic and Student Affairs Committee recommend the termination of this academic program;

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

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

### **3. Resolution Authorizing Termination of Academic Programs Pursuant to the Action of Receiving Programs**

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

**WHEREAS**, the College partners with receiving programs at four-year institutions in order to facilitate transfer; and,

**WHEREAS**, enrollment was suspended for the Associate in Science in Respiratory Care and Certificate in Dietary Management in fall 2016 due to action taken by the receiving program (Attachments II & III); and,

**WHEREAS**, no students are actively enrolled in these programs; and,

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

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

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

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

### **4. Resolution to Approve a Change in Nomenclature for the Academic Certificate in Supply Chain Management [CIP Code: 52.0203] to Academic Certificate in Transportation, Logistics, and Distribution [CIP Code: 49.9999]**

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

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

**WHEREAS**, the College currently offers an Academic Certificate in Supply Chain Management that provides students with the skills and knowledge to find entry level employment in manufacturing, procurement, warehousing, and distribution; and,

**WHEREAS**, the College seeks to increase student enrollment in its Academic Certificate in Supply Chain Management through rebranding the program; and,

**WHEREAS**, the College proposes a change in nomenclature from Academic Certificate in Supply Chain Management to Academic Certificate in Transportation, Logistics, and Distribution in order to better align the program with industry terminology; and,

**WHEREAS**, the Administration and Academic and Student Affairs Committee recommend this change in nomenclature from Academic Certificate in Supply Chain Management to Academic Certificate in Transportation, Logistics, and Distribution;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby approve the change in nomenclature from Academic Certificate in Supply Chain Management to Academic Certificate in Transportation, Logistics, and Distribution;

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

**5. Resolution Approving Agreement between Hudson County Community College and Joseph H. Brensinger School-PS 17 NJ**

**WHEREAS**, Hudson County Community College ("College") offers an Associate of Science in Nursing as part of its inventory of programs; and,

**WHEREAS**, the College's Nursing Program includes a clinical observation component; and,

**WHEREAS**, the College's Nursing Program requires additional sites at which its students can fulfill the requisite clinical observations; and,

**WHEREAS**, Joseph H. Brensinger School-PS 17 NJ, a New Jersey Public School, has the capacity to meet these needs of the College's Nursing Program; and,

**WHEREAS**, Hudson County Community College seeks to renew its Agreement (Attachment IV) with Joseph H. Brensinger School-PS 17 NJ whereby students enrolled in the College's Nursing Program will be able to complete clinical observations at Joseph H. Brensinger School-PS 17 NJ retroactive to January 22, 2020; and,

**WHEREAS**, this Agreement will remain in effect for two (2) years 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 the agreement between Hudson County Community College and Joseph H. Brensinger School-PS 17 NJ;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College approve the agreement between Hudson County Community College and Joseph H. Brensinger School-PS 17 NJ, retroactive to January 22, 2020;

**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.

**6. Resolution Recognizing April 2020 as Hudson County Community College Month**

**WHEREAS**, the more than thirteen hundred community and technical colleges, public and private, in the United States have contributed enormously to the richness and accessibility of American higher education; and,

**WHEREAS**, by providing educational opportunities at costs and locations accessible to all who are qualified, community and technical colleges have greatly enhanced the opportunity for every ambitious student to enter a postsecondary school program. As community-based institutions, our schools provide varied programs and offer specialized training for more than one thousand occupations; and,

**WHEREAS**, Hudson County Community College (“College”) aspires to be an institution of first choice for the residents of Hudson County and the College was reaffirmed for full accreditation by the Middle States Commission on Higher Education in July 2019; and,

**WHEREAS**, the Equality of Opportunity Project ranked the College in the top 5% of 2,200 education institutions for improving students’ social mobility; and,

**WHEREAS**, the College’s Foundation has raised over \$3.5 million for student scholarships to date; and,

**WHEREAS**, the College ranked first in the state of New Jersey for its award of funds allocated through the Community College Opportunity Grant in Fall 2019 with more \$1.3 million in funding awarded to 936 students; and,

**WHEREAS**, the College is the largest of four higher-education institutions in Hudson County with an unduplicated enrollment of approximately 17,000 credit and non-credit students, and operates campuses in Jersey City and Union City as well as an off-site location in Secaucus at the Hudson County Schools of Technology High Tech High School; and,

**WHEREAS**, the College offers more than 60 degree and certificate programs, including a nationally recognized program in Culinary Arts and a Nursing program that boasts over a 94% NCLEX first time pass rate for its students; and,

**WHEREAS**, the College has engaged with local K-12, university, and industry partners to provide students with a wide array of academic and career pathways, including Eastern Millwork Incorporated with which the College created a joint degree and apprenticeship program in the field of Advanced Manufacturing; and,

**WHEREAS**, the College is the only community college nationwide selected to host a Workforce Leadership Academy offered through The Aspen Institute’s Economic Opportunities Program; and,

**WHEREAS**, members of the College’s faculty have been celebrated for their commitment to student success as recipients of the American Association of Community College’s Dale P. Parnell Faculty Distinction Recognition in 2019 and 2020; and,

**WHEREAS**, the College has invested in facilities that support students’ learning and overall success such as a state-of-the-art STEM building, an award-winning library building, a signature culinary arts building, a studio theatre classroom, a Bloomberg Finance lab, a park outside of 161 Newkirk Street, a new student center located at 81 Sip Avenue, and a comprehensive campus in Union City; and,

**WHEREAS**, the College’s Gabert Library was recognized with the 2016 Association of College and Research Libraries Excellence in Academic Libraries Award as the Best Community College Library nationally; and,

**WHEREAS**, the College is committed to supporting its students beyond the classroom by promoting a culture of care across its campuses that includes food pantries on both campuses, mental health counseling services, and an emergency fund for students’ use; and,

**WHEREAS**, Beta Alpha Phi, the HCCC chapter of Phi Theta Kappa International Honor Society, has earned the distinction of Five Star Chapter Status, which is Phi Theta Kappa's highest level of recognition, and Dr. Chris Reber has been recognized as a Phi Theta Kappa (PTK) Honor Society Paragon President; and,

**WHEREAS**, Board of Trustees Chair William Netchert was recognized as the 2019 Association of Community College Trustees M. Dale Ensign Trustee of the Year for the Northeastern United States; and,

**WHEREAS**, in recognition of the important contribution of community and technical colleges to our total educational system, the United States Congress authorized and requested then President Ronald Reagan to issue Proclamation 5418 establishing a National Community College Month in 1985; and,

**WHEREAS**, the Administration and Academic and Student Affairs Committee recommend recognizing April 2020 as Hudson County Community College Month;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College recognize April 2020 as Hudson County Community College Month;

**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, the Administration, and the Academic and Student Affairs Committee as outlined above in **Item IX. Academic and Student Affairs Recommendations 1 - 6:**

1) Resolution to Approve an Option in Communication Studies to the existing Associate of Arts in English (60 credits); 2) Resolution Authorizing Termination of Academic Program with Declining Enrollment; 3) Resolution Authorizing Termination of Academic Programs Pursuant to the Action of Receiving Programs; 4) Resolution to Approve a Change in Nomenclature for the Academic Certificate in Supply Chain Management to Academic Certificate in Transportation, Logistics, and Distribution; 5) Resolution Approving Agreement between Hudson County Community College and Joseph H. Brensinger School-PS 17 NJ; and 6) Resolution Recognizing April 2020 as Hudson County Community College Month.

**INTRODUCED BY:** Pamela Gardner

**SECONDED BY:** Adamarys Galvin

**DATE:** April 14, 2020

Doria, Joseph	<u>AYE</u>
Fahrenholz, Karen	<u>AYE</u>
Galvin, Adamarys	<u>AYE</u>
Gardner, Pamela	<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  
Netchert, William, Chair

ABSENT  
AYE

9 Aye 0 Nay

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

*Jennifer Oakley*

Signature of Recorder

April 14, 2020

Date



## PROGRAM ANNOUNCEMENT COVER PAGE

	Date: March 30, 2020
Institution:	Hudson County Community College
New Program Title:	Communication Studies Option
Degree Designation:	Associate of Arts in English
Programmatic Mission Level For Institution (see Appendix C in AIC Manual)	Associate
Degree Abbreviation:	ENG.COM.AA
CIP Code and Nomenclature ( <i>if possible</i> ): <i>If outside the classification indicate Not Applicable.</i>	09.0100 – Communication, General
Campus(es) where the program will be offered:	<i>Journal Square Campus 25 Journal Square Jersey City, NJ 07306</i>
Date when program will begin (month and year):	September 2020
List the institutions with which articulation agreements will be arranged:	Rutgers-Newark; New Jersey City University; Montclair University; St. Peter's University; Bloomfield College; Caldwell College; Kean University; William Paterson University

Is licensure required of program graduates to gain employment?      \_\_\_\_\_ Yes      X      No

Will the institution seek accreditation for this program?      \_\_\_\_\_ Yes      X      No

▪ If yes, list the accrediting organization:

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### Program Announcement Narrative:

- Objectives page(s):   1
- Need page(s):   7
- Student enrollments page(s):  10
- Program resources page(s):  10

## **PROGRAM ANNOUNCEMENT NARRATIVE**

### **I. Program Announcement**

#### **A. Program Description**

The English Associate of Arts – Communication Studies Option is an Associate in the Arts program intended for students who wish to transfer to baccalaureate degree programs in Communication Studies and related fields in four-year colleges and universities, or who will seek employment upon earning their Associate's Degree. To an AA in English, the Communication Studies option would add a selection of communications classes, including communication theory, intercultural communication, interpersonal communication, and introduction to mass media.

"A degree in Communication opens the door to a wide variety of employment opportunities. Communication graduates find jobs in the private, government, and non-profit sectors" (natcom.org)

#### **B. Program Objectives**

The Communication Studies Option is an Associate in the Arts program intended for students who want to acquire the "knowledge, understanding, and skills that a student acquires through a program of study in Communication [to] help him or her become a valued asset in a variety of contexts—from organizations to politics, from families to multinational corporations" (natcom.org). Communication graduates develop their writing skills for professional, scholarly, and personal purposes. To a student's General Education curriculum, the Communication Studies Option adds a selection of stellar communication and writing classes.

Through an advanced appreciation of the theories and principles of Communication Studies, and learning clear and compelling verbal, non-verbal and written communication skills, graduating students will be able to advance to four-year programs in Communications, Media Studies, Public Relations, Broadcasting, and Journalism—as well as any other majors in which communication skills are highly valued. Career opportunities in which communication is a key component are ubiquitous and rapidly expanding.

The primary goal of this program is to prepare students, upon successful completion, to transfer into Communication Studies or related Baccalaureate majors. Secondly, students will also be equipped for entry-level employment in private, government, and non-profit arenas.

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

#### Catalog Program Description:

The Associate of Arts in English – Communication Studies Option provides students with the knowledge and skills necessary for transfer into a Communication Studies or related Baccalaureate program or entry-level employment in private, government, and non-profit arenas. Required courses introduce students to communication theory, intercultural communication, interpersonal communication, and an introduction to mass media.

## II. Evaluation and Learning Outcomes Assessment plan for the program

### A. Student Outcomes

Adapted from the National Communication Association's (NCA) Learning Outcomes in Communication (LOC) Project:

Upon successful completion of the Option, graduates will be able to:

1. Employ Communication studies discipline theories, perspectives, principles, and concepts;
2. Engage in Communication studies scholarship using the research traditions of the discipline;
3. Create messages in multiple modes as appropriate to the audience, purpose, and context, including persuasive writing, news reporting, visual media, and digital media;
4. Analyze messages critically;
5. Apply ethical communication principles and practices;
6. Utilize communication to embrace differences and influence public discourse.

Program Level Learning Goals	Institutional Goals	Synthesis
<b>Program Goal 3</b> Prepare students, upon successful completion, to transfer into Communications or related Baccalaureate majors.	To provide liberal arts and science courses and associate degree programs that will prepare students to transfer to four-year colleges and universities.	Graduating Communication Studies majors will have taken 4-5 academically rigorous communication courses, 1-2 English courses, and the <i>Advanced Communication Seminar</i> . Their portfolio will provide evidence of their learning, growth, and expertise. They will be well positioned for success at a four-year college or university.
<b>Program Goal 2</b> Cultivate graduates with exceptional communication skills for professional, scholarly and personal purposes, who will be able to secure employment within the communications industry or a related field.	To provide courses, certificates and associate degree programs that will prepare students for immediate employment or provide for career enhancement.	Communication Studies majors have a choice of 8 rigorous and comprehensive Communication courses and 4 challenging English courses. Their portfolio will provide culminating evidence of their learning, growth and expertise. Graduates' writing ability and communication skills will ensure they are competitive in the job market.
<b>Program Goal 1</b> Develop graduates who will have an understanding of communication theories and ethical practices, and the knowledge and experience to apply those theories to	To provide general education courses to ensure students can think critically and analytically, communicate effectively, solve mathematical problems, participate as informed citizens, appreciate cultural diversity and global interdependence, and are information and computer literate.	As a result of participating in a variety of Communication and Writing courses, students will gain an appreciation of interpersonal and cross-cultural communication. Students

communication in various modes and for a variety of purposes and audiences.		will sharpen their critical thinking and analytical skills through class discussions and writing assignments.
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Communication Studies and English classes each have a unique set of student learning outcomes, and all the student learning outcomes reflect and relate to the learning outcomes for the major. Syllabi for Communication and English classes also list learning objectives, which relate back to the course and program learning outcomes. The *Advanced Communication Seminar* will contain the same learning outcomes listed above, and is thus the final tool for assessing whether students in the Communication Studies Option have successfully gained the knowledge, skills, and critical thinking ability needed to earn their degrees.

Each of the six program learning outcomes will be assessed bi-annually. Professors choose an assessment tool in their courses and complete the Learning Outcomes Summary Form. The Communication Studies Program Coordinator analyzes the data and initiates any necessary changes to the course, program, or instruction to ensure all courses align with the Program Learning Outcomes and students are successfully achieving the Student Learning Outcomes. The more specific course learning objectives are clearly displayed in course syllabi, and assessments are linked to the course learning objectives, Course Learning Outcomes, and Program Learning Outcomes.

As per the “Program Assessment Plan,” three PLOs will be assessed one year, followed by the other three PLOs being evaluated the next academic year. Using the courses that most Communication Studies majors take (i.e., COM 101) as well as those that offer multiple sections consistently each semester, the PLOs will be assessed through written and oral assignments. The specifics of each assignment will depend first on the course in which a given PLO is being assessed and secondly on the instructor who is teaching that course. Some assignments will involve research. Each instructor conducting assessment is required to submit a copy of his/her assignment and rubric along with the summary of results.

Program Goals	Student Learning Goals	Student Learning Outcomes	Courses or Other Points in the Curriculum Where Outcomes are Assessed	Assessment Methods or Tools
<b>Program Goal 1</b> Develop graduates who will have an understanding of communication theories and ethical practices, and the knowledge and experience to apply those theories to communication in	<b>Student Learning Goals 1.1</b> Students will learn about Communication theories and principles.  Students will be able to create messages in multiple modes appropriate to audience and purpose.	<b>Student Learning Outcomes 1.1</b> Employ Communication studies theories, perspectives, principles, and concepts. <b>Student Learning Outcomes 1.3</b> Create messages in multiple modes as appropriate to the audience, purpose,	COM 101 COM 1** (Intro to Mass Media) COM 2** (Introduction to Communication Theory) COM 2** (Intercultural Communication)  ENG 102 ENG 115 ENG 211	Reflection paper (Advanced Communication Seminar) Comparative Essay Research paper Newspaper stories Midterm/Final exam Quizzes Feature Articles Blogs and wikis

various modes and for a variety of purposes and audiences.	Students will apply ethical communication principles and practices.	and context, including persuasive writing, news reporting, visual media, and digital media. <b>Student Learning Outcomes 1.5</b> Apply ethical communication principles and practices	ENG 113 THA 205  COM 290 Advanced Communication Seminar	
<b>Program Goal 2</b> Cultivate graduates with exceptional communication skills for professional, scholarly and personal purposes, who will be able to secure employment within the communications industry or a related field.	<b>Student Learning Goals 2.1</b> Students will learn how to compose scholarly essays.  Students will be able to find, evaluate and incorporate scholarly sources into their written work.	<b>Student Learning Outcomes 2.3</b> Create messages in multiple modes as appropriate to the audience, purpose, and context, including persuasive writing, news reporting, visual media, and digital media; <b>Student Learning Outcomes 2.4</b> Analyze messages critically;	COM 101 COM 1** (Intro to Mass Media) COM 2** (Introduction to Communication Theory) COM 2** (Intercultural Communication) ENG 102 ENG 115 ENG 113 ENG 211	Research paper Essay assignment Comparative Analysis Annotated bibliography Feature Articles Press Releases Interviews Blogs and wikis Website creation
<b>Program Goal 3</b> Prepare students, upon successful completion, to transfer into Communications or related Baccalaureate majors.	<b>Student Learning Goals 3.1</b> Students will be prepared for the rigors of academic study at four-year colleges and universities by understanding the central tenets of Communication Studies and engaging in scholarship.	<b>Student Learning Outcomes 3.2</b> Engage in Communication studies scholarship using the research traditions of the discipline. <b>Student Learning Outcomes 3.6</b> Utilize communication to embrace differences and influence public discourse.	COM 101 COM 1** (Intro to Mass Media) COM 2** (Introduction to Communication Theory) COM 2** (Intercultural Communication) COM 290 Advanced Communication Seminar	Analytical essays Research essays Portfolio Research-based writing project

### III. Relationship of the program to institutional strategic plan and its effect on other institutional programs at the same institution.

The Communication Studies Option to an A.A. in English helps HCCC execute its strategic plan in the following ways:

Goal	Strategy	Communication Studies Option
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1.1	Review academic programs and develop new credit and non-credit programs and classes to meet career and workforce needs, the demands of the new economy, and changing demographics.	As a result of current career and workforce trends, the Communication Studies Option is being developed to meet the needs of the urban student population in Hudson County. Communication Studies is a popular major, and HCCC has lost students to neighboring institutions because Communication Studies is not currently offered.
1.5	Identify and develop at least one signature program in each academic division including identifying signature programming offered at the North Hudson Campus.	The English major is the signature program in the English Division, the culmination of students' work in Academic Foundations English, Composition 1 and 2, and Literature and other advanced writing classes. The Communication Studies Option will strengthen the English Major and provide more opportunities for HCCC students.
1.6	Foster teaching excellence through enhanced faculty development in teaching methodologies, assessment, and cutting-edge technology.	Professional development seminars focusing on best practices in teaching and learning will be offered on a regular basis. Students will create Portfolios in <i>Advanced Communication Seminar</i> .
1.8	Increase consistency in course development, outcomes, and requirements across campuses and modes of delivery.	The Program Coordinator will share best practices of backward design for courses and syllabi. Closer monitoring of syllabi creation, ensuring syllabi relate closely to course outlines, will assure consistency and quality.
2.7	Create clear degree plans and pathways to completion for each academic program.	The Communication Studies Option has a clear degree plan.
3.2	Fully implement College-wide assessment of student learning outcomes.	A program level assessment is in place and will assess courses and student learning outcomes annually. In addition, <i>Advanced Communication Seminar</i> will assess all graduating Communication Studies majors and ensure they have met all the student learning outcomes for the major.
3.4	Ensure standards of assessment and accountability are in place that meet the needs of internal and external stakeholders.	Assessment results will be disseminated within the college, at the division level, and shared with the Communication Studies Advisory Committee, as well as any other interested parties.
6.1	Promote community involvement through a variety of opportunities, such as academic experiences, performances, art exhibitions, speakers, civic engagement, and volunteer initiatives.	Opportunities for academic growth and enjoyment will continue to be offered: trips to hear speakers, plays, multimedia presentations, and network news studios across the river in New York City. The Coordinator, in conjunction with Career Services, will create Internship opportunities for Communication Studies majors.

## IV. Need:

### A. Justification:

The Communication Studies Option with its combination of English and Communication Studies will not only provide our students with transfer opportunities, but through their improved writing skills and unique ability to communicate in various forms, the program will deepen two of the essential traits of educated persons—communication skills and an understanding of the world around them. These skills will serve students well whatever their future academic or professional careers or life choices.

The National Association of Colleges and Universities (NACE) ranks the skills most employers want in applicants, and critical thinking, oral and written communication, and digital technology are all high on the list (see Figure 1 below).

**Figure 1: Employers rate the essential need of the career readiness competencies**

COMPETENCIES	WEIGHTED AVERAGE RATING*		
	2019	2018	2017
Critical thinking/problem solving	4.66	4.62	4.58
Teamwork/collaboration	4.48	4.56	4.43
Professionalism/work ethic	4.41	4.46	4.56
Oral/written communications	4.30	4.30	4.43
Digital technology	3.84	3.73	3.78**
Leadership	3.65	3.82	3.86
Career management	3.38	3.46	3.47
Global/multi-cultural fluency	2.78	3.01	2.85

Source: *Job Outlook 2019*, National Association of Colleges and Employers. \*5-point scale, where 1=Not essential, 2=Not very essential, 3=Somewhat essential, 4=essential, 5=Absolutely essential. \*\*This competency was called “information technology application” in the *Job Outlook 2017* report.

NACE – National Association of Colleges and Employers

According to the U.S. Bureau of Labor Statistics, “Employment of media and communication occupations is projected to grow 4 percent from 2018 to 2028, about as fast as the average for all occupations, which will result in about 27,600 new jobs. Demand for media and communication occupations is expected to arise from the need to create, edit, translate, and disseminate information through a variety of different platforms. The median annual wage for media and communication occupations was \$57,530 in May 2018, which was higher than the median annual wage for all occupations of \$38,640” (<https://www.bls.gov/ooh/media-and-communication/home.htm>).



## **B. Relationship to Institutional Mission:**

Our college's Mission Statement indicates that "the principles of lifelong learning, excellence, and opportunity are central to all programs and services. To implement its mission, the College sets forth the following general goals:

- [1] To provide liberal arts and science courses and associate degree programs that will prepare students to transfer to four-year colleges and universities.
- [2] To provide general education courses to ensure that students can think critically and analytically, communicate effectively, solve mathematical problems, participate as informed citizens, appreciate cultural diversity and global interdependence, and are information and computer literate."

An English-Communication Studies Option, with the advanced communication skills it provides, would aid our students in achieving these Mission-Statement goals:

[1] "Prepare students to transfer to four-year colleges and universities." There is probably no Bachelor of Arts Degree more traditionally embraced and more recognizable than the English Degree. A Communication Studies degree emphasizes the ability to communicate effectively in many written forms, from digital writing, to journalism, to research writing, to technical-report writing—skills which increasingly are recognized as the cornerstones of a university-educated individual.

[2] "Ensure that students can think critically and analytically, [and] communicate effectively." Certainly this is one of the fundamental aims of a Communication Studies degree—Communication Studies graduates critically evaluate communication in all its verbal, non-verbal and written forms; value how communication varies and thrives in differing cultural contexts; and appreciate how it is "the relational and collaborative force that constructs the social world" (natcom.org).

## **C. Similar Programs:**

The following New Jersey community colleges offer Degrees/Options in Communications Studies or closely related fields:

Atlantic Cape College: Communication, A.A.; Media Studies, A.A.S.

Bergen County Community College: Liberal Arts, A.A., Journalism/Communication Option

Brookdale County Community College: Humanities A.A., Journalism Option; Communication Media Program, A.A.S.

Camden County College: Liberal Arts and Science, Communication Option, A.A.

Essex County College: Liberal Arts, Communication Option, and Journalism Option, A.A.

Mercer County College: Communication, A.A.; Communication: New Media, A.S.

Middlesex County Community College: Journalism, A.A.; Communication, A.A.

County College of Morris: Communication, A.A.; Journalism, A.A.

Passaic County College: Liberal Arts, Communications Option A.A.; English –Journalism Option, A.A.

Raritan Valley Community College: Communication Studies, A.A.  
 Rowan College Burlington County: Communication Arts, A.A.  
 Rowan College of South Jersey: Arts and Sciences, Communication Option, A.A.  
 Salem Community College: Communications/Journalism, A.A.  
 Sussex County Community College: Communications-Journalism or Broadcasting Option, A.A.  
 Union County College: Communications, A.A., Journalism, Public Relations, and Media Options  
 Warren County Community College: Liberal Arts, Communications Option, A.A.

Additionally, there are many community colleges in the state that offer degree options in areas that significantly overlap with an English Option, such Options as Communications, Creative Writing, Journalism, and Literature. A complete listing of these programs can be viewed in **Appendix A**.

#### Transferability

Students who complete their degree in Communication Studies at Hudson County Community College will be able to transfer to continue their studies at many colleges and university in the area. HCCC will also seek articulation agreements and dual admit programs to facilitate the transfer process as part of HCCC's strategic initiative 2.7.

#### **Kean University**

B.A. Communication/Communication Studies  
 B.A. Communication/Public Relations  
 B.A. Communication/Media and Film  
 B.A. Communication/Journalism

#### **Montclair University**

B.A. Communication Studies  
 B.A. Communication and Media Arts

#### **Rutgers University – Newark**

B.A. Journalism and Media Studies

#### **Rutgers University – New Brunswick**

B.A. Communication

Minors –

Digital Communication, Information and Media  
 Gender and Media

B.A. Journalism and Media Studies

Tracks -

Journalism and Emerging Media  
 Media and Society  
 Creative Media Practice

Specializations -

Sports Journalism

Minors -

Digital Communication, Information, and Media  
 Gender and Media

**St. Peter's University**

Communication, B.A.

Minor in Communication or Journalism

**William Patterson University**

Communication Studies, B.A.

**V. Student Enrollment:**

Based upon Fall 2019 data, approximately 4500 students are enrolled in one of the college's Liberal Arts Programs of Study, 2400+ in the Liberal Arts General program, 2100+ in the various Liberal Arts Options. Among the Liberal Arts Options, the largest (Early Childhood Education, Business, Criminal Justice, Elementary/Secondary Education) each enroll 400 students or more. All other Options, with the exception of Psychology, enroll fewer than 100 students.

Enrollment at nearby community colleges in a Communication Option/Major program is presented in Appendix B.

An initial enrollment of 40-50 followed by rapid growth to more than double that number in the Communication Studies Option is anticipated (through word-of-mouth/advisement, marketing both internal and external, and new course development). Additionally, enrollment in this Option can be maximized through a close working relationship between the Communication Studies-Option Coordinator and the Coordinator of the Weekend College (where Program Electives will be offered) and the Director of On-line Learning (where courses will be both offered and developed).

Additionally, it is reasonable to assume that with the creation and growth-enrollment of a Communication Studies Option, an ancillary effect will be the opportunity for the college to offer a more robust selection of communications courses (existent but dormant), as a number of these courses which currently might not meet minimum enrollment requirements (as well as new courses whose development might be spurred by the creation of this new major) will see an increase in their enrollments through a reclassification as "Program/Major Electives."

Spring 2012 English majors: 0

Spring 2019 English majors: 135

**VI. Program Resources:**

Most of the resources necessary for an English A.A., Communication Studies Option are already in place at the college. Any additional expenditure would be determined by the growth of the program in terms of students enrolled and new course development, including on-line offerings. The only immediate cost to the college could be that of adding a Communication Studies Coordinator under the same terms at which other program coordinators are compensated.

Anticipated necessary resources and costs are as follows:

- 1) A Coordinator at the current 3-credit release-time or 5-credit overload rate;
- 2) Increased holdings in the Learning Resource Center relevant to existing and to-be-developed courses;
- 3) The development of new courses, both on-line and traditional.

#### **VII. Degree Requirements and Curriculum Design:**

Currently in the Liberal Arts-General program, three English (101, 102, 112) and one Literature elective are required; thus, four ENG/LIT classes are required for graduation. This proposal recommends that five Communication Studies classes be added, and an additional array of Communication Studies electives:

**Associate in Arts –English, Communication Studies Option**

<b>COURSE</b>	<b>CR</b>
<b><i>HCCC REQUIRED COURSE (1 CR)</i></b>	
College Survival Skills CSS 100	1
<b><i>COMMUNICATIONS (9 CR)</i></b>	
College Composition I ENG 101	3
College Composition II ENG 102	3
Speech ENG 112	3
<b><i>MATH/SCIENCE/TECHNOLOGY (13 CR)</i></b>	
Intro to Computers and Computing CSC 100	3
Math Elective (Rec. MAT 123)	3
Science Elective I	3
Lab Science Elective I	4
<b><i>SOCIAL SCIENCE (6 CR)</i></b>	
Social Science Elective (Rec. PSC 210 - International Relations)	3
Social Science Elective	3
<b><i>HUMANITIES (9 CR)</i></b>	
Humanities Requirement COM 2** - Communication Theory	3
Humanities Elective LIT 215, LIT 216, or LIT 225	3
Humanities Elective (GECC Approved ART/FLM/MUS/THA)	3
<b><i>HISTORY (6 CR)</i></b>	
History Elective HIS 210	3
History Elective HIS 211	3
<b><i>DIVERSITY (3 CR)</i></b>	
Diversity Requirement COM 2** -- Intercultural Communication	3
<b><i>MAJOR REQUIREMENTS (13 CR)</i></b>	
Communication Studies Requirement COM 101 – Interpersonal Comm.	3
Communication Studies Requirement COM 1** -- Intro to Mass Media	3
Communication Studies Requirement COM 290 – Advanced Comm. Seminar	4
English/Communications Elective ENG 113; ENG 115; ENG 211; THA 205	3
<b>TOTAL</b>	<b>60</b>

ENG 113, ENG 210, ENG 211 or THA 205, COM 1\*\*, COM 1\*\*, COM 2\*\*, COM 2\*\*

## Curriculum Comparison with AA Liberal Arts - General and other selected option

AA Liberal Arts - General	AA Liberal Arts - English	AA English – Communication Studies Option
General Education (46-48)	General Education (48)	General Education (47)
CSS 100 College Student Success 1	CSS 100 College Student Success 1	CSC 100 College Student Success 1
ENG 101 College Composition I 3	ENG 101 College Composition I 3	ENG 101 College Composition I 3
ENG 102 College Composition II 3	ENG 102 College Composition II 3	ENG 102 College Composition II 3
ENG 112 Speech 3	ENG 112 Speech 3	ENG 112 Speech 3
CSC 100 Intro to Comp & Cmptg 3	CSC 100 Intro to Comp & Cmptg 3	CSC 100 Intro to Comp & Cmptg 3
MAT *** Math Elective 3	MAT *** Math Elective 3	MAT *** Math Elective 3
*** ** Science Elective 3/4	*** ** Lab Science Elective I 4	*** ** Science Elective 3
*** ** Lab Science Elective 3/4	*** ** Lab Science Elective II 4	*** ** Lab Science Elective 4
HIS 210 Hist of Western Civ I 3	HIS 210 Hist of Western Civ I 3	HIS 210 Hist of Western Civ I 3
HIS 211 Hist of Western Civ II 3	HIS 211 Hist of Western Civ II 3	HIS 211 Hist of Western Civ II 3
*** ** Humanities Elective 3	*** ** Humanities Elective: (Approved Fine Arts Courses*) 3	*** ** Humanities Elective: (Approved Fine Arts Courses*) 3
*** ** Humanities Elective 3	*** ** Humanities Elective 3	COM 2** Humanities Requirement – Comm. Theory 3
*** ** Humanities Elective 3	*** ** Humanities Elective 3	*** ** Humanities Elective 3
*** ** Social Science Elective 3	*** ** Social Science Elective 3	*** ** Social Science Elective 3
*** ** Social Science Elective 3	*** ** Social Science Elective 3	*** ** Social Science Elective 3
*** ** Diversity Elective 3	*** ** Diversity Elective 3 (LIT 205, LIT 210, LIT 211, LIT 214)	COM 2** Diversity Requirement – Intercultural Communication 3
	<i>Above electives are identified in the college catalogue.</i>	<i>Above electives are identified in the college catalogue.</i>
Major Requirements (18-20)	Major Requirements (12)	Major Requirements (13)
*** ** Fine Arts Elective 3	(a) Literature Elective 3	COM 101 – Interpersonal Communication 3
*** ** Philosophy Elective 3	(b) Literature/English Elective 3	COM 1** - Introduction to Mass Media 3
*** ** Literature Elective 3	(c) English Elective 3	English/Comm. Elective 3
*** ** Hum/SoSci/Mat/Sci/Fine Arts 3/4		
*** ** Hum/SoSci/Mat/Sci/Fine Arts 3/4	ENG 290 -Advanced English Seminar 3	COM 290 – Advanced Communication Seminar 4
*** ** Approved Liberal Arts Elective 3		
	(a--LIT 201, LIT 202, LIT 215, or LIT 225) (b--Any of the above, plus FLM 102, LIT 203, LIT 204, LIT 205, LIT 206, LIT 207, LIT 208, LIT 209, LIT 210, LIT 211, LIT 212, LIT 213, LIT 214, or LIT 220) (c--Any of the above plus ENG 103, ENG 113, ENG 210, ENG 211 or THA 205)	ENG 113, ENG 115, ENG 211
<b>Total 64/68</b>	<b>Total 60</b>	<b>Total 60</b>

\* Approved Find Art Courses: ART 101, ART 115, FLM 101, MUS 101, MUS 102, MUS 104 & THA102

**Curriculum Comparison with AA English (base program) and Option (Communication Studies)**

<b>Base Program: AA English</b>		<b>Proposed Option: AA English – Communication Studies Option</b>		<b>Differs from Base Program</b>
<b>General Education (48)</b>		<b>General Education (47)</b>		
CSS 100 College Student Success	1	CSS 100 College Student Success	1	
ENG 101 College Composition I	3	ENG 101 College Composition	3	
ENG 102 College Composition II	3	ENG 102 College Composition II	3	
ENG 112 Speech	3	ENG 112 Speech	3	
CSC 100 Intro to Comp & Cmptg	3	CSC 100 Intro to Comp & Cmptg	3	
MAT *** Math Elective	3	MAT *** Math Elective	3	
*** *** Lab Science Elective	4	*** *** Science Elective	3	X
*** *** Lab Science Elective	4	*** *** Lab Science Elective	4	
HIS 210 Hist of Western Civ I	3	HIS 210 Hist of Western Civ I	3	
HIS 211 Hist of Western Civ II	3	HIS 211 Hist of Western Civ II	3	
*** *** Humanities Elective: (Approved Fine Arts Courses*)	3	*** *** Humanities Elective: (Approved Fine Arts Courses*)	3	
Humanities Elective: LIT 215, LIT 216, or LIT 225	3	COM 2** Humanities Requirement – Comm. Theory	3	X
Humanities Elective: LIT 215, LIT 216, or LIT 225	3	*** *** Humanities Elective LIT 215, LIT 216, or LIT 225	3	
*** *** Social Science Electiv	3	*** *** Social Science Elective	3	
*** *** Social Science Elective	3	*** *** Social Science Elective	3	
Diversity Elective (LIT 205, LIT 210, LIT 211, LIT 214, LIT 215, LIT 225)	3	COM 2** Diversity Requirement – Intercultural Communication	3	X
<i>Above electives are identified in the college catalogue.</i>				
<b>Major Requirements (12)</b>		<b>Major Requirements (13)</b>		
(a) Literature Elective	3	COM 101 – Interpersonal Communication	3	X
(a or b) Literature or English Elective	3	COM 1** - Introduction to Mass Media	3	X
(b) English Elective ENG 113, ENG 115, ENG 211	3	English/Comm. Elective ENG 113, ENG 115, ENG 211, COM**	3	
ENG 290 Advanced English Seminar	3	COM 290 – Advanced Communication Seminar	4	X
<b>Total credits:</b>	<b>60</b>	<b>Total credits:</b>	<b>60</b>	
(a-- LIT 201, LIT 202, LIT 204, LIT 205, LIT 206, LIT 207, LIT 208, LIT 209, LIT 210, LIT 211, LIT 214, LIT 220 or FLM 102) (b-- ENG 103, ENG 113, ENG 115, ENG 210, ENG 211, ENG 215 or THA 205)				Total number of credits Option differs from base: 17 credits

\* Approved Find Art Courses: ART 101, ART 115, FLM 101, MUS 101, MUS 102, MUS 104 & THA102

\* Approved English electives: ENG 103, ENG 113, ENG 115, ENG 210, ENG 211, or THA 205

**AA- English, Communication Studies Option**

Course#	Title	Credits
<u>FIRST SEMESTER</u>		
CSS 100	College Student Success	1
CSC 100	Intro to Computers & Computing	3
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT ***	Mathematics Elective*	3
COM 101	Interpersonal Communication	3
TOTAL 16		
<u>SECOND SEMESTER</u>		
ENG 102-LIT	College Composition II	3
HIS 210	History of Western Civilization I	3
COM 1**	Introduction to Mass Media	3
*** **	Humanities Elective*	3
*** **	Lab Science Elective*	4
TOTAL 16		
<u>THIRD SEMESTER</u>		
HIS 211	History of Western Civilization II	3
COM 2**	Diversity Elective	
	Intercultural Communication	3
COM 2**	Humanities Requirement	3
	Communication Theory	
*** **	Social Science Elective*	3
ENG/COM	English/Communications Elective	3
TOTAL 15		
<u>FOURTH SEMESTER</u>		
COM 290	Advanced Communication Seminar	4
	Humanities Elective*	3
*** **	Science Elective*	3
*** **	Social Science Elective	3
TOTAL 13		

Total Course Credits Required: 60



## Listing of Major Requirement Courses:

COM 101	Interpersonal Communication	3 crs
COM 1**	Introduction to Mass Media	3 crs
COM 2**	Communication Theory	3 crs
COM 2**	Intercultural Communication	3 crs
COM 290	Advanced Communication Seminar	4 crs
ENG 113	Introduction to Journalism	3 crs
OR		
ENG 115	Writing for Emerging Media	3 crs
OR		
ENG 210	Creative Writing	3 crs
OR		
ENG 211	Business Communication	3 crs
OR		
ENG 103	Technical Report Writing	3 crs
OR		
ENG 215	Memoir and Creative Non-Fiction	3 crs

## Course Descriptions:

**ENG 103 Technical Report Writing 3 CR** This is a writing course that prepares students for the many technical writing tasks they will encounter in the workplace. It provides thorough coverage of the basic skills and common techniques of technical writing. Students will use a wide range of examples and model documents to help them develop the skills necessary to produce clear and effective reports. Pre-requisite: ENG-101

**ENG 113 Introduction to Journalism 3 CR** This course is designed for students interested in learning the art and science of journalism, including how to write a feature, conduct an interview, and edit columns. It covers fundamental concepts and techniques that are common to all the media, with practical experience in those techniques; analysis of what is produced in the media; techniques that are specific to print, radio or television news reporting, with experience in producing material in the three media; and some of the professional issues, standards, and traditions that inform journalism as a career. Further, it introduces electronic resources that are now part of everyday life for a journalist. Prerequisite: ENG 101

**ENG/COM 115 Writing for Emerging Media 3 CR** Writing for Emerging Media introduces students to the theories and practices behind interactive new media writing including the history of and ethics involved in writing for online media. Students analyze new media and write their own online projects such as blogs, websites and wikis. Pre-requisite: ENG-101.

**ENG 210 Creative Writing 3 CR** Students will develop their skills as fiction, poetry and drama writers. They work at conceptualizing, composing, revising, and editing their work. They keep a writer's journal, discuss assigned readings, participate in peer group criticism, and meet for individual conferences with the instructor. Key goals are to increase students' awareness of the possibilities of expressive writing forms, styles, and themes, and also to increase awareness of the creative process in its many variations. Pre-requisite: ENG-101

**ENG 211 Business Communications 3 CR** This course offers instruction in the techniques of effective business communication. Students practice formats and rhetorical strategies required in the business environment, including common types of letters, memoranda, and reports. Organization, tone, and diction are stressed, as are grammar, punctuation, and spelling. Prerequisite: ENG 101

**ENG 215 Memoir and Creative Non-Fiction 3 CR** Students read diverse selections of non-fiction create their own personal essays and develop in-depth memoirs, develop, and submit portfolios at mid semester and end of semesters. Co-requisite: ENG-101

**COM 101 Interpersonal Communication 3 CR** This course introduces students to the fundamentals of interpersonal communication. Students learn about the communication process, interpersonal theories and research, and the various ways that gender and cultural differences can affect interpersonal communication. Students also learn how to use effective communication skills in professional, social and personal relationships. Students analyze the elements of interpersonal communication through group discussion, written assignments, and assessments.

**COM 1\*\* Introduction to Mass Media\* 3 CR** This course surveys the history, organization and social significance of the mass media, including, but not limited to: newspapers, radio, television, books, magazines, advertising, public relations and films. Students learn about the historical background of the media in the United States, and gain an understanding of how the media work and the role they play in today's society. The course examines the media influence on thought, the political process

and individuals. There is special emphasis on how to evaluate media messages and how to become a better consumer of the media.

COM 2\*\* Communication Theory\* 3 CR This course introduces students to the major communication theories and their histories that are the foundation to understanding the discipline of communication. These theories can be applied to interpersonal, group, organizational, intercultural, and mass communication contexts. Students gain an understanding of the key concepts of each theory and be able to apply them to everyday life situations, events, and/or communication artifacts.

COM 2\*\* Intercultural Communication\* 3 CR This course explores the link between culture and communication and develops and enhances intercultural communication skills appropriate to a multicultural society. Emphasis is on understanding diversity within and across cultures. Relevant concepts include perception, worldview, context, ethics, language, and nonverbal communication.

COM 2\*\* Introduction to Advertising\* 3 CR This course covers the fundamentals of advertising--including marketing theory and strategy, copy writing, design, and selection of media.

COM 2\*\* Introduction to Public Relations\* 3 CR This course explores the history and development of public relations. Students learn the theory and process of public relations, including the planning, implementation, and evaluation of PR campaigns.

COM 290 Advanced Communication Seminar\* 3 CR *Advanced Communication Seminar* is a culminating course for the Communication Studies Option. Students conduct research and perform critical analysis using key concepts and methodologies of the discipline. *Advanced Communication Seminar* promotes advanced critical awareness of, and engagement with, a specialized topic and promotes creative and intellectual development. In addition to a final project and presentation, students compile a portfolio of their work throughout their college career. *Advanced Communication Seminar* prepares students to meet their educational and professional goals.

\*New course specific to Communication Studies Option – to be developed.

HCCC Proposed Communication Studies Option degree program compared to other colleges

<b>HCCC Curriculum Design</b>	<b>Mercer</b>	<b>BMCC</b>	<b>Montclair</b>	<b>Kean</b>
<b>HCCC REQUIRED COURSE (1 CR)</b>				
College Survival Skills (CSS 100)	N/A	N/A	N/A	N/A
<b>GENERAL EDUCATION REQUIREMENTS (47 CR)</b>				
<b>COMMUNICATIONS (9 CR)</b>				
College Composition I (ENG 101) 3 cr	X	X	X	X
College Composition II (ENG 102) 3 cr	X	X	X	X
Speech (ENG 112) 3 cr	X		X	X
<b>MATH &amp; SCIENCE Elective (13 CR)</b>				
Intro to Computers and Computing (CSC 100) 3cr			X	
MAT elective (MAT 123 recommended) 3 cr	X	X	X	X
Lab Science Elective 4 cr		X	X	X
Science Elective 3 cr	X	X		X
<b>SOCIAL SCIENCE (6 CR)</b>				
Social Science elective (PSC 210 recommended)		X	X	X
Social Science elective	X		X	X
<b>HUMANITIES (9 CR)</b>				
Humanities required (COM 2** Communication Theory)	X	X	X	X
Humanities Elective	X	X	X	X
Humanities Elective (GECC Approved ART/FLM/MUS/THA)	X	X	X	X
<b>HISTORY (6 CR)</b>				
History Of Western Civilization 1 (HIS 210) 3 crs	X	X	X	X
History Of Western Civilization 2 (HIS 211) 3 crs	X			
<b>DIVERSITY (3 CR)</b>				
Intercultural Communication (COM 2**) 3 crs	X	X	X	X
<b>MAJOR REQUIREMENTS (13 CR)</b>				
COM 101 – Interpersonal Comm.	X	X	X	X
COM 1** -- Intro to Mass Media	X	X	X	X
COM 290 – Advanced Comm. Seminar	X			
ENG 103; 113; ENG 115; ENG 211; ENG 215; THA 205	X	X	X	X

## VIII. Anticipated Cost for the Program

### I. Initial One-time Cost for Starting the Program

Facilities & Equipment Setup	\$ n/a
Consultation Fee <sup>1</sup>	\$ n/a
Expected cost for preparation for Licensure Exam <sup>2</sup>	\$ n/a
Other	\$ n/a
<b>TOTAL Initial One-time cost</b>	<b>\$ n/a</b>

<sup>1</sup> Include environment/economic scanning, initial advisory committee compensation, etc.

<sup>2</sup> Should consider factoring the cost into the program admission and/or graduation fees

### II. On- Going Annual Operational Cost for the Program

← Instruction	
Faculty salaries	
FT	\$ n/a
Adjunct	\$ n/a
<b>TOTAL Instruction</b>	<b>\$ n/a</b>
← Instructional Support Personnel	
Program Coordinator	\$ 3923
Tutoring – <i>Program specific</i>	\$ n/a
Lab assistance	\$ n/a
Program Advisement	\$ n/a
Clerical	\$ n/a
<b>TOTAL Inst. Support Personnel</b>	<b>\$ 3923</b>
← Additional library materials	<b>\$ n/a</b>
← Contractual Services	
Accreditation fees	\$ n/a
Consultants	\$ n/a
Travel	\$ 200
Licensure agreements	\$ n/a
<b>TOTAL Contractual Services</b>	<b>\$ n/a</b>
	<b>\$ 4123</b>

As the program grows it may reasonably expected that additional library resources and additional faculty may be required to meet this growth.

**APPENDIX A: At most colleges the word “Option” is specifically used, at others it is not, i.e.: Liberal Arts-English. The designation “Option” is excluded from the below listings.**

Atlantic Cape College: Communication  
 Bergen County Community College: Communication, Journalism  
 Brookdale County Community College: English, Journalism  
 Burlington County College: Communications, English, Journalism  
 Camden County College: Communications, English  
 Cumberland County College: Communications, Journalism  
 Essex County College: Communications, Journalism  
 Gloucester County College: English, Communications  
 Mercer County College: Communications  
 Middlesex: Communications, English, Journalism  
 County College of Morris: Communications, Journalism

Ocean County College: “The Liberal Arts degree does not require an academic major. While attending OCC, students may begin to explore specific areas of interest that they may pursue at a four-year institution. Areas of interest include the following . . . English.”

Passaic County College: Communications, Journalism, English  
 Raritan Valley Community College: Communications, English  
 Salem Community College: Communications/Journalism, English/Humanities  
 Sussex County Community College: Communications, Journalism, English  
 Union County College: Communications, Print Journalism  
 Warren: Communications, Creative Writing (AFA), English

**AA Degree Programs by Major:**

**Communications:** Atlantic Cape, Burlington, Camden, Cumberland, Essex, Gloucester, Mercer, Middlesex, Morris, Passaic, Raritan Valley, Salem (Comm/Journ), Sussex (w/Journalism), Union, Warren

**Writing/Creative Writing:** Middlesex, Warren (AFA in CW)

**English:** Brookdale, Burlington, Camden, Gloucester, Middlesex, Passaic, Raritan Valley, Salem, Sussex, Warren

**Journalism:** Bergen, Brookdale, Burlington, Cumberland, Essex, Middlesex, Morris, Passaic, Salem (Comm/Journ), Union (Print Journalism)

**APPENDIX B:**  
**Communication Majors Enrollment at Nearby Community Colleges**

<b>Bergen Community College</b>	
<b><u>Fall Enrollment</u></b>	<b><u>2018</u></b>
Communication	93
Broadcasting	45
Journalism	40
<i>College Total</i>	<i>13,352</i>
<b><u>Degrees Awarded</u></b>	<b><u>2017-18</u></b>
Communication	15
Broadcasting	6
Journalism	9
<i>College Total</i>	<i>2,243</i>
<b>Borough of Manhattan Community College</b>	
<b><u>Fall Enrollment</u></b>	<b><u>2018</u></b>
Communication Studies	399
<i>College Total</i>	<i>25,063</i>
<b><u>Degrees Awarded</u></b>	<b><u>2017-18</u></b>
Communication Studies	103
<i>College Total</i>	<i>4,095</i>
<b>Community College of Philadelphia</b>	
<b><u>Fall Enrollment</u></b>	<b><u>2018</u></b>
Communication Studies	175
<i>College Total</i>	<i>13,352</i>
<b><u>Degrees Awarded</u></b>	<b><u>2018-19</u></b>
Communication Studies	33
<i>College Total</i>	<i>2,105</i>
<b>Passaic County College</b>	
<b><u>Fall Enrollment</u></b>	<b><u>2018</u></b>
Communications	72
Journalism	11
<b>County College of Morris</b>	
<b><u>Fall Enrollment</u></b>	<b><u>2019</u></b>
Communications	143
Journalism	35

**HUDSON COUNTY COMMUNITY COLLEGE  
PROPOSAL FOR NEW PROGRAM/OPTION TO THE EXISTING PROGRAM**

**Proposed Program Title:** Associate of Arts, English – Communication Studies Option

**Degree:** X AA    AS    AFA    AAS    Academic Certificate    Proficiency Certificate

**Total Course Credits Required:** 60

**Proposed Date of Implementation:** Fall 2020

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

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

**Review for General Education Requirements:**

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

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

*Committee Chair*

**Review for course number designations and sequence by Registrar:**

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

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

**Recommendation of Curriculum & Instruction Committee:**

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

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

*Committee Chair*

**Recommendation of Chief Academic Officer:**

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

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

**President's Action:**

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

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

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

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



**Attachment II**[illegible]

Gwendolyn Mahon, PhD.  
Dean

March 23, 2016

Catherine Sirangelo, MA, RN  
Associate Dean  
Hudson County Community College  
870 Bergen Ave. 3rd Floor  
Jersey City, NJ 07306

Dear Catherine,

The Rutgers School of Health Related Professions has suspended admissions into our Respiratory Programs at the end of the current admissions cycle. Consequently, please accept this letter as notice of termination of our contract (Memorandum of Understanding Between Hudson County Community College and The University of Medicine and Dentistry of New Jersey/Rutgers School of Health Related Professions for A Joint Associate of Science Degree Program in Respiratory Care executed on 10/7/04). This will be effective as of May 15, 2016 corresponding with the end of the current admissions cycle. The termination of this agreement pertains to the Respiratory Programs and has no impact on any other agreements or affiliations your institution may have with the Rutgers School of Health Related Professions or any other Rutgers schools, units or programs.

We notified Jeanie Pagano of this change by phone in December 2015, and followed up with an email sent in January 2016. Accordingly, we will only be accepting one more class of students (full-time only) who will enter the program in the fall of 2016 and graduate in October 2017. Applicants for the fall of 2016 will be notified during their interview and also in their acceptance letter, that full-time admission to the program is the only available option. Notification of this change has been posted on our website and is being expressed to all inquiries.

We appreciate your partnership over the years.

Sincerely,

 

Dr. Gwendolyn Mahon  
Dean, Rutgers School of Health Related Professions

cc: Dr. Eric Friedman, Vice President of Academic Affairs, 70 Sip Ave. Jersey City, 07306



Department of Nutritional Sciences  
Rutgers, The State University of New Jersey  
65 Bergen Street, Suite 1157  
Newark, New Jersey 07101-1700

pr.puglia@shrp.rutgers.edu

Phone: 973-972-8393

Fax: 973-972-7403

Pamela Rothpletz-Puglia, EdD, RD  
Associate Professor  
Dietary Manager Program Director

May 20, 2014

Dear Community College Partners of Raritan Valley, Hudson, Ocean, and Essex Counties,

After discussions with most of you and among our team, we are placing the Dietary Manager Program on hold until 2015 due to low student enrollment. In the spring of 2015 we will reevaluate the feasibility of opening the program for the fall 2015 semester. We will reach out to you for further feedback and advisement about student interest.

Thank you for taking the time to speak with me about the Dietary Manager program and please don't hesitate to communicate if you have any questions or other comments.

Thank you.

Sincerely,

Pamela Rothpletz-Puglia



School of Health Related  
Professions

**Dean's Office**

School of Health Related Professions  
Rutgers, The State University of New Jersey  
65 Bergen Street, Suite 102  
Newark, NJ 07107

website: <http://shrp.rutgers.edu>  
mahongm@shrp.rutgers.edu

p. 973-972-4276  
f. 973-972-7028

Gwendolyn Mahon, PhD  
Dean

April 29, 2016

Sheila Dynan, DMH  
Director of Health Related Programs  
Hudson County Community College  
870 Bergen Ave. 3rd Floor  
Jersey City, NJ 07306

Dear Sheila,

Hudson County Community College was notified in 2014 that the Rutgers School of Health Related Profession's Dietary Managers Program was placed on hold due to poor enrollment. Since there continues to be little interest in this program from our partner schools we have decided to formerly terminate our contract. Additionally, new credentialing requirements in the field of Nutritional Sciences have necessitated a new direction for the department. Consequently, please accept this letter as notice of termination of our contract (Memorandum of Understanding between Hudson County Community College and The University of Medicine and Dentistry of New Jersey/Rutgers School of Health Related Professions for A Joint Certificate in Dietary Management executed on 2/11/11). Notification of this change has been posted on our website and is being expressed to any inquiries.

We appreciate your partnership and look forward to collaborating on other educational projects.

Sincerely,

Gwendolyn Mahon, PhD  
Dean, Rutgers School of Health Related Professions  
Professor, Dept. of Clinical Laboratory Sciences

cc: Dr. Eric Friedman, Vice President of Academic Affairs, 70 Sip Ave. Jersey City, 07306  
Ms. Bianca Thompson Owen, Assistant Dean of Enrollment Management Rutgers SHRP  
Dr. Riva Touger-Decker, Chair, Nutritional Sciences, Rutgers SHRP  
Dr. Barbara Gladson, Associate Dean for Academic Affairs, Rutgers SHRP

**CLINICAL EDUCATION AGREEMENT****BY AND BETWEEN****HUDSON COUNTY COMMUNITY COLLEGE  
NURSING PROGRAM****AND****JOSEPH H. BRENSINGER SCHOOL-PS 17 NJ**

This CLINICAL EDUCATION AGREEMENT (the “**Agreement**”) is made and entered into to be effective as of the 22<sup>nd</sup> day of January, 2020, between HUDSON COUNTY COMMUNITY COLLEGE (“HCCC”), and JOSEPH H. BRENSINGER SCHOOL-PS 17 NJ, (“**Joseph H. Brensinger School-PS 17**”).

**Background**

A. Joseph H. Brensinger School-PS 17, a New Jersey Public School, is committed to participating in the education of persons seeking to enter the nursing profession;

B. Hudson County Community College has a curriculum leading to an Associate in Science Nursing (the “**Curriculum**”);

C. Clinical education and experience is a required and integral component of the Curriculum;

D. HCCC desires the assistance of Joseph H. Brensinger School-PS 17 in developing and implementing the clinical education phase of the Curriculum, which shall include clinical education and practical experience as required by the Curriculum;

E. Joseph H. Brensinger School-PS 17 recognizes its professional responsibility to provide clinical education experiences for students engaged in the Curriculum; and

F. Joseph H. Brensinger School-PS 17 wishes to assist HCCC in developing and implementing the clinical education experience for students engaged in the Curriculum.

G. HCCC and Joseph H. Brensinger School-PS 17 acknowledge that HCCC’s students will not perform any hands-on care or services to students or staff of Joseph H. Brensinger School-PS 17, with the exception of Blood pressure screenings and Heights and weights, but will participate in structured observation experiences.

NOW, THEREFORE, in consideration of the mutual agreements set forth herein, HCCC and Joseph H. Brensinger School-PS 17 agree as follows:

1. Mutual Responsibilities of HCCC and Joseph H. Brensinger School-PS 17

- 1.1 HCCC and Joseph H. Brensinger School-PS 17 will establish objectives for clinical education and devise methods for implementing these objectives and evaluating their effectiveness.
- 1.2 HCCC and Joseph H. Brensinger School-PS 17 will determine the number of students to be assigned to Joseph H. Brensinger School-PS 17 and required to achieve the established educational objectives.
- 1.3 In accordance with applicable law, HCCC and Joseph H. Brensinger School-PS 17 will not discriminate against any School student because of age, race, color, religion, sex, handicap status, veteran status, sexual orientation or national origin.
- 1.4 Each party shall indemnify the other for liabilities and/or damages resulting from their respective acts or omissions in the performance of this Agreement.

2. Responsibilities of HCCC

- 2.1 HCCC will assume responsibility for developing and implementing the educational Curriculum at Joseph H. Brensinger School-PS 17.
- 2.2 HCCC will refer to Joseph H. Brensinger School-PS 17 only those students who are enrolled in the Curriculum and who have satisfactorily completed the academic prerequisites for clinical education experience.
- 2.3 HCCC will designate a person or persons to direct the clinical education Program at Joseph H. Brensinger School-PS 17 and to act as liaison for HCCC, Joseph H. Brensinger School-PS 17, and the students.
- 2.4 HCCC will be responsible for the determination of a student's final grade for clinical education experiences.
- 2.5 HCCC will notify Joseph H. Brensinger School-PS 17 of its planned schedule of student assignments, including the dates of clinical experiences, the names of the students, and the level of academic and pre-clinical preparation of each student.
- 2.6 HCCC will provide Joseph H. Brensinger School-PS 17 with educational objectives and evaluation forms for each clinical education assignment.
- 2.7 HCCC will maintain communication with Joseph H. Brensinger School-PS 17 on matters pertinent to clinical education. Such communication may include, but not be limited to, on-site visits to Joseph H. Brensinger School-PS 17, workshops, meetings, and the provision of educational materials relevant to the clinical education of the students assigned to Joseph Brensinger School-PS 17.

- 2.8 HCCC will advise students assigned to Joseph H. Brensinger School-PS 17 of their responsibility for complying with: (i) all applicable federal, state and commonwealth laws, regulations, and rules; and (iii) the administrative policies of Joseph H. Brensinger School-PS 17 and the Bylaws, Rules and Regulations of Joseph H. Brensinger School-PS 17's healthcare staff, as such administrative policies of Joseph H. Brensinger School-PS 17 and the Bylaws, Rules and Regulations of Joseph H. Brensinger School-PS 17's healthcare staff as may be reasonably amended from time to time.
- 2.9 HCCC shall require that Students provide their own professional liability insurance, on an occurrence basis, in the amounts of two million dollars (\$2,000,000) per occurrence and four million dollars (\$4,000,000) in the aggregate.
- 2.10 HCCC reserves the right to terminate a clinical education assignment, upon thirty (30) days' written notice to Joseph H. Brensinger School-PS 17, if HCCC determines that conditions at Joseph H. Brensinger School-PS 17 are detrimental to student learning or for any reason in the sole discretion of HCCC.
- 2.11 HCCC will enforce a request from Joseph H. Brensinger School-PS 17 to immediately withdraw from the clinical educational experience any student whom Joseph H. Brensinger School-PS 17, in its sole reasonable discretion, requests be withdrawn for any reason including, without limitation, any student whose performance is detrimental to students, or a Joseph H. Brensinger School-PS 17 employee's well-being or to the achievement of the stated objectives of the clinical education assignment.
- 2.12 HCCC will attest to the fact that each student assigned to Joseph H. Brensinger School-PS 17 has been informed of Joseph H. Brensinger School-PS 17's policy regarding fire safety and blood-borne pathogen training, other infection control training/exposure management, abuse and neglect reporting requirements, HIPAA privacy regulations, and Joseph H. Brensinger School-PS 17's Standards of Conduct/Ethical behavior policies which apply to all staff and volunteers that interact students as representatives of Joseph H. Brensinger School-PS 17.
- 2.13 HCCC agrees that it shall inform students and any faculty members placed at Joseph H. Brensinger School-PS 17 of the requirement to furnish proof of immunity against communicable diseases, including Rubella, Rubeola and Varicella Zoster. Each student and faculty shall be informed of the requirement to have passed a full examination of a scope and within time periods acceptable to Joseph H. Brensinger School-PS 17, and each student and faculty at the time of said physical shall have had a current TB skin test performed with Purified Protein Derivative, however, if the person has not been TB tested within the previous 12 months, then the 2 step TB test must be used. Faculty and students with potential for blood and body fluid exposure will be required to furnish evidence of HBV vaccination or evidence they have been offered the HBV vaccination by their educational institution and have declined. HCCC also agrees that student and faculty members placed at Joseph H.

Brensinger School-PS 17 have no disability which even after being accommodated, at the sole expense of the School, would prevent them from fulfilling their essential duties during the clinical placement.

- 2.15 HCCC will be solely responsible for evaluation of each student's educational experience. Joseph H. Brensinger School-PS 17 will provide any observations its clinical care team has made during visits to cooperate with the process whenever possible. The Program will provide its written evaluations of the students' educational experience to Joseph H. Brensinger School-PS 17, and request that each student complete a written evaluation of his/her experience on forms approved by both HCCC and Joseph H. Brensinger School-PS 17. These evaluations will be shared with Joseph H. Brensinger School-PS 17 in a timely fashion at the conclusion of the clinical education assignment. Joseph H. Brensinger School-PS 17 will consider such evaluations in its overall response to School and will complete a general evaluation of the program and provide it to the School as soon as it is reasonably possible at the end of each educational rotation.

### 3. Responsibilities of Joseph H. Brensinger School-PS 17

- 3.1 Joseph H. Brensinger School-PS 17 will have ultimate responsibility for students care at Joseph H. Brensinger School-PS 17 and will comply with the laws and regulations governing the practice of Nursing.
- 3.2 Joseph H. Brensinger School-PS 17 will provide qualified staff, physical facilities, clinical equipment and materials in accordance with clinical education objectives as agreed upon by Joseph H. Brensinger School-PS 17 and HCCC.
- 3.3 Joseph H. Brensinger School-PS 17 will provide each assigned student with a planned, supervised clinical experience.
- 3.4 Joseph H. Brensinger School-PS 17 will provide each assigned student with an orientation to Joseph H. Brensinger School-PS 17, including a copy of pertinent rules and regulations of Joseph H. Brensinger School-PS 17.
- 3.5 Joseph H. Brensinger School-PS 17 will designate one (1) person to serve as coordinator of clinical education for Joseph H. Brensinger School-PS 17 and to act as liaison with HCCC.
- 3.6 Joseph H. Brensinger School-PS 17 will advise HCCC at the earliest reasonable time of any changes in its operation, policies, or personnel which may affect clinical education.
- 3.7 Joseph H. Brensinger School-PS 17 will advise HCCC at the earliest reasonable time of any serious deficiency noted in an assigned student's performance. It will then be the mutual responsibilities of the student, Joseph H. Brensinger School-PS



17 and HCCC to devise a plan by which the student may be assisted towards achieving the stated objectives of the clinical education Program.

- 3.8 Joseph H. Brensinger School-PS 17 will provide HCCC with information regarding the availability of first aid and emergency care for students while on clinical education assignment on the property of Joseph H. Brensinger School-PS 17. If Joseph H. Brensinger School-PS 17 provides first aid and/or emergency care to an assigned student, Joseph H. Brensinger School-PS 17 may charge HCCC reasonable fees for such services.
- 3.9 Joseph H. Brensinger School-PS 17 certifies that its ability to provide services in any state, commonwealth or other jurisdiction has never been revoked, limited, suspended or otherwise restricted in any manner. Joseph H. Brensinger School-PS 17 further certifies that it, and its employees, independent contractors or other agents, who will participate in the activities outlined in this Agreement are not currently and have never been suspended from participation in or subject to any type of criminal or civil sanction, fine, civil money penalty, debarment or other penalty by any private or public health insurance program, including Medicare, Medicaid, Tricare or any other federal or state health insurance program.
4. Responsibilities of the Student. HCCC agrees to communicate to each student assigned to Joseph H. Brensinger School-PS 17 the requirements of this Section 4.
  - 4.1 The student is required to comply with all applicable policies, procedures and rules of Joseph H. Brensinger School-PS 17 and HCCC, and all applicable federal, state and local laws, rules and regulations.
  - 4.2 The student is required to maintain health insurance or be responsible for medical expenses incurred during a clinical education assignment. Notwithstanding anything to the contrary, Joseph H. Brensinger School-PS 17 will send the student to an Emergency Room, students and/or faculty members who become ill or injured during the clinical experience. The students and/or faculty so treated shall be responsible for any and all charges incurred for same.
  - 4.3 The student is responsible for demonstrating professional behavior appropriate to the environment of Joseph H. Brensinger School-PS 17, including protecting the confidentiality of student's information and maintaining high standards of students care.
  - 4.4 The student is required to provide proof of testing for tuberculosis within twelve (12) months of initiating a clinical assignment at Joseph H. Brensinger School-PS 17 and furnish evidence of good health if requested by Joseph H. Brensinger School-PS 17, consistent with applicable law.
  - 4.5 The student is required to obtain prior written approval of Joseph H. Brensinger School-PS 17 before publishing any material relating to the clinical education

experience, with the exception of student papers that will be shared only within the classroom. The student will not post any information on social media. For papers or any written communication that will be published outside of the classroom, the student must obtain prior written approval of Joseph H. Brensinger School-PS 17 before publishing such material; provided, however, the student may publish a student paper without obtaining Joseph H. Brensinger School-PS 17's approval if: (a) the identity of Joseph H. Brensinger School-PS 17 or Joseph H. Brensinger School-PS 17 is removed from such student paper; and (b) any attribute that would identify Joseph H. Brensinger School-PS 17 or Joseph H. Brensinger School-PS 17 by association including, but not limited to, physical location and identification of key officers and other personnel associated with Joseph H. Brensinger School-PS 17 or Joseph H. Brensinger School-PS 17, have been removed from the paper prior to its publication.

- 4.6 The student shall not provide any services to any students of Joseph H. Brensinger School-PS 17 regardless of students' race, color, national origin, religion, gender, sexual orientation, age or disability (including AIDS and related conditions).

5. Consideration.

5.1 The parties will cooperate in administering the obligations described herein in a way to increase the benefits realized by both of them, so that HCCC can offer its students clinical education of high quality and Joseph H. Brensinger School-PS 17 can have access to health care advances, can further the development of health care professions, and can recruit students for future employment.

7. Term. This Agreement shall become effective on January 22, 2020 (the "**Effective Date**") and shall remain in effect for two (2) year unless otherwise sooner terminated as hereinafter provided. Either party may terminate this Agreement at any time upon at least thirty (30) days' prior written notice, provided that any student(s) currently assigned to Joseph H. Brensinger School-PS 17 at the time of notice of termination shall be given the opportunity to complete his/her or their clinical education assignment at Joseph H. Brensinger School-PS 17, such completion not to exceed three (3) months.

8. Notice. Any written communication or notice pursuant to this Agreement shall be made to the following representatives of the respective parties at the following addresses:

For COLLEGE:

By: \_\_\_\_\_

Name: Christopher M. Reber

Title: President, Hudson County Community College

For Joseph H. Brensinger School-PS 17:

Mr. Franklin Walker

Associate Superintendent of School

346 Claremont Ave

Jersey City, New Jersey 07305

9. Confidentiality Obligations.

9.1 Obligations of Program.

9.1.1 HCCC agrees to keep confidential and not to use or to disclose to others, during the term of this Agreement or any time thereafter, except as expressly consented to by Joseph H. Brensinger School-PS 17, as required by this Agreement, or as required by law, Joseph H. Brensinger School-PS 17's Information (as defined herein) or any other matter or thing learned or acquired by HCCC through its association with Joseph H. Brensinger School-PS 17 that is not otherwise available to the public. In the event of a disclosure required by law, HCCC shall endeavor to provide Joseph H. Brensinger School-PS 17 with at least two (2) business days' written notice prior to any such disclosure. "**Joseph H. Brensinger School-PS 17's Information**" shall mean all information of Joseph H. Brensinger School-PS 17, whether written, electronic or oral, that contains protected health information (as defined by applicable federal or state law or regulations), secrets or confidential technology, proprietary information, students or customer lists, trade secrets or other confidential information of Joseph H. Brensinger School-PS 17, but will not apply to such information which was known by HCCC prior to receipt from Joseph H. Brensinger School-PS 17, was or became a matter of public information, is acquired from a third party entitled to disclose the information to Program, or is required to be disclosed by law.

9.2 Obligations of Joseph H. Brensinger School-PS 17. Joseph H. Brensinger School-PS 17 agrees to keep confidential and not to use or to disclose to others, during the term of this Agreement or any time thereafter, except as expressly consented to by HCCC or as required by law, any trade secrets, confidential technology, proprietary information or any other matter or thing learned or acquired by Joseph H. Brensinger School-PS 17 through its association with Program that is not otherwise available to the public ("HCCC's **Information**"). Joseph H. Brensinger School-PS 17 shall ensure that any student, employee, subcontractor or agent to whom Joseph H. Brensinger School-PS 17 may disclose any confidential information of HCCC is bound by the confidentiality terms and conditions of this Agreement. Joseph H. Brensinger School-PS 17 further agrees that, upon termination of this Agreement for any reason, Joseph H. Brensinger School-PS 17 will neither take nor retain, without prior written authorization from HCCC and except to the extent such information has been incorporated into records of Joseph H. Brensinger School-PS 17 as required by law or standard business practices, any papers, fee schedules, files or other documents, or copies thereof, or other confidential information of any kind belonging to HCCC. In the event of a disclosure required by law, Joseph H. Brensinger School-PS 17 will provide HCCC with at least two (2) business days' written notice prior to any such disclosure. Joseph H. Brensinger School-PS 17 shall notify HCCC within two (2) business days in writing of any use or disclosure of HCCC's Information outside the purposes of this Agreement of which Joseph H. Brensinger School-PS 17 becomes aware.

### 9.3 Breach of Confidentiality.

9.3.1 Right to Terminate. Either party shall be entitled to terminate this Agreement upon seven (7) days' written notice after learning that the other party has breached the provisions of this Section 9.

9.3.2 Injunctive Relief. The parties acknowledge that the provisions of this Section 9 are of particular importance for the protection and promotion of the party's existing and future interests, and that in the event of any breach of this Section 9, a claim for monetary damages may not constitute an adequate remedy. The parties therefore agree that in the event of a breach or threatened breach of this Section 9, either party may apply to any court of competent jurisdiction for injunctive or other relief.

9.4 Survival. The provisions of this Section 9 shall survive the termination or expiration of this Agreement.

10. Entire Understanding. This Agreement contains the entire understanding of the parties as to the matters contained herein and supersedes any prior oral or written discussions, agreements, or negotiations, and it shall not be altered, amended or modified except by a writing executed by the duly authorized officials of both Program and Joseph H. Brensinger School-PS 17.
12. Severability. If any provision of this Agreement is held to be invalid or unenforceable for any reason, this Agreement shall remain in full force and effect in accordance with its terms, disregarding such unenforceable or invalid provision.
13. Captions. The caption headings contained herein are used solely for convenience and shall not be deemed to limit or define the provisions of this Agreement.
14. No Waiver. Any failure of a party to enforce that party's rights under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any of the provisions contained herein.
15. Governing Law/Dispute Resolution. This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey. Any and all claims between the parties shall be subject to the exclusive jurisdiction of the Superior Court of New Jersey venued in Hudson County, New Jersey.
16. Assignment. No assignment of this Agreement or the rights and obligations hereunder shall be valid without the specific written consent of the other party hereto. Any attempted assignment or delegation in violation of this provision shall be void and have no binding effect.
17. Binding Effect. This Agreement shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and permitted assigns.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed.

**JOSEPH H. BRENSINGER SCHOOL-PS 17 NJ, LLC**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**HUDSON COUNTY COMMUNITY COLLEGE NURSING PROGRAM**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 14, 2020**

**X. NEW BUSINESS**

**None**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 14, 2020**

**XI. ADJOURNMENT**

**THAT**, the meeting be adjourned at 5:34 P.M.

**INTRODUCED BY:** Karen Fahrenholz

**SECONDED BY:** Joseph Doria

**DATE:** April 14, 2020

Doria, Joseph	<u>AYE</u>
Fahrenholz, Karen	<u>AYE</u>
Galvin, Adamarys	<u>AYE</u>
Gardner, Pamela	<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>ABSENT</u>
Netchert, William, Chair	<u>AYE</u>

9 Aye 0 Nay  
\*\*\***RESOLUTION ADOPTED**\*\*\*

*Jennifer Oakley*

Signature of Recorder

April 14, 2020

Date