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

Regular Meeting--Board of Trustees
May 19, 2015

AGENDA

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

II.   *ROLL CALL AND RECOGNITION OF VISITORS*

Trustees:

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

III.   *COMMENTS FROM THE PUBLIC*   *Mr. Netchert*

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

V.   *AWARDS, RECOGNITIONS AND SPECIAL REPORTS*

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

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

VIII.   *PERSONNEL RECOMMENDATIONS*   *Dr. Gabert*

IX.   *ACADEMIC AND STUDENTS AFFAIRS*   *Dr. Gabert*

X.   *NEW BUSINESS*   *Mr. Netchert*

XI.   *ADJOURNMENT*   *Mr. Netchert*

HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 19, 2015

CALL TO ORDER

I. **FLAG SALUTE**

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

Trustees:

Kevin Callahan	_____ABSENT_____
Karen A. Fahrenholz	_____PRESENT_____
James Fife, Trustee Emeritus, ex officio	_____ABSENT_____
Glen Gabert - President, ex officio	_____PRESENT_____
Roberta Kenny	_____PRESENT_____
Joanne Kosakowski	_____PRESENT_____
Bakari Lee	_____PRESENT_____
William J. Netchert	_____PRESENT_____
Jeanette Peña	_____ABSENT_____
Adrienne Sires	_____ABSENT_____
Harold G. Stahl	_____ABSENT_____

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

HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 19, 2015

III. COMMENTS FROM THE PUBLIC

IV. CLOSED SESSION

NONE

HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 19, 2015

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1.   MINUTES OF PREVIOUS MEETINGS

The Minutes of the Regular Meeting of April 14, 2015 are herewith officially submitted to the Board Trustees for approval. (Attachment A)

Recommendation:
It is the recommendation of the President that the Board of Trustees accept the Minutes of the Regular Meeting of April 14, 2015.

2.   GIFTS, GRANTS, AND CONTRACTS REPORT - None

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

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: Bakari Lee

DATE: May 19, 2015

Callahan, Kevin	ABSENT
Fahrenholz, Karen	AYE
Kenny, Roberta	AYE
Kosakowski, Joanne	AYE
Lee, Bakari	AYE
Peña, Jeanette	ABSENT
Sires, Adrienne	ABSENT
Stahl, Harold	ABSENT
Netchert, William, Chair	AYE

        5   Ayes.....................……....   0   Nay

RESOLUTION ADOPTED

Signature of Recorder   Date

5-19-15

Board of Trustees Meeting
Mary T. Norton Room
70 Sip Avenue, 4th Floor
Jersey City, NJ

REGULAR MEETING --- BOARD OF TRUSTEES
April 14, 2015

MINUTES

PRESENT: *Kevin Callahan, Karen Fahrenholz. Glen Gabert, (ex officio), Roberta Kenny, Joanne Kosakowski, Bakari Lee, William Netchert, and Jeanette Peña.*

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

ABSENT: *James Fife, Trustee Emeritus, (ex officio), Adrienne Sires, and Harold Stahl.*

HCCC Staff and Visitors present were: Thomas Brodowski, Ana Chapman, Claudia Delgado, John Delooper, Christopher Drew, Dorothea Graham King, Velino Joasil, Pamela Littles, Lawrence Louie, Vivian Lynn, Patrick J. Moore, Yeurys Pujols, Ismael MI Randazzo, Qamar Raza, Pam Scully, Niala Seethal, Cathie Seidman, Mayelin Torres,, Carol Van Houten, Christopher Wahl, Marcella Williams, Xiojin Ye, and Veronica Zeichner

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

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

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

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

IV.   **CLOSED SESSION – None**

V.   **AWARDS, RECOGNITIONS AND SPECIAL REPORTS**

Chris Wahl, Dean of Arts and Sciences, gave a presentation on the College's partnership with Rutgers University.

Thomas Brodowski, Vice President of Administration, gave a presentation on the Overview of 2016 Budgets.

Dr. Gabert congratulated the three faculty members who were on the agenda to receive tenure.

Dr. Gabert also acknowledged two staff members who were on the agenda to receive promotions.

Dr. Gabert also reported on the following:

- *HCCC will be one of four US community colleges to be recognized for Advancing Diversity by the American Association of Community Colleges at its annual meeting later this month in Texas.*

- On April 23rd, The Georgia Brooks Stonewall Celebration Breakfast will be held at the Culinary Conference Center, and former Governor Jim McGreevey will be keynote speaker.

- On April 29th, Annual Employee Foundation Luncheon will be held at Culinary Conference Center and proceeds will go to scholarships.

- The Board of School Estimates meeting is scheduled for May 13th at 3:00 pm.

- The Groundbreaking ceremony for the new STEM Building is scheduled for May 19th with project completion, December 2016.

- The May Board Meeting rescheduled from May 12th to May 19th.

- May 21st is the date of the College Commencement at NJPAC. Nicole Sardinas, Director of Nursing Education, Jersey City Medical Center and an alumna of HCCC is the speaker. The 2015 Heritage Award will be presented to Joseph Napolitano, Sr.

- Financial Disclosure Statements are due to be completed online.

- The latest edition of the student newspaper was distributed to each Trustee, and Dr. Gabert reminded trustees that the publications recently received an award.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. Minutes of the Regular meeting of March 10, 2015.
2. Gifts, Grants and Contract Reports

The College has made the following grant & contract proposals:

TITLE: College Readiness Now – Promoting Adjunct Faculty Development
AGENCY: NJ Council of County Colleges
PURPOSE OF GRANT: This award was made on 4/7/15, and it will fund the workshop presenters for the Adjunct Faculty Innovation in the Classroom Conference, which will consist of one full day of professional development workshops for adjunct faculty.
COLLEGE ADMINISTRATORS: Lilisa Williams / Ryan Martin
COLLEGE CONTRIBUTION: 0
AWARD AMOUNT: $ 500

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

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Approval of 2014 Audit
2. Approval of Operating Budget for FY 2016
3. To Continue to Develop Projects in Journal Square (Chapter 12 funding)

4. Award of a Vendor for the Purchase of a Seven (7) Cam/Sim-Lab & Debrief A/V Support System
5. Cisco Core Network Upgrade
6. Fiber Renewal and Upgrade
7. Award for General Construction Services at 870 Bergen for the New Nursing and Radiography Facilities
8. Award of a Lease for Additional Space at 26 Journal Square for Relocation of Various Departments in Support of Facility Projects Related to the Strategic Facility Master Plan

Introduced by: Bakari Lee
Seconded by: Karen Fahrenholz
7 Ayes...............0 Nays   Resolution Adopted

VIII.   PERSONNEL RECOMMENDATIONS (As Amended)

1.   RETIREMENT

Name	**Title**	**Effective Date**
Alus Green	Manager Purchasing Services	6/30/2015

2.   RESIGNATION

Name	**Title**	**Effective Date**
Glenda Almeida Assistant Controller		4/30/2015

3.   MODIFICATION OF STAFFING TABLE

TITLE CHANGE:

From: Director of Enrollment & Services
To: Executive Director of North Hudson Higher Education Center

From: Associate Dean of Research and Planning
To: Dean of Research and Planning

4.   APPOINTMENT OF STAFF

Name	**Title**	**Effective Date**	**Annual Salary**
Ana Chapman	Dean of Non-Traditional Programs	4/15/2015	$95,000 (pro-rated)
Heather DeVries	College Lecturer, Humanities	4/15/2015	$55,000 (pro-rated)

Name	Title	Effective Date	Annual Salary
Shawn O' Neill	Associate Director, Student Financial Assistance	4/15/2015	$53,000 (pro-rated)
Mayelin Torres	Coordinator, Evening/Weekend And Off-sites Programs	4/15/2015	$40,000 (pro-rated)
Pegah Sorour	Secretary, STEM	4/15/2015	$30,000 (pro-rated)
Yeurys Pujols	Executive Director of North Hudson Higher Education Center	4/15/2015	$79,000

5. REAPPOINTMENT OF NON-TENURED FULL-TIME FACULTY ACADEMIC YEAR 2015-2016

Last Name	First Name	Title
Bach	Alison	Instructor, English
Caruana	Shannonine	Instructor, ESL
Cuellar	Salvador	Instructor, Psychology
Foster	Allen	Instructor, Business
Gallo	Joseph	Instructor, Humanities/Theatre
Hamer	Robert	Instructor, Hospitality Management
Hedhli	Nadia	Instructor, Biology
Mahmood	Azhar	Instructor, Chemistry
McLaughlin	Craig	Instructor, Psychology
McRae	Lester	Instructor, Accounting
Mittleman	Marc	Instructor, Accounting
Plukett	Brian	Instructor, AF English
Singer	Robin	Instructor, Education
Stephenson*	Linda	Instructor, ESL (non-renewal up in December 2015)
Rossilli	Denise	Instructor, Human Services
Van Gehnt	Johanna	Instructor ESL
Ye	Xiojin	Instructor AF Math

6. **TENURE APPOINTMENTS- EFFECTIVE ACADEMIC YEAR 2015-2016:**

The criteria for tenure include excellence in teaching, in scholarly achievement, in service to the College and community and in the fulfillment of professional responsibilities. Applications for tenure are reviewed by a Tenure Review Board and recommendations are forwarded through the Academic Vice President to the President for approval and presentation to the Board of Trustees. The following are recommended for tenure effective Academic Year 2015-2016.

Claudia Delgado	*Instructor of Academic Foundation Math*
Christopher Drew	*Instructor of Criminal Justice*
Velino Joasil	*Instructor of Biology*

7. **APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES:**
   APRIL 15 – JUNE 30, 2015.

Last Name	First Name	Department	Title	Position ID
Bilson	Angela	ADJ Academic Support Services	Tutor	TUTOR-150505
Behman	Natalie	ADJ Academic Support Services	Academic Workshop Presenter	ADJWP-150505
Brown	Theresa	ADJ Academic Support Services	Academic Workshop Presenter	ADJWP-150505
Moreno	Andrea	ADJ Academic Support Services	Tutor	TUTOR-150505
Del Rosario	Doriann	Arts & Sciences	B2B Externships	B2BSTU-101005
McKeon	Jeffrey	Arts & Sciences	B2B Externships	B2BSTU-101005
Coleman	Michael	Arts & Sciences	B2B Externships	B2BSTU-101005
Bacani	Renyline	Arts & Sciences	B2B Externships	B2BSTU-101005
Marulandda	Anthony	Communications	PT Graphics Assistant	OFFAST-254055
Torres-Cotto	Mayra	Culinary Arts	Dishwasher	CULDDW-101030
Friedman	Marci	Disability	Sign Language Interpreter	SIGNLAU-VARIOUS
Fink	Samantha	Disability	Sign Language Interpreter	SIGNLAU-VARIOUS
Mahmoud	Mona	Enrollment Services	Enrollment Support Assistant	OFFAST-200525
Rojas	Gabriela	Human Resources	Office Assistant	OFFAST-253020
Pu	Jennie	Library	Librarian	PTLRN-150510
Sivaram	Shobika	STEM	Lab Assistant	LABAST-101015
LaGyerre	Michael	Student Activities	Program Assistant	PROAST-701000

Introduced by: Joanne Kosakowski
Seconded by: Kevin Callahan
7 Ayes...............0 Nays   Resolution Adopted

IX.   ACADEMIC AND STUDENT AFFAIRS - None

X.   NEW BUSINESS

1.   RESOLUTION NAMING ROOM L-427 IN HONOR OF THE LATE DR. CHARLES T. EPPS, JR.

Introduced by: Board as a Whole
Seconded by: Board as a Whole
7 Ayes...............0 Nays   Resolution Adopted

2.   AUTHORIZATION TO SEEK CAMPUS STATUS FOR NORTH HUDSON CENTER

Introduced by: William Netchert
Seconded by: Karen Fahrenholz
7 Ayes...............0 Nays   Resolution Adopted

3.   SETTLEMENT OF DOBCO, INC. VS. HCCC

Introduced by: William Netchert
Seconded by: Karen Fahrenholz
7 Ayes...............0 Nays   Resolution Adopted

4.   MOTION TO RESCHEDULE MAY 12TH BOARD OF TRUSTEES MEETING

Introduced by: Bakari Lee
Seconded by: Karen Fahrenholz
7 Ayes...............0 Nays   Resolution Adopted

XI.   ADJOURNMENT 5:35 P.M.

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

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Award of Media Services for Billboard Advertisements

WHEREAS, as part of the plan to increase visibility and create a media image, it is proposed that the College continue an outdoor billboard campaign for twelve (12) months. A sign will be placed on Bergenline Avenue and 47th Street in Union City. The second billboard sign is located in Journal Square, Jersey City; and

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

WHEREAS, the anticipated term of the contract is one (1) year. The College has solicited a quote; and

WHEREAS, Outfront Media, Inc. of Fairfield, New Jersey has submitted a quote indicating that they will provide the billboard media advertising for the sum of $31,850.00. Note: This is a sole source vendor and the design for the campaign will be provided by the College's Communication Department; and

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

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

WHEREAS, the Vice President for Development and the Vice President for Administrative Services recommends this award; and

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

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

2. Continuation of College-Wide Imaging Solution Perceptive Software for FY 16

REPORT/BACKGROUND:

This is a continuation of the contract, we are in year two (2) of a five (5) year contract. One of the goals in the College's year Technology Plan is related to providing a college-wide (Campus-wide infrastructure) imaging solution.

Document imaging and workflow solution reduces the cost of doing business, while improving efficiency. Document imaging is a proven technology that moves information to the people, rather than moving people to the information. It is a means of storing information in a digital format rather in a paper format. Some cost justifications would include, improved access to information, greater security of files, payroll (people power) cost savings, reduced physical storage cost.

Perceptive Software from Lexmark, Lenexa, Kansas is an Ellucian strategic partner providing imaging solutions to over 240 Ellucian clients.

The Vice President of Administrative Services and the Chief Information Officer recommend this continuation of current contract with Perceptive Software to provide campus software support to the College.

RECOMMENDATION:

The President, the Administration and the Finance Committee recommend that the Board of Trustees approve the annual contract with Perceptive Software from Lexmark, Lenexa, Kansas to provide campus software support to the College, at a cost not to exceed $119,860.00 for fiscal year 2016 and to be funded from the operating budget.

3. **Continuation of Managed Services Contract Supporting Administrative Computing for FY 16**

REPORT/BACKGROUND:

There is a need to renew the College's Managed Services contract with Ellucian (Datatel). The Datatel/Colleague software is currently supported and serviced by the staff of this contract on-site. This support is outsourced to Ellucian Managed Services, which supports our user community. The renewal and continuation of this contract is essential in order to continue to provide our students, faculty and support staff with the highest level services and efficiency. It also provides the College with additional on-site support as outsourced and product expertise.

The Ellucian Managed Services contract includes a clear and specific scope of work along with service metrics, annual work plan and reporting requirements.

The Vice President of Administrative Services and the Chief Information Officer recommend the renewal of the College's Managed Services contract with Ellucian (Datatel).

RECOMMENDATION:

The President, the Administration and the Finance Committee recommend that the Board of Trustees approve the renewal of the College's Managed Services contract for year four (4) of a five (5) year contract, which went into effect January 1, 2013, from Ellucian (Datatel) of Fairfax, VA, at a total cost not to exceed $1,321,110.00 and to be funded from the operating budget.

4. **Renewal of College's Campus-Wide Ellucian (Datatel) Maintenance Agreement for FY 16**

REPORT/BACKGROUND:

There is a need to renew the College campus-wide software maintenance for the Ellucian (Datatel) Colleague System. The College utilizes this software to support the various software packages that are on Colleague. The annual fee also covers all the upgrades that might be released by Ellucian (Datatel) during this year. For fiscal year 2016, the College proposes the renewal of the software maintenance at a total cost not to exceed $305,626.00.

The Vice President of Administrative Services and the Chief Information Officer recommend the renewal of the purchase of the software maintenance for one (1) year from Ellucian (Datatel).

RECOMMENDATION:

The President, the Administration and the Finance Committee recommend that the Board of Trustees approve the renewal of the College's software maintenance agreement for one (1) year from Ellucian (Datatel) of Fairfax, VA, at a annual cost not to exceed $305,626.00 and to be funded from the operating budget.

5. **Award to Purchase Sharp Aquos Boards: Interactive Display Systems Smooth, Intuitive and Made for Sharing for the Nursing Program**

REPORT/BACKGROUND:

There is a need to purchase a quantity of six (6) 70" Interactive Touch Screen Displays for the Nursing Program at 870 Bergen Avenue. The recommended vendor is Sharp Business Systems of Mahwah, N.J., a State Contract Vendor #PEPPM2015, for the total cost of $48,114.00, including training and installation.

The Vice President of Administrative Services and the Chief Information Officer recommend this purchase.

RECOMMENDATION:

The President, the Administration, the Capital Projects Advisory Committee and the Finance Committee recommend that the Board of Trustees approve the purchase of Sharp Aquos Boards from Sharp Business Systems of Mahwah, N.J., at a cost not to exceed $48,114.00, to be funded from Chapter 12 funds.

6. **Purchase of Dell Computers for North Hudson Higher Education Center**

REPORT/BACKGROUND:

The Grants & ITS Department has identified the need to purchase 172 Dell OptiPlex 9020's for the computer labs at the North Hudson Center, to best serve HCCC students through the acquisition of instructional supplies. The Perkins Grant for Fiscal 2015 will be used to fund this purchase.

Quote(s) have been solicited from Dell, a sole source vendor # WSCA-MO483, at a cost of $186,839.40.

The Vice President of Development/Grants and the Chief Information Officer recommend this purchase.

RECOMMENATION:

The President, the Administration, the Capital Projects Advisory Committee and the Finance Committee recommend that the Board of Trustees approve the purchase of Dell computers at a cost not to exceed $186,839, to be funded from the Perkins Grant.

7. **Award of Vendor for the Purchase of a Brivo XR385 X-Ray Equipment for the new Radiography Program**

REPORT/BACKGROUND:

There is a need to purchase Brivo XR385 X-Ray equipment for the new Radiography Program. The X-Ray machine is being purchased via a sole source vendor, GE Healthcare of Chicago, IL, at a total cost of $120,273.20.

The Vice President of Administrative Services recommends this purchase.

RECOMMENDATION:

The President, the Administration, the Capital Projects Advisory Committee and the Finance Committee recommend that the Board of Trustees approve GE Healthcare of Chicago, Il., as the vendor to provide the X-Ray Machine, at a total cost not to exceed $120,273.20 and funded from the Chapter 12 funds.

8. **Award of Vendor for the Purchase of Phones (CISCO) for the Nursing Program**

REPORT/BACKGROUND:

The ITS department has identified the need to purchase new phones for the Nursing Program. The ITS department is proposing to purchase CISCO IP Phones for the facility, the ITS department will complete the installation of the equipment.

The ITS department has solicited quotes from two (2) State vendors (GHA and CDWG).

CDWG, of Chicago, IL., State Contract Vendor # WSCA# B2716470262 has the lowest price of $21,699.75.

The Vice President of Administration and the Chief Information Officer recommend this purchase.

RECOMMENDATIONS:

The President, the Administration, the Capital Projects Advisory Committee and the Finance Committee recommended that the Board of Trustees approve the purchase of CISCO IP phones from CDWG of Chicago, IL, at a total cost not to exceed $21,699.75, to be funded from the Chapter 12 funds.

9. **Award of Vendor for the Purchase of Dell Computers for the Nursing Program**

REPORT/BACKGROUND:

The ITS department has identified the need to purchase computers for the Nursing Program. The ITS department is proposing to purchase 60 Dell OptiPlex computers.

The ITS department has solicited a quote from Dell Marketing, L.P. of Round Rock, TX, a State vendor #WSCA-M0483, for a total of $73,870.20.

The Vice President of Administrative Services and the Chief Information Officer recommend this purchase.

RECOMMENDATIONS:

The President, the Administration, the Capital Advisory Committee and the Finance Committee recommend that the Board of Trustees approve the purchase of Dell OptiPlex 9020 from Dell Marketing, L.P., of Round Rock, TX, at a total cost not to exceed $73,870.20, to be funded from the Chapter 12 funds.

10.   Renewal of Parking Agreement with the Parking Authority of the Town of West New York for FY 16

REPORT/BACKGROUND:

The College has a need to renew the agreement between Hudson County Community College and the Parking Authority of the Town of West New York, New Jersey. Currently the agreement is for seventy-five (75) parking spaces in a restricted area of the lot, clearly designated for College use only. Parking in these spaces is on a first come, first serve basis.

This agreement will cover a period to commence effective July 1, 2015 to June 30, 2016, at a cost not to exceed $55,500.00.

The Vice President of Administrative Services recommends this purchase.

RECOMMENDATIONS:

The President, the Administration, and the Finance Committee recommended that the Board of Trustees approve the renewal of the agreement with the Parking Authority of the Town of West New York and Hudson County Community College's North Hudson Higher Education Center, for a total sum not to exceed $55,500.00, to be funded from the operating budget.

11.   Award to Install Hardware Equipment

WHEREAS, *there is a need to provide MDF Infrastructure (Multi-Distribution Frame) to build out at 870 Bergen Avenue (Nursing Program) and 71 Sip Avenue (Library Basement), plus to install the Cisco Hardware Equipment in 870 Bergen Avenue; and*

WHEREAS, *the College has used a State Contract Vendor, Johnston Communications Voice & Data of Kearny, New Jersey (State Contract # 80802 & T-1316); at a total cost of $199,515.85; and*

WHEREAS, *the College has reviewed and approved the proposals from Johnston Communications of Kearny, New Jersey; and*

WHEREAS, *the Vice President of Administrative Services and the Chief Technology Officer and the Capital Projects Advisory Committee recommends this award; and*

NOW, THEREFORE BE IT RESOLVED, *that the Board of Trustees does hereby authorize the College to enter into an agreement with Johnston Communication, in accordance with the proposal for these services, at a total cost of $199,515.85 to be charged to the Chapter 12 funding.*

BE IT FURTHER RESOLVED, *that the President is hereby authorized to execute the agreement for these services.*

12.   Resolution Implementing Mandatory Direct Deposit for All HCCC Employees

WHEREAS, *P.L. 2013 c. 28, authorizes local governments to mandate direct deposit for certain governmental employees effective after July 1, 2014; and*

WHEREAS, *P.L. 2013 c. 28 permits governing bodies to grant exemptions on such terms and conditions as they deem necessary; and*

WHEREAS, *the Vice President of Administrative Services and the Chief Financial Officer recommend this implementation; and*

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

Section 1. *All employees who receive compensation from the College are mandated to have direct deposit of their compensation as of July 1, 2015 in accordance with Chapter 28 P.L. 2013, as defined under N.J.S.A. 52:14-15f (b).*

Section 2. *Mandatory direct deposit is hereby made a condition of employment.*

Section 3. *Seasonal and temporary employees who are employed by the College are exempt from the direct deposit mandate.*

Section 4. *Employees may request, in writing, an exemption from the direct deposit mandate to the Human Resources Department.*

Section 5. *If any Section, paragraph, subdivision, clause or provision of this Resolution shall be adjudged invalid, such adjudication shall apply only to the Section, paragraph, subdivision, clause or provision so adjudged and the remainder of the Resolution shall be deemed valid and effective.*

13.   Award for Engineering Firm for the Rehabilitation of the Enos Place and Sip Avenue Parking Lots

REPORT/BACKGROUND:

There is a need to contract a professional engineering service to do the necessary surveying, site/civil design and construction support to rehabilitate the Enos Place and Sip Avenue parking lots. The chosen firm will be A & J Consulting Engineering Services of Clifton, New Jersey. (Note: this firm was chosen via the New Jersey State statute 18A:64A-25.5 Professional Services).

The scope of work will include topographic surveys, design drawings, construction specifications, construction support and all necessary bid document, at a cost not to exceed $60,000.00.

The Vice President of Administrative Services recommends this award.

RECOMMENDATION:

The President, the Administration, the Capital Projects Advisory Committee and the Finance Committee recommend that the Board of Trustees approve A & J Consulting Engineering Services of Clifton, New Jersey, at a cost not to exceed $60,000.00 for the rehabilitation of two parking lots, located at Enos Place and Sip Avenue, to be funded from Chapter 12 funds.

14. **Resolution Authorizing the Award of a Specialty Demountable Display Walls Vendor for the 6th floor of the Library**

WHEREAS, the Library has a need for custom made demountable display walls; and

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

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

WHEREAS, Panelock Display Systems of Woodbury, Connecticut is the proposed vendor to provide these services, at a total cost not to exceed $30,000.00; and

WHEREAS, the Vice President of Administrative Services recommends this award; and

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

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

NOW, THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Panelock Display Systems as a pay-to-play certified vendor as described herein at a cost not to exceed $30,000.00; and

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

<u>**RESOLUTION**</u>:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration, the Capital Projects Advisory Committee and the Finance Committee as outlined in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1-14:** 1) Award of Media Services for Billboard Advertisements; 2) Continuation of College-Wide Imaging Solution Perceptive Software FY 15; 3) Continuation of Managed Services Contract Supporting Administrative Computing; 4) Renewal of College's Campus-Wide Ellucian (Datatel) Maintenance Agreement; 5) Award to Purchase Sharp Aquos Boards: Interactive Display Systems; 6) Purchase of Dell Computers for North Hudson Higher Education Center; 7) Award of Vendor for the Purchase of a Brivo XR385 X-Ray Equipment for the Nursing Program; 8) Award of Vendor for the Purchase of Phones (Cisco) for the Nursing Program; 9) Award of Vendor for the Purchase of Dell Computers for the Nursing Program; 10) Renewal of Parking Agreement with the Parking Authority of the Town of West New York; 11) Award to Install Hardware Equipment; 12) Resolution Implementing Mandatory Direct Deposit for All HCCC Employees; 13) Award for Engineering Firm for the Rehabilitation of the Enos Place & Sip Avenue Parking Lots; and 14) Resolution Authorizing the Award of a Specialty Demountable Display Walls Vendor for the 6th floor of the Library.

INTRODUCED BY: Bakari Lee

SECONDED BY: Karen Fahrenholz

DATE: May 19, 2015

Callahan, Kevin	ABSENT
Fahrenholz, Karen	AYE
Kenny, Roberta	AYE
Kosakowski, Joanne	AYE
Lee, Bakari	AYE
Peña, Jeanette	ABSENT
Sires, Adrienne	ABSENT
Stahl, Harold	ABSENT
Netchert, William, Chair	AYE

5   Ayes......................... 0   Nay

RESOLUTION ADOPTED

Signature of Recorder   Date

5-19.15

VIII. PERSONNEL RECOMMENDATIONS

1. RETIREMENT

REPORTS/BACKGROUND

Name	**_Title_**	**_Effective Date_**
Leonor Meza	Accounts Receivable Clerk	6/30/2015

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

2. RESIGNATIONS

Name	**_Title_**	**_Effective Date_**
Rachel Wahba	Counselor	4/24/2015

Name	**_Title_**	**_Effective Date_**
Maria Robertson	Counselor	5/15/2015

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

3. APPOINTMENT OF STAFF

REPORTS/BACKGROUND

Name	**_Title_**	**_Effective Date_**	**_Annual Salary_**
Jerry Trombella	Dean of Research & Planning	5/20/2015	$107,000 (pro-rated)

Note: *This is an approved position.*

Name	**_Title_**	**_Effective Date_**	**_Annual Salary_**
Elizabeth Nesius	Interim Associate Dean of STEM	7/1/2015- 12/31/2015	$90,000 (pro-rated)

Note: *This is an approved position.*

Name	Title	Effective Date	Annual Salary
Marvin Smith	Director of Contracts & Procurement	5/20/2015	$85,000 (pro-rated)

Note: This is an approved position.

Name	Title	Effective Date	Annual Salary
Phyllis Knight-Whetstone	Manager Purchasing Services	5/20/2015	$70,000 (pro-rated)

Note: This is a replacement for Alus Green.

Name	Title	Effective Date	Annual Salary
LuAnne Salonga	Director of Conference Center	5/20/2015	$57,000 (pro-rated)

Note: This is a replacement for George Heffelle.

Name	Title	Effective Date	Annual Salary
Zuany Chicas	Accountant	5/20/2015	$38,000 (pro-rated)

Note: This is an approved position.

Name	Title	Effective Date	Annual Salary
Paula Jno-Ville	Administrative Assistant, Registrar	5/20/2015	$32,000 (pro-rated)

Note: This is a replacement for Sarah Khouzam.

Name	Title	Effective Date	Annual Salary
Ariel Lopez	Accounts Receivable Clerk	5/20/2015	$32,000 (pro-rated)

Note: This is a replacement for Mercy Martinez.

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. 3.

4. PROMOTIONS FULL-TIME FACULTY ACADEMIC YEAR 2015-2016

REPORTS/BACKGROUND

Effective Academic Year 2015-2016
Faculty members may apply for promotion to a higher academic rank with commensurate salary to the Promotion Committee. 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 Academic Vice President to the President for approval and presentation to the Board of Trustees.

From Instructor to Assistant Professor

Name	**Discipline**	**Increase added to base salary** (Per contract)
Angela Pack	Education	$2,500.00
Joseph Caniglia AF (English)		$2,500.00

Note: *Promotions effective August 15, 2015.*

From Associate Professor to Professor

Name	**Discipline**	**Increase added to base salary** (Per contract)
Cathie Seidman	Criminal Justice	$3,500.00

Note: *Promotion effective August 15, 2015.*

RECOMMENDATION:
The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Promotions of Faculty Academic Year 2015-2016 as outlined above as Personnel Recommendation Item No. 4.

5.   **SABBATICAL**

REPORTS/BACKGROUND

HCCC has established Sabbatical Leaves for faculty to furnish 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.

Name	**Title**	**Effective Date**
Laurie Riccadonna	Associate Professor, Fine Arts	February 2016- June 2016

Note: *Ms. Riccadonna will examine the theme of landscape in New Zealand through art and culture.*
RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Sabbatical as Personnel Recommendation Item No. 5.

6. **APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: May 20 – JUNE 30, 2015.**

New Hires:

Last Name	First Name	Department	Title	Position ID
Plummer	Angline	ADJ Academic Support Services	Tutor	TUTOR-150505
Sanchez	Melody	ADJ Academic Support Services	Tutor	TUTOR-150505
Lindao	Luis	CBI	Program Coordinator	PTCORD-103005
Hmamou	Zakia	Center for Online Learning	Office Assistant	OFFAST-101055
Brana	Valine	Human Resources	Office Assistant	OFFAST-253020
Polit	Diana	Humanities	Student Assistant	STUAST-101020
Ramos	Monica	Humanities	Student Assistant	STUAST-101020
Cintron	Jonathan	ITS	Lab Assistant	ISTLAB-253025

RECOMMENDATION:

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

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 1-6:** (1) Retirement, (2) Resignations, (3) Appointment of Staff, (4) Promotions of Faculty Academic Year 2015-2016, (5) Sabbatical), and (6) Appointment of Additional New & Continuing Part-Time Hires.*

INTRODUCED BY: *Joanne Kosakowski*

SECONDED BY: *Karen Fahrenholz*

DATE: *May 19, 2015*

Callahan, Kevin	*ABSENT*
Fahrenholz, Karen	*AYE*
Kenny, Roberta	*AYE*
Kosakowski, Joanne	*AYE*
Lee, Bakari	*AYE*
Peña, Jeanette	*ABSENT*
Sires, Adrienne	*ABSENT*
Stahl, Harold	*ABSENT*
Netchert, William, Chair	*AYE*

____5____ Ayes.........................____0____ Nay

RESOLUTION ADOPTED

Signature of Recorder   Date   5-19-15

VIII. PERSONNEL RECOMMENDATIONS

7. **HUDSON COUNTY COMMUNITY COLLEGE NON-DISCRIMINATION/ANTI-HARASSMENT POLICY**

REPORTS/BACKGROUND:

On August 12, 2008 the Board of Trustees approved a revised Non-Discrimination/Anti-Harassment Policy. That policy contains the stipulation that it will be reviewed annually and amended as appropriate.

RECOMMENDATION:

The President, the Administration, and the Personnel Committee has conducted its annual review and submits the attached updated Hudson County Community College Non-Discrimination/Anti-Harassment Policy for approval.

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the attached Hudson County Community College Non-Discrimination/Anti-Harassment Policy.

INTRODUCED BY: Joanne Kosakowski

SECONDED BY: William Netchert

DATE: May 19, 2015

Callahan, Kevin	ABSENT
Fahrenholz, Karen	AYE
Kenny, Roberta	AYE
Kosakowski, Joanne	AYE
Lee, Bakari	AYE
Peña, Jeanette	ABSENT
Sires, Adrienne	ABSENT
Stahl, Harold	ABSENT
Netchert, William, Chair	AYE

_5_ Ayes.......................... _0_ Nay

RESOLUTION ADOPTED

Signature of Recorder   Date   5-19-15

HUDSON
COUNTY
COMMUNITY
COLLEGE

HUDSON COUNTY COMMUNITY COLLEGE

NON-DISCRIMINATION/ANTI-HARASSMENT POLICY

HCCC NON-DISCRIMINATION/ANTI-HARASSMENT POLICY

POLICY:

Hudson County Community College (hereinafter referred to as the "College ") has a strong commitment to provide a work environment free from unlawful harassment based on sex, affectional or sexual orientation, race, color, religion, national origin, age, disability, ancestry, atypical hereditary cellular or blood trait (AHCBT), liability for service in the Armed Forces of the United States, creed, handicap, marital status, familial status, genetic information, refusal to submit to genetic testing, refusal to provide genetic information, or nationality of that person or that person's spouse, partners, members, officers, managers, superintendents, agents, employees, business associates, suppliers, or customers (collectively the "protected classifications"). The College will not tolerate unlawful harassment. Acts or incidents of unlawful harassment should be promptly reported in accordance with the procedures outlined below. The College will promptly investigate all reports of unlawful harassment. Employees who violate this Policy will be subject to disciplinary action up to and including termination from employment. Employees who violate this Policy also risk personal legal liability.

PURPOSE:

To ensure all employees of the College a work environment free of any type of unlawful discrimination, including freedom from harassment on the basis of any protected classification.

PROVISIONS:

1. **Improper Conduct:** Instances that may violate the College's policy against harassment and which may result in disciplinary action include the following:

- Unwelcome remarks and actions based on the protected classifications. This may include, but is not limited to, inappropriate jokes, comments or posted materials.

- Threats or suggestions that an employee's employment work status will be adversely affected based upon the protected classifications.

- Affecting or denying employment opportunities or benefits to an employee based upon the protected classifications.

- Engaging in a negative tangible employment action based upon the protected classifications.

- Retaliation against an employee who has reported any alleged violation of this Policy or participated in an investigation related to this Policy.

2. **Sexual Harassment:** An important note must be made with respect to sexual harassment. Sexual harassment is defined as any unwelcome advance or request for sexual favors or any conduct of a sexual nature where:

- Submission is made explicitly or implicitly a term or condition of employment; or

- Submission to or rejection of the harassing conduct is threatened to be used, as the basis of employment decisions; or

- Such conduct has the purpose or effect of substantially interfering with an individual's work or creates an intimidating, hostile, or offensive working environment.

Sexual harassment is different from sexual attraction or flirtation. Sexual harassment is unwelcome sexual attention which is demeaning and causes the recipient distress. Sexual harassment does not refer to occasional inoffensive compliments. However, comments or behavior which may be intended to be complimentary may be viewed by the recipient as unwelcome and a form of sexual harassment.

3. **Supervisory Personnel:** *Every supervisor is responsible for preventing and reporting unlawful harassment. Failure to take action to stop unlawful harassment may be grounds for disciplinary action. Special care must be exercised by supervisors and managers whose actions or remarks may be mistakenly perceived as unlawful harassment. The subordinate may feel inhibited and may not disclose the unwelcome actions or remarks by the supervisor or person of higher rank. Unlawful harassment is not limited, however, to employees of different rank.*

4. **Complaint Procedure:** *Any employee who feels that he or she has been subject to harassment or has knowledge of a violation of this Policy should promptly report the incident directly to the Compliance Officer, Veronica Zeichner. The designated alternate Compliance Officer is Joseph Sansone. In the Compliance Officer's absence, or if circumstances prevent reporting the incident to the Compliance Officer, the employee can report the complaint to the alternate Compliance Officer. If circumstances prevent reporting the incident to the Compliance Officer or the alternate Compliance Officer, the employee can report the incident directly to the President of the College. A complaint of harassment under this Policy shall be investigated in a timely manner by an individual designated by the Compliance Officer or the President.*

The College President will report to the Board of Trustees on an annual basis the name of the designated Compliance Officer, who will be required to report directly to the President.

A. *The complaint filed must include the following information:*

(1) *The name and department of the complainant;*

(2) *The name and department of the charged party;*

(3) *The nature and circumstances, in detail, of the alleged harassment, including but not limited to the injuries or consequences suffered by the complainant, the names of any witnesses to such actions and the duration of the actions questioned; and*

(4) *Whether such harassment has been previously reported to a supervisor or other person, and if so, when and to whom.*

B. *Nothing in this section shall prevent the complainant from providing other information or documents he/she believes are essential to the fair adjudication of their case.*

C. *The initial complaint may be made orally or in writing. If the complaint is made orally, the Compliance Officer or the alternate shall reduce same to a written document, which shall, if it is deemed accurate, be signed by the complainant. If an individual is uncomfortable in making a written complaint, the College may proceed with its investigation without a formal written complaint.*

5. **Investigation Procedure:** *Once a complaint has been registered or a harassment situation has become known to the College, a prompt, fair and thorough investigation will be conducted to determine the meritorious character of the complaint.*

If the College determines that unlawful harassment has occurred in violation of this Policy, the individual who engaged in such harassing conduct shall face immediate and appropriate disciplinary action based upon the severity of the complaint and any prior history of past charges made against the individual and disciplinary action involving the individual. Disciplinary action may include being suspended

without pay pending any required hearing, a written warning, suspension, demotion, and/or termination of employment.

*6. **Privacy:** The College encourages victims of harassment to bring their complaints to management by ensuring that no reprisals or retaliation will result against such complaining individual as a result of the good faith reporting of harassment. In addition, anyone who assists in the filing of a complaint or in the investigation of a claim of harassment will be protected from reprisals and retaliation. Reprisal or retaliation may be the basis of a separate complaint, even if the complaint of harassment may be found to be without merit.*

To the fullest extent possible, and so long as it does not inhibit the conducting of an investigation, all persons involved with a harassment complaint will be given the utmost protection of privacy.

*7. **Liability:** Because the College prohibits harassment of its employees in any form, any individual charged with harassment in a civil action or by way of an administrative complaint shall be solely responsible for paying all costs of defense and/or any damages resulting there from which are awarded by any proper court of law or after an administrative hearing.*

*8. **False Accusations:** Since a charge of harassment is a grave and serious one, false accusations of harassment are, and will be treated as, a disciplinary offense and will result in a level of punishment appropriate for a person engaging in such behavior.*

Any employee with questions regarding the College's Harassment Policy may contact the Compliance Officer.

ACKNOWLEDGEMENT FORM

As it is the duty and obligation of each trustee, officer and employee of the College to comply with this Non-Discrimination/Anti-Harassment Policy, it shall be required of each of the above to complete an acknowledgement form, attached hereto as Exhibit A, to be maintained by the Compliance Officer of the Hudson County Community College for each officer or employee, indicating receipt of and compliance with the College's Non-Discrimination/Anti-Harassment Policy.

<u>**EXHIBIT A**</u>
<u>**RECEIPT AND ACKNOWLEDGEMENT**</u>
<u>**OF THE NON-DISCRIMINATION/ANTI HARASSMENT POLICY**</u>

Subject to the terms of my employment or association with the College, I hereby acknowledge receipt of and compliance with the Non-Discrimination/Anti-Harassment Policy of the Hudson County Community College.

_____

Name

_____

Position

IX. ACADEMIC AND STUDENT AFFAIRS

1. MODIFICATION TO 2015-2016 ACADEMIC CALENDAR

BACKGROUND

On March 10, 2015, the Board of Trustees approved the calendar for the 2015-2016 Academic Calendar. While the calendar was widely vetted in draft form, the fact that the September 23rd date designated for Fall Convocation was also Yom Kippur was not noticed. Holding the Convocation on this date would be problematic for some of our staff and students.

RECOMMENDATION

The Administration recommends that the College Calendar for 2015-2016 be amended to reflect the Fall Convocation be rescheduled for September 30th.

2. PROPOSAL FOR A NEW CERTIFICATE OF ACHIEVEMENT – EMERGENCY MEDICAL TECHNICIAN (EMT)

REPORT/BACKGROUND

HCCC proposes the implementation of a new Certificate of Achievement program in Emergency Medical Technician (Attachment I). This is designed to prepare students for immediate employment in Emergency Medical Services (EMS). The 10 credit curriculum is comprised of a 4-credit science coursework and one 6-credit course in EMT fieldwork training. This Certificate of Achievement will be offered under our existing partnership with the Jersey City Medical Center (JCMC). There will be no additional resources for launching the program.

According to the U.S. Bureau of Labor, employment of emergency medical technicians (EMTs) is projected to grow 23 percent from 2012 to 2022, much faster than the average for all occupations. Emergencies, such as car crashes, natural disasters, acts of violence, and sudden illness will continue to create demand for EMTs. Demand for part-time, volunteer EMTs in rural areas and smaller metropolitan areas will also continue to rise.
The new certificate (Attachment I) is consistent with the College's mission to promote partnerships with community service agencies, and support our county residents who desire short-term training for immediate employment in the county and metropolitan areas. The Certificate of Achievement in EMT serves as a model of stackable credentials in which shorter programs form stepping stones towards more advanced degrees which are already offered at HCCC – in this case, the established Certificate/Associate in Applied Science in Paramedic Science.

RECOMMENDATION:

The President and Administration recommend that the Board of Trustees 1) approve the implementation of the proposed Certificate of Achievement in Emergency Medical Technician, effective Fall 2015 and 2) authorize the President or designated personnel to execute a Memorandum of Understanding (MOU) between Hudson County Community College and Jersey City Medical Center.

3.   **PROPOSAL FOR A NEW DEGREE OPTION – BIOTECHNOLOGY – TO OUR EXISTING ASSOCIATE IN SCIENCE DEGREE IN SCIENCE AND MATHEMATICS**

REPORT/BACKGROUND

The AS Biotechnology degree option provides students a foundation in biology, chemistry, and mathematics in order to transfer to and succeed in four-year institutions. Students will be familiar with various biotechniques, bioinstrumentation as well as bioinformatics, microbiology, molecular biology, and cell biology. Students will also gain necessary laboratory skills for entry level positions in the Biotechnology industry.

Biotechnology is a branch of science in which living organisms are used to make useful products. The foundation of biotechnology is based on the understanding of cells, proteins and genes (especially after DNA structure has been unraveled). This branch of science is used to make medicines and vaccines and is involved in finding alternatives to fossil-based fuels *for a cleaner planet; it is used to create new and better crops to feed people. Biotechnologists are working with bacteria to improve environmental problems. In addition, genetic testing, gene therapy and crop protection, among others, are important in Biotechnology.*

The proposed Biotechnology degree option will meet the future demands for Biotechnology professionals. New Jersey is home to the Biotechnology industry; "the State has attracted industry giants to make their homes here, including Merck, Johnson & Johnson, Bristol-Myers Squibb and Novartis. Indisputably the center of the global pharmaceutical industry, New Jersey is the site of 2,200 active or open clinical trials" http://www.state.nj.us/njbusiness/industry/pharmaceutical/

The U.S. Department of Labor (DOL) has identified biotechnology as one of the 12 industries on which it wants Employment and Training Administration to focus. Since 2003, The U.S. Department of Labor has announced a series of investments *totaling $29,984,649 to address the workforce needs of the biotechnology industry.* http://www.doleta.gov/BRG/Indprof/Biotech.cfm

The 64 credit curriculum (Attachment II) is comprised of general education coursework and 31 credits in Sciences and Biotechnology. The curriculum is designed to facilitate students who may wish to switch the degree option within AS Science and Mathematics with minimum loss of credits.

The implementation of this program will expand dual admissions and partnership with NJ senior institutions and is consistent with HCCC Institutional Strategic Goal of Positioning STEM as HCCC signature programs.

RECOMMENDATION:
The President and Administration recommend that the Board of Trustees approve the implementation of the proposed Certificate of Achievement in Emergency Medical Technician, effective Fall 2015

4.   **PROPOSAL FOR A NEW ACADEMIC CERTIFICATE – MEDICAL CODING**

REPORT/BACKGROUND

The academic certificate program in medical coding provides students with knowledge and competencies required for entry-level medical coding positions in hospitals, ambulatory centers, and physician-based settings. Graduates of this program will have the competencies in diagnostic and procedural classifications and terminologies, health record documentation, data privacy, revenue management, computer applications, clinical documentation improvement, and the life sciences. This 35-credit program comprises of 7 credits of general education and 28 credits in coding and clinical course work (Attachment III).

According to the U.S. Bureau of Labor Statistics, employment of health information technicians is projected to grow by 22 percent from 2012 to 2022, faster than the average for all occupations. The demand for medical coders is expected to increase due the transitioning from ICD-9-CM to ICD-10CM/PCS on October 1, 2015. Hospitals have already started to hire new coders in the anticipation of a lower productivity by existing coders due to the complexity of the new ICD-10-CM/PCS coding classification system. Medical coders will also be in high demand due to an increase in demand for health services by an aging population and the rapid advances in medical technology.

Implementation of this new certificate is in response to an expansion of our Health Science programs, maximizes the utilization of new facilities and addresses the needs for short-term certificate programs to meet the needs of Hudson County residents.

RECOMMENDATION:

The President and Administration recommend that the Board of Trustees approve the implementation of the proposed Biotechnology degree option to the existing AS in Science and Mathematics, effective Fall 2015.

5.   PROPOSAL FOR A NEW ASSOCIATE DEGREE (AS) IN HUMAN SERVICES

REPORT/BACKGROUND

Presently, the Human Services is being offered as a degree option to Associate Degree in Arts (AA) – Liberal Arts program. The program was converted from an Associate Degree in Applied Science (AAS) into an academic transfer degree (AA) in 2011 since an associate degree is not viable for an entry level employment as a social worker. Following the implementation of the new AA degree option, there is a demand for more specific expertise within the Human Service/Social Work field. Creating a new Associate Degree in Science (AS) in Human Services will make the program more visible and attractive to prospective students. The new 62 credit AS degree comprised of 32 credits of general education courses and 30 credits in Human Services coursework, which will allow for an expansion of degree options such as Addictions or Gerontology. The 30 credits of specialized coursework also prepare students who do not wish to pursue a baccalaureate degree to obtain jobs such as case management aid, social work assistant and community outreach worker.

Hudson County is the most densely populated county in the state of New Jersey and with that density and the diversity of its population come demands for many social services. The demand for skilled human service workers is expected to increase as the population ages and as changes occur in the mandates of our health care system. Government, both state and local, continues to be a major employer of human service workers. Additionally, local non-profit agencies hire human services graduates and private social service agencies are also expected to increase. According to the data from the Bureau of Labor Statistics, there is a consistent and growing trend in Human Services/Social Work field. The growth in the workforce is higher than average for Bachelor's degree level (19%) as well as Associate degree level employment (22%).

Implementing this new AS in Human Services (Attachment IV) is consistent with the mission of the college in providing quality programs that meet the needs of residents and workforce demand in county service and metropolitan areas.

RECOMMENDATION:

The President and Administration recommend that the Board of Trustees approve the implementation of the proposed new Associate Degree in Science in Human Services, effective Fall 2015.

6. PROPOSAL FOR A NEW ASSOCIATE DEGREE (AS) IN CRIMINAL JUSTICE

REPORT/BACKGROUND

HCCCC proposes the implementation of a new Associate Degree in Criminal Justice, effective Fall 2015. The new program is designed to prepare students for a seamless transfer to a senior institution as well as for successful careers in a variety of positions in federal, state and local law enforcement agencies such as police, corrections, court officers, security officers, and a number of administrative positions.

Presently a concentration in Criminal Justice at HCCC is only offered as an option to the A.A. degree in Liberal Arts. Many students in the Criminal Justice field are already working in the profession with just a high school diploma and often only need the Associate's degree for further job advancement. By offering the new A.S. degree in Criminal Justice, HCCC addresses the needs of both transfer students and those of professionals in the field. This AS degree which includes 30 credits of specialized coursework will allow for an expansion of the program into a wide variety of degree options including Homeland Security, Cyber Terrorism, Private and Corporate Security, and Emergency Management.

Employment opportunities within the criminal justice system are expected to be on the rise in upcoming years. According to the Bureau of Labor Statistics (BLS), from 2012 to 2022 career opportunities for Police and Detectives are expected to grow at 5 percent while opportunities for Private Detectives and Investigators are expected to grow at 11 percent. Employment opportunities for Security Guards are as fast as the average at 12 percent during the same time frame. The BLS also expects employment of Correctional Officers to grow 5 percent, as increasing demand for correctional officers will stem from population growth and rising rates of incarceration.

Hudson County is part of the NYC metropolitan area where many federal, state and local law enforcement agencies are located. Launching of this new A.S. degree in Criminal Justice (Attachment V) will address the needs of county residents and/or professionals already working in the field and may result in an increase in enrollment and the College's visibility within the county service and metropolitan areas. Opportunities for recruitment of military students and collaboration with law enforcement agencies for college credit are anticipated.

RECOMMENDATION:

The President and Administration recommend that the Board of Trustees approve the implementation of the proposed new Associate Degree in Science in Criminal Justice, effective Fall 2015.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees accept the recommendation of the President and the Academic and Student Affairs Committee as outlined above in **Item IX. Academic and Student Affairs 1-6**: 1. Modification to 2015-2016 Academic Calendar, 2. Proposal for a new Certificate of Achievement – Emergency Medical Technician (EMT), 3. Proposal for a new degree option – Biotechnology – to our existing Associate in Science degree in Science and Mathematics, 4. Proposal for a New Academic Certificate – Medical Coding, 5. Proposal for a New Associate Degree (AS) in Human Services, and 6. Proposal for a New Associate Degree (AS) in Criminal Justice.

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: Bakari Lee

DATE: May 19, 2015

Callahan, Kevin	ABSENT
Fahrenholz, Karen	AYE
Kenny, Roberta	AYE
Kosakowski, Joanne	AYE
Lee, Bakari	AYE
Peña, Jeanette	ABSENT
Sires, Adrienne	ABSENT
Stahl, Harold	ABSENT
Netchert, William, Chair	AYE

    5   Ayes.............................0   Nay

RESOLUTION ADOPTED

Signature of Recorder   5-19-15 Date

HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 19, 2015

XI. ADJOURNMENT

THAT, the meeting be adjourned at ___5:25___ P.M.

INTRODUCED BY: Bakari Lee

SECONDED BY: Karen Fahrenholz

DATE: May 19, 2015

Callahan, Kevin	ABSENT
Fahrenholz, Karen	AYE
Kenny, Roberta	AYE
Kosakowski, Joanne	AYE
Lee, Bakari	AYE
Peña, Jeanette	ABSENT
Sires, Adrienne	ABSENT
Stahl, Harold	ABSENT
Netchert, William, Chair	AYE

___5___ Ayes.........................___0___ Nay

RESOLUTION ADOPTED

Signature of Recorder   Date

Hudson County Community College
Emergency Medical Technician

Program Announcement Narrative

The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS (Emergency Medical Services) response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system.

I. Objectives
Upon completion of the program, students will be able to:
a. Meet the requirements for eligibility for the certification exam of The New Jersey Department of Health – Office of EMS.

b. Safely perform the roles and responsibilities outlined in the NJ State EMT Scope of Practice.

c. Demonstrate critical thinking skills relative to decision-making and priority setting of a first-responder.

I. Need

A. Justification
Emergency medical technicians (EMTs) care for the sick or injured in emergency situations. People's lives often depend on their quick reaction and competent care. EMTs respond to emergency calls, performing medical services and transporting patients to medical facilities.

According to the U.S. Bureau of Labor, employment of emergency medical technicians (EMTs) is projected to grow 23 percent from 2012 to 2022, much faster than the average for all occupations. Emergencies, such as car crashes, natural disasters, or acts of violence, will continue to create demand for EMTs. Demand for part-time, volunteer EMTs in rural areas and smaller metropolitan areas will also continue.

Growth in the middle-aged and elderly population will lead to an increase in the number of age-related health emergencies, such as heart attacks or strokes. This, in turn, will create greater demand for EMTs and paramedic services. An increase in the number of specialized medical facilities will require more EMTs to transfer patients with specific conditions to these facilities for treatment.

Relationship to Institutional Mission

This program will provide high quality educational opportunities that promote student success and employment. It is accessible, comprehensive, and student-learning centered.

B. Similar Programs

- Union County College is the only academic certificate (credit bearing) program.
- Non-Credit Programs:
  o Ocean County EMS Academy
  o Atlantic Health EMS Training Center
  o Somerset County EMS Training Academy
- Proprietary Programs:
  o MONOC
  o Less Stress Instructional Services

III.   Student Enrollments

Year 1	Year 2	Year 3
30	40	50

IV.   Program Resources

- JCMC - EMS simulation lab and equipment will be utilized as part of this program.
- Students will have full access to computer labs, library and tutoring services through HCCC.
- Instructional faculty will be provided by JCMC; as such, they will be considered Affiliate Faculty of HCCC.

V.   Degree Requirements (Curriculum design and course descriptions)

Certificate of Achievement – Emergency Medical Technician
Curriculum Design

Prerequisites: Students must have the following:

- *Professional CPR Certification (Health Care Provider)*
- *Exited from ESL and/or Academic Foundation*
- *16 years old*
- *Criminal Background Check*
- *Medical clearance from their personal physician*

General Education Requirement

BIO 107 - Human Biology   4 credits

Major (Specialized) Requirement

EMT 100 – Emergency Medical Technician   6 credits

Descriptions:

EMT 100 – EMERGENCY MEDICAL TECHNICIAN
The EMT course provides the skills and knowledge required of entry level Emergency Medical Technicians. Upon successful completion of this course, the student will be eligible to take both the State of New Jersey and National Registry of EMTs certification exams for EMT – Basic Providers. Note: There is a significant amount of lab/practice hours required for this course.

BIO 107 – HUMAN BIOLOGY
This course focuses on an understanding of the biological functioning of humans. Additional emphasis is given to genetics, ecology, and microbiology. Laboratories include hands-on exercises and lab dissections. 3 hours lecture/ 3 hours lab.

Anticipated Cost for the Program

I. Initial One-time Cost for Starting the Program

Facilities & Equipment Setup	$	0
Consultation Fee[1]	$	0
Expected cost for preparation for Licensure Exam[2]	$	0
Other	$	
TOTAL Initial One-time cost	$	0

[1] *Include environment/economic scanning, initial advisory committee compensation, etc.*
[2] *Should consider factoring the cost into the program admission and/or graduation fees*

II. On- Going Annual Operational Cost for the Program

➤ Instruction
  Faculty salaries

FT	$	0
Adjunct	$	0
TOTAL Instruction	$	0 (Employees of JCMC)

➤ Instructional Support Personnel

Program Coordinator	$	0 (Employed by JCMC)
Tutoring – *Program specific*	$	0
Lab assistance	$	0 (Employed by JCMC)
Program Advisement	$	3000.
Clerical	$	2000.
TOTAL Inst. Support Personnel	$	5000.

➤ Additional library materials	$	250.

➤ Contractual Services

Accreditation fees	$	
Consultants	$	
Travel	$	
Licensure agreements	$	
TOTAL Contractual Services	$	0

HUDSON
COUNTY
COMMUNITY COLLEGE

PROGRAM ANNOUNCEMENT

Date: December 2014

1. **Name of Institution**
   Hudson County Community College

2. **Title of Program and Degree Designation:**
   Associate of Science -Science and Math, Biotechnology Option

3. **Degree Abbreviation:**
   A.S. - BIOTECH

4. **CEC Classification/CIP Code:**
   CIP Code:_ 300101

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

   Journal Square Campus
   70 Sip Avenue
   Jersey City, NJ 07306

Date When Program Will Begin: *Fall 2015*

6. **Institutions with Which Articulation Agreements Will be Arranged:**
   Rutgers University
   Saint Peter's University
   William Paterson University

7. **Licensure Required for Graduate Employment:**   No

8. **Accreditation Required or Desired:**   No

Hudson County Community College
Associate in Science – Science and Mathematics
Biotechnology Degree Option

Program Announcement Narrative

Overview Description

Hudson County Community College is proposing the creation of a new A.S. degree in Biotechnology. The biotechnology curriculum will provide students a robust foundation in biology, chemistry, mathematics in order to transfer to and succeed in four-year institutions. Students will be familiar with various bio-techniques, bioinstrumentation as well as bioinformatics, microbiology, molecular biology, and cell biology. Students will also gain necessary laboratory skills for entry level in Biotechnology industry.

Biotechnology is a branch of science in which living organisms are used to make useful products. The foundation of biotechnology is based in the understanding of cells, proteins and genes (especially after DNA structure has been unraveled). This branch of science is used to make medicines and vaccines and is involved in finding alternatives to fossil-based fuels for a cleaner planet; it is used to create new and better crops to feed people. Biotechnologists are working with bacteria to improve environmental problems. In addition, genetic testing, gene therapy and crop protection, among others, are important in Biotechnology.

I. Objectives
Upon successful completion of the Biotechnology Program the graduate will be able to:

1. Plan and conduct lab experiments that apply the fundamental principles of biology (cell biology, microbiology, molecular biology) and chemistry.

2. Apply scientific knowledge and principles, quantitative methods, and technology tools to think critically and solve problems in biotechnology.

3. Demonstrate communication competencies in biotechnology issues.

4. Analyze biotechnology techniques utilized in scientific research.

II. Need

A. Justification

The proposed Biotechnology program will meet the future demands for Biotechnology professionals. The A.S. degree is designed to provide smooth transfer to bachelor's degree programs at colleges and universities.

New Jersey is home to the Biotechnology industry; "the State has attracted industry giants to make their homes here, including Merck, Johnson & Johnson, Bristol-Myers Squibb and Novartis. Indisputably the center of the global pharmaceutical industry, New Jersey is the site of 2,200 active or open clinical trials" http://www.state.nj.us/njbusiness/industry/pharmaceutical/

The proposed Biotechnology program would allow HCCC to remain competitive with sister community colleges (County College of Morris, Middlesex County College, Raritan Valley County College, Passaic County College, Camden County College, Burlington County College, etc...) in preparing graduates to either transfer to four year institutions offering B.S. in Biotechnology (William Paterson, Saint Peter's, Rutgers, Kean University and others) or enter the biotechnology workforce.

The U.S. Department of Labor (DOL) has identified biotechnology as one of the 12 industries on which it wants Employment and Training Administration to focus. Since 2003, The U.S. Department of Labor has announced a <u>series of investments</u> totaling $29,984,649 to address the workforce needs of the biotechnology industry. http://www.doleta.gov/BRG/Indprof/Biotech.cfm

"Life science and biotechnology companies are critical to driving economic development and job growth. These innovative companies employ our highly skilled residents in good-paying jobs, take advantage of our access to global markets, and drive research leading to new products and therapies to impact the world's health" said Lt. Governor Guadagno.

B. Relationship to Institutional Mission

The development of the proposed program is consistent with the mission and goals of the strategic plan. These include:

- Providing courses and associate degree programs for transfer into four year institutions.
- The expansion of academic collaborations with external partners.
- Optimizing the use of technology.
- Creating signature STEM program in alignment with the strategic goal: Positioning STEM as HCCC signature programs

C. Similar Programs

Statewide, comparable programs which are similar in content may be found at:

> Passaic County College --- A.S. in Biotechnology
> Burlington County College --- A.S. and A.A.S. in Biotechnology
> Camden County College --- A.S. in Biotechnology
> Raritan Valley Community College --- A.S. in Biotechnology
> Middlesex County College --- A.S. in Biotechnology
> County College of Morris --- A.A.S. in Biotechnology

III. Student Enrollments

The proposed program will attract high school students who wish to enter the field of Biotechnology; current biology students with aspirations to major in Biotechnology among others.

The proposal estimates that there will be:
> Year 1 – 10 students
> Year 2 – 15 students
> Year 3 - 25 students

IV. Program Resources
Computer Science Labs
Chemistry labs
Biology Labs

The proposed Biotechnology program will draw from coursework already existing at the college in addition to three (3) new courses that will be developed by HCCC faculty. The proposal notes the addition of one full-time instructor in the second year. No additional full-time faculty is needed in the first year. The proposal also notes the addition of one program coordinator.

There are laboratory requirements associated with this proposed program. Lab space is necessary for the proposed program (especially if HCCC intends to offer an A.A.S. degree in Biotechnology in the future); though in the first year, our existing labs can be utilized.

HCCC library supports the instructional needs of faculty and students. At present, the library holds many resources which can support the new Biotechnology program. These include books, ebooks, and several databases such as Academic Search Complete, Science Direct, Scientific American and Nature.

Ongoing discussion between the Library and the STEM Department and faculty will ensure that appropriate materials are added as courses are developed and revised.

Hudson County Community College
Associate in Science – Biotechnology Degree Option
Curriculum Design

CSS 100 – College Student Success   (College Requirement/HCCC students)   1

General Education Requirement

	Course Code	Course Title	Credits
Communication 6	ENG 101	College Composition I	3
	ENG 102	College Composition II	3
Social Sciences 3		Elective	3
Mathematics 3	MAT 110	Pre-Calculus	4
Chemistry 4	CHP 111	College Chemistry I	4
Computer 3	CSC 100	Introduction to Computers & Computing	3
Humanities 3	HUM	Elective	3
Unassigned 3	ENG 112	Speech	3
SS/ Hum 3		Elective	3
Diversity 3		Elective	3

Major (Specialized) Requirement

Course Number		Course Title	Credits
BIO	115	Principles of Biology I	4
BIO	116	Principles of Biology II	4
CHP	211	College Chemistry II	4
CHP	225	Organic Chemistry I	4
CHP	230	Organic Chemistry II	4
BTN	2**	Molecular Theories and Techniques	4
BTN	1**	Biostatistics	3
***	***	Restricted Major Elective	4
		Total Credits	**64**

Suggested Sequence--- Associate in Science in Biotechnology

First Semester

CSS 100	College Student Success	1
BIO 115	Principles of Biology I	4
CHP 111	College Chemistry I	4
ENG 101	College Composition I	3
MAT 110	Pre-Calculus	4
		16

Second Semester

BIO 116	Principles of Bio II	4
CHP 211	College Chemistry II	4
ENG 101	College Composition II	3
CSC 100	Intro to Computers and Computing	3
*** ***	Diversity Elective	3
		17

Third Semester

CHP 225	Organic Chemistry I	4
ENG 112	Speech	3
*** ***	Social Science Elective	3
*** ***	Social Science/Humanities	3
BTN 1**	Biostatistics	3
		16

Fourth Semester

CHP 230	Organic Chemistry II	4
BTN 2**	Molecular Theories and Techniques	4
*** ***	Humanities Elective	3
*** ***	Restricted Major Elective	4
		15

TOTAL — 64

Restricted Major Elective

BIO 240	Genetics	4
BIO 250	Microbiology	4
BTN***	Cellular Theories and Techniques	4
MAT 111	Calculus 1	4

Curriculum Comparison of Base Program – AS Science and Mathematics with degree options

AS Science & Math (SAM) - General		AS SAM – Biology Option		AS SAM – Biotechnology Option	
General Education (33)		**General Education (33)**		**General Education (33)**	
CSS 100 College Student Success	1	CSS 100 College Student Success	1	CSS 100 College Student Success	1
ENG 101 College Composition I	3	ENG 101 College Composition I	3	ENG 101 College Composition I	3
ENG 102 College Composition II	3	ENG 102 Col. Composition II	3	ENG 102 College Composition II	3
ENG 112 Speech	3	ENG 112 Speech	3	ENG 112 Speech	3
MAT 110 Precalculus	4	MAT 110 Precalculus	4	CSC 100 Intro to Comp & Cmptg	3
BIO 100 General Biology	3	CSC 100 Intro to Comp & Cmptg	3	MAT 110 Precalculus	4
CHP 111 College Chemistry	4	CHP 111 College Chemistry	4	CHP 111 College Chemistry	4
*** *** Humanities Elective	3	*** *** Humanities Elective	3	*** *** Humanities Elective	3
*** *** Social Science Elective	3	*** *** Social Science Elective	3	*** *** Social Science Elective	3
*** *** HUM/Social Science Elective	3	*** *** HUM/Social Sci Elective	3	*** *** HUM/Social Sci Elective	3
*** *** Diversity Elective	3	*** *** Diversity Elective	3	*** *** Diversity Elective	3
Major Requirements (35-37)		**Major Requirements (28)**		**Major Requirements (31)**	
CHP 211 College Chemistry II	4	BIO 115 Principles of Biology I	4	BIO 115 Principles of Biology I	4
CSC 100 Intro to Comp & Cmptg	3	BIO 116 Principles of Biology II	4	BIO 116 Principles of Biology II	4
CSC 101 Scientific Programming	3	BIO 230 Histology	4	BTN *** Biostatistics	3
MAT 111 Calculus I	4	CHP 211 College Chemistry II	4	CHP 211 College Chemistry II	4
MAT 112 Calculus II	4	MAT 111 Calculus I	4	CHP 225 Organic Chemistry I	4
PHY 111 Engineering Physics I	4	PHY 113 Physics I	4	CHP 230 Organic Chemistry II	4
PHY 211 Engineering Physics II	4	Approved Science Elective	4	BTN *** Molecular Theory & Techniques	4
SCI 101 Intro to Physical Science	3			Restricted Major Elective	4
Approved Science Elective	3/4				
Approved Science Elective	3/4				
Total 68/70		**Total 61**		**Total 64**	

NEW COURSE DESCRIPTIONS

Course Title: Biostatistics—BTN 1   **Credits: 3**

This course investigates current topics and issues in Biotechnology. It also explores elementary statistical methods as applied to experimental biology. Topics include inference methods in estimation and hypothesis testing and general linear models; probability and chi-square; linear regression and correlation, analyses of variance; non parametric statistics and bioassay.

Course Title: Molecular Theories and Techniques—BTN*   **Credits: 4**

This course explores the molecular mechanisms by which cells use genetic information to produce RNAs and proteins. Mechanisms and regulation of transcription in both prokaryotes and eukaryotes will be studied with an emphasis on protein-protein and protein-DNA interactions. The structure, organization, evolution and expression of the eukaryotic genome will be emphasized.

Course Title: Cell Biology Theories and Lab—BTN*   **Credits:4**

This course presents the fundamental aspects of cell structure and function, and is the foundation of all fields of modern biology. Topics include: cell complexity and organizational hierarchy, evolution of the cell, cell surface, plasma membrane, cytoskeleton, cell growth, and differentiation.

HUDSON COUNTY
COMMUNITY COLLEGE

PROGRAM ANNOUNCEMENT COVER PAGE

1. Name of Institution   **Date: April 8, 2015**
      Hudson County Community College

2. Title of Program and Degree Designation:
      Academic Certificate – Medical Coding

3. Degree Abbreviation: CERT

4. CEC Classification/CIP Code:
      CIP Code: 510707

5. Campus(es) Where Program Will be Offered:
      Journal Square Campus
      25 Journal Square
      Jersey City, NJ 07306

6. Date When Program Will Begin:
      Fall Semester 2015

7. Institutions with Which Articulation Agreements Will be Arranged: None

8. Licensure Required for Graduate Employment: ☐ Yes   **X** No
      Licensure is not required but a certification examination administered by the American Health
      Information Association is highly recommended to obtain the credential of CCS (Certified Coding
      Specialist).

9. Accreditation Required or Desired: **X** Yes   ☐ No
      Accreditation is desired but not required. American Health Information Association's (AHIMAs)
      Coding Professional Certificate Approval Programs (PCAP).

Hudson County Community College

Academic Certificate - Medical Coding

Program Announcement Narrative

I. Objectives

Program: The academic certificate program in medical coding will provide students with knowledge and competencies required for entry-level medical coding positions in hospitals, ambulatory centers, and physician-based settings. Graduates of the program will have the competencies in diagnostic and procedural classifications and terminologies, health record documentation, data privacy, revenue management, computer applications, clinical documentation improvement, and the life sciences.

Program Goals:

1. To provide medical coding program graduates with entry level competencies as defined by the American Health Information Management Association national model curriculum.
2. To provide career advancement/opportunity for individuals who are employed in the health field or community residents who desire to enter a health profession.

Program Objectives:

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

1. Interpret, analyze, and assign clinical codes according to national coding guidelines
2. Demonstrate proficiency in using coding software in assigning ID-10-CM diagnosis codes, ICD-10-PCS, procedure codes, and CPT and HCPCS procedure codes
3. Assign correct diagnosis related group (DRG) and ambulatory payment classification (APC)
4. Apply and evaluate policies and procedures for use of data in the revenue cycle and healthcare reimbursement.

5. Demonstrate knowledge and competency that reflect professional standards in the field.
6. Successfully pass the national Certified Coding Specialist (CCS) examination.

Program Outcome Assessment:

The program will perform on an annual basis an evaluation on the effectiveness in achieving the instructional goals and AHIMA's coding competencies. Program outcome metrics will include:

a. 80 % of the graduates will pass the national certification examination.
b. 90% of the graduates will be satisfied with the program based on graduate satisfaction surveys.
c. 80% of the students who complete the Professional Practice Experience (External) will have satisfactory evaluations completed by the clinical preceptor of the clinical site.

II. Need

A. Justification
Medical coders and billers abstract and analyze clinical information documented in the paper or the electronic health record. They also apply complex coding software to assign a code in multiple classification systems such as, ICD-10-CM, ICD-10-PCS, HCPCS and CPT. The coded information is critical in determining hospital and physician reimbursement. The coded data is also used for research, case mix evaluation, outcome assessment, and public health planning. According to the U.S. Bureau of Labor Statistics, Employment of health information technicians is projected to grow by 22 percent from 2012 to 2022, faster than the average for all occupations. The demand for medical coders is expected to increase due the transitioning from ICD-9-CM to ICD-10CM/PCS on October 1, 2015. Hospitals have already started to hire new coders in the anticipation of a lower productivity by existing coders due to the complexity of the new ICD-10-CM/PCS coding classification system. Medical coders will also be in high demand due to an increase in demand for health services by an aging population and the rapid advances in medical technology.

B. Relationship to Institutional Mission
The Medical Coding program is consistent with the institutional mission by offering a comprehensive and high quality educational program. The program offers a high quality career-oriented program to residents or career advancement to health-related employees in the county. The program is accessible, meets the needs of the community, and student-learning centered.

C. Similar Programs
- Camden County College - Certificate Program (AHIMA approved)
- Brookdale Community College – Certificate Program
- Passaic County Community College – Certificate Program

III. Student Enrollments

Year 1	Year 2	Year 3
20	30	40

Program Resources

Faculty

Faculty teaching MDC course content must possess an AHIMA recognized credential: RHIA, RHIT, CCS, or CCS-P.

Existing courses will be taught by Medical Assisting and Biology faculty:
MDA 106 Medical Terminology
BIO 107 Human Biology

Computers and Encoder Software

Students will have full access to computer labs. The lab will contain AHIMAs Virtual lab or access to commercial encoders such as 3M and QuadraMed.

Health Records

Copies of actual clinical documentation, de-identified medical records and reports will be used to provide skill practice for coding students. A minimum of 100-150 authentic records of various patient types are required.

Coding References

Medical textbooks, dictionaries, and handbooks will be located in the Coding Lab. Official coding guidelines such as Coding Clinic and CPT Assistant will be readily available for student use in the lab.

Library services

Students will have full access to library services through HCCC. These online databases are readily available through the library:

- CINAHL Full Text
- Medline
- Biomedical Research
- Health Source: Nursing Academic Edition

Hudson County Community College
Academic Certificate – Medical Coding
Curriculum Design

General Education Requirement

Course Title		*Credits*
BIO 107	Human Biology	4
ENG 101	College Composition I	3

Major Requirement

HLT 210	Medical Law & Ethics	3
MDA 106	Medical Terminology	3
MDC 101	Clinical Coding I	3
MDC 102	Clinical Coding II	3
MDC 110	CPT/HCPCS Coding I	3
MDC 120	CPT/HCPCS Coding II	3
MDC 124	Pathopharmacology	4
MDC 210	Health Information & Reimbursement	3
MDC 220	Professional Practice Experience	3

TOTAL Course Credits Required: 35

CRRICULUM OUTLINE
PROGRAM ADMISSON REQUIREMENTS

1. Clear criminal background evaluation must be obtained prior to MDC 220.
2. Demonstrate proficiency in Microsoft Word or take CSC 100.

FALL SEMESTER

ENG 101	College Composition I	3
MDA 106	Medical Terminology	3
MDC 101	Clinical Coding I	3
MDC 110	CPT/HCPCS Coding I	3
	Total	**12**

SPRING SEMESTER

BIO 107	Human Biology	4
MDC 124	Pathopharmacology	4
MDC 102	Clinical Coding II	3
MDC 120	CPT/HCPCS Coding II	3
	Total	**14**

SUMMER SEMESTER

MDC 210	Health Information & Reimbursement	3
HLT 210	Medical Law & Ethics	3
MDC 220	Professional Practice Experience	3
	CCS Exam Prep	0
	Total	**9**
	Total Credits	**35**

MDC 101   **Clinical Coding I**   **3 credits**

This course is designed to familiarize the student with coding and classification systems used in health information management. Emphasis will be on inpatient coding and classification utilizing ICD-10-CM/PCS. Course work will focus on the official coding guidelines and use of the two volumes of ICD-10-CM and ICD-10-PCS. . The laboratory component of the course emphasizes the use of computer-based coding software (encoder) to assign diagnostic and procedural codes by abstracting information from patient records. Students will also learn to determine diagnostic/procedural grouping such as DRG, APCs , and RUGS. Additional classifications are briefly studied such as DSM, ICD-O, RxNorm, LOINC, and SNOMED-CT.

Co-requisite(s): MDA 106

MDC 110   **CPT/HCPCS CODING I**   **3 credits**

This course provides the student with an overview of the guidelines, rules, and terms for the Current Procedural Terminology (CPT) coding classification and the application of those rules to code patient services. CPT/HCPCS codes are used for reporting services and procedures performed by physicians and in hospitals' ambulatory services. A major focus of the course is to prepare the students to correctly code using the CPT manual. Students will learn how to recognize CPT symbols, use the CPT Index, use modifiers, and read an operative report. They will also learn how to use and report codes from the Evaluation and Management (E&M), Surgery, Radiology, and Medicine sections of the CPT manual. A laboratory component will allow students to develop skills in coding using computer software and sample health records.

MDC 102   **Clinical Coding II**   **3 credits**

This is the second course in ICD-10-CM and ICD-10-PCS. Students will be using case studies with more complex code assignments to acquire the knowledge and skills to code diagnosis using ICD-10-CM. Emphasis is also placed on coding procedures using the major sections of ICD-10-PCS. In addition, students will conduct case mix analysis, identify severity of illnesses, and create reports on coding quality monitors.

Pre-requisite(s): Clinical Coding I-ICD-10; Pathopharmacology

MDC 120   **CPT/HCPCS Coding II**   **3 credits**

This is the second course in CPT/HCPCS. This course will apply case studies with more complex code assignments using CPT and HCPCS level II coding guidelines.

A major focus of the course is to prepare the students to correctly code using the CPT manual. Students will demonstrate the ability to correctly use the CPT book by recognizing CPT symbols, the use of CPT Index, use of modifiers, and how to read an operative report. Students will also learn how to use and report codes from the Evaluation and Management (E&M) section, Surgery section, Radiology section, and Medicine section of CPT manual. A laboratory component will allow students to develop skills in coding using computer software and sample health records. The course includes procedural grouping such as APC, RUGS, RBRVS, and ASC.

Pre-requisite(s): CPT/HCPCS Coding I; MDA 106
Co-requisite(s):

MDC 124   Pathopharmacology   4 credits

This course will provide the basics for the study of disease processes. The etiology and pathogenesis of diseases will be discussed along with the application of diagnostic procedures and patient care. This course will also provide a framework of knowledge in the study of pharmacology and diagnostic testing. Students will be able to define adverse reaction to drugs, interactions, and contraindications. Differentiation among drug names, generic names, trade names, and chemical names will be discussed. Students will be able to identify drugs according to body systems. Each body system is described along with characteristics of typical drugs, side effects, cautions, and interactions.

Pre-requisite(s): MDA 106
Co-requisite(s): BIO 107

MDC 210   Health Information & Reimbursement   3 credits

This course is a comprehensive study of three domains in health information management; health information that include documentation, healthcare delivery systems, and information technology and systems; and reimbursement that includes revenue management. Data retrieval, data security, and data integrity processes will be identified and evaluated. The second focus of the course is on the basic concepts and principles of healthcare reimbursement in healthcare settings and managed care. The current healthcare insurance programs, commercial and government sponsored, will be described in the context of the United States' health delivery system. Students will also learn the management of the revenue cycle.

MDC 220   Professional Practice Experience (External)   3 credits

The PPE is a supervised professional practice experience in a health information management department in an acute and/or non-acute healthcare facility. Students will be supervised by a Registered Health Information Administrator, Registered Health Information Technician or other qualified personnel assigned by the healthcare facility. The PPE is designed to provide the student a minimum of sixty (60) hours of authentic coding (coding from real patient charts) applying the theories and concepts previously acquired in the coding and billing curriculum. The focus of this PPE is medical coding, computerized information systems, billing and reimbursement, and the electronic health record. The healthcare facility preceptor will work closely with the Medical Coding program coordinator to assure an effective experience for the student.

Pre-requisite(s):

        Clinical Coding I
        Clinical Coding II
        CPT/HCPCS Coding I
        CPT/HCPCS Coding II

CCS Exam Prep   (0 Credits)

The CCS exam review will provide the student with exam content that includes the Domains and Task covered on the exam. Various exam taking strategies will be explored. Multiple mock exams will be administered and reviewed.

Anticipated Cost for the Program

I. Initial One-time Cost for Starting the Program

Facilities & Equipment Setup	$ 2500.
Consultation Fee[1]	$ 2500.
Expected cost for preparation for Licensure Exam[2]	$
Other	$
TOTAL Initial One-time cost	$ 5000.

II. On- Going Annual Operational Cost for the Program

➤ Instruction
Faculty salaries

FT	$
Adjunct	$ 18000.
TOTAL Instruction	$ 18000.

➤ Instructional Support Personnel

Program Coordinator	$ 5400.
Tutoring – *Program specific*	$
Lab assistance	$ 5000.
Program Advisement	$
Clerical	$ 3000.
TOTAL Inst. Support Personnel	$ 13400.

➤ Additional library materials	$ 1000.

➤ Contractual Services

Accreditation fees	$ 3000. (initial)
Consultants	$
Travel	$
Licensure agreements	$ 3000.
TOTAL Contractual Services	$ 6000.

HUDSON COUNTY COMMUNITY COLLEGE

PROGRAM ANNOUNCEMENT COVER PAGE

7. Name of Institution
   Hudson County Community College

Date: March 2015

8. Title of Program and Degree Designation:
   Associate in Science - Human Services

9. Degree Abbreviation:
   AS.HUMSRV

10. CEC Classification/CIP Code:
   CIP Code: 440701

11. Campus(es) Where Program Will be Offered:
   Journal Square Campus
   25 Journal Square
   Jersey City, NJ 07306

12. Date When Program Will Begin: Anticipated Spring 2016

13. Institutions with Which Articulation Agreements Will be Arranged:
   Rutgers University – Newark
   Seton Hall University
   St. Peter's University

14. Licensure Required for Graduate Employment: ☐ Yes   **X**☐ No
   (e.g., Successful completion of the bachelor's degree is required for teacher certification. This is a transfer program.)

9. Accreditation Required or Desired: **X**☐ Yes   ☐ No
   (If yes, list accrediting organization)

   Though not required, HCCC will pursue accreditation from the Council for Standards in Human Service Education (CSHSE).

Hudson County Community College
Associate in Science Degree in Human Services

Program Announcement Narrative

The Human Services Program combines coursework in the social sciences, primarily sociology and psychology, with courses in human services to prepare students to work with clientele to cope with and/or prevent social and personal problems. Human Service professionals perform in a wide range of occupations and in a variety of settings including schools, group homes, community mental health facilities, nursing homes, rehabilitation centers, hospitals, halfway houses and substance abuse program facilities. They help individuals, families, or groups cope with social problems such as inadequate housing, unemployment, disabilities, financial mismanagement, family disruptions, unplanned or unwanted pregnancy, serious illness and substance abuse. Students who complete the Human Services degree program will qualify for employment as Human Service assistants in many agencies. They will also meet the prerequisites for admission to the Bachelor's of Social Work at senior institutions.

I. Objectives

The goals of the program is to prepare graduates to transfer seamlessly to senior institutions to complete a baccalaureate degree in the Human/Social Services or other related fields. Students will also leave prepared to enter the workforce. Upon successful completion of the program students should be able to perform the following professional duties:

1. Describe the history of the Human Services field.
2. Identify common events and/or conditions that create the need for human services interventions; e.g., poverty, substance abuse, family stress, mental illness, aging, and physical disability.
3. Recognize factors which facilitate or limit access to services and community resources.
4. Implement self-evaluative skills.
5. Practice problem-solving techniques and critical thinking when dealing with clients.
6. Recognize awareness of cultural differences and sensitivities when dealing with social services clients and issues.
7. Demonstrate knowledge and competencies that reflect entry level professional readiness.

II. Need
A. Justification

The Human Services AAS program was revitalized in 2011 as an AA with a Human Services option. This new program was designed primarily as a transfer program and primarily to Rutgers University. This is limiting to students who want to transfer elsewhere or enter the workforce. The need for a Human Services program is supported by a consistent and fast growing trend in the workforce (see data below from the Bureau of Labor Statistics). The growth in the workforce is higher than average for Bachelor's level as well as Associate level employment.

Quick Facts: Social Workers

2012 Median Pay	$44,200 per year $21.25 per hour
Entry-Level Education	See How to Become One
Work Experience in a Related Occupation	None
On-the-job Training	None
Number of Jobs, 2012	607,300
Job Outlook, 2012-22	19% (Faster than average)
Employment Change, 2012-22	114,100

Quick Facts: Social and Human Service Assistants

2012 Median Pay	$28,850 per year $13.87 per hour
Entry-Level Education	High school diploma or equivalent
Work Experience in a Related Occupation	None
On-the-job Training	Short-term on-the-job training
Number of Jobs, 2012	372,700
Job Outlook, 2012-22	22% (Much faster than average)
Employment Change, 2012-22	81,200

Quick Facts: Substance Abuse and Behavioral Disorder Counselors

2012 Median Pay	$38,520 per year $18.52 per hour
Entry-Level Education	High school diploma or equivalent
Work Experience in a Related Occupation	None
On-the-job Training	Moderate-term on-the-job training
Number of Jobs, 2012	89,600
Job Outlook, 2012-22	31% (Much faster than average)
Employment Change, 2012-22	28,200

Hudson County is the most densely populated county in the state of New Jersey and with that density and the diversity of its population come demands for many social services. The demand for skilled human service workers is expected to increase as the population ages and as changes occur in the mandates of our health care system. Government, both state and local, continues to be a major employer of human service workers. Additionally, local non-profit agencies hire human services graduates and private social service agencies are also expected to increase.

The present program is 65 credits and requires a full time student to either take a summer course or a 6th class during a semester to fulfill the degree requirements in 2+ years. This creates more use of financial aid and money for students. The new proposed 62 credit degree will help students complete the degree in 2 years and save financial aid. With reforms to financial aid this is important for students planning to transfer.

The present degree also limits the ability to offer options in the Human Services area. With the newly created AS degree, HCCC can expand degree program options such as Addictions or Gerontology. These are two growing aspects of the field. Other community colleges in New Jersey offer these options.

B. Relationship to Institutional Mission

In alignment with the College's mission statement to provide high quality educational opportunities that promote student success, this program would help students both in the realm of transfer and in attaining a job in the field. The program will be accessible to all students. The new program will include both general education and an increased focus on human services topics making it comprehensive. Human services course are very applicable in nature making them very learning centered for all students.

C. Similar Programs

Atlantic Cape May – A.S Human Services and Professional Series for CADC

Bergen County Community College - A.S. in Social Work

Burlington Community College – A.A.S Human Services and Certificate- Human Services and Social Services

Camden County Community College - A.S. Human Services and Certificate – Social Services

County College of Morris – AA Human Services

Essex County Community College – A.A.S. Human and Social Services & Certificate

Raritan Valley Community College – A.A.S Human Services, Certificate Human Services, Human Services Certificate of Completion, AS Human Services/Pre-Social Work

Middlesex County College – AA Liberal Arts Social Sciences

Ocean County College – Alcohol and Drug Counseling

Passaic County Community College – AS Human Services with Generalist, Addictions, Gerontology or Mental Health options

Sussex County Community College – A.S Human Services

Salem Community College – A.A. Sociology/ Social Services and Certificate Social Services

Union County College – AS Social Services

III. Student Enrollments

Enrollments of Human Service majors stood at 79 in the fall of 2008. In Fall 2014, enrollments in the Human Services major was 95. With this new degree clarifying the major and the ability to expand the program to more options, it would be anticipated that this number would increase within the range of 120-150 within 2 years.

The students in the present program would have the option to complete the AA degree or transfer to the new AS degree program. All course requirements for the previous degree are integrated into the new degree or courses offered by other departments. The existing AA degree offering could be phased out in a 2 year-timeframe if there is not enough enrollment to justify the cost of running the program.

IV. Program Resources

The program presently has one full time Instructor/Coordinator. There have been two adjunct instructors teaching additionally. A part time faculty member should be considered to assist in course development, accreditation, transfer agreements and assisting in community outreach in securing Service Learning placements and affiliations for students. Learning resources and library holdings are adequate and appropriate. An active advisory board is in place consisting of alumni, community partners and four year university faculty. This board will continue to advise this program as it grows and develops.

V. Degree Requirements (Curriculum design and course descriptions)

Associate in Science in Human Services
Curriculum Design

*General Education Requirement**

Course Title		Credits
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSS 100	Introduction to Computers	3
MAT •••	Math Elective	3
••• •••	Lab Science Elective	4
	*Human Biology or Anatomy and Physiology**	
PSY 101	Introduction to Psychology*	3
SOC 101	Principles of Sociology*	3
HIS 105	US History I*	3
HUM 101	Cultures and Values*	3

Total 32 credits

Major (Specialized) Requirement

Course Title		Credits
HUS 101	Introduction to Human Services	3
HUS 121	Helping Strategies and Relationships	3
HUS 200	Group Dynamics	3
HUS 230	Interviewing and Counseling Techniques	3
HUS 231	Service Learning in Human Services I	3
HUS 241	Service Learning in Human Services II	3
PSC 102	American Government*	3
SOC 201	Sociology of the Family or	3
SOC 280	Social Research Methods*	
••• •••	Developmental Psy I or Developmental Psy II or	3
	Lifespan Development or Abnormal Psychology	
••• •••	Restricted Major Elective**	3

Total 30 credits
Total Course Credits Required: 62

*Courses recommended by Rutgers University
** Restricted Elective Options:

ART 101 Experiencing Art	ART 115 Art History I
BIO 100General Biology	FLM 101 Introduction to Film
LIT 201 Introduction to Literature	LIT 202 Survey of American Literature
LIT 211 African- American Literature	MAT 114 Intro to Statistics and Probability
MUS 101 Introduction to Music	PSY ••• Theories of Personality
SOC 211 Social Problems	

Suggested Course Sequence by Semester

Course # Course Title	Credits
FIRST SEMESTER	
CSS 100 College Student Success	1
CSC 100 Introduction to Computers	3
ENG 101 College Composition I	3
PSY 101 Introduction to Psychology	3
HUS 101 Introduction to Human Services	3
MAT ••• Mathematics Elective*	3
	TOTAL 16
SECOND SEMESTER	
ENG 112 Speech	3
HUS 121 Helping Strategies & Relationships	3
ENG 102 College Composition II	3
SOC 101 Principles of Sociology	3
HIS 105 US History I*	3
	TOTAL 15
THIRD SEMESTER	
HUM 101 Cultures and Values*	3
HUS 230 Interviewing and Counseling Techniques	3
SOC 201 Sociology of the Family or	3
SOC 280 Social Research Methods*	
••• ••• Restricted Major Elective	3
HUS 231 Service Learning in HUS I	3
	TOTAL 15
FOURTH SEMESTER	
PSC 102 American Government	3
HUS 200 Group Dynamics	3
••• ••• Developmental Psychology I (PSY 211) or	3
Developmental Psychology II)PSY 212) or	
Lifespan Development (PSY 260) or	
Abnormal Psychology I (PSY 280)	
••• ••• Lab Science Elective*	4
Human Biology (BIO 107) or	
Anatomy & Physiology I (BIO 111)	
HUS 241 Service Learning in HUS II	3
	TOTAL 16

Total Course Credits Required: 62

*Courses recommended by Rutgers University

Associate in Science in Human Services

Course Description – Major Required Courses

HUS 101 Introduction to Human Services**3 CR**
This introductory course offers an overview of the human services profession. It emphasizes human needs and social problems; provides an historical perspective of the development of the profession; and introduces students to professional values, ethical behavior, theories, knowledge, and methods necessary for helping others.
Pre-requisite: ENG 101

HUS 121 Helping Strategies and Relationships**3 CR**
Students deepen their understanding of professional values, strategies of intervention, and behavior necessary for helping others. Students learn problem-solving skills and participate in activities to increase self-understanding.
Prerequisite: HUS 101

HUS 200 Groupwork in Human Services**3 CR**
Students experience group dynamics and interpersonal skills by observing and engaging in the process directly. They examine goal setting, decision-making, power and control, conflict resolution, and leadership. Students learn interpersonal skills of small group communication as they express and develop their own behavioral styles. Students learn about types of groups such as discussion groups, counseling groups, and team development.
Prerequisites: HUS 121, ENG 101, and ENG 112

HUS 230 Interviewing & Counseling Techniques**3 CR**
The course covers interviewing techniques employed within a variety of social service agencies. Emphasis is placed on the helping interview, its elements, and characteristics. In addition, concepts of communication, interaction, the self, and interviewing skills will be examined and practiced. The course also acquaints the student with current views of counseling, principles and methods.
Prerequisites: HUS 121, ENG 112

HUS 231 Service Learning in Human Services I**3 CR**
Students are placed in a social service agency to perform tasks and engage in learning activities associated with acquiring professional standards, behaviors, and conduct. Under the supervision of a faculty member and a field supervisor, students are expected to fulfill these requirements eight hours per week for 15 consecutive weeks. In addition, students attend a weekly seminar to discuss their experiences and observations.
Prerequisite: HUS 121

HUS 241 Service Learning in Human Services II**3 CR**
Students are placed in a second social service agency that extends and deepens HUS 231. The expectation in this course is the integration of knowledge and theory gained from the classroom throughout the human services sequence as it is applied in the field experience. The requirements are fulfilled on the basis of working eight hours per week for 15 consecutive weeks. In addition, students attend a weekly seminar to discuss their experiences. Students may remain in the same agency two terms with permission from the faculty member.
Prerequisite: HUS 231

(Please attached to the New Degree/Certificate Proposal)

Anticipated Cost for the Program

I. Initial One-time Cost for Starting the Program

Facilities & Equipment Setup	$0
Consultation Fee[1]	$
Expected cost for preparation for Licensure Exam[2]	$0
Other	$0
TOTAL Initial One-time cost	$

[1] *Include environment/economic scanning, initial advisory committee compensation, etc.*
[2] *Should consider factoring the cost into the program admission and/or graduation fees*

II. On- Going Annual Operational Cost for the Program

➤ Instruction
 Faculty salaries

FT	$41,000
Adjunct	$20,000
TOTAL Instruction	$

➤ Instructional Support Personnel

Program Coordinator	$	(If Needed)
Tutoring – *Program specific*	$	
Lab assistance	$	
Program Advisement	$	
Clerical	$	
TOTAL Inst. Support Personnel	$	

➤ Additional library materials $0

➤ Contractual Services

Accreditation fees	$400
Consultants	$
Travel	$
Licensure agreements	$
TOTAL Contractual Services	$

HUDSON
COUNTY
COMMUNITY COLLEGE

PROGRAM ANNOUNCEMENT COVER PAGE

15. Name of Institution   **Date: 3/24/15**
    Hudson County Community College

16. Title of Program and Degree Designation:
    Associate of Science in Criminal Justice

17. Degree Abbreviation:
    (AS)

18. CEC Classification/CIP Code:
    CIP Code: 430107

19. Campus(es) Where Program Will be Offered:
    Journal Square Campus
    25 Journal Square
    Jersey City, NJ 07306

    North Hudson Center
    Union City, New Jersey

20. Date When Program Will Begin: *Anticipated Spring 2016*

21. Institutions with Which Articulation Agreements Will be Arranged:
    New Jersey City University
    St. Peter's University
    Rutgers University
    Kean University
    Thomas Edison State College

22. Licensure Required for Graduate Employment: ☐ Yes   **X**No

9.   Accreditation Required or Desired: ☐ Yes   **X** No

Program Announcement
Associate in Science in Criminal Justice

Program Announcement Narrative

The Criminal Justice Associate in Science degree is for the student who intends to transfer to a four-year college or university to obtain a Bachelor of Science degree in Criminal Justice. The field of criminal justice encompasses law enforcement, investigations, court and administrative services, corrections, private security and juvenile justice. Each area requires individuals who can speak and write well and who can work well with colleagues and the community. The individuals need to be skilled in management, investigative techniques, analysis of data and critical thinking, and methods and theories of social science. Students who choose this program will develop these abilities and will be prepared for successful careers in a variety of positions in federal, state and local law enforcement agencies as police, corrections, court officers, security officers, or a number of administrative positions.

I. Objectives:
Upon successfully completion of this degree program the students will be able to:

1. Explain the inter-dependent operations of the major components of the criminal justice system (Police, Courts and Corrections)
2. Describe the history, nature and purpose of the Juvenile Courts, Processing, and Adjudication of Juvenile Offenders in the Juvenile Justice System.
3. Demonstrate knowledge of the major criminological theories.
4. Analyze the major historical and contemporary issues affecting society with respect to diversity
5. Evaluate the nature, extent, causation, and prevention of crime.

II. Need:

A. Justification:
Currently a concentration in Criminal Justice at HCCC is only offered as an option to the A.A. degree in Liberal Arts. Many students in the Criminal Justice field are already working in the profession with just a high school diploma and often only need the Associate's degree for further job advancement. Additionally, many positions are available for graduates with an Associate's degree that do not require further education. By offering an A.S. degree in Criminal Justice, HCCC addresses the needs of both transfer students and those of professionals in the field. Additionally, in order to offer more specializations in the field of Criminal Justice such as Homeland Security option, it is necessary to change the degree to an A.S. in Criminal Justice. This change would also put HCCC in line with the majority of community colleges in New Jersey which offer A.S. degrees. An A.S. degree offers students the flexibility of both moving directly into employment in the field or to transfer to a four year institution for further studies. There are nineteen community colleges in New Jersey including HCCC. Seventeen of these community colleges currently offer some form of an A.S. degree in the field of criminal justice.

Quick Facts: Police Officers

Median Pay:	$61,000
Entry-level education:	High School Diploma/Associate's degree
Number of jobs 2012:	780,000
Projected for 2022:	821, 300
Increase:	5%/ 41,000

Quick Facts: Corrections Officers

Median Pay:	$38, 920
Entry-level education:	High School Diploma/Associate's degree
Number of jobs 2012:	469, 500
Projected for 2022:	492, 975
Increase:	5 %/ 23,475

Hudson County is part of the NYC metropolitan area where many federal, state and local law enforcement agencies are located. An Associate's degree in Criminal Justice offers entry into a wide variety of occupations not only limited to Police, Corrections and the Courts but also includes Homeland Security, Cyber Terrorism, and Private and Corporate Security. Changing to an A.S. degree will give HCCC the opportunity to offer the Homeland Security option as well as develop further options in the future. Anticipating the Social Sciences' division effort to market the college to military students having a strong program with diverse options in the Criminal Justice area will prove advantageous to increase student enrollment, strengthen program offerings and increase the college's visibility and standing within the community.

B. Relationship to Institutional Mission:

The mission of Hudson County Community College is to provide high quality educational opportunities that promote student success and are accessible, comprehensive, and learning centered.

The criminal justice program provides a solid foundation in the three major components of the criminal justice system (Courts, Corrections, and Policing). It will be delivered in a high quality manner with enhanced practical educational instruction. The program will be comprehensive; learning centered, and will provide our students with the ability to move on to a four year college or university and continue on to a bachelor's degree in Criminal Justice/Justice Studies. This program can be completed on a full or part-time basis.

C. Similar Programs:
There are nineteen community colleges in New Jersey including HCCC. Seventeen of these community colleges currently offer some form of an A.S. degree in the field of criminal justice.

Atlantic Cape Community College   (A. S. in Criminal Justice)
Bergen County Community College (A.S. Professional Studies - Criminal Justice Option, A.A.S. Correctional Studies, Law Enforcement Studies), (Certificate in Homeland Security, Private Security, Fire Science, Forensic Science)

Brookdale Community College (A.S. Criminal Justice, A.S. Corrections Option, 10/1/14
Proposed A.S. Homeland Security and Emergency Management – Not on College Website if it
has been officially been approved)
Burlington County College - A.S. Criminal Justice
Camden County College - A.S. Criminal Justice
Cumberland County College - A.S. Criminal Justice, A.S. Corrections,
      Certificate in Criminal Justice, Homeland Security, Private Security)

Essex County College - A.S. Criminal Justice)
Mercer County Community College - A.S. Criminal Justice-Corrections option,
      A.S. Criminal Justice - Law Enforcement Option
Middlesex County College - A.S. Police Science, A.S. Correction Administration Option,
      Certificate Correction Administration
County College of Morris - A.S. Criminal Justice
Ocean County College - A.S. Criminal Justice, A.S. Homeland Security,
      Certificate of Proficiency in Criminal Justice
Passaic County College - A.A.S. Criminal Justice Option,
      A.A.S. Corrections Option, A.A. Liberal Arts Criminal Justice Option,
      Certificate Criminal Justice, Certificate in Corrections,
      Certificate in Emergency Management
Raritan Valley Community College - A.S. Law Enforcement, A.A. Criminal Justice,
      A.S. Emergency Services, Certificate in Corrections

Rowan College at Gloucester County - A.S. Criminal Justice, A.A.S. Law Enforcement
Salem County Community College
    A.A. Criminal Justice,
    A.S. Justice Studies/Concentration in Corrections),
    A.S. Justice Studies/Concentration in Homeland Security

Sussex County Community College - A.S. Criminal Justice
Union County College - A.S. Criminal Justice, Certificate in Criminal Justice
Warren County College - A.S. Criminal Justice

III. Student Enrollments:

Enrollment will be open to any student who wishes to pursue a degree in criminal justice. Program recruitments target at current members of the law enforcement community, members of the military (Active or Retired), recent high school graduates, transfer students, and current high school seniors looking to pursue a college degree in criminal justice upon graduation. The current student enrollment (spring 2015) in the Criminal Justice A.A. option is 350 students. The students in the present program would have the option to complete the A.A. degree or transfer to the new A.S. degree. All course requirements for the previous degree are integrated into the new degree or courses offered by other departments. The existing A.A. degree offering could be phased out in a 2-year-timeframe if there are not enough enrollment to justify the cost of running the program.

IV. Program Resources:

Students will be given access to all available technology including the new HCCC Library, as well as any other relevant sources that can be used for research in the criminal justice. The program currently has two full time faculty members and the college is in the process of hiring a third full time faculty member. Additionally, the college has the opportunity to hire a lecturer for a 12 month position to teach and collaborate on developing more online courses in the Criminal Justice area.

V. Degree Requirements (Curriculum design and course descriptions)

Associate of Science in Criminal Justice
Curriculum Design

General Education Requirement

Course Title	Credits
CSS 100 College Student Success	1
CSC 100 Introduction to Computers	3
ENG 101 College Composition I	3
ENG 102 College Composition II	3
ENG 112 Speech	3
HIS 105 U.S. History I	3
HIS 106 U.S. History II	3
PSC 102 American Government	3
••• ••• Math Elective	3
••• ••• Diversity Elective	3
••• ••• Lab Science Elective	3/4

31-32 Credits

Major (Specialized) Requirement

Course Title	Credits
SOC 101 Principles of Sociology	3
CRJ 111 Introduction to Criminal Justice	3
CRJ 120 Introduction to Criminal Law	3
CRJ 200 Constitutional Liberties and Rights	3
CRJ 214 Corrections	3
CRJ 215 The Juvenile Justice System	3
CRJ 220 General Police Organization and Administration	3
CRJ 221 The Police Role and the Community	3
CRJ 230 Ethics and Justice	3
CRJ 290 Service Learning in Criminal Justice	3

30 Credits

Total Course Credits Required 61/62

AS Degree in Criminal Justice

Suggested Course Sequence by Semester

Course # Course Title Credits
FIRST SEMESTER
CSS 100	College Student Success	1
CRJ 111	Intro. to Criminal Justice	3
CRJ 120	Intro. to Criminal Law	3
CSC 100	Intro. to Computers & Computing	3
ENG 101	College Composition I	3
MAT •••	Math Elective*	3
	TOTAL	16

SECOND SEMESTER
SOC 101	Principles of Sociology	3
CRJ 214	Corrections	3
ENG 102	College Composition II	3
ENG 112	Speech	3
HIS 105	U.S. History I	3
	TOTAL	15

THIRD SEMESTER
PSC 102	American Government	3
HIS 106	U.S. History II	3
CRJ 200	Constitutional Liberties and Rights	3
CRJ 230	Ethics and Justice	3
••• •••	Diversity Elective	3
	TOTAL	15

FOURTH SEMESTER
CRJ 215	The Juvenile Justice System	3
CRJ 220	General Police Org. and Administration	3
CRJ 221	The Police Role and the Community	3
••• •••	Science Elective*	3/4
CRJ 290	Service Learning in Criminal Justice	3
	TOTAL	15/16

Total Course Credit Required: 61/62

Degree Program: Associate of Science in Criminal Justice
Course Descriptions

CRJ 111 Introduction to Criminal Justice 3cr
This is an introductory course on the nature of the criminal justice system. The history, development, and current functioning of the system are examined. Emphasis is on the inter-relationship of various elements within this system including the police, the prosecutor, the defense, the courts, corrections, probation, and parole officers.

CRJ 120 Introduction to Criminal Law 3cr
This course is a case and textbook study of substantive criminal law, and the variations and similarities between the states and the federal system of criminal law principles, with an emphasis on New Jersey criminal law.

CRJ 200 Constitutional Liberties and Rights 3cr
An introduction to the Constitutional civil liberties and rights assured to the American people. The course provides students with an understanding of the dynamics of the United States Supreme Court's approach to the Constitution's guarantees of personal liberties and civil rights. Students will explore such diverse topics as the preferred freedoms of speech, press and religious expression, separation of Church and State, the Constitutional right of privacy, the rights of persons accused of, and the civil rights of historically-disadvantaged groups and persons. Prerequisite: ENG 101

CRJ 213 Corrections 3cr
Various correctional settings and approaches are examined. Topics include punishment, probation, the prison community, and parole. Also studied is the role of community resources in treating the non-institutionalized offender, i.e. through halfway houses, alternative programs, and work and study release.

CRJ 215 The Juvenile Justice System 3cr
An introduction to the American juvenile justice system. The course pro-vides an overview of history of juvenile justice and a basis for and frequency of delinquent and status offenses. Students will explore the various causes of including psychological and sociological theories, relationship between gangs, drugs and delinquency, and the modes of between law enforcement and juveniles. Students will also examine court procedures, due process rights of juveniles, alternative dis-positions of including community and residential/institutional confinement, and the of juvenile justice. Prerequisite: ENG 101

CRJ 220 General Police Organization and Administration 3cr
Examines the organization and functioning of law enforcement agencies including recruitment, career development, and leadership selection. The historical and contemporary relationships of various levels of police organization are examined as well as the structure of police organizations in the United States.

CRJ 221 The Police Role and the Community 3cr
Focuses on the nature and responsibilities of the police officer's role. Topics include the following: police work as a profession, image of the police, tensions, conflicts, and the cooperation between the police and the community.

CRJ 230 Ethics and Justice   3cr
This course explores a wide range of ethical issues and moral dilemmas confronting practitioners in
the field of criminal justice. The student is exposed to the traditional and competing theories of ethics
in general; and, using case studies, applies these approaches to contemporary issues and problems
confronting persons engaged or practicing in law enforcement, the courts, corrections, and criminal
justice policy-making.
Prerequisite: ENG 101 and CRJ 111

CRJ 290 Service Learning in Criminal Justice (3cr)
The Service Learning in Criminal Justice is designed to develop professional standards and practical
skills. This elective course will provide students with the opportunity to integrate theoretical
principles learned in the classroom with first-hand in actual Criminal Justice agency settings.
Students will perform tasks and engage in meaningful learning activities in order to acquire
knowledge of the workings of a significant component of the criminal justice system. Students will
develop inter-personal skills, values, and the attitudes associated with professional growth. Under the
direction of a faculty member and the supervision of an agency Field Supervisor, students will
perform agency tasks eight (8) hours per week for 15 consecutive weeks for a total of 120 hours. In
addition, students will attend weekly seminars at the College during the externship to discuss and
share their experiences and observations with faculty and peers.
Prerequisites: ENG 102, CRJ 111, CRJ 120 & CRJ 214.

(Please attached to the New Degree/Certificate Proposal)

Anticipated Cost for the Program

I. Initial One-time Cost for Starting the Program

Facilities & Equipment Setup	$
Consultation Fee[1]	$ 1500.00
Expected cost for preparation for Licensure Exam[2]	$
Other	$
TOTAL Initial One-time cost	$ 1500.00

[1] *Include environment/economic scanning, initial advisory committee compensation, etc.*
[2] *Should consider factoring the cost into the program admission and/or graduation fees*

II. On- Going Annual Operational Cost for the Program

- ➤ Instruction
  Faculty salaries

FT	$ 80,000
Adjunct	$ 6,000 (estimated)
TOTAL Instruction	$ 86,000

- ➤ Instructional Support Personnel

Program Coordinator	$ 55,000	(estimated)
Tutoring – *Program specific*	$	
Lab assistance	$	
Program Advisement	$	
Clerical	$	
TOTAL Inst. Support Personnel	$ 55,000	

- ➤ Additional library materials $ n/a

- ➤ Contractual Services

Accreditation fees	$
Consultants	$
Travel	$
Licensure agreements	$
TOTAL Contractual Services	$ n/a