

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

Regular Meeting--Board of Trustees
Tuesday, June 9, 2020

AGENDA

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

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 9, 2020**

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

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

MEETING INTRODUCTION

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

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

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 9, 2020**

III. COMMENTS FROM THE PUBLIC

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 9, 2020**

IV. CLOSED SESSION

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 9, 2020**

V. REPORTS

1. *Student Government Association President's Report – No Report*
2. *President's Report*

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 9, 2020**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETING

The Minutes of the Regular Meeting of May 12, 2020 are herewith officially submitted to the Board Trustees for approval. (Attachment A)

Recommendation:

It is the recommendation of the President that the Board of Trustees accept the Minutes of the Regular Meeting of May 12, 2020.

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.

INTRODUCED BY: Bakari Lee

SECONDED BY: Joseph Doria

DATE: June 9, 2020

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

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

Jennifer Oakley

Signature of Recorder

June 9, 2020

Date

Minutes
Regular Meeting
5-12-20

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

REGULAR MEETING --- BOARD OF TRUSTEES
May 12, 2020

MINUTES

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

ABSENT: Jeanette Peña;

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

I. CALL TO ORDER - FLAG SALUTE

II. ROLL CALL

III. COMMENTS FROM THE PUBLIC - None

IV. CLOSED SESSION – None

V. REPORTS

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

Student Government Association President Warren Rigby offered the following report.

SGA continues to nurture the Student Corner Instagram every Thursday. We ensure that we give applicable knowledge and information to students as it comes directly from the Coronavirus Planning Task Force as well as giving them an opportunity and platform to talk to other students, especially during COVID-19.

The majority of the SGA Executive Board is graduating this semester. We have decided to postpone elections until the fall semester so that students won't have to focus on campaigning and can concentrate on their finals.

I have suggested that we offer a graduation tribute video for our graduating students, especially in light of the fact that they will not be able to walk as originally planned. We want to team up with different offices throughout the College to say congratulations on their success. We have started to work in collaboration with the Communications Department.

The Student Center tour scheduled for last Thursday has been postponed for a two-week period following the CDE's guideline for a fourteen-day self-quarantine.

Two Virtual Story Hours were held for students, their children and siblings, at the Gabert Library last Friday. Approximately 31 people signed on. The second Story Hour is scheduled for this Friday and it could be a continuous event throughout the summer.

Chairman Netchert asked Warren what the attitude of the student body was during the pandemic. Warren replied that there are mixed emotions. There are students who understand what's going on, while there are other students who don't understand, and it's causing anxiety. Through the Student Corner, we are trying to provide a lot of information. Specifically, with

respect to mental health issues, we're telling students that no matter how big or small you think your concern may be, to reach out, someone's there to listen to you, and we are going to get through this together. We get the student with a particular concern to the appropriate person. I sent out a message to all of our students that HCCC is here for you.

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

All College Council President Lauren Drew offered the following report.

I want to start by thanking the Chairs of the Space and Facilities Committee and Student Affairs Committee, whose terms are ending. Thank you Salvador Cuellar and Veronica Gerosimo for all of the leadership that you have provided. Thanks to you and your Committee members' efforts, we will have a Task Force on Child Care, a Task Force on Office Space Allocations, an Updated Common Hour, and a recycling system fully in place. Elections for these committees will take place shortly.

I also want to thank Peter Cronrath, Chair of the Academic Affairs Committee, and Shannonine Caruana, Chair of the Development and Planning Committee, for volunteering to serve as HCCC representatives on the Return to Campus Task Force.

Although the ACC is not officially in session over the summer, many committees are planning to be on standby to provide input as we plan for the fall and have begun to discuss issues such as class recording policies, class attendance policies, and future professional development.

3. President's Report

President Reber offered the following remarks.

Good evening, Trustees, colleagues and guests.

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

Moment of Silence

Thank you.

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

Together, we can take great pride in how we are navigating the challenges of the pandemic with a focus on supporting our students, employees, and community, and helping one another. Our HCCC family has never been stronger! Trustees, I thank you for your steadfast support of our students and the welfare of our employees and institution.

We continue to make great progress in supporting students with critically needed funding through our \$4.2 million federal stimulus allocation for students, and additional funding we continue to raise to support students through *Hudson Helps*.

I thank Vice President Lisa Dougherty and Associate Dean Sylvia Mendoza for their stellar leadership in developing guidelines for the distribution of funding directly to students, and the efficient release of funds to students in need. I have asked Lisa Dougherty to report to us this evening on the status of this work.

Lisa Dougherty offered the following remarks.

Good evening everyone.

Thank you for the opportunity to share how the college is assisting students with the CARES Act. As you probably know, Congress recently passed the Coronavirus Aid, Relief and Economic Security Act, or the CARES Act. HCCC received \$4.2 million to provide emergency grants directly to students who have experienced emergency expenses related to the disruption of campus operations due to COVID-19. Eligible expenses include items in the student's cost of attendance such as food, housing, course materials, technology, health care, and childcare.

There are several eligibility criteria in order for students to receive this funding. In a nutshell, students need to be eligible for federal financial aid programs in order to receive CARES Act funding and cannot have been enrolled in a fully online program prior to the pandemic. Since the majority of our students do receive federal aid, this is good news for most of our students.

To apply for these funds, students need to fill out a simple application, which can be accessed at www.hccc.edu/caresact. Our financial aid office reviews the application to confirm eligibility and awards the emergency grant.

However, there are many students who are not eligible for financial aid, and therefore, not eligible for CARES Act funding – including our international, undocumented, early college, non-credit, and fully online students. One could argue that these students are as vulnerable, if not more vulnerable than our financial aid students. In the spirit of inclusivity and our culture of caring, we have established a separate Hudson Helps budget for these students, which has been partially funded by the HCCC Foundation. Applicants for this funding are also reviewed and awarded by our Office of Financial Aid.

Over the past two weeks, our financial aid team, led by Associate Dean Sylvia Mendoza, has worked tirelessly to award emergency grants to almost 2500 students so far. We very much appreciate Sylvia's leadership of the process.

The goal was to award students quickly and efficiently with few questions asked.

To date:

| | # of Students | Total Amount Awarded |
|-----------------------------|---------------|----------------------|
| CARES Act Emergency Grant | 2,395 | \$1,796,500.00 |
| Hudson Helps Emergency Fund | 104 | \$78,750.00 |
| Total | 2499 | \$1,900,000 |

We will continue to award students in need through the end of the semester and also plan to assist students in the summer and fall terms.

President Reber resumed his remarks.

Thanks so much, Lisa, Sylvia, and other members of your team for this exceedingly important work in support of our students.

As Lisa noted, approximately three quarters of our students qualify for CARES Act funding because they are Pell eligible, but that leaves out 2,000 or more of our students, including DACA students, undocumented students, international students, Early College students, fully

online students and those pursuing noncredit programming through our Center for Workforce Development. These students are important members of our HCCC family and our support for them is steadfast and unwavering.

We continue to raise funding to support these students. Last week, we began a month-long *Hudson Helps* fundraising appeal to friends of the college that includes a match of Foundation funds for gifts of up to \$100,000 in support of HCCC students.

I thank Vice President Nicholas Chiaravalloti and our Foundation Directors for their leadership and generosity.

As we contemplate an eventual return to on-the-ground campus operations, the safety of our community is paramount in all of our planning. We will follow the advice and direction of health care and community leaders with respect to when, and how, we begin an eventual return to campus. Recently I announced the appointment of a Return to Campus (RTC) Task Force to meet regularly and coordinate with statewide, regional and local health and government agencies in order to plan for various return scenarios. The Task Force will also help keep our students and employees informed about issues associated with our returning to campus. Vice President Lisa Dougherty and Assistant Dean Heather DeVries are co-chairing the Task Force, which held its organizational meeting yesterday. I have asked Heather DeVries to speak about this important work.

Heather DeVries offered the following remarks.

Good Evening Trustees.

The Return to Campus Task Force had a very productive kickoff meeting yesterday. The Task Force has representation from across the college, including the All College Council, all four collective bargaining units, the STEM division, Nursing and Health Sciences, the Registrar's Office, facilities, safety and security, student affairs, academic affairs, ITS, and human resources. Many Task Force members bring with them extensive knowledge in the field of healthcare and their expertise is valued.

The Task Force is engaged in planning for a variety of scenarios for fall semester and beyond. Preserving the health and safety of all HCCC community members will be of the utmost importance as a variety of scenarios are explored. The realization of any scenario will be informed by the guidance of state and local government, the healthcare community, and our HCCC community. The Task Force is committed to a collaborative process where the design of any potential scenario is informed by the considerations and concerns of all groups.

As potential scenarios are explored, the Task Force will be providing updates on its progress to the College community, with the first communication coming out this week.

President Reber resumed his remarks.

Thank you, Heather and Lisa, for your leadership of the Return to Campus Task Force.

Trustees, this evening you will act upon a resolution requesting operating support from the County of Hudson for fiscal year 2021. This is an important component of our financial planning for next year and beyond. Our meeting with the Board of School Estimate is scheduled for May 26, after which we will complete our proposed Fiscal Year 2021 budget for your review and approval at the June meeting.

As you are aware, this year's planning is especially difficult as we navigate the many challenges of the pandemic, and continued unknowns. On Thursday, I will hold a virtual Town Hall Meeting, where I will discuss the principles that are guiding and informing our budget planning.

Finally, I would like to share one of the many acts of kindness that members of our HCCC community are undertaking to support others during the pandemic. Faculty and staff in our Culinary Arts Institute have raised funding to produce 300 packaged hot lunches to benefit and support the non-profit organization, "Let's Celebrate," which handles food for the Hudson County Department of Health and Human Services and feeds front line workers and other community members. The lunches are being prepared by our chefs in the Culinary Conference Center, using social distancing.

I thank Chefs Gary Bensky and Anuchit Puk, and Business and Culinary Arts Recruiter Janine Nunez, for their leadership.

Trustees, this concludes my remarks.

Thank you again for your leadership, advocacy and support at this time of great challenge. As always, I would be happy to entertain any questions or comments.

Trustee Lee asked President Reber if there was any thought process concerning the timing of returning to campus. President Reber said that the College is waiting for the guidance of the health care community and government leaders. We are waiting for them to identify when and how it is safe to begin a return to on-ground instruction and operations. We are assuming that some on-the-ground operations will return sometime in the fall. We are considering various scenarios. For example, we know that social distancing is going to be important for any on-the-ground classes and other operations. Dr. Friedman, our faculty, unions, and others have been working on scenarios that might include a combination of on-the-ground and online instruction. One scenario would have half of the students online and half of the students on the ground, and they would switch periodically so that we could maintain social distancing within the classroom environment.

We are considering the possibility of late-start classes, and working to develop more on-line selections for the fall. There are a lot of unknowns, but we are trying to make sure that we have planned for all the possible scenarios, and that when we receive guidance that it's safe to return, we will be prepared to do that.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. Minutes of the Regular Meeting of April 14, 2020.

2. Gifts, Grants, and Contracts Report

The College has received the following grant awards:

TITLE: Jean Krauss Youth Leadership & Career Development Forums

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

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

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

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

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

COLLEGE ADMINISTRATORS: Lori Margolin

COLLEGE CONTRIBUTION: \$0

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

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

AGENCY: New Jersey Department of Education

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

COLLEGE ADMINISTRATOR: Nydia James

COLLEGE CONTRIBUTION: \$0

AWARD AMOUNT: \$861,104

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

AGENCY: New Jersey Department of Education

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

COLLEGE ADMINISTRATOR: Nydia James

COLLEGE CONTRIBUTION: \$0

AWARD AMOUNT: \$1,013,879

Introduced by: Bakari Lee

Seconded by: Pamela Gardner

9 Ayes.....0 Nays

Resolution Adopted

VII.

FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS 1-18

1. *Resolution Authorizing Purchase and Installation of Automatic Swinging Doors Replacement for Culinary Conference Center*
2. *Resolution Approving Agreement for Electronic Processing Services for Fiscal Year 2021*
3. *Resolution Authorizing Purchase of Internet Services*
4. *Resolution Authorizing Award of a Contract for College-Wide Telephone System Services for Fiscal Year 2021*
5. *Resolution Authorizing Purchase of Chromebooks for Student Laptop Loan Program*

6. Resolution Authorizing Purchase of Blackboard Software
7. Resolution Authorizing Purchase of Canvas Conference Software
8. Resolution Authorizing Purchase of Dell Computers for Center for Online Learning
9. Resolution Authorizing Purchase of Apple Computers for Center for Online Learning
10. Resolution Authorizing Purchase of Interactive Display System for Center for Online Learning
11. Resolution Authorizing Purchase of Career Coach Software
12. Resolution Authorizing Purchase of Food Equipment Repair Services
13. Resolution Rescinding Agreement for May 2020 Commencement at Red Bull Arena
14. Resolution to Approve December 10, 2020 Commencement Date and Venue
15. Resolution Authorizing Purchase of Uninterruptable Power Source Replacement
16. Resolution Amending FLIK Agreement
17. Resolution Approving Acceptance of CARES Act Funding
18. Resolution Approving Request to the Board of School Estimate of Hudson County Community College, Fixing and Determining the Amount of County Funding Necessary for the College's Operating Expenses for Fiscal Year 2020-21

Introduced by: Bakari Lee

Seconded by: Joseph Doria

9 Ayes.....0 Nays

Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS 1-7

1. APPOINTMENT OF FULL-TIME STAFF

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

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

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

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

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

| | | |
|---------------|------|------------------------|
| Rong "Carrie" | Xiao | Instructor, Accounting |
|---------------|------|------------------------|

4. FALL 2020 SABBATICAL RECOMMENDATION

REPORTS/BACKGROUND

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

| First Name | Last Name | Title |
|-------------------|------------------|---------------------|
| Catherine | Sweeting | Associate Professor |

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

WHEREAS, the Administration and Personnel Committee recommend this stipend;

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

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

Introduced by: Karen Fahrenholz

Seconded by: Joseph Doria

9 Ayes.....0 Nays

Resolution Adopted

IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS 1-6

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

Introduced by: Karen Fahrenholz

Seconded by: Adamarys Galvin

9 Ayes.....0 Nays

Resolution Adopted

X. NEW BUSINESS

Chairman Netchert made the following statement:

Congratulations to President Reber and his team. You and the staff deserve lots of praise. Thank you everyone for the job that you are doing in keeping the College going. In talking to Warren Rigby, it seems like the students are accepting the fate that we are under, as well, and you all are to be commended. I just would ask that we keep an eye out for enrollment. We pride ourselves in trying to do the best we can with what we have and protecting as many employees as we can. Hopefully, we will be surprised and have lots of new and returning students coming back, but, again, I commend you.

President Reber thanked Chairman Netchert and added that the College is analyzing staffing and doing everything possible to address enrollment challenges.

XI. ADJOURNMENT 5:35 P.M.

Introduced by: Karen Fahrenholz

Seconded by: Bakari Lee

9 Ayes.....0 Nays

Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 9, 2020**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Resolution Authorizing Construction of Vestibule, Card Access System, and Building Security System for Student Center Project

WHEREAS, Hudson County Community College ("College") has an existing construction contract with APS Contracting, Inc., for the Student Center Project ("Project"); and,

WHEREAS, the College has determined it needs to update the vestibule in the Student Center to be ADA compliant; and,

WHEREAS, APS Contracting, Inc. ("APS") has submitted a proposed change order to update the vestibule, card access system, and security system at a total cost not to exceed \$204,659; and,

WHEREAS, the College's Construction Manager, MAST Construction, has reviewed the proposed change order and recommends its approval; and,

WHEREAS, the cost for the proposed change order is within the limits of the construction budget for the Project; and,

WHEREAS, the cost of this service will be funded from Chapter 12 funds; and,

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the change order with APS Contracting, Inc. of Paterson, New Jersey, to update the vestibule in the Student Center as described herein at a cost not to exceed \$204,659;

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

2. Resolution Authorizing Purchase of Liability & Casualty Insurance for Fiscal Year 2021

WHEREAS, Hudson County Community College ("College") has a need to purchase liability and casualty insurance; and,

WHEREAS, pursuant to N.J.S.A 18A:64A-25.5 (a) (11), the purchase of insurance coverage and consulting services is exempt from bidding; and,

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

WHEREAS, Borden Perlman Salisbury & Kelly Agency of Lawrenceville, New Jersey, has solicited a proposal for this insurance for the College through Philadelphia Insurance Companies as part of a pool of ten community colleges, which contributes to a favorable premium rate and high limits of coverage at a cost not to exceed \$488,273 annually, and which is a 14.7% increase from the prior year; and,

WHEREAS, the annual premiums for the coverages are noted below:

Coverage Cost
Commercial Package Policy \$307,772

Crime Included
 Commercial Automobile Included
 Boiler and Machinery Included
 Excess Liability \$37,107
 School Leaders \$93,972
 Special Excess Liability \$29,174
 Environmental Liability \$8,727
 Data Security Liability \$11,521
 Total \$488,273

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the purchase of the insurance policies set forth above procured by Borden Perlman Salisbury & Kelly Agency of Lawrenceville, New Jersey, through the county college community pool;

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

3. Resolution Authorizing Renewal of Campus-Wide Ellucian Software Maintenance Agreement

WHEREAS, Hudson County Community College ("College") needs a vendor to provide College-wide software maintenance for the Colleague system ("System"); and,

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

WHEREAS, Ellucian, the College's current vendor, has submitted a proposal to provide the services to support the System, including all upgrades released during this year; and,

WHEREAS, the term of the agreement is from is July 1, 2020, through June 30, 2022; and,

WHEREAS, the proposed agreement includes no increase over the prior year for the first year and up to a 5% increase for the second year; and,

WHEREAS, the total cost of the contract is \$724,030, with the first year at a total cost of \$361,345, and the second year at a total cost of \$362,685; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the contract with Ellucian of Fairfax, Virginia, for the services described herein at a total cost not to exceed \$724,030;

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

4. Resolution Authorizing Acceptance of CARES Act Funding

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

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

WHEREAS, the College has been awarded \$518,760 in such total aid to be split evenly between direct student assistance and institutional support, subject to several guidelines for each component; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby authorize the administration to take all the necessary steps required to accept and receive the approved amount of HEER funding.

5. Resolution Authorizing Agreement between Hudson County Community College and Jersey City Public School Career and Technical Education Department

WHEREAS, Hudson County Community College’s Division of Continuing Education and Workforce Development (“College”) desires to enter into a partnership with the Jersey City Public School Career and Technical Education Department Middle School #40; and,

WHEREAS, the College will deliver four half-day online sessions of the Career and Workforce Readiness professional development course for teachers; and,

WHEREAS, the anticipated term is from June 10, 2020 through December 31, 2020; and,

WHEREAS, the cost of the class is \$4,000 per course, not including books and materials; and,

WHEREAS, the Administration and Finance Committee recommend this agreement;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the agreement between Hudson County Community College and Jersey City Public School Career and Technical Education Department Middle School #40 as described herein;

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

6. Resolution Authorizing Memorandum of Understanding with Innovative Educators

WHEREAS, Hudson County Community College (“College”) seeks to enter into a Memorandum of Understanding (“MOU”) with Innovative Educators, Inc. (“IE”) for the provision of an online student orientation program; and,

WHEREAS, pursuant to the MOU, IE will develop Go2Orientation to offer students an orientation online; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (3), these services are exempt from bidding as services that are copyrighted or patented; and,

WHEREAS, IE will provide these services at a total cost not to exceed \$11,000; and,

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

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

WHEREAS, the Administration and Finance Committee recommend the agreement;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the agreement with Innovative Educators, Inc. of Boulder, Colorado, for the services described herein at a cost not to exceed \$11,000;

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

7. Resolution Authorizing Purchase of Labster Software

WHEREAS, Hudson County Community College ("College") desires to purchase software in order to offer online virtual lab instruction for STEM students; and,

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

WHEREAS, Labster, Inc. submitted a proposal to provide the software at a total cost not to exceed \$20,000; and,

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Labster, Inc. of New York, New York, to provide the services described herein at a cost not to exceed \$20,000;

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

8. Resolution Authorizing Renewal of Fiber Maintenance Agreement with Johnston Communications

WHEREAS, Hudson County Community College ("College") requires the services of a company to provide repair and maintenance services in connection with the College's private fiber network; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25 (a) (9), this service is exempt from bidding; and,

WHEREAS, Johnston Communications Voice and Data submitted a proposal to provide these services at a total cost not to exceed \$258,480, which represents no increase from the prior year; and,

WHEREAS, the term of the contract shall be for one (1) year, from July 1, 2020 through June 30, 2021; and,

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Johnston Communications Voice and Data of Kearny, New Jersey, to provide the services as described herein at a cost not to exceed \$258,480;

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

9. Resolution Authorizing Purchase of Library Services for the HCCC Libraries

WHEREAS, Hudson County Community College ("College") needs to purchase library services for the HCCC Libraries; and,

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

WHEREAS, Ebsco Information Services, the current vendor providing library services to the College, quoted a price for library services at a cost not to exceed \$53,500, which is a 1.6% increase from the prior year; and,

WHEREAS, the term for these services is Fiscal Year 2021; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract for the library services to Ebsco Information Services of Ipswich, Massachusetts, as described herein at a cost not to exceed \$53,500;

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

10. Resolution Authorizing Purchase of Library and Subscription Services for the HCCC Libraries

WHEREAS, Hudson County Community College ("College") needs to purchase library and subscription services for the HCCC Libraries; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (6), specialized library services are exempt from

public bidding; and,

WHEREAS, *Yankee Book Peddler, the current vendor providing the services to the College, quoted a price for the library and subscription services at a cost not to exceed \$34,000, which represents no increase from the prior year; and,*

WHEREAS, *the term for these services is Fiscal Year 2021; and,*

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

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

NOW, THEREFORE, BE IT RESOLVED *that the Board of Trustees of Hudson County Community College award a contract for the purchase of library services from Jersey Yankee Peddler of Hopkinton, New Hampshire, as described herein at a cost not to exceed \$34,000;*

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

11. Resolution Authorizing Purchase of Webcams

WHEREAS, *Hudson County Community College ("College") needs to purchase webcams for remote instruction while the campus is shut down due to the COVID-19 pandemic, and to support future online instruction; and,*

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

WHEREAS, *SHI International Corp. has quoted a price for the webcams at a cost not to exceed \$12,000; and,*

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

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

NOW, THEREFORE, BE IT RESOLVED *that the Board of Trustees of Hudson County Community College award a contract to SHI International Corp of Somerset, New Jersey, to provide webcams as described herein at a cost not to exceed \$12,000;*

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

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

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

WHEREAS, *the College is a participating member of the Education & Institution ("E&I") Cooperative*

Services, a national cooperative; and,

WHEREAS, pursuant to N.J.S.A.52:34-6.2, the College may, without public bidding, purchase goods and services through national cooperatives; and,

WHEREAS, SHI was awarded a contract through E&I Cooperative Services and has quoted a price for the computer equipment, supplies, and accessories at a cost not to exceed \$34,000, which represents no increase from the prior year; and,

WHEREAS, the term for these services is Fiscal Year 2021; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract for the purchase of computer equipment, supplies, and accessories from SHI of Somerset, New Jersey, as described herein at a cost not to exceed \$34,000;

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

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

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

WHEREAS, the College is a participating member of the Education & Institution ("E&I") Cooperative Services, a national cooperative; and,

WHEREAS, pursuant to N.J.S.A.52:34-6.2, the College may, without public bidding, purchase goods and services through national cooperatives; and,

WHEREAS, CDW-G was awarded a contract through E&I Cooperative Services and has quoted a price for the computer equipment, supplies, and accessories at a cost not to exceed \$34,000, which represents no increase from the prior year; and,

WHEREAS, the term for these services is Fiscal Year 2021; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract for the purchase of computer equipment, supplies, and accessories from CDW-G of Vernon Hills, Illinois, as described herein at a cost not to exceed \$34,000;

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

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

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

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

WHEREAS, GHA Technologies Inc. submitted the lowest quote for the computer equipment, supplies, and accessories at a cost not to exceed \$34,000, which represents no increase from the prior year; and,

WHEREAS, the term for these services is Fiscal Year 2021; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract for the purchase of computer equipment, supplies, and accessories from GHA Technologies Inc. of Phoenix, Arizona, as described herein at a cost not to exceed \$34,000;

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

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

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

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.9, the College may, without advertising for bids, purchase goods and services pursuant to a contract entered into on behalf of the State by the Division of Purchase and Property; and,

WHEREAS, Dell (NJ State Contract#: 89967) has quoted a price for the computer equipment, supplies, and accessories at a cost not to exceed \$34,000, which represents no increase from the prior year; and,

WHEREAS, the term for these services is Fiscal Year 2021; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Dell of Round Rock, Texas, to provide the computer equipment, supplies, and accessories as described herein through the New Jersey State Contract at a cost not to exceed \$34,000;

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

16. Resolution Authorizing Purchase of Apple iPad Pros and Pencils

WHEREAS, Hudson County Community College ("College") needs to purchase thirty (30) iPad Pros and Pencils from Apple Computer, Inc. ("Apple") for Studio Arts and Computer Arts students; and,

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

WHEREAS, Apple has quoted a price for the thirty (30) iPads and Pencils at a cost not to exceed \$33,540; and,

WHEREAS, the cost of this equipment will be funded from the Carl D. Perkins Grant; and,

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Apple Computer, Inc. of Austin, Texas, to provide the iPads and Pencils as described herein at a cost not to exceed \$33,540;

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

17. Resolution Authorizing Purchase of Laboratory Equipment and Supplies from VWR for the STEM Building

WHEREAS, Hudson County Community College ("College") needs to purchase laboratory equipment and supplies for the STEM Building; and,

WHEREAS, the College is a participating member of the Education & Institution ("E&I") Cooperative Services, a national cooperative; and,

WHEREAS, pursuant to N.J.S.A.52:34-6.2, the College may, without public bidding, purchase goods and services through national cooperatives; and,

WHEREAS, VWR was awarded a contract through E&I Cooperative Services and has quoted a price for laboratory equipment and supplies at a cost not to exceed \$30,000, which represents no increase from the prior year; and,

WHEREAS, the term for these services is Fiscal Year 2021; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract for the purchase of laboratory equipment and supplies from VWR of Radnor, Pennsylvania, as described herein at a cost not to exceed \$30,000;

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

18. Resolution Authorizing Purchase of Laboratory Equipment and Supplies from Fisher Scientific for STEM Building

WHEREAS, Hudson County Community College ("College") needs to purchase laboratory equipment and supplies for the STEM Building; and,

WHEREAS, the College is a participating member of the US Communities/National IPA Cooperative, a national cooperative; and,

WHEREAS, pursuant to N.J.S.A.52:34-6.2, the College may, without public bidding, purchase goods and services through national cooperatives; and,

WHEREAS, Fisher Scientific was awarded a contract through the US Communities/National IPA Cooperative and has quoted a price for laboratory equipment and supplies at a cost not to exceed \$19,000, which represents no increase from the prior year; and,

WHEREAS, the term for these services is Fiscal Year 2021; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract for the purchase of laboratory equipment and supplies from Fisher Scientific of Hampton, New Hampshire, as described herein at a cost not to exceed \$19,000;

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

19. Resolution Authorizing Media Services (Univision) for Cable Advertisements for FY 2021

WHEREAS, Hudson County Community College ("College") needs to purchase cable television advertising as part of the plan to increase visibility and create a media image; and,

WHEREAS, the College proposes to continue a cable television campaign with ads running on the local cable television providers throughout Hudson County; and,

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

WHEREAS, Univision submitted a proposal at a cost not to exceed \$54,500 to run ads designed by the College's Communications Department on their cable stations, including digital and radio; and,

WHEREAS, the anticipated term of this contract is one year; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the contract for the purchase of media services with Univision of New York, New York, as described herein at a cost not to exceed \$54,500;

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

20. Resolution Authorizing Media Services Contract (News 12) for Cable Advertisements for Fiscal Year 2021

WHEREAS, Hudson County Community College ("College") needs to purchase cable television advertising as part of the plan to increase visibility and create a media image; and,

WHEREAS, to help achieve this goal, it is proposed that the College continue a cable television campaign with ads running on the local cable television providers throughout Hudson County; and,

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

WHEREAS, News 12 New Jersey has submitted a proposal to run ads designed by the College's Communications Department on their cable stations for a total of 950 television spots at a cost not to exceed \$27,794, which represents no increase from the prior year; and,

WHEREAS, the anticipated term of this contract is one year; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract for the purchase of media services from News 12 New Jersey of Edison, New Jersey, as described herein at a cost not to exceed \$27,794;

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

21. Resolution Authorizing Media Services Contract (Altice) for Cable Advertisements for Fiscal Year 2021

WHEREAS, Hudson County Community College ("College") needs to purchase cable television advertising as part of the plan to increase visibility and create a media image; and,

WHEREAS, to help achieve this goal, it is proposed that the College continue a cable television campaign with ads running on the local cable television providers throughout Hudson County; and,

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

WHEREAS, Altice will run ads designed by the College's Communications Department on their cable stations for a total of 13,544 television spots at a cost not to exceed \$59,380, which represents a 1.4% increase from the prior year; and,

WHEREAS, the anticipated term of this contract is one year; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract for the purchase of media services with Altice of Hoboken, New Jersey, as described herein at a cost not to exceed \$59,380;

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

22. Resolution Authorizing Media Services (Comcast) for Cable Advertisements for Fiscal Year 2021

WHEREAS, Hudson County Community College ("College") needs to purchase cable television advertising as part of the plan to increase visibility and create a media image; and,

WHEREAS, to help achieve this goal, it is proposed that the College continue a cable television campaign with ads running on the local cable television providers throughout Hudson County; and,

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

WHEREAS, Comcast Cable will run ads designed by the College's Communications Department on their cable stations, including Verizon FiOS, for a total of 7,616 television spots at a cost not to exceed \$48,042, which represents no increase from the prior year; and,

WHEREAS, the anticipated term of this contract is one year; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract for the purchase of media services with Comcast Cable of Philadelphia, Pennsylvania, as described herein at a cost not to exceed \$48,042;

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

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

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

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

WHEREAS, Positive Expectations, which specializes in providing such services for community colleges in New Jersey, and which is the current vendor providing digital advertising services to the College, has quoted a price for the digital advertisement services at a cost not to exceed \$34,000, which represents no increase from the prior year; and,

WHEREAS, the term for these services is Fiscal Year 2021; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract for the purchase of digital advertisement services from Positive Expectations of Belmar, New Jersey, as described herein at a cost not to exceed \$34,000;

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

24. Resolution Authorizing Purchase of Photography Services for the Communications Department

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

WHEREAS, Jersey Pictures, the current vendor providing photography services to the College, quoted a price for photography services at a cost not to exceed \$34,000, which represents no increase from the prior year; and,

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

WHEREAS, the term for these services is Fiscal Year 2021; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract for photography services to Jersey Pictures of Hackettstown, New Jersey, as described herein at a cost not to exceed \$34,000;

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

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

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

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

WHEREAS, Supermanos Inc. is the current vendor providing video/podcast services to the College and has quoted a price for the video/podcast services at a cost not to exceed \$55,700, which is a 1.7% increase from the prior year; and,

WHEREAS, the term for these services is Fiscal Year 2021; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract for the purchase of video/podcast services from Supermanos Inc. of Upper Pottstown, Pennsylvania, as described herein at a cost not to exceed \$55,700;

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

26. Resolution Authorizing Purchase of Personal Protection Equipment

WHEREAS, Hudson County Community College ("College") needs to purchase personal protection equipment to be dispersed throughout the College; and,

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

WHEREAS, MSC Industrial Supply Co. has submitted a proposal to provide the equipment to the College at a total cost not to exceed \$35,709; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to MSC Industrial Supplies Co. of Melville, New York, to provide personal protection equipment as described herein at a cost not to exceed \$35,709;

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

27. Resolution Authorizing Purchase of Medical Equipment

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

WHEREAS, pursuant to N.J.S.A.52:34-6.2, the College may, without public bidding, purchase goods and services through national cooperatives; and,

WHEREAS, Pocket Nurse (“PN”) provided a proposal under the CPN cooperative to provide the necessary equipment at a total cost not to exceed \$20,534; and,

WHEREAS, the cost of this equipment will be funded from the Carl D. Perkins Grant; and,

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Pocket Nurse of Monaca, Pennsylvania, to provide nursing equipment at a cost not to exceed \$20,534;

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

28. Resolution Authorizing Approval of the Operating Budget for Fiscal Year 2021

WHEREAS, the proposed College FY 2021 Operating Budget is \$62,043,489, and the guiding principles for the 2021 budget include:

- Reduce administrative and operating expenses in all areas of the College, including a Hiring Freeze, Travel Freeze, and Non-Essential Spending Freeze;
- Keep employees whole to the fullest extent possible, also a principle of USDOE in the CARES Act funding guidelines;
- Honor all contract provisions with internal unions, confidential staff and external service providers;
- Ensure that financial measures taken do not have a negative impact on enrollment;
- Apply CARES Act funding where appropriate to areas of pandemic-related expenditure increases and revenue shortfalls;
- Advocate an increase in FY 21 Hudson County appropriation;
- Consider use of Capital Projects Reserve funds, if necessary, to close any remaining budget gap; eventual projected enrollment increases after return to on-the-ground operations will restore these funds; and,

WHEREAS, the budget by funding source is as follows:

FUNDING SOURCE AMOUNT (%)

| | | |
|----------------------|---------------------|-------------|
| Tuition & Fees | \$29,826,377 | 48% |
| County Appropriation | \$18,219,520 | 29% |
| State Appropriation | \$3,534,416 | 6% |
| Other Revenue* | \$10,463,176 | 17% |
| Total | \$62,043,489 | 100% |

*Other Revenue includes a fluctuating combination of grant funding, Coronavirus Aid, Relief, and Economic Security Act funding, New Jersey Governor’s Emergency Education Relief funding, Hudson County Community College Capital Projects Reserve funding, and United States Department of Education Minority Serving Institutions funding; and,

WHEREAS, the proposed Fiscal Year 2021 budget is based on the following assumptions regarding funding sources:

- a) Tuition & Fees – level with prior year in consideration of fiscal hardship imposed from COVID-19, and estimating a 20% decline in enrollment;
- b) State Appropriations – determined by a State allocation formula and projected to be reduced by 50% due to state revenue shortfalls;
- c) County Appropriations – estimated to increase 11.6% from prior year;
- d) Other Revenue* – will account for 17% of all revenue; and,

WHEREAS, this is a conservative budget that will meet contractual obligations and reflects reductions in operating expenditures in order to balance the budget with the projected funding sources; and,

WHEREAS, the Administration and Finance Committee recommend approval of this operating budget;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the Fiscal Year 2021 Operating Budget in the amount of \$62,043,489.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees approve the recommendations of the President, Administration, and Finance Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1-28**: 1) Resolution Authorizing Construction of Vestibule, Card Access System and Building Security System for Student Center Project; 2) Resolution Authorizing Purchase of Liability & Casualty Insurance for Fiscal Year 2021; 3) Resolution Authorizing Renewal of Campus-Wide Ellucian Software Maintenance Agreement; 4) Resolution Authorizing Acceptance of CARES Act Funding; 5) Resolution Authorizing Agreement between Hudson County Community College and Jersey City Public School Career and Technical Education Department; 6) Resolution Authorizing Memorandum of Understanding with Innovative Educators; 7) Resolution Authorizing Purchase of Labster Software; 8) Resolution Authorizing Renewal of Fiber Maintenance Agreement with Johnston Communications; 9) Resolution Authorizing Purchase of Library Services for HCCC Libraries; 10) Resolution Authorizing Purchase of Library and Subscription Services for the HCCC Libraries; 11) Resolution Authorizing Purchase of Webcams; 12) Resolution Authorizing Purchase of Computer Equipment, Supplies, and Accessories from SHI for the Information Technology Services Department; 13) Resolution Authorizing Purchase of Computer Equipment, Supplies, and Accessories from CDW-G for the Information Technology Services Department; 14) Resolution Authorizing Purchase of Computer Equipment, Supplies, and Accessories from GHA Technologies Inc. for the Information Technology Services Department; 15) Resolution Authorizing Purchase of Computer Equipment, Supplies, and Accessories from Dell Computers for the Information Technology Services Department; 16) Resolution Authorizing Purchase of Apple iPad Pros and Pencils; 17) Resolution Authorizing Purchase of Laboratory Equipment and Supplies from VWR for the STEM Building; 18) Resolution Authorizing Purchase of Laboratory Equipment and Supplies from Fisher Scientific for STEM Building; 19) Resolution Authorizing Media Services (Univision) for Cable Advertisements for FY 2021; 20) Resolution Authorizing Media Services Contract (News 12) for Cable Advertisements for Fiscal Year 2021; 21) Resolution Authorizing Media Services Contract (Altice) for Cable Advertisements for Fiscal Year 2021; 22) Resolution Authorizing Media Services (Comcast) for Cable Advertisements for Fiscal Year 2021; 23) Resolution Authorizing Purchase of Digital Advertisement Services for the Communications Department; 24) Resolution Authorizing Purchase of Photography Services for the Communications Department; 25) Resolution Authorizing Purchase of Video/Podcast Services for the Communications Department; 26) Resolution Authorizing Purchase of Personal Protection Equipment; 27) Resolution Authorizing Purchase of Medical Equipment; and 28) Resolution Authorizing Approval of the Operating Budget for Fiscal Year 2021.

INTRODUCED BY: Bakari Lee

SECONDED BY: Joseph Doria

DATE: June 9, 2020

Doria, Joseph AYE
 Fahrenholz, Karen AYE

| | | |
|--------------------------|---------------|----------------------|
| Galvin, Adamarys | <u>AYE</u> | |
| Gardner, Pamela | <u>AYE</u> | |
| Kenny, Roberta | <u>AYE</u> | |
| Lee, Bakari | <u>AYE</u> | |
| Peña, Jeanette | <u>AYE</u> | Abstain from Item #5 |
| Rodriguez, Silvia | <u>AYE</u> | |
| Stahl, Harold | <u>ABSENT</u> | |
| Netchert, William, Chair | <u>AYE</u> | |

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

| | |
|-------------------------------|---------------------|
| <u><i>Jennifer Oakley</i></u> | <u>June 9, 2020</u> |
| Signature of Recorder | Date |

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 9, 2020**

VIII. PERSONNEL RECOMMENDATIONS

1. RETIREMENT

| First Name | Last Name | Title | Effective Date |
|-------------------|------------------|-------------------------------------|-----------------------|
| Linda | Schultz-Whitlock | Director, Practical Nursing Program | 5/31/2020 |

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

2. APPOINTMENT OF FULL-TIME STAFF

| First Name | Last Name | Title | Effective Date | Annual Salary |
|-------------------|------------------|--|-----------------------|----------------------|
| Jenny | Bobea | Associate Dean of English & ESL | 7/1/2020 | \$95,000 |
| Jacqueline | Safont | Director, Office of Accessibility Services | 7/1/2020 | \$90,000 |

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

3. RETURNING TO FACULTY POSITION

| First Name | Last Name | Title | Effective Date | Annual Salary |
|-------------------|------------------|--------------------|-----------------------|----------------------|
| Philip | Cafasso | Professor, Tenured | 7/1/2020 | \$103,224.02 |

RECOMMENDATION: The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Return to Faculty Position above as Personnel Recommendation Item No. 3.

4. APPOINTMENT OF TEMPORARY FULL-TIME FACULTY FALL 2020

| First Name | Last Name | Title | Effective Date | Annual Salary |
|-------------------|------------------|---------------------------------------|-----------------------|----------------------|
| Daniel | Ondieki | Instructor, Mathematics (Non-tenured) | 08/16/2020 | \$53,690 |

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

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

| First Name | Last Name | Title | Effective Date | Annual Salary |
|-------------------|------------------|---|-----------------------|----------------------|
| Geraldine | Kiefer-Necklen | Interim Program Director, Practical Nursing | 6/10/20 | \$75,000 |

| | | | | |
|--------|-----------|--|----------|----------|
| Alison | Wakefield | Interim Associate Dean of Social Sciences and Humanities | 7/1/2020 | \$95,000 |
|--------|-----------|--|----------|----------|

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

6. FACULTY TENURE

REPORTS/BACKGROUND

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 Executive Vice President to the President for approval and presentation to the Board of Trustees.

The following faculty member is recommended for tenure at the rank of Assistant Professor effective Academic Year 2020-21.

| First Name | Last Name | Title |
|-------------------|------------------|---------------------|
| Kathryn | Buckley | Instructor, English |

RECOMMENDATION: The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Faculty Tenure above as Personnel Recommendation Item No. 6.

7. REAPPOINTMENT OF FULL-TIME LECTURERS, ACADEMIC YEAR 2020-2021

REPORTS/BACKGROUND

| First Name | Last Name | Title |
|-------------------|------------------|---|
| Patrizia | Barroero | Lecturer, Transitional Program |
| Mary Ellen | Cvek | Lecturer, Nursing |
| Sharon | Daughtry | Lecturer, Business |
| Griselda | Frane | Lecturer, Nursing |
| Ruthann | Kelman | Lecturer, Clinical Nurse Specialist, Maternal Child Nursing |
| Yelena | Landa | Lecturer, Weekend Clinical Coordinator, Nursing |
| Marissa | Lontoc | Lecturer, Baking & Pastry Arts |
| Kathleen | Meehan-Hart | Lecturer, Clinical Nurse Specialist, Maternal Child Nursing |
| Jedediah | Palmer | Lecturer, ESL |
| Carmen | Pelardis | Lecturer, Nursing |
| Nancy | Saliba | Lecturer, Nursing |
| Shaun | Sugrue | Lecturer, Radiography |
| Richard | Walker | Lecturer, Criminal Justice |
| Michael | Whelpley | Lecturer, Academic Foundations English |

RECOMMENDATION: The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Reappointment of Full-Time Lecturers, Academic Year 2020-21 listed above, as Personnel Recommendation Item No. 7.

8. APPOINTMENT OF PART-TIME STAFF THROUGH JUNE 2021, AS NEEDED

| FIRST NAME | LAST NAME | DEPARTMENT | TITLE | POSITION ID | SUPERVISOR |
|-------------------|-------------------|-------------------------------|---------------------------|--------------------|-----------------------------|
| Nasly | Aguilar | Accessibility Services | Notetaker/Reader | 505455 | Karine Davis |
| Nicole | Barnes | Accessibility Services | Sign Language Interpreter | 505455 | Karine Davis |
| Lisette | Borgono | Accessibility Services | Notetaker/Reader | 505455 | Karine Davis |
| Laura | Brinkley | Accessibility Services | Sign Language Interpreter | 505455 | Karine Davis |
| Laura | Burnett | Accessibility Services | Sign Language Interpreter | 505455 | Karine Davis |
| Javier | Cabezas-Velasquez | Accessibility Services | Notetaker/Reader | 505455 | Karine Davis |
| Ashley | Campusano | Accessibility Services | Notetaker/Reader | 505455 | Karine Davis |
| Marisa | Daponte | Accessibility Services | Notetaker/Reader | 505455 | Karine Davis |
| Maika | Diomande | Accessibility Services | Notetaker/Reader | 505455 | Karine Davis |
| Angel | Dumancela | Accessibility Services | Notetaker/Reader | 505455 | Karine Davis |
| Karen | Farrell | Accessibility Services | Sign Language Interpreter | 505455 | Karine Davis |
| Fernanda | Figueroa | Accessibility Services | Notetaker/Reader | 505455 | Karine Davis |
| Marci | Friedman | Accessibility Services | Sign Language Interpreter | 505455 | Karine Davis |
| Kirti | Khera | Accessibility Services | Notetaker/Reader | 505455 | Karine Davis |
| Faith | Larusso | Accessibility Services | Notetaker/Reader | 505455 | Karine Davis |
| Ashley | Melendez | Accessibility Services | Notetaker/Reader | 505455 | Karine Davis |
| Kim | Muller | Accessibility Services | Sign Language Interpreter | 505455 | Karine Davis |
| Gabrielle | Reeves | Accessibility Services | Notetaker/Reader | 505455 | Karine Davis |
| Destiny | Rivera | Accessibility Services | Notetaker/Reader | 505455 | Karine Davis |
| Danielle | Rizzo | Accessibility Services | Sign Language Interpreter | 505455 | Karine Davis |
| Lisbeth | Romero | Accessibility Services | Notetaker/Reader | 505455 | Karine Davis |
| Teresa | Sierra | Accessibility Services | Notetaker/Reader | 505455 | Karine Davis |
| Alexandria | Stanley | Accessibility Services | Notetaker/Reader | 505455 | Karine Davis |
| Dhrushna | Vasram | Accessibility Services | Notetaker/Reader | 505455 | Karine Davis |
| Phill | Carillo | ADJ Academic Support Services | In-Class Academic Coach | 603016 | Pamela Bandyopadhyay |
| Yousef | Mustafa | ADJ Academic Support Services | In-Class Academic Coach | 603016 | Pamela Bandyopadhyay |
| Rafael | Osorio | ADJ Academic Support Services | In-Class Academic Coach | 603016 | Pamela Bandyopadhyay |
| Dimarie | Pagan | ADJ Academic Support Services | In-Class Academic Coach | 603016 | Pamela Bandyopadhyay |
| James | Pereira-Shorey | ADJ Academic Support Services | In-Class Academic Coach | 603016 | Pamela Bandyopadhyay |
| James | Ryan | ADJ Academic Support Services | In-Class Academic Coach | 603016 | Pamela Bandyopadhyay |
| Ariana | Simon | ADJ Academic Support Services | PT Tutor | 150505 | Pamela Bandyopadhyay |
| Candice | Fernandez | Advisement and Transfer | PT Advisor | 200510 | Lisa Dougherty/Sheila Dynan |

| | | | | | |
|-----------|------------------|------------------------------------|-------------------------------|--------|-----------------------------|
| Jamar | Johnson | Advisement and Transfer | PT Advisor | 200510 | Lisa Dougherty/Sheila Dynan |
| Kasandra | Beltran | Business, Culinary, Hospitality | Clerk | 505455 | Ara Karakashian |
| Shawn | Chitty | Business, Culinary, Hospitality | Clerk | 505455 | Ara Karakashian |
| Anthony | Clode | Business, Culinary, Hospitality | Clerk | 505455 | Ara Karakashian |
| LaTyra | Danner | Business, Culinary, Hospitality | PT Office Assistant | 505455 | Ara Karakashian |
| Mhonerra | Mauleon | Business, Culinary, Hospitality | Clerk | 505455 | Ara Karakashian |
| Samir | Nour | Business, Culinary, Hospitality | PT Office Assistant | 505455 | Ara Karakashian |
| Anuchit | Pukdeedamrongrit | Business, Culinary, Hospitality | Clerk | 505455 | Ara Karakashian |
| Olga | Tablada | Business, Culinary, Hospitality | Clerk | 505455 | Ara Karakashian |
| Anya | Tavares-Malave | Business, Culinary, Hospitality | Clerk | 505455 | Ara Karakashian |
| Manira | Traore | Business, Culinary, Hospitality | PT Office Assistant | 505455 | Ara Karakashian |
| Robert | Dally | Educational Opportunity Fund (EOF) | PT Instructor | 603040 | Jose Lowe |
| Lynnette | Dortrait | Educational Opportunity Fund (EOF) | PT Instructor | 603040 | Jose Lowe |
| Luz | Espallat | Educational Opportunity Fund (EOF) | PT Tutor | 603040 | Jose Lowe |
| Tytianna | Jackson | Educational Opportunity Fund (EOF) | PT Tutor | 603040 | Jose Lowe |
| Matthew | Kelly | Educational Opportunity Fund (EOF) | PT Instructor | 603040 | Jose Lowe |
| Michele | Moore | Educational Opportunity Fund (EOF) | PT Instructor | 603040 | Jose Lowe |
| Rita | Ponce | Educational Opportunity Fund (EOF) | EOF PT Recruiter | 603001 | Jose Lowe |
| Bianelly | Tellez | Educational Opportunity Fund (EOF) | PT Tutor | 603040 | Jose Lowe |
| Guadalupe | Urizar | Educational Opportunity Fund (EOF) | PT Office Assistant | 603001 | Jose Lowe |
| Michelle | Walezak | Educational Opportunity Fund (EOF) | PT Instructor | 603040 | Jose Lowe |
| Sheila | White | Educational Opportunity Fund (EOF) | PT Tutor | 603040 | Jose Lowe |
| Omar | Hamza | Enrollment Services | Enrollment Services Assistant | 603055 | Lisa Dougherty/Wajia Zahur |
| Betsaida | Rosario | Enrollment Services | ENS Support Assistant-CC | 200525 | Lisa Dougherty/Wajia Zahur |
| Hamza | Saleem | Enrollment Services | ENS Support Assistant-CC | 603055 | Lisa Dougherty/Wajia Zahur |
| Melanie | Suarez | Enrollment Services | PT Office Assistant | 200525 | Lisa Dougherty/Wajia Zahur |
| Nevine | Amer | Financial Aid | PT Office Assistant | 200520 | Sylvia Mendoza |
| Cielo | Cortez | Financial Aid | PT Office Assistant | 200520 | Sylvia Mendoza |

| | | | | | |
|----------|---------------|---------------------------|---------------------|--------|-------------------|
| Chelsea | Jaime | Financial Aid | PT Office Assistant | 200520 | Sylvia Mendoza |
| Aimee | Leon | Financial Aid | PT Office Assistant | 200520 | Sylvia Mendoza |
| Prachi | Patel | Financial Aid | PT Office Assistant | 200520 | Sylvia Mendoza |
| Milta | Perez-Jimenez | Financial Aid | PT Office Assistant | 200520 | Sylvia Mendoza |
| Manuel | Preciado | Financial Aid | PT Office Assistant | 200520 | Sylvia Mendoza |
| Samantha | Solus | Financial Aid | PT Office Assistant | 200520 | Sylvia Mendoza |
| Ebony | Cousar | Safety & Security | PT Office Assistant | 505455 | John Quigley |
| Koral | Booth | Student Life & Leadership | Peer Leader | 50545 | Veronica Gerosimo |
| Katricia | Colon | Student Life & Leadership | Peer Leader | 50545 | Veronica Gerosimo |
| Suri | Hidalgo | Student Life & Leadership | Peer Leader | 50545 | Veronica Gerosimo |
| Hillary | Kouevi | Student Life & Leadership | Peer Leader | 50545 | Veronica Gerosimo |
| Kyara | Martin | Student Life & Leadership | PT Event Assistant | 50545 | Veronica Gerosimo |
| Crystal | Newton | Student Life & Leadership | Peer Leader | 50545 | Veronica Gerosimo |
| Brian | Ribas | Student Life & Leadership | Peer Leader | 50545 | Veronica Gerosimo |
| Keischa | Taylor | Student Life & Leadership | PT Event Assistant | 50545 | Veronica Gerosimo |
| Abou | Traore | Student Life & Leadership | Peer Leader | 50545 | Veronica Gerosimo |

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

9. Resolution Extending the Hours of an External Consultant for the 2019-20 Tenure Appeal Committee for Hudson County Community College

WHEREAS, Hudson County Community College (“College”) needs to extend the hours and cost of the services provided by Jane Scimeca, Professor of History at Brookdale Community College, to act as the External Evaluator and Chairperson of the 2019-20 Tenure Appeal Committee (“Committee”); and,

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

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

WHEREAS, the Consultant will be compensated at a rate of \$100.00 per hour, for an additional 14.7 hours, not to exceed the additional cost of \$1,470.00; and,

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

WHEREAS, the President, Administration and Personnel Committee recommend this extension of hours;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees extend the hours and the additional cost of the services provided by Jane Scimeca, Professor of History at Brookdale Community College, at an amount not to exceed \$1,470.00.

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

10. Resolution Authorizing the Extension of the Award of Program Coordination and Workshop Facilitation Consultant Services for Continuing Education and Workforce Development

WHEREAS, Hudson County Community College ("College") needs the services of AJB Events, LLC to provide program coordination and workshop facilitation services to the Fellows in the Workforce Leadership Academy; and,

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

WHEREAS, the anticipated term is extended until December 31, 2020; and,

WHEREAS, AJB Events, LLC is the proposed vendor to provide these services at a total cost not to exceed \$6,000; and,

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award the Consultant Services to AJB Events, LLC, to provide services at a cost not to exceed \$6,000;

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

11. Resolution Approving the Policy on Flexible Work Arrangements

WHEREAS, The Board of Trustees ("Board") is committed to supporting the effective balance of personal and professional responsibilities of faculty, staff and administration; and,

WHEREAS, the Board recognizes that special circumstances may require emergency management and remote operations to maintain business continuity; and,

WHEREAS, the President, Administration and Personnel Committee recommend the implementation of a policy to establish guidelines in these areas;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the attached Policy on Flexible Work Arrangements;

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

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, Administration and Personnel Committee as outlined above in **Item VIII. Personnel Recommendations 1-11**: 1) Retirement; 2) Appointment of Full-Time Staff; 3) Return to Faculty Position; 4) Appointment of Temporary Full-Time Faculty Fall 2020; 5) Appointment of Temporary Full-Time Staff Through December 31, 2020; 6) Faculty Tenure Recommendation; 7) Reappointment of Full-Time Lecturers, Academic Year 2020-21; 8) Appointment of Part-Time Staff Through June 2021, As Needed; 9) Resolution Extending the Hours of an External Consultant for the 2019-20 Tenure Appeal Committee for Hudson County Community College; 10) Resolution Authorizing the Extension of the Award of Program Coordination and Workshop Facilitation Consultant Services for Continuing Education and Workforce Development; and 11) Resolution Approving the Policy on Flexible Work Arrangements.

INTRODUCED BY: Pamela Gardner

SECONDED BY: Adamarys Galvin

DATE: June 9, 2020

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

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

| | |
|-------------------------------|---------------------|
| <u><i>Jennifer Oakley</i></u> | <u>June 9, 2020</u> |
| Signature of Recorder | Date |

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 9, 2020**

IX. ACADEMIC AND STUDENT AFFAIRS

1. Resolution to Approve an Option in Public Health to the existing Associate of Science in Health Services (60 credits) [CIP Code: 51.2208]

WHEREAS, Hudson County Community College ("College") aims to provide high-quality educational opportunities that promote student success and meet the needs of the College's community; and,

WHEREAS, the College seeks to expand its offerings to meet student and market demand; and,

WHEREAS, projected labor market demand in the areas of public health, community health, and epidemiology will result in approximately 14,100 new jobs by 2028, according to the United States Department of Labor's Bureau of Labor Statistics; and,

WHEREAS, the College has developed an option in Public Health to be added to its existing Associate of Science in Health Services degree program (Attachment I) to address student and market demand; and,

WHEREAS, the Associate of Science in Health Services option in Public Health will prepare students for transfer to baccalaureate degree programs in Public Health and related fields; and,

WHEREAS, the Associate of Science in Health Services option in Public Health prepares students for employment in a variety of settings including state and local health departments, hospitals, workplace wellness programs, government agencies, educational institutions, research organizations, and international development agencies; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the approval of the Associate of Science in Health Services option in Public Health;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby approve the Associate of Science in Health Services option in Public Health;

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

Resolution:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration, and the Academic and Student Affairs Committee as outlined above in **Item IX. Academic and Student Affairs Recommendation 1: Resolution Approving the Associate of Science in Health Services option in Public Health.**

INTRODUCED BY: Pamela Gardner

SECONDED BY: Adamarys Galvin

DATE: June 9, 2020

Doria, Joseph AYE
Fahrenheit, Karen AYE

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

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

Jennifer Oakley

June 9, 2020

Signature of Recorder

Date



PROGRAM ANNOUNCEMENT COVER PAGE

Date: 5/26/2020

| | |
|---|---|
| Institution: | Hudson County Community College |
| New Program Title: | PUBLIC HEALTH – Option to Health Services |
| Degree Designation: | Associate in Science |
| Programmatic Mission Level For Institution (see Appendix C in AIC Manual) | Associate Degree |
| Degree Abbreviation: | HEALTHSRV.PUBHLT.AS |
| CIP Code and Nomenclature (if possible): <i>If outside the classification indicate Not Applicable.</i> | 51.2208 – Health Professions & Related Programs - Public Health |
| Campus(es) where the program will be offered: | <i>Journal Square Campus Union City Campus</i> <i>25 Journal Square or Kennedy Blvd.</i> <i>Jersey City, NJ 07306 Union City, NJ.</i> |
| Date when program will begin (month and year): | Fall 2020 |
| List the institutions with which articulation agreements will be arranged: | New Jersey City University Rutgers University Ramapo University Phoenix University |

Is licensure required of program graduates to gain employment? _____ Yes X No

Will the institution seek accreditation for this program? _____ Yes X No

▪ If yes, list the accrediting organization:

Program Announcement Narrative:

- | | |
|-----------------------|-----------------------|
| ▪ Objectives | page(s): <u> 2 </u> |
| ▪ Need | page(s): <u> 5 </u> |
| ▪ Student enrollments | page(s): <u> 5 </u> |
| ▪ Program resources | page(s): <u> 6 </u> |



PROGRAM ANNOUNCEMENT

Public Health – Option to Health Services Degree

Program Announcement Narrative

I. Objectives

Public Health is a dynamic field that focuses on improving and maintaining health on a population level through disease and injury prevention strategies. Public Health includes a variety of challenging disciplines such as epidemiology, biostatistics, environmental health, behavioral health, and occupational health. Health risk assessments, health screenings, health promotion programming, and surveillance of disease outbreaks are examples of public health services. Public Health professionals work within a variety of settings including state and local health departments, hospitals, workplace wellness programs, government agencies, educational institutions, research organizations, and international development agencies.

Program Learning Goals

1. Provide students with a foundation of basic principles of human health and disease as relates to public health.
2. Engage students in public health scientific inquiry, problem solving, and basic epidemiology.
3. Teach students an understanding of the intersectionality of environmental, social, economic, cultural, and political factors impacting disease prevention and health promotion in the community.
4. Promote an understanding of social justice and cross-cultural understanding to achieve and sustain health equity and decrease health disparities.

This program does not exceed the programmatic mission of Hudson County Community College.

Catalog Program Description:

Public Health is a dynamic field that focuses on improving and maintaining health on a population level through disease and injury prevention strategies. Public Health includes a variety of challenging disciplines such as epidemiology, biostatistics, environmental health, behavioral health, and occupational health. Health risk assessments, health screenings, health promotion programming, and surveillance of disease outbreaks are examples of public health services. Public Health professionals work within a variety of settings including state and local health departments, hospitals, workplace wellness programs, government agencies, educational institutions, research organizations, and international development agencies.

II. Evaluation and Learning Outcomes Assessment

Student Learning Outcomes

1. Analyze human biology and socio-cultural conditions that apply to health and disease in public health.
2. Differentiate medical terminology in tests, procedures and descriptions of health conditions and epidemiology.
3. Identify political, cultural, behavioral and socioeconomic factors that contribute to domestic and global public health and health disparities.
4. Apply principles of social justice and cultural humility to achieve and sustain health equity and reduce health disparities.

| Program Learning Goals | Student Learning Outcomes | Course or Points in the Curriculum Outcomes Assessed | Assessment Methods or Tools |
|---|---|---|--|
| Goal #1: Provide students with basic principles of human health and disease and public health | 1.1. Analyze human biology and social conditions and apply to health and disease in public health. | BIO 107 BIO 208 SOC 101 HLT 112 Diversity/Major Electives *Principles Public HLT *Consumer H | Exams/Lab Reports Written Assignments Quizzes/Exams |
| Goal #2: Engage students in public health scientific inquiry, problem solving, and basic epidemiology. | 2.1. Differentiate medical terminology in tests, procedures, and descriptions of health conditions and epidemiology. 2.2. Apply quantitative reasoning skills in the process of scientific inquiry | BIO 107/207 Major Electives Prin. Public HLT Consumer HLT HLT Disparities MAT 114 | Exams & Lab Reports Written Assignments Quizzes / Exams |
| Goal #3: Teach students and apply intersectionality of environmental, social, cultural, and political factor impacting health promotion and disease prevention. | 3.1. Identify cultural, behavioral, political, socioeconomic factors contributing to domestic and global public health and health disparities. | ENG 102 PSY 101 SOC 101 Diversity Elective BIO 107/207 HLT 207 HLT 110 HLT 111 HLT 215 HLT 112 | Research Paper Lab reports Presentations |
| Goal #4: Promote an understanding of social justice and cross-cultural understanding as it impacts health promotion and disease prevention in the community. | 4.1 Apply principles of social justice and cultural humility to achieve and sustain health equity and reduce health disparities. | SOC 101 PSY 101 Diversity Elective HLT 110 HLT 210 HLT 215 HLT Navigation HLT 112 | Written Assignments Exam Research Paper Presentations |

The following table represents the assessment monitoring areas. The Program Coordinator together with the Associate Dean will monitor these variables.

| Assessment Tool | Targeted Audience | Purpose | Timetable |
|-----------------|-------------------|--|---------------|
| Retention Rate | Enrolled students | Monitor of GPA | Each semester |
| Completion Rate | Graduation rate | Number who complete the requirements for the degree. | Yearly |
| Transfer Rate | Transfer students | Number of students accepted into upper division colleges & universities. | Yearly |

III. Relationship of the program to institutional strategic plan and its effect on other institutional programs at the same institution.

The College Mission and Vision is to provide programs and courses that prepare students for transfer and/or careers that are relevant and in need within the communities it serves. This program will attract new students interested in a medical career and will prepare them to be successful in pre-medicine baccalaureate programs. This program would enhance the mission and is within the strategic plan of the College as cited in the following excerpts:

| | |
|------------|--|
| 1.1 | Review academic programs and develop new credit and non-credit programs and classes to meet career and workforce needs, the demands of the new economy, and changing demographics. |
| 5.4 | Expand revenues through enrollment increases, private giving, grants, the development of profit centers, and county, state and federal support. |
| 6.4 | Increase student recruitment efforts, emphasizing traditionally underserved students as well as non-traditional populations who can benefit from an HCCC education. |

IV. Need

Community colleges, in collaboration with public health agencies, can advance public health education by reaching a diverse student body, integrating public health into general education, and providing specialized associate degrees that serve workforce needs. Career ladders that include transferability of coursework to 4-year institutions and continuing education, including certificate programs, are key to success of these efforts. Community, or 2-year, colleges are well positioned to connect components of the Healthy People Curriculum Task Force's Education for Health framework by providing general education core courses in public health, epidemiology, and global health compatible with the educated citizen and public health movement. To serve specific workforce needs, associate degree programs are proposed, including environmental health, public health preparedness, public health informatics, and pre-health education. A generalist option designed for transfer to public health and related majors at 4-year institutions is also recommended.

(Am J Prev Med 2011;40(2):220 –225) © 2011 American Journal of Preventive Medicine

Similar Programs

Community Colleges

Middlesex County College – Associate in Science – Public Health
 County College of Morris – Associate in Science – Public Health
 Mercer County College – Associate in Science – Public Health
 Brookdale Community College – Associate in Science – Public Health

Senior Colleges & Universities

New Jersey City University – Bachelor of Science – Public Health Education
 Montclair State University – Bachelor of Science – Public Health
 Rutgers School of Public Health – Bachelor of Science – Public Health
 Stockton State University – Bachelor of Science – Public Health
 William Paterson University of NJ – Bachelor of Science – Public Health

V. Students

Estimate anticipated enrollments from the program's inception until a steady state or optimum enrollment is reached.

Year 1 – 20 students
 Year 2 – 40 students
 Year 3 – 50 + students

VI. Program Resources

One full-time member of the existing faculty will be assigned to this program. Based on enrollment, there will be a minimum of two to three adjunct faculty teaching the major courses.

The College maintains several computer labs that will be used for students in selected courses. In addition, the College has exercise science, medical, and nursing labs available for public health course delivery.

Books Available through the HCCC Libraries

Barr, D. A. (2008). *Health disparities in the United States: Social class, race, ethnicity, and health*.

Baltimore: Johns Hopkins University Press.

Barry, J. M. (2005). *The great influenza: The epic story of the deadliest plague in history*. London: Penguin Books.

Blazer, D. G. (2015). *Cognitive aging: Progress in understanding and opportunities for action*. Retrieved from <https://ezproxy.hccc.edu/login?url=http://search.ebscohost.com.ezproxy.hccc.edu:2048/login.aspx?direct=true&db=nlebk&AN=991109&site=ehost-live>

Caton, C. L. M. (2017). *The open door: Homelessness and severe mental illness in the era of community treatment*. New York: Oxford University Press.

Cranor, C. F. (2017). *Tragic failures: How and why we are harmed by toxic chemicals*. New York, NY: Oxford University Press.

Crawford, D. H. (2011). *Viruses: A very short introduction*. Oxford University Press.

Crume, R. V. (2019). *Urban health issues: Exploring the impacts of big-city living*. Retrieved from <https://ezproxy.hccc.edu/login?url=https://go.gale.com/ps/i.do?p=GVRL&sw=w&u=hudsoncc&v=2.1&it=etoc&id=GALE%7C9781440861727&sid=GVRL>

Engel, J. (2018). *Fat nation: A history of obesity in America*. Lanham, MD: Rowman & Littlefield.

Haelle, T. (2018). *Vaccination investigation: The history and science of vaccines*. Minneapolis: Twenty-First Century Books.

Hall, W., McDonnell, A., & O'Neill, J. (2018). *Superbugs: An arms race against bacteria*. Cambridge, MA: Harvard University Press.

Pachankis, J. E., & Safren, S. A. (2019). *Handbook of evidence-based mental health practice with sexual and gender minorities*. Retrieved from

<http://search.ebscohost.com.ezprox.hccc.edu:2048/login.aspx?direct=true&db=nlebk&AN=2106817&site=ehost-live>

Databases

Academic Search Premier
 CINAHL Plus with FT
 DSM V
 Gale Virtual Reference Library
 Health Reference Online
 Medline
 NYT Digital Edition
 PubMed
 Science Direct

VII Degree Requirements**Curriculum Design**Degree Program Public Health - Option to Health Services**General Education Requirement***

| Course Title | | Credits |
|--------------|---------------------------------------|---------|
| CSS 100 | College Student Success | 1 |
| ENG 101 | College Composition I | 3 |
| ENG 102 | College Composition II | 3 |
| MAT 114 | Statistics & Probability | 3 |
| CSC 100 | Introduction to Computers & Computing | 3 |
| BIO 107 | Human Biology | 4 |
| PSY 101 | Introduction to Psychology | 3 |
| CHOICE | Diversity Elective | 3 |
| CHOICE | Humanities Elective | 3 |
| SOC 101 | Principles of Sociology | 3 |
| ENG 112 | Speech | 3 |
| Total: | | 32 |

Major (Specialized) Requirement

| Course Title | | Credits |
|--------------|-------------------------------|---------|
| HLT 126 | Principles of Public Health | 3 |
| HLT 130 | Global Health Issues | 3 |
| HLT 128 | Consumer Health | 3 |
| HLT 112 | Pathophysiology | 3 |
| HLT 207 | Environmental Health | 3 |
| HLT 216 | Healthcare Navigation | 3 |
| HLT 218 | Health Disparities in America | 3 |
| HLT 110 | Culture, Diversity, & Health | 3 |
| HLT 111 | Introduction to Healthcare | 2 |
| HLT 215 | Service Learning Internship | 2 |
| Total | | 28 |

Curriculum Comparison with AS Health Services (base program) and Public Health (option)

| Base Program: AS Health Services | Proposed Option: AS Health Services – Public Health Option | Differs from Base Program |
|--|--|--|
| General Education (32) | General Education (32) | |
| 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 102 College Composition II 3 | ENG 102 College Composition II 3 | |
| MAT 114 Statistics & Probability 3 | MAT 114 Statistics & Probability 3 | |
| CSC 100 Introduction to Computers & Computing 3 | CSC 100 Introduction to Computers & Computing 3 | |
| BIO 107 Human Biology 4 | BIO 107 Human Biology 4 | |
| PSY 101 Introduction to Psychology 3 | PSY 101 Introduction to Psychology 3 | |
| CHOICE Diversity Elective 3 | CHOICE Diversity Elective 3 | |
| CHOICE Humanities Elective 3 | CHOICE Humanities Elective 3 | |
| SOC 101 Principles of Sociology 3 | SOC 101 Principles of Sociology 3 | |
| ENG 112 Speech 3 | ENG 112 Speech 3 | |
| <i>Above electives are identified in the college catalogue.</i> | | |
| Major Requirements (28) | Major Requirements (28) | |
| HLT-103 Principles of First Aid 3 | HLT 126 Principles of Public Health 3 | X |
| HLT-115 Dynamics of Healthcare 3 | HLT 128 Consumer Health 3 | X |
| HLT-124 Health & Wellness 3 | HLT 130 Global Health Issues 3 | X |
| HLT 111 Introduction to Healthcare 2 | HLT 111 Introduction to Healthcare 2 | |
| BIO-120 Human Sexual Biology 3 | HLT 112 Pathophysiology 3 | X |
| HLT 207 Environmental Health 3 or HLT-211 Community Health | HLT 207 Environmental Health 3 | |
| HLT-212 Substance Abuse & Addiction 3 | HLT 216 Healthcare Navigation 3 | X |
| HLT-210 Medical Law & Ethics 3 | HLT 218 Health Disparities in America 3 | X |
| HLT 110 Culture, Diversity, & Health 3 | HLT 110 Culture, Diversity, & Health 3 | |
| HLT 215 Service Learning Internship 2 | HLT 215 Service Learning Internship 2 | |
| | | |
| Total credits: 60 | Total credits: 60 | |
| | | Total number of credits option differs from base: 18 credits |

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

FIRST SEMESTER

| | | |
|---------|--|---|
| CSS 100 | College Student Success | 1 |
| ENG 101 | College Composition I | 3 |
| MAT 114 | Introduction to Statistics & Probability | 3 |
| ENG 112 | Speech | 3 |
| PSY 101 | Introduction to Psychology | 3 |
| HLT 111 | Introduction to Healthcare | 2 |

SECOND SEMESTER

| | | |
|---------|--------------------------------|---|
| ENG 102 | College Composition II | 3 |
| CSC 100 | Intro to Computers & Computing | 3 |
| BIO 107 | Human Biology | 4 |
| HLT126 | Principles of Public Health | 3 |
| HLT128 | Consumer Health | 3 |

THIRD SEMESTER

| | | |
|---------|---------------------------------|---|
| SOC 101 | Principles of Sociology | 3 |
| HLT 110 | Culture, Diversity & Healthcare | 3 |
| HLT 207 | Environmental Health | 3 |
| HLT 130 | Global Health | 3 |
| HLT 112 | Pathophysiology | 3 |

FOURTH SEMESTER

| | | |
|---------|-------------------------------|---|
| CHOICE | Diversity Elective | 3 |
| CHOICE | Humanities Elective | 3 |
| HLT 216 | Healthcare Navigation | 3 |
| HLT 218 | Health Disparities in America | 3 |
| HLT 215 | Service-Learning Internship | 2 |

| | |
|------------------------|-----------|
| TOTAL PROGRAM = | 60 |
|------------------------|-----------|

NEW COURSE DESCRIPTIONS

HLT 126 – Principles of Public Health

This course aims to provide a broad perspective of public health and presents both local and global public health challenges that face our society in the 21st century. The course provides an overview of the dynamic field of public health, its basic framework, concepts, and methodologies. The focus of this overview is on improving and maintaining health on a population level through identification, surveillance of disease, and injury prevention strategies.

HLT 128 – Consumer Health

Through this course, students will identify and evaluate product information used in the delivery of health care, health services, and other health behaviors. This course is designed to provide an overview of selected concepts, topics, strategies, and models relative to personal and consumer health issues. Students will understand legislation and agencies concerned with consumer protection and health insurance.

HLT 130 – Global Health

Utilizing a global perspective, this course introduces social determinants of health and disease. Students analyze current and emerging global health priorities, emerging and management of infectious diseases, poverty, conflicts and emergencies, health inequity, health systems reforms, and major global initiatives for disease prevention and health promotion.

HLT 216 – Healthcare Navigation

This course incorporates the many areas of responsibility for healthcare navigators. Students will learn the skills of building client relationships, solve problems and locate resources. Students will practice effective communication, problem-solving and ethical decision making. Additionally students will learn to locate and evaluate patient resources and strategies for working with the healthcare team and community agencies to address barriers to access of healthcare.

HLT 218 – Health Disparities in America

This course introduces students to the concept of health equity and health disparities. The course uses the lens of social justice as the broad overview of health disparities in the United States is explored. The course examines relevant historical issues, theories, and empirical data, emphasizing critical analysis and application of knowledge. Students will gain a better understanding of research on health disparities and interventions to promote health equity.

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 | \$ | 0 |
| 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 \$ 22,050.

TOTAL Instruction \$ 22,050.

➤ Instructional Support Personnel

Program Coordinator \$ 9350. (If Needed)

Tutoring – *Program specific* \$ 0

Lab assistance \$ 0

Program Advisement \$ 0

Clerical \$ 2500.

TOTAL Inst. Support Personnel \$ 11850.

➤ Additional library materials \$ 250.

➤ Contractual Services

Accreditation fees \$ 0

Consultants \$ 0

Travel \$ 0

Licensure agreements \$ 0

TOTAL Contractual Services \$ 0

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 9, 2020**

X. NEW BUSINESS

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 9, 2020**

XI. ADJOURNMENT

THAT, the meeting be adjourned at 5:45 P.M.

INTRODUCED BY: Bakari Lee

SECONDED BY: Joseph Doria

DATE: June 9, 2020

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

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

| | |
|--|-------------------------------|
| <i>Jennifer Oakley</i> _____ Signature of Recorder | June 9, 2020 _____ Date |
|--|-------------------------------|