

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

**Regular Meeting--Board of Trustees**  
**May 14, 2019**

**AGENDA**

- |              |   |   |
|--------------|---|---|
| <b>I.</b>    | <b>CALL TO ORDER - FLAG SALUTE</b>  | <i>Mr. Netchert</i>   |
| <b>II.</b>   | <b>ROLL CALL AND RECOGNITION OF VISITORS</b>  |   |
|              | <b>Trustees:</b><br>Kevin Callahan<br>Karen Fahrenholz, Secretary/Treasurer<br>James Fife, Trustee Emeritus<br>Pamela Gardner<br>Alexandra Kehagias – Student Alumni Representative<br>Roberta Kenny<br>Joanne Kosakowski<br>Bakari Lee, Vice Chair<br>William Netchert, Chair<br>Jeanette Peña<br>Christopher Reber, President<br>Harold Stahl |   |
| <b>III.</b>  | <b>COMMENTS FROM THE PUBLIC</b>   | <i>Mr. Netchert</i>   |
| <b>IV.</b>   | <b>CLOSED SESSION</b> (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.)  |   |
| <b>V.</b>    | <b>REPORTS</b><br>1. Student Government Association President's Report<br>2. All College Council President's Report<br>3. President's Report<br>a. John Marlin, Michael Whelpley, Open Educational Resources  | <i>Warren Rigby</i><br><i>Denise Rossilli</i><br><i>Dr. Reber</i> |
| <b>VI.</b>   | <b>REGULAR MONTHLY REPORTS AND RECOMMENDATIONS</b><br>1. Minutes of Previous Meetings<br>2. Gifts, Grants, and Contracts  | <i>Dr. Reber</i>  |
| <b>VII.</b>  | <b>FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS</b>   | <i>Dr. Reber</i>  |
| <b>VIII.</b> | <b>PERSONNEL RECOMMENDATIONS</b>  | <i>Dr. Reber</i>  |
| <b>IX.</b>   | <b>ACADEMIC AND STUDENT AFFAIRS</b>   | <i>Dr. Reber</i>  |
| <b>X.</b>    | <b>NEW BUSINESS</b>   | <i>Mr. Netchert</i>   |
| <b>XI.</b>   | <b>ADJOURNMENT</b>  | <i>Mr. Netchert</i>   |

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
May 14, 2019**

**CALL TO ORDER**

**I. FLAG SALUTE**

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

**Trustees:**

|   |                |
|---|----------------|
| Kevin Callahan  | <u>PRESENT</u> |
| Karen A. Fahrenholz   | <u>PRESENT</u> |
| James Fife, Trustee Emeritus, ex officio                      | <u>ABSENT</u>  |
| Pamela E. Gardner   | <u>PRESENT</u> |
| Alexandra Kehagias, Student Alumni Representative, ex officio | <u>PRESENT</u> |
| Roberta Kenny   | <u>ABSENT</u>  |
| Joanne Kosakowski   | <u>PRESENT</u> |
| Bakari Lee  | <u>PRESENT</u> |
| William J. Netchert   | <u>PRESENT</u> |
| Jeanette Peña   | <u>ABSENT</u>  |
| Christopher Reber - President, ex officio                     | <u>PRESENT</u> |
| Harold G. 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, and filed with each Office of the Hudson County Municipal Clerks, and posted on the Public Bulletin Boards of the Hudson County Community College at 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.*

### **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 14, 2019**

**III. COMMENTS FROM THE PUBLIC**

*President of the Academic Administrative Association Jose Lowe addressed the Board.*

*President of the Support Staff Federation Dorothea Graham King addressed the Board.*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
May 14, 2019**

**IV. CLOSED SESSION**

***No Closed Session***

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
May 14, 2019**

**V. REPORTS**

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

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
May 14, 2019**

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

**1. MINUTES OF PREVIOUS MEETING**

The Minutes of the Regular Meeting of April 16, 2019 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 16, 2019.

**2. GIFTS, GRANTS, AND CONTRACTS REPORT – None**

**RESOLUTION:**

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

**INTRODUCED BY:** Bakari Lee

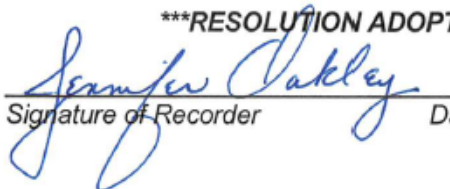
**SECONDED BY:** Karen Fahrenholz

**DATE:** May 14, 2019

|                          |               |
|--------------------------|---------------|
| Callahan, Kevin          | <u>ABSENT</u> |
| Fahrenholz, Karen        | <u>AYE</u>    |
| Gardner, Pamela          | <u>AYE</u>    |
| Kenny, Roberta           | <u>ABSENT</u> |
| Kosakowski, Joanne       | <u>AYE</u>    |
| Lee, Bakari              | <u>AYE</u>    |
| Peña, Jeanette           | <u>ABSENT</u> |
| Stahl, Harold            | <u>AYE</u>    |
| Netchert, William, Chair | <u>AYE</u>    |

6 Ayes..... 0 Nay

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

 5-14-19  
Signature of Recorder Date

**ATTACHMENT A  
ITEM VI**

**HUDSON COUNTY COMMUNITY COLLEGE  
Board of Trustees Meeting  
Mary T. Norton Room  
70 Sip Avenue, 4<sup>th</sup> Floor  
Jersey City, NJ  
5:00 P.M.**

**REGULAR MEETING --- BOARD OF TRUSTEES  
April 16, 2019**

**MINUTES**

**PRESENT:** Kevin Callahan; Karen Fahrenholz; Pamela Gardner; Alexandra Kehagias, Student Alumni Representative (ex officio); Roberta Kenny; Joanne Kosakowski; Bakari Lee; William Netchert; Christopher Reber (ex officio); and Harold Stahl.

**ABSENT:** James Fife, Trustee Emeritus (ex officio); Jeanette Peña; and Adrienne Sires.

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

HCCC Staff and Visitors present: Rhoda Alaribe, Hugo Almeida, Jessica Brito, Shannonine M. Caruana, Patrick Castillo, Nicholas Chiaravalloti, Patricia Clay, Patrick Del Piano, Heather DeVries, Lisa Dougherty, Eric Friedman, Veronica Gerosimo, Dorothea Graham-King, Anna Krupitskiy, Patrick Moore, Elizabeth Nesius, Ferdinand Oroock, John Quigley, Ismael Randazzo, Vivyen Ray, Qamar Raza, Warren Rigby, Lotta Sanchez, Fatima Tat, Christopher Wahl, Lilisa Williams, and Marcella Williams

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

**II. ROLL CALL**

The regular meeting was called to order by Chair William Netchert at 5:00 p.m.

**III. COMMENTS FROM THE PUBLIC - None**

**IV. CLOSED SESSION - None**

**V. REPORTS**

**1. Student Government Association President Rhoda Alaribe gave the following report.**

SGA held a Town Hall Meeting on April 4. Students were able to meet several members of the Administration including Assistant Vice President for Academic Affairs Christopher Wahl and Vice President for Student Affairs and Enrollment Lisa Dougherty, among others, to voice their concerns and offer feedback.

For the second year, SGA will be hosting a campus-wide diaper drive for the WomenRising shelter.

SGA will also host an event on April 17 in collaboration with the new Veterans Organization that has been organized.



*We are in the process of planning an event for our graduates in May.*

*Interest in SGA has grown tremendously in the Spring Semester, for which we are very proud. We are currently holding interviews for new senators. SGA has facilitated the formation of several new clubs:*

- *United Veterans Association;*
- *Adventurers Club;*
- *Photography Club; and*
- *Turning Point Club.*

#### *Executive Board Elections*

*This is my last semester at HCCC as well as serving as President of SGA. I will be attending Loyola University in Chicago in the Fall. Executive Board Elections for the new Executive Board were recently held. I want to thank the Board of Trustees for the opportunity to come before you to represent my peers. Thank you, Dr. Reber, for making yourself available to the students and SGA. It is something that we truly do appreciate. Thank you faculty and staff for making yourselves available as well. Thank you SGA Advisor Veronica Gerosimo, who has constantly made herself available whenever needed.*

*Rhoda Alaribe introduced new SGA President Warren Rigby.*

*Warren Rigby addressed the Board of Trustees.*

*Board of Trustees, faculty and peers, I am excited for the upcoming semester and to work hand in hand with you to ensure that we are bringing the voices of the student body to you to help in addressing any issues. We have had a huge increase in SGA membership, which warms my heart greatly. It was important for me to make SGA more accessible to the students and we've done that so far. Thank you very much.*

## **2. All College Council President's Report**

*In the absence of All College Council President Denise Rossilli, Steering Committee Vice Chair Shannonin Caruana reported on the following initiatives.*

- *The ACC College Life Subcommittee on Diversity, Equity, and Inclusion is going to meet the week of April 22 to formulate the survey and have it ready for distribution by the end of April. Trustee Lee requested that the Board also have access to the survey. President Reber noted that he will follow-up on this with the Subcommittee. Shannonin said that she would follow up as well.*
- *The ACC Technology Committee is getting ready to release a faculty survey on classroom technology to faculty and staff.*

- *The Academic Affairs Committee is presenting an updated policy on Final Grade Appeal before the end of the Spring semester.*
- *ACC recently held a scholarship event for ESL faculty member Johanna Van Gendt, who passed in May 2017. The event was wonderful and well attended. We will discuss future ramifications of a faculty scholarship with Nicholas Chiaravalloti.*
- *We would like to recognize the Development and Planning Committee, especially Chair Kathryn Buckley, and Matthew Fessler, on their collaboration on Dollars for Scholars. Many people joined in this effort to help students in preparing to apply for scholarships and it was noted in the Commendations by Middle States in their report out.*

### **3. President's Report**

*Good afternoon, Trustees, colleagues, students and guests.*

*Denise Rossilli and Rhoda Alaribe are both finishing their terms as President of the All College Council and the Student Government Association, respectively. Both have provided stellar leadership for their organizations and have been dedicated advocates of Hudson County Community College in so many ways. Thank you, Rhoda and Denise!*

*I would like to begin my report by inviting Executive Vice President and Provost, Dr. Eric Friedman, to present a very special recognition.*

*Eric Friedman recognized Dr. Daniel Julius, Provost of New Jersey City University.*

*Good evening students, faculty members, Trustees, and President Reber.*

*So much of what we do at the community college centers around—and depends on—partnerships. We spend a lot of time working with partners at high school districts, non-profit organizations, businesses, governmental agencies, and universities.*

*At the top of my list has been a unique partnership with Provost Daniel Julius at New Jersey City University. Provost Julius has demonstrated a true spirit of collaboration that has manifested in a portfolio of special programs, articulations, dual admission agreements, and shared grants that have had a direct impact on HCCC's students. When I discussed with him our efforts to get more minority students into STEM careers, Daniel asked: "Would it help if I developed Provost Scholarships that would provide full tuition?" From that came the NJCU Provost Scholarships for HCCC students. When we met with him about offering the Bachelors of Science in Nursing degree at Hudson, he catalyzed the process and made it happen.*

*Now that he is taking sabbatical and then returning to teaching, we will miss him greatly. Dan, we wish you only the best. Allow me to read the wording on the plaque that we have for him:*

*Presented to Daniel J. Julius, April 2019. In recognition of your continued collaboration, hard work, dedication and commitment to the students of Hudson County. You have set forth the standard of excellence in partnerships toward which others should strive.*

*Dan, thank you so much.*

*Dr. Daniel Julius offered the following comments.*

*Thank you to the Board, President, faculty and staff for this honor. On behalf of NJCU, we value our partnership and relationship beyond what you can imagine. We serve the same student population, we serve the same City, we serve the same community. We have incredible respect and appreciation for your mission and we want to continue in that partnership. Every time I come here, I am reminded of how vibrant, how intellectual, how alive and innovative this community is. It is just a distinct pleasure to be honored in this way and to continue in this partnership, which I am sure my successor will do as well.*

*President Reber resumed his comments:*

*Thanks, Eric.*

*Dr. Julius, thanks for your collaboration, leadership and partnership over many years that have served our students exceedingly well.*

*We all continue to celebrate and reflect on the success of our recent Middle States Decennial Peer Team Site Visit. The observations and feedback from our peer reviewers – all of whom serve community colleges, and live and breathe our values as their life's work – are both affirming and historic in the life and evolving story of Hudson County Community College.*

*I thank our trustees who participated in the Team Visit Kickoff Dinner, Breakfast Meeting with the Board, and/or the Public Meeting of the Team's Preliminary Findings. Many thanks to Trustees Netchert, Lee, Fahrenheit, Callahan, Gardner, Kehagias, Kenny, and Stahl for their participation. And a special shout-out to Trustee Pamela Gardner, who attended all three meetings!*

*As I shared with our College community following the Visit and Report of Findings, it was the widespread involvement and participation of all members of our community that made this fabulous outcome possible at the end of the day. I therefore thank the hundreds of students, faculty, staff, administrators, trustees, Foundation Board members, alumni and others who participated in this most important cyclical peer review process that every postsecondary institution must undertake.*

*I would be remiss if I didn't once again offer very special thanks to Dr. Eric Friedman, who served so skillfully as our Accreditation Liaison Officer over the past year; Middle States Steering Committee Co-Chairs Ellen Renaud and Professor Cathie Seidman, and all members of the Steering Committee; and, of course, Administrative Assistant Alexa Riano; Self Study Editor and Professor Tony Acevedo; Director of Curriculum Heather DeVries; and IT Specialist Kevin Eng. Tony, Heather and Kevin even stayed in the team's hotel for three evenings to be on hand to answer questions and offer support in the nighttime hours when the team members were doing their work. And, indeed, they were called upon and rose to the occasion beautifully. So, congratulations to all of us! Our future is very bright!*

*I am delighted to share that late last week, Vice President for Student Affairs and Enrollment Lisa Dougherty received the exceptional news that she is one of 40 colleagues nationwide to have been accepted into the 2019-20 Aspen Institute Presidential Fellowship for Community College Excellence program. During the coming year Lisa will have phenomenal opportunities for professional development and engagement with community college leaders nationwide, a*

*testament to her skills, leadership and future potential as a community college educator and leader. Congratulations, Lisa! We are proud of you!*

*This evening, I am honored to congratulate five Hudson County Community College students, who recently attended the Harvard University Model United Nations Conference. Our students have planned a brief presentation of their experience. I am pleased to thank Model UN Advisor and Associate Professor of Humanities and Social Sciences Joe Caniglia for his leadership and mentorship of our very talented students.*

*Thanks so much, Joe. I turn the presentation over to you.*

*Joseph Caniglia offered the following comments.*

*The students who participated in the Model UN Conference did an outstanding job preparing and participating in numerous debates at the conference. They interacted with over 3,000 students from across the globe. I am very proud of each one of them. I would like to give special thanks to Abou Traore for developing the video we will use for our presentation.*

*Professor Caniglia introduced the following students.*

*Prisca Agombe - President/Secretary General of the HCCC Model UN Club  
Jarell Bryant - Community Service Officer  
Michael Okoye - Secretary  
Aboubacar Diane - Treasurer  
Abou Traore - Society Development Officer*

*The students thanked Joseph Caniglia for his support and dedication and presented him with a gift. The students also expressed gratitude to President Reber and the Board of Trustees. A video was presented on their experience at the Harvard University Model United Nations Conference.*

*President Reber resumed his comments.*

*Thanks so much, Professor Caniglia and students, and congratulations again!*

*I'd like to ask Provost Eric Friedman and Assistant Vice President Chris Wahl to join me in presenting plaques to our students in recognition of their excellence.*

*Trustees, this concludes my remarks.*

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

- 1. Minutes of the Regular Meeting of March 12, 2019*
- 2. Gifts, Grants, and Contracts Report*

*The College has received the following grant:*

*TITLE: Carl D. Perkins Grant for Career and Technical Education (CTE)  
AGENCY: New Jersey Department of Education*

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*PURPOSE OF GRANT: HCCC received notice of our FY'19 allocation to be utilized for direct instructional support for HCCC CTE programs.*

*COLLEGE ADMINISTRATOR: Dayneesa McMillan*

*COLLEGE CONTRIBUTION: \$0*

*AWARD AMOUNT: \$824,815*

*Resolution Authorizing Approval of Regular Monthly Reports.*

*Introduced by: Joanne Kosakowski*

*Seconded by: Bakari Lee*

*8 Ayes.....0 Nays*

*Resolution Adopted*

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

- 1. Resolution Authorizing Approval to Develop Property in the Journal Square Area for Permanent Use by HCCC;*
- 2. Resolution Authorizing the Purchase of Ground Maintenance Services for the Journal Square Campus;*
- 3. Resolution Authorizing the Purchase of Kitchen Equipment Cleaning Services for the Culinary Arts Building;*
- 4. Resolution to Approve the Budget to Replace Roof of the North Hudson Campus Building;*
- 5. Resolution Authorizing the Award of a Contract to Grainger for Facilities Department Supplies and Equipment;*
- 6. Resolution Authorizing the Purchase of Concrete Sidewalk Repair for 70 Sip Avenue and 119 Newkirk Street for Compliance with the Americans with Disabilities Act (ADA);*
- 7. Resolution Approving Payments for Emergency HVAC Services;*
- 8. Resolution Approving Emergency Contract for Climate Control and HVAC Services;*
- 9. Resolution Authorizing the Purchase of Cell Phone Tower Antenna Systems for 71 and 81 Sip Avenue;*
- 10. Resolution Authorizing the Purchase of Furniture for the 81 Sip Avenue Student Center Project;*
- 11. Resolution Authorizing the Purchase of 75 Chairs and Bar Stools for STEM Building Café;*
- 12. Resolution Authorizing the Award of Tsigonia Paint Sales for Maintenance Department;*
- 13. Resolution Awarding a Contract for Website Redesign Front End Development Services;*
- 14. Resolution Awarding a Contract for Website Redesign Content Management System (CMS);*
- 15. Resolution Authorizing Workforce Leadership Academy Collaboration Agreement Between The Aspen Institute and HCCC;*
- 16. Resolution Authorizing Amendment to the August 14, 2018 Resolution #6, Temporary Staffing for Human Resources Department;*
- 17. Resolution Authorizing Memorandum of Understanding with Year Up Inc., a Professional Skills Training Program;*

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18. Resolution Awarding a Contract for Hardware and Hardware Support Required for Virtual Desktop Infrastructure Classrooms;
19. Resolution Awarding a Contract for Software and Maintenance Required for Virtual Desktop Infrastructure Classrooms; and,
20. Resolution Authorizing the Approval of the HCCC Tuition & Fee Policy FY20.

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

### VIII. PERSONNEL RECOMMENDATIONS

#### 1. RESIGNATION

| <u>Name</u>     | <u>Title</u>                  | <u>Effective Date</u> |
|-----------------|-------------------------------|-----------------------|
| Jerry Trombella | Dean of Research and Planning | 4/12/19               |

#### 2. APPOINTMENT OF STAFF

| <u>Name</u>        | <u>Title</u>                           | <u>Effective Date</u> | <u>Annual Salary</u>    |
|--------------------|--|-----------------------|-------------------------|
| Paola Valcarcel    | Academic Lab Coordinator               | 4/17/19               | \$38,000<br>(pro-rated) |
| Nouara Oubraham    | Library Associate                      | 4/17/19               | \$30,000<br>(pro-rated) |
| Jing Yang          | Director of Library Technology         | 4/29/19               | \$70,000<br>(pro-rated) |
| Deliana Acosta     | Counselor                              | 4/17/19               | \$48,000<br>(pro-rated) |
| Tejal Parekh       | EOF Counselor                          | 4/17/19               | \$43,697<br>(pro-rated) |
| Patrizia Barroero  | Transitional Program Lecturer          | 4/17/19               | \$55,000<br>(pro-rated) |
| Christopher Conzen | Executive Director,<br>Secaucus Center | 5/17/19               | \$105,000               |

#### 3. MODIFICATIONS OF STAFFING TABLE FOR FY 2019 EFFECTIVE April 9, 2019

##### SECTION ONE:

##### DELETE TITLES

Director, Curriculum  
Assistant Director of Advising

Secretary, Center for Business and Industry  
Dean, Institutional Research and Planning  
Vice President for Development/Assistant to the President

## **SECTION TWO:**

### **ADD TITLES**

Assistant Dean, Curriculum and Academic Assessment  
Administrative Assistant for Continuing Education and Workforce Development  
Associate Director of Advisement and Transfer Services  
Executive Director of Institutional Research  
Instructional Designer  
Vice President for External Affairs and Senior Counsel to the President  
Vice President for Advancement and Communications

## **SECTION THREE:**

### **CHANGE TITLE WITH INCUMBENTS**

#### **NAME**

Heather DeVries

FROM:  
TO:

#### **TITLE CHANGES**

Director, Curriculum  
Assistant Dean, Curriculum and Academic Assessment

Nicholas Chiaravalloti FROM:

TO:

Vice President for Development/Assistant to the President  
Vice President for External Affairs and Senior Counsel to the President

## **SECTION FOUR:**

### **SALARIES IMPACTED BY STAFF TITLE CHANGES**

#### **Administrative Employee**

Heather DeVries Assistant Dean, Curriculum and Academic Assessment  
Salary: From: \$70,000  
To: \$77,500

#### **Confidential Employee**

Nicholas Chiaravalloti Vice President for External Affairs and Senior Counsel to the President  
Salary: From: \$127,500  
To: \$140,000

## **4. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: APRIL 17, 2019 – JUNE 30, 2019**

### **NEW PART TIME HIRES**

| <b>LAST NAME</b> | <b>FIRST NAME</b> | <b>DEPARTMENT</b> | <b>TITLE</b>      | <b>POSITION ID</b> | <b>SUPERVISOR</b> |
|------------------|-------------------|-------------------|-------------------|--------------------|-------------------|
| KUSHNER          | SCOTT             | LIBRARY           | LIBRARIAN         | PTLRN-150510       | E. RENAUD         |
| DOMINGUEZ        | CHRISTIAN         | ITS               | PC TECHNICIAN     | PTTECH-253025      | K. MELEWSKI       |
| ZAMORA           | REYNEL            | ITS               | PC TECHNICIAN     | PTTECH-253025      | K MELEWSKI        |
| ROSA             | SHELLY-ANN        | CONT. EDUCATION   | TEACHER ASSISTANT | SUMTA-102010       | C. MIRASOL        |

|           |         |                             |                            |               |                  |
|-----------|---------|-----------------------------|----------------------------|---------------|------------------|
| SCHERILLO | MARCO   | CUSTOMER SERVICE            | CUSTOMER SERVICE ASSISTANT | OFFAST-253035 | G. DARIAS        |
| FINNEGAN  | LIA     | DISABILITY SUPPORT SERVICES | NOTETAKER/ READER          | READER-150525 | K. DAVIS         |
| ROMERO    | LISBETH | DISABILITY SUPPORT SERVICES | NOTETAKER/ READER          | READER-150525 | K. DAVIS         |
| SIERRA    | TERESA  | DISABILITY SUPPORT SERVICES | NOTETAKER/ READER          | READER-150525 | K. DAVIS         |
| HAMBRIC   | IMANI   | DISABILITY SUPPORT SERVICES | NOTETAKER/ READER          | READER-150525 | K. DAVIS         |
| STABILE   | MARLENE | GRANTS                      | ACADEMIC COACH             | GRATUT-601021 | P. BANDYOPADHYAY |

**CONTINUING PART TIME HIRE**

| LAST NAME | FIRST NAME | DEPARTMENT      | TITLE         | POSITION ID   | SUPERVISOR |
|-----------|------------|-----------------|---------------|---------------|------------|
| BUCKLEY   | KATHRYN    | ENGLISH AND ESL | AD-HOC SCORER | SCORER-101040 | E. NESSIUS |

**RECOMMENDATION:** The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New and Continuing Part-Time Hires listed above as Personnel Recommendation Item No. 4.

**5. Appointment of Additional New Hire Adjunct Spring 2019**

| LAST NAME | FIRST NAME | DEPARTMENT                   |
|-----------|------------|------------------------------|
| Fayerman  | Ilana      | Humanities & Social Sciences |

**6. Resolution for the Extension of Stipend for Alexa Riano, Executive Administrative Assistant**

**7. Resolution Authorizing a Consultant for Grant Writing and Editing Services**

Introduced by: Harold Stahl

Seconded by: Pamela Gardner

8 Ayes.....0 Nays

Resolution Adopted

**IX. ACADEMIC AND STUDENT AFFAIRS**

**1. Proposed Collaboration Agreement Between Hudson County Community College and the Aspen Institute**

Introduced by: Pamela Gardner

Seconded by: Karen Fahrenholz

8 Ayes.....0 Nays

Resolution Adopted

**X. NEW BUSINESS**

**1. Resolution Recognizing April 2019 as Hudson County Community College Month**

Introduced by: Board as a Whole

Seconded by: Board as a Whole

8 Ayes.....0 Nays

Resolution Adopted



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**XI. ADJOURNMENT 6:00 P.M.**

*Introduced by: Bakari Lee*

*Seconded by: Pamela Gardner*

*8 Ayes.....0 Nays*

*Resolution Adopted*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
May 14, 2019**

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

**1. Resolution Authorizing Purchase of Information Technology and Security Cameras, Equipment, and Installation Services for the 81 Sip Avenue Student Center Renovation Project**

**WHEREAS**, Hudson County Community College ("College") needs to purchase information technology services for the Student Center Renovation Project; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.10, the College may enter into cooperative pricing agreements with other units of government; and,

**WHEREAS**, the College is a member of the Union County Cooperative Pricing System and has entered into an agreement with the County of Union, which serves as the Lead Agency for purchases; and,

**WHEREAS**, Johnston Communications Voice and Data of Kearny, New Jersey is an approved vendor to provide information technology and security cameras, equipment, and installation services under the Union County Cooperative Pricing System pursuant to contract UCCP 41-2017; and,

**WHEREAS**, Johnston Communications has provided pricing through the cooperative to provide the information technology services at a total cost not to exceed \$237,803; and for the security cameras, equipment, and installation services at a total cost not to exceed \$108,374; and,

**WHEREAS**, the cost of the information technology 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 awards a contract for the purchase of information technology services from Johnston Communications of Kearny, New Jersey as described herein at a cost not to exceed \$237,803; and for the purchase of security cameras, equipment, and installation services as described herein at a cost not to exceed \$108,374;

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

**2. Resolution Authorizing Purchase of 40 Dell Computers for the 81 Sip Avenue Student Center Renovation Project**

**WHEREAS**, Hudson County Community College ("College") needs to purchase 40 computers for the Student Center Renovation Project; 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 40 computers at a cost not to exceed \$55,206; 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 awards a contract to Dell Marketing LP to provide the computers as described herein at a cost not to exceed \$55,206;

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

**3. Resolution Authorizing Purchase of Information Technology Services, Telephones, Cabling, and Supplies for the 81 Sip Avenue Student Center Renovation Project**

**WHEREAS**, Hudson County Community College ("College") needs to purchase information technology services, telephones, cabling, and supplies for the Student Center Renovation Project; and,

**WHEREAS**, based upon 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**, GHA Technologies Inc. of Phoenix, Arizona submitted the lowest quote for the information technology services, telephones, cabling, and supplies at a cost not to exceed \$30,583; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.3, the service is exempt from public bidding as the cost for the service is below the College's bid threshold; 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 awards a contract for the purchase of information technology services, telephones, cabling, and supplies from GHA Technologies of Phoenix, Arizona as described herein at a cost not to exceed \$30,583;

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

**4. Resolution Authorizing Purchase of New Electronic Whiteboards and Projectors for the 81 Sip Avenue Student Center Renovation Project**

**WHEREAS**, Hudson County Community College ("College") needs to purchase new electronic whiteboards and projectors for the Student Center Renovation Project; 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**, Office Business Systems of Lincoln Park, New Jersey (NJ State Contract #: 83896) has quoted a price for the whiteboards and projectors at a cost not to exceed \$36,980; 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 awards a contract for the purchase of whiteboards and projectors from Office Business Systems of Lincoln Park, New Jersey as described herein at a cost not to exceed \$36,980;

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

**5. Resolution Authorizing Purchase of Professional Architectural and Engineering Services for the Gabert Library Roof Terrace Security Project**

**WHEREAS**, Hudson County Community College ("College") requires the services of a professional architectural and engineering firm in connection with increasing the height of the existing guard rail at the 6<sup>th</sup> floor Gabert Library roof terrace for security purposes; and,

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

**WHEREAS**, NK Architects of New York, NY submitted a proposal to provide the College with the necessary architectural and engineering services at a total cost not to exceed \$25,000; and,

**WHEREAS**, NK Architects was the architectural and engineering firm that designed the Gabert Library; and,

**WHEREAS**, the cost of the architectural and engineering services will be funded from Chapter 12 Funds; and,

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College awards a contract for architectural and engineering services to NK Architects of New York, NY as described herein at a cost not to exceed \$25,000;

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

**6. Resolution Authorizing Carpet Replacement in Common Areas on the 7<sup>th</sup> Floor of the North Hudson Building**

**WHEREAS**, Hudson County Community College ("College") needs to replace the carpet in the common areas on the 7<sup>th</sup> Floor of the North Hudson Campus; 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**, RFS Commercial Inc. of Saddle Brook, New Jersey (State Contract #: A81751) provided a quote in an amount not to exceed \$39,817 for the purchase and installation of the new carpet; and,

**WHEREAS**, the cost of the new carpet will be funded from the operating budget; 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 awards a contract for the replacement carpet for the common areas on the 7<sup>th</sup> Floor of the North Hudson Building to RFS Commercial Inc. as described herein at a cost not to exceed \$39,817;

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

**7. Resolution Authorizing Purchase of Automatic Swinging Doors and Installation in Compliance with the American with Disabilities Act (ADA) for 6 Buildings at the Journal Square Campus**

**WHEREAS**, Hudson County Community College ("College") needs to purchase and install automatic swinging doors at 6 buildings at the Journal Square Campus to comply with the Americans with Disabilities Act (ADA) compliance; and,

**WHEREAS**, based upon 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**, Door Jockey of Wall, New Jersey submitted the lowest quotation for the purchase and installation of the automatic swinging doors at the 6 locations on the Journal Square Campus at a cost not to exceed \$30,000; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.3, the service is exempt from public bidding as the cost for the service is below the College's bid threshold; 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 awards a contract for the purchase and installation of the automatic swinging doors at the 6 buildings at the Journal Square Campus to Door Jockey of Wall, New Jersey as described herein at a cost not to exceed \$30,000;

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

**8. Resolution Approving Payment for Emergency Snow Removal Services**

**WHEREAS**, during the winter, Hudson County Community College ("College") required snow removal services on an emergency basis due to severe weather conditions; and,

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

**WHEREAS**, the College contracted with Broadway Sunoco of Jersey City, New Jersey to perform the emergency work for the cost of \$25,655; and,

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorizes payment of \$25,655 to Broadway Sunoco of Jersey City, New Jersey in connection with the emergency work;

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

**9. Resolution Authorizing Purchase of Digital Advertisement Services for the Communications Department**

**WHEREAS**, Hudson County Community College ("College") needs to purchase digital advertising services for the Communications Department; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.5 (a) (20), the service is exempt from public bidding since the purchase is for advertising; and,

**WHEREAS**, Semgeeks/Positive Expectations of Belmar, New Jersey, which specializes in providing such services for community colleges in New Jersey, and which is the current vendor providing digital advertising services to the College, has quoted a price for the digital advertisement services at a cost not to exceed \$34,000; 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 awards a contract for the purchase of digital advertisement services from Semgeeks/Positive Expectations of Belmar, New Jersey as described herein at a cost not to exceed \$34,000;

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

**10. Resolution Authorizing Purchase of Video/Podcast Services for the Communications Department**

**WHEREAS**, Hudson County Community College ("College") needs to purchase video/podcast services for the Communications Department in connection with the College's digital cable advertising; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.5 (a) (20), the service is exempt from public bidding because the purchase is for personnel recruitment and advertising; and,

**WHEREAS**, Supermanos of Upper Pottsgrove, Pennsylvania, is the current vendor providing video/podcast services to the College and has quoted a price for the video/podcast services at a cost not to exceed \$34,000; 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 awards a contract for the purchase of video/podcast services from Supermanos Inc. of Upper Pottstown, Pennsylvania as described herein at a cost not to exceed \$34,000;

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

**11. Resolution Authorizing Purchase of Promotional and Gift Items for the Communications Department**

**WHEREAS**, Hudson County Community College ("College") needs to purchase promotional and gift items with the College logo for the Communications Department; and,

**WHEREAS**, based upon 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-25.5 (a) (20), the service is exempt from public bidding because the purchase is for personnel recruitment and advertising; and,

**WHEREAS**, Howard Roe Gift Solutions of Englewood, New Jersey submitted the lowest quote for the promotional and gift items at a cost not to exceed \$34,000; 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 awards a contract for the purchase of promotional and gift items from Howard Roe Gift Solutions of Englewood, New Jersey as described herein at a cost not to exceed \$34,000;

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

**12. Resolution Authorizing Purchase of Marketing and Advertising Services for the Communications Department**

**WHEREAS**, Hudson County Community College ("College") needs to purchase marketing and advertising services for the Communications Department; and,

**WHEREAS**, based upon 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-25.5 (a) (20), the service is exempt from public bidding because the purchase is for personnel recruitment and advertising; and,

**WHEREAS**, Campus Marketing of Portland Oregon has submitted the lowest quote for the marketing and advertising services at a cost not to exceed \$34,000; 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 awards a contract for the purchase of marketing and advertising services from Campus Marketing of Portland, Oregon as described herein at a cost not to exceed \$34,000;

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

**13. Resolution Authorizing Purchase of Printing and Support Services for the Communications Department**

**WHEREAS**, Hudson County Community College ("College") needs to purchase printing and support services for the Communications Department; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.5 (a) (18), the service is exempt from public bidding as the purchase is for printing services; and,

**WHEREAS**, Forms Tech Inc. of Hoboken, New Jersey, the current vendor providing printing and support services to the College, quoted a price for the printing and support services at a cost not to exceed \$34,000; 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 awards a contract for the purchase of printing and support services from Forms Tech Inc. of Hoboken, New Jersey as described herein at a cost not to exceed \$34,000;

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

**14. Resolution Authorizing Purchase of Photography Services for the Communications Department**

**WHEREAS**, Hudson County Community College ("College") needs to purchase photography services for the Communications Department; and,

**WHEREAS**, Jersey Pictures of Hackettstown, New Jersey, the current vendor providing photography services to the College, quoted a price for photography services at a cost not to exceed \$34,000; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.3, the service is exempt from public bidding as the cost for the service is below the College's bid threshold; 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 awards a contract for the purchase of photography services from Jersey Pictures of Hackettstown, New Jersey as described herein at a cost not to exceed \$34,000;

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

**15. Resolution Authorizing Purchase of Library Services for the Library Department**

**WHEREAS**, Hudson County Community College ("College") needs to purchase library services for the Library Departments; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.5 (a) (6), the service is exempt from public bidding as specialized library services; and,

**WHEREAS**, Ebsco Information Services of Ipswich, Massachusetts, the current vendor providing library services to the College, quoted a price for library services at a cost not to exceed \$34,000; 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 awards a contract for the library services to Ebsco Information Services of Ipswich, Massachusetts as described herein at a cost not to exceed \$34,000;



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

**16. Resolution Authorizing Purchase of Library and Subscription Services for the Library Department**

**WHEREAS**, Hudson County Community College ("College") needs to purchase library and subscription services for the Library Departments; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.5 (a) (6), the service is exempt from public bidding as specialized library services; and,

**WHEREAS**, Yankee Book Peddler of Hopkinton, New Hampshire, the current vendor providing the services to the College, quoted a price for the library and subscription services at a cost not to exceed \$34,000; 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 awards a contract for the purchase of library services from Jersey Yankee Peddler of Hopkinton, New Hampshire as described herein at a cost not to exceed \$34,000;

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

**17. Resolution Authorizing Purchase of Computer Equipment, Supplies, and Accessories from SHI for the Information Technology Services Department**

**WHEREAS**, Hudson County Community College ("College") needs to purchase computer equipment, supplies, and accessories; and,

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

**WHEREAS**, the College is a participating member of the Education & Institution E&I Cooperative Services Cooperative; and,

**WHEREAS**, SHI of Somerset, New Jersey was awarded a contract through E&I Cooperative Services and has quoted a price for the computer equipment, supplies, and accessories at a cost not to exceed \$34,000; 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 awards a contract for the purchase of computer equipment, supplies, and accessories from SHI of Somerset, New Jersey as described herein at a cost not to exceed \$34,000;

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

**18. Resolution Authorizing Purchase of Computer Equipment, Supplies, and Accessories from CDW-G for the Information Technology Services Department**

**WHEREAS**, Hudson County Community College ("College") needs to purchase computer equipment, supplies, and accessories; and,

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

**WHEREAS**, the College is a participating member of the E&I Cooperative Services Cooperative; and,

**WHEREAS**, CDW-G of Vernon Hills, Illinois was awarded a contract through E&I Cooperative Services and has quoted a price for the computer equipment, supplies, and accessories at a cost not to exceed \$34,000; 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 awards a contract for the purchase of computer equipment, supplies, and accessories from CDW-G of Vernon Hills, Illinois as described herein at a cost not to exceed \$34,000;

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

**19. Resolution Authorizing Purchase of Computer Equipment, Supplies, and Accessories from GHA Technologies Inc. for the Information Technology Services Department**

**WHEREAS**, Hudson County Community College ("College") needs to purchase computer equipment, supplies, and accessories; and,

**WHEREAS**, based upon 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-25.3, the service is exempt from public bidding as the cost for the service is below the College's bid threshold; and,

**WHEREAS**, GHA Technologies Inc. of Phoenix, Arizona submitted the lowest quote for the computer equipment, supplies, and accessories at a cost not to exceed \$34,000; 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 awards a contract for the purchase of computer equipment, supplies, and accessories from GHA Technologies of Phoenix, Arizona as described herein at a cost not to exceed \$34,000;

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

**20. Resolution Authorizing Purchase of Computer Equipment, Supplies, and Accessories from Apple Computer Inc. for the Information Technology Services Department**

**WHEREAS**, Hudson County Community College ("College") needs to purchase computer equipment, supplies, and accessories to be able to support the College's investment in Apple computer products; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.5 (a) (19), the purchase is exempt from public bidding since it is for providing goods or services for the use, support or maintenance of proprietary computer hardware; and,

**WHEREAS**, Apple Computer Inc. of Austin, Texas has quoted a price for the computer equipment, supplies, and accessories at a cost not to exceed \$34,000; 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 awards a contract for the purchase of the computer equipment, supplies and accessories to Apple Computers Inc. of Austin, Texas as described herein at a cost not to exceed \$34,000;

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

**21. Resolution Authorizing Purchase of Computer Equipment, Supplies, and Accessories from Dell Computers for the Information Technology Services Department**

**WHEREAS**, Hudson County Community College ("College") needs to purchase computer equipment, supplies, and accessories; 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 (NJ State Contract#: 89967) has quoted a price for the computer equipment, supplies, and accessories at a cost not to exceed \$34,000; 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 awards a contract to Dell computers to provide the computer equipment, supplies, and accessories as described herein at a cost not to exceed \$34,000;

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

**22. Resolution Authorizing Award of a Contract for College-Wide Telephone System Services**

**WHEREAS**, Hudson County Community College ("College") needs to provide College-Wide telephone system services; and,

**WHEREAS**, this service is exempt from bidding Pursuant to N.J.S.A. 18A:64A-25.5 (a) (8) 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**, Verizon and Verizon Wireless provided pricing for the telephone system services at a total cost not exceed \$221,000; 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 awards a contract for the purchase of telephone system support services to Verizon and Verizon Wireless as described herein at a cost not to exceed \$221,000;

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

**23. Resolution Approving Memorandum of Understanding Between Robert Wood Johnson Barnabas Health Inc. (RWJ Barnabas Health) of New Jersey and HCCC for Training Program**

**WHEREAS**, Hudson County Community College ("College") desires to develop a Patient Access Representative Training program ("Program") with RWJ Barnabas Health of New Jersey; and,

**WHEREAS**, the Program requires an agreement between the participating entities that sets forth the roles, responsibilities, requirements and other terms of the agreement covering students and faculty; and,

**WHEREAS**, the College desires to enter into an agreement for the Program with RWJ Barnabas Health of New Jersey; and,

**WHEREAS**, the term of the Program is effective June 1, 2019, through May 31, 2020; and,

**WHEREAS**, the Administration and Finance Committee recommend this agreement;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorizes the College to enter into an agreement for the Patient Access Representative Training program with RWJ Barnabas Health of New Jersey as described herein;

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

**24. Resolution Approving Affiliation Agreement Between Robert Wood Johnson Barnabas Health Network (RWJ Barnabas Health) of New Jersey and HCCC for Basic Life Support EMT Program**

**WHEREAS**, Hudson County Community College ("College") desires to develop a Basic Life Support EMT program ("Program"); and,

**WHEREAS**, the Program requires an Affiliation Agreement between the participating entities that sets forth the roles, responsibilities, requirements and other terms of the agreement covering students and faculty; and,

**WHEREAS**, the College desires to enter into an agreement with RWJ Barnabas Health of New Jersey; and,

**WHEREAS**, the term of the agreement is for (2) two years; and,

**WHEREAS**, the Administration and Finance Committee recommend this agreement;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby authorizes the College to enter into an affiliation agreement with RWJ Barnabas Health Network of New Jersey for the Basic Life Support EMT program for Hudson County Community College students as set forth herein;

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

**25. Resolution Approving Affiliation Agreement Between Robert Wood Johnson Barnabas Health Network (RWJ Barnabas Health) of New Jersey and HCCC for Advanced Life Support Paramedic Program**

**WHEREAS**, Hudson County Community College ("College") desires to develop an Advanced life Support Paramedic program ("Program"); and,

**WHEREAS**, the Program requires an Affiliation Agreement between the participating entities that sets forth the roles, responsibilities, requirements and other terms of the agreement covering students and faculty; and,

**WHEREAS**, the College desires to enter into an agreement with RWJ Barnabas Health of New Jersey; and,

**WHEREAS**, the term of the agreement is for (2) two years; and,

**WHEREAS**, the Administration and Finance Committee recommend this agreement;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby authorizes the College to enter into an affiliation agreement with RWJ Barnabas Health Network of New Jersey for the purposes of the Advanced Life Support Paramedic program for Hudson County Community College students as set forth herein;

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

**26. Resolution Approving Medical Assisting Program - Externship Affiliation Agreement Between CarePoint Health Medical Group and HCCC**

**WHEREAS**, Hudson County Community College ("College") desires to develop a Medical Assisting program; and,

**WHEREAS**, education and externship experience are required components of the curriculum; and,

**WHEREAS**, these externships require an affiliation agreement between the parties stipulating the roles, responsibilities, physical requirements and other terms of the agreement covering students and faculty; and,

**WHEREAS**, the College desires to develop an externship affiliation agreement with CarePoint Health Medical Group of Jersey City, New Jersey for the program; and,

**WHEREAS**, the term of the agreement is from June 1, 2019, through May 31, 2021; and,

**WHEREAS**, the Administration and Finance Committee recommend this agreement;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorizes the College to enter into an affiliation agreement with CarePoint Health Medical Group to provide medical assisting externships for Hudson County Community College students as described herein;

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

**27. Resolution Approving Purchase of Internet Services for FY20**

**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 since it is for the use, support or maintenance of proprietary computer hardware, software peripherals, and system development for the hardware; and,

**WHEREAS**, the anticipated term is one year; and,

**WHEREAS**, NJedge.net of Newark, New Jersey (part of NJ VALE Consortium) will provide the services to the College at a cost not to exceed \$143,844; 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 awards a contract to NJedge.net of Newark, New Jersey to provide internet services as described herein, at a cost not to exceed \$143,844;

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

**28. Resolution Approving Proposed Agreement with Flik Hotels and Conference Center International d/b/a The Gerstner Center for Learning Solely in its Capacity as an Agent for the Owner of Gerstner Center for Learning**

**WHEREAS**, Hudson County Community College ("College") has been awarded a grant for \$112,000 for the Hudson County Workforce Leadership Academy ("Academy") from the Aspen Institute, County of Hudson, LeFrak Family, and Mack-Cali to develop a network of workforce development leaders to serve as a Sponsor for the Workforce Academy workshops and retreats; and,

**WHEREAS**, the Academy will host an opening three-day retreat for the Workforce Academy Fellows scheduled from June 26, 2019, through June 28, 2019 and there will be a closing three-day retreat scheduled from February 26, 2020, through February 28, 2020, that requires three days and two overnight stays for the Fellows at the Gerstner Learning Center ("GLC") in Armonk, NY; and,

**WHEREAS**, GLC has provided a proposal and contract to the College for the accommodations necessary for the two, three-day retreats; and

**WHEREAS**, the cost of the retreats will be funded from the grant; and,

**WHEREAS**, the Administration and Finance Committee recommend this agreement;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorizes the College to enter into an agreement with the FLIK Hotels and Conference Center International for providing the retreats for the Workforce Academy Fellows;

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

**29. Resolution Authorizing Approval of the FY20 HCCC Online Tuition and Fee Policy**

**REPORT/BACKGROUND:**

The College has determined growing enrollment in online programs is a strategic priority. Currently, the College offers fully online programs in Criminal Justice, Business Administration, Health Sciences, and Liberal Arts-History with plans to develop additional fully online programs.

Currently, out-of-county and out-of-state students enrolled in online programs pay significantly higher tuition rates without attending campus courses or programs, creating a barrier to enrollment and placing HCCC in a noncompetitive position compared to other community college and university online programs.

**Tuition:**

It is proposed that students enrolled in fully online programs (Criminal Justice, Business Administration, Health Sciences, Liberal Arts-History, and those approved in the future), who take all of their courses online, pay Hudson County Resident tuition rate regardless of residency status, effective for terms beginning after July 1, 2019.

**RECOMMENDATION:**

The Administration and the Finance Committee recommend that the Board of Trustees approve the Online Tuition and Fee Policy for FY2020 and 2021.

**30. Resolution Authorizing Approval of the Operating Budget for Fiscal Year 2020**

**REPORT/BACKGROUND:**

The proposed College FY20 Operating Budget is \$60,808,037. The budget by funding source is as follows:

| <b><u>FUNDING SOURCE</u></b> | <b><u>AMOUNT</u></b> | <b><u>%</u></b> |
|------------------------------|----------------------|-----------------|
| Tuition & Fees               | \$37,282,977         | 61%             |
| County Appropriations        | \$16,321,114         | 27%             |
| State Appropriations         | \$6,603,946          | 11%             |
| Other Income                 | \$600,000            | 1%              |
|                              | <u>\$60,808,037</u>  | <u>100%</u>     |

The proposed fiscal year 2020 budget would increase 3% over the current year. This budget is based on the following assumptions regarding funding sources:

- a) Tuition & Fees – reflects a flat enrollment and a modest increase in tuition by 5%.
- b) State Appropriations – are determined by a State allocation formula and projected to be flat.
- c) County Appropriations – are estimated to increase 7.5% from prior year.
- d) Other Income – will account for 1% of all revenue and reflects funding derived from rentals, the college bookstore, vending machines, and earned interest.

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

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

**RECOMMENDATION:**

The Administration and the Finance Committee recommend that the Board of Trustees approve the FY20 Operating Budget in the amount of \$60,808,037.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees approves the recommendations of the President, the Administration, and the Finance Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1-30**: 1) Resolution Authorizing Purchase of Information Technology and Security Cameras, Equipment, and Installation Services for the 81 Sip Avenue Student Center Renovation Project; 2) Resolution Authorizing Purchase of 40 Dell Computers for the 81 Sip Avenue Student Center Renovation Project; 3) Resolution Authorizing Purchase of Information Technology Services, Telephones, Cabling, and Supplies for the 81 Sip Avenue Student Center Renovation Project; 4) Resolution Authorizing Purchase of New Electronic Whiteboards and Projectors for the 81 Sip Avenue Student Center Renovation Project; 5) Resolution Authorizing Purchase of Professional Architectural and Engineering Services for the Gabert Library Roof Terrace Security Project; 6) Resolution Authorizing Carpet Replacement in Common Areas on the 7<sup>th</sup> Floor of the North Hudson Building; 7) Resolution Authorizing Purchase of Automatic Swinging Doors and Installation in Compliance with the American with Disabilities Act (ADA) for 6 Buildings at the Journal Square Campus; 8) Resolution Approving Payment for Emergency Snow Removal Services; 9) Resolution Authorizing Purchase of Digital Advertisement Services for the Communications Department; 10) Resolution Authorizing Purchase of Video/Podcast Services for the Communications Department; 11) Resolution Authorizing Purchase of Promotional and Gift Items for the Communications Department; 12) Resolution Authorizing Purchase of Marketing and Advertising Services for the Communications Department; 13) Resolution Authorizing Purchase of Printing and Support Services for the Communications Department; 14) Resolution Authorizing Purchase of Photography Services for the Communications Department; 15) Resolution Authorizing Purchase of Library Services for the Library Department; 16) Resolution Authorizing Purchase of Library and Subscription Services for the Library Department; 17) Resolution Authorizing Purchase of Computer Equipment, Supplies, and Accessories from SHI for the Information Technology Services Department; 18) Resolution Authorizing Purchase of Computer Equipment, Supplies, and Accessories from CDW-G for the Information Technology Services Department; 19) Resolution Authorizing Purchase of Computer Equipment, Supplies, and Accessories from GHA Technologies Inc. for the Information Technology Services Department; 20) Resolution Authorizing Purchase of Computer Equipment, Supplies, and Accessories from Apple Computer Inc. for the Information Technology Services Department; 21) Resolution Authorizing Purchase of Computer Equipment, Supplies, and Accessories from Dell Computers for the Information Technology Services Department; 22) Resolution Authorizing Award of a Contract for College-Wide Telephone System Services; 23) Resolution Approving Memorandum of Understanding Between Robert Wood Johnson Barnabas Health Inc. (RWJ Barnabas Health) of New Jersey and HCCC for Training Program; 24) Resolution Approving Affiliation Agreement Between Robert Wood Johnson Barnabas Health Network (RWJ Barnabas Health) of New Jersey and HCCC for Basic Life Support EMT Program; 25) Resolution Approving Affiliation Agreement Between Robert Wood Johnson Barnabas Health Network (RWJ Barnabas Health) of New Jersey and HCCC for Advanced Life Support Paramedic Program; 26) Resolution Approving Medical Assisting Program - Externship Affiliation Agreement Between CarePoint Health Medical Group and HCCC; 27) Resolution Approving Purchase of Internet Services for FY20; 28) Resolution Approving Proposed Agreement with Flik Hotels and Conference Center International d/b/a The Gerstner Center for Learning Solely in its Capacity as an Agent for the Owner of Gerstner Center for Learning; 29) Resolution Authorizing Approval of the HCCC FY20 Online Tuition and Fee Policy; and 30) Resolution Authorizing Approval of the Operating Budget for Fiscal Year 2020.

**INTRODUCED BY:** Bakari Lee

**SECONDED BY:** Pamela Gardner

**DATE:** May 14, 2019

|                    |               |
|--------------------|---------------|
| Callahan, Kevin    | <u>ABSENT</u> |
| Fahrenheit, Karen  | <u>AYE</u>    |
| Gardner, Pamela    | <u>AYE</u>    |
| Kenny, Roberta     | <u>ABSENT</u> |
| Kosakowski, Joanne | <u>AYE</u>    |
| Lee, Bakari        | <u>AYE</u>    |



Peña, Jeanette  
Stahl, Harold  
Netchert, William, Chair

ABSENT

AYE

AYE

6 Ayes..... 0 Nay

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

*Jennifer Oakley* 5-14-19  
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
May 14, 2019**

**VIII. PERSONNEL RECOMMENDATIONS**

**1. RESIGNATIONS**

**REPORTS/BACKGROUND**

|  |   |  |
|--|---|--|
| <b><u>Name</u></b><br>Alfa Rodriguez     | <b><u>Title</u></b><br>Academic Counselor   | <b><u>Effective</u><br/><u>Date</u></b><br>5/17/19 |
| <b><u>Name</u></b><br>Luis Sosa-Santiago | <b><u>Title</u></b><br>Coordinator          | <b><u>Effective</u><br/><u>Date</u></b><br>5/17/19 |
| <b><u>Name</u></b><br>Michael Vaughn     | <b><u>Title</u></b><br>Admissions Recruiter | <b><u>Effective</u><br/><u>Date</u></b><br>5/16/19 |

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

**2. APPOINTMENT OF STAFF**

**REPORTS/BACKGROUND**

|                                 |  |  |   |
|---------------------------------|--|--|---|
| <b><u>Name</u></b><br>James Cox | <b><u>Title</u></b><br>Director of Library Patron Services | <b><u>Effective</u><br/><u>Date</u></b><br>5/20/19 | <b><u>Annual</u><br/><u>Salary</u></b><br>\$70,000<br>(pro-rated) |
|---------------------------------|--|--|---|

**Note:** This is an approved position.

|                                       |                                      |  |   |
|---------------------------------------|--------------------------------------|--|---|
| <b><u>Name</u></b><br>Devlyn Courtier | <b><u>Title</u></b><br>PC Technician | <b><u>Effective</u><br/><u>Date</u></b><br>5/15/19 | <b><u>Annual</u><br/><u>Salary</u></b><br>\$32,000<br>(pro-rated) |
|---------------------------------------|--------------------------------------|--|---|

**Note:** This is an approved position.

|                                   |  |   |   |
|-----------------------------------|--|---|---|
| <b><u>Name</u></b><br>Robert Kahn | <b><u>Title</u></b><br>Learning Management<br>System Administrator | <b><u>Effective</u><br/><u>Date</u></b><br>6/1/19 | <b><u>Annual</u><br/><u>Salary</u></b><br>\$69,000<br>(pro-rated) |
|-----------------------------------|--|---|---|

**Note:** This is an approved position.

|                                    |  |   |   |
|------------------------------------|--|---|---|
| <b><u>Name</u></b><br>Yelena Landa | <b><u>Title</u></b><br>College Lecturer/Clinical Nurse<br>Education Specialist | <b><u>Effective</u><br/><u>Date</u></b><br>8/1/19 | <b><u>Annual</u><br/><u>Salary</u></b><br>\$65,000<br>(pro-rated) |
|------------------------------------|--|---|---|

**Note:** This is an approved position.

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

### **3. PROMOTIONS OF FULL-TIME FACULTY, ACADEMIC YEAR 2019-2020**

#### **REPORTS/BACKGROUND**

##### ***Effective Academic Year 2019-2020***

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

##### **From Instructor to Assistant Professor**

| <b><u>Name</u></b> | <b><u>Discipline</u></b> | <b><u>Increase added to base salary</u></b><br>(Per contract) |
|--------------------|--------------------------|---|
| Joseph Gallo       | Humanities               | \$2,500.00  |
| Antonio Acevedo    | History                  | \$2,500.00  |
| Jerry Lamb         | Criminal Justice         | \$2,500.00  |

##### **From Assistant Professor to Associate Professor**

| <b><u>Name</u></b> | <b><u>Discipline</u></b> | <b><u>Increase added to base salary</u></b><br>(Per contract) |
|--------------------|--------------------------|---|
| Catherine Sweeting | English                  | \$3,000.00  |
| Velino Joasil      | STEM                     | \$3,000.00  |
| Salim Bendaoud     | STEM                     | \$3,000.00  |
| Claudia Delgado    | Math                     | \$3,000.00  |

##### **From Associate Professor to Professor**

| <b><u>Name</u></b> | <b><u>Discipline</u></b> | <b><u>Increase added to base salary</u></b><br>(Per contract) |
|--------------------|--------------------------|---|
| Jeremiah Teipen    | Fine Arts                | \$3,500   |

**RECOMMENDATION:** The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Promotions of Full-Time Faculty for Academic Year 2018-2019 as outlined above as Personnel Recommendation Item No. 3.

### **4. REAPPOINTMENT OF FULL-TIME FACULTY, ACADEMIC YEAR 2019-2020**

#### **REPORTS/BACKGROUND**

| <b><u>Last Name</u></b> | <b><u>First Name</u></b> | <b><u>Title</u></b> |
|-------------------------|--------------------------|---------------------|
| Cronrath                | Peter                    | Instructor, CAI     |

|          |          |  |
|----------|----------|--|
| Payne    | Courtney | Instructor, CAI                            |
| Buckley  | Kathryn  | Instructor, Academic Foundations           |
| Adamson  | Eric     | Instructor, Humanities                     |
| Gali     | Karen    | Instructor, Academic Foundations           |
| Abdullah | Sirhan   | Instructor, Health, Science and Technology |
| Nakhla   | Jihan    | Instructor, Nursing and Health Sciences    |
| Qasem    | Mohammad | Instructor, Health, Science and Technology |
| Aljamal  | Faisal   | Instructor, STEM                           |
| Tat      | Fatma    | Instructor, STEM                           |
| Drew     | Lauren   | Instructor, ESL                            |
| Adamitey | Bernard  | Instructor, Academic Foundations Math      |

**RECOMMENDATION:** The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Reappointment of Full-Time Faculty Academic Year 2019-2020 as outlined above as Personnel Recommendation Item No. 4.

## **5. REAPPOINTMENT OF FULL-TIME LECTURERS, ACADEMIC YEAR 2019-2020**

### **REPORTS/BACKGROUND**

| <b><u>Last Name</u></b> | <b><u>First Name</u></b> | <b><u>Title</u></b>                                |
|-------------------------|--------------------------|--|
| Lontoc                  | Marissa                  | Lecturer, Business, Culinary Arts, and Hospitality |
| Daughtry                | Sharon                   | Lecturer, Business, Culinary Arts, and Hospitality |
| Whelpley                | Michael                  | Lecturer, English                                  |
| Palmer                  | Jedidiah                 | Lecturer, ESL                                      |
| Bobea                   | Jenny                    | Lecturer, Honors                                   |
| Walker                  | Richard                  | Lecturer, Humanities and Social Sciences           |
| Segrue                  | Shaun                    | Lecturer, Radiography                              |
| Meehan-Hart             | Kathleen                 | Lecturer, Nursing                                  |
| Byrd                    | Lori                     | Lecturer, Nursing                                  |
| Cvek                    | Mary Ellen               | Lecturer, Nursing                                  |
| Frane                   | Griselda                 | Lecturer, Nursing                                  |
| Ledford                 | Sigma                    | Lecturer, Nursing                                  |

|          |        |                   |
|----------|--------|-------------------|
| Masias   | Miriam | Lecturer, Nursing |
| Pelardis | Carmen | Lecturer, Nursing |
| Saliba   | Nancy  | Lecturer, Nursing |

**RECOMMENDATION:** The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Reappointment of Full-Time Lecturers, Academic Year 2019-2020 as outlined above as Personnel Recommendation Item No. 5.

## 6. SABBATICAL RECOMMENDATIONS FALL 2019

### **REPORTS/BACKGROUND**

Hudson County Community College has established Sabbatical Leaves for faculty to provide opportunity 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 to the Board of Trustees.

| <b><u>Name</u></b> | <b><u>Title</u></b> | <b><u>Effective Date</u></b> |
|--------------------|---------------------|------------------------------|
| Linda Miller       | Professor of ESL    | August 2019-December 2019    |

**Note:** Professor Miller would use the Sabbatical Leave to participate in the Princeton Community College Faculty Program and to conduct a research program related to HCCC ESL students.

| <b><u>Name</u></b> | <b><u>Title</u></b>    | <b><u>Effective Date</u></b> |
|--------------------|------------------------|------------------------------|
| Jeremiah Teipen    | Professor of Fine Arts | August 2019-December 2019    |

**Note:** Professor Teipen would use the Sabbatical Leave to travel to South Korea where he will engage in professional development in the digital media arts and collaborate with higher education institutions.

**RECOMMENDATION:** The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Fall 2019 Sabbatical Recommendations as outlined above as Personnel Recommendation Item No. 6.

## 7. MODIFICATIONS OF STAFFING TABLE FOR FY 2019-2020 EFFECTIVE MAY 14, 2019

### **SECTION ONE:**

#### **DELETE TITLES**

Student Affairs Counselor  
Secretary, Student Activities  
Assistant Director, Student Activities  
Counselor/Coordinator of Disability Services

### **SECTION TWO:**

#### **ADD TITLES**

Career Coach  
Benefits Manager, Human Resources  
Administrative Assistant, Human Resources  
Instructional Designer  
Program Assistant, Student Life and Leadership  
Associate Director, Student Life and Leadership  
Programming Coordinator for Student Life and Leadership  
Counselor/Coordinator of Accessibility Services



|          |             |                                  |                       |                |                     |
|----------|-------------|----------------------------------|-----------------------|----------------|---------------------|
| GUERRERO | ELIZABETH   | PROCUREMENT                      | OFFICE ASSISANT       | OFFAST-253010  | J. ROBERSON         |
| KHAN     | FARHAN      | ADJ ACADEMIC<br>SUPPORT SERVICES | TUTOR                 | TUTOR-150505   | P.<br>BANDYOPADHYAY |
| ERICSON  | CHRISTOPHER | CENTER FOR ONLINE<br>LEARNING    | INST.<br>TECHNOLOGIST | PTITECH-101055 | A.BHANDARI          |

**CONTINUING PART TIME HIRES**

| <b>LAST NAME</b> | <b>FIRST NAME</b> | <b>DEPARTMENT</b> | <b>TITLE</b>                   | <b>POSITION ID</b> | <b>SUPERVISOR</b> |
|------------------|-------------------|-------------------|--------------------------------|--------------------|-------------------|
| VILLAMRIN        | VALERIA           | ITS               | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025      | D. PEREZ          |
| VERNA            | APHYA             | ITS               | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025      | D. PEREZ          |
| VELAZQUEZ        | ANA               | ITS               | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025      | D. PEREZ          |
| URIBE            | DANIEL            | ITS               | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025      | D. PEREZ          |
| TRIVEDI          | PARTH             | ITS               | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025      | D. PEREZ          |
| SUAREZ           | SELENA            | ITS               | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025      | D. PEREZ          |
| TABORA           | HEATHER           | ITS               | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025      | D. PEREZ          |
| RODRIGUEZ        | MARIA             | ITS               | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025      | D. PEREZ          |
| RAMOS            | JONATHAN          | ITS               | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025      | D. PEREZ          |
| PATIL            | HARSHAL           | ITS               | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025      | D. PEREZ          |
| PATEL            | NISARG            | ITS               | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025      | D. PEREZ          |
| PATEL            | NEEL              | ITS               | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025      | D. PEREZ          |
| PATEL            | MILAN             | ITS               | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025      | D. PEREZ          |
| PATEL            | KINNARI           | ITS               | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025      | D. PEREZ          |
| PATEL            | JINAL             | ITS               | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025      | D. PEREZ          |
| PATEL            | DEEP              | ITS               | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025      | D. PEREZ          |
| PATEL            | SHIVANI           | ITS               | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025      | D. PEREZ          |

|           |           |     |                                |                |             |
|-----------|-----------|-----|--------------------------------|----------------|-------------|
| PATEL     | CHIRAG    | ITS | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025  | D. PEREZ    |
| PATEL     | AKULKUMAR | ITS | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025  | D. PEREZ    |
| PATEL     | AKSHIT    | ITS | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025  | D. PEREZ    |
| PATEL     | AENAL     | ITS | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025  | D. PEREZ    |
| NAYEE     | JAY       | ITS | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025  | D. PEREZ    |
| MOLINA    | MELISSA   | ITS | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025  | D. PEREZ    |
| MEDINA    | DANIELA   | ITS | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025  | D. PEREZ    |
| MEDERO    | REINIER   | ITS | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025  | D. PEREZ    |
| LEON      | ALEX      | ITS | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025  | D. PEREZ    |
| JANDIK    | JUSTIN    | ITS | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025  | D. PEREZ    |
| HERNANDEZ | JORGE     | ITS | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025  | D. PEREZ    |
| GHIMIRE   | ASMITA    | ITS | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025  | D. PEREZ    |
| GOHEL     | SHUBHAM   | ITS | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025  | D. PEREZ    |
| FELIZ     | ROSENNIES | ITS | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025  | D. PEREZ    |
| FARUQUE   | MUHAMMAD  | ITS | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025  | D. PEREZ    |
| FARUQUE   | MAHA      | ITS | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025  | D. PEREZ    |
| BRITO     | JONATHAN  | ITS | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025  | D. PEREZ    |
| ALAS      | MARVIN    | ITS | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025  | D. PEREZ    |
| AGARWAL   | SHIVAM    | ITS | INSTRUCTIONAL<br>LAB ASSISTANT | ISTLAB-253025  | D. PEREZ    |
| DESCHAMPS | ANTHONY   | ITS | PC TECHNICIAN                  | PTTECH-253025  | K. MELEWSKI |
| DOMINGUEZ | CHRISTIAN | ITS | PC TECHNICIAN                  | PTTECH-253025  | K. MELEWSKI |
| ZAMORA    | REYNEL    | ITS | PC TECHNICIAN                  | PTTECH-253025  | K. MELEWSKI |
| FONTANEZ  | KRISTOFER | ITS | WEB DEVELOPER                  | PTWBDEV-253025 | O. WILLIAMS |



|         |           |                               |                           |                |             |
|---------|-----------|-------------------------------|---------------------------|----------------|-------------|
| CRIOLLO | CYNTHIA   | FACULTY AND STAFF DEVELOPMENT | OFFICE ASSISTANT          | STUAST-252005  | L. WILLIAMS |
| ASLAM   | RAHIMA    | ENROLLMENT SERVICES           | ENROLLMENT SUPPORT        | OFFAST-200525  | M. FESSLER  |
| HECHT   | CATHERINE | CULTURAL AFFAIRS              | PROGRAM/GALLERY ASSISTANT | GALAST-255011  | M. VITALE   |
| ROOFE   | SEAN      | CULTURAL AFFAIRS              | PROGRAM COORDINATOR       | PROCORD-255011 | M. VITALE   |

**RECOMMENDATION:** *The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New Part-Time Assignments listed above as Personnel Recommendation Item No. 8.*

**9. Resolution Authorizing the Award of Program Coordination and Workshop Facilitation Consultant Services for the Division for Continuing Education**

**WHEREAS,** Hudson County Community College has a need for consultant services for the Workforce Leadership Academy to provide program coordination and workshop facilitation services to Fellows in the Academy; and,

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

**WHEREAS,** the anticipated term is until September 30, 2019; and,

**WHEREAS,** AJB Events LLC is the proposed vendor to provide these services, at a total cost not to exceed \$10,000; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby authorizes the Resolution to approve the Award of Program Coordination and Workshop Facilitation Consultant Services for Continuing Education and Workforce Development as set forth in this resolution;

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

**10. Resolution Authorizing a Stipend for Nydia James**

**WHEREAS,** when the former Grants Officer resigned from his position, Nydia was instrumental in the formation of two grant proposals and took responsibility for all operations, ensuring that the office met all compliance reporting requirements; and,

**WHEREAS,** following the appointment of a new Grants Officer, she has continued serving in an enhanced capacity; and these duties have become increasingly important with the restructuring of the Grants Office and the Office of Research and Planning; and,

**WHEREAS,** the College recommends that Nydia James receives a semi-monthly stipend of \$400 from 07/01/2019 to 12/31/2019, in recognition of additional duties performed;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby authorizes the Resolution Authorizing a Stipend for Nydia James as set forth in this resolution;

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

#### **11. Resolution Authorizing a Stipend for Dayneesa McMillan**

**WHEREAS**, this stipend is for support of responsibilities associated with administration of the Perkins Grant which are not part of Dayneesa's job description; and,

**WHEREAS**, while these functions will eventually be reassigned to the Grants Office, Dayneesa currently plays an important role in transitioning knowledge and responsibilities; and,

**WHEREAS**, the College recommends that Dayneesa McMillan receive a semi-monthly stipend of \$500 from 05/01/2019 to 06/30/2019, and for the new fiscal year from 07/01/2019 to 12/31/2019 in recognition of additional duties performed;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby approves the Resolution Authorizing a Stipend for Dayneesa McMillan as set forth in this resolution;

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

#### **12. Resolution Authorizing the Award of Consultancy for Savithramma Sanjoy**

**WHEREAS**, Hudson County Community College ("College") has a need for consultant services for the Online Learning Division to provide instructional technology services to assist in preparing online courses; and,

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

**WHEREAS**, the anticipated term is from June 1, 2019 until September 30, 2019; and,

**WHEREAS**, Savithramma Sanjoy, who is the proposed Consultant, has over 18 years of experience using educational technologies in online and blended learning/teaching environments, and is an expert in Educational Technologies, Learning Management Systems, Assessment Systems, Authoring Tools, E-learning Design and Development, Quality Matters, Training, Faculty Development; and,

**WHEREAS**, the cost of these services will be funded from the Academic Affairs budget and will not exceed \$11,200; 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 hereby authorizes the Resolution to approve the Award of Consultant Services to Savithramma Sanjoy as set forth in this resolution;

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

**13. Collective Bargaining Agreement between Hudson County Community College and the Hudson County Community College Academic Administrative Association**

**WHEREAS**, the Collective Bargaining Agreement between Hudson County Community College and the Hudson County Community College Academic Administrative Association expired on June 30, 2018; and,

**WHEREAS**, Hudson County Community College and the Hudson County Community College Academic Administrative Association engaged in collective negotiations for a successor Collective Bargaining Agreement for the period July 1, 2018 through June 30, 2022; and,

**WHEREAS**, the Collective Bargaining Teams of Hudson County Community College and the Hudson County Community College Academic Administrative Association reached final agreement on all negotiated issues on May 8, 2019; and,

**WHEREAS**, the Collective Bargaining Agreement between Hudson County Community College and the Hudson County Community College Academic Administrative Association memorialized their final agreement as to all negotiated issues by setting their signatures on May 8, 2019 to a Memorandum of Agreement (a copy of which is attached hereto), which recites their final agreement as to all negotiated issues;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of Hudson County Community College that the Collective Bargaining Agreement between Hudson County Community College and the Hudson County Community College Academic Administrative Association that was in effect from July 1, 2017 through June 30, 2018, is amended and modified by the May 9, 2019 Memorandum of Agreement (a copy of which is attached hereto).

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

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees approve the recommendations of the President, the Administration and the Personnel Committee as outlined above in **Item VIII. Personnel Recommendations 1-13**: (1) Resignations, (2) Appointment of Staff, (3) Promotions of Full-Time Faculty, Academic Year 2019-2020, (4) Reappointment of Full-Time Faculty, Academic Year 2019-2020, (5) Reappointment of Full-Time Lecturers, Academic Year 2019-2020, (6) Sabbatical Recommendations Fall 2019, (7) Modifications for Staffing Table FY 2019-2020, (8) Appointment of Additional New and Continuing Part-Time Hires, (9) Resolution Authorizing the Award of Program Coordination and Workshop Facilitation Consultant Services for the Division for Continuing Education, (10) Resolution Authorizing a Stipend for Nydia James, (11) Resolution Authorizing a Stipend for Dayneesa McMillan, (12) Resolution Authorizing the Award of Consultancy for Savithramma Sanjoy; and, 13) Collective Bargaining Agreement between Hudson County Community College and the Hudson County Community College Academic Administrative Association.

**INTRODUCED BY:** Joanne Kosakowski

**SECONDED BY:** Harold Stahl

**DATE:** May 14, 2019

|                    |               |
|--------------------|---------------|
| Callahan, Kevin    | <u>ABSENT</u> |
| Fahrenheit, Karen  | <u>AYE</u>    |
| Gardner, Pamela    | <u>AYE</u>    |
| Kenny, Roberta     | <u>ABSENT</u> |
| Kosakowski, Joanne | <u>AYE</u>    |
| Lee, Bakari        | <u>AYE</u>    |
| Peña, Jeanette     | <u>ABSENT</u> |

Stahl, Harold  
Netchert, William, Chair

AYE

AYE

6 Ayes..... 0 Nay

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

Jennifer Oakley 5-14-19  
Signature of Recorder Date

**MEMORANDUM OF AGREEMENT**

The HUDSON COUNTY COMMUNITY COLLEGE ("HCCC") and the HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC ADMINISTRATIVE ASSOCIATION ("Association") hereby enter into this Memorandum of Agreement ("Agreement") with respect to the modifications, amendments and additions to the collective bargaining agreement between HCCC and the Association, July 1, 2017 to June 30, 2018 ("CBA"). All terms and conditions contained in the CBA shall remain unchanged, except as modified as follows:

1. **Duration:**

July 1, 2018 to June 30, 2022 – Four (4) year contract.

2. **Article XXIII, Compensation:**

- Full-time unit members employed prior to July 1, 2018, and still employed with HCCC as of the signing of this Agreement will receive a base salary increase of two percent (2%) retroactive to July 1, 2018.
- Effective 7/1/2019, Full-time unit members will receive a base salary increase of four percent (4%).
- Effective 7/1/2020, Full-time unit members will receive a base salary increase of four percent (4%).
- Effective 7/1/2021, Full-time unit members will receive a base salary increase of four percent (4%).

3. Article IV – Association Rights and Privileges:

Delete (J) requiring a Representation Fee

4. Article XII – Staff Development – 3. Tuition Reimbursement:

- A. Effective July 1, 2019, the tuition reimbursement limit will be increased to \$9000 per fiscal year inclusive of applicable fees, subject to fund availability.
- B. Course(s) must be a part of an accredited undergraduate, graduate or doctoral degree program applicable to current or future responsibilities and/or a potential career path at Hudson County Community College.
- C. The employee must secure the supervisor's approval and budget authorization prior to enrolling to ensure that the program/course(s) contemplated will qualify for reimbursement and that funds are committed.
- D. A Professional Development Plan must be submitted with the application and approved by the supervisor, department head and the Office of Human Resources during the application process.
- E. A request to be reimbursed must be submitted within 30 days of completion of the course(s) together with the employee's proof of payment and a grade report. The applicant shall obtain a grade of "C" or better for reimbursement.
- F. The employee must be employed by the College at the time s/he requests reimbursement.

Miscellaneous:

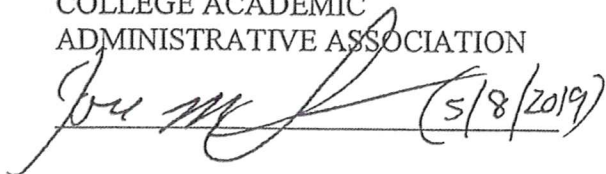
(a) This Memorandum of Agreement contains the entire agreement of the parties.

(b) This Memorandum of Agreement is subject to ratification by the Board of Trustees of the Hudson County Community College and by the membership of the Hudson County Community College Academic Administrative Association. The undersigned represent that they are authorized to enter into this Memorandum of Agreement on behalf of their respective principals.

(c) HCCC shall prepare a collective bargaining agreement incorporating this Memorandum.

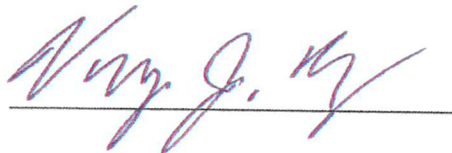
(d) The parties agree to recommend that their respective principals ratify this Memorandum of Agreement.

HUDSON COUNTY COMMUNITY  
COLLEGE ACADEMIC  
ADMINISTRATIVE ASSOCIATION

 (5/8/2019)

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\_\_\_\_\_  
\_\_\_\_\_

HUDSON COUNTY  
COMMUNITY COLLEGE



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IN WITNESS WHEREOF, the parties to the within Employment Agreement have, by their authorized representative, set their hands and seals this 14 day of May, 2019

HUDSON COUNTY COMMUNITY COLLEGE

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

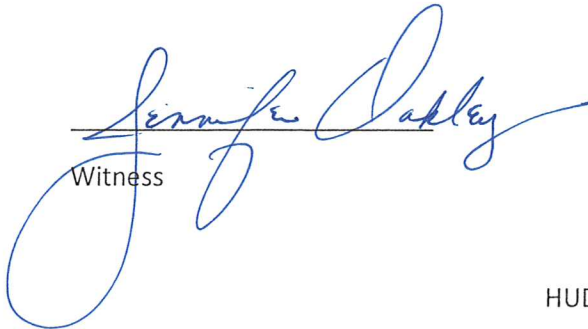
William J. Netchert

Chairperson, Board of Trustees

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

Christopher M. Reber, Ph.D.

President

  
Witness

HUDSON COUNTY COMMUNITY COLLEGE

ACADEMIC ADMINISTRATIVE ASSOCIATION

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

  
Witness



**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
May 14, 2019**

**IX. ACADEMIC AND STUDENT AFFAIRS**

**1. PROPOSED CHANGE IN NOMENCLATURE AND BRANDING FOR HUDSON COUNTY COMMUNITY COLLEGE'S HIGH SCHOOL DUAL-ENROLLMENT PROGRAM**

**REPORT AND BACKGROUND:**

*In September 2018, President Christopher Reber discussed with the HCCC community his goals of positioning the College for long-term, sustainable enrollment growth. One of the ten strategic enrollment priorities identified by the President and the Enrollment Management Council (EMC) is High School Dual Enrollment (currently known as the L.E.A.P. Program). The program, whose mission is to provide Hudson County high school students an affordable, seamless pathway to post-secondary education while fostering a challenging and supportive college-level experience, has grown over the last half decade, and now serves students from districts across Hudson County.*

*President Reber charged a cross-functional task force to develop a strategic plan that will lead the program through a period of robust expansion over the next five years. The task force sought to identify primary strategies for marketing and publicity to be pursued by the College, surveying peer and aspirational programs across the country.*

*There is a need to clearly and uniquely brand high school dual enrollment at Hudson County Community College. Rebranding the program to clearly communicate the function of the program, suggest the value proposition, and differentiate itself with a distinctive logo (see Attachment I) will assist the College in meeting its strategic enrollment goals.*

*In support of Hudson County Community College's strategic objective to optimize community engagement through the development of academic pathways with K-20 partners and in alignment with the College's mission to provide high-quality educational opportunities that promote student success, the Division of Academic Affairs seeks to change the nomenclature and all associated branding for its dual-enrollment program from the acronym L.E.A.P. ("Learn, Engage, Aspire, Progress") to "Early College at HCCC," effective June 1, 2019.*

**RECOMMENDATION:**

*The President, the Administration, and the Academic and Student Affairs Committee recommend that the Board of Trustees approve the Proposed Change in Nomenclature and Branding for Hudson County Community College's High School Dual-Enrollment Program, effective June 1, 2019.*

**2. PROPOSED EXEMPTIONS TO C.18A: 62-57 ASSOCIATE DEGREE, NUMBER OF CREDITS REQUIRED; EXCEPTIONS**

**REPORT AND BACKGROUND:**

*In August 2018, New Jersey State Senate Bill 1265 mandated that all associate degree programs require no more than 60 credit hours for completion. An exemption was granted in the language of the State Senate Bill for associate degree programs that were deemed to need more than 60 credit hours for adequate curriculum completion by external accreditation organizations.*

HCCC offers four associate degree programs that are accredited separately by an external organization; however, none of these organizations prescribe an exact number of credits. In order to continue to offer high-quality programs and educational experiences in signature programs like Nursing, Occupational Therapy Assistant, Paramedic Science, and Radiography, the Division of Academic Affairs seeks exemption from compliance with State Senate Bill 1265, or C. 18A:62-57.

| <i>Program*</i>   | <i>Degree Type</i> | <i>Number of Credits Required at HCCC</i> | <i>Accrediting Body</i>   |
|---|--------------------|---|---|
| <i>Nursing</i>  | <i>A.S.</i>        | <i>71 credits</i>                         | <i>New Jersey Board of Nursing and ACEN – the Accreditation Commission for Education in Nursing (ACEN)</i>  |
| <i>Occupational Therapy Associate (offered in collaboration with Rutgers)</i> | <i>A.S.</i>        | <i>75 credits</i>                         | <i>The Accreditation Council for Occupational Therapy Education (ACOTE)</i>   |
| <i>Paramedic Science</i>  | <i>A.A.S.</i>      | <i>63 credits</i>                         | <i>Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)</i> |
| <i>Radiography</i>  | <i>A.S.</i>        | <i>63 credits</i>                         | <i>The Joint Review Committee on Education in Radiologic Technology (JRCERT)</i>  |

\*Attachment II provides the current curriculum for each program as listed in the 2018-2019 College Catalog.

### **RECOMMENDATION:**

The President, the Administration, and the Academic and Student Affairs Committee recommend that the Board of Trustees approve the Proposed Exemptions to C. 18A: 62-57 Associate Degree, Number of Credits Required; Exceptions, effective fall 2019.

### **3. PROPOSED AGREEMENT WITH THE STATE OF NEW JERSEY, DEPARTMENT OF LAW & PUBLIC SAFETY, JUVENILE JUSTICE COMMISSION**

#### **REPORT AND BACKGROUND:**

Hudson County Community College has been awarded a grant for \$30,000 from the State of New Jersey, Department of Law & Public Safety, Juvenile Justice Commission, to increase the knowledge and awareness of post high school educational and employment opportunities in the state for court-involved and at-risk youth in the two northern regions (Region 1 – Essex, Hudson, Warren, Hunterdon, Somerset and Union and Region 2 – Bergen, Morris, Sussex and Passaic). HCCC, in partnership with the Hudson County Department of Health and Human Services, will provide a forum no later than September 30, 2019 on the College's campus to:

- educate youth regarding the process of becoming a leader;
- educate youth regarding the opportunities to attend local community, county and/or four-year colleges;
- educate youth regarding the opportunities to attend private vocational/technical schools;
- educate youth regarding local unions of industrial trades; and
- work collaboratively with vocational/technical schools, regional unions of industry trades, and temporary employment agencies.

**RECOMMENDATION:**

The President, the Administration, and the Academic and Student Affairs Committee recommend the Board of Trustees of Hudson County Community College authorize the College to enter into this subcontract with the State of New Jersey for the purpose of providing a forum for court-involved and at-risk youth.

**4. PROPOSED AGREEMENT WITH FLIK HOTELS & CONFERENCE CENTER INTERNATIONAL d/b/a; THE GERSTNER CENTER FOR LEARNING SOLELY IN ITS CAPACITY AS AGENT FOR THE OWNER OF GERSTNER CENTER FOR LEARNING**

**REPORT AND BACKGROUND:**

Hudson County Community College has been awarded a grant for \$112,000 from the Aspen Institute, County of Hudson, LeFrak family, and Mack-Cali to establish the Hudson County Workforce Leadership Academy. The Hudson County Workforce Leadership Academy seeks to develop a network of workforce development leaders who are not only able to lead their own programs or organizations, but who can also work collaboratively to build effective workforce systems. The Academy will host an opening three-day retreat (scheduled for June 26-June 28, 2019) for the Fellows. The opening retreat requires three days and two overnight stays at The Gerstner Learning Center in Armonk, NY (see Attachment III for contracts). In addition, there will be a closing three-day retreat (scheduled for February 26-28, 2020) that requires three days and two overnight stays at the Gerstner Learning Center in Armonk, NY.

**RECOMMENDATION:**

The President, the Administration, and the Academic and Student Affairs Committee recommend the Board of Trustees of Hudson County Community College authorize the College to enter into this agreement with the FLIK Hotels & Conference Center International for the purpose of providing a retreat for the Workforce Academy Fellows.

**RESOLUTION:**

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees approve the recommendations of the President, the Administration, and the Academic and Student Affairs Committee as outlined above in Item **IX. Academic and Student Affairs Recommendations 1-4:** 1) Proposed Change in Nomenclature and Branding for Hudson County Community College's High School Dual-Enrollment Program, effective June 1, 2019; 2) Proposed Exemptions to C. 18A: 62-57 Associate Degree, Number of Credits Required; Exceptions, effective Fall 2019; 3) Subcontract with the State of New Jersey to provide a forum for court-involved and at-risk youth; and 4) Agreement with the FLIK Hotels & Conference Center International to provide a retreat for the Workforce Academy Fellows.

**INTRODUCED BY:**

Karen Fahrenholz

**SECONDED BY:**

Pamela Gardner

**DATE:**

May 14, 2019

|                    |               |
|--------------------|---------------|
| Callahan, Kevin    | <u>ABSENT</u> |
| Fahrenholz, Karen  | <u>AYE</u>    |
| Gardner, Pamela    | <u>AYE</u>    |
| Kenny, Roberta     | <u>ABSENT</u> |
| Kosakowski, Joanne | <u>AYE</u>    |
| Lee, Bakari        | <u>AYE</u>    |
| Peña, Jeanette     | <u>ABSENT</u> |
| Stahl, Harold      | <u>AYE</u>    |

Netchert, William, Chair

AYE

6 Ayes..... 0 Nay

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

James Oakley 5-14-19  
Signature of Recorder Date

*Attachment I – May 14, 2019*



*Attachment II – May 14, 2019*

Curriculum for Accredited Programs in Nursing & Health Sciences  
2018-2019 College Catalog

- A.S. Nursing
- A.S. Occupational Therapy Assistant
- A.A.S. Paramedic Science
- A.S. Radiography

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**HUDSON COUNTY COMMUNITY COLLEGE 2018-19 COLLEGE CATALOG**


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**MEDICAL TRANSCRIPTION  
CERTIFICATE**  
**Nursing and Health Sciences Division**

870 Bergen Avenue • (201) 360-4338  
[www.hccc.edu/nhs](http://www.hccc.edu/nhs)

Trained medical transcription professionals are in demand in the expanding health care industry. Certificate holders work in hospital departments, public health clinics, school-health facilities, insurance companies, large legal firms, military medical departments, governmental agencies, and physicians' offices. Many of the courses are also applicable to other health-related degree programs at HCCC.

| Course #              | Course Title            | Credits |
|-----------------------|-------------------------|---------|
| <b>FIRST SEMESTER</b> |                         |         |
| BIO 107               | Human Biology<br>OR     |         |
| BIO 211               | Anatomy & Physiology II | 4       |
| ENG 101               | College Composition I   | 3       |
| MDA 106               | Medical Terminology     | 3       |
| MDA 224               | Pharmacology            | 3       |
| HLT 112               | Pathophysiology         | 3       |
|                       | <b>TOTAL 16</b>         |         |

|                        |   |   |
|------------------------|---|---|
| <b>SECOND SEMESTER</b> |   |   |
| ENG 103                | Technical Report Writing                | 3 |
| CSC 100                | Intro to Computers & Computing          | 3 |
| MDA 223                | Typing/Medical Machine Transcription    | 3 |
| HLT 210                | Medical Law & Ethics                    | 3 |
| ENG 211                | Business Communication                  | 3 |
|                        | <b>TOTAL 15</b>                         |   |
|                        | <b>Total Course Credits Required 31</b> |   |

|   |                                      |   |
|---|--------------------------------------|---|
| <b>Major Requirements and Electives</b> |                                      |   |
| BIO 107                                 | Human Biology<br>OR                  |   |
| BIO 211                                 | Anatomy & Physiology II              | 4 |
| ENG 211                                 | Business Communication               | 3 |
| ENG 103                                 | Technical Report Writing             | 3 |
| MDA 106                                 | Medical Terminology                  | 3 |
| HLT 210                                 | Medical Law & Ethics                 | 3 |
| HLT 112                                 | Pathophysiology                      | 3 |
| MDA 223                                 | Typing/Medical Machine Transcription | 3 |
| MDA 224                                 | Pharmacology                         | 3 |
|   | <b>TOTAL 25</b>                      |   |

|   |                                |   |
|---|--------------------------------|---|
| <b>General Education Requirements and Electives</b> |                                |   |
| ENG 101   | College Composition I          | 3 |
| CSC 100   | Intro to Computers & Computing | 3 |
|   | <b>TOTAL 6</b>                 |   |

**NURSING**  
**ASSOCIATE IN SCIENCE (A.S.)**  
**Nursing and Health Sciences Division**

870 Bergen Avenue • (201) 360-4767 or (201) 360-4765  
[www.hccc.edu/nhs](http://www.hccc.edu/nhs)

The Nursing Program includes a theoretical base of general education and science courses together with a range of nursing theory and practical course designed to prepare graduates to be eligible for the state licensure examination for Registered Nurses (NCLEX-RN).

Graduates of the Nursing Program must pass the National Council of State Boards of Nursing Licensure Examination for Registered Nurses in order to practice nursing.

Students who successfully complete this program will be awarded an Associate in Science Degree, Nursing from Hudson County Community College. Graduates of the Program may enter into upper division BSN Nursing programs through articulation agreements at many four-year institutions. The HCCC Nursing Program has a joint admission agreement with the Nursing Program at New Jersey City University and Saint Peter's University.

The Nursing Program is accredited by the New Jersey Board of Nursing and ACEN - the Accreditation Commission for Education in Nursing, Inc.

**Contact information is as follows:**

New Jersey Board of Nursing, 124 Halsey Street 6th Floor  
 Newark, New Jersey 07102 - 973-504-6200  
[www.state.nj.us/lps/ca/medical/nursing.htm](http://www.state.nj.us/lps/ca/medical/nursing.htm)

Accreditation Commission for Education in Nursing Inc. (ACEN)  
 3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326  
 404-975-5000 [www.acenursing.org](http://www.acenursing.org)

**Admission Requirements:**

Candidates, for admission to the program, must have a high school diploma or GED, high school chemistry (or take CHP 100, Introduction to Chemistry at HCCC), acceptable exam results for the NLN Pre-entrance examination or SAT exam and have minimum overall GPA of 2.5 (College credit of 12 or more, if less than 12 credits in college then High School GPA will be used), and 2 letters of references.

**Legal Considerations:** Acceptance into the Nursing Program (RN) is contingent upon student showing proof of legal immigrant status or US Citizenship which will allow the student to qualify for employment authorization and a social security card. In addition, students in this program are required to pass a criminal background check and drug screening with satisfactory results acceptable by Hudson County Community College ("HCCC") and/or participating clinical facilities. Failure to maintain legal status, qualify for employment authorization, or pass a criminal background check or drug screening may result in admission being denied/rescinded or termination of enrollment. If for any reason, a student does not complete the clinical requirement of the Nursing Program, that student will not be eligible to graduate from the Nursing Program. Questions about immigration status and whether a candidate will qualify for professional licensure under the federal law should be directed to the U.S. Citizen and Immigration Services at: 1-800-375-5283.

Acceptance is contingent on submission of all required documents. In addition, prior to clinical courses, students will be required to complete a criminal background check and a drug screen, as well as provide proof of CPR certification, malpractice insurance, complete medical records and immunizations, and medical health insurance.

**Functional Requirements of the Nursing Program**

Any student who because of a disabling condition may require some special arrangements in order to meet the essential eligibility requirements and meet course requirements should contact the Dean of Nursing and Health Sciences at HCCC as soon as possible to make necessary accommodations. Students should be prepared to present a disability verification form from their physician and update information periodically. The student will then be referred to the Disability Support services at HCCC. The Nursing Program applicant and/or student would be considered ineligible to participate in the nursing program when his/her physical, emotional, and /or intellectual disability and/or incapacitated state.

| Course #                            | Course Title                        | Credits |
|-------------------------------------|-------------------------------------|---------|
| <b>RECOMMENDED COURSE SEQUENCE:</b> |                                     |         |
| <b>SUMMER SESSION</b>               |                                     |         |
| MAT 100                             | College Algebra<br>OR               | 3       |
| MAT 114                             | Intro to Statistics & Probabilities |         |
| CSS 100                             | College Student Success             | 1       |
| PSY 101                             | Introduction to Psychology          | 3       |
|                                     | <b>TOTAL 7</b>                      |         |



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**HUDSON COUNTY COMMUNITY COLLEGE 2018-19 COLLEGE CATALOG**


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| Course #             | Course Title           | Credits |
|----------------------|------------------------|---------|
| <b>FALL SEMESTER</b> |                        |         |
| BIO 111              | Anatomy & Physiology I | 4       |
| ENG 101              | College Composition I  | 3       |
| NSG 110              | Nursing I              | 6       |
| TOTAL 13             |                        |         |

|                               |                                |   |
|-------------------------------|--------------------------------|---|
| <b>WINTER/SPRING SEMESTER</b> |                                |   |
| CSC 100                       | Intro to Computers & Computing | 3 |
| NSG 120                       | Nursing II                     | 8 |
| BIO 211                       | Anatomy & Physiology II        | 4 |
| ENG 102                       | College Composition II         | 3 |
| TOTAL 18                      |                                |   |

|                       |              |   |
|-----------------------|--------------|---|
| <b>SUMMER SESSION</b> |              |   |
| BIO 250               | Microbiology | 4 |
| ENG 112               | Speech       | 3 |
| TOTAL 7               |              |   |

|                      |                       |   |
|----------------------|-----------------------|---|
| <b>FALL SEMESTER</b> |                       |   |
| NSG 210              | Nursing III           | 9 |
| PSY 260              | Life Span Development | 3 |
| TOTAL 12             |                       |   |

|   |                                      |   |
|---|--------------------------------------|---|
| <b>WINTER/SPRING SEMESTER</b>           |                                      |   |
| ••• •••                                 | Diversity Elective                   |   |
| ANT 101                                 | Intro to Cultural Anthropology<br>OR |   |
| HUM 101                                 | Cultures and Values<br>OR            |   |
| HUM 128                                 | Food & Culture<br>OR                 |   |
| SOC 260                                 | Race & Ethnic Relations              | 3 |
| NSG 220                                 | Nursing IV                           | 9 |
| NSG 240                                 | Nursing Leadership                   | 2 |
| TOTAL 14                                |                                      |   |
| <b>Total Course Credits Required 71</b> |                                      |   |

|                           |                         |   |
|---------------------------|-------------------------|---|
| <b>Major Requirements</b> |                         |   |
| BIO 211                   | Anatomy & Physiology II | 4 |
| NSG 110                   | Nursing I               | 6 |
| NSG 120                   | Nursing II              | 8 |
| NSG 210                   | Nursing III             | 9 |
| NSG 220                   | Nursing IV              | 9 |
| NSG 240                   | Nursing Leadership      | 2 |
| TOTAL 38                  |                         |   |

|   |   |   |
|---|---|---|
| <b>General Education Requirements and Electives</b> |   |   |
| CSS 100   | College Student Success*  | 1 |
| ENG 101   | College Composition I   | 3 |
| ENG 102   | College Composition II  | 3 |
| ENG 112   | Speech  | 3 |
| CSC 100   | Intro to Computers & Computing                                      | 3 |
| MAT 100   | College Algebra<br>OR   | 3 |
| MAT 114   | Intro to Statistics & Probabilities                                 |   |
| BIO 111   | Anatomy & Physiology I  | 4 |
| BIO 250   | Microbiology  | 4 |
| PSY 101   | Introduction to Psychology  | 3 |
| PSY 260   | Life Span Development   | 3 |
| ••• •••   | Diversity Elective<br>(ANT 101 or HUM 101 or HUM 128<br>or SOC 260) | 3 |
| TOTAL 33  |   |   |

**OCCUPATIONAL THERAPY ASSISTANT  
ASSOCIATE IN SCIENCE (A.S.)  
JOINT PROGRAM – with Rutgers University  
Nursing and Health Sciences Division**

870 Bergen Avenue • (201) 360-4267  
www.hccc.edu/nhs

The Associate in Science in Occupational Therapy Assistant (OTA) prepares graduates to work with and help people of all ages who are challenged by disability, trauma, and/or the aging process to participate in occupations that are necessary and meaningful for them.

Occupational Therapy Assistants work in healthcare, educational, and other community settings in collaboration with a team and under the supervision of an occupational therapist.

This 75-credit joint Associate of Science Degree Program in Occupational Therapy Assistant is a joint program with Rutgers School of Health Related Professions. Students complete 33 credits of general education and required science courses at HCCC as pre-requisite to the 42 credits of professional coursework at Rutgers.

The Occupational Therapy Assistant (OTA) Program is a collaborative program between Hudson County Community College and Rutgers, The State University of New Jersey, and is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200 Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org

Graduates of an accredited OTA program are eligible to sit for the certification exam administered by the National Board for Certification in Occupational Therapy (NBCOT). Once nationally certified, the graduate can obtain licensure to practice as a Certified Occupational Therapy Assistant (COTA) in New Jersey and many other states.

A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

| Course #                              | Course Title                      | Credits |
|---------------------------------------|-----------------------------------|---------|
| <b>Course Requirements:</b>           |                                   |         |
| <b>General Education Requirements</b> |                                   |         |
| <b>(Taken at HCCC) - 33 credits</b>   |                                   |         |
| CSS 100                               | College Student Success           | 1       |
| ENG 101                               | College Composition I             | 3       |
| ENG 102                               | College Composition II            | 3       |
| PSY 101                               | Introduction to Psychology        | 3       |
| PSY 260                               | Life Span Development             | 3       |
| SOC 101                               | Principles of Sociology           | 3       |
| BIO 111                               | Anatomy & Physiology I            | 4       |
| BIO 211                               | Anatomy & Physiology II           | 4       |
| MAT 100                               | College Algebra<br>OR             | 3       |
| MAT 114                               | Intro to Statistics & Probability |         |
| PHL 218                               | Contemporary Moral Issues         | 3       |
| ••• •••                               | Diversity Elective*               | 3       |

\* See Electives Section on pages 89-92



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**HUDSON COUNTY COMMUNITY COLLEGE 2018-19 COLLEGE CATALOG**


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**Course # Course Title Credits**  
**Major (Specialized) Requirement**  
**(Taken at Rutgers SHRP) - 42 credits**

|           |   |   |
|-----------|---|---|
| OCTH 1010 | Occupational Therapy Foundations for the OTA                                      | 3 |
| PSRT 1102 | Communication Techniques  | 3 |
| OCTH 1020 | Occupational Performance and Participation: Skills and Client Factors             | 3 |
| OCTH 1031 | Conditions Impacting Occupation, Participation, & Health I: Adult/Older Adult     | 2 |
| OCTH 1019 | Level I Fieldwork A: Integration and Practice Applications                        | 1 |
| PSRT 1103 | Group Dynamics  | 3 |
| OCTH 1051 | Principles and Practices I: Wellness and Mental Health                            | 2 |
| OCTH 1040 | Occupational Performance and Participation: Therapeutic Applications              | 3 |
| OCTH 1052 | Principles and Practices II: Rehabilitation, Disability, Aging, and Participation | 3 |
| OCTH 1029 | Level I Fieldwork B: Integration and Practice Applications                        | 1 |
| OCTH 1032 | Conditions Impacting Occupation, Participation & Health II: Child/Adolescent      | 2 |
| OCTH 1053 | Principles and Practices III: Children and Youth                                  | 2 |
| OCTH 1071 | Professional Seminar I  | 1 |
| OCTH 1039 | Level I Fieldwork C: Integration and Practice Applications                        | 1 |
| OCTH 2019 | OTA Practice: Fieldwork II, Adult/Older Adult                                     | 5 |
| OCTH 2029 | OTA Practice: Fieldwork II, Child/Adolescent                                      | 5 |
| OCTH 2072 | Professional Seminar II   | 2 |

**Total Course Credits Required 75**
**PARAMEDIC SCIENCE**  
**ASSOCIATE IN APPLIED SCIENCE (A.A.S.)**  
**Nursing and Health Sciences Division**

870 Bergen Avenue • (201) 360-4338  
[www.hccc.edu/nhs](http://www.hccc.edu/nhs)

This partnership program is designed for the post-secondary certified Emergency Medical Technician (EMT) who wishes to further his or her education and/or career opportunities. The program consists of general education and basic sciences at Hudson County Community College and a professional Paramedic Science component at Jersey City Medical Center. The professional curriculum consists of lecture and laboratory courses and practical, hands-on experience at the program's affiliated clinical laboratory sites. The clinical experiences allow the graduate a smooth transition into the fast paced, patient-centered environment of a modern emergency medical system.

Students must be 18 years of age, pass a criminal background check, possess a valid New Jersey Driver's License, a post-secondary EMT – Basic Certificate, and earn the sponsorship of the Jersey City Medical Center. A second application to the Jersey City Medical Center is required.

\* The Paramedic program sponsored by the RWJ/Barnabas Health System at the Jersey City Medical Center is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs  
CAAHEP  
25400 U.S. Highway 19 North, Suite 158  
Clearwater, FL 33763  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

To contact CoAEMSP:  
8301 Lakeview Parkway, Suite 111-312  
Rowlett TX 75088  
(214) 703-8445  
FAX (214)703-8992  
[www.coaemsp.org](http://www.coaemsp.org)

| Course #              | Course Title                   | Credits         |
|-----------------------|--------------------------------|-----------------|
| <b>FIRST SEMESTER</b> |                                |                 |
| CSS 100               | College Student Success        | 1               |
| CSC 100               | Intro to Computers & Computing | 3               |
| BIO 111               | Anatomy and Physiology I       | 4               |
| ENG 101               | College Composition I          | 3               |
| MAT 102               | Math for Health Sciences       | 3               |
|                       |                                | <b>TOTAL 14</b> |

|                        |                           |                 |
|------------------------|---------------------------|-----------------|
| <b>SECOND SEMESTER</b> |                           |                 |
| BIO 211                | Anatomy and Physiology II | 4               |
| PSY 101                | Intro to Psychology       | 3               |
| ENG 112                | Speech                    | 3               |
| ENG 102                | College Composition II    | 3               |
| OR                     |                           |                 |
| ENG 103                | Technical Report Writing  | 3               |
|                        |                           | <b>TOTAL 13</b> |

|                       |   |                 |
|-----------------------|---|-----------------|
| <b>THIRD SEMESTER</b> |   |                 |
| EMT 101               | Intro to Pre-Hospital Emergency Care            | 3               |
| EMT 110               | Pre-Hospital Medical Emergencies (Paramedics I) | 4               |
| EMT 120               | Pharmacological Intervention (Paramedics II)    | 4               |
|                       |   | <b>TOTAL 11</b> |

|                        |  |                 |
|------------------------|--|-----------------|
| <b>FOURTH SEMESTER</b> |  |                 |
| ••• •••                | Diversity Elective*                                      | 3               |
| EMT 220                | Emergency Cardiac Care (Paramedics III)                  | 5               |
| EMT 230                | Special Populations in Pre-Hospital Care (Paramedics IV) | 4               |
|                        |  | <b>TOTAL 12</b> |

|                       |  |                 |
|-----------------------|--|-----------------|
| <b>FIFTH SEMESTER</b> |  |                 |
| HLT 210               | Medical Law & Ethics                                   | 3               |
| EMT 240               | Pre-Hospital Shock/Trauma Mgmt. (Paramedics V)         | 3               |
| EMT 245               | Pre-Hospital Special Operations (Paramedic Operations) | 2               |
| EMT 250               | Field Internship                                       | 5               |
|                       |  | <b>TOTAL 13</b> |

**Total Course Credits Required 63**

|   |  |                 |
|---|--|-----------------|
| <b>Major Requirements and Electives</b> |  |                 |
| BIO 111                                 | Anatomy and Physiology I                                 | 4               |
| BIO 211                                 | Anatomy and Physiology II                                | 4               |
| HLT 210                                 | Medical Law & Ethics                                     | 3               |
| EMT 101                                 | Intro to Pre-Hospital Emergency Care                     | 3               |
| EMT 110                                 | Pre-Hospital Medical Emergencies (Paramedics I)          | 4               |
| EMT 120                                 | Pharmacological Intervention (Paramedics II)             | 4               |
| EMT 220                                 | Emergency Cardiac Care (Paramedics III)                  | 5               |
| EMT 230                                 | Special Populations in Pre-Hospital Care (Paramedics IV) | 4               |
| EMT 240                                 | Pre-Hospital Shock/Trauma Mgmt. (Paramedics V)           | 3               |
| EMT 245                                 | Pre-Hospital Special Operations (Paramedic Operations)   | 2               |
| EMT 250                                 | Field Internship   | 5               |
|   |  | <b>TOTAL 41</b> |

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**HUDSON COUNTY COMMUNITY COLLEGE 2018-19 COLLEGE CATALOG**


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| Course #  | Course Title                   | Credits | Course #               | Course Title   | Credits |
|---|--------------------------------|---------|------------------------|--|---------|
| <b>General Education Requirements and Electives</b> |                                |         | <b>FIRST SEMESTER</b>  |  |         |
| CSS 100   | College Student Success        | 1       | BIO 211                | Anatomy and Physiology II                                | 4       |
| ENG 101   | College Composition I          | 3       | EMT 101                | Intro to Pre-Hospital Emergency Care                     | 3       |
| ENG 102   | College Composition II         | 3       | EMT 110                | Pre-Hospital Medical Emergencies (Paramedics I)          | 4       |
| OR  |                                |         | EMT 120                | Pharmacological Intervention (Paramedics II)             | 4       |
| ENG 103   | Technical Report Writing       |         |                        | <b>TOTAL 15</b>  |         |
| ENG 112   | Speech                         | 3       | <b>SECOND SEMESTER</b> |  |         |
| MAT 102   | Math for Health Sciences       | 3       | EMT 220                | Emergency Cardiac Care (Paramedics III)                  | 5       |
| CSC 100   | Intro to Computers & Computing | 3       | EMT 230                | Special Populations in Pre-Hospital Care (Paramedics IV) | 4       |
| PSY 101   | Intro to Psychology            | 3       |                        | <b>TOTAL 9</b>   |         |
| ••• •••   | Diversity Elective*            | 3       |                        |  |         |
|   | <b>TOTAL 22</b>                |         |                        |  |         |

\* See Electives Section on pages 89-92

**PARAMEDIC SCIENCE****CERTIFICATE****Nursing and Health Sciences Division**

870 Bergen Avenue • (201) 360-4338  
[www.hccc.edu/nhs](http://www.hccc.edu/nhs)

The certificate in Paramedic Science\* is offered as a collaboration between Hudson County Community College and Liberty Health System, Inc. (Jersey City Medical Center) for individuals who wish to practice the art and science of out-of-hospital medicine in conjunction with medical direction. Through the performance of patient assessments and the provision of medical care, the paramedic's goal is to prevent and reduce mortality and morbidity due to illness and injury. Paramedics primarily provide care to emergency patients in an out-of-hospital setting.

To be eligible for the Certificate Program, a student must have earned a prior college degree (Associate or higher), and must be sponsored by the JCMC. A maximum of 15 college credits can be transferred into this program.

\* The Paramedic program sponsored by the Jersey City Medical Center is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs  
 1361 Park Street  
 Clearwater, FL 33756  
 727-210-2350  
[www.caahep.org](http://www.caahep.org)

To contact CoAEMSP:  
 8301 Lakeview Parkway, Suite 111-312  
 Rowlett TX 75088  
 (214) 703-8445  
 FAX (214)703-8992  
[www.coaemsp.org](http://www.coaemsp.org)

| Course #                              | Course Title                    | Credits |
|---------------------------------------|---------------------------------|---------|
| <b>Program Admission Requirements</b> |                                 |         |
| BIO 111                               | Anatomy and Physiology I        | 4       |
| PSY 101                               | Intro to Psychology             | 3       |
| ENG 101                               | College Composition I           | 3       |
| MAT 102                               | Mathematics for Health Sciences | 3       |
|                                       | <b>TOTAL 13</b>                 |         |

**THIRD SEMESTER**

|         |  |   |
|---------|--|---|
| EMT 240 | Pre-Hospital Shock/Trauma Mgmt. (Paramedics V)         | 3 |
| EMT 245 | Pre-Hospital Special Operations (Paramedic Operations) | 2 |
| EMT 250 | Field Internship                                       | 5 |
|         | <b>TOTAL 10</b>  |   |

**Total Course Credits Required 47**

**Major Requirements and Electives**

|         |  |   |
|---------|--|---|
| BIO 111 | Anatomy and Physiology I                                 | 4 |
| BIO 211 | Anatomy and Physiology II                                | 4 |
| EMT 101 | Intro to Pre-Hospital Emergency Care                     | 3 |
| EMT 110 | Pre-Hospital Medical Emergencies (Paramedics I)          | 4 |
| EMT 120 | Pharmacological Intervention (Paramedics II)             | 4 |
| EMT 220 | Emergency Cardiac Care (Paramedics III)                  | 5 |
| EMT 230 | Special Populations in Pre-Hospital Care (Paramedics IV) | 4 |
| EMT 240 | Pre-Hospital Shock/Trauma Mgmt. (Paramedics V)           | 3 |
| EMT 245 | Pre-Hospital Special Operations (Paramedic Operations)   | 2 |
| EMT 250 | Field Internship   | 5 |
| PSY 101 | Intro to Psychology                                      | 3 |
|         | <b>TOTAL 41</b>  |   |

**General Education Requirements**

|         |                                 |   |
|---------|---------------------------------|---|
| ENG 101 | College Composition I           | 3 |
| MAT 102 | Mathematics for Health Sciences | 3 |
|         | <b>TOTAL 6</b>                  |   |



## HUDSON COUNTY COMMUNITY COLLEGE 2018-19 COLLEGE CATALOG

**PSYCHOLOGY OPTION****ASSOCIATE IN ARTS****LIBERAL ARTS (A.A.)****Humanities & Social Sciences Division**

71 Sip Avenue, L 420 • (201) 360-4750

www.hccc.edu/ss

HCCC's Associate in Arts Liberal Arts Psychology degree program prepares students for transfer to four-year colleges or universities after completing two years of undergraduate coursework at HCCC. Graduating students may advance to majors in psychology or related subjects. The Liberal Arts program allows many options when choosing courses; students should plan carefully for the future by researching the degree requirements of four-year institutions which interest them.

| Course #              | Course Title               | Credits |
|-----------------------|----------------------------|---------|
| <b>FIRST SEMESTER</b> |                            |         |
| CSS 100               | College Student Success    | 1       |
| CSC 100               | Introduction to Computers  | 3       |
| ENG 101               | College Composition I      | 3       |
| ENG 112               | Speech                     | 3       |
| MAT ***               | Mathematics Elective*      | 3       |
| PSY 101               | Introduction to Psychology | 3       |
| TOTAL                 |                            | 16      |

**SECOND SEMESTER**

|         |                                      |    |
|---------|--------------------------------------|----|
| ENG 102 | College Composition II               | 3  |
| *** **  | Diversity Elective*                  | 3  |
| PSY 121 | Psychological Methods & Applications | 3  |
| *** **  | Modern Language Elective I*          |    |
|         | OR                                   |    |
|         | Humanities Elective*                 | 3  |
| SOC 101 | Principles of Sociology              | 3  |
| TOTAL   |                                      | 15 |

**THIRD SEMESTER**

|         |                                   |       |
|---------|-----------------------------------|-------|
| HIS 210 | History of Western Civilization I | 3     |
| PHL 101 | Introduction to Philosophy        | 3     |
| *** **  | Modern Language Elective II*      | 3     |
|         | OR                                |       |
|         | Humanities Elective*              |       |
| *** **  | Approved Major Elective**         | 3     |
| *** **  | Science Elective *                | 3/4   |
| TOTAL   |                                   | 15/16 |

**FOURTH SEMESTER**

|         |                                    |       |
|---------|------------------------------------|-------|
| MAT 114 | Intro to Stats. and Probability    | 3     |
| HIS 211 | History of Western Civilization II | 3     |
| PSY 211 | Developmental Psychology I         | 3     |
| *** **  | Approved Major Elective**          | 3     |
| *** **  | Lab Science Elective*              | 3/4   |
| TOTAL   |                                    | 15/16 |

**Total Course Credits Required 61/63**

\* See Electives Section on pages 90-93

**Major Requirements and Electives**

|         |                                      |    |
|---------|--------------------------------------|----|
| PSY 121 | Psychological Methods & Applications | 3  |
| PSY 211 | Developmental Psychology I           | 3  |
| MAT 114 | Intro to Stats and Probability       | 3  |
| *** **  | Approved Major Elective**            | 3  |
| *** **  | Approved Major Elective**            | 3  |
| TOTAL   |                                      | 15 |

| Course #                         | Course Title                      | Credits |
|----------------------------------|-----------------------------------|---------|
| <b>**Approved Major Elective</b> |                                   |         |
| PSY 212                          | Developmental Psychology II       | 3       |
| PSY 215                          | Psychology of Women               | 3       |
| PSY 216                          | Theories of Personalities         | 3       |
| PSY 260                          | Lifespan Development              | 3       |
| PSY 270                          | Psychology of Teaching & Learning | 3       |
| PSY 280                          | Abnormal Psychology I             | 3       |

**General Education Requirements and Electives**

|         |                                    |       |
|---------|------------------------------------|-------|
| CSS 100 | College Student Success            | 1     |
| ENG 101 | College Composition I              | 3     |
| ENG 102 | College Composition II             | 3     |
| ENG 112 | Speech                             | 3     |
| CSC 100 | Introduction to Computers          | 3     |
| MAT *** | Mathematics Elective*              | 3     |
| *** **  | Science Elective*                  | 3/4   |
| *** **  | Lab Science Elective*              | 3/4   |
| PSY 101 | Introduction to Psychology         | 3     |
| SOC 101 | Principles of Sociology            | 3     |
| PHL 101 | Introduction to Philosophy         | 3     |
| *** **  | Humanities Elective*               | 3     |
| *** **  | Humanities Elective*               | 3     |
| HIS 210 | History of Western Civilization I  | 3     |
| HIS 211 | History of Western Civilization II | 3     |
| *** **  | Diversity Elective*                | 3     |
| TOTAL   |                                    | 46/48 |

\*\*\* See Electives Section on pages 89-92

**RADIOGRAPHY****ASSOCIATE IN SCIENCE (A.S.)****Nursing and Health Sciences Division**

870 Bergen Avenue • (201) 360-4338

www.hccc.edu/nhs

The degree program includes 33 credits of general education and science courses, and 30 credits of specialized Radiography courses. Upon completion of total credits, students will receive an associate degree in science as well as a certificate in radiography, allowing them to sit for the American Registry of Radiological Technologists (ARRT) national examination.

The Radiography program (profession component), is a 24-month clinical competency based educational program. Students accomplished this by integrating science and technology and learning how to provide compassionate, caring, and unbiased patient care to people of all ages and backgrounds.

Radiography program is fully accredited by the Joint Review Committee on Education in Radiologic Technology.

| Course #              | Course Title            | Credits |
|-----------------------|-------------------------|---------|
| <b>FIRST SEMESTER</b> |                         |         |
| ENG 101               | English Composition I   | 3       |
| MAT 100               | College Algebra         | 3       |
| BIO 111               | Anatomy & Physiology I  | 4       |
| PSY 101               | Intro To Psychology     | 3       |
| CSS 100               | College Student Success | 1       |
| HUM XX                | Humanities Elective     | 3       |
| TOTAL                 |                         | 17      |

**SECOND SEMESTER**

|         |                           |    |
|---------|---------------------------|----|
| ENG 102 | English Composition II    | 3  |
| ENG 112 | Speech                    | 3  |
| BIO 211 | Anatomy & Physiology I    | 4  |
| CSC 100 | Introduction To Computers | 3  |
| DI XXX  | Diversity Elective        | 3  |
| TOTAL   |                           | 16 |

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**HUDSON COUNTY COMMUNITY COLLEGE 2018-19 COLLEGE CATALOG**


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Professional Courses – are taken over two years, full-time, and include summer sessions.

| Course # | Course Title | Credits |
|----------|--------------|---------|
|----------|--------------|---------|

**THIRD SEMESTER (FALL)**

|         |                     |   |
|---------|---------------------|---|
| RAD 101 | Radiography I       | 4 |
| RAD 104 | Rad Imaging I W/Lab | 3 |
| ••• ••• | Clinical Practicum  |   |

**FOURTH SEMESTER (SPRING)**

|         |                      |   |
|---------|----------------------|---|
| RAD 102 | Radiography II       | 4 |
| RAD 105 | Rad Imaging II w/Lab | 3 |
| ••• ••• | Clinical Practicum   |   |

**FIFTH SEMESTER (SUMMER I)**

|         |                       |   |
|---------|-----------------------|---|
| RAD 103 | Radiography III       | 3 |
| RAD 106 | Rad Imaging III w/Lab | 1 |

**SIXTH SEMESTER (SUMMER II)**

|         |                    |  |
|---------|--------------------|--|
| ••• ••• | Clinical Practicum |  |
|---------|--------------------|--|

**SEVENTH SEMESTER (FALL)**

|         |                      |   |
|---------|----------------------|---|
| RAD 204 | Radiography IV       | 4 |
| RAD 207 | Rad Imaging IV w/Lab | 3 |
| ••• ••• | Clinical Practicum   |   |

**EIGHTH SEMESTER (SPRING)**

|         |                    |   |
|---------|--------------------|---|
| RAD 205 | Radiography V      | 4 |
| ••• ••• | Clinical Practicum |   |

**NINTH SEMESTER (SUMMER I)**

|         |                    |   |
|---------|--------------------|---|
| RAD 208 | Radiography VI     | 1 |
| ••• ••• | Clinical Practicum |   |

**Total Course Credit Required 63**

**Major (Specialized) Requirement**

|         |                               |   |
|---------|-------------------------------|---|
| RAD 101 | Radiography I                 | 4 |
| RAD 104 | Radiographic Imaging I/Lab    | 3 |
| RAD 102 | Radiography II                | 4 |
| RAD 105 | Radiographic Imaging II / Lab | 3 |
| RAD 103 | Radiography III               | 3 |
| RAD 106 | Radiographic Imaging III/ Lab | 1 |
| RAD 204 | Radiography IV                | 4 |
| RAD 207 | Radiographic Imaging IV / Lab | 3 |
| RAD 205 | Radiography V                 | 4 |
| RAD 208 | Radiography VI                | 1 |
|         | <b>TOTAL 30</b>               |   |

**College Requirement:****General Education Requirements and Electives**

|         |                               |   |
|---------|-------------------------------|---|
| CSS 100 | College Student Success       | 1 |
| ENG 101 | English Composition I         | 3 |
| ENG 102 | English Composition II        | 3 |
| ENG 112 | Speech                        | 3 |
| MAT 100 | College Algebra (or higher)   | 3 |
| BIO 111 | Anatomy & Physiology I        | 4 |
| BIO 211 | Anatomy & Physiology II       | 4 |
| PSY 101 | Introduction to Psychology    | 3 |
| CSC 100 | Intro to Computer & Computing | 3 |
| HUM     | Humanities Elective           | 3 |
| DIV     | Diversity Elective            | 3 |
|         | <b>TOTAL 33</b>               |   |

**SCIENCE AND MATHEMATICS-GENERAL  
ASSOCIATE IN SCIENCE (A.S.)**
**Science, Technology, Engineering and  
Mathematics (STEM) Division**

263 Academy Street • (201) 360-4265  
www.hccc.edu/stem

Graduates of the Associate in Science in Science and Mathematics transfer to four-year colleges and universities to complete a bachelor's degree in one of the sciences. The curriculum permits students to tailor the program to individual goals. Students undecided about a field of specialization may explore the various sciences before committing to a more specific major. Those with clearly defined goals may transfer into specialized programs, such as majors in the statistical or actuarial fields, pre-medicine, pre-dentistry, physical therapy, pharmacy, physics, engineering, or related subjects.

| Course # | Course Title | Credits |
|----------|--------------|---------|
|----------|--------------|---------|

**FIRST SEMESTER**

|         |                                  |   |
|---------|----------------------------------|---|
| CSC 100 | Computers and Computing          | 3 |
| CSS 100 | College Student Success          | 1 |
| ENG 101 | College Composition I            | 3 |
| ENG 112 | Speech                           | 3 |
| MAT 110 | Precalculus                      | 4 |
| SCI 101 | Introduction to Physical Science | 3 |
|         | <b>TOTAL 17</b>                  |   |

**SECOND SEMESTER**

|         |                             |     |
|---------|-----------------------------|-----|
| BIO 100 | General Biology             | 3   |
| CSC 101 | Scientific Programming      | 3   |
| ••• ••• | Approved Science Elective** | 3/4 |
| ENG 102 | College Composition II      | 3   |
| MAT 111 | Calculus I                  | 4   |
|         | <b>TOTAL 16/17</b>          |     |

**THIRD SEMESTER**

|         |                          |   |
|---------|--------------------------|---|
| CHP 111 | College Chemistry I      | 4 |
| MAT 112 | Calculus II              | 4 |
| PHY 111 | Engineering Physics I    | 4 |
| ••• ••• | Social Science Elective* | 3 |
| ••• ••• | Humanities Elective*     | 3 |
|         | <b>TOTAL 18</b>          |   |

**FOURTH SEMESTER**

|         |                                     |     |
|---------|-------------------------------------|-----|
| CHP 211 | College Chemistry II                | 4   |
| ••• ••• | Diversity Elective*                 | 3   |
| PHY 211 | Engineering Physics II              | 4   |
| ••• ••• | Approved Science Elective**         | 3/4 |
| ••• ••• | Social Science/Humanities Elective* | 3   |
|         | <b>TOTAL 17/18</b>                  |     |

**Total Course Credits Required 68/70**

\* See Electives Section on pages 90-93

**Major Requirements and Electives**

|         |                                  |     |
|---------|----------------------------------|-----|
| CHP 211 | College Chemistry II             | 4   |
| CSC 101 | Scientific Programming           | 3   |
| CSC 100 | Computers and Computing          | 3   |
| MAT 111 | Calculus I                       | 4   |
| MAT 112 | Calculus II                      | 4   |
| PHY 111 | Engineering Physics I            | 4   |
| PHY 211 | Engineering Physics II           | 4   |
| SCI 101 | Introduction to Physical Science | 3   |
| ••• ••• | Approved Science Elective**      | 3/4 |
| ••• ••• | Approved Science Elective**      | 3/4 |
|         | <b>TOTAL 35/37</b>               |     |

Group Booking Contracts with the  
Louis V. Gerstner, Jr. Center for Learning

ResID #0226HCWLA

ResID#0626HCWLA

# Louis V. Gerstner, Jr. Center for Learning

*Managed by FLIK Hotels & Conference Centers*

20 Old Post Road, Armonk, New York 10504

Sales Phone (914)499-2148

## GROUP BOOKING CONTRACT

**ResID#0226HCWLA**

Date April 11, 2019  
 Group Name Hudson County Community College  
 Meeting Name Hudson County Workforce Leadership Academy  
 Primary Contact Lori Margolin, Dean, Continuing education & Workforce Development  
 Address 161 Newkirk Street, Roo E505 - Jersey City, NJ 07306  
 E-mail/Phone [lmargolin@hccc.edu](mailto:lmargolin@hccc.edu) (O) 201-360-4242 (C) 201-600-1358  
 Secondary Contact Sheila McGuire, Senior Fellow at Aspen Institute  
 E-mail/Phone [Sheila.Maguire@aspeninstitute.org](mailto:Sheila.Maguire@aspeninstitute.org) (C) 347-786-0866

Pursuant to this contract, once accepted, Hudson County Community College or Hudson County Workforce Leadership Academy (hereinafter the "Group") will hold a meeting at the **Louis V. Gerstner, Jr. Center for Learning** (hereinafter the "GCL").

**Signed Contract Due Date:** 5/31/2019  
**Deposit Due Date:** 5/31/2019  
**Arrival Date:** 2/26/2020  
**Departure Date:** 2/28/2020  
**Agreed Rooms:** 50 CMPs/ 25 DMPs

### MEETING DATES AND GUEST ROOM BLOCK

Once this contract is accepted, we will remove from our inventory and consider sold to you for your use packages pursuant to the following arrival and departure pattern:

| Meeting Dates:<br>February 26-28, 2020 | Sun | Mon | Tue | Wed<br>2/26 | Thu<br>2/27 | Fri<br>2/28 | Sat | Total |
|--|-----|-----|-----|-------------|-------------|-------------|-----|-------|
| Room Type Queen/Rate Per Person        |     |     |     | Queens      | Queens      | C/O         |     |       |
| CMP Rate: \$335.00                     |     |     |     | 25          | 25          |             |     | 50    |
| DMP Rate: \$160.00                     |     |     |     | 25          |             |             |     | 25    |
| Total CMPs/DMPs                        |     |     |     | 25/25/      | 25          |             |     | 50/25 |

### Rates for your meeting are confirmed as follows:

**CMP – Complete Meeting Plan:** \$ 325.00 per person, per day, x 50 = \$ 16,250.00  
**DMP - Day Meeting Plan:** \$ 155.00 per person, per day, x 50 = \$ 3,875

### Estimated Meeting/Guest Room Revenue: \$20,125.00

Rates quoted above are non-commissionable, net rates, subject to New York Sales tax, which is currently 7.375% + 6% Occupancy Tax. Overnight accommodations include unlimited local telephone calls; 800 and credit card access calls; in-room coffee; and unlimited use of our fitness center.

### DEPOSIT SCHEDULE

The deposits and payments outlined in the table below are due as indicated. The deposits and payments will be applied to your master account in the form of credits. Fifty percent of the "Anticipated Package Revenue Figure" will be due upon return of the signed contract to the GCL.

**Date Due: 5/31/2019**  
**Deposit: \$10,062.50**



**CMP Package:**

CMP package is a per person, per day rate that is inclusive of the following based on a minimum head-count of 15 people. Package includes overnight accommodations and dinner for each night of the package including next day American buffet breakfast, buffet lunch, continuous all-day breaks (7:30 a.m. – 5:00 p.m.), meeting room to accommodate group, professional A/V staff to assist your group with all technology needs with exception to additional AV charges for use in auditorium. On-site meeting planner to help you every step of the way in the meeting planning and execution processes of your event. Complimentary Secured Wireless Internet throughout the conference center, podium, two flip charts and easel stands and use of Fitness Center. Alcoholic beverages are not included in CMP Pkgs but can be purchased separately.

**DMP Package:**

Day Meeting Package includes everything listed in the CMP Package above except for overnight accommodation, dinner and breakfast buffet. The DMP is charged on a minimum of 15 people, person per day, at price listed above designed for any day guests attend meeting. Alcoholic beverages are not included in DMP package but can be purchased separately.

All package meals will be provided in the Arbor Dining Room unless there are space restrictions in which case, we will provide suitable dining space for your group. Select menu or upgraded menu options are available, at an additional charge, upon request. Reception charges are additional. Alcohol with meals is not included. Seating times for all meals will be scheduled for one of the following three seating's: 6:30 a.m. – 10am, 11:30 a.m. - 1:30 p.m. and 6:00 p.m. - 9:30 p.m. Private dining arrangements must be made in advance and are subject to prevailing banquet prices and/or surcharges. All private food & beverage events are subject to an administrative charge of twenty percent (20%) of the total food & beverage revenue plus applicable taxes.

**ROOM RESERVATION PROCEDURES**

From the moment this contract is accepted, we will be holding your contracted guest room block for the use of your attendees. The property has no obligation to provide room nights beyond those contained in the room block.

In order to assign individuals to specific rooms, room reservations will be required. A rooming list is required in order to facilitate your attendees' accommodations, and it must be provided to the property **twenty-one days** prior to your arrival date, **Wednesday, February 5, 2020**. This list should include guest name, home or business address, email address (if any), check-in and check-out dates, and VIP status. Act requests for special room arrangements should be indicated on the rooming list. The GCL **does not** confirm reservations to the individual in writing. Individual reservations **will not** be accepted from participants, travel agents or via the Internet for your meeting, unless otherwise agreed upon.

Reservation requests from your attendees received less than seven days prior to your arrival date will be accepted on a space available basis, at the higher of the contract rate or rate available at that time. Should such requests be accepted, such room nights will be credited to your block for purposes of act calculation of attrition.

**CHECK-IN / CHECK-OUT**

Guest accommodations will be available at **3:00 p.m.** on arrival day and reserved until **12:00 p.m.** on departure day. GCL would appreciate receiving flight arrival times for your group, if available. Any attendee wishing special consideration for late checkout should inquire at the front desk on the day of departure.

**GUEST ROOM CHARGES**

**Please select one of the Following Billing Arrangements:**

**Individual Payment**

☐ It is our understanding that your guests will pay their own account upon departure including all applicable taxes and surcharges. Group assumes full and sole responsibility for informing all attendees of the package or room rate and applicable taxes to the Master Account. Upon check-in, each guest will be required to present a valid credit card upon check-in, on which an amount of sufficient pre-authorization can be obtained to cover the CMP/ DMP package or room and tax for the length of the guest's stay, plus the anticipated use of the ILC's ancillary services. We require each guest's home/business address and e-mail address. Should any guest not settle his or her account in full upon departure, Group will be responsible for those charges.

**Bill Master Account**

☐ It is our understanding the Group will sign all charges to the Master account under CMP/ DMP, BTs, including all applicable taxes and surcharges which includes Guest room and incidentals. To access the ancillary services of the ILC, each guest will be required to present a valid credit card upon check-in, on which an amount of sufficient pre-authorization can be obtained to cover the anticipated use of the ILC's ancillary services, and we require each guest's home/business address and e-mail address. Should any guest not settle his or her account in full upon departure, Group will be responsible for those charges.

**Split Billing**

☐ It is our understanding that your Guests will sign for their overnight guest rooms and incidentals only, plus applicable taxes billed to the individual. Group will pay remaining balance billed to the Master Account under CMP/ DMP including applicable taxes. To be able to access the ancillary services of the ILC, each guest will be required to present a valid credit card upon check-in, on which an amount of sufficient pre-authorization can be obtained to cover the anticipated use of the ILC's ancillary services, and we require each guest's home/business address and e-mail address. Should any guest not settle his or her account in full upon departure, Group will be responsible for those charges.

## FOOD & BEVERAGE / MEETING & GUEST ROOM REQUIREMENTS

### Meeting Space Rental Charge:

We will provide all necessary function space for the schedule of events below for a fee of **\$20,125.00** which includes guest room allocations in recognition of the revenue we will derive from the provision of room nights and food and beverage services and ancillary services hereunder. The GCL reserves the right to make reasonable substitutions of function space at the reservation's due date based on attendance at levels lower than contracted, and to make reasonable substitutions of menu selections. Please ensure that the schedule in **Exhibit A** includes all space necessary to accommodate set-up and break-down times, all audio-visual needs, head tables and displays. Please note that all flipchart paper and other materials will be disposed of at the end of the meeting. Functions must begin and end at the times specified. ***An additional fee will be imposed for labor related to changes in meeting space set-up within 24 hours of event start time.***

Should you desire additional food and beverage services and/or meeting space beyond that specified in the schedule of events below, please advise us as soon as possible so that we may attempt to secure such additional space for your use. Diagrams and identification of the GCL's meeting space to be used for your meeting may not be disseminated by Group without the GCL's prior approval. **Please advise if Group is hosting a Private Dinner so the appropriate space may be held. Private Dinners are subject to surcharges based on menu selections. Breakout Rooms: 1<sup>st</sup> is Complimentary. Additional Breakout Rooms with a capacity of up to 4/9/12 people cost \$350 each, and additional Classrooms with a capacity of 30 people cost \$3,000 each.**

### PACKAGE / ROOM BLOCK AND SERVICES COMMITMENT

When you contract for a block of packages and/or rooms and meeting facilities and for food and beverage services, those packages, room nights, facilities and services are removed from our inventory and considered sold to you, and the GCL makes financial plans based upon the revenues it expects to achieve from your full performance of the contract. It is impossible for the GCL to know in advance whether or under what circumstances or at what rates it would be able to resell your contracted packages, room nights, services or facilities if you do not use them, either as the result of a cancellation of your meeting or as the result of less than contracted package or room block usage or less than contracted usage of food and beverage functions ("attrition"). In most instances, when groups do not use their contracted packages and/or room nights or services, the GCL is unable to resell those packages and/or room nights or services and even when packages and/or room nights or services are resold, they are generally not resold at the same rates, may be resold to groups which would have utilized the GCL at another time, are not resold to groups that have the same needs as the original group, etc. Even when packages and/or rooms or services may be resold, it is costly to re-market the rooms and facilities, and such efforts divert the attention of our sales staff from selling The GCL's packages, rooms, and facilities at other times. While your room block has been held out of inventory, we may have turned away more lucrative groups to meet our commitment to you.

For all these reasons and others, we agree that in the event of cancellation or attrition, the following charges, which represent a reasonable effort on behalf of the property to establish its loss prospectively, shall be due as liquidated damages. Because the GCL reasonably expects to derive revenue from your meeting above and beyond that revenue derived from the provision of packages, room nights and food and beverage services, and because it is difficult to estimate the actual revenue which may be derived from your meeting, the amounts due as and for liquidated damages are intended to compensate The GCL for all of its losses associated with cancellation and/or attrition.

### ANTICIPATED CMP/DMP/BT/ REVENUE FIGURES

The GCL anticipates that your meeting will generate **\$20,125.00** in revenue from the provision of Meeting Packages. This figure shall be referred to herein as the "Anticipated Package Revenue Figure." All revenue figures are net and not inclusive of taxes or commissions.

### ATTRITION

We agree to allow for a 5% reduction in the "Anticipated Package Revenue Figure", provided that you make a **written request** for that reduction **between now and 30 days prior** to your arrival date. At the end of your meeting, we will subtract the revenue derived from the provision of packages (excluding revenue derived from pre- and post-program stays) and the amount of any permissible attrition you have taken from the Anticipated Package Revenue Figure set forth above. Any remaining amount will be posted as a charge to your master account, plus applicable taxes.

### CANCELLATION

Except in the case of cancellation by Force Majeure as described in this agreement; In the event of a group cancellation occurring 0 to 90 days prior to arrival, liquidated damages in the amount of ninety percent of the "Anticipated Package Revenue Figure" will be due, plus applicable taxes.

Except in the case of cancellation by Force Majeure as described in this agreement; in the event of a group cancellation occurring 91 to 180 days prior to arrival, liquidated damages in the amount of eighty percent of the "Anticipated Package Revenue Figure" for the relevant Event will be due, plus applicable taxes.

### FORCE MAJEURE

In no event shall either party be liable for any failure or delay in performance of the Agreement due to causes beyond its reasonable control and without its fault or negligence, including acts of God, war, acts of terrorism, government authority, disaster, floods, fires, explosion, strikes, civil disorders and/or a medical epidemic in and around the immediate GCL location, curtailment of transportation facilities preventing at least 40% or more of Group's attendees from attending, or other emergencies, any of which make it illegal or impossible for GC to provide the facilities and/or services for your meeting. This Contract may be terminated for any one or more of such reasons as stated above by written notice from one party to the other without liability, financial or otherwise. The GCL will immediately refund all deposits received within 15 business days of receipt of the notice of termination.



### **BILLING PROCEDURES:**

Please complete the enclosed direct bill application and return it to our Accounting Department **within 30 days** so that we may attempt to approve credit for your meeting. If credit is not requested or is not approved, pre-payment of your total estimated Master Account will be due prior to your arrival, in accordance with a schedule to be determined by the GCL at its sole discretion. Under such circumstance, failure to remit the appropriate pre-payment on a timely basis will be considered a cancellation by the group and the group shall be liable for amounts as described in the cancellation provisions.

The following items shall be charged to the Master Account: package charges, tax, incidentals, banquet food and beverage charges, private dining charges, attrition charges, meeting space rental charges (if any), cancellation charges, and any other charges billed to the Master Account at the request of the authorized representative of the group, as designated by the group in advance of the commencement of the meeting. Moreover, all third-party charges for services and/or supplies, not directly supplied by the GCL, will be billed to the Master Account whether they have been arranged for by the GCL or directly by the Group. A handling fee in the amount of **30%** of all third-party charges will be assessed if placed on the Master Account. Group further agrees that all charges associated with use of the grounds, function space, facilities, and services of the GCL by its vendors shall be posted to the Master Account.

Master account charges may be paid in the form of cash, check or bank transfer. All master account charges not paid within 30 days of the billing date will bear interest at the lower of the rate of 1.5% per month, compounded monthly, if permissible by law, or the highest rate permissible by law. Should the GCL, in its sole discretion, deem collection action necessary regarding outstanding balances hereunder, all costs associated with that collection action, including attorney's fees, shall be posted to the master account. All Individual guest accounts are payable at check-out by cash or credit card.

If your group is tax exempt, you must provide the GCL with a valid New York State tax exemption certificate **no less than 60 days** before the commencement of your function. Please note that individual guest accounts not part of the Master Contract **will** pay taxes. Individual guest accounts are payable at check-out by cash or credit card.

### **AUDIO-VISUAL EQUIPMENT**

Your package includes standard audio-visual equipment and supplies. Additional audio-visual equipment and services are charged accordingly. The use of any outside vendor or Production Compact requires advance written approval by the GCL. Charges incurred by an outside vendor or production compact are the responsibility of the Group.

### **OUTSIDE CONTRACTORS**

The GCL offers all services necessary for a successful meeting. Any outside service hired by or on behalf of Group shall be subject to prior approval of the Property. The GCL reserves the right to approve all outside contractors hired for use by the Group in the GCL and may have a list of approved contractors and vendors. The GCL must be notified in advance of any proposed vendor. The GCL reserves the right to advance approval of all specifications, including electrical requirements, from all outside contractors, and to charge a fee for outside services brought into the GCL. Upon prior reasonable notice to The GCL from Group, The GCL shall cooperate with such contractors and provide them with facilities at the premises to the extent that the use and occupancy of the facilities by the contractor does not interfere with the use and enjoyment of the GCL premises by other guests and members of the GCL.

### **INSURANCE AND INDEMNIFICATION**

The GCL and Group each agree to carry and maintain and provide evidence of liability and other insurance in commercially reasonable amounts sufficient to provide coverage against any foreseeable claims resulting from relevant activities under this contract. Damage to the GCL premises by Group or appointed contractors will be the Group's responsibility. Group will accept full responsibility for any damages resulting from any act or omission of their individual attendees in conjunction with organized group activities. The GCL is not responsible for any loss or damage no matter how caused, to any samples, displays, properties, or personal effects brought into the GCL, or for vehicles belonging to you or your attendees, and/or for the loss of equipment, exhibits or other materials left in meeting rooms.

The Group and/or outside contractors must provide proof of worker's compensation insurance for employees who will work on the GCL premises and proof of adequate general liability coverage for the Group and/or outside contractors' activities while on the GCL's premises, and must comply with all other similar requirements The GCL deems appropriate, in its sole discretion, regarding use of function space, facilities and use of the GCL services.

The GCL and Group shall indemnify, defend and hold harmless each other and its officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees (collectively "Claims") arising out of or caused by the GCL's negligence in connection with the provision of services or the use of the GCL facilities, except to the extent and percentage attributable to the Groups' or its members', agents', employees', or Exhibitors' negligence. The GCL shall not have waived or be deemed to have waived, by reason of this paragraph, any defense which it may have with respect to such claims.

### **THE GCL POLICIES**

Group shall not use the name, trademark or logo or any other proprietary designation of the property in any advertising or promotional material without the prior written permission of the GCL. Group shall not allow or invite any members of the media to be present at the GCL without obtaining prior written approval of IBM. All requests for approval of media presence at any GCL event shall be made by The Hudson County Workforce Leadership Academy Insurance Company of America no later than seven (7) business days prior to the applicable event. The Group

shall not bring any security officers or equipment onto the GCL property without the prior written approval of IBM. Notwithstanding, the fact, IBM may authorize the Group to engage security personnel ("Group Security Officers") to perform services for the Group at the GCL, in no event shall any Group Security Officer carry a weapon onto the GCL property. IBM prohibits the carrying of weapons by any individual (other than law enforcement officers in the performance of official duties) on all IBM owned or leased properties. All electrical services & utilities, including phone and riggings, must be contracted for through the GCL's Conference Services Department. Signs and banners are not allowed in the property's public areas. For Group's meeting space, all signs must be professionally printed, and their placement & posting be pre-approved by the CSD. Nothing shall be posted, nailed, screwed, or otherwise attached to walls, floors, or other parts of the building or furniture nor shall gummed stickers or labels be distributed. No food and/or beverage of any kind will be permitted to be brought into the hotel, or any suite used as a hospitality suite, by Group or any of Group's guests. All food and beverage items served in public meeting rooms & must be supplied and prepared by the GCL. Food and beverage prices will be quoted prior to the commencement of the function. Though the group's obligation for package and/or food and beverage revenue is set forth herein, menu selections, room requirements, and all other arrangements must be received **at least twenty - one (21) days prior** to the meeting, and we require the guaranteed number of persons to be served at each food function **72 hours prior** to the date of the function. If we do not receive a final count for the Group within this timetable, the Group will be charged for the **maximum** number of people originally scheduled to attend the function. For deliveries to rooms, we will charge a **\$3.00** per small box, basket, bag, or other item to each room for handling. We request your participants follow our guidelines of business casual attire in our facility and ask that sneakers, jeans, shorts, and sandals not be worn in the conference wing. No animals or pets of any kind, except guide dogs, are allowed on the GCL premises. The GCL must approve of any entertainment to be brought into the property. Minors are not allowed at the facility for any meetings, banquets, or social functions, nor for overnight stays. The Gerstner Center for Learning is a *completely non-smoking facility*. There will be a \$200.00 room cleaning and sanitization fee for smoking in any guestroom.

#### AUTHORITY

The GCL and Group signatories each warrant that they are authorized to make agreements and to bind their principals to this agreement.

#### MISCELLANEOUS PROVISIONS

This contract is made and to be performed in the GCL, New York, and shall be governed by and construed in accordance with New York law. By executing this agreement, The Hudson County Workforce Leadership Academy Insurance Company of America consents to the exercise of personal jurisdiction over it by the federal courts of New York. This contract is the entire agreement between the parties, superseding all prior proposals both oral and written, negotiations, representations, commitments, and other communications between the parties, and may only be supplemented or changed in writing, signed by a representative of the Group and the Property's General Manager. No representative of the GCL has been or is authorized to make any representation which varies from the express terms of this contract, though this contract may be supplemented or amended in writing.

Group may not assign any benefits arising under or associated in any way with this contract without prior written consent of hotel. In the event of litigation arising from or associated with this contract, the parties agree that the prevailing party therein shall recover its attorneys' fees and costs incurred therein. Any legal action in connection with this agreement shall be brought or maintained only in the courts of New York. No food and/or beverage of any kind will be permitted to be brought into the GCL, or any suite used as a hospitality suite, by the group or any of the group's guests.

#### ACCEPTANCE

This contract shall be deemed accepted only after it has been signed by a representative of the group and thereafter signed by a representative of the GCL. Acceptance may be made by facsimile transmission and this contract may be executed in one or more counterparts, each of which when fully executed, shall be deemed to be an original, and all of which shall be deemed to be the same agreement.

For The Hudson County Workforce Leadership Academy Insurance Company of America authorized representative:

Sign Name: \_\_\_\_\_  
Print Name: \_\_\_\_\_

Date: \_\_\_\_\_  
Title: \_\_\_\_\_

Email/Phone: \_\_\_\_\_

By: FLIK Hotels & Conference Center International d/b/a; the Gerstner Center for Learning solely in its capacity as agent for the owner of Gerstner Center for Learning

\_\_\_\_\_  
Tom Spanos

Date: \_\_\_\_\_  
Title: Director Sales & Marketing

# Louis V. Gerstner, Jr. Center for Learning

*Managed by FLIK Hotels & Conference Centers*

20 Old Post Road, Armonk, NY 10504

Tel. (914) 499-2148

## CREDIT CARD AUTHORIZATION

Group Name: **The Hudson County Workforce Leadership Academy**

**Feb 26-28, 2020**

**I irrevocably authorize my credit card to be used for the following services at the Gerstner Center for Learning, Armonk, NY:**

Please Circle One:

Direct Billing

Guarantee Payment

Deposit Only

Check all that apply:

\_\_\_\_\_

All Group Room, Tax and Associated Charges  
(including rooms attrition and cancellation)

\_\_\_\_\_

All Banquet Food and Beverage and Associated Charges including tax, service charges,  
food and beverage attrition and cancellation)

\_\_\_\_\_

All Packages and Associated Charges (including tax, service charges, attrition and  
cancellation charges)

\_\_\_\_\_

All Master Account and Other Charges

\_\_\_\_\_

Group Deposit (Per Contract) of **\$10,062.50**

\_\_\_\_\_

Following Charges Only: \_\_\_\_\_

Comments: \_\_\_\_\_

Credit Card Type: \_\_\_\_\_ Credit Card #: \_\_\_\_\_

3-digit code on back of credit card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Holder: *Print name exactly as it appears on card* \_\_\_\_\_

**If used for Direct Billing guarantee, please provide: Contact person, Billing Address & Telephone**

\_\_\_\_\_

Contact Name

\_\_\_\_\_

Title

\_\_\_\_\_

Billing Address

\_\_\_\_\_

Tel.

\_\_\_\_\_

City, State Zip

Amount of Charge/Approve: \_\_\_\_\_

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

I warrant and represent that I am authorized to agree that charges for this event are posted to this credit card.

**IMPORTANT NOTE: DUE TO CREDIT CARD REGULATIONS, A PHOTOCOPY OF THE CARDHOLDER'S CARD IMPRINT (FRONT & BACK) MUST BE PROVIDED, UPON COMPLETION OF THIS FORM. PLEASE BE SURE CARDHOLDER HAS SIGNED THE BACK OF THE CARD.**

*If credit card is used as guarantee of payment, an authorization hold for the estimated balance will be put through 30 days prior to program. All invoices are due in accordance with contract terms. After 30 days if payment is not received, credit card will be charged.*

**For hotel use only:**

\$ \_\_\_\_\_ Approval Code \_\_\_\_\_ Date: \_\_\_\_\_

**Amount Charged**

# Louis V. Gerstner, Jr. Center for Learning

*Managed by FLIK Hotels & Conference Centers*

20 Old Post Road, Armonk, NY 10504

Tel. (914) 499-2148

**Lori Margolin**

**Dean, Continuing Education & Workforce Development**

**Hudson County Community College**

**161 Newkirk Street – Room E504**

**Jersey City, NJ 07306**

**RE: Hudson County Workforce Leadership Academy Meeting**

**Feb 26-28, 2020**

## **CUSTOMER INVOICE**

| Invoice<br>Date                                       | Invoice<br>Number | Description | Debit              | Credit |
|---|-------------------|-------------|--------------------|--------|
| 4/11/19   |                   |             |                    |        |
| <b>Advanced Deposit</b>                               |                   |             |                    |        |
| <b>The Hudson County Workforce Leadership Academy</b> |                   |             |                    |        |
| <b>ResID#0626HCWLA</b>                                |                   |             |                    |        |
| 6/26/2019 to 6/28/2019                                |                   |             | <b>\$10,062.50</b> |        |

Please pay this Amount by: **May 31, 2019**

**By Check: Payable to FLIK International Corp.**

**Mail to FLIK Hotel & Conference Center/Gerstner Center for Learning**

**20 Old Post Road**

**Armonk, NY 10504**

**Attention: Accounts Receivable Dept.**

*Please make a notation on the check indicating the arrival date of your meeting, the Group Booking Contract ResID # found at the top of this page and return with a copy of this invoice or submit credit card authorization form by date above.*

Electronic Deposits or ACH Payments can be made by sending a confidential email together with your contact information and ResID# found at top of page to: [Shared.ARACH-WireSetup@compass-usa.com](mailto:Shared.ARACH-WireSetup@compass-usa.com)

## EXHIBT A

### Hudson County Workforce Leadership Academy

February 26-28, 2020

#### Preliminary Agenda Details

##### Wednesday February 26, 2020

| Date    | Start Time | End Time | Description                              | Room              | Setup    | Agr | Details                                  |
|---------|------------|----------|--|-------------------|----------|-----|--|
| 2/26/20 | 10:30 AM   | 5:00 PM  | DMP Continuous AM & PM Nourishment Break | Aspen Lounge      | Existing | 25  | <b>DMP 1</b><br><b>\$160.00 pp + (1)</b> |
| 2/26/20 | 10:30 AM   | 5:00 PM  | DMP General Session                      | Aspen B102        | Rounds   | 25  | Included in DMP 1                        |
| 2/26/20 | 10:30 AM   | 5:00 PM  | Office/Breakout                          | Aspen B106        | Existing |     |  |
| 2/26/20 | 12:00 PM   | 1:00 PM  | DMP Buffet Lunch                         | Arbor Dining Room | Existing | 25  | Included in DMP 1                        |
| 2/26/20 | 3:00 PM    |          | Check-In                                 | Queens            | Existing | 25  | <b>CMP 1</b><br><b>\$335 pp ++ (2)</b>   |
| 2/26/20 | 6:00 PM    | 8:00 PM  | CMP Buffet Dinner                        | Arbor Dining Room | Existing | 25  | Included in CMP 1                        |

(1) = estimated at 7.275% sales tax (2) = Estimated at 6% occupancy tax and 7.375 sales tax

##### Thursday February 27, 2020

| Date    | Start Time | End Time | Description                              | Room              | Setup    | Agr | Details                                   |
|---------|------------|----------|--|-------------------|----------|-----|---|
| 2/27/20 | 7:00 AM    | 8:00 AM  | CMP Buffet Breakfast                     | Arbor Dining Room | Existing | 25  | Included in CMP 1                         |
| 2/27/20 | 7:30 AM    | 5:00 PM  | CMP Continuous AM & PM Nourishment Break | Aspen Lounge      | Existing | 25  | Included in CMP 1                         |
| 2/27/20 | 8:00 AM    | 5:00 PM  | CMP General Session                      | Aspen B102        | Rounds   | 25  | Included in CMP 1                         |
| 2/27/20 | 8:00 AM    | 5:00 PM  | Breakout/ Office                         | Aspen B106        | Existing |     | Included in CMP 1                         |
| 2/27/20 | 12:00 PM   | 1:00 PM  | CMP Buffet Lunch                         | Arbor Dining Room | Existing | 25  | Included in CMP 1                         |
| 2/27/20 | 6:00 PM    | 8:00 PM  | CMP Buffet Dinner                        | Arbor Dining Room | Existing | 25  | <b>CMP 2</b><br><b>\$335.00 pp ++ (3)</b> |
| 2/27/20 | 3:00 PM    |          | 2nd Night                                | Queens            | Existing | 25  | Included in CMP 2                         |

++ = Estimated at 6% occupancy tax and 7.375 sales tax

Friday February 28, 2020

| Date    | Start Time | End Time | Description                              | Room              | Setup    | Agr | Details           |
|---------|------------|----------|--|-------------------|----------|-----|-------------------|
| 2/28/20 | 7:00 AM    | 8:00 AM  | CMP Buffet Breakfast                     | Arbor Dining Room | Existing | 25  | Included in CMP 2 |
| 2/28/20 | 7:30 AM    | 3:00 PM  | CMP Continuous AM & PM Nourishment Break | Aspen Lounge      | Existing | 25  | Included in CMP 2 |
| 2/28/20 | 8:00 AM    | 3:00 PM  | CMP General Session                      | Aspen B102        | Rounds   | 25  | Included in CMP 2 |
| 2/28/20 | 8:00 AM    | 3:00 PM  | Breakout /Office                         | Aspen B 106       | Existing |     | Included in CMP 2 |
| 2/28/20 | 12:00 PM   | 1:00 PM  | CMP Buffet Lunch                         | Arbor Dining Room | Existing | 25  | Included in CMP 2 |

# Louis V. Gerstner, Jr. Center for Learning

*Managed by FLIK Hotels & Conference Centers*

20 Old Post Road, Armonk, New York 10504

Sales Phone (914)499-2148

## GROUP BOOKING CONTRACT

**ResID#0626HCWLA**

Date April 11, 2019  
 Group Name Hudson County Community College  
 Meeting Name Hudson County Workforce Leadership Academy  
 Primary Contact Lori Margolin, Dean, Continuing education & Workforce Development  
 Address 161 Newkirk Street, Roo E505 - Jersey City, NJ 07306  
 E-mail/Phone [lmargolin@hccc.edu](mailto:lmargolin@hccc.edu) (O) 201-360-4242 (C) 201-600-1358  
 Secondary Contact Sheila McGuire, Senior Fellow at Aspen Institute  
 E-mail/Phone [Sheila.Maguire@aspeninstitute.org](mailto:Sheila.Maguire@aspeninstitute.org) (C) 347-786-0866

Pursuant to this contract, once accepted, Hudson County Community College or Hudson County Workforce Leadership Academy (hereinafter the "Group") will hold a meeting at the **Louis V. Gerstner, Jr. Center for Learning** (hereinafter the "GCL").

**Signed Contract Due Date:** 4/30/2019  
**Deposit Due Date:** 4/30/2019  
**Arrival Date:** 6/26/2019  
**Departure Date:** 6/28/2019  
**Agreed Rooms:** 50 CMPs/ 25 DMPs

### MEETING DATES AND GUEST ROOM BLOCK

Once this contract is accepted, we will remove from our inventory and consider sold to you for your use packages pursuant to the following arrival and departure pattern:

| Meeting Dates:<br>June 26-28, 2019 | Sun | Mon | Tue | Wed<br>6/26 | Thu<br>6/27 | Fri<br>6/28 | Sat | Total |
|------------------------------------|-----|-----|-----|-------------|-------------|-------------|-----|-------|
| Room Type Queen/Rate Per Person    |     |     |     | Queens      | Queens      | C/O         |     |       |
| CMP Rate: \$335.00                 |     |     |     | 25          | 25          |             |     | 50    |
| DMP Rate: \$160.00                 |     |     |     | 25          |             |             |     | 25    |
| Total CMPs/DMPs                    |     |     |     | 25/25/      | 25          |             |     | 50/25 |

### Rates for your meeting are confirmed as follows:

**CMP – Complete Meeting Plan:** \$ 335.00 per person, per day, x 50 = \$ 16,750.00  
**DMP - Day Meeting Plan:** \$ 160.00 per person, per day, x 50 = \$ 4,000

### Estimated Meeting/Guest Room Revenue: \$20,750.00

Rates quoted above are non-commissionable, net rates, subject to New York Sales tax, which is currently 7.375% + 6% Occupancy Tax. Overnight accommodations include unlimited local telephone calls; 800 and credit card access calls; in-room coffee; and unlimited use of our fitness center.

### DEPOSIT SCHEDULE

The deposits and payments outlined in the table below are due as indicated. The deposits and payments will be applied to your master account in the form of credits. Fifty percent of the "Anticipated Package Revenue Figure" will be due upon return of the signed contract to the GCL.

**Date Due: 4/30/2019**  
**Deposit: \$10,375.00**

**CMP Package:**

CMP package is a per person, per day rate that is inclusive of the following based on a minimum head-count of 15 people. Package includes overnight accommodations and dinner for each night of the package including next day American buffet breakfast, buffet lunch, continuous all-day breaks (7:30 a.m. – 5:00 p.m.), meeting room to accommodate group, professional A/V staff to assist your group with all technology needs with exception to additional AV charges for use in auditorium. On-site meeting planner to help you every step of the way in the meeting planning and execution processes of your event. Complimentary Secured Wireless Internet throughout the conference center, podium, two flip charts and easel stands and use of Fitness Center. Alcoholic beverages are not included in CMP Pkgs but can be purchased separately.

**DMP Package:**

Day Meeting Package includes everything listed in the CMP Package above except for overnight accommodation, dinner and breakfast buffet. The DMP is charged on a minimum of 15 people, person per day, at price listed above designed for any day guests attend meeting. Alcoholic beverages are not included in DMP package but can be purchased separately.

All package meals will be provided in the Arbor Dining Room unless there are space restrictions in which case, we will provide suitable dining space for your group. Select menu or upgraded menu options are available, at an additional charge, upon request. Reception charges are additional. Alcohol with meals is not included. Seating times for all meals will be scheduled for one of the following three seating's: 6:30 a.m. – 10am, 11:30 a.m. - 1:30 p.m. and 6:00 p.m. - 9:30 p.m. Private dining arrangements must be made in advance and are subject to prevailing banquet prices and/or surcharges. All private food & beverage events are subject to an administrative charge of twenty percent (20%) of the total food & beverage revenue plus applicable taxes.

**ROOM RESERVATION PROCEDURES**

From the moment this contract is accepted, we will be holding your contracted guest room block for the use of your attendees. The property has no obligation to provide room nights beyond those contained in the room block.

In order to assign individuals to specific rooms, room reservations will be required. A rooming list is required in order to facilitate your attendees' accommodations, and it must be provided to the property **twenty-one days** prior to your arrival date, **Wednesday, June 5, 2019**. This list should include guest name, home or business address, email address (if any), check-in and check-out dates, and VIP status. Act requests for special room arrangements should be indicated on the rooming list. The GCL **does not** confirm reservations to the individual in writing. Individual reservations **will not** be accepted from participants, travel agents or via the Internet for your meeting, unless otherwise agreed upon.

Reservation requests from your attendees received less than seven days prior to your arrival date will be accepted on a space available basis, at the higher of the contract rate or rate available at that time. Should such requests be accepted, such room nights will be credited to your block for purposes of act calculation of attrition.

**CHECK-IN / CHECK-OUT**

Guest accommodations will be available at **3:00 p.m.** on arrival day and reserved until **12:00 p.m.** on departure day. GCL would appreciate receiving flight arrival times for your group, if available. Any attendee wishing special consideration for late checkout should inquire at the front desk on the day of departure.

**GUEST ROOM CHARGES**

**Please select one of the Following Billing Arrangements:**

**Individual Payment**

☐ It is our understanding that your guests will pay their own account upon departure including all applicable taxes and surcharges. Group assumes full and sole responsibility for informing all attendees of the package or room rate and applicable taxes to the Master Account. Upon check-in, each guest will be required to present a valid credit card upon check-in, on which an amount of sufficient pre-authorization can be obtained to cover the CMP/ DMP package or room and tax for the length of the guest's stay, plus the anticipated use of the ILC's ancillary services. We require each guest's home/business address and e-mail address. Should any guest not settle his or her account in full upon departure, Group will be responsible for those charges.

**Bill Master Account**

☐ It is our understanding the Group will sign all charges to the Master account under CMP/ DMP, BTs, including all applicable taxes and surcharges which includes Guest room and incidentals. To access the ancillary services of the ILC, each guest will be required to present a valid credit card upon check-in, on which an amount of sufficient pre-authorization can be obtained to cover the anticipated use of the ILC's ancillary services, and we require each guest's home/business address and e-mail address. Should any guest not settle his or her account in full upon departure, Group will be responsible for those charges.

**Split Billing**

☐ It is our understanding that your Guests will sign for their overnight guest rooms and incidentals only, plus applicable taxes billed to the individual. Group will pay remaining balance billed to the Master Account under CMP/ DMP including applicable taxes. To be able to access the ancillary services of the ILC, each guest will be required to present a valid credit card upon check-in, on which an amount of sufficient pre-authorization can be obtained to cover the anticipated use of the ILC's ancillary services, and we require each guest's home/business address and e-mail address. Should any guest not settle his or her account in full upon departure, Group will be responsible for those charges.



## FOOD & BEVERAGE / MEETING & GUEST ROOM REQUIREMENTS

### Meeting Space Rental Charge:

We will provide all necessary function space for the schedule of events below for a fee of **\$20,750.00** which includes guest room allocations in recognition of the revenue we will derive from the provision of room nights and food and beverage services and ancillary services hereunder. The GCL reserves the right to make reasonable substitutions of function space at the reservation's due date based on attendance at levels lower than contracted, and to make reasonable substitutions of menu selections. Please ensure that the schedule in **Exhibit A** includes all space necessary to accommodate set-up and break-down times, all audio-visual needs, head tables and displays. Please note that all flipchart paper and other materials will be disposed of at the end of the meeting. Functions must begin and end at the times specified. ***An additional fee will be imposed for labor related to changes in meeting space set-up within 24 hours of event start time.***

Should you desire additional food and beverage services and/or meeting space beyond that specified in the schedule of events below, please advise us as soon as possible so that we may attempt to secure such additional space for your use. Diagrams and identification of the GCL's meeting space to be used for your meeting may not be disseminated by Group without the GCL's prior approval. **Please advise if Group is hosting a Private Dinner so the appropriate space may be held. Private Dinners are subject to surcharges based on menu selections. Breakout Rooms: 1<sup>st</sup> is Complimentary. Additional Breakout Rooms with a capacity of up to 4/9/12 people cost \$350 each, and additional Classrooms with a capacity of 30 people cost \$3,000 each.**

## PACKAGE / ROOM BLOCK AND SERVICES COMMITMENT

When you contract for a block of packages and/or rooms and meeting facilities and for food and beverage services, those packages, room nights, facilities and services are removed from our inventory and considered sold to you, and the GCL makes financial plans based upon the revenues it expects to achieve from your full performance of the contract. It is impossible for the GCL to know in advance whether or under what circumstances or at what rates it would be able to resell your contracted packages, room nights, services or facilities if you do not use them, either as the result of a cancellation of your meeting or as the result of less than contracted package or room block usage or less than contracted usage of food and beverage functions ("attrition"). In most instances, when groups do not use their contracted packages and/or room nights or services, the GCL is unable to resell those packages and/or room nights or services and even when packages and/or room nights or services are resold, they are generally not resold at the same rates, may be resold to groups which would have utilized the GCL at another time, are not resold to groups that have the same needs as the original group, etc. Even when packages and/or rooms or services may be resold, it is costly to re-market the rooms and facilities, and such efforts divert the attention of our sales staff from selling The GCL's packages, rooms, and facilities at other times. While your room block has been held out of inventory, we may have turned away more lucrative groups to meet our commitment to you.

For all these reasons and others, we agree that in the event of cancellation or attrition, the following charges, which represent a reasonable effort on behalf of the property to establish its loss prospectively, shall be due as liquidated damages. Because the GCL reasonably expects to derive revenue from your meeting above and beyond that revenue derived from the provision of packages, room nights and food and beverage services, and because it is difficult to estimate the actual revenue which may be derived from your meeting, the amounts due as and for liquidated damages are intended to compensate The GCL for all of its losses associated with cancellation and/or attrition.

## ANTICIPATED CMP/DMP/BT/ REVENUE FIGURES

The GCL anticipates that your meeting will generate **\$20,750.00** in revenue from the provision of Meeting Packages. This figure shall be referred to herein as the "Anticipated Package Revenue Figure." All revenue figures are net and not inclusive of taxes or commissions.

## ATTRITION

We agree to allow for a 5% reduction in the "Anticipated Package Revenue Figure", provided that you make a **written request** for that reduction **between now and 30 days prior** to your arrival date. At the end of your meeting, we will subtract the revenue derived from the provision of packages (excluding revenue derived from pre- and post-program stays) and the amount of any permissible attrition you have taken from the Anticipated Package Revenue Figure set forth above. Any remaining amount will be posted as a charge to your master account, plus applicable taxes.

## CANCELLATION

Except in the case of cancellation by Force Majeure as described in this agreement; In the event of a group cancellation occurring 0 to 90 days prior to arrival, liquidated damages in the amount of ninety percent of the "Anticipated Package Revenue Figure" will be due, plus applicable taxes.

Except in the case of cancellation by Force Majeure as described in this agreement; in the event of a group cancellation occurring 91 to 180 days prior to arrival, liquidated damages in the amount of eighty percent of the "Anticipated Package Revenue Figure" for the relevant Event will be due, plus applicable taxes.

## FORCE MAJEURE

In no event shall either party be liable for any failure or delay in performance of the Agreement due to causes beyond its reasonable control and without its fault or negligence, including acts of God, war, acts of terrorism, government authority, disaster, floods, fires, explosion, strikes, civil disorders and/or a medical epidemic in and around the immediate GCL location, curtailment of transportation facilities preventing at least 40% or more of Group's attendees from attending, or other emergencies, any of which make it illegal or impossible for GC to provide the facilities and/or services for your meeting. This Contract may be terminated for any one or more of such reasons as stated above by written notice from one party to the other without liability, financial or otherwise. The GCL will immediately refund all deposits received within 15 business days of receipt of the notice of termination.

### **BILLING PROCEDURES:**

Please complete the enclosed direct bill application and return it to our Accounting Department **within 30 days** so that we may attempt to approve credit for your meeting. If credit is not requested or is not approved, pre-payment of your total estimated Master Account will be due prior to your arrival, in accordance with a schedule to be determined by the GCL at its sole discretion. Under such circumstance, failure to remit the appropriate pre-payment on a timely basis will be considered a cancellation by the group and the group shall be liable for amounts as described in the cancellation provisions.

The following items shall be charged to the Master Account: package charges, tax, incidentals, banquet food and beverage charges, private dining charges, attrition charges, meeting space rental charges (if any), cancellation charges, and any other charges billed to the Master Account at the request of the authorized representative of the group, as designated by the group in advance of the commencement of the meeting. Moreover, all third-party charges for services and/or supplies, not directly supplied by the GCL, will be billed to the Master Account whether they have been arranged for by the GCL or directly by the Group. A handling fee in the amount of **30%** of all third-party charges will be assessed if placed on the Master Account. Group further agrees that all charges associated with use of the grounds, function space, facilities, and services of the GCL by its vendors shall be posted to the Master Account.

Master account charges may be paid in the form of cash, check or bank transfer. All master account charges not paid within 30 days of the billing date will bear interest at the lower of the rate of 1.5% per month, compounded monthly, if permissible by law, or the highest rate permissible by law. Should the GCL, in its sole discretion, deem collection action necessary regarding outstanding balances hereunder, all costs associated with that collection action, including attorney's fees, shall be posted to the master account. All Individual guest accounts are payable at check-out by cash or credit card.

If your group is tax exempt, you must provide the GCL with a valid New York State tax exemption certificate **no less than 60 days** before the commencement of your function. Please note that individual guest accounts not part of the Master Contract **will** pay taxes. Individual guest accounts are payable at check-out by cash or credit card.

### **AUDIO-VISUAL EQUIPMENT**

Your package includes standard audio-visual equipment and supplies. Additional audio-visual equipment and services are charged accordingly. The use of any outside vendor or Production Compact requires advance written approval by the GCL. Charges incurred by an outside vendor or production compact are the responsibility of the Group.

### **OUTSIDE CONTRACTORS**

The GCL offers all services necessary for a successful meeting. Any outside service hired by or on behalf of Group shall be subject to prior approval of the Property. The GCL reserves the right to approve all outside contractors hired for use by the Group in the GCL and may have a list of approved contractors and vendors. The GCL must be notified in advance of any proposed vendor. The GCL reserves the right to advance approval of all specifications, including electrical requirements, from all outside contractors, and to charge a fee for outside services brought into the GCL. Upon prior reasonable notice to The GCL from Group, The GCL shall cooperate with such contractors and provide them with facilities at the premises to the extent that the use and occupancy of the facilities by the contractor does not interfere with the use and enjoyment of the GCL premises by other guests and members of the GCL.

### **INSURANCE AND INDEMNIFICATION**

The GCL and Group each agree to carry and maintain and provide evidence of liability and other insurance in commercially reasonable amounts sufficient to provide coverage against any foreseeable claims resulting from relevant activities under this contract. Damage to the GCL premises by Group or appointed contractors will be the Group's responsibility. Group will accept full responsibility for any damages resulting from any act or omission of their individual attendees in conjunction with organized group activities. The GCL is not responsible for any loss or damage no matter how caused, to any samples, displays, properties, or personal effects brought into the GCL, or for vehicles belonging to you or your attendees, and/or for the loss of equipment, exhibits or other materials left in meeting rooms.

The Group and/or outside contractors must provide proof of worker's compensation insurance for employees who will work on the GCL premises and proof of adequate general liability coverage for the Group and/or outside contractors' activities while on the GCL's premises, and must comply with all other similar requirements The GCL deems appropriate, in its sole discretion, regarding use of function space, facilities and use of the GCL services.

The GCL and Group shall indemnify, defend and hold harmless each other and its officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees (collectively "Claims") arising out of or caused by the GCL's negligence in connection with the provision of services or the use of the GCL facilities, except to the extent and percentage attributable to the Groups' or its members', agents', employees', or Exhibitors' negligence. The GCL shall not have waived or be deemed to have waived, by reason of this paragraph, any defense which it may have with respect to such claims.

### **THE GCL POLICIES**

Group shall not use the name, trademark or logo or any other proprietary designation of the property in any advertising or promotional material without the prior written permission of the GCL. Group shall not allow or invite any members of the media to be present at the GCL without obtaining prior written approval of IBM. All requests for approval of media presence at any GCL event shall be made by The Hudson County Workforce Leadership Academy Insurance Company of America no later than seven (7) business days prior to the applicable event. The Group

shall not bring any security officers or equipment onto the GCL property without the prior written approval of IBM. Notwithstanding, the fact, IBM may authorize the Group to engage security personnel ("Group Security Officers") to perform services for the Group at the GCL, in no event shall any Group Security Officer carry a weapon onto the GCL property. IBM prohibits the carrying of weapons by any individual (other than law enforcement officers in the performance of official duties) on all IBM owned or leased properties. All electrical services & utilities, including phone and riggings, must be contracted for through the GCL's Conference Services Department. Signs and banners are not allowed in the property's public areas. For Group's meeting space, all signs must be professionally printed, and their placement & posting be pre-approved by the CSD. Nothing shall be posted, nailed, screwed, or otherwise attached to walls, floors, or other parts of the building or furniture nor shall gummed stickers or labels be distributed. No food and/or beverage of any kind will be permitted to be brought into the hotel, or any suite used as a hospitality suite, by Group or any of Group's guests. All food and beverage items served in public meeting rooms & must be supplied and prepared by the GCL. Food and beverage prices will be quoted prior to the commencement of the function. Though the group's obligation for package and/or food and beverage revenue is set forth herein, menu selections, room requirements, and all other arrangements must be received **at least twenty - one (21) days prior** to the meeting, and we require the guaranteed number of persons to be served at each food function **72 hours prior** to the date of the function. If we do not receive a final count for the Group within this timetable, the Group will be charged for the **maximum** number of people originally scheduled to attend the function. For deliveries to rooms, we will charge a **\$3.00** per small box, basket, bag, or other item to each room for handling. We request your participants follow our guidelines of business casual attire in our facility and ask that sneakers, jeans, shorts, and sandals not be worn in the conference wing. No animals or pets of any kind, except guide dogs, are allowed on the GCL premises. The GCL must approve of any entertainment to be brought into the property. Minors are not allowed at the facility for any meetings, banquets, or social functions, nor for overnight stays. The Gerstner Center for Learning is a *completely non-smoking facility*. There will be a \$200.00 room cleaning and sanitization fee for smoking in any guestroom.

#### AUTHORITY

The GCL and Group signatories each warrant that they are authorized to make agreements and to bind their principals to this agreement.

#### MISCELLANEOUS PROVISIONS

This contract is made and to be performed in the GCL, New York, and shall be governed by and construed in accordance with New York law. By executing this agreement, The Hudson County Workforce Leadership Academy Insurance Company of America consents to the exercise of personal jurisdiction over it by the federal courts of New York. This contract is the entire agreement between the parties, superseding all prior proposals both oral and written, negotiations, representations, commitments, and other communications between the parties, and may only be supplemented or changed in writing, signed by a representative of the Group and the Property's General Manager. No representative of the GCL has been or is authorized to make any representation which varies from the express terms of this contract, though this contract may be supplemented or amended in writing.

Group may not assign any benefits arising under or associated in any way with this contract without prior written consent of hotel. In the event of litigation arising from or associated with this contract, the parties agree that the prevailing party therein shall recover its attorneys' fees and costs incurred therein. Any legal action in connection with this agreement shall be brought or maintained only in the courts of New York. No food and/or beverage of any kind will be permitted to be brought into the GCL, or any suite used as a hospitality suite, by the group or any of the group's guests.

#### ACCEPTANCE

This contract shall be deemed accepted only after it has been signed by a representative of the group and thereafter signed by a representative of the GCL. Acceptance may be made by facsimile transmission and this contract may be executed in one or more counterparts, each of which when fully executed, shall be deemed to be an original, and all of which shall be deemed to be the same agreement.

For The Hudson County Workforce Leadership Academy Insurance Company of America authorized representative:

Sign Name: \_\_\_\_\_  
Print Name: \_\_\_\_\_

Date: \_\_\_\_\_  
Title: \_\_\_\_\_

Email/Phone: \_\_\_\_\_

By: FLIK Hotels & Conference Center International d/b/a; the Gerstner Center for Learning solely in its capacity as agent for the owner of Gerstner Center for Learning

\_\_\_\_\_  
Tom Spanos

Date: \_\_\_\_\_  
Title: Director Sales & Marketing

# Louis V. Gerstner, Jr. Center for Learning

*Managed by FLIK Hotels & Conference Centers*

20 Old Post Road, Armonk, NY 10504

Tel. (914) 499-2148

## CREDIT CARD AUTHORIZATION

Group Name: **The Hudson County Workforce Leadership Academy**

**June 26-28, 2019**

**I irrevocably authorize my credit card to be used for the following services at the Gerstner Center for Learning, Armonk, NY:**

Please Circle One:

Direct Billing

Guarantee Payment

Deposit Only

Check all that apply:

\_\_\_\_\_

All Group Room, Tax and Associated Charges  
(including rooms attrition and cancellation)

\_\_\_\_\_

All Banquet Food and Beverage and Associated Charges including tax, service charges,  
food and beverage attrition and cancellation)

\_\_\_\_\_

All Packages and Associated Charges (including tax, service charges, attrition and  
cancellation charges)

\_\_\_\_\_

All Master Account and Other Charges

\_\_\_\_\_

Group Deposit (Per Contract) of **\$10,375.00**

\_\_\_\_\_

Following Charges Only: \_\_\_\_\_

Comments: \_\_\_\_\_

Credit Card Type: \_\_\_\_\_ Credit Card #: \_\_\_\_\_

3-digit code on back of credit card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Holder: *Print name exactly as it appears on card* \_\_\_\_\_

**If used for Direct Billing guarantee, please provide: Contact person, Billing Address & Telephone**

\_\_\_\_\_

Contact Name

\_\_\_\_\_

Title

\_\_\_\_\_

Billing Address

\_\_\_\_\_

Tel.

\_\_\_\_\_

City, State Zip

Amount of Charge/Approve: \_\_\_\_\_

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

I warrant and represent that I am authorized to agree that charges for this event are posted to this credit card.

**IMPORTANT NOTE: DUE TO CREDIT CARD REGULATIONS, A PHOTOCOPY OF THE CARDHOLDER'S CARD IMPRINT (FRONT & BACK) MUST BE PROVIDED, UPON COMPLETION OF THIS FORM. PLEASE BE SURE CARDHOLDER HAS SIGNED THE BACK OF THE CARD.**

*If credit card is used as guarantee of payment, an authorization hold for the estimated balance will be put through 30 days prior to program. All invoices are due in accordance with contract terms. After 30 days if payment is not received, credit card will be charged.*

**For hotel use only:**

\$ \_\_\_\_\_ Approval Code \_\_\_\_\_ Date: \_\_\_\_\_

**Amount Charged**

# Louis V. Gerstner, Jr. Center for Learning

*Managed by FLIK Hotels & Conference Centers*

20 Old Post Road, Armonk, NY 10504

Tel. (914) 499-2148

**Lori Margolin**  
**Dean, Continuing Education & Workforce Development**  
**Hudson County Community College**  
**161 Newkirk Street – Room E504**  
**Jersey City, NJ 07306**

**RE: Hudson County Workforce Leadership Academy Meeting**

**June 26-28, 2019**

## CUSTOMER INVOICE

| Invoice<br>Date                                       | Invoice<br>Number | Description | Debit              | Credit |
|---|-------------------|-------------|--------------------|--------|
| 4/11/19   |                   |             |                    |        |
| <b>Advanced Deposit</b>                               |                   |             |                    |        |
| <b>The Hudson County Workforce Leadership Academy</b> |                   |             |                    |        |
| <b>ResID#0626HCWLA</b>                                |                   |             |                    |        |
| 6/26/2019 to 6/28/2019                                |                   |             | <b>\$10,375.00</b> |        |

Please pay this Amount by: **April 30, 2019**

**By Check: Payable to FLIK International Corp.**

**Mail to FLIK Hotel & Conference Center/Gerstner Center for Learning**  
**20 Old Post Road**  
**Armonk, NY 10504**  
**Attention: Accounts Receivable Dept.**

*Please make a notation on the check indicating the arrival date of your meeting, the Group Booking Contract ResID # found at the top of this page and return with a copy of this invoice or submit credit card authorization form by date above.*

Electronic Deposits or ACH Payments can be made by sending a confidential email together with your contact information and ResID# found at top of page to: [Shared.ARACH-WireSetup@compass-usa.com](mailto:Shared.ARACH-WireSetup@compass-usa.com)

## EXHIBT A

### Hudson County Workforce Leadership Academy

June 26-28, 2019

#### Preliminary Agenda Details

##### Wednesday June 26, 2019

| Date    | Start Time | End Time | Description                              | Room              | Setup    | Agr | Details                                  |
|---------|------------|----------|--|-------------------|----------|-----|--|
| 6/26/19 | 10:30 AM   | 5:00 PM  | DMP Continuous AM & PM Nourishment Break | Aspen Lounge      | Existing | 25  | <b>DMP 1</b><br><b>\$160.00 pp + (1)</b> |
| 6/26/19 | 10:30 AM   | 5:00 PM  | DMP General Session                      | Aspen B102        | Rounds   | 25  | Included in DMP 1                        |
| 6/26/19 | 10:30 AM   | 5:00 PM  | Office/Breakout                          | Aspen B106        | Existing |     |  |
| 6/26/19 | 12:00 PM   | 1:00 PM  | DMP Buffet Lunch                         | Arbor Dining Room | Existing | 25  | Included in DMP 1                        |
| 6/26/19 | 3:00 PM    |          | Check-In                                 | Queens            | Existing | 25  | <b>CMP 1</b><br><b>\$335 pp ++ (2)</b>   |
| 6/26/19 | 6:00 PM    | 8:00 PM  | CMP Buffet Dinner                        | Arbor Dining Room | Existing | 25  | Included in CMP 1                        |

(1) = to 7.275% sales tax (2) = 6% occupancy tax and 7.375 sales tax

##### Thursday June 27, 2019

| Date    | Start Time | End Time | Description                              | Room              | Setup    | Agr | Details                                   |
|---------|------------|----------|--|-------------------|----------|-----|---|
| 6/27/19 | 7:00 AM    | 8:00 AM  | CMP Buffet Breakfast                     | Arbor Dining Room | Existing | 25  | Included in CMP 1                         |
| 6/27/19 | 7:30 AM    | 5:00 PM  | CMP Continuous AM & PM Nourishment Break | Aspen Lounge      | Existing | 25  | Included in CMP 1                         |
| 6/27/19 | 8:00 AM    | 5:00 PM  | CMP General Session                      | Aspen B102        | Rounds   | 25  | Included in CMP 1                         |
| 6/27/19 | 8:00 AM    | 5:00 PM  | Breakout/ Office                         | Aspen B106        | Existing |     | Included in CMP 1                         |
| 6/27/19 | 12:00 PM   | 1:00 PM  | CMP Buffet Lunch                         | Arbor Dining Room | Existing | 25  | Included in CMP 1                         |
| 6/27/19 | 6:00 PM    | 8:00 PM  | CMP Buffet Dinner                        | Arbor Dining Room | Existing | 25  | <b>CMP 2</b><br><b>\$335.00 pp ++ (3)</b> |
| 6/27/19 | 3:00 PM    |          | 2nd Night                                | Queens            | Existing | 25  | Included in CMP 2                         |

++ = to 6% occupancy tax and 7.375 sales tax

Friday June 28, 2019

| Date    | Start Time | End Time | Description                              | Room              | Setup    | Agr | Details           |
|---------|------------|----------|--|-------------------|----------|-----|-------------------|
| 6/28/19 | 7:00 AM    | 8:00 AM  | CMP Buffet Breakfast                     | Arbor Dining Room | Existing | 25  | Included in CMP 2 |
| 6/28/19 | 7:30 AM    | 3:00 PM  | CMP Continuous AM & PM Nourishment Break | Aspen Lounge      | Existing | 25  | Included in CMP 2 |
| 6/28/19 | 8:00 AM    | 3:00 PM  | CMP General Session                      | Aspen B102        | Rounds   | 25  | Included in CMP 2 |
| 6/28/19 | 8:00 AM    | 3:00 PM  | Breakout /Office                         | Aspen B 106       | Existing |     | Included in CMP 2 |
| 6/28/19 | 12:00 PM   | 1:00 PM  | CMP Buffet Lunch                         | Arbor Dining Room | Existing | 25  | Included in CMP 2 |

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
May 14, 2019**

**X. NEW BUSINESS**

**No New Business**



**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
May 14, 2019**

**XI. ADJOURNMENT**

**THAT**, the meeting be adjourned at 5:47 P.M.

**INTRODUCED BY:** Bakari Lee

**SECONDED BY:** Karen Fahrenholz

**DATE:** May 14, 2019

|                          |               |
|--------------------------|---------------|
| Callahan, Kevin          | <u>ABSENT</u> |
| Fahrenholz, Karen        | <u>AYE</u>    |
| Gardner, Pamela          | <u>AYE</u>    |
| Kenny, Roberta           | <u>ABSENT</u> |
| Kosakowski, Joanne       | <u>AYE</u>    |
| Lee, Bakari              | <u>AYE</u>    |
| Peña, Jeanette           | <u>ABSENT</u> |
| Stahl, Harold            | <u>AYE</u>    |
| Netchert, William, Chair | <u>AYE</u>    |

6 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

5-14-19  
Date