

HUDSON COUNTY COMMUNITY COLLEGE
Mary T. Norton Board Room
70 Sip Avenue
Jersey City, NJ 07306
Remote Participation via AT&T conference call:
Dial 1-866-390-1828 Access Code 1768607 #
5:00 P.M.

Regular Meeting--Board of Trustees
Tuesday, May 12, 2020

AGENDA

- | | | |
|--------------|--|---|
| I. | CALL TO ORDER - FLAG SALUTE | <i>Mr. Netchert</i> |
| II. | ROLL CALL AND RECOGNITION OF VISITORS | |
| | Trustees:
Joseph Doria
Karen Fahrenholz, Secretary/Treasurer
Adamarys Galvin
Pamela Gardner
Roberta Kenny
Bakari Lee, Vice Chair
William Netchert, Chair
Jeanette Peña
Christopher Reber, President
Silvia Rodriguez
Abderahim Salhi – Student Alumni Representative
Harold Stahl | |
| III. | COMMENTS FROM THE PUBLIC | <i>Mr. Netchert</i> |
| IV. | CLOSED SESSION (<i>The Board of Trustees will determine whether there is a need to go into closed session at the beginning of the meeting. If there is such a determination, an announcement will be made as to where the session will be placed on the agenda.</i>) | |
| V. | REPORTS
1. Student Government Association President's Report
2. All College Council President's Report
3. President's Report | <i>Mr. Rigby</i>
<i>Ms. Drew</i>
<i>Dr. Reber</i> |
| VI. | REGULAR MONTHLY REPORTS AND RECOMMENDATIONS
1. Minutes of Previous Meetings
2. Gifts, Grants, and Contracts | <i>Dr. Reber</i> |
| VII. | FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS | <i>Dr. Reber</i> |
| VIII. | PERSONNEL RECOMMENDATIONS | <i>Dr. Reber</i> |
| IX. | ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS | <i>Dr. Reber</i> |
| X. | NEW BUSINESS | <i>Mr. Netchert</i> |
| XI. | ADJOURNMENT | <i>Mr. Netchert</i> |

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 12, 2020**

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Joseph Doria	<u>PRESENT</u>
Karen Fahrenholz, Secretary /Treasurer	<u>PRESENT</u>
Adamarys Galvin	<u>PRESENT</u>
Pamela Gardner	<u>PRESENT</u>
Roberta Kenny	<u>PRESENT</u>
Bakari Lee, Vice Chair	<u>PRESENT</u>
William Netchert, Chair	<u>PRESENT</u>
Jeanette Peña	<u>ABSENT</u>
Christopher Reber - President, ex officio	<u>PRESENT</u>
Silvia Rodriguez	<u>PRESENT</u>
Abderahim Salhi, Student Alumni Representative, ex officio	<u>PRESENT</u>
Harold Stahl	<u>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 the Office of the Hudson County Clerk, each Office of the Hudson County Municipal Clerks, and posted on the HCCC website stating the date, time and dial-in instruction on how the public can access the call-in meeting.

MEETING INTRODUCTION

This meeting is called in conformance with the Open Public Meetings Act. Members of the public will now have an opportunity to address the Board of Trustees. Comments of each person will be limited to five minutes, including all responses. A member of the public may not provide any portion of his/her five-minute allotment to any other member of the public. Please be aware that the purpose of the public portion of the meeting is for the public to express any ideas, concerns or issues they may have concerning Hudson County Community College. Questions raised to the Board during the public comment period may be referred to the appropriate administrative person(s) at the College for response at a later time.

Any public comments made to the Board, which the Board considers obscene, harassing, or meant to incite, will be prevented by the Board. The person making these remarks may be required to relinquish the remaining time allotted to speak and will be asked to leave the Board of Trustees meeting. Public comments or questions are open to any matters over which the Board has purview and jurisdiction.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 12, 2020**

III. COMMENTS FROM THE PUBLIC

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 12, 2020**

IV. CLOSED SESSION

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 12, 2020**

V. REPORTS

1. *Student Government Association President's Report*
2. *All College Council President's Report*
3. *President's Report*
 - *CARES Act Funding Update (Vice President Lisa Dougherty)*
 - *Return to Campus Task Force (Assistant Dean Heather DeVries)*

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 12, 2020**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETING

The Minutes of the Regular Meeting of April 14, 2020 are herewith officially submitted to the Board Trustees for approval. (Attachment A)

Recommendation:

It is the recommendation of the President that the Board of Trustees accept the Minutes of the Regular Meeting of April 14, 2020.

2. GIFTS, GRANTS, AND CONTRACTS REPORT

The College has received the following grant awards:

TITLE: Jean Krauss Youth Leadership & Career Development Forums

Subaward Number: J-J:27-6-17

Subaward Period: April 1, 2020 – September 30, 2020

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

FEDERAL AWARDING AGENCY: Office of Juvenile Justice and Delinquency Prevention (OJJDP)

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

COLLEGE ADMINISTRATORS: Lori Margolin

COLLEGE CONTRIBUTION: \$0

AWARD AMOUNT: \$ 25,000.00; IN-KIND: \$0

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

AGENCY: New Jersey Department of Education

PURPOSE OF GRANT: HCCC received notice of our FY'20 allocation to be utilized for direct instructional support for HCCC CTE programs, an amendment was submitted for review and approval.

COLLEGE ADMINISTRATOR: Nydia James

COLLEGE CONTRIBUTION: \$0

AWARD AMOUNT: \$861,104

TITLE: Perkins V: Strengthening Career and Technical Education for the 21st Century Act

AGENCY: New Jersey Department of Education

PURPOSE OF GRANT: HCCC received notice of our FY'21 allocation to be utilized for direct instructional support for HCCC career and technical education (CTE) students and programs.

COLLEGE ADMINISTRATOR: Nydia James

COLLEGE CONTRIBUTION: \$0

AWARD AMOUNT: \$1,013,879

RESOLUTION:

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

INTRODUCED BY: Bakari Lee

SECONDED BY: Pamela Gardner

DATE: May 12, 2020

Doria, Joseph	<u>AYE</u>
Fahrenheit, Karen	<u>AYE</u>
Galvin, Adamarys	<u>AYE</u>
Gardner, Pamela	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>ABSENT</u>
Rodriguez, Silvia	<u>AYE</u>
Stahl, Harold	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

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

Jennifer Oakley May 12, 2020
 Signature of Recorder Date

Minutes
Regular Meeting
4-14-20

HUDSON COUNTY COMMUNITY COLLEGE
Board of Trustees Meeting
Remote Participation via Conference Call
5:00 P.M.

REGULAR MEETING --- BOARD OF TRUSTEES
April 14, 2020

MINUTES

PRESENT: Joseph Doria; Karen Fahrenholz; Adamarys Galvin; Pamela Gardner; Roberta Kenny; Bakari Lee; William Netchert; Jeanette Peña; Christopher Reber (ex officio); Silvia Rodriguez; and Abderahim Salhi, Student Alumni Representative (ex officio)

ABSENT: Harold Stahl

Counsel to the Board: David Blank, Esq. for Scarinci & Hollenbeck

I. CALL TO ORDER - FLAG SALUTE

II. ROLL CALL

III. COMMENTS FROM THE PUBLIC - None

IV. CLOSED SESSION – None

V. REPORTS

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

Student Government Association President Warren Rigby offered the following report.

As we transition to this fully online platform, it has been difficult to ensure that we are actively and compellingly representing all of our students as a whole.

This will be our third full week as we launch a brand new platform for "Students by Students." This platform is intended to provide students an opportunity to talk to other students live through Instagram. The overall goal is for this to become a continuous platform for students and to develop into something bigger as another way to unite our College community.

The SGA is meeting and clubs have been encouraged to meet.

We are reviewing our budget to determine how we can allocate funds for the remaining academic school year, and whether funds can be donated for the food pantry or any other assistance.

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

All College Council President Lauren Drew offered the following report.

We truly appreciate all the hard work our volunteer members do on a regular basis. We know that over the past month faculty and staff have been working tirelessly to provide online classes and services. During this difficult time, our members have been encouraged to take a temporary step back if needed.

Some ACC committees have been meeting virtually while others are communicating via email.

As policy discussions take place, such as the recently announced Pass/Fail Grade options for spring 2020 classes, ACC Committees have been on-call for direct feedback and suggestions. The Committees also continue to provide a space for our members to share information concerning suggestions and ideas.

ACC Committees are also looking forward to the fall and considering how updated contingency plans are presented to the College in the future.

3. President's Report

President Reber offered the following remarks.

Good evening, Trustees and other members of our College community.

Although we are not together physically, it is wonderful to have this opportunity to meet, share and advance our collective efforts to serve our students and community at this time of great challenge.

I would like to begin by asking you to join me in a moment of silence for all of the victims of the coronavirus pandemic, their loved ones, and those on the front lines of helping others and saving lives.

Moment of silence.

Thank you.

Lauren and Warren, thanks for your comments and for all you and your colleagues are doing to serve and support our community members at this difficult time.

Trustees and colleagues, it is affirming and inspirational to observe the myriad examples of the very best of humanity at this time of unprecedented challenge and grief.

Students, faculty and staff have come together and are going to great lengths to help others every day. This includes volunteers who are staffing our food pantries, distributing laptops to students, finding and even *making* personal protective equipment for those on the front lines of helping the sick and suffering; faculty and staff who are reaching out to students for support at all hours of the day; and so many other generous and selfless acts and kindnesses. We are trying to bring visibility to this great work, both to thank our many heroes in this community, and to offer inspiration to all. I am so proud of our HCCC community, and honored to be entrusted to lead and serve our great college.

Allow me to provide several updates as circumstances continue to develop and change daily.

Late last week, the United States Department of Education announced the specific funding that has been allocated to every postsecondary institution in the nation through the CARES Act recently passed by Congress and signed into law. Hudson County Community College will receive \$8.467 million in stimulus funding, half of which will be entrusted to us to support students in areas of need, and the other half directed to institutional operating support to help cover expenses and lost revenues associated with the pandemic. The United States Department of Education's formula for awarding institutional funding is weighted heavily by the proportion of students who are eligible for federal Pell funding support.

HCCC's allocation is the largest of New Jersey's eighteen community colleges. \$4.2 million, representing half of our allocation that is focused on student support, will be available imminently. We are developing guidelines for distribution of these funds consistent with the flexible parameters provided by the U.S. Department of Education. Informing this work are best practices provided by New Jersey's Office of the Secretary of Higher Education, the Hope Center at Temple University, and others. Shortly we will make students aware of the opportunity to request this funding support. We are expecting the release of the second half of our CARES Act funding allocation to support institutional operations soon, and we will keep you informed.

As you are aware, our community has been working tirelessly to support our students and ensure that their studies can continue uninterrupted in spite of the challenges of required migration to fully online instruction, and the remote delivery of services. Fully online instruction will continue through at least the first summer session, which will conclude on July 1.

Recently, we announced a Pass/Fail grading option for students who are anxious about online learning. With the exception of major-specific courses in a few programs, in which accreditation and/or transfer requirements preclude this Pass/Fail option, students may opt for either a Pass/ Fail grade or a letter grade for each of their courses. They may make this choice as late as the end of the spring semester, in consultation with faculty and staff. We expect to continue this Pass/Fail option through the first summer term as we recently announced the continued offering of fully online courses through at least July 1.

We have further redirected some one-time cost savings from cancelled spring events and services into our "Hudson Helps" program. This has provided immediate funding support to address a range of student needs, including the purchase of 650 laptops that have been, and continue to be, loaned to students.

We have kept our food pantries fully stocked and open through voluntary staffing.

This evening, you will act upon a resolution recommended by the Board Finance Committee to hold 2020-21 tuition and fees level, with no increases in tuition and fees next year. We believe this is the right thing to do under the circumstances, and that announcing it now will help address anxiety as students are currently registering for the summer and fall.

In spite of many challenges, I am pleased to report that student attendance and participation in fully online courses is strong. We are currently seeing increases in summer and fall 2020 enrollment. We will be monitoring that very closely in the weeks and months to come. We are leaving no stones unturned in our efforts to reach out to and support our students.

Recently, Student Representative to the Board of Trustees, Abderahim Salhi, was named a 2020 recipient of the nationally prestigious Goldwater Scholarship, which is considered the premier award in Mathematics, Science, and Engineering. Named in honor of the late Senator Barry Goldwater, the scholarship is presented to full-time sophomores and juniors nationally, who show exceptional promise of becoming the next generation of leaders in the natural sciences, mathematics and engineering research. According to the Goldwater Scholarship guidelines, "Recipients demonstrate a passion for research and exhibit creative spark."

Abderahim was one of 396 students chosen for the scholarship from nearly 5,000 applicants nationwide. The vast majority of Goldwater Scholars are from four-year colleges. Abderahim plans to earn a Ph.D. in Computer Science and Mathematics and wants to work in a world-

class academic research lab. He is only the second New Jersey community college student ever to become a Goldwater Scholar since the program's inception in 1986.

As noteworthy as this accomplishment is, its significance is perhaps exceeded by a recent act of kindness that exemplifies how so many of our HCCC community members are supporting others at this difficult time. Abderahim has created 3D-printed face shields for local health care centers inundated with personal protective equipment shortages during the COVID-19 pandemic. He said he was compelled to provide solutions for health care workers who face a high risk of infection while treating hospitalized COVID-19 patients. Quoting Rahim, he said, "I wish I were a nurse on the frontlines helping our fellow citizens during this crisis. We all have to come together to fight this enemy."

Alumni Representative Salhi, thank you for your kindness and your excellence. You inspire us all!

Trustees, this evening you will act upon the recommendations of the Faculty Promotion Committee, Executive Vice President and Provost Dr. Eric Friedman, and me, for the promotion of two members of our faculty. Through this annual process, faculty members may apply to the Promotion Committee for promotion to a higher academic rank with commensurate salary. Criteria include teaching effectiveness, contributions to the College, scholarly and professional achievement, and contributions to the community.

I am pleased to congratulate two members of the faculty, who have been recommended for promotion from the rank of Assistant Professor to Associate Professor. They are Shannone Caruana, who teaches English as a Second Language; and Nadia Hedhli, who teaches biology.

In addition to teaching, Professor Caruana is Chair of the All College Council's Development and Planning Committee, a member of the College's ATD Core Strategy Team, Co-Editor of the HCCC *Diversity* magazine, and a member of the General Education Committee. She earned a Master's Degree in Teaching English as a Second Language from The New School in New York. Earlier in her career, she studied and taught in Italy and Turkey.

Professor Hedhli is an HCCC alumna. After HCCC, she went on to earn a B.A. in Biology at Rutgers, and then completed a Ph.D. in Biomedical Science at the University of Medicine and Dentistry of New Jersey. She also conducted postdoctoral research at Weill Cornell Medical College and Yale University. She has won numerous awards from the American Heart Association, National Institutes of Health, and Phi Beta Kappa, among others, and she has published widely in prestigious journals.

Congratulations, Professors Caruana and Hedhli! We are very happy for you and proud of you.

As circumstances continue to change around us, we are working hard to keep our HCCC community members connected remotely. Remote professional development programs are being offered continuously – by faculty, staff and students – to help our employees continue to grow and remain informed. Through the leadership of Vice President for Human Resources Anna Krupitskiy, we have developed a "Hudson Employee Spotlight" in which community members who are nominated by their colleagues are recognized on our website for their contributions to our students and the College's mission and values.

Under the effective leadership of Dr. Darryl Jones and Kathleen Smith-Wenning, our Coronavirus Task Force continues meeting regularly to review issues, respond to challenges

and concerns, and keep community members informed. We are also communicating through video and social media, and will be holding a virtual Town Hall Meeting on Thursday.

We are all in this together, and we are getting through the current challenges together with a view to how we can emerge as an even stronger college going forward.

Trustees, this concludes my report. As always, I would be happy to entertain any questions or comments.

Thank you.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. *Minutes of the Regular Meeting of March 10, 2020.*

2. *Gifts, Grants, and Contracts Report*

The College has received the following grant awards:

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

AGENCY: New Jersey Department of Education

PURPOSE OF GRANT: HCCC received notice of our FY'20 allocation to be utilized for direct instructional support for HCCC CTE programs; an amendment was submitted for review and approval.

COLLEGE ADMINISTRATOR: Nydia James

COLLEGE CONTRIBUTION: \$0

AWARD AMOUNT: \$861,104

Introduced by: Bakari Lee

Seconded by: Jeanette Peña

9 Ayes.....0 Nays

Resolution Adopted

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS 1-8

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

Introduced by: Bakari Lee

Seconded by: Joseph Doria

9 Ayes.....0 Nays

Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS 1-8

1. RESIGNATIONS

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

2. APPOINTMENT OF FULL-TIME STAFF

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

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

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

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

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

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

5. PROMOTIONS OF FULL-TIME FACULTY

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

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

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

FIRST NAME	LAST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
Dorothy	Laguerre	Academic Foundations Math Department	Office Assistant	OFFAST-101041	Pamela Bandyopadhyay
Zenobia	Purnell-Hill	Academic Foundations Math Department	Office Assistant	OFFAST-101041	Pamela Bandyopadhyay
Cheniykua	Jones	ADJ Academic Support Services Department	Office Assistant	OFFAST-150505	Pamela Bandyopadhyay
Thomas S.	Larson	CASS	PT Social Worker	200510	Sheila Dynan

Trianne	Harabedian	Center for Online Learning	PT Instructional Technologist	COL	Archana Bhandari
Ashish	Tadke	Center for Online Learning	PT Instructional Technologist	COL	Archana Bhandari
Manish	Yadav	Center for Online Learning	PT Instructional Technologist	COL	Archana Bhandari
Betsey	Barnum	Continuing Education and Center for Business & Industry	PT Apprenticeship Coordinator	PTCOOR-603080	Catherina Mirasol
Chastity	Farrell	Continuing Education and Center for Business & Industry	PT Instructor	PTINST-102010	Catherina Mirasol
Jairo	Borja	Continuing Education and Center for Business & Industry	PT Instructor	PTINST-102010	Catherina Mirasol
Melissa S.	Molinero	Continuing Education and Center for Business & Industry	PT Instructor	PTINST-102010, 603070, & 103005	Catherina Mirasol
Janet	Ryan	Continuing Education and Center for Business & Industry	PT Instructor	PTINST-102010 & 103005	Catherina Mirasol
Joseph	Cummins	English and ESL	Ad-Hoc Scorer	SCORER-101040	Joseph Caniglia
Sibyl	Ponder	English and ESL	Ad-Hoc Scorer	SCORER-101040	Joseph Caniglia
Kathryn	Buckley	English and ESL	Ad-Hoc Scorer	SCORER-101040	Joseph Caniglia
Hanan	Omar	STEM	Laboratory Assistant	101015	Burl Yearwood/ Saba Doud

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

7. APPOINTMENT OF NEW HIRE ADJUNCTS

	First Name	Last Name	Department
1	Marcio	Sanches	Social Sciences and Humanities
2	Fabian	Armillia	Social Sciences and Humanities

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

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

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

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

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

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

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

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

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

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

Introduced by: Karen Fahrenholz
Seconded by: Joseph Doria
6 Ayes.....0 Nays Resolution Adopted

IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS 1-6

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

Introduced by: Pamela Gardner
Seconded by: Adamarys Galvin
9 Ayes.....0 Nays Resolution Adopted

X. NEW BUSINESS

Chairman Netchert congratulated President Reber and his team on the fantastic job that they are doing to keep this College going under the most trying of circumstances.

XI. ADJOURNMENT 5:35 P.M.

Introduced by: Karen Fahrenholz
Seconded by: Joseph Doria
9 Ayes.....0 Nays Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 12, 2020**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Resolution Authorizing Purchase and Installation of Automatic Swinging Doors Replacement for Culinary Conference Center

WHEREAS, Hudson County Community College ("College") needs to purchase and replace automatic swinging doors in the Culinary Conference Center; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.3, this purchase is exempt from public bidding as the cost thereof is below the College's bid threshold; and,

WHEREAS, consistent with the College's purchasing policy, the College solicited quotations from multiple vendors because the anticipated value of the goods or services exceeds \$1,000; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.19, when the cost of a purchase exceeds 20% of the College's bid threshold but is less than the bid threshold, the College may award a contract on the basis of lowest responsible quotation received, which is most advantageous to the College, price and other factors considered; and,

WHEREAS, the College received four (4) quotations for Services as follows:

<u>Vendor</u>	<u>Location</u>	<u>Bid Amount</u>
Mackenzie Automatic Doors	North Bergen, NJ	\$10,405.00
R&C Action Doors Corp.	Woodside, NY	\$14,500.00
Dori Doors	New York, NY	\$21,230.63
AllMark Doors	Springfield, NJ	\$22,020.00

WHEREAS, Mackenzie Automatic Door's quotation specified a door that was not satisfactory to the College based upon the College's experience with the quoted door; and,

WHEREAS, R&C Action Doors Corp.'s quotation was not responsive as it excluded various items necessary to complete the work; and,

WHEREAS, Dori Doors quotation was not responsive since the company does not possess a New Jersey Business Registration Certificate and advised it was unwilling to apply for one; and,

WHEREAS, AllMark Doors' quotation was complete and determined to be the lowest responsible quotation for the purchase and installation of the automatic swinging doors, price and other factors considered, at a cost not to exceed \$22,020; and,

WHEREAS, the cost of these services will be funded from Chapter 12 Funds; and,

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract for the purchase and installation of the automatic swinging doors to AllMark Doors of Springfield, New Jersey, as described herein at a cost not to exceed \$22,020;

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

2. Resolution Approving Agreement for Electronic Processing Services for Fiscal Year 2021

WHEREAS, Hudson County Community College ("College") requires electronic processing services from ACI Worldwide Corp. ("ACI") to collect payment for tuition, fees, and other types of payments from students; and,

WHEREAS, pursuant to N.J.S.A 18A: 64A-25.5 (a) (14), this service is exempt from bidding as it relates to the collection of amounts due on student loans; and,

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

WHEREAS, ACI has provided a proposal, consistent with the prior year, to provide these services with a processing fee of 2.35% for an approximated annual total of \$175,000; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to ACI Worldwide Corp. of Naples, Florida, to provide electronic payment processing services for the College in accordance with the fees set forth herein;

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

3. Resolution Authorizing Purchase of Internet Services

WHEREAS, Hudson County Community College ("College") needs to purchase network access and internet services to the College for Instructional and Administrative Services; and,

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

WHEREAS, the anticipated term is until June 28, 2022; and,

WHEREAS, NJEdge.net has submitted a proposal, consistent with the prior year, to provide the services to the College at a cost not to exceed \$283,560; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to NJEdge.net of Newark, New Jersey, to provide internet services as described herein, at a cost not to exceed \$283,560;

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

4. Resolution Authorizing Award of a Contract for College-Wide Telephone System Services for Fiscal Year 2021

WHEREAS, Hudson County Community College ("College") needs to contract with a vendor to provide College-wide telephone system services; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (8), this service is exempt from bidding because the service is subject to the jurisdiction of the New Jersey Board of Public Utilities, in accordance with tariffs and schedules and charges made, charged and exacted, filed with said board; and,

WHEREAS, the anticipated term is from July 1, 2020 through June 30, 2021; and,

WHEREAS, Verizon and Verizon Wireless has submitted a proposal, consistent with the prior year, to provide telephone system services at a total cost not exceed \$180,000; and,

WHEREAS, the cost of this service will be funded from the operating budget; and,

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract for the purchase of telephone system support services to Verizon and Verizon Wireless as described herein at a cost not to exceed \$180,000;

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

5. Resolution Authorizing Purchase of Chromebooks for Student Laptop Loan Program

WHEREAS, Hudson County Community College ("College") needs to purchase 650 Chromebooks with ChromeOS Management Service perpetual licenses ("computers") to create a Student Laptop Loan Program for remote instruction during COVID-19 pandemic and to support future online instruction; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.6, the College may award a contract without public advertising for bids when an emergency affecting the health, safety or welfare of occupants of college property requires the immediate delivery of the materials or supplies or the performance of the work; and,

WHEREAS, SHI International Corp. has quoted a price for the computers at a cost not to exceed \$194,675; and,

WHEREAS, the cost of these services will be funded from the United States Department of Education CARES Act Grant; and,

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to SHI International Corp. of Somerset, New Jersey, to provide the computers as described herein at a cost not to exceed \$194,675;

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

6. Resolution Authorizing Purchase of Blackboard Software

WHEREAS, Hudson County Community College ("College") needs to purchase Blackboard Software to offer assistance for online Instructional and Administrative Services for the disabled; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A:25.10, this service is exempt from bidding as it is being made through an approved cooperative; and,

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

WHEREAS, NJEdge.net, as lead agency, awarded a contract to Blackboard, Inc. for the software; and,

WHEREAS, Blackboard, Inc. has provided a proposal to the College to provide the software to the College at a cost not to exceed \$30,268; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Blackboard, Inc., to provide the software as described herein, at a cost not to exceed \$30,268;

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

7. Resolution Authorizing Purchase of Canvas Conferences Software

WHEREAS, Hudson County Community College ("College") needs to purchase software to record virtual lectures; and,

WHEREAS, Instructure, Inc. ("Instructure") has provided a proposal for its copyrighted Canvas Conference Software at a cost not to exceed \$24,600; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A:25.5 (a) (19), this service is exempt from bidding as it constitutes services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development for the hardware; and,

WHEREAS, the anticipated term is until June 30, 2021; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Instructure, Inc. of Salt Lake City, Utah, to provide the software as described herein, at a cost not to exceed \$24,600;

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

8. Resolution Authorizing Purchase of Dell Computers for Center for Online Learning

WHEREAS, Hudson County Community College ("College") needs to purchase three (3) computers for the Center for Online Learning; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.9, the College may, without public advertisement, purchase goods and services through State Contracts; and,

WHEREAS, Dell Marketing LP (NJ State Contract #: 89967) has quoted a price for the three (3) computers at a cost not to exceed \$7,929; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Dell Marketing LP of Round Rock, Texas, to provide computers as described herein at a cost not to exceed \$7,929;

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

9. Resolution Authorizing Purchase of Apple Computers for Center for Online Learning

WHEREAS, Hudson County Community College ("College") needs to purchase three (3) computers from Apple Computer, Inc. ("Apple") for the Center for Online Learning; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (3), the purchase is exempt from public bidding as the computers are only available through Apple; and,

WHEREAS, Apple has quoted a price for the three (3) computers at a cost not to exceed \$13,074; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Apple Computer, Inc. of Austin, Texas, to provide the computers as described herein at a cost not to exceed \$13,074;

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

10. Resolution Authorizing Purchase of Interactive Display System for Center for Online Learning

WHEREAS, Hudson County Community College ("College") needs to purchase an Interactive Display System for the Center for Online Learning; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (3), the purchase is exempt from public bidding as it involves materials or supplies that are patented or copyrighted; and,

WHEREAS, Sharp Business Systems has quoted a price for the system at a cost not to exceed \$8,282; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Sharp Business Systems of Montvale, New Jersey, to provide an interactive display system as described herein at a cost not to exceed \$8,282;

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

11. Resolution Authorizing Purchase of Career Coach Software

WHEREAS, Hudson County Community College ("College") needs to purchase software for the website upgrade to provide a career and program exploration platform for students; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A:25.5 (a) (3), this service is exempt from bidding as materials or supplies which are patented or copyrighted; and,

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

WHEREAS, Economic Modeling, LLC has submitted a proposal to provide its Career Coach Software at a cost not to exceed \$11,500; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Economic Modeling, LLC of Moscow, Idaho, to provide the Career Coach software as described herein, at a cost not to exceed \$11,500;

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

12. Resolution Authorizing Purchase of Food Equipment Repair Services

WHEREAS, Hudson County Community College ("College") needed to procure the services of a vendor on an immediate basis to repair various food service equipment in order to prevent the spoilage of large quantities of food; and,

WHEREAS, Jay-Hill Repairs quoted a price for the repair services at a cost not to exceed \$32,000 and made the necessary repairs; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A:25.5 (7), the service was exempt from public bidding since the subject matter of the purchase related to food supplies and services; and,

WHEREAS, these services were performed in Fiscal Year 2020; and,

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

WHEREAS, the Administration and Finance Committee recommend this payment;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize payment to Jay-Hill Repairs of Fairfield, New Jersey for the necessary repairs to the food service equipment as described herein at a cost not to exceed \$32,000;

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

13. Resolution Rescinding Agreement for May 2020 Commencement at Red Bull Arena

WHEREAS, at its January 21, 2020 regular meeting, the Hudson County Community College Board of Trustees approved a rental contract with Red Bull Arena to host the College's Commencement Ceremony; and,

WHEREAS, the Executive Orders issued by the Governor in response to COVID-19 prohibit large gatherings, including the planned Commencement Ceremony, requiring the College to cancel the ceremony scheduled for May 21, 2020; and,

WHEREAS, the College no longer requires to rent space for a May 2020 ceremony;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby rescind their approval of the rental agreement from January 21, 2020;

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

14. Resolution to Approve December 10, 2020 Commencement Date and Venue

WHEREAS, Hudson County Community College ("College") needs to rent space for the rescheduled Commencement Ceremony to be held on December 10, 2020; and,

WHEREAS, New Jersey Performing Arts Center ("NJ PAC") has provided a rental contract for the needed space at a total cost not to exceed \$45,900; and,

WHEREAS, the cost of this rental will be funded from the Student Life and Leadership budget; and,

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the rental contract with New Jersey Performing Arts Center of Newark, New Jersey, in accordance with the terms described herein at a cost not to exceed \$45,900;

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

15. Resolution Authorizing Purchase of Uninterruptable Power Source Replacement

WHEREAS, Hudson County Community College ("College") needs to purchase an uninterruptable power source to replace the current obsolete system; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.9, the College may, without public advertisement, purchase goods and services through State Contracts; and,

WHEREAS, Dell Marketing LP (NJ State Contract #: 89967) has quoted a price for the power source system at a cost not to exceed \$56,141; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Dell Marketing LP of Round Rock, Texas, under NJ State Contract #89967, to provide the power source system as described herein at a cost not to exceed \$56,141;

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

16. Resolution Amending FLIK Agreement

WHEREAS, Hudson County Community College (“College”) has an existing contract with FLIK International, Inc. (“FLIK”) for the management of the College’s Culinary Conference Center, Liberty Café, and STEM Café; and,

WHEREAS, the College requires a suspension of FLIK’s services in connection with the running of the Culinary Conference Center, Liberty Café, STEM Café, and the new Student Center in response to the COVID-19 pandemic (“Response Period”); and,

WHEREAS, FLIK has proposed suspension of the management fee and the depreciation on equipment investments made by FLIK under the existing contract until operations resume; and,

WHEREAS, given the need to ramp up efforts once the operation resumes, FLIK proposes to extend the term of the existing contract for an additional period of three (3) months from the end of the Response Period, which will also extend the amortization of the equipment investment made by FLIK; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (7) and N.J.S.A. 18A:64A-25.28 (h), a contract for these services may be negotiated and awarded by the College by resolution at a public meeting of its Board of Trustees for a period of up to thirty (30) years; and,

WHEREAS, the Administration and Finance Committee recommend the contract extension;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby approve the suspension of the management fee and the depreciation of the equipment investment made by FLIK, as well as the extension of the term of the existing contract and amortization schedule for a period of three (3) months from the end of the Response Period;

BE IT FURTHER RESOLVED by the Board of Trustees that this approval is subject to the execution of a contract amendment approved by the College’s Administration;

BE IT FURTHER RESOLVED by the Board of Trustees that the College President is authorized to execute the contract amendment on behalf of the College when ready;

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

17. Resolution Approving Acceptance of CARES Act Funding

WHEREAS, Hudson County Community College (“College”) seeks to accept funding from the Coronavirus Aid, Relief, and Economic Security (“CARES”) Act; and,

WHEREAS, the CARES Act establishes the Higher Education Emergency Relief Fund (“HEERF”), making available to colleges and universities funds to provide direct assistance to students as well as the institution in response to a variety of disruptions caused by the COVID-19 crisis; and,

WHEREAS, the College has been awarded \$8,467,661 in such total aid to be split evenly between direct student assistance and institutional support subject to several guidelines for each component; and,

WHEREAS, the College will develop criteria establishing how the student portion will be distributed and document how the institutional component was spent, both subject to periodic reporting to the United States Department of Education;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the administration to take all the necessary steps required to apply for, accept, and receive the approved amount of CARES Act funding.

18. Resolution Approving Request to the Board of School Estimate of Hudson County Community College, Fixing and Determining the Amount of County Funding Necessary for the College's Operating Expenses for Fiscal Year 2020-21

WHEREAS, the proposed College operating budget request to County of Hudson is \$16,821,114 for FY 21; additionally, the College requests \$300,000 in Freeholder Scholarship funding for total County funding of \$17,121,114; and,

WHEREAS, the proposed fiscal year 2021 operating budget request would increase County appropriation to HCCC by 4.9% over the current year; and,

WHEREAS, this is a fiscally conservative funding request that reflects the impacts of the unprecedented health emergency on the College and County of Hudson;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the College's Budget Request to the Board of School Estimate of Hudson County Community College, fixing and determining the amount of County funding necessary for the College's operating expenses for Fiscal Year 2020-21 in the amount of \$17,121,114.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees approve the recommendations of the President, Administration, and Finance Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1-18:**

1) Resolution Authorizing Purchase and Installation of Automatic Swinging Doors Replacement for Culinary Conference Center; 2) Resolution Approving Agreement for Electronic Processing Services for Fiscal Year 2021; 3) Resolution Authorizing Purchase of Internet Services; 4) Resolution Authorizing Award of a Contract for College-Wide Telephone System Services for Fiscal Year 2021; 5) Resolution Authorizing Purchase of Chromebooks for Student Laptop Loan Program; 6) Resolution Authorizing Purchase of Blackboard Software; 7) Resolution Authorizing Purchase of Canvas Conferences Software; 8) Resolution Authorizing Purchase of Dell Computers for Center for Online Learning; 9) Resolution Authorizing Purchase of Apple Computers for Center for Online Learning; 10) Resolution Authorizing Purchase of Interactive Display System for Center for Online Learning; 11) Resolution Authorizing Purchase of Career Coach Software; 12) Resolution Authorizing Purchase of Food Equipment Repair Services; 13) Resolution Rescinding Agreement for May 2020 Commencement at Red Bull Arena; 14) Resolution to Approve December 10, 2020 Commencement Date and Venue; 15) Resolution Authorizing Purchase of Uninterruptable Power Source Replacement; 16) Resolution Amending FLIK Agreement; 17) Resolution Approving Acceptance of CARES Act Funding; and 18) Resolution Approving Request to the Board of School Estimate of Hudson County Community College, Fixing and Determining the Amount of County Funding Necessary for the College's Operating Expenses for Fiscal Year 2020-21.

INTRODUCED BY: Bakari Lee

SECONDED BY: Joseph Doria

DATE: May 12, 2020

Doria, Joseph	<u>AYE</u>
Fahrenheit, Karen	<u>AYE</u>
Galvin, Adamarys	<u>AYE</u>
Gardner, Pamela	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>ABSENT</u>
Rodriguez, Silvia	<u>AYE</u>

Stahl, Harold
Netchert, William, Chair

AYE
AYE

9 Aye 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley

Signature of Recorder

May 12, 2020

Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 12, 2020**

VIII. PERSONNEL RECOMMENDATIONS

1. APPOINTMENT OF FULL-TIME STAFF

First Name	Last Name	Title	Effective Date	Annual Salary
Callie	Martin	Instructional Designer	06/01/2020	\$75,000

RECOMMENDATION: The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Appointment of Full-Time Staff above as Personnel Recommendation Item No. 1.

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

First Name	Last Name	Title	Effective Date	Annual Salary
Chrissto	Canales	Academic Advisor	07/01/2020	\$48,000

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

3. REAPPOINTMENT OF FULL-TIME FACULTY, ACADEMIC YEAR 2020-21

REPORTS/BACKGROUND

First Name	Last Name	Title
Bernard	Adamitey	Instructor, Academic Foundations Math
Eric	Adamson	Instructor, English
Faisal	Aljamal	Instructor, Computer Science
Ruth	Aman	Instructor, English
Jeanne	Baptiste	Instructor, English
Heather	Connors	Instructor, English
Peter	Cronrath	Instructor, Business
Fidelis	Foda-Kahouo	Instructor, Mathematics
Karen	Galli	Instructor, English
Karen	Hosick	Instructor, Exercise Science
Clive	Li	Instructor, Engineering Sciences
Jihan	Nakhla	Instructor, Medical Assisting Program
Mohammad	Qasem	Instructor, Physics
Gilda	Reyes	Instructor, Speech
Laura	Samuelsen	Instructor, Academic Foundations Math
Fatma	Tat	Instructor, Chemistry
Rong "Carrie"	Xiao	Instructor, Accounting

RECOMMENDATION: The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Reappointment of Full-Time Faculty Academic Year 2020-21 as listed above as Personnel Recommendation Item No. 3.

4. FALL 2020 SABBATICAL RECOMMENDATION

REPORTS/BACKGROUND

Hudson County Community College has established Sabbatical Leaves for faculty to provide opportunities for professional development through study, travel, scholarly activity or other pursuits that contribute to professional growth. Faculty members may be required to make an oral presentation explaining the purposes, content and outcome of the Sabbatical Leave.

First Name	Last Name	Title
Catherine	Sweeting	Associate Professor

RECOMMENDATION: The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Fall 2020 Sabbatical Recommendation listed above as Personnel Recommendation Item No. 4.

5. APPOINTMENT OF PART-TIME STAFF THROUGH MAY 2021, AS NEEDED

FIRST NAME	LAST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
Mustafa	Faraj	Continuing Education & Workforce Development	PT Instructor	PTINST-102010 & 103005	Catherina Mirasol
Dermel	Warren	Continuing Education & Workforce Development	PT Instructor	PTINST-102010 & 103005	Catherina Mirasol
Djadjji	Sylla-Samassa	Continuing Education & Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol

RECOMMENDATION: The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Appointment of Part-Time Staff listed above as Personnel Recommendation Item No. 5.

6. Resolution Authorizing an External Consultant for the 2019-20 Tenure Appeal Committee for Hudson County Community College

WHEREAS, Hudson County Community College ("College") requires the services of Jane Scimeca, Professor of History at Brookdale Community College, to act as the External Evaluator and Chairperson of the 2019-20 Tenure Appeal Committee ("Committee"); and,

WHEREAS, the Committee is composed of an external consultant who serves as Chairperson and two tenured HCCC faculty members; and,

WHEREAS, the anticipated term is April 16, 2020 until May 31, 2020; and,

WHEREAS, the Consultant will be compensated at a rate of \$100 per hour, not to exceed \$3,000, for these services; and,

WHEREAS, the Consultant will follow the process and protocols as described in the Tenure Review Handbook; and,

WHEREAS, the cost of the services will be funded from the Academic Affairs Division budget; and,

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award Consultant status for the 2019-20 Tenure Appeal Committee to Jane Scimeca, Professor of History at Brookdale Community College, at an amount not to exceed \$3,000.

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

7. Resolution Authorizing a Stipend for Ara Karakashian, Associate Professor of Culinary Arts

WHEREAS, in the absence of the Associate Dean of Business, Culinary Arts and Hospitality Management (BCH), who is on leave, the College wishes to pay a stipend to Ara Karakashian, Associate Professor of Culinary Arts, for additional responsibilities and duties while providing temporary leadership for the day-to-day operations of the BCH Division; and,

WHEREAS, a stipend of \$2,468.67 per month, pro-rated, is recommended; and,

WHEREAS, the anticipated term of this stipend will be no longer than March 18, 2020 through December 31, 2020; and,

WHEREAS, additional responsibilities and duties will include fulfilling the role of the Associate Dean including leadership of the day-to-day operations of the BCH Division and providing ongoing training and guidance to staff and faculty while supporting students in their educational programs; and,

WHEREAS, Ara Karakashian will report directly to the Associate Vice President for Academic Affairs for this duration; and,

WHEREAS, the cost of these services will be funded by the BCH Division budget; and,

WHEREAS, the Administration and Personnel Committee recommend this stipend;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award to Ara Karakashian, Associate Professor of Culinary Arts, a stipend of \$2468.67 per month, pro-rated from March 18, 2020 through December 31, 2020, for additional responsibilities and duties.

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

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, Administration and Personnel Committee as outlined above in **Item VIII. Personnel Recommendations 1-7:**

1) Appointment of Full-Time Staff; 2) Appointment of Temporary Full-Time Staff Through December 31, 2020; 3) Reappointment of Full-Time Faculty, Academic Year 2020-21; 4) Fall 2020 Sabbatical Recommendation; 5) Appointment of Part-Time Staff Through May 2021, As Needed; 6) Resolution Authorizing an External Consultant for the 2019-20 Tenure Appeal Committee for Hudson County Community College; and 7) Resolution Authorizing a Stipend for Ara Karakashian, Associate Professor of Culinary Arts.

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: Joseph Doria

DATE: May 12, 2020

Doria, Joseph AYE

<i>Fahrenholz, Karen</i>	<u>AYE</u>
<i>Galvin, Adamarys</i>	<u>AYE</u>
<i>Gardner, Pamela</i>	<u>AYE</u>
<i>Kenny, Roberta</i>	<u>AYE</u>
<i>Lee, Bakari</i>	<u>AYE</u>
<i>Peña, Jeanette</i>	<u>ABSENT</u>
<i>Rodriguez, Silvia</i>	<u>AYE</u>
<i>Stahl, Harold</i>	<u>AYE</u>
<i>Netchert, William, Chair</i>	<u>AYE</u>

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

<i>Jennifer Oakley</i>	<u>May 12, 2020</u>
Signature of Recorder	Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 12, 2020**

IX. ACADEMIC AND STUDENT AFFAIRS

1. Resolution Approving Contract Addendum Establishing a Third-Party Payer Agreement between Hudson County Community College and Year Up New York New Jersey

WHEREAS, Hudson County Community College ("College") entered into an agreement with Year Up New York New Jersey in May 2019; and,

WHEREAS, Year Up assists the College in furthering the reach of its mission by providing young adults with a pathway to entry-level employment in high-demand sectors such as Information Technology and Business, through an intensive training and internship program; and,

WHEREAS, the College and Year Up have developed a synergistic partnership through which Year Up recruits the College's students to participate in its training and internship program, and students who participate in Year Up programming are simultaneously enrolled in degree programs at HCCC; and,

WHEREAS, the College and Year Up are committed to removing barriers to students' participation in the Year Up program; and,

WHEREAS, the proposed contract addendum (Attachment I) between the College and Year Up establishes a Third-Party Payer Agreement through which the College may submit an invoice for tuition and fees for any HCCC student enrolled in the Year Up program, directly to Year Up; and,

WHEREAS, the Administration and Academic and Student Affairs Committee recommend this contract addendum between Hudson County Community College and Year Up;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the contract addendum establishing a Third-Party Payer Agreement between Hudson County Community College and Year Up, effective upon approval;

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

Resolution:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration, and the Academic and Student Affairs Committee as outlined above in **Item IX. Academic and Student Affairs Recommendation 1: (1) Resolution Approving Contract Addendum Establishing a Third-Party Payer Agreement between Hudson County Community College and Year Up New York New Jersey.**

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: Adamarys Galvin

DATE: May 12, 2020

Doria, Joseph	<u>AYE</u>
Fahrenholz, Karen	<u>AYE</u>
Galvin, Adamarys	<u>AYE</u>

Gardner, Pamela
 Kenny, Roberta
 Lee, Bakari
 Peña, Jeanette
 Rodriguez, Silvia
 Stahl, Harold
 Netchert, William, Chair

_____	AYE
_____	AYE
_____	AYE
_____	ABSENT
_____	AYE
_____	AYE
_____	AYE

____ 9 ____ Aye ____ 0 ____ Nay
 *****RESOLUTION ADOPTED*****

Jennifer Oakley

May 12, 2020

Signature of Recorder

Date



Contract Addendum

This Contract Addendum establishes a 3rd Party Payer Agreement between Year Up and Hudson County Community College ("parties"). The parties intend for this Contract Addendum to be incorporated by reference in the Year Up/Hudson County Community College Memorandum of Understanding ("MOU") executed in full by the parties as of May 16, 2019. In the event of a conflict between the terms of this Contract Addendum and the MOU, the terms of the Contract Addendum shall prevail.

Billing/Invoicing

1. Year Up (YU) will assist students with registration and financial aid applications each semester. They will meet Hudson County Community College (HCCC) registration and financial aid deadlines. YU students will be responsible for submitting required financial aid documents in a timely manner for their financial aid to be disbursed to their account during the fourth/fifth week of the 12-week or 15-week semester.
2. YU will notify HCCC's Office of Student Financial Services (SFS) for Student Accounts, Bursar and Financial Services office contacts, in writing, when a HCCC student is enrolled in the YU program. This notification will indicate YU's intention to sponsor the tuition and fees for the upcoming semester. The SFS team will then include a YU tag on student's profile. Any student with YU tag will be able to register for classes and will not be subject to the typical office communications regarding payment by the College's payment due date and also will not be at risk to have their class schedule dropped for non-payment. This will be true even if their financial aid has not been packaged before class registration. YU will continue to work with the student through the verification process ensuring that the student's financial aid file is complete and ready for review by the SFS team.
3. YU will make sure to immediately notify any student who becomes ineligible for program benefits (this notification will be shared with the SFS team contacts). YU will notify SFS and the student in writing no later than semester billing due dates as possible. Notifications received by these semester dates will release YU of any financial sponsorship for that individual student.



4. The College will invoice YU for outstanding tuition and fees for YU-HCCC students based on the balance due during the sixth week.
5. The College's invoice will include outstanding tuition and fees for YU-HCCC after financial aid has been deducted.
6. The College will also invoice YU for any students who have "fired" themselves or exited from the YU program after the college's Add/Drop deadline for the semester.
7. The YU invoice will be produced during the sixth week of each semester and forwarded to YU for payment.
 - a. Each invoice will clearly state the name of student and balance due for that semester.
 - b. Payment will be due in 30 days from receipt of the invoice.
 - i. Year Up will have the opportunity to question or validate individual charges within that time.
 - ii. HCCC will allow for disputes about the amounts that are charged to be resolved before the 30-day payment deadline.
 - iii. YU understands that ultimately HCCC is the source of all charges and thus has the final word on any YU balance disputes.
 - iv. YU agrees to cover the cost of tuition and fees associated with the courses required for the program(s) they offer. This includes: tuition, technology fee(s), general fee(s), facility fee, digital course materials, lab fee(s), any other required fees associated with either remedial courses needed for entry into the program, or courses required by degree/certificate offered.
 - b. Financial Aid status changes may require HCCC to bill YU later in the semester if financial aid awards do not disburse or workforce funding is not received as expected.
 - i. If financial aid or other third-party funding has not been paid by the last day to withdraw (W grade), YU will be invoiced for the outstanding balance on the student account.
8. End of the semester F grade reporting Federal Student Aid requirements.
 - a. YU/HCCC students, like all HCCC students, who stop-out or fail to complete a semester, may have their semester financial aid reduced or



canceled. If this results in a balance due for a YU sponsored student for a given semester. HCCC will invoice YU as noted below.

- i. SFS will send a third invoice to YU at the end of each semester. This invoice will include any HCCC/YU students who have their financial aid adjusted as a result of an unearned F or an early withdrawal that requires their aid to be pro-rated. YU will only be invoiced for students in their cohort with this this status and a balance due to HCCC.
9. Any financial aid received after YU has remitted payment, which results in a credit balance on the student account shall be credited back to YU. In the event, that the amount of this credit is in excess of what YU has paid out, the funds will be sent to the student themselves.
10. Both YU and HCCC agree to the terms of this agreement as executed below.

Hudson County CC Representative

Year Up Representative

Signature

Date

Name (Print)

Title

A handwritten signature in black ink, appearing to read "John Galante".

Signature

04/06/2020

Date

John Galante

YUNY | NJ Executive Director

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 12, 2020**

X. NEW BUSINESS

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 12, 2020**

XI. ADJOURNMENT

THAT, the meeting be adjourned at 5:35 P.M.

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: Bakari Lee

DATE: May 12, 2020

Doria, Joseph	<u>AYE</u>
Fahrenholz, Karen	<u>AYE</u>
Galvin, Adamarys	<u>AYE</u>
Gardner, Pamela	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>ABSENT</u>
Rodriguez, Silvia	<u>AYE</u>
Stahl, Harold	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

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

Jennifer Oakley

Signature of Recorder

May 12, 2020

Date