

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

Regular Meeting--Board of Trustees
May 10, 2016

AGENDA

I. CALL TO ORDER - FLAG SALUTE Mr. Netchert

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Kevin G. Callahan
Ingrid Rose Cooper
Karen A. Fahrenholz, Secretary/Treasurer
James Fife, Trustee Emeritus
Glen Gabert - President
Roberta Kenny
Joanne Kosakowski
Bakari Gerard Lee, Vice Chair
William J. Netchert, Chair
Jeanette Peña
Adrienne Sires
Harold Stahl
Monica Tone

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 10, 2016**

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

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

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 10, 2016**

III. COMMENTS FROM THE PUBLIC

Cathie Seidman, Associate Professor, Criminal Justice, reported that she is no longer President of the Professional Association. She thanked President Gabert and Vivyen Ray, Executive Director, Human Resources, for all help given negotiating contract. President Gabert said it has been a great relationship.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 10, 2016**

IV. CLOSED SESSION

NONE

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 10, 2016**

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

Denise Rossilli, Chair – All College Council, gave a presentation on the Council's work over the past year.

Chairman Netchert spoke about the College receiving the 2016 Excellence in Academic Libraries Award from the Association of College and Research Libraries (ACRL) and how proud he was of the library staff's dedication and hard work in making this happen.

President Gabert reminded trustees about graduation on Thursday, May 19th. He also reported that HCCC Student Matea Samardzic will represent Croatia in the 2016 Olympic Games' swimming division in Rio de Janeiro, Brazil.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 10, 2016**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETINGS

The Minutes of the Regular Meeting of April 5, 2016 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 5, 2016.

2. GIFTS, GRANTS, AND CONTRACTS REPORT

The College has made the following grant & contract proposals:

TITLE: Sponsorship for HCCC Foundation Art & Wine Event

AGENCY: PSEG

PURPOSE OF GRANT: The Grants Office submitted this application to provide funding for scholarships and event

COLLEGE ADMINISTRATOR: Joseph Sansone / drafted and submitted by HCCC Grants Office

COLLEGE CONTRIBUTION: 0

AWARD AMOUNT: \$250.00

TITLE: Bridge Program for LEAP Students

AGENCY: TD Bank Foundation

PURPOSE OF GRANT: The Grants Office submitted this application to provide the funds to offer the bridge program at local high schools.

COLLEGE ADMINISTRATOR: Ryan Martin

COLLEGE CONTRIBUTION: 0

AWARD AMOUNT: \$ \$15,560

TITLE: Investors Bank Mini Endowment Fund

AGENCY: Investors Bank

PURPOSE OF GRANT: The Grants Office submitted this application to provide the funds to offer scholarships over a five year period to incoming and existing students

COLLEGE ADMINISTRATOR: Ryan Martin

COLLEGE CONTRIBUTION: 0

AWARD AMOUNT: \$ \$50,000

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

INTRODUCED BY: Bakari Lee

SECONDED BY: Karen Fahrenholz

DATE: May 10, 2016

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

6 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley
Signature of Recorder

5-10-16
Date

**ATTACHMENT A
ITEM VI**

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

**REGULAR MEETING --- BOARD OF TRUSTEES
April 5, 2016**

MINUTES

PRESENT: Kevin Callahan, Ingrid Rose Cooper, Student Alumni Representative, Glen Gabert, (ex officio), Roberta Kenny, Joanne Kosakowski, Bakari Lee, William Netchert, Jeanette Peña, Harold Stahl and Monica Tone.

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

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

HCCC Staff and Visitors present were: Israel Chia, Eric Friedman, Marie Lavin, Pamela Littles, John Marlin, Elizabeth Nesius, Jennifer Oakley, Jeannie Pagano, Paula Pando, Rachidouchni, Qamar Rasa, Vivyen Ray, Catherine Sweeting, Mojdeh Tabatabaie, Jeremiah Teipen, Jerry Trombella, Chris Wahl, Lilisa Williams, Marcella Williams and Veronica Zeichner.

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

II. ROLL CALL AND RECOGNITION OF VISITORS

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

III. COMMENTS FROM THE PUBLIC – None

IV. CLOSED SESSION - None

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

John Marlin, Dean of Instruction/STEM, and Chris Wahl, Dean, Instruction and Arts introduced faculty members on the agenda to receive promotions. Board Chair William Netchert extended his congratulations on behalf of the Trustees and stated that the faculty's dedication are what keeps the College going.

Board Chair Netchert presented a plaque to Trustee Lee from the Association of Community College Trustees for Lifetime Membership for his extraordinary leadership and affiliation with ACCT.

The Strategic Plan 2016-2021 and a book from MAST Construction of photographed rooms of the College Library were distributed to Trustees. The Library was designated as #1 Community College Library in the U.S.

President Gabert gave the following updates:

- Financial Disclosures have to be completed electronically by Trustees by April 30, 2016. Jennifer Oakley, Executive Administrative Assistant, President's Office, distributed information packets with instructions.

- *Dr. Gabert and Trustee Lee will attend the American Association of Community Colleges (AACC) Convention in Chicago, April 8-12, 2016. At the event, HCCC will receive an award as one of five community colleges in the United States being recognized as a transformational institution.*
- *The ribbon cutting for the reopening/relocation of the Bookstore is scheduled for Thursday, April 7th.*
- *The Board of School Estimate Meeting is scheduled for Thursday, April 7th.*
- *The Night at the Races - Foundation's fundraising event is scheduled for Friday, April 8th.*
- *The Georgia Brooks Breakfast is scheduled for Wednesday, April 27th, 8:00 a.m., Library, 71 Sip Avenue, Jersey City, NJ.*
- *Commencement is scheduled to take place at NJPAC, Thursday, May 19th.*

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. *Minutes of the Regular meeting of March 15, 2016.*
2. *Gifts, Grants and Contract Reports - None*

Introduced by: Bakari Lee
Seconded by: Jeanette Peña
8 Ayes.....0 Nays Resolution Adopted

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. *Resolution Approving Change Orders for Natoli Construction Corporation*
2. *Resolution Approving Change Orders for Molba Construction*
3. *To Continue to Develop Property in the Journal Square Area for Permanent Use by the College*
4. *Approval of 2015 Audit*
5. *Approval of the Operating Budget for Fiscal Year 2017*
6. *Resolution to Extend Cleaning Service Contract*
7. *Purchase of Internet Services & VMWare FY '17*

Introduced by: Bakari Lee
Seconded by: Joanne Kosakowski
8 Ayes.....0 Nays Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS

1. TERMINATION

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Peter Vida	Associate Dean, Enrollment	3/4/2016

2. RETIREMENT

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
David Gonzalez	Purchasing & Scheduling Procurement Officer	7/31/2016

3. APPOINTMENT OF STAFF

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Kenneth Watson	Senior PC Technician	4/5/2016	\$45,000.00 (pro-rated)
Alejandra Ayala	Academic Lab Coordinator	4/5/2016	\$35,500.00 (pro-rated)
Jonathan Moncion	Custodial Supervisor	4/5/2016	\$33,000.00 (pro-rated)
Jose Acosta	Custodial Supervisor	4/5/2016	\$33,000.00 (pro-rated)
Willie Shirer	PC Technician	4/5/2016	\$32,000.00 (pro-rated)

4. PROMOTIONS FULL-TIME FACULTY ACADEMIC YEAR 2016-2017

<u>From Instructor to Assistant Professor</u>		<u>Contractual Increase added to base salary</u>
<u>Name</u>	<u>Discipline</u>	
Claudia Delgado	Academic Foundations (Math)	\$2,500.00
Evgeniya Kozlenko	English as a SecondLanguage	\$2,500.00
Christopher Drew	Criminal Justice	\$2,500.00
Velino Joasil	Life Sciences	\$2,500.00
Catherine Sweeting	English	\$2,500.00

From Assistant Professor to Associate Professor

<u>Name</u>	<u>Discipline Area</u>	<u>Contractual Increase added to base salary</u>
Jeremiah Teipen	Fine Arts	\$3000.00

From Associate Professor to Professor

<u>Name</u>	<u>Discipline Area</u>	<u>Contractual Increase added to base salary</u>
Abdullah Matari	Life Science	\$3,500.00
Laurie Riccadonna	Fine Arts	\$3,500.00

**5. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES:
APRIL 5– JUNE 30, 2016. CONTINUING PART TIME HIRES.**

6. APPOINTMENT OF ADDITIONAL NEW HIRE ADJUNCTS SPRING 2016

Introduced by: Joanne Kosakowski
Seconded by: Jeanette Peña
8 Ayes.....0 Nays Resolution Adopted

IX. ACADEMIC AND STUDENT AFFAIRS

1. PROPOSED ACADEMIC CALENDAR 2017-2018

Introduced by: Kevin Callahan
Seconded by: Jeanette Peña
8 Ayes.....0 Nays Resolution Adopted

X. NEW BUSINESS

**1. AUTHORIZATION TO ENTER INTO NEGOTIATIONS FOR THE SALE OF
COLLEGE PROPERTY**

Introduced by: Harold Stahl
Seconded by: Kevin Callahan
8 Ayes.....0 Nays Resolution Adopted

**2. RESOLUTION TO RETAIN SPECIAL COUNSEL TO ADVISE AND ASSIST
WITH THE DISPOSITION OF 25 PATHSIDE**

Introduced by: William Netchert
Seconded by: Jeanette Peña
Bakari Lee Absent for Vote – Left the room during discussion
7 Ayes.....0 Nays Resolution Adopted

XI. ADJOURNMENT 5:38 P.M.

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

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 10, 2016**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Resolution Approving Change Orders for Hall Building Corp

WHEREAS, there is a need to complete work associated with lower level Library renovations. Contract time will be unchanged by Zero (0) days (Change Order #004); and

WHEREAS, the contractor performing the work is Hall Building Corp; and

WHEREAS, the contractor was awarded a contract through a bid process; and

WHEREAS, this change order emanate from that process; and

WHEREAS, the aforementioned change order require an increase not to exceed the amount of \$77,202; and

WHEREAS, the contractor for this work is summarized as follows and is more specifically set forth in the attachment to this resolution entitled "Change Order Log"; and

WHEREAS, the funding for this project and change order will be charged to Chapter 12 funds; and

WHEREAS, the Administration, Capital Project Advisory Committee and Finance Committee recommends approving this change order; and

NOW THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College recommends approving the contract amendment requests to increase the contract awarded to Hall Building Corp. in the amount not to exceed \$77,202, funded by Chapter 12 funds.

2. Resolution Approving Change Orders for Dresdner Robin

WHEREAS, there is a need for additional work for traffic study and traffic design documents; and

WHEREAS, the contractor performing the work is Dresdner Robin; and

WHEREAS, the contractor was awarded a contract through a fair and open process; and

WHEREAS, this change order emanate from that process; and

WHEREAS, the aforementioned change order require an increase not to exceed the amount of \$17,050; and

WHEREAS, the contractor for this work is summarized as follows and is more specifically set forth in the attachment to this resolution entitled "Change Order Log"; and

WHEREAS, the funding for this project and change order will be charged to operating budget; and

WHEREAS, the Administration, Capital Project Advisory Committee and Finance Committee recommends approving this change order; and

NOW THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College recommends approving the contract amendment requests to increase the contract awarded to Dresdner Robin, in the amount not to exceed \$17,050, funded by operating budget.

3. Award of Vendor for to replace old Fire Alarm System for BookStore

WHEREAS, there is a need to replace fire alarm equipment at 162 – 168 Sip Avenue (BookStore)

WHEREAS, the contractor performing the work is AFA Protective Systems, Inc.; and

WHEREAS, the contractor was awarded a contract through a fair and open process; and

WHEREAS, the aforementioned is not to exceed the amount of \$18,025.00; and

WHEREAS, the contractor for this work is summarized as follows and is more specifically set forth in the attachment to this resolution entitled and

WHEREAS, the funding for this project will be charged to Chapter 12 funds; and

WHEREAS, the Administration, Capital Project Advisory Committee and Finance Committee recommends approving this award; and

NOW THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College recommends approving the contract amendment requests to increase the contract awarded to AFA Protective Systems Inc. in the amount not to exceed \$18,025.00, funded by Chapter 12 funds.

4. Resolution Approving Procurement Policies and Procedures Manual

WHEREAS, the Hudson County Community College has sought to update and clarify the procurement policies and procedures for the College; and

WHEREAS, the Board of Trustees last reviewed and approved of a manual setting forth the procurement policies and procedure on March 13, 2007; and

WHEREAS, it is important that the policies and procedures be updated to comply with the laws that have been adopted since that date and that improvements are implemented to make the procedures more efficient and understandable for all College employees responsible for procurement at the College; and

WHEREAS, the Hudson County Community College Board of Trustees has received a copy of the revised manual and reviewed the Procurement Policies and Procedures Manual dated April 19, 2016; and

WHEREAS, The Administration and Finance Committee recommends this policy; and

NOW THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College as follows the Board of Trustees does hereby approve of the Procurement Policies and Procedures Manual dated April 19, 2016.

5. Resolution to authorize participation in the Cooperative Purchasing Network

WHEREAS, the Hudson County Community College ("College") seeks to participate in the Cooperative Purchasing Network to purchase nursing student equipment and other educational items; and

WHEREAS, pursuant to N.J.S.A.40A:11-10 and 11 the College may join into a cooperative purchasing group as long as the provisions of the Local Public Contracts Law have been complied with; and

WHEREAS, The Cooperative Purchasing Network is a national cooperative group which has complies with the requirements of the Local Public Contracts Law and through its lead agency Region 4 Education Service Center, a government entity, can provide the College with the opportunity to purchase educational items through the Network.

WHEREAS, The Administration and Finance Committee Recommend this network; and

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees does hereby authorize the Hudson County Community College to join the Cooperative Purchasing Network for the purchase of nursing and other educational equipment and supplies.

6. Purchase of Instructional Technology

REPORT/BACKGROUND:

The Hudson County Community College Grants Department and Health, Science and Technology Division have identified the need to purchase the Laerdal SimMan Essential Manikin and Accessories. To best service HCCC students through the acquisition of instructional technology to simulate clinical settings, the HCCC Grants Dept. is purposing to purchase this equipment for Allied Health Skills lab located at 870 Bergen Avenue. The Perkins Grant of FY'16 will be used to fund this purchase.

The Grants Dept. has solicited a quote from Laerdal Inc., as sole source vendor of this technology for a grand total of \$52,565. Included in this purchase are the SimMan Essential Manikin and accessories (SimMan Manikin, LLEAP License, and USB Headset/Microphone, keyboard and mouse, consumables, clothing, carrying case, and 1-year warranty) instructor monitor, panel PC, Introduction SimMan Essential LLEAP 2-day educational session and installation.

RECOMMENDATION:

The President, the Administration and the Finance Committee recommend that the Board of Trustees approve the purchase of the SimMan Essential Manikin and Accessories for the Allied Health Lab at 870 Bergen Avenue, from Laerdal Inc., of Wappingers Falls, NY, for a total cost not to exceed \$52,565.

7. Bid Award for the purchase of Culinary Equipment

REPORT/BACKGROUND:

A bid request was advertised from March 16th – March 25th for eight range sectional burners and two griddle top ranges for the Culinary Arts Institute. Four bid packages were received and the results are the following:

<u>Vendor</u>	<u>Location</u>	<u>Bid Amount</u>
Todd Devin Food Equipment	Las Vegas, NV	\$71,000.00
Singer Equipment	Bellmawr, NJ	\$71,125.00

Sysco Metro New York, LLC
U Buy Rite Inc.

Jersey City, NJ
Monroe, NY

\$75,210.11
\$85,973.16

Funding will be provided from the Perkins FY'16 budget.

RECOMMENDATION:

The President, the Administration and the Finance Committee recommend that the Board of Trustees approve the purchase of the culinary equipment from Todd Devon Food Equipment of Las Vegas, NV at a cost not to exceed \$71,000.00.

8. New Dell computers for Journal Square and North Hudson Campus

REPORT/BACKGROUND

The Hudson County Community College Grants Department and the ITS department have identified a need to purchase 55 Dell OptiPlex computers for two labs. Twenty-six computers will be located in the Journal Square Campus F202 and twenty-nine for the North Hudson Campus, N410. The computers will best serve HCCC students through the acquisition of instructional technology; the HCCC Grants Office is proposing to purchase the technology necessary to equip the computer labs. The Perkins Grant for Fiscal Year 2016 will be used to fund this purchase.

The ITS Department solicited a quote from Dell for 55 PC's for a total of \$60,266.80.

RECOMMENDATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the purchase of 55 Dell OptiPlex computers, at a cost not to exceed \$60,266.80.

9. Employee Health Care Waiver Policy

WHEREAS, the Hudson County Community College established a health care waiver policy in 2004 to permit employees who are eligible for other health care benefits to waive coverage and receive an incentive; and

WHEREAS, the College has reviewed the incentives that were established in 2004 for employees who waive their health care coverage, which are limited to a maximum of 25% of the savings, or \$5,000.00, whichever is less (P.L. 2010, Chapter 2).

BE IT FURTHER RESOLVED that the employee who waives their insurance coverage shall be entitled to immediately resume health care coverage if they lose their other health care coverage, upon notice to the College.

BE IT FURTHER RESOLVED that the waiver incentive shall be paid quarterly to the eligible employees, subject to the appropriate taxes from the date of the plan eligibility and will receive a prorated amount at separation.

BE IT FURTHER RESOLVED that these incentives shall take effect as of July 1, 2016.

RECOMMENDATION:

The President, the Administration, the Finance Committee and the Personnel Committee of the Board of Trustees recommend that the Board of Trustees approve the Employee Health Care Waiver Policy.

RESOLUTION:

The President, the Administration, the Finance Committee and the Personnel Committee of the Board of Trustees recommend that the Board of Trustees approve the Employee Health Care Waiver Policy.

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration, and the Finance Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1 –9:** 1) Resolution Approving Change Orders for Hall Building Corp., 2) Resolution Approving Change Orders for Dresdner Robin, 3) Award of Vendor to replace Fire Alarm System for Bookstore, 4) Resolution Approving Procurement Policies and Procedures Manual, 5) Resolution to authorize participation in the Cooperative Purchasing Network, 6) Purchase of Instructional Technology, 7) Bid Award for the purchase of Culinary Equipment, 8) New Dell computers for Journal Square and North Hudson Campus, and 9) Employee Health Care Waiver Policy.

INTRODUCED BY: Bakari Lee

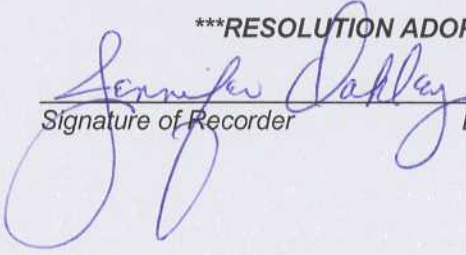
SECONDED BY: Kevin Callahan

DATE: May 10, 2016

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

6 Ayes..... 0 Nay

RESOLUTION ADOPTED


Signature of Recorder

5-10-16
Date

ATTACHMENT A

ITEM VII. Fiscal, Administrative, Lease and Capital Recommendations

4. Resolution Approving Procurement Policies and Procedures Manual



PROCUREMENT POLICIES AND PROCEDURES

HUDSON COUNTY COMMUNITY COLLEGE



PROCUREMENT POLICIES AND PROCEDURES FOR INDIRECT GOODS, SERVICES AND CAPITAL EXPENDITURES

Section I

Board Approved on
March 13, 2007
Proposed revision May 10, 2016

Procurement Policy Summary

Criteria	Required Approval	Threshold	Required forms and Process
Purchase Requisitions	Department Head /Director Department Vice President	\$0.01 - \$499.99	Business Registration Certification (BRC) to be requested of all vendors. The system will store all BRC. 2 quotes requested
	Department Head /Director Department Vice President	\$500.00 – \$999.99	Equipment Justification Form is required for an item greater than \$500.00. The form will be located in the portal. Please complete with proper approval. 2 quotes requested
	Department Head /Director Department Vice President CFO or Designee	\$1,000.00 and Greater	It is required that the Procurement Department will make a reasonable effort to obtain 3 quotes.
	Department Head /Director Department Vice President CFO or Designee	\$17,500.00 - \$34,999.99	Business Entity Disclosure Certification (BEDC) required of vendors when a non-fair and open process is follow to award a contract. The system will store all BEDC. Board Resolution is required for all purchases over \$17,500. Board Resolution must be prepared by the Director of Contracts and Procurement and forward to the Finance Committee and or the Facilities Committee. Committees will make recommendation to the Board of Trustees.
	Department Head /Director Department Vice President CFO or Designee	\$35,000.00 and higher	Items with a value greater than \$35,000 or amount approved by state of New Jersey will required a bid unless exempt under 18A 64A-25.5 and compliant with Play to Play Policy 6.4. The Director of Contracts and Procurement will prepare bid with the director of the department and or CFO or designee. No Third party is permitted to write the bid or request for proposals unless the party who prepares the specs cannot bid or submit a proposal for the same contract. Board resolution must be prepared by the Director of Contracts and Procurement and forward to the Finance Committee and or the Facilities Committee. Committees will make recommendations to the Board of Trustees.

Criteria	Required Approval	Threshold	Required Forms and Process
ITS Orders	Department Head/Director Department Vice President CIO CFO or Designee	All Computer equipment (hardware and software) must be submitted for approval to the IT department. Please use Equipment Justification Form. Upon approval, IT department will place the requisition, receive, accept and deliver goods to the requisitioning department.	The Chief Information Officer will work with the Director of Contracts and Procurement to acquire all ITS equipment for the college.
Furniture	Department Head/Director Department Vice President CFO or Designee	All furniture request must be submitted through the Facilities Department work order request. Facilities Department is located at 25 Path side Lower Level.	Facilities Management will work with the Director of Contracts and Procurement to acquire all furniture for the college.
Travel	Department Head/Director Department Vice President President (Out of NJ only)		All travel requests must be approved in advance and include the travel request form and documentation. Travel should not be booked prior to receipt of signed approval.
Check Requests	Department Head/Director Department Vice President		It is the goal of the Director of Contracts and Procurement to obtain a purchase order, however there are instances a check request will be used. An example would be a conference registration.
Grants	Department Head/Director Department Vice President CFO Grant Officer		The Grants department will work with the appropriate leadership of the College to ensure the goals of the grant and spending compliance is maintained.
Memberships	Department Head/Director Department Vice President President		Please complete the Membership Request form located in the portal (see appendix).
Contracts	President or Designee		All contracts are to be forwarded to CFO for review and forwarded to the President or Designee for signature.

Title: Procurement Policies and Procedures for Indirect Goods, Services and Capital Expenditures		
Department: Finance Department		Page: 1 of 7
Approved by Finance Department Date:	Board Approval /Effective Date:	S.O.P No. 001

1. Purpose

This document establishes the requirements and responsibilities to assure that all procedures governing the procurement of materials, goods, services and capital expenditures meet Hudson County Community College best practices and County Colleges Contracts Law 18A:64A-25.1 et. seq. In addition, this procedure provides pertinent procedural information regarding the requisitioning and order processes establish at Hudson County Community College. These guidelines apply to all purchases made, regardless of the source of funds.

2. Scope

This document applies to all Hudson County Community College departments responsible for a budget and can request that a purchase be made by entering into the system and submitting a purchase requisition to the Purchasing Department.

The business procedure governing the procurement, storage, issuance and delivery of all materials, supplies, services and equipment required in the operation of the College is an administrative responsibility controlled by the College Board of Trustees, governed by committees and managed by the Finance Department to assure compliance to County Colleges Contracts Law 18A:64A-25.1 et. seq.

The Board of Trustees, through resolution has designated the President, the Chief Financial Officer and the Director of Contracts and Procurement as the contracting agents of the College and has the authority to make awards in the best interest of the College.

3. Policy

The College is authorized to carry out the purchasing function through the general policies, guidelines and procedures established by an article known as The County College Contract Law, Chapter 64 of Title 18A of The New Jersey Statutes. All purchases must also adhere to the Pay to Play Law 2004 Chapter 19.

All Hudson County Community College Departments and/or any individual involved in the procurement of good and/or services utilizing college funds must adhere to the procedures established in this document.

Business Registration Certificate (BRC) required from all vendors. Any vendor that does not comply will be rejected.

Title: Procurement Policies and Procedures for Indirect Goods, Services and Capital Expenditures		
Department: Finance Department		Page: 2 of 7
Approved by Finance Department Date:	Board Approval / Effective Date:	S.O.P No. 001

4. References

Note: Where the scope of the referenced documents does not apply, follow Hudson County Community College adopted resolutions and procedure.

- 4.1 Chapter 64 of Title 18A of The New Jersey Statutes
- 4.2 Pay To Play Law 2004 Chapter 19.
- 4.3 Procurement Guidance document
- 4.4 Purchasing Training document
- 4.5 Capital Expenditure Request form (CER)
- 4.6 Procedure for Petty Cash
- 4.7 Procedure for Check Request
- 4.8 Exceptions to requirement for advertising 18A:64A-25.5
- 4.9 Bidding Requirements.

5. Responsibilities and Requirements

Note: The titles given here are meant to reflect a specific area of responsibility but may identify individual functions or departments that have different names.

5.1 Requisition Department

- The purchasing process begins when a purchase requisition is prepared in the originating department. It is the requisitioning department's responsibility to verify that funds are available and that prices and other information included on the requisition are as accurate as possible.
- The purchase requisition is prepared by the requisitioning department, via the automated Purchasing System (see Purchasing Training Manual). It is the responsibility of the requisitioning department to assure that the Purchasing Department is in agreement with the vendor(s) and pricing. In addition the requisitioning department must assure appropriate financial approval is in place.
- The completed approved purchase requisition is forwarded to the Purchasing Department, via the automated purchasing system which is routed to the Purchasing Department.
- A purchase requisition should be prepared far enough in advance taking into consideration lead time as to allow normal processing time and procurement of goods to meet critical delivery dates.

Title: Procurement Policies and Procedures for Indirect Goods, Services and Capital Expenditures		
Department: Finance Department		Page: 3 of 7
Approved by Finance Department Date:	Board Approval / Effective Date:	S.O.P No. 001

- Purchase requisitions are not required for personal reimbursements for services and supplies up to and including \$25.00. These expenses may be processed through Accounts Payable using a Petty Cash Form or a Check Request Form.
- A petty cash process has been established for the reimbursement of college related expenses that are \$25.00 or less, and difficult to plan for in advance. If similar purchases are expected to be made frequently, the purchase order system should be used. Each request for petty cash should be recorded on a petty cash voucher form that reflects the required approvals. Receipts indicating the cost of the items should be attached to the voucher. The Bursar's Office handles the petty cash reimbursement process.
- The primary purpose of a check request is to reimburse employees for funds that have already been expended to conduct college related business. Check requests are used when other forms of payment (i.e. purchase order and petty cash voucher) do not fit the situation.
- A purchase order is the standard method to procure goods and services for the college.
- A check request is for the non-routine situation. It is the exception not the rule. All information on the check request form needs to be completed; including the necessary approvals and a description of the business purpose of the expense. Receipts and other supporting documentation should be attached to the form.
- Upon receipt of goods, the requisitioning department must check received goods in the system and forward invoices to the Accounts Payable Department, if applicable.

5.2 Items for which a check request form may be appropriate:

- Conference Registrations
- Magazine Subscriptions
- Hotel Deposits
- Repair Bills
- Transportation
- Admission Tickets
- Stipends
- Entertainment, including theatrical presentations, band and other concerts, movies and other audiovisual productions. In this case, the requisitioning department should follow the check request procedure.

5.3 Expenditure over \$500.00 requires the Expenditure Justification Form to be completed (see Appendix 1). The justification form should include:

- Purpose statement.
- Existing condition / replacement.
- Project introduction and discussion
- Cost estimate.
- Existing condition.

Title: Procurement Policies and Procedures for Indirect Goods, Services and Capital Expenditures		
Department: Finance Department		Page: 4 of 7
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5.4 Expenditure over \$5,000.00 (Capital) (see Appendix 2)

- Expenditure over \$5,000 with a useful life greater than 2 years is considered capital.
 - Replacement Capital – Essentially capital required to maintain ongoing operations by way of replacing and upgrading existing equipment.
 - Expansion Capital - Essentially capital required to grow the existing business or provide new services.
- The CER /written justification will be required for capital expenses and should include:
 - Project introduction and discussion
 - Existing condition / replacement
 - Alternative considered
 - Timetable of key events
 - Cost estimate

6. Purchasing Department.

- The Purchasing Department is obligated to monitor compliance with the laws, rules and regulations set forth by Federal, State and local authorities as they pertain to the purchasing function.
- The Purchasing Department will review each individual purchase request and work with the internal customer to assure compliance to the procedure outlined in this document. The Purchasing Department will assure competitive quotes (where necessary) are in place and will work with the internal customer to locate potential alternative vendors when necessary.
- The Director of Contracts and Procurement is the contracting agent for all college purchases. No other individual has the authority to enter into purchase contracts or, in any way, obligate the College for procurement indebtedness, unless specifically authorized to do so in writing by the Board of Trustees. Any such commitments are considered unauthorized and may not be honored for payment (unless previously authorized). In no instance should suppliers deliver materials or services until a Hudson County Community College purchase order has been received and authorized by the Purchasing Department.

Title: Procurement Policies and Procedures for Indirect Goods, Services and Capital Expenditures		
Department: Finance Department		Page: 5 of 7
Approved by Finance Department Date:	Board Approval / Effective Date:	S.O.P No. 001

- The Purchasing Department will assure pricing, bidding, public advertisement and resolution(s) requirements are met. New Jersey State Law requires an advertisement bid for orders over \$ 35,000 (or amount approved by the state) unless exempt under 18A:64A-25.5. If there is a reason for sole source, the Purchasing Department will assure that there is a sole source justification in place.
- The Purchasing Department will then convert purchase requisitions to purchase orders through the procurement system (as long as all of the Requisition Departments documentation is correct and proper approvals are in place) and assure the vendor receives a copy of the purchase order number either electronically or by hard copy.
- There may be occasions when a vendor will not accept a purchase order, an electronic order is required or the dollar value of the purchase makes it impractical to prepare a purchase order (under \$25.00). In these instances, the college credit card or check request form may be used. The check request form requires the same budget approval as a purchase order.
- The Purchasing Department also provides both technical and instructional support for the automated purchasing system. They will work together to ensure its customers (requisitioning departments) meet their business goals of obtaining quality products and services at the most competitive prices.
- The Purchasing Department will review all capital requests to assure proper routing to the Capital Advisory and Finance Committees.
- In order to fulfill its purpose, The Purchasing Department offers the following services:
 1. Tracking and expediting the status of an approved requisition/purchase order through any stage including delivery and receipt.
 2. Assistance on products and sources of supply.
 3. Cost estimating & seeking quotes.
 4. Assistance on procedures and problems.
 5. Shipping information.

6.1 Purchasing Department will:

- Determine if specifications are required and if so, coordinate this effort with the requisitioning department.
- Determine the method of purchase using the guidelines established under the County College Contracts and Pay to Play Law.
- Verify prices, extensions, totals and descriptions included on the requisition.
- Review suggested vendor and vendor address.

Title: Procurement Policies and Procedures for Indirect Goods, Services and Capital Expenditures			
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- 6.2 Questions concerning the purchase requisition will be directed to the requisitioning department
- 6.3 Purchases for goods and services from \$1,000 to \$17,500 in most instances will require three (3) quotes unless exempt under 18A:64A-25.5.
- 6.4 Purchases over \$17,500 must comply with New Jersey Pay to Play Law and College policy.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 14, 2006**

I. PAY TO PLAY POLICY

WHEREAS, the State of New Jersey enacted the pay to play legislation which took effect on January 1, 2006,(N.J.S.A 19:44A-20, et seq.) and that law requires that all contracts with amounts in excess of \$17,500.00 need to be approved by the Governing Body (College Board of Trustees); and,

WHEREAS, Hudson County Community College has developed a policy to meet the requirements of the law where contracts can be awarded under two procurement tracks, (a) Fair and Open Process or (b) Business Entity Disclosure Process; and

WHEREAS, the College has substituted the term Business Entity Disclosure Process instead of Non-Fair and Open Process, to identify this process; and,

WHEREAS, the policy recommends that for contracts in excess of \$50,000.00 the fair and open process will apply and for contracts from \$17,500.00 to \$50,000.00 covering exempt services or professional services under the County Colleges Contract Law (18A: 64A-25.5) the business entity disclosure process will generally apply; and,

WHEREAS, exceptions may occur, and they would be addressed on a case by case basis by the recommendation of the College Purchasing Agent through the College Administration to the Finance Committee of the Board of Trustees; and,

WHEREAS, the policy recommends that for Business Entity Disclosure Contracts, the College Purchasing Agent be authorized to complete the determination of value certification indicating that the value of a contract is in excess of \$17,500.00; and,

NOW, THEREFORE BE IT RESLOVED, that the Board of Trustees of Hudson County Community College approved the above College Policy to meet the requirements of the Pay to Play Legislation.

{00243275.DOC}

Title: Procurement Policies and Procedures for Indirect Goods, Services and Capital Expenditures			
Department: Administrative Services / Finance Department			Page: 7 of 7
Approved by Administrative Services / Finance Department Date:	Effective Date:	Board Approval Date:	S.O.P No. 001

6.5 Purchases in excess of \$35,000 (or amount approved by the state) will require the formal bidding process, with the exception of waivers or the purchase is exempt under 18A:64A-25.5.

6.6 Emergency

- Except for emergency situations, all waivers of advertising and bidding must have prior approval of the Board of Trustees. This approval will be in the form of a resolution adopted as a public meeting of the Board. Requests for waiver of advertising and bidding will be forwarded directly to the Chief Financial Officer.



PROCUREMENT GUIDANCE DOCUMENT

Section II

Board Approved on
March 13, 2007
Proposed revision May 10, 2016

Guidelines

In order to help guide the requisition departments, the following are things to consider whatever source of information you use in obtaining facts about products you wish to buy. Read all of it and follows guidelines suggested below:

- Most sources of information are catalogues, brochures, and special notices. Make sure these are current catalogues and/or price lists. If they are old, please make a notation on the requisition.
- Quoted prices should be as accurate as possible. Read all literature carefully to determine if it is current and that no extra charges are necessary such as postage, and/or handling and freight, and any installation fee. When asking for prices, make sure they are delivered prices and note the source of your prices on the requisition, i.e., telephone number, name of person quoting price, company name, address and federal identification or social security number.
- Taxes - The College pays no sales tax or Federal Excise tax. The College is exempt from N.J. Sales & Use Tax under N.J.S.A. 54:32 B-1 et seq.
- Delivery and Freight Charges - Except where provided by State contract and as a result of bidding, most companies' terms are F.O.B. shipping point. This means the College pays the freight. Read all information to determine the delivery terms. If the College must pay freight, please make the notation on the system. All goods are to be sent prepaid.
- Freight charges are added to the invoice as per agreement.
- Prepayment - Some vendors require prepayment with a purchase order especially if the dollar value is low. Some vendors, like the Superintendent of Documents Government Printing Office in Washington, D.C., always require prepayment. If the exact prices can be determined, then time can be saved soliciting accurate prices before prepayment can be made. Attach order form requiring prepayment to requisition and note "Prepayment" in description section of requisition.
- Description - Make sure the description provided in the requisition is complete enough to cover the following important factors:
 - Model number
 - Item name
 - Size overall
 - Electrical or gas requirements
 - Manufacturer
 - Warranties and/or guarantees
 - Color
 - With or without certain options
 - Fabrics, grade and type
 - Accessories included
 - Supplies needed to operate equipment
 - Installed or not
 - Finish
 - Location - room number
- Safety - Some safety equipment's to consider are:
 - Fireproofing
 - Special guards
 - Explosive proof parts in paint areas
 - Special safety features of equipment
 - Basic design of equipment does not lend itself to accidents.

- **Physical Requirements** - When requesting equipment using electricity, gas, air conditioning or water, consideration must be given to see if it is available at the College and that addition of this equipment would not cause an overload. Generally, the College requirements, other than 110-120 volts AC, are 208 volts 3 phase. However, check with the Facilities Department to be sure. Please note Hudson County Community College does not have a receiving/loading dock.
- **Size and Weight** - When ordering items, make sure that size is not so immense that locating equipment in the building would require destruction of any walls, etc. Always consider use of elevator capacity in terms of size and loading.
- **Size of stairways** should also be considered, as well as any doors, halls, of the final destination area. Don't forget safe floor loads.
- **Installation** - If possible, make sure installation is included. Do not assume that you have bought an installed item. Do not assume that the Facilities Department will be able to install the item in time for use.
- **Assembly** - Are the items you requested assembled or not. Make sure you know before ordering.

Bidding Requirements.

The Director of Contracts and Procurement will determine the bid process based on the above guidelines. Once the specifications have been determined, bids can be prepared.

Formal Bids: Bids in excess of \$35,000 (or amount approved by the state) must be advertised in selected newspapers within the State. The notices appear in the legal section of the newspapers and must remain open for at least 15 days.

When a bid is prepared and reference is made to a brand name in the specifications, the phrase "or approved equal" shall be inserted in the special instructions. This will allow vendors to bid on substitute or equivalent items which may be just as good as specified and cost less.

Bid tabulation with all pertinent data is prepared by the College Purchasing Department and forwarded to the requisition department.

If the low bid is rejected, reasons must be submitted in writing to justify by-pass of the low bid.

A letter will be sent by the Purchasing Department to the by-passed bidder indicating why their bid was not acceptable. Providing the vendor does not protest within a reasonable time (ten days from the date of the letter) a resolution is prepared and forwarded to the Board of Trustees.

Waiver of Advertising.

Waiver of advertising and bidding for items exceeding \$35,000 (or amount approved by the state) can be obtained under the following special circumstances:

- The subject matter is consistent with "The County College Contracts Law."
- The contract is with the United States of America, the State of New Jersey, a county or municipality or any branch, body or offices, agency or authority or any other state or subdivision in thereof.
- The College has advertised for bids on two occasions and has either received no bids or rejected the bids for certain reasons.

Emergency.

Except for emergency situations, all waivers of advertising and bidding must have prior approval of the Board of Trustees. This approval will be in the form of a resolution adopted as a public meeting of the Board. Requests for waiver of advertising and bidding will be forwarded directly to the Chief Financial Officer. Before the start of each fiscal year, waiver of advertising and bidding will be requested for certain items allowed by County College Law. In emergency situations, the following will apply:

- A written request by the appropriate Department V.P. will be forwarded to the Chief Financial Officer describing the nature of the emergency, time of occurrence and need to invoke emergency procedures.
- The Chief Financial Officer, President or Designee will make the decision to declare the situation an emergency and authorize the award of a contract.
- A report will be forwarded to the Finance Committee of the Board of Trustees at the next public meeting.
- The report will include:
 - Nature of the emergency
 - Need for immediate action
 - Cost
 - Name of contractor

The Purchase Order

After all the processes have been completed leading up to the awarding of an order, the document known as the Purchase Order is then prepared by the Purchasing Department.

The purchase order is a formal document detailing specifically what is to be purchased, terms, the supplier, ship to information, and all necessary data to complete ordering instructions to the vendor. The purchase order is reviewed and produced by the Director of Contracts and Procurement. When issued as a result of the bid process, the order then is a formal acceptance of the bid and is a binding contract providing all other legal considerations are met. If the purchase order is issued without the benefit of a bid, it is an offer to buy goods subject to acceptance by the vendor.

Award of Contracts

Contracts will be awarded under the following conditions:

- Contracts will be awarded or all bids rejected within the time specified in the specifications or other documents issued to all bidders but in no case more than 60 days, except the bids of any bidders who consent thereto, either before or after the 60 day period, may, at the request of the College, be held for consideration for such longer period of time as may be agreed.
- All bid bonds except the bonds of the three apparent lowest responsible bidders shall, if requested, be returned by the Director of Contracts and Procurement within 30 days from the opening of the bids, Sundays and holidays excepted, and the bids of those bidders shall be considered as withdrawn.
- Within three days, Sunday and holidays excepted, after the awarding of the contract and the approval of the successful bidders performance bond, if any, the bid guaranty of the remaining bidders shall be returned to them.
- All purchases, contracts or agreements which require public advertisement for bids shall be awarded to the lowest responsible bidder.

- Whenever two or more of bids of equal amounts are the lowest bids submitted by responsible parties, the College may award the contract to any one of the parties at its discretion.

Cancellations and Alterations

Purchase order may be canceled in writing providing acceptance is made by the vendor. As noted in the legal conditions under "*Purchase Order*", a binding contract may exist and a vendor(s) may have the right to refuse acceptance of cancellation. Where a purchase order is canceled and items that have been received by the College are to be returned, a restocking charge may be levied against the budget of the requisitioning department.

Complaints

Complaints concerning performance of vendor and/or the product received are to be brought to the attention of the Purchasing Department in written form. It is a function of the Purchasing Department to resolve the complaints.

Delivery

As noted before, when the purchase order has been prepared, the original is sent to the vendor. It then becomes the vendor's responsibility to ship and/or provide the goods and services ordered.

Shipment is made in various ways. The most common are:

- First class mail
- United Parcel Service
- Parcel Post
- Air

If a purchase order has been issued and delivery has not been made within a reasonable time, or when needed, call the Purchasing Department.

Types of Purchase and How to Handle Them

Although there are two basic methods of purchase, many different types of purchases exist. Use this section as a guide to a specific buying need.

1. **Advertising:** All advertising requests, other than employment, are to be submitted to College Communications Department.
2. **Blanket Orders:** Blanket Orders may be established by using the standard purchasing procedures.
3. **Equipment:** Equipment may generally be defined as an item with a unit cost in excess of \$500 and useful life of 2 or more years. Equipment items will have an inventory tag placed on them and entered into the asset system. All computer equipment and software requisition requests must be approved by the Office of Information Technology before they are submitted to the Purchasing Department.
4. **Equipment Maintenance Contracts:** Any new requests and renewal requests for equipment maintenance contracts must be submitted to the Purchasing Department with any contract forms attached. The Purchasing Department, in consultation with the requisition department, will determine how a contract compares with maintenance on a per-call basis. If it is mutually agreed that a per call basis is sufficient, the requisition will be adjusted to reflect that those terms. The use of procedures as outlined under office machine repairs or educational equipment repairs is to be followed.

5. **Office Equipment & Routine Repairs:** When any office equipment is in need of repair, the department representative should call the Purchasing Department and provide the following information:

- Name and model number of unit
- Department name and number
- Nature of problem
- Location of unit

The requisitioning department will then prepare a purchase requisition for the repair.

6. **Subscriptions & Memberships:** Request for subscriptions are to be submitted on a purchase requisition form with any vendor invoices, order form, etc., should be sent or forwarded to the Purchasing Department. All requests for memberships must be processed through the President's Office, via Membership Request Form located in the portal (see appendix 6).
7. **Scheduled Contracts:** "Scheduled Contract" means an award made by a contracting agency in which a source of supply for a product is established for a specific period of time. The contract generally establishes a fixed, unit price or discount for items to be purchased thereunder. Scheduled Term contract also usually contains a provision for some established dollar volume or minimum quantities to be purchased, and may contain a provision for the rebidding of any single purchase which exceeds a specified maximum amount.
8. **Used Equipment:** Used equipment, demonstrators, etc., may not be bought with College funds. Most suppliers may not have access to used items, therefore it presents an unfair advantage. This is especially important in the bidding process. If it is necessary to purchase used or obsolete items, prior written approval must be obtained from the Chief Financial Officer.

Year End Closing Procedures

The Controller issues a memorandum annually which specifies close-off dates for the fiscal year. This usually will occur in Mid-May. Items received after the fiscal year ending June 30 will be charged to the next fiscal year budget which starts on July 1st.

Definitions

ARO - After Receipt of Order.

BACK ORDER - That portion of an order which the vendor cannot deliver at the scheduled time and which he has reentered for a shipment at a later date.

BID BOND OR CHECK- A deposit required of all firms responding to an advertised bid. Its purpose is to show good faith on behalf of the bidder as well as the potential to handle the order. At bidder's option, funds can be a bond, certified check, or cashier's check.

BLANKET ORDER- A purchase order established with a specific vendor, for a specific period and for a specific amount. The order is incomplete in that it is not an order to deliver anything. Only when a bona fide release for specifications and quantities is made can delivery be made.

CARRIER- Refers to organization, company, firm or individual offering the service of transportation, i.e. truck, rail, air or postal.

CASH DISCOUNT TERMS- Discount (usually expressed in percentage) taken from the current price when payment is received within a specific period. Examples: 2% can be deducted off an invoice amount if paid within 10 days.

CONFIRMING ORDER - A purchase order issued to a vendor listing the goods or services and terms of an order placed verbally or otherwise, in advance of the usual purchase order. It also means that the transaction was confirmed through the Purchasing Department.

CONSIGNEE- The person or organization to whom the shipper directs the carrier to deliver the goods. Such person or organization is generally the buyer of goods and is called a consignee on a bill of lading or delivery slip.

CONTRACTS- Contracts or agreements between two or more legally competent parties for the performance of work or the furnishing or hiring of services, materials or supplies as distinguished from contracts of employment.

DELIVERY RECEIPT- Document prepared by carrier which indicates number of items and packages shipped. Consignee signs document indicating receipt of goods and retains a copy.

DEMURRAGE- A charge allowed in tariff or by contract, assessed for delays in holding equipment in excess of "free time" allowed.

DISCOUNT - An allowance or deduction granted by the seller to the buyer which reduces the cost of goods purchased. Allowances are usually made when the buyer has met certain stipulated conditions.

EQUIPMENT - Any article with a unit cost of \$500 or more and an estimated useful life of 2 or more years.

FISCAL YEAR- That period which begins July 1 and ends June 30. It is not to be confused with the calendar year which runs from January 1 through December 31.

F.O.B. - Stands for Free on Board. It means the seller is required to place the goods aboard the equipment of the transporting carrier without cost to the buyer.

LEAD TIME- The period of time from date of ordering to the date of delivery which the buyer must reasonably allow the vendor to prepare goods for shipment.

PACKING LIST -A document which itemizes in detail the contents of a particular package or shipment. It is usually prepared by the shipper and is not to be confused with delivery receipt.

PERFORMANCE BOND -A legal note by bonding company which guarantees the performance of another party (vendor(s)).

PURCHASE ORDER- The purchaser's document used to formalize a purchase transaction with a vendor. A purchase order when given to a vendor, should contain statements as to the quantity, description, and price of the goods or services ordered; agreed terms as to payment, discounts, date of performance, transportation terms, and all other agreements pertinent to the purchase and its execution by the vendor. Also known as P.O.

PURCHASE ORDER NUMBER- That number which appears on orders issued by the College in the upper right corner in the space marked "Purchase Order Number." This number is used for identification purposes.

SHIPPER - That organization or party who send goods to a prescribed destination. The shipper makes all necessary arrangements for packing and transportation. However, the shipper may or may not be the seller.

TAX EXEMPTION CERTIFICATE- A document exempting certain organizations or parties from paying various tax. The College is exempt from paying Federal Excise Tax. The College is also exempt from paying State Sales or Use taxes, by statute N.J. SA- 54.32 B-1 et. seq. Copies of the ST4 form may be obtained from the Purchasing Department Accessing Web Advisor:



APPENDICES

Appendix 1 Equipment Justification Form



Finance Department
Expenditure Justification Form

Cost Center: _____

Directions: Items greater than \$500 will need to complete an Equipment Justification Form prior to entering requisition.

Item Description	Vendor	Qty.	Price	Total
				\$ -

Justification

=====APPROVALS:=====

Division VP

Director of Contracts and Procurement

CFO

CIO (for ITS equipment only)

Appendix 2 Capital Expenditure Request Form

Finance Department (CER) Capital Expenditure Request Form

Source of Funds: _____

Expenditure over \$5,000.00 (Capital) with a useful life greater than 2 years.

- Replacement Capital – Essentially capital required to maintain ongoing operations by way of replacing and upgrading existing equipment.
- Expansion Capital – Essentially capital required to grow the existing business or provide new services.

Project Description _____

Existing Condition _____

Alternative Considered _____

Timetable _____

Cost _____

* Strategic Plan Reference

=====APPROVALS:=====

Division VP

Director of Contracts and Procurement

CFO

CIO (for ITS equipment only)

* Strategic Plan is located on the portal

Appendix 3 Petty Cash Form

PETTY CASH REIMBURSEMENT VOUCHER

To: Bursars Office

Date Submitted: _____

Amount Requested: _____ Budget Account # _____
(Total must be Less than \$25.00) (Account # + Object Code)
Eg. xx-xxxxxx-xxxxxx

Description of Expenditure:

(Print Name)
Approval: Dean or Dept. Director

(Signature)
Approval: Dean or Dept. Director

(Print Name)
Person Receiving Funds

.....
(Please do not sign below this line until you receive your payment)

Date Paid

(Signature)
Person Receiving Funds

Director of Student Accounts

NOTE: RECEIPTS MUST BE ATTACHED TO VOUCHER TO SUPPORT REQUEST
*** REQUESTS GREATER THAN \$25.00 SHOULD BE SUBMITTED TO THE ***
BUSINESS OFFICE ON A CHECK REQUEST

(01/13)

Appendix 4 Check Request Form

HUDSON COUNTY COMMUNITY COLLEGE

CHECK REQUEST FORM

INSTRUCTIONS: Type or print with complete information. Attach supporting documentation, and mail to Accounts Payable Officer.

Payable To: _____ Amount \$ _____

Mail To: _____

Enclosure: _____ Yes _____ No Account # To Be
Charge To: _____

Date Required: _____ Unit Director Approval

Date Requested By: _____

Explanation of Check: _____

=====BUSINESS OFFICE USE ONLY=====

APPROVALS:

ACCOUNTING DISTRIBUTION

Accounting Number

Amount

_____	_____	_____
_____	_____	_____
_____	_____	_____

Check employee handbook on portal

Appendix 5 Budget Transfer Request Form

HUDSON COUNTY COMMUNITY COLLEGE

(2016)

BUDGET TRANSFER EXPENSE REQUEST

DATE: _____

DEPARTMENT NAME: _____

DEPARTMENT ACCOUNT NUMBER: _____
(0-00000)

FUNDING:

TRANSFER
FROM

TRANSFER
TO

EXPENSE NAME

* SUB-CODE NUMBER (0000)

DOLLAR AMOUNT

FUNDING:

TRANSFER
FROM

TRANSFER
TO

EXPENSE NAME

* SUB-CODE NUMBER (0000)

DOLLAR AMOUNT

FUNDING:

TRANSFER
FROM

TRANSFER
TO

EXPENSE NAME

* SUB-CODE NUMBER (0000)

DOLLAR AMOUNT

APPROVALS:

DEPARTMENT HEAD

SIGNATURE

BUDGET APPROVAL

SIGNATURE

TRANSFER COMPLETE

SIGNATURE

RETURN COMPLETED FORM TO CONTROLLER'S OFFICE

*see sub code reference for sub-code numbers

Appendix 6 Budget Sub codes

OBJECT CODE	SALARY	OBJECT CODE	SERVICES CONTRACTS
505210	FACULTY-FULL TIME	525506	HONORARIA
505215	FACULTY-FULL TIME TEMPORARY	525509	LEGAL
505220	FACULTY-OVERLOAD	525512	AUDIT
505225	RELEASE TIME/FACULTY	525515	RUBBISH REMOVAL
505230	ADJUNCT FACULTY	525518	STORAGE
505405	EXECUTIVE/ADMINISTRATIVE	525521	PHOTOGRAPHY
505410	CLERICAL	525524	MAINT.CONTR/HARDWAR
		525527	MAINT.CONTR/SOFTWAR
505420	TECHNICAL	525530	INSURANCE
505425	CLERICAL	525533	TRANSPORTATION
505430	CUSTODIAL	525536	EXTERMINATION SERV
505435	OVERTIME	525539	CLEANING SERV
505440	RELEASE TIME/ADMIN	525542	SNOW REMOVAL
505445	VACATION SALARY	525545	SECURITY SERVICE
505450	FT TEMPORARY	525548	MOVING
505455	PART-TIME	525551	COMPUTER TRAINING
505460	TUTORS	525554	PF ARCHITECTURAL FEE
505605	CWS-FEDERAL FUNDED	525557	PF CONSTRUCTION MANAGER
505610	STUDENT WORKERS-COLLEGE FUNDED	525560	PF GENERAL CONSTRUCTION
505840	TUITION REIMBURSEMENT	525563	PF ELECTRICAL COST
505845	TUITION WAIVER STAFF	525566	PF HVAC
505850	LONGEVITY PAY	525569	PF PLUMBING
	CONTRACTUAL SERVICES	525572	PF PF STRUCTURAL
510505	CONSULTANTS	525575	PF OTHER FEES
510510	TEMPORARY HELP		UTILITIES
510515	SERVICE CONTRACT	525710	WATER AND SEWER
510520	EDUCATIONAL CONTRACT	525715	ELECTRICITY
	SUPPLIES	525720	GAS
515510	LAB AND INSTRUCTIONAL		OTHER EXPENSES
515515	OFFICE	525905	FUEL OIL
515520	MAINTENANCE	525910	BANK CHARGES
515525	CUTLERY	525915	CLAIM FORM CHGS
515530	UNIFORMS	525920	MEMBERSHIP DUES
515535	FOOD/CULINARY ARTS	525925	MISCELLANEOUS/OTHER
515540	COMPUTER SUPPLIES	525930	BAD DEDTS
515545	SOFTWARE	525935	COLAGENCY FEE
515550	GAS&OIL/AUTO	525940	ACCREDITATION
515555	CUSTODIAL SUPP	525950	TRIPS&EVENTS
515560	COMPUTERS PAPER	525965	PENALTIES&VIOLATIONS
515565	COMMUNICATION SUPPLIES		STUDENT AID
515570	COMMUNICATION CHARGEBACKS	530510	TUITION WAIVER
	COMMUNICATIONS	530515	TUITION WAIVER-SEN OR CIT
515810	TELEPHONE	530520	BOOK EXPENSE
515815	POSTAGE	530525	WAIVER/NATNL GUARD
515820	RADIOS	530530	WAIVER/UNEMPLOYMENT
515825	ALARM	530535	STUD WAIVER/ADMIN W/
	TRAVEL	530540	SCOLARSHIP
520510	CONFERENCES AND SEMINARS	530545	HS PROJECT LEAP WAIVER
520515	LOCAL	530550	CAI LEAP WAIVER
520520	MEETINGS	530605	LOAN EXP
	ADVERTISING	535505	DEPRECIATION
525110	RECRUITMENT		EQUIPMENT
525115	PERSONNEL	540310	CAPITAL(\$5,000)
525120	GENERAL	540315	NON CAPITAL (<\$5,000)
	PUBLICATIONS	540320	EQUIPMENT RENTAL
525310	BOOKS AND MAGAZINES	540325	EQUIPMENT REPAIRS
525315	SUBSCRIPTIONS	540330	INSPECTION OF EQUIP
525320	PRINTING AND DUPLICATING	540335	VEHICLE REPAIR
525325	MICROFICHE	540340	CAPITAL LEASE
			BUILDINGS
		540610	BUILDING RENTAL
		540615	BUILDING REPAIRS
		540620	BUILDING IMPROVEMENT
		540625	BUILDING ACQUISITION
		540630	LAND ACQUISITION
		540635	PROPERTY TAXES

Appendix 7 Membership Request Form

HUDSON COUNTY COMMUNITY COLLEGE

MEMBERSHIP REQUEST FORM

PLEASE CHECK ONE:

☐ INDIVIDUAL MEMBERSHIP **

☐ INSTITUTIONAL MEMBERSHIP

** ONLY UNDER SPECIAL CIRCUMSTANCES WILL THE COLLEGE GRANT INDIVIDUAL MEMBERSHIP. ALL MEMBERSHIP INFORMATION MUST BE ADDRESSED TO AN H.C.C.C. ADDRESS.

NAME OF ORGANIZATION YOU WISH TO BECOME A MEMBER OF:

MEMBERSHIP PERIOD: FROM _____ TO _____

MEMBERSHIP FEE: \$ _____

PLEASE EXPLAIN HOW YOU FEEL H.C.C.C. WOULD BENEFIT BY YOU JOINING THIS ORGANIZATION. ATTACH MEMBERSHIP APPLICATION FORM AND BACKGROUND INFORMATION ABOUT THIS ORGANIZATION.

REQUESTED BY _____

DATE _____

Division Vice President _____

DATE _____

THIS REQUEST HAS BEEN:

☐

APPROVED

☐

DENIED

PRESIDENT'S SIGNATURE _____

DATE _____

6/06

Appendix 8 Travel Request Form

HUDSON COUNTY COMMUNITY COLLEGE

(06/06)

TRAVEL REQUEST FORM

INSTRUCTION:

Complete this form and obtain prior approvals for all travel on College-related business, whenever "per trip" expense(s) exceed \$100.00.

DATE: _____

Person Requesting: _____

Dept./Division: _____

Purpose of Travel: _____

Travel Destination: _____

Date(s): _____

	Anticipated Cost	Explanation
Transportation		
Hotel		
Food		
Fees		
Other		
Total		

Funding Source Acct. # _____

Supervisor: _____

Date: _____

Division Vice President: _____

Date: _____

President: _____

Date: _____

(Division Vice President & Trustees Only)

Photo Copy distribution to all signatures.

NOTE:

Please attach descriptive material on conference or meeting to be attended. Please book travel after you receive a copy of approved Travel Request Form.

Appendix 9 Facility Department Work Order

(Furniture)

Request Order #	
Quote #	

HUDSON COUNTY COMMUNITY COLLEGE FURNITURE REQUEST FORM

SECTION I: CONTACT INFORMATION

Date:	Account to be Charged:
Requester's Name:	Delivery Location:
Dept./Division:	Dept. Head Signature:
Telephone Extension:	Fax:

SECTION II: DEFINITIONS/GENERAL VOCABULARY

		Selection	Quantity
1.	Single Pedestal Desk	<input type="checkbox"/>	
2.	File Cabinet	<input type="checkbox"/>	
3.	Ergonomic Task Chair	<input type="checkbox"/>	
4.	Guest Chair	<input type="checkbox"/>	
5.	Stack chair	<input type="checkbox"/>	
6.	Conference Table	<input type="checkbox"/>	
7.	Conference Chair	<input type="checkbox"/>	
8.	Dean Office Suite – Case Goods/Files/Bookcase/Seating	<input type="checkbox"/>	
9.	Single Person Office – Single Pedestal Desk/Ergonomic Task Chair/Case Goods File/Bookcase/Seating/Guest Chair/5 High Lateral File	<input type="checkbox"/>	

DESCRIPTION OF PURCHASE

Appendix 9 Facility Department Work Order (Con't)

(Furniture)

Request Order #	
Quote #	

HUDSON COUNTY COMMUNITY COLLEGE
FURNITURE REQUEST FORM

SECTION III: VENDOR INFORMATION

Name: _____
Address: _____
Phone: _____ Fax: _____ Email: _____

SECTION IV: COST

Total Cost \$ _____
OR
Deposit if required \$ _____
Delivery Charges \$ _____
Installation \$ _____

SECTION V: APPROVAL SIGNATURES

Signature	Title and Department	Date
Signature	Title and Department	Date
Signature	Title and Department	Date

Resolution /Board Approval Date:

Section _____ Date _____

HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 10, 2016

VIII. PERSONNEL RECOMMENDATIONS

1. APPOINTMENT OF STAFF

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
David Clark	Assistant Dean of Student Services	5/11/2016	\$80,000.00 (pro-rated)

Note: This is an approved position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Aparna Saini	Director of Career Development	5/11//2016	\$65,000.00 (pro-rated)

Note: This is an approved position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Veronica Gerosimo	Director of Student Activities	5/11//2016	\$65,000.00 (pro-rated)

Note: This is an approved position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Patrick Mbong	Safety & Security Associate	5/11/2016	\$35,000.00 (pro-rated)

Note: This is an approved position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Anthony Larocco	Safety & Security Associate	5/11/2016	\$35,000.00 (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. 1.

2. AMENDMENT OF STAFFING AUTHORIZATION TABLE ELIMINATION OF JOB TITLES

Title

Library Assistant, Media Services

Effective

Date

7/01/2016

Title

Administrative Assistant/North Hudson Campus

Effective

Date

7/01/2016

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Eliminations of these titles from the Staffing Table effective July 1, 2016 above as Personnel Recommendation Item No. 2.

3. REAPPOINTMENT OF NON-TENURED FULL-TIME FACULTY ACADEMIC YEAR 2016-2017

REPORTS/BACKGROUND

<u>Last Name</u>	<u>First Name</u>	<u>Title</u>
Abdullah	Sirhan	Instructor, Health Services
Acevedo	Antonio	Instructor, History
Bach	Alison	Instructor, English
Bishop	Andrew	Instructor, English
Buckley	Kathryn	Instructor, Academic Foundations English
Cuellar	Sal	Instructor, Psychology
Drew	Lauren	Instructor, English as a Second Language
Gallo	Joseph	Instructor, Humanities/Theatre
Hamer	Robert	Instructor, Hospitality/Management
Lamb	Jerry	Instructor, Criminal Justice
Mahmood	Azar	Instructor, Chemistry
McRae	Lester	Instructor, Accounting
Mittleman	Marc	Instructor, Accounting
Payne	Courtney	Instructor, Culinary Arts
Rossilli	Denise	Instructor, Human Services
Singer	Robin	Instructor, Education
Van Gendt	Johanna	Instructor English as a Second Language
Ye	Xiojin	Instructor Academic Foundations Math
Wilson	Thandi	Instructor, English

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Reappointment of Full-Time Non-Tenured Faculty Academic Year 2016-2017 as outlined above as Personnel Recommendation Item No. 3.

4. NON-REAPPOINTMENT OF NON-TENURED FULL-TIME FACULTY ACADEMIC YEAR 2016-2017**REPORTS/BACKGROUND**

<u>Last Name</u>	<u>First Name</u>	<u>Title</u>
Plunkett	Brian	Instructor, Academic Foundations English

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Non- Reappointment of Full-Time Non-Tenured Faculty Academic Year 2016-2017 as outlined above as Personnel Recommendation Item No. 4.

5. REAPPOINTMENT OF FULL-TIME LECTURERS FACULTY ACADEMIC YEAR 2016-2017**REPORTS/BACKGROUND**

<u>Last Name</u>	<u>First Name</u>	<u>Title</u>
Devries	Heather	Lecturer, Humanities
Lontoc	Marissa	Lecturer, Business, Culinary and Hospitality Management
Phanor	Homiler	Lecturer, Business, Culinary and Hospitality Management
Walker	Richard	Lecturer, Social Sciences

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Reappointment of Full-Time Lecturers of Academic Year 2016-2017 as outlined above as Personnel Recommendation Item No. 5.

6. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: MAY 10– JUNE 30, 2016.

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
ELMADANI	ABDELAZIZ	ADVISEMENT & COUNSELING	ADVISOR	ADVISOR-200510	SABRINA MAGLIULO
HADDOCK	ALEXIS	STUDENT SERVICES	OFFICE ASSISTANT	OFFAST-200505	MICHAEL REIMER

MOODY	LAURA	ADJ ACAD SUP SVCE	ACADEMIC WORKSHOP PRESENTER	ADJWP-150505	PAMELA BANDYOPADHYAY
PATEL	PARTHKUMAR	INFORMATION TECHNOLOGY	OFFICE ASSISTANT	OFFAST-253035	GILDA DARIA
ROOFE	SEAN	CULTURAL AFFAIRS	PROGRAM COORDINATOR	PROCORD-255011	MICHELLE VITALE
ROSS-RED	KIM	GRANTS/CBI	TAACCCT INSTRUCTOR	PTINST-601076	CATHERINA MIRASOL
THOMAS	KAMOL	ACAD AFFAIRS/ARST	STUDENT ASSISTANT	STUAST-101005	CHRIS WAHL
VERGARA	CHANTEL	ADVISEMENT COUNSELING	ADVISOR	ADVISOR-200510	SABRINA MAGLIULO

CONTINUING PART TIME HIRES

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
ARROYO	JULIO	AF- ENGLISH	STUDENT ASSISTANT	STUAST-101040	JOSEPH CANIGLIA
BARKER	IMRAN	HUMANITIES	STUDENT ASSISTANT	STUAST-101020	ELIZABETH NESIUS
CHAVEZ	JANET	STUDENT AFFAIRS	FAC/STAFF DEVELOPMENT ASST.	FSDAST-252030	PAULA PANDO
ERIKSSON	THERESA	COMMUNITY EDUCATION	INSTRUCTOR	CACEINS-102020	JENNIFER NAVAS
GORIZ	EURANIA	BUS,CUL & HOSP	DISHWASHER	CULDDW-101030	DAVID GONZALEZ
GREEN	VIRGINIA	ADJ ACAD SUPP SVCS	TUTOR	TUTOR-150505	PAMELA BANDYOPADYAY
GUZMAN	MELANIE	HUMANITIES	STUDENT ASSISTANT	STUAST-101020	ELIZABETH NESIUS
MCMICHAEL	MARIAH	AF-ENGLISH	STUDENT ASSISTANT	STUAST-101040	JOSEPH CANIGLIA
PACOL	GAIL	STUDENT AFFAIRS	OFFICE ASSISTANT	OFFAST-252030	PAULA PANDO
POLIT	DIANA	HUMANITIES	STUDENT ASSISTANT	STUAST-101020	ELIZABETH NESIUS
QUIROZ	MICHELLE	STUDENT AFFAIRS	OFFICE ASSISTANT	OFFAST-252030	PAULA PANDO
RAOUDI	HASSANE	COMMUNITY EDUCATION	INSTRUCTOR	PTINST-102005	JENNIFER NAVAS

RECOMMENDATION:

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

**7. AWARD OF CONSULTANT SERVICES FOR TENURE APPEAL COMMITTEE – TEMPORARY
CONSULTANT FOR CHAIR 2015-2016 TENURE APPEAL COMMITTEE**

REPORT/BACKGROUND

The College has a need to use the consultant for a 2015-2016 Tenure Appeal Committee– Two tenured HCCC faculty chosen by lot from the Division alternates.

It is proposed that Merille Siegel, Professor—Chair and Professor, Computer and Information Sciences Department at Passaic County Community College be engaged to provide the services at a cost not to exceed \$2,200.00. Siegel has chaired the College Curriculum and Academic Standards Committee, served as Vice President Faculty Association member of the College Faculty Review and Faculty Negotiating Committees. The Consultant form and resume attached.

RECOMMENDATION

The President, the Administration, and the Personnel Committee of the Board of Trustees recommend that the Board of Trustees approve Merille Siegel, Chair and Professor— chaired the College Curriculum and Academic Standards Committee, served as Vice President Faculty Association member of the College Faculty Review and Faculty Negotiating Committees to perform consulting services at a cost not to exceed \$2,200.00.

**8. AWARD OF CONSULTANT SERVICES FOR BLUE RIBBON COMMITTEE – TEMPORARY
CONSULTANT FOR COMMISSIONED BLUE RIBBON COMMITTEE.**

REPORT/BACKGROUND

The College has a need to use a consultant for Commissioned Blue Ribbon Committee. Consultant will facilitate, coordinate, and implement specific aspects and planning for committees.

It is proposed that Clifford Brooks, Instructional Services Librarian, Hudson County Community College be engaged to provide the services at a cost not to exceed \$2,000.00.

RECOMMENDATION

The President, the Administration, and the Personnel Committee of the Board of Trustees recommend that the Board of Trustees approve Clifford Brooks, to perform consulting services at a cost not to exceed 2,000.00.

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration and the Personnel Committee as outlined above in **Item VIII. Personnel Recommendations 1-8:** (1) Appointment of Staff, (2) Amendment of Staffing Authorization Table- Elimination of Job Titles (3) Reappointment Non-Tenured Full-Time Faculty for Academic Year 2016-2017, (4) Non-Reappointment Non-Tenured Full-Time Faculty for Academic Year 2016-2017, (5) Reappointment Full-Time Lecturers for Academic Year 2016-2017, (6) Appointment of Additional New and Continuing Part-Time Hires, (7) Award of Consultant Services For Tenure Appeal Committee – Temporary Consultant For Chair 2015-2016 Tenure Appeal Committee, and (8) Award of Consultant Services for Blue Ribbon Committee – Temporary Consultant for Commissioned Blue Ribbon Committee.

INTRODUCED BY: Joanne Kosakowski

SECONDED BY: Karen Fahrenholz

DATE: May 10, 2016

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

6 Ayes..... 0 Nay

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

Sanjiv Oakley
Signature of Recorder

Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 10, 2016**

IX. ACADEMIC AND STUDENT AFFAIRS

1. Suspended Recruitment - Associate in Science - Respiratory Care a partnership program with Rutgers School of Health Related Professionals

REPORT/BACKGROUND

HCCC AS Respiratory Care is a partnership program with Rutgers-SHRP in which students completed their 30 credits of general education and science foundation at HCCC and are admitted to continue their clinical and field experience courses at Rutgers-SHRP. The program was first offered in 1997 and enrollments have been dependent on allotted spaces at the Rutgers-SHRP clinical site.

	Enrollments*					Graduates			
	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	AY 11-12	AY 12-13	AY 13-14	AY 14-15
AS – Respiratory Care	47	48	45	35	25	7	0	3	4

* Enrollments reflect all students who indicate their major as Respiratory Care, not necessarily who is actually accepted into the professional courses.

HCCC has recently been notified by Rutgers-SHRP of its suspension of recruitments at the end of current admission cycle (see attachment). A final class of HCCC students will enter the clinical phase of Respiratory Care at Rutgers in Fall 2016 and graduate in October 2017. HCCC, therefore, must suspend recruitment and matriculation into this program as of Fall 2016.

Our Nursing and Health Sciences Department has identified 24 students currently matriculated in the program, of which 4 students will be ready for the last cohort accepted into the clinical phase at Rutgers-SHRP in Fall 2016. The department will try its best to help and advise the remaining students to either transfer to a closely related program at HCCC or to the same program at another community colleges in NJ with minimum loss of credits.

RECOMMENDATION

The President, the Administration recommend that the Board of Trustees approve suspension of recruitments for the AS Respiratory Care joint partnership program with Ruger-SHRP as of Fall 2016.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees accept the recommendation of the President, the Administration, and the Academic and Student Affairs Committee to approve suspension of recruitments for the AS Respiratory Care joint partnership program with Rutgers-SHRP as of Fall 2016.

INTRODUCED BY: Karen Fahrenholz

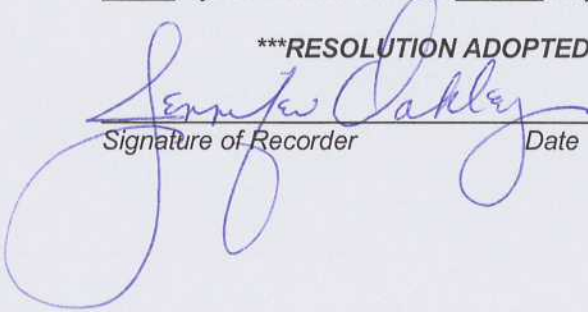
SECONDED BY: Bakari Lee

DATE: May 10, 2016

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

6 Ayes..... 0 Nay

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


Signature of Recorder

5-10-16
Date



School of Health Related
Professions

Gwendolyn Mahon, PhD.
Dean

Dean's Office
School of Health Related Professions
Rutgers, The State University of New Jersey
65 Bergen Street, Suite 120
Newark, NJ 07107

shrp.rutgers.edu
mahongm@shrp.rutgers.edu

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

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

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 10, 2016**

X. NEW BUSINESS

1. SETTLEMENT OF LITIGATION

WHEREAS, a complaint has been filed against the Hudson County Community College entitled Corey Scott Vidgor v. Hudson County Community College Docket No. DC-001134-16; and

WHEREAS, The College has determined that it is in the best interests of the College to settle this litigation; and;

WHEREAS, the Board of Trustees do hereby authorize the settlement of the litigation in accordance with the terms and conditions set forth in the attached settlement agreement; and

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

1. The Board of Trustees does hereby approve of the settlement of the litigation entitled Corey Scott Vidgor v. Hudson County Community College Docket No. DC-001134-16 in accordance with the settlement agreement attached hereto.
2. The attorney for the Hudson County Community College shall be authorized to take all necessary action to effectuate the terms of the settlement agreement.

INTRODUCED BY: Bakari Lee

SECONDED BY: Karen Fahrenholz

DATE: May 10, 2016

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

6 Ayes..... 0 Nay

RESOLUTION ADOPTED


Signature of Recorder

5-10-16
Date

HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 10, 2016

XI. ADJOURNMENT

THAT, the meeting be adjourned at 5:25 P.M.

INTRODUCED BY: Bakari Lee

SECONDED BY: Karen Fahrenholz

DATE: May 10, 2016

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

6 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley
Signature of Recorder

5-10-16
Date