

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

Regular Meeting--Board of Trustees
August 13, 2013

AGENDA

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

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

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

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

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

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS **Dr. Gabert**

1. *Minutes of Previous Meetings*
2. *Gifts, Grants, and Contracts*

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

VIII. PERSONNEL RECOMMENDATIONS **Dr. Gabert**

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

X. NEW BUSINESS **Mr. Netchert**

XI. ADJOURNMENT **Mr. Netchert**

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 13, 2013**

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

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

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

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 13, 2013**

III. COMMENTS FROM THE PUBLIC

Dr. Lloyd Kahn, Professor of Life Science and President of the Professional Association, said he is looking forward to positive contract negotiations. He added that he is hoping to see the best faculty hired.

Cathy Seidman, Associate Professor, Criminal Justice, asked why the statement she made regarding closed session during a personnel matter at the June 11, 2013 Board Meeting was not recorded in the minutes.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 13, 2013**

IV. CLOSED SESSION

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 13, 2013**

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

- *Chris Wahl, Dean of Arts and Sciences, spoke about Liliane MacPherson, Associate Professor, English, who will be retiring after 33 years of service.*

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 13, 2013**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETING

The Minutes of the Regular Meeting of June 11, 2013 are herewith officially submitted to the Board Trustees for approval. (Attachment A). The Minutes of the Closed Session of June 11, 2013 were submitted to the Board of Trustees on a confidential basis separate from and not included as attachment to this public agenda.

Recommendation:

It is the recommendation of the President that the Board of Trustees accept the Minutes of the Regular Meeting of June 11, 2013 and the Minutes of the Closed Session of June 11, 2013 as referenced above.

2. GIFTS, GRANTS, AND CONTRACTS REPORT

The College has made the following grant & contract proposals:

TITLE: CBI Career Opportunities Training Program

AGENCY: Hudson County Department of Family Services, Jersey City Employment & Training Program

PURPOSE OF GRANT: The HCCC CBI received a \$40,000 grant from the Hudson County Department of Family Services designed to provide heightened awareness of and enrollment in HCCC/CBI occupational training programs.

COLLEGE ADMINISTRATOR: Ana Chapman-McCausland

COLLEGE CONTRIBUTION: 0

AWARD AMOUNT: \$40,000

TITLE: Muslim Journeys Orientation Workshop

AGENCY: American Library Association

PURPOSE OF GRANT: The HCCC Learning Resource Center was awarded \$3,500 for one staff member to attend the Let's Talk About It: Muslim Journeys Orientation Workshop in Denver, CO.

COLLEGE ADMINISTRATOR: John Delooper

COLLEGE CONTRIBUTION: 0

AWARD AMOUNT: \$3,500

TITLE: HCCC Writing Center Open Mic and Poetry sessions

AGENCY: Sovereign Bank Foundation

PURPOSE OF GRANT: The HCCC Writing Center and Grants Office submitted an application to the Sovereign Bank Foundation requesting funding for two open mic/poetry readings.

COLLEGE ADMINISTRATORS: Joe Caniglia and Ryan Martin

COLLEGE CONTRIBUTION: 0

AWARD AMOUNT: \$3,900

TITLE: Using Formative Assessments to Improve Teaching and Learning-Year ½

AGENCY: NJ Department of Education

PURPOSE OF GRANT: The Using Formative Assessments to Improve Teaching and Learning Grant Program is a two year grant program to support teachers and school leaders in creating and using formative assessments to guide instructional interventions to improve student learning. HCCC collaborated with NJCU on the submission of this application

COLLEGE ADMINISTRATOR: Ryan Martin

COLLEGE CONTRIBUTION: 0
AWARD AMOUNT: \$340,000

TITLE: Accelerated Pathways in Healthcare for TAA Workers in New Jersey

AGENCY: USDOL TAACCT

PURPOSE OF GRANT: The HCCC Grant Office collaborated with the NJCCC Consortium in drafting an application to help unemployed and displaced workers get training in the healthcare sector

COLLEGE ADMINISTRATOR: Ryan Martin

COLLEGE CONTRIBUTION: 0

AWARD AMOUNT: \$3,400,000

TITLE: Perkins Career and Technical Education Grant

AGENCY: NJ Department of Education

PURPOSE OF GRANT: The HCCC Grants Office received the FY14 Perkins allocation geared to train and support Career and Technical Education students at the College.

COLLEGE ADMINISTRATOR: Ryan Martin

COLLEGE CONTRIBUTION: 0

AWARD AMOUNT: \$754,727

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

INTRODUCED BY: James Fife

SECONDED BY: Karen Fahrenholz

DATE: August 13, 2013

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

7 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley 8-13-13
Signature of Recorder Date

ATTACHMENT A
ITEM VI - REGULAR MONTHLY REPORTS

HUDSON COUNTY COMMUNITY COLLEGE
Board of Trustees Meeting
Mary T. Norton Room
Jersey City, NJ

REGULAR MEETING --- BOARD OF TRUSTEES
June 11, 2013

MINUTES

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

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

ABSENT: Joanne Kosakowski, Adrienne Sires, and Katia Stack

HCCC Staff and Visitors present were: Jennifer Dudley, Eric Friedman, Marina Ibrahim, Dorothea Graham King, Lloyd Kahn, Jose Lowe, Randi Miller, Patrick Moore, Patricia Murphy, Jennifer Oakley, Paula Pando, Ismael Randazzo, Qamar Raza, Ellen Renaud, Catherine Sirangelo, Mojdeh Tabatabaie, Marcella Williams and Vinny Zicoello.

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

II. ROLL CALL AND RECOGNITION OF VISITORS

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

III. COMMENTS FROM THE PUBLIC

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

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

President Gabert responded to the comments made about the revised organizational chart and staffing table. He disagreed with the characterization that it was a major reorganization. He explained that two academic divisions were being made into four academic divisions. It is expected that the number of adjunct instructors will be increasing, and it was intended to make the job of the associate deans more manageable. This is not a reflection on anyone's job performance: it is a reflection of the

growing difficulty of their jobs. With regard to the sciences, it is also desirable to have this expanded structure in place as the College prepares for the new science building. Many of the new titles are changes of existing titles. Added titles are paired with titles being dropped or vacant positions that are frozen and not scheduled for filling during the fiscal year. The revised staffing table entails no added cost, and the net number of jobs on the staffing table is not being increased.

SUSPEND THE ORDER OF THE AGENDA

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

IV. CLOSED SESSION

Introduced by: James Fife
Seconded by: Karen Fahrenholz
7 Ayes.....0 Nays Resolution Adopted

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

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

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. The Minutes of the Regular meeting of May 14, 2013.
2. Gifts, Grants and Contract Reports - None

Introduced by: James Fife
Seconded by: Karen Fahrenholz
7 Ayes.....0 Nays Resolution Adopted

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

- 1) Purchase of Internet Services FY 14;
- 2) Renewal of College's Campus-Wide Software License Agreement FY 14;
- 3) Renewal of Annual Software Maintenance Agreement FY 14;
- 4) Renewal of College's Campus-Wide Ellucian (Datatel) Software Maintenance Agreement FY 14;
- 5) As Amended - Renewal of Fiber Contract for Campus Buildings Connectivity;
- 6) Purchase of Apple Service & Maintenance Agreement;
- 7) Purchase of Dell Laptop Computers;
- 8) Purchase of Kensington Secure Back Security Cases w/Click Safe Lock & Video Cables;
- 9) Award of Media Services (Fios) for Cable Advertisements for FY 14;
- 10) Award of Media Services (Cablevision) for Cable Advertisements for FY 14;
- 11) Award of Media Services (Cablevision & News 12) Cable Advertisements FY 14;
- 12) Award of Media Services for Transit Advertisements FY 14;

- 13) Award of Vehicle Vendor for Purchase of Truck for Facilities Department;
- 14) Award of Alarm/Monitoring/Inspection Service Vendor for All College Locations;
- 15) Award of Snow Plowing/Snow Removal Vendor for All Campus Parking Lots;
- 16) Resolution for Jones & Associates Communications Inc. for FY 14;
- 17) Resolution Authorizing Award of Contract for Public Relations Consultant to WAM Consulting FY 14;
- 18) Resolution Authorizing Award of Renewal of Consultant Services for Capital Projects;
- 19) Resolution Authorizing Award of Consultant for Financial Aid Services;
- 20) Purchase of Liability & Casualty Insurance FY 14;
- 21) Purchase of Accuplacer Exams for FY 14;
- 22) Purchase of Barracuda Web Filter;
- 23) Purchase of Software for Computer Arts Program; and
- 24) Reports of the Facilities Committee for Construction Oversight.

Introduced by: Karen Fahrenholz

Seconded by: James Fife

7 Ayes.....0 Nays

Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATION

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

2. APPOINTMENT OF STAFF

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Subhana Asjad	Lab Technician,	6/12/2013	\$25,000
Monteria D. Bass	Health Professions Employment Coordinator	6/12/2013	\$38,000 (pro-rated)

Note: This is a new approved grant funded position.

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

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

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

ADD TITLES:

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

DELETE TITLES:

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

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

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

New Hires for FY 14

Last Name	First Name	Department	Title
Yuqing	Li	Academic Foundations	Tutor
Mohammed	Zaida	ADJ Academic Support Services	Tutor
Mahmood	Tanbeer	ADJ Academic Support Services	Tutor
Ibeh	Kelechi	Advisement & Counseling	Program Assistant
Mirando	Armando	Community Education/Non-Credit Programs	Culinary Instructor
Storm	Elizabeth	Community Education	Instructor
Roth	Wayne	Community Education	Instructor
Dziemian	Melissa	Community Education	Instructor
Cohen	Andrew	Community Education	Instructor
Sansone	Paul	Community Education	Instructor

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

Continuing Part time Hires

Last Name	First Name	Department	Title
Ali	Hafsa	Academic Affairs	Evening/Weekend Administrator
Bakheet	Hussein	Academic Affairs	Evening/Weekend Administrator
Palmer	Karlett	Academic Affairs	Evening/Weekend Administrator
James	Sheila	Academic Affairs	Evening/Weekend Administrator
Lumbsden	Dwayne	Academic Affairs	Evening/Weekend Administrator
Maignan	Jesse	Academic Affairs	Evening/Weekend Administrator
Testa	George	Academic Affairs	Evening/Weekend Administrator
Jimenez	Stephanie	Academic Affairs	LEAP Assistant
Thompson	Lateisha	Academic Affairs	Office Assistant
Ahmad	Muna	Admissions	Student Ambassador
Dela Pena	Ariane	Advisement & Counseling	Front Desk Assistant
Barte	Dinah	Advisement & Counseling	Front Desk Assistant
Ayyah	Huda	Advisement & Counseling	Advisor
Quedding	Erika	Advisement & Counseling	Advisor
Twal	Maro	Advisement & Counseling	Advisor
Brabant	Nathan	Advisement & Counseling	Advisor

Alcid	Leah	Advisement & Counseling	Advisor
Cappelluti-Sheehy	Elizabeth	Advisement & Counseling	Advisor
Casiano	John	Advisement & Counseling	Advisor
Procel	Sandra	Advisement & Counseling	Advisor
Thomas	Danielle	Advisement & Counseling	Advisor
Livesay	Lewis	Advisement & Counseling	Advisor
Mendez	Ciara	Advisement & Counseling	Advisor
Ibel	Kelechi	Advisement & Counseling	Program Assistant
Delemos	Jacquelyn	Bursar's Office	Cashier
Saeed	Aneeqa	Center for Business & Industry	Office Assistant
Yashayeva	Samaya	Center for Business & Industry	Office Assistant
Edwards	Aycha	Center for Business & Industry	Research Associate
Foster	Juliet	Center for Business & Industry	REA Coordinator
Vega	Aileen	Center for Business & Industry	REA Orientation Instructor
Abullah	Sirhan	Center for Business & Industry	Instructor
Randazzo	Ismael	Center for Business & Industry	Instructor
Van Dommelen	Roeland	Center for Business & Industry	Instructor
Moruzzi	Victor	Center for Business & Industry	Instructor
Loria	Peter	Center for Business & Industry	Instructor
Valcarcel	Alicia	Center for Business & Industry	Instructor
Wadhawani	Usha	Center for Business & Industry	Instructor
Williamson-Mckie	Taneya	Center for Business & Industry	Instructor
Bolmer	Robert	Center for Business & Industry	Instructor
Bolanos	Otoniel	Center for Business & Industry	Instructor
Blakely	Glenda	Center for Business & Industry	Instructor
Balbi	John Louis	Center for Business & Industry	Instructor
Banzon	Amelia	Center for Business & Industry	Instructor
Baxer	Paul	Center for Business & Industry	Instructor
Albanese	Richard	Center for Business & Industry	Instructor
Snow	Hugh	Center for Business & Industry	Instructor
Hass	Kim	Center for Business & Industry	Instructor
Hamer	Robert	Center for Business & Industry	Instructor
Gambino	Russell	Center for Business & Industry	Instructor
Edwards	Letisha	Center for Business & Industry	Instructor
Da Silva	Catherine	Center for Business & Industry	Instructor
Coto	Hector	Center for Business & Industry	Instructor
Barroero	Patrizia	Center for Business & Industry	ESL Instructor
Zamalin	Marina	Center for Distance Ed.	PT Instructional Technologist
Gil	Julio	Communications	Communication Assistant
Larios	Francis	Communications	Student Assistant
Phensri	Francis	Community Education	Culinary Non-Credit Instructor
Santangelo	Charles	Community Education	Culinary Non-Credit Instructor
Kadko	Sam	Community Education	Culinary Non-Credit Instructor
Walden	Lawrence	Community Education	Culinary Non-Credit Instructor

Mirando	Armando	Community Education	Culinary Non-Credit Instructor
Krause	Helen	Community Education	ESL Non-Credit Instructor
Behman	Natalie	Community Education	ESL Non-Credit Instructor
Ramirez	Robert	Community Education	ESL Non-Credit Instructor
Banzon	Amelia	Community Education	ESL Non-Credit Instructor
Beltran	Evelyn	Community Education	ESL Non-Credit Instructor
Vega	Aleen	Community Education	Instructor
Altaai	Aseel	Community Education	Instructor
Stark	Marvin	Community Education	Instructor
Ankara	Emmanuel	Community Education	Instructor
Fabara	Kenny	Community Education	Instructor
Sadi	Maria	Community Education	Instructor
Wadhwani	Usha	Community Education	Instructor
Rivera	Carmen	Community Education	Instructor
Litchman	Martin	Community Education	NPT Instructor
Arena	Stephanie	Community Education	NPT Instructor
Gilliam	Tanya	Community Education	NPT Instructor
Rahman	Sadaf	Community Education	Office Assistant
Rivera	Miriam	Community Education	Office Assistant
Sims	Najilaa	Community Education	Office Assistant
Nour	Samir	Community Education	Office Support
Kostick	Edward	Community Education	Principles of Life & Health Instructor
Aviles	Lillian	Community Education/ Culinary	Dishwasher
Robles	Rachel	Community Education/Non-Credit	Computer Instructor
Palma	Steven	Community Education/Non-Credit	Customer Service Assistant
Subia	Melissa	Community Education/Non-Credit	Customer Service Assistant
Texeira	Michael	Community Education/Non-Credit	Customer Service Assistant
Lacsamana	Corazon	Community Education/Non-Credit	Instructor
Bahr	Christopher	Community Education/Non-Credit	Instructor
Jacques	Stephanie	Community Education/Non-Credit	Instructor
Ritter	David	Community Education/Non-Credit	Instructor
Ankrah	Emmanuel	Community Education/Non-Credit	Instructor
Calafiore	Sergio	Community Education/Non-Credit	Instructor
Kay	Ilina	Community Education/Non-Credit	Instructor
Low	Richard	Community Education/Non-Credit	Instructor
Phensri	Francis	Community Education/Non-Credit	Instructor
Rivera	Carmen	Community Education/Non-Credit	Instructor
Valcarcel	Alicia	Community Education/Non-Credit	Instructor
Wadhwani	Usha	Community Education/Non-Credit	Instructor
Stark	Marvin	Community Education/Non-Credit	Instructor Liberal Arts
Arena	Stephanie	Community Education/Non-Credit	NPT Instructor
Jenkins	Aniyah	Community Education/Non-Credit	Student Assistant
Sims	Raquel	Community Education/Non-Credit	Student Assistant

Cyrek	Witold	Computer Science	Lab Assistant
Lopez	Manuel	Controller's Office	Office Assistant
Candelaria	Miguel	Culinary Arts	Dishwasher
Cerda	Peter	Culinary Arts	Dishwasher
Kalifa	Nacera	Culinary Arts	Dishwasher
Nacera	Kalifa	Culinary Arts	Dishwasher
Ramirez	Daury Abad	Culinary Arts	Dishwasher
Rosario	Eliot	Culinary Arts	Dishwasher
Velez	Apolinar	Culinary Arts	Dishwasher
Aviles	Lillian	Culinary Arts	Dishwasher
Chait	Jeffrey	Culinary Non-Credit	Instructor
Clode	Anthony	Culinary Non-Credit	Instructor
Daughtry-Simon	Sharon	Culinary Non-Credit	Instructor
Jefferson	Tonja	Culinary Non-Credit	Instructor
MacInnes	James	Culinary Non-Credit	Instructor
Maluchnik	Dennis	Culinary Non-Credit	Instructor
Mohammaed	Nazam	Culinary Non-Credit	Instructor
Piatkowski	Dennis	Culinary Non-Credit	Instructor
Rio	Rosa	Culinary Non-Credit	Instructor
Spivack	Charles	Culinary Non-Credit	Instructor
Stamas	Leonidas	Culinary Non-Credit	Instructor
Stark	Marvin	Culinary Non-Credit	Instructor
Hall	Norris	Culinary Arts	Non-Credit Instructor
B'Chir	Kidada	Culinary Arts	Office Assistant
Herrador	Nicole	Culinary Arts	Office Assistant
Clode	Anthony	Culinary Arts	Receiving Clerk
Pukdeedamrongrit	Auchit	Culinary Arts	Receiving Clerk
Orellana	Daniel	Culinary Arts	Student Ambassador
Avengo	Victor	Culinary Non-Credit	Dishwasher
Kadko	Sam	Culinary Non-Credit	Instructor
Konig	Barbara	Culinary Non-Credit	Instructor
Lukeman	Meghan	Culinary Non-Credit	Culinary Non-Credit Instructor
Martinelli	Gina	Culinary Non-Credit	Instructor
Khouzman	Sami	Culinary/Non Credit	Instructor
Nisa	Badru	Development	Alumi Assistant
Taylor	Kim	Disability Support Services	Note taker/Reader
Martinez	Laurellie	Disability Support Services	Note taker/Reader
Lindsey	Walter	Disability Support Services	Note taker/Reader
La Russo	Faith	Disability Support Services	Note taker/Reader
Jones	Christina	Disability Support Services	Note taker/Reader
Alpapara	Victoria	Disability Support Services	Note taker/Reader
Ahmad	Sabeen	Disability Support Services	Note taker/Reader
Medina	Swayzeen	Disability Support Services	Note taker/Reader
Ferri	John Paul	Disability Support Services	Note taker/Reader

Dumancela	Angel	Disability Support Services	Note taker/Reader
Daponte	Marisa	Disability Support Services	Note taker/Reader
Croswell	Yolanda	Disability Support Services	Note taker/Reader
Carvajal	Alexandra	Disability Support Services	Note taker/Reader
Cabezas	Javier	Disability Support Services	Note taker/Reader
Broadnax	Bevelyn Ann	Disability Support Services	Note taker/Reader
Ayyad	Huda	Disability Support Services	Note taker/Reader
Gonzalez	Daniel	Disability Support Services	Note taker/Reader
Hore II	Jeffrey	Disability Support Services	Note taker/Reader
Valvano	Katrina	Disability Support Services	Note taker/Reader
Nepomuceno	Bernadette	Disability Support Services	Note taker/Reader
Taylor	Scott	Disability Support Services	Note taker/Reader
Reeves	Angelique	Disability Support Services	Note taker/Reader
Sanchez	Lotta	Disability Support Services	Note taker/Reader
Taylor	Danielle	Disability Support Services	Note taker/Reader
Smith	Jennifer	Disability Support Services	Sign Language Interpreter
Griffith	Amira	Disability Support Services	Sign Language Interpreter
Sofranko	Katie	Disability Support Services	Sign Language Interpreter
Steiner	Kristy	Disability Support Services	Sign Language Interpreter
Flanagan	Regina	Disability Support Services	Sign Language Interpreter
Diaz	Mary Ann	Disability Support Services	Sign Language Interpreter
Farrell	Karen	Disability Support Services	Sign Language Interpreter
Jackowsky	Margaret R	Disability Support Services	Sign Language Interpreter
Imsho	Marybeth	Disability Support Services	Sign Language Interpreter
Burnett	Laura	Disability Support Services	Sign Language Interpreter
Fernekees-Boylan	Jeanne	Disability Support Services	Sign Language Interpreter
McCusker	Siobhan	Disability Support Services	Sign Language Interpreter
Martinez	Laurellie	Disability Support Services	Sign Language Interpreter
Moore	Michele	Educational Opportunity Fund	Instructor
Wadhwani	Usha	Educational Opportunity Fund	Instructor
Derteano	Gloria	Educational Opportunity Fund	Peer Counselor
Gonzalez	Vanessa	Educational Opportunity Fund	Peer Counselor
Pelaez	Jamie	Educational Opportunity Fund	Classroom Assistant
Sala	Steven	Educational Opportunity Fund	Graduate Tutor
Hayes	Jennifer	Educational Opportunity Fund	Office Assistant
Casimir	Samuel	Educational Opportunity Fund	Classroom Assistant
Rodriguez	Adriana	Educational Opportunity Fund	Office Assistant
Ibrahim	Marina	Educational Opportunity Fund	Classroom Assistant
Edwards	Valisha	Educational Opportunity Fund	Classroom Assistant
Ilyas	Asma	Enrollment Services	Student Ambassador
Allen	Dorcas	Enrollment Services	Student Ambassador
Alfonso	Christopher	Enrollment Services	Student Ambassador
Persaud	Angelina	Enrollment Services	Student Ambassador
Parrales	Stanley	Enrollment Services	Student Ambassador

Awad	Vivian	Enrollment Services	Student Ambassador
Bullock	Katrina	Enrollment Services	Student Ambassador
Chaudhry	Masood	Enrollment Services	Student Ambassador
Moncion	Samantha	Enrollment Services	Student Ambassador
Mejias	Kiara	Enrollment Services	Student Ambassador
Bobea	Jenny	ESL	Assistant ESL
Bouret	Angelina	ESL	Office Assistant
Valcarcel	Paola	ESL	Student Assistant
Borbon	Rochi C	ESL/Bilingual	Student Assistant
Arian	Gabriela	Financial Aid	Office Assistant
Garcia	Caroline	Financial Aid	Office Assistant
Cortez	Maria Cielo	Financial Aid	Office Assistant
Guzman	Maria	Financial Aid	Office Assistant
Matos	Shaniqua	Financial Aid	Office Assistant
Mory	Marlene	Financial Aid	Office Assistant
Perez	Milta	Financial Aid	Office Assistant
Zahara	Ambouk	Financial Aid	Office Assistant
Aguirre	Mauricio	Health, Science & Technology	Lab Assistant
Porter	Elliot	Health, Science & Technology	Lab Assistant
Tejaola	Joel	Health, Science & Technology	Lab Assistant
Elshafey	Mohamed	Health, Science & Technology	Lab Assistant
Jilla	Abilash	Health, Science & Technology	Lab Assistant
Wrisnewski	Fred	Health, Science & Technology	Lab Assistant
Gooding	Daniella	Health, Science & Technology	Office Assistant
Frink	Nayia	Health, Science & Technology	Office Assistant
Williams	Sean	Health, Science & Technology	Office Assistant
Perez	Justin	Humanities & Social Science	Student Assistant
Almeda	Jordan	Information Technology Services	Instructional Lab Assistant
Allouch	Jaouad	Information Technology Services	Instructional Lab Assistant
Ayala	Alejandra	Information Technology Services	Instructional Lab Assistant
Blanco	Jorge	Information Technology Services	Instructional Lab Assistant
Bosch	Ilgnr	Information Technology Services	Instructional Lab Assistant
Bouabid	Walid	Information Technology Services	Instructional Lab Assistant
Cervantes	Sindy	Information Technology Services	Instructional Lab Assistant
Cortez	Benjamin	Information Technology Services	Instructional Lab Assistant
Coronel	Yesenia	Information Technology Services	Instructional Lab Assistant
Chavez	Celia	Information Technology Services	Instructional Lab Assistant
Cruz	Rosa	Information Technology Services	Instructional Lab Assistant
Deschamps	Anthony	Information Technology Services	Instructional Lab Assistant
Faruque	Muhammad	Information Technology Services	Instructional Lab Assistant
Garey	Kelly	Information Technology Services	Instructional Lab Assistant
Guevarra	Ramon	Information Technology Services	Instructional Lab Assistant
Hernandez	Maydelin	Information Technology Services	Instructional Lab Assistant
Insuasti	Kevin	Information Technology Services	Instructional Lab Assistant

Khalil	Amira	Information Technology	Instructional Lab Assistant
Loor-Mora	Rocio	Information Technology Services	Instructional Lab Assistant
Martinez	Gisbell	Information Technology Services	Instructional Lab Assistant
Mesa	Negdo	Information Technology Services	Instructional Lab Assistant
Moussir	Rabah	Information Technology Services	Instructional Lab Assistant
Patel	Ashish	Information Technology Services	Instructional Lab Assistant
Patel	Krupali	Information Technology Services	Instructional Lab Assistant
Patel	Mrugya	Information Technology Services	Instructional Lab Assistant
Patel	Nisha B	Information Technology Services	Instructional Lab Assistant
Porras	Daniela	Information Technology Services	Instructional Lab Assistant
Rodriguez	Anderson	Information Technology Services	Instructional Lab Assistant
Rodriguez	Maria	Information Technology Services	Instructional Lab Assistant
Sanghavi	Hardik	Information Technology Services	Instructional Lab Assistant
Sebastiani	Edwin	Information Technology Services	Instructional Lab Assistant
Uribe	Daniel	Information Technology Services	Instructional Lab Assistant
Valderrama	Jesenia	Information Technology Services	Instructional Lab Assistant
Zahidi	Mohamed	Information Technology Services	Instructional Lab Assistant
Zhu	Fei	Information Technology Services	Instructional Lab Assistant
Brooks	Clifford	Learning Resource Center	Librarian
Muhi	Amorfina	Learning Resource Center	Librarian
Reilly	Mary Anne	Learning Resource Center	Librarian
Lobban	Richetta	Learning Resource Center	Librarian
Odeh	Hussein	Learning Resource Center	Librarian
Cox	James	Learning Resource Center	Librarian
Dodds	John	Learning Resource Center	Librarian
Patel	Kiran	Learning Resource Center	Librarian
Gawchik	Martha	Learning Resource Center	Librarian
Romero	Jose	Learning Resource Center	Librarian
Korn	Sister Joanne	Learning Resource Center	Librarian
Sova	Cathleen	Learning Resource Center	Librarian
Rosado	Monica	Learning Resource Center	Librarian
Sahadeo	Krishna	Learning Resource Center	Library Clerical Assistant
Bellody	Kate	Learning Resource Center	Library Clerical Assistant
Bustamante	Kenny	Learning Resource Center	Library Clerical Assistant
Lendorf	Manuel	Learning Resource Center	Library Clerical Assistant
Sanchez	Lotta	Learning Resource Center	Library Clerical Assistant
Rodriguez	Victor	Learning Resource Center	Library Clerical Assistant
Rios	Emir	Library/LRC	Library Clerical Assistant
Courtier	Devlyn	Library/LRC	Library Clerical Assistant
Richard	Robert	Library/LRC	Library Clerical Assistant
Lewis	Akim	Library/LRC	Library Clerical Assistant
Crawford	Malkia	Library/LRC	Library Clerical Assistant
Gonsalves	Devika	Library/LRC	Library Clerical Assistant
Navarro	Aurora	Library/LRC	Library Clerical Assistant

Lynch	Jessika	Library/LRC	Library Clerical Assistant
Lopez	Catherine	Library/LRC	Library Clerical Assistant
Hernandez	Antonia	Library/LRC	Library Clerical Assistant
Wilkes	Veronica	Library/LRC	Library Clerical Assistant
Elgebily	Sohir	Library/LRC	Library Clerical Assistant
Nelson	Jeanette	Library/LRC	Library Clerical Assistant
Abon	Eusebio	Library/LRC	Library Clerical Assistant
Tubungbanua	Angelita	Library/LRC	Library Clerical Assistant
Cintron	Johnathan	Library/LRC	Library Clerical Assistant
Laborde	Marina	Mail & Copy Room	Mail Room/Copy Center
Monroe	Antonio	Mail & Copy Room	Mail Room/Copy Center Assistant
Ramsarran	Nanldall	Mail & Copy Room	Mail Room/Copy Center Assistant
Mahadeva	Amalan Paul	Mail & Copy Room	Mail Room/Copy Center Assistant
Pitre	Nestor	Mail & Copy Room	Mail Room/Copy Center Assistant
Casas	Michael	Mail & Copy Room	Student Assistant
Parekh	Tejal	Non-Credit Programs	Student Assistant
Desenna	Marguerita	Non-credit/community Ed	Instructor
Kanter	Deborah	Non-Credit/Community Ed	Holistic Instructor
Kaplan	Jennifer	Non-Credit/Community Ed	Arabic Instructor
Koopmans	Marilyn	Non-Credit/Community Ed	Instructor
Conte	George	Non-Credit/Culinary	Instructor
Pascale	Bruno	Non-Credit/Culinary	Instructor
Pascale	Frank	Non-Credit/Culinary	Instructor
Baldera	Jatna	North Hudson Center	Office Assistant
Grullon	Celeste	North Hudson Center	Office Assistant
Hernandez	Adan	North Hudson Center	Office Assistant
Badru	Nisa	President's Office	Alumni Assistant
Quiros	Michelle	Student Affairs	Office Assistant
Chavez	Janet	Student Affairs	Office Assistant
Lindao	Luis	Student Affairs	Office Assistant
Palma	Steven	Student Affairs	Office Assistant
Grullon	Celeste	Student Services	Office Assistant
Baldera	Jatna	Student Services	Office Assistant
Rivera	Stephanie	Student Services	Office Assistant
Mercado	Steven	Testing Center	Testing Aide
Wooten	Taundra	Testing Center	Testing Aide
Mohammed	Zaida	ADJ Academic Support Services	Tutor
Dervishi	Aferdita	ADJ Academic Support Services	Tutor
Davenport	Anthony	ADJ Academic Support Services	Tutor
Cruz	Joanna	ADJ Academic Support Services	Tutor
Patel	Dhruv	ADJ Academic Support Services	Tutor

Montero	Herta	ADJ Academic Support Services	Tutor
Lopez Jr.	Victor	ADJ Academic Support Services	Tutor
Avila	Gabriella	ADJ Academic Support Services	Tutor
Ambrocio	Ferdy	ADJ Academic Support Services	Tutor
Sharma	Meenu	ADJ Academic Support Services	Tutor
Yadav	Jay	ADJ Academic Support Services	Tutor
Ibrahim	Marina	ADJ Academic Support Services	Tutor
Bautista	Sophia	ADJ Academic Support Services	Tutor
Beboe	Kerrief	ADJ Academic Support Services	Tutor
Gonzalez	Ynes	ADJ Academic Support Services	Tutor
Ahmad	Sabeen	ADJ Academic Support Services	Tutor
Pereyra	Fabiana	ADJ Academic Support Services	Tutor
Coleman	Qaadara	ADJ Academic Support Services	Tutor
Davis	Dolores	ADJ Academic Support Services	Tutor
Sacaquirin	George	ADJ Academic Support Services	Tutor
Malik	Zain	ADJ Academic Support Services	Tutor
Harb	Kristina	ADJ Academic Support Services	Tutor
Bamba	Adewumi	ADJ Academic Support Services	Tutor
Djerroud	Dalila	ADJ Academic Support Services	Tutor
Elshorbagy	Hala	ADJ Academic Support Services	Tutor
Er-rich	Lahcen	ADJ Academic Support Services	Tutor
Fernandez	Carlos	ADJ Academic Support Services	Tutor
Mahmood	Tanbeer	ADJ Academic Support Services	Tutor
Mohammed	Zaida	ADJ Academic Support Services	Tutor
Gerges	Raflaa	ADJ Academic Support Services	Tutor
Green	Virgina	ADJ Academic Support Services	Tutor
Grimaldi	Rose	ADJ Academic Support Services	Tutor
Henriquez	Johan	ADJ Academic Support Services	Tutor
James	Sheila	ADJ Academic Support Services	Tutor
Irizarry	Giselle	ADJ Academic Support Services	Tutor
Rivera	Chayanne	ADJ Academic Support Services	Tutor
Jeong	Eunsu	ADJ Academic Support Services	Tutor
Elkholy	Mariam	ADJ Academic Support Services	Tutor
Davis	Jill	ADJ Academic Support Services	Tutor
Daane	Mary	ADJ Academic Support Services	Tutor
Carrillo	Phil	ADJ Academic Support Services	Tutor
Ahmed	Sanam	ADJ Academic Support Services	Tutor
Medina	Sandra	ADJ Academic Support Services	Tutor
Zulueta	Isabelita	ADJ Academic Support Services	Tutor
Yasmeen	Faria	ADJ Academic Support Services	Tutor
Villafane	Melissa	ADJ Academic Support Services	Tutor
Tate	Dominique	ADJ Academic Support Services	Tutor
Somasundaram	Pamathi	ADJ Academic Support Services	Tutor
Sharma	Pushpesh	ADJ Academic Support Services	Tutor

Santos	Blanca	ADJ Academic Support Services	Tutor
Sala	Steven	ADJ Academic Support Services	Tutor
Rivera	Carmen	ADJ Academic Support Services	Tutor
Ponce	Anais	ADJ Academic Support Services	Tutor
Nasir	Aysha	ADJ Academic Support Services	Tutor
Na	Olivia	ADJ Academic Support Services	Tutor
Muniz	Alexis	ADJ Academic Support Services	Tutor
Youri	Paul	ADJ Academic Support Services	Tutor
Hightwer-Simmons	Marcia	ADJ Academic Support Services	Tutor
Kanter	Deborah	ADJ Academic Support Services	Tutor
Dalton	Rose	ADJ Academic Support Services	Tutor
Kay	Ilina	ADJ Academic Support Services	Tutor
Campbell	Ronnette	ADJ Academic Support Services	Tutor
Jaheera	Nicholson	ADJ Academic Support Services	Tutor
Sambula	Lisa	ADJ Academic Support Services	Tutor
Mehta	Poojan	ADJ Academic Support Services	Tutor
Kouassi	Axel	ADJ Academic Support Services	Tutor
Kutubuddin	Nipon	ADJ Academic Support Services	Tutor
Royal	Lanier	ADJ Academic Support Services	Tutor
Lubin	Matthew	ADJ Academic Support Services	Tutor
Larusso	Faith	ADJ Academic Support Services	Tutor
Mangunay	Rachelle	ADJ Academic Support Services	Tutor
Master	Yogesh	ADJ Academic Support Services	Tutor
Valanzola	Sandra	ADJ Academic Support Services	Tutor
Miranda	Roberto	ADJ Academic Support Services	Tutor
Gonzalez	Daniel	ADJ Academic Support Services	Tutor
Diaz	Sherylene	ADJ Academic Support Services	Tutor
Daud	Saba	ADJ Academic Support Services	Tutor
Asad	Saubia	ADJ Academic Support Services	Tutor
Liebl	Christopher	ADJ Academic Support Services	Tutor
Mehta	Kajal	ADJ Academic Support Services	Tutor
Truitt	Trenton	ADJ Academic Support Services	Tutor
Robertson	Laura	ADJ Academic Support Services	Tutor
Taylor	Kim	ADJ Academic Support Services	Tutor
Silva	Diana	ADJ Academic Support Services	Tutor
Colicchio	Roy	ADJ Academic Support Services	Tutor
Mahmoud	Sherif	ADJ Academic Support Services	Tutor
Moreno	Andrea	ADJ Academic Support Services	Tutor
Kong	Lingchan	ADJ Academic Support Services	Tutor
Patel	Manali	ADJ Academic Support Services	Tutor
Li	Bosen	ADJ Academic Support Services	Tutor
Fayyaz	Faiza	ADJ Academic Support Services	Tutor
Gondal	Ammara	ADJ Academic Support Services	Tutor

Abdel Sayed	Nabila	ADJ Academic Support Services	Tutor
Asjad	Naima	ADJ Academic Support Services	Tutor
Asjad	Subhana	ADJ Academic Support Services	Tutor
Ahmed	Marystella	ADJ Academic Support Services	Tutor
Aguilar	Maria	ADJ Academic Support Services	Tutor
Fabara	Kenny	ADJ Academic Support Services	Tutor
Abdelaziz	Marwa	ADJ Academic Support Services	Tutor
Agustin	Allen	ADJ Academic Support Services	Tutor
Espinal	Andrea	ADJ Academic Support Services	Tutor
Evans	Robert	ADJ Academic Support Services	Tutor
Fanning	Shannon	ADJ Academic Support Services	Tutor
Gochuico	Carlo-Angelo	ADJ Academic Support Services	Tutor
Kennedy	Mary	ADJ Academic Support Services	Tutor
Lim	Ky C.	ADJ Academic Support Services	Tutor
Gutierrez-Jhong	Meridangela	ADJ Academic Support Services	Tutor
Straussberg	Michelle	ADJ Academic Support Services	Tutor
Porter	Elliot	ADJ Academic Support Services	Tutor
Patel	Mohini	ADJ Academic Support Services	Tutor
Patel	Dhruv	ADJ Academic Support Services	Tutor

Introduced by: Karen Fahrenholz

Seconded by: James Fife

7 Ayes.....0 Nays

Resolution Adopted

IX. ACADEMIC AND STUDENT AFFAIRS

1) New and On-going Partnerships with Hudson County High Schools for the Delivery of Credit Course Instruction for Academic Year 2013-2014:

(a) Hoboken Board of Education (b) Hudson County Schools of Technology Board of Education - County Prep and High Tech (c) Jersey City Board of Education - Dickinson, Snyder, Ferris, Liberty, and Lincoln High Schools (d) Kearny Board of Education (e) Memorial High School (f) Miftaahul Uloom Academy (g) Union City (h) North Bergen Board of Education (i) Harrison High School to provide degree credit course instruction to their students pursuant of the terms of the agreements.

Introduced by: Bakari Lee

Seconded by: Karen Fahrenholz

6 Ayes.....1 Abstention 0 Nays

Resolution Adopted

X. NEW BUSINESS - None

XI. ADJOURNMENT 6:00 P.M.

Introduced by: Karen Fahrenholz

Seconded by: James Fife

7 Ayes.....0 Nays

Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 13, 2013**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Award of Annual Computer Electronic & Software Parts for FY 14

WHEREAS, the College has a need for various computer and electronic parts during the year pursuant to the Business Entity Disclosure Process; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500 and not to exceed \$300,000.00; and

WHEREAS, the anticipated term is fiscal year 2014; and

WHEREAS, GHA Technologies, Inc. of Phoenix, Arizona is the proposed vendor to provide the parts; and

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

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

WHEREAS, the Chief Information Officer recommends this purchase; and

NOW, THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve GHA Technologies, Inc. of Phoenix, Arizona as a pay-to-play certified vendor as described herein; and

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

2. Award of Media Services for Cable Television Advertisements FY 14

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

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

WHEREAS, Comcast Cable of Philadelphia, Pennsylvania has submitted a proposal indicating that they will provide the cable advertising at a cost not to exceed \$20,058.75; and

WHEREAS, Comcast Cable of Philadelphia, Pennsylvania will run the ads on their cable stations; Note, These are area sole source vendors for the target area. The design for the campaign ads will be provided by the College's Communication Department; and

WHEREAS, Comcast Cable has completed and submitted Business Entity Disclosure Certifications which certifies that Comcast Cable has not made any reportable contributions to a political or candidate

committee in Hudson County in the previous one year, and that the contract will prohibit Comcast Cable from making any reportable contributions through the term of the contract; and

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

NOW, THEREFORE, BE IT RESOLVED *the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to enter into a contract with Comcast Cable of Philadelphia, Pennsylvania, as described herein; and*

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

3. Award of a Food Vendor for the Culinary Arts Institute

WHEREAS, *the College has a need to purchase various meat products for the Culinary Arts Program during the year pursuant to the Business Entity Disclosure Process; and*

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

WHEREAS, *the anticipated term is fiscal year 2014; and*

WHEREAS, *Green Tree Packing Company of Passaic, New Jersey, is the proposed vendor to provide meat products at a cost not to exceed \$64,000.00; and*

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

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

NOW, THEREFORE, BE IT RESOLVED *the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Green Tree Packing Co. of Passaic, New Jersey as a pay-to-play certified vendor as described herein; and*

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

4. Purchase of Elevator Maintenance Service (Three years)

The College has a need for an elevator maintenance company to perform the needed maintenance on all of the elevators campus-wide.

A bid request was advertised in the Jersey Journal and the Star Ledger on Tuesday, May 21, 2013 and Wednesday, May 22, 2013, for an elevator maintenance vendor. (Note: this Bid is for three years). Two (2) bid packages were dispersed and two (2) bids were received and opened on Wednesday, June 5, 2013.

The results were as follows:

<u>VENDOR</u>	<u>LOCATION</u>	<u>BID AMOUNT</u>
ThyssenKrupp Elevator Americas	Cranford, NJ	\$ 1,980.00 per month
Automated Elevator Systems.	New Rochelle, NY	\$ 3,764.97 per month

The Vice President of College Operations recommends this purchase.

RECOMMENDATION:

The President, the Administration and Finance Committee recommend that the Board of Trustees approve ThyssenKrupp Elevator Americas of Cranford, New Jersey, as the elevator maintenance vendor for the College at a cost not to exceed \$1,980.00 per month.

5. Award of Annual Computer Electronic & Software Parts for FY 14

WHEREAS, the College has a need for various computer and electronic parts during the year pursuant to the Business Entity Disclosure Process; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500 and not to exceed \$200,000.00; and

WHEREAS, the anticipated term is fiscal year 2014; and

WHEREAS, GovConnection Inc. of Merrickmack, New Hampshire is the proposed vendor to provide the parts; and

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

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

WHEREAS, the Chief Information Officer recommends this purchase; and

NOW, THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve GovConnection Inc. of Merrickmack, New Hampshire as a pay-to-play certified vendor as described herein; and

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

6. Purchase of Plumbing Services (Three years)

The College has a need for a plumbing company/contractor to handle any and all plumbing problems at the College.

A bid request was advertised in the Jersey Journal and the Star Ledger on Tuesday, May 21, 2013 and Wednesday, May 22, 2013, for a plumbing vendor. Five (5) bid packages were dispersed and three (3) bids were received and opened on Wednesday, June 5, 2013.

The results were as follows:

<u>VENDOR</u>	<u>LOCATION</u>	<u>BID AMOUNT</u>
F&G Mechanical	Secaucus, NJ	\$ 83.50 per hour
Wm. J. Guarini, Inc.	Jersey City, NJ	\$ 87.00 per hour
Jac Mechanical Services, Inc.	Hamburg, NJ	\$ 93.00 per hour

The Vice President of College Operations recommends this purchase; and

RECOMMENDATION:

The President, the Administration and Finance Committee recommend that the Board of Trustees approve F&G Mechanical of Secaucus, New Jersey as the vendor for any plumbing problems at the College at a cost of \$ 83.50 per hour.

7. Resolution Authorizing the Award of a Food, Cleaning Supplies & Small Implements Vendor for Culinary Arts

WHEREAS, the College has a need for various Food, Cleaning Supplies and Small Implements products for the Culinary Arts department during the year pursuant to the Business Entity Disclosure Process; and

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

WHEREAS, the anticipated term is fiscal year 2014; and

WHEREAS, Sysco Food Service of Jersey City is the proposed vendor to provide these supplies at a total cost not to exceed \$60,000.00; and

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

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

NOW THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Sysco Food Service as a pay-to-play certified vendor as described herein; and

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

8. Award of Annual Computer Electronic & Software Parts for FY 14

WHEREAS, the College has a need for various computer and electronic parts during the year pursuant to the Business Entity Disclosure Process; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500 and not to exceed \$180,000; and

WHEREAS, the anticipated term is fiscal year 2014; and

WHEREAS, CDW GOVERNMENT LLC .of Veron Hills, Illinois is the proposed vendor to provide the parts; and

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

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

WHEREAS, the Chief Information Officer recommends this purchase; and

NOW, THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve CDW GOVERNMENT LLC. of Veron Hills, Illinois as a pay-to-play certified vendor as described herein; and

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

9. Resolution Authorizing the Award of a Linen Supply Vendor for Culinary Arts

WHEREAS, the College has a need for various linen products for the Culinary Arts department during the year; and

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

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

WHEREAS, the anticipated term is fiscal year 2014: and

WHEREAS, Allen Linen Supply of Patterson, New Jersey, is the proposed vendor to provide these services, at a total cost not to exceed \$20,000.00; and

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

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

NOW THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Allen Linen Supply as a pay-to-play certified vendor as described herein; and

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

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

WHEREAS, the College has a need for various Dairy products for the Culinary Arts department during the year; and

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

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

WHEREAS, the anticipated term is fiscal year 2014; and

WHEREAS, Dairyland USA Corporation of the Bronx, New York is the proposed vendor to provide these products at a cost not to exceed \$60,000.00; and

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

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

NOW THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Dairyland USA Corporation as a pay-to-play certified vendor as described herein; and;

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

11. Purchase of Paint, Painting Supplies & Construction Supplies FY 14 & FY 15

REPORT/BACKGROUND:

There is a need to purchase paints, painting supplies and construction supplies during the year.

NOTE: THIS IS A TWO YEAR BID. (YEAR ONE \$47,373.70, YEAR TWO \$47,373.70)

A bid was advertised in the Star Ledger and the Jersey Journal on Tuesday, May 28, 2013 and Wednesday, May 29, 2013. There were two (2) bids requested and two (2) bid packages were distributed and one (1) vendor responded:

<u>Vendor</u>	<u>Location</u>	<u>Bid Amount</u>
Tsagonia Paint Sales	Jersey City, N.J.	\$47,373.70 (Per Year)

The Vice President of College Operations recommends this purchase.

RECOMMENDATION:

The President, the Administration and the Finance Committee recommend that the Board of Trustees approve Tsigonia Paint Sales of Jersey City, New Jersey, to provide paint, paint supplies and construction supplies, at a total cost not to exceed \$47,373.70 (per year), to be funded from the operating budget.

12. Resolution Authorizing the Award of a Specialty Foods Vendor for Culinary Arts

WHEREAS, the College Culinary Arts has a need for various specialty foods during the year; and

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

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

WHEREAS, the anticipated term is fiscal year 2014: and

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

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

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

NOW THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Baldor Specialty Foods, Inc as a pay-to-play certified vendor as described herein; and

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

13. Resolution Authorizing the Award of a Seafood Vendor for Culinary Arts

WHEREAS, the College has a need for various seafood products for the Culinary Arts department during the year pursuant to the Business Entity Disclosure Process; and

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

WHEREAS, the anticipated term is fiscal year 2014: and

WHEREAS, Blue Ribbon Fish Co. Inc. of the Bronx, New York is the proposed vendor to provide these products at a cost not to exceed \$60,000.00; and

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

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

NOW THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Blue Ribbon Fish Co. Inc as a pay-to-play certified vendor as described herein; and

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

14. Award of a State Approved Vendor Maintenance Agreement for Copier Machines

WHEREAS, the College has a need for yearly maintenance on thirty (30) Xerox copiers campus-wide during the year pursuant to the State approved vendor list; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500; and not more than \$45,000.00 per year; and

WHEREAS, the anticipated term is fiscal year 2014; and

WHEREAS, Stewart Business Systems of Burlington Township, New Jersey, is the proposed vendor to provide maintenance services for the College copier machines; and

WHEREAS, Stewart Business System is an approved State vendor (State contract number 64041); and

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

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

NOW THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Stewart Business Systems of Burlington Township, New Jersey.

15. Award of Lab Equipment & Lab Supplies Vendor for FY 14

The College has a need for science and bio lab equipment and supplies for the various sites campus wide (Note: the equipment and supplies are for both campuses).

Sargent Welch of Arlington, IL and Ward's Science of Rochester, NY submitted quotes. Sargent Welch submitted the lowest quote of \$148,427.24 (note: VWR is the parent company for both Sargent Welch and Ward's Science. VWR LLC state contract number is 75846).

The cost will be funded from the grants budget.

RECOMMENDATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve Sargent Welch of Arlington, IL. for the purchase of the needed lab supplies and equipment at a cost not to exceed \$148,427.24, to be funded from the grants budget.

16. Reports of the Facilities Committee for Construction Oversight

REPORTS/BACKGROUND:

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

The Committee here presents to the Board the approved minutes of the June 6, 2013 meeting. (Attachments A). It is the intention of the Committee to transmit formally to the Board of Trustees for its acceptance, the minutes of the Committee.

RECOMMENDATION:

The Facilities Committee recommends that the Board of Trustees accept its minutes of the June 6, 2013 meeting as submitted for inclusion into the records of the Board of Trustees.

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration, and the Finance Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1 - 16:** 1) Award of Annual Computer Electronics & Software Parts for FY 14; 2) Award of Media Services for Cable Television Advertisements FY 14; 3) Award of a Food Vendor for the Culinary Arts Institute; 4) Purchase of Elevator Maintenance Service (Three years); 5) Award of Annual Computer Electronic & Software Parts for FY 14; 6) Purchase of Plumbing Services (Three years); 7) Resolution Authorizing the Award of a Food, Cleaning Supplies & Small Implements Vendor for Culinary Arts; 8) Award of Annual Computer Electronic & Software Parts for FY 14; 9) Resolution Authorizing the Award of a Linen Supply Vendor for Culinary Arts; 10) Resolution Authorizing the Award of a Dairy Food Vendor for Culinary Arts; 11) Purchase of Paint, Painting Supplies & Construction Supplies FY 14 & FY 15; 12) Resolution Authorizing the Award of a Specialty Foods Vendor for Culinary Arts; 13) Resolution Authorizing the Award of a Seafood Vendor for Culinary Arts; 14) Award of a State Approved Vendor Maintenance Agreement for Copier Machines; 15) Award of Lab Equipment & Lab Supplies Vendor for FY 14, and 16) Report of the Facilities Committee for Construction Oversight.

INTRODUCED BY:

James Fife

SECONDED BY:

Adrienne Sires

DATE:

August 13, 2013

Fahrenholz, Karen
Fife, James
Kenny, Roberta
Kosakowski, Joanne
Lee, Bakari
Peña, Jeanette
Sires, Adrienne
Stack, Katia
Zampella, Alfred
Netchert, William, Chair

AYE
AYE
AYE
AYE
ABSENT
AYE
AYE
ABSENT
ABSENT
AYE

7 Ayes.....0 Nay
RESOLUTION ADOPTED
James Fife Adrienne Sires
Signature of Recorder Date

ATTACHMENT A

ITEM VII. Fiscal, Administrative, Lease and Capital Recommendations #16

OFFICE OF COLLEGE OPERATIONS
Frank Mercado, Vice President



***Facilities Ad Hoc Committee
June 6, 2013
1:00 p.m.***

Minutes

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

Absent: Adrienne Sires

Marcella Williams, Recording Secretary

1. APPROVAL OF PRIOR MINUTES - May 9, 2013

Motion to accept the Amended Minutes of May 9, 2013.

Introduced by: William Netchert

Seconded by: James Fife

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

2. LEGAL

- a. Dobco Claims (Contractor for Package 1 - foundation construction and excavation for new library project).
 - Jennifer Bogdanski gave an update on Dobco Claims. Mediation is scheduled for September 10th. Ted Domuracki and John Curley will meet on June 24th to prepare brief by July 25th. Jennifer Bogdanski has a conference call scheduled with arbitrator for August 8th. Ted Domuracki said funding is approved in the amount of \$575,000 to close Dobco out.

b. 70 Sip Drainage

- Jennifer Bogdanski reported that the new owner at 60 Sip submitted a proposal in the amount of \$11,000 for all repair work required to prevent flooding at 70 Sip and requested that HCCC share half of the costs. John Curley sent a letter regarding HCCC's refusal to share in the costs. For the next Facilities meeting, Frank Mercado will get an engineering report from on-call architects Dresdner Robin spelling out exactly what repairs are needed.

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

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

- *Walk-through* - Troy Marzziotti said that Hal Building Corp. has been moving forward and, by the beginning of July 2013, the new Library Classroom Building will be partially constructed which will allow scheduled walk-throughs.
- *Dispute* - Ted Domuracki and Troy Marzziotti reported that there has been some dispute during construction with the owners of the retirement home next to the construction site. Part of the fence at the construction site is on their side walk/driveway. There has been some vandalism resulting in the removal of the fence. Hal Building Corp. was directed to communicate with the owners; however, John Curley has now been asked to get involved. By the end of August, the work for that side of the building will be completed.
- *Completion Date* - The completion date is scheduled for May 2014, three (3) months before the start of classes.
- *Budget* - Troy Marzziotti noted that he went over the budget with John Sommer and Wade Frazee. Additional services in the amount of \$94,000, for the architect (Phase1- soil and water issues) will be added to the meeting agendas of the Finance and Facilities Committees in July.

b. Chapter 12 Funding Update (John Sommer)

- John Sommer gave the following summary: \$4.25M in Chapter 12 Funds was approved by the State (½ State share and ½ County share). The Board of School Estimate approved its share of the funding on May 7th. The State has not come forth yet with a certification letter. June 30th is the deadline for issuing bonds.

(continued...)

4. NEW BUSINESS

- a. Charge to Facilities Ad Hoc Committee (Wade Frazee)
 - Dr. Gabert stated that the charge to the Facilities Ad Hoc Committee is dated and does not accurately reflect what the Committee does. The process is underway to revise the charge to the Committee.
- b. Science building architect
 - Once a selection is made for an architect for the construction of the new Science Building, a recommendation will be brought to the Board of Trustees at their August meeting.
- c. Science building construction manager
 - When a selection is made for a construction manager for the construction of the new Science Building, a recommendation will be brought to the Board of Trustees at their August meeting.
- d. Parking lot issues at 162 Sip
 - Dr. Gabert told Committee that, beneath the 162 parking lot, there is a storage room. A leak, which comes down through the parking lot, needs to be repaired. There also are support beams that have rusted. The store adjacent to the parking lot uses the storage room. Jennifer Bogdanski will look into this issue and send a letter informing the store owners that the College is not in a position to correct the problem and that they should vacate the property because it is unsafe. Frank Mercado will get a quote from on-call architects Dresdner Robin to determine the physical condition of the support system.

5. PROPOSED SCHEDULE OF MEETINGS

Thursday, July 11, 2013, 9:30 a.m.

ADJOURNMENT

The meeting was adjourned at 2:20 p.m.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 13, 2013**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

17. FACILITIES COMMITTEE

WHEREAS, the Board of Trustees has established in 2002 an "ad hoc committee for Journal Square Construction" which committee continues today to consider capital improvement projects; and

WHEREAS, this ad hoc committee has, since 2002, initiated and facilitated all of the capital improvement projects for the College including projects that are finished and ongoing in Jersey City and Union City; and

WHEREAS, this committee is not temporary and fulfills an important function for the College to permit the College to act expeditiously to negotiate the purchase of property and to facilitate the design and construction of projects; and

WHEREAS, in order to serve this function the Committee requires authorization by the Board of Trustees to act on all capital improvements projects, subject to confirmation by the Finance Committee and ratification by the Board of Trustees; and

WHEREAS, due to the need to continue the functions of the ad hoc committee, the Board has determined to make the ad hoc committee a full committee to be called the "Facilities Committee"; and

WHEREAS, the Board of Trustees determines that the voting membership of the Facilities Committee shall consist of the Chairman of the Board of Trustees, at least two other members of the Board of Trustees, to be selected by the Chairman, and the College President. The Chairman of the Board of Trustees may designate other persons as non-voting members of the Committee.

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

1. The "ad hoc committee for the Journal Square Construction" shall be re-named the "Facilities Committee" to confirm and acknowledge that this Committee has done and will continue to initiate, review and approve all capital projects for the College no matter where they are located.

2. The Facilities Committee shall be the body that reviews and considers all capital improvement projects, including purchase of property, design, building and construction issues.

3. The Facilities Committee action is subject to confirmation of the action by the College Finance Committee and ratification of the action by the Board of Trustees as soon as possible after approval by the Finance Committee. Both the Finance Committee and Board of Trustees shall act as expeditiously as possible on all Facilities Committee recommendations in light of the nature of the construction projects.

4. The Chairman of the College Board of Trustees shall name the members of the Facilities Committee, which shall include as voting members, the Board Chairman, the College President, and at least two other members of the Board of Trustees. The Chairman may also designate other persons as non voting members of the Committee.

5. The Board of Trustees shall confirm the members and functions of the Facilities Committee yearly at the re-organization meeting or as soon thereafter as possible.

INTRODUCED BY: James Fife

SECONDED BY: Joanne Kosakowski

DATE: August 13, 2013

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

7 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley 8-13-13
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 13, 2013**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

18. Resolution Withdrawn. A motion to withdraw Item 18. Renewal of On-Call Professional Services Firms for FY 2013 from the Agenda was made.

INTRODUCED BY: James Fife

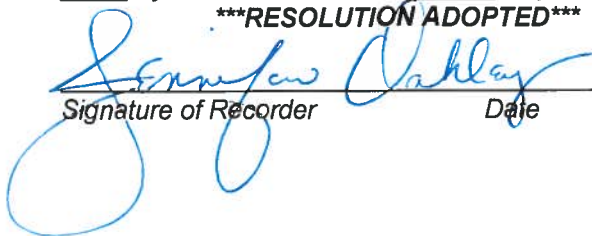
SECONDED BY: Karen Fahrenholz

DATE: August 13, 2013

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

7 Ayes..... 0 Nay

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



Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 13, 2013**

VIII. PERSONNEL RECOMMENDATIONS

1. RETIREMENT

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Liliane MacPherson	Associate Professor	9/1/2013

RECOMMENDATION:

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

2. RESIGNATION

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Kathryn Winner	Coordinator of Evening Weekend Weekend & Offsite Programs	07/19/2013

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Zayda Franco	Administrative Assistant	07/3/2013

RECOMMENDATION:

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

3. TERMINATION

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Albert Municino	Reference Librarian/Educational Media Specialist	06/15/2013

RECOMMENDATION:

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

4. APPOINTMENT OF STAFF

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Mojdeh Tabatabaie	Interim Associate Dean of STEM Science, Technology, Engineering, Math	08/15/2013	\$120,000 (pro-rated)

Note: This is an approved new position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Rosemary Quinones	Coordinator, Non-Credit Programs	08/14/2013	\$40,000 (pro-rated)

Note: This is a replacement for Nicole Behman.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Jeannette Lim	Research Coordinator, Research & Planning	8/14/2013	\$38,000 (pro-rated)

Note: This is a replacement for Anthony Williams.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Bekki Davis	Counselor/ Advisement & Counseling	08/14/2013	\$38,000 (pro-rated)

Note: This is a replacement for Gehan Abreu.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
John Nutakor	Instructor, Physics	8/15/2013	\$36,000 (pro-rated)

Note: This is a replacement for David Rosenthal. This is an approved tenure track faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Azhar Mahmood	Instructor, Chemistry	08/15/2013	\$36,000 (pro-rated)

Note: This is a replacement for Timothy Roche. This is an approved tenure track faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Johanna Van Gendt	Instructor, ESL	08/15/2013	\$36,000 (pro-rated)

Note: This is a replacement for Jeffrey DeMuro. This is an approved tenure track faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Joseph Gallo	Instructor, Theatre/Humanities	08/15/2013	\$36,000 (pro-rated)

Note: This is an approved tenure track faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective</u>	<u>Annual</u>
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Lester McRae	Instructor, Business/Accounting	<u>Date</u> 08/15/2013	<u>Salary</u> \$36,000 (pro-rated)
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Note: This is a replacement for Damian Prince. This is an approved tenure track faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Robert Hamer	Instructor, Hospitality Management	08/15/2013	\$36,000 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Brian Plunkett	Instructor, Academic Foundations	08/15/2013	\$36,000 (pro-rated)

Note: This is a replacement for Bernard Williams. This is an approved tenure track faculty position.

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Staff above as Personnel Recommendation Item No. 4.

5. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: AUGUST 15 – JUNE 30, 2013.

Last Name	First Name	Department	Title
Pierre	Marie-Ange	Academic Foundations	SI Leader/Tutor
Saad	Ramy	Academic Foundations	SI Leader/Tutor
Rosado	Grace	Advisement & Counseling	PT Advisor
Fernandez	Katherine	Advisement & Counseling	Front Desk Assistant
Toneva	Yanitsa	Advisement & Counseling	PT Advisor
Jean	Nakia	Advisement & Counseling	PT Advisor
Mathew	Philip	Advisement & Counseling	PT Advisor
Sarmiento	Maria	Advisement & Counseling	PT Advisor
Torres	Mayelin	Center for Business & Industry	Program Associate
Banduk	Edwards	Center for Business & Industry	CBI Instructor
Melleno	Christine	Center for Business & Industry	CBI Instructor
Thomas	Morris	Center for Business & Industry	CBI Instructor
Levinsohn	Robert	Culinary Arts	Instructor
Soliman	Elham	Enrollment Services	Student Ambassador
Amorim	Marlene	Financial Aid	Financial Aid Assistant
Cardo	Stephanie	Financial Aid	Financial Aid Assistant
Conley	Carmen	Financial Aid	Financial Aid Assistant
Temstone	Gladys	Financial Aid	Financial Aid Assistant
Sider	Sawsan	IT	Lab Assistant
Meli	Frank	Non-Credit Programs	Non-Credit Instructor
Marauillas	Joaquin	IT	Lab Assistant

RECOMMENDATION:

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

5.

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration and the Personnel Committee as outlined above in **Item VIII. Personnel Recommendations 1-5:** (1) Retirement, (2) Resignation, (3) Termination, (4) Appointment of Staff, and (5) Appointment of Additional New Part-Time Hires.

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: James Fife

DATE: August 13, 2013

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

7 Ayes..... 0 Nay

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

Jennifer W. Oakley 8-13-13
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 13, 2013**

VIII. PERSONNEL RECOMMENDATION

6. Appointment of Adjunct Faculty Pool for the 2013-2014 Academic Year

Report/Background

HCCC provides opportunities for students to enroll in credit-bearing courses several times during the academic year. Since 1994, class offerings have expanded from the standard 15-week fall/spring semesters to two 6-week summer sessions, a 2-week winter intersession and three opportunities for exiting basic skills through 1-week math/algebra express courses. Staggered start dates for class offerings and protracted registration periods make this expansion possible.

The College's ability to offer approximately 2500 course sections each academic year rests, in part, on the availability of a pool of qualified adjuncts to teach at least 60% of the classes. Since adjunct faculty supplement full-time faculty, their actual assignments each semester are contingent on course enrollment and are made on an as-needed basis.

The number of adjuncts required in the fall and spring semesters has increased from 130 in Fall 1990 to approximately 400 in Fall 2012. The majority of adjuncts serve HCCC from one to four consecutive semesters. Some are long-term employees, serving in excess of 13 consecutive semesters. Adjunct course loads range from 3 to 12 credits per semester. The appointment of adjunct faculty for the Academic year (September 1 through August 31) is subject to the following provisions:

- 1. Adjunct faculty must have an appropriate degree in the assignment discipline or closely related area and must be eligible for employment in the United States.*
- 2. Reassignment in a subsequent semester/enrollment period is contingent on (a) performance as determined by supervisory and student evaluations, (b) course enrollment, and (c) maintaining full-time faculty assignments.*
- 3. Adjunct faculty assignments will not exceed 12 credits per semester/enrollment period or a total of 27 credits per academic year. Approval of the President is required for assignments in excess of 12 credits/contact hours in any semester/enrollment period.*
- 4. Each adjunct faculty, once assigned, will be provided a contract indicating the specific class assignment(s) and compensation.*
- 5. All adjunct faculty are designated 'instructors' and are compensated at the per-credit/contact hourly rate of \$600-\$630 based on the number of semesters of teaching at HCCC. This rate structure was approved by the Board of Trustees on November 23, 2010.*
- 6. Following each enrollment period, a listing of all adjuncts, their specific assignments and compensation will be available for Board review and maintained by the Office of Academic Affairs and the Office of Human Resources. The listing will include also, overload assignments for full-time employees; that is, course sections taught by full-time faculty and administrators in excess of their contractual responsibilities.*

7. *Additional adjuncts required for any enrollment period will be brought to the Board of Trustees for approval throughout the course of the academic year, as-needed.*

Continuing Adjuncts

Abraham	Michael	Adjunct	Academic Foundations
Adewumi	Aminata	Adjunct	Academic Foundations
Aftab	Mohammed	Adjunct	Academic Foundations
Allam	Nehal	Adjunct	Academic Foundations
Bekhit	Maher	Adjunct	Academic Foundations
Bekralas	Rachid	Adjunct	Academic Foundations
Belleza	Ana	Adjunct	Academic Foundations
Bender	Ana	Adjunct	Academic Foundations
Bender	Ellen	Adjunct	Academic Foundations
Blair	Annette	Adjunct	Academic Foundations
Botros	Magdy	Adjunct	Academic Foundations
Doku	Phillip	Adjunct	Academic Foundations
Efrani	Souror	Adjunct	Academic Foundations
Elassa	Aomar	Adjunct	Academic Foundations
Gaskin	Reinaldo	Adjunct	Academic Foundations
Getugi	Jeremiah	Adjunct	Academic Foundations
Grinberg	Michael	Adjunct	Academic Foundations
Harlley	Komla	Adjunct	Academic Foundations
Housny	Abdul	Adjunct	Academic Foundations
Husseini	Ganiyu	Adjunct	Academic Foundations
Iannazzone	Grace	Adjunct	Academic Foundations
Iddrisu	Alhassan	Adjunct	Academic Foundations
Julien	Sherlene	Adjunct	Academic Foundations
Kdiry	Houria	Adjunct	Academic Foundations
Keita-William	Jacqueline	Adjunct	Academic Foundations
Kelly	Matthew	Adjunct	Academic Foundations
Khouki	Mohand	Adjunct	Academic Foundations
Makkar	Reda	Adjunct	Academic Foundations
Maresca	Elaine	Adjunct	Academic Foundations
Master	Yogesh	Adjunct	Academic Foundations
Mazzouri	Abderrahim	Adjunct	Academic Foundations
Nyakanga	Walter	Adjunct	Academic Foundations
Ozoka	Maryann	Adjunct	Academic Foundations
Pandya	Bhagavat	Adjunct	Academic Foundations
Raza	Qamar	Adjunct	Academic Foundations
Reimer	Cynthia	Adjunct	Academic Foundations
Roskop	Thomas	Adjunct	Academic Foundations
Saroufime	Barsoum	Adjunct	Academic Foundations
Sharma	Meenu	Adjunct	Academic Foundations

Simon	Paul	Adjunct	Academic Foundations
Sohval	Robert	Adjunct	Academic Foundations
Tyupkina	Olga	Adjunct	Academic Foundations
Walker	Keisha	Adjunct	Academic Foundations
Worrell	Marsha	Adjunct	Academic Foundations
Zayatz	Nicole	Adjunct	Academic Foundations
Chaite	Jeffrey	Adjunct	Business
Delgado	Elliot	Adjunct	Business
Farhat	Mansour	Adjunct	Business
Glinbizzi	Raphael	Adjunct	Business
Kolbinger	Romeric	Adjunct	Business
MacInnes	James	Adjunct	Business
Maluchnick	Dennis	Adjunct	Business
Martirano	Melissa	Adjunct	Business
Mohammed	Nazam	Adjunct	Business
Piatkowski	Dennis	Adjunct	Business
Phanor	Homiler	Adjunct	Business
Repic	George	Adjunct	Business
Stamas	Leonidas	Adjunct	Business
Simpson	Leo	Adjunct	Business
Stark	Marvin	Adjunct	Business
Zappy	Mark	Adjunct	Business
Albanese	Richard	Adjunct	Culinary & Hospitality Management
Clode	Anthony	Adjunct	Culinary & Hospitality Management
DaSilva	Susan	Adjunct	Culinary & Hospitality Management
Capo	Anthony	Adjunct	Culinary & Hospitality Management
Elliot	David	Adjunct	Culinary & Hospitality Management
Foster	Magdalena	Adjunct	Culinary & Hospitality Management
Gonnerman	Robert	Adjunct	Culinary & Hospitality Management
Hamer	Robert	Adjunct	Culinary & Hospitality Management
Hernandez	Louis	Adjunct	Culinary & Hospitality Management
Kadko	Sam	Adjunct	Culinary & Hospitality Management
Konig	Barbara	Adjunct	Culinary & Hospitality Management
Kovarcik	Stephen	Adjunct	Culinary & Hospitality Management
Larson	Michael	Adjunct	Culinary & Hospitality Management
Levinsohn	Robert	Adjunct	Culinary & Hospitality Management
Martinelli	Gina	Adjunct	Culinary & Hospitality Management
Marttz	Karl	Adjunct	Culinary & Hospitality Management
Moruzzi	Victor	Adjunct	Culinary & Hospitality Management
Munz	Dianna	Adjunct	Culinary & Hospitality Management
Pascale	Frank	Adjunct	Culinary & Hospitality Management
Pukdeedamrongrit	Anuchit	Adjunct	Culinary & Hospitality Management
Rubin	Andrew	Adjunct	Culinary & Hospitality Management

Spivack	Charles	Adjunct	Culinary & Hospitality Management
Webb	Tonja	Adjunct	Culinary & Hospitality Management
Weimar	Sondra	Adjunct	Culinary & Hospitality Management
Abuhouran	Manal	Adjunct	ESL
Altamirano	Roberto	Adjunct	ESL
Ameline	Liliana	Adjunct	ESL
Armanious	Sola	Adjunct	ESL
Ashmeade	Renee	Adjunct	ESL
Atienza	Normita	Adjunct	ESL
Barroero	Patrizia	Adjunct	ESL
Berson	Anita	Adjunct	ESL
Bobea	Jenny	Adjunct	ESL
Bookman	Karen	Adjunct	ESL
Braczyk	Aneta	Adjunct	ESL
Burris	Troy	Adjunct	ESL
Centeno	Rosario	Adjunct	ESL
Cil	Mayda	Adjunct	ESL
Corcoran	Daryl	Adjunct	ESL
Corn	Janna	Adjunct	ESL
Deer	Noelle	Adjunct	ESL
Del Rosso	Irene	Adjunct	ESL
Eady	Lynn	Adjunct	ESL
Eren	Nursen	Adjunct	ESL
Garibaldi	Barbara	Adjunct	ESL
Gimprich	Susan	Adjunct	ESL
Gordon	Michele	Adjunct	ESL
Hattab-Mabrouk	Sirine	Adjunct	ESL
Holub	Alexander	Adjunct	ESL
Ilina	Rezeda	Adjunct	ESL
Janong	Lulu	Adjunct	ESL
Jean	Youdelka	Adjunct	ESL
Karnicka	Joanna	Adjunct	ESL
Kutubuddin	Joanna	Adjunct	ESL
Lobo	Christopher	Adjunct	ESL
Lu	Leana	Adjunct	ESL
Mansour	Sarah	Adjunct	ESL
Matsuda	Jennifer	Adjunct	ESL
Mc Carthy	Michael	Adjunct	ESL
McNamara	Regina	Adjunct	ESL
Mesa	Raul	Adjunct	ESL
Muntasser	Saada	Adjunct	ESL
Nagayo	Felicitas	Adjunct	ESL
Nouravi	Mandy	Adjunct	ESL

Piligian	Karen	Adjunct	ESL
Podryadchickova	Yadviga	Adjunct	ESL
Poliakaite	Alina	Adjunct	ESL
Ramirez	Douglas	Adjunct	ESL
Rivera	Carmen	Adjunct	ESL
Rosario	Jose	Adjunct	ESL
Ruskin	Julia	Adjunct	ESL
Schneidman	Katarina	Adjunct	ESL
Sklar	Robyn	Adjunct	ESL
Somasundaram	Pamathi	Adjunct	ESL
Straussberg	Michelle	Adjunct	ESL
Tahrour	Saliha	Adjunct	ESL
Taylor	Anna	Adjunct	ESL
Van-Gendt	Johanna	Adjunct	ESL
Villarrubia	Harriet	Adjunct	ESL
Wang	Bing	Adjunct	ESL
Whalley	Mary	Adjunct	ESL
Wisniewski	Elizabeth	Adjunct	ESL
Zhylina	Iryna	Adjunct	ESL
Zielinski	Lauren	Adjunct	ESL
Adinegoro	Arwita	Adjunct	Humanities & Social Sciences
Aguirre	Lourdes	Adjunct	Humanities & Social Sciences
Ambrosio	Louis	Adjunct	Humanities & Social Sciences
Anderson	Keith	Adjunct	Humanities & Social Sciences
Arnao	Cynthia	Adjunct	Humanities & Social Sciences
Askary	Nina	Adjunct	Humanities & Social Sciences
Baker	Kelly	Adjunct	Humanities & Social Sciences
Bakht	Maryam	Adjunct	Humanities & Social Sciences
Barbato	Paul	Adjunct	Humanities & Social Sciences
Barrett	Latisha	Adjunct	Humanities & Social Sciences
Bekoe	Eric	Adjunct	Humanities & Social Sciences
Bengochea	Alina	Adjunct	Humanities & Social Sciences
Bernales	Martha	Adjunct	Humanities & Social Sciences
Bonnie	H.IP	Adjunct	Humanities & Social Sciences
Boone	Tsa Rashida	Adjunct	Humanities & Social Sciences
Bors	Christopher	Adjunct	Humanities & Social Sciences
Browning	Dan	Adjunct	Humanities & Social Sciences
Bruzzano	Carol	Adjunct	Humanities & Social Sciences
Byrnes	Kirsten	Adjunct	Humanities & Social Sciences
Campbell	Rebecca	Adjunct	Humanities & Social Sciences
Colbin	Tom	Adjunct	Humanities & Social Sciences
Connelly	Maryann	Adjunct	Humanities & Social Sciences
Costanzo	Bernadette	Adjunct	Humanities & Social Sciences

Coviello	James	Adjunct	Humanities & Social Sciences
Cuellar	Anthony	Adjunct	Humanities & Social Sciences
Danne	Salvador	Adjunct	Humanities & Social Sciences
DelPozzo	Mary	Adjunct	Humanities & Social Sciences
Den Herder	Jill	Adjunct	Humanities & Social Sciences
Dorsey	Susan	Adjunct	Humanities & Social Sciences
Dunn	Joan Theresa	Adjunct	Humanities & Social Sciences
Eidson	James	Adjunct	Humanities & Social Sciences
Estrada	Melissa	Adjunct	Humanities & Social Sciences
Fellag	Maria	Adjunct	Humanities & Social Sciences
Ferlise	Nora	Adjunct	Humanities & Social Sciences
Fleisher	Michael John	Adjunct	Humanities & Social Sciences
Foster	Frederick	Adjunct	Humanities & Social Sciences
Gallo	Elaine	Adjunct	Humanities & Social Sciences
Gardiner	Jospeh	Adjunct	Humanities & Social Sciences
Gavrilovic	Murv	Adjunct	Humanities & Social Sciences
Goldstein	Boris	Adjunct	Humanities & Social Sciences
Gómez	Shoshana	Adjunct	Humanities & Social Sciences
Gordon	Nerys	Adjunct	Humanities & Social Sciences
Graham-Wilson	Todd	Adjunct	Humanities & Social Sciences
Hanns	Leslie	Adjunct	Humanities & Social Sciences
Harwin	Christian	Adjunct	Humanities & Social Sciences
Hebert	Melissa	Adjunct	Humanities & Social Sciences
Hiuni	Angela	Adjunct	Humanities & Social Sciences
Hunger	Dahn	Adjunct	Humanities & Social Sciences
Husain	Matthew	Adjunct	Humanities & Social Sciences
Jimenez	Mohammed	Adjunct	Humanities & Social Sciences
Jordan	Juan	Adjunct	Humanities & Social Sciences
Kaminski	Joshua	Adjunct	Humanities & Social Sciences
Kanter	Joseph	Adjunct	Humanities & Social Sciences
Kress	Deborah	Adjunct	Humanities & Social Sciences
Laksimi-Morrow	Sally	Adjunct	Humanities & Social Sciences
Lamprecht	Sakina	Adjunct	Humanities & Social Sciences
Lanza	Franziska	Adjunct	Humanities & Social Sciences
Lee	Joseph	Adjunct	Humanities & Social Sciences
Lee	Eric	Adjunct	Humanities & Social Sciences
Llerena	Michael	Adjunct	Humanities & Social Sciences
Llerena	Victor	Adjunct	Humanities & Social Sciences
Lodge	Victoria	Adjunct	Humanities & Social Sciences
Lonon	Jiyoun	Adjunct	Humanities & Social Sciences
Lorio	Julie	Adjunct	Humanities & Social Sciences
Martin	Brian	Adjunct	Humanities & Social Sciences
	Hannah	Adjunct	Humanities & Social Sciences

McDowell	Laurin	Adjunct	Humanities & Social Sciences
McFadden	Syreeta	Adjunct	Humanities & Social Sciences
McKeon	Rita	Adjunct	Humanities & Social Sciences
McNullen	Dennis	Adjunct	Humanities & Social Sciences
Mesce	William	Adjunct	Humanities & Social Sciences
Methven	Scott	Adjunct	Humanities & Social Sciences
Michelson	David	Adjunct	Humanities & Social Sciences
Mignoli	Ernest	Adjunct	Humanities & Social Sciences
Minami	Jason B.	Adjunct	Humanities & Social Sciences
Mooney	Jeffrey	Adjunct	Humanities & Social Sciences
Morales	Daniel	Adjunct	Humanities & Social Sciences
Mulvaney	Nancy	Adjunct	Humanities & Social Sciences
Murphy	Jayne	Adjunct	Humanities & Social Sciences
Nollez	Kerwin	Adjunct	Humanities & Social Sciences
Nowlin	Ryan	Adjunct	Humanities & Social Sciences
Okafor	Gabriel	Adjunct	Humanities & Social Sciences
Pantoja	Kasandra	Adjunct	Humanities & Social Sciences
Pauley	Jared	Adjunct	Humanities & Social Sciences
Perkins	Keith	Adjunct	Humanities & Social Sciences
Plunkett	Brian	Adjunct	Humanities & Social Sciences
Rappleye	Jon D.	Adjunct	Humanities & Social Sciences
Ring	Jen	Adjunct	Humanities & Social Sciences
Rivera	Carmen	Adjunct	Humanities & Social Sciences
Rosario	Sharon M.	Adjunct	Humanities & Social Sciences
Rossilli	Michael J	Adjunct	Humanities & Social Sciences
Saunders	Daniel	Adjunct	Humanities & Social Sciences
Schade	Christopher		
	John	Adjunct	Humanities & Social Sciences
Scheuer	Judith	Adjunct	Humanities & Social Sciences
Schooler	Daniel J	Adjunct	Humanities & Social Sciences
Segriff	Joseph	Adjunct	Humanities & Social Sciences
Seligson	Jesse	Adjunct	Humanities & Social Sciences
Shapiro	Lynne Susan	Adjunct	Humanities & Social Sciences
Sharrock	James A.	Adjunct	Humanities & Social Sciences
Silverman	Diana	Adjunct	Humanities & Social Sciences
Singleton	Jhon	Adjunct	Humanities & Social Sciences
Spiridakos	Georgia G.	Adjunct	Humanities & Social Sciences
Streeter	Edward	Adjunct	Humanities & Social Sciences
Tarmu	Eldad Samuel	Adjunct	Humanities & Social Sciences
Townsley	Mary Lynn E,	Adjunct	Humanities & Social Sciences
Truitt	Trenton	Adjunct	Humanities & Social Sciences
Vaidya	Sunanda	Adjunct	Humanities & Social Sciences
Valladares	Delmira M.	Adjunct	Humanities & Social Sciences

Vazquez	Roshnee	Adjunct	Humanities & Social Sciences
Veiga	Karina	Adjunct	Humanities & Social Sciences
Wadhvani	Usha Vashu	Adjunct	Humanities & Social Sciences
Walters	Michael	Adjunct	Humanities & Social Sciences
Watson	Ansley Theresa	Adjunct	Humanities & Social Sciences
Abbasi	Syed	Adjunct	Science, Technology, Engineering & Mathematics
Abdullah	Sirhan	Adjunct	Science, Technology, Engineering & Mathematics
Abi-Saddique	Osman	Adjunct	Science, Technology, Engineering & Mathematics
Aftab	Mohammed	Adjunct	Science, Technology, Engineering & Mathematics
Aljamal	Faisal	Adjunct	Science, Technology, Engineering & Mathematics
Amadu	Abdallah	Adjunct	Science, Technology, Engineering & Mathematics
Baig	Mirza	Adjunct	Science, Technology, Engineering & Mathematics
Bekralas	Rachid	Adjunct	Science, Technology, Engineering & Mathematics
Bendaoud	Meriem	Adjunct	Science, Technology, Engineering & Mathematics
Besra	Satyanranjan	Adjunct	Science, Technology, Engineering & Mathematics
Bouayad	Rachid	Adjunct	Science, Technology, Engineering & Mathematics
Botros	Magdy	Adjunct	Science, Technology, Engineering & Mathematics
Buttigheri	Joseph	Adjunct	Science, Technology, Engineering & Mathematics
Carew	Emily	Adjunct	Science, Technology, Engineering & Mathematics
Casanova	Jose	Adjunct	Science, Technology, Engineering & Mathematics
Chatha	Anjum	Adjunct	Science, Technology, Engineering & Mathematics
Cofone	Rose	Adjunct	Science, Technology, Engineering & Mathematics
Dawidczyk	Monika	Adjunct	Science, Technology, Engineering & Mathematics
Destin	Lionel	Adjunct	Science, Technology, Engineering & Mathematics
Ekwoye	Angela	Adjunct	Science, Technology, Engineering & Mathematics
Eilender	Elizabeth	Adjunct	Science, Technology, Engineering &

El-Assa	Aomar	Adjunct	Mathematics
El-Sherbeini	Mohamed	Adjunct	Science, Technology, Engineering & Mathematics
Fares	Nor	Adjunct	Science, Technology, Engineering & Mathematics
Hedhli	Jamila	Adjunct	Science, Technology, Engineering & Mathematics
Holder	Gabriel	Adjunct	Science, Technology, Engineering & Mathematics
Hussein	Ganiyu	Adjunct	Science, Technology, Engineering & Mathematics
Gambino	Russell	Adjunct	Science, Technology, Engineering & Mathematics
Grinberg	Alexander	Adjunct	Science, Technology, Engineering & Mathematics
Iddrisu	Alhassan	Adjunct	Science, Technology, Engineering & Mathematics
Jamali R.	Mizanur	Adjunct	Science, Technology, Engineering & Mathematics
Jara-Lindao	Gisella	Adjunct	Science, Technology, Engineering & Mathematics
Jones	Florine	Adjunct	Science, Technology, Engineering & Mathematics
Lane	Victoria	Adjunct	Science, Technology, Engineering & Mathematics
Lashkari	Amir	Adjunct	Science, Technology, Engineering & Mathematics
Maghami	Behzad	Adjunct	Science, Technology, Engineering & Mathematics
Mahmood	Azhar	Adjunct	Science, Technology, Engineering & Mathematics
Mazzouri	Abderrahim	Adjunct	Science, Technology, Engineering & Mathematics
Mc Cullough	Wesley	Adjunct	Science, Technology, Engineering & Mathematics
Mercado	Manuel	Adjunct	Science, Technology, Engineering & Mathematics
Nutakor	John	Adjunct	Science, Technology, Engineering & Mathematics
Popoola	Akinade	Adjunct	Science, Technology, Engineering & Mathematics
Qasem	Mohammad	Adjunct	Science, Technology, Engineering & Mathematics
Raoudi	Hassane	Adjunct	Science, Technology, Engineering & Mathematics
Raza	Qamar	Adjunct	Science, Technology, Engineering & Mathematics

Ricciardone	Gaetano	Adjunct	Mathematics
Rodriguez	Juan	Adjunct	Science, Technology, Engineering & Mathematics
Rodriguez	Rafael	Adjunct	Science, Technology, Engineering & Mathematics
Rosen	Jacob	Adjunct	Science, Technology, Engineering & Mathematics
Saidu	Sharafdeen	Adjunct	Science, Technology, Engineering & Mathematics
Salerno	Carmine	Adjunct	Science, Technology, Engineering & Mathematics
Serme	Abdramane	Adjunct	Science, Technology, Engineering & Mathematics
Siddiqui	Lori	Adjunct	Science, Technology, Engineering & Mathematics
Soluade	Oerola	Adjunct	Science, Technology, Engineering & Mathematics
Stamas	Leon	Adjunct	Science, Technology, Engineering & Mathematics
Valcarcel	Alicia	Adjunct	Science, Technology, Engineering & Mathematics
Vazquez	Rosa	Adjunct	Science, Technology, Engineering & Mathematics

New Hire Adjuncts 2013

Lebinsohn	Robert	Adjunct	Business
Capo	Anthony	Adjunct	Culinary
Brooks	Emma	Adjunct	ESL
Cabrera	Linda	Adjunct	ESL
Charris	Monica	Adjunct	ESL
Diaz	Xiomara	Adjunct	ESL
Figueroa	Monika	Adjunct	ESL
Fleisher	Jennifer	Adjunct	ESL
Garagyraghi	Hamideh	Adjunct	ESL
Garibaldi	Barbara	Adjunct	ESL
Jacobson	Marion	Adjunct	ESL
Mabrouk-hattab	Sirine	Adjunct	ESL
Ocansey	Bethany	Adjunct	ESL
Selliah	Gnanaseharan	Adjunct	ESL
Somoza	Debra	Adjunct	ESL
Tunque	Dany	Adjunct	ESL
Zacharia	Joelle	Adjunct	ESL

Tamini	Khalid	Adjunct	Science, Technology, Engineering & Mathematics
Bakht	Maryam	Adjunct	Humanities & Social Sciences
Bernales	Martha	Adjunct	Humanities & Social Sciences
Fellag	Nora	Adjunct	Humanities & Social Sciences
IP	Bonnie	Adjunct	Humanities & Social Sciences
Ligon	Timia	Adjunct	Humanities & Social Sciences
McDowell	Lauren	Adjunct	Humanities & Social Sciences
Mesce	William	Adjunct	Humanities & Social Sciences
Schooler	Daniel	Adjunct	Humanities & Social Sciences
Veiga	Karina	Adjunct	Humanities & Social Sciences
Watson	Ansley	Adjunct	Humanities & Social Sciences

Overloads

Mastrovincenzo	Victor	Overload	Academic Foundations
Bandyopadhyay	Pamela	Overload	Academic Foundations
Calandrino	Constance	Overload	Academic Foundations
Delgado	Claudia	Overload	Academic Foundations
Dematas	Michael	Overload	Academic Foundations
Krishan	Kewal	Overload	Academic Foundations
Lai	Theodore	Overload	Academic Foundations
Orock	Ferdinand	Overload	Academic Foundations
Bensky	Gary	Overload	Culinary
Cafasso	Philip	Overload	Culinary
Gonzalez	David	Overload	Culinary
Karakashian	Ara	Overload	Culinary
Khouzam	Sami	Overload	Culinary
Meguerditchian	Siroun	Overload	Culinary
O'Malley	Kevin	Overload	Culinary
Schonberg	Wendy	Overload	Culinary
Nunez	Janine	Overload	Culinary
Figueras	Salvador	Overload	Culinary
Foster	Allen	Overload	Culinary
Mittleman	Marc	Overload	Culinary
Netta	Michael	Overload	Culinary
Winslow	Elana	Overload	ESL
Biebrich	Robert	Overload	ESL
Booth	Nancy	Overload	ESL
Caruana	Shanonine	Overload	ESL
Gorokhova	Elena	Overload	ESL
Jesmin	Syeda	Overload	ESL
Kozlenko	Evgeniya	Overload	ESL
Mazzarella	Kitty	Overload	ESL

Miller	Linda	Overload	ESL
Persaud	Chandridat	Overload	ESL
Phillips	Denise	Overload	ESL
Sanchez-Fernandez	Irma	Overload	ESL
Schirta	Maria	Overload	ESL
Skinner	Richard	Overload	ESL
Stephenson	Linda	Overload	ESL
Bach	Alison	Overload	Humanities & Social Sciences
Berman	Esther	Overload	Humanities & Social Sciences
Cafasso	Philip	Overload	Humanities & Social Sciences
Dagastino	Sharon	Overload	Humanities & Social Sciences
Decena White	Jani	Overload	Humanities & Social Sciences
DeFina	Roberto	Overload	Humanities & Social Sciences
Drew	Christopher	Overload	Humanities & Social Sciences
Dunovant	Denise	Overload	Humanities & Social Sciences
Figueras	Salvador	Overload	Humanities & Social Sciences
Friars	Alison	Overload	Humanities & Social Sciences
Hamilton	Gabriella	Overload	Humanities & Social Sciences
Jones-Lewis	Patricia	Overload	Humanities & Social Sciences
Khan	Javedd	Overload	Humanities & Social Sciences
Lowe	Jose	Overload	Humanities & Social Sciences
Marshood	Nabil	Overload	Humanities & Social Sciences
McLaughlin	Craig	Overload	Humanities & Social Sciences
Moore	Patrick	Overload	Humanities & Social Sciences
Osemwota	Darly	Overload	Humanities & Social Sciences
Pack	Angela	Overload	Humanities & Social Sciences
Riccadonna Lewis	Laurie	Overload	Humanities & Social Sciences
Rossilli	Denise	Overload	Humanities & Social Sciences
Rubinstein	Harvey	Overload	Humanities & Social Sciences
Seidman	Cathie	Overload	Humanities & Social Sciences
Skinner	Richard	Overload	Humanities & Social Sciences
Soy	Rosie	Overload	Humanities & Social Sciences
Sweeting	Catherine	Overload	Humanities & Social Sciences
Teipen	Jeremiah	Overload	Humanities & Social Sciences
Tomkins	Barry	Overload	Humanities & Social Sciences
Wexler	Susannah	Overload	Humanities & Social Sciences
Willis	Julie	Overload	Humanities & Social Sciences

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Adjunct Faculty Pool for the 2013-2014 Academic Year above as Personnel Recommendation Item No. 6.

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendation of the President, the Administration and the Personnel Committee as outlined above in **Item VIII. Personnel Recommendation:** (6) Appointment of Adjunct Faculty Pool for the 2013-2014 Academic Year.

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: James Fife

DATE: August 13, 2013

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

7 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley 8-13-13
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 13, 2013**

VIII. PERSONNEL RECOMMENDATIONS

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

REPORTS/BACKGROUND:

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

RECOMMENDATION:

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

RESOLUTION:

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

INTRODUCED BY: James Fife

SECONDED BY: Joanne Kosakowski

DATE: August 13, 2013

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

7 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

8-13-13
Date

ATTACHMENT A
ITEM VIII- PERSONNEL RECOMMENDATION #7



HUDSON
COUNTY
COMMUNITY
COLLEGE

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

HCCC NON-DISCRIMINATION/ANTI-HARASSMENT POLICY

POLICY:

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

PURPOSE:

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

PROVISIONS:

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

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

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

- Submission is made explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of the harassing conduct is threatened to be used, as the basis of employment decisions; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work or creates an intimidating, hostile, or offensive working environment.

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

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

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

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

A. The complaint filed must include the following information:

- (1) The name and department of the complainant;
- (2) The name and department of the charged party;
- (3) The nature and circumstances, in detail, of the alleged harassment, including but not limited to the injuries or consequences suffered by the complainant, the names of any witnesses to such actions and the duration of the actions questioned; and
- (4) Whether such harassment has been previously reported to a supervisor or other person, and if so, when and to whom.

B. Nothing in this section shall prevent the complainant from providing other information or documents he/she believes are essential to the fair adjudication of their case.

C. The initial complaint may be made orally or in writing. If the complaint is made orally, the Compliance Officer or the alternate shall reduce same to a written document, which shall, if it is deemed accurate, be signed by the complainant. If an individual is uncomfortable in making a written complaint, the College may proceed with its investigation without a formal written complaint.

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

If the College determines that unlawful harassment has occurred in violation of this Policy, the individual who engaged in such harassing conduct shall face immediate and appropriate disciplinary action based upon the severity of the complaint and any prior history of past charges made against the individual and disciplinary action involving the individual. Disciplinary action may include

being suspended without pay pending any required hearing, a written warning, suspension, demotion, and/or termination of employment.

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

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

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

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

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

ACKNOWLEDGEMENT FORM

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

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

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

Name

Position

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 13, 2013**

IX. ACADEMIC AND STUDENT AFFAIRS

REPORT/BACKGROUND

1. Rental of New Jersey City University's Laboratory for HCCC Microbiology Classes

REPORT/BACKGROUND

Microbiology is a required course for selected academic transfer, health-related and our high-demand Cooperative Nursing Programs. The College has no microbiology laboratory facilities on campus. In order to provide such facilities for HCCC students, for the past 13 years, the College has been utilizing a 24-station Microbiology Lab at New Jersey City University (NJCU). It is anticipated that for Academic Year 2013-2014 the College will use the laboratory for approximately 1,040 hours - 4 sections (80 hours each) in Summer II & Fall 2013 and Spring 2014 and 2 sections in Summer I, 2014 - at an estimated cost of \$43,160 compared to the last year rate of \$46,480. The decrease is due to a reduction in planned hours of use for Summer I, 2014. HCCC will pay NJCU an estimated cost of \$18,000 for the provision of lab supplies as well as pay for two lab assistants at the NJCU pay scale. HCCC is required to forward the Liability Insurance Certificate to NJCU and will reimburse the university upon receipt of an invoice.

HCCC is implementing a hybrid class for Microbiology in the coming semesters. The hybrid instructional class will reduce lab hours in half, thus allowing for more class sections to accommodate growing enrollments anticipated for our new developing Allied Health/Science majors and/or reduced lab hours usage for cost containment.

RECOMMENDATION

The President, the Administration, and the Academic and Student Affairs Committee recommend that the Board of Trustees authorize the President or designated personnel to execute an agreement between Hudson County Community College and New Jersey City University for the use of Microbiology facilities and provision of lab supplies for the academic year 2013-2014 (Attachment A).

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendation of the President, the Administration, and the Academic and Student Affairs Committee as outlined above in **Item IX. Academic and Student Affairs:** (1) Rental of New Jersey City University's Laboratory for HCCC Microbiology Classes as outlined above.

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: James Fife

DATE: August 13, 2013

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

7 Ayes..... 0 Nay

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

Jennifer Oakley 8-13-13
Signature of Recorder Date



Jersey City, New Jersey 07305-1597

ATTACHMENT A
ITEM IX – ACADEMIC AND STUDENT
AFFAIRS # 1

Agreement Between
New Jersey City University
And
Hudson County Community College

This Agreement is effective as of the **1st day of SEPTEMBER 2013** by and between New Jersey City University (hereinafter "the University") located at 2039 Kennedy Boulevard, Jersey City, New Jersey 07305 AND Hudson County Community College (hereafter "the College") located at 70 Sip Avenue, Jersey City, New Jersey 07306.

Whereas, the University and the College had and wish to continue their collaborative relationship regarding the use of University facilities by the College for the College microbiology course identified as BIO 250 (hereinafter referred to as the "College course"); and

Whereas, the College desires to use University facilities for the purpose of providing the College's students, who are enrolled in the College course, with laboratory space at the University for the academic year and summer session; and

Whereas, the University has the biology laboratory facilities that meet the College's requirements and the College does not have such laboratory space available at its institution; and

Whereas, the College has the academic personnel to instruct the College's students and supervise the use of the University's facility for the entire duration of the College course; and

Now, therefore, in consideration of the mutual promises contained herein, it is agreed as follows:

1. Responsibilities of the Parties

A. The College shall:

1. assume responsibility for the planning, implementation, instruction and supervision of the College course for its College students at the University laboratory.
2. provide both the faculty and laboratory technician for the instruction and supervision of laboratory materials for the College course given at the University campus at all times when the College course is in session on the University campus and at no cost to the University.
3. pay for any and all equipment and supplies necessary for the instruction of the College course at the University campus thereby ensuring no cost to the University.
4. purchase and maintain liability and general/comprehensive insurance to include coverage for any acts of negligence, of its students and/or employees, including those employees who may also be part-time or full-time employees of the University, with respect to any liability arising out of their participation in the College course while on campus, including any property damage to the University facilities associated with use of the lab and its equipment.

The College, upon execution of this Agreement and at any time upon request by the College, shall furnish the University with evidence that it is in compliance with the above requirements for insurance coverage for its students and employees participating in the College course at the University campus.

5. designate one or more College coordinators who shall confer at regular intervals with the University liaison who is designated by the University and who, in most cases, shall be the Chair of the University's Biology Department in regard to access, use and scheduling of the facility.

B. The University shall:

1. designate an administrator or faculty member who shall serve as the coordinator for use of the facilities during the academic year and the summer sessions with the College's designated liaison(s).
2. provide appropriate laboratory space on its campus to the College so that the College can offer its students the College course.
3. charge a room rental rate that is based on the use of approximately 1000 square feet of laboratory space located in the University science building for the duration of three sections of the College course during the Summer II 2013 semester, four sections of the College course during the Fall 2013 semester, four sections of the College course during the Spring 2014 semester, and two sections of the College course during the Summer I 2014 semester, based on the number of credits and instruction hours listed in the attached Appendix A.
4. invoice the College for any and all supplies and other consumables necessary for instruction of the College course(s) at an estimated amount of \$1,500 per section for each semester but invoiced for actual expenses incurred (receipts will be provided). Please submit invoice prior to each semester. See Appendix B.

C. Term of Agreement:

The term of the Agreement shall be for one year, effective as of the day and year first set forth above and shall only be renewed upon the written consent of both parties up to but not exceeding a combined total of two years. This Agreement may be terminated by either party by giving sixty (60) days prior written notice of its intention to terminate the Agreement to the other party in accordance with the Notice provisions set forth below in this Agreement.

D. Miscellaneous:

1. Neither this Agreement nor any obligation or right hereunder may be assigned to any third party without prior written consent of the other party. Any purported assignment without such consent shall be null and void.
2. All notices required or permitted under this Agreement shall be in writing and be deemed to have been properly given if delivered by personal delivery or by certified or registered mail, return receipt requested, to the parties at the addresses listed below or to such other addresses as the parties shall designate by written notice to the other party.

To the University:

Attn: Joanne Z. Bruno, J.D.
Vice President for Academic Affairs
New Jersey City University
2039 Kennedy Boulevard
Hepburn Hall 309
Jersey City, New Jersey 07305

To the College:

Attn: Dr. Eric Friedman, Ph.D.
Vice President of Academic Affairs
70 Sip Avenue, Fourth Floor, A 417
Jersey City, New Jersey 07306

3. This Agreement shall be governed and construed in accordance with the laws of the State of New Jersey and any action shall be brought in the courts of the State of New Jersey.
4. This Agreement constitutes the entire Agreement between the parties and supersedes any and all prior agreements, written or oral. No modification of or amendment to this Agreement shall be effective or binding on either party unless in writing and signed by both parties. The section headings as to the contents of particular sections are inserted only for convenience and not are intended to be a substantive part of the Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives or officers, the day and year first written above.

For the University:

For the College:

Eric Friedman, Ph.D.
Vice President of Academic Affairs

Date: _____

Date: _____

APPENDIX A

**New Jersey City University
2039 Kennedy Boulevard
Jersey City, New Jersey 07305**

Invoice Date: September 1, 2013

Annual cost of renting approximately 1000 square feet of laboratory space in Science Room 210 at New Jersey City University for the Summer II 2013 semester, Fall 2013 semester, Spring 2014, and Summer I 2014 Semester for use by Hudson County Community College for the college Course known as BIO 250.

Approximately 1,040 hours of class instruction in the above space:

- three sections of a 4-credit course in Summer II 2013 for 240 hours;
- four sections of a 4-credit course in Fall 2013 for 320 hours;
- four sections of a 4-credit course in Spring 2014 for 320 hours;
- two sections of a 4-credit course in Summer I 2014 for 160 hours.

Rental Fee: \$43,160

Summary of Total Rental fee:

\$9,960 for the Summer II 2013 semester for BIO 250;
\$13,280 for the Fall 2013 semester for BIO 250;
\$13,280 for the Spring 2014 semester for BIO 250; and
\$6,640 for the Summer I 2014 semester for BIO 250.

Payment for the Summer II and Fall 2013 semesters is due upon receipt of invoice, or no later than September 30, 2013, in the amount of **\$23,240**.

Payment for the Spring and Summer I 2014 semesters is due no later than January 31, 2014, in the amount of **\$19,920**.

Please make check payable to: **New Jersey City University**, with notation in memo area: **"Biology lab rental"**

Please mail check to: Mary Bolowski, Controller
New Jersey City University—Hepburn Hall 102
2039 Kennedy Boulevard
Jersey City, New Jersey 07305



INVOICE

APPENDIX B

DATE:
INVOICE #

FOR: Per Microbiology
Agreement, dated
September 1, 2013

2039 Kennedy Blvd
Jersey City, New Jersey 07305
Controller's Office, Hepburn Hall 106

Bill To:

Eric Friedman, Ph.D., President
Vice President for Academic Affairs
Hudson County Community College
70 Sip Avenue
Jersey City, NJ 07306

DESCRIPTION	AMOUNT
<p>Reimbursement for cost of supplies/other consumables incurred for the instruction of Hudson County Community College microbiology classes, course _____, Section _____, for _____ semester, for a total amount of \$_____.</p> <p>Please make check payable to: New Jersey City University, with notation in memo that it is for "supplies and other consumables."</p> <p>Please mail check to: Ms. Mary Bolowski, Controller New Jersey City University--Hepburn Hall 106 2039 Kennedy Boulevard Jersey City, NJ 07305</p>	
TOTAL	\$ -

Make all checks payable to **New Jersey City University**

If you have any questions concerning this invoice,
please contact the Controller's Office at 201-200-3041.

Payment due 30 days from invoice date.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 13, 2013**

X. NEW BUSINESS

1. APPROVING CHANGE ORDER FOR N.K. ARCHITECTS

WHEREAS, during the course of construction, certain situations arose which required deviations from the work specified at 71 Sip Avenue (Library Project) Jersey City; and

WHEREAS, the contractor performing the work is N.K. Architects of Morristown, New Jersey; and

WHEREAS, the contractor was awarded a contract through a fair and open process; and

WHEREAS, this Change Order emanates from that process; and

WHEREAS, the aforementioned change requires an increase of \$94,180 to the awarded contract; and

WHEREAS, the contract for this work is summarized as follows and is more specifically set forth in the attachment to this resolution entitled "Change Orders 9-15";

WHEREAS, the funding for this project and the proposed change orders will be charged to Chapter 12 funds;

NOW, THEREFORE, BE IT RESOLVED the President, the Administration, the Facilities Committee and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve the contract amendment requests numbers 9-15 and approve an increase to the contract awarded to NK Architects in the amount of \$94,180.

INTRODUCED BY: Adrienne Sires

SECONDED BY: James Fife

DATE: August 13, 2013

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

7 Ayes..... 0 Nay

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

James Fife
Signature of Recorder

8-13-13
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 13, 2013**

X. NEW BUSINESS

2. Award of Consultant for Construction Services

REPORT/BACKGROUND:

The College has a need to use a consultant to assist in the development of RFPs for the selection of a construction manager for the Science Center project.

It is proposed that DL Beesley Engineering LLC, of Bloomfield, New Jersey, be engaged to provide the services at a cost not to exceed \$5,000.

RECOMMENDATION:

The President, the Administration, the Facilities Committee and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve DL Beesley Engineering LLC to perform consulting services, at a cost not to exceed \$5,000, to be funded from the operating budget.

INTRODUCED BY: James Fife

SECONDED BY: Joanne Kosakowski

DATE: August 13, 2013

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

7 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

8-13-13
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 13, 2013**

XI. ADJOURNMENT

THAT, the meeting be adjourned at 5:30 P.M.

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: James Fife

DATE: August 13, 2013

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

7 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

8-13-13
Date