

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 24, 2014

AGENDA

- I. CALL TO ORDER - FLAG SALUTE** Mr. Netchert
- II. ROLL CALL AND RECOGNITION OF VISITORS**
- Trustees:**
- Kevin G. Callahan
Karen A. Fahrenholz, Secretary/Treasurer
Glen Gabert - President
Roberta Kenny
Joanne Kosakowski
Bakari Gerard Lee, Vice Chair
William J. Netchert, Chair
Ramsey Olivencia, Student Alumni Representative
Jeanette Peña
Adrienne Sires
Harold Stahl
- III. COMMENTS FROM THE PUBLIC** Mr. Netchert
- IV. CLOSED SESSION** (The Board of Trustees will determine whether there is a need to go into closed session at the beginning of the meeting and, if there is such a determination, an announcement will be made as to where the session will be placed on the agenda.)
- V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS**
- VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS** Dr. Gabert
1. Minutes of Previous Meetings
2. Gifts, Grants, and Contracts
- VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS** Dr. Gabert
- VIII. PERSONNEL RECOMMENDATIONS** Dr. Gabert
- IX. ACADEMIC AND STUDENTS AFFAIRS** Dr. Gabert
- X. NEW BUSINESS** Mr. Netchert
- XI. ADJOURNMENT** Mr. Netchert

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 24, 2014**

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Kevin Callahan	<u>PRESENT</u>
Karen A. Fahrenholz	<u>PRESENT</u>
Glen Gabert - President, ex officio	<u>PRESENT</u>
Roberta Kenny	<u>PRESENT</u>
Joanne Kosakowski	<u>PRESENT</u>
Bakari Lee	<u>PRESENT</u>
William J. Netchert	<u>PRESENT</u>
Ramsey Olivencia, Student Alumni Representative, ex officio	<u>PRESENT</u>
Jeanette Peña	<u>ABSENT</u>
Adrienne Sires	<u>PRESENT</u>
Harold G. Stahl	<u>PRESENT</u>

This meeting is called in conformance with the "Open Public Meetings Act." A notice of the meeting of the Board of Trustees was transmitted to all Board members, advertised in The Jersey Journal, The Star Ledger, 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 24, 2014**

III. COMMENTS FROM THE PUBLIC

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 24, 2014**

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: Karen Fahrenholz

DATE: June 24, 2014

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

8 Ayes..... 0 Nay

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

Samuel Oakley
Signature of Recorder

6-24-14
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 24, 2014**

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 Matter

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.

*Motion to Return to
Open Session - 5:50 P.M.*

INTRODUCED BY:

Bakari Lee

Bakari Lee

SECONDED BY:

Joanne Kosakowski

Adrienne Sires

DATE:

June 24, 2014

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

AYE
AYE
AYE
AYE
AYE
ABSENT
AYE
AYE
AYE

8 Ayes..... 0 Nay

RESOLUTION ADOPTED

Signature of Recorder

Date

[Handwritten Signature] 6-24-14

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 24, 2014**

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

The President read this statement into the record.

At your May Board meeting a member of the faculty spoke to you about a complaint he filed with the Middle States Commission on Higher Education on behalf of himself and 42 other members of the faculty.

Yesterday, June 23rd, I received a letter from Middle States which read in part: Following its review of "the complaint and your institutional response, it has been determined that Hudson County Community College has acted appropriately and in compliance with all relevant policies and accreditation standards. The Commission now considers this matter closed..."

The College Administration will take steps to provide the College community with access to the complaint that was filed, the institutional response, the related correspondence from Middle States as well as supporting documentation.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 24, 2014**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETINGS

The Minutes of the Regular Meeting of May 13, 2014 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 13, 2014.

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: Bakari Lee

SECONDED BY: Adrienne Sires

DATE: June 24, 2014

Callahan, Kevin	<u>AYE</u>
Fahrenheit, Karen	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>ABSENT</u>
Sires, Adrienne	<u>AYE</u>
Stahl, Harold	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

8 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

6-24-14
Date

**ATTACHMENT A
ITEM VI**

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

**REGULAR MEETING --- BOARD OF TRUSTEES
May 13, 2014**

MINUTES

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

ABSENT: Ramsey Olivencia and Adrienne Sires

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

HCCC Staff and Visitors present were: Dorothy Anderson, Vivian Aronow, Tom Brodowski, Sharon D'Agastino, Eric Friedman, Elaine Foster, Elena Gorokhova, Lloyd Kahn, Deborah Kanter, Ara Karakashian, Eugeniya Koszlenko, Lisa McAllister, Frank Mercado, Linda Joy Miller, Patrick Moore, Jennifer Oakley, William O'Dea, Nitiesha N. Oglesby, Isai Ortiz, Ismael Randazzo, Joe Sansone, Irma Sanchez-Fernandez, Catherine Sirangelo, Barry Tomkins, Tara Werner, Sharome Wiggins, Marcella Williams and David Winner.

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

Ia. SWEAR IN NEW TRUSTEE -Trustee Harold Stahl was sworn in.

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

Cathie Perselay Seidman, Associate Professor, Criminal Justice announced the names of those elected to serve on the Professional Association's Executive Board. She said that she looks forward to a very positive and cooperative relationship with the Board of Trustees.

President	Cathie Seidman, Associate Professor
Vice President	Barry Tomkins, Professor
Corresponding Secretary	David Winner, Assistant Professor
Treasurer	Ferdinand Orock, Associate Professor

Michael Ferlise, Instructor, Sociology stated that he represents himself and 42 members of the faculty who submitted a complaint to the Middle States Commission on Higher Education focused on the College Administration.

The complaint alleges that the actions of Hudson County Community College's administration violate two of the Middle States accreditation standards, Standard 4 Leadership and Governance and Standard 6 Integrity. Mr. Ferlise began by stating that it was not his intention to personally attack the President or demean his character in any manner. However, the issues he and the 42 others have with Dr. Gabert's policies are sharp, difficult and troubling, and need to be addressed. The complaint was filed because they did not feel they could get a fair or receptive hearing from within the College.

Mr. Ferlise asked the Board of Trustees to take active action to restore positive relations and requested a private and confidential meeting between the Board and the Faculty Senate.

Lisa McAllister, representative for Local 32 BJ Service Employee Union addressed the Board of Trustees about issues concerning the ongoing process for determining an out source provider for security services.

Freeholder William O'Dea, freeholder liaison to HCCC, added his concerns about contracted security services. He urged the Board to put a formal procedure in place for rejecting bids. Trustee Netchert said the College would explore establishing a policy to reject bids.

IV. CLOSED SESSION - None

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

Michael Reimer, Associate Dean, Student Services introduced Deborah Kanter, Faculty Co advisor, The Orator, Julie Willis Co-Advisor, and Tara Werner, Editor.

Deborah Kanter elaborated on the Orator's renaissance and its success at the New Jersey Collegiate Press Awards, including this year's award of second place, Editorial Writing, Two Year College Division, to one of the staff writers, Isai Ortiz. Tara Werner, staff writer, addressed the Board regarding needs for a larger working area and more resources. Ms. Werner distributed copies of the student newspaper to the Board. Trustee Netchert thanked her and her staff for their time and effort and said the College would give her whatever support possible.

Joseph Sansone, Vice President for Development/Assistant to the President introduced Alexa Beshara, Associate Dean of Research and Planning.

Alexa Beshara presented a status report on assessment at HCCC.

Dr. Gabert gave the following reports:

Financial Disclosures have to be completed electronically by Trustees by June 13th. Jennifer Oakley, Executive Administrative Assistant, President's Office, distributed information packets and gave instructions.

Graduation is scheduled for Thursday, May 22nd, at NJPAC, Newark, NJ, 6:00 pm with reception following at Dr. Gabert's home.

Board of School Estimate meeting scheduled for Tuesday, May 20th at 2:00 pm, in the Freeholders' Chambers, 567 Pavonia Avenue, Jersey City.

Dr. Gabert requested that the June 10th Board Meeting be rescheduled due to the change in date for the Board of School Estimate meeting. The Committee agreed to reschedule the Board Meeting to June 24th.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. Minutes of the Regular Meeting of April 15, 2014.
2. Gifts, Grants and Contract Reports

The College has made the following grant & contract proposals:

TITLE: *Setting the Stage: Providing Pathways to Hispanic Degree Completion*

AGENCY: *U.S. Department of Education – Office of Post-Secondary Education*

PURPOSE OF GRANT:

This grant, submitted under the USDOE Title V Program, is a collaborative grant between Middlesex County College, Hudson County Community College, and New Jersey City University designed to support the retention, graduation, and transfer to four year programs of Hispanic and low-income students by creating a cohort based Homeland Security Program while funding activities designed to support students in this program, including student mentorship, faculty and staff development, new articulations, and transfer services.

COLLEGE ADMINISTRATOR: *Ryan Martin*

COLLEGE CONTRIBUTION: *0*

AWARD AMOUNT: *\$3.1 million among the three colleges over five years*

TITLE: *Express Remediation at Union City HS*

AGENCY: *TD Bank Foundation*

PURPOSE OF GRANT:

This grant is designed to cover the costs of offering express remediation to the Union City HS Students that need the assistance in reaching college-ready status with the goal of enrolling them in the LEAP program.

COLLEGE ADMINISTRATOR: *Ryan Martin*

COLLEGE CONTRIBUTION: *0*

AWARD AMOUNT: *\$ 13,500*

Introduced by: *Bakari Lee*

Seconded by: *Karen Fahrenholz*

8 Ayes.....0 Nays

Resolution Adopted

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

- 1) Purchase and Installation of a Surveillance Camera System for the New Library Building
- 2) Award of Vendor for the Purchase of Furniture for the New Library Building
- 3) Award of Vendor for the Purchase Networking Equipment for the New Library Building
- 4) Award of Vendor for the Purchase Wireless Technology for the New Library Building
- 5) Award of Vendor for the Purchase of Computers for the New Library Building
- 6) Award of Vendor for the Purchase of Printers for the New Library Building
- 7) Award of Vendor for the Purchase of Computers for Labs In the New Library Building
- 8) Award of Vendor for the Purchase of Computers for Podiums in the New Library Building
- 9) Agreement Between HCCC And Kearny Board of Education for Use of Kearny High School Classrooms for Evening Classes during Academic Year 2013 – 2014
- 10) Agreement Between HCCC and Bayonne Board of Education for use of Bayonne High School Classrooms for Evening Classes for Academic Year 2013 – 2014
- 11) Award of Purchase and Installation of 3M Gates Detection System for the New Library, 71 Sip Avenue, Jersey City
- 12) Award of Installation of Burglar Alarm System and Monitoring Services for the New Library and other Campus Locations (70 Sip Ave, 161 Newkirk, 81-87 Sip Ave and 2 Enos Place)
- 13) Renewal of Dental Care Insurance for FY 15, FY 16 & FY 17
- 14) Award of Media Services for Billboard Advertisements FY 15

Introduced by: Bakari Lee

Seconded by: Karen Fahrenholz

8 Ayes.....0 Nays

Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS

1. RETIREMENT

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Joan Rafter	Professor, Psychology	9/1/2014

2. APPOINTMENT OF STAFF

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Robert Kahn	Instructional Designer and Technologist	05/14/2014	\$57,000 (pro-rated)

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Tammy Hunter	HHS Site Coordinator	5/14/2014	\$40,000 (pro-rated)

3. PROMOTIONS FULL-TIME FACULTY ACADEMIC YEAR 2014-2015

From Instructor to Assistant Professor

<u>Name</u>	<u>Discipline</u>	<u>Increase added to base salary</u> (per contract)
Salim Bendaoud	Biology	\$2,500.00
Kewal Krishnan	AF (Math)	\$2,500.00
Patrick Moore	Psychology	\$2,500.00
Ara Karakashian	Hospitality Management	\$2500.00

Note: Promotions effective August 15, 2014.

From Associate Professor to Professor

<u>Name</u>	<u>Discipline</u>	<u>Increase added to base salary</u> (Per contract)
Sami Khouzam	Culinary Arts	\$3,500.00

Note: Promotion effective August 15, 2014.

**4. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES:
MAY 13 – JUNE 30, 2014.**

Last Name	First Name	Department	Title	Position ID
Churik	Jaclyn	Allied Health	Lab Assistant	LABAST-101015
Ciely	Christopher	Communications	Communications Assistant	OFFAST-254055
Merriweather	Seniesha	CE-Non-Credit Programs	Dishwasher	CACEDW-102020
Davis	Khadijah	CE-Non-Credit Programs	Dishwasher	CACEDW-102020
Helmy	Mohamed	Evening/Weekend & Off-site Programs	Administrator	EWKADM-252010
Vargas	Ernestina	Library	Library Clerical Assistant	OFFAST-150510

Introduced by: Joanne Kosakowski
Seconded by: Jeanette Peña
8 Ayes.....0 Nays

Resolution Adopted

IX. ACADEMIC AND STUDENT AFFAIRS

1. *Termination of a Certificate Program in Early Childhood Education/Child Care*
2. *Implementation of the two Professional Development Certificate – Child Development Associate (CDA) in Infant/Toddler and Preschool, effective Fall 2014.*

Introduced by: Karen Fahrenholz
Seconded by: Joanne Kosakowski
8 Ayes.....0 Nays Resolution Adopted

X. NEW BUSINESS

1. **Conferral of Emeritus Title on Former Trustee James Fife**

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

2. **Acceptance of the Periodic Review Report to be submitted to the Middle States Commission on Higher Education**

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

3. **Designation of Interfaith Reflection Room**

Introduced by: Kevin Callahan
Seconded by: Karen Fahrenholz
8 Ayes.....0 Nays Resolution Adopted

XI. ADJOURNMENT 6:05 P.M.

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

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 24, 2014**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. AWARD OF CAMPUS SECURITY SERVICES FOR FY15- FY17

REPORT/BACKGROUND:

There is a need for the College to rebid Security Services contract for a three (3) year period. A bid request was advertised in the Jersey Journal and the Star Ledger on Wednesday May 14th and Thursday 15th 2014. Thirteen (13), bid packages were requested and five (5) bids were received and opened on Wednesday May 28, 2014. The results are the following:

<u>Vendor</u>	<u>Location</u>	<u>Bid Amount</u>
U.S. Security Services...	Secaucus, NJ	\$ 7,135,202.10
Cambridge Security Services	Newark, NJ	\$ 7,243,635.15
Securitas Security Services	Jersey City, NJ	\$ 7,522,832.02
Gateway Security Inc.	Newark, NJ	\$ 8,057,396.91
MG Security Services, LLC	New York, NY	\$ 8,247,741.06

RECOMMENDATION:

The President, the Administration, the Capital Advisory Committee and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve U.S. Security Services of Secaucus, New Jersey to provide the security services for three academic years FY 15 – 17; at an aggregate cost not to exceed \$7,135,202.10 to be funded from the operating budget.

2. AMENDMENT TO THE AWARD OF VENDOR FOR THE PURCHASE OF PRINTERS FOR THE NEW LIBRARY BUILDING

REPORT /BACKGROUND:

On May 13, 2014 the Board of Trustees passed a resolution awarding the purchase of printers for the new library building at a total cost not to exceed \$44,170.80 to CDW of Vernon Hills, IL. The College has since secured more competitive pricing from GOV Connection of Woburn, MA for the same equipment for a total cost not to exceed \$41,560.00. As result, the Finance Division recommends that the resolution awarding the purchase to CDWG be rescinded, and awarded to GOV Connection of Woburn, MA.

The Vice President for Administration recommends this purchase.

RECOMMENDATIONS:

The President, the Administration, the Capital Advisory Committee and the Finance Committee recommend that the Board of Trustees approve the purchase of sixteen (16) Printers at a cost not to exceed \$41,560.00 to be funded from to be funded from the capital funds allocated for the Library project.

3. AWARD OF VENDOR FOR THE PURCHASE OF EQUIPMENT FOR ACADEMIC FOUNDATIONS MATHEMATICS

REPORT/BACKGROUND

The Grants Office in conjunction with Information Technology Services (ITS), and the Director for Academic Foundations Mathematics has identified a need to purchase equipment to enable the implementation of the Academic Foundations Mathematics Learning Program.

The Title V "Building a 21st Century Community College" Grant YR4 for Fiscal 2014. Account 601061 will be used to fund this purchase.

The College requested a proposal from approved suppliers; Keyboard Consultants Inc. was selected at cost not to exceed \$27,082.00; inclusive of warranties.

The Vice President for Administration recommends this purchase.

RECOMMENDATIONS

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the purchase of equipment from Keyboard Consultants Inc. 6 Kingbridge Rd, Unit 1 Fairfield, NJ 07004 at a total cost not to exceed \$27,082.00 for FY14.

4. AWARD OF MEDIA SERVICES FOR TRANSIT ADVERTISEMENT FY 14-15

WHEREAS, *the College proposes to continue transit sign campaign on buses and the light rail pursuant to Business Entity Disclosure Process; 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 the sum of \$ 101,313.20 ; 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.*

**5. AWARD OF MEDIA SERVICES FOR CABLE TELEVISION ADVERTISEMENTS
FY 14-15**

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

WHEREAS, CABLEVISION of Bethpage, New York will run the ads on their cable stations at a cost of \$ 80,741.00; 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 certifies 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 the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to enter into a contract with CABLEVISION of Bethpage, New York, 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.

6. AWARD OF MEDIA SERVICES FOR CABLE TELEVISION ADVERTISEMENTS FY 14-15

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

WHEREAS, COMCAST CABLE of Philadelphia, Pennsylvania will run the ads on their cable stations, including Verizon FiOS; 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, COMCAST CABLE have completed and submitted Business Entity Disclosure Certifications which certifies that COMCAST CABLE 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 COMCAST CABLE from making any reportable contributions through the term of the contract; and

WHEREAS, COMCAST CABLE of Philadelphia, Pennsylvania has submitted a proposal indicating that they will provide the cable advertising for the sum of \$48,827.75; 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 **COMCAST CABLE** of Philadelphia, Pennsylvania, 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.

7. AWARD OF DELL DESKTOP AUTHORITY SOFTWARE FOR INFORMATION TECHNOLOGY SERVICES

REPORT/BACKGROUND:

The Grants Office in conjunction with Information Technology Services (ITS) has identified a need to purchase software for Information Technology/MIS Services.

The Title V "Opening The Gate" Grant YR3 for Fiscal 2014. Account 601056 will be used to fund this purchase.

The College requested a proposal from approved suppliers; Dell was selected to provide this service at a cost not to exceed \$35,652.29

The Vice President for Administration recommends this purchase.

RECOMMENDATIONS:

The President, the Administration, the Capital Advisory Committee and the Finance Committee recommend that the Board of Trustees approve the purchase of the Dell Desktop Authority Software from Dell Marketing L.P One Dell Way Rr8-11 Round Rock TX 78682 at a total cost of \$35,652.29 for FY14.

8. AWARD TO PURCHASE DELL KACE HARDWARE FOR INFORMATION TECHNOLOGY SERVICES

REPORT/BACKGROUND:

The Grants Office in conjunction with Information Technology Services (ITS) has identified a need to purchase hardware for Information Technology/MIS Services. The Title V "Opening The Gate" Grant YR3 for Fiscal 2014. Account 601056 will be used to fund this purchase.

The College requested a proposal from approved suppliers; Dell was selected to provide the equipment at a cost not to exceed \$57,411.51

The Vice President for Administration recommends this purchase.

RECOMMENDATIONS:

The President, the Administration, the Capital Advisory Committee and the Finance Committee recommend that the Board of Trustees approve the purchase of the Dell KACE Hardware from Dell Marketing L.P One Dell Way Rr8-11 Round Rock, TX 78682 at a total cost not to exceed \$57,411.51 for FY14.

9. AWARD TO PURCHASE CONTENT MANAGEMENT SOFTWARE FOR THE CENTER FOR ONLINE LEARNING

REPORT/BACKGROUND:

The Grants Office in conjunction with Information Technology Services (ITS), and the executive director for Online Learning has identified a need to purchase software to enable the implementation of the Online Learning Program. The Title V "Building a 21st Century Community College" Grant YR4 for Fiscal 2014. Account 601060 will be used to fund this purchase

The College requested a proposal from approved suppliers; Starfish was selected to provide these services at a cost not to exceed \$18,700.00.

The Vice President for Administration recommends this purchase.

RECOMMENDATIONS:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the purchase of the Content Management Software from StarfishInc, 1400 Key Boulevard Suite 1050 Arlington, VA 22209 at a total cost not to exceed \$18,700.00 for FY14.

10. AWARD OF AUDITING SERVICES FOR FY 2014

REPORTS/BACKGROUND:

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

A request for proposals was advertised on the internet beginning May 20, 2014, and two (2) bids were received and opened on June 06, 2014. The proposal was received from Spire Group of Livingston, New Jersey, for a total sum not to exceed \$90,000; and Donohue, Gironda & Doria of Bayonne, New Jersey for a total sum not to exceed \$59,000.

RECOMMENDATIONS:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve Donohue, Gironda, & Doria of Bayonne to perform the Audit for fiscal year ending June 30, 2014, for a total sum not to exceed \$59,000, to be funded from the operating budget. This contract is awarded pursuant to a fair and open process, as set forth in the pay-to-play law N.J.S.A 19:44A-20.4.

11. RATIFICATION OF ADDITIONAL SALT PURCHASES DUE TO INCLEMENT WEATHER

Amendment to the Resolution for Purchase of Emergency & Repair Parts for FY 2014 & 2015

REPORT/BACKGROUND:

There is a need to amend the resolution for Tsigonia to purchase salt needed to address significant unforeseen weather conditions this past winter. These additional costs totaled \$5,726.00 and were paid for by utilizing the operating budget. The requested increase of \$5,726.00; inclusive of previously

approved purchases totaling \$58,697.98 brings the total approved expenditures for Tsigonia to \$64,423.98 for FY14.

This increase was requested by the Facilities Department and the Vice President for Administration recommends this purchase.

RECOMMENDATION:

The President, the Administration, the Capital Advisory Committee and the Finance Committee recommend that the Board of Trustees approve the amendment to the resolution for purchase of emergency & repair parts for fiscal year 2014 & 2015 for Tsigonia Paint Supplies of Jersey City, New Jersey for a total cost of \$64,423.98 and funded from the operating budget.

12. AWARD OF CAMPUS-WIDE VIRTUALIZED DISASTER RECOVERY

REPORT/BACKGROUND:

Hudson County College (HCCC) has virtualized its ERP (Ellucian Colleague) production environment, including email (Exchange) and its web page. It is critical that these systems and its virtualization environment be protected with Disaster Recovery solution.

Terremark, a Verizon Company, currently provides Hudson County Community College with a cloud-based Disaster Recovery solution, which gives the College the protection we are looking for from a Disaster Recovery event.

The Board had previously approved the multi-year contract in February 2013. There is a need to add additional support and hardware to protect our current production environment. Verizon/Terremark will provide the additional hardware and software to protect the college's environment.

The Vice President for Administration recommends Terremark, a Verizon Company, at a 30 month cost of \$55,738.20 (Monthly cost is \$1,857.94).

RECOMMENDATION:

The President, the Administration, the Capital Advisory Committee and the Finance Committee of the Board of Trustees, recommend that the Board of Trustees approve Terremark, a Verizon Company, of Herndon, VA, to provide the additional Virtualized Disaster Recovery support/services at the cost of \$55,738.20 for thirty (30) months, to be funded from the operating budget.

13. RENEWAL OF COLLEGE'S CAMPUS-WIDE SOFTWARE LICENSE AGREEMENT FOR FY 15

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 computers, the computer room servers and the College computer labs.

The Annual fee also covers all the upgrades all that might be released by Microsoft during the year. The Campus Microsoft License Agreement is provided through authorized academic resellers. For fiscal year 2015, the College proposes to purchase the software licenses from Gov Connection, Inc. of Merrimack,

New Hampshire State contract vendor # WSC6513, at a total cost of \$ 86,858.27 The College Chief Information Officer recommends the renewal of the purchase of campus-wide software licenses for one (1) year from Gov Connection.

The Vice President for Administration recommends this purchase.

RECOMMENDATIONS:

The President, the Administration, the Capital Advisory Committee and the Finance Committee recommend that the Board of Trustees approve the purchase of the College's campus-wide software licenses for one (1) year from Gov Connection, Inc. of Merrimack, New Hampshire, State vendor # WSC6513, at an annual cost not to exceed \$86,858.27 to be funded from the operating budget.

14. AWARD TO PURCHASE SERVER FOR THE NEW LIBRARY

REPORT /BACKGROUND:

The Hudson County Community College, ITS Department has identified a need to purchase a Dell server for the New Library Building. The ITS department will complete the installation of the Dell Hardware. The ITS department has solicited a quote from Dell (State Contract Number WSCA –M0483), for a grand total of \$14,858.04.

The Vice President for Administration recommends this purchase.

RECOMMENDATIONS:

The President, the Administration, the Capital Advisory Committee and the Finance Committee recommend that the Board of Trustees approve the purchase of a server from Dell, of Round Rock, TX at a cost not to exceed \$14,858.04, to be funded from the Capital Projects/Construction budget.

15. AWARD TO PURCHASE SMARTBOARDS FOR THE NEW LIBRARY

REPORT /BACKGROUND:

The Hudson County Community College, ITS Department has identified a need to purchase smart boards for the classrooms in the New Library Building. To best serve the electronic information needs of HCCC's faculty and students, the ITS Department is proposing to purchase this equipment for the new Library. The ITS department has solicited a quote from Keyboard Consultants of Fairfield New Jersey. Middlesex Regional Educational Services Commission, Cooperative Pricing System #65 MCESCCPS SMART Board Technologies Products & Services Bid # MRESC 12/13-18

The Vice President for Administration recommends this purchase.

RECOMMENDATIONS:

The President, the Administration, the Capital Advisory Committee and the Finance Committee recommend that the Board of Trustees approve the purchase of 35 Smart boards at a cost not to exceed \$216,639.00 to be funded from the Capital Projects/Construction budget.

16. AWARD TO PURCHASE NETWORKING SUPPLIES

REPORT /BACKGROUND:

The Hudson County Community College ITS Department has identified a need to purchase networking supplies such as, UPS (Uninterrupted Power Supply) networking cables, and PDU's for the New Library Building. The ITS department will complete the installation of the UPS and PDU's to the MDF and IDF's. The ITS Department is proposing to purchase the networking supplies for the new Library. The ITS department has solicited a quote from CDWG WSCA# B2716470262.

The Vice President for Administration recommends this purchase.

RECOMMENDATIONS:

The President, the Administration, the Capital Advisory Committee and the Finance Committee recommend that the Board of Trustees approve the purchase of networking supplies at a cost not to exceed \$39,853.75 to be funded from the Capital Projects/Construction budget.

17. AWARD TO PURCHASE NETWORK CONTROL SYSTEM

REPORT /BACKGROUND:

The Hudson County Community College, ITS Department has identified a need to purchase a Cisco Network Control System. The system is a one management solution for wireless and wired switches for application visibility for the New Library Building. This project will be provided by Cisco's hardware through DYNTEK, a NJ State Contract Vendor (WSCA Contract #A83083). The Vice President for Administration recommends this purchase.

RECOMMENDATIONS:

The President, the Administration, the Capital Advisory Committee and the Finance Committee recommend that the Board of Trustees approve the purchase of Network Control System from DYNTEK of Mount Laurel, at a cost not to exceed \$46,062.00, to be funded from the Capital Projects/Construction budget.

18. AWARD TO PURCHASE COMPUTERS FOR THE NEW LIBRARY

REPORT /BACKGROUND:

One of the college's goals is to expand our facilities to serve our students better. In order to accomplish this task, the college is adding 28 Dell Computers to the New Library Building. The ITS department will complete the installation of the computer equipment. The ITS department is proposing to purchase this equipment for the New Library. The ITS department has solicited a quote from Dell (State Contract Number WSCA -M0483), for a grand total of \$28,931.00.

The Vice President for Administration recommends this purchase.

RECOMMENDATIONS:

The President, the Administration, the Capital Advisory Committee and the Finance Committee recommend that the Board of Trustees approve the purchase of 28 Optiplex computers from Dell, of Round Rock, TX at a cost not to exceed \$28,931.00, to be funded from the Capital Projects/Construction budget.

19. AWARD TO PURCHASE PHONES AND CISCO EQUIPMENT

REPORT /BACKGROUND:

The Hudson County Community College ITS Department has identified a need to purchase CISCO phone equipment for the occupants of the New Library Building. The ITS department will complete the installation of the phone to each individual end-user stations. The ITS Department is proposing to purchase the CISCO phones for the new Library.

The Vice President for Administration recommends this purchase.

RECOMMENDATIONS:

The President, the Administration, the Capital Advisory Committee and the Finance Committee recommend that the Board of Trustees approve the purchase of networking supplies at a cost not to exceed \$49,681.04 to be funded from the Capital Projects/Construction budget. The ITS department has solicited a quote from CDWG WSCA# B2716470262. The contract is awarded pursuant to a fair and open process.

20. AWARD TO PURCHASE FIBER CONNECTION FOR THE NEW LIBRARY

REPORT /BACKGROUND:

The Hudson County Community College, ITS Department has identified a need to install a multimode fiber connection to the MDF of the New Library Building. This will provide Voice and Data connectivity to the New Library Building. This project will be provided Johnston Communications, a NJ State Contract Vendor (WSCA Contract #M-7000/73979). At a cost not to exceed \$8,640.00 to be funded from the Capital Projects/Construction budget.

RECOMMENDATIONS:

The President, the Administration, the Capital Advisory Committee and the Finance Committee recommend that the Board of Trustees approve the purchase the fiber connection at a cost not to exceed \$8,640.00 to be funded from the Capital Projects/Construction budget.

21. AWARD TO PURCHASE IDENTIFICATION AND KEY ACCESS TECHNOLOGY

REPORT/BACKGROUND:

The Hudson County Community College ITS Department along with the HCCC Security Department has identified a need to replace the college's ID card system. The new ID Technology card access will provide scalable security management for employees, students and vendors that will be integrated into our Elucian Colleague data system. This upgrade will replace antiquated hardware & software allowing expanded cross functional system use in providing security control for ID pass/access control

authorization, alarm monitoring, and report trending capabilities. The equipment, integration, and validations will be provided by NuVisons that is currently the only vendor that has the platform integration capabilities for the Elucian Colleague data system. The ITS department has solicited a quote from NuVision Networks of Philadelphia, PA, for a grand total of \$166,059.

RECOMMENDATION:

The President, the Administration, the Capital Advisory Committee and the Finance Committee recommend that the Board of Trustees approve the purchase of a Card Access & ID System from NuVision Networks of Philadelphia, PA at a cost not to exceed \$166,059.00 to be funded from the FY13 Urban Areas Security Initiative Grant, and County Capital Funds Bond Ord. 407-7-2012 budget.

22. AWARD AUTHORIZING THE AWARD OF A CONTRACT FOR PUBLIC RELATIONS CONSULTANT FOR FISCAL YEAR 2015

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 Liaison between the College and the Hudson County Board of Chosen Freeholders, 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, 2014 through June 30, 2015 and

WHEREAS, it has been determined that William Macchi of WAM Consulting of Jersey City, New Jersey will provide these services for \$3,000 per month (\$36,000 annually) plus pre-approved documented reimbursement expenses; and

WHEREAS, WAM Consulting has completed and submitted a Business Entity Disclosure Certification 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; and

NOW, THEREFORE, BE IT RESOLVED 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.

**23. AWARD AUTHORIZING THE AWARD OF A CONTRACT FOR PUBLIC RELATIONS
CONSULTANT FOR FISCAL YEAR 2015**

REPORT/BACKGROUND:

Jones & Associates Communication, Inc. was first retained by the College in January, 2003 to assist with and conduct public relations project under the direction of the President in consultation with members of the Board of Trustees. The work of Firm has been judged to be very satisfactory. Most recently the Firm has been working with the Trustee Middle States Ad Hoc Committee. The Finance Committee and the President recommend that the Firm continue to be retained through the 2015 fiscal year and that the scope of its engagement 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 update 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, 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, 2014through June 30, 2015;

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 Communication Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that Jones & Associates Communication 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 Communication 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 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.

24. 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.

It is proposed that Wade Frazee, of Glenwood, New Jersey, continue to be engaged to provide services at a cost not to exceed \$10,500.00 for Fiscal Year 2015.

RECOMMENDATION:

The President, the Administration, the Capital Advisory Committee 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 \$10,500.00 for Fiscal Year 2015, to be funded from the operating budget.

25. EXTENSION OF MAST CONTRACT FOR NEW LIBRARY, PHASE TWO: GROUND FLOOR

Report /Background:

The Hudson County Community College has identified the need to extend the MAST Construction management contract for the completing of the ground floor planning and construction of the library project

The Vice President of Administration approves this purchase.

Recommendations:

The President, the Administration and the Finance Committee recommend that the Board of Trustees approve the contract extension at a cost not to exceed \$66,000.00 to be funded from the Capital funding budget.

26. EXTENSION OF NK CONTRACT FOR NEW LIBRARY, PHASE TWO: GROUND FLOOR

REPORT /BACKGROUND:

The Hudson County Community College has identified the need to extend the NK Architects design and Construction documents development and administration contract for the completing of the ground floor planning and construction of the library project.

The Vice President of Administration approves this purchase.

RECOMMENDATIONS:

The President, the Administration and the Finance Committee recommend that the Board of Trustees approve the contract extension at a cost not to exceed \$97,800.00 to be funded from the Capital funding budget.

27. RESOLUTION AUTHORIZING THE AWARD OF CONSULTANT SERVICES FOR REAL ESTATE APPRAISAL

REPORT/BACKGROUND:

The College has a need to use a consultant to provide appraisal services.

It is proposed that Hugh McGuire of Jersey City, New Jersey, be engaged to provide services at a cost not to exceed \$7,500.00.

RECOMMENDATION:

The President, the Administration and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve Hugh McGuire to perform appraisal services, at a cost not to exceed \$7,500.00 for Fiscal Year 2015, to be funded from the operating budget.

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration, the Facilities Committee and the Finance Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1 - 27:** 1) Award of Campus Security Services for FY 15-FY 17, 2) Amendment to the Award of Vendor for the Purchase of Printers for the New Library Building, 3) Award of Vendor for the Purchase of Equipment for Academic Foundations Mathematics, 4) Award of Media Services for Transit Advertisement FY 14-15, 5) Award of Media Services for Cable Television Advertisements FY 14-15, 6) Award of Media Services for Cable Television Advertisements FY 14-15, 7) Award of Dell Desktop Authority Software for Information Technology Services, 8) Award to Purchase Dell Kace Hardware for Information Technology Services, 9) Award to Purchase Content Management Software for the Center for Online Learning, 10) Award of Auditing Services for FY 2014, 11) Ratification of Additional Salt Purchases due to Inclement Weather, 12) Award of Campus-Wide Virtualized Disaster Recovery, 13) Renewal of College's Campus-Wide Software License Agreement for FY 15, 14) Award to Purchase Server for the New Library, 15) Award to Purchase Smart boards for the New Library, 16) Award to Purchase Networking Supplies, 17) Award to Purchase Network Control System, 18) Award to Purchase Computers for the New Library, 19) Award to Purchase Phones and Cisco Equipment, 20) Award to Purchase Fiber Connection for the New Library, 21) Award to Purchase Identification and Key Access Technology, 22) Award Authorizing the Award of a Contract for Public Relations Consultant for Fiscal Year 2015, 23) Award Authorizing the Award of a Contract for Public Relations Consultant for Fiscal Year 2015, 24) Resolution Authorizing the Award of a Renewal of Consultant Services for Capital Projects, 25) Extension of Mast Contract for New Library, Phase Two: Ground Floor, 26) Extension of NK Contract for New Library, Phase Two: Ground Floor, and 27) Resolution Authorizing the Award of Consultant Services for Real Estate Appraisal.

INTRODUCED BY: Bakari Lee

SECONDED BY: Karen Fahrenholz

DATE: June 24, 2014

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

8 Ayes..... 0 Nay

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

James P. Oakley
Signature of Recorder

6-24-14
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 24, 2014**

VIII. PERSONNEL RECOMMENDATIONS

1. RETIREMENT

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Mary Lynn Townsley	Instructor, Early Childhood Education	9/1/2014

RECOMMENDATION:

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

2. RESIGNATIONS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Duane Williams	Director, Advisement & Counseling	June 13, 2014

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Vincent Zicoello	Chief Information Officer	June 13, 2014

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Julie Willis	Instructor, Speech	August 31, 2014

RECOMMENDATION:

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

3. APPOINTMENT OF STAFF

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Jenny Bobea	Transitional Program Coordinator	6/24/2014	\$40,000 (pro-rated)

Note: This is an approved grant funded position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Kate Bellody	Librarian	06/24/2014	\$42,000 (pro-rated)

Note: This is a replacement for John DeLooper.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Kevin Eng	Systems Administrator	06/24/2014	\$50,000 (pro-rated)

Note: This is an approved position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
John Marlin	Associate Dean of Humanities	06/24/2014	\$90,000 (pro-rated)

Note: This is an approved position.

Amendment - Recommendation for the hiring of an Associate Dean of Social Services was Withdrawn.

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Staff above as Personnel Recommendation Item No. 3 as amended.

4. APPOINTMENT OF NEW & CONTINUING PART-TIME ASSIGNMENTS FOR FY 15.

New Hires for FY 15

Last Name	First Name	Department	Title	Position ID
Pacheco	Aja	Academic Foundation	Student Assistant	STUAST-101040
Augustin	Allen	Academic Foundation-Math	Tutor/SI Leader	GRATUT-601061
Sargenton	Jorge	Academic Foundation-Math	Tutor/SI Leader	GRATUT-601061
Garriga	Cory	ADJ Academic & Support Services	Tutor	TUTOR-150505
Salem	Heba	ADJ Academic & Support Services	Tutor	TUTOR-150505
Morena	Andrea	ADJ Academic & Support Services	Tutor	TUTOR-150505
Guzman	Michael	Allied Health	Office Assistant	OFFAST-101015
Escalante	Jenny	Arts & Science	Student Assistant	STUAST-101005
Contla	Haide	Arts & Science	Student Assistant	STUAST-101005
Gettinger	Marilyn	Center for Business & Industry	Instructor	PTINST-103005

Ati-Elqadi	Chafia	Center for Online Learning	Instructional Technologist	PTITECH-101055
Ferreira	Estefany	Community Education	Office Assistant	OFFAST-102005
Megalla	Gemiana	Community Education	Instructor	PTINST-102005
Pitre	Nestor	College Libraries	Office Assistant	OFFAST-150510
Aguliar	Jo Christelle	EOF	Office Assistant	OFFAST-150510
Awan	Aneesa	EOF	Peer Counselor	PEERCN-150515
Carvajal	Ashley	EOF	Classroom Assistant	CLASAST-150520
Kelly	Matthew	EOF	Instructor	PTINST-603031
Naveed	Kinza	EOF	Peer Counselor	PEERCN-150515
Privat	Viergeline	EOF	Peer Counselor	PEERCN-150515
Rosado	Gabriele	EOF	Classroom Assistant	CLASAST-150520
Edwards	Valisha	EOF	Peer Counselor	PEERCN-150515
Ramirez	Fernelis	Enrollment Services	Office Assistant	OFFAST-200525
Palsa	Charles	Enrollment Services	Office Assistant	OFFAST-200525
Gonzaga	Cynthia	ESL	Student Assistant	STUAST-101035
Josiah	Jason	Humanities & Social Science	Student Assistant	STUAST-101020
Ramos	Monica	Humanities & Social Science	Student Assistant	STUAST-101020
Valeriano	Vanessa	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Meza	Dagoberto	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Puebla	Eunice	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Vidal	Jonathan	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Shah	Priyank	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Ayende	Eddie	Maintenance	Facilities Worker	PTFWK-300510
Bautista	Sophia	Student Activities	Peer Leader	PEERLEA-701000
Canela	Christopher	Student Activities	Peer Leader	PEERLEA-701000
Fernandez	Candice	Student Activities	Peer Leader	PEERLEA-701000
Guzman	Andres	Student Activities	Peer Leader	PEERLEA-701000
Kates	Aaron	Student Activities	Peer Leader	PEERLEA-701000
Martin	Kyara	Student Activities	Peer Leader	PEERLEA-701000
Martinez	German	Student Activities	Peer Leader	PEERLEA-701000
Pena	Steven	Student Activities	Peer Leader	PEERLEA-701000
Prieto	Rafael	Student Activities	Peer Leader	PEERLEA-701000
Valeriano	Vanessa	Student Activities	Peer Leader	PEERLEA-701000
Vargas	Evelyn	Student Activities	Peer Leader	PEERLEA-701000

Wexler	Emely	Student Activities	Peer Leader	PEERLEA-701000
Soriano	Tracy	Student Activities	Program Assistant	PROAST-701000
Vanterpool	Nakeisha	Student Activities	Program Assistant	PROAST-701000
DeLiberato	Daniel	Student Activities	Program Assistant	PROAST-701000
Rodriguez	Laissa	Student Affairs	Office Assistant	OFFAST-252030
Sandoval	Genesis	Student Affairs	Office Assistant	OFFAST-252030
Grullon	Celeste	Student Affairs	Office Assistant	OFFAST-252030
Baldera	Jatna	Student Affairs	Office Assistant	OFFAST-252030

Continuing Part Time Hires for FY15

Last Name	First Name	Department	Title	Position ID
Naik	Priyanka	Academic Affairs	Evening Weekend Administrator	EWKADM-252010
Jimenez	Stephanie	Academic Affairs	Leap Office Assistant	OFFAST-252010
Ayola	Jennifer	Academic Affairs	Evening Weekend Administrator	OFFAST-252010
Bakheet	Hussein	Academic Affairs	Evening Weekend Administrator	EWKADM-252010
Daane	Mary	Academic Affairs	Evening Weekend Administrator	EWKADM-252010
Derteano	Gloria	Academic Affairs	Evening Weekend Administrator	EWKADM-252010
James	Sheila	Academic Affairs	Evening Weekend Administrator	EWKADM-252010
Helmy	Mohamed	Academic Affairs	Evening Weekend Administrator	EWKADM-252010
Lumbsden	Dwayne	Academic Affairs	Evening Weekend Administrator	EWKADM-252010
Testa	George	Academic Affairs	Evening Weekend Administrator	EWKADM-252010
McMichael	Mariah	Academic Foundations-English	Student Assistant	STUAST-101040
Mahrukh	Waris	Academic Foundations-English	Student Assistant	STUAST-101040
Cruz	Michelle	Academic Foundations-Math	Office Assistant	OFFAST-101041
Adamu-Sambare	Rakiyah	Academic Foundations-Math	Office Assistant	OFFAST-101041
Del Rosario	Katheriyn	Academic Foundations-Math	Student Assistant	STUAST-101041
Gonzalez	Vanessa	Academic Foundations-Math	Office Assistant	OFFAST-101041
Aguirre	Mauricio	Academic Foundations-Math	Tutor/SI Leader	GRATUT-601061
Porter	Elliot	Academic Foundations-Math	Tutor/SI Leader	GRATUT-601061

Fayyaz	Faiza	Academic Foundations-Math	Tutor/SI Leader	GRATUT-601061
Reyes	Andres	Academic Foundations-Math	Tutor/SI Leader	GRATUT-601061
Carrillo	Phill	Academic Foundations-Math	Tutor/SI Leader	GRATUT-601061
Ahmed	Sanam	Academic Foundations-Math	Tutor/SI Leader	GRATUT-601061
Aburi	Esther	Advisement & Counseling	Advisor	ADVISOR-200510
Alcid	Leah	Advisement & Counseling	Advisor	ADVISOR-601073
Ayyad	Huda	Advisement & Counseling	Advisor	ADVISOR-200510
Brabant	Nathan	Advisement & Counseling	Advisor	ADVISOR-200510
Casiano	John	Advisement & Counseling	Advisor	ADVISOR-200510
Dela Pena	Ariane	Advisement & Counseling	Front Desk Assistant	OFFAST-200510
Fernandez	Katherine	Advisement & Counseling	Front Desk Assistant	OFFAST-200510
Gottlieb	Diane	Advisement & Counseling	Advisor	ADVISOR-200510
Livesay	Lewis	Advisement & Counseling	Advisor	ADVISOR-200510
Mathew	Philip	Advisement & Counseling	Advisor	ADVISOR-200510
Mendez	Ciara	Advisement & Counseling	Advisor	ADVISOR-200510
McBean	Melissa	Advisement & Counseling	Advisor	ADVISOR-200510
Palmer	Geneva	Advisement & Counseling	Advisor	ADVISOR-200510
Procel	Sandra	Advisement & Counseling	Advisor	ADVISOR-200510
Rosado	Grace Kelly	Advisement & Counseling	Advisor	ADVISOR-200510
Saleh	Doua	Advisement & Counseling	Front Desk Assistant	OFFAST-200510
Sarmiento	Maria	Advisement & Counseling	Advisor	ADVISOR-200510
Abdelaziz	Marwa	ADJ Academic & Support Services	Tutor	TUTOR-150505
Agustin	Allen Mari	ADJ Academic & Support Services	Tutor	TUTOR-150505
Ahmed	Sanam	ADJ Academic & Support Services	Tutor	TUTOR-150505
Ahmed	Marystella	ADJ Academic & Support Services	Tutor	TUTOR-150505
An	Seung Chan	ADJ Academic & Support Services	Tutor	TUTOR-150505
Asad	Saubia	ADJ Academic & Support Services	Tutor	TUTOR-150505
Bamba-Adewumi	Aminata	ADJ Academic & Support Services	Tutor	TUTOR-150505

Bethune	Pearl	ADJ Academic & Support Services	Tutor	TUTOR-150505
Campbell	Ronnette	ADJ Academic & Support Services	Tutor	TUTOR-150505
Caniglia	Joseph	ADJ Academic & Support Services	Evening/Weekend Administrator	EWKTUT-150505
Carrillo	Phil	ADJ Academic & Support Services	Tutor	TUTOR-150505
Chen	Jun	ADJ Academic & Support Services	Tutor	TUTOR-150505
Cruz	Joanna	ADJ Academic & Support Services	Tutor	TUTOR-150505
Danne	Mary	ADJ Academic & Support Services	Tutor	TUTOR-150505
Dalton	Rose	ADJ Academic & Support Services	Head Academic Mentor	MENTOR-150505
Davenport	Anthony	ADJ Academic & Support Services	Tutor	TUTOR-150505
Davis	Dolores	ADJ Academic & Support Services	Tutor	TUTOR-150505
Diaz	Sherylene	ADJ Academic & Support Services	Tutor	TUTOR-150505
DiGenio	Natasha	ADJ Academic & Support Services	Tutor	TUTOR-150505
Djerroud	Dalila	ADJ Academic & Support Services	Tutor	TUTOR-150505
El-Dackdouss	Ziad	ADJ Academic & Support Services	Tutor	TUTOR-150505
Elkholy	Mariam	ADJ Academic & Support Services	Tutor	TUTOR-150505
Elshorbagy	Hala	ADJ Academic & Support Services	Tutor	TUTOR-150505
Evans	Robert	ADJ Academic & Support Services	Tutor	TUTOR-150505
Fant	Nadira	ADJ Academic & Support Services	Tutor	TUTOR-150505
Ferguson	Dameian	ADJ Academic & Support Services	Tutor	TUTOR-150505
Fernandez	Carlos	ADJ Academic & Support Services	Tutor	TUTOR-150505
Ganapin	Delfin	ADJ Academic & Support Services	Tutor	TUTOR-150505
Gergs	Rafaa	ADJ Academic & Support Services	Tutor	TUTOR-150505
Gochuico	Carlo-Angelo	ADJ Academic & Support Services	Tutor	TUTOR-150505
Gondal	Ammara	ADJ Academic & Support Services	Tutor	TUTOR-150505
Gonzalez	Daniel	ADJ Academic & Support Services	Tutor	TUTOR-150505
Green	Virginia	ADJ Academic & Support Services	Tutor	TUTOR-150505
Grimaldi	Rose	ADJ Academic & Support Services	Tutor	TUTOR-150505
Hightower-Simmons	Marcia	ADJ Academic & Support Services	Tutor	TUTOR-150505

Irizarry	Giselle	ADJ Academic & Support Services	Tutor	TUTOR-150505
Jeong	Eunsu	ADJ Academic & Support Services	Tutor	TUTOR-150505
Kanter	Deborah	ADJ Academic & Support Services	Tutor	TUTOR-150505
Kennedy	Mary	ADJ Academic & Support Services	Tutor	TUTOR-150505
Khokhar	Adbul	ADJ Academic & Support Services	Tutor	TUTOR-150505
Kutubuddin	Nipon	ADJ Academic & Support Services	Tutor	TUTOR-150505
Lanier	Royal	ADJ Academic & Support Services	Tutor	TUTOR-150505
Li	Bosen	ADJ Academic & Support Services	Tutor	TUTOR-150505
Liebl	Christopher	ADJ Academic & Support Services	Tutor	TUTOR-150505
Lopez Jr.	Victor	ADJ Academic & Support Services	Tutor	TUTOR-150505
Marulanda	Anthony	ADJ Academic & Support Services	Tutor	TUTOR-150505
Master	Yogesh	ADJ Academic & Support Services	Tutor	TUTOR-150505
McElrone	Loribel	ADJ Academic & Support Services	Tutor	TUTOR-150505
McFarlane-Edwards	Janet	ADJ Academic & Support Services	Tutor	TUTOR-150505
Mehta	Kajal	ADJ Academic & Support Services	Tutor	TUTOR-150505
Miranda	Roberto	ADJ Academic & Support Services	Tutor	TUTOR-150505
Mohammed	Zaida	ADJ Academic & Support Services	Tutor	TUTOR-150505
Montero	Herta	ADJ Academic & Support Services	Tutor	TUTOR-150505
Muniz	Alexis	ADJ Academic & Support Services	Tutor	TUTOR-150505
Na	Olivia	ADJ Academic & Support Services	Tutor	TUTOR-150505
Nasir	Aysha	ADJ Academic & Support Services	Tutor	TUTOR-150505
Nicholson	Jaheera	ADJ Academic & Support Services	Tutor	TUTOR-150505
Park	Irene	ADJ Academic & Support Services	Tutor	TUTOR-150505
Patel	Mohini	ADJ Academic & Support Services	Tutor	TUTOR-150505
Patel	Manali	ADJ Academic & Support Services	Tutor	TUTOR-150505
Patel	Druv	ADJ Academic & Support Services	Tutor	TUTOR-150505
Paul	Youri	ADJ Academic & Support Services	Tutor	TUTOR-150505
Rafa	Omar	ADJ Academic & Support Services	Tutor	TUTOR-150505
Rivera	Chayanne	ADJ Academic & Support Services	Tutor	TUTOR-150505

Rivera	Carmen	ADJ Academic & Support Services	Tutor	TUTOR-150505
Robertson	Laura	ADJ Academic & Support Services	Tutor	TUTOR-150505
Rosado	Gabriele	ADJ Academic & Support Services	Tutor	TUTOR-150505
Sala	Steven X	ADJ Academic & Support Services	Evening/Weekend Administrator	EWKTUT-150505
Sambula	Lisa	ADJ Academic & Support Services	Tutor	TUTOR-150505
Sharma	Pushpesh	ADJ Academic & Support Services	Tutor	TUTOR-150505
Somasundaram	Pamathi	ADJ Academic & Support Services	Tutor	TUTOR-150505
Straussberg	Michelle	ADJ Academic & Support Services	Tutor	TUTOR-150505
Tate	Dominique	ADJ Academic & Support Services	Tutor	TUTOR-150505
Taylor	Beatrice	ADJ Academic & Support Services	Tutor	TUTOR-150505
Truitt	Trenton	ADJ Academic & Support Services	Tutor	TUTOR-150505
Valanzola	Sandra	ADJ Academic & Support Services	Tutor	TUTOR-150505
Villafane	Melissa	ADJ Academic & Support Services	Tutor	TUTOR-150505
Yasmeen	Faria	ADJ Academic & Support Services	Tutor	TUTOR-150505
Churik	Jackyn	Allied Health	Lab Assistant	LABAST-101015
Gooding	Daniela	Allied Health	Office Assistant	OFFAST-101015
Grant	Tyquan	Arts & Science	Office/Electronic Records Assistant	STUAST-101005
Escalante	Jenny	Arts & Science	Student Assistant	STUAST-101005
Contla	Haide	Arts & Science	Student Assistant	STUAST-101005
Saeed	Aneeqa	Center for Business & Industry	Office Assistant	FSD/CBI-103005
Edwards	Aycha	Center for Business & Industry	Research Associate	RESASO-103005
Yashayeva	Samaya	Center for Business & Industry	Office Assistant	OFFAST-103005
Albanese	Richard	Center for Business & Industry	Instructor	PTINST-103005
Altaai	Aseel	Center for Business & Industry	Instructor	PTINST-103005
Balbi	John Louis	Center for Business & Industry	Instructor	PTINST-103005
Banzon	Amelia	Center for Business & Industry	Instructor	PTINST-103005
Barroero	Patrizia	Center for Business & Industry	Instructor	PTINST-103005
Baxer	Paul	Center for Business & Industry	Instructor	PTINST-103005

Blakely	Glenda	Center for Business &Industry	Instructor	PTINST-103005
Bolanos	Otoniel	Center for Business &Industry	Instructor	PTINST-103005
Chapman	Ana	Center for Business &Industry	Instructor	PTINST-103005
Chitty	Shawn	Center for Business &Industry	Instructor	PTINST-103005
Coto	Hector	Center for Business &Industry	Instructor	PTINST-103005
Da Silva	Catherine	Center for Business &Industry	Instructor	PTINST-103005
Delgado	Elliot	Center for Business &Industry	Instructor	PTINST-103005
Deslisi	Lydia	Center for Business &Industry	Instructor	PTINST-103005
Edwards	Letisha	Center for Business &Industry	Instructor	PTINST-103005
Ellerbe	Janice	Center for Business &Industry	Instructor	PTINST-103005
Fabara	Kenny	Center for Business &Industry	Instructor	PTINST-103005
Foster	Juliet V	Center for Business &Industry	Instructor	PTINST-103005
Galli	Karen	Center for Business &Industry	Instructor	PTINST-103005
Gambino	Russel	Center for Business &Industry	Instructor	PTINST-103005
Gettinger	Marilyn	Center for Business &Industry	Instructor	PTINST-103005
Gevero	Ailene	Center for Business &Industry	Instructor	PTINST-103005
Gray	Denise	Center for Business &Industry	Instructor	PTINST-103005
Hamer	Robert	Center for Business &Industry	Instructor	PTINST-103005
Hefelle	George	Center for Business &Industry	Instructor	PTINST-103005
Khouzam	Sami	Center for Business &Industry	Instructor	PTINST-103005
Levinson	Robert	Center for Business &Industry	Instructor	PTINST-103005
Melleno	Christine	Center for Business &Industry	Instructor	PTINST-103005
Moruzzi	Victor	Center for Business &Industry	Instructor	PTINST-103005
Motecalvo	Michele	Center for Business &Industry	Instructor	PTINST-103005
Muniz	Alexis	Center for Business &Industry	Instructor	PTINST-103005
Oden	Ruth	Center for Business &Industry	Instructor	PTINST-103005
Ortega	Herminia	Center for Business &Industry	Instructor	PTINST-103005

Pukdeedamrongrit	Anuchit	Center for Business & Industry	Instructor	PTINST-103005
Randazzo	Ismael	Center for Business & Industry	Instructor	PTINST-103005
Skelley	Gregory	Center for Business & Industry	Instructor	PTINST-103005
Sklar	Robyn L.	Center for Business & Industry	Instructor	PTINST-103005
Thomas	Morris	Center for Business & Industry	Instructor	PTINST-103005
Valcarcel	Alicia	Center for Business & Industry	Instructor	PTINST-103005
Vega	Aileen	Center for Business & Industry	Instructor	PTINST-103005
Wadhwani	Usha	Center for Business & Industry	Instructor	PTINST-103005
Williamson-Mickie	Taneya	Center for Business & Industry	Instructor	PTINST-103005
Baxer	Paul	Center for Business & Industry	WorkFirst Grant Pre-Occupational Instructor	PTINST-605003
Blakely	Glenda	Center for Business & Industry	WorkFirst Grant Pre-Occupational Instructor	PTINST-605003
Da Silva	Catherine	Center for Business & Industry	WorkFirst Grant Pre-Occupational Instructor	PTINST-605003
Edwards	Letisha	Center for Business & Industry	WorkFirst Grant Pre-Occupational Instructor	PTINST-605003
Ellerbe	Janice	Center for Business & Industry	WorkFirst Grant Pre-Occupational Instructor	PTINST-605003
Galli	Karen	Center for Business & Industry	WorkFirst Grant Pre-Occupational Instructor	PTINST-605003
Gambino	Russel	Center for Business & Industry	WorkFirst Grant Pre-Occupational Instructor	PTINST-605003
Gray	Denise	Center for Business & Industry	WorkFirst Grant Pre-Occupational Instructor	PTINST-605003
Hamer	Robert	Center for Business & Industry	WorkFirst Grant Pre-Occupational Instructor	PTINST-605003
Levinson	Robert	Center for Business & Industry	WorkFirst Grant Pre-Occupational Instructor	PTINST-605003
Muniz	Alexis	Center for Business & Industry	WorkFirst Grant Pre-Occupational Instructor	PTINST-605003
Torres	Mayelin	Center for Business & Industry	Program Associate	PROGASO-605003
Williamson-Mickie	Taneya	Center for Business & Industry	WorkFirst Grant Pre-Occupational Instructor	PTINST-605003
Ciely	Christopher	Communications	Office Assistant	OFFAST-254055
Larios	Francis	Communications	Office Assistant	OFFAST-254055
Gil	Julio	Communications	Office Assistant	OFFAST-254055
Litchman	Martin	Community Education/Non-Credit Programs	Instructor	PTHW-102025
O'Gara	Lauren	Community Education/Non-Credit Programs	New Pathway Instructor	CORDNPT-102025

Arena	Stephanie	Community Education/Non-Credit Programs	New Pathway Instructor	NJCUPTH-102025
Gilliam	Tanya	Community Education/Non-Credit Programs	New Pathway Instructor	NJCUPTH-102025
Ivy	Karen	Community Education/Non-Credit Programs	New Pathway Instructor	PTHW-102025
Rathore	Rozeena	Controller's Office	Office Assistant	OFFAST-253015
Lopez	Manuel	Controller's Office	Office Assistant	OFFAST-253015
Delemos	Jacquelyn	Controller's Office	Bursar Clerk	CASHIER-253015
Abon	Eusebio	College Libraries	Office Assistant	OFFAST-150510
Brooks	Clifford	College Libraries	Librarian	PTLRN-150510
Bustamante	Kenny	College Libraries	Office Assistant	OFFAST-150510
Cintron	Johnathan	College Libraries	Office Assistant	OFFAST-150510
Courtier	Devlyn	College Libraries	Office Assistant	OFFAST-150510
Cox	James	College Libraries	Librarian	PTLRN-150510
Dodds	John	College Libraries	Librarian	PTLRN-150510
Elgebily	Sohir	College Libraries	Office Assistant	OFFAST-150510
Garvey	Maureen	College Libraries	Librarian	PTLRN-150510
Gawchik	Martha	College Libraries	Librarian	PTLRN-150510
Gonsalves	Devika	College Libraries	Office Assistant	OFFAST-150510
Korn	Sr.Joanne	College Libraries	Librarian	PTLRN-150510
John Lewis	Akim	College Libraries	Office Assistant	OFFAST-150510
Lopez	Catherine	College Libraries	Office Assistant	OFFAST-150510
Lynch	Jessika	College Libraries	Office Assistant	OFFAST-150510
Muhi	Amorfina	College Libraries	Librarian	PTLRN-150510
Nelson	Jeanette	College Libraries	Office Assistant	OFFAST-150510
Odeh	Hussein	College Libraries	Librarian	PTLRN-150510
Oubraham	Nouara	College Libraries	Office Assistant	OFFAST-150510
Patel	Kiran	College Libraries	Librarian	PTLRN-150510
Reilly	Maryanne	College Libraries	Librarian	PTLRN-150510
Richard	Robert	College Libraries	Office Assistant	OFFAST-150510
Rodriguez	Victor	College Libraries	Office Assistant	OFFAST-150510
Sahadeo	Krishna	College Libraries	Office Assistant	OFFAST-150510
Sanchez	Lotta	College Libraries	Office Assistant	OFFAST-150510
Sova	Cathleen	College Libraries	Librarian	PTLRN-150510
Tubungbanua	Angelita	College Libraries	Office Assistant	OFFAST-150510

Vargas	Ernestine	College Libraries	Office Assistant	OFFAST-150510
Wilkes	Veronica	College Libraries	Office Assistant	OFFAST-150510
Nour	Samir	Culinary Arts	Office Assistant	OFFAST-101030
Herrador	Nicole	Culinary Arts	Office Assistant	OFFAST-101030
Martinez	Jessica	Culinary Arts	Office Assistant	OFFAST-101030
Orellana	Daniel	Culinary Arts	Office Assistant/Student Ambassador	STUAMB-701000
Jnoville	Paula	Culinary Arts	Office Assistant	OFFAST-101030
Abad	Dauri	Culinary Arts	Dishwasher	CULDDW-101030
Alicea	Peter	Culinary Arts	Dishwasher	CULDDW-101030
Aviles	Lillian	Culinary Arts	Dishwasher	CULDDW-101030
Canderlaria	Miguel	Culinary Arts	Dishwasher	CULDDW-101030
Candelaria	Melania	Culinary Arts	Dishwasher	CULDDW-101030
Collazo	Orlando	Culinary Arts	Dishwasher	CULDDW-101030
Conception de Amparo	Glenny	Culinary Arts	Dishwasher	CULDDW-101030
Curiel	Tamara	Culinary Arts	Dishwasher	CULDDW-101030
Rosario	Elliott	Culinary Arts	Dishwasher	CULDDW-101030
Rivera	David	Culinary Arts	Dishwasher	CULDDW-101030
Rivera	Justin	Culinary Arts	Dishwasher	CULDDW-101030
Rivera	William	Culinary Arts	Dishwasher	CULDDW-101030
Singh	Soamwattie	Culinary Arts	Dishwasher	CULDDW-101030
Vasquez	Huascar	Culinary Arts	Dishwasher	CULDDW-101030
Chitty	Shawn	Culinary Arts	Receiving Clerk	RECLERK-101030
Portillo	Yanira	Culinary Arts	Receiving Clerk	RECLERK-101030
Albanese	Richard	Culinary Arts	Receiving Clerk	RECLERK-101030
Capo	Anthony	Culinary Arts	Receiving Clerk	RECLERK-101030
Clode	Anthony	Culinary Arts	Receiving Clerk	RECLERK-101030
Moruzzi	Victor	Culinary Arts	Receiving Clerk	RECLERK-101030
Pukdeedamrongrit	Anuchit	Culinary Arts	Receiving Clerk	RECLERK-101030
Nisa	Badru	Development	Alumni Assistant	ALUAST-255010
Sigel	Andrea	Development	Art Collection Coordinator	PTART-255010
Ahamd	Sabeen	Disability Support Services	Notetaker/Reader	READER-101015
Alpapara	Victoria	Disability Support Services	Notetaker/Reader	READER-101015
Burnett	Laura	Disability Support Services	Sign Language Interpreter	SIGNLAU-101015
Cazebas	Javier	Disability Support Services	Notetaker/Reader	READER-101015
Colston-Leverette	Jackson	Disability Support Services	Notetaker/Reader	READER-101015

Daponte	Marisa	Disability Support Services	Notetaker/Reader	READER-101015
Diaz	Maryann	Disability Support Services	Sign Language Interpreter	SIGNLAU-101015
Dumancela	Angel	Disability Support Services	Notetaker/Reader	READER-101015
Farrell	Karen	Disability Support Services	Sign Language Interpreter	SIGNLAU-101015
Fernekees-Boylan	Jeanne	Disability Support Services	Sign Language Interpreter	SIGNLAU-101015
Ferri	John	Disability Support Services	Notetaker/Reader	READER-101015
Flanagan	Regina	Disability Support Services	Sign Language Interpreter	SIGNLAU-101015
Griffith	Amira	Disability Support Services	Sign Language Interpreter	SIGNLAU-101015
Horne	Jeffrey	Disability Support Services	Notetaker/Reader	READER-101015
Imsho	Marybeth	Disability Support Services	Sign Language Interpreter	SIGNLAU-101015
Jackowsky	Margaret	Disability Support Services	Sign Language Interpreter	SIGNLAU-101015
Jaikissoo	Martha	Disability Support Services	Notetaker/Reader	READER-101015
Jones	Christina	Disability Support Services	Notetaker/Reader	READER-101015
La Russo	Faith	Disability Support Services	Notetaker/Reader	READER-101015
Lindsey Jr.	Walter	Disability Support Services	Notetaker/Reader	READER-101015
Jacobs Martinez	Laurellie	Disability Support Services	Sign Language Interpreter	SIGNLAU-101015
Mascis	Catherine	Disability Support Services	Notetaker/Reader	READER-101015
McCusker	Siobhan	Disability Support Services	Sign Language Interpreter	SIGNLAU-101015
Nepomuceno	Bernadette	Disability Support Services	Notetaker/Reader	READER-101015
Reeves	Angelique	Disability Support Services	Notetaker/Reader	READER-101015
Sanchez	Lotta	Disability Support Services	Notetaker/Reader	READER-101015
Smith	Jennifer	Disability Support Services	Sign Language Interpreter	SIGNLAU-101015
Sofranko	Katie	Disability Support Services	Sign Language Interpreter	SIGNLAU-101015
Steiner	Kristy	Disability Support Services	Sign Language Interpreter	READER-101015
Taylor	Danielle	Disability Support Services	Notetaker/Reader	SIGNLAU-101015
Taylor	Kim	Disability Support Services	Notetaker/Reader	READER-101015
Taylor	Scott	Disability Support Services	Notetaker/Reader	READER-101015
Valvano	Katrina	Disability Support Services	Notetaker/Reader	READER-101015

Aguilar	Jo Christelle	EOF	Office Assistant	OFFAST-150515
Aguilar	Jo Christelle	EOF	Tutor	EOFTUT-603001
Aguilar	Jo Christelle	EOF	Classroom Assistant	CLASAST-150520
Harb	Kristina	EOF	Office Assistant	OFFAST-150515
Hayes	Jennifer	EOF	Office Assistant	OFFAST-150515
Irizzary	Giselle	EOF	Office Assistant	OFFAST-150515
Moore	Michelle	EOF	Instructor	PTINST-603031
Nathan	Ria	EOF	Tutor	EOFTUT-603001
Suarez	Julissa	EOF	Office Assistant	OFFAST-150515
Wadhwani	Usha	EOF	Instructor	PTINST-603031
Wadhwani	Usha	EOF	Tutor	EOFTUT-603031
Wilson	Courtney	EOF	Office Assistant	OFFAST-150515
Kellner-Weeks	Jane	Enrollment Services	Office Assistant	OFFAST-200525
Shenouda	David	Enrollment Services	Office Assistant	OFFAST-200525
Allen	La Teisha	Enrollment Services	Student Ambassador	STUAMB-701000
Allen	Dorcas	Enrollment Services	Student Ambassador	STUAMB-701000
Castillo	Esthefanie	Enrollment Services	Office Assistant	OFFAST-200525
Cabana	Ileana	Enrollment Services	Admissions/ Financial Aid Recruiter	PTRECRU-200525
Bobea	Jenny	ESL	Office Assistant	OFFAST-101035
Bouret	Angelina	ESL	Office Assistant	OFFAST-101035
Valcarcel	Paola	ESL	Student Assistant	STUAST-101035
Matos	Shaniqua	Financial Aid	Office Assistant	OFFAST-200520
Amkouk	Fatima	Financial Aid	Office Assistant	OFFAST-200520
Guzman	Maria	Financial Aid	Office Assistant	OFFAST-200520
Amorin	Marlene	Financial Aid	Office Assistant	OFFAST-200520
Perez-Jimenez	Milta	Financial Aid	Office Assistant	OFFAST-200520
Cardo	Stephanie	Financial Aid	Office Assistant	OFFAST-200520
Conley	Carmen	Financial Aid	Office Assistant	OFFAST-200520
Garcia	Carolina	Financial Aid	Office Assistant	OFFAST-200520
Leon	Aimee	Financial Aid	Office Assistant	OFFAST-200520
Cortez	Maria Cielo	Financial Aid	Office Assistant	OFFAST-200520
Perez	Justin	Humanities & Social Science	Student Assistant	STUAST-101020
Allouch	Jaouad	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Almeda	Jordan	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025

Ayala	Alejandra S	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Cervantes	Sindy	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Chavez	Celia S	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Cortez	Benjamin J	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Cruz	Rosa L	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Del Rosario	Jan	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Deschamps	Anthony J	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Faruque	Muhammad	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Henry	Shantal M	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Hernandez	Maydelin	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Inastrilla	Camille	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Insuasti	Kevin	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Mesa	Dagoberto	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Mesa	Negdo A	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Moussir	Rabah	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Noriega	Julio	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Ortega	Reina	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Patel	Dhruvik	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Patel	Hardik	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Patel	Krupali	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Patel	Monarch	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Patel	Mrugya	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Porras	Daniela	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Puebla	Eunice	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Ramos	Jonathan	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Rodriguez	Emma	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Rodriguez	Maria	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Romero	Jenny	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Samaniego	Juan	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025

Shah	Priyank	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Sider	Sawsan	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Suico II	Alfredo	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Uribe	Daniel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Vaghavi	Manasvi	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Valeriano	Vanessa	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Valderrama	Jesenia	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Vidal	Jonathan	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Zahidi	Mohamed	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025
Casas	Michael	Mail & Copy Room	Office Assistant	OFFAST-253035
Laborde	Marina	Mail & Copy Room	Office Assistant	OFFAST-253035
Pitre	Nestor	Mail & Copy Room	Office Assistant	OFFAST-253035
Ramsarran	Nandall	Mail & Copy Room	Office Assistant	OFFAST-253035
Gomes	Aires	Maintenance	Facilities Worker	PTFWK-300510
Velez	Apolinar	Maintenance	Facilities Worker	PTFWK-300510
Cousar	Ebony	Maintenance	Student Assistant	STUAST-300505
Aguirre	Mauricio	STEM	Lab Assistant	LABAST-101015
Elshafey	Mohamed	STEM	Lab Assistant	LABAST-101015
Fayyaz	Faiza	STEM	Lab Assistant	LABAST-101015
Jilla	Abilash	STEM	Lab Assistant	LABAST-101015
Porter	Elliot	STEM	Lab Assistant	LABAST-101015
Sorour	Pegah	STEM	Office Assistant	OFFAST-101015
Tandochary	Andray	STEM	Lab Assistant	LABAST-101015
Wisnieski	Fred	STEM	Lab Assistant	LABAST-101015
Chavez	Janet	Student Affairs	Office Assistant	OFFAST-252030
Palma	Steven	Student Affairs	Office Assistant	OFFAST-252030
Quiroz	Michelle	Student Affairs	Office Assistant	OFFAST-252030
Mercado	Steven	Testing Center	Testing Aide	TAIDE-200530
Wooten	Taundra	Testing Center	Testing Aide	TAIDE-200530

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New/Continuing Part-Time Assignments FY15 listed above as Personnel Recommendation Item No. 4.

5. MODIFICATIONS OF STAFFING TABLE FOR FY15 EFFECTIVE July 1, 2014

REPORTS/BACKGROUND

<u>NAME</u>	<u>TITLE CHANGES</u>
Vacant	FROM: Instructor, Academic Foundations (Math) TO: 12 Month Lecturer, Academic Foundations
Vacant	FROM: Instructor, Allied Health TO: 12 Month Lecturer, Allied Health
Vacant	FROM: Instructor, Humanities TO: 12 Month Lecturer, Humanities
Vacant	FROM: Instructor, Social Sciences TO: 12 Month Lecturer, Social Sciences
Vacant	FROM: Instructor, Business TO: 12 Month Lecturer, Business

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Modifications of Staffing Table for FY15 above as Personnel Recommendation Item No. 5.

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) Retirement, (2) Resignations, (3) Appointment of Staff (as amended), (4) Appointment of Additional New/Continuing Part-Time Hires FY15, (5) Modifications of Staffing Table for FY15 effective July 1, 2014.

INTRODUCED BY: Joanne Kosakowski

SECONDED BY: Harold Stahl

DATE: June 24, 2014

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

8 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Callahan
Signature of Recorder

6-24-14
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 24, 2014**

VIII. PERSONNEL RECOMMENDATIONS

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

REPORTS/BACKGROUND:

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

RECOMMENDATION:

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

RESOLUTION:

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

INTRODUCED BY: Joanne Kosakowski

SECONDED BY: Adrienne Sires

DATE: June 24, 2014

Callahan, Kevin	<u>AYE</u>
Fahrenheit, Karen	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>ABSENT</u>
Sires, Adrienne	<u>AYE</u>
Stahl, Harold	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

8 Ayes..... 0 Nay

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

Samuel Oakley
Signature of Recorder

6-24-14
Date



HUDSON
COUNTY
COMMUNITY
COLLEGE

HUDSON COUNTY COMMUNITY COLLEGE
NON-DISCRIMINATION/ANTI-HARASSMENT POLICY

Human Resources Department: Policies and Procedures

Effective June 25, 2014

HCCC NON-DISCRIMINATION/ANTI-HARASSMENT POLICY

POLICY:

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

PURPOSE:

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

PROVISIONS:

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

- Unwelcome remarks and actions based on the protected classifications. This may include, but is not limited to, inappropriate jokes, comments or posted materials.
- Threats or suggestions that an employee's employment work status will be adversely affected based upon the protected classifications.
- Affecting or denying employment opportunities or benefits to an employee based upon the protected classifications.
- Engaging in a negative tangible employment action based upon the protected classifications.
- Retaliation against an employee who has reported any alleged violation of this Policy or participated in an investigation related to this Policy.

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

- Submission is made explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of the harassing conduct is threatened to be used, as the basis of employment decisions; or

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

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

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

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

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

- A. The complaint filed must include the following information:
 - (1) The name and department of the complainant;
 - (2) The name and department of the charged party;
 - (3) The nature and circumstances, in detail, of the alleged harassment, including but not limited to the injuries or consequences suffered by the complainant, the names of any witnesses to such actions and the duration of the actions questioned; and
 - (4) Whether such harassment has been previously reported to a supervisor or other person, and if so, when and to whom.
- B. Nothing in this section shall prevent the complainant from providing other information or documents he/she believes are essential to the fair adjudication of their case.
- C. The initial complaint may be made orally or in writing. If the complaint is made orally, the Compliance Officer or the alternate shall reduce same to a written document, which shall, if it is deemed accurate, be signed by the complainant. If an individual is uncomfortable in making a written complaint, the College may proceed with its investigation without a formal written complaint.

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

If the College determines that unlawful harassment has occurred in violation of this Policy, the individual who engaged in such harassing conduct shall face immediate and appropriate disciplinary action based upon the severity of the complaint and any prior history of past charges made against the individual and disciplinary action involving the individual. Disciplinary action may include being suspended without pay pending any required hearing, a written warning, suspension, demotion, and/or termination of employment.

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

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

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

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

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

ACKNOWLEDGEMENT FORM

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

EXHIBIT A
RECEIPT AND ACKNOWLEDGEMENT
OF THE NON-DISCRIMINATION/ANTI HARASSMENT POLICY

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

Name

Position

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 24, 2014**

VIII. PERSONNEL RECOMMENDATIONS

7. PART-TIME ASSIGNMENT POLICY

REPORTS/BACKGROUND

It is recommended the College reaffirm the existing limits for part-time assignments and facilitate compliance with the Patient Protection and Affordable Care Act (PPACA) a/k/a ACA.

The Hudson County Community College Board of Trustees adopted a resolution on May 18, 2010 defining part time employee is one that works less than 25 hours per week. This policy applies to all part time employees including but not limited to part-time hourly, adjunct instructors and non-credit instructors.

Any combination of part time assignments, including but not limited to part-time hourly, adjunct instructors and non-credit instructors may not exceed 25 hours per week unless an exception is preapproved by the President or his designee. Individuals appointed to part time assignments must disclose all other part time assignments, including but not limited to part-time hourly, adjunct assignments and non-credit instruction, to their immediate supervisor(s).

At the direction of the President it is the responsibility of the Vice Presidents and executive department heads to ensure compliance of this policy.

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Part Time Assignment Policy.

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 Recommendation 7: Part-Time Assignment Policy.**

INTRODUCED BY: Joanne Kosakowski

SECONDED BY: Karen Fahrenholz

DATE: June 24, 2014

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

8 Ayes..... 0 Nay

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

Signature of Recorder

Date

[Handwritten Signature] 6-24-14

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 24, 2014**

VIII. PERSONNEL RECOMMENDATIONS

8. COLLECTIVE BARGAINING AGREEMENT BETWEEN HUDSON COUNTY COMMUNITY COLLEGE AND THE HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC ADMINISTRATIVE ASSOCIATION.

WHEREAS, the Collective Bargaining Agreement between Hudson County Community College and the Hudson County Community College Academic Administrative Association expired on June 30, 2013; and

WHEREAS, Hudson County Community College and the Hudson County Community College Academic Administrative Association engaged in collective negotiations for a successor collective bargaining agreement for the period from July 1, 2013 through June 30, 2015 ; and

WHEREAS, Full-time unit members will receive a base salary increase of two percent (2%) retroactive to July 1, 2013 and effective July 1, 2014, a full-time unit member will receive a two percent (2%) base salary increase; and

WHEREAS, Hudson County Community College and the Hudson County Community College Academic Administrative Association memorialized their final agreement as to all negotiated issues by setting their signatures on June 17, 2014 to a Memorandum of Agreement (a copy of which is attached hereto), which recites their final agreement as to all negotiated issues:

NOW THEREFORE, BE IT RESOLVED, by the Board of Trustees of Hudson County Community College that the Collective Bargaining Agreement between Hudson County Community College and the Hudson County Community College Academic Administrative Association is in effect from July 1, 2013 through June 30, 2015, is extended by the June 17, 2014 Memorandum of Agreement (a copy of which is attached hereto).

INTRODUCED BY: Harold Stahl


SECONDED BY: Bakari Lee

DATE: June 24, 2014

Callahan, Kevin	<u>AYE</u>
Fahrenheit, Karen	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>ABSENT</u>
Sires, Adrienne	<u>AYE</u>
Stahl, Harold	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

8 Ayes..... 0 Nay

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


Signature of Recorder

6-24-14
Date

MEMORANDUM OF AGREEMENT

The HUDSON COUNTY COMMUNITY COLLEGE ("HCCC") and the HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC ADMINISTRATIVE ASSOCIATION ("Association") hereby enter into this Memorandum of Agreement ("Agreement") with respect to the modifications, amendments and additions to the collective bargaining agreement between HCCC and the Association, July 1, 2011 to June 30, 2013 ("CBA"). All terms and conditions contained in the CBA shall remain unchanged, except as modified as follows:

1. Duration:

July 1, 2013 to June 30, 2015.

2. Wages:

- Full-time unit members employed prior to July 1, 2013, and still employed with HCCC as of the signing of this Agreement will receive a base salary increase of two percent (2%) retroactive to July 1, 2013.
- Effective July 1, 2014, a full-time unit member will receive a two percent (2%) base salary increase.

3. Salary Review Committee

The Association and HCCC, through their respective representatives, agree to meet to discuss classification as it relates to salary structure within the bargaining unit. As this solely relates to a review of such classification, this provision is not intended as a salary re-opener and is not grievable or subject to arbitration under Article XVIII of the CBA. This review may be used in consideration with the contract negotiations for a successor agreement.

4. Article VII Discipline

Section 3 "Procedure" is modified as follows:

"Progressive discipline, which among other things includes a counseling, written warning or suspension shall be used whenever possible. However, depending on the nature of the offense/infraction, progressive discipline may not be required."

5. Article XII Staff Development

- Add new paragraph after "3. Tuition Remission" as follows:

4. Tuition Waiver

1. Full-time employees, their spouse and dependents may take courses at the College tuition free, inclusive of fees, provided space is available.
2. Full-time employees, their spouse and dependents, may take courses at the Culinary Arts Institute tuition free, excluding fees and uniforms, provided space is available. For the purposes of this Article, family member shall be defined as spouse and dependent children.
3. Job related non-credit courses, including those offered through the College's Non-Credit Program Department, may qualify under the Staff Development Program.

6. Article XXIII Compensation

- Add new paragraph after "C" under section "5. Reclassification" as follows:

- C. With respect to a unit member's temporary performance of additional duties and responsibilities not specified in the unit member's original job description, a stipend compensation amount, mutually agreeable to both the College and the unit member, will be provided. However, the acceptance or rejection of the assignment will be made at the sole discretion of the unit member.

Miscellaneous:


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

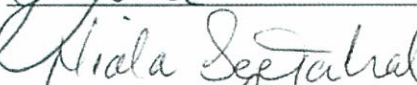
(b) This Memorandum of Agreement is subject to ratification by the Board of Trustees of the Hudson County Community College and by the membership of the Hudson County Community College Academic Administrative Association. The undersigned represent that they are authorized to enter into this Memorandum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

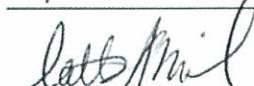
(c) HCCC shall prepare a collective bargaining agreement incorporating this Memorandum.

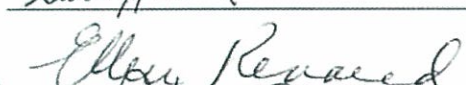
(d) The parties agree to recommend that their respective principals ratify this Memorandum of Agreement.

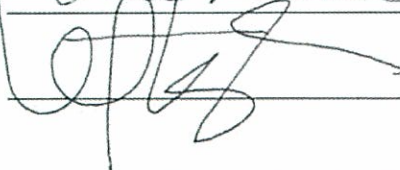
HUDSON COUNTY COMMUNITY
COLLEGE ACADEMIC
ADMINISTRATIVE ASSOCIATION



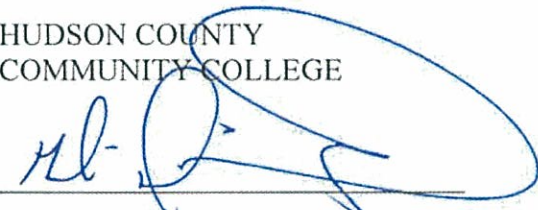








HUDSON COUNTY
COMMUNITY COLLEGE



**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 24, 2014**

IX. ACADEMIC AND STUDENT AFFAIRS

1. ADDENDUM TO THE CHANGES IN SELECTED CAI COURSES AND CURRICULUM

REPORT/BACKGROUND

At the Board of Trustees' April meeting, changes in three of the Culinary Arts courses (see table below) were approved for the Fall 2014 implementation.

Existing CAI Courses – 2 credits	New CAI Courses – 3 credits
CAI 113 – Sanitation	CAI 115 – Food Sanitation and Culinary Principles
CAI 123 – Storeroom & Purchasing Operations	CAI 121 – Product Identification & Purchasing
CAI 213 – Menu Planning and Facilities Design	CAI 210 – Menu and Facilities Design

The changes in content and number of credits (2 credits to 3 credits) of these courses necessitate curriculum revision to our existing Certificate in Culinary Arts and three Proficiency certificates.

Certificate in Culinary Arts - current total credits required =33 credits

With the implementation of the two new 3-credit courses (CAI 115 and CAI 121) and the exclusion of CAI 225 – Externship III (2 credits), the total credits will be 34, a one credit increase from the current curriculum (see Attachment I).

Proficiency Certificates in Hot Food Production (Cuisine), Cold Food Production (Garde Manger) and Baking (Patisserie) – current total credits required =12 credits

With the implementation of the two new 3-credit courses (CAI 115 and CAI 121) and the exclusion of one 2-credit course (see below, and Attachment II) the total credits will remain at 12 credits.

- *Proficiency Certificate in Hot Food Production – excludes CAI 227 – Advanced Kitchen – classical*
- *Proficiency Certificate in Cold Food Production – excludes CAI 228 – Advanced Garde Manger*
- *Proficiency Certificate in Baking – excludes CAI 229 – Advanced Bakeshop IV - Classical*

The curriculum revisions of these certificates are essential to keep abreast with the CAI trends in job markets and also to minimize the total credits required for completion of the programs.

The curriculum revisions in these programs will impact only a small number of current students (25-30). Additionally, students who have been in the program prior to the change will have the option to follow the current curriculum until degree completion or to choose to follow the new curriculum.

RECOMMENDATION:

The President and Administration recommend that the Board of Trustees approve the curriculum revisions to the existing Culinary Arts Certificate and the three (3) Proficiency Certificates in Hot Food Production, Cold Food Production and Baking, effective Fall 2014.

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration and the Academic and Student Affairs Committee as outlined above in **Item IX. Academic and Student Affairs 1:** (1) Addendum to the changes in selected CAI courses and curriculum.

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: Kevin Callahan

DATE: June 24, 2014

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

8 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Callahan
Signature of Recorder

6-24-14
Date

Attachment I

Certificate in Culinary Arts					
Current Curriculum (33 credits)			Revised Curriculum (34 credits)		
Course#	Course Title	Credits	Course #	Course Title	Credits
FIRST SEMESTER			FIRST SEMESTER		
MAT 103	Business Mathematics	3	MAT 103	Business Mathematics	3
ENG 101	College Composition I	3	ENG 101	College Composition I	3
CAI 113	Food Service Sanitation	2	CAI 115	Food Sanitation & Culinary Principles	3
CAI 117	Production Kitchen Skills I	2	CAI 117	Production Kitchen Skills I	2
CAI 119	Bakeshop I	2	CAI 119	Bakeshop I	2
CAI 125	Externship I	1	CAI 125	Externship I	1
CAI 215	Externship II	1	CAI 215	Externship II	1
CAI 213	Menu Planning & Facilities Design	2	CAI 210	Menu & Facilities Design	3
		TOTAL 16			TOTAL 18
SECOND SEMESTER			SECOND SEMESTER		
BIO 201	Practical Nutrition	3	BIO 201	Practical Nutrition	3
CSC 100	Intro. to Computers & Computing	3	CSC 100	Intro. to Computers & Computing	3
CAI 118	Pantry and Breakfast Cookery	2	CAI 118	Pantry and Breakfast Cookery	2
CAI 123	Storeroom & Purchasing Operation	2	CAI 121	Product Identification and Purchasing	3
CAI 127	Production Kitchen Skills II	2	CAI 127	Production Kitchen Skills II	2
CAI 223	Food, Bev. & Labor Cost Control	3	CAI 223	Food, Bev. & Labor Cost Control	3
CAI 225	Externship III	2			
		TOTAL 17			TOTAL 16
Total Course Credits Required: 33			Total Course Credits Required: 34		

Attachment II

Proficiency Certificate in Hot Food Production (Cuisine)					
Current Curriculum (12 credits)			Revised Curriculum (12 credits)		
Course #	Course Title	Credits	Course #	Course Title	Credits
	CAI 113 Food Service Sanitation	2		CAI 115 Food Sanitation & Culinary Principles	3
	CAI 117 Production Kitchen Skills I	2		CAI 117 Production Kitchen Skills I	2
	CAI 123 Storeroom & Purchasing Operations	2		CAI 121 Product Identification and Purchasing	3
	CAI 127 Production Kitchen Skills II	2		CAI 127 Production Kitchen Skills II	2
	CAI 217 Advanced Kitchen - International	2		CAI 217 Advanced Kitchen - International	2
	CAI 227 Advanced Kitchen - Classic	2			
		TOTAL 12			TOTAL 12

Proficiency Certificate in Cold Food Production (Garde Manger)					
Current Curriculum (12 credits)			Revised Curriculum (12 credits)		
Course #	Course Title	Credits	Course #	Course Title	Credits
	CAI 113 Food Service Sanitation	2		CAI 115 Food Sanitation & Culinary Principles	3
	CAI 118 Pantry and Breakfast Cookery	2		CAI 118 Pantry and Breakfast Cookery	2
	CAI 123 Storeroom & Purchasing Operations	2		CAI 121 Product Identification and Purchasing	3
	CAI 128 Introduction to Garde Manger	2		CAI 128 Introduction to Garde Manger	2
	CAI 218 Intermediate Garde Manger	2		CAI 218 Intermediate Garde Manger	2
	CAI 228 Advanced Garde Manger	2			
		TOTAL 12			TOTAL 12

Proficiency Certificate in Hot Food Production (Cuisine)					
Current Curriculum (12 credits)			Revised Curriculum (12 credits)		
Course #	Course Title	Credits	Course #	Course Title	Credits
	CAI 113 Food Service Sanitation	2		CAI 115 Food Sanitation & Culinary Principles	3
	CAI 119 Bakeshop I	2		CAI 119 Bakeshop I	2
	CAI 123 Storeroom & Purchasing Operations	2		CAI 121 Product Identification and Purchasing	3
	CAI 129 Bakeshop II	2		CAI 129 Bakeshop II	2
	CAI 219 Advanced Bakeshop III	2		CAI 219 Advanced Bakeshop III	2
	CAI 229 Advanced Bakeshop IV - Classical	2			
		TOTAL 12			TOTAL 12

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 24, 2014**

X. NEW BUSINESS

1. RESIGNATION

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
John Sommer	Chief Financial Officer	07/31/14

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Resignation as New Business Item No. 1.

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 X. New Business 1: (1) Resignation.**

INTRODUCED BY: Bakari Lee

SECONDED BY: Karen Fahrenholz

DATE: June 24, 2014

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

8 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

6-24-14
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 24, 2014**

X. NEW BUSINESS

**2. RESOLUTION AUTHORIZING LICENSE AGREEMENT WITH JERSEY CITY FOR
PLACEMENT OF PETER STUYVESANT STATUE**

WHEREAS, Jersey City seeks to publicly display the statue of Peter Stuyvesant on the 350th anniversary of the State of New Jersey; and

WHEREAS, the Peter Stuyvesant statue was sculpted between 1910 and 1913 when it was located on the northeast corner of Bergen and Academy Streets, in Jersey City; and

WHEREAS, the statue had to be removed due to a fire at the school and Jersey City and the Hudson County Community College both seek to promote the architectural and cultural heritage of the City of Jersey City by restoring the Peter Stuyvesant statue to Hudson County Community College property at the intersection of Sip and Newkirk Streets; and

WHEREAS, Jersey City seeks to loan the Peter Stuyvesant statue to the Hudson County Community College to display with all of the costs of same being funded by Jersey City.

NOW, THEREFORE, BE IT RESOLVED that the Hudson County Community College does hereby ratify the license agreement with Jersey City for the placement of the Peter Stuyvesant statue on College property at the intersection of Sip and Newkirk Streets.

BE IT FURTHER RESOLVED that the signature of the Hudson County Community College President to the license agreement is hereby ratified and confirmed.

INTRODUCED BY: Kevin Callahan

SECONDED BY: Joanne Kosakowski

DATE: June 24, 2014

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

8 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

6-24-14
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 24, 2014**

X. NEW BUSINESS

3. LAYOFF

WHEREAS, the Hudson County Community College eliminated the position of Assistant Dean of Academic Affairs; and

WHEREAS, Mirta Tejada previously held that position before its elimination; and

WHEREAS, Mirta Tejada was acting in the interim position of Associate Dean, Humanities at the time that Hudson County Community College eliminated the position of Assistant Dean of Academic Affairs;

WHEREAS, the Hudson County Community College no longer requires Mirta Tejada to act in the interim position of Associate Dean, Humanities,

NOW, THEREFORE, BE IT RESOLVED, that the contract administrator in Human Resources shall institute all procedural layoff notices and requirements in accordance with the collective bargaining agreement applicable to Mirta Tejada.

INTRODUCED BY: Joanne Kosakowski

SECONDED BY: Harold Stahl

DATE: June 24, 2014

Callahan, Kevin	<u>AYE</u>
Fahrenheit, Karen	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>ABSENT</u>
Sires, Adrienne	<u>AYE</u>
Stahl, Harold	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

8 Ayes..... 0 Nay

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

Erin J. Oakley
Signature of Recorder

6-24-14
Date

HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 24, 2014

XI. ADJOURNMENT

THAT, the meeting be adjourned at 5:55 P.M.

INTRODUCED BY: Bakari Lee

SECONDED BY: Karen Fahrenholz

DATE: June 24, 2014

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

8 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley
Signature of Recorder

6-24-14
Date