

HUDSON COUNTY COMMUNITY COLLEGE
Culinary Conference Center
161 Newkirk Avenue
Jersey City, NJ 07306
5:00 P.M.

Regular Meeting--Board of Trustees
May 8, 2012

AGENDA

I. CALL TO ORDER - FLAG SALUTE Mr. Netchert

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

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

III. COMMENTS FROM THE PUBLIC Mr. Netchert

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

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

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

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

VIII. PERSONNEL RECOMMENDATIONS Dr. Gabert

IX. ACADEMIC AND STUDENTS AFFAIRS Dr. Gabert

X. NEW BUSINESS Mr. Netchert

XI. ADJOURNMENT Mr. Netchert

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 8, 2012**

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

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

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

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 8, 2012**

III. COMMENTS FROM THE PUBLIC

Michael Ferlise, President, Faculty Senate spoke about the recent request he made for greater faculty recognition on the College portal. He thanked President Gabert and Academic Vice President Eric Friedman for the encouraging signs to rectify this. He added that the Faculty Senate's objective is for 1) official recognition; 2) a meaningful role and inclusion; and 3) democratic reform - faculty elections.

Dr. Lloyd Kahn, Professor of Life Science and President of the Professional Association (faculty) congratulated Chris Wahl on his appointment to Dean of Arts and Sciences. He also expressed the desire of the faculty for team effort regarding negotiations.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 8, 2012**

IV. CLOSED SESSION

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 8, 2012**

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

President Gabert reported on the following items.

Details about the Commencement program scheduled for Wednesday, May 23rd at NJPAC, Newark, NJ. He added that, out of the approximately 1,000 graduates, 600 are anticipated to attend the ceremony.

The County voted to allocate \$8M unmatched funds for the new Library/Academic building. This will allow for the construction to continue on schedule.

Trustee Bakari Lee announced that the NJCCC is having its annual meeting, June 18th at the Trenton Marriott.

Trustee James Fife thanked President Gabert, Vice President Frank Mercado and Vice President John Sommer for working with the Freeholders' Board to bring the Project Labor Agreement issue to closure.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 8, 2012**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETINGS

The Minutes of the Regular Meeting of April 10, 2012 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 April 10, 2012.

2. GIFTS, GRANTS, AND CONTRACTS REPORT - None

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

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: James Fife

DATE: May 8, 2012

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

8 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

5-8-12
Date

**ATTACHMENT A
ITEM VI**

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

**REGULAR MEETING --- BOARD OF TRUSTEES
April 10, 2012**

MINUTES

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

II. ROLL CALL AND RECOGNITION OF VISITORS

PRESENT: Karen Fahrenholz, James Fife, Glen Gabert, (ex officio), Joanne Kosakowski, Bakari Lee, William Netchert, Adrienne Sires, Katia Stack and Alfred Zampella.

ABSENT: Joseph Cundari, Trustee Emeritus, (ex officio) and Roberta Kenny

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

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

HCCC staff and visitors present were: Dorothy Anderson, John Delooper, Eric Friedman, Dorothea Graham King, Al Green, Lloyd Kahn, Chanida Katkanant, Pam Littles, Sylvia Mendoza, Frank Mercado, Randi Miller, Ana Moran, Patricia Murphy, Paula Pando, Ismael Randazzo, Ellen Renaud, Cathy Seidman, Maureen Sheridan, John Sommer, Russel Taboso, Romilda Vacarella, Chris Wahl, and Mei Xie.

III. COMMENTS FROM THE PUBLIC

Dr. Lloyd Kahn, Professor of Life Science and President of the Professional Association (faculty) congratulated Professor Raffaella Pernice on her promotion to full Professor. Trustee Bakari Lee expressed the concurrence of the Board in Dr. Kahn's congratulations of Professor Pernice. Dr. Kahn then went on to express the desire of the faculty to continue with negotiations despite the fact that the union has filed a notice impasse.

Pamela Norris Littles, Associate Dean, Financial Aid and President of the Academic Administrative Association, noted that the County Board of School Estimate met and approved the county appropriation for the College earlier in the day and expressed the hope that coming to closure on the FY2013 operating budget would make it easier to move forward with negotiations.

Dr. Eric Friedman, Academic Vice President, noted that the trustees were about to approve an Occupational Therapy Assistant Program and also a Baking and Pastry Option with the AAS Culinary Arts Program. He explained that these recommendations reflected considerable work on the part of faculty and administrators within those divisions, and he thanked them for their contributions.

Cathy Siedman, Assistant Professor Humanities, expressed her disapproval of the way the College Administration had handled communications following a violent incident adjacent to Pathside during the spring break. She also criticized the accommodations made during construction in 83-87Sip. Both instances, in her opinion, reflect a lack of caring for students and faculty.

SUSPEND THE ORDER OF THE AGENDA

Introduced by: Bakari Lee

Seconded by: James Fife

8 Ayes.....0 Nays

Resolution Adopted

IV. CLOSED SESSION

*The Board then went into **closed session** to discuss legal and personnel matters. The board went back into public session at 6:45, and no actions were taken.*

Introduced by: Bakari Lee

Seconded by: James Fife

8 Ayes.....0 Nays

Resolution Adopted

RETURN TO OPEN SESSION -6:45 P.M.

Introduced by: Bakari Lee

Seconded by: Katia Stack

8 Ayes.....0 Nays

Resolution Adopted

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

Dr. Gabert reported that the College will be awarded the New Jersey Business Association 2012 Good Neighbor Award for the North Hudson Center Project.

The President invited trustees to the Annual Student Phi Theta Kappa Day in Trenton on May 3rd, and he reminded the trustees that graduation will be on May 23rd.

Dr. Paula Pando, Vice President for Student Affairs and the North Hudson Center, and Christopher Wahl, Associate Dean ESL/Bilingual & Developmental Education reported on some of the things being done in the Student Services and Academic Foundations to promote student success.

The President and trustees then discussed the initiatives that were being taken to "go green" so that the Board could conduct much of its business on a paperless basis. Russel Taboso, Telecommunications Service Manager, answered technical questions from the trustees.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. Minutes of the Regular Meeting of March 13, 2012.

2. Gifts, Grants and Contract Reports

The College has made the following grant & contract proposals:

*TITLE: Picking Up the Pace: Ensuring Hispanic Degree Completion
AGENCY: United States Department of Education-Office of Postsecondary Education (Title V)
PURPOSE OF GRANT: The HCCC Grants Office has submitted an application on March 15th to address the pace by which students complete their degree programs, while increasing the fall-to-fall retention rate
COLLEGE ADMINISTRATOR: Ryan Martin
AMOUNT: \$3,381,598
COLLEGE CONTRIBUTION: 0
DATES OF GRANT: 10/1/12 – 9/30/17*

*TITLE: Carl D. Perkins Career and Technical Education Act
AGENCY: New Jersey Department of Education
PURPOSE OF GRANT: The HCCC Grants Office has submitted a budget amendment as required in the Perkins Guidelines to ensure compliance. The total amount of the award has not changed.
COLLEGE ADMINISTRATOR: Ryan Martin
AMOUNT: \$770,668
COLLEGE CONTRIBUTION: 0
DATES OF GRANT: 7/1/11 – 6/30/12*

Introduced by: James Fife

Seconded by: Adrienne Sires

#1	<u>7</u>	Ayes...	<u>1</u>	Abstention...	<u>0</u>	Nay	
#2	<u>8</u>	Ayes.....			<u>0</u>	Nay	Resolution Adopted

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Non-Mandatory Accounting Transfer of Funds to the Unexpended Plant Fund FY 2012
2. Award of Five (5) Additional Multi-media Podium Presentation Systems for FY 12
3. Award of HCCC Cisco Voice System.

Introduced by: Katia Stack

Seconded by: Bakari Lee

8 Ayes.....0 Nays

Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATION

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Ruben Melendez	Director, EOF	04/19/2012

2. APPOINTMENT OF STAFF

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Elizabeth Nesius	Director of Academic Foundations	04/11/2012	\$55,000 (pro-rated)
Ana Chapman	Executive Director, Center for Business & Industry	04/11/2012	\$70,000 (pro-rated)

3. FACULTY PROMOTION

Effective Academic Year 2012-2013
From Associate Professor to Professor

<u>Name</u>	<u>Discipline</u>	<u>Increase added to base salary</u> (per contract)
Raffaella Pernice	Life Sciences	\$3,500.00

**4. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME
HIRES: APRIL 11 – JUNE 30, 2012**

Last Name	First Name	Department	Title
Contes	Desiree	HST	Office Assistant
Tejada	Joel	HST	Lab Assistant
Bellody	Kate	Library	Library Clerical Assistant
Filian	Lourdes	Library	Library Clerical Assistant
Wilkes	Veronica	Library	Library Clerical Assistant
Elefante	Dom	Non Credit Programs	Instructor

Introduced by: James Fife
Seconded by: Karen Fahrenholz
8 Ayes.....0 Nays Resolution Adopted

IX. ACADEMIC AND STUDENT AFFAIRS –

1. New Degree Associate in Science in partnership with UMDNJ
School of Health Related Professions – Occupational Therapy
Assistant (OTA)

Introduced by: Katia Stack
Seconded by: Joanne Kosakowski
8 Ayes.....0 Nays Resolution Adopted

2. New Degree Option: Associate in Applied Science – Culinary Arts,
Baking and Pastry Option

Introduced by: Katia Stack
Seconded by: Joanne Kosakowski
8 Ayes.....0 Nays Resolution Adopted

X. NEW BUSINESS

1. Award of Custodial Cleaning Services

Introduced by: Katia Stack
Seconded by: Karen Fahrenholz
8 Ayes.....0 Nays Resolution Adopted

XI. ADJOURNMENT 6:50 P.M.

Introduced by: Bakari Lee
Seconded by: James Fife
8 Ayes.....0 Nays Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 8, 2012**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Purchase of 10 Vascular System Models

REPORT/BACKGROUND:

The Hudson County Community College Health, Science, and Technology Division and Grants Department have identified a need to purchase 10 vascular system models for the science and life science labs at \$4,015.00 per unit for a grand total of \$40,150.00. To best serve HCCC students through the acquisition of instructional equipment, the HCCC Grants Office is proposing to purchase these units with Perkins Grant funding. The Perkins fiscal '12 spending plan has received final approved status from the N.J. Department of Education with this request included in the current budget.

A quote has been solicited from Ward's Natural Science of Rochester, New York, for a cost not to exceed \$40,150.00. Ward's Natural Science is a sole source vendor for the purchase of vascular system models.

RECOMMENDATION

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the purchase of 10 vascular system models from Ward's Natural Science of Rochester, New York, at a total cost of \$40,150.00. This contract is grant funded.

2. Resolution Authorizing the Award of a Paper Supply Vendor for the Copy Center / Mailroom

WHEREAS, the College has a need to purchase various styles and sizes of paper for the Copy Center/Mailroom during the year; and

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

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

WHEREAS, the anticipated term is fiscal year 2012; and

WHEREAS, Paper Mart Inc. of East Hanover, New Jersey is the proposed vendor to provide these paper products, at a cost not to exceed \$30,000.00; and

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

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

NOW, THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Paper Mart Inc. as a pay-to-play certified vendor as described herein; and

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

3. Award of Media Services for Billboard Advertisement for FY 12-13

WHEREAS, as part of the plan to increase visibility and create a media image, it is proposed that the College continue an outdoor billboard campaign for twelve (12) months. Signs will be placed on billboards throughout Hudson County at two (2) locations in Jersey City and one (1) bilingual in North Hudson; and

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

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

WHEREAS, the anticipated term is fiscal year 2013; and

WHEREAS, CBS Outdoor Inc. of Fairfield, New Jersey has submitted a quote indicating that they will provide the billboard media advertising for the sum of \$123,000.00; note: This is a sole source vendor and the design for the campaign will be provided by the College's Communication Department; and

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

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

NOW, THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to enter into a contract with CBS Outdoor Inc. of Fairfield, New Jersey, as described herein; and

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

4. Purchase of a Blast Chiller for Culinary Arts Institute

REPORT/BACKGROUND:

The Hudson County Community College Culinary Arts Institute and Grants Department have identified a need for the installation of a Blast Chiller at 161 Newkirk Street. To best serve HCCC students through the acquisition of instructional equipment, the HCCC Grants Office is proposing to purchase this unit with Perkins Grant funding. The Perkins fiscal '12 spending plan has received final approved status from the NJDOE with this request included in the current budget.

Three (3) quotes have been solicited from M. Tucker, a division of Singer NY (\$25,016.19), LLC of Paterson, NJ; Wasserstrom (\$22,500.00, NO FREIGHT INCLUDED IN COST) Corporation of Columbus, OH; and Kitchen Restaurant Supply (\$22,397.00) of Mobile, AL.

The Vice President for Academic Affairs and the Grants Officer recommends this purchase from Kitchen Restaurant Supply of Mobile, Alabama.

RECOMMENDATION

The President, the Administration, the Finance Committee recommend that the Board of Trustees approve the purchase of 1 Blast Chiller for the Culinary Arts Institute, from Kitchen Restaurant Supply of Mobile, Alabama, at a total cost of \$22,397.00. This contract is grant funded.

5. Award of Consultant Services for Development of Environmental Studies Associate Degree Program

REPORT/BACKGROUND:

The College has a need to use a consultant for the development of an Environmental Studies Associate Degree Program. The consultant will develop the curriculum and all relevant documents as required for the development of the program.

It is proposed that Ashwani Vasishth of Cedar Grove, New Jersey be engaged to provide the services to the College at a cost not to exceed \$7,500.00.

RECOMMENDATION:

The President, the Administration, and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve Ashwani Vasishth of Cedar Grove, New Jersey, to perform consultant services, at a cost not to exceed \$7,500.00 to be funded from the operating budget.

6. Award of Consultant Services for Development of Promotional Materials for LEAP Program

REPORT/BACKGROUND:

The College has a need to use a consultant for the development of promotional materials as it relates to the LEAP Program brochure and related informational supplements.

It is proposed that Jaclyn Lenez of Kearny, New Jersey be engaged to provide the services to the College at a cost not to exceed \$2,500.00.

RECOMMENDATION:

The President, the Administration, and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve Jaclyn Lenez of Kearny, New Jersey, to perform consultant services, at a cost not to exceed \$2,500.00 to be funded from the operating budget.

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendation of the President, the Administration, the Finance Committee as outlined above in
Item **VII. Fiscal, Administrative, Lease and Capital Recommendations 1 – 6:** 1) Purchase of 10 Vascular System Models; 2) Resolution Authorizing the Award of a Paper Supply Vendor for the Copy Center/Mailroom 3) Award of Media Services for Billboard Advertisement for FY 12-13; 4) Purchase of a Blast Chiller for Culinary Arts Institute; 5) Award of Consultant Services for Development of Environmental Studies Associate Degree Program; 6) Award of Consultant Services for Development of Promotional Materials for LEAP Program.

INTRODUCED BY: Bakari Lee

SECONDED BY: Alfred Zampella

DATE: May 8, 2012

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

8 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

5-8-12
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 8, 2012**

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATIONS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Arnold Munoz	Lab Technician	8/31/2012
Anjali Thanawala	Coordinator, Non-Credit Programs	5/23/2012

RECOMMENDATION:

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

2. APPOINTMENT OF STAFF

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Jacqueline Castillo	Enrollment Support Assistant	05/09/2012	\$24,000 (pro-rated)

Note: This is a replacement for Lillian Belle Franklin.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Jennifer Feliz	Human Resources Assistant	05/09/2012	\$25,000 (pro-rated)

Note: This is a replacement for Arjelia Garcia.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Christopher Wahl	Dean of Arts and Sciences	05/09/2012	\$95,000 (pro-rated)

Note: This is an approved position.

RECOMMENDATION:

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

**3. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: MAY 08
– JUNE 30, 2012**

Last Name	First Name	Department	Title
Alcid	Leah	Advisement & Counseling	PT Advisor
Barte	Dinah	Advisement & Counseling	Office Assistant
Caamano	Anita	Advisement & Counseling	PT Advisor
DaSilva	Jacqueline	Disability Support Services	Notetaker/Reader
Gonzalez	Daniel	Disability Support Services	Notetaker/Reader
Pacis-Lizares	Mary Anne	ESL/Bilingual	Student Assistant

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New Part-time Assignments listed above as Personnel Recommendation Item No. 3.

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration and the Personnel Committee as outlined above in **Item VIII. Personnel Recommendations 1-3:** (1) Resignations, (2) Appointment of Staff, (3) Appointment of Additional New Part-Time Hires.

INTRODUCED BY: James Fife

SECONDED BY: Joanne Kosakowski

DATE: May 8, 2012

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

8 Ayes..... 0 Nay

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

Jennifer Nakley 5-8-12
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 8, 2012**

IX. ACADEMIC AND STUDENT AFFAIRS

1. New Degree Option: Associate in Arts – Liberal Arts, Theatre Arts Option

REPORT/BACKGROUND

The A.A.Liberal Arts – Theatre Arts Option is designed for students who wish to transfer to a bachelor's degree or higher in the field of Theatre Arts. In addition to the foundation in liberal arts education, the curriculum provides foundation in theatre, acting, directing and playwriting (Attachment I – Program Announcement). Field trips to local/NYC theaters will be integrated into the degree program.

Hudson County Community College is one of only four New Jersey Community Colleges that does not have an established degree program or degree option in Theatre, Performing, or the Dramatic Arts. The rise in enrollment at HCCC and the continued success of the theatre arts courses being offered by the college justify the introduction of this new degree option. Students of the college also have easy access to New York City's Broadway, Off-Broadway, and off-off Broadway theatre communities, probably the most vital arts district of its kind in the world.

<u>Course</u>	<u>Term</u>	<u>Enrollment</u>
Theatre 101: Intro to Acting	Fall 2011	30
	Spring 2011	48
	Fall 2010	44
Theatre 102: Intro to Theatre	Fall 2011	35
	Spring 2011	41
	Fall 2010	37

This degree option comprises 46-48 credits in General Education and 15 credits in major requirement, for which 3 new courses will be developed. The new program will attract more students and/or give more options to our existing Liberal Arts students. An initial enrollment of 15 or more students is anticipated.

RECOMMENDATION:

The President and Administration recommend that the Board of Trustees approve the implementation of this new Theatre Arts Option to the existing AA Liberal Arts, effective Academic Year 2012-2013.

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the implementation of this new Theatre Arts Option to the existing AA Liberal Arts, effective Academic Year 2012-2013.

INTRODUCED BY: Roberta Kenny

SECONDED BY: Adrienne Sires

DATE: May 8, 2012

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

8 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

5-8-12
Date



PROGRAM ANNOUNCEMENT COVER PAGE

1. Name of Institution

Hudson County Community College

Date: 4/10/2012

2. Title of Program and Degree Designation:

Associate of Arts in Liberal Arts – Theatre Arts Option

3. Degree Abbreviation:

AA

4. CEC Classification/CIP Code:

CIP Code: 240101

5. Campus(es) Where Program Will be Offered:

Journal Square Campus

25 Journal Square

Jersey City, NJ 07306

6. Date When Program Will Begin:

Fall 2012

7. Institutions with Which Articulation Agreements Will be Arranged:

Rowan University, New Jersey City University, Rutgers University, Kean University, Montclair State University, William Paterson University, Ramapo College

8. Licensure Required for Graduate Employment:

☐ Yes ☒ No

9. Accreditation Required or Desired:

☐ Yes ☒ No

Program Announcement Narrative

I. Objectives

page(s): 2

II. Need

page(s): 3

A. Justification

B. Relationship to Institutional Mission

C. Similar Programs

III. Student Enrollments

page(s): 4

IV. Program Resources

page(s): 4



Hudson County Community College
(Associate of Arts in Liberal Arts – Theatre Option)

Program Announcement Narrative

I. Objectives

A. Program Description

The A.A. program in Liberal Arts – Theatre Arts Option is designed for students who wish to complete a bachelor's degree or higher in the field of Theatre Arts. By offering a broad-based liberal arts curriculum with core theatre requirements, the option is ideal for students interested in all aspects of Theatre.

B. Program Objectives

The proposed Theatre Arts Option to the Associate of Arts degree program in Liberal Arts is created to prepare students for further study in the field of entertainment arts. The curriculum intentionally emphasizes a comprehensive base in liberal arts education; the foundation from which the playwright, actor and director derives most if not all of their essential philosophies. Students completing the A.A. Theatre Arts Option will have fulfilled the necessary requirements to transfer to a Bachelor's degree program at a four-year public university in New Jersey.

C. Student Outcomes

In addition to acquiring fundamental critical thinking, problem solving, and effective communication skills, and a background of general knowledge appropriate to a student entering the junior year of college as outlined in HCCC's policy on general education, upon successful completion of this degree option, students will be able to:

- 1 Analyze how the choices made by playwrights, actors, directors, and designers help to express a play's meaning.
2. Demonstrate an understanding of the basic tools necessary to approach and interpret dramatic literature for performance.
3. Recognize the development and historical movements that have shaped world theatre using exemplary authors and works.
4. Communicate how a theatrical performance is a useful tool for change within the community.
5. Identify areas of specialization within the theatre arts when considering a career path.

II. Need

A. Justification

Hudson County Community College is one of only four New Jersey Community Colleges that does not have an established degree program or degree option in Theatre, Performing, or the Dramatic Arts. The rise in enrollment at HCCC and the continued success of the pilot courses being offered by the college justify the introduction of this new degree option. Students of the college also have easy access to New York City's Broadway, Off-Broadway, and off-off Broadway theatre communities, arguably the most vital arts district of its kind in the world. Based on these factors we expect an initial enrollment of 12 or more students.

B. Relationship to Institutional Mission

The addition of a Theatre Arts Option to the Associate of Arts in Liberal Arts Degree Program will resolve a weak link in Hudson County Community College's academic profile and therefore help the college fulfill its mission of being a comprehensive urban community college. In providing additional liberal arts courses in theatre the college would be able to offer a high quality program that would be both accessible and affordable to the college's student population. The curriculum intentionally emphasizes a comprehensive base in general education courses to ensure that students can think critically and analytically consistent with the college's mission. The associate degree program would prepare students to transfer to four-year colleges and universities.

C. Similar Programs

Similar Programs or Options are offered at the following New Jersey Community Colleges:

- **Atlantic Cape Community College (A.A. Performing Arts)**
- **Bergen Community College (A.A. Theatre Arts)**
- **Brookdale Community College (A.A. Speech/Theatre)**
- **Burlington County College (A.A. Theatre)**
- **Camden County College (A.A. Theatre)**
- **Cumberland County College (A.A. Theatre/A.F.A. Theatre and Acting)**
- **Mercer County College (A.F.A. Performing Arts)**
- **Middlesex County College (A.F.A. Theatre)**
- **County College of Morris (A.A. Drama)**
- **Ocean County College (A.A. Speech and Theatre)**
- **Passaic County Community College (A.A. Theatre)**
- **Raritan Valley Community College (A.A. Theatre Arts)**
- **Sussex County Community College (A.A. Dramatic Arts)**
- **Union County College (A.A. Drama)**

III. Student Enrollments

<u>Course</u>	<u>Term</u>	<u>Enrollment</u>
Theatre 101-01: Intro To Acting	Fall 2011	21
	Spring 2011	27
	Fall 2010	26
Theatre 101-02	Fall 2011	9
	Spring 2011	21
	Fall 2010	18
Theatre 102-01: Intro To Theatre	Fall 2011	24
	Spring 2011	17
	Fall 2010	20

IV. Program Resources

Classrooms: The existing Smart classroom in I-Building would be ideal for most of the required courses, although for classes containing a studio element Room 208 in the G-Building has proven to be more than adequate. The student will also have the benefit of easy access to the resources available in New York City's nearby theatre district. Please note that a black box theatre would be an asset to the program option, but is not a necessity.

Faculty: The growth of the Theatre Arts Option will justify the hiring of a new full-time instructor for the program.

Library: Students will utilize the extensive holdings within the existing library facility at HCCC. Additional reference materials will be supplementary according to the syllabi requirements and instructors' preferences.

Computer Equipment: Students may utilize the existing open computer labs throughout the college.

V. Degree Requirements (Curriculum design and course descriptions)

Hudson County Community College
Curriculum Design

Degree Program Associate of Arts in Liberal Arts – Theatre Arts Option

General Education Requirement (46/48)

Course Title	Credits
CSS 100 College Survival Skills	1
ENG 101 College Composition I	3
ENG 102 College Composition II	3
ENG 112 Speech	3
CSC 100 Intro to Computers and Computing	3
***** Math Elective	3
***** Science Elective	3/4
***** Lab Science Elective	3/4
HIS 210 History of Western Civ I	3
HIS 211 History of Western Civ II	3
FLM 101 Intro To Film	3
THA 102 Intro To Theatre	3
***** Humanities Elective	3
***** Social Science Elective	3
***** Social Science Elective	3
***** Diversity Elective	3

Major (Specialized) Requirements (15)

Course Title	Credits
THA 101 Intro To Acting	3
LIT 207 Intro To Drama	3
LIT *** Contemporary Drama*	3
THA *** Acting II**	3
ENG 210 Creative Writing or Intro to Playwriting**	3

TOTAL 61/63

(*) Currently under development

(**) to be developed

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

AA Liberal Arts - General	AA Liberal Arts - English	AA Liberal Arts – Theatre Arts
General Education (46-48)	General Education (47)	General Education (46-48)
CSC 100 College Survival Skills 1	CSC 100 College Survival Skills 1	CSC 100 College Survival Skills 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	*** ** Science Elective 3	*** ** Science Elective 3/4
*** ** Lab Science Elective 3/4	*** ** Lab Science Elective 4	*** ** Lab Science Elective 3/4
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	*** ** Fine Arts Elective 3 GECC Affirmed Only	FLM 101 Intro To Film 3
*** ** Humanities Elective 3	*** ** Humanities Elective 3	THA 102 Intro To Theatre 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	*** ** Diversity Elective 3
	<i>Above electives are identified in the college catalogue.</i>	
Major Requirements (18-20)	Major Requirements (15)	Major Requirements (15)
*** ** Fine Arts Elective 3	(a) Literature Requirement 3	THA 101 Intro To Acting 3
*** ** Philosophy Elective 3	(b) Literature Elective 3	LIT 207 Intro To Drama 3
*** ** Literature Elective 3	(b/c) Lit. or English Elective 3	ENG 210 Creative Writing or *** ** Intro To Playwriting 3
*** ** Hum/SoSci/Mat/Sci/ Fine Arts 3/4	(c) English Elective 3	THA *** Acting II 3
*** ** Hum/SoSci/Mat/Sci/ Fine Arts 3/4	(c) English Elective 3	LIT *** Contemporary Drama 3
*** ** Approved Liberal Arts Elective 3		
Total 64/68	Total 62	Total 61-63

RECOMMENDED SEQUENCE OF COURSES:

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
*****	Math Elective	3
CSC 100	Intro to Computers and Computing	3
ENG 112	Speech	3
THA 102	Intro To Theatre	3
TOTAL		16
SECOND SEMESTER		
ENG 102	College Composition II	3
*****	Science Elective	3/4
HIS 210	History of Western Civ I	3
FLM 101	Intro To Film	3
LIT 207	Intro To Drama	3
TOTAL		15/16
THIRD SEMESTER		
*****	Lab Science Elective	3/4
HIS 211	History of Western Civ II	3
*****	Social Science Elective	3
ENG 210	Creative Writing or	3
	Intro to Playwriting	
THA 101	Intro To Acting	3
TOTAL		15/16
FOURTH SEMESTER		
*****	Humanities Elective	3
*****	Social Science Elective	3
*****	Diversity Elective	3
*****	Contemporary Drama	3
*****	Acting II	3
TOTAL		15
TOTAL COURSE CREDITS REQUIRED:		61/63

(Please attached to the New Degree/Certificate Proposal)

Anticipated Cost for the Program

I. Initial One-time Cost for Starting the Program

Facilities & Equipment Setup	\$ 5,000
Consultation Fee ¹	\$
Expected cost for preparation for Licensure Exam ²	\$
Other	\$
TOTAL Initial One-time cost	\$ 5,000

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

² 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	\$ 36,000	
Adjunct	\$ 1,800	
TOTAL Instruction	\$ 37,800	
➤ Instructional Support Personnel		
Program Coordinator	\$	(If Needed)
Tutoring – <i>Program specific</i>	\$	
Lab assistance	\$	
Program Advisement	\$	
Clerical	\$	
TOTAL Inst. Support Personnel	\$	
➤ Additional library materials	\$ 1,500	
➤ Contractual Services		
Accreditation fees	\$	
Consultants	\$	
Travel	\$	
Licensure agreements	\$	
TOTAL Contractual Services	\$	

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 8, 2012**

X. NEW BUSINESS

1. Resolution and Statement of Policy Concerning Project Labor Agreements

Whereas, pursuant to N.J.S.A 52 :38-1, et seq., (the "PLA Statute") public entities in New Jersey are permitted to require the use of a Project Labor Agreement, on a project by project basis, in connection with contracts for the construction of a public works project where the cost of the project is \$5 million or more (exclusive of land acquisition costs) and the public entity has determined that the criteria supporting the use of a Project Labor Agreement, as set forth in the PLA Statute, have been met, and

Whereas, the Board of Chosen Freeholders of the County of Hudson has established a policy consistent with Executive Order No.TAD -34 dated December 17, 2009, by its Resolution No.531-12-2009, whereby eligible public projects are to utilize a Project Labor Agreement whenever the PLA Statute's criteria supporting such use have been met, and

Whereas, the Board of Chosen Freeholders has recently adopted Resolution No. 196-4-2012 whereby the said Board of Chosen Freeholders urges the Board of Trustees of the Hudson County Community College formally to adopt a policy similar to that of the County of Hudson in favor of utilizing Project Labor Agreements whenever it is consistent with the PLA Statute, and

Whereas, the Hudson County Community College has previously followed the policy of the County of Hudson with respect to the use of Project Labor Agreements but is now desirous of formalizing its policy in that regard, and

Whereas, the Board of Trustees acknowledges that the use of Project Labor Agreements will help to achieve the goals set forth in the PLA Statute by promoting labor stability and advancing the interests of the Hudson County Community College in cost efficiency, skilled labor force, quality, safety and timeliness in carrying out public works projects,

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

1. The aforesaid recitals are incorporated into this Resolution as though fully set forth at length.
2. The Board of Trustees hereby adopts a policy consistent with County Executive Order No. TAD-34 and Resolution No. 531-12-2009 of the Board of Chosen Freeholders requiring the consideration and, where appropriate under the PLA Statute, the use of Project Labor Agreements in all eligible public works projects undertaken by the Hudson County Community College.

3. The Secretary shall send a certified copy of this Resolution to the Hudson County Board of Chosen Freeholders.

4. This Resolution shall take effect immediately.

INTRODUCED BY: Bakari Lee

SECONDED BY: Karen Fahrenholz

DATE: May 8, 2012

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

8 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Dally
Signature of Recorder

5-8-12
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 8, 2012**

XI. ADJOURNMENT

THAT, the meeting be adjourned at 5:46 P.M.

INTRODUCED BY: James Fife

SECONDED BY: Karen Fahrenholz

DATE: May 8, 2012

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

8 Ayes..... 0 Nay

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

James Fife
Signature of Recorder

5-8-12
Date