

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

**Regular Meeting--Board of Trustees**  
**August 8, 2017**

**AGENDA**

- I. CALL TO ORDER - FLAG SALUTE** Mr. Netchert
- II. ROLL CALL AND RECOGNITION OF VISITORS**
- Trustees:**
- Kevin G. Callahan  
Karen A. Fahrenholz, Secretary/Treasurer  
James Fife, Trustee Emeritus  
Glen Gabert - President  
Roberta Kenny  
Joanne Kosakowski  
Bakari Gerard Lee, Vice Chair  
William J. Netchert, Chair  
Jeanette Peña  
Adrienne Sires  
Harold Stahl  
Jahrell Thompson – Student Alumni Representative  
Joseph Zarra
- 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  
August 8, 2017**

**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>
James Fife, Trustee Emeritus, ex officio	<u>ABSENT</u>
Glen Gabert - President, ex officio	<u>PRESENT</u>
Roberta Kenny	<u>ABSENT</u>
Joanne Kosakowski	<u>PRESENT via Conference Call</u>
Bakari Lee	<u>ABSENT</u>
William J. Netchert	<u>PRESENT</u>
Jeanette Peña	<u>PRESENT</u>
Adrienne Sires	<u>PRESENT</u>
Harold G. Stahl	<u>ABSENT</u>
Jahrell Thompson, Student Alumni Representative, ex officio	<u>ABSENT</u>
Joseph Zarra	<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 Campus, Union City, New Jersey stating the date, time and place of said meeting.*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 8, 2017**

**III. COMMENTS FROM THE PUBLIC**

*HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 8, 2017*

*IV. CLOSED SESSION*

*NONE*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 8, 2017**

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

*President Gabert made the following announcements:*

*September 18<sup>th</sup> --- NJCCC Education Session, East Windsor*

*September 19<sup>th</sup> --- 10:00 a.m. STEM Building Dedication*

*September 29<sup>th</sup> --- Foundation Subscription Dining Series begins*

*October 10<sup>th</sup> --- Visit by Commissioner, Middle States Association*

*October 10<sup>th</sup> --- Board of Trustees Meeting – in anticipation of Middle States Commissioner's visit – President Gabert requested the relocation of meeting from North Hudson Campus to Journal Square Campus – Mary T. Norton Room, 70 Sip Avenue.*

*Enrollments are up 8-10%.*

*President Gabert said that August 11<sup>th</sup> will mark his 25<sup>th</sup> year anniversary as President of HCCC. He thanked the Board of Trustees for their continuous support and leadership throughout the years.*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 8, 2017**

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

**1. MINUTES OF PREVIOUS MEETINGS**

The Minutes of the Regular Meeting of June 13, 2017 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 June 13, 2017.

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

The College has made the following grant & contract proposals:

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

AGENCY: New Jersey Department of Education

PURPOSE OF GRANT: HCCC received notice of our FY'18 allocation to be utilized for direct instructional support for HCCC CTE programs.

COLLEGE ADMINISTRATOR: Dayneesa McMillan

COLLEGE CONTRIBUTION: \$0

AWARD AMOUNT: \$673,393

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

**INTRODUCED BY:** Jeanette Peña

**SECONDED BY:** Karen Fahrenholz

**DATE:** August 8, 2017

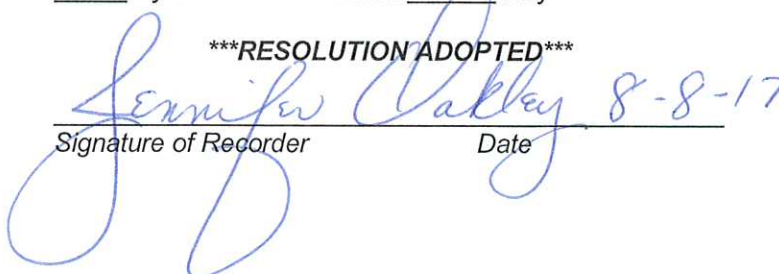
Callahan, Kevin	<u>AYE</u>
Fahrenholz, Karen	<u>AYE</u>
Kenny, Roberta	<u>ABSENT</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>ABSENT</u>
Peña, Jeanette	<u>AYE</u>
Sires, Adrienne	<u>AYE</u>
Stahl, Harold	<u>ABSENT</u>
Zarra, Joseph	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

7 Ayes..... 0 Nay

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

Signature of Recorder

Date

  
8-8-17



**ATTACHMENT A  
ITEM VI**

**HUDSON COUNTY COMMUNITY COLLEGE**

**Mary T. Norton Room  
70 Sip Avenue, 4<sup>th</sup> Floor  
Jersey City, NJ**

**REGULAR MEETING --- BOARD OF TRUSTEES**

**June 13, 2017**

**MINUTES**

**PRESENT:** Kevin Callahan, Karen Fahrenholz, Glen Gabert, (ex officio), Joanne Kosakowski, Bakari Lee, William Netchert, Adrienne Sires, Harold Stahl, Joseph Zarra.

**ABSENT:** James Fife, Trustee Emeritus, (ex officio), Roberta Kenny, Jeanette Peña, and Jahrell Thompson, Student Alumni Representative.

Counsel to the Board: John G. Geppert, Jr., Esq. for Scarinci & Hollenbeck

HCCC Staff and Visitors present were: Dedrick Albert, Ilya Ashmyan, Pam Bandyopadhyay, Shannoine M. Caruana, Joe Caniglia, Eric Friedman, Veronica Gerosimo, Patrick Moore, Elizabeth Nesius, Jennifer Oakley, Joseph Pascale, Vivyen Ray, Aparna Saini, Jerry Trombella, Christopher Wahl, Lilisa Williams, Marcella Williams, and Veronica Zeichner.

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

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

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

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

**IV. CLOSED SESSION - None**

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

1. President Gabert spoke about the recent death of faculty member Johanna Van Gendt. He said that the Administration and Foundation will award a 2017-2018 scholarship in her honor. A piece of art from the College Collection will also be memorialized.

Dr. Eric Friedman, Senior Vice President, Academic Affairs, addressed the Board and gave the following statement.

*I would like to take a moment to remember our colleague Johanna Van Gendt who passed on May 23<sup>rd</sup>.*

*It was just a couple of months ago that you conferred tenure on her as a teacher of ESL.*

*Some people take for granted fluency with English; she taught the language to our students so that they could move forward towards their dreams unimpeded.*

*Teachers inspire hope ---Johanna certainly did. And sometimes what we can do for others we cannot do for ourselves.*

*When I met her sister, Nicole, she told me: "Johanna loved it at the college; her heart and soul were in her work here."*

*Her degrees came from the University of Cambridge, the New School University, and Mount Holyoke College. Truly a lifelong learner, she invited her students to be so as well.*

*Johanna was deeply involved in the life of the College, the life of the ESL teaching community within and beyond HCCC's walls, the life of her friends and family, and certainly the life of her students. She cared, she was extremely collegial, and she was passionately thoughtful.*

*She was a virtuous teacher's teacher, always looking to refine her craft and make things better for her students. Teaching language made sense for her since she believed that language facilitates collaboration making it possible for disparate peoples to work together towards a better world.*

*We will remember her for her unique humanity and her deep dedication to others. We will miss her in the classroom, on scoring committees, at tutor training sessions, at the all college council and the alumni association planning meetings.*

*The memories of the times we spoke and worked together will always be with us.*

*Thank you. May she rest in peace.*

*Shannonine Caruana, ESL Instructor and close friend of Johanna gave the following emotional statement.*

*Johanna was truly a great friend, a colleague and an educator. I know tenure meant the world to her, and I know her spirit will live on with that pride. Her family is truly grateful for the appreciation, love, and concern that the College showed her.*

*Thank you very much.*

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

1. Minutes of the Regular meeting of May 9, 2017.
2. Gifts, Grants and Contract Reports - None

Introduced by: Kevin Callahan

Seconded by: Joanne Kosakowski

8 Ayes.....0 Nays

Resolution Adopted

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

1. New Dell Computers for STEM Building
2. Purchase of Phones and Data Supplies for the STEM Building
3. Request to Join Union County Cooperative
4. Award to Install Security Camera Equipment for the STEM Building
5. Award to Install IT Equipment for the STEM Building



6. Purchase of Projectors/whiteboards for the STEM Building
7. Purchase of Visitor Management System and ID Card System for the STEM Building
8. Purchase of 5 Multipurpose Copiers for STEM Building
9. Four (4) Year Service Agreement for 5 Multipurpose Copiers for STEM Building
10. Purchase of 3 Black and White Copiers for STEM Building
11. Four (4) Year Service Agreement for 3 Black and White STEM Building Copiers
12. Purchase of Desk Chairs for STEM Building
13. Authorization Request to Utilize Funds from HCCC STEM Project Budget
14. Resolution to Approve Auditing Services for FY 2017
15. Purchase of Liability & Casualty Insurance for FY 2018
16. Award of Media Services (Comcast) for Cable Advertisements for FY 2018
17. Award of Media Services (News 12) for Cable Advertisements for FY 2018
18. Award of Media Services (Cablevision) for Cable Advertisements for FY 2018
19. Award of Media Services for Transit Advertisement FY 2018
20. Award of Vending Machine Service
21. Resolution to Accept the Radiography Program to HCCC from Christ Hospital
22. Affiliation Agreement between Peace Care St. Anne's and HCCC for the Certified Nurse Aide Training Program
23. Resolution to Extend Grant Writing and Editing Services
24. Emergency Notification Resolution for Chiller RTAC #1 and #2 Repairs
25. Resolutions Extending Security Contract
26. Tuition Freeze and Payment Deadline Policies
27. Resolution Authorizing the Hiring of a Consultant to Review the Development Potential of Certain College Properties in Journal Square and
28. Resolution Authorizing Contract with Instructure

Introduced by: Adrienne Sires

Seconded by: Bakari Lee

8 Ayes.....0 Nays

Resolution Adopted

#### **VIII. PERSONNEL RECOMMENDATIONS**

1. Notice of the Death of Johanna van Gendt
2. Resignations
3. Appointment of Staff
4. Temporary Full Time Assignment
5. Appointment of Staff- CarePoint Transition
6. Promotion Effective Academic Year 2017-2018
7. New Hire Adjuncts
8. Appointment of Additional New & Continuing Part-Time Assignments

Introduced by: Joanne Kosakowski

Seconded by: Karen Fahrenholz

8 Ayes.....0 Nays

Resolution Adopted

#### **IX. ACADEMIC AND STUDENT AFFAIRS**

1. Revision of Academic Calendar for Fall 2017

Introduced by: Joanne Kosakowski

Seconded by: Karen Fahrenholz

8 Ayes.....0 Nays

Resolution Adopted

**X. NEW BUSINESS**

**1. RESOLUTION TO COMPLETE PAYMENTS BETWEEN  
CAREPOINT AND HUDSON COUNTY COMMUNITY COLLEGE**

*Introduced by: Kevin Callahan*

*Seconded by: Joanne Kosakowski*

*8 Ayes.....0 Nays*

*Resolution Adopted*

**2. RESOLUTION AWARDDING CONTRACT FOR DENTAL INSURANCE**

*Introduced by: Harold Stahl*

*Seconded by: Joanne Kosakowski*

*8 Ayes.....0 Nays*

*Resolution Adopted*

**XI. ADJOURNMENT 5:27 P.M.**

*Introduced by: Karen Fahrenholz*

*Seconded by: Adrienne Sires*

*8 Ayes.....0 Nays*

*Resolution Adopted*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 8, 2017**

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

**1. New Models for the STEM Building**

**WHEREAS**, the College has a need to purchase new cell and anatomy models for instruction at the new STEM Building; and

**WHEREAS**, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500.00; and

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.19, the College may, without public advertisement, purchase goods and/or services through State Contracts; and

**WHEREAS**, the college has solicited quotes for these models, and VWR (NJ State Contract Number 75846) has quoted the lowest price at a cost not to exceed \$95,740.57; and

**WHEREAS**, the cost of these models will be funded from the STEM Project Funds; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorize the Purchasing Agent to approve the purchase with VWR, as described herein at a cost not to exceed \$95,740.57.

**2. New Microscopes for the STEM Building**

**WHEREAS**, the College has a need to purchase new microscopes for instruction at the new STEM Building; and

**WHEREAS**, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500.00; and

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.19, the College may, without public advertisement, purchase goods and/or services through State Contracts; and

**WHEREAS**, the college has solicited quotes for these microscopes, and VWR (NJ State Contract Number 75846) has quoted the lowest price at a cost not to exceed \$81,065.04; and

**WHEREAS**, the cost of these microscopes will be funded from the STEM Project Funds; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorize the Purchasing Agent to approve the purchase with VWR, as described herein at a cost not to exceed \$81,065.04.



**3. New Masterclave for Microbiology and Equipment for the STEM Building**

*WHEREAS, the College has a need to purchase a new masterclave for microbiology with equipment for instruction at the new STEM Building; and*

*WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500.00; and*

*WHEREAS, pursuant to N.J.S.A. 18A:64A-25.19, the College may, without public advertisement, purchase goods and/or services through State Contracts; and*

*WHEREAS, the college has solicited quotes for this equipment, and VWR (NJ State Contract Number 75846) has quoted the lowest price at a cost not to exceed \$80,752.58; and*

*WHEREAS, the cost of this equipment will be funded from the STEM Project Funds; and*

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorize the Purchasing Agent to approve the purchase with VWR, as described herein at a cost not to exceed \$80,752.58.

**4. Purchase of Internet Services for FY18**

*WHEREAS, the College has a need to provide network access and internet services to the College for Instructional and Administrative Services; and*

*WHEREAS, the service is exempt for bidding Pursuant to N.J.S.A. 18A:64A-25.5 (19); and*

*WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500.00; and*

*WHEREAS, the anticipated term is one year; and*

*WHEREAS, NJEdge.net of Newark, New Jersey (part of NJ VALE Consortium) will provide internet services to the college at a cost not to exceed \$146,373.00; and*

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

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

**NOW THEREFORE, BE IT RESOLVED**, the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve the purchase with NJEdge.net of Newark, New Jersey, as described herein at a cost not to exceed \$146,373.00.

**5. Renewal of College's Campus-Wide Software License Agreement for FY18**

*WHEREAS, the College has a need to renew the College Microsoft campus-wide software licenses; and*

*WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500.00; and*

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.19, the College may, without public advertisement, purchase goods and/or services through State Contracts; and

**WHEREAS**, the anticipated term is one year; and

**WHEREAS**, GHA Technologies, Inv. Of Phoenix, Arizona (State Contract #40166) is the proposed vendor to provide these licenses and any upgrades that may be released by Microsoft during the year, at a total cost not to exceed \$59,441.51; and

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

**WHEREAS**, the Administration and Finance Committee recommends this award; and

**NOW THEREFORE, BE IT RESOLVED**, the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve the purchase with GHA Technologies, Inc. of Phoenix, Arizona, as described herein at a cost not to exceed \$59,441.51.

**6. New Cell Biology Teaching Supplies and Equipment for STEM Building**

**WHEREAS**, the College has a need to purchase new cell biology teaching supplies and equipment for the new STEM Building; and

**WHEREAS**, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500.00; and

**WHEREAS**, the college has solicited two quotes for this equipment and supplies, and BioRad Laboratories has quoted the lowest price at a cost not to exceed \$32,315.00; and

**WHEREAS**, the cost of these supplies and equipment will be funded from the STEM Project Funds; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorize the Purchasing Agent to approve the purchase with BioRad Laboratories, as described herein at a cost not to exceed \$32,315.00.

**7. Resolution Authorizing the Award of a Food Services and Supplies Vendor for Culinary Arts Department**

**WHEREAS**, the College has a need to purchase food cleaning supply products for the Culinary Arts Department; and

**WHEREAS**, the service is exempt for bidding Pursuant to N.J.S.A 18 A:64A-25.5(7); and

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

**WHEREAS**, the anticipated term is fiscal year 2018; and

**WHEREAS**, Sysco Food Service of Jersey City, New Jersey is the proposed vendor to provide these supplies at a cost not to exceed \$50,000.00; and

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



**WHEREAS**, the Administration and Finance Committee recommends this award; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Sysco Food Service as a pay-to-play certified vendor as described herein, at a cost not to exceed \$50,000.00.

**8. Resolution Authorizing the Award of a Specialty Food Vendor for Culinary Arts Department**

**WHEREAS**, the College has a need to purchase various specialty foods; and

**WHEREAS**, this service is exempt from bidding pursuant to N.J.S.A 18A:64A-25.5(7); and

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

**WHEREAS**, the anticipated term is fiscal year 2018; and

**WHEREAS**, Baldor Specialty Foods, Inc. of Bronx, New York, is the proposed vendor to provide these supplies at a cost not to exceed \$60,000.00; and

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

**WHEREAS**, the Administration and Finance Committee recommends this award; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Baldor Specialty Foods, Inc. as a pay-to-play certified vendor as described herein, at a cost not to exceed \$60,000.00.

**9. Resolution Authorizing the Award of a Seafood Vendor for the Culinary Arts Department**

**WHEREAS**, the College has a need to purchase various seafood products for the Culinary Arts department; and

**WHEREAS**, the service is exempt for bidding Pursuant to N.J.S.A 18 A:64A-25.5(7); and

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

**WHEREAS**, the anticipated term is fiscal year 2018; and

**WHEREAS**, Blue Ribbon Fish Co. Inc. of Bronx, New York is the proposed vendor to provide these services, at a total cost not to exceed \$40,000; and

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

**WHEREAS**, the Administration and Finance Committee recommends this award; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Blue Ribbon Fish Co. Inc. as a pay-to-play certified vendor as described herein at a cost not to exceed \$40,000.

**10. Resolution Authorizing the Award of a Dairy/Food Vendor for Culinary Arts Department**

**WHEREAS**, the College has a need to purchase various dairy products for the Culinary Arts Department; and

**WHEREAS**, the service is exempt for bidding Pursuant to N.J.S.A 18 A:64A-25.5(7); and

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

**WHEREAS**, the anticipated term is fiscal year 2018; and

**WHEREAS**, Dairyland USA corporation of Bronx, New York is the proposed vendor to provide these products, at a total cost not to exceed \$50,000.00; and

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

**WHEREAS**, the Administration and Finance Committee recommends this award; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Dairyland USA Corporation as a pay-to-play certified vendor as described herein, at a cost not to exceed \$50,000.00.

**11. Resolution Authorizing the Award of a Food Vendor for the Culinary Arts Institute**

**WHEREAS**, the College has a need to purchase various meat products for the Culinary Arts Program; and

**WHEREAS**, this service is exempt from bidding Pursuant to N.J.S.A. 18 A:64A-25.5(7); and

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

**WHEREAS**, the anticipated term is fiscal year 2018; and

**WHEREAS**, Green Tree Packing Co. of Passaic, NJ is the proposed vendor to provide these meat products, at a total cost not to exceed \$50,000; and

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

**WHEREAS**, the Administration and Finance Committee recommends this award; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Green Tree Packing Co. as a pay to play certified vendor as described herein at a cost not to exceed \$50,000.

**12. Resolution Authorizing the Award of Food Services, Equipment and Supplies Vendor for Culinary Arts**

**WHEREAS**, the College has a need for various food services, equipment and supplies products for the Culinary Arts department during the year; and



**WHEREAS**, this service is exempt from bidding Pursuant to N.J.S.A. 18 A:64A-25.5(7); and

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

**WHEREAS**, the anticipated term is fiscal year 2018; and

**WHEREAS**, M. Tucker Co., Inc. of Paterson, NJ, is the proposed vendor to provide these services, at a total cost not to exceed \$30,000; and

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

**WHEREAS**, the Administration and Finance Committee recommends this award; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve M. Tucker Co., Inc. as a pay to play certified vendor as described herein at a cost not to exceed \$30,000.

**13. Resolution to Amend the June 2017 Resolution #6**

**WHEREAS**, the College has a need to amend the June 2017 resolution #6; and

**WHEREAS**, the amendment is to change the proposed vendor to provide these projectors; and

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

**WHEREAS**, the college solicited two quotes and Office Business Systems (OBS) of Lincoln Park, NJ is the proposed vendor to provide these projectors, at a total cost not to exceed \$128,172; and

**WHEREAS**, the cost of this purchase will be funded from STEM Project Funds; and

**WHEREAS**, the Administration and Finance Committee recommends this award; and

**NOW THEREFORE, BE IT RESOLVED** the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Office Business Systems as described herein at a cost not to exceed \$128,172.00.

**14. Resolution Authorizing the Purchase of Gym Equipment**

**WHEREAS**, the College has a need to purchase gym equipment that will be used for instruction as part of the new personal training program; and

**WHEREAS**, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500 but below the colleges bid threshold; and

**WHEREAS**, the college has solicited three quotes and Gym Source of Hartford, CT is the proposed vendor to provide this equipment at a cost not to exceed \$23,000.00; and

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

**WHEREAS**, the Administration and Finance Committee recommends this award; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve the purchase with Gym Source as described herein at a cost not to exceed \$23,000.00.

**15. Affiliation Agreement between Comprehensive Medical Evaluations and HCCC for the Medical Coding Program**

**WHEREAS**, the College currently offers degree and certificate programs in the areas of Medical Coding; and

**WHEREAS**, these programs require clinical practicums at various hospitals, nursing homes, home care agencies and other health care facilities; and

**WHEREAS**, these clinical sites require an Affiliation Agreement stipulating the roles, responsibilities, physical requirements and other terms of the agreement covering students and faculty; and

**WHEREAS**, the College desires to develop a clinical affiliation for the Medical Coding Program with Comprehensive Medical Evaluations, located at 583 Broadway, Paterson, NJ 07514 for purposes of providing clinical experience to students; and

**WHEREAS**, the anticipated term is two years commencing September 2017 and continuing until September 2019; and

**WHEREAS**, the Administration and Finance Committee recommends this affiliation; and

**NOW, THEREFORE, BE IT RESOLVED** that the College may enter into an Affiliation Agreement with Comprehensive Medical Evaluations for the purposes of clinically educating Hudson County Community College students in accordance with the terms of this Resolution.

**16. Affiliation Agreement between Dr. Felix Roque-Pain Relief Center and HCCC for the Medical Coding Program**

**WHEREAS**, the College has established and approved Medical Coding Program with currently offers degree and certificate programs in the areas of Medical Coding; and

**WHEREAS**, these programs require clinical practicums at various hospitals, nursing homes, home care agencies and other health care facilities; and

**WHEREAS**, these clinical sites require an Affiliation Agreement stipulating the roles, responsibilities, physical requirements and other terms of the agreement covering students and faculty; and

**WHEREAS**, the College desires to develop a clinical affiliation for the Medical Coding Program with Dr. Felix Roque- Pain Relief Center, located at 543 45<sup>th</sup> St., Union City, NJ 07087 for purposes of providing clinical experience to students; and

**WHEREAS**, the anticipated term is two years commencing September 2017 and continuing until September 2019; and

**WHEREAS**, the Administration and Finance Committee recommends this affiliation; and

**NOW, THEREFORE, BE IT RESOLVED** that the College may enter into an Affiliation Agreement with Dr. Felix Roque-Pain Relief Center for the purposes of clinically educating Hudson County Community College students in accordance with the terms of this Resolution.



**17. New Dell Computers for STEM Building**

**WHEREAS**, the College has a need to purchase 30 computers for the new STEM Building; and  
**WHEREAS**, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500.00; and

**WHEREAS**, pursuant to N.J.S.A. 64A-25.9, the College may, without public advertisement, purchase goods and/or services through State Contracts; and

**WHEREAS**, Dell (NJ State Contract#: 89967), has quoted a price for the computers at a cost not to exceed \$60,053.70; and

**WHEREAS**, the cost of the computers will be funded from the STEM Project Funds; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorize the Purchasing Agent to approve the purchase with Dell (NJ State Contract#: 89967), as described herein at a cost not to exceed \$60,053.70.

**RESOLUTION:**

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees approve the recommendations of the President, the Administration, and the Finance Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1-17:** 1) New Models for the STEM Building, 2) New Microscopes for the STEM Building, 3) New Masterclave for Microbiology and Equipment for the STEM Building, 4) Purchase of Internet Services for FY18, 5) Renewal of College's Campus-Wide Software License Agreement for FY18, 6) New Cell Biology Teaching Supplies and Equipment for STEM Building, 7) Resolution Authorizing the Award of a Food Services and Supplies Vendor for Culinary Arts Department, 8) Resolution Authorizing the Award of a Specialty Food Vendor for Culinary Arts, 9) Resolution Authorizing the Award of a Seafood Vendor for the Culinary Arts Department, 10) Resolution Authorizing the Award of a Dairy/Food Vendor for Culinary Arts Department, 11) Resolution Authorizing the Award of a Food Vendor for the Culinary Arts Institute, 12) Resolution Authorizing the Award of Food Services, Equipment and Supplies Vendor for Culinary Arts, 13) Resolution to Amend the June 2017 Resolution #6, 14) Resolution Authorizing the Purchase of Gym Equipment, 15) Affiliation Agreement between Comprehensive Medical Evaluations and HCCC for the Medical Coding Program, 16) Affiliation Agreement between Dr. Felix Roque-Pain Relief Center and HCCC for the Medical Coding Program, and 17) New Dell Computers for STEM Building.

**INTRODUCED BY:** Karen Fahrenholz

**SECONDED BY:** Jeanette Peña

**DATE:** August 8, 2017

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

7 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

8-8-17  
Date



HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 8, 2017

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATIONS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Ana Chapman	Dean of Non-Traditional Programs	8/4/2017
<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Johnathan Cintron	Library Associate, Technology	7/31/2017
<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Jennifer Navas	Director, Community Education	8/3/2017

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

2. APPOINTMENT OF STAFF

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Phil Cafasso	Interim Associate Dean, Social Sciences	8/8/2017	\$105,000 (pro-rated)

**Note:** This is an approved position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Zsuzsa Fejes	Lecturer, Math/Physics	8/15/2017	\$55,000 (pro-rated)

**Note:** This is an approved 12 month position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Sean Kerwick	Grants Officer	8/8/2017	\$60,000 (pro-rated)

**Note:** This is an approved position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Catherina Mirasol	Interim Director of Continuing Education	8/8/2017	\$70,000 (pro-rated)

**Note:** This is an approved position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Luis Rafael Sosa Santiago	Evening, Weekend & Off-Site Programs Coordinator	8/8/2017	\$38,000 (pro-rated)

**Note:** This is an approved position.

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

### 3. APPOINTMENT OF STAFF – CarePoint Transition

In September of 2017, Hudson County Community College will complete the transition of Nursing and Radiography programs from CarePoint Health. This will bring the current transfer agreement to an end. In order to ensure continuity, and to ensure that the accreditation process continues to progress unabated and successfully, the CarePoint Health staff member listed below will be appointed by Hudson County Community College as Lecturer contingent upon receipt of funds.

#### REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Shaun Sugrue	Lecturer, Radiography Program	9/1/2017	\$73,745 (pro-rated)

**Note:** This is an approved 12 month position.

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

### 4. TEMPORARY FULL-TIME ASSIGNMENT

#### REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Aisha Javed	Assistant to the Registrar	8/8/2017 10/31/2017	\$35,000 (pro-rated)

**Note:** This is an approved position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Laura Robertson	Coordinator, Writing Center	8/8/2017 12/31/2017	\$40,000 (pro-rated)

**Note:** This is an approved position.

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

## 5. TEMPORARY FULL-TIME FACULTY ASSIGNMENTS

### REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Angela Addy	Instructor, ESL	8/15/2017 12/20/2017	\$22,108.50 (pro-rated)

**Note:** This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Ahmed Bekkouche	Instructor, Foundation Math	8/15/2017 12/20/2017	\$22,108.50 (pro-rated)

**Note:** This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Peter Conrath	Instructor, Business	8/15/2017 12/20/2017	\$22,108.50 (pro-rated)

**Note:** This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
April Davis	Instructor, English	8/15/2017 12/20/2017	\$22,108.50 (pro-rated)

**Note:** This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Rosanna Desembrana	Instructor, English	8/15/2017 12/20/2017	\$22,108.50 (pro-rated)

**Note:** This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Kasaun Henry	Instructor, History	8/15/2017 12/20/2017	\$22,108.50 (pro-rated)

**Note:** This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Xinbo Lau	Instructor, Chemistry	8/15/2017 12/20/2017	\$22,108.50 (pro-rated)

**Note:** This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Victor Moruzzi	Instructor, CBI & CAI	8/15/2017 12/20/2017	\$22,108.50 (pro-rated)

**Note:** This is an approved non- tenure track temporary faculty position.



<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Jedediah Palmer	Instructor, ESL	8/15/2017	\$22,108.50
		12/20/2017	(pro-rated)

**Note:** This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Nicoletta Prince	Instructor, Criminal Justice	8/15/2017	\$22,108.50
		12/20/2017	(pro-rated)

**Note:** This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Mohammed Qasem	Instructor, Physics/Math	8/15/2017	\$22,108.50
		12/20/2017	(pro-rated)

**Note:** This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Gilda Reyes	Instructor, Speech/Mod. Language	8/15/2017	\$22,108.50
		12/20/2017	(pro-rated)

**Note:** This is an approved non- tenure track temporary faculty position.

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

**6. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES:  
JULY 1, 2017 – DECEMBER 31, 2017**

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
ANWAR	NEIDA	HUMAN RESOURCES	OFFICE ASSISTANT	OFFAST-253020	V. RAY
JOHNSON	CRYSTAL	HUMAN RESOURCES	OFFICE ASSISTANT	OFFAST-253020	V. RAY
HECHT	CATHERINE	CULTURAL AFFAIRS	OFFICE ASSISTANT	GALAST-255011	M. VITALE
APOLAYA	KELLY	FINANCIAL AID	OFFICE ASSISTANT	OFFAST-200520	S. MENDOZA
ABUAWADA	SARA	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
VERNA	APHYA	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
GUIMARAES	SILVIA	STEM	LAB ASSISTANT	LABAST-101015	J. MARLIN

**CONTINUING PART TIME HIRES**

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
SANCHEZ	STEPHANIE	COMMUNICATIONS	PT GRAPHICS ASSISTANT	OFFAST-254055	JENNIFER CHRISTOPHER

AHMAD	AMNA	FINANCIAL AID	OFFICE ASSISTANT	OFFAST-200520	S. MENDOZA
MERCADO	MARY	STUDENT ACTIVITIES	PROGRAMMING ASSISTANT	PRGAST-701000	V. GEROSIMO
SMITH	DOMINIQUE	SCHOOL/COLLEGE REL.	PT COORDINATOR	PTCORLP-252010	J.RODRIGUEZ
ALPHONSE	PEGGY	BUS, CUL & HOSP	RECEIVING CLERK	RECLERK-101030	P. DILLON
KOZLENKO	EVGENIYA	ADJ ACAD SUPPORT	WORKSHOP PRESENTER	ADJWP-150505	P. BANDYOPADHYAY
PATEL	UTTSAV	ADJ ACAD SUPPORT	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
GUZMAN	KARINA	AF - MATH	OFFICE ASSISTANT	OFFAST-101041	P. BANDYOPADHYAY
CHAVEZ	JANET	STUDENT AFFAIRS	F/S DEVELOPMENT ASST	FSDAST-252030	A. RIANO
ARENA	STEPHANIE	COMMUNITY EDUCATION	PT INSTRUCTOR	NJCUPTH-102025	L. SOSA-SANTIAGO
GILLIAM	TANYA	COMMUNITY EDUCATION	PT INSTRUCTOR	PTHW-102025	L. SOSA-SANTIAGO
GILLIAM	TANYA	COMMUNITY EDUCATION	PT INSTRUCTOR	NJCUPTH-102025	L. SOSA-SANTIAGO
LITCHMAN	MARTIN	COMMUNITY EDUCATION	PT INSTRUCTOR	NJCUPTH-102025	L. SOSA-SANTIAGO
PURA	NOEL	COMMUNITY EDUCATION	PT INSTRUCTOR	PTINST-102010	A. CHAPMAN
AWAD	VIVIAN	LIBRARY	PT LIBRARY ASSOCIATE	PTLRASO-150510	D. HARDGROVE
BORDONE	JAMES	LIBRARY	PT LIBRARIAN	PTLRN-150510	D. HARDGROVE
BROOKS	CLIFFORD	LIBRARY	PT LIBRARIAN	PTLRN-150510	D. HARDGROVE
COX	JAMES	LIBRARY	PT LIBRARIAN	PTLRN-150510	D. HARDGROVE
ELGEBILY	SOHIR	LIBRARY	PT LIBRARY ASSOCIATE	PTLRASO-150510	D. HARDGROVE
MUHI	AMORFINA	LIBRARY	PT LIBRARIAN	PTLRN-150510	D. HARDGROVE
NELSON	JEANETTE	LIBRARY	PT LIBRARY ASSOCIATE	PTLRASO-150510	D. HARDGROVE
ODEH	HUSSEIN	LIBRARY	PT LIBRARIAN	PTLRN-150510	D. HARDGROVE
OUBRAHAM	NOUARA	LIBRARY	PT LIBRARY ASSOCIATE	PTLRASO-150510	D. HARDGROVE
PATEL	KIRAN	LIBRARY	PT LIBRARIAN	PTLRN-150510	D. HARDGROVE
PITRE	NESTOR	LIBRARY	PT LIBRARY ASSOCIATE TECH	PTLRTEC-150510	D. HARDGROVE
PU	JENNIE	LIBRARY	PT LIBRARIAN	PTLRN-150510	D. HARDGROVE
RICHARD	ROBERT	LIBRARY	PT LIBRARY ASSOC TECH	PTLRTEC-150510	D. HARDGROVE
SANCHEZ	LOTTA	LIBRARY	PTLIBRARY ASSOC TECH	PTLRTEC-150510	D. HARDGROVE
SOVA	CATHLEEN	LIBRARY	PT LIBRARIAN	PTLRN-150510	D. HARDGROVE
TUBUNGBANUA	ANGELITA	LIBRARY	PT LIBRARY ASSOCIATE	PTLRASO-150510	D. HARDGROVE



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

**7. APPOINTMENT OF ADDITIONAL NEW HIRE ADJUNCTS FALL 2017.**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>DEPARTMENT</b>
RANA	RIMA	STEM
AQEEL	ABDULLAH	STEM
FODA-KAHOOU	FIDELIS	STEM
RYCHEL	MICHAEL	BUSINESS, CULINARY AND HOSPITALITY

**RECOMMENDATION:**

*The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New Hire Adjuncts Fall FY 2017 listed above as Personnel Recommendation Item No 7.*

**8. Resolution Authorizing the Award of Title V – Picking up the Pace Grant**

**WHEREAS**, the College has a need to fulfill the stipulated activities of the collaborative Title V grant, Picking up the Pace.

**WHEREAS**, the purpose of this resolution is to accelerate more English and ESL students to college level courses at a faster pace and to facilitate transfer of participating students.

**WHEREAS**, the College is currently in the fourth year of this five year agreement in partnership with NJCU at approximately 3.5 million dollars.

**WHEREAS**, the consultant services provided involves taking on the duties of assisting the College with the oversight, assessment, reporting, and implementation of the activities outlined in the grant.

**RECOMMENDATION:** *The President, Administration, and Personnel Committee recommend Elizabeth Nesius, Director of English, to provide services through December 20, 2017 at rate of \$37.55 per hour, not to exceed a total of \$5,000.00.*

**9. Resolution Award Consultancy to Review New Program in Medical Sciences – Pre - professional.**

**WHEREAS**, the College seeks to provide an academic degree program in pre-professional medical sciences.

**WHEREAS**, the degree would bear credits and be transferable to upper division pre-professional programs in among others, medicine, physical therapy, occupational therapy and physician assisting.

**WHEREAS**, it has been determined that there is a need for a consultant to review the program drafted and prepare documents for submission approval by the New Jersey Commission on Higher Education.

**RECOMMENDATION:** *The President, Administration, and Personnel Committee recommend that Dr. Krista M. Wolfe be retained to provide consulting services related to the approval of an associate degree in pre-professional medical sciences, and that this engagement be completed by October 1, 2017 and that the total compensation not exceed \$2500.00.*

10. **Resolution Award for Title IX and Harassment Training-Safe Colleges**

**WHEREAS**, the College has a strong commitment to provide a work environment free from unlawful harassment and discrimination.

**WHEREAS**, the vendor who previously provided Anti-Harassment training was acquired by another training organization whose cost for training was prohibitive.

**WHEREAS**, the college needs to engage a new provider to continue in efforts to prevent harassment and discrimination.

**WHEREAS**, Safe Colleges offers anti-harassment training to other colleges in the NJ Consortium of Community Colleges and is an approved New Jersey state vendor.

**RECOMMENDATION:** The President, Administration, and Personnel Committee recommend that Safe Colleges be retained to provide training services for harassment, and discrimination courses to up to 250 employees for five years, beginning September 1, 2017 until August 31, 2022 for a cost not exceeding \$6400.00.

**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 1-10:** (1) Resignations (2) Appointment of Staff (3) Appointment of Staff- CarePoint (5) Temporary Full-Time Faculty Assignments (6) Appointment of Additional New and Continuing Part-Time Hires (7) Appointment of Additional New Hire Adjuncts Fall 2017 (8) Resolution, Picking up the Pace Grant (9) Resolution, Consultant, Medical Services Pre-Professional Program, and (10) Resolution, Title IX and Harassment Training vendor.

**INTRODUCED BY:** Kevin Callahan

**SECONDED BY:** Joanne Kosakowski

**DATE:** August 8, 2017

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

7 Ayes..... 0 Nay

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

James P. Oakley  
Signature of Recorder

8-8-17  
Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 8, 2017**

**VIII. PERSONNEL RECOMMENDATIONS**

**11. 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:** Adrienne Sires

**SECONDED BY:** Karen Fahrenholz

**DATE:** August 8, 2017

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

7 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

8-8-17  
Date





HUDSON  
COUNTY  
COMMUNITY  
COLLEGE

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

Human Resources Department: Policies and Procedures  
Effective August 9, 2017

## **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.
- Bullying, verbal, physical, written or cyber forms of intimidation.
- 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, Vivyen Ray. 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 (Print and Signature)*

\_\_\_\_\_  
*Position*

\_\_\_\_\_  
*Date*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 8, 2017**

**IX. ACADEMIC AND STUDENT AFFAIRS**

**None**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 8, 2017**

**X. NEW BUSINESS**



HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 8, 2017

XI. ADJOURNMENT

**THAT**, the meeting be adjourned at 5:25 P.M.

**INTRODUCED BY:** Kevin Callahan

**SECONDED BY:** William Netchert

**DATE:** August 8, 2017

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

7 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

8-8-17  
Date