

**HUDSON COUNTY COMMUNITY COLLEGE**  
**Regular Meeting--Board of Trustees**  
**Tuesday, August 11, 2020**  
**70 Sip Avenue**  
**Jersey City, NJ 07306**  
**5:00 P.M.**

**VIA ZOOM**

Please download the Zoom app on a computer or mobile device and use the following Meeting ID:  
 Webinar ID: 987 5971 7090. Alternatively, members of the public can visit the following link and join the meeting via Video Conference:

<https://zoom.us/j/98759717090?pwd=bmgrT0xYV3duTHJZWUhmRkRZai9EZz09>

Members of the public can also join by telephone by dialing 1 929 205 6099 and entering the Meeting ID number 987 5971 7090.

Video functionality will only be turned on for the Hudson County Community College Board of Trustees and staff as needed. If you are a member of the public and wish to participate in the public portions of the meeting, you must follow these instructions to join the virtual meeting via Zoom Audio:

1. Join the meeting using Zoom Audio. Participants can "raise their hand" with an icon.
2. All microphones of public speakers will be muted except during the public portions of the meeting. When you hear your name announced during the public portions of the meeting, you may address the Board of Trustees. After a speaker's time expires, that individual's microphone will be muted to allow other speakers the opportunity to address the Board. Each user will have the capability to participate via audio only.

Only members of the public using Zoom Audio will be able to participate during the public portions. Members of the public will not be able to speak in the public portions if using the Video Conference option or telephone number option.

**Regular Meeting--Board of Trustees**  
**Tuesday, August 11, 2020**

**AGENDA**

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

*Mr. Netchert*

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

**Trustees:**

*Joseph Doria*

*Karen Fahrenholz, Secretary/Treasurer*

*Adamarys Galvin*

*Pamela Gardner*

*Roberta Kenny*

*Bakari Lee, Vice Chair*

*William Netchert, Chair*

*Jeanette Peña*

*Christopher Reber, President*

*Silvia Rodriguez*

*Abderahim Salhi, Student Alumni Representative*

*Harold Stahl*

**III. COMMENTS FROM THE PUBLIC**

*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. If there is such a determination, an announcement will be made as to where the session will be placed on the agenda.)*
- V. REPORTS**
- |    |   |           |
|----|---|-----------|
| 1. | Student Government Association President's Report | Mr. Rigby |
| 2. | All College Council President's Report            | Ms. Drew  |
| 3. | President's Report                                | Dr. Reber |
- VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**
- |    |                              |           |
|----|------------------------------|-----------|
| 1. | Minutes of Previous Meetings | Dr. Reber |
| 2. | Gifts, Grants, and Contracts |           |
- VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS**
- |  |  |           |
|--|--|-----------|
|  |  | Dr. Reber |
|--|--|-----------|
- VIII. PERSONNEL RECOMMENDATIONS**
- |  |  |           |
|--|--|-----------|
|  |  | Dr. Reber |
|--|--|-----------|
- IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS**
- |  |  |           |
|--|--|-----------|
|  |  | Dr. Reber |
|--|--|-----------|
- X. NEW BUSINESS**
- |  |  |              |
|--|--|--------------|
|  |  | Mr. Netchert |
|--|--|--------------|
- XI. ADJOURNMENT**
- |  |  |              |
|--|--|--------------|
|  |  | Mr. Netchert |
|--|--|--------------|

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 11, 2020**

**CALL TO ORDER**

**I. FLAG SALUTE**

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

**Trustees:**

Joseph Doria	<u>PRESENT</u>
Karen Fahrenholz, Secretary /Treasurer	<u>PRESENT</u>
Adamarys Galvin	<u>PRESENT</u>
Pamela Gardner	<u>PRESENT</u>
Roberta Kenny	<u>PRESENT</u>
Bakari Lee, Vice Chair	<u>PRESENT</u>
William Netchert, Chair	<u>PRESENT</u>
Jeanette Peña	<u>PRESENT</u>
Christopher Reber - President, ex officio	<u>PRESENT</u>
Silvia Rodriguez	<u>PRESENT</u>
Abderahim Salhi, Student Alumni Representative, ex officio	<u>PRESENT</u>
Harold Stahl	<u>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 Hudson County Community College at 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.*

### **MEETING INTRODUCTION**

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

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

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 11, 2020**

**III. COMMENTS FROM THE PUBLIC**

**None**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 11, 2020**

**IV. CLOSED SESSION**

**None**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 11, 2020**

**V. REPORTS**

1. *Student Government Association President's Report*
2. *All College Council President's Report*
3. *President's Report*
  - *College Faculty and Student Online Learning, Support We Are Offering in the New Normal – Archana Bhandari, Executive Director for Online Learning, Center for Online Learning*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 11, 2020**

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

**1. MINUTES OF PREVIOUS MEETING**

The Minutes of the Regular Meeting of June 9, 2020 are herewith officially submitted to the Board Trustees for approval. (Attachment A)

Recommendation:

It is the recommendation of the President that the Board of Trustees accept the Minutes of the Regular Meeting of June 9, 2020.

**2. GIFTS, GRANTS, AND CONTRACTS REPORT - None**

**RESOLUTION:**

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees accept Item VI., Regular Monthly Reports and Recommendations 1.

**INTRODUCED BY:** Karen Fahrenholz

**SECONDED BY:** Jeanette Peña

**DATE:** August 11, 2020

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

10 Aye 0 Nay  
\*\*\*RESOLUTION ADOPTED\*\*\*

*Jennifer Oakley*

Signature of Recorder

August 11, 2020

Date



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

**REGULAR MEETING --- BOARD OF TRUSTEES**  
**June 9, 2020**

**MINUTES**

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

**ABSENT:** Harold Stahl

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

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

**II. ROLL CALL**

**III. COMMENTS FROM THE PUBLIC**

*Kevin Brown, Vice President and New Jersey State Director for Local 32BJ Service Employees of Nassau County, New York, and Union County, New Jersey, addressed the Board.*

Good afternoon members of the Board of Hudson County Community College.

Local 32BJ represents more than 13,000 New Jersey building and food service workers, including many in higher education across the state. I'd like to thank President Reber and the Administration for working hard to bring campus cleaners and security officers back to work, preserving access to employment-provided health benefits during the pandemic. We understand that the College has committed to bringing back nine cleaners and fifteen security officers by next month. As you know, access to health care means everything to our members during this difficult time. We commend the College for taking this important first step and look forward to conversations on how to bring the remaining approximately 50 service employees back to work, as the College's financial picture becomes more clear and continues to evolve over the coming months.

At the same time, we remain concerned that the College is considering selling valuable land in Journal Square to Ironstate Development for construction of a luxury residential facility. It is important for the College and the trustees to know that many doorpersons at Ironstate buildings lack health insurance even as they risk their own health to help keep Hudson County residents safe during COVID 19 by providing cleaning services, accepting packages and deliveries. These doorpersons are employed by a division of a company called Planned Companies, which is a contractor with a long history of wage theft and labor violations. If Ironstate were to continue its plans with the Journal Square site, then the project would only bring more poverty service jobs to the area. Doorpersons and Planned Companies are members of the same immigrant and minority communities that the College aims to serve. The majority of persons who

work in Hudson County, live in Hudson County. The College tries to provide quality education opportunities to these workers' children, while at the same time denying the parents health care rights and thereby depriving families of economic stability. Here the College appears to be working at cross purposes with its mission. Now is the time, while the College is still in the early process of selling the Journal Square land, to examine the Ironstate track record and take some steps to ensure the College's land is used to promote economic opportunity for Hudson County residents, not poverty jobs.

On behalf of the subcontractor's workers of Ironstate Development buildings, we urge the College to seek other developers for the Journal Square site, unless Ironstate Development reaches a firm commitment for responsible contracting and good wages and benefits for the service workers of Hudson County.

Lastly, I just want to thank the College. We continue to use the College for our training fund purposes and we contract through the Consortium of Community Colleges for Hudson County Community College. It has been a great partnership for more than a decade. We really value the College both for our members who take classes there as well as so many of our members' children who attend the College, and it is a great college. Thank you so much for your time.

*Vice Chair Bakari Lee addressed Kevin Brown regarding his comments.*

Mr. Brown, I would like to challenge the following comment you just made: "The College tries to provide quality education opportunities to these workers' children, while at the same time denying the parents health care rights and thereby depriving families of economic stability. Here the College appears to be working at cross purposes with its mission."

I think it is fair to say that the people you represent and the people the Board and the College serve are not at cross purposes. Often the manner in which you present the issues that you would like to bring to the Board are unsavory and unpalatable. The substance of the points that you made can resonate ideologically. I don't know if they are substantively correct because I don't have the facts or the information in front of me. But, the manner in which you present them, specifically stating that the College is responsible for denying those parents health care, is inaccurate. When questioned, you acknowledge that there are layers there. There is a far better way for you to go about presenting your concerns in a manner that is collaborative and collegial.

*Kevin Brown responded to Vice Chair Lee's comments.*

I really appreciate, Mr. Lee, your comments. I agree, for the most part, on the things that we want to achieve for Hudson County parents and their children. I am sure we can figure out how to do this work together. If I offended anyone, that was certainly not my intention. I just want the best for these workers.

*Chairman Netchert thanked Vice Chair Lee and Kevin Brown for their comments.*

**IV. CLOSED SESSION – None**

**V. REPORTS**

**1. President's Report**

*President Reber offered the following remarks.*

Good evening Trustees, colleagues and guests.

All of us are deeply saddened by the recent, tragic murder of George Floyd, followed by civil unrest and violence in cities and neighborhoods across our nation.

Please join me in a moment of silence for all victims of racism, bigotry, intolerance, and violence.

*Moment of Silence*

Thank you.

As I shared in last week's *Green Memo*, our College community held a special Town Hall Meeting last Thursday to discuss the George Floyd tragedy, long-standing racism and other acts of intolerance, and civil unrest. There was an outpouring of thoughts, feelings, and ideas from many students, faculty, and staff. Clearly, there is a need for continued dialogue and action. We also greatly appreciated Trustee Pamela Gardner's attendance and participation in the Town Hall.

Following this well-attended Town Hall, members of our President's Advisory Council on Diversity, Equity and Inclusion (PACDEI) met to discuss how our HCCC community can promote and act upon our shared commitment to confronting racism, injustice and inequities. PACDEI is promoting already existing discussion platforms at HCCC, which are entitled *Same Same Different*; *Wanna Talk About It?*; *What's Up*; and *The Student Corner*.

PACDEI will also be holding two open forums to gain additional input from the college community on such items as how to include content related to diversity, equity and inclusion in our course curricula; how to create or strengthen partnerships between academic divisions and the community, including law enforcement and the criminal justice system; and how to provide the College community with information related to public discourse, policy making and legislative action. The forums will offer continued opportunities for discussion and planning in support of our students, faculty and staff.

I thank President's Advisory Council on Diversity, Equity, and Inclusion co-chairs, Lilisa Williams and Yeury Pujols, and all members of PACDEI and our larger College community for their openness and participation in these discussions, and the development of constructive activities and action plans in support of our educational mission.

Together, we continue to make progress in navigating the challenges of the pandemic with a focus on supporting our students, employees, and community in all of our plans and decisions.

I have asked Return to Campus Task Force co-chairs, Lisa Dougherty and Heather DeVries, to share an update on the work of our Return to Campus Task Force.

*Lisa Dougherty offered the following remarks.*

Good evening Trustees, faculty, staff and students.

The Return to Campus Task Force has been meeting every Monday since its inception in order to develop recommendations and processes for our eventual return to campus operations, once we are given the approval by state and health care officials.

As was communicated by President Reber to the college community on Monday, June 1<sup>st</sup>, we are planning to offer most fall courses either online or remotely, while continuing to improve the quality of the online experience for everyone. We are also planning a focused offering of hybrid face-to-face instruction in areas such as nursing/health sciences, STEM, culinary, and in other lab courses. These hybrid courses would be offered using safety measures such as social distancing as recommended by the health care community.

Now that we have made that decision, it will be extremely important to communicate the differences in these modalities to students. To assist with this, we have developed a landing page at [www.hccc.edu/returntocampus](http://www.hccc.edu/returntocampus) with information on these modalities. We are also updating our *Chat Bot, Libby*, to answer questions regarding course delivery and developing an infographic flyer to distribute widely to faculty, staff and students.

Once we are given the go ahead from state and health care officials, we will begin to move high-priority student support services back to campus, while planning for social distancing and other safety measures. These services include the libraries, open computer labs, the testing center, and registration activities.

To focus our work, the task force has divided into 5 sub-groups.

Now, I will turn it over to Heather DeVries to update you on the work of our sub-groups.

*Heather DeVries offered the following remarks.*

Good evening, Trustees,

As Lisa noted, the RTC has created five working groups in order to most effectively conduct its work. Each working group has a specific area of focus. I'm pleased to share with you a brief summary of each working group's progress-to-date.

- The Academic Affairs/Teaching & Learning Working Group continues to work with and through the Academic Divisions to adjust fall course offerings so the schedule accurately reflects the modality through which each course section will be delivered. This working group is also exploring various professional development opportunities for faculty.
- The Campus Life & Student Support Services Working Group is identifying high-priority student support services for when migration back to campus is permitted. These high-priority services include the HCCC libraries and computer labs as well as in-person services such as registration, financial aid, bursar, and testing.
- The Health & Safety Working Group is keeping the RTC Task Force apprised of the status of COVID-19 in Hudson County as well as treatment and vaccine development. This group is also working on recommendations regarding personal protective equipment (PPE) needs and other important health and safety protocols.

- The Human Resources Working Group is developing policy and procedure recommendations and providing educational materials to the campus community regarding those policies.
- The Space & Facilities Working Group is identifying the capacity of classrooms and open spaces based on current social distancing guidelines. This group is also working closely with HCCC's Purchasing Department to procure essential items such as hand sanitizers, cleaning supplies, and masks.

Lisa and I are grateful to all of the members of the RTC Task Force for their dedication and expertise.

Thank you for your time this evening, Trustees.

*President Reber resumed his remarks.*

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

This evening's agenda includes the proposed Fiscal Year 2021 budget. This budget represents diligent planning to reduce expenses and manage a constantly changing financial environment related to the pandemic.

Very importantly, the budget has been developed around planning principles that we have shared and discussed College-wide for the past several months. These principles include:

Reducing administrative and operating expenses in all areas of the College, including a Hiring Freeze, Travel Freeze, and Non-Essential Spending Freeze;

Keeping employees whole to the fullest extent possible, which is also a principle of the United States Department of Education in the CARES Act funding guidelines;

Honoring all contract provisions with internal unions, confidential staff, and external service providers;

Ensuring that financial measures taken do not have a negative impact on enrollment;

Applying CARES Act and other special revenues available to help address pandemic-related expenditure increases and revenue shortfalls; and,

Advocating an increase in FY 2021 Hudson County appropriation.

I thank our Trustee Executive Committee; Finance Committee; Personnel Committee; Cabinet, with a special thanks to Vice President Veronica Zeichner and her team; All College Council; professional associations; and, very notably, County Executive Tom DeGise and the Hudson County Board of Chosen Freeholders. Through the counsel, guidance, and support of all of these community members, we have developed a budget that is balanced, while adhering to conservative financial projections and assumptions.

This evening we thank several of our long-serving colleagues, and several newer colleagues, who are undertaking new or changed responsibilities to support our students and our College.

I have asked Executive Vice President and Provost, Dr. Eric Friedman, to offer remarks about these colleagues.

*Dr. Friedman offered the following remarks.*

Thank you, President Reber. Good Evening Trustees, students, faculty and staff.

Thank you for this opportunity to offer comments and acknowledgements about a few of our colleagues.

First, I would like to recognize Phil Cafasso, who will be returning to the faculty after three years of serving as the Associate Dean of Humanities and Social Sciences. Phil served as Associate Dean at my request and brought stability, increased morale, and the launch of new programs in areas such as Addictions Counseling and Homeland Security. We look forward to working with Phil as he splits his teaching between Culinary Arts labs and his beloved "Food and Culture" class.

I would like to thank Joseph Caniglia for his passionate service as Interim Associate Dean of English and ESL over the last year as we have moved forward with several initiatives including the review of our Developmental English program and our mission critical ESL program. I am sure we will be hearing from him in this venue as he continues his work with the Model UN Program and other student success initiatives. Thank you, Joseph.

I would also like to acknowledge Linda Schultz Whitlock, who retired from HCCC last month after serving as the Director of our Practical Nursing program. Under her leadership, the PN program saw very high retention and student success rates. We offer Linda all of our best wishes upon her retirement.

We welcome Geraldine Kiefer Necklen as the TFT Director of the Practical Nursing Program. Previously, Ms. Necklen worked at Care Point Health and is currently pursuing a Ph.D. in Nursing at Rutgers University.

I would like to welcome Jacquelyn "Jackie" Safont as permanent Director of Accessibility Services. Jackie was previously a TFT and came to us after 19 years with William Paterson University. Of special note, she holds a Juris Doctorate from Syracuse University. She is a welcomed addition to our team.

Alison Wakefield joins the administration coming from the HCCC faculty to fill the Interim Associate Dean of Humanities and Social Sciences role. Alison is part of the Professional Association leadership team and has recently earned an Ed.D. in Educational Leadership, Management, and Policy.

Jenny Bobea will be transitioning on July 1<sup>st</sup> from her role as Lecturer and Coordinator of HCCC's Honors Program to Associate Dean for English and ESL. She has been with the College for a decade, working in the ESL Department and also serving as the Transitional Program Coordinator. She holds a B.A. in English and an M.A. in Modern European Language; she is currently pursuing an Ed.D. in Community College Leadership at NJCU.

As leader of the English and ESL Division, Jennie will be greeting our most recent tenure awardee, Kathryn Buckley, who is on today's agenda to earn tenure as an Assistant Professor of English. Congratulations, Kathryn.

*President Reber resumed his remarks.*

Thanks so much, Eric, and many thanks to our valued colleagues.

Finally, I am delighted to share that our graduating students have selected Koral Booth as the 2021 Alumni Representative to the Board of Trustees. She will succeed Abderahim Salhi in November, who is doing such a fine job as this year's Alumni Representative.

As you are aware, Koral's scholarship and leadership have been exemplary. She served as a Peer Leader; co-founded the College's "Later in Life" Club; and is a member of the National Society for Leadership and Success; Sigma Kappa Delta, the National English Honor Society; and many other organizations.

Koral was the recipient of the Community College Opportunity Grant and helped advocate support for community colleges locally and in Trenton. Her picture appears on Hudson County buses in promotion of Hudson County Community College. Koral's oldest of four boys, Atrell, is also an HCCC student.

Koral graduated last month with a degree in Liberal Arts-English and is pursuing her bachelor degree in communication, with a full scholarship, at Saint Peter's University beginning this fall. She then plans to pursue a master's degree in Higher Education Leadership.

Congratulations, Koral! We look forward to your service on our Board next year.

Trustees, this concludes my remarks.

As always, I would be happy to entertain questions or comments.

## **VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

1. *Minutes of the Regular Meeting of May 12, 2020.*

*Introduced by: Bakari Lee*

*Seconded by: Joseph Doria*

*9 Ayes.....0 Nays*

*Resolution Adopted*

## **VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS 1-28**

1. *Resolution Authorizing Construction of Vestibule, Card Access System, and Building Security System for Student Center Project by APS Contracting, Inc. of Paterson, New Jersey, at a cost not to exceed \$204,659.00*
2. *Resolution Authorizing Purchase of Liability & Casualty Insurance for Fiscal Year 2021 from Borden Perlman Salisbury & Kelly Agency of Lawrenceville, New Jersey, at a cost not to exceed \$488,273.00*
3. *Resolution Authorizing Renewal of Campus-Wide Ellucian Software Maintenance Agreement with Ellucian of Fairfax, Virginia, from July 1, 2020 through June 30, 2022, at a cost not to exceed \$724,030.00*
4. *Resolution Authorizing Acceptance of CARES Act funding in the amount of \$518,760*
5. *Resolution Authorizing Agreement between Hudson County Community College and Jersey City Public School Career and Technical Education Department Middle School #40*

6. *Resolution Authorizing Memorandum of Understanding with Innovative Educators, Inc. of Boulder, Colorado, at a cost not to exceed \$11,000.00*
7. *Resolution Authorizing Purchase of Labster Software from Labster, Inc. of New York, New York, to provide the services described herein at a cost not to exceed \$20,000.00*
8. *Resolution Authorizing Renewal of Fiber Maintenance Agreement with Johnston Communications Voice and Data of Kearny, New Jersey, to provide the services as described herein at a cost not to exceed \$258,480.00*
9. *Resolution Authorizing Purchase of Library Services for the HCCC Libraries from Ebsco Information Services of Ipswich, Massachusetts, at a cost not to exceed \$53,500.00*
10. *Resolution Authorizing Purchase of Library and Subscription Services for the HCCC Libraries from Jersey Yankee Peddler of Hopkinton, New Hampshire, at a cost not to exceed \$34,000.00*
11. *Resolution Authorizing Purchase of Webcams from SHI International Corp of Somerset, New Jersey, at a cost not to exceed \$12,000.00*
12. *Resolution Authorizing Purchase of Computer Equipment, Supplies, and Accessories for the Information Technology Services Department, from SHI International Corp of Somerset, New Jersey, at a cost not to exceed \$34,000.00*
13. *Resolution Authorizing Purchase of Computer Equipment, Supplies, and Accessories for the Information Technology Services Department, from CDW-G of Vernon Hills, Illinois, at a cost not to exceed \$34,000.00*
14. *Resolution Authorizing Purchase of Computer Equipment, Supplies, and Accessories for the Information Technology Services Department from GHA Technologies Inc. of Phoenix, Arizona, at a cost not to exceed \$34,000.00*
15. *Resolution Authorizing Purchase of Computer Equipment, Supplies, and Accessories for the Information Technology Services Department from Dell of Round Rock, Texas, at a cost not to exceed \$34,000.00*
16. *Resolution Authorizing Purchase of Apple iPad Pros and Pencils for Studio Arts and Computer Arts students, from Apple Computer, Inc. of Austin, Texas, at a cost not to exceed \$33,540.00*
17. *Resolution Authorizing Purchase of Laboratory Equipment and Supplies for the STEM Building from VWR of Radnor, Pennsylvania, at a cost not to exceed \$30,000.00*
18. *Resolution Authorizing Purchase of Laboratory Equipment and Supplies for the STEM Building from Fisher Scientific of Hampton, New Hampshire, at a cost not to exceed \$19,000.00*
19. *Resolution Authorizing Media Services (Univision) for Cable Advertisements for FY 2021 with Univision of New York, New York, at a cost not to exceed \$54,500.00*
20. *Resolution Authorizing Media Services Contract for Cable Advertisements for Fiscal Year 2021 with News 12 New Jersey of Edison, New Jersey, at a cost not to exceed \$27,794.00*



21. Resolution Authorizing Media Services Contract for Cable Advertisements for Fiscal Year 2021 with Altice of Hoboken, New Jersey, at a cost not to exceed \$59,380.00
22. Resolution Authorizing Media Services for Cable Advertisements for Fiscal Year 2021 with Comcast Cable of Philadelphia, Pennsylvania, at a cost not to exceed \$48,042.00
23. Resolution Authorizing Purchase of Digital Advertisement Services for the Communications Department from Positive Expectations of Belmar, New Jersey, at a cost not to exceed \$34,000.00
24. Resolution Authorizing Purchase of Photography Services for the Communications Department from Jersey Pictures of Hackettstown, New Jersey, at a cost not to exceed \$34,000.00
25. Resolution Authorizing Purchase of Video/Podcast Services for the Communications Department from Supermanos Inc. of Upper Pottstown, Pennsylvania, at a cost not to exceed \$55,700.00
26. Resolution Authorizing Purchase of Personal Protection Equipment from MSC Industrial Supplies Co. of Melville, New York, at a cost not to exceed \$35,709.00
27. Resolution Authorizing Purchase of Medical Equipment from Pocket Nurse of Monaca, Pennsylvania, at a cost not to exceed \$20,534.00
28. Resolution Authorizing Approval of the Operating Budget for Fiscal Year 2021

Introduced by: Bakari Lee  
 Seconded by: Joseph Doria  
 9 Ayes.....0 Nays

Jeanette Peña Abstained from Resolution 5.  
 Resolution Adopted

#### **VIII. PERSONNEL RECOMMENDATIONS 1-11**

##### **1. RETIREMENT**

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

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

##### **2. APPOINTMENT OF FULL-TIME STAFF**

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

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

### 3. RETURNING TO FACULTY POSITION

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

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

### 4. APPOINTMENT OF TEMPORARY FULL-TIME FACULTY FALL 2020

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

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

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

First Name	Last Name	Title	Effective Date	Annual Salary
Geraldine	Kiefer-Necklen	Interim Program Director, Practical Nursing	6/10/20	\$75,000
Alison	Wakefield	Interim Associate Dean of Social Sciences and Humanities	7/1/2020	\$95,000

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

### 6. FACULTY TENURE

#### REPORTS/BACKGROUND

The criteria for tenure include excellence in teaching, in scholarly achievement, in service to the College and community and in the fulfillment of professional responsibilities. Applications for tenure are reviewed by a Tenure Review Board and recommendations are forwarded through the Executive Vice President to the President for approval and presentation to the Board of Trustees.

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

First Name	Last Name	Title
Kathryn	Buckley	Instructor, English

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

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

#### REPORTS/BACKGROUND

First Name	Last Name	Title
Patrizia	Barroero	Lecturer, Transitional Program
Mary Ellen	Cvek	Lecturer, Nursing

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

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

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

<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>DEPARTMENT</b>	<b>TITLE</b>	<b>POSITION ID</b>	<b>SUPERVISOR</b>
Nasly	Aguilar	Accessibility Services	Notetaker/Reader	505455	Karine Davis
Nicole	Barnes	Accessibility Services	Sign Language Interpreter	505455	Karine Davis
Lisette	Borgono	Accessibility Services	Notetaker/Reader	505455	Karine Davis
Laura	Brinkley	Accessibility Services	Sign Language Interpreter	505455	Karine Davis
Laura	Burnett	Accessibility Services	Sign Language Interpreter	505455	Karine Davis
Javier	Cabezas-Velasquez	Accessibility Services	Notetaker/Reader	505455	Karine Davis
Ashley	Campusano	Accessibility Services	Notetaker/Reader	505455	Karine Davis
Marisa	Daponte	Accessibility Services	Notetaker/Reader	505455	Karine Davis
Maika	Diomande	Accessibility Services	Notetaker/Reader	505455	Karine Davis
Angel	Dumancela	Accessibility Services	Notetaker/Reader	505455	Karine Davis
Karen	Farrell	Accessibility Services	Sign Language Interpreter	505455	Karine Davis
Fernanda	Figuroa	Accessibility Services	Notetaker/Reader	505455	Karine Davis
Marci	Friedman	Accessibility Services	Sign Language Interpreter	505455	Karine Davis
Kirti	Khera	Accessibility Services	Notetaker/Reader	505455	Karine Davis
Faith	Larusso	Accessibility Services	Notetaker/Reader	505455	Karine Davis
Ashley	Melendez	Accessibility Services	Notetaker/Reader	505455	Karine Davis
Kim	Muller	Accessibility Services	Sign Language Interpreter	505455	Karine Davis
Gabrielle	Reeves	Accessibility Services	Notetaker/Reader	505455	Karine Davis
Destiny	Rivera	Accessibility Services	Notetaker/Reader	505455	Karine Davis
Danielle	Rizzo	Accessibility Services	Sign Language Interpreter	505455	Karine Davis
Lisbeth	Romero	Accessibility Services	Notetaker/Reader	505455	Karine Davis

<i>Teresa</i>	<i>Sierra</i>	<i>Accessibility Services</i>	<i>Notetaker/Reader</i>	<i>505455</i>	<i>Karine Davis</i>
<i>Alexandria</i>	<i>Stanley</i>	<i>Accessibility Services</i>	<i>Notetaker/Reader</i>	<i>505455</i>	<i>Karine Davis</i>
<i>Dhrushna</i>	<i>Vasram</i>	<i>Accessibility Services</i>	<i>Notetaker/Reader</i>	<i>505455</i>	<i>Karine Davis</i>
<i>Phill</i>	<i>Carillo</i>	<i>ADJ Academic Support Services</i>	<i>In-Class Academic Coach</i>	<i>603016</i>	<i>Pamela Bandyopadhyay</i>
<i>Yousef</i>	<i>Mustafa</i>	<i>ADJ Academic Support Services</i>	<i>In-Class Academic Coach</i>	<i>603016</i>	<i>Pamela Bandyopadhyay</i>
<i>Rafael</i>	<i>Osorio</i>	<i>ADJ Academic Support Services</i>	<i>In-Class Academic Coach</i>	<i>603016</i>	<i>Pamela Bandyopadhyay</i>
<i>Dimarie</i>	<i>Pagan</i>	<i>ADJ Academic Support Services</i>	<i>In-Class Academic Coach</i>	<i>603016</i>	<i>Pamela Bandyopadhyay</i>
<i>James</i>	<i>Pereira-Shorey</i>	<i>ADJ Academic Support Services</i>	<i>In-Class Academic Coach</i>	<i>603016</i>	<i>Pamela Bandyopadhyay</i>
<i>James</i>	<i>Ryan</i>	<i>ADJ Academic Support Services</i>	<i>In-Class Academic Coach</i>	<i>603016</i>	<i>Pamela Bandyopadhyay</i>
<i>Ariana</i>	<i>Simon</i>	<i>ADJ Academic Support Services</i>	<i>PT Tutor</i>	<i>150505</i>	<i>Pamela Bandyopadhyay</i>
<i>Candice</i>	<i>Fernandez</i>	<i>Advisement and Transfer</i>	<i>PT Advisor</i>	<i>200510</i>	<i>Lisa Dougherty/Sheila Dynan</i>
<i>Jamar</i>	<i>Johnson</i>	<i>Advisement and Transfer</i>	<i>PT Advisor</i>	<i>200510</i>	<i>Lisa Dougherty/Sheila Dynan</i>
<i>Kasandra</i>	<i>Beltran</i>	<i>Business, Culinary, Hospitality</i>	<i>Clerk</i>	<i>505455</i>	<i>Ara Karakashian</i>
<i>Shawn</i>	<i>Chitty</i>	<i>Business, Culinary, Hospitality</i>	<i>Clerk</i>	<i>505455</i>	<i>Ara Karakashian</i>
<i>Anthony</i>	<i>Clode</i>	<i>Business, Culinary, Hospitality</i>	<i>Clerk</i>	<i>505455</i>	<i>Ara Karakashian</i>
<i>LaTyra</i>	<i>Danner</i>	<i>Business, Culinary, Hospitality</i>	<i>PT Office Assistant</i>	<i>505455</i>	<i>Ara Karakashian</i>
<i>Mhonerra</i>	<i>Mauleon</i>	<i>Business, Culinary, Hospitality</i>	<i>Clerk</i>	<i>505455</i>	<i>Ara Karakashian</i>
<i>Samir</i>	<i>Nour</i>	<i>Business, Culinary, Hospitality</i>	<i>PT Office Assistant</i>	<i>505455</i>	<i>Ara Karakashian</i>
<i>Anuchit</i>	<i>Pukdeedamrongrit</i>	<i>Business, Culinary, Hospitality</i>	<i>Clerk</i>	<i>505455</i>	<i>Ara Karakashian</i>
<i>Olga</i>	<i>Tablada</i>	<i>Business, Culinary, Hospitality</i>	<i>Clerk</i>	<i>505455</i>	<i>Ara Karakashian</i>
<i>Anya</i>	<i>Tavares-Malave</i>	<i>Business, Culinary, Hospitality</i>	<i>Clerk</i>	<i>505455</i>	<i>Ara Karakashian</i>
<i>Manira</i>	<i>Traore</i>	<i>Business, Culinary, Hospitality</i>	<i>PT Office Assistant</i>	<i>505455</i>	<i>Ara Karakashian</i>
<i>Robert</i>	<i>Dally</i>	<i>Educational Opportunity Fund (EOF)</i>	<i>PT Instructor</i>	<i>603040</i>	<i>Jose Lowe</i>
<i>Lynnette</i>	<i>Dortrait</i>	<i>Educational Opportunity Fund (EOF)</i>	<i>PT Instructor</i>	<i>603040</i>	<i>Jose Lowe</i>
<i>Luz</i>	<i>Espailat</i>	<i>Educational Opportunity Fund (EOF)</i>	<i>PT Tutor</i>	<i>603040</i>	<i>Jose Lowe</i>
<i>Tytianna</i>	<i>Jackson</i>	<i>Educational Opportunity Fund (EOF)</i>	<i>PT Tutor</i>	<i>603040</i>	<i>Jose Lowe</i>
<i>Matthew</i>	<i>Kelly</i>	<i>Educational Opportunity Fund (EOF)</i>	<i>PT Instructor</i>	<i>603040</i>	<i>Jose Lowe</i>
<i>Michele</i>	<i>Moore</i>	<i>Educational Opportunity Fund (EOF)</i>	<i>PT Instructor</i>	<i>603040</i>	<i>Jose Lowe</i>

Rita	Ponce	Educational Opportunity Fund (EOF)	EOF PT Recruiter	603001	Jose Lowe
Bianelly	Tellez	Educational Opportunity Fund (EOF)	PT Tutor	603040	Jose Lowe
Guadalupe	Urizar	Educational Opportunity Fund (EOF)	PT Office Assistant	603001	Jose Lowe
Michelle	Walezak	Educational Opportunity Fund (EOF)	PT Instructor	603040	Jose Lowe
Sheila	White	Educational Opportunity Fund (EOF)	PT Tutor	603040	Jose Lowe
Omar	Hamza	Enrollment Services	Enrollment Services Assistant	603055	Lisa Dougherty/ Wajia Zahur
Betsaida	Rosario	Enrollment Services	ENS Support Assistant-CC	200525	Lisa Dougherty/ Wajia Zahur
Hamza	Saleem	Enrollment Services	ENS Support Assistant-CC	603055	Lisa Dougherty/ Wajia Zahur
Melanie	Suarez	Enrollment Services	PT Office Assistant	200525	Lisa Dougherty/ Wajia Zahur
Nevine	Amer	Financial Aid	PT Office Assistant	200520	Sylvia Mendoza
Cielo	Cortez	Financial Aid	PT Office Assistant	200520	Sylvia Mendoza
Chelsea	Jaime	Financial Aid	PT Office Assistant	200520	Sylvia Mendoza
Aimee	Leon	Financial Aid	PT Office Assistant	200520	Sylvia Mendoza
Prachi	Patel	Financial Aid	PT Office Assistant	200520	Sylvia Mendoza
Milta	Perez-Jimenez	Financial Aid	PT Office Assistant	200520	Sylvia Mendoza
Manuel	Preciado	Financial Aid	PT Office Assistant	200520	Sylvia Mendoza
Samantha	Solus	Financial Aid	PT Office Assistant	200520	Sylvia Mendoza
Ebony	Cousar	Safety & Security	PT Office Assistant	505455	John Quigley
Koral	Booth	Student Life & Leadership	Peer Leader	50545	Veronica Gerosimo
Katricia	Colon	Student Life & Leadership	Peer Leader	50545	Veronica Gerosimo
Suri	Hidalgo	Student Life & Leadership	Peer Leader	50545	Veronica Gerosimo
Hillary	Kouevi	Student Life & Leadership	Peer Leader	50545	Veronica Gerosimo
Kyara	Martin	Student Life & Leadership	PT Event Assistant	50545	Veronica Gerosimo
Crystal	Newton	Student Life & Leadership	Peer Leader	50545	Veronica Gerosimo
Brian	Ribas	Student Life & Leadership	Peer Leader	50545	Veronica Gerosimo
Keischa	Taylor	Student Life & Leadership	PT Event Assistant	50545	Veronica Gerosimo
Abou	Traore	Student Life & Leadership	Peer Leader	50545	Veronica Gerosimo

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**11. Resolution Approving the Policy on Flexible Work Arrangements**

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

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

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

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

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

*Introduced by: Pamela Gardner*

*Seconded by: Adamarys Galvin*

*9 Ayes.....0 Nays*

*Resolution Adopted*

#### **IX.**

#### **ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS**

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

*Introduced by: Pamela Gardner*

*Seconded by: Adamarys Galvin*

*9 Ayes.....0 Nays*

*Resolution Adopted*

#### **X.**

#### **NEW BUSINESS**

Chairman Netchert confirmed that the second Board of School Estimate meeting is scheduled for June 16, 2020, at 12:00 p.m.

Trustee Lee made the following statement:

Due to a conflict, I was not able to participate in the College's June 3 Virtual Town Hall concerning the death of George Floyd. I want to thank President Reber for coordinating it and Trustee Gardner for her participation. Relative to not only the death of George Floyd, but the death of George Floyd as a catalyst for the racism and police brutality that African Americans in particular have suffered during the course of the history of this country, and more specifically and acutely, over the past few years, has been made mainstream by virtue of technology, smartphones, etc.

And also, quite frankly, as the result of COVID 19, people are home having the opportunity to spend more time thinking, considering, and witnessing some of these instances that have happened. There has been a new saying floating around social media that this country is currently under two threats -- one is COVID 19, and the other is racism. It is unfortunate in this regard, that the African-American community has borne the brunt of it: George Floyd, Ahmad Arbery, Breonna Taylor, Sandra Bland, Tamir Rice, Trayvon Martin, Eric Gardner, Philando Castile, the list goes on and on.

I am pleased that this College has taken a position on it. Not only taking a position on it by providing an ideological statement, but also through action and becoming involved with the struggle to erase it. Historically, it's been largely the African-American community that has carried the brunt of the sweat equity toward trying to eradicate systemic racism in this country, at least as it pertains to the physical and violent racism that's in the African-American community. I am somewhat surprised, but very, very pleased to see the protests and statements that are being made in the streets and news media throughout this country by diverse crowds, and in many instances on TV, crowds that are not predominately African-American.

I just felt deep down that I wanted to make a statement on the record to recognize our President's willingness to step into the breach and make a definitive statement and take action in that regard and also to take action that has preexisted this particular incident by

virtue of his willingness to meet with the NAACP, and by virtue of his willingness and determination to create the President's Advisory Council on Diversity, Equity and Inclusion. I am very appreciative of that. There is still a lot of work to be done. I felt it was important that the name of George Floyd be said as part of our meeting, and that I recognize that and the Black Lives movement, which I completely support.

Again, I am pleased to see this College's approach to what has been going on in this country as of late. We have been putting in work prior to these current social up-rises. We still have a lot of work to do and a long way to go, and I look forward to continuing to participate in that work, both as a member of this board and in my personal life.

Thank you.

***XI.***

***ADJOURNMENT 5:35 P.M.***

*Introduced by: Bakari Lee*

*Seconded by: Joseph Doria*

*9 Ayes.....0 Nays*

*Resolution Adopted*



**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 11, 2020**

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

**1. Resolution Approving Acceptance of OSHE Funds**

**WHEREAS**, Hudson County Community College ("College") has applied for funds from the New Jersey Office of the Secretary of Higher Education ("OSHE"); and,

**WHEREAS**, OSHE has established programs to award funds to New Jersey institutes of higher education; and,

**WHEREAS**, as a condition of the receipt of any funds under OSHE's programs, OSHE requires applicants to enter into a Master Grant Agreement to set forth the mutual understandings and agreements with respect to the provision of grants by OSHE to specific applicants (particular grants are to be added through supplements to the Master Grant Agreement);

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorize the Administration to execute the OSHE Master Grant Agreement;

**BE IT FURTHER RESOLVED** by the Board of Trustees that the Administration is authorized to take all actions necessary to apply for, accept, and receive the specific grants under OSHE's programs.

**2. Resolution Authorizing Purchase of HVAC Ultraviolet Light System to be Funded by CARES Act Grant**

**WHEREAS**, due to COVID-19, Hudson County Community College ("College") has chosen to purchase and install a REME HALO HVAC Ultraviolet Light System ("System") in every HVAC unit in every building to protect students, faculty, and staff; and,

**WHEREAS**, the REME HALO in-duct air purifier kills up to 99% of bacteria, mold, and viruses, reduces sneeze germs by 99% in the time a sneeze can reach three feet, and kills 99% of viruses on surfaces in the space; and,

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

**WHEREAS**, Automated Building Controls, Inc. has quoted a price for the System under the ESCNJ cooperative contract at a cost not to exceed \$258,682; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Automated Building Controls, Inc. of Neptune, New Jersey, to provide REME HALO HVAC Ultraviolet Light Systems as described herein at a cost not to exceed \$258,682;

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

**3. Resolution Authorizing Purchase of Thermal Mirrors to be Funded by CARES Act Grant**

**WHEREAS**, due to COVID-19, Hudson County Community College ("College") needs to purchase seventeen (17) Thermal Mirrors ("Mirrors") to health screen its students, faculty, and staff entering the A, C/D, F, I, J, STEM Buildings, Gabert Library, Student Center, Culinary Conference Center, North Hudson Campus, and 26 Journal Square, and allow for contact tracing; and,

**WHEREAS**, due to COVID-19, the College must quickly screen people at each College building entrance before admittance, and the mirrors offer a robust cloud platform with a mobile health screening survey that can be aggregated for health officials to monitor; and,

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

**WHEREAS**, Aspire Technology Partners (State Contract # A87720) has quoted a price for the service at a cost not to exceed \$69,552; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Aspire Technology Partners of Eatontown, New Jersey, to provide thermal mirrors as described herein at a cost not to exceed \$69,552;

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

**4. Resolution Authorizing Purchase of Sanitizing Liquid and Dispensers to be Funded by CARES Act Grant**

**WHEREAS**, due to COVID-19 and in anticipation of the resumption of in-person classes, Hudson County Community College ("College") needs to purchase additional hand sanitizing liquid and dispensers to be installed throughout the College for use by students, faculty, and staff in order to halt the spread of disease; and,

**WHEREAS**, new liquid and dispensers need to be purchased due to the current system being backordered and reserved for medical facilities; and,

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

**WHEREAS**, Staples has quoted a price for the dispensers and sanitizing fluid at a cost not to exceed \$76,756; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Staples of Englewood, New Jersey, to provide hand sanitizing liquid and dispensers as described herein at a cost not to exceed \$76,756;

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

**5. Resolution Authorizing Purchase of Portable Sneeze Guards to be Funded by CARES Act Grant**

**WHEREAS**, due to COVID-19, Hudson County Community College ("College") needs to purchase portable sneeze guards to be installed throughout the College; and,

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

**WHEREAS**, Action Services Group has quoted a price for the portable sneeze guards at a cost not to exceed \$43,815; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Action Services Group of Aston, Pennsylvania, to provide portable sneeze guards as described herein at a cost not to exceed \$43,815;

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

**6. Resolution Authorizing Purchase of Shelving to be Funded by CARES Act Grant**

**WHEREAS**, due to COVID-19, Hudson County Community College ("College") needs to purchase shelving for storage of various supplies and materials, many of which contain harmful or dangerous ingredients, which were delivered to 81 Sip Avenue in response to COVID-19; and,

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

**WHEREAS**, Stanley Black&Decker has quoted a price for the proprietary shelving system at a cost not to exceed \$34,000; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Stanley Black&Decker of Pittsburgh, Pennsylvania, to provide shelving as described herein at a cost not to exceed \$34,000;

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

**7. Resolution Authorizing Purchase of Signage to be Funded by CARES Act Grant**

**WHEREAS**, due to COVID-19, Hudson County Community College ("College") needs to purchase decals and signage for social distancing instructions and traffic flow; and,

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

**WHEREAS**, Elite Signs has quoted a price for the decals and signage at a cost not to exceed \$30,000; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Elite Signs of Monmouth Junction, New Jersey, to provide decals and signage as described herein at a cost not to exceed \$30,000;

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

**8. Resolution Authorizing Purchase of Smart TV Systems to be Funded by CARES Act Grant**

**WHEREAS**, due to COVID-19, Hudson County Community College ("College") needs to purchase seven (7) Smart TV systems in order to offer remote and hybrid instruction utilizing social distancing in culinary laboratories E306, 308, 310, 311, 412, 414, and room 1; and,

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

**WHEREAS**, Office Business Systems has quoted a price for seven (7) Smart TVs, Microphones, Sound Systems, and Cameras at a cost not to exceed \$40,393; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Office Business Systems of Lincoln Park, New Jersey, to provide Smart TV systems as described herein at a cost not to exceed \$40,393;

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

**9. Resolution Authorizing Purchase of Smart TVs and Sound System Upgrades to be Funded by CARES Act Grant**

**WHEREAS**, due to COVID-19, Hudson County Community College ("College") needs to update five (5) Smart TVs, six webcams, six ceiling microphones, and sound systems in order to offer remote and hybrid

*instruction to permit social distancing on the fifth floor classrooms 505,506,507,510,511, and 512 of the Culinary Arts Building; and,*

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

**WHEREAS**, Office Business Systems has quoted a price for TV and sound systems at a cost not to exceed \$34,974; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Office Business Systems of Lincoln Park, New Jersey, to provide TV and sound systems as described herein at a cost not to exceed \$34,974;

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

**10. Resolution Authorizing Purchase of Portable Interactive Display Systems to be Funded by CARES Act Grant**

**WHEREAS**, due to COVID-19, Hudson County Community College ("College") needs to purchase eleven (11) portable interactive displays including webcams and mounting carts/materials to allow remote participation in the Gabert Library, STEM laboratories, and North Hudson Campus; and,

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

**WHEREAS**, Office Business Systems has quoted a price for the displays and mounting systems at a cost not to exceed \$45,454; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Office Business Systems of Lincoln Park, New Jersey, to provide portable interactive display and mounting systems as described herein at a cost not to exceed \$45,454;

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

**11. Resolution Authorizing Purchase of Dell Computers and Monitors for Culinary Remote Instruction to be Funded by CARES Act Grant**

**WHEREAS**, due to COVID-19, Hudson County Community College ("College") needs to purchase seven (7) Dell computers and monitors in order to assist in offering hybrid and remote instruction for culinary laboratory students to promote social distancing during the pandemic; and,

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

**WHEREAS**, Dell Inc. has quoted a price for the seven (7) computers and monitors at a cost not to exceed \$15,954; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Dell Inc. of Round Rock, Texas, to provide computers and monitors as described herein at a cost not to exceed \$15,954;

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

**12. Resolution Authorizing Purchase of Audio and Video Equipment for 870 Bergen Avenue Classrooms to be Funded by CARES Act Grant**

**WHEREAS**, due to COVID-19, Hudson County Community College ("College") needs to purchase portable cameras, TV's, webcams and sound audio systems, lavalier microphones, video outputs, and video recording with a Panasonic Portable Camera 4k Full Ultra HD with Wireless Streaming, including installation services to F103, 109, 119, 125, & 218B, for hybrid and remote learning to promote social distancing during the pandemic; and,

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

**WHEREAS**, Office Business Systems has quoted a price for the sound system, televisions, webcams, video recording equipment and installation at a cost not to exceed \$52,105; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Office Business Systems of Lincoln Park, New Jersey, to provide audio and video equipment and installation as described herein at a cost not to exceed \$52,105;

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

**13. Resolution Authorizing Purchase of Video Conferencing System for 870 Bergen Avenue Classroom to be Funded by CARES Act Grant**

**WHEREAS**, due to COVID-19, Hudson County Community College ("College") needs to purchase and install Video Conferencing Equipment, a Sound System, Microphones, Data Switch, Audio and Data Cabinet to allow remote participation and social distancing for our Health Related programs in F Building Room 213; and,

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

**WHEREAS**, Aspire Technology Partners (State Contract # A87720) has quoted a price for the purchase, installation, and support at a cost not to exceed \$60,993; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Aspire Technology Partners of Eatontown, New Jersey, to provide a Video Conference System as described herein at a cost not to exceed \$60,993;

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

**14. Resolution Authorizing Purchase of Dell Laptops for STEM Multipurpose Room to be Funded by CARES Act Grant**

**WHEREAS**, due to COVID-19, Hudson County Community College ("College") needs to purchase sixty (60) Dell laptops in order to assist in offering hybrid instruction in the STEM Multipurpose Room to promote social distancing during the pandemic; and,

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

**WHEREAS**, Dell Inc. has quoted a price for sixty (60) laptops at a cost not to exceed \$46,155; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Dell Inc. of Round Rock, Texas, to provide laptops as described herein at a cost not to exceed \$46,155;

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

**15. Resolution Authorizing Purchase of ITV Telepresence and Remote Sharing System for STEM Multipurpose Room to be Funded by CARES Act Grant**

**WHEREAS**, due to COVID-19, Hudson County Community College ("College") needs to purchase and install an ITV Telepresence and Remote Sharing System in the STEM Multipurpose Room to support remote, hybrid learning, and social distancing for classes during the pandemic; and,

**WHEREAS**, the system includes cameras to follow the active speaker, multiple displays to show remote participants and content, and Solstice Pod Gen3 equipment for wireless sharing of in-class work; and,

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

**WHEREAS**, Aspire Technology Partners (State Contract # A87720) has quoted a price for the purchase, installation, and support at a cost not to exceed \$130,840; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Aspire Technology Partners of Eatontown, New Jersey, to provide an ITV Telepresence and Remote Sharing System as described herein at a cost not to exceed \$130,840;

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

**16. Resolution Authorizing Purchase of Furniture for STEM Building to be Funded by CARES Act Grant**

**WHEREAS**, due to COVID-19, Hudson County Community College ("College") needs to purchase tables and chairs for the STEM Building in order to allow for social distancing in the computer lab; and,

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

**WHEREAS**, Commercial Furniture Interiors (State Contract # ESCNJ 20/21-01) has quoted a price for twenty-six (26) tables and twenty-six (26) chairs with labor to deliver, receive, and install the furniture at a cost not to exceed \$22,231; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Commercial Furniture Interiors of Mountainside, New Jersey, to provide furniture as described herein at a cost not to exceed \$22,231;

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

**17. Resolution Authorizing Purchase of Various STEM Laboratory Supplies to be Funded by CARES Act Grant**

**WHEREAS**, due to COVID-19, Hudson County Community College ("College") needs to purchase multiple various laboratory supplies to allow social distance learning in the STEM biology, chemistry, and physics laboratories; and,

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



**WHEREAS**, Fisher Science Education has supplied a quote for multiple various laboratory supplies at a cost not to exceed \$75,452; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Fisher Science Education of Hanover Park, Illinois, to provide various laboratory supplies as described herein at a cost not to exceed \$75,452;

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

**18. Resolution Authorizing Purchase of Labster License to be Funded by CARES Act Grant**

**WHEREAS**, due to COVID-19, Hudson County Community College ("College") needs to renew a license for Labster software to provide robust virtual labs for STEM students during the pandemic; and,

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

**WHEREAS**, Labster, Inc. has submitted a proposal to supply the software license at a cost not to exceed \$50,000; and,

**WHEREAS**, the term of this contract is one (1) year; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Labster, Inc. of New York, New York, to provide a license at a cost not to exceed \$50,000;

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

**19. Resolution Authorizing Purchase of Cisco Network Equipment to be Funded by CARES Act Grant**

**WHEREAS**, due to COVID-19, Hudson County Community College ("College") needs to provide secure, high availability network access between college buildings for students, faculty, staff, and administrators since network connectivity is critical for remote work and hybrid instruction; and,

**WHEREAS**, fully redundant network distribution Cisco Catalyst 3850 12 Port 10G Fiber Switches need to be installed in 71 Sip Avenue where distribution switches provide connectivity to J, I, Culinary Conference Center, STEM, and F Building, and five (5) Catalyst 9300 48-port PoE+ Switches need to be installed in 870 Bergen Avenue to replace obsolete ten-year-old switching equipment having an expected lifespan of seven years; and,

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

**WHEREAS**, Aspire Technology Partners (State Contract # A87720) has quoted a price for the purchase, installation, and support of equipment at a cost not to exceed \$169,868; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Aspire Technology Partners of Eatontown, New Jersey, to provide Cisco Network Equipment as described herein at a cost not to exceed \$169,868;

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

**20. Resolution Authorizing Purchase of Cisco Internet Access Equipment to be Funded by CARES Act Grant**

**WHEREAS**, due to COVID-19, Hudson County Community College ("College") needs to provide secure and reliable internet access for students, faculty, staff, and administrators since internet connectivity is critical for remote work, telephone connectivity, online, and hybrid instruction; and,

**WHEREAS**, lost internet connectivity due to equipment failure during the pandemic would prohibit delivery of hybrid instruction, and, therefore, Dual Cisco ASR1001-X routers, Catalyst 9200 24-port Internet switches, and ASA5545-X need to be configured for fully redundant access as the expected lifespan of this equipment is seven years; and,

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

**WHEREAS**, Aspire Technology Partners (State Contract # A87720) has quoted a price for the purchase, installation, and support of equipment at a cost not to exceed \$87,936; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Aspire Technology Partners of Eatontown, New Jersey, to provide Cisco Internet Access Equipment as described herein at a cost not to exceed \$87,936;

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

**21. Resolution Authorizing Purchase of Cisco Unified Communications Telephone System Upgrade to be Funded by CARES Act Grant**

**WHEREAS**, due to COVID-19, Hudson County Community College ("College") needs to upgrade the telephone and unified communications system with reliable remote access including call tree routing, and call center reporting and analytics; and,

**WHEREAS**, due to pandemic conditions, routing to external cellphones with call center capability is critical to College operations and the system allows cell phones at home to work as a physical phone on campus; and,

**WHEREAS**, the College can only handle one phone call per line to cellphones and analytics provided by the system, and it is crucial to verify students are being properly served; and,

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

**WHEREAS**, Aspire Technology Partners (State Contract # A87720) has quoted a price for the upgrade and installation at a cost of \$156,854 and first year service at a cost of \$112,449, with a total cost not to exceed \$269,303; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Aspire Technology Partners of Eatontown, New Jersey, to provide telecommunication upgrades and first year service as described herein at a cost not to exceed \$269,303;

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

## **22. Resolution Authorizing Purchase of Projector Upgrades**

**WHEREAS**, Hudson County Community College ("College") needs to purchase updated projector systems to replace obsolete models on the fifth floor classrooms (505,506,507,510,511) of the Culinary Arts Building; and,

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

**WHEREAS**, Office Business Systems has quoted a price for five (5) projectors and installation at a cost not to exceed \$22,019; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Office Business Systems of Lincoln Park, New Jersey, to provide projector systems and installation as described herein at a cost not to exceed \$22,019;

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

## **23. Resolution Authorizing Renewal of College Campus-Wide Software License Agreement**

**WHEREAS**, Hudson County Community College ("College") needs to renew the College campus-wide Microsoft Software License; 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**, GHA Technologies, Inc. (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 \$74,544, which represents a 1% increase from the prior year; and,

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract renewal with GHA Technologies, Inc. of Phoenix, Arizona, for a College campus-wide Microsoft Software License as described herein at a cost not to exceed \$74,544;

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

#### **24. Resolution Authorizing Renewal of SmartNet Technical Support and Hardware Coverage**

**WHEREAS**, Hudson County Community College ("College") needs to renew its agreement with SmartNet for expert technical support and hardware coverage from the Cisco Technical Assistance Center; and,

**WHEREAS**, SmartNet is required to resolve critical Internet, firewall, network, telephone, and audiovisual equipment issues, and provides hardware replacement and operating system software updates for the College's Cisco hardware; and,

**WHEREAS**, pursuant to N.J.S.A 18A:64A:25-3, this service is exempt from bidding because the cost of the service is below the College's bid threshold; and,

**WHEREAS**, Aspire Technology Partners (State Contract # A87720), the current vendor providing the service, has quoted a price for the service at a cost not to exceed \$19,835, which represents no increase from the prior year; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Aspire Technology Partners of Eatontown, New Jersey, to provide SmartNet services as described herein at a cost not to exceed \$19,835;

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

#### **25. Resolution Authorizing Renewal of Texting Platform for Enrollment Services**

**WHEREAS**, Hudson County Community ("College") needs to renew its license agreement for a texting platform for Enrollment Services; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.5 (a) (20), this service is exempt from public bidding as a service that seeks student enrollment; and,

**WHEREAS**, Mongoose Cadence submitted a proposal for software and license renewal at a cost not to exceed \$19,999, which represents an increase of 1% from the prior year; and,

**WHEREAS**, the term of this agreement ends June 31, 2021; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Mongoose Cadence of Orchard Park, New York, to renew the license agreement at a cost not to exceed \$19,999;

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

## **26. Resolution Authorizing Purchase of Extermination Services**

**WHEREAS**, Hudson County Community ("College") needs to renew the contract for extermination services for the College; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A:25-3, this purchase is exempt from bidding as the cost is below the College's bid threshold; and,

**WHEREAS**, Bayonne Exterminating, the current vendor providing the services, submitted a proposal to deliver these services at a cost not to exceed \$35,000, which represents no increase from the prior year; and,

**WHEREAS**, the term of this contract is Fiscal Year 2021; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Bayonne Exterminating of Bayonne, New Jersey, to provide extermination services at a cost not to exceed \$35,000;

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

## **27. Resolution Authorizing Purchase of Ground Maintenance Services for Journal Square Campus**

**WHEREAS**, Hudson County Community College ("College") needs to renew ground maintenance services for the Journal Square Campus; and,

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

**WHEREAS**, Hufnagel Design and Construction Group, the current vendor providing the service, submitted a proposal for these services at a cost not to exceed \$34,000, which represents no increase from the prior year; and,

**WHEREAS**, the term of this contract is Fiscal Year 2021; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Hufnagel Design and Construction Group of North Bergen, New Jersey, for ground maintenance services for the Journal Square Campus as described herein at a cost not to exceed \$34,000;

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

**28. Resolution Authorizing Purchase of Generator Service Contract for Gabert Library, North Hudson Campus, and STEM Building**

**WHEREAS**, Hudson County Community College ("College") needs to renew the services of a qualified vendor to provide generator maintenance, service, and testing for the Gabert Library, North Hudson Campus, and STEM Building; and,

**WHEREAS**, pursuant to N.J.S.A 18A:64A:25-3, this purchase is exempt from bidding as the cost of the service is below the College's bid threshold; and,

**WHEREAS**, Aggressive Power Systems, the current vendor providing the service, submitted a proposal to provide these services at a cost not to exceed \$35,000, which represents no change from the prior year; and,

**WHEREAS**, the anticipated term is Fiscal Year 2021; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Aggressive Power Systems of Wall, New Jersey, to provide generator maintenance, service, and testing for the Gabert Library, North Hudson Campus, and STEM Building at a cost not to exceed \$35,000;

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

**29. Resolution Authorizing Water Chemical Treatment Services**

**WHEREAS**, Hudson County Community College ("College") needs to renew the purchase of water chemical treatments for the water systems to be maintained to prevent corrosion, deposits, and microbiological growth; and,

**WHEREAS**, pursuant to N.J.S.A 18A:64A:25-3, this purchase is exempt from public bidding because the cost of the service is below the College's bid threshold; and,

**WHEREAS**, Trane, the current vendor providing the service, submitted a proposal to provide water treatments at a cost not to exceed \$36,000; and,

**WHEREAS**, the term of this contract is Fiscal Year 2021; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Trane of Pine Brook, New Jersey, to provide water chemical treatment services as described herein at a cost not to exceed \$36,000;

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

### **30. Resolution Authorizing Cooperative with County of Bergen**

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.10, Hudson County Community College ("College") may enter into agreements for the purchase of work, materials or supplies with other units of government pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. ("LPCL"); and,

**WHEREAS**, pursuant to the LPCL, the County of Bergen has established and offered voluntary participation to other units of government, including county colleges, in the New Jersey Cooperative Purchasing Alliance # CK04, a Cooperative Pricing System for the purchase of goods and services ("NJCPA") in which the County of Bergen serves as the Lead Agency for procurement; and,

**WHEREAS**, the Finance Committee and Administration recommend joining the NJCPA;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby authorize participation in the NJCPA effective immediately; and,

**BE IT FURTHER RESOLVED** that the Board of Trustees authorize the Administration to enter into the Cooperative Pricing Agreement with the County of Bergen serving as Lead Agency; and,

**BE IT FURTHER RESOLVED** that the Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

### **31. Resolution Authorizing Plumbing Maintenance and Repairs**

**WHEREAS**, Hudson County Community College ("College") needs to purchase plumbing maintenance and repair services; and,

**WHEREAS**, the New Jersey Cooperative Purchasing Alliance, an approved New Jersey Cooperative administered by the County of Bergen, conducted a bid opening and awarded a contract to William J. Guarini Plumbing & Heating ("Guarini") to provide various plumbing maintenance and repair services; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.10, the procurement of the service is exempt from public bidding as it is being made through an approved cooperative; and,

**WHEREAS**, Guarini has quoted a price for the services under the New Jersey Cooperative Purchasing Alliance at a cost not to exceed \$35,000; and,

**WHEREAS**, the anticipated term of this contract is Fiscal Year 2021; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community

College award a contract to William J. Guarini Plumbing & Heating of Jersey City, New Jersey, to provide plumbing maintenance and repairs as described herein at a cost not to exceed \$35,000;

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

### **32. Resolution Authorizing Purchase of Janitorial Supplies**

**WHEREAS**, Hudson County Community College ("College") needs to renew its agreement for janitorial supplies; and,

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

**WHEREAS**, Allen Paper & Supply Co., the current vendor providing the supplies, submitted a proposal to provide supplies at a cost not to exceed \$34,000, which represents no increase from the prior year; and,

**WHEREAS**, the term of this contract is Fiscal Year 2021; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby award a contract to Allen Paper & Supply Co. of Morristown, New Jersey, for janitorial supplies as described herein at a cost not to exceed \$34,000;

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

### **33. Resolution Authorizing Purchase of Construction/Maintenance Supplies from Tsigonia Paint Sales**

**WHEREAS**, Hudson County Community College ("College") needs to renew its agreement for construction/maintenance supplies; and,

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

**WHEREAS**, Tsigonia Paint Sales, the current vendor providing the supplies, submitted a proposal to provide paint supplies at a cost not to exceed \$34,000, which represents no increase from the prior year; and,

**WHEREAS**, the term of this contract is Fiscal Year 2021; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Tsigonia Paint Sales of Jersey City, New Jersey, for construction/maintenance supplies as described herein at a cost not to exceed \$34,000;

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



**34. Resolution Authorizing Award of Contract to WW Grainger for Facilities Department Supplies and Equipment**

**WHEREAS**, Hudson County Community College ("College") needs to renew its agreement for maintenance, repairs, and operations supplies and equipment for the Facilities Department; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.9, the College may, without public advertisement, purchase goods and/or services through State Contracts; and,

**WHEREAS**, WW Grainger (New Jersey State Contract # 79875), the current vendor providing the service, submitted a proposal to provide the necessary equipment and supplies at a cost not to exceed \$60,000, which represents no change from the prior year; and,

**WHEREAS**, the term of this contract is Fiscal Year 2021; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to WW Grainger of Cranford, New Jersey, for equipment and supplies for the facilities department as described herein at a cost not to exceed \$60,000;

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

**35. Resolution Authorizing Award of Contract for Floor Mat Cleaning Services**

**WHEREAS**, Hudson County Community College ("College") needs to renew the contract with a vendor to provide floor mat cleaning services for the College; and,

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

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

**WHEREAS**, the Cooperative requested bids for floor mat cleaning services for all E&I Cooperative members participating in the Cooperative and awarded a contract to Cintas; and,

**WHEREAS**, Cintas, the current vendor providing the service, submitted a proposal to the College to provide the service for a cost not to exceed \$34,000, which represents no increase from the prior year; and,

**WHEREAS**, the term of this contract is Fiscal Year 2021; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Cintas of Union, New Jersey, to provide mat cleaning services at a cost not to exceed \$34,000;

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

**36. Resolution Authorizing Equipment Maintenance in Culinary Arts Institute**

**WHEREAS**, Hudson County Community College ("College") needs to renew the contract with a vendor to provide maintenance and repair services for cooking, refrigeration, and dishwashing equipment in the Culinary Arts Institute; and,

**WHEREAS**, pursuant to N.J.S.A 18 A:64A-25.5 (a) (7), the College may, without public advertisement, purchase food supplies and services; and,

**WHEREAS**, Malachy Parts & Service ("Malachy") submitted a proposal to provide the maintenance at \$18,000 and repairs estimated at \$22,000, totaling \$40,000, which is a \$58 decrease in the hourly rate from the previous vendor; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Malachy Parts & Service of Bayonne, New Jersey, to provide the maintenance and repair service as described herein at a cost of \$40,000;

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

**37. Resolution Authorizing Purchase of Kitchen Equipment Cleaning Services for Culinary Conference Center**

**WHEREAS**, Hudson County Community College ("College") needs to renew the contract with a vendor to provide Kitchen Equipment Cleaning Services (hoods and grease traps) for the Culinary Conference Center; and,

**WHEREAS**, pursuant to N.J.S.A. 64A-25.5 (a) (7), the College may, without public advertisement, purchase food supplies and services; and,

**WHEREAS**, Commercial Kitchen Cleaning Inc., the current vendor providing the service, submitted a proposal to provide the services at a cost not to exceed \$19,770, which represents no increase from the prior year; and,

**WHEREAS**, the term of this agreement is through the end of Fiscal Year 2021; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby award a contract to Commercial Kitchen Cleaning Inc. of Wayne, New Jersey, to provide kitchen equipment cleaning services for the Culinary Conference Center as described herein at a cost not to exceed \$19,770;

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

**38. Resolution Authorizing Purchase of Specialty Food Products for Culinary Conference Center**

**WHEREAS**, Hudson County Community (“College”) needs to renew the contract for various specialty foods for the Culinary Conference Center; and,

**WHEREAS**, pursuant to N.J.S.A 18 A:64A-25.5 (a) (7), the College may, without public advertisement, purchase food supplies and services; and,

**WHEREAS**, Baldor Specialty Foods, Inc., the current vendor providing the service, submitted a proposal to supply the specialty foods at a cost not to exceed \$60,000, which represents no increase from the prior year; and,

**WHEREAS**, the term of this contract is Fiscal Year 2021; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Baldor Specialty Foods, Inc. of Bronx, New York, to provide the specialty foods at a cost not to exceed \$60,000;

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

#### **39. Resolution Authorizing Purchase of Seafood Products for Culinary Conference Center**

**WHEREAS**, Hudson County Community (“College”) needs to renew the contract for various specialty seafood products for the Culinary Conference Center; and,

**WHEREAS**, pursuant to N.J.S.A 18 A:64A-25.5 (a) (7), the College may, without public advertisement, purchase food supplies and services; and,

**WHEREAS**, Blue Ribbon Fish Co. Inc., the current vendor providing the service, submitted a proposal to supply the specialty seafood products at a cost not to exceed \$50,000, which represents no increase from the prior year; and,

**WHEREAS**, the term of this contract is Fiscal Year 2021; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Blue Ribbon Fish Co. Inc. of Bronx, New York, to provide the specialty seafood products at a cost not to exceed \$50,000;

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

#### **40. Resolution Authorizing Purchase of Dairy Products for Culinary Conference Center**

**WHEREAS**, Hudson County Community (“College”) needs to renew the contract for various dairy products for the Culinary Conference Center; and,

**WHEREAS**, pursuant to N.J.S.A 18 A:64A-25.5 (a) (7), the College may, without public advertisement, purchase food supplies; and,

**WHEREAS**, Dairyland USA Corporation, the current vendor providing the service, submitted a proposal to supply the dairy products at a cost not to exceed \$50,000, which represents no increase from the prior year; and,

**WHEREAS**, the term of this contract is Fiscal Year 2021; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Dairyland USA Corporation of Bronx, New York, to provide the dairy products at a cost not to exceed \$50,000;

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

**41. Resolution Authorizing Purchase of Specialty Meat Products for Culinary Conference Center**

**WHEREAS**, Hudson County Community ("College") needs to renew the contract for various meat products for the Culinary Conference Center; and,

**WHEREAS**, pursuant to N.J.S.A 18 A:64A-25.5 (a) (7), the College may, without public advertisement, purchase food supplies; and,

**WHEREAS**, Green Tree Packing Co., the current vendor providing the service, submitted a proposal to supply the meat products at a cost not to exceed \$40,000, which represents no increase from the prior year; and,

**WHEREAS**, the term of this contract is Fiscal Year 2021; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Green Tree Packing Co. of Passaic, New Jersey, to provide the meat products at a cost not to exceed \$40,000;

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

**42. Resolution Authorizing Purchase of Specialty Food Products for Culinary Arts Program**

**WHEREAS**, Hudson County Community ("College") needs to renew the contract for various specialty food products for the Culinary Arts Program; and,

**WHEREAS**, pursuant to N.J.S.A 18 A:64A-25.5 (a) (7), the College may, without public advertisement, purchase food supplies and services; and,

**WHEREAS**, Driscoll Foods, the current vendor providing the service, submitted a proposal to supply the specialty food products at a cost not to exceed \$25,000, which represents no increase from the prior year; and,

**WHEREAS**, the term of this contract is Fiscal Year 2021; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Driscoll Foods of Wayne, New Jersey, to provide the specialty food products at a cost not to exceed \$25,000;

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

#### **43. Resolution Authorizing Public Relations Support**

**WHEREAS**, Hudson County Community College ("College") wishes to renew external services for public relations support; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.5 (a) (15), this service is exempt from bidding for professional consulting services; and,

**WHEREAS**, Jones & Associates Communications, Inc., the current vendor providing the service, submitted a proposal to provide public relations support services for \$7,500 per month totaling \$90,000 annualized, which represents no increase from the prior year; and,

**WHEREAS**, the term of this contract is Fiscal Year 2021; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Jones & Associates Communications, Inc. of Jersey City, New Jersey, to provide public relations support consulting services as described herein at a cost not to exceed \$90,000;

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

#### **44. Resolution Authorizing Purchase of Consultation Services for Latino Outreach**

**WHEREAS**, Hudson County Community College ("College") needs to purchase Latino Outreach public relations and marketing consultation services for the Latino community; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.5 (a) (20), this service for personnel recruitment and advertising is exempt from bidding, including, without limitation, advertising seeking student enrollment; and,

**WHEREAS**, Atabey Consulting Group submitted a proposal for the service at a cost not to exceed \$36,000; and,

**WHEREAS**, the term of this contract is one (1) year; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community

College award a contract to Atabey Consulting Group of Wyckoff, New Jersey, to provide Latino Outreach consultation services as described herein at a cost not to exceed \$36,000;

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

#### **45. Resolution Authorizing Award of Review and Testing Course for Nursing Program**

**WHEREAS**, Hudson County Community College ("College") offers an undergraduate program for students pursuing a Registered Nursing Degree ("Program"); and,

**WHEREAS**, Kaplan Test Prep, a division of Kaplan, Inc. ("Kaplan"), has developed proprietary materials, including the NCLEX-RN Review Course ("Review Course"), to test students' knowledge and help students prepare for the Registered Nursing exam; and,

**WHEREAS**, Kaplan has provided a proposal to the College to provide the Review Course, including support and maintenance of the applicable software, for the following tuition fees:

- RN Cohorts scheduled to graduate in 4 semesters: \$165.00 per semester;
- RN Cohorts scheduled to graduate in 3 semesters: \$220.00 per semester;
- RN Cohorts scheduled to graduate in 2 semesters: \$330.00 per semester;
- RN Cohorts scheduled to graduate in 1 semester: \$660.00;
- Any additional RN cohorts not listed above: price per academic term = \$165.00 per student based on 4 semesters of use; and,

**WHEREAS**, the College has determined it is in the best interests of the Program to enter into a contract with Kaplan so that the Program's students will have access to the Review Course including support and maintenance from Kaplan; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.5 (a) (3), the procurement of the Review Course is exempt from public bidding as materials that are patented or copyrighted; and,

**WHEREAS**, the cost of these services will be funded from the Carl D. Perkins Grant; and,

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Kaplan, Inc. of Fort Lauderdale, Florida, for the Review Course with tuition fees set forth above;

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

#### **46. Resolution Authorizing Purchase of Assessment and Review Program**

**WHEREAS**, Hudson County Community ("College") needs to renew the purchase of an assessment and review software program to be used throughout the Nursing Program; and,

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

**WHEREAS**, Assessment Technologies Institute, LLC., the current vendor providing the service, submitted a proposal to supply an assessment and review program at a cost not to exceed \$83,175, which represents no increase from the prior year; and,

**WHEREAS**, the term of this contract is Fiscal Year 2021; and,

**WHEREAS**, the cost of these services will be funded from the Carl D. Perkins Grant; and,

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Assessment Technologies Institute, LLC. of Leawood, Kansas, to provide an assessment and review program at a cost not to exceed \$83,175;

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

#### **47. Resolution Authorizing Purchase of i-Human Patients**

**WHEREAS**, Hudson County Community ("College") needs to purchase i-Human patients software and license to assist in remote learning throughout the Nursing Program; and,

**WHEREAS**, the software enables users to practice patient assessment, diagnostic reasoning and treatments, and to perform active clinical learning and simulated exercises as well as all other content and services including i-Human lessons; and,

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

**WHEREAS**, Kaplan, Inc. submitted a proposal to supply the i-Human patients and license at a cost not to exceed \$53,200; and,

**WHEREAS**, the term of this contract ends July 1, 2021; and,

**WHEREAS**, the cost of these services will be funded from the Carl D. Perkins Grant; and,

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Kaplan, Inc. of Fort Lauderdale, Florida, to provide the i-Human patients software and license at a cost not to exceed \$53,200;

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

#### **48. Resolution Authorizing Purchase of vClinical Software**

**WHEREAS**, due to COVID-19, Hudson County Community College ("College") needs to purchase vClinical Virtual Clinical Simulation Suite software to offer virtual nursing simulations to assist with remote learning; and,

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

**WHEREAS**, NurseThink has quoted a price for the software at a cost not to exceed \$37,200; and,

**WHEREAS**, the cost of these services will be funded from the Carl D. Perkins Grant; and,

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to NurseThink of Waconia, Minnesota, to provide vClinical Virtual Clinical Simulation Suite software as described herein at a cost not to exceed \$37,200;

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

#### **49. Resolution Authorizing Purchase of Adobe Digital Arts Creative Cloud License**

**WHEREAS**, due to COVID-19, Hudson County Community College ("College") needs to purchase a student license pack for Adobe Digital Arts Creative Cloud software where named licenses are required to allow students to work remotely with the software; and,

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

**WHEREAS**, SHI International Corp. has quoted a price for the license pack at a cost not to exceed \$20,214; and,

**WHEREAS**, the term of this contract is one (1) year; and,

**WHEREAS**, the cost of these services will be funded from the Carl D. Perkins Grant; and,

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to SHI International Corp of Somerset, New Jersey, to provide a student license pack as described herein at a cost not to exceed \$20,214;

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees approve the recommendations of the President, Administration, and Finance Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1-49:**

1) Resolution Approving Acceptance of OSHE Funds; 2) Resolution Authorizing Purchase of HVAC Ultraviolet Light System to be Funded by CARES Act Grant; 3) Resolution Authorizing Purchase of Thermal Mirrors to be Funded by CARES Act Grant; 4) Resolution Authorizing Purchase of Sanitizing Liquid and Dispensers to be Funded by CARES Act Grant; 5) Resolution Authorizing Purchase of Portable Sneeze Guards to be Funded by CARES Act Grant; 6) Resolution Authorizing Purchase of Shelving to be Funded by CARES Act Grant; 7) Resolution Authorizing Purchase of Signage to be Funded by CARES Act Grant; 8) Resolution Authorizing Purchase of Smart TV Systems to be Funded by CARES Act Grant; 9) Resolution Authorizing Purchase of Smart TVs and Sound System Upgrades to be Funded by CARES Act Grant; 10) Resolution Authorizing Purchase of Portable Interactive Display Systems to be Funded by CARES Act Grant; 11) Resolution Authorizing Purchase of Dell Computers and Monitors for Culinary Remote Instruction to be Funded by CARES Act Grant; 12) Resolution Authorizing Purchase of Audio and Video Equipment for 870 Bergen Avenue Classrooms to be Funded by CARES Act Grant; 13) Resolution Authorizing Purchase of Video Conferencing System for 870 Bergen Avenue Classroom to be Funded by CARES Act Grant; 14) Resolution Authorizing Purchase of Dell Laptops for STEM Multipurpose Room to be Funded by CARES Act Grant; 15) Resolution Authorizing Purchase of ITV Telepresence and Remote Sharing System for STEM Multipurpose Room to be Funded by CARES Act Grant; 16) Resolution Authorizing Purchase of Furniture for STEM Building to be Funded by CARES Act Grant; 17) Resolution Authorizing Purchase of Various STEM Laboratory Supplies to be Funded by CARES Act Grant; 18) Resolution Authorizing Purchase of Labster License to be Funded by CARES Act Grant; 19) Resolution Authorizing Purchase of Cisco Network Equipment to be Funded by CARES Act



Grant; 20) Resolution Authorizing Purchase of Cisco Internet Access Equipment to be Funded by CARES Act Grant; 21) Resolution Authorizing Purchase of Cisco Unified Communications Telephone System Upgrade to be Funded by CARES Act Grant; 22) Resolution Authorizing Purchase of Projector Upgrades; 23) Resolution Authorizing Renewal of College Campus-Wide Software License Agreement; 24) Resolution Authorizing Renewal of SmartNet Technical Support and Hardware Coverage; 25) Resolution Authorizing Renewal of Texting Platform for Enrollment Services; 26) Resolution Authorizing Purchase of Extermination Services; 27) Resolution Authorizing Purchase of Ground Maintenance Services for Journal Square Campus; 28) Resolution Authorizing Purchase of Generator Service Contract for Gabert Library, North Hudson Campus, and STEM Building; 29) Resolution Authorizing Water Chemical Treatment Services; 30) Resolution Authorizing Cooperative with County of Bergen; 31) Resolution Authorizing Plumbing Maintenance and Repairs; 32) Resolution Authorizing Purchase of Janitorial Supplies; 33) Resolution Authorizing Purchase of Construction/Maintenance Supplies from Tsigonia Paint Sales; 34) Resolution Authorizing Award of Contract to WW Grainger for Facilities Department Supplies and Equipment; 35) Resolution Authorizing Award of Contract for Floor Mat Cleaning Services; 36) Resolution Authorizing Equipment Maintenance in Culinary Arts Institute; 37) Resolution Authorizing Purchase of Kitchen Equipment Cleaning Services for Culinary Conference Center; 38) Resolution Authorizing Purchase of Specialty Food Products for Culinary Conference Center; 39) Resolution Authorizing Purchase of Seafood Products for Culinary Conference Center; 40) Resolution Authorizing Purchase of Dairy Products for Culinary Conference Center; 41) Resolution Authorizing Purchase of Specialty Meat Products for Culinary Conference Center; 42) Resolution Authorizing Purchase of Specialty Food Products for Culinary Arts Program; 43) Resolution Authorizing Public Relations Support; 44) Resolution Authorizing Purchase of Consultation Services for Latino Outreach; 45) Resolution Authorizing Award of Review and Testing Course for Nursing Program; 46) Resolution Authorizing Purchase of Assessment and Review Program; 47) Resolution Authorizing Purchase of i-Human Patients; 48) Resolution Authorizing Purchase of vClinical Software; and 49) Resolution Authorizing Purchase of Adobe Digital Arts Creative Cloud License.

**INTRODUCED BY:** Bakari Lee

**SECONDED BY:** Joseph Doria

**DATE:** August 11, 2020

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

10 Aye 0 Nay  
**\*\*\*RESOLUTION ADOPTED\*\*\***

*Jennifer Oakley*

Signature of Recorder

August 11, 2020

Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 11, 2020**

**VIII. PERSONNEL RECOMMENDATIONS**

**1. RETIREMENTS**

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Effective Date</b>
Thomas	Hsieh	Professor, Chemistry	July 1, 2020
Timothy	Peacock	Assistant Professor, English	August 31, 2020
Chandridat	Persaud	Professor, English and ESL	August 31, 2020

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

**2. RESIGNATIONS**

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Effective Date</b>
Luis	De Los Santos	Senior Maintenance Mechanic, Facilities	August 15, 2020
Addison	Keim	Career Coach, Career Services	August 14, 2020
Yelena	Landa	College Lecturer, Nursing Education Specialist	August 2, 2020
Christopher	Wahl	Assistant Vice President of Academic Affairs	July 15, 2020

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

**3. APPOINTMENT OF FULL-TIME STAFF**

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Effective Date</b>	<b>Annual Salary</b>
Elisabeth	Barnum	Apprenticeship Program Coordinator, Health Programs, Continuing Education and Workforce Development (Grant-Funded Position)	August 12, 2020	\$ 38,000

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

**4. APPOINTMENT OF TEMPORARY FULL-TIME FACULTY THROUGH FALL 2020**

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Effective Date</b>	<b>Annual Salary</b>
Philip	Doku	TFT Mathematics Instructor, STEM	August 16, 2020	\$ 53,690
Nicholetta	Prince	TFT Criminal Justice Instructor, Social Sciences	August 16, 2020	\$ 53,690
Rumana Hassin	Syed	TFT Computer Science/ Cyber Security Instructor, STEM	August 16, 2020	\$ 53,690

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

**5. APPOINTMENT OF TEMPORARY FULL-TIME STAFF**

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Effective Date</b>	<b>Annual Salary</b>
Clara	Angel	Interim Coordinator, Continuing Education and Workforce Development	September 1, 2020-February 28, 2021	\$ 38,000
Jamar	Johnson	TFT Academic Advisor	August 12, 2020-December 31, 2020	\$ 45,000

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

**6. APPOINTMENT OF PART-TIME STAFF THROUGH AUGUST 2021, AS NEEDED**

<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>Division/Department</b>	<b>TITLE</b>	<b>POSITION ID</b>	<b>SUPERVISOR</b>
Sirhan	Abdallah	Academic Support Services	Academic Coach	GRATUT-601021	Pamela Bandyopadhyay
Erika	Andal	Academic Support Services	Tutor	PT Tutor-150505	Pamela Bandyopadhyay
Christian	Bilankov	Academic Support Services	Tutor	PT Tutor-150505	Pamela Bandyopadhyay
Amy	Brown	Academic Support Services	Academic Coach	GRATUT-601021	Pamela Bandyopadhyay
Lori	Byrd	Academic Support Services	Academic Coach	GRATUT-601021	Pamela Bandyopadhyay
Joseph	Caniglia	Academic Support Services	Academic Coach	GRATUT-601021	Pamela Bandyopadhyay
Elissa	D'Aries	Academic Support Services	Tutor	PT Tutor-150505	Pamela Bandyopadhyay
Nadia	Dob	Academic Support Services	Tutor	PT Tutor-150505	Pamela Bandyopadhyay
Doris Grace	Ervin	Academic Support Services	Academic Coach	GRATUT-601021	Pamela Bandyopadhyay
Briana	Espinosa	Academic Support Services	Tutor	PT Tutor-150505	Pamela Bandyopadhyay
Raymond	Greenberg-Thompson	Academic Support Services	Tutor	PT Tutor-150505	Pamela Bandyopadhyay
Abdelrahman	Keritam	Academic Support Services	Tutor	PT Tutor-150505	Pamela Bandyopadhyay
Soumeya	Nasri	Academic Support Services	Academic Coach	GRATUT-601021	Pamela Bandyopadhyay
Derkyl	Paton	Academic Support Services	Academic Coach	GRATUT-601021	Pamela Bandyopadhyay
James	Pereira Shorey	Academic Support Services	Tutor	PT Tutor-150505	Pamela Bandyopadhyay
Samikshya	Poudel	Academic Support Services	Tutor	PT Tutor-150505	Pamela Bandyopadhyay
Jeremy	Purcell	Academic Support Services	Tutor	PT Tutor-150505	Pamela Bandyopadhyay

Dexter	Santos	Academic Support Services	Tutor	PT Tutor-150505	Pamela Bandyopadhyay
Manesha	Singh	Academic Support Services	Tutor	PT Tutor-150505	Pamela Bandyopadhyay
Diego	Villatoro	Academic Support Services	Tutor	PT Tutor-150505	Pamela Bandyopadhyay
Ashish	Tadke	Center for Online Learning	PT Instructional Technologist	11-101055-505455	Archana Bhandari
Priyanka	Mistry	Communications	PT Office Assistant	Communications	Jennifer Christopher
Neyla	Torres	Communications	PT Office Assistant	Communications	Jennifer Christopher
Adael	Acosta	Continuing Education & Workforce Development	PT Instructor	PTINST-102010 & PTINST-103005	Catherina Mirasol/ Lori Margolin
Robert H.	Bolmer	Continuing Education & Workforce Development	PT Instructor	PTINST-102010 & PTINST-103005	Catherina Mirasol/ Lori Margolin
John Eric	Jacobsen	Continuing Education & Workforce Development	PT Instructor	PTINST-102010 & PTINST-103005	Catherina Mirasol/ Lori Margolin
Fariha	Tasneem	Continuing Education & Workforce Development	PT Instructor	PTINST-102010 & PTINST-103005	Catherina Mirasol/ Lori Margolin
Lilisa	Williams	Continuing Education & Workforce Development	PT Instructor	PTINST-102010	Catherina Mirasol/ Lori Margolin
Kirwin	Alcantara	ITS	PC Technician	PTTECH-253025	Kenneth Melewski
Christian	Dominguez	ITS	PC Technician	PTTECH-253025	Kenneth Melewski
Kristofer	Fontanez	ITS	Web Developer	PTWEB-253025	Omar Williams
Richwyn	Nicandro	ITS	PC Technician	PTTECH-253025	Kenneth Melewski
Reynel	Zamora	ITS	PC Technician	PTTECH-253025	Kenneth Melewski
Elliot	Erhunmwu sere	Library	Library Associate-Technology	150510	Jing Yang/ Jennie Pu
Eileen	D'Alessio	Nursing and Health Sciences	Skills Lab/Tutor	TUTOR-101017	Carol Fasano/ Catherine Sirangelo
Roslyn	Gourdine	Nursing and Health Sciences	Skills Lab/Tutor	TUTOR-101017	Carol Fasano/ Catherine Sirangelo
Regina	Holman	Nursing and Health Sciences	PT Skills Lab/Tutor	101017	Carol Fasano/ Catherine Sirangelo

Fabiola	Josaphat	Nursing and Health Sciences	Skills Lab/Tutor	TUTOR-101017	Carol Fasano/ Catherine Sirangelo
Susan	Lipyanka	Nursing and Health Sciences	Skills Lab/Tutor	TUTOR-101017	Carol Fasano/ Catherine Sirangelo
Yaritza	Martinez	Nursing and Health Sciences	Office Assistant	OFFAST-101017	Carol Fasano/ Catherine Sirangelo
Jaymee	Quintal-Bruel	Nursing and Health Sciences	Skills Lab/Tutor	TUTOR-101017	Carol Fasano/ Catherine Sirangelo
Patricia	Sciaretta	Nursing and Health Sciences	Skills Lab/Tutor	TUTOR-101017	Carol Fasano/ Catherine Sirangelo
Rubi	Soriano	Nursing and Health Sciences	PT Skills Lab/Tutor	101017	Carol Fasano/ Catherine Sirangelo
Lauren	Wahl-Rivers	Nursing and Health Sciences	PT Skills Lab/Tutor	101017	Carol Fasano/ Catherine Sirangelo
Faizan	Aslam	Student Affairs/Enrollment Services	PT Enrollment Support	200525	Victoria Orellana/ Lisa Dougherty
Tytianna	Jackson	Student Affairs/EOF	PT Instructor	EOF	Jose Lowe
Tyler	Sarmiento	Student Affairs/Student Life and Leadership	Peer Leader	PEERLEA-701000	Veronica Gerosimo

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

## 7. APPOINTMENT OF NEW HIRE ADJUNCTS

<b><i>First Name</i></b>	<b><i>Last Name</i></b>	<b><i>Department</i></b>
Tochi	Amaechina	Nursing and Health Sciences
Anja	Deitmer	Nursing and Health Sciences
Simone	Lomax	Nursing and Health Sciences
Sharon	Sigona	Nursing and Health Sciences
Yavuz Birol	Guner	STEM

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

## 8. MODIFICATIONS TO STAFFING TABLE

**Summary:** In the wake of the resignation of Assistant Vice President for Academic Affairs, Christopher Wahl, we have chosen not to replace the position. Consequently, we are recommending that the position be collapsed and removed from the staffing table. **By eliminating the position, the College will realize a significant net savings (approximately \$93,000) through a focused re-organization in the academic branch.** At the same time, we will provide a small number of team members with growth and development opportunities as they assume additional leadership responsibilities and expanded administrative roles through a redistribution of former Assistant Vice President responsibilities. Assistant

Vice President Wahl had a large and varied portfolio of responsibilities and these leaders will step up to carry the work forward.

**Impacted Titles:**

<b>Current Approved Title</b>	<b>New Title/ Deleted Title (if applicable)</b>	<b>Incumbent (If applicable)</b>	<b>Salary Adjustment (If applicable)</b>	<b>Effective Date</b>
Assistant Vice President, Academic Affairs	<b>Delete Title</b>	<b>Vacant Position</b>	<i>Vacant Position, last salary at \$132,612.50. Position will be collapsed.</i>	August 12, 2020
Executive Director, Secaucus Center	<b>Change Title:</b> Executive Director, Secaucus Center and Early College Programs	Christopher Conzen	From: \$109,200.00 To: \$120,000	July 16, 2020
Assistant Dean, Academic Affairs	<b>Change Title:</b> Associate Dean, Academic Affairs	Heather DeVries	From: \$ 85,500.48 To: \$ 95,000	August 12, 2020
Executive Director, North Hudson Campus	<b>No Title Change</b>	Yeurys Pujols	From: \$114,400.00 To: \$ 120,000	August 12, 2020
Associate Dean, Academic Development and Support Services	<b>No Title Change</b>	Pamela Bandyopadhyay	From: \$105,605.57 To: \$112,000	August 12, 2020
Coordinator, Leap Programs	<b>Change Title:</b> Coordinator, Early College Programs	Jennifer Rodriguez	From: \$ 48,722.00 To: \$52,000	August 12, 2020
Program Assistant, Early College Programs (approved existing position)	<b>Change Title:</b> Student Success Coach, Early College Programs	<b>Vacant Position</b>	<i>Vacant Position, last salary at \$40,000.</i>	August 12, 2020

**RECOMMENDATION:** The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Modifications of the Staffing Table listed above as Personnel Recommendation Item No 8.

**9. Resolution Authorizing the Award of an External Consultant for Hudson County Community College Mission Review**

**WHEREAS**, Hudson County Community College (“College”) requires the services of Richard Voorhees, as a consultant, for the review and update of the College’s Mission, Vision, and Values; and,

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

**WHEREAS**, the anticipated term is August 15, 2020 until November 30, 2020; and,

**WHEREAS**, the Consultant will be compensated at a rate of \$1,500 per day, not to exceed \$15,000 for these services; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College grant Consultant status to Richard Voorhees at an amount not to exceed \$15,000.

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

**10. Resolution Amending the Effective Date of Philip Cafasso's Tenured Professor Appointment to August 16, 2020**

**WHEREAS**, the Board of Trustees approved Philip Cafasso's ("Cafasso") return to faculty position effective July 1, 2020, at its meeting of June 9, 2020; and,

**WHEREAS**, Cafasso's position of tenured Professor is within the bargaining unit of the Agreement between Hudson County Community College and the Hudson County Community College Professional Association; and,

**WHEREAS**, positions within the bargaining unit of the Professional Association are 10-month positions that start on August 16 and end on June 15, and do not earn vacation leave; and,

**WHEREAS**, Cafasso's former role of Associate Dean of Social Sciences and Humanities, a 12-month position, allowed for accruals of vacation leave time in accordance with the Agreement between Hudson County Community College and Hudson County Community College Academic Administrative Association ("Agreement"); and,

**WHEREAS**, Cafasso earned such vacation leave with pay and is entitled to such pay in accordance with the Agreement; and,

**WHEREAS**, by extending the effective date of Cafasso's faculty appointment to August 16, 2020, the College may pay all monies due to Cafasso for his former role and in accordance with the Agreement; and,

**WHEREAS**, the President, Administration and Personnel Committee recommend this amendment of the effective date;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College approve the effective date of Philip Cafasso's Tenured Professor Appointment to August 16, 2020.

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

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees approve the recommendations of the President, Administration and Personnel Committee as outlined above in **Item VIII. Personnel Recommendations 1-10**: 1) Retirements; 2) Resignations; 3) Appointment of Full-Time Staff; 4) Appointment of Temporary Full-Time Faculty Through Fall 2020; 5) Appointment of Temporary Full-Time Staff; 6) Appointment of Part-Time Staff Through August 2021, As Needed; 7) Appointment of New Hire Adjuncts; 8) Modifications To Staffing Table; 9) Resolution Authorizing the Award of an External Consultant for Hudson County Community College Mission Review; and 10) Resolution Amending the Effective Date of Philip Cafasso's Tenured Professor Appointment to August 16, 2020.

**INTRODUCED BY:** Karen Fahrenholz

**SECONDED BY:** Harold Stahl

**DATE:** August 11, 2020

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

10 Aye 0 Nay  
**\*\*\*RESOLUTION ADOPTED\*\*\***

<u><i>Jennifer Oakley</i></u>	<u>August 11, 2020</u>
Signature of Recorder	Date



**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 11, 2020**

**IX. ACADEMIC AND STUDENT AFFAIRS**

**1. Resolution to Approve Academic Master Plan 2020-23**

**WHEREAS**, Hudson County Community College ("College") aspires to be an institution of first-choice for the students and communities it serves through a demonstrated commitment to excellence and innovation; and,

**WHEREAS**, the College is committed to providing high-quality educational opportunities that promote student success and are accessible, comprehensive, and learning centered; and,

**WHEREAS**, the Division of Academic Affairs has developed an Academic Master Plan 2020-23 (Attachment I), which was developed through a collaborative process involving feedback from across the College; and,

**WHEREAS**, the Academic Master Plan 2020-23 aligns with other strategic initiatives at the College including the work of the President's Advisory Council on Diversity, Equity, and Inclusion; and Achieving the Dream; and,

**WHEREAS**, the Academic Master Plan 2020-23 contains three overarching strategic directions including (1) Advancing a Culture of Care through a Strong Focus on Equity; (2) Advancing a Culture of Student Success and Completion through Faculty Engagement; and (3) Advancing a Culture of Student Success and Completion through Collaborative Pathways and Partnerships, as well as specific initiatives that will guide the work of the Division of Academic Affairs for the next three years and will be regularly assessed in service of the College's commitment to continuous improvement; and,

**WHEREAS**, the Administration, and Academic and Student Affairs Committee, recommend the approval of the Academic Master Plan 2020-23;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby approve the Academic Master Plan 2020-23;

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

**2. Resolution to Approve Agreement Between Hudson County Community College and West Orange Board of Education for the Delivery of Culinary Arts Curriculum**

**WHEREAS**, the West Orange Board of Education seeks to offer credit-bearing College courses as part of a Culinary Arts Program to its students; and,

**WHEREAS**, Hudson County Community College's Early College Program has the capacity to meet the needs of West Orange Board of Education; and,

**WHEREAS**, Hudson County Community College seeks to enter into an Agreement (Attachment II) with West Orange Board of Education to offer credit-bearing courses in a Culinary Arts Program, effective August 12, 2020; and,

**WHEREAS**, the Administration, and Academic and Student Affairs Committee, recommend the approval of the agreement between Hudson County Community College and West Orange Board of Education;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College approve the agreement between Hudson County Community College and West Orange Board of Education, effective August 12, 2020;

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

**3. Resolution to Approve Agreement Between Hudson County Community College and Alaris Health at Hamilton Park**

**WHEREAS**, Hudson County Community College ("College") offers a Certified Nurse Aide ("CNA") Program through its Division of Continuing Education and Workforce Development ("CEWD"); and,

**WHEREAS**, the CNA Program includes a clinical experience component; and,

**WHEREAS**, the CNA Program requires additional sites at which its students can fulfill the requisite clinical experiences; and,

**WHEREAS**, Alaris Health at Hamilton Park has the capacity to meet these needs of the CNA Program; and,

**WHEREAS**, Hudson County Community College seeks to enter into an Agreement (Attachment III) with Alaris Health at Hamilton Park whereby students enrolled in the CNA Program will be able to complete clinical experiences at Alaris Health at Hamilton Park, effective September 1, 2020; and,

**WHEREAS**, this Agreement will remain in effect for two (2) years unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

**WHEREAS**, the Administration, and Academic and Student Affairs Committee, recommend the approval of the agreement between Hudson County Community College and Alaris Health at Hamilton Park;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College approve the agreement between Hudson County Community College and Alaris Health at Hamilton Park, effective September 1, 2020;

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

**4. Resolution to Approve Agreement Between Hudson County Community College and Peace Care St. Ann's and St. Joseph's**

**WHEREAS**, Hudson County Community College ("College") offers a Certified Nurse Aide ("CNA") Program through its Division of Continuing Education and Workforce Development ("CEWD"); and,

**WHEREAS**, the CNA Program includes a clinical experience component; and,

**WHEREAS**, the CNA Program requires additional sites at which its students can fulfill the requisite clinical experiences; and,

**WHEREAS**, Peace Care St. Ann's and St. Joseph's has the capacity to meet these needs of the CNA Program; and,

**WHEREAS**, Hudson County Community College seeks to enter into an Agreement (Attachment IV) with Peace Care St. Ann's and St. Joseph's whereby students enrolled in the CNA Program will be able to complete clinical experiences at Peace Care St. Ann's and St. Joseph's, retroactive to August 1, 2020; and,

**WHEREAS**, this Agreement will remain in effect for two (2) years and one (1) month unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

**WHEREAS**, the Administration, and Academic and Student Affairs Committee, recommend the approval of the agreement between Hudson County Community College and Peace Care St. Ann's and St. Joseph's;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College approve the agreement between Hudson County Community College and Peace Care St. Ann's and St. Joseph's, retroactive to August 1, 2020;

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

**5. Resolution to Approve Agreement between Hudson County Community College and Clara Maass Medical Center**

**WHEREAS**, Hudson County Community College ("College") offers an Associate of Science in Nursing degree program as part of its core inventory of programs; and,

**WHEREAS**, the College's Nursing Program includes a required clinical experience component; and,

**WHEREAS**, the College's Nursing Program requires additional sites at which its students can fulfill the requisite clinical experiences; and,

**WHEREAS**, Clara Maass Medical Center, an affiliate of RWJ Barnabas Health, Inc., has the capacity to meet these needs of the College's Nursing Program; and,

**WHEREAS**, Hudson County Community College seeks to enter into an Agreement (Attachment V) with Clara Maass Medical Center whereby students enrolled in the College's Nursing Program will be able to complete clinical experiences at Clara Maass Medical Center, effective October 1, 2020; and,

**WHEREAS**, this Agreement will remain in effect for two (2) years unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

**WHEREAS**, the Administration, and Academic and Student Affairs Committee, recommend the approval of the agreement between Hudson County Community College and Clara Maass Medical Center;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College approve the agreement between Hudson County Community College and Clara Maass Medical Center, effective October 1, 2020;

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

**Resolution:**

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees approve the recommendations of the President, the Administration, and the Academic and Student Affairs Committee as outlined above in **Item IX. Academic and Student Affairs Recommendations 1 - 5**: (1) Proposed Academic Master Plan 2020-23; (2) Agreement between Hudson County Community College and West Orange Board of Education; (3) Agreement between Hudson County Community College and Alaris Health at Hamilton Park; (4) Agreement between Hudson County Community College and Peace Care St. Ann's and St. Joseph's; and (5) Agreement between Hudson County Community College and Clara Maass Medical Center.

**INTRODUCED BY:** Pamela Gardner

**SECONDED BY:** Jeanette Peña

**DATE:** August 11, 2020

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

10 Aye 0 Nay  
**\*\*\*RESOLUTION ADOPTED\*\*\***

<u><i>Jennifer Oakley</i></u>	<u>August 11, 2020</u>
Signature of Recorder	Date

ATTACHMENT I

**ITEM IX** - Academic and Student Affairs  
Resolution 1.



HUDSON COUNTY COMMUNITY COLLEGE



## **Academic Master Plan 2020-2023**

### **The Academic Master Plan Process**

In the summer of 2019, Dr. Eric Friedman, Executive Vice President and Provost, commissioned the design of a three-year plan for the Academic Affairs Division of Hudson County Community College. The Academic Master Plan (AMP) is intended to define strategic direction for the academic branch of the College for the next three years. It will also provide essential building blocks for the College's next Strategic Plan.

The AMP planning process took several months and was inclusive. The resulting document is comprehensive, reflecting a number of developments at the College. In spring 2019, the College's accreditation was reaffirmed by the Middle States Commission on Higher Education. In its report, the peer evaluation team affirmed that, "the institution is unafraid and dedicated to identifying new strategies to advance and influence student success, both in and out of the classroom," and challenged the College to continue building capacity in "aligning, implementing, and assessing the impact of the College's student success work." Based on the momentum of the self-study and peer review process, the Academic Affairs Division continues to work on areas of commendation and to respond to suggestions in the development of the Academic Master Plan.

The AMP context is also inflected by two related mission-critical endeavors that have engaged the college community. In order to bolster its student success efforts, HCCC has joined *Achieving the Dream*, a national network of community colleges focused on improving equitable outcomes for students through the use of data-informed practices. Through its participation in Achieving the Dream, HCCC has renewed its laser focus on student success, and has launched several initiatives to move the needle on key student success metrics: persistence, retention, completion, and transfer rates. Also in 2019, President Chris Reber commissioned the President's Advisory Council on Diversity, Equity, and Inclusion (PACDEI). The Council is charged to contribute, "to the achievement and continuous improvement of policies, procedures, programs, services, and outcomes in support of a college culture that values, respects, and

celebrates diversity in all of its forms.” The initial work of PACDEI has influenced the planning process, and when viewed together, Achieving the Dream, PACDEI, and the AMP bring into clear focus the campus-wide embrace of equity-minded student success.

A third notable component of this context is the continued evolution of the structure and leadership of the Academic Affairs Division. This academic year, the College welcomed Dr. Darryl Jones, the first Associate Vice President of Academic Affairs, to provide vision, leadership, and supervision to all credit-bearing instructional areas. The Office of Institutional Research has also come under the aegis of Academic Affairs within the last year, and the College welcomed John Scanlon as its Executive Director. We engaged an external consultant, Dr. James Davy, to launch the planning process, which was deliberately reiterative, inclusive, and interactive. The volunteer planning team, listed below, met throughout the process.

Archana Bhandari	Executive Director of Online Learning
Jenny Bobea	Honors Program Lecturer
Phil Cafasso	Associate Dean of Humanities and Social Sciences
Shannonine Caruana	Assistant Professor of ESL
Dr. Christopher Conzen	Executive Director for the Secaucus Center
Dr. Peter Cronrath	Business Instructor
Heather DeVries*	Assistant Dean of Curriculum and Academic Assessment
Paul Dillon	Associate Dean of Business, Culinary and Hospitality
Kenny Fabara	Assistant Director of Writing Center and Retention Services
Dr. Eric Friedman*	Executive Vice President and Provost
Dr. Darryl Jones*	Associate Vice President of Academic Affairs
Ara Karakashian	Associate Professor of Culinary Arts
Lori Margolin	Dean of Continuing Education and Workforce Development
Dr. Patrick Moore	Associate Professor of Psychology
Jennie Pu	Dean of College Libraries
Yeurys Pujols	Executive Director of North Hudson Campus
Dr. Paula Roberson	Director, Center for Teaching, Learning and Innovation
John Scanlon*	Executive Director of Institutional Research and Planning
Kathleen Smith-Wenning	Director of Health Related Programs
Michelle Vitale	Director of Cultural Affairs
Christopher Wahl*	Assistant Vice President of Academic Affairs
Susannah Wexler	Associate Professor of English
Lilisa Williams	Director of Faculty and Staff Development
Rong Xiao	Accounting Lecturer
Dr. Burl Yearwood	Associate Dean of STEM

\*denotes membership on core planning group

Dr. Davy facilitated the process using an *appreciative inquiry* approach. In November 2019, 50 participants from across the College engaged in an exploration of the strengths, opportunities, aspirations, and results in interactive SOAR fora. Prior to the sessions, attendees reviewed the previous Academic Master Plan, the 2016-2021 College Strategic Plan, and the Middle States visiting team report. During the fora, pairs of attendees examined the landscape of the College and developed aspirational statements based on existing strengths. Dr. Davy compiled and shared the results of these sessions with the planning team, which held a half-day workshop in early January to sort the emergent themes into three overarching strategic directions, each with a clearly articulated vision statement.

At the January 2020 College Service Day, the entire college community had an opportunity to review the emergent strategic directions and to define related initiatives. Dr. Davy used the results of this session to draft the plan, which was shared with the College in the spring. The planning committee once again convened in late April and early May to refine language of the plan, assign responsibility for individual initiatives, and identify key action steps.

The 2020-2023 AMP contains three overarching strategic directions, each driven by three specific initiatives.

- **Advancing a Culture of Care through a Strong Focus on Equity**
  - Redesign ESL and Developmental Education Programs
  - Improve Inclusivity and Accessibility for Students
  - Develop a College-wide Student Mentoring Program
- **Advancing a Culture of Student Success and Completion through Faculty Engagement**
  - Fully Launch the Center for Teaching, Learning and Innovation
  - Transform Recruitment of Full-time Faculty to Reflect Needs of a 21<sup>st</sup> Century Community College
  - Support Development of New Faculty from Onboarding through Tenure Review and Beyond
- **Advance a Culture of Student Success and Completion through Collaborative Pathways and Partnerships**
  - Define the University Center and Enhance 4-year Transfer Pathways
  - Elevate the Availability of Academic Service Learning, Internships, Apprenticeships, and Partnerships
  - Create a Comprehensive Strategic Plan for Hudson Online



After the final session of the planning committee, the Academic Master Plan was accepted by Dr. Friedman, shared with the Academic Affairs Division, the President's Executive Council, and the Academic and Student Affairs Committee of the Board of Trustees.

### Strategic Direction A: Advancing a Culture of Care through a Strong Focus on Equity

*Vision: HCCC commits to an academic culture of student success that promotes equity and embraces inclusion. This approach removes barriers in order to meet students' diverse needs.*

#### 1. **Redesign ESL and Developmental Education Academic Programs**

The purpose of this initiative is to accelerate students to college-level coursework, enhance early and sustained student engagement, and improve the key metrics of student retention and completion.

1.1. **Responsibility for Implementation:** English and ESL Division faculty and administration; Academic Foundations Math faculty and administration.

1.2. **Planning and Implementation Partners:** Faculty, College administration (including North Hudson Campus); Advisement and Counseling Services; ADJ Academic Support Services; College Libraries; Continuing Education; Testing and Assessment; Center for Teaching, Learning, and Innovation; Center for Online Learning; President's Advisory Council for Diversity, Equity, and Inclusion (PACDEI).

#### 1.3. **Action Steps:**

1.3.1. Identify and develop a toolbox of proven, scalable, best practices for acceleration and early student engagement.

1.3.2. Redesign placement processes and practices, curriculum, and assessment to maximize acceleration and early student engagement.

1.3.3. Create a working group to facilitate an assessment for the redesign initiative.

1.3.4. Collaborate with the Center for Teaching, Learning, and Innovation and the Office of Faculty and Staff Development to offer discipline-specific professional development.

1.3.5. Evaluate and assess annually.

## 2. **Improve Inclusivity and Accessibility for Students.**

This initiative is designed to foster the health and well-being of students especially those with disabilities, by helping them overcome obstacles that may otherwise prevent them from attaining academic, personal, and professional goals.

2.1. **Responsibility for Implementation:** Office of Accessibility Services.

2.2. **Planning and Implementation Partners:** Associate Vice President for Academic Affairs; Associate Dean of Student Success; PACDEI; All College Council; Center for Online Learning; College Libraries; College Facilities and Security Department; Academic Support Services; Office of Faculty and Staff Development.

### 2.3. **Action Steps:**

- 2.3.1. Appoint an ADA/504 Coordinator, and authorize Coordinator to actively monitor compliance across campuses.
- 2.3.2. Adopt a new service delivery model for the Office of Accessibility Services.
- 2.3.3. Develop a comprehensive compliance plan for the College incorporating action steps for addressing barriers to access.
- 2.3.4. Develop a comprehensive protocol and training for engagement of the CARE Team that is understood and effectively implemented by faculty.
- 2.3.5. Evaluate and assess annually.

## 3. **Develop College-wide Student Mentoring Program.**

This initiative is designed to build upon strong mentoring models that provide wraparound support to students.

3.1. **Responsibility for Implementation:** Academic Divisions, Office of School and College Relations, and Department of Cultural Affairs.

3.2. **Planning and Implementation Partners:** Academic Divisions; Honors Program; ADJ Academic Support Services; Student Life and Leadership; Education Opportunity Fund (EOF), Enrollment Management; Department of Cultural Affairs; PACDEI; and external partners (i.e. America Needs You, Year Up, and The Coalition of Latino Pastors and Ministers).

### 3.3. **Action Steps:**

- 3.3.1. Convene planning and implementation with all collaborators.
- 3.3.2. Develop shared guidelines and responsibilities for mentorships in each program.
- 3.3.3. Train, develop, and assign mentors.
- 3.3.4. Evaluate and assess annually.

## Strategic Direction B: Advancing a Culture of Student Success and Completion through Faculty Engagement

*Vision: HCCC invests in innovative professional development aimed at facilitating faculty engagement in student success and completion. The College values recruiting and developing a diverse faculty, participating in high quality research-based professional development, and committing to equitable teaching and learning experiences for students.*

### 4. Fully Launch the Center for Teaching, Learning and Innovation (CTLI)

The CTLI will provide a place where faculty will engage in dialogues, focus groups, and learning experiences focused on equity-minded teaching and learning experiences that lead to student success.

4.1. **Responsibility for Implementation:** Office of Academic Affairs and CTLI.

4.2. **Planning and Implementation Partners:** CTLI Advisory Board; Division Deans; Faculty and Staff Development; ADJ Academic Support Services Department of Cultural Affairs; Continuing Education and Workforce Development; College Libraries; PACDEI, Office of Accessibility Services; external industry partners.

#### 4.3. Action Steps:

- 4.3.1. Ensure cross-membership of CTLI Advisory Board with other mission-critical committees.
- 4.3.2. Define physical space for CTLI, including appropriate layout and technology.
- 4.3.3. Develop a 5-year plan to advance best practices in faculty teaching and learning, research, and collaboration.
- 4.3.4. Develop a process for faculty to apply for institutionally funded grants for action research.
- 4.3.5. Evaluate and assess annually.

## 5. **Transform Recruitment of Full-time Faculty to Reflect Needs of a 21<sup>st</sup> Century Community College**

This initiative will ensure transparency in allocating faculty positions based on strategic need, promote diversity of faculty to reflect the student population, and encourage faculty engagement.

5.1. **Responsibility for Implementation:** Office of Academic Affairs.

5.2. **Planning and Implementation Partners** Human Resources, The Finance Division, Professional Association, and PACDEL.

5.3. **Action Steps:**

5.3.1. Review and clarify the procedures related to the hiring of tenure track faculty.

5.3.2. Initiate a task force to identify and craft recommendations and goals to resolve issues related to the conversion of full-time lecturer positions to tenure track positions and to clarify procedures related to the hiring and/or conversion of adjunct positions and TFT positions to tenure track.

5.3.3. Revise hiring practices to increase the diversity of faculty.

5.3.4. Using data to predict enrollment trends and program need, develop a prioritization plan for new faculty lines, with a special emphasis on high-impact, early momentum courses (e.g. College Student Success, introductory major courses, and introductory mathematics).

5.3.5. Evaluate and assess annually.

## 6. **Support Development of New Faculty from Onboarding through Tenure Review and Beyond**

This initiative will provide high quality faculty support to promote student success and excellence in pedagogy throughout their tenure at the college.

6.1. **Responsibility for Implementation:** Academic Affairs, Faculty and Staff Development.

6.2. **Planning and Implementation Partners:** Human Resources; Center for Online Learning; Professional Association, Registrar; Information Technology Services (ITS); CTLI; Division Deans, Accessibility Services.

### 6.3. Action Steps:

- 6.3.1. Expand faculty orientation for all full- and part-time faculty to include user-friendly guides to HCCC Portal, Canvas, and Gradebook, as well as pedagogical training.
- 6.3.2. Convene planning and implementation collaborators to review tenure processes at peer institutions and recommend policy and procedure updates, including the development of a mentoring program.
- 6.3.3. Review and make recommendations regarding the self-evaluation process with consideration given to e-portfolio, and other innovations.
- 6.3.4. Evaluate and assess annually.

## Strategic Direction C: Advance a Culture of Student Success and Completion through Collaborative Pathways and Partnerships

*Vision: HCCC is a vibrant hub of educational, industry, and community partnerships. We serve as an engine for socio-economic mobility, global engagement, and academic service learning that promotes social justice and empowers students to be agents of change.*

### 7. Define University Center and Enhance 4-year Transfer Pathways

The purpose of this initiative is to articulate a clear understanding of transfer pathways and options in easily understandable terms.

**7.1. Responsibility for Implementation:** All offices engaged in High School and University relationships.

**7.2. Planning and Implementation Partners:** University partners (including NJ Transfer); New Jersey Council of County Colleges; Continuing Education and Workforce Development; Center for Online Learning; Academic Divisions; Students/Alumni; Facilities; Cultural Affairs; PACDEI; and the Student Affairs Division.

### 7.3. Action Steps:

- 7.3.1. Identify and create space for University Center.
- 7.3.2. Develop content and marketing plans reflective of community needs.

7.3.3. Make recommendations regarding the creation of an infrastructure that will support the goals of the University Center.

7.3.4. Expand the set of pathway agreements, including online opportunities.

7.3.5. Work with university partners to incorporate laddering program credits for transfer (workforce development, early college, work/life portfolios).

7.3.5. Evaluate and assess annually.

## **8. Elevate the Availability of Academic Service Learning, Internships, Apprenticeships and Partnerships**

This initiative is designed to make experiential learning available to students enabling them to develop the skills needed to secure gainful employment. This program will also assist local businesses in meeting their employment needs with qualified, skilled employees.

**8.1. Responsibility for Implementation:** Continuing Education and Workforce Development, Academic Divisions.

**8.2. Planning and Implementation Partners:** CTLI; Career Services; external businesses and organizations; government and private funders; Cultural Affairs; university partners; College Libraries; local employers; faith-based community; public sector organizations; and community centers.

### **8.3. Action Steps:**

8.3.1. Convene a planning retreat.

8.3.2. Create a task force for identifying funding sources for experiential learning opportunities; establish a strong employer/ business advisory council.

8.3.3. Create a group to investigate best practices for academic service learning, its integration into the college learning environment, and the development of plans within and between divisions.

8.3.4. Continue development of specialized curriculum to support specific objectives and needs of business partners.

8.3.5. Review and revise the process for ensuring credit for experiential learning.

- 8.3.6. Continue the exploration of study abroad programming.
- 8.3.7. Develop recruitment and marketing strategies, including enhanced communication techniques training.
- 8.3.8. Work with faculty, staff, businesses, and funders to launch new apprenticeship experiential learning programs.
- 8.3.9. Evaluate and assess annually.

**9. Create a Comprehensive Strategic Plan for Hudson Online**

The purpose of this initiative is to increase market penetration through the further definition of a virtual college that serves a diverse community of online learners.

- 9.1. Responsibility for Implementation:** The Center for Online Learning.
- 9.2. Planning and Implementation Partners:** Academic Divisions; Communications; Enrollment Management; College Libraries.
- 9.3. Action Steps:**
  - 9.3.1. Identify programs for online development with Divisions.
  - 9.3.2. Plan timelines and development schedules and develop courses.
  - 9.3.2. Ensure quality of existing and new programs.
  - 9.3.4. Launch and market the programs.
  - 9.3.5. Evaluate and assess annually.

**OFFICE OF ACADEMIC AFFAIRS  
EARLY COLLEGE AT HCCC**

**AGREEMENT BETWEEN  
HUDSON COUNTY COMMUNITY COLLEGE  
AND  
WEST ORANGE BOARD OF EDUCATION  
FOR  
THE DELIVERY OF CULINARY ARTS CURRICULUM  
WITHIN WEST ORANGE HIGH SCHOOL**

West Orange Board of Education (“WOBOE”) and Hudson County Community College (“HCCC”) agree to provide instruction in selected training programs for high school students in the Culinary Arts Program at West Orange Board of Education from West Orange High School (“WOHS”). The instruction will be performed by high school faculty at West Orange High School in the 2020-2021 academic year.

**Criteria and Commitment**

Student participation is contingent upon meeting all academic requirements of West Orange High School and gaining approval of their guidance counselor and parent(s).

For academic year 2020-2021 semesters, students will enroll in the following courses: CAI 115 – Food Sanitation & Culinary Principles, CAI 118-Pantry & Breakfast Cookery, and CAI 117 – Production Kitchen Skills I. The courses will be taught by WOHS faculty on their premises (Pending approval that faculty and curriculum meet the requirements of HCCC).

Seniors will receive seven (7) total college-level credits upon successful passing of courses. Students in the Culinary Arts Program will receive high school credit for the Culinary Arts courses with successful completion and have the option of transferring college-level credits within the program.

Students who will be enrolled in a Culinary Arts Program will have met the prerequisites and will have also been mutually agreed upon by the administration at HCCC and WOBOE. With the completion of the program application, HCCC and WOBOE are authorized to exchange pertinent student information without additional release from the student.



### **Fiscal Considerations**

The cost for this program will be determined on a yearly basis. For the 2020-2021 academic year, the cost of the program for seniors will be \$37.25 per credit (High School Instructor).

HCCC will not bill students directly for the program. Request for payment will be sent to the West Orange Board of Education for which the Fall semester is due by December 20, 2020 and for which the Spring semester is due May 13, 2021. Arrangements for any fiscal contributions from students, parents, and/or a third party will be made by the administration at WOBOE.

All students will have the opportunity to take additional classes at HCCC as part of the Early College program, pending completion of admission requirements, at the rate of \$74.50 per credit through the 2021 Summer 1 session.

### **Terms of Contract**

This Agreement shall commence August 12, 2020. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

\_\_\_\_\_  
Associate Vice President of Academic Affairs  
Hudson County Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent or Designee  
West Orange Board of Education

\_\_\_\_\_  
Date

**AFFILIATION AGREEMENT  
BETWEEN  
HUDSON COUNTY COMMUNITY COLLEGE  
AND  
ALARIS HEALTH AT HAMILTON PARK**

Affiliation agreement, effective September 1, 2020 by and between Hudson County Community College, located at 161 Newkirk Street Jersey City, New Jersey 07306, and Alaris Health at Hamilton Park at 525 Monmouth St, Jersey City, NJ 07302 for the Certified Nurse Aide Program.

**1. TERM**

This contract shall be for a period commencing September 1, 2020 and continuing until September 1, 2022.

This agreement shall be reviewed at the end of the term and may be renewed by a new written agreement of both parties.

Either party may at any time during the term of this agreement, with or without cause, terminate this agreement upon one hundred twenty (120) days written notice to the other party.

Alaris Health may immediately terminate a student(s) participation in the program established under this agreement, if the Alaris Health believes that the continued participation of the student(s) is unsafe, disruptive, detrimental to resident care, or otherwise not in conformity with the Alaris Health's standards, policies, procedures, or health requirements.

**2. COLLEGE RESPONSIBILITIES**

The College as the sponsoring agency agrees:

- a. To assume full responsibility for the planning and the execution of the curriculum for its students including the administration, curriculum content, and Faculty appointments.
- b. To assure that all instructors possess a current, valid License to practice nursing in The State of New Jersey and meet the academic qualifications of their academic role.
- c. To provide a clinical assignment schedule of dates for the affiliation periods throughout the academic year.
- d. That students assigned for clinical experience will receive no compensation.
- e. To maintain a student to instructor ratio not to exceed 10 students to 1 instructor.
- f. To assure that students conform to the rules, regulations, and policies of Alaris Health. These rules, regulations and policies will be available and reviewed with the students/Faculty by the Alaris Health.

- g. To require student's statement of health screening to include:
    - a. Physical exam
    - b. Proof of negative reaction to two (2) consecutive Mantoux tests given within three (3) weeks, or if positive reaction, negative chest x-ray result or a negative result on the QuantiFERON-TB-Gold test on file
    - c. Submission of a criminal background check and fingerprinting prior to certification
    - d. Completion of drug screening before clinical rotation:
      - Ten-panel drug test
        - Marijuana (THC)
        - Cocaine
        - Amphetamines
        - Opiates
        - Phencyclidine (PCP)
        - Barbiturates
        - Benzodiazepines
        - Methadone
        - Methaqualone (Quaaludes)
        - Propoxyphene
    - e. Most recent COVID-19 test results
  - h. To provide medical documentation of any special physical needs of students and to provide for any special allergic needs of the students.
  - i. To verify correct completion of all resident care records and co-sign all student documentation during the clinical experience.
  - j. To complete criminal background checks on students and provide the Alaris Health with such evidence upon request.
3. **ALARIS HEALTH RESPONSIBILITIES**
- a. To participate in joint evaluation of the effectiveness of the clinical experiences through meetings and/or written evaluations of the students and Faculty.
  - b. To provide necessary supplies, facilities, and supervision as may be required to ensure quality education for the students without impairing quality resident care.
  - c. To provide an orientation of its facilities, policies, and procedures for the College's Faculty and students.
4. **MUTUAL OBLIGATIONS**
- a. Alaris Health shall at all times retain sole responsibility for all resident care, and the extent of participation of the student in assisting with or observing resident care. (However, the foregoing statement is not meant to address the issue of ultimate legal liability in the event of a claim.)

- b. Responsibility for planning the clinical experience with Alaris Health will be jointly shared by Alaris Health's staff and the College's instructors, subject at all times to the policies, rules, and regulations of Alaris Health.
- c. A student of the College may be assigned to any facilities or programs within the Alaris Health system.
- d. Student curriculum, attendance, and scheduling shall be under the direction of the College as long as they do not conflict with Alaris Health's policies, rules, and regulations.
- e. Students are not employees of either party during the hours in which they participate in this program.
- f. The student of the College will start his/her clinical experience program as determined by mutual agreement. Minor adjustments in the length of service and the period during which it shall be rendered may be made with the mutual consent of the College and the Alaris Health.

5. **INSURANCE**

During the term of this Agreement, the College shall at all times maintain Professional Liability Insurance including coverage for any acts of negligence of its students, Faculty, officers, or employees with respect to any liability arising out of their participating in the program in amounts of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate per year. The College shall also provide general liability coverage in the minimum amount of \$1,000,000 for personal injury, or property damage and \$3,000,000 in the aggregation.

6. **CONFIDENTIALITY**

Both the College and Alaris Health shall at all times comply with standards mandated by state and federal law of regulatory agencies and accrediting agencies, including those pertaining to confidentiality and documentation.

7. **INDEMNIFICATION**

The College agrees to protect, indemnify, and hold harmless Alaris Health, and its respective officers, trustees, employees, Faculty members, students, house staff, and attending physicians from and against any and all claims, demands, causes of action, damages and judgments (including, but not limited to, such on behalf of a resident or that resident's agent or family) which may be imposed upon, incurred, or brought against the Alaris Health as a result of any negligent acts of omission or commission by the College or its officers, directors, employees, students or Faculty members committed in connection with this Agreement, except that such indemnity shall not apply to the extent that a claim, demand, cause of action, damage or judgment arises out of the negligent or wrongful acts or omissions of the Alaris Health.

Alaris Health agrees to protect, indemnify, and hold harmless the College and its officers, trustees, employees, Faculty members, students, house staff, and attending physicians from and against any and all claims, demands, causes of action, damages, and judgments

(including, but not limited to such on behalf of a resident or that resident's agent or family), which may be imposed upon, incurred, or brought against the College as a result of any negligent acts of omission or commission by the Alaris Health or its officers, directors, employees, or Faculty members committed in connection with this agreement, except that such indemnity shall not apply to the extent that a claim, demand, cause of action, damage or judgment arises out of the negligent or wrongful acts or omissions of the College, its officers, directors, employees, students or Faculty.

8. **EMERGENCY MEDICAL CARE – How does this change in a COVID-19 Pandemic**

Alaris Health agrees that College personnel assigned to Alaris Health in conjunction with their participation in this agreement shall have access to emergency medical care in the event of illness or injury requiring medical attention. However, such medical care shall be at the individual's own expense.

9. **REGULATORY REQUIREMENTS**

Both parties agree to meet and fulfill all applicable standards as outlined by the State Department of Health and all applicable regulatory requirements.

**Hudson County Community College**

Name: \_\_\_\_\_

Title:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Alaris Health**

Name:

Title: Nursing Home Administrator

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**AFFILIATION AGREEMENT  
 BETWEEN  
 HUDSON COUNTY COMMUNITY COLLEGE  
 AND  
 PEACE CARE ST. ANN'S AND ST. JOSEPH'S**

Affiliation agreement, effective August 1, 2020 by and between Hudson County Community College, located at 161 Newkirk Street Jersey City, New Jersey 07306, and Peace Care St. Ann's at 198 Old Bergen Rd. #2622, Jersey City, NJ 07305 and Peace Care St. Joseph's at 537 Pavonia Ave., Jersey City, NJ 07306 for the Certified Nurse Aide Program.

**1. TERM**

This contract shall be for a period commencing August 1, 2020 and continuing until September 1, 2022.

This agreement shall be reviewed at the end of the term and may be renewed by a new written agreement of both parties.

Either party may at any time during the term of this agreement, with or without cause, terminate this agreement upon one hundred twenty (120) days written notice to the other party.

Peace Care may immediately terminate a student(s) participation in the program established under this agreement, if the Home believes that the continued participation of the student(s) is unsafe, disruptive, detrimental to resident care, or otherwise not in conformity with the Home's standards, policies, procedures, or health requirements.

**2. COLLEGE RESPONSIBILITIES**

The College as the sponsoring agency agrees:

- a. To assume full responsibility for the planning and the execution of the curriculum for its students including the administration, curriculum content, and Faculty appointments.
- b. To assure that all instructors possess a current, valid License to practice nursing in The State of New Jersey and meet the academic qualifications of their academic role.
- c. To provide a clinical assignment schedule of dates for the affiliation periods throughout the academic year.
- d. That students assigned for clinical experience will receive no compensation.
- e. To maintain a student to instructor ratio not to exceed 10 students to 1 instructor.
- f. To assure that students conform to the rules, regulations, and policies of Peace Care. These rules, regulations and policies will be available and reviewed with the students/Faculty by the Peace Care.

- g. To require student's statement of health screening to include:
  - a. Physical exam
  - b. Proof of negative reaction to two (2) consecutive Mantoux tests given within three (3) weeks, or if positive reaction, negative chest x-ray result or a negative result on the QuantiFERON-TB-Gold test on file
  - c. Submission of a criminal background check and fingerprinting prior to certification
  - d. Completion of drug screening before clinical rotation:
    - Ten-panel drug test
      - Marijuana (THC)
      - Cocaine
      - Amphetamines
      - Opiates
      - Phencyclidine (PCP)
      - Barbiturates
      - Benzodiazepines
      - Methadone
      - Methaqualone (Quaaludes)
      - Propoxyphene
  - e. Most recent COVID-19 test results
- h. To provide medical documentation of any special physical needs of students and to provide for any special allergic needs of the students.
- i. To verify correct completion of all resident care records and co-sign all student documentation during the clinical experience.
- j. To complete criminal background checks on students and provide the Peace Care with such evidence upon request.

### 3. **PEACE CARE RESPONSIBILITIES**

- a. To participate in joint evaluation of the effectiveness of the clinical experiences through meetings and/or written evaluations of the students and Faculty.
- b. To provide necessary supplies, facilities, and supervision as may be required to ensure quality education for the students without impairing quality resident care.
- c. To provide an orientation of its facilities, policies, and procedures for the College's Faculty and students.

### 4. **MUTUAL OBLIGATIONS**

- a. Peace Care shall at all times retain sole responsibility for all resident care, and the extent of participation of the student in assisting with or observing resident care. (However, the foregoing statement is not meant to address the issue of ultimate legal liability in the event of a claim.)

- b. Responsibility for planning the clinical experience with Peace Care will be jointly shared by Peace Care's staff and the College's instructors, subject at all times to the policies, rules, and regulations of Peace Care.
- c. A student of the College may be assigned to any facilities or programs within the Peace Care system.
- d. Student curriculum, attendance, and scheduling shall be under the direction of the College as long as they do not conflict with Peace Care's policies, rules, and regulations.
- e. Students are not employees of either party during the hours in which they participate in this program.
- f. The student of the College will start his/her clinical experience program as determined by mutual agreement. Minor adjustments in the length of service and the period during which it shall be rendered may be made with the mutual consent of the College and the Peace Care.

5. **INSURANCE**

During the term of this Agreement, the College shall at all times maintain Professional Liability Insurance including coverage for any acts of negligence of its students, Faculty, officers, or employees with respect to any liability arising out of their participating in the program in amounts of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate per year. The College shall also provide general liability coverage in the minimum amount of \$1,000,000 for personal injury, or property damage and \$3,000,000 in the aggregation.

6. **CONFIDENTIALITY**

Both the College and Peace Care shall at all times comply with standards mandated by state and federal law of regulatory agencies and accrediting agencies, including those pertaining to confidentiality and documentation.

7. **INDEMNIFICATION**

The College agrees to protect, indemnify, and hold harmless Peace Care, and its respective officers, trustees, employees, Faculty members, students, house staff, and attending physicians from and against any and all claims, demands, causes of action, damages and judgments (including, but not limited to, such on behalf of a resident or that resident's agent or family) which may be imposed upon, incurred, or brought against the Peace Care as a result of any negligent acts of omission or commission by the College or its officers, directors, employees, students or Faculty members committed in connection with this Agreement, except that such indemnity shall not apply to the extent that a claim, demand, cause of action, damage or judgment arises out of the negligent or wrongful acts or omissions of the Peace Care.

Peace Care agrees to protect, indemnify, and hold harmless the College and its officers, trustees, employees, Faculty members, students, house staff, and attending physicians from and against any and all claims, demands, causes of action, damages, and judgments



(including, but not limited to such on behalf of a resident or that resident's agent or family), which may be imposed upon, incurred, or brought against the College as a result of any negligent acts of omission or commission by the Peace Care or its officers, directors, employees, or Faculty members committed in connection with this agreement, except that such indemnity shall not apply to the extent that a claim, demand, cause of action, damage or judgment arises out of the negligent or wrongful acts or omissions of the College, its officers, directors, employees, students or Faculty.

8. **EMERGENCY MEDICAL CARE – How does this change in a COVID-19 Pandemic**

Peace Care agrees that College personnel assigned to Peace Care in conjunction with their participation in this agreement shall have access to emergency medical care in the event of illness or injury requiring medical attention. However, such medical care shall be at the individual's own expense.

9. **REGULATORY REQUIREMENTS**

Both parties agree to meet and fulfill all applicable standards as outlined by the State Department of Health and all applicable regulatory requirements.

**Hudson County Community College**

Name: \_\_\_\_\_

Title:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Peace Care**

Name: Thomas Sheehy

Title: Nursing Home Administrator

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**RWJBARNABAS HEALTH, INC.**

**AFFILIATION AGREEMENT**

This agreement made as of the 1<sup>st</sup> day of October in the year 2020

Between the Hospital, **CLARA MAASS MEDICAL CENTER**, an affiliate  
Name of Hospital ("Hospital")  
of RWJBarnabas Health, Inc., and the School:

**HUDSON COUNTY COMMUNITY COLLEGE**

Name of School, College, University ("School")

**NURSING PROGRAM ("PROGRAM")**

In consideration of the mutual promises hereinafter contained, the Hospital and School agree as follows:

**1. TERM**

This contract shall be for a period commencing on October 1, 2020 and continuing until  
Start Date  
September 30, 2022.  
End Date

This agreement shall be reviewed at the end of the term stated herein, and may be renewed at the end of the stated period by a new written agreement of both parties for such additional time as the parties determine.

Either party hereto may, at any time during the term of this agreement, with or without cause, terminate this agreement upon one hundred twenty (120) days written notice to the other party. In the event of termination by either party, students then participating in the Program shall be permitted to complete the semester.

The Hospital may immediately terminate a student(s) participation in the program established under this agreement, if the Hospital, in its sole discretion, believes that the continued participation of a student is unsafe, disruptive, detrimental to the Hospital or patient care, or otherwise not in conformity with Hospital standards, policies, procedures, or health requirements.

**2. EXHIBITS**

Attached to this agreement and made a part hereof are the following:

- Exhibit A: Joint Commission Addendum
- Exhibit B: School's Certificate of Insurance
- Exhibit C: Hospital's Certificate of Insurance

### 3. SCHOOL RESPONSIBILITIES

The School as the sponsoring agency agrees:

- a. To assume full responsibility for the planning and the execution of the curriculum for its students including the administration, curriculum content, and faculty appointments.
- b. To assure that all instructors possess a current, valid License to practice in the State of New Jersey and meet the academic qualifications of their academic role.
- c. To provide a clinical assignment schedule of dates for the affiliation periods throughout the academic year.
- d. That students assigned for clinical experience will receive no compensation.
- e. To maintain a student to instructor ratio not to exceed 10 to 1.
- f. To assure that students conform to the rules, regulations, and policies of the Hospital. These rules, regulations and policies will be available and reviewed with the students/faculty by the Hospital.
- g. To verify correct completion of all patient care records and co-sign all student documentation during the clinical experience.
- h. To assure that students engaged in observational experiences do not perform direct-care activities and that such students have signed Observation Agreements provided by the Hospital.
- i. To assure by providing written documentation from the School that a criminal background check has been conducted with respect to each student or faculty, in accordance with Hospital policy. The criminal background check Vendor ("Vendor") shall be selected by the School and shall complete all background checks for all students or faculties who have completed Release Forms. The Clinical Liaison of the School shall review the criminal background check results and only students with satisfactory background check results will be assigned by the School for a clinical placement. In addition, the School shall ensure that they or their selected Vendor shall:
  - (1) The criminal background check ("CBC") shall cover all county, state and federal databases that produce records of any felonies, convictions, subpoenas, and/or warrants. The CBC shall in any event be in form and content acceptable to Hospital. Hospital reserves the right to reject the CBC and to request that the CBC be redone, provided that Hospital shall provide the reason or reasons why such CBC was rejected. The School agrees that their choice of criminal

background check vendor (“Vendor”) must meet the requirements stated in this section.

- (2) Only students or faculty with satisfactory background check results, including but not limited to stating no criminal history, will be assigned by the School for a clinical placement at any RWJBarnabas Health facility.
- (3) Background checks shall be repeated every three (3) years for students or faculty continuing as clinical affiliates.
- (4) If a School and/or student believes that the results of their criminal background check require reconsideration and an individual review by RWJBarnabas Health, the School shall:

[a] Obtain the signed RWJBarnabas Health Release Form from the student or faculty and send the Release Form to the Hospital Director of Education.

[b] Instruct the Vendor to send the original criminal background check findings directly to RWJBarnabas Health Corporate Security.

[c] Obtain and send any further relevant supporting documentation related to the criminal history to RWJBarnabas Health Corporate Security.

[d] Abide by the final determination regarding their placement from an Interdisciplinary Criminal Background Check Review Committee of RWJBarnabas Health

- j. To agree to satisfy the Joint Commission Addendum set forth on the attached Exhibit A.

#### **4. HOSPITAL RESPONSIBILITIES**

- a. To participate in joint evaluation of the effectiveness of the clinical experiences through meetings and/or written evaluations of the students and faculty.
- b. To provide the necessary supplies, facilities (including lockers when available), use of the library, and supervision as may be required to insure quality education for the students without impairing quality patient care.
- c. To provide an orientation of its plant, facilities, policies, and procedures for the School’s faculty and students.
- d. To provide emergency care for students in case of illness or accident. However, the Hospital shall not be responsible for any further care. In no

event shall the Hospital be responsible for a greater amount or degree of care or assistance than it would reasonably provide for its paid employees. The School shall be promptly be notified of any such occurrence. The student shall be responsible for payment of any medical expenses incurred.

- e. To allow students and faculty to use the dining facilities, if available, but the cost of meals will be paid by the individual at established rates.
- f. The Hospital will inform the School of any withdrawal of accreditation status.

## **5. MUTUAL OBLIGATIONS**

The parties hereto mutually agree that:

- a. The Hospital shall at all times retain sole responsibility for all patient care, and the extent of participation of the student in assisting with or observing patient care.
- b. Responsibility for planning the clinical experience in the Hospital will be jointly shared by the Hospital's staff and the School's instructors, subject at all times to the policies, rules, and regulations of the Hospital.
- c. Upon mutual consent of the Hospital and the School, a student of the School may be assigned to any facilities or programs within the Hospital.
- d. Student curriculum, attendance, and scheduling shall be under the direction of the School so long as they do not conflict with the Hospital's policies, rules, and regulations.
- e. Students are not employees of either party during the hours in which they participate in this program.
- f. The student of the School will start his/her clinical experience program as determined by mutual agreement. Minor adjustments in the length of service and the period during which it shall be rendered may be made with the mutual consent of the School and the Hospital.
- g. The parties will routinely and openly discuss philosophies, identify policy and program needs and cooperate with each other to carry out the intent of this Agreement.

## **6. REGULATORY COMPLIANCE**

- a. The School and the Hospital agree that each shall comply with all applicable requirements of Municipal, County, State and Federal authorities, all applicable Municipal and County ordinances and regulations, and all applicable State and Federal statutes and regulations now or hereafter in force

and effect to the extent that they directly or indirectly bear upon the subject matters of this Agreement. These include, without limitation: regulatory and statutory requirements and any and all applicable requirements under any State fair employment practices or similar laws declaring discrimination in employment based upon race, color, creed, religion, sex, sexual preference, or national origin as illegal and, if applicable, *Title VII of the Civil Rights Act of 1964* or any applicable rule or regulation promulgated pursuant to any such laws herein above described.

- b. The School shall ensure that each student and faculty member assigned to the Hospital shall receive, read, understand and shall abide by the RWJBarnabas Health Code of Conduct. In addition, the School shall ensure that all such individuals agree to complete one (1) hour of general compliance training and one (1) hour of documentation training as required by the Hospital from time to time. The School shall require all such individuals to certify completion of such activities as requested by the Hospital.
- c. The School shall ensure that each student and faculty member assigned to the Hospital certifies that he or she: (i) has not been convicted of a criminal offense that falls within the ambit of 42 USC 1320a-7(a) (*i.e.*, any conviction relating to the Medicare or Medicaid program, patient abuse, felony conviction relating to health care fraud or felony conviction relating to controlled substances), and (ii) is not currently excluded, debarred, suspended or otherwise ineligible to participate in the Federal health care programs or in Federal procurement or non-procurement programs.

## **7. INSURANCE**

a. During the term of this Agreement, the School shall at all times maintain Professional Liability Insurance including coverage for any acts of negligence of its students, faculty, officers, or employees with respect to any liability arising out of their participation in the program in amounts of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate per year. The School shall also provide general liability coverage in the minimum amount of \$1,000,000 for personal injury, \$500,000 for property damage and \$3,000,000 in the aggregate. In addition, the student shall provide professional liability insurance in the same amounts.

Said General Liability policies shall name the Hospital as an additional insured and shall provide that the insurance company will not cancel said policy of insurance without providing the Chief Executive Officer of the Hospital thirty (30) days advance written notice thereof.

The School shall comply with any and all requirements under the Workers Compensation laws of the State of New Jersey with respect to coverage for School faculty members and employees in connection with their activities under this agreement.

School shall submit to Hospital prior to the effective date of this Agreement a copy of a policy or a Certificate of Insurance evidencing School's compliance with the terms of this Agreement. A Copy of the Certificates of Insurance evidencing the aforesaid coverage shall be attached to this agreement as **Exhibit B**.

b. During the term of this Agreement, the Hospital shall at all times maintain Professional Liability Insurance including coverage for any acts of negligence of its officers or employees with respect to any liability arising out of their participation in the program in amounts of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate per year and general liability coverage with limits of \$1,000,000 for personal injury, \$500,000 for property damage and \$3,000,000 in the aggregate.

Said General Liability policies shall name the School as an additional insured and shall provide that the insurance company will not cancel said policy of insurance without providing the Chief Executive Officer of the School thirty (30) days advance written notice thereof.

The Hospital shall comply with any and all requirements under the Workers Compensation laws of the State of New Jersey with respect to coverage for Hospital employees in connection with their activities under this agreement.

Hospital shall submit to School prior to the effective date of this Agreement a copy of a policy or a Certificate of Insurance evidencing Hospital's compliance with the terms of this Agreement. A Copy of the Certificates of Insurance evidencing the aforesaid coverage shall be attached to this Agreement as Exhibit C.

## **8. INDEPENDENT CONTRACTOR**

Both the Hospital and the School are independent contractors. It is not intended that an employer/employee, joint venture, or partnership agreement be established hereby expressly or by implication between the Hospital and the School. Rather, in discharging all duties and obligation hereunder, the Hospital shall at all times be in and remain an independent contractor relationship with the School.

Neither the Hospital nor the School is authorized or permitted to act as an agent or employee of the other. Nothing in this agreement shall in any way alter the freedom enjoyed by either Hospital or School, nor shall it in any way alter the control of the management, operation, and affairs of either Hospital or School; it being the intent of this agreement that Hospital and School shall maintain separate and independent management, and each has full, unrestricted authority and responsibility regarding its organization and structure.

Neither party, by virtue of this Agreement, assumes any liability for any debts or obligations of either a financial or legal nature incurred by the other party to this agreement.

## **9. CONFIDENTIALITY**

Both the School and the Hospital shall at all times comply with standards of documentation and confidentiality mandated by state and federal regulatory agencies and accrediting agencies, as same may be modified and amended from time to time, including standards of the Joint Commission, and medical record policies and guidelines established and approved by the Hospital, which shall be made available to the students.

## **10. NO WAIVER**

The waiver or failure of either party to exercise any right provided for herein shall not be deemed a waiver of any further right hereunder.

## **11. ENTIRE AGREEMENT**

This agreement supersedes any and all other agreements either oral or in writing between the parties with respect to the services of the Hospital for School, and this agreement contains all of the covenants and agreements between the parties with respect to this agreement for services. The parties agree that no oral representations or written representations, other than contained herein, were relied on by the parties, or form additional terms of this agreement.

## **12. MODIFICATION**

Hospital or School may from time to time request changes in the scope of the service to be performed hereunder. Such changes shall be valid only if incorporated as a written amendment to this Agreement.

## **13. GOVERNING LAW**

This agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.

## **14. NOTICES**

All notices required or permitted under this agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

### **As to Hospital:**

Clara Maass Medical Center  
1 Clara Maass Drive  
Belleville, NJ 07109  
Attn: President and CEO

### **With a copy to:**

David A. Mebane, Esq.  
General Counsel  
RWJBarnabas Health  
95 Old Short Hills Road  
West Orange, NJ 07052



**As to School:**

Hudson Community College  
70 Sip Avenue  
Jersey City, New Jersey 07306  
Attention: Lori M. Byrd Ph.D., RN, CNE

***[SIGNATURE PAGE FOLLOWS]***

**IN WITNESS WHEREOF**, each party has caused this Agreement to be executed by its duly authorized officers or representatives as of the date first written above.

**ATTEST:**

\_\_\_\_\_

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

**ATTEST:**

\_\_\_\_\_

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

**HOSPITAL:**

**By:** \_\_\_\_\_

**SCHOOL:**

**By:** \_\_\_\_\_

Christopher M. Reber, Ph.D.  
College President

## Exhibit A

## JOINT COMMISSION ADDENDUM

In addition to the obligations set forth in the foregoing Affiliation Agreement, Hospital and School agree to the following as though set forth at length therein:

1. The Hospital will provide oversight of contractual services to ensure that care, treatment and services provided directly to patients is safe, effective, efficient, and of the same level of high quality as services provided directly by the Hospital. School will cooperate with Hospital's oversight activities.
2. The School shall meet the performance-based expectations, goals, objectives and benchmarks as set forth in the Agreement and as follows:
  - (a) Ensure that students have met the Hospital's health requirements, as stated on the Academic Facility Attestation Student Placement Form.
  - (b) Ensure that students have met the Hospital's criminal background check requirements.
  - (c) Ensure that the School and their students shall at all times comply with standards of documentation and confidentiality mandated by state and federal regulatory agencies and accrediting agencies, as same may be modified and amended from time to time, including standards of The Joint Commission, and medical record policies and guidelines established and approved by the Hospital, which shall be made available to the students.
3. To the extent applicable to the services provided by the School, the School and its individual students shall comply with the National Patient Safety Goals, participate in the Hospital's medical error reduction reporting process, and participate in other Hospital efforts related to patient safety.
4. The School and Hospital will establish an open line of communication. Each party will appoint an individual to act as a liaison to the other party, to address such matters as customer service issues, patient complaints, and/or staff concerns related to quality and/or safety in order to improve patient care and services provided in the Hospital. The titles of the initial liaison appointed by each party are \_\_\_\_\_ and the President and CEO or his or her designee for the Hospital.
5. The School and each individual student shall disclose all actual or potential conflicts of interest with the Hospital, prior to execution of this agreement and thereafter as they arise, on forms acceptable to the Hospital.
6. The School will participate in the Hospital's risk management and/or patient safety programs as requested by Hospital.

7. The School and its student(s) will cooperate with the Hospital in conducting performance improvement for both Hospital and School activities. The Hospital may establish performance indicators and thresholds to measure expected levels of performance, which will be conveyed to the School.
8. The School will only assign qualified, competent students to provide participate under this Affiliation Agreement. Each individual student shall have any and all applicable education, licenses, qualifications, training and experience necessary under the Agreement. Individual School students shall only participate as designated by the Hospital to the individual. The School will provide to the Hospital, upon request, on the same business day, any information as needed to substantiate individual student qualifications.
9. All School students will complete a Hospital orientation program prior to commencing to provide services under the Agreement. The School shall conduct periodic performance evaluations of School students, and all individuals providing services under the Agreement shall have a current, satisfactory performance evaluation and shall remain clinically competent. School students shall participate in annual mandatory education with topics as required for New Jersey Department of Health and Senior Services and Joint Commission purposes. The School and the Hospital shall collaborate to ensure that School students participate in all mandatory educational programs sponsored by the Hospital that are applicable to the School student's role and responsibility.
10. In providing services pursuant to the Agreement, the School and its individual students shall comply with all applicable Hospital policies, procedures, rules and regulations, as well as with all state, local and federal laws, rules and regulations.
11. This Addendum has been approved by the parties in accordance with their respective policies and procedures.

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 11, 2020**

**X. NEW BUSINESS**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 11, 2020**

**XI. ADJOURNMENT**

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

**INTRODUCED BY:** Karen Fahrenholz

**SECONDED BY:** Joseph Doria

**DATE:** August 11, 2020

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

10 Aye 0 Nay  
\*\*\*RESOLUTION ADOPTED\*\*\*

<u><i>Jennifer Oakley</i></u> Signature of Recorder	<u>August 11, 2020</u> Date
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