

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

**Regular Meeting--Board of Trustees**  
**April 9, 2013**

**AGENDA**

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

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

**Trustees:**

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

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

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

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

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS** Dr. Gabert

1. Minutes of Previous Meetings
2. Gifts, Grants, and Contracts

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

**VIII. PERSONNEL RECOMMENDATIONS** Dr. Gabert

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

**X. NEW BUSINESS** Mr. Netchert

**XI. ADJOURNMENT** Mr. Netchert

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 9, 2013**

**CALL TO ORDER**

**I. FLAG SALUTE**

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

**Trustees:**

Karen A. Fahrenholz	<u>PRESENT</u>
James Fife	<u>PRESENT</u>
Glen Gabert - President, ex officio	<u>PRESENT</u>
Shannon Gallagher, Student Alumni Representative, ex officio	<u>PRESENT</u>
Roberta Kenny	<u>PRESENT</u>
Joanne Kosakowski	<u>PRESENT</u>
Bakari Lee	<u>PRESENT</u>
William J. Netchert	<u>ABSENT</u>
Jeanette Peña	<u>ABSENT</u>
Adrienne Sires	<u>PRESENT</u>
Katia Stack	<u>ABSENT</u>
Alfred Zampella	<u>ABSENT</u>

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

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 9, 2013**

**III. COMMENTS FROM THE PUBLIC**

**None**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 9, 2013**

**RESOLUTION**

**WHEREAS**, the members of the Board of Trustees deem it necessary to suspend the order of the agenda;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees agrees to suspend the order of the agenda.

**INTRODUCED BY:** James Fife

**SECONDED BY:** Karen Fahrenholz

**DATE:** April 9, 2013

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

6 Ayes..... 0 Nay

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

Lenora Oakley  
Signature of Recorder

4-9-13  
Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 9, 2013**

**IV. CLOSED SESSION**

**WHEREAS**, Section 8 of the Open Public Meetings Act, Chapter 23; P.L. 1975 permits the exclusion of the public from a meeting in certain circumstances; and

**WHEREAS**, this public body is of the opinion that such circumstances presently exist;

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

1) the public shall be excluded from discussion of and action upon the hereinafter specified subject matter(s)

2) the general nature of such matter(s) to be discussed is as follows:

Personnel

Litigation

3) it is anticipated at this time that the above stated subject matter(s) will be made public if final action is to be taken, or when the privilege of confidentiality no longer attaches;

4) this resolution shall take effect immediately.

**INTRODUCED BY:** James Fife

**SECONDED BY:** Karen Fahrenholz

**DATE:** April 9, 2013

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

6 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

4-9-13  
Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
*April 9, 2013***

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

*John Sommer, Vice President for Finance, budget overview.*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 9, 2013**

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

**1. MINUTES OF PREVIOUS MEETINGS**

The Minutes of the Regular Meeting of March 12, 2013 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 March 12, 2013.

**2. GIFTS, GRANTS, AND CONTRACTS REPORT**

The College has made the following grant & contract proposals:

TITLE: Muslim Journeys Bookshelf – Let's Talk About It

AGENCY: National Endowment for the Humanities

PURPOSE OF GRANT: The College has submitted an application proposing to facilitate five discussion sessions relevant to the Muslim Journeys Bookshelf grant.

COLLEGE ADMINISTRATOR: John Delooper

COLLEGE CONTRIBUTION: 0

AWARD AMOUNT: 0

TITLE: Deploying Science in the Culinary Arts: A Multidisciplinary Approach in Creating a 21<sup>st</sup> Century Workforce

AGENCY: United States Department of Agriculture

PURPOSE OF GRANT: The College has submitted an application to create new programs and designate students for scholarships in these programs within the Culinary Arts Institute

COLLEGE ADMINISTRATOR: Ryan Martin

COLLEGE CONTRIBUTION: 0

AWARD AMOUNT: \$199,922

**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:** Adrienne Sires

**DATE:** April 9, 2013

Fahrenholz, Karen AYE

Fife, James AYE

Kenny, Roberta AYE

Kosakowski, Joanne AYE

Lee, Bakari AYE

Peña, Jeanette ABSENT

Sires, Adrienne AYE

Stack, Katia ABSENT

Zampella, Alfred ABSENT

Netchert, William, Chair ABSENT

6 Ayes..... 0 Nay

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

Jennifer Oakley 4-9-13  
Signature of Recorder Date

**ATTACHMENT A**  
**ITEM VI - REGULAR MONTHLY REPORTS**

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

**REGULAR MEETING --- BOARD OF TRUSTEES**  
**March 12, 2013**

**MINUTES**

**PRESENT:** Karen Fahrenholz, James Fife, Glen Gabert, (ex officio), Shannon Gallagher, Roberta Kenny, Joanne Kosakowski, Bakari Lee, William Netchert, Jeanette Peña, Adrienne Sires, and Alfred Zampella

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

**ABSENT:** Joseph Cundari, Trustee Emeritus and Katia Stack

HCCC Staff present were: Angel Ayala, Eric Friedman, Dorothea Graham King, Lloyd Kahn, Pam Littles, Frank Mercado, Randi Miller, Patrick Moore, Jennifer Oakley, Lauren O'Gara, Paula Pando, Ismael Randazzo, John Sommer, Marcella Williams and Vinny Zicoello.

**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**

Dr. Lloyd Kahn, Professor of Life Science and President of the Professional Association, made a request to implement the recommendation of the mediator for a higher starting salary for new faculty as well as rewarding long-time faculty.

**IV. CLOSED SESSION – None**

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

**Dr. Gabert reported on the following:**

- The Topping Out ceremony for the construction of the new library/classroom building is scheduled for Tuesday, April 2, 2013 at 10:00 a.m. at the construction site.
- The Annual Focus Goals, included among the resolutions to be voted on, will take the College through June, 2014. President Gabert thanked members of the College Community who helped in their development. Chairman Netchert thanked the Academic and Student Affairs Committee: Chair, Karen Fahrenholz, trustees Roberta Kenny, Jeannette Peña, Adrienne Sires and Student Alumni Representative Shannon Gallagher for their time and effort in getting the focus goals completed.



- A recommendation to increase tuition by 2% is included among the resolutions. This equates to \$2.25 more per credit hour or about \$75.00 per year for a typical student. Dr. Gabert said this would result in a projected increase of \$400,000 in revenue which is less than the increased College share of employee benefits.
- Resolutions will be presented under "New Business" regarding State Bond Applications for the construction/renovation of the Joseph Cundari building and parking lot at 870 Sip into a science building and for Equipment Leasing Applications.

**Trustee Lee announced the following events and encouraged trustees to attend:**

- NJCCC Trustees Ambassador Day, Thursday, March 21, 2013, 9:15 a.m. – 1:30 p.m. at the Statehouse in Trenton, NJ
- NJCCC Trustee Retreat on "Student Success and Governance," April 15, 2013, 3:00-8:00 pm at Middlesex County College in Edison, NJ.

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

1. The Minutes of the Regular meeting of February 19, 2013.
2. Gifts, Grants and Contract Reports - None

Introduced by: Bakari Lee

Seconded by: Karen Fahrenholz

9 Ayes.....0 Nays

Resolution Adopted

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

- 1) Purchase of Instruction Technology,
- 2) Amendment of the Elevator Maintenance Service Resolution,
- 3) Award of Lab Equipment & Supplies Vendor for FY 13,
- 4) Award of Two (2) Multimedia Podium Presentation Systems,
- 5) Resolution #5 Withdrawn,
- 6) Purchase of Electrical Supplies,
- 7) Tuition & Fee Policy 2014,
- 8) Award of Consultant Services for Capital Projects, and
- 9) Reports of the Facilities Committee for Construction Oversight.

Introduced by: Bakari Lee

Seconded by: James Fife

9 Ayes.....0 Nays

Resolution Adopted

**VIII. PERSONNEL RECOMMENDATIONS - None**

**IX. ACADEMIC AND STUDENT AFFAIRS - None**

**X. NEW BUSINESS**

**1. Adoption of Institutional Goals through June 30, 2014.**

Introduced by: Karen Fahrenholz

Seconded by: Adrienne Sires

9 Ayes.....0 Nays

Resolution Adopted

**2. Resignation**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Robert Fairchild	Director, Non-Credit Programs	03/11/13

Introduced by: James Fife

Seconded by: Joanne Kosakowski

9 Ayes.....0 Nays

Resolution Adopted

**3. Award of a Vendor for Culinary Appliances for the Culinary Arts Department**

Introduced by: Joanne Kosakowski

Seconded by: James Fife

9 Ayes.....0 Nays

Resolution Adopted

**4. Technology Plan FY 2014-2018**

Introduced by: Bakari Lee

Seconded by: Jeanette Peña

9 Ayes.....0 Nays

Resolution Adopted

**5. Addendum to the HCCC Facilities Master Plan**

Introduced by: Bakari Lee

Seconded by: James Fife

9 Ayes.....0 Nays

Resolution Adopted

The following New Business Resolutions 6, 7, 8 and 9 - Authorize Applications to the N.J. Department of Higher Education for grants for capital projects funded by various state bond issues.

- 6. Resolution Approving And Authorizing The Undertaking And Implementation Of A Projects Consisting Campus Technology Equipment And Authorizing The Financing Of All Or A Portion Of The Project Through Program(s) Made Available By The State Of New Jersey For New Jersey Institutions Of Higher Education And Other Available Funding Sources; Approving And Authorizing The Form Of The Application To The Secretary Of Higher Education For Participation In Such Program(s) As Are Applicable To The Projects With Such Changes As Are Approved By The Officers Of The Institution Designated Herein And The Submission Of The Application To The**

*Secretary Of Higher Education; Approving And Authorizing The Execution And Delivery Of Any And All, Agreements In Connection With This Undertaking, Implementing And Financing The Projects In The Forms Approved By The Officers Of The Institution Executing Such Agreement(S); And Designating And Authorizing The Officers Of The Institution To Take The Aforementioned Actions And To Take Any And All Such Other Actions Deemed Necessary Or Desirable To Undertake, Implement And Finance The Project(s).*

- 7. Resolution Approving And Authorizing The Undertaking And Implementation Of Projects And Authorizing The Financing Of All Or A Portion Of The Project Through Program(S) Made Available By The State Of New Jersey For New Jersey Institutions Of Higher Education And Other Available Funding Sources; Approving And Authorizing The Form Of The Application To The Secretary Of Higher Education For Participation In Such Program(s) As Are Applicable To The Projects With Such Changes As Are Approved By The Officers Of The Institution Designated Herein And The Submission Of The Application To The Secretary Of Higher Education; Approving And Authorizing The Execution And Delivery Of Any And All, Agreements In Connection With This Undertaking, Implementing And Financing The Projects In The Forms Approved By The Officers Of The Institution Executing Such Agreement(s); And Designating And Authorizing The Officers Of The Institution To Take The Aforementioned Actions And To Take Any And All Such Other Actions Deemed Necessary Or Desirable To Undertake, Implement And Finance The Project(s).*
- 8. Resolution Approving And Authorizing The Undertaking And Implementation Of Projects Consisting Campus Technology Infrastructure And Authorizing The Financing Of All Or A Portion Of The Project Through Program(s) Made Available By The State Of New Jersey For New Jersey Institutions Of Higher Education And Other Available Funding Sources; Approving An Authorizing The Form Of The Application To The Secretary Of Higher Education For Participation In Such Program(s) As Are Applicable To The Projects With Such Changes As Are Approved By The Officers Of The Institution Designated Herein And The Submission Of The Application To The Secretary Of Higher Education; Approving And Authorizing The Execution And Delivery Of Any And All, Agreements In Connection With This Undertaking, Implementing And Financing The Projects In The Forms Approved By The Officers Of The Institution Executing Such Agreement(s); And Designating And Authorizing The Officers Of The Institution To Take The Aforementioned Actions And To Take Any And All Such Other Actions Deemed Necessary Or Desirable To Undertake, Implement And Finance The Project(s).*
- 9. Resolution Approving And Authorizing The Undertaking And Implementation Of A Project Consisting Of A Science Center At Academy And Bergen Streets And Authorizing The Financing Of All Or A Portion Of The Project Through Program(s) Made Available By The State Of New Jersey For New Jersey Institutions Of Higher Education And Other Available Funding Sources; Approving And Authorizing The Form Of The Application To The Secretary Of Higher Education For Participation In Such Program(S) As Are Applicable To The Projects With Such Changes As Are Approved By The Officers Of The Institution Designated Herein And The Submission Of The Application To The Secretary Of Higher Education; Approving And Authorizing The Execution And Delivery Of Any And All, Agreements In Connection With This Undertaking, Implementing And Financing The Projects In The Forms Approved By*

*The Officers Of The Institution Executing Such Agreement(S); And Designating And Authorizing The Officers Of The Institution To Take The Aforementioned Actions And To Take Any And All Such Other Actions Deemed Necessary Or Desirable To Undertake, Implement And Finance The Project(s).*

*Introduced by: Karen Fahrenholz  
Seconded by: Adrienne Sires  
9 Ayes.....0 Nays                      Resolution Adopted*

*Chairman Netchert thanked Shannon Gallagher, Student Alumni Representative, for serving as volunteer ambassador to promote the NJ STARS Program.*

**XI.                      ADJOURNMENT 5:50 P.M.**

*Introduced by: Karen Fahrenholz  
Seconded by: Alfred Zampella  
9 Ayes.....0 Nays                      Resolution Adopted*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 9, 2013**

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

**1. Award of Auditing Services for FY 2013**

**REPORTS/BACKGROUND:**

*The College is required to conduct an annual audit of College Financial Statements, credit hours generated and other financial aid related records. The audit must be conducted by a certified public accountant in accordance with A.I.P.C.A. standards and must be in compliance with all State of New Jersey regulations.*

*A request for proposals was advertised on the internet and local vendors were contacted. The R.F.P. was advertised beginning March 1, 2013 through March 14, 2013. There were four (4) proposals received.*

*The recommendation is to award Spire Group of Clark, New Jersey, for a total sum not to exceed \$60,000.00.*

*The Chief Financial Officer recommends this award.*

**RECOMMENDATION:**

*The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve Spire Group of Clark, New Jersey to perform the Audit for fiscal year ending June 30, 2013, for a total sum not to exceed \$60,000.00, to be funded from the operating budget. This contract is awarded pursuant to a fair and open process, as set forth in the pay-to-play law N.J.S.A. 19:44A-20.4.*

**2. Purchase of Furniture for the Ceramics Lab at the North Hudson Education Center**

**REPORT/BACKGROUND :**

*There is a need to purchase furniture for the Ceramics Lab at the North Hudson Education Center. Office Scapes has been chosen as the vendor to provide these items. The furniture in the North Hudson Center is the Haworth Brand and this purchase will match with the existing furniture. Haworth is a State approved furniture vendor (Contract # 81619) and Office Scapes is an authorized vendor/seller for them from Rockaway, New Jersey. The total cost is \$24,841.34.*

*The Vice President of Academic Affairs recommends this purchase.*

**RECOMMENDATION :**

*The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the purchase of the Ceramic Lab furniture from Office Scapes of Rockaway, NJ, at a cost not to exceed \$24,841.34, funded from the operating budget.*

### **3. Purchase of Instructional Technology**

#### **REPORT/BACKGROUND**

The Hudson County Community College Grants Department and ITS Department have identified a need for the purchase of 141 OptiPlex computers. To best serve HCCC students through the acquisition of instructional technology, the HCCC Grants Office is proposing to purchase the technology necessary to equip the open labs in rooms, 107, 109, 114, 118 at 870 Bergen Avenue, HCCC Building F, and also the open lab at the Welcome Center. The Perkins Grant for Fiscal Year 2013, will be used to fund this purchase.

The ITS Department has solicited a quote from Dell for 141 PC's @ \$745.40 per unit for a grand total of \$105,101.40. (Note: Dell Computers is a State Contract Vendor, State Contract Number is #70256)

The Chief Information Officer recommends this purchase.

#### **RECOMMENATION:**

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the purchase of 141 OptiPlex computers from Dell of Round Rock, TX, at a cost not to exceed \$105,101.40, funded by the Grants Department.

### **4. Award of Rooftop Ductwork Repair Vendor for 870 Bergen Avenue for FY 13**

#### **REPORT/BACKGROUND:**

A bid request was advertised in the Jersey Journal and the Star Ledger on Monday, March 4, 2013 and Tuesday, March 5, 2013. Eleven (11) bid packages were requested and four (4) bids were received and opened on Wednesday, March 20, 2013. The results are the following:

<b><u>Vendor</u></b>	<b><u>Location</u></b>	<b><u>Bid Amount</u></b>
Ramas Climate & Refrigeration, LLC	Livingston, NJ	\$ 45,105.00
Amco Enterprises, Inc.	Kenilworth, NJ	\$ 172,000.00
T.M. Brennan Contractors, Inc.	Hamburg, NJ	\$ 172,500.00
Evirocon, LLC.	Hackettstown, NJ	\$ 238,750.00

The Vice President of Operations recommends this purchase.

#### **RECOMMENDATION:**

The President, the Administration, and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve Ramas Climate & Refrigeration, LLC of Livingston, New Jersey to provide the rooftop ductwork repair at a cost not to exceed \$45,105.00, to be funded from the operating budget.

### **5. Purchase of Three (3) Dell Servers**

#### **REPORT/BACKGROUND:**

The Hudson County Community College Grants Department and ITS Department have identified the need to purchase a Dell PowerEdge server, to best serve HCCC students through the acquisition of instructional equipment/supplies. The Opening the Gate Grant for Fiscal Year 2013 will be used to fund this purchase.

The HCCC ITS Department has solicited two (2) quotes, one from GHA Technologies, Inc. of Scottsdale, AZ for \$6,500 per unit totaling \$19,500 and the second quote from Dell @ \$6,619.33 per unit totaling \$19,857.99.

The lowest quote is from GHA Technologies, Inc. of Scottsdale, AZ, Contract #GS-35F-0522Y, for a total not to exceed \$19,500.00.

The Chief Information Officer recommends this purchase.

**RECOMMENDATION:**

The President, the Administration and the Finance Committee recommend that the Board of Trustees approve the purchase of Dell PowerEdge server from GHA Technologies, Inc. of Scottsdale, AZ, at a cost not to exceed \$19,500.00, funded by the Grants Department. This contract is awarded from the State vendors list.

**6. Purchase of LCD Projectors and Installation**

**REPORT/BACKGROUND:**

There is a need to install two (2) Projectors in the I building at a total cost of \$1,200.00 and for one (1) projector and installation in G Building, at a cost of \$1,485.00 for a total of \$2,685.00. The lowest quote is from Office Business System of Lincoln Park, New Jersey. Office Business Systems is a WSCA contract vendor (WSCA contract number WSCA M7000).

The Chief Information Officer recommends this purchase.

**RECOMMENDATION:**

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the purchase of the projectors and the installations from Office Business Systems of Lincoln, Park, NJ at a cost not to exceed \$2,685.00 and funded from the operating budget.

**7. Renewal of College's Distance Learning License Agreement for FY 13**

**REPORT/BACKGROUND:**

There is a need to renew and realign the agreement between Hudson County Community College and Blackboard Connect Inc. of Sherman Oaks, CA pursuant to the license and service agreement. The agreement will allow all HCCC students to reset their portal and Blackboard passwords remotely and not have to come to campus to perform this task. This function is particularly crucial for distance learning students who are unable to come to campus to reset their passwords. The cost for this service is \$16,500.00.

There is also a need to renew the mobile licenses; this allows all HCCC students and faculty to enter Blackboard from their smart phones and smart devices. The cost for the mobile Licenses is \$11,130.00.

The total cost of the renewals is \$27,630.00. The cost will be fund from the Grants Department.

The College Chief Information Officer recommends this purchase.

**RECOMMENDATION:**

The President, the Administration and the Finance Committee recommend that the Board of Trustees approve the renewal and realignment agreement for Blackboard Connect Inc. of Sherman Oaks, CA, at a total cost not to exceed \$27,630.00 to be funded from the Grants department.

**8. Approval of the Operating Budget for Fiscal Year 2014**

**REPORT/BACKGROUND:**

The proposed College FY 14 Operating Budget is \$49,666,732.00. The budget by funding source is as follows:

<u>FUNDING SOURCE</u>	<u>AMOUNT</u>	<u>%</u>
Tuition & Fees	\$32,216,552	65 %
County Appropriations	\$10,293,409	21 %
State Appropriations	\$ 6,556,771	13 %
Other Income	\$ 600,000	1 %
	<u>\$49,666,732</u>	<u>100 %</u>

The proposed fiscal year 2014 budget would increase .4% over the current year necessarily reflecting enrollment growth as well as increases in non-discretionary expenditures. This budget is based on the following assumptions regarding funding sources:

- a) Tuition & Fees – will reflect modestly higher enrollments but also increases in tuition rates and some fees.
- b) State Appropriations – are expected to decrease, primarily due to decreased enrollments and a reduced allocation to the community college sector.
- c) County Appropriations – are estimated to increase 3% or \$ 261,165.00.
- d) Other Income – will account for 1% of all revenue and reflects funding derived from rentals, the college bookstore, vending machines, and earned interest.

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

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

**RECOMMENDATION:**

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the FY 2014 Operating Budget in the amount of \$ 49,666,732.00.



**RESOLUTION:**

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees approve the recommendations of the President, the Administration, the Finance Committee and the Facilities Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1 – 8:** 1) Award of Auditing Services for FY 13, 2) Purchase of Furniture for the Ceramics Lab at the North Hudson Education Center, 3) Purchase of Instructional Technology, 4) Award of Rooftop Ductwork Repair Vendor for 870 Bergen Avenue for FY 13, 5) Purchase of Three (3) Dell Servers, 6) Purchase of LCD Projectors & Installation, 7) Renewal of College's Distance Learning License Agreement for FY 13, and 8) Approval of the Operating Budget for Fiscal Year 2014.

**INTRODUCED BY:** James Fife

**SECONDED BY:** Adrienne Sires

**DATE:** April 9, 2013

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

6 Ayes..... 0 Nay

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

James Fife  
Signature of Recorder

4-9-13  
Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 9, 2013**

**VIII. PERSONNEL RECOMMENDATIONS**

**1. RESIGNATION**

**REPORTS/BACKGROUND**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Damian Prince	Instructor, Accounting	6/15/2013

**RECOMMENDATION:**

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

**2. APPOINTMENT OF STAFF**

**REPORTS/BACKGROUND**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Jennifer Rodriguez	Leap Coordinator	4/10/2013	\$40,000 (pro-rated)

**Note:** This is a replacement for Timia Ligon. This is a grant funded position.

**RECOMMENDATION:**

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

**3. REAPPOINTMENT OF NON-TENURED FULL-TIME FACULTY ACADEMIC YEAR 2013-2014**

<b>Last Name</b>	<b>First Name</b>	<b>Title</b>
Bach	Alison	Instructor, English
Bel Haj Abdallah	Mohamed	Instructor, Computer Science
Biebrich Jr.	Robert	Instructor, ESL
Caniglia	Joseph	Instructor, AFD(English)
Caruana	Shannonine	Instructor, ESL
Delgado	Claudia	Instructor, AFD(Math)
Drew	Christopher	Instructor, Criminal Justice
Dunovant	Denise	Instructor, Psychology
Egan	Sean	Instructor, AFD(English)

<i>Eaton</i>	<i>Joseph</i>	<i>Instructor, Chemistry</i>
<i>Foster</i>	<i>Allen</i>	<i>Instructor, Business</i>
<i>Hedhli</i>	<i>Nadia</i>	<i>Instructor, Biology</i>
<i>Joasil</i>	<i>Velino</i>	<i>Instructor, Biology</i>
<i>McLaughlin</i>	<i>Craig</i>	<i>Instructor, Psychology</i>
<i>Mittleman</i>	<i>Marc</i>	<i>Instructor, Accounting</i>
<i>Netta</i>	<i>Michael</i>	<i>Instructor, Business</i>
<i>Stephenson</i>	<i>Linda</i>	<i>Instructor, ESL</i>
<i>Sweeting</i>	<i>Catherine</i>	<i>Instructor, English</i>
<i>Twersky-Winslow</i>	<i>Elana</i>	<i>Instructor, Business</i>
<i>Willis</i>	<i>Julie</i>	<i>Instructor, English</i>

**RECOMMENDATION:**

*The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Reappointment of Full-Time Non-Tenured Faculty Academic Year 2013-2014 as outlined above as Personnel Recommendation Item No. 3.*

**4. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: APRIL 10, 2013 – JUNE 30, 2013.**

<b>Last Name</b>	<b>First Name</b>	<b>Department</b>	<b>Title</b>
<i>Quedding</i>	<i>Erika</i>	<i>Advisement &amp; Counseling</i>	<i>PT Advisor</i>
<i>Randazzo</i>	<i>Ismael</i>	<i>Center for Business &amp; Industry</i>	<i>CBI Instructor</i>
<i>Edwards</i>	<i>Letisha</i>	<i>Center for Business &amp; Industry</i>	<i>CBI Instructor</i>
<i>Yashayeva</i>	<i>Samaya</i>	<i>Center for Business &amp; Industry</i>	<i>PT Office Assistant</i>
<i>Kyser</i>	<i>Bernard</i>	<i>Community Education</i>	<i>Dishwasher</i>
<i>Jakubowski</i>	<i>William</i>	<i>Community Education</i>	<i>Dishwasher</i>
<i>Allen</i>	<i>Dorcas</i>	<i>Enrollment Services</i>	<i>Student Ambassador</i>
<i>Pacheco</i>	<i>Aja</i>	<i>EOF</i>	<i>Tutor</i>
<i>Fayyaz</i>	<i>Faiza</i>	<i>Health, Science &amp; Technology</i>	<i>SI Leader/Tutor</i>
<i>Patel</i>	<i>Nishaben</i>	<i>IT</i>	<i>Lab Assistant</i>
<i>Cintron</i>	<i>Johnathan</i>	<i>Library</i>	<i>Clerical Assistant</i>

**RECOMMENDATION:**

*The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the above Additional New Part-Time Assignments as Personnel Recommendation Item No. 4.*

**RESOLUTION:**

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees approve the recommendations of the President, the Administration and the Personnel Committee as outlined above in **Item VIII. Personnel Recommendations 1-4:** (1) Resignation, (2) Appointment of Staff, (3) Reappointment of Full-Time Non-Tenured Faculty Academic Year 2013-2014, and (4) Appointment of Additional New Part-Time Hires.

**INTRODUCED BY:** James Fife

**SECONDED BY:** Adrienne Sires

**DATE:** April 9, 2013

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

6 Ayes..... 0 Nay

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

Jennifer Dady  
Signature of Recorder

4-9-13  
Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 9, 2013**

**VIII. PERSONNEL RECOMMENDATIONS**

**5. COLLECTIVE BARGAINING AGREEMENT BETWEEN HUDSON COUNTY COMMUNITY COLLEGE AND THE HUDSON COUNTY COMMUNITY COLLEGE SUPPORT STAFF FEDERATION.**

**WHEREAS**, the Collective Bargaining Agreement between Hudson County Community College and the Hudson County Community College Support Staff Federation expired on June 30, 2011; and

**WHEREAS**, Hudson County Community College and the Hudson County Community College Support Staff Federation engaged in collective negotiations for a successor collective bargaining agreement for the period from July 1, 2011 through June 30, 2013; and

**WHEREAS**, Hudson County Community College and the Hudson County Community College Support Staff Federation memorialized their final agreement as to all negotiated issues by setting their signatures on April 2, 2013 to a Memorandum of Agreement (a copy of which is attached hereto – Attachment A), which recites their final agreement as to all negotiated issues:

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Trustees of Hudson County Community College that the Collective Bargaining Agreement between Hudson County Community College and the Hudson County Community College Support Staff Federation is in effect from July 1, 2011 through June 30, 2013, by the April 2, 2013 Memorandum of Agreement (a copy of which is attached hereto).

**INTRODUCED BY:** Karen Fahrenholz

**SECONDED BY:** James Fife

**DATE:** April 9, 2013

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

6 Ayes..... 0 Nay

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

Jennifer Kelly  
Signature of Recorder

4-9-13  
Date

## **ATTACHMENT A**

### **ITEM VIII. Personnel Recommendations #5**

#### **MEMORANDUM OF AGREEMENT**

The HUDSON COUNTY COMMUNITY COLLEGE ("HCCC" or "College") and the HUDSON COUNTY COMMUNITY COLLEGE SUPPORT STAFF FEDERATION ("Federation") hereby enter into this Memorandum of Agreement ("Agreement") with respect to the modifications, amendments and additions to the collective bargaining agreement between HCCC and the Federation, July 1, 2010 to June 30, 2011 ("CBA"). All terms and conditions contained in the CBA shall remain unchanged, except as modified as follows:

**Contract Duration:** July 1, 2011 through June 30, 2013.

**Salary Increases:**

- For the period 7/1/11 to 6/30/12, there shall be no salary adjustments.
- Full-time unit members employed prior to 7/1/12 and still employed with the College as of the signing of this Agreement will receive a 2.0% salary increase, retroactive to 7/1/12.
- Productivity Adjustment: Full-time unit members whose base salary is less than \$50,000 will receive a one-time adjustment of \$550 to be added to their base salary. Full-time unit members whose base salary is \$50,000 or more will receive a one-time payment of \$550 that will not be included into base salary. The productivity adjustment determination will be based on the unit member's base salary as of October 1, 2012, before the application of the 2% increase.
- The minimum starting salary is \$25,000. Unit members who are not at \$25,000 at the time of the ratification of this Agreement shall be moved to that salary. Thereafter, the above 2.0% salary increase and \$550 adjustment will be applied consistent with the eligibility requirements set forth above.

**Article III – Miscellaneous Provisions (Non-Discrimination)**

- A new paragraph D is added to Section 1 to provide the following: The College has a strong commitment to provide a work environment free from unlawful harassment and discrimination in the workplace. The protected classifications include, but are not limited to, sex, affectional, or sexual orientation, race, color, religion, national origin, age, disability, or ancestry. The College's Non-Discrimination/Anti-Harassment Policy sets forth the substantive and procedural guidelines.

**Article XIV Section 1. A. 4 – (Leaves of Absence) Payment for accumulated unused sick days**

Eliminate the existing paragraph in Section 1.A.4 and replace with the following:

- For all unit members with ten (10) years of service employed prior to June 30, 2011, the College will pay fifty percent (50%) of the unit member's current per diem base salary rate for all accrued but unused sick days up



to a maximum of fifteen thousand dollars (\$15,000) at the time of separation.

- In accordance with law, for all unit members with ten (10) years of service employed on or after June 30, 2011, the College will pay fifty percent (50%) of the unit member's current per diem base salary rate for all accrued but unused sick days up to a maximum of fifteen thousand dollars (\$15,000) at the time of retirement.

#### **Article XIII – Insurance**

- Add to Section 1 the following: Unit members' health care insurance contributions will be in accordance with C.78, P.L. 2011.

#### **Article XXI – Reduction in Force**

- Eliminate paragraph 1 and replace with the following: In the event the College exercises its right to effectuate a reduction in force for reasons of economy and efficiency, the Board of Trustees shall provide each employee to be laid off with 105 days notice prior to the layoff.

#### **Article XV – Staff Development (Tuition Waiver)**

Section 1.C.2 shall be modified to provide that the phrase, "...who are residing in the employee's household" is deleted from the paragraph.

#### **Article XVII – Discipline**

- Delete the language starting at Section 2 "Progressive Discipline ..." through "D. Accelerated Corrective Discipline...may be accelerated to any advanced step."
- Section 3 "Just Cause Provision" shall be revised as follows: No bargaining unit member shall be disciplined, reprimanded, reduced in rank or compensation, discharged or suspended without just cause. Any such action asserted by the College or any representative thereof shall be determined on a case-by-case basis and shall take into account the nature of the offense, the number of previous offenses, length of service and the general employment record of the bargaining unit member and shall be subject to the grievance procedure herein set forth. However, the number of previous offenses, length of service and the general employment record of the bargaining unit member shall not be determinative when the gravity of the offense is just cause for termination. The College will make every effort to notify the unit member prior to the filing of any formal charges against him or her. This provision shall not apply in the case of non-renewal. In the event that notification is by mail, notification shall be complete upon the College obtaining an official post office-stamped receipt.

As a result of the deletion of Section 2 above, the just cause provision becomes Section 2. The remaining sections will be renumbered accordingly.

**Article XIV Section 2. A. – (Vacation Leave)**  
**Section 2. A.** is modified as follows:

A. Unit Members shall be granted vacation leave with pay starting from the first day of the month following the date of hire at the following rates:

1. Starting date until the completion of the first year, one (1) day per month up to a maximum of ten (10) working days;
2. From the beginning of the second year of employment, a unit member will receive vacation leave of seventeen (17) days per year;
3. From the beginning of the third year of employment, a unit member will receive vacation leave of eighteen (18) days per year.
4. From the beginning of the fourth year of employment, a unit member will receive vacation leave of nineteen (19) days per year.
5. From the beginning of the fifth year of employment, a unit member will receive vacation leave of twenty (20) days per year.

Any unit member who separates from the College, for any reason, without earning his/her full allotment of vacation days in that year of separation shall be required to reimburse the College for those vacation days. For purposes of calculating the rate of accrual for reimbursement of vacation leave days, the following formula shall be used:

1. From the beginning of the second year of employment, a rate of 1.416 days per month;
2. From the beginning of the third year of employment, a rate of 1.5 days per month;
3. From the beginning of the fourth year of employment, a rate of 1.58 days per month;
4. From the beginning of the fifth year of employment, a rate of 1.67 days per month.

**Section 2. B.** is modified as follows:

Modify the first sentence to add, "For new unit members during their first year of employment," vacation days will be credited on the twenty-fifth (25<sup>th</sup>) day of the month.



Delete the following language: Vacation time accrued in one fiscal year must be taken by the end of the next fiscal year except when the unit member's timely request for vacation has been refused by reason of staffing needs as certified by the Contract Administrator. The new language will be added as, "A unit member may only carry over a maximum amount of one year's vacation leave days from a unit member's anniversary year to the next."

The last sentence shall be modified as follows: Employees may not carry over the previous anniversary year vacation leave days beyond the next anniversary year without approval of the President or his designee.

Section 2. C. is modified as follows:

Delete the following sentence: The Human Resources Department will inform unit members of the accrued vacation balance prior to July 1<sup>st</sup> of each year.

**Article X –**

Delete Section 6 (salary range task force) in its entirety and renumber sections thereafter.

**Article XVI – Evaluations**

Add a new sentence after the first sentence of the paragraph as follows: "The procedures for evaluations are set forth in the College's Performance Evaluation Policy and Procedures.

**Miscellaneous**


(a) This Memorandum of Agreement contains the entire agreement of the parties. Any proposals and counter proposals not contained herein are withdrawn and void.

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

(c) The College shall prepare a collective bargaining agreement incorporating this Memorandum of Agreement.

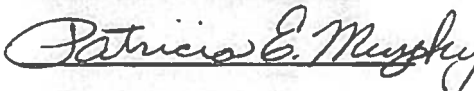
(d) The parties agree to recommend that their respective principals ratify this Memorandum of Agreement.

**FOR THE COLLEGE**

  
Executive Director, HR

\_\_\_\_\_

**FOR THE FEDERATION**



PRESIDENT

LOCAL 6026

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: 4/2/13

Date: 4/2/13

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 9, 2013**

**IX. ACADEMIC AND STUDENT AFFAIRS**

**1. New Degree Program: Associate in Science – Radiography**  
(Partnership program with Christ Hospital School of Radiography)

**REPORT/BACKGROUND**

*HCCC proposes the implementation of a new degree program, AS Radiography in partnership with Christ Hospital. The program is designed to prepare students for entry-level skills in administering x-ray and other diagnostic imaging procedures, and to transfer into baccalaureate in Radiography and other allied health programs (Attachment A).*

*This 63-credit program includes 33 credits of general education and science courses to be taken at HCCC and 30 credits of specialized/clinical courses in Radiography to be completed at Christ Hospital. Upon completion of the program, students will receive an associate degree in science as well as a certificate in radiography, allowing them to sit for the American Registry of Radiation Technologists (ARRT) national examination.*

*The clinical component at the Christ Hospital School of Radiography is managed by a Program Director, a licensed Radiographers with 22 years of experience, and a team of three full time faculty members, all are licensed by the State of New Jersey as radiographers. Academic support services provided on-site for HCCC students in the program include: admissions staff, academic counseling, Computer Laboratories, Nursing School Library, Radiographic Film Library, and Clinical Rotation Sites equipped with imaging facilities, picture archiving, communication and radiology information systems.*

*According to the U.S. Bureau of Labor Statistics, Occupational Outlook Handbook, 2010-11 edition, employment in this field is projected to grow faster than average and those with knowledge of more than one diagnostic imaging modality, e.g., digital technology, will have the best employment opportunities. Career opportunities for radiologic technologists and technicians are projected to grow by 17% between 2008-2018, while radiation therapists were estimated to have a 27% growth in employment. With age comes increased incidence of illness and injury, which often requires diagnostic imaging for diagnosis. In addition to diagnosis, diagnostic imaging is used to monitor the progress of disease treatment. With the increasing success of medical technologies in treating disease, diagnostic imaging will increasingly be needed to monitor the progress of treatment.*

*The implementation of the AS Radiography is consistent with the College mission in strengthening the partnership with professional organizations in the county, in addition to providing quality and gainful employment degree programs to county residents and metropolitan areas. An existing over-ten-year partnership with Christ Hospital School of Nursing has proven to be successful and has benefited our HCCC students.*

## **RECOMMENDATION:**

*The President, the Administration, and the Academic and Student Affairs Committee recommend that the Board of Trustees approve the implementation of the AS Radiography degree program and authorize the President to execute a Memorandum of Understanding agreement with Christ Hospital School of Radiography effective AY 2013-2014.*

## **2. New Degree Program: Associate in Science – Environmental Studies**

### **REPORT/BACKGROUND**

*The proposed new degree program is designed to integrate the social sciences, humanities, and natural sciences in a creative and interdisciplinary context that addresses contemporary environmental issues and problems from local to global. The proposed Environmental Studies program will meet the future demands for environmental technicians and professionals by providing foundation and specialized courses to prepare students to transfer to bachelor's degree programs in Environmental Studies. A consultant from a senior institution paid a significant role in crafting the curriculum to ensure a smooth transfer of students in this program*

*The Bureau of Labor Statistics forecasts that the employment of environmental technicians and professionals is expected to grow by 24% from 2010 to 2012, faster than the average for all occupations. There are currently over 600 available jobs in New Jersey. The average salary for a technician level position is \$41,380 (May 2010).*

*While the employment outlook is very favorable for a graduate with an associate degree, the continuing studies into baccalaureate programs will permit access to mid-level career opportunities such as: policy making and administrative positions in the federal, state, and local government agencies, private industry, utility companies, schools, and non-profit organizations.*

*The 63-credit degree requirement comprises 31 credits in general education and 32 credits in specialized courses in broad environmental issues and public policy (Attachment II).*

*The College has committed a full-time faculty position to help with development of specialized courses that provide a foundation and are well aligned with courses at senior institutions. The initial enrollment of this program is expected from new students and those students who have already completed the general education component and wish to pursue a specialization in Environmental Studies.*

## **RECOMMENDATION:**

*The President, the Administration, and the Academic and Student Affairs Committee recommend that the Board of Trustees approve the implementation of AS Environmental Studies degree program, effective Academic Year 2013-2014.*

**RESOLUTION:**

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees approve the recommendations of the President, the Administration, and the Academic and Student Affairs Committee as outlined above in **Item IX. Academic and Student Affairs Recommendations 1 – 2:** 1) New Degree Program: Associate in Science – Radiography, and 2) New Degree Program: Associate in Science – Environmental Studies.

**INTRODUCED BY:** Karen Fahrenholz

**SECONDED BY:** James Fife

**DATE:** April 9, 2013

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

6 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

4-9-13  
Date



## **PROGRAM ANNOUNCEMENT**

1. Name of Institution  
Hudson County Community College
2. Title of Program and Degree Designation  
Associate in Science - Radiography
3. Degree Abbreviation  
A.S. Associate in Science
4. CEC Classification/ CIP Code  
51.0911
5. Campus Where Program Will be Offered  
HCCC- Main Campus, Journal Square Area, Jersey City, New Jersey  
HCCC - North Hudson Higher Education Center, Union City, New Jersey  
Christ Hospital School of Radiography, 176 Palisade Avenue, Jersey City, New Jersey
6. Date When Program Will Begin: September 2013
7. Institutions with which Articulation Agreements will be arranged  
Manhattan College  
Manhattan College Parkway  
Riverdale, New York City, New York 10471-4098  
  
Saint Joseph's College of Maine  
278 Whites Bridge Road  
Standish, Maine 04084-5263  
  
Thomas Edison State College  
101 W. State St.  
Trenton, NJ 08608-1176
8. Licensure Required for Graduate Employment Yes  
The American Registry of Radiologic Technologists national exam (ARRT). Successful passing of the exam will allow the graduate to apply for a license to practice radiography in the State of New Jersey as well as other states in the nation.
9. Accreditation Required or Desired Yes  
-Joint Review Committee on Education in Radiologic Technology (JRCERT)  
-New Jersey Radiologic Technology Board of Examiners (NJRTBOE)

# **Associate Science in Radiography**

## **Program Announcement Narrative**

### **A. Program Description**

This is a 63 credit degree program that includes 33 credits of general education and science courses and 30 credits of specialized Radiography courses. Upon completion of total credits, the student will receive an associate degree in science as well as a certificate in radiography, allowing them to sit for the ARRT national examination.

The general education and lab science courses will be provided by HCCC, and taught by HCCC instructors at either or both of their campus locations.

The Christ Hospital School of Radiography (profession component), is a 24 month clinical competency based educational program. Radiologic technologists (radiographers) perform diagnostic imaging examinations. Students are taught how to take x-rays of the human body in order to diagnose medical problems. They prepare patients for the exams by explaining the procedure and positioning them so that the parts of the body can be appropriately radiographed. They are taught how the radiation beam is created; set technical factors in order to produce diagnostic radiographs and how to prevent unnecessary exposure to radiation to both themselves and the patient. The student accomplishes this by integrating science and technology and learning how to provide compassionate, caring, and unbiased patient care to people of all ages and backgrounds.

The State of New Jersey Bureau of Radiological Health (Board) requires all students graduating from a Board certified radiography program to successfully demonstrate competency in over 60 radiological examinations performed on patients prior to graduation. This standard is designed to produce entry level skilled graduates who are clinically competent and practice quality patient care methodologies.

### **I. Program Objectives:**

Upon completion of the program, the graduate will be able to:

1. Apply the principles of anatomy, physiology, positioning, and radiographic techniques in a competent and timely manner.
2. Assess and determine exposure factors in order to produce an optimum diagnostic radiographic image.
3. Utilize standardized radiation protection principles to reduce exposure to the patient, self, and others.
4. Demonstrate proficiency in operating imaging equipment in a safe and competent manner and report malfunctioning equipment to supervisors.
5. Participate in radiologic quality assurance procedures to ensure radiation safety protocols.
6. Provide at all times, compassionate and unbiased care for diverse patient populations.
7. Exercise sound problem solving, critical thinking, and professional judgment in the performance of medical imaging procedures

8. Interact and communicate (oral and written) effectively with patients, health care professionals, and members of the communities of interest.
9. Continue future professional growth and development through advanced modalities, higher education, or participation in related professional societies.
10. Demonstrate expected ethical and professional behavior within the profession's scope of practice.

## **II. Need**

### **A. Justification**

According to the U.S. Bureau of Labor Statistics, Occupational Outlook Handbook, 2010-11 edition, employment is projected to grow faster than average and those with knowledge of more than one diagnostic imaging modality, e.g., computed technology, will have the best employment opportunities. Employment of radiologic technologists is expected to increase by about 17 percent from 2008 to 2018. With age comes increased incidence of illness and injury, which often requires diagnostic imaging for diagnosis. In addition to diagnosis, diagnostic imaging is used to monitor the progress of disease treatment. With the increasing success of medical technologies in treating disease, diagnostic imaging will increasingly be needed to monitor progress of treatment.

### **B. Relationship to Institutional Mission**

Hudson County Community College is a comprehensive urban community college whose mission is to provide high quality programs and services which are affordable, accessible, and community centered. The College is committed to providing courses, certificates, and associate degree programs that will prepare students for immediate employment or provide for career enhancement. Part of the College's mission is to provide for collaborative relationships with local school districts; other colleges, and universities, public and private agencies; and businesses, industrial, professional and labor associations to promote high quality and efficiency in all programs and services.

### **C. Similar Programs**

AS Radiography	Union CC – Amplified Program with Muhlenberg Regional Med Ctr.
AAS Radiography	Bergen CC
AAS Radiography	Burlington CC
AAS Radiography	CC of Morris CC
AAS Radiography	Cumberland CC
AAS Radiography	Essex CC
AAS Radiography	Mercer CC
AAS Radiography Education	Middlesex CC

## **III. Student Enrollments**

Students can be accepted into the general education component under the open enrollment guidelines of admission for all students entering HCCC. Twenty Two students per year can be accepted by Christ Hospital School of Radiography to complete their professional (clinical) component.



#### **IV. Program Resources**

##### **1. Faculty**

- The Program Director is a Masters prepared educator and licensed Radiographer. She has 22 years of experience, and currently oversees the Certificate program.
- There are three full time faculty members assigned to this program. All are licensed by the State of New Jersey as radiographers. These instructors are employed by Christ Hospital.
- Additional general education and lab science adjunct instructors will be hired as needed by HCCC to accommodate increases in enrollment.

##### **2. Support Services**

- An Administrative Assistant/Registrar is assigned to this program and employed by Christ Hospital.
- Christ Hospital will assign a faculty member as academic counselor for each student.
- All actively enrolled CHSR students are eligible to participate in all support services currently in place at HCCC.

##### **3. Computer Equipment and Software (located at CHSR):**

A. Computer Lab Room- personal computers for scheduled group lectures  
-software: Corectec Simulated Radiography Exam  
: ODIA- Online Digital Imaging Academy modules

B. Computer Lab Nursing School Library – Computers for scheduled Individual learning Software  
- Corectec Simulated Radiography Exam A and B  
- Corectec Online Radiography Review Course, [www.corectec.com](http://www.corectec.com)  
- Mosby's Comprehensive Radiography Review  
- ODIA access for individual registered students  
- ASRT-American Society for Radiological Technologists Website  
- Computer programs listed below in classroom computer  
- Elsevier Online Library

C. Classroom- Computer with the following software  
-Radiation Physics Challenge  
-Physics Challenge  
-Image Production Challenge  
-Radiographic Procedures Challenge  
-Patient Care Challenge  
-Delmar Radiologic Technology Review  
-Mosby's Comprehensive Review  
-Davis –Radiography Exam  
-Recorded Detail and Distortion  
-Radiation Exposure/Image Quality  
-A&P, Paradigm  
-Medical Terminology Systems

4. Library

- HCCC - Library has ample holdings to support the general education and lab science courses
- CHSR - Specialty books are located in Radiography Classroom (100 book capacity)
- CHSR - Radiographic Film Library- located in Radiography Classroom

5. Other Resources

- Study Rooms for group or individual use are located in the Christ Hospital School of Nursing building
- Faculty tutorials

6. Clinical Rotation Sites - There are a variety of sites used to access the Radiology Department's infrastructure, including imaging equipment, picture archiving, communication systems, and radiology information systems.



## Hudson County Community College

### Curriculum Design

Degree Program \_\_\_\_\_ Associate in Science (A.S.) in Radiography\_

College Requirement: CSS 100 College Survival Skills 1 credit

#### General Education & Science Requirements

	Course Title	Credits
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
MAT 100	College Algebra (or higher)	3
BIO 111	Anatomy & Physiology I	4
BIO 211	Anatomy & Physiology II	4
PSY 101	Introduction to Psychology	3
CSC 100	Introduction to Computer & Computing	3
HUM	Humanities Elective	3
DIV	Diversity Elective	3
Total = 33		

#### Major (Specialized) Requirement

	Course Title	Credits
RAD 101	Radiography I	4
RAD 104	Radiographic Imaging I / Lab	3
RAD 102	Radiography II	4
RAD 105	Radiographic Imaging II / Lab	3
RAD 103	Radiography III	3
RAD 106	Radiographic Imaging III/ Lab	1
RAD 204	Radiography IV	4
RAD 207	Radiographic Imaging IV / Lab	3
RAD 205	Radiography V	4
RAD 208	Radiography VI	1

Total = 30

Total Program Credits = 63



## **PROGRAM ANNOUNCEMENT**

Date: February 20, 2013

**1. Name of Institution**

Hudson County Community College

**2. Title of Program and Degree Designation:**

Environmental Studies

**3. Degree Abbreviation:**

AS.

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

CIP Code: 030103

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

*Journal Square Campus  
70 Sip Avenue  
Jersey City, NJ 07306*

*North Hudson Higher Ed Ctr.  
4800 Kennedy Blvd.  
Union City, New Jersey*

*or*

**6. Date When Program Will Begin:** Fall 2013

**7. Institutions with Which Articulation Agreements Will be Arranged:**

*New Jersey City University  
Ramapo College  
Richard Stockton College*

**8. Licensure Required for Graduate Employment:**

No

**9. Accreditation Required or Desired:**

No

# ENVIRONMENTAL STUDIES

## Program Announcement Narrative

### Overview Description

Hudson County Community College is proposing the creation of a new degree in Environmental Studies. This program will integrate and balance the social sciences, humanities, and natural sciences in a creative and interdisciplinary context. Contemporary environmental issues and problems from local to global will be presented.

### I. Objectives

*Upon successful completion of the Environmental Studies Program the graduate will be able to:*

1. Recognize the need to approach environmental issues from a multidisciplinary perspective.
2. Demonstrate a clear understanding of fundamental environmental problems and their possible solutions.
3. Utilize critical thinking in the analysis of environmental and social data to formulate solutions to environmental problems.
4. Effectively communicate through oral and written means; prepare reports; present projects; interact with peers and other professionals in the discussion of related environmental issues.
5. Succeed at transferring to a four year baccalaureate program with an environmental focus.

### II. Need

#### A. Justification

The proposed Environmental Studies program will meet the future demands for environmental technicians and professionals. The Associate's degree is designed to provide easy transfer to bachelor's degree programs at colleges and universities.

The Bureau of Labor Statistics forecast the employment of environmental technicians and professionals is expected to grow by 24% from 2010 to 2012, faster than the average for all occupations. There are currently over 600 available jobs in New Jersey. The average salary for a technician level position is \$41,380 (May 2010).

The Department of Labor describes the duties of these individuals to include:

- Inspect establishments, including public places and businesses, to ensure that there are no environmental, health, or safety hazards
- Set up and maintain equipment used to monitor pollution levels, such as remote sensors that measure emissions from smokestacks
- Collect samples of air, soil, water, and other materials for laboratory analysis
- Perform scientific tests to identify and measure levels of pollutants in samples
- Prepare charts and reports that summarize test results
- Discuss test results and analyses with clients

While the employment outlook is very favorable for a graduate with an associate degree, there may be students who want to go on to baccalaureate or specialized certificate programs, for salaries and responsibilities rise with educational attainment and specialization.

Career choices can include technical areas, policy making and administrative positions in the federal, state, and local government agencies, private industry, utility companies, schools, and non-profit organizations.

## **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, certificates, and associate degree programs that will prepare students for immediate employment or provide for career enhancement
- The expansion of academic collaborations with external partners
- Optimizing the use of technology

## **C. Similar Programs**

The following community colleges have similar programs in New Jersey:

- Burlington County College – AS in Environmental Science  
AS in Sustainability, Policy and Management
- Mercer County Community College – AS in Sustainability
- Raritan Valley Community College – AA in  
Environmental Studies  
AS in Environmental Science
- Sussex County Community College – AS in Environmental Studies
- Passaic County Community College – AS in Liberal Arts – Environmental Science Option

## **III. Student Enrollments**

Year 1 – 10 students  
Year 2 – 15 students  
Year 3 - 25 students

## IV. Program Resources

- a) Geospatial Information Labs
- b) Computer Science Labs
- c) Chemistry & Biology Labs

### Hudson County Community College Degree Program

CSS 100 – College Survival Skills (College Requirement of all HCCC students) 1cr.

#### General Education Requirement

		Course Code	Course Title	Credits
Communication	6	ENG 101	English Composition I	3
		ENG 102	English Composition II	3
Social Sciences	3	SOC 101	Introduction to Sociology	3
Science & Math	9	MAT 100	College Algebra	3
		CSC 100	Introduction to Computers & Computing	3
		BIO 100	General Biology	3
Humanities	3	PHL 218	Contemporary Moral Issues	3
Unassigned	3	ENG 112	Speech	3
SS/ Hum	3	SS/HUM	Elective	3
Diversity	3	Diversity	Elective	3

#### Major (Specialized) Requirement

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>
ENV 101	Introduction to Environmental Studies	3
ENV 121	Sustainability & Conservation	3
ENV 125	Climate & Weather	3
ENV 202	The Urban Environment	3
ENV 215	Environmental Sociology	3
ENV 224	Environmental Public Policy	3
GEO 111	Physical Geology (or Ecology – BIO 208)	4
CHP 105	Introduction to Environmental Chemistry	4
GIS 104	Introduction to GIS	3
SCI 101	Introduction to Physical Science	3

**Total Credits = 63**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 9, 2013**

**IX. ACADEMIC AND STUDENT AFFAIRS**

**3. Proposed Academic Calendar 2014-2015**

**REPORT/BACKGROUND**

HCCC proposes academic calendars for the period of Fall 2014 through Summer 2015 that outline registration periods, class start/end dates and other critical academic events, ensuring that HCCC students receive the full measure of instruction to which they are entitled. The calendars also specify critical administrative dates, e.g. Faculty/Staff Professional Development, deadlines for grade submission, etc to facilitate smooth operations and aid faculty in making semester plans. The proposed calendar (Attachment I) provides timeframes for a regular 15-week semester and summer sessions. Future revisions and/or development of specific timeframes to facilitate innovative instructional delivery are inevitable.

**Proposed Academic Calendars 2014-2015 Highlights**

1. For Fall 2014, the calendar year does not permit the start of classes after Labor Day (September 1, 2014), therefore the Sat-Sun-Mon classes will start one week after other classes; add-drop date for classes is extended to ensure all classes meet once before add/drop ends.
2. Two-day of Fall In-service Staff Development are scheduled on Thursday & Friday, August 21-22.
3. The Wednesday before Thanksgiving is tentatively scheduled as a no-class day.
4. First day of Winter-Intersession 2015 is scheduled on Monday, January 5 and ends after the MLK holiday.
5. Spring College Service Day is scheduled on Wednesday, January 21, and All College Faculty Orientation on Thursday, January 22.
6. First day of Spring 2015 classes falls on Monday rather than the usual and unpopular Friday due to the proposed combining of Spring Recess and Easter Break.
7. Spring recess is scheduled at the end of March so that it can be combined with Easter Break, which comes early that year.
8. Last day of classes/final exams is Monday, May 18 due to the Monday President's Holiday.
9. An 11-session summer schedule provides more recruiting days before semester starts; the first day of Summer I is immediately after Memorial Day; the last day of classes/exams for Summer I ends before Independence Day.
10. The start of Summer II is scheduled on Wednesday, July 8 instead of Tuesday since Monday is an observed Independence Day. This will allow one day for recruitment/registration before start of classes.



**RECOMMENDATION:**

The President, Administration and Academic and Student Affairs Committee recommend that the Board of Trustees approve the proposed academic calendar 2014-2015 for HCCC.

**RESOLUTION:**

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees approve the recommendations of the President, the Administration, and the Academic and Student Affairs Committee as outlined above in **Item IX. Academic and Student Affairs Recommendations 3) Proposed Academic Calendar 2014 - 2015.**

**INTRODUCED BY:** Joanne Kosakowski

**SECONDED BY:** James Fife

**DATE:** April 9, 2013

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

6 Ayes..... 0 Nay

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

Samirah Doherty  
Signature of Recorder

4-9-13  
Date

# HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC CALENDAR ❖ FALL 2014

Tuesday, August 19 – Math/Algebra Express Classes  
Friday, August 22

Thursday, August 21 & College Service Day & Convocation  
Friday, August 22

Monday, August 25 Late registration begins

Monday, August 25 All College Faculty Meeting 6:00 PM

Wednesday, August 27 Classes begin at HCCC

Wednesday, August 27 – Add/Drop Period  
Tuesday, September 9

Saturday, August 30 – Labor day weekend - College closed  
Monday, September 1

Tuesday, September 9 Classes begin at High School Off-Sites

Tuesday, September 16 Last day to add/drop – Bayonne-Kearney

Wednesday, October 1 Last day to file Degree Audit application  
for December 2014 Graduation

Monday, October 13 Columbus Day – Classes in session

Wednesday, October 15 – Mid-term exams/Advisement period  
Tuesday, October 21

Friday, October 24 Last day to submit Mid-term Advisory grades  
to the Registrar's Office

Tuesday, November 4 Election Day – Classes in session

Wednesday, November 5 Spring 2015 registration begins

Friday, November 7 Last day to complete official withdrawal from classes at HCCC

Tuesday, November 11 Veterans' Day – Classes in session

Wednesday, November 26 No day or evening classes – Administrative Offices Open

Thursday, November 27 – Thanksgiving Recess – College closed  
Sunday, November 30

Tuesday, December 9 – Last classes and/or final exams at HCCC including Off-Campus Centers  
Monday, December 15

Thursday, December 18 Last day to submit final grades to the Registrar's Office

## Fall 2014 Registration

Starts April 2, 2014

Classes start August 27, 2014

### Start Dates for Culinary Classes

#### Day Classes

- Cycle I – August 24 - October 4
- Cycle II – October 6 - November 8
- Cycle III – November 10 - December 15

#### Evening Classes

- Cycle IV – August 27 – October 17
- Cycle V – October 20 – December 12

### Start Dates for High School Off-Sites On-site registration 5:30-8:00 PM

- Bayonne – September 16 (tentative)
- Kearny – September 16 (tentative)

### Start Dates for Online Sessions

- 15-Week – August 27–December 15
- Session A – August 27–October 14
- Session B – October 28–December 15

**Note: The College reserves the right to modify the calendar.**

**FOR SCHOOL CLOSING DURING INCLEMENT WEATHER CALL 201-714-7100 AND LISTEN FOR RADIO ANNOUNCEMENTS  
ON WINS 1010 AM, WABC 770 AM, WMCA 570 AM, WADO 1280 AM, WVNJ 1160 AM, WCBS 880 AM, WOR 710 AM OR  
LOG ONTO COLLEGE WEBSITE → WWW.HCCC.EDU**

# HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC CALENDAR ❖ SPRING 2015

Monday, January 5 – Winter Intersession  
Tuesday, January 20

Tuesday, January 13 – Math/Algebra Express  
Friday, January 16

Monday, January 19 Martin Luther King-College closed

Wednesday, January 21 College Service Day

Thursday, January 22 Late Registration begins

Thursday, January 22 All College Faculty Meeting 6:00 PM

**Monday, January 26 Classes begin at HCCC**

Monday, January 26 – Add/Drop Period  
Monday, February 2

Tuesday, February 3 HCCC classes begin at Off-sites

Tuesday, February 10 Last Day to Add/Drop at Off-Site Centers

Friday, February 13 Classes in Session - Administrative Offices closed

Monday, February 16 President's Day – No classes - College closed

## Spring 2015 Registration Begins November, 2014

Classes start January 26, 2015

## Start Dates for Culinary Classes

### Day Classes

- Cycle I – January 25 – February 26
- Cycle II – February 28 – April 10
- Cycle III – April 13 – May 18

### Evening Classes

- Cycle IV – January 26 – March 19
- Cycle V – April 6 – May 18

## Start Dates for Off-Sites

- Bayonne – February 3 (tentative)
- Kearny – February 3 (tentative)

## Start Dates for Online Sessions

- 15-Week – January 26 – May 18
- Session A – January 26 – March 15
- Session B – March 24 – May 18

Monday, March 16 – Mid-term exams/Advisement period  
Sunday, March 22

Wednesday, March 25 Last day to submit Mid-term advisory grades  
to the Registrar's Office

Monday, March 30 – Spring Recess/Easter Break – No Classes  
Sunday, April 5

Monday, April 6 Summer & Fall 2015 Registration begins

**Thursday, April 9 Last day to complete official withdrawal from classes at HCCC**

Tuesday, May 12 – Last classes and/or final exams including Off-Site Centers  
Monday, May 18

Thursday, May 21 Last day to submit final grades to the Registrar's Office

Thursday, May 21 Commencement (tentative)

Monday, May 25 Memorial day – college closed

Tuesday, May 26 Summer Session I begins

Wednesday, July 8 Summer Session II begins

## SUMMER SESSIONS 2015

- ❖ Summer I – May 26 – July 1
- ❖ Summer II – July 8 – August 13
- ❖ Summer Online A – May 26 – July 13
- ❖ Summer Online B – June 26 – August 13

**Note: The College reserves the right to modify the calendar.**

**FOR SCHOOL CLOSING DURING INCLEMENT WEATHER CALL 201- 714-7100 AND LISTEN FOR RADIO ANNOUNCEMENTS ON WINS 1010 AM, WABC 770 AM, WMCA 570 AM, WADO 1280 AM, WVNJ 1160 AM and WOR 710 AM, OR LOG ONTO COLLEGE WEBSITE → WWW.HCCC.EDU**

# HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC CALENDAR ❖ SUMMER 2015

## Summer Session I ✦ May 26 – July 1, 2015

Wednesday, May 20 Walk-in registration for Summer Sessions I & II

Thursday, May 21 Commencement – No classes (*tentative*)

Monday, May 25 Memorial Day – College closed

Tuesday, May 26 Classes begin, Summer Session I

Thursday, May 28 Last day to Add/Drop for Summer Session I

Monday, June 15 – EOF Summer Refresher Program for returning students  
Thursday, June 25

Thursday, June 18 Last day to withdraw from Summer Session I

Tuesday, June 30 Final exams for Summer Session I  
& Wednesday, July 1

Monday, July 6 Independence Day Observed – College closed

Monday, July 6 Last day to submit Summer I grades to the Registrar's Office

## Summer Session II ✦ July 8 – August 13, 2015

Wednesday, July 8 Classes begin, Summer Session II

Wednesday, July 8 – EOF Summer Program for new students  
Monday, August 10

Monday, July 13 Last day to Add/Drop for Summer Session II

Monday, July 27 – Basic English Express Classes  
Friday, August 7

Thursday, July 30 Last day to withdraw from Summer Session II

Wednesday, August 12 & Final Exams, Summer II  
Thursday, August 13

Monday, August 17 Last day to submit Summer II grades to the Registrar's Office

Tuesday, August 18 – Basic Math/Algebra Express Classes  
Friday, August 21

Wednesday, September 2 Fall 2015 classes begin at HCCC (*tentative*)

**Note: The College reserves the right to modify the calendar.**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 9, 2013**

**X. NEW BUSINESS**

**1. To Continue to Develop Property in the Journal Square Area for Permanent Use by the College**

**WHEREAS**, the Board of Trustees of Hudson County Community College has previously identified and approved certain parcels of property located in the City of Jersey City, New Jersey, as part of the plan to develop a permanent presence in the Journal Square area; and

**WHEREAS**, the State of New Jersey beginning with FY 2014 cycle will make available to the College via the Chapter 12 Program up to Two Million One Hundred Twenty Five Thousand Dollars (\$2,125,000.00) for capital projects, plus additional funds in the amount up to Two Million One Hundred Twenty Five Thousand Dollars (\$2,125,000.00) to be covered by County or County Backed Bonds; as per Chapter 12 requirements; and

**WHEREAS**, the Facilities Ad Hoc Committee of the Board of Trustees has determined that it is in the best interest of the College and in conformance with the College's Facilities Master Plan to use the above described funds which total up to Four Million Two Hundred Fifty Thousand Dollars (\$4,250,000.00) to further implement the College's Facilities Master Plan in Journal Square and all costs related thereto; and

**WHEREAS**, the Board of Trustees is committed to support the annual operating costs and maintenance requirements for any new space to be constructed or acquired as a result of these projects; and, the Facilities Ad Hoc Committee and the Finance Committee of the Board of Trustees have approved this request for funding; and

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Trustees of Hudson County Community College approve the total up to Four Million Two Hundred Fifty Thousand Dollars (\$4,250,000.00) and requests the Hudson County Board of School Estimate to request the Hudson County Board of Freeholders to make such certifications and enter into such agreements with the State of New Jersey for Chapter 12 Funds, as are required by the College to avail itself of the funds noted above for the undertaking of Capital Projects, including but not limited to: 71 Sip Avenue, 25 Pathside, 870 Bergen Avenue New Science Building, all as listed in the H.C.C.C. Master Plan and any other projects that may be included therein and also including all work and equipment necessary and incidental to the projects and all in the Journal Square area of Jersey City, New Jersey, purpose of further implementing the College's Facilities Master Plan and all costs related thereto; and

**BE IT FUTHER RESOLVED**, that the Trustees request the County Board of School Estimate endorse, and the County Board of Freeholders provide such additional funding as may be required to meet the total cost of the project described herein.

**INTRODUCED BY:** James Fife

**SECONDED BY:** Adrienne Sires

**DATE:** April 9, 2013

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

6 Ayes..... 0 Nay

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

Sanika Oakley  
Signature of Recorder

4-9-13  
Date



**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 9, 2013**

**X. NEW BUSINESS**

**2. Resolution Rejecting All Bids for Security Services Contract**

**WHEREAS**, 11 bids for the security services contract were received by the Hudson County Community College on December 12, 2012; and

**WHEREAS**, upon receipt of the bids, the College has determined that a review should be performed to insure that the current security services are appropriate for the College; and

**WHEREAS**, it was concluded that a security service consultant should be hired to review the current level of security services to determine the optimum level of services required by the College; and

**WHEREAS**, the College has promulgated a Request for Proposals for a security services consultant which proposals were received by the College on April 2, 2013 and are being evaluated; and

**WHEREAS**, the bid specifications for the security services will be reviewed based upon the analysis of the security services by the consultant and revised based upon the consultant's recommendations.

**NOW THEREFORE BE IT RESOLVED**, that all of the bids, for the security services contract, received by the Hudson County Community College on December 12, 2012 shall be rejected and all bid security returned to the bidders.

**BE IT FURTHER RESOLVED**, that the College shall, through the security service consultant, review and analyze the current security services to determine the appropriate level of security services for the College.

**BE IT FURTHER RESOLVED**, that the College shall revise the bid specifications based upon the recommendations of the security services consultant and the contract shall be re-bid.

**INTRODUCED BY:** Adrienne Sires

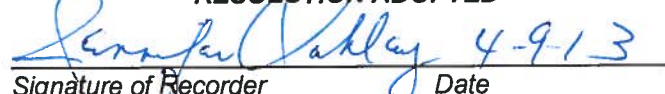
**SECONDED BY:** James Fife

**DATE:** April 9, 2013

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

6 Ayes..... 0 Nay

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

  
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 9, 2013**

**X. NEW BUSINESS**

**3. Motion to affirm the Non-Reappointment of Jeffrey DeMuro, ESL Instructor.**

**INTRODUCED BY:** James Fife

**SECONDED BY:** Karen Fahrenholz

**DATE:** April 9, 2013

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

6 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

4-9-13  
Date



**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 9, 2013**

**XI. ADJOURNMENT**

**THAT, the meeting be adjourned at 5:50 P.M.**

**INTRODUCED BY:** James Fife


**SECONDED BY:** Karen Fahrenholz

**DATE:** April 9, 2013

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

6 Ayes..... 0 Nay

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

  
Signature of Recorder

4-9-13  
Date