

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

Regular Meeting--Board of Trustees
June 11, 2013

AGENDA

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

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

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

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

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

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

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

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

VIII. PERSONNEL RECOMMENDATIONS **Dr. Gabert**

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

X. NEW BUSINESS **Mr. Netchert**

XI. ADJOURNMENT **Mr. Netchert**

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 11, 2013**

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

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

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

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 11, 2013**

III. COMMENTS FROM THE PUBLIC

Patricia Murphy, Secretary, Health Related Programs (870 Bergen) and President, Support Staff Union commended Frank Mercado, Vice President, College Operations; Jim Sorrentino, Manager, Maintenance; and Joseph Torturelli, Director, Facilities; as well as other staff from College Operations for their prompt, proactive approach to dealing with the flooding issue at 870 Bergen Avenue. She also indicated her concern regarding mold being present at 70 Sip Avenue. Ms. Murphy then stated that neither the Union Presidents nor college community was notified concerning the reorganization of the Staffing Table, one of the items on the agenda for approval, and indicated that she was upset by it and was something that could influence her unit's position at the bargaining table.

Dr. Lloyd Kahn, Professor of Life Science and President of the Professional Association, thanked Student Alumni Representative Shannon Gallagher for her participation in the Future Alumni Association of Phi Theta Kappa and Joseph Sansone for underwriting the cost for food for the first meeting. He said that he also disagreed with the way decisions were made concerning the Staffing Table.

President Gabert responded to the comments made about the revised organizational chart and staffing table. He disagreed with the characterization that it was a major reorganization. He explained that two academic divisions were being made into four academic divisions. It is expected that the number of adjunct instructors will be increasing, and it was intended to make the job of the associate deans more manageable. This is not a reflection on anyone's job performance: it is a reflection of the growing difficulty of their jobs. With regard to the sciences, it is also desirable to have this expanded structure in place as the College prepares for the new science building. Many of the new titles are changes of existing titles. Added titles are paired with titles being dropped or vacant positions that are frozen and not scheduled for filling during the fiscal year. The revised staffing table entails no added cost, and the net number of jobs on the staffing table is not being increased.

HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 11, 2013

RESOLUTION

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

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

INTRODUCED BY: Bakari Lee

SECONDED BY: James Fife

DATE: June 11, 2013

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

7 Ayes..... 0 Nay

RESOLUTION ADOPTED


Signature of Recorder

6-11-13
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 11, 2013**

IV. CLOSED SESSION

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

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

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

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

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

Personnel

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

4) this resolution shall take effect immediately.

INTRODUCED BY: James Fife

SECONDED BY: Karen Fahrenholz

DATE: June 11, 2013

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

7 Ayes..... 0 Nay

*****RESOLUTION ADOPTED*****

James Fife
Signature of Recorder

6-11-13
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 11, 2013**

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

Trustee Lee reported that the next NJCCC meeting is scheduled for Monday, June 17th, 5:00 pm at the Marriott Hotel, Trenton, New Jersey. Dr. Gabert added that Dr. Eric Friedman, Vice President, Academic Affairs will receive the Spirit Award at the meeting.

HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 11, 2013

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETINGS

The Minutes of the Regular Meeting of May 14, 2013 are herewith officially submitted to the Board Trustees for approval. (Attachment A)

Recommendation:
It is the recommendation of the President that the Board of Trustees accept the Minutes of the Regular Meeting of May 14, 2013.

2. GIFTS, GRANTS, AND CONTRACTS REPORT - None

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

INTRODUCED BY: James Fife

SECONDED BY: Karen Fahrenholz

DATE: June 11, 2013

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

7 Ayes..... 0 Nay
RESOLUTION ADOPTED

James Fife
Signature of Recorder

6-11-13
Date

ATTACHMENT A
ITEM VI - REGULAR MONTHLY REPORTS

HUDSON COUNTY COMMUNITY COLLEGE
Board of Trustees Meeting
Culinary Conference Center
Jersey City, NJ

REGULAR MEETING --- BOARD OF TRUSTEES
May 14, 2013

MINUTES

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

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

ABSENT: Jeanette Peña, and Katia Stack

HCCC Staff and Visitors present were: Michael Ferlise, Eric Friedman, Dorothea Graham King, Lloyd Kahn, A. Matari, Frank Mercado, Randi Miller, Jennifer Oakley, Paula Pando, Ismael Randazzo, Qamar Raza, M. Siddiqui, John Sommer, Mojdeh Tabatabaie, Carol Van Houten, Chris Wahl, Marcella Williams, and Vinny Zicoello.

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

II. ROLL CALL AND RECOGNITION OF VISITORS

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

III. COMMENTS FROM THE PUBLIC

Dr. Lloyd Kahn, Professor of Life Sciences and President of the Professional Association, thanked the President and Board of Trustees for approving the promotions of eight faculty members. He also expressed thanks for submitting the bond applications for the new Science Center

SUSPEND THE ORDER OF THE AGENDA

Introduced by: Bakari Lee

Seconded by: James Fife

8 Ayes.....0 Nays

Resolution Adopted

IV. CLOSED SESSION – To discuss Personnel

Introduced by: Karen Fahrenholz

Seconded by: Bakari Lee

8 Ayes.....0 Nays

Resolution Adopted

No formal action was be taken.

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

Chairman Netchert congratulated College staff for HCCC's nomination by the American Association of Community Colleges for its accomplishments in the area of student success. It was one of 5 U.S. colleges singled out by AACC.

Dr. Gabert thanked the faculty Professional Association for its generous offer to help support marketing enrollment.

Dr. Gabert reminded trustees that the N.J. Ethic Disclosure Statements had to be completed on-line by May 31st.

Dr. Gabert announced details regarding graduation. Commencement is scheduled for Thursday, May 23rd, 6:00 pm at New Jersey Performing Arts Center (NJPAC). 800 students are expected to graduate. The commencement speaker will be J. Noah Brown, President and Chief Executive Officer, Association of Community College Trustees. The Heritage Award will be presented to Kenneth Lindenfeser, Sr., former Mayor of Kearny and Chair of the West Hudson Scholarship Committee. The benediction will be given by Major Charles Kelly of the Salvation Army. A reception after commencement will be held at President Gabert's home.

Dr. Gabert also reported that very preliminary enrollment numbers for the fall 2013 are not encouraging.

Dr. Gabert thanked the Freeholders for approving the operating and capital budgets for FY2014. He also thanked them for a special \$125,000 appropriation for the Hudson County Government (Freeholder) Scholarship.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

- 1. The Minutes of the Regular meeting of April 9, 2013.*
- 2. Gifts, Grants and Contract Reports*

The College has made the following grant & contract proposals:

*TITLE: CBI Career Opportunities Training Program
AGENCY: Hudson County Department of Family Services, Jersey City Employment & Training Program
PURPOSE OF GRANT: Designed to provide heightened awareness of and enrollment in HCCC/CBI occupational training programs.
COLLEGE ADMINISTRATOR: Ana Chapman-McCausland
COLLEGE CONTRIBUTION: 0
AWARD AMOUNT: \$96,000*

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

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

- 1) Purchase of Paint, Painting Supplies & Repair Parts for FY 13*
- 2) Purchase of Instructional Technology - Data Cabling and Miscellaneous Equipment from Johnston Communications;*
- 3) Purchase of Instructional Technology – Cisco Network Switches from CDWG;*

- 4) Purchase of Culinary Mixers;
- 5) Renewal of Dental Care Insurance for Fiscal Year 2014;
- 6) Renewal of Contract for Student Collection Services;
- 7) Purchase of Apple Mac Books & Apple TV's;
- 8) Purchase of Apple Ipad Covers;
- 9) Purchase of Instructional Supplies;
- 10) Purchase of Apple Service & Maintenance Agreement;
- 11) Purchase of Accuplacer Exams;
- 12) Award of Media Services for Billboard Advertisements for FY 14, and
- 13) Purchase Security Consultant Services.

Introduced by: Bakari Lee
Seconded by: James Fife
8 Ayes.....0 Nays Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATION

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Nicole Behman	Coordinator, Non-Credit Programs	5/17/2013

2. APPOINTMENT OF STAFF

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Sivajini Gilchrist	Instructor of Environmental Science	8/15/2013	\$36,000 (pro-rated)

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Alice Frazier	HSS Site Coordinator	5/15/2013	\$40,000 (pro-rated)

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Karen O'Malley	Executive Director, Non-Credit Programs	5/15/2013	\$72,500 (pro-rated)

Note: This is a replacement for Robert Fairchild.

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

Last Name	First Name	Title
Rossilli-Knapp	Denise	Instructor, Human Services

4. FACULTY PROMOTIONS

Effective Academic Year 2013-2014

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

From Instructor to Assistant Professor

<u>Name</u>	<u>Discipline</u>	<u>Increase added to base salary</u> (per contract)
Jeremiah Teipen	Fine Arts	\$2,500.00

Note: Promotion effective August 15, 2013.

From Assistant Professor to Associate Professor

<u>Name</u>	<u>Discipline</u>	<u>Increase added to base salary</u> (per contract)
Laurie Riccadonna	Fine Arts	\$3,000.00
Syeda Jesmin	ESL/Bilingual	\$3,000.00
Abdallah Matari	Life Sciences	\$3,000.00

Note: Promotions effective August 15, 2013.

From Associate Professor to Professor

<u>Name</u>	<u>Discipline</u>	<u>Increase added to base salary</u> (per contract)
Elena Gorokhova	ESL/Bilingual	\$3,500.00
Patricia Jones-Lewis	English	\$3,500.00
Ferdinand Orock	Mathematics	\$3,500.00
Nancy Booth	ESL/Bilingual	\$3,500.00

Note: Promotions effective August 15, 2013.

5. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES:
MAY 14, 2013 – JUNE 30, 2013.

Last Name	First Name	Department	Title
Ortiz	Brenda	ADJ Academic Support Services	Tutor
Rubinsky	Brian	ADJ Academic Support Services	Tutor
Appuliese	Rebecca	ADJ Academic Support Services	Tutor
Coleman	Qaadara	ADJ Academic Support Services	Tutor
Paul	Youri	ADJ Academic Support Services	Tutor
Pereyra	Fabiana	ADJ Academic Support Services	Tutor
Maza	Esteban	ADJ Academic Support	Tutor

		Services	
Orock	Leo	ADJ Academic Support Services	Tutor
Jaikissoon	Martha	ADJ Academic Support Services	Tutor
Davis	Dolores	ADJ Academic Support Services	Tutor
Malik	Zain	ADJ Academic Support Services	Tutor
Silva	Diana	ADJ Academic Support Services	Tutor
Sacaquirin	George	ADJ Academic Support Services	Tutor
Beboe	Kerrief	ADJ Academic Support Services	Tutor
Bautista	Sophia	ADJ Academic Support Services	Tutor
Crasto	Eroisha	ADJ Academic Support Services	Tutor
Ibrahim	Marina	ADJ Academic Support Services	Tutor
Mahmoud	Sherif	ADJ Academic Support Services	Tutor
Javed	Mohamad	ADJ Academic Support Services	Tutor
Moreno	Andrea	ADJ Academic Support Services	Tutor
Acebo-Macias	Oscar	ADJ Academic Support Services	Tutor
Singh	Neetu	ADJ Academic Support Services	Tutor
Robertson	Laura	ADJ Academic Support Services	Tutor
Gonzalez	Ynes	ADJ Academic Support Services	Tutor
Fayyaz	Faiza	ADJ Academic Support Services	Tutor
Mehta	Kajal	ADJ Academic Support Services	Tutor
Nguyen	Dat	ADJ Academic Support Services	Tutor
Lawrence	Nicholson	ADJ Academic Support Services	Tutor
Li	Bosen	ADJ Academic Support Services	Tutor
Das	Debapriya	ADJ Academic Support Services	Tutor
Gondal	Ammara	ADJ Academic Support Services	Tutor
Ambrocio	Ferdy	ADJ Academic Support Services	Tutor
Patel	Manali	ADJ Academic Support Services	Tutor
Colicchio	Roy	ADJ Academic Support Services	Tutor
Agresta	Janet	ADJ Academic Support Services	Tutor

Escalante	Jenny	Arts and Sciences	Office Assistant
Carvajal	Alexandra	Disability Support Services	Notetaker/Reader
Griffith	Amira	Disability Support Services	Sign Language Interpreter
Elshafey	Mohamed	Health, Science & Technology	Lab Assistant

6. MODIFICATIONS OF STAFFING TABLE EFFECTIVE MAY 14, 2013.

Add Title:

Director, Health Information Technology Program (grant funded position)

Introduced by: James Fife

Seconded by: Joanne Kosakowski

8 Ayes.....0 Nays

Resolution Adopted

IX. ACADEMIC AND STUDENT AFFAIRS – None

X. NEW BUSINESS - None

XI. ADJOURNMENT 6:18 P.M.

Introduced by: James Fife

Seconded by: Karen Fahrenholz

8 Ayes.....0 Nays

Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 11, 2013**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Purchase of Internet Services FY 14

REPORT/BACKGROUND:

There is a need to provide network access and internet services to the College for Instructional and Administrative services. The New Jersey President's Council has created NJEDge.Net, a non-profit corporation, to provide a broadband statewide network designed to enhance the teaching, research and public service missions of New Jersey's Colleges and Universities. The range of capabilities, resources and services offer economies of scale, provide expanded opportunities for integrating remerging technologies, and promote new forms of inter-instructional collaboration. This private statewide infrastructure effectively "raises the bar" for high performance data, voice and video capabilities and extends the reach of higher education of off-campus learners, K-12, as well as corporate and community constituents.

Use of the Network and Internet has greatly increased at the College and has become critical to our students, faculty and administration. NJEDge.Net gives the College the opportunity to continue to increase the capacity and speed of the internet service to accommodate the increase in usage.

The College Chief Information Technology Officer recommends the renewal of this service.

RECOMMENDATIONS:

The President, the Administration and the Finance Committee recommend that the Board of Trustees approve the annual contract with NJEDge.Net of Newark, New Jersey, to provide internet services to the College, at a cost not to exceed \$148,400.00 for FY 14, to be funded from the operating budget.

2. Renewal of College's Campus-Wide Software License Agreement for FY 14

REPORT/BACKGROUND:

There is a need to renew the College campus-wide software licenses. The College subscribes to Microsoft's Campus Agreement Program for licensing of the windows operating system, Microsoft Office programs and other Microsoft software. The College utilizes these licenses to support the various software that is run on the desktop p.c.'s, the computer room servers and the College computer labs.

The annual fee also covers all the upgrades that might be released by Microsoft during the year. The Campus Microsoft License Agreement is provided through authorized academic resellers. For fiscal year 2014, the College proposes to purchase the software licenses from GHA Technologies, Inc. of Scottsdale, Arizona, at a total cost of \$87,493.99, to be funded from the operating budget. Quotes were received from Gov Connection \$87,543.97 and CDW-G \$89,834.35. Note: all proprietary software is exempt per State Statutes 18A:64A-25.5.

The College Chief Information Officer recommends the renewal of the purchase of campus-wide software licenses for one (1) year from GHA Technologies, Inc.

RECOMMENDATION:

The President, the Administration and the Finance Committee recommend that the Board of Trustees approve the purchase of the College's campus-wide software licenses for one (1) year from GHA Technologies, Inc. of Scottsdale, Arizona, at an annual cost not to exceed \$87,493.99 to be funded from the operating budget.

3. *Renewal of Annual Software Maintenance Agreement for FY 2014*

WHEREAS, the College has a need to renew the annual software maintenance agreement; and

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

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

WHEREAS, the anticipated term is fiscal year 2014; and

WHEREAS, Allister (Duplitron) Kyocera of Roselle, New Jersey, is the proposed vendor to provide this maintenance agreement; at a cost not to exceed \$18,000; and the College Chief Information Officer recommends this purchase; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Allister (Duplitron) Kyocera of Roselle, New Jersey, as a pay-to-play certified vendor as described herein; and

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

4. *Renewal of College's Campus-Wide Ellucian (Datatel) Software Maintenance Agreement FY 14*

REPORT/BACKGROUND:

There is a need to renew the College campus-wide software maintenance and services for the Ellucian (Datatel) Colleague System. The College utilizes this software and services to support the various software packages that are on Colleague.

The annual fee also covers all the upgrades and services that might be released required by Ellucian (Datatel) during this year. For fiscal year 2014, the College proposes the renewal of the software maintenance and services at a total cost of \$ 359,531.00.

The College Chief Information Officer recommends the renewal of the purchase of the software maintenance for one (1) year from Ellucian (Datatel).

RECOMMENDATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the purchase of the College's software maintenance for one (1) year from Ellucian (Datatel) of Fairfax, Virginia, at an annual cost not to exceed \$ 359,531.00 to be funded from the operating budget.

5. Renewal of Fiber Contract for Campus Buildings Connectivity

REPORT/BACKGROUND:

The College has all their buildings connected for network access via leased fiber from Johnston Communications. The original contract dated April 23, 2011 is for a 5 year term ending 2016.

There is a need to continue the leasing of the fiber for all the buildings in Jersey City. This fiber will be provided by Johnston Communications, a N.J. State Contract Vendor (#M7000/73979). Approval is requested for funding of the 3rd year of the 5 year contract term FY 2014.

The Chief Information Officer recommends the funding approval set forth above.

RECOMMENDATIONS:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve funding for year 3 (FY 2014) of the contract with Johnston Communications, a N.J. State Contract Vendor (#M7000/73979), to provide to the College, at a total cost not to exceed \$ 181,416.00 annually and for Year 3, and funded from the operating budget.

6. Purchase of Apple Service and Maintenance Agreement

REPORT/BACKGROUND:

Hudson County Community College I.T.S. Department has identified a need to purchase a Service and Maintenance Agreement (OS X Mountain Lion). This service agreement will be purchased from Apple Inc. of Austin, Texas, at a total cost of \$700.00.

The Chief Information Officer recommends this purchase.

RECOMMENDATIONS:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees purchase the service and maintenance agreement with Apple Inc., of Austin, Texas, at a total cost not to exceed \$700.00, to be funded from the operating budget.

7. Purchase of Dell Laptop Computers

REPORT/BACKGROUND:

The Hudson County Community College Grants Department has identified a need to purchase eight (8) Dell Latitude Laptop Computers for Allied Health. The computers will be purchased from Dell Marketing of Round Rock, Texas, at a total cost of \$ 12,153.92.

The Chief Information Officer recommends this purchase.

The Grants Department will fund this purchase.

RECOMMENDATION:

The President, the Administration and the Finance Committee recommend that the Board of Trustees approve the purchase of eight (8) Dell Latitude Laptop Computers from Dell Marketing of Round Rock, Texas, at a total cost not to exceed \$ 12,153.92, funded by the Grants Department.

8. Purchase of Kensington Secure Back Security Cases with Click Safe Lock and Video Cable

REPORT/BACKGROUND:

The Hudson County Community College Grants Department has identified a need to purchase ninety (90) Kensington Secure Back Security Cases with Click Safe Lock for the Apple Ipad 2 and four (4) 19 pin Video Cables. The cases and cables will be purchased from GHA Inc., of Phoenix, Arizona at a total cost of \$ 5,135.30.

The Chief Information Officer recommends this purchase.

The Grants Department will fund this purchase.

RECOMMENDATION:

The President, the Administration and the Finance Committee recommend that the Board of Trustees approve the purchase of ninety (90) Kensington Secure Back Security Cases with Click Safe Lock and four (4) 19 pin Video Cables from GHA Inc. of Phoenix, Arizona, at a total cost not to exceed \$ 5,135.30, funded by the Grants Department.

9. Award of Media Services (Fios) for Cable Advertisements for FY 14

WHEREAS, as part of the plan to increase visibility and create a media image, it is proposed that the College continue a cable television campaign. Ads will run on the local cable television station throughout Hudson County; and

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

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

WHEREAS, the anticipated term of this contract is fiscal year 2014; and

WHEREAS, Viamedia (Fios) of Lexington, Kentucky will run the ads on their cable stations at a cost not to exceed \$25,000. Note: These are area sole source vendors for the target area. The design for the campaign/ads will be provided by the College's Communication Department; and

WHEREAS, Viamedia (Fios) has completed and submitted Business Entity Disclosure Certifications which certify that Viamedia (Fios) have not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit Viamedia (Fios) from making any reportable contributions through the term of the contract; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to enter into an agreement with Viamedia (Fios) of Lexington, Kentucky, as a pay-to-play certified vendor as described herein; and

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

10. Award of Media Services (Cablevision) for Cable Advertisements for FY 14

WHEREAS, as part of the plan to increase visibility and create a media image, it is proposed that the College continue a cable television campaign. Ads will run on the local cable television station throughout Hudson County; and

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

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

WHEREAS, the anticipated term of this contract is fiscal year 2014; and

WHEREAS, Cablevision of Bethpage, New York will run the ads on their cable stations at a cost not to exceed \$52,688.00. Note: These are area sole source vendors for the target area. The design for the campaign/ads will be provided by the College's Communication Department; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to enter into an agreement with Cablevision of Bethpage, New York, as a pay-to-play certified vendor as described herein; and

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

11. Award of Media Services (Cablevision & News 12) for Cable Advertisements for FY 14

WHEREAS, as part of the plan to increase visibility and create a media image, it is proposed that the College continue a cable television campaign. Ads will run on the local cable television station throughout Hudson County; and

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

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

WHEREAS, the anticipated term of this contract is fiscal year 2014; and

WHEREAS, Cablevision and News 12 New Jersey of Bethpage, New York, will run the ads on their cable stations at a cost not to exceed \$22,388.00. Note: These are area sole source vendors for the target area. The design for the campaign/ads will be provided by the College's Communication Department; and

WHEREAS, Cablevision and News 12 New Jersey has completed and submitted Business Entity Disclosure Certifications which certify that News 12 has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit Cablevision and News 12 New Jersey from making any reportable contributions through the term of the contract; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to enter into an agreement with Cablevision and News 12 New Jersey of Bethpage, New York, as a pay-to-play certified vendor as described herein; and

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

12. Award of Media Services for Transit Advertisement FY 14

WHEREAS, the College proposes to continue s transit sign campaign on buses and the light rail; and

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

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

WHEREAS, the anticipated term of this contract is one year and the College has solicited a quote; and

WHEREAS, Titan Worldwide of Fairfield, New Jersey has submitted a quote indicating that they will provide bus and light rail advertising for a total cost not to exceed \$61,677.56; and

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

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

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

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

13. Award of Vehicle Vendor for Purchase of Truck for Facilities Department

WHEREAS, the College has a need to purchase a 2013 Ford Transit Connect Truck for the Facilities Department; and

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

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

WHEREAS, College has solicited two quotes: 1) All American Ford of Hackensack, New Jersey for \$20,989.00 and 2) Jersey City Ford of Jersey City, New Jersey for \$22,195.00; and

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

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

WHEREAS, the Vice President of College Operations recommends this purchase;

NOW, THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to enter into a contract with All American Ford of Hackensack, New Jersey, for a cost not to exceed \$20,989.00 as described herein; and

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

14. Award of Alarm/Monitoring/Inspection Service Vendor for All College Locations

WHEREAS, the College has a need for an alarm/monitoring/inspection service company for all College locations during the year; and

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

WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500 and not to exceed \$17,750.00; and

WHEREAS, the anticipated term is fiscal year 2014; and

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

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

WHEREAS, the Vice President of College Operations recommends this purchase;

NOW, THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to enter into a contract with AFA Protective Systems, Inc. of Brunswick, New Jersey, as a pay-to-play certified vendor as described herein; and

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

15. Award of Snow Plowing/Snow Removal Vendor for All Campus Parking Lots

WHEREAS, the College has a need for a snow plowing/removal service for all of the college campus parking lots; and

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

WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500 and not to exceed \$17,575.00; and

WHEREAS, Broadway Sales Inc. of Jersey City, New Jersey is the proposed vendor to provide snow removal services and the anticipated term is fiscal year 2014; and

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

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

WHEREAS, the Vice President of College Operations recommends this purchase;

NOW, THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to enter into a contract with Broadway Sales Inc. of Jersey City, New Jersey, as a pay-to-play certified vendor as described herein; and

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

16. Resolution for Jones & Associates Communications, Inc. for Fiscal Year 2014

REPORT/BACKGROUND:

Jones & Associates Communications, Inc. was first retained by the College in January, 2003 to assist with and conduct public relations projects under the direction of the President in consultation with members of the Board of Trustees. The Finance Committee and the President recommend that the Firm continue to be retained through the 2014 fiscal year and to continue to include the following: under the direction of the Board of Trustees and the President, serve as principal spokesman for the College to the media; in cooperation with appropriate members of the College staff, develop an updated marketing plan that will serve as a guide for publications and other marketing activities; and recommend, develop and oversee public relations projects as directed and agreed to by the President in consultation with members of the Board of Trustees.

RESOLUTION:

WHEREAS, it has been determined that the College should use external services for public relations support; and

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

WHEREAS, the Purchasing Agent has determined and certified in writing that the anticipated value of these services is in excess of \$17,500; and

WHEREAS, the anticipated term of this contract is one year beginning on July 1, 2013 through June 30, 2014; and

WHEREAS, it has been further determined that Jones & Associates Communications, Inc. of Jersey City, New Jersey indicate they will provide public relations support services for \$6,500 per month (\$78,000 annualized); and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to enter into an agreement with Jones & Associates Communications, Inc., as a pay-to-play certified vendor as described herein; and

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

17. Resolution Authorizing the Award of a Contract for Public Relations Consultant to WAM Consulting for Fiscal Year 2014

WHEREAS, the need for a consultant to assist the College with special projects, some of which are of a sensitive and critical nature and also a need for this consultant to attend meetings and act as a Liaison between the College and the Hudson County Board of Chosen Freeholders; and

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

WHEREAS, the Purchasing Agent has determined and certified in writing that the anticipated value is in excess of \$17,500; and

WHEREAS, the President is authorized to continue use of services on a month to month basis beginning July 1, 2013 through June 30, 2014; and

WHEREAS, it has been determined that WAM Consulting of Jersey City, New Jersey will provide these services for \$3,000 per month plus pre-approved documented reimbursement expenses; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to enter into an agreement with WAM Consulting, as a pay-to-play certified vendor as described herein; and

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

18. Resolution Authorizing the Award of a Renewal of Consultant Services for Capital Projects

REPORT/BACKGROUND:

The College has a need to continue to use a consultant to assist in the operations of the campus capital projects.

The President is authorized to renew the services of Wade Frazee, of Glenwood, New Jersey, to continue to provide services at a cost not to exceed \$31,500.00 for Fiscal Year 2014.

RECOMMENDATION:

The President, the Administration and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve Wade Frazee to continue to perform consulting services, at a cost not to exceed \$31,500.00 for Fiscal Year 2014, to be funded from the operating budget.

19. Resolution Authorizing the Award of a Consultant for Financial Aid Services

REPORT/BACKGROUND:

In order to meet the institution's enrollment and revenue goals, efficiency and effectiveness is critical in the financial aid and business offices. We are engaging expert consultant services to help us make the most of our tools and human resources. Specifically, we are looking for expert analysis of the effectiveness and efficiency of the financial aid delivery system (financial aid and student accounts offices) as well as to consult in all aspects of the financial aid delivery cycle.

A request for proposals was advertised on the internet and local newspapers. The R.F.P. was advertised beginning on 2/13/2013. The opening was on Thursday March 7, 2013. There were two (2) proposals received.

The recommendation is to award Financial Aid Services (FAS) for a total sum not to exceed \$ 23,000.00.

The Vice President for the North Hudson Center and Student Affairs recommends this purchase.

RECOMMENDATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve Financial Aid Services (FAS) of Atlanta, GA, to conduct an assessment of the college's financial aid delivery system for a total sum not to exceed \$ 23,000.00, to be funded from the operating budget.

20. Purchase of Liability & Casualty Insurance FY 14

REPORTS/BACKGROUND:

There is a need to renew liability and casualty insurance.

The broker for the insurance pool is the Borden Perlman Agency. The proposal for FY 2014 is a total annual premium cost of \$396,491.00 per year. The Borden Perlman Agency provides this insurance through a pool of ten (10) community colleges which contributes to favorable premium rates and high limits of coverage. The College has reviewed the policies included in this program and determines that the pool affords the College access to appropriate coverage levels at favorable rates.

The annual premium coverage is noted below:

<i>Commercial Package Policy – Philadelphia Insurance Co. (Property, General Liability, Auto, School Board Legal Liability, Auto Inland, Marine, Crime, Systems, Boiler & Machinery)</i>	<i>\$293,619</i>
<i>Commercial Liability Umbrella – Philadelphia Insurance Co.</i>	<i>\$ 11,903</i>
<i>Education Legal Liability plus Special Excess, Data Security and Environmental Liability.</i>	<i><u>\$ 90,969</u> *</i>
<i>Total:</i>	<i><u>\$396,491</u></i>

** The premium of the Environmental Liability policy is estimated.*

The College Chief Financial Officer approves this purchase.

RECOMMENDATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve Borden Perlman Insurance Brokers of Lawrenceville, New Jersey, to provide liability and casualty insurance primarily through The Philadelphia Insurance Company for FY 2014, at a premium of \$396,491.00. The costs will be funded through the operating budget. This award of insurance coverage is exempted under the pay-to-play regulations.

21. Purchase of Accuplacer Exams for Fiscal Year 2014

REPORT/BACKGROUND:

The College Testing Department has a need to purchase 45,714 Accuplacer exams for fiscal year 2014. The needed exams will be purchased from The College Board (sole source vendor) of New York, New York, at a total cost not to exceed \$ 80,000.00. This purchase will be funded from the operating budget.

The Vice President of the North Hudson Center and Student Affairs recommends this purchase.

RECOMMENDATION:

The President, the Administration and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve the purchase of 45,714 Accuplacer exams from the College Board of new York, New York, at a total cost not to exceed \$ 80,000.00, funded from the operating budget.

22. Purchase of Barracuda Web Filter

REPORT/BACKGROUND:

There is a need to upgrade the Barracuda Web Filter that HCCC I.T.S. maintains for both campuses (JSQ and NHHEC). The I.T.S. department has solicited two (2) competitive quotes: 1) GHA Technologies \$27,812.00 and 2) CDWG \$29,125.00.

There is also a need to obtain a Virus Definition update and an extended service agreement and hardware from GHA, there were two (2) quotes also solicited by I.T.S. : 1) GHA Technologies \$10,654.62 and 2) CDWG \$12,325.08. Note: Both vendors are authorized resellers for Barracuda proprietary soft and hardware.

The Chief Information Officer recommends the purchase of these services.

RECOMMENDATIONS:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve these purchases from GHA Technologies of Phoenix, Arizona, at a total cost not to exceed \$38,466.62, to be funded from the operating budget.

23. Purchase of Software for Computer Arts Program

REPORT/BACKGROUND:

The Academic Affairs Division has identified a need to acquire software for the computer arts program and to obtain the Adobe Creative Suite 6 Master Collection License. There were two (2) quotes solicited: 1) GHA Technologies \$14,533.03 and 2) CDWG \$16,531.56.

The Chief Information Officer recommends the purchase of these services.

RECOMMENDATIONS:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve these purchases from GHA Technologies of Phoenix, Arizona, at a total cost not to exceed \$14,533.03, to be funded from the operating budget.

24. Reports of the Facilities Committee for Construction Oversight

REPORTS/BACKGROUND:

On March 12, 2002, the Board of Trustees established a Facilities Ad-Hoc Committee to oversee plans and costs for campus development. The Board designated the Chair of the Facilities Committee to serve as Ad-Hoc Committee Chair. Other members of the committee were to include the College President, the Vice President for Administration and Finance, the HCCC Director of Facilities, the Construction Manager (outsourced), and College Counsel for real estate and construction issues. This committee was empowered to "review and approve all project plans and costs including design, renovation or construction.

The Committee here presents to the Board the approved minutes of the March 7, 2013 and May 9, 2013

meetings. (Attachments A and B). It is the intention of the Committee to transmit formally to the Board of Trustees for its acceptance, the minutes of the Committee.

RECOMMENDATION:

The Facilities Committee recommends that the Board of Trustees accept its minutes of the March 7, 2013 and the May 9, 2013 meetings as submitted for inclusion into the records of the Board of Trustees.

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration, and the Finance Committee as outlined above in **Item VII. Fiscal, Administration, Lease and Capital Recommendations 1 – 24:** 1) Purchase of Internet Services FY 14; 2) Renewal of College's Campus-Wide Software License Agreement FY 14; 3) Renewal of Annual Software Maintenance Agreement FY 14; 4) Renewal of College's Campus-Wide Ellucian (Datatel) Software Maintenance Agreement FY 14; 5) As Amended - Renewal of Fiber Contract for Campus Buildings Connectivity; 6) Purchase of Apple Service & Maintenance Agreement; 7) Purchase of Dell Laptop Computers; 8) Purchase of Kensington Secure Back Security Cases w/Click Safe Lock & Video Cables; 9) Award of Media Services (Fios) for Cable Advertisements for FY 14; 10) Award of Media Services (Cablevision) for Cable Advertisements for FY 14; 11) Award of Media Services (Cablevision & News 12) Cable Advertisements FY 14; 12) Award of Media Services for Transit Advertisements FY 14; 13) Award of Vehicle Vendor for Purchase of Truck for Facilities Department; 14) Award of Alarm/Monitoring/Inspection Service Vendor for All College Locations; 15) Award of Snow Plowing/Snow Removal Vendor for All Campus Parking Lots; 16) Resolution for Jones & Associates Communications Inc. for FY 14; 17) Resolution Authorizing Award of Contract for Public Relations Consultant to WAM Consulting FY 14; 18) Resolution Authorizing Award of Renewal of Consultant Services for Capital Projects; 19) Resolution Authorizing Award of Consultant for Financial Aid Services; 20) Purchase of Liability & Casualty Insurance FY 14; 21) Purchase of Accuplacer Exams for FY 14; 22) Purchase of Barracuda Web Filter; 23) Purchase of Software for Computer Arts Program; and 24) Reports of the Facilities Committee for Construction Oversight.

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: James Fife

DATE: June 11, 2013

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

7 Ayes..... 0 Nay
RESOLUTIONS ADOPTED

James Fife 6-11-13
Signature of Recorder Date

ATTACHMENT A

ITEM VII. Fiscal, Administrative, Lease and Capital Recommendations #24

OFFICE OF COLLEGE OPERATIONS

Frank Mercado, Vice President



Facilities Ad Hoc Committee

March 7, 2013

9:30 a.m.

AMENDED

Minutes

Present: John Curley, Real Estate Attorney
Ted Domuracki, President, MAST Construction
Wade Frazee, Special Consultant
Glen Gabert, President, HCCC
Troy Marzziotti, MAST Construction
Frank Mercado, Vice President for College Operations
William Netchert, HCCC Trustee, Co-Chair
Joseph Sansone, Assistant to the President
John Sommer, Vice President for Finance
Alfred Zampella, HCCC Trustee

Absent: James Fife, Hugh McGuire, Adrienne Sires, Joseph Torturelli

Marcella Williams, Recording Secretary

1. **APPROVAL OF PRIOR MINUTES - September 6, 2012**

Motion to accept Minutes of September 6, 2012.

Introduced by: William Netchert

Seconded by: Alfred Zampella

*****Motion Passed*****

Dr. Gabert welcomed Wade Frazee to the staff as a special consultant to the President. He will be working closely with John Sommer on restructuring how capital funds are handled. He is in the process of developing a revised policy procedure. Mr. Frazee will work closely with Dr. Gabert on capital decisions. Dr. Gabert asked Troy Marzziotti to schedule an annual monthly Construction Meeting Calendar for the purpose of preparing the agenda for the Facilities Ad Hoc Committee meetings. The members on the Construction Committee will be: Dr. Gabert, Ted Domuracki, Troy Marzziotti, Wade Frazee, Frank Mercado and John Sommer.

(continued...)

2. LEGAL

a. North Hudson Condo Association Agreement

John Curley reported that the College has an agreement with the County Career Development Center (CDC) with respect to occupying space at the North Hudson Higher Education Center. However, the College has not deeded them an interest in the property. They originally moved in and had use of the 6th floor and ½ of the 7th floor. The CDC has vacated the 7th floor and currently occupies only the 6th floor. John Sommer will initiate a meeting with Abe Antun, County Administrator, to discuss whether the County would be willing to relinquish the unoccupied space on the 7th floor to the College. Wade Frazee will attend meeting with John Sommer.

b. Dobco Claims

John Curley gave an update on the litigation concerning Dobco, the contractor for Package 1 - foundation construction and excavation for the new library project. Due to unknown and unanticipated soil conditions, Dobco filed a \$2.4M claim. There is a provision in the contract that states they get no damages for delays, but can get extra time to complete the contract. There is a mediation and then arbitration scheduled. Ted Domuracki reported that \$200,000 has been offered to settle.

c. 70 Sip Drainage

John Curley said a letter has been composed to address the owner of the property at 60 Sip, which is adjacent to 70 Sip, regarding their drainage system failing to function properly resulting in flooding in the elevator pit as well as mold at 70 Sip. This problem has been occurring for several years. John Curley recalled that the College had made repairs on the owners' property in the past. The property has a new owner located in Manhattan, New York. The expert's report proving fault by the owner was also submitted with the letter. Dr. Gabert directed Frank Mercado to put together a cost report with damages to present at the next meeting.

3. JOURNAL SQUARE PROJECTS UPDATES (changes and developments since last Facilities Committee meeting)

a. Library Classroom Building Update (65-79 Sip Avenue)

➤ Library (Troy Marzziotti)

Troy Marzziotti reported that everything is moving along smoothly and on schedule with the steel going up for the construction of the new library.

(continued...)

➤ Legal Address

The Committee agreed that the legal address for the new Library will be 71 Sip Avenue.

➤ Topping Off Ceremony (Joe Sansone)

Joseph Sansone confirmed that the Topping Off Ceremony is scheduled for Tuesday, April 2nd at 10:00 a.m. in front of the construction site of the new library. The date was also confirmed with the County Executive's Office. Letters will be sent to Hudson County legislators. Students and staff will also be invited to participate.

b. *83-87 Sip Avenue – (Mezzanine Level Renovation) (Frank Mercado)*

Now that the renovation of the mezzanine level at 81-83 Sip Avenue is complete, several offices from College Operations (security and facilities) have relocated from the 14th floor of 26 Journal Square to that area.

c. *New Science Building Project*

Dr. Gabert said he is scheduled to meet with Senator Sandra Cunningham regarding the new science building project. He will have a follow-up meeting with her to discuss the Allied Health component of the Science Building. There is also a meeting scheduled with Freeholders in which Dr. Gabert will brief them on the New Jersey Department of Higher Education Facilities Bond Applications.

4. **NEW BUSINESS**

a. *Applications to the New Jersey Department of Higher Education for grants for capital projects funded by various state bond issues:*

➤ General Obligation Bond and Higher Education Facilities Bond

Dr. Gabert reported that last November the State of New Jersey passed a bond referendum for \$750M. There are two sets of funding pools: 1) General Obligation Bond - \$150M for community colleges, HCCC's share is \$10.8M; and 2) Higher Education Facilities Bond Applications - \$5M for three sets of existing programs that can be used for certain types of technology and capital projects.

HCCC's share of \$10.8M (General Obligation Bond) can be used for the new Science Building Project -- 75% from the College and 25% from the County. The early deadline for filing applications is March 11th and final deadline, March 25th.

(continued...)

There will be two submissions: Submission I (General Obligation Bond) – applications for the Science Building Project and contingent applications for use of the science fund for facilities, technology and equipment. Submission II (Higher Education Facilities Bond) a separate set of applications for facilities, technology and equipment. The stipulation for Submission I is that the project be “shovel-ready,” i.e. being able to award contracts by August or September with construction starting in the fall.

The following motions were made as preparation for the bond/grants application submissions.

- *Applications for General Obligation Bond and Higher Education Facilities Bond*

Motion to present at its March 12, 2013 Meeting, Draft Resolutions to the Board of Trustees for submission to the New Jersey Department of Higher Education - twelve (12) applications for the General Obligation Bond and Higher Education Facilities Bond for the new Science Building Project and Technology and Capital Projects.

**Introduced by: Alfred Zampella
Seconded by: William Netchert
Motion Passed**

- *Information Technology Plan for FY 2014-2018*

Motion to submit at its March 12, 2013 Meeting, a Draft Resolution to the Board of Trustees for the Information Technology Plan for FY 2014-2018.

**Introduced by: Alfred Zampella
Seconded by: William Netchert
Motion Passed**

- *Addendum to the HCCC Facilities Master Plan*

Motion to submit at its March 12, 2013 Meeting, a Draft Resolution to the Board of Trustees for the addendum to the HCCC Facilities Master Plan.

**Introduced by: Alfred Zampella
Seconded by: William Netchert
Motion Passed**

(continued...)

- b. Ted Domuracki requested that the following three (3) items be approved.

➤ *Approved Services for DiCara and Rubino – Amended Program for Science Building*

Ted Domuracki said the initial program for the new Science Building prepared by on-call architects DiCara and Rubino was approved by the Facilities Committee. He requested that their proposal to amend the program for application submission to the New Jersey Department of Higher Education be approved at a cost not to exceed \$5,800.00.

Motion to approve proposal for DiCara and Rubino to amend the program for the new Science Building at a cost not to exceed \$1,500.00

**Introduced by: Alfred Zampella
Seconded by: William Netchert
Motion Passed**

➤ *RFP for Architectural Services for New Science Building*

Motion to go out for RFP for Architectural Services for the new Science Building with a stipulation to stop services at a certain point.

**Introduced by: Glen Gabert
Seconded by: Alfred Zampella
Motion Passed**

➤ *RFP for Construction Management Services for New Science Building*

Motion to go out for RFP for Construction Management Services for the new Science Building with stipulation to stop services at a certain point.

**Introduced by: Glen Gabert
Seconded by: William Netchert
Motion Passed**

5. **PROPOSED SCHEDULE OF MEETINGS**

The Committee agreed to schedule the next meeting for:
Thursday, April 4, 2013, 9:30 a.m.
Dr. Gabert's Office, 70 Sip Avenue, Jersey City.

6. **ADJOURNMENT**

The meeting was adjourned at 11:30 a.m.

ATTACHMENT B

ITEM VII. Fiscal, Administrative, Lease and Capital Recommendations #24

OFFICE OF COLLEGE OPERATIONS

Frank Mercado, Vice President



Facilities Ad Hoc Committee

May 9, 2013

9:30 a.m.

AMENDED

Minutes

Present: John Curley, Real Estate Attorney
Ted Domuracki, President, MAST Construction
James Fife, HCCC Trustee
Wade Frazee, Special Consultant
Glen Gabert, President, HCCC
Troy Marzziotti, MAST Construction
Frank Mercado, Vice President for College Operations
William Netchert, HCCC Trustee, Co-Chair
Joseph Sansone, Assistant to the President
John Sommer, Vice President for Finance

Absent: Adrienne Sires, Joseph Torturelli, Alfred Zampella

Marcella Williams, Recording Secretary

1. APPROVAL OF PRIOR MINUTES - March 7, 2013

Motion to accept the Amended Minutes of March 7, 2013.

Introduced by: William Netchert

Seconded by: James Fife

*****Motion Passed*****

2. LEGAL

a. Architect and Construction Manager for Academy Street Science Building

RFP for Architects

John Curley reported that out of the thirteen (13) proposals received for architectural services for the new science building at Academy Street, three (3) were rejected as being non-responsive.

continued...)

The Committee agreed to narrow the field to the following top four (4) architects: DiCara & Rubino, RSC, Nadaskay and Spiegle. Frank Mercado will schedule interviews with each of the firms to conduct inquiries regarding their reputations, subcontractors and the degree of experience with buildings of this type.

Ted Domuracki said there is a rendering of what the new science building will look like.

b. Dobco Claims

John Curley informed the Committee that he is scheduled to speak to with an appointed mediator regarding Dobco's claim (Contractor for Package 1 - foundation construction and excavation for new library project). If it does not get resolved, it will go into arbitration.

c. 70 Sip Drainage

John Curley said the new owner of 60 Sip (adjacent property causing water damage to 70 Sip) wants to seek a solution to remedy the problem, whether it will be temporary or permanent remains to be seen.

3. JOURNAL SQUARE PROJECTS UPDATES (changes and developments since last Facilities Committee meeting)

a. Library Classroom Building Update (71 Sip Avenue) (Troy Marzziotti)

Troy Marzziotti reported that by September we need to confirm that we are still on schedule because the College needs to print the course catalogs. The interior of the new library building will be enclosed by October 2013. The building will be completed by May 2014.

b. General Obligation Bond (John Sommer)

John Sommer reported that the College submitted applications to the State for General Obligation Bonds and all were approved. The following is a list of funds awarded for College projects.

❖ *Science Center:*

- Go Bond: \$8,100,000 with a 25% match from the County or \$2,700,000 for a total GO Bond Allocation of \$10,800,000.
- Higher Education Facilities Fund (HEFT): \$2,376,000
- Higher Education Technology Fund (HETI) - towards the Science Center: \$202,075 – HCCC to match an equal amount.
- Equipment Leasing Fund (ELF): \$651,910 * HCCC to cover a portion of debt service costs.

(continued...)

❖ *General Campus:*

- Higher Education Technology Fund (HETI) - towards the Science Center: \$286,000 – HCCC to match an equal amount.

John Sommer noted that the College hasn't received any indication yet when funds will be received.

4. NEW BUSINESS

a. Going Green

The County passed a resolution some time ago for buildings to go green. The North Hudson Higher Education Building was the first new building built to go green. The plaque on the building will be changed to reflect this.

b. Follett Bookstore

Dr. Gabert said that Bill Netchert and he are pursuing the CEO of the Follett Bookstore to start discussions on acquiring a regional bookstore.

c. Phillip Johnston, Foundation Member

Phil Johnston, Foundation member and the College's highest donor for scholarships, is currently at the \$200,000 mark. At the June 6th meeting, there will be a discussion on possibly naming a room after him in the new Library Academic Building.

d. Parking at North Hudson Campus

Frank Mercado reported that he met with representatives of the Parking Authority of West New York and Harwood Properties to seek innovative ways of increasing and improving parking for students at the North Hudson Campus.

e. Parking at Journal Square Campus

Frank Mercado reported that with the approval of the construction of the new Science Building at 870 Bergen Avenue, the College will lose 35 parking spots. He has initiated conversations with representatives from Harwood Properties and with One Parking, Inc. regarding other parking options at Journal Square.

(continued...)

5. PROPOSED SCHEDULE OF MEETINGS

The Committee agreed to meet on Thursday, June 6, 2013.

The consensus was to also tentatively schedule the following dates starting at 9:30 a.m.:

Thursday, July 18
Thursday, August 8
Thursday, September 5
Thursday, October 10
Thursday, November 14
Thursday, December 19

6. ADJOURNMENT

The meeting was adjourned at 10:50 a.m.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 11, 2013**

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATION

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Gehan Abreu de Colon	Counselor, Advisement & Counseling	5/22/2013

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

2. APPOINTMENT OF STAFF

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Subhana Asjad	Lab Technician, Health, Science & Technology	6/12/2013	\$25,000 (pro-rated)

Note: This is a replacement for Arnold Munoz.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Monteria D. Bass	Health Professions Employment Coordinator	6/12/2013	\$38,000 (pro-rated)

Note: This is a new approved grant funded position.

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

3. MODIFICATIONS OF STAFFING TABLE FOR FY 2014 EFFECTIVE JUNE 12, 2013

REPORTS/BACKGROUND

<u>NAME</u>	<u>TITLE CHANGES</u>
Cathy Sirangelo	FROM: Associate Dean, Health, Science & Technology TO: Associate Dean, Allied Health Programs
Mirta Tejada	FROM: Interim Associate Dean, Humanities & Social Sciences TO: Interim Associate Dean, Humanities
Carol VanHouten	FROM: Executive Director, Libraries TO: Associate Dean, College Libraries

Vacant	FROM:	Instructor, Academic Foundations (non-tenure track)
	TO:	12 Month Lecturer, Academic Foundations
Vacant	FROM:	Instructor, Pastry Arts (non-tenure track)
	TO:	12 Month Lecturer, Pastry Arts
Vacant	FROM:	Financial Analyst
	TO:	Director, Financial Reporting & Budget

ADD TITLES:
 (2) Personal Computing Technicians
 Systems Administrator
 Data Network Administrator
 Associate Dean, STEM (Science, Technology, Engineering, Math)
 Associate Dean, Social Sciences
 Assistant to the Vice President for Academic Affairs
 Director, Library Technology
 Transfer Student Coordinator/Recruiter
 Assistant Bursar

DELETE TITLES:
 Assistant Director of Counseling
 Enrollment Support Assistant
 Coordinator, Career & Transfer Services (grant funded)
 Assistant Director, ESL
 Director, International Education
 Library Assistant/Media Services (NHC)
 Reference Librarian/Educational Media Specialist
 Director, College Life
 Assistant Dean Academic Affairs

RECOMMENDATION:
 The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Modifications of Staffing Table above as Personnel Recommendation Item No. 3.

4. ACCEPTANCE OF STAFFING TABLE FOR FISCAL YEAR 2014 EFFECTIVE JUNE 12, 2013

The Staffing Table for Fiscal Year 2014 has been prepared in consultation with the Personnel Committee.

RECOMMENDATION:
 The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Staffing Table for FY 14 above as Personnel Recommendation Item No. 4

5. APPOINTMENT OF NEW & CONTINUING PART-TIMERS HIRES FOR FY 14

New Hires for FY 14

Last Name	First Name	Department	Title
Yuqing	LI	Academic Foundations	Tutor
Mohammed	Zaida	ADJ Academic Support Services	Tutor
Mahmood	Tanbeer	ADJ Academic Support Services	Tutor
Ibeh	Kelechi	Advisement & Counseling	Program Assistant
Mirando	Armando	Community Education/Non-Credit Programs	Culinary Instructor

Storm	Elizabeth	Community Education	Instructor
Roth	Wayne	Community Education	Instructor
Dziemian	Melissa	Community Education	Instructor
Cohen	Andrew	Community Education	Instructor
Sansone	Paul	Community Education	Instructor
Richardson	Robert	Community Education	Instructor
Collazo	Orlando	Culinary Arts	Dishwasher
Goriz	Eurania	Culinary Arts	Dishwasher
Ruiz	Mirian	Culinary Arts	Dishwasher
Garcia	Jennifer	Culinary Arts	Assistant
Ramsarran	Nandlall	Customer Services Center	Copy Center Assistant
Patel	Deep	Enrollment Services	Student Ambassador
Mloun	Michael	Enrollment Services	Student Ambassador
Mejia	Natalie	Humanities & Social Sciences	Office Assistant
Gertrude	Devon	Humanities & Social Sciences	Office Assistant
Del Rosario	Jan Anthony	Information Technology Services	Instructional Lab Assistant
Corpuz	Jessa	Information Technology Services	Instructional Lab Assistant
Casino	Roel	Information Technology Services	Instructional Lab Assistant
Rodriguez	Jenny	Information Technology Services	Instructional Lab Assistant
Arshad	Maria	Information Technology Services	Instructional Lab Assistant
Malik	Zain	Information Technology	Instructional Lab Assistant
Shantal	Henry	Information Technology Services	Instructional Lab Assistant
Menocal	Armando	Information Technology Services	Instructional Lab Assistant
Suico III	Alfredo	Information Technology Services	Instructional Lab Assistant
Murillo	Aldo	Maintenance	Facilities Worker
Saeed	Aneeqa	Center for Business & Industry	Office Assistant
Yashayeva	Samaya	Center for Business & Industry	Office Assistant
Edwards	Aycha	Center for Business & Industry	Research Associate
Foster	Juliet	Center for Business & Industry	REA Coordinator

Continuing Part time Hires

Last Name	First Name	Department	Title
Ali	Hafsa	Academic Affairs	Evening/Weekend Administrator
Bakheet	Hussein	Academic Affairs	Evening/Weekend Administrator
Palmer	Karlett	Academic Affairs	Evening/Weekend Administrator
James	Sheila	Academic Affairs	Evening/Weekend Administrator
Lumbsden	Dwayne	Academic Affairs	Evening/Weekend Administrator
Maignan	Jesse	Academic Affairs	Evening/Weekend Administrator
Testa	George	Academic Affairs	Evening/Weekend Administrator
Jimenez	Stephanie	Academic Affairs	LEAP Assistant

Thompson	Lateisha	Academic Affairs	Office Assistant
Ahmad	Muna	Admissions	Student Ambassador
Dela Pena	Ariane	Advisement & Counseling	Front Desk Assistant
Barte	Dinah	Advisement & Counseling	Front Desk Assistant
Ayyah	Huda	Advisement & Counseling	Advisor
Quedding	Erika	Advisement & Counseling	Advisor
Twal	Maro	Advisement & Counseling	Advisor
Brabant	Nathan	Advisement & Counseling	Advisor
Alcid	Leah	Advisement & Counseling	Advisor
Cappelluti-Sheehy	Elizabeth	Advisement & Counseling	Advisor
Casiano	John	Advisement & Counseling	Advisor
Procel	Sandra	Advisement & Counseling	Advisor
Thomas	Danielle	Advisement & Counseling	Advisor
Livesay	Lewis	Advisement & Counseling	Advisor
Mendez	Ciara	Advisement & Counseling	Advisor
Ibel	Kelechi	Advisement & Counseling	Program Assistant
Delemos	Jacquelyn	Bursar's Office	Cashier
Saeed	Aneeqa	Center for Business & Industry	Office Assistant
Yashayeva	Samaya	Center for Business & Industry	Office Assistant
Edwards	Aycha	Center for Business & Industry	Research Associate
Foster	Juliet	Center for Business & Industry	REA Coordinator
Vega	Aileen	Center for Business & Industry	REA Orientation Instructor
Abullah	Sirhan	Center for Business & Industry	Instructor
Randazzo	Ismael	Center for Business & Industry	Instructor
Van Dommelen	Roeland	Center for Business & Industry	Instructor
Moruzzi	Victor	Center for Business & Industry	Instructor
Loria	Peter	Center for Business & Industry	Instructor
Valcarcel	Alicia	Center for Business & Industry	Instructor
Wadhawani	Usha	Center for Business & Industry	Instructor
Williamson-Mckie	Taneya	Center for Business & Industry	Instructor
Bolmer	Robert	Center for Business & Industry	Instructor
Bolanos	Otoniel	Center for Business & Industry	Instructor
Blakely	Glenda	Center for Business & Industry	Instructor
Balbi	John Louis	Center for Business & Industry	Instructor
Banzon	Amelia	Center for Business & Industry	Instructor
Baxer	Paul	Center for Business & Industry	Instructor
Albanese	Richard	Center for Business & Industry	Instructor
Snow	Hugh	Center for Business & Industry	Instructor
Hass	Kim	Center for Business & Industry	Instructor
Hamer	Robert	Center for Business & Industry	Instructor
Gambino	Russell	Center for Business & Industry	Instructor

Edwards	Letisha	Center for Business & Industry	Instructor
Da Silva	Catherine	Center for Business & Industry	Instructor
Coto	Hector	Center for Business & Industry	Instructor
Barroero	Patrizia	Center for Business & Industry	ESL Instructor
Zamalin	Marina	Center for Distance Ed.	PT Instructional Technologist
Gil	Julio	Communications	Communication Assistant
Larios	Francis	Communications	Student Assistant
Phensri	Francis	Community Education	Culinary Non-Credit Instructor
Santangelo	Charles	Community Education	Culinary Non-Credit Instructor
Kadko	Sam	Community Education	Culinary Non-Credit Instructor
Walden	Lawrence	Community Education	Culinary Non-Credit Instructor
Mirando	Armando	Community Education	Culinary Non-Credit Instructor
Krause	Helen	Community Education	ESL Non-Credit Instructor
Behman	Natalie	Community Education	ESL Non-Credit Instructor
Ramirez	Robert	Community Education	ESL Non-Credit Instructor
Banzon	Amelia	Community Education	ESL Non-Credit Instructor
Beltran	Evelyn	Community Education	ESL Non-Credit Instructor
Vega	Aleen	Community Education	Instructor
Altaai	Aseel	Community Education	Instructor
Stark	Marvin	Community Education	Instructor
Ankarah	Emmanuel	Community Education	Instructor
Fabara	Kenny	Community Education	Instructor
Sadi	Maria	Community Education	Instructor
Wadhwani	Usha	Community Education	Instructor
Rivera	Carmen	Community Education	Instructor
Litchman	Martin	Community Education	NPT Instructor
Arena	Stephanie	Community Education	NPT Instructor
Gilliam	Tanya	Community Education	NPT Instructor
Rahman	Sadaf	Community Education	Office Assistant
Rivera	Miriam	Community Education	Office Assistant
Sims	Najilaa	Community Education	Office Assistant
Nour	Samir	Community Education	Office Support
Kostick	Edward	Community Education	Principles of Life & Health Instructor
Aviles	Lillian	Community Education/ Culinary	Dishwasher
Robles	Rachel	Community Education/Non-Credit	Computer Instructor
Palma	Steven	Community Education/Non-Credit	Customer Service Assistant
Subia	Melissa	Community Education/Non-Credit	Customer Service Assistant
Texeira	Michael	Community Education/Non-Credit	Customer Service Assistant
Lacsamana	Corazon	Community Education/Non-Credit	Instructor
Bahr	Christopher	Community Education/Non-Credit	Instructor
Jacques	Stephanie	Community Education/Non-Credit	Instructor

Ritter	David	Community Education/Non-Credit	Instructor
Ankrah	Emmanuel	Community Education/Non-Credit	Instructor
Calafiore	Sergio	Community Education/Non-Credit	Instructor
Kay	Ilina	Community Education/Non-Credit	Instructor
Low	Richard	Community Education/Non-Credit	Instructor
Phensri	Francis	Community Education/Non-Credit	Instructor
Rivera	Carmen	Community Education/Non-Credit	Instructor
Valcarcel	Alicia	Community Education/Non-Credit	Instructor
Wadhwani	Usha	Community Education/Non-Credit	Instructor
Stark	Marvin	Community Education/Non-Credit	Instructor Liberal Arts
Arena	Stephanie	Community Education/Non-Credit	NPT Instructor
Jenkins	Aniyah	Community Education/Non-Credit	Student Assistant
Sims	Raquel	Community Education/Non-Credit	Student Assistant
Cyrek	Witold	Computer Science	Lab Assistant
Lopez	Manuel	Controller's Office	Office Assistant
Candelaria	Miguel	Culinary Arts	Dishwasher
Cerda	Peter	Culinary Arts	Dishwasher
Kalifa	Nacera	Culinary Arts	Dishwasher
Nacera	Kalifa	Culinary Arts	Dishwasher
Ramirez	Daury Abad	Culinary Arts	Dishwasher
Rosario	Eliot	Culinary Arts	Dishwasher
Velez	Apolinar	Culinary Arts	Dishwasher
Aviles	Lillian	Culinary Arts	Dishwasher
Chait	Jeffrey	Culinary Non-Credit	Instructor
Clode	Anthony	Culinary Non-Credit	Instructor
Daughtry-Simon	Sharon	Culinary Non-Credit	Instructor
Jefferson	Tonja	Culinary Non-Credit	Instructor
MacInnes	James	Culinary Non-Credit	Instructor
Maluchnik	Dennis	Culinary Non-Credit	Instructor
Mohammaed	Nazam	Culinary Non-Credit	Instructor
Piatkowski	Dennis	Culinary Non-Credit	Instructor
Rio	Rosa	Culinary Non-Credit	Instructor
Spivack	Charles	Culinary Non-Credit	Instructor
Stamas	Leonidas	Culinary Non-Credit	Instructor
Stark	Marvin	Culinary Non-Credit	Instructor
Hall	Norris	Culinary Arts	Non-Credit Instructor
B'Chir	Kidada	Culinary Arts	Office Assistant
Herrador	Nicole	Culinary Arts	Office Assistant
Clode	Anthony	Culinary Arts	Receiving Clerk
Pukdeedamrongrit	Auchit	Culinary Arts	Receiving Clerk
Orellana	Daniel	Culinary Arts	Student Ambassador

Avengo	Victor	Culinary Non-Credit	Dishwasher
Kadko	Sam	Culinary Non-Credit	Instructor
Konig	Barbara	Culinary Non-Credit	Instructor
Lukeman	Meghan	Culinary Non-Credit	Culinary Non-Credit Instructor
Martinelli	Gina	Culinary Non-Credit	Instructor
Khouzman	Sami	Culinary/Non Credit	Instructor
Nisa	Badru	Development	Alumi Assistant
Taylor	Kim	Disability Support Services	Note taker/Reader
Martinez	Laurellie	Disability Support Services	Note taker/Reader
Lindsey	Walter	Disability Support Services	Note taker/Reader
La Russo	Faith	Disability Support Services	Note taker/Reader
Jones	Christina	Disability Support Services	Note taker/Reader
Alpapara	Victoria	Disability Support Services	Note taker/Reader
Ahmad	Sabeen	Disability Support Services	Note taker/Reader
Medina	Swayzeen	Disability Support Services	Note taker/Reader
Ferri	John Paul	Disability Support Services	Note taker/Reader
Dumancela	Angel	Disability Support Services	Note taker/Reader
Daponte	Marisa	Disability Support Services	Note taker/Reader
Croswell	Yolanda	Disability Support Services	Note taker/Reader
Carvajal	Alexandra	Disability Support Services	Note taker/Reader
Cabezas	Javier	Disability Support Services	Note taker/Reader
Broadnax	Bevelyn Ann	Disability Support Services	Note taker/Reader
Ayyad	Huda	Disability Support Services	Note taker/Reader
Gonzalez	Daniel	Disability Support Services	Note taker/Reader
Hore II	Jeffrey	Disability Support Services	Note taker/Reader
Valvano	Katrina	Disability Support Services	Note taker/Reader
Nepomuceno	Bernadette	Disability Support Services	Note taker/Reader
Taylor	Scott	Disability Support Services	Note taker/Reader
Reeves	Angelique	Disability Support Services	Note taker/Reader
Sanchez	Lotta	Disability Support Services	Note taker/Reader
Taylor	Danielle	Disability Support Services	Note taker/Reader
Smith	Jennifer	Disability Support Services	Sign Language Interpreter
Griffith	Amira	Disability Support Services	Sign Language Interpreter
Sofranko	Katie	Disability Support Services	Sign Language Interpreter
Steiner	Kristy	Disability Support Services	Sign Language Interpreter
Flanagan	Regina	Disability Support Services	Sign Language Interpreter
Diaz	Mary Ann	Disability Support Services	Sign Language Interpreter
Farrell	Karen	Disability Support Services	Sign Language Interpreter
Jackowsky	Margaret R	Disability Support Services	Sign Language Interpreter
Imsho	Marybeth	Disability Support Services	Sign Language Interpreter
Burnett	Laura	Disability Support Services	Sign Language Interpreter

Fernekees-Boylan	Jeanne	Disability Support Services	Sign Language Interpreter
McCusker	Siobhan	Disability Support Services	Sign Language Interpreter
Martinez	Laurellie	Disability Support Services	Sign Language Interpreter
Moore	Michele	Educational Opportunity Fund	Instructor
Wadhwani	Usha	Educational Opportunity Fund	Instructor
Derteano	Gloria	Educational Opportunity Fund	Peer Counselor
Gonzalez	Vanessa	Educational Opportunity Fund	Peer Counselor
Pelaez	Jamie	Educational Opportunity Fund	Classroom Assistant
Sala	Steven	Educational Opportunity Fund	Graduate Tutor
Hayes	Jennifer	Educational Opportunity Fund	Office Assistant
Casimir	Samuel	Educational Opportunity Fund	Classroom Assistant
Rodriguez	Adriana	Educational Opportunity Fund	Office Assistant
Ibrahim	Marina	Educational Opportunity Fund	Classroom Assistant
Edwards	Valisha	Educational Opportunity Fund	Classroom Assistant
Ilyas	Asma	Enrollment Services	Student Ambassador
Allen	Dorcas	Enrollment Services	Student Ambassador
Alfonso	Christopher	Enrollment Services	Student Ambassador
Persaud	Angelina	Enrollment Services	Student Ambassador
Parrales	Stanley	Enrollment Services	Student Ambassador
Awad	Vivian	Enrollment Services	Student Ambassador
Bullock	Katrina	Enrollment Services	Student Ambassador
Chaudhry	Masood	Enrollment Services	Student Ambassador
Moncion	Samantha	Enrollment Services	Student Ambassador
Mejias	Kiara	Enrollment Services	Student Ambassador
Bobea	Jenny	ESL	Assistant ESL
Bouret	Angelina	ESL	Office Assistant
Valcarcel	Paola	ESL	Student Assistant
Borbon	Rochi C	ESL/Bilingual	Student Assistant
Arian	Gabriela	Financial Aid	Office Assistant
Garcia	Caroline	Financial Aid	Office Assistant
Cortez	Maria Cielo	Financial Aid	Office Assistant
Guzman	Maria	Financial Aid	Office Assistant
Matos	Shaniqua	Financial Aid	Office Assistant
Mory	Marlene	Financial Aid	Office Assistant
Perez	Milta	Financial Aid	Office Assistant
Zahara	Ambouk	Financial Aid	Office Assistant
Aguirre	Mauricio	Health, Science & Technology	Lab Assistant
Porter	Elliot	Health, Science & Technology	Lab Assistant
Tejaola	Joel	Health, Science & Technology	Lab Assistant
Elshafey	Mohamed	Health, Science & Technology	Lab Assistant
Jilla	Abilash	Health, Science & Technology	Lab Assistant

Wrisnewski	Fred	Health, Science & Technology	Lab Assistant
Gooding	Daniella	Health, Science & Technology	Office Assistant
Frink	Nayia	Health, Science & Technology	Office Assistant
Williams	Sean	Health, Science & Technology	Office Assistant
Perez	Justin	Humanities & Social Science	Student Assistant
Almeda	Jordan	Information Technology Services	Instructional Lab Assistant
Allouch	Jaouad	Information Technology Services	Instructional Lab Assistant
Ayala	Alejandra	Information Technology Services	Instructional Lab Assistant
Blanco	Jorge	Information Technology Services	Instructional Lab Assistant
Bosch	Ilgnier	Information Technology Services	Instructional Lab Assistant
Bouabid	Walid	Information Technology Services	Instructional Lab Assistant
Cervantes	Sindy	Information Technology Services	Instructional Lab Assistant
Cortez	Benjamin	Information Technology Services	Instructional Lab Assistant
Coronel	Yesenia	Information Technology Services	Instructional Lab Assistant
Chavez	Celia	Information Technology Services	Instructional Lab Assistant
Cruz	Rosa	Information Technology Services	Instructional Lab Assistant
Deschamps	Anthony	Information Technology Services	Instructional Lab Assistant
Faruque	Muhammad	Information Technology Services	Instructional Lab Assistant
Garey	Kelly	Information Technology Services	Instructional Lab Assistant
Guevarra	Ramon	Information Technology Services	Instructional Lab Assistant
Hernandez	Maydelin	Information Technology Services	Instructional Lab Assistant
Insuasti	Kevin	Information Technology Services	Instructional Lab Assistant
Khalil	Amira	Information Technology	Instructional Lab Assistant
Loor-Mora	Rocio	Information Technology Services	Instructional Lab Assistant
Martinez	Gisbell	Information Technology Services	Instructional Lab Assistant
Mesa	Negdo	Information Technology Services	Instructional Lab Assistant
Moussir	Rabah	Information Technology Services	Instructional Lab Assistant
Patel	Ashish	Information Technology Services	Instructional Lab Assistant
Patel	Krupali	Information Technology Services	Instructional Lab Assistant
Patel	Mrugya	Information Technology Services	Instructional Lab Assistant
Patel	Nisha B	Information Technology Services	Instructional Lab Assistant
Porras	Daniela	Information Technology Services	Instructional Lab Assistant
Rodriguez	Anderson	Information Technology Services	Instructional Lab Assistant
Rodriguez	Maria	Information Technology Services	Instructional Lab Assistant
Sanghavi	Hardik	Information Technology Services	Instructional Lab Assistant
Sebastiani	Edwin	Information Technology Services	Instructional Lab Assistant
Uribe	Daniel	Information Technology Services	Instructional Lab Assistant
Valderrama	Jesenia	Information Technology Services	Instructional Lab Assistant
Zahidi	Mohamed	Information Technology Services	Instructional Lab Assistant
Zhu	Fei	Information Technology Services	Instructional Lab Assistant
Brooks	Clifford	Learning Resource Center	Librarian

Muhi	Amorfina	Learning Resource Center	Librarian
Reilly	Mary Anne	Learning Resource Center	Librarian
Lobban	Richetta	Learning Resource Center	Librarian
Odeh	Hussein	Learning Resource Center	Librarian
Cox	James	Learning Resource Center	Librarian
Dodds	John	Learning Resource Center	Librarian
Patel	Kiran	Learning Resource Center	Librarian
Gawchik	Martha	Learning Resource Center	Librarian
Romero	Jose	Learning Resource Center	Librarian
Korn	Sister Joanne	Learning Resource Center	Librarian
Sova	Cathleen	Learning Resource Center	Librarian
Rosado	Monica	Learning Resource Center	Librarian
Sahadeo	Krishna	Learning Resource Center	Library Clerical Assistant
Bellody	Kate	Learning Resource Center	Library Clerical Assistant
Bustamante	Kenny	Learning Resource Center	Library Clerical Assistant
Lendorf	Manuel	Learning Resource Center	Library Clerical Assistant
Sanchez	Lotta	Learning Resource Center	Library Clerical Assistant
Rodriguez	Victor	Learning Resource Center	Library Clerical Assistant
Rios	Emir	Library/LRC	Library Clerical Assistant
Courtier	Devlyn	Library/LRC	Library Clerical Assistant
Richard	Robert	Library/LRC	Library Clerical Assistant
Lewis	Akim	Library/LRC	Library Clerical Assistant
Crawford	Malkia	Library/LRC	Library Clerical Assistant
Gonsalves	Devika	Library/LRC	Library Clerical Assistant
Navarro	Aurora	Library/LRC	Library Clerical Assistant
Lynch	Jessika	Library/LRC	Library Clerical Assistant
Lopez	Catherine	Library/LRC	Library Clerical Assistant
Hernandez	Antonia	Library/LRC	Library Clerical Assistant
Wilkes	Veronica	Library/LRC	Library Clerical Assistant
Elgebily	Sohir	Library/LRC	Library Clerical Assistant
Nelson	Jeanette	Library/LRC	Library Clerical Assistant
Abon	Eusebio	Library/LRC	Library Clerical Assistant
Tubungbanua	Angelita	Library/LRC	Library Clerical Assistant
Cintron	Johnathan	Library/LRC	Library Clerical Assistant
Laborde	Marina	Mail & Copy Room	Mail Room/Copy Center
Monroe	Antonio	Mail & Copy Room	Mail Room/Copy Center Assistant
Ramsarran	Nanldall	Mail & Copy Room	Mail Room/Copy Center Assistant
Mahadeva	Amalan Paul	Mail & Copy Room	Mail Room/Copy Center Assistant
Pitre	Nestor	Mail & Copy Room	Mail Room/Copy Center

			Assistant
Casas	Michael	Mail & Copy Room	Student Assistant
Parekh	Tejal	Non-Credit Programs	Student Assistant
Desenna	Marguerita	Non-credit/community Ed	Instructor
Kanter	Deborah	Non-Credit/Community Ed	Holistic Instructor
Kaplan	Jennifer	Non-Credit/Community Ed	Arabic Instructor
Koopmans	Marilyn	Non-Credit/Community Ed	Instructor
Conte	George	Non-Credit/Culinary	Instructor
Pascale	Bruno	Non-Credit/Culinary	Instructor
Pascale	Frank	Non-Credit/Culinary	Instructor
Baldera	Jatna	North Hudson Center	Office Assistant
Grullon	Celeste	North Hudson Center	Office Assistant
Hernandez	Adan	North Hudson Center	Office Assistant
Badru	Nisa	President's Office	Alumni Assistant
Quiros	Michelle	Student Affairs	Office Assistant
Chavez	Janet	Student Affairs	Office Assistant
Lindao	Luis	Student Affairs	Office Assistant
Palma	Steven	Student Affairs	Office Assistant
Grullon	Celeste	Student Services	Office Assistant
Baldera	Jatna	Student Services	Office Assistant
Rivera	Stephanie	Student Services	Office Assistant
Mercado	Steven	Testing Center	Testing Aide
Wooten	Taundra	Testing Center	Testing Aide
Mohammed	Zaida	ADJ Academic Support Services	Tutor
Dervishi	Aferdita	ADJ Academic Support Services	Tutor
Davenport	Anthony	ADJ Academic Support Services	Tutor
Cruz	Joanna	ADJ Academic Support Services	Tutor
Patel	Dhruv	ADJ Academic Support Services	Tutor
Montero	Herta	ADJ Academic Support Services	Tutor
Lopez Jr.	Victor	ADJ Academic Support Services	Tutor
Avila	Gabriella	ADJ Academic Support Services	Tutor
Ambrocio	Ferdy	ADJ Academic Support Services	Tutor
Sharma	Meenu	ADJ Academic Support Services	Tutor
Yadav	Jay	ADJ Academic Support Services	Tutor
Ibrahim	Marina	ADJ Academic Support Services	Tutor
Bautista	Sophia	ADJ Academic Support Services	Tutor
Beboe	Kerrief	ADJ Academic Support Services	Tutor
Gonzalez	Ynes	ADJ Academic Support Services	Tutor
Ahmad	Sabeen	ADJ Academic Support Services	Tutor
Pereyra	Fabiana	ADJ Academic Support Services	Tutor
Coleman	Qaadara	ADJ Academic Support Services	Tutor

Davis	Dolores	ADJ Academic Support Services	Tutor
Sacaquirin	George	ADJ Academic Support Services	Tutor
Malik	Zain	ADJ Academic Support Services	Tutor
Harb	Kristina	ADJ Academic Support Services	Tutor
Bamba	Adewumi	ADJ Academic Support Services	Tutor
Djerroud	Dalila	ADJ Academic Support Services	Tutor
Elshorbagy	Hala	ADJ Academic Support Services	Tutor
Er-rich	Lahcen	ADJ Academic Support Services	Tutor
Fernandez	Carlos	ADJ Academic Support Services	Tutor
Mahmood	Tanbeer	ADJ Academic Support Services	Tutor
Mohammed	Zaida	ADJ Academic Support Services	Tutor
Gerges	Raflaa	ADJ Academic Support Services	Tutor
Green	Virgina	ADJ Academic Support Services	Tutor
Grimaldi	Rose	ADJ Academic Support Services	Tutor
Henriquez	Johan	ADJ Academic Support Services	Tutor
James	Sheila	ADJ Academic Support Services	Tutor
Irizarry	Giselle	ADJ Academic Support Services	Tutor
Rivera	Chayanne	ADJ Academic Support Services	Tutor
Jeong	Eunsu	ADJ Academic Support Services	Tutor
Elkholy	Mariam	ADJ Academic Support Services	Tutor
Davis	Jill	ADJ Academic Support Services	Tutor
Daane	Mary	ADJ Academic Support Services	Tutor
Carrillo	Phil	ADJ Academic Support Services	Tutor
Ahmed	Sanam	ADJ Academic Support Services	Tutor
Medina	Sandra	ADJ Academic Support Services	Tutor
Zulueta	Isabelita	ADJ Academic Support Services	Tutor
Yasmeen	Faria	ADJ Academic Support Services	Tutor
Villafane	Melissa	ADJ Academic Support Services	Tutor
Tate	Dominique	ADJ Academic Support Services	Tutor
Somasundaram	Pamathi	ADJ Academic Support Services	Tutor
Sharma	Pushpesh	ADJ Academic Support Services	Tutor
Santos	Blanca	ADJ Academic Support Services	Tutor
Sala	Steven	ADJ Academic Support Services	Tutor
Rivera	Carmen	ADJ Academic Support Services	Tutor
Ponce	Anais	ADJ Academic Support Services	Tutor
Nasir	Aysha	ADJ Academic Support Services	Tutor
Na	Olivia	ADJ Academic Support Services	Tutor
Muniz	Alexis	ADJ Academic Support Services	Tutor
Youri	Paul	ADJ Academic Support Services	Tutor
Hightwer-Simmons	Marcia	ADJ Academic Support Services	Tutor
Kanter	Deborah	ADJ Academic Support Services	Tutor

Dalton	Rose	ADJ Academic Support Services	Tutor
Kay	Ilina	ADJ Academic Support Services	Tutor
Campbell	Ronnette	ADJ Academic Support Services	Tutor
Jaheera	Nicholson	ADJ Academic Support Services	Tutor
Sambula	Lisa	ADJ Academic Support Services	Tutor
Mehta	Poojan	ADJ Academic Support Services	Tutor
Kouassi	Axel	ADJ Academic Support Services	Tutor
Kutubuddin	Nipon	ADJ Academic Support Services	Tutor
Royal	Lanier	ADJ Academic Support Services	Tutor
Lubin	Matthew	ADJ Academic Support Services	Tutor
Larusso	Faith	ADJ Academic Support Services	Tutor
Mangunay	Rachelle	ADJ Academic Support Services	Tutor
Master	Yogesh	ADJ Academic Support Services	Tutor
Valanzola	Sandra	ADJ Academic Support Services	Tutor
Miranda	Roberto	ADJ Academic Support Services	Tutor
Gonzalez	Daniel	ADJ Academic Support Services	Tutor
Diaz	Sherylene	ADJ Academic Support Services	Tutor
Daud	Saba	ADJ Academic Support Services	Tutor
Asad	Saubia	ADJ Academic Support Services	Tutor
Liebl	Christopher	ADJ Academic Support Services	Tutor
Mehta	Kajal	ADJ Academic Support Services	Tutor
Truitt	Trenton	ADJ Academic Support Services	Tutor
Robertson	Laura	ADJ Academic Support Services	Tutor
Taylor	Kim	ADJ Academic Support Services	Tutor
Silva	Diana	ADJ Academic Support Services	Tutor
Colicchio	Roy	ADJ Academic Support Services	Tutor
Mahmoud	Sherif	ADJ Academic Support Services	Tutor
Moreno	Andrea	ADJ Academic Support Services	Tutor
Kong	Lingchan	ADJ Academic Support Services	Tutor
Patel	Manali	ADJ Academic Support Services	Tutor
Li	Bosen	ADJ Academic Support Services	Tutor
Fayyaz	Faiza	ADJ Academic Support Services	Tutor
Gondal	Ammara	ADJ Academic Support Services	Tutor
Abdel Sayed	Nabila	ADJ Academic Support Services	Tutor
Asjad	Naima	ADJ Academic Support Services	Tutor
Asjad	Subhana	ADJ Academic Support Services	Tutor
Ahmed	Marystella	ADJ Academic Support Services	Tutor
Aguilar	Maria	ADJ Academic Support Services	Tutor
Fabara	Kenny	ADJ Academic Support Services	Tutor
Abdelaziz	Marwa	ADJ Academic Support Services	Tutor
Agustin	Allen	ADJ Academic Support Services	Tutor

Espinal	Andrea	ADJ Academic Support Services	Tutor
Evans	Robert	ADJ Academic Support Services	Tutor
Fanning	Shannon	ADJ Academic Support Services	Tutor
Gochuico	Carlo-Angelo	ADJ Academic Support Services	Tutor
Kennedy	Mary	ADJ Academic Support Services	Tutor
Lim	Ky C.	ADJ Academic Support Services	Tutor
Gutierrez-Jhong	Meridangela	ADJ Academic Support Services	Tutor
Straussberg	Michelle	ADJ Academic Support Services	Tutor
Porter	Elliot	ADJ Academic Support Services	Tutor
Patel	Mohini	ADJ Academic Support Services	Tutor
Patel	Dhruv	ADJ Academic Support Services	Tutor

RECOMMENDATION:
The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of New and Continuing Part Time Hires for FY14 listed above as Personnel Recommendation Item No. 5.

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration and the Personnel Committee as outlined above in **Item VIII. Personnel Recommendations 1-5:** (1) Resignation, (2) Appointment of Staff, (3) Modifications of Staffing Table, (4) Acceptance of Staffing Table FY 14, and (5) Appointment of New and Continuing Part Time Hires for FY 14.

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: James Fife

DATE: June 11, 2013

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

7 Ayes..... 0 Nay
*****RESOLUTIONS ADOPTED*****

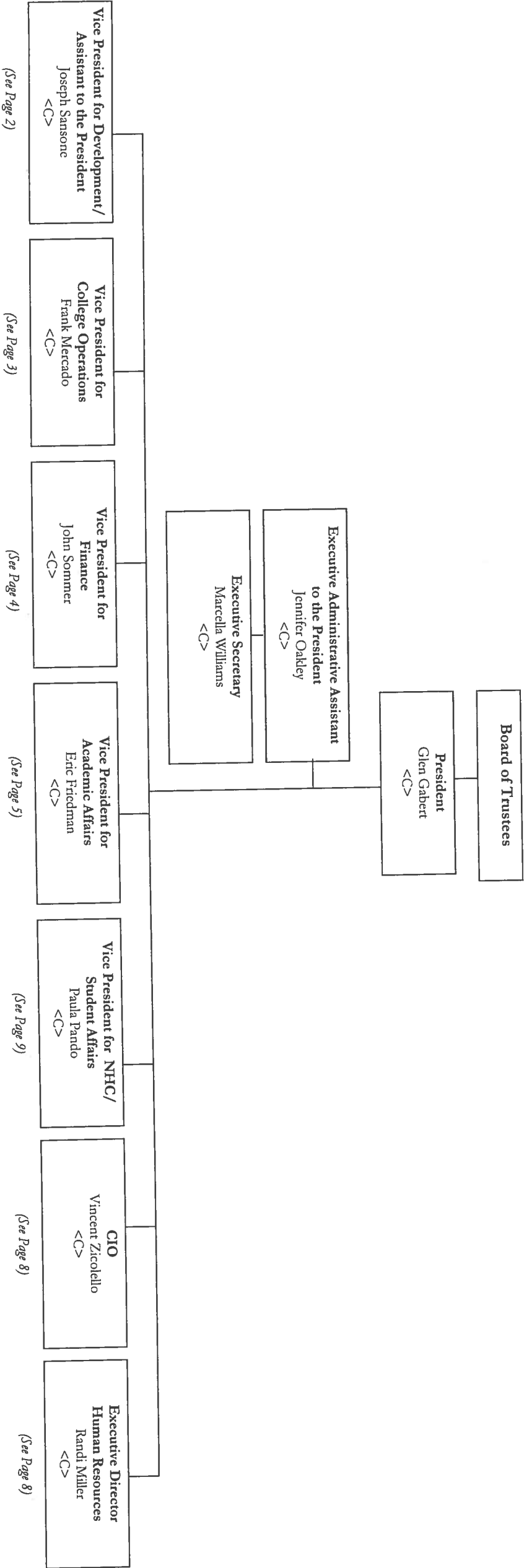
<u>Signature of Recorder</u>	<u>Date</u>
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Hudson County Community College

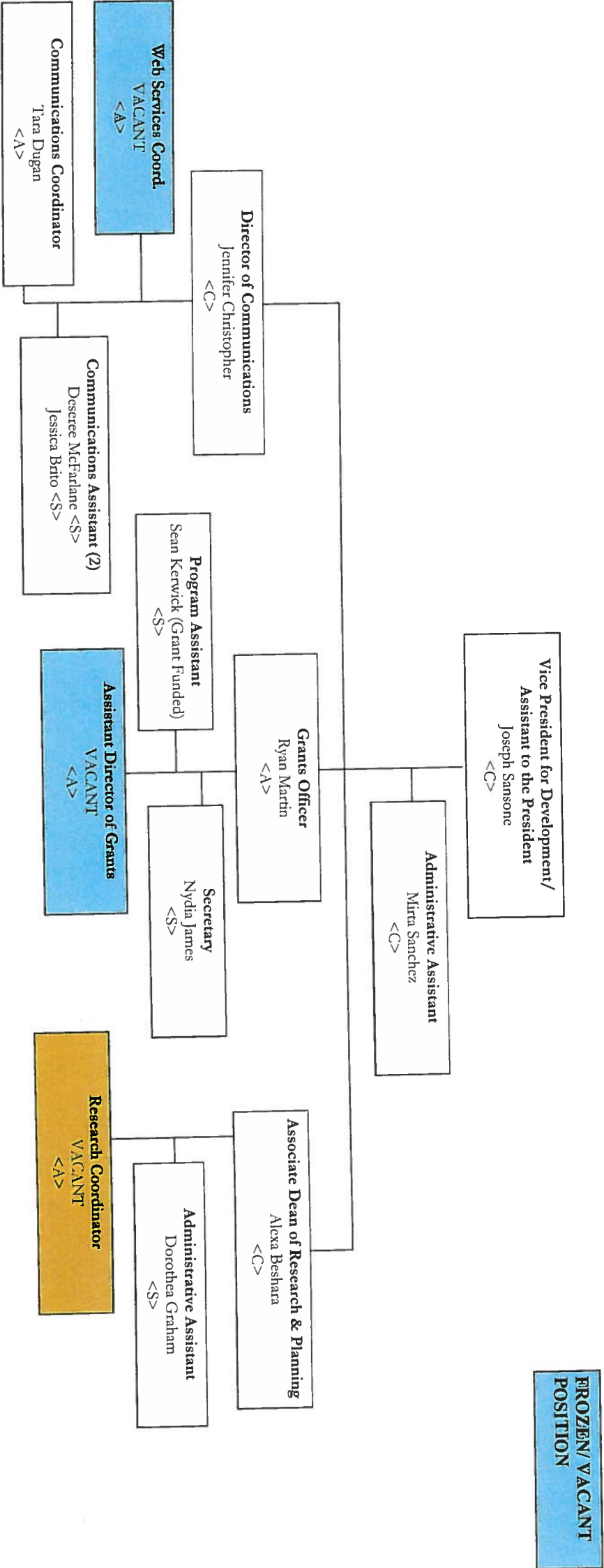


Page 1	President and Executive Council
Page 2	Vice President for Development/Assistant to the President/ Communications
Page 3	Division of Operations
Page 4	Division of Finance
Page 5	Division of Academic Affairs
Page 6	Division of Academic Affairs/Instruction
Page 7	Division of Academic Affairs/Faculty
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Page 11	Enrollment Services
Page 12	Student Financial Assistance
Page 13	North Hudson Center

President and Executive Council



Vice President for Development / Assistant to the President / Communications



Operations

President
Glen Gabert
<C>

Vice President for College Operations
Frank Mercado
<C>

Administrative Assistant
Glima Acosta
<S>

Director of Safety & Security
Rafael Nivar
<A>

Director of Facilities
Joseph Torturelli
<C>

Administrative Assistant
Lillian Hogan
<S>

Maintenance Manager
James Sorrentino
<A>

Safety & Security Coordinator(4)
Gregory Burns <S>
Michael Stuse <S>
Cesar Castillo <S>
Patrick DellPiano(NHC)<S>

Senior Maintenance Mechanic
Mark Murray
<S>

Facilities Worker –
Custodial Supervisor (2)
Julio Maldonado <S>
Luis Leon <S>

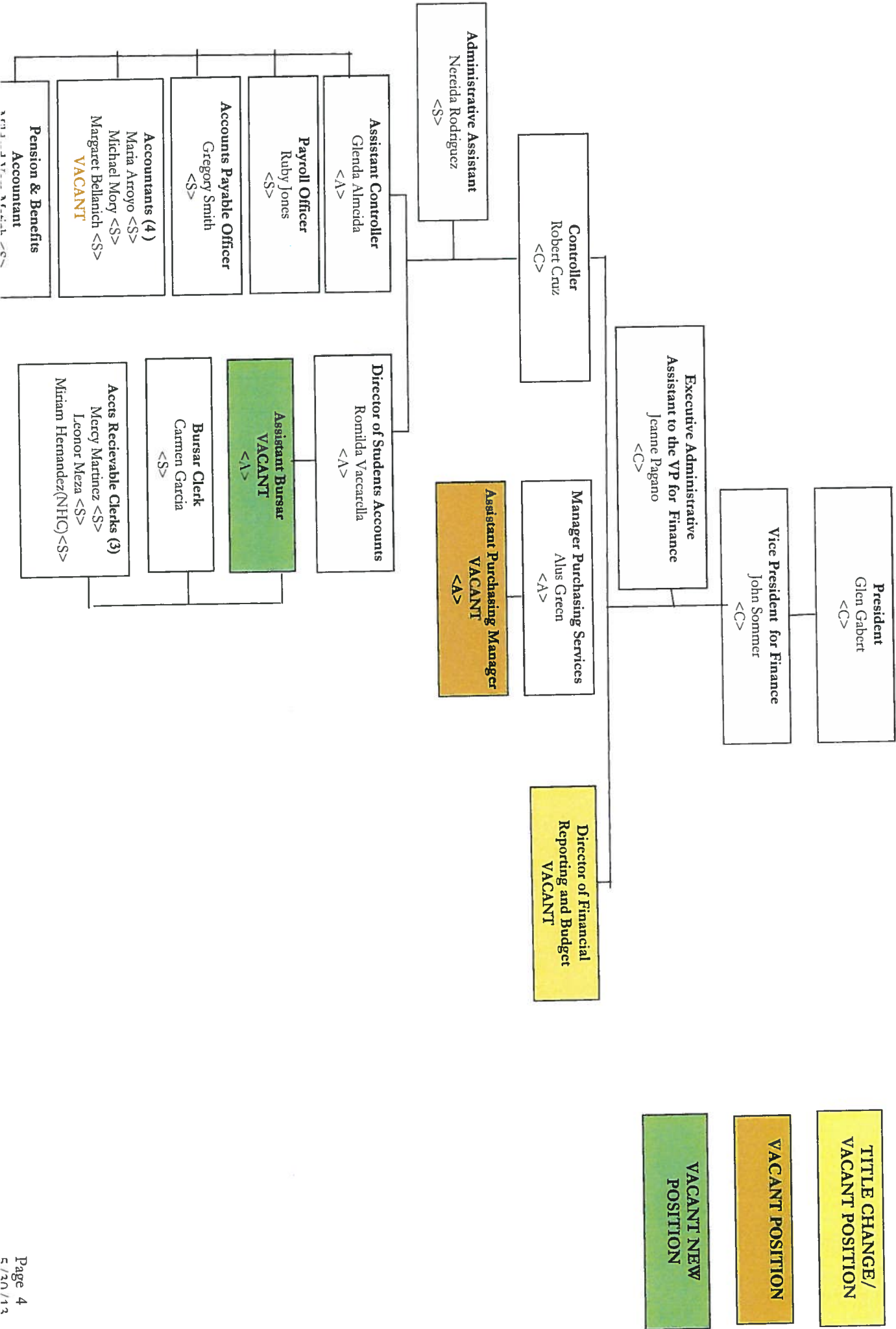
Facilities Worker (6)
Robert Gioia <S>
Kevin Taylor <S>
John Stoduto <S>
James Olivier <S>
Luis De Los Santos <S>
Emanuel Infurna (NHC)<S>

VACANT POSITION

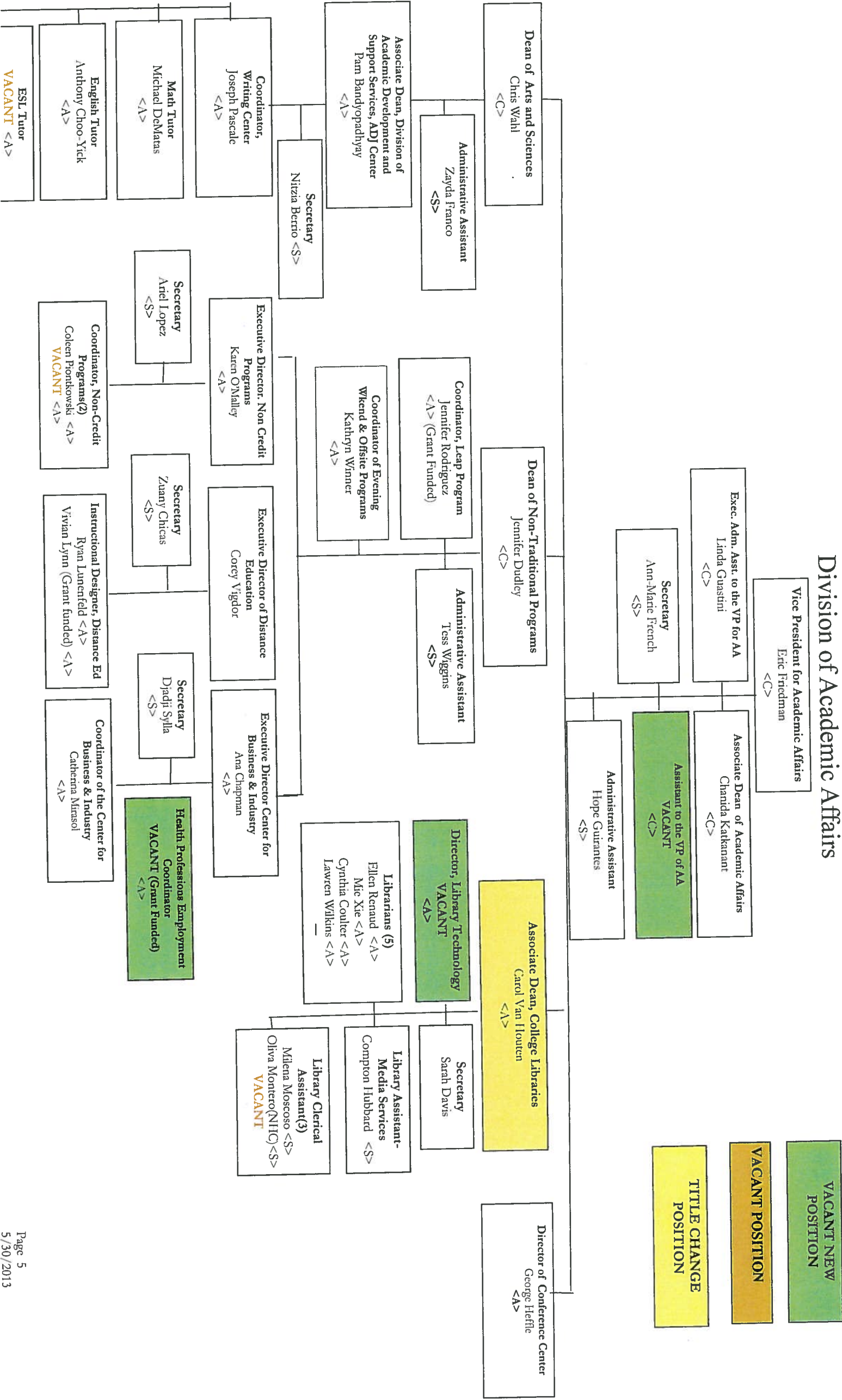
Customer Service Coordinator
(2)
Gilda Darias<S>
VACANT<S>

Office Service Clerk (3)
Frederick Medina <S>
Edgardo Rios <S>
Taramatty Persaud<S>

Finance



Division of Academic Affairs

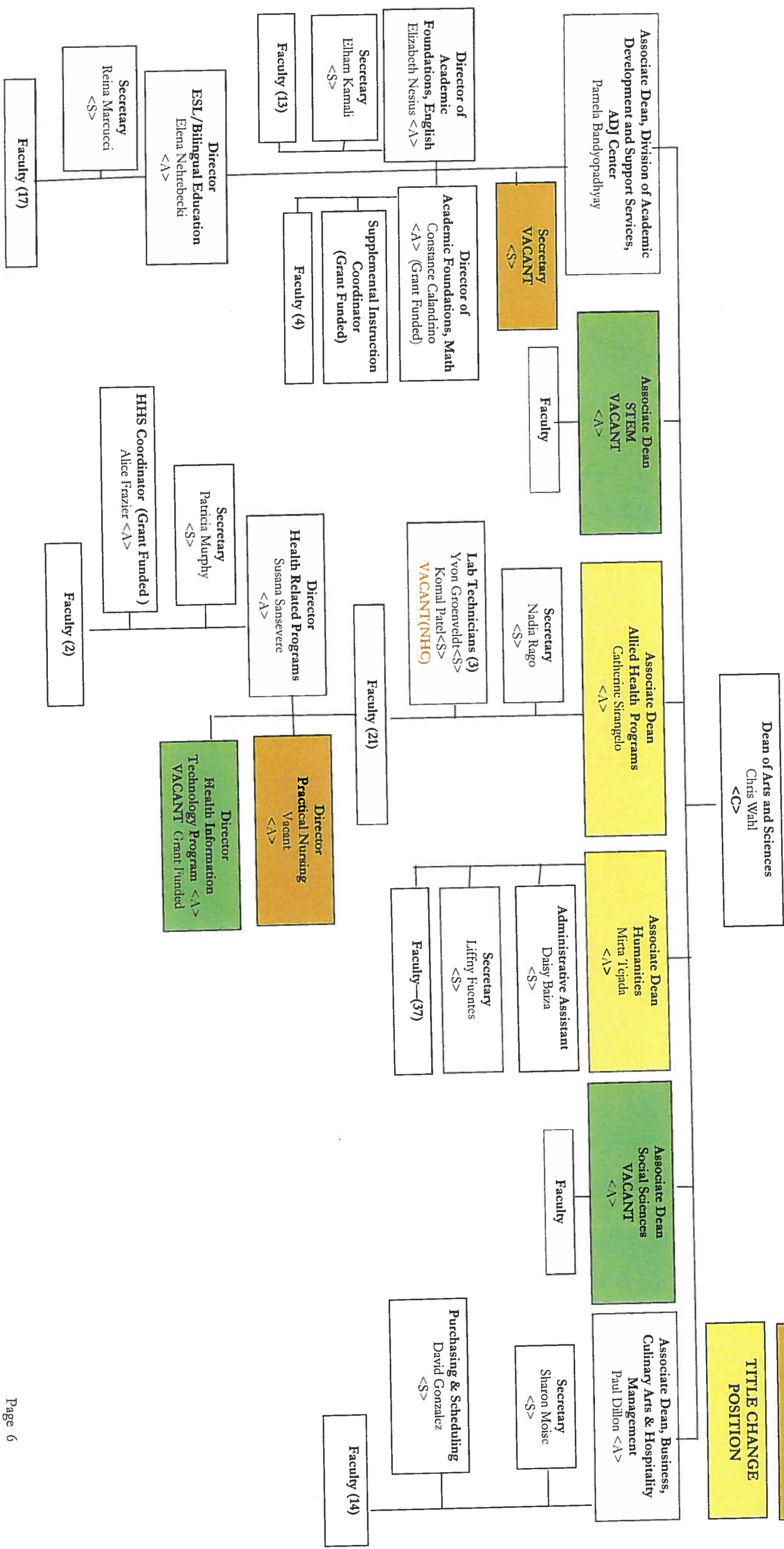


VACANT NEW
POSITION

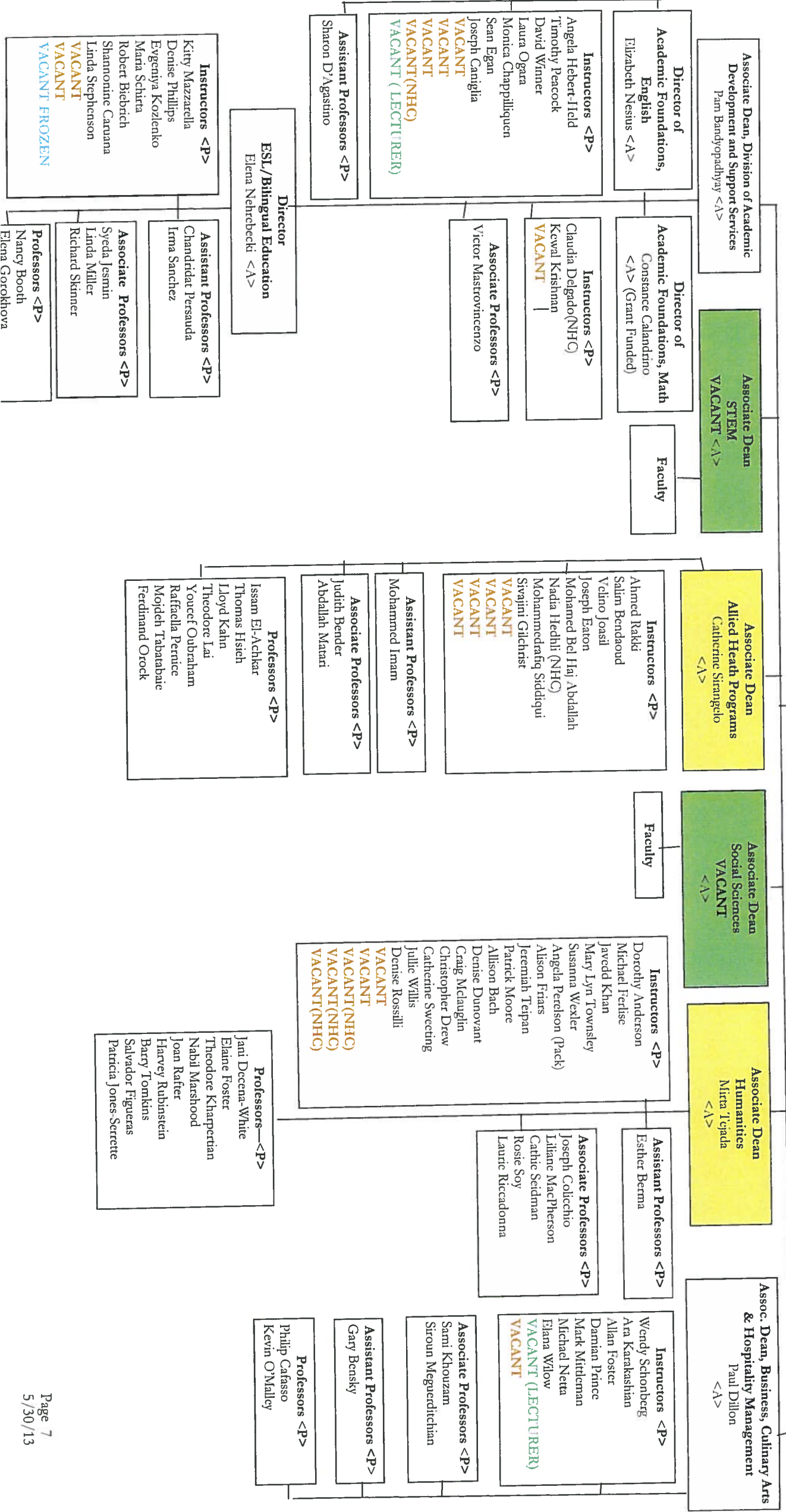
VACANT POSITION

TITLE CHANGE
POSITION

Academic Affairs/Instruction



Academic Affairs/Faculty



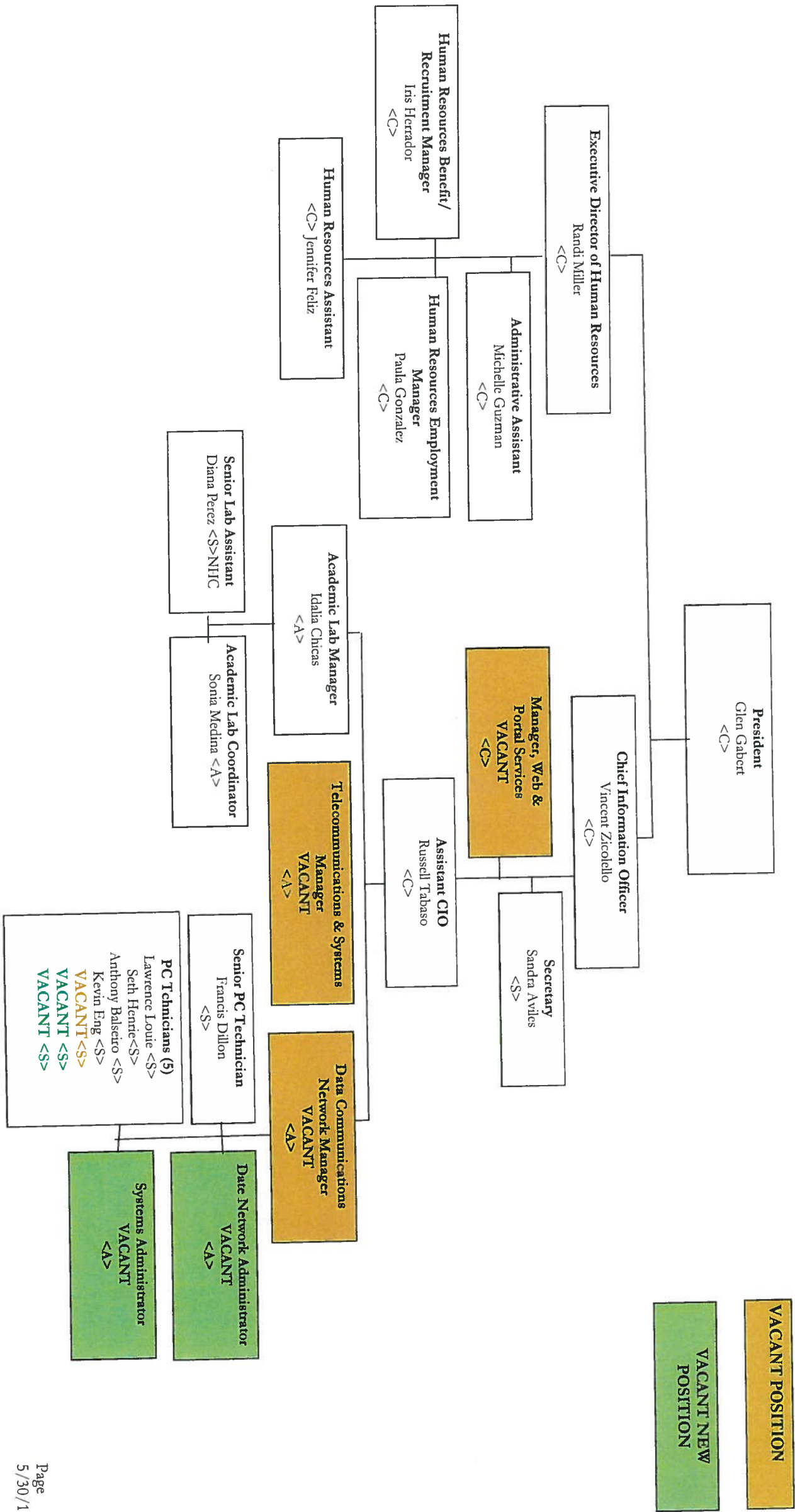
TITLE CHANGE
POSITION

VACANT NEW
POSITION

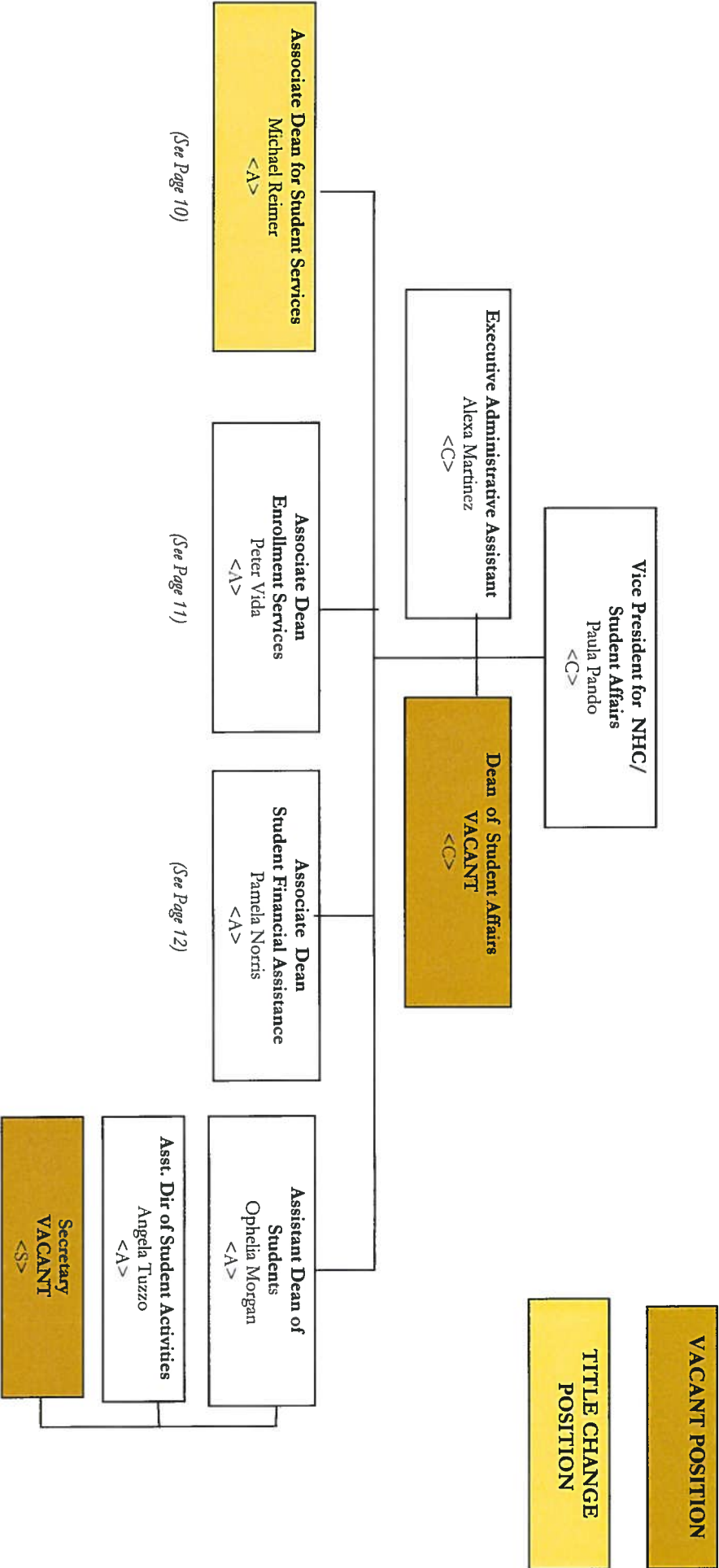
FROZEN/ VACANT
POSITION

VACANT POSITION

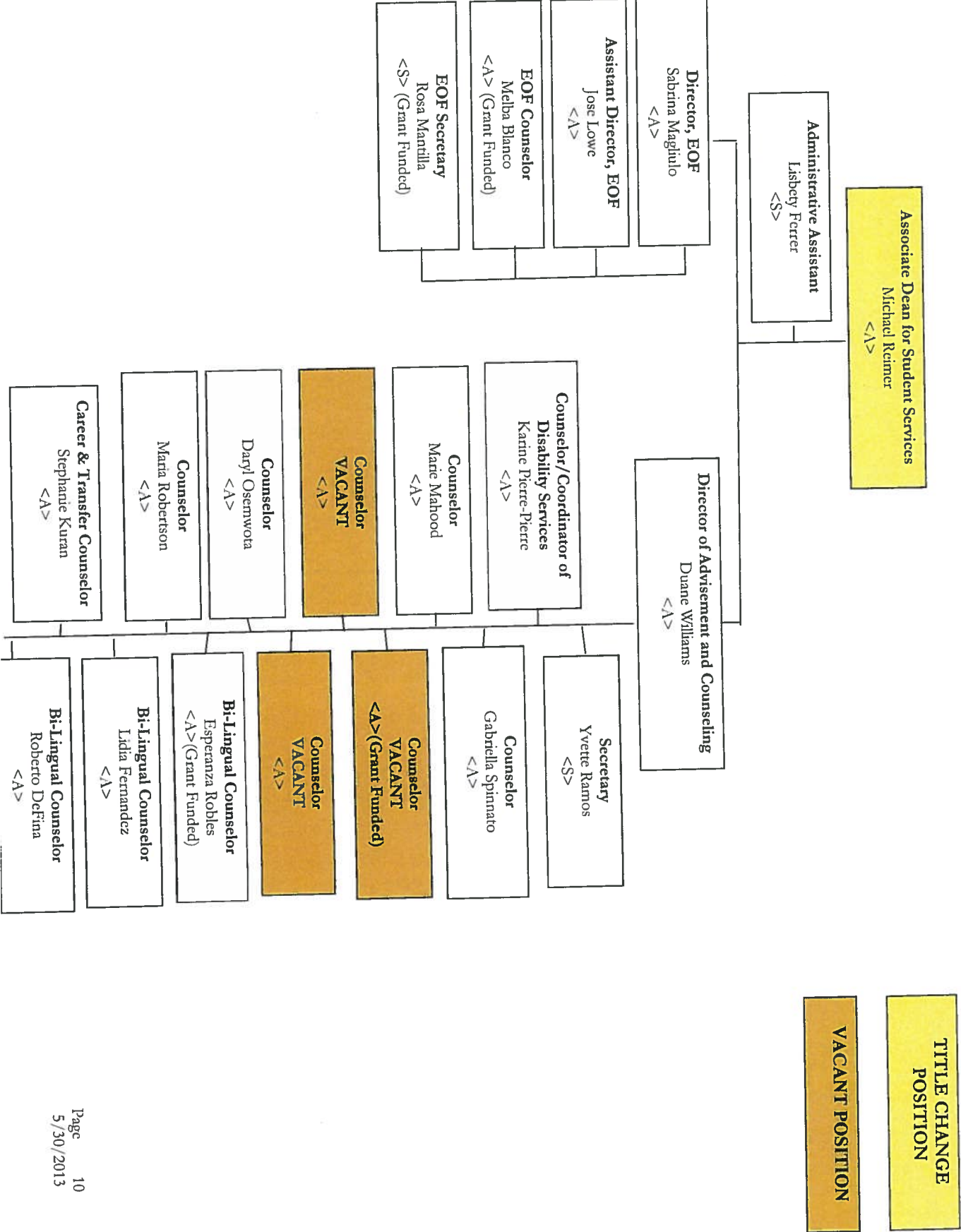
Human Resources & Information Technology



Division of Student Affairs

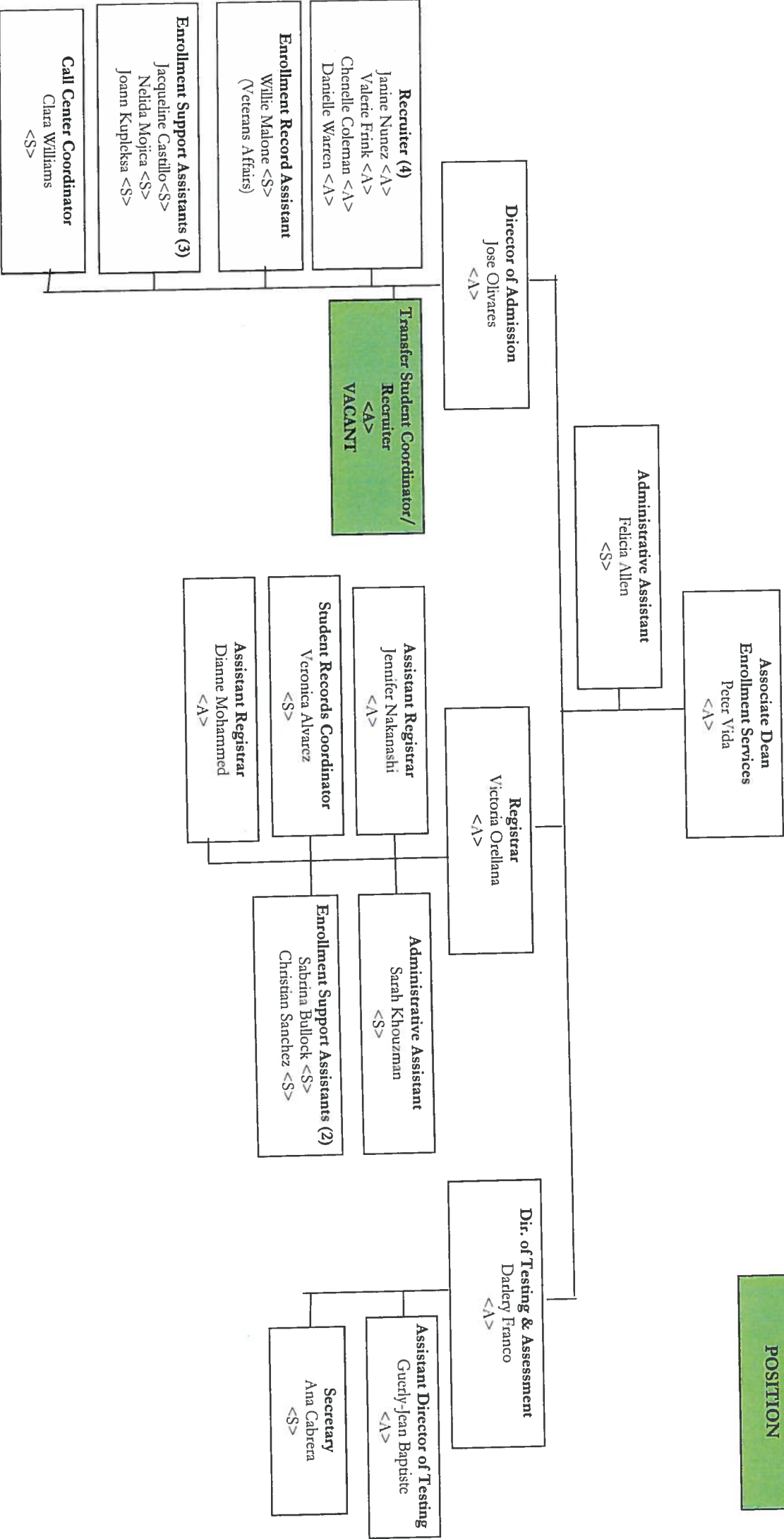


Student Services / Center for Academic & Student Success

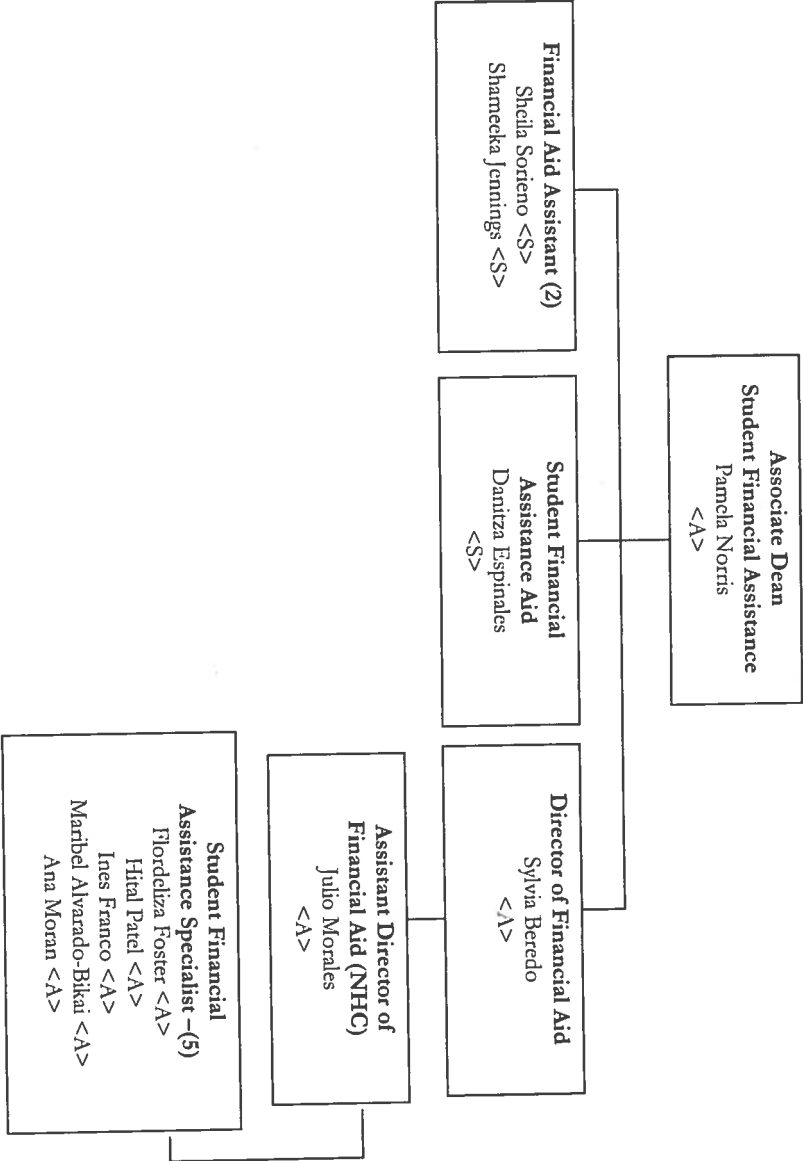


Enrollment Services

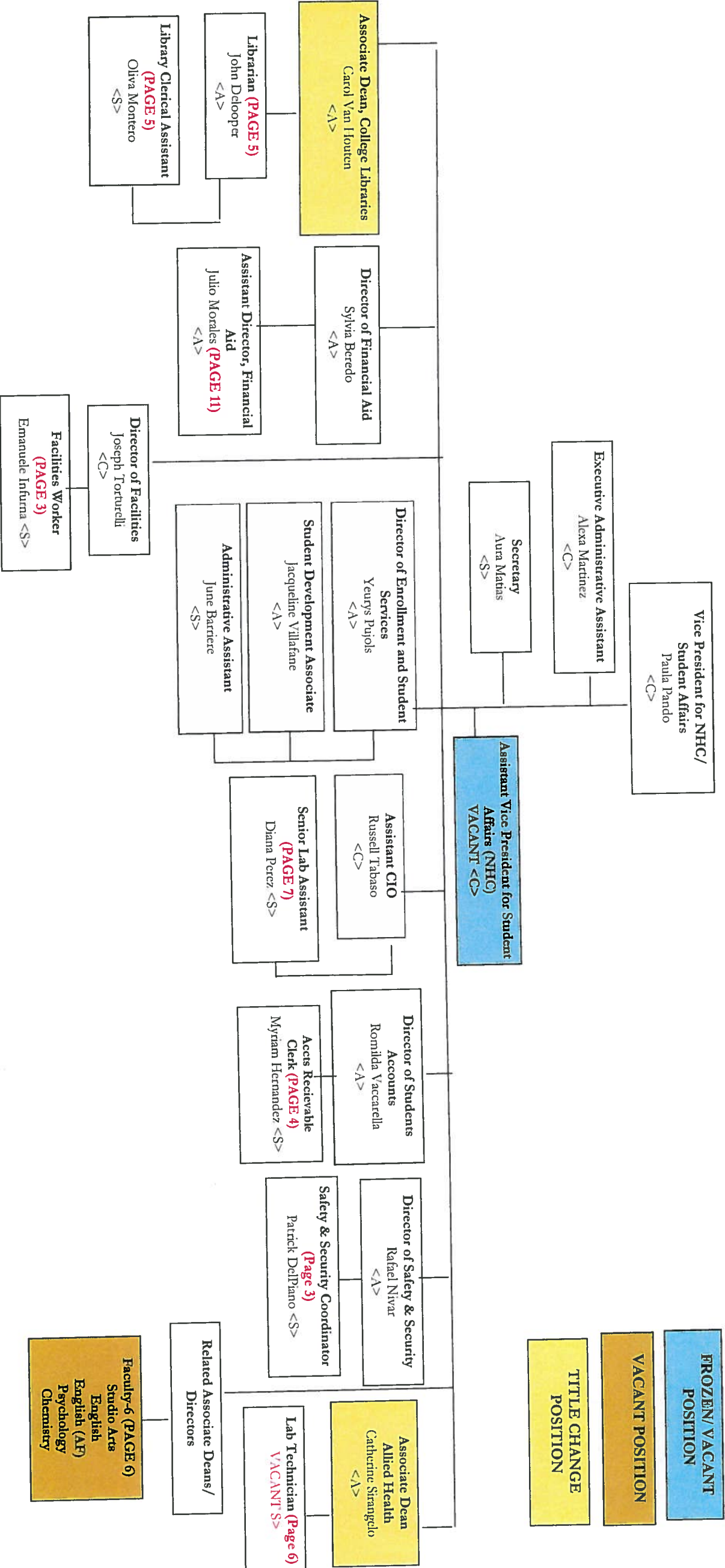
VACANT NEW
POSITION



Student Financial Assistance



NORTH HUDSON CENTER



**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 11, 2013**

IX. ACADEMIC AND STUDENT AFFAIRS

- 1. New and on-going Partnerships with Hudson County High Schools for the Delivery of Credit Course Instruction for Academic Year 2013 - 2014 under the Learning Enables All Possibilities Program.**

REPORT/BA CKG ROUND:

Hudson County Community College (HCCC) proposes agreements with school districts/charter or private schools in Hudson County for delivery of instruction in selected degree credit courses for high school students on the HCCC or high school campuses. Students will enroll in up to three (3) degree credit courses per year and will receive college credit upon successful completion. They will have access to HCCC's academic advising program, tutoring services, library resources and computer laboratories. In order to participate, in the LEAP (Learning Enables All Possibilities) Program, the students must successfully complete the College Placement Test (CPT); and must have the approval of their parents and guidance counselors.

The tuition for the LEAP program will be determined on an annual basis by agreement with the individual school districts and based on the type of course(s) instructor(s) and location. For academic year 2013 - 2014 (Fall/Spring/Summer I/Summer II) for the majority of course offerings, a tuition rate of \$56.25 per credit will be applied for classes taught by HCCC faculty on the HCCC or high school campus. Differentiated tuition of \$28.13, \$38.30 or \$56.25 per credit will be applied for courses taught on the high school campus by the high school faculty or team taught by high school/HCCC faculty or where HCCC provides some equipment/supplies. The College will waive all general fees with the exception of selected laboratory fees. HCCC will not bill students directly for tuition, unless the school district identifies the students as self-paying students. Textbooks and/or any required transportation will be provided by the high school.

A. Hoboken High School (HHS)

HCCC will offer evening credit classes on the HHS campus in classes such as Speech, Sociology, and Psychology.

B. Hudson County Schools of Technology - High Tech and County Prep

During the 2012 - 2013 academic students ranging from eleventh through twelfth grades were enrolled in up to four college-level courses taken on the high school campus. For the upcoming 2013 - 2014 academic year, students are expected to enroll in up to three courses to be offered after the school day at the high school site.

C. Jersey City Public Schools (JCPS)

For the past twenty-four years, HCCC and JCPS have partnered to offer college level courses in Criminal Justice, Legal Assisting, and Culinary Arts to students from high schools including: Dickinson, Snyder, Ferris, Liberty, and Lincoln High Schools.

For Culinary Arts, up to 21 students will enroll in College Survival Skills and two Culinary Arts (Sanitation and Breakfast Cookery) courses contingent upon Perkins Funding. The classes will be taught by HCCC faculty on the HCCC campus for 12 Fridays in both Fall and Spring Semesters. Students will earn five (5) college credits upon successful completion of the program. Additionally, students who successfully complete the Sanitation course will receive a Serve Safe Certificate from The American National Standards Institute. JCPS will pay HCCC up to \$67,600.00 for the program, which includes tuition and fees, supplies, an end-of-year ceremony and related program expenses.

For the Police and Fire Program, up to 25 students are expected to enroll in two 3-credit Criminal Justice courses (Intro to Criminal Justice and Intro to Criminal Law) on the HCCC campus. The differentiated tuition rate of \$56.25 per credit, per student will be applied. JCPS will pay HCCC up to \$8,437.50 for the program, which includes tuition.

D. *Kearny Board of Education (KHS)*

The College has offered evening courses for members of the community at KHS for over 25 years and allowed Kearny High School students to take advantage of these classes For the upcoming 2013 - 2014 academic year, students are expected to enroll in courses such as Music, Sociology, and Criminology to be offered on the HCCC campus during the school day.

E. *Memorial High School (MHS)*

Renewing a partnership started four years ago , students at Memorial High School will be enrolling in classes to be offered on-site at the high school and as determined by the College Placement Test (CPT)

F. *Miftaahul Uloom Academy (MUA)*

Located in Union City this Islamic school participates in Project LEAP as a way to supplement its curriculum and enhance its students' overall academic experience. This will be the eighth consecutive year of partnership with MUA who utilizes HCCC course offerings to supplement their English and Math curriculum. In light of this, MUA is permitted to enroll students in unlimited credit and non-credit offerings determined as eligible by the College Placement Test (CPT) and advisement from HCCC and MUA staff.

During AY 2012 - 2013, twenty-five (25) students enrolled in up to 9 college-level credits at the HCCC campus.

G. *Union City School District -Union City High*

HCCC and Union City Board of Education has partnered for many years to offer college level courses for their high school students. For the upcoming academic year, credit classes will be offered to students from Union City High School (UCHS) offered onsite at the high school.

H. *North Bergen Board of Education*

HCCC and North Bergen High School will partner for the 2013 - 2014 academic year in providing students with a dual-credit program. Courses to be offered include College Algebra, College Composition, and Intro to Psychology.

I. *New partnership- Harrison High School*

This represents a new LEAP partnership. Harrison High School will be selecting college ready students to take classes at Harrison High School.

By planning and working together, both HCCC and the school districts can provide opportunities for bright students to advance at their own pace, provide continuity in instruction, minimize unnecessary duplication

of experiences and resources, encourage more students to pursue college degrees, and reduce the time and cost of earning such degrees.

RECOMMENDATION:

The President and Administration recommend that the Board of Trustees authorizes the President to execute separate agreements with the following school districts:

- (a) Hoboken Board of Education
- (b) Hudson County Schools of Technology Board of Education - High Tech/County Prep
- (c) Jersey City Public Schools - Dickinson, Snyder, Ferris, Liberty, and Lincoln High Schools
- (d) Kearny Board of Education
- (e) Memorial High School
- (f) Miftaahul Uloom Academy
- (g) Union City High School
- (h) North Bergen Board of Education (i) Harrison High School

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees accept the recommendation of the President and Administration, and authorize the President to execute separate agreements with the following school districts outlined above in **ITEM IX. Academic and Student Affairs Recommendation 1: New and On-going Partnerships with Hudson County High Schools for the Delivery of Credit Course Instruction for Academic Year 2013-2014:** (a) Hoboken Board of Education (b) Hudson County Schools of Technology Board of Education - County Prep and High Tech (c) Jersey City Board of Education - Dickinson, Snyder, Ferris, Liberty, and Lincoln High Schools (d) Kearny Board of Education (e) Memorial High School (f) Miftaahul Uloom Academy (g) Union City (h) North Bergen Board of Education (i) Harrison High School to provide degree credit course instruction to their students pursuant of the terms of the agreements.

INTRODUCED BY: Bakari Lee

SECONDED BY: Karen Fahrenholz

DATE: June 11, 2013

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

6 Ayes..... 1 Abstention..... 0 Nay

RESOLUTIONS ADOPTED

James Valley 6-11-13
Signature of Recorder Date

ATTACHMENT

ITEM IX. Academic and Student Affairs #1 (a-i)

**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE AND
Hoboken Board of Education
FOR DUAL CREDIT/TECH Prep 2+2 PROGRAMMING
FOR ACADEMIC YEAR 2013-2014**



Hudson County Community College (HCCC) agrees to re-establish its partnership with Hoboken High School to include on-campus dual credit & Tech Prep 2+2 programming. This approach permits Hoboken High School students to earn credits for selected college courses taught either (1) by their high school instructors during or after school as part of their regular teaching responsibilities, or (2) by HCCC faculty during or after the school day on the campus of the high school; or (3) by HCCC faculty on the HCCC campus.

Faculty Qualifications and Responsibilities

1. Course instructors are required to have Master's degrees in the subject areas or closely related disciplines. However, for Hoboken High School campus-based classes, experienced high school faculty with Bachelor's degrees and a record of teaching excellence/professional currency may be assigned to teach selected courses. Each such faculty will be teamed with a HCCC senior faculty member who will provide oversight for the course. Faculty transcripts are required to be on file at HCCC.
2. Faculty must follow the HCCC curricula, utilize required texts, maintain required instructional hours (i.e., 750 minutes per credit), administer HCCC exams, and submit grades and attendance reports to HCCC on specified dates.
3. Class observation(s) will be conducted by the appropriate HCCC supervisor(s).

Provision for Alternate Scheduling and Registration

1. Instruction for each course on the Hoboken High School campus may extend over one or two semesters with start dates and length and frequency of class periods mutually agreed upon by HCCC and Hoboken High School. For two-semester course duration, enrollment/registration will occur at the start of the Fall Semester to avoid incompletes, with final exams administered in May to coincide with the end of the Spring semester.
2. For two-semester length courses, HCCC and Hoboken High School will arrange for the students to receive some instruction on the HCCC campus in order to experience study in the college environment.

Student Enrollment

1. Students selected by Hoboken High School for participation in the college-level courses must meet all course pre/co-requisites. *The program is for students who demonstrate proficiency for college-level work and a reasonable chance for successful completion -- to reduce the possibility of high school students having failing grades on college transcripts.*
2. HCCC will arrange with Hoboken High School for administration of the College Placement Test.

3. Participating students must complete HCCC LEAP Applications. Hoboken High School will submit completed student applications, in bulk, to the Coordinator for High School Partnerships for processing.

Courses for AY 2013-2014

Students may enroll in the following courses to be offered over a one or two semester period:

- College Survival Skills- CSS 100
- Introduction to Computers and Computing- CSC 100
- Speech- ENG 112
- College Composition I- ENG 101
- College Composition I workshop- ENG 096
- Practical Nutrition- BIO 201
- Principals of Sociology- SOC 101
- Introduction to Psychology- PSY 101
- College Algebra- MAT 100
- Basic Math- MAT 071
- Basic Reading/ Writing- RDG 070/ ENG 070

Enrollment in the above does not exclude one or more (one-semester length) courses to be added for the Spring semester.

Fiscal Arrangement

A. Hoboken High School students will not be billed directly for tuition. The following per-credit charges are applicable for the program:

1. For courses taught by high school instructors during the school day as part of their regular teaching responsibilities Hoboken High School will pay HCCC tuition of \$28.13 per credit for each student upon receipt of a voucher from HCCC.
2. For courses taught by the high school instructors during the school day as part of their regular teaching responsibilities or after the school day, and for which HCCC provides a team instructor/course mentor, Hoboken High School will pay HCCC tuition of \$38.30 per credit for each student upon receipt of a voucher from HCCC.
3. For courses taught by HCCC faculty during or after the school day on the campus of the high school, Hoboken High School will pay HCCC tuition of \$56.25 per credit for each student upon receipt of a voucher from HCCC.
4. For courses taught by HCCC faculty on the HCCC campus, Hoboken High School will pay HCCC tuition of \$56.25 per credit for each student upon receipt of a voucher from HCCC.
5. For courses taught by HCCC OR HHS faculty on the Hoboken High School campus for which HCCC provides equipment or supplies (e.g., Anatomy & Physiology), Hoboken High School

will pay HCCC tuition of \$56.25 per credit for each student upon receipt of a voucher from HCCC.

- B. The tuition rate for this program will be determined on an annual basis. For the Fall 2013 semester, tuition for each three-credit course will be \$168.75 (\$56.25 per credit), and all general fees will be waived. HCCC will not bill students directly for tuition. The Hoboken Board of Education will pay tuition, and laboratory fees if applicable, for students within thirty days upon receipt of a voucher from HCCC. Arrangements for any fiscal contributions from students and/or parents will be made by the administration at Hoboken High School. Hoboken High School will make arrangements directly with the Bookstore at HCCC or the publisher for textbook purchases.
- C. HCCC will waive fees (e.g., admission, registration, technology, student activity) for Hoboken High School students in the dual enrollment program.
- D. Hoboken High School will make arrangements directly with the HCCC Bookstore for the purchase of required textbooks prior to the start of classes.

Terms of Contract

This Agreement shall commence September 1, 2013 and will be effective for one academic year. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

_____ President or Designee Hudson County Community College	_____ Date
_____ Superintendent or Designee Hoboken Board of Education	_____ Date

**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE AND
Hudson County Schools of Technology
FOR DUAL CREDIT/TECH Prep 2+2 PROGRAMMING
FOR ACADEMIC YEAR 2013-2014**



Hudson County Community College (HCCC) agrees to re-establish its partnership with County Prep High School (CPHS) to include on-campus dual credit & Tech Prep 2+2 programming. This approach permits CPHS students to earn credits for selected college courses taught either (1) by their high school instructors during or after school as part of their regular teaching responsibilities, or (2) by HCCC faculty during or after the school day on the campus of the high school; or (3) by HCCC faculty on the HCCC campus.

Faculty Qualifications and Responsibilities

1. Course instructors are required to have Master's degrees in the subject areas or closely related disciplines. However, for CPHS campus-based classes, experienced high school faculty with Bachelor's degrees and a record of teaching excellence/professional currency may be assigned to teach selected courses. Each such faculty will be teamed with a HCCC senior faculty member who will provide oversight for the course. Faculty transcripts are required to be on file at HCCC.
2. Faculty must follow the HCCC curricula, utilize required texts, maintain required instructional hours (i.e., 750 minutes per credit), administer HCCC exams, and submit grades and attendance reports to HCCC on specified dates.

Provision for Alternate Scheduling and Registration

1. Instruction for each course on the CPHS campus may extend over one or two semesters with start dates and length and frequency of class periods mutually agreed upon by HCCC and CPHS. For two-semester course duration, enrollment/registration will occur at the start of the Fall Semester to avoid incompletes, with final exams administered in May to coincide with the end of the Spring semester.
2. For two-semester length courses, HCCC and CPHS will arrange for the students to receive some instruction on the HCCC campus in order to experience study in the college environment.

Student Enrollment

1. Students selected by CPHS for participation in the college-level courses must meet all course pre/co-requisites. *The program is for students who demonstrate proficiency for college-level work and a reasonable chance for successful completion -- to reduce the possibility of high school students having failing grades on college transcripts.*
2. HCCC will arrange with CPHS for administration of the College Placement Test.

Courses for AY 2013-2014

Students may enroll in the following courses to be offered over a one or two semester period:

- PSY 101 - Introduction to Psychology
- ENG 112- Speech

- ASL 101- American Sign Language
- CSC 100- Intro Comp & Computing
- HUM 101- Cultures And Values
- ENG 101/102- College Comp I & II
- SOC 101- Principals of Sociology
- MAT 100- College Algebra

Upon agreement by both parties classes can be modified or changed.

Enrollment in the above does not exclude one or more (one-semester length) courses to be added for the Spring semester.

Fiscal Arrangement

A. CPHS students will be billed directly for tuition. The following per-credit charges are applicable for the program:

1. For courses taught by high school instructors during the school day as part of their regular teaching responsibilities CPHS will pay HCCC tuition of \$28.13 per credit for each student upon receipt of a voucher from HCCC.
2. For courses taught by the high school instructors during the school day as part of their regular teaching responsibilities or after the school day, and for which HCCC provides a team instructor/course mentor, CPHS will pay HCCC tuition of \$38.00 per credit for each student upon receipt of a voucher from HCCC.
3. For courses taught by HCCC faculty during or after the school day on the campus of the high school, CPHS will pay HCCC tuition of \$56.25 per credit for each student upon receipt of a voucher from HCCC.
4. For courses taught by HCCC faculty on the HCCC campus, CPHS will pay HCCC tuition of \$56.25 per credit for each student upon receipt of a voucher from HCCC.
5. For courses taught by HCCC OR CPHS faculty on the CPHS campus for which HCCC provides equipment or supplies (e.g., Anatomy & Physiology), CPHS will pay HCCC tuition of \$56.25 per credit for each student upon receipt of a voucher from HCCC.

B. The tuition rate for this program will be determined on an annual basis. For the Fall 2013 semester, tuition for each three-credit course will be \$168.75 (\$56.25 per credit), and all general fees will be waived. HCCC will bill students directly for tuition. The Hudson County Schools of Technology will pay tuition, and laboratory fees if applicable, for students within thirty days upon receipt of a voucher from HCCC. Arrangements for any fiscal contributions from students and/or parents will be made by the administration at CPHS. CPHS will make arrangements directly with the Bookstore at HCCC or the publisher for textbook purchases.

C. HCCC will waive fees (e.g., admission, registration, technology, student activity) for CPHS students in the dual enrollment program.

D. CPHS will make arrangements directly with the HCCC Bookstore for the purchase of required textbooks prior to the start of classes.

Terms of Contract

This Agreement shall commence September 1, 2013 and will be effective for one academic year. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

_____ President or Designee Hudson County Community College	_____ Date
-------------------------------------------------------------------	---------------

_____ Superintendent or Designee Hudson County Schools of Technology	_____ Date
----------------------------------------------------------------------------	---------------

**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE AND
Hudson County Schools of Technology
FOR DUAL CREDIT/TECH Prep 2+2 PROGRAMMING
FOR ACADEMIC YEAR 2013-2014**



Hudson County Community College (HCCC) agrees to re-establish its partnership with High Tech High School to include on-campus dual credit & Tech Prep 2+2 programming. This approach permits High Tech High School students to earn credits for selected college courses taught either (1) by their high school instructors during or after school as part of their regular teaching responsibilities, or (2) by HCCC faculty during or after the school day on the campus of the high school; or (3) by HCCC faculty on the HCCC campus.

Faculty Qualifications and Responsibilities

1. Course instructors are required to have Master's degrees in the subject areas or closely related disciplines. However, for High Tech High School campus-based classes, experienced high school faculty with Bachelor's degrees and a record of teaching excellence/professional currency may be assigned to teach selected courses. Each such faculty will be teamed with a HCCC senior faculty member who will provide oversight for the course. Faculty transcripts are required to be on file at HCCC.
2. Faculty must follow the HCCC curricula, utilize required texts, maintain required instructional hours (i.e., 750 minutes per credit), administer HCCC exams, and submit grades and attendance reports to HCCC on specified dates.

Provision for Alternate Scheduling and Registration

1. Instruction for each course on the High Tech High School campus may extend over one or two semesters with start dates and length and frequency of class periods mutually agreed upon by HCCC and High Tech High School. For two-semester course duration, enrollment/registration will occur at the start of the Fall Semester to avoid incompletes, with final exams administered in May to coincide with the end of the Spring semester.
2. For two-semester length courses, HCCC and High Tech High School will arrange for the students to receive some instruction on the HCCC campus in order to experience study in the college environment.

Student Enrollment

1. Students selected by High Tech High School for participation in the college-level courses must meet all course pre/co-requisites. *The program is for students who demonstrate proficiency for college-level work and a reasonable chance for successful completion -- to reduce the possibility of high school students having failing grades on college transcripts.*
2. HCCC will arrange with High Tech High School for administration of the College Placement Test.

Courses for AY 2013-2014

Students may enroll in the following courses to be offered over a one or two semester period:

- CRJ 111- Introduction to Criminal Law
- ENG 112- Speech
- CRJ 120- Introduction to Criminal Justice

Upon agreement by both parties classes can be modified or changed.

Enrollment in the above does not exclude one or more (one-semester length) courses to be added for the Spring semester.

Fiscal Arrangement

A. High Tech High School students will be billed directly for tuition. The following per-credit charges are applicable for the program:

1. For courses taught by high school instructors during the school day as part of their regular teaching responsibilities High Tech High School will pay HCCC tuition of \$28.13 per credit for each student upon receipt of a voucher from HCCC.
2. For courses taught by the high school instructors during the school day as part of their regular teaching responsibilities or after the school day, and for which HCCC provides a team instructor/course mentor, High Tech High School will pay HCCC tuition of \$38.30 per credit for each student upon receipt of a voucher from HCCC.
3. For courses taught by HCCC faculty during or after the school day on the campus of the high school, High Tech High School will pay HCCC tuition of \$56.25 per credit for each student upon receipt of a voucher from HCCC.
4. For courses taught by HCCC faculty on the HCCC campus, High Tech High School will pay HCCC tuition of \$56.25 per credit for each student upon receipt of a voucher from HCCC.
5. For courses taught by HCCC OR High Tech High School faculty on the High Tech High School campus for which HCCC provides equipment or supplies (e.g., Anatomy & Physiology), High Tech High School will pay HCCC tuition of \$56.25 per credit for each student upon receipt of a voucher from HCCC.

B. The tuition rate for this program will be determined on an annual basis. For the Fall 2013 semester, tuition for each three-credit course will be \$168.75 (\$56.25 per credit), and all general fees will be waived. HCCC will bill students directly for tuition. The Hudson County Schools of Technology will pay tuition, and laboratory fees if applicable, for students within thirty days upon receipt of a voucher from HCCC. Arrangements for any fiscal contributions from students and/or parents will be made by the administration at High Tech High School. High Tech High School will make arrangements directly with the Bookstore at HCCC or the publisher for textbook purchases.

- C. HCCC will waive fees (e.g., admission, registration, technology, student activity) for High Tech High School students in the dual enrollment program.
- D. High Tech High School will make arrangements directly with the HCCC Bookstore for the purchase of required textbooks prior to the start of classes.

Terms of Contract

This Agreement shall commence September 1, 2013 and will be effective for one academic year. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

President or Designee
Hudson County Community College

Date

Superintendent or Designee
Hudson County Schools for Technology

Date



**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE
AND
JERSEY CITY BOARD OF EDUCATION
FOR
THE DELIVERY OF CREDIT COURSE
INSTRUCTION (PROJECT LEAP)**

Hudson County Community College (HCCC) agrees to provide instruction in selected degree credit courses up to twenty-five (25) high school students in the Fire Science Program at Jersey City Board of Education (JCBOE) from Dickinson, Lincoln, Liberty and Snyder High Schools. The instruction will be performed by HCCC faculty on the HCCC campus for a total of twelve (12) weeks in the Fall 2013 semester.

Criteria and Commitment

Student participation is contingent upon the students completing a general admission application and a special program application; passing the High School Proficiency Assessment (HSPA); completing all high school graduation requirements with the exception of English and Physical Education; and gaining approval of their guidance counselor and parent(s).

Upon registration, students will receive a college identification card and will have full access to academic advisement, tutoring services, library resources and laboratories at HCCC. During the Fall 2013 semester, students will enroll in one or more degree-credit course(s) for which they will receive both high school and college credit with successful course completion.

Students will be enrolled in courses in which they have met the prerequisites, and that have also been mutually agreed upon by the administration at HCCC and JCBOE. With the completion of the program application, HCCC and JCBOE are authorized to exchange pertinent student information without additional release from the student. At the end of the semester, HCCC will forward final grades to the administration at JCBOE.

JCBOE students will enroll in two, three-credit courses (Introduction to Criminal Justice and Introduction to Criminal Law). HCCC will not bill students directly for the program. The Jersey City Board of Education will pay the cost of the program and textbooks for the courses.

Terms of Contract

This Agreement shall commence September 1, 2013 and will be effective for one academic year. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

President or Designee
Hudson County Community College

Date

Superintendent or Designee
Jersey City Board of Education

Date

**AMENDED AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE AND
JERSEY CITY BOARD OF EDUCATION
FOR THE DELIVERY OF CREDIT COURSE INSTRUCTION
FOR ACADEMIC YEAR 2013-2014**



Hudson County Community College (HCCC) agrees to provide instruction in two 3-credit courses (Introduction to Criminal Justice and Introduction to Criminal Law) for up to twenty five high school students enrolled in the Jersey City Board of Education (JCBOE) Fire Science Program from Dickinson, Lincoln, Liberty and Snyder High Schools. The instruction will be performed by HCCC faculty on the HCCC campus for a total of thirteen (12) weeks during the Fall 2012 semester.

Criteria and Commitment

Students' participation is contingent on (1) completion of a HCCC general admissions application; (2) passing the High School Proficiency Assessment (HSPA); (3) completion of all high school graduation requirements with the exception of English and Physical Education; and (4) approval of their guidance counselor and parent(s). With completion of the program application, HCCC and JCBOE are authorized to exchange pertinent student information without additional release from the students.

Upon registration, students will receive a college identification card and will have full access to academic advisement, tutoring services, library resources and laboratories at HCCC. Students will receive both high school and college credit with successful course completion. At the end of the semester, HCCC will forward final grades to the administration at JCBOE.

Fiscal Considerations

A. For the 2013-2014 Academic Year, the cost of the program will be \$337.50 per student (\$8,437.50 for 25 students), which includes tuition (\$56.25 per credit x 6 credit hours). HCCC will not bill students directly for the program. The Jersey City Board of Education will pay tuition and fees, if applicable, for students within thirty days upon receipt of a voucher from HCCC. Arrangements for any fiscal contributions from students, parents and/or a third party will be made by the administration at JCBOE. JCBOE will make arrangements for the purchase of required textbooks directly with the HCCC Bookstore.

Terms of Contract

This Agreement shall commence on September 1, 2013 and shall be deemed automatically renewed for succeeding academic years unless either party, on or before June 1, notifies the other party in writing of its intent to terminate the Agreement at the expiration of that academic year. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

President or Designee
Hudson County Community College

Date

Superintendent or Designee
Jersey City Board of Education

Date

**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE
AND
JERSEY CITY BOARD OF EDUCATION
FOR
THE DELIVERY OF CULINARY TRAINING PROGRAM
INSTRUCTION (PROJECT LEAP)**

Hudson County Community College (HCCC) agrees to provide instruction in selected training program up to eighteen (18) high school students in the Food Service Program at Jersey City Board of Education (JCBOE) from Lincoln High School. The instruction will be performed by HCCC faculty on the HCCC campus for a total of twenty-four (24) Fridays in the 2013 - 2014 academic year.

Criteria and Commitment

Student participation is contingent upon the students completing a general admission application and a special program application; passing the High School Proficiency Assessment (HSPA); completing all high school graduation requirements with the exception of English and Physical Education; and gaining approval of their guidance counselor and parent(s).

Upon registration, students will receive a college identification card and will have full access to academic advisement, tutoring services, library resources and laboratories at HCCC. Each semester, students will enroll in a Culinary Training Program for which they will receive high school credit with successful certificate of completion and have the option of transferring certificate into five college level credits.

Students will be enrolled in a Culinary Training Program in which they have met the prerequisites, and that have also been mutually agreed upon by the administration at HCCC and JCBOE. With the completion of the program application, HCCC and JCBOE are authorized to exchange pertinent student information without additional release from the student. At the end of the semester, HCCC will also directly mail a certificate of completion to the students' residences.

An end-of-the-year ceremony will be hosted by HCCC on or about May 17, 2014. The event will allow students to demonstrate what they have learned through the training program, and allow the district to celebrate the students' success. HCCC will be responsible for providing the venue and the refreshments. JCBOE will be responsible for all correspondence about the event to students, parents, high school personnel and invited guests.

Fiscal Considerations

The cost for this program will be determined on a yearly basis. For the 2013-2014 academic year, the cost of the program will be \$2,600 per student (\$46,800 based on up to 18 students enrolled). Upon completion of the Culinary Training Program students will have the option of transferring certificate of completion into five college level credit. This cost includes training, fees, supplies, an end-of-the-year ceremony and other related expenses. HCCC will not bill students directly for the program. Payment will be dispersed upon Perkins Grant approval through the Jersey City Board of Education in a two payment cycle; 50% by December 14, 2013 and 50% by May 13, 2014. Arrangements for any fiscal contributions from students, parents and/or a third party will be made by the administration at JCBOE.

Terms of Contract

This Agreement shall commence September 1, 2013 and will be effective for one academic year. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

President or Designee
Hudson County Community College

Date

Superintendent or Designee
Jersey City Board of Education

Date

**ARTICULATION AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE AND
THE JERSEY CITY BOARD OF EDUCATION
FOR DUAL CREDIT/TECH Prep 2+2 PROGRAMMING
FOR ACADEMIC YEAR 2013 -2014**



This agreement specifies the requirements and conditions for students from Jersey City Public High Schools to obtain articulated academic credit at Hudson County Community College (HCCC) for the LEAP courses completed on site at Hudson County Community College.

The requirements are as follows:

1. The high school must maintain status as a “certified” program in the LEAP Program.
2. Students’ participation is contingent upon (1) completion of a LEAP admission application; (2) passing the High School Proficiency Assessment (HSPA); (3) completion all high school graduation requirements with the exception of English and Physical Education; and (4) approval of their guidance counselor and parent(s). With the completion of the program application, HCCC and JCBOE are authorized to exchange pertinent student information without additional release from the students. Student will be accepted into Hudson County Community College’s Culinary LEAP Program.
3. Students must successfully complete two culinary courses including CAI 118 - Breakfast and Pantry CAI 113- Sanitation, and College Survival Skills- CSS 100. The instruction will be performed by HCCC faculty on the HCCC campus during the 2013 – 2014 academic year.
4. Students will earn college credit upon successful completion of each course.
5. At the end of the semester, students who successfully complete the two college level course will receive high school credit, five college credits (Breakfast and Pantry - CAI 118; Sanitation - CAI 113; College Survival Skills- CSS 100), and a Serv Safe Certification in Sanitation. Hudson County Community College will mail a Certificate of Completion directly to the student’s residence.
6. An end-of-the-year ceremony will be hosted by HCCC on or about May 24, 2014. The event will allow students to demonstrate what they have learned through the training program, and allow the district to celebrate the students’ success. HCCC will be responsible for providing the venue and the refreshments. JCBOE will be responsible for all correspondence about the event to students, parents, high school personnel and invited guests.

Annual review of the articulation agreement will be performed in June. Any changes to the agreement will apply to incoming students of Jersey City Public Schools.

Superintendent of Schools
Jersey City Board Of Education

President or Designee
Hudson County Community College

**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE AND
KEARNY BOARD OF EDUCATION
FOR DUAL CREDIT/TECH Prep 2+2 PROGRAMMING
FOR ACADEMIC YEAR 2013-2014**



Hudson County Community College (HCCC) agrees to re-establish its partnership with Kearny High School (KHS) to include on-campus dual credit & Tech Prep 2+2 programming. This approach permits KHS students to earn credits for selected college courses taught either (1) by their high school instructors during or after school as part of their regular teaching responsibilities, or (2) by HCCC faculty during or after the school day on the campus of the high school; or (3) by HCCC faculty on the HCCC campus.

Faculty Qualifications and Responsibilities

1. Course instructors are required to have Master's degrees in the subject areas or closely related disciplines. However, for KHS campus-based classes, experienced high school faculty with Bachelor's degrees and a record of teaching excellence/professional currency may be assigned to teach selected courses. Each such faculty will be teamed with a HCCC senior faculty member who will provide oversight for the course. Faculty transcripts are required to be on file at HCCC.
2. Faculty must follow the HCCC curricula, utilize required texts, maintain required instructional hours (i.e., 750 minutes per credit), administer HCCC exams, and submit grades and attendance reports to HCCC on specified dates.

Provision for Alternate Scheduling and Registration

1. Instruction for each course on the KHS campus may extend over one or two semesters with start dates and length and frequency of class periods mutually agreed upon by KHS. For two-semester course duration, enrollment/registration will occur at the start of the Fall Semester to avoid incompletes, with final exams administered in May to coincide with the end of the Spring semester.
2. For two-semester length courses, HCCC and KHS will arrange for the students to receive some instruction on the HCCC campus in order to experience study in the college environment.

Student Enrollment

1. Students selected by KHS for participation in the college-level courses must meet all course pre/co-requisites. *The program is for students who demonstrate proficiency for college-level work and a reasonable chance for successful completion -- to reduce the possibility of high school students having failing grades on college transcripts.*
2. HCCC will arrange with KHS for administration of the College Placement Test.

Courses for AY 2013-2014

Students may enroll in the following courses to be offered over a one or two semester period:

- MAT 070- Basic Algebra Workshop
- MAT 073- Basic Algebra
- ENG 101- College Composition I
- ENG 096- College Composition Workshop
- ENG 112- Speech

Upon agreement by both parties classes can be modified or changed.

Enrollment in the above does not exclude one or more (one-semester length) courses to be added for the Spring semester.

Fiscal Arrangement

A. KHS students will not be billed directly for tuition. The following per-credit charges are applicable for the program:

1. For courses taught by high school instructors during the school day as part of their regular teaching responsibilities KHS will pay HCCC tuition of \$28.13 per credit for each student upon receipt of a voucher from HCCC.
2. For courses taught by the high school instructors during the school day as part of their regular teaching responsibilities or after the school day, and for which HCCC provides a team instructor/course mentor, KHS will pay HCCC tuition of \$38.30 per credit for each student upon receipt of a voucher from HCCC.
3. For courses taught by HCCC faculty during or after the school day on the campus of the high school, KHS will pay HCCC tuition of \$56.25 per credit for each student upon receipt of a voucher from HCCC.
4. For courses taught by HCCC faculty on the HCCC campus, KHS will pay HCCC tuition of \$56.25 per credit for each student upon receipt of a voucher from HCCC.
5. For courses taught by HCCC OR KHS faculty on the KHS campus for which HCCC provides equipment or supplies (e.g., Anatomy & Physiology), KHS will pay HCCC tuition of \$56.25 per credit for each student upon receipt of a voucher from HCCC.

B. The tuition rate for this program will be determined on an annual basis. For the Fall 2013 semester, tuition for each three-credit course will be \$168.75 (\$56.25 per credit), and all general fees will be waived. HCCC will not bill students directly for tuition. The Kearny Board of Education will pay tuition, and laboratory fees if applicable, for students within thirty days upon receipt of a voucher from HCCC. Arrangements for any fiscal contributions from students and/or parents will be made by the administration at KHS. KHS will make arrangements directly with the Bookstore at HCCC or the publisher for textbook purchases.

- C. HCCC will waive fees (e.g., admission, registration, technology, student activity) for KHS students in the dual enrollment program.
- D. KHS will make arrangements directly with the HCCC Bookstore for the purchase of required textbooks prior to the start of classes.

Terms of Contract

This Agreement shall commence September 1, 2013 and will be effective for one academic year. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

_____ President or Designee Hudson County Community College	_____ Date
_____ Superintendent or Designee Kearny Board of Education	_____ Date

**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE AND
The West New York Board of Education
FOR DUAL CREDIT/TECH Prep 2+2 PROGRAMMING
FOR ACADEMIC YEAR 2013-2014**



Hudson County Community College (HCCC) agrees to re-establish its partnership with Memorial High School (MHS) to include on-campus dual credit & Tech Prep 2+2 programming. This approach permits MHS students to earn credits for selected college courses taught either (1) by their high school instructors during or after school as part of their regular teaching responsibilities, or (2) by HCCC faculty during or after the school day on the campus of the high school; or (3) by HCCC faculty on the HCCC campus.

Faculty Qualifications and Responsibilities

1. Course instructors are required to have Master's degrees in the subject areas or closely related disciplines. However, for MHS campus-based classes, experienced high school faculty with Bachelor's degrees and a record of teaching excellence/professional currency may be assigned to teach selected courses. Each such faculty will be teamed with a HCCC senior faculty member who will provide oversight for the course. Faculty transcripts are required to be on file at HCCC.
2. Faculty must follow the HCCC curricula, utilize required texts, maintain required instructional hours (i.e., 750 minutes per credit), administer HCCC exams, and submit grades and attendance reports to HCCC on specified dates.
3. Class observation(s) will be conducted by the appropriate HCCC supervisor(s).

Provision for Alternate Scheduling and Registration

1. Instruction for each course on the MHS campus may extend over one or two semesters with start dates and length and frequency of class periods mutually agreed upon by HCCC and MHS. For two-semester course duration, enrollment/registration will occur at the start of the Fall Semester to avoid incompletes, with final exams administered in May to coincide with the end of the Spring semester.
2. For two-semester length courses, HCCC and MHS will arrange for the students to receive some instruction on the HCCC campus in order to experience study in the college environment.

Student Enrollment

1. Students selected by MHS for participation in the college-level courses must meet all course pre/co-requisites. *The program is for students who demonstrate proficiency for college-level work and a reasonable chance for successful completion -- to reduce the possibility of high school students having failing grades on college transcripts.*
2. HCCC will arrange with MHS for administration of the College Placement Test.
3. Participating students must complete HCCC LEAP Applications. MHS will submit completed student applications, in bulk, to the Coordinator for High School Partnerships for processing.

Courses for AY 2013-2014

Students may enroll in the following courses to be offered over a one or two semester period:

- Intro to Theater- THA 102
- English Composition I- ENG 101
- College Composition Workshop- ENG 096
- Pre-calculus- MAT 110

Upon agreement by both parties classes can be modified or changed.

Enrollment in the above does not exclude one or more (one-semester length) courses to be added for the Spring semester.

Fiscal Arrangement

A. MHS students will be billed directly for tuition. The following per-credit charges are applicable for the program:

1. For courses taught by high school instructors during the school day as part of their regular teaching responsibilities MHS will pay HCCC tuition of \$28.13 per credit for each student upon receipt of a voucher from HCCC.
2. For courses taught by the high school instructors during the school day as part of their regular teaching responsibilities or after the school day, and for which HCCC provides a team instructor/course mentor, MHS will pay HCCC tuition of \$38.30 per credit for each student upon receipt of a voucher from HCCC.
3. For courses taught by HCCC faculty during or after the school day on the campus of the high school, MHS will pay HCCC tuition of \$56.25 per credit for each student upon receipt of a voucher from HCCC.
4. For courses taught by HCCC faculty on the HCCC campus, MHS will pay HCCC tuition of \$56.25 per credit for each student upon receipt of a voucher from HCCC.
5. For courses taught by HCCC OR MHS faculty on the MHS campus for which HCCC provides equipment or supplies (e.g., Anatomy & Physiology), MHS will pay HCCC tuition of \$56.25 per credit for each student upon receipt of a voucher from HCCC.

B. The tuition rate for this program will be determined on an annual basis. For the Fall 2013 semester, tuition for each three-credit course will be \$168.75 (\$56.25 per credit), and all general fees will be waived. HCCC will bill students directly for tuition. The West New York Board of Education will pay tuition, and laboratory fees if applicable, for students within thirty days upon receipt of a voucher from HCCC. Arrangements for any fiscal contributions from students and/or parents will be made by the administration at MHS. MHS will make arrangements directly with the Bookstore at HCCC or the publisher for textbook purchases.

C. HCCC will waive fees (e.g., admission, registration, technology, student activity) for MHS students in the dual enrollment program.

D. MHS will make arrangements directly with the HCCC Bookstore for the purchase of required textbooks prior to the start of classes.

Terms of Contract

This Agreement shall commence September 1, 2013 and will be effective for one academic year. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

_____	_____
President or Designee	Date
Hudson County Community College	

_____	_____
Superintendent or Designee	Date
West New York Board of Education	

**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE AND
Miftaaul Uloom Academy
FOR DUAL CREDIT/TECH Prep 2+2 PROGRAMMING
FOR ACADEMIC YEAR 2013-2014**



Hudson County Community College (HCCC) agrees to re-establish its partnership with Miftaaul Uloom Academy (MUA) to include on-campus dual credit & Tech Prep 2+2 programming. This approach permits MUA students to earn credits for selected college courses taught either (1) by their high school instructors during or after school as part of their regular teaching responsibilities, or (2) by HCCC faculty during or after the school day on the campus of the high school; or (3) by HCCC faculty on the HCCC campus.

Faculty Qualifications and Responsibilities

1. Course instructors are required to have Master's degrees in the subject areas or closely related disciplines. However, for MUA campus-based classes, experienced high school faculty with Bachelor's degrees and a record of teaching excellence/professional currency may be assigned to teach selected courses. Each such faculty will be teamed with a HCCC senior faculty member who will provide oversight for the course. Faculty transcripts are required to be on file at HCCC.
2. Faculty must follow the HCCC curricula, utilize required texts, maintain required instructional hours (i.e., 750 minutes per credit), administer HCCC exams, and submit grades and attendance reports to HCCC on specified dates.

Provision for Alternate Scheduling and Registration

1. Instruction for each course on the MUA campus may extend over one or two semesters with start dates and length and frequency of class periods mutually agreed upon by HCCC and MUA. For two-semester course duration, enrollment/registration will occur at the start of the Fall Semester to avoid incompletes, with final exams administered in May to coincide with the end of the Spring semester.
2. For two-semester length courses, HCCC and MUA will arrange for the students to receive some instruction on the HCCC campus in order to experience study in the college environment.

Student Enrollment

1. Students selected by MUA for participation in the college-level courses must meet all course pre/co-requisites. *Courses enrolled in by a MUA student must demonstrate proficiency for the designated course work and a reasonable chance for successful completion -- to reduce the possibility of high school students having failing grades on college transcripts.*
2. HCCC will arrange with MUA for administration of the College Placement Test.

Courses for AY 2013-2014

Student enrollment is open to courses as long as prerequisite has been met for the course which will be offered over a one or two semester period:

Fiscal Arrangement

- A. MUA students will not be billed directly for tuition. The following per-credit charges are applicable for the program:
1. For courses taught by high school instructors during the school day as part of their regular teaching responsibilities MUA will pay HCCC tuition of \$28.13 per credit for each student upon receipt of a voucher from HCCC.
 2. For courses taught by the high school instructors during the school day as part of their regular teaching responsibilities or after the school day, and for which HCCC provides a team instructor/course mentor, MUA will pay HCCC tuition of \$38.30 per credit for each student upon receipt of a voucher from HCCC.
 3. For courses taught by HCCC faculty during or after the school day on the campus of the high school, MUA will pay HCCC tuition of \$56.25 per credit for each student upon receipt of a voucher from HCCC.
 4. For courses taught by HCCC faculty on the HCCC campus, MUA will pay HCCC tuition of \$56.25 per credit for each student upon receipt of a voucher from HCCC.
 5. For courses taught by HCCC OR MUA faculty on the MUA campus for which HCCC provides equipment or supplies (e.g., Anatomy & Physiology), MUA will pay HCCC tuition of \$56.25 per credit for each student upon receipt of a voucher from HCCC.
- B. The tuition rate for this program will be determined on an annual basis. For the Fall 2013 semester, tuition for each three-credit course will be \$168.75 (\$56.25 per credit), and all general fees will be waived. HCCC will not bill students directly for tuition. The MUA will pay tuition, and laboratory fees if applicable, for students within thirty days upon receipt of a voucher from HCCC. Arrangements for any fiscal contributions from students and/or parents will be made by the administration at MUA. MUA will make arrangements directly with the Bookstore at HCCC or the publisher for textbook purchases.
- C. HCCC will waive fees (e.g., admission, registration, technology, student activity) for MUA School students in the dual enrollment program.
- D. MUA will make arrangements directly with the HCCC Bookstore for the purchase of required textbooks prior to the start of classes.

Terms of Contract

This Agreement shall commence September 1, 2013 and will be effective for one academic year. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

President or Designee
Hudson County Community College

Date

Superintendent or Designee
Miftaahul Uloom Academy

Date

**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE AND
Union City Board of Education
FOR DUAL CREDIT/TECH Prep 2+2 PROGRAMMING
FOR ACADEMIC YEAR 2013-2014**



Hudson County Community College (HCCC) agrees to re-establish its partnership with Union City High School to include on-campus dual credit & Tech Prep 2+2 programming. This approach permits Union City High School students to earn credits for selected college courses taught either (1) by their high school instructors during or after school as part of their regular teaching responsibilities, or (2) by HCCC faculty during or after the school day on the campus of the high school; or (3) by HCCC faculty on the HCCC campus.

Faculty Qualifications and Responsibilities

1. Course instructors are required to have Master's degrees in the subject areas or closely related disciplines. However, for Union City High School campus-based classes, experienced high school faculty with Bachelor's degrees and a record of teaching excellence/professional currency may be assigned to teach selected courses. Each such faculty will be teamed with a HCCC senior faculty member who will provide oversight for the course. Faculty transcripts are required to be on file at HCCC.
2. Faculty must follow the HCCC curricula, utilize required texts, maintain required instructional hours (i.e., 750 minutes per credit), administer HCCC exams, and submit grades and attendance reports to HCCC on specified dates.
3. Class observation(s) will be conducted by the appropriate HCCC supervisor(s).

Provision for Alternate Scheduling and Registration

1. Instruction for each course on the Union City High School campus may extend over one or two semesters with start dates and length and frequency of class periods mutually agreed upon by HCCC and Union City High School. For two-semester course duration, enrollment/registration will occur at the start of the Fall Semester to avoid incompletes, with final exams administered in May to coincide with the end of the Spring semester.
2. For two-semester length courses, HCCC and Union City High School will arrange for the students to receive some instruction on the HCCC campus in order to experience study in the college environment.

Student Enrollment

1. Students selected by Union City High School for participation in the college-level courses must meet all course pre/co-requisites. *The program is for students who demonstrate proficiency for college-level work and a reasonable chance for successful completion -- to reduce the possibility of high school students having failing grades on college transcripts.*
2. HCCC will arrange with Union City High School for administration of the College Placement Test.

Courses for AY 2013-2014

Students may enroll in the following courses to be offered over a one or two semester period:

- ENG 101- College Composition I
- ENG-096- College Composition Workshop
- MAT 100- College Algebra

Upon agreement by both parties classes can be modified or changed.

Enrollment in the above does not exclude one or more (one-semester length) courses to be added for the Spring semester.

Fiscal Arrangement

A. Union City High School students will not be billed directly for tuition. The following per-credit charges are applicable for the program:

1. For courses taught by high school instructors during the school day as part of their regular teaching responsibilities Union City High School will pay HCCC tuition of \$28.13 per credit for each student upon receipt of a voucher from HCCC.
2. For courses taught by the high school instructors during the school day as part of their regular teaching responsibilities or after the school day, and for which HCCC provides a team instructor/course mentor, Union City High School will pay HCCC tuition of \$38.30 per credit for each student upon receipt of a voucher from HCCC.
3. For courses taught by HCCC faculty during or after the school day on the campus of the high school, Union City High School will pay HCCC tuition of \$56.25 per credit for each student upon receipt of a voucher from HCCC.
4. For courses taught by HCCC faculty on the HCCC campus, Union City High School will pay HCCC tuition of \$56.25 per credit for each student upon receipt of a voucher from HCCC.
5. For courses taught by HCCC OR Union City High School faculty on the Union City High School campus for which HCCC provides equipment or supplies (e.g., Anatomy & Physiology), Union City High School will pay HCCC tuition of \$56.25 per credit for each student upon receipt of a voucher from HCCC.

B. The tuition rate for this program will be determined on an annual basis. For the Fall 2013 semester, tuition for each three-credit course will be \$168.75 (\$56.25 per credit), and all general fees will be waived. HCCC will not bill students directly for tuition. The Union City Board of Education will pay tuition, and laboratory fees if applicable, for students within thirty days upon receipt of a voucher from HCCC. Arrangements for any fiscal contributions from students and/or parents will be made by the administration at Union City High School. Union City High School will make arrangements directly with the Bookstore at HCCC or the publisher for textbook purchases.

- C. HCCC will waive fees (e.g., admission, registration, technology, student activity) for Union City High School students in the dual enrollment program.
- D. Union City High School will make arrangements directly with the HCCC Bookstore for the purchase of required textbooks prior to the start of classes.

Terms of Contract

This Agreement shall commence September 1, 2013 and will be effective for one academic year. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

_____ President or Designee Hudson County Community College	_____ Date
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_____ Superintendent or Designee Union City Board of Education	_____ Date
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**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE AND
North Bergen Board of Education
FOR DUAL CREDIT/TECH Prep 2+2 PROGRAMMING
FOR ACADEMIC YEAR 2013-2014**



Hudson County Community College (HCCC) agrees to establish partnership with North Bergen High School (NBHS) to include on-campus dual credit programming. This approach permits NBHS students to earn credits for selected college courses taught either (1) by their high school instructors during or after school as part of their regular teaching responsibilities, or (2) by HCCC faculty during or after the school day on the campus of the high school; or (3) by HCCC faculty on the HCCC campus.

Faculty Qualifications and Responsibilities

1. Course instructors are required to have Master's degrees in the subject areas or closely related disciplines. However, for NBHS campus-based classes, experienced high school faculty with Bachelor's degrees and a record of teaching excellence/professional currency may be assigned to teach selected courses. Each such faculty will be teamed with a HCCC senior faculty member who will provide oversight for the course. Faculty transcripts are required to be on file at HCCC.
2. Faculty must follow the HCCC curricula, utilize required texts, maintain required instructional hours (i.e., 750 minutes per credit), administer HCCC exams, and submit grades and attendance reports to HCCC on specified dates.

Provision for Alternate Scheduling and Registration

1. Instruction for each course on the NBHS campus may extend over one or two semesters with start dates and length and frequency of class periods mutually agreed upon by HCCC and NBHS. For two-semester course duration, enrollment/registration will occur at the start of the Fall Semester to avoid incompletes, with final exams administered in May to coincide with the end of the Spring semester.

Student Enrollment

1. Students selected by NBHS for participation in the college-level courses must meet all course pre/co-requisites. *The program is for students who demonstrate proficiency for college-level work and a reasonable chance for successful completion -- to reduce the possibility of high school students having failing grades on college transcripts.*
2. HCCC will arrange with NBHS for administration of the College Placement Test.

Courses for AY 2013-2014

Students may enroll in the following courses to be offered over a one or two semester period:

- MAT 100- College Algebra
- PSY 101- Intro to Psychology
- ENG 101- College Composition
- ENG 096- College Composition Workshop

Upon agreement by both parties classes can be modified or changed.

Enrollment in the above does not exclude one or more (one-semester length) courses to be added for the Spring semester.

Fiscal Arrangement

A. NBHS students will be billed directly for tuition. The following per-credit charges are applicable for the program:

1. For courses taught by high school instructors during the school day as part of their regular teaching responsibilities NBHS will pay HCCC tuition of \$28.13 per credit for each student upon receipt of a voucher from HCCC.
2. For courses taught by the high school instructors during the school day as part of their regular teaching responsibilities or after the school day, and for which HCCC provides a team instructor/course mentor, NBHS will pay HCCC tuition of \$38.30 per credit for each student upon receipt of a voucher from HCCC.
3. For courses taught by HCCC faculty during or after the school day on the campus of the high school, NBHS will pay HCCC tuition of \$56.25 per credit for each student upon receipt of a voucher from HCCC.
4. For courses taught by HCCC faculty on the HCCC campus, NBHS will pay HCCC tuition of \$56.25 per credit for each student upon receipt of a voucher from HCCC.
5. For courses taught by HCCC OR NBHS faculty on the NBHS campus for which HCCC provides equipment or supplies (e.g., Anatomy & Physiology), NBHS will pay HCCC tuition of \$56.25 per credit for each student upon receipt of a voucher from HCCC.

B. The tuition rate for this program will be determined on an annual basis. For the Fall 2013 semester, tuition for each three-credit course will be \$168.75 (\$56.25 per credit), and all general fees will be waived. HCCC will bill students directly for tuition. The North Bergen Board of Education will pay tuition, and laboratory fees if applicable, for students within thirty days upon receipt of a voucher from HCCC. Arrangements for any fiscal contributions from students and/or parents will be made by the administration at NBHS. NBHS will make arrangements directly with the Bookstore at HCCC or the publisher for textbook purchases.

C. HCCC will waive fees (e.g., admission, testing, registration, technology, student activity) for NBHS School students in the dual enrollment program.

D. NBHS will make arrangements directly with the HCCC Bookstore for the purchase of required textbooks prior to the start of classes.

Terms of Contract

This Agreement shall commence September 1, 2013 and will be effective for one academic year. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

President or Designee
Hudson County Community College

Date

Superintendent or Designee
North Bergen Board of Education

Date

**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE AND
Harrison Board of Education
FOR DUAL CREDIT/TECH Prep 2+2 PROGRAMMING
FOR ACADEMIC YEAR 2013-2014**



Hudson County Community College (HCCC) agrees to re-establish its partnership with Harrison High School (HHS) to include on-campus dual credit & Tech Prep 2+2 programming. This approach permits HHS students to earn credits for selected college courses taught either (1) by their high school instructors during or after school as part of their regular teaching responsibilities, or (2) by HCCC faculty during or after the school day on the campus of the high school; or (3) by HCCC faculty on the HCCC campus.

Faculty Qualifications and Responsibilities

1. Course instructors are required to have Master's degrees in the subject areas or closely related disciplines. However, for HHS campus-based classes, experienced high school faculty with Bachelor's degrees and a record of teaching excellence/professional currency may be assigned to teach selected courses. Each such faculty will be teamed with a HCCC senior faculty member who will provide oversight for the course. Faculty transcripts are required to be on file at HCCC.
2. Faculty must follow the HCCC curricula, utilize required texts, maintain required instructional hours (i.e., 750 minutes per credit), administer HCCC exams, and submit grades and attendance reports to HCCC on specified dates.

Provision for Alternate Scheduling and Registration

1. Instruction for each course on the HHS campus may extend over one or two semesters with start dates and length and frequency of class periods mutually agreed upon by HCCC and HHS. For two-semester course duration, enrollment/registration will occur at the start of the Fall Semester to avoid incompletes, with final exams administered in May to coincide with the end of the Spring semester.
2. For two-semester length courses, HCCC and HHS will arrange for the students to receive some instruction on the HCCC campus in order to experience study in the college environment.

Student Enrollment

1. Students selected by HHS for participation in the college-level courses must meet all course pre/co-requisites. *The program is for students who demonstrate proficiency for college-level work and a reasonable chance for successful completion -- to reduce the possibility of high school students having failing grades on college transcripts.*
2. HCCC will arrange with HHS for administration of the College Placement Test.

Courses for AY (2013-2014)

Students may enroll in the following courses to be offered over a one or two semester period:

- PSY 101- Intro to Psychology
- ENG 096- College Composition Workshop
- ENG 101- College Composition I

Upon agreement by both parties classes can be modified or changed.

Enrollment in the above does not exclude one or more (one-semester length) courses to be added for the Spring semester.

Fiscal Arrangement

A. HHS students will not be billed directly for tuition. The following per-credit charges are applicable for the program:

1. For courses taught by high school instructors during the school day as part of their regular teaching responsibilities HHS will pay HCCC tuition of \$28.13 per credit for each student upon receipt of a voucher from HCCC.
2. For courses taught by the high school instructors during the school day as part of their regular teaching responsibilities or after the school day, and for which HCCC provides a team instructor/course mentor, HHS will pay HCCC tuition of \$38.30 per credit for each student upon receipt of a voucher from HCCC.
3. For courses taught by HCCC faculty during or after the school day on the campus of the high school, HHS will pay HCCC tuition of \$56.25 per credit for each student upon receipt of a voucher from HCCC.
4. For courses taught by HCCC faculty on the HCCC campus, HHS will pay HCCC tuition of \$56.25 per credit for each student upon receipt of a voucher from HCCC.
5. For courses taught by HCCC OR HHS faculty on the HHS campus for which HCCC provides equipment or supplies (e.g., Anatomy & Physiology), HHS will pay HCCC tuition of \$56.25 per credit for each student upon receipt of a voucher from HCCC.

B. The tuition rate for this program will be determined on an annual basis. For the Fall 2013 semester, tuition for each three-credit course will be \$168.75 (\$56.25 per credit), and all general fees will be waived. HCCC will not bill students directly for tuition. The Harrison Board of Education will pay tuition, and laboratory fees if applicable, for students within thirty days upon receipt of a voucher from HCCC. Arrangements for any fiscal contributions from students and/or parents will be made by the administration at HHS. HHS will make arrangements directly with the Bookstore at HCCC or the publisher for textbook purchases.

C. HCCC will waive fees (e.g., admission, registration, technology, student activity) for HHS students in the dual enrollment program.

- D. HHS will make arrangements directly with the HCCC Bookstore for the purchase of required textbooks prior to the start of classes.

Terms of Contract

This Agreement shall commence September 1, 2013 and will be effective for one academic year. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

President or Designee
Hudson County Community College

Date

Superintendent or Designee
Harrison Board of Education

Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 11, 2013**

X. NEW BUSINESS

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 11, 2013**

XI. ADJOURNMENT

THAT, the meeting be adjourned at 6:00 P.M.

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: James Fife

DATE: June 11, 2013

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

7 Ayes..... 0 Nay

*****RESOLUTIONS ADOPTED*****

Jennifer Oakley
Signature of Recorder

6-11-13
Date